

CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
SARAH ANTHONY, CHAIR
REBECCA BAHAR-COOK
TODD TENNIS
PENELOPE TSERNOGLOU
BRIAN McGRAIN
RANDY SCHAFFER
ROBIN CASE NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, OCTOBER 7, 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 [September 9, 2015](#) and [September 16, 2015](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Circuit Court/Family Division - Resolution Authorizing Acceptance of a Michigan [Drug Court Grant](#) for the Ingham County Family Dependency Treatment Court
2. Prosecuting Attorney's Office - Resolution to Accept the FY 2015/2016 Victim of Crime Act, Crime Victim Assistance Grant ([VOCA](#)) and Enter into a Subcontract with the Small Talk Children's Assessment Center
3. Law & Courts Committee - Resolution Authorizing [2016 Agreements](#) for Juvenile Justice Community Agencies
4. Health Department
 - a. Resolution to Authorize Agreement with Capital Area Community Services, Inc. [Head Start](#)
 - b. Resolution to Authorize [Amendment #4](#) to the 2014-2015 Comprehensive Agreement with the Michigan Department of Community Health
 - c. Resolution to Authorize an Agreement with Communities in Schools ([CIS](#)) of Michigan
 - d. Resolution to Enter into a Michigan Agriculture Environmental Assurance Program [Clean Sweep Program](#) Agreement with the Michigan Department of Agriculture and Rural Development
 - e. Resolution to Accept an [Expanded Services Award](#) from the U.S. Department of Health and Human Services Health Resources and Services Administration
 - f. Resolution to Authorize a Memorandum of Understanding with Michigan Primary Care Association to Join an [Independent Practice Association](#)
 - g. Resolution to Authorize an Agreement with [Southeast Michigan Health Association](#)
 - h. Resolution to Amend Agreement with [St. Vincent Catholic Charities](#)
 - i. Resolution to [Amend Resolution #14-270](#) to Authorize a No-Cost Extension to the Agreement with Michigan Public Health Institute for the Michigan Pathways to Better Health Project
 - j. Resolution to Authorize Reversion of a Public Health Nurse IV Position to Public [Health Nurse III](#)
 - k. Discussion - Community Health Center Fund Update (*No Material*)

5. Road Department - Resolution to Approve Entering into a Construction Contract with the MDOT/ICRD Selected Low Bidder in Relation to the [Marsh Road Bridge](#) Emergency Repair Project
6. 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](#)
7. Board of Commissioners - Resolution Appointing [John Dinon](#) as Ingham County Animal Control Director
8. Facilities - Resolution Authorizing Repairs to the Condensate Receiver and Installation of a New [Vacuum Pump](#) to the Heating System at the Ingham County Jail
9. Health Services Millage - Discussion of Health Care Services Millage Rate (*No Material*)
10. Controller/Administrator's Office - Resolution to Authorize a Contract Amendment with the Michigan State University School of Human Resources and Labor Relations to Conduct [Facilitation Services](#) at the Ingham County 9-1-1 Central Dispatch Center
11. Board Referrals
 - a. Letter from the State of Michigan Department of Treasury State Tax Commission Regarding the Revocation of the Real and/or Personal Property Component of Industrial Facilities Exemption Certificate Number 2013-248 Issued to [Apex Precision Solutions, Inc.](#)
 - b. Letter from the City of East Lansing Regarding [Form 4565](#), Assessing Officers Report for Industrial Facility Exemption Certificates

Announcements
Public Comment
Adjournment

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DISRUPTION DURING THE MEETING**

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

FINANCE COMMITTEE
BUDGET MEETING
September 9, 2015
Minutes - Draft

Members Present: Anthony, Bahar-Cook, Tennis, Tsernoglou, McGrain, Schafer, Naeyaert

Members Absent: None

Others Present: Chief Judge Thomas Boyd, Clerk Barb Byrum, Commissioner Kara Hope, Tim Dolehanty, John Neilsen, Allan Spyke, Teri Morton, Robert Sheehan, Sam Davis, Jared Cypher, Jodi LeBombard, Anne Burns, Jennifer Shuster, Ryan Buck, George Strander, Susan Pigg, Ericanne Spence, Jill Bauer, Robin Stites, 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 August 19, 2015 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE MINUTES OF THE AUGUST 19, 2015 MEETING AS PRESENTED.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

Chairperson Anthony asked if there were any Department Heads or their representatives, without items on the “Z” List, present that wanted to express their agreement with the Proposed 2016 Ingham County Budget as presented by the Controller’s Office.

Susan Pigg, Executive Director of the Tri-County Regional Planning Commission, expressed her satisfaction with the Proposed 2016 Ingham County Budget as presented by the Controller’s Office.

Robert Sheehan, Executive Director of Community Mental Health (CMH), expressed his satisfaction with the Proposed 2016 Ingham County Budget as presented by the Controller’s Office.

1. Overview of Liaison Committee Recommendations

Tim Dolehanty, Controller, presented the recommendations for the “Z” list from the Law & Courts, Human Services, and County Services Committees. He stated that the total amount on the “Z” list was just over \$500,000 and that there was \$300,000 available for this process. He further stated that the County received an increase in their health insurance rates larger than what was originally budgeted for in the Proposed 2016 Ingham County Budget.

Teri Morton, Budget Director, stated the employee versus county cost of the health insurance rate increase was yet to be determined.

Mr. Dolehanty stated that the Municipal Employee’s Retirement System (MERS) would be using a new formula for county pensions starting with the 2017 Ingham County Budget. He further stated that the Controller’s Office was projecting about a million dollar loss to the County with the use of this new formula. Mr. Dolehanty indicated he would be meeting with MERS to gather more information regarding this matter.

Commissioner Tennis stated that there is no requirement that the Ingham County use MERS for its pension plan. He further stated that there are other plans available for consideration.

Commissioner Anthony asked for an update at the next Finance Committee meeting regarding the Controller’s Office meeting with MERS.

Commissioner Bahar-Cook stated that as of 2019 the budget will have depleted the reserved funds. She further stated she wanted her fellow Commissioners to be cognizant of this fact.

Commissioner McGrain indicated he was aware of this issue.

2. Review and Action on Law & Courts Committee Recommendations

John Neilsen, Chief Deputy Controller, stated that the request for a Court Information Clerk position on the “Z” list from Circuit Court Information request was withdrawn.

Undersheriff Allan Spyke presented information to the committee regarding the request from the Sheriff’s Office for a Field Services Sergeant position, Field Services Night Shift Deputy position, and the Detective position.

Commissioner Bahar-Cook asked if Undersheriff Spyke agreed with the original ranking of these positions by the Law & Courts Committee.

Undersheriff Spyke stated that the Sheriff’s Office was in agreement with the ranking.

Discussion.

Commissioner Bahar-Cook asked if these were the same positions that were presented to voters and were rejected.

Undersheriff Spyke indicated that these were the same positions.

Commissioner Bahar-Cook asked how these positions could be funded when the voters had previously refused to fund them.

Commissioner Tennis asked if the Sheriffs 2016 Proposed Budget included any new positions.

Commissioner McGrain stated that it was his understanding that no new positions were included for anyone in the 2016 Proposed Budget.

Mr. Dolehanty indicated this was correct.

Discussion.

Commissioner Naeyaert indicated the need for an additional detective for the investigation of the sexual assault of children and human trafficking. She further indicated the importance the backup the Sheriff's Office provides to the out-county police departments that do not maintain a full-time staff.

Commissioner Schafer stated his support for the Sheriff's Department. He further stated the people of Ingham County needed and wanted the service of basic public safety and the immediate response of an officer when called.

Commissioner Bahar-Cook indicated that the public did not vote for it.

Jodi LeBombard, Interim Animal Control Director, presented information to the committee regarding the request for an increase of the part-time Veterinarian position to a full-time Veterinarian position.

Chairperson Anthony asked if there was a projected estimate of the cost savings to have a full-time Veterinarian in-house as opposed to outsourcing.

Ms. LeBombard stated that information was not available at this time.

Commissioner Tsernoglou stated that a request was made at the Law & Courts Committee budget meeting to track this information.

Commissioner McGrain asked if this request would have affected the use of veterinary care for the recent hoarding case in Ingham County.

Anne Burns, Deputy Director, stated that some of the veterinary care was outsourced and that the part-time Veterinarian was paid overtime for her work in this case.

Commissioner McGrain indicated that the current, part-time Veterinarian position seemed more expensive than simply hiring a full-time Veterinarian.

Ms. Burns indicated the need for availability of a Veterinarian to testify in court.

Commissioner Bahar-Cook stated she would need to see the overall monetary savings to the County in order to vote for the position enhancement.

Ms. LeBombard stated that the Veterinarian would also help with preventative care for the animals.

Ms. Burns stated that Veterinarians on average make approximately \$50 per hour and that the County's Veterinarian makes approximately \$25 per hour. She further stated when they outsourced veterinarian services they pay the higher rate.

Commissioner Bahar-Cook reiterated the need to see the cost savings in writing.

Commissioner Tennis stated that the Animal Control Advisory Board expressed the need for this position enhancement. He further stated the position enhancement was a priority for him.

Commissioner Hope stated that at the Law & Courts Committee budget meeting it was discussed that a full-time Veterinary position made Animal Control eligible for certain grants.

Ms. LeBombard stated that was correct.

Commissioner Tsernoglou asked if there was a contract for outside services with any local Veterinarians.

Ms. LeBombard stated there was not a contract with any specific Veterinarians. She further stated there were too many variables to contract with any specific office.

Commissioner Tsernoglou asked if the outsourced Veterinarians charged full price for their services.

Ms. LeBombard indicated they did.

Commissioner Schafer thanked Animal Control for all that they do and stated his appreciation for their work in the community. He indicated that there were far more critical items for the "Z" list.

Chief Judge Thomas Boyd of the 55th District Court presented information to the committee regarding the contract for indigent legal services for defendants at arraignment. He indicated a grant previously funded this service and had subsequently run out. Judge Boyd stated he was not here to advocate for this money, rather he was here to present the facts for the committee to make the best decision for the County.

Commissioner Bahar-Cook stated that the original grant was greater than the “Z” list request of \$65,000.

Judge Boyd stated that full amount of the grant was not possible, according to Controller’s Office.

Commissioner Bahar-Cook asked if the Controller’s Office was waiting for the Michigan Indigent Defense System to provide a recommendation.

Judge Boyd indicated that the wait was on the State of Michigan and when it would pay for indigent legal services.

Commissioner Bahar-Cook asked what happens if the contract was not funded.

Judge Boyd stated that individuals wouldn’t have representation until pre-trial. He listed the benefits of having legal representation at arraignment.

Commissioner Tsernoglou stated that this was a constitutionally mandated right and that Michigan had not been enforcing this. She further stated there will be no enforcement until the State is willing to fund the program. She indicated that if an attorney was provided at arraignment cases would go smoother.

Judge Boyd presented the potential cost savings and other benefits of having legal representation at arraignment.

George Strander, Court Administrator and Probate Register, presented information to the committee regarding the restoration of the half-time Deputy Probate Register to a full-time position.

Commissioner Bahar-Cook asked if Probate Court would soon be down to only one judge.

Mr. Strander stated that one of the probate judge positions would eventually be eliminated.

Commissioner Bahar-Cook asked if this would create more need for the full-time position.

Mr. Strander indicated it would.

Commissioner Bahar-Cook asked what would happen is the position was not restored to full-time. She asked how that would affect her constituents.

Mr. Strander reviewed the benefits of making the position full-time and the challenges the public would see, if it was not restored.

Commissioner Tsernoglou asked if the position could be made into a three-quarters time position.

Mr. Strander stated that would be difficult to find a person willing to accommodate the hours.

Commissioner Schafer commended the Law & Courts Committee, along with the chairperson, for their work during the budgeting process.

3. Review and Action on Human Services Committee Recommendations

Ericanne Spence, Director of Correctional Mental Health at CMH, and Major Sam Davis presented information to the committee regarding the expansion of Corrections Assessment & Treatment Services (CATS) to include weekend screenings.

Ms. Spence stated that the funding request is for an on-call system and CMH staff would be available on holidays and weekends to assess inmates.

Commissioner Tsernoglou asked if this would be an appropriate program for the Health Services Millage.

Discussion.

Commissioner Naeyaert stated that having mental health professionals available can prevent the escalation of dangerous situations.

Commissioner Bahar-Cook asked if they would seek millage dollars later.

Discussion.

Commissioner Tennis provided an overview for the community agencies request for increase in funding and the Department of Human Services (DHS) request for additional funding for their special needs account.

Commissioner Naeyaert stated that at the budget meeting for the Human Services Committee DHS did not present and an organized or clear outline for the additional funding needs.

Commissioner Tsernoglou asked if there were more community agencies or if the existing community agencies needed additional funding.

Jared Cypher, Deputy Controller, stated there was the same number of agencies requesting additional funding.

Discussion.

Commissioner Bahar-Cook stated that both requests appear to build up emergency funds up. She further stated her desire would be to give the entire requested amount directly to the community agencies. She indicated they are filling basic need requests and the Board of Commissioners would have more direct control.

Commissioner Tennis stated that the community agencies are for more long-term situations and DHS was more for emergencies and that there is a difference in the way money is distributed.

Mr. Cypher indicated the difference was between immediate needs and basic needs.

Commissioner McGrain stated that the \$50,000 request from DHS would be dispersed to case workers helping people keep their home and preventing further problems. He also indicated that money to community agencies would also be well spent in providing services to the citizens of Ingham County.

Commissioner Bahar-Cook stated she would rather provide funding to the community agencies and maintain control.

Commissioner Tsernoglou stated her support for community agencies. She indicated these funds may take away from other departments that do not have other outside opportunities for funding, like community agencies.

Discussion.

4. Review and Action on County Services Committee Recommendations

Clerk Barb Byrum presented information to the committee regarding the request to make the part-time Recording Secretary position into a full-time position. She offered a reduction for the "Z" list request to \$16,786 by contributing \$10,000 from the Concealed Pistol License (CPL) fund.

Commissioner Bahar-Cook stated that the Recording Secretary was always a part-time position when it was with the Board of Commissioner's Office.

Discussion.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. NAEYAERT, TO REDUCE THE REQUESTED AMOUNT ON THE "Z" LIST TO \$16,786 FOR THE COUNTY CLERK BUDGET ENHANCEMENT OF THE PART-TIME POSITION OF RECORDING SECRETARY TO FULL-TIME.

THE MOTION CARRIED UNANIMOUSLY.

Ryan Buck, Chief Deputy Clerk of the Circuit Court, stated that due to the part-time status of the position there had been a lack of quality applicants. He further stated that he thoroughly reviewed all applications in hopes to be able to recommend an applicant to Clerk Byrum.

Chairperson Anthony asked if the crafting of this job description was difficult because it covered so many aspects of the Clerk's Office.

Clerk Byrum stated that by cross-training the Recording Secretary to learn all aspects of the office everyone would understand all roles. She further stated that it could help cover absences in the Clerk's Mason Office.

Chairperson Anthony asked if there would be a problem with the flexible scheduling of this position.

Clerk Byrum stated that the flexible schedule should lend itself to find quality candidates.

Commissioner Schafer asked if the total cost of this position was approximately \$55,000.

Ms. Morton stated that the position, with all benefits included, totaled \$55,642.

5. Action to Incorporate Strategic Planning Initiative Funds into Recommended Budget

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NAEYAERT, TO MOVE ALL ITEMS ON THE "Z" LIST BACK TO THE GENERAL FUND.

Commissioner Schafer stated that \$300,000 was budgeted for this purpose. He further stated that Department Heads had approached the committees in a good faith effort that their requests would be considered.

THE MOTION FAILED. **Yeas:** Bahar-Cook **Nays:** Anthony, McGrain, Naeyaert, Schafer, Tennis Tsernoglou **Absent:** None

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO REMOVE FROM THE "Z" LIST: \$62,938 FOR THE FIELD SERVICES NIGHT SHIFT DEPUTY POSITION.

Commissioner Shafer stated that singling out one request would be unfair and that the committee should rank all requests as presented.

THE MOTION FAILED. **Yeas:** McGrain, Bahar-Cook **Nays:** Anthony, Naeyaert, Schafer, Tennis Tsernoglou **Absent:** None

Chairperson Anthony instructed the committee to rank the "Z" list items, with one (1) being the most important.

Chairperson Anthony asked for a moment of silence to honor the City of Lansing firefighter that passed away in an accident that evening.

Meeting was recessed at 8:15 pm.

Meeting was called back to order at 8:26 p.m.

Ms. Morton reviewed the ranking of the items on the “Z” list. She indicated there was a tie for fifth place sending the total over the allotted \$300,000 budget.

Discussion.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TSERNOGLOU, TO FUND THE “Z” LIST ITEMS: \$94,265 DETECTIVE, \$30,000 CATS EXPANSION, \$65,000 CONTRACT FOR INDIGENT LEGAL REPRESENTATION AT ARRAIGNMENT, \$35,662 POSITION ENHANCEMENT OF PART-TIME VETERINARIAN TO FULL-TIME, \$20,000 INCREASE IN FUNDING FOR COMMUNITY AGENCIES, \$50,000 FOR DHS ADDITIONAL FUNDING FOR SPECIAL NEEDS ACCOUNT, AND THE REMAINDER RETURNED TO THE UNRESERVED BALANCE.

Commissioner Tennis stated that if none of the items that tied for fifth place were funded then the remainder of items on the “Z” list could be funded.

Commissioner Naeyaert indicated that the \$70,000 request from the community agencies and DHS was a large portion of the \$300,000 Strategic Planning Initiative Funds.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO AMEND THE MOTION TO INCLUDE THE CLERK’S OFFICE POSITION ENHANCEMENT FOR THE RECORDING SECRETARY OF \$16,786 AND DECREASE THE DHS REQUEST FOR ADDITIONAL FUNDING FOR SPECIAL NEEDS ACCOUNT TO \$33,214.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Bahar-Cook stated that for clarification the DHS additional funding for the Special Needs Account would be \$33,214.

Chairperson Anthony reviewed the items that would be funded: \$94,265 for Sheriff’ Office Detective position, \$30,000 for CMH CATS Expansion, \$65,000 to District Court contract for indigent legal representation at arraignment, \$35,662 to Animal Control for the increase of the part-time Veterinarian to full-time, \$20,000 increase in funding for community agencies, \$33,214 additional funding for Special Needs Account for DHS, and \$16,786 to the Clerk’s Office for increase of part-time Recording Secretary position to full-time.

Ms. Morton indicated that the remaining \$5073 would decrease the budgeted use of fund balance in the general fund from \$2,265,000 to \$2,644,927.

The rankings are attached to these minutes as Attachment A.

THE MOTION, AS AMENDED, CARRIED. **Yeas:** Anthony, Bahar-Cook, McGrain, Naeyaert, Tennis, Tsernoglou **Nays:** Schafer **Absent:** None

6. Adoption of Finance Recommended Budget

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE FINANCE RECOMMENDED BUDGET, INCLUDING THE Z-LIST ITEMS THAT WERE APPROVED IN THIS MEETING.

THE MOTION CARRIED. **Yeas:** Anthony, Bahar-Cook, McGrain, Naeyaert, Tennis, Tsernoglou **Nays:** Schafer **Absent:** None

Announcements

None.

Public Comment

Mr. Sheehan thanked the committee for their work and support of CMH.

Adjournment

The meeting was adjourned at 8:33 p.m.

FINAL RANKINGS OF THE FINANCE COMMITTEE

Attachment A

DEPARTMENT	AMOUNT	DESCRIPTION	A	B	C	M	S	T	T	T
			N	A	A	C	C	E	S	O
			T	H	N	G	H	N	E	T
			H	A	A	R	A	O	R	O
			O	R	E	A	F	G	I	N
			N	C	A	E	E	L	N	G
			O	O	E	R	R	O	L	L
			Y	R	R	T	I	O	O	L
1 Sheriff (L&C - 2)	\$94,265	Detective	1	1	1	3	2	2	4	14
2 Community Mental Health (HS - 1)	\$30,000	CATS Expansion (weekend screenings)	5	4	2	1	7	4	3	26
3 District Court (L&C - 4)	\$65,000	Contract Indigent Legal Representation at Arraignment	8	2	7	2	5	3	2	29
4 Animal Control (L&C - 3) Community Agencies	\$35,662	Increase Part-Time Veterinarian to Full-Time	7	3	8	4	6	1	1	30
5 (HS - 2)	\$20,000	Increase Funding	3	5	3	5	10	9	9	44
5 Department of Human Services (HS - 3)*	\$33,214	Additional Funding for Special Needs Account	4	6	4	6	9	10	5	44
8 Clerk (CS only item)*	\$16,786	Part-Time to Full-Time Recording Secretary**	6	9	6	8	4	6	6	45
TOTAL FUNDED***	\$294,927									

5 Sheriff (L&C - 1)	\$153,886	Field Services Sergeant	2	7	5	9	3	8	10	44
9 Sheriff (L&C - 5)	\$62,938	Field Services Night Shift Deputy	10	10	10	10	1	5	8	54
10 Probate Court (L&C - 5)	\$21,678	Restore Deputy Probate Register to Full-Time	9	8	9	7	8	7	7	55

ITEMS NOT FUNDED \$238,502

*After all of the items were ranked, the Committee voted to fund the items as listed above. The Department of Human Services' request was decreased from \$50,000 to \$33,214 in order to fund the Clerk's request.

**The Clerk's Office decreased its original request from \$26,786 to \$16,786. \$10,000 of the cost will be funded by Concealed Permits Licensing fees.

***The remaining \$5,073 of the Strategic Planning Initiative Funds will be used to decrease the budgeted use of fund balance in the general fund from \$2,650,000 to \$2,644,927.

FINANCE COMMITTEE
September 16, 2015
Draft Minutes

Members Present: Anthony, Bahar-Cook, McGrain (departed at 7:33), Schafer, Tennis, and Tsernoglou

Members Absent: None

Others Present: Treasurer Eric Schertzing, Bill Conklin, Lance Langdon, Rick Terrill, Tim Morgan, John Neilsen, Teri Morton, Desiree Kirkland, Matt Nordfjord, Stacy Biers, George Brookover, Curt Smith, Robin Stites, 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 August 19, 2015 Finance Committee Meeting Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE MINUTES OF THE AUGUST 19, 2015 MEETING.

The minutes were amended as follows:

Members Present: Anthony, Bahar-Cook, Tsernoglou, **and** Naeyaert, ~~Schafer, and Tennis~~

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Additions to the Agenda

Substitutes –

6. Health Services Millage
Resolution Authorizing Health Services Millage Contracts with the Ingham Health Plan Corporation (IHPC)

Resolution Authorizing A Contract Amendment with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) For Health Services Millage Eligible Services

8. Farmland and Open Space Preservation Board - Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on Goodnoe and Stickle Properties

Limited Public Comment

None.

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

1. Treasurer's Office
 - a. Resolution Authorizing Submission of a Community Development Block Grant/Home Grant Application for \$315,000 for a Home Owner Rehabilitation Program
 - b. Resolution to Contract with Capital Area Community Services to take Client Referrals from Ingham County Treasurer

2. Sheriff's Office - Resolution Authorizing the Ingham County Sheriff's Office to Extend a Contract with the Michigan Department of Corrections to Rent 190 Beds to the Michigan Department of Corrections

3. Circuit Court
 - a. Resolution to Accept the FY 2016 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator and Special Part-Time Prosecutor Positions, and Enter into Subcontracts
 - b. Resolution to Accept the FY 2016 Michigan Mental Health Court Grant Program Operational Grant and Continue the Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court - Court Services Coordinator Position, and Enter into Subcontracts
 - c. Resolution for Authorization to Enter into a Three Year Contract with Charlevoix County 7th Probate Court

5. Health Department
 - a. Resolution to Accept New Access Point Funding for Birch Health Center
 - b. Resolution to Accept Quality Improvement Funds
 - c. Resolution to Authorize a 2015-2016 Americorps*Vista Continuation Grant
 - d. Resolution to Enter into an Agreement with Care Free Medical to Purchase a Medical-Grade Refrigerator and Freezer for Vaccine Storage
 - e. Resolution to Authorize an Agreement with the Michigan Department of Health and Human Services for Refugee Health Assessment Services
 - f. Resolution to Reclassify Vacant Lead Social Worker Position to Medical Social Worker Position

9. Human Resources - Resolution Certifying Representatives for the MERS Annual Conference

11. Road Department
 - b. Resolution Authorizing the Purchase of 2015 Seasonal Requirement of Asphalt Emulsions for the Road Department

THE MOTION CARRIED UNANIMOUSLY.

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

1. Treasurer's Office
 - c. Presentation of Final Report from Plante Moran on Bank Reconciliation and General Ledger Project Approved by Resolution 15-243

Desiree Kirkland, Chief Deputy Treasurer, presented the final report from Plante Moran on the bank reconciliation and general ledger project.

Commissioner McGrain asked if Plante Moran would still be involved moving forward.

Ms. Kirkland stated that Plante Moran would collaborate with the Treasurer's Office until the bank reconciliation was complete.

Commissioner Bahar-Cook commended the Treasurer's Office for their effort in resolving this matter so quickly.

Chairperson Anthony also stated that she was pleased with the Treasurer's Office in handling the matter promptly. She requested one additional update presentation.

4. 9-1-1 Center - Resolution Authorizing an Extension of the Infrastructure Maintenance Agreement with Harris Corporation for the Ingham County Public Safety Radio System

MOVED BY COMM. TSEKNOGLOU, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION AUTHORIZING AN EXTENSION OF THE INFRASTRUCTURE MAINTENANCE AGREEMENT WITH HARRIS CORPORATION FOR THE INGHAM COUNTY PUBLIC SAFETY RADIO SYSTEM.

Lance Langdon, 911 Director, presented the request for an extension of the current maintenance contract with Harris Corporation through 2021, allowing for a 1% increase in cost each year of the agreement. He stated that the current contract with Harris Corporation was set to expire at the end of the month.

John Neilsen, Chief Deputy Controller, stated that this was a new development from the Harris Corporation to support the current public safety radio system for an additional six years. He further stated that this was a good deal and would lock in the 1% rate. Mr. Neilsen indicated that a Request for Proposal (RFP) was originally the preferred choice, but that the presented option made more sense for the county at this time. He further indicated that the 911 Advisory Board would be making their recommendation by the end of the year.

Commissioner Bahar-Cook asked if there was a six month out stipulation included in the resolution.

Mr. Neilsen indicated this language was in the agreement.

MOVED BY COMM. BAHAR-COOK TO AMEND THE RESOLUTION AS FOLLOWS:
THEREFORE BE IT RESOLVED, THAT THE INGHAM COUNTY BOARD OF
COMMISSIONERS ACCEPTS THE RECOMMENDATIONS OF THE INGHAM COUNTY 911
DIRECTOR AND APPROVES ENTERING INTO A SIX-YEAR MAINTENANCE
AGREEMENT FOR THE 911 PUBLIC SAFETY RADIO COMMUNICATION SYSTEM
INFRASTRUCTURE ONLY **WITH THE OPTION OF TERMINATING THE CONTRACT
WITH 6 MONTHS' NOTICE**, WITH HARRIS CORPORATION FROM OCTOBER 1, 2015
THROUGH SEPTEMBER 30, 2021.

Commissioner Bahar-Cook stated that her impression was the current radio system was reaching its end of life.

Mr. Langdon stated that the current system was reaching its end of life, but that the Harris Corporation had agreed to support the system until 2021.

Commissioner Bahar-Cook stated that it was her impression that the agreement Harris Corporation had with the State of Florida could compromise the access Ingham County had to replacement parts.

Mr. Neilsen indicated that there had not been that level of discussion with Harris Corporation yet.

Commissioner Bahar-Cook stated she thought there was going to be a RFP and she indicated she would still wanted a RFP. She indicated that the county should have options and that if she did not have a RFP she could not adequately compare the options. She further indicated she would like to hear from other vendors.

Commissioner Bahar-Cook proposed an amendment to the resolution altering the six-year maintenance agreement to a three-year maintenance agreement.

Commissioner Tsernoglou stated that a six-year agreement was decided upon because the price would be affected with a shorter term and that the 6 month opt-out was still available.

Discussion.

Commissioner Schafer stated that the six month contract termination option was standard and part of the agreement, therefore did not need to be included in the resolution.

THE MOTION CARRIED. **Yeas:** Anthony, Bahar-Cook, McGrain, Naeyaert, Tennis and Tsernoglou **Nays:** Schafer **Absent:** None.

Commissioner Schafer indicated his strong approval of the resolution. He stated that he favored building up funds thru a millage before committing to buy a new system.

Commissioner McGrain indicated he would also be supporting the resolution.

Mr. Neilsen outlined the process to secure a new public radio system. He indicated the final decision was ultimately up to the Board of Commissioners.

Chairperson Anthony asked that even though the current public radio system was reaching its end of life that Harris Corporation would still service this system for six more years.

Mr. Langdon indicated that the Harris Corporation was not building any new systems of this type, but they committed to supporting the current system. He further indicated that if a new system was purchased, the current system would have to be maintained until the full changeover was made.

Mr. Neilsen indicated that the 911 Advisory Board supported the extension of the current maintenance agreement with Harris Corporation. He further indicated that the 911 Advisory Board would have recommended the release of a RFP, if the current system wasn't meeting their needs.

Commissioner Bahar-Cook stated that the vote for this resolution would come before receipt of the 911 Advisory Board's recommendation.

Commissioner Naeyaert stated she was not comfortable with the same technology for the next six years. She inquired what would happen if Harris Corporation could not update the technology.

Mr. Langdon indicated that many municipalities were waiting to purchase equipment until the county picked a system. He further indicated much of the equipment currently used had lasted for many years.

Commissioner Naeyaert asked why the service agreement extension was happening prior to the recommendations of the 911 Advisory Board..

Mr. Langdon stated that it was because the contract expired at the end of this month.

Commissioner Naeyaert indicated she was concerned about the municipalities' cost if a new system was purchased. She also indicated that she had some issues with the length of the contract extension with the Harris Corporation.

Commissioner Tennis indicated there were problems with the current radio system when it was first implemented, but that things had been running smoothly, as of late. He stated that it did not take much for technology to become outdated and was concerned Harris Corporation would focus on new technology, instead of supporting the old technology.

Discussion.

Commissioner McGrain stated that the contract extension gave a long window in order to make the next decision and it secured a great rate. He further stated that he was comfortable with the length of the extension.

Commissioner Tsernoglou stated she did not get the impression that this issue was closed and that Harris Corporation was the final choice. She indicated that the contract expiration date was imminent and that something needed to be put in place. She further stated that the six year extension allowed the 1% rate increase to be locked in place.

Chairperson Anthony asked if other vendors are being considered, would Harris Corporation hold up their end of the bargain.

Mr. Neilsen indicated that Harris Corporation had committed to support the system. He further indicated that Harris Corporation was aware other vendors are being considered.

Commissioner Schafer stated that he relied on the 911 Advisory Board's and public safety official's recommendations. He further stated that the Harris Corporation had met the contract standards.

Commissioner Bahar-Cook stated that nothing barred the amendment of the contract length. She further stated that she did not feel comfortable going with a six year agreement.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TENNIS, TO AMEND THE SERVICE AGREEMENT FROM SIX YEARS TO THREE YEARS.

THE MOTION FAILED. Yeas: Bahar-Cook and Naeyaert **Nays:** Anthony, McGrain, Schafer, Tennis, and Tsernoglou **Absent:** None.

Commissioner Tennis asked if there was a mutual out clause. He indicated that this would cause hesitation to enter into an extended agreement.

Mr. Langdon stated that if Harris Corporation cut off support they would be eliminated from consideration for the new system.

Mr. Neilsen stated that a mutual out clause had always been included in the contract. He further stated that the county has a good public radio system that worked well and that the public safety officials would attest to that. He indicated the State of Michigan's system was also good, but the implementation of that system would come at a great cost.

Chairperson Anthony asked Mr. Neilsen to communicate with the 911 Advisory Board the committee's intentions. She stated that she did not want the Advisory Board to perceive this decision as a forgone conclusion.

Mr. Neilsen indicated the 911 Advisory Board would likely report on a recommendation by November.

THE MOTION, AS AMENDED, CARRIED. Yeas: Anthony, McGrain, Naeyaert, Schafer, Tennis, and Tsernoglou **Nays:** Bahar-Cook **Absent:** None.

10. Facilities - Resolution Amending the Lease Agreement with Capitol Walk Parking, LLC to Lease the Eleven Remaining Employee Parking Spaces

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AMENDING THE LEASE AGREEMENT WITH CAPITOL WALK PARKING, LLC TO LEASE THE ELEVEN REMAINING EMPLOYEE PARKING SPACES.

Commissioner McGrain stated that he did not agree with paying for more employee parking. He indicated that it subsidized sprawl. He further indicated that he would be supporting the resolution because it ultimately saved money.

THE MOTION CARRIED UNANIMOUSLY.

6. Health Services Millage
Resolution Authorizing Health Services Millage Contracts with the Ingham Health Plan Corporation (IHPC)

Resolution Authorizing A Contract Amendment with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) For Health Services Millage Eligible Services

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NAEYAERT, TO DISCUSS THE HEALTH SERVICES MILLAGE SUBSTITUTE RESOLUTIONS AS OPPOSED TO THE HEALTH SERVICES MILLAGE RESOLUTION INCLUDED IN THE ORIGINAL COMMITTEE PACKET.

Commissioner McGrain stated that at the Human Services Committee meeting it was decided to draft separate resolutions for the Community Mental Health (CMH) funding and the Ingham Health Plan Corporation (IHPC) funding.

The resolutions were amended as follows:

6. Health Services Millage
 - a. Resolution Authorizing Health Services Millage Contracts with the Ingham Health Plan Corporation (IHPC)
 - b. Resolution Authorizing A Contract Amendment with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) For Health Services Millage Eligible Services

This was considered a friendly amendment.

6. Health Services Millage
 - a. Resolution Authorizing Health Services Millage Contracts with the Ingham Health Plan Corporation (IHPC)

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING HEALTH SERVICES MILLAGE CONTRACTS WITH THE INGHAM HEALTH PLAN CORPORATION (IHPC).

Commissioner Schafer stated that he would not vote for any allocation of millage funds. He further stated that the health services millage should not have been levied and that facts were misrepresented.

Commissioner Naeyaert stated that she was satisfied with the parameters put in place in the contract. She indicated that if a review of IHPC was done for the past six months the contract parameters would not have been met. She further stated that she plans to request information from IHPC frequently.

Chairperson Anthony stated she was very comfortable with the safeguards. She further stated that this was an appropriate use of millage dollars and that future audits should show only millage eligible participants.

Commissioner McGrain reviewed the many aspects of the contract that were agreeable to him. He stated that he was comfortable moving forward now. He further stated that they should expect to receive better data in the future.

Commissioner Tennis stated that the Affordable Care Act (ACA) limited the number of millage eligible participants. He further stated that he anticipated reducing the millage rate in the future and that the full amount would not need to be collected for 2016. He concluded by stating that he was cautiously optimistic.

Commissioner Schafer stated that there was a ten million dollar surplus. He further stated that this was more than adequate to fill the need.

THE MOTION, AS AMENDED, CARRIED. **Yeas:** Anthony, Bahar-Cook, McGrain, Naeyaert, Schafer, Tennis, and Tsernoglou **Nays:** Schafer **Absent:** None.

6. Health Services Millage
 - b. Resolution Authorizing A Contract Amendment with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) For Health Services Millage Eligible Services

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT AMENDMENT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMH) FOR HEALTH SERVICES MILLAGE ELIGIBLE SERVICES.

Commissioner Bahar-Cook indicated that mental health services were a good use of millage dollars.

Commissioner McGrain stated that these are some of the most vulnerable people in our society and supporting them was critical.

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

Please note that later in the meeting, the Committee suspended the rules to allow Commissioner Tsernoglou to vote on the previous motion. Commissioner Tsernoglou voted in favor of the motion.

7. Parks - Resolution Transferring Funds from the Parks Department Capital Improvement Fund for Hawk Island Snow Hill Equipment Payback

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TRANSFERRING FUNDS FROM THE PARKS DEPARTMENT CAPITAL IMPROVEMENT FUND FOR HAWK ISLAND SNOW HILL EQUIPMENT PAYBACK.

Commissioner McGrain asked Tim Morgan, Parks Director, for a financial overview.

Mr. Morgan and Teri Morton, Budget Director, provided an overview to the committee.

THE MOTION CARRIED UNANIMOUSLY.

8. Farmland and Open Space Preservation Board - Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on Goodnoe and Stickle Properties

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON GOODNOE AND STICKLE PROPERTIES.

Commissioner Bahar-Cook asked Stacy Biers, Farmland and Open Space Preservation Board, for an update on the meeting with United States Senator Debbie Stabenow.

Ms. Biers provided an overview of what occurred at the meeting.

THE MOTION CARRIED UNANIMOUSLY.

11. Road Department
 - a. Agreement and Release with Enbridge Energy
 1. Discussion Regarding Settlement Agreement with County Attorney
(*Closed Session*)

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. NAEYAERT, AT 7:33 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSES OF A DISCUSSING A CLIENT-ATTORNEY PRIVILEGED WRITING FURNISHED BY THE COUNTY ATTORNEY.

THE MOTION CARRIED UNANIMOUSLY. **Yeas:** Anthony, Bahar-Cook, Naeyaert, Schafer, Tennis, and Tsernoglou **Nays:** None **Absent:** McGrain

The meeting entered into closed session.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. NAEYAERT, AT 7:45 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner McGrain.

11. Road Department

- a. Agreement and Release with Enbridge Energy
2. Resolution to Approve the Payment Agreement and Release with Enbridge Energy, Limited Partnership

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO APPROVE THE PAYMENT AGREEMENT AND RELEASE WITH ENBRIDGE ENERGY, LIMITED PARTNERSHIP.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner McGrain.

12. Board Referrals

- a. Letter from the City of Lansing Regarding the Notice of Public Hearing for the Brownfield Redevelopment Plan #60 - SkyVue on Michigan Redevelopment Project
- b. Letter from the City of Lansing Regarding the Notice of Public Hearing for the Brownfield Plan #61 - Feldman's Bud Kouts Redevelopment Project
- c. Letter from the City of East Lansing Regarding the Brownfield Redevelopment Plan #20 - 565 E. Grand River, East Lansing

There was no action taken on these items.

Announcements

Ms. Morton announced that the meeting scheduled with Municipal Employee's retirement System (MERS) had been rescheduled for the following week.

Commissioner Bahar-Cook announced that she would not be in attendance at the Board of Commissioners meeting on Tuesday.

Commissioner Anthony recognized the funeral of the Lansing City Firefighter and asked that people keep his friends and family in their thoughts and prayers.

Commissioner Naeyaert stated that the funeral procession was very moving.

Public Comment

None.

Adjournment

The meeting was adjourned at approximately 7:49 p.m.

OCTOBER 7, 2015 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. Circuit Court/Family Division – Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court

This resolution authorizes acceptance of the Michigan Drug Court Grant Program grant to continue the Family Dependency Treatment Court program in 2015/16. This will continue the grant funded special part time positions and programming, as well as the authorization to enter into subcontracts with the various providers.

Funds are anticipated and contained within the 2015 and 2016 budgets. (See attached memo)

2. Prosecuting Attorney's Office – Resolution to Accept the FY 2015/2016 Victim of Crime Act, Crime Victim Assistance Grant (VOCA) and Entering into a Subcontract with Small Talk Children's Assessment Center

This resolution authorizes acceptance of an enhanced VOCA Grant up to \$133,900.00 increasing the budgeted amount from approximately \$75,000 by another \$58,900. This increased grant award will allow more funding to victims of crime and fully fund the Domestic Violence Coordinator. There is also an increase in funding to cover training, supplies, transportation costs and interpretation costs.

It also authorizes a subcontract for the 2015/2016 VOCA Grant from October 1, 2015 – September 30, 2016 with Small Talk Children's Assessment Center in the amount of \$29,021.00. Finally, it amends the 2015 and 2016 budgets to recognize the new revenue and corresponding expenses. (See attached memo)

3. Law & Courts Committee – Resolution Authorizing 2016 Agreements for Juvenile Justice Community Agencies

This resolution will authorize contracts for the 2016 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$100,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors, to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage.

The Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications, Resolution #15-297 "Resolution to Adopt the 2016 Juvenile Justice Community Agency Process Calendar," and other background material were distributed to the Board of Commissioners at their September 22, 2015 meeting per the adopted calendar.

There was a total of four current JJM Community Agency applications received for funding requests for this fiscal year:

Child and Family Charities – Nexus	\$ 38,351
Child and Family Charities - Teen Court	\$ 24,393
Resolution Services Center of Central Michigan	\$ 27,500
Small Talk Children’s Assessment Center	<u>\$ 17,038</u>
	\$107,282

Therefore, the County has \$107,282 in requests for funding with an allocation of \$100,000 available. The 2016 requests exceed available funds by \$7,282. (See attached memo)

4a. Health Department - Resolution to Authorize Agreement with Capital Area Community Services, Inc. Head Start

This resolution authorizes an agreement with CACS Head Start to provide professional development, training, and program evaluation services to assist CACS Head Start in the implementation of the expansion program and help assure program standards are met. Under this agreement, CACS Head Start will pay ICHD up to \$85,000 for these services for the period of October 1, 2015 through September 30, 2016.

4b. Health Department - Resolution to Authorize Amendment #4 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Community Health

This resolution authorizes Amendment #4 of the 2014-2015 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS). This amendment will increase the budget for Comprehensive Local Health Services from \$5,219,136 to \$5,229,937, an increase of \$10,801 to provide new funding for an immunization action plan.

4c. Health Department – Resolution to Authorize an Agreement with Communities in Schools (CIS) of Michigan

This resolution authorizes an agreement between the Ingham County Health Department and Communities in Schools of Michigan in the amount of \$50,000 for the term of October 1, 2015 through September 30, 2016 to provide health coordination services at North and Willow Elementary Schools. Funding for the partnership is contingent upon additional revenue sources that were unanticipated during the creation of the department’s 2015-2016 budget.

4d. Health Department – Resolution to Enter into a Michigan Agriculture Environmental Assurance Program Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development

This resolution authorizes a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with Michigan Department of Agriculture and Rural Development (MDARD) to allow the Ingham County Health Department (ICHD) to continue to collect pesticides from any end-user of pesticides that resides in the state of Michigan. The terms of the agreement shall be from October 1, 2015 through September 30, 2016. MDARD has agreed to pay ICHD up to \$14,000 for the disposal of pesticides received through the Ingham County Household Hazardous Waste Program.

4e. Health Department - Resolution to Accept an Expanded Services Award from the U.S. Department of Health and Human Services Health Resources and Services Administration

This resolution accepts an expanded services award from the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA) to increase access to preventive and primary health care services through the expansion of its scope of behavioral health services by enhancing the provision of mental health services to new and existing patients with severe and complex needs. HRSA has awarded ICHD with \$215,200 of supplemental funds for expanded services for the term of September 1, 2015 through August 31, 2016. These funds include an agreement with the Michigan State University Department of Psychiatry for psychiatric services not to exceed the amount of \$174,720.

4f. Health Department - Resolution to Authorize a Memorandum of Understanding with Michigan Primary Care Association to Join an Independent Practice Association

This resolution authorizes a memorandum of understanding with Michigan Primary Care Association (MPCA) to join an Independent Practice Association (IPA). This Memorandum of Understanding with MPCA to join the IPA will require a commitment to a \$10,000 capital contribution.

4g. Health Department - Resolution to Authorize an Agreement with Southeast Michigan Health Association

This resolution authorizes a grant from Southeastern Michigan Health Association (SEMHA) in the amount of \$10,000 to conduct outreach services. This grant covers funding for outreach efforts, family involvement, and parent input and feedback on CSHCS policy and procedure. The term of the agreement shall be September 1, 2015 through August 31, 2016.

4h. Health Department - Resolution to Amend Agreement with St. Vincent Catholic Charities

This resolution authorizes an extension of the agreement for interpreter services with STVCC from September 1, 2015 through January 31, 2016. STVCC will receive a prorated amount based on the original \$40,000 they were contracted for during the extended term at a rate of \$3,333.33 per month, not to exceed \$56,666.66 for the entirety of the agreement.

4i. Health Department – Resolution to Amend Resolution #14-270 to Authorize a No-Cost Extension to the Agreement with Michigan Public Health Institute for the Michigan Pathways to Better Health Project

This resolution authorizes a no-cost extension allocating an additional \$408,980 of carry over funding to continue the Pathways Project thru March 31, 2016.

4j. Health Department - Resolution to Authorize Reversion of a Public Health Nurse IV Position to Public Health Nurse III

This resolution authorizes a change to a current Public Health Nurse (PHN) position #601142 from a level IV to a level III. This position was created according to Resolution #13-486 and stated ICHD would internally post a PHN IV position. After the successful candidate was chosen, their PHN III Position will be converted to a PHN IV.

5. Road Department – Resolution to Approve Entering into a Construction Contract with the MDOT/ICRD Selected Low Bidder in Relation to the Marsh Road Bridge Emergency Repair Project

The Road Department seeks authorization to enter into an agreement with a yet-to-be-determined low bidder for emergency repairs to the Marsh Road bridge over the Canadian National Railroad at a total estimated cost of \$100,000. Funding consists of \$90,000.00 in Local Bridge Program funding and up to \$10,000.00 in Ingham County matching funds. Because time is of the essence in this emergency repair project, the bidding process was expedited in order to complete necessary bridge repairs by Thanksgiving. Bids are due September 29, 2015, and a recommended bidder will be known by the next scheduled meeting of the Board of Commissioners.

6a. Potter Park Zoo – Resolution Authorizing Potter Park Zoological Society Reimbursement for 2015 Administrative Support

The Potter Park Zoo Board and the zoo management team incur joint administrative and financial services expenses in the management of the zoo. A funding arrangement between Ingham County and the Potter Park Zoological Society sets forth prorated funding responsibilities of both organizations. The proposed resolution would authorize transfer of \$88,471 from the Potter Park Zoo Millage to the Potter Park Zoological Society to honor commitments of the funding arrangement.

6b. Potter Park Zoo – Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society for 2016 Marketing

The Potter Park Zoological Society supports educational programming, special events, operating costs, and capital improvements at the Potter Park Zoo. The proposed Resolution seeks formal transfer of \$60,000 from proceeds of the Potter Park Zoo Millage to the Potter Park Zoological Society for 2016 marketing purposes. This transfer is contingent upon approval of the 2016 budget.

6c. Potter Park Zoo – Resolution Authorizing a Transfer of Funds and Authorization for the Potter Park Zoological Society to Provide the 2016 Management of Seasonal Workers

The Potter Park Zoo management team wishes to continue providing excellent customer service and to improve upon existing standards in a financially prudent manner. In that spirit, the Zoo management team recommends allowing Potter Park Zoological Society to provide for management of all seasonal staff. The proposed resolution also provides for transfer of \$141,000 from the Potter Park Zoo Millage to the Potter Park Zoo Society for management of all seasonal staff. This transfer is contingent upon approval of the 2016 budget.

7. Board of Commissioners – Resolution Appointing John Dinon As Ingham County Animal Control Director

This resolution authorizes acceptance of the unanimous conditional recommendation from the Animal Control Director Search Committee for the selection of John Dinon as Animal Control Director for Ingham County. (See attached memo for details)

8. *Facilities Department – Resolution Authorizing Repairs to the Condensate Receiver and Installation of a New Vacuum Pump to the Heating System at the Ingham County Jail*

The Facilities Departments seeks approval to proceed with condensate receiver repairs and installation of a new vacuum pump to the heating system at the jail. This need was discovered while performing routine repairs on the system. Both the condensate receiver and vacuum pump are vital components in the heating system. The Facilities Department cannot effectively operate the heating system for the jail without the vacuum pump. The total cost of these repairs will not exceed \$13,405, with funds coming from existing budgeted line items.

10. *Controller's Office – Resolution to Authorize a Contract Amendment with the Michigan State University School Of Human Resources and Labor Relations to Conduct Facilitation Services at the Ingham County 9-1-1 Central Dispatch Center*

This resolution authorizes a contract amendment with the Michigan State University School of Human Resources and Labor Relations to provide additional “facilitation services” to supplement their Internal Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center for an additional cost not to exceed \$6,500. The funds are proposed to come from the 2015 Contingency Fund. (See attached memo)

DISCUSSION ITEMS:

- 4k. *Health Department – Community Health Center Fund Update*
9. *Health Services Millage – Health Care Services Millage Rate*

BOARD REFERRALS:

- 11a. Letter from the State of Michigan Department of Treasury State Tax Commission Regarding the Revocation of the Real and/or Personal Property Component of Industrial Facilities Exemption Certificate Number 2013-248 Issued to Apex Precision Solutions, Inc.
- 11b. Letter from the City of East Lansing Regarding Form 4565, Assessing Officers Report for Industrial Facility Exemption Certificates

Agenda Item 1

TO: Law and Courts Committee

FROM: Maureen Winslow

DATE: September 23, 2015

RE: **Family Dependency Treatment Court Grant**

The Michigan Drug Court Grant Program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$70,000 to the Ingham County Circuit Court's Family Dependency Treatment Court. The grant period runs through September 30, 2016.

The award allows the Family Court to continue the funding for three special part-time Program Assistant positions. One Program Assistant works days monitoring clients, administering risk assessments, maintaining the drug court data base, and prepping for drug court reviews. The other two assistants work evenings and weekends monitoring clients involved in the program, as well as transporting clients to court ordered treatment programs, substance testing, and consultation.

The resolution requests the authorization to accept the grant, allow for the grant funded positions and programming, as well as the authorization to enter into subcontracts with the National Council on Alcoholism, Michigan State University Psychological Clinic, House Arrest Services, Forensic Fluids, and Dr. Norman Miller.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ACCEPTANCE OF A MICHIGAN DRUG COURT GRANT
FOR THE INGHAM COUNTY FAMILY DEPENDENCY TREATMENT COURT**

WHEREAS, the Michigan Drug Court Grant program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$70,000 to the Ingham County Circuit Court's Family Dependency Treatment Court for purposes of eliminating barriers to treatment as well as continuing funding three positions; and

WHEREAS, the Family Dependency Treatment Court handles cases involving parents of children petitioned to the Court for abuse and or neglect and the parent's primary issue is substance abuse; and

WHEREAS, the barriers affected with this grant will include supervision, transportation, rewards and incentives, trauma assessment, substance testing, cognitive behavioral therapy, relapse prevention intervention, emotional regulation, in-patient treatment, risk assessment, psychiatric/pain management consultation and assessment; and

WHEREAS, the grant award also includes money to continue the funding of three Special Part-time Family Dependency Treatment Court Program Assistants (one working traditional hours and two working evening and weekend hours) who will work with the Coordinator and Case Managers of the program to ensure the specialty court participants attend testing and treatment, receive incentives and rewards, have additional professional contacts, have transportation to services, and assist in data collection and input; and

WHEREAS, the FDTC Program Assistant position has been determined by Ingham County's Human Resource Department to be a Special Part Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant which ends September 30, 2016; and

WHEREAS, the grant award will pay for up to three employees to attend the annual Michigan Association of Treatment Court Professionals conference in 2016; and

WHEREAS, the acceptance of this award is recommended to the Ingham County Board of Commissioners in order to enhance the work of the Family Dependency Treatment Court.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes accepting a grant from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Dependency Treatment Court for the sum of \$70,000 for the purposes of eliminating barriers to treatment, enhancing treatment, providing rewards and incentives, participation in the annual Drug Court conference and continued employment of three Special Part Time Family Dependency Treatment Court Program Assistant positions at a UAW B pay grade, without benefits, for the time period of October 1, 2015 through September 30, 2016.

BE IT FURTHER RESOLVED, that a grant subcontract with the National Council on Alcoholism is authorized to provide cognitive behavioral therapy at \$35/session and relapse prevention at a cost of \$37.50 per session, not to exceed \$6,000 for the duration of this grant period; and to provide in-patient treatment services not to exceed a total of \$500 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with House Arrest Services is authorized to provide substance abuse monitoring at a cost of \$25.00 activation & \$9.50/day for SCRAM alcohol tether, \$7.00/day for the MEMS3000 in home PBT machine, \$5.75/day for the Soberlink portable PBT device, and \$5.50/day for the house arrest tether, not to exceed \$17,800 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the Forensic Fluids Laboratories is authorized to provide mouth swab substance abuse testing at costs not exceeding \$15.00 5-panel tests, \$18.00 10-panel tests, \$18.00 EtG tests, and \$22.00 special request tests (i.e. synthetic marijuana); the total costs not to exceed \$4,800 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Dr. Norman Miller, MD, JD, PLLC is authorized to provide psychiatric evaluation, pain management assessment, and case consultation at a cost of \$300.00/hour; the total cost not to exceed \$3,600 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Michigan State University Psychological Clinic is authorized to provide trauma assessments at a cost of \$600.00/assessment; the total cost not to exceed \$4,800 for the duration of this grant period.

BE IT FURTHER RESOLVED, that the Controller is directed to make the necessary adjustments to the 2015 and 2016 Circuit Court Family Division budget and Position Allocation List.

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

MEMORANDUM

To: Law & Courts and Finance Committees

From: Lisa McCormick, Chief Assistant Prosecutor

Date: September 20, 2015

Re: Victims of Crime Act – Crime Victim Assistance Grant 2015 – 2016
Grant Award

The Victims of Crime Act (VOCA) has awarded the Ingham County Prosecutor’s Office \$ 133,900 to provide direct services to victims of crime. In the past years this grant has only funded one full-time position which is the Domestic Violence Coordinator in the amount of approximately \$75,000. The 2016 Budget reflects that amount because we were not aware that we would be award an increase of \$58,900. This increased grant award will allow more funding to victims of crime. The Domestic Violence Coordinator position will be fully funded. There is also an increase in funding to cover training, supplies, transportation costs and interpretation costs.

VOCA also funds direct services, like crisis counseling to victims of sexual abuse and child abuse. This grant award will allow the Ingham County Prosecutor’s office to contract with Small Talk Children’s Assessment Center who will provide crisis counseling services to victims of sexual assault and severe child abuse.

Crisis Counseling services is currently provided by Small Talk Children’s Assessment Center through a VOCA Grant held by the Shiawassee Child Abuse Prevention Council. Due to the growth and size of Small Talk, Shiawassee County determined that they no longer had the ability to partner with Small Talk to provide crisis counseling. When Shiawassee County terminated the relationship, the thought was that Small Talk would apply on its own for VOCA funds. However, it was determined that the VOCA Grant was not being opened up to new grantees until October 1, 2016. Therefore, in order to continue providing services Small Talk Board of Directors approached the Ingham County Prosecutor’s Office to contract with Small Talk to provide these services and the VOCA office agreed. There are no additional costs to the county.

The breakdown of the grant award is as follows:

Salary & Wages:	\$ 49698.00
Fringe Benefits	\$ 23358.00
Travel	\$ 6972.00
Supplies & Materials	\$ 16391.00
Contractual – Small Talk	\$ 29021.00
Other Expenses	\$ 8450.00
 Total Grant Award	 \$ 133,890.00

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE FY 2015/2016 VICTIM OF CRIME ACT, CRIME VICTIM ASSISTANCE GRANT (VOCA) AND ENTER INTO A SUBCONTRACT WITH THE SMALL TALK CHILDREN'S ASSESSMENT CENTER

WHEREAS, the Ingham County Prosecutor's Office has been approved to receive grant funds up to an amount of \$133,900 from the Victims of Crime Act, Crime Victim Assistance Grant administered by the Michigan Department of Community Health for the fiscal year of October 1, 2015 through September 30, 2016; and

WHEREAS, the grant award of \$133,900 will be broken down as follows: \$73,056.00 of the grant award will fund salary and fringe benefits of a full-time Domestic Violence Coordinator position; and \$29,021.00 of the grant award is for salary and fringe benefits for a crisis counselor for Small Talk Children's Assessment Center; \$6,972.00 will be for training; \$16,391.00 will be for supplies; and \$8,450.00 will be for other expenses like transportation to and from court and interpretation services; and

WHEREAS, the Ingham County Prosecutor's Office has agreed as a condition of this award to provide an in kind local match in the amount of \$16,435.00 worth of volunteer labor not included in the \$133,900 grant award; and

WHEREAS, Small Talk Children's Assessment Center has agreed as a condition of this award to provide a local cash match in the amount of \$17,038.00 in order to provide crisis counseling to children not included in the \$133,900 grant award; and

WHEREAS, the primary goal of the VOCA Grant is to support agency staff who provide direct services to victims of crime in Michigan; and

WHEREAS, continuing the VOCA Grant initially will assist the Ingham County Prosecutor's Office in achieving the goals and objectives of providing services to victims of crime; and

WHEREAS, the subcontractor will provide grant implementation services and participant treatment and services for the 2015 VOCA Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts an amount up to \$133,900.00 once awarded by the VOCA Grant which begins on October 1, 2015 and ends on September 30, 2016; authorizes continuation of the full-time Domestic Violence Coordinator; and authorizes entering into subcontracts for the 2015/2016 VOCA Grant from October 1, 2015 – September 30, 2016 with Small Talk Children's Assessment Center in the amount of \$29,021.00.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2015 and 2016 budget and position allocation lists consistent with this resolution.

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

Agenda Item 3

To: Ingham County Law & Courts and Finance Committees
From: John Neilsen, Deputy Controller
Date: September 26, 2015
Re: Resolution Authorizing 2016 Agreements for Juvenile Justice Community Agencies

This resolution would authorize contracts for the 2016 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$100,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors, to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage.

The Law & Courts Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications, Resolution #15-297 “Resolution to Adopt the 2016 Juvenile Justice Community Agency Process Calendar” and other background material were distributed to the Board of Commissioners at their September 22, 2015 meeting per the adopted calendar.

The current 2015 allocation is as follows:

Child and Family Charities –Nexus Program	\$37,287
Child and Family Charities – Teen Court	\$23,902
Resolution Services Center of Central Michigan	\$20,811
Small Talk Children’s Assessment Center – Sexual Trauma Recovery	<u>\$ 9,000</u>
(original appropriation reduced from \$18,000)	\$91,000

For 2016, \$100,000 is available for this purpose, the requests exceed available funds by \$7,282.

For 2016 the individual agency requests for funds are:

Child and Family Charities – Nexus	\$ 38,351
Child and Family Charities - Teen Court	\$ 24,393
Resolution Services Center of Central Michigan	\$ 27,500
Small Talk Children’s Assessment Center	<u>\$ 17,038</u>
	\$107,282

This resolution is consistent with a Board of Commissioners’ 2016 Budget priority objective as adopted by Resolution #15- 297:

- b) A safe community
 - 2. Maximize use of the Juvenile Justice Millage funds to provide the most appropriate community-based programming for at-risk juveniles and juvenile offenders.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING 2016 AGREEMENTS
FOR JUVENILE JUSTICE COMMUNITY AGENCIES**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002, then renewed in 2006 and 2012 for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners established a Juvenile Justice Community Agency Process, through Resolution #15-297 reserving a pool of Juvenile Justice Millage funds, to seek and fund proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage proposal approved by the voters; and

WHEREAS, the County has received applications for the 2016 Juvenile Justice Community Agency process.

THEREFORE BE IT RESOLVED, that 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, for each Community Agency listed below in accordance with the dollar amounts allocated in the 2016 Budget as stated below, and for the services to Ingham County residents previously approved by the Law & Courts Committee:

- Child and Family Charities – Nexus Program \$
- Child and Family Charities - Teen Court \$
- Resolution Services Center of Central Michigan \$
- Small Talk Children's Assessment Center \$

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

Agenda Item 4a

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 14, 2015

RE: Resolution to Authorize Agreement with Capital Area Community Services, Inc.
Head Start (CACS)

Capital Area Community Services, Inc. (CACS) Head Start recently received an Early Head Start Partnership expansion grant. As a result of this grant, CACS Head Start has requested the Ingham County Health Department's (ICHD) Office for Young Children (OYC) program provide training support to Early Head Start child care providers/partners. As part of this agreement, OYC will provide professional development, training, and program evaluation services to assist CACS Head Start in the implementation of the expansion program and help assure program standards are met.

Under this agreement, CACS Head Start will pay ICHD up to \$85,000 for these services for the period of October 1, 2015 through September 30, 2016. The agreement will include payments for providers who complete the Child Development Associate training track, additional class supports, and funding for Head Start Classroom Assessment Scoring System evaluations. In order for ICHD to provide the proposed services for CACS Head Start, this resolution would also establish a new 1.0 FTE Early Childhood Consultant position for the duration of the grant.

I recommend the Board of Commissioners adopt the attached resolution and authorize ICHD the agreement with CACS Head Start.

c: Debbie Edokpolo w/attachment
Eric Thelen w/ attachment

**Proposed Budget "OYC and Head Start and Early Head Start"
Ingham County Health Department, Office of Young Children
Budget Period 10/01/15 thru 09/30/16 (12 months)**

CATEGORY	BUDGET:	
Salary: Early Childhood Consultant ICEA Prof, Grade 5, Step 1, 1.0 FTE	42,667	
Fringe Benefits	29,906	
Laptop, Monitors & Software	1,868	
Travel-mileage	1,380	
Printing	600	
Office Supplies	122	
Telephone (Desk) and Smartphone	1,200	
TOTAL DIRECT	<u>77,743</u>	
Indirect Costs: (10% of Salary & Fringe)	<u>7,257</u>	
TOTAL EXPENDITURES	<u><u>85,000</u></u>	
SOURCE OF FUNDS		
Local Funding	0	
Head Start & Early Head Start Contract	<u>85,000</u>	
TOTAL FUNDING	<u><u>85,000</u></u>	
Laptop w/docking station	904	
Dual Monitors	278	
Software: Microsoft Office Suite 2010	340	
Software: Adobe Acrobat 11 Professional	346	
Total Computer:	<u>1,868</u>	
Travel: 200 miles per mth 12 mths x \$0.575/mile	1,380	
Printing : \$50/mth x 12 months =	600	
Purchase Smart Phone	300	
Smart Cell Phones: \$50/mth x 12 mths	600	
Desk Phone Allocation: \$25/mth x 12 mths =	300	
Total Telephone:	<u>1,200</u>	

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENT WITH
CAPITAL AREA COMMUNITY SERVICES, INC. HEAD START**

WHEREAS, Capital Area Community Services, Inc. (CACS) Head Start recently received an Early Head Start Partnership expansion grant and as a result of this grant, has requested the Ingham County Health Department's (ICHD) Office for Young Children (OYC) program provide training support to Early Head Start child care providers/partners; and

WHEREAS, as part of this agreement, OYC will provide professional development, training, and program evaluation services to assist CACS Head Start in the implementation of the expansion program and help assure program standards are met; and

WHEREAS, under this agreement CACS Head Start shall pay ICHD up to \$85,000.00 for this work; and

WHEREAS, the term of this agreement shall be October 1, 2015 – September 30, 2016; and

WHEREAS, in order for ICHD to provide the proposed services for CACS Head Start, this resolution would also establish a new 1.0 FTE Early Childhood Consultant position for the duration of the grant; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the proposed agreement with CACS Head Start.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with CACS Head Start for up to \$85,000.00 to administer professional development, training, and evaluation services for the period of October 1, 2015 to 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, 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.

Agenda Item 4b

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 14, 2015

RE: Resolution to Authorize Amendment #4 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Health & Human Services

This is a recommendation to authorize Amendment #4 of the 2014-2015 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS). The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal funds to Ingham County 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 2014-2015 Agreement in Resolution #14-451, Amendment #1 in Resolution #15-78, Amendment #2 in Resolution #15-195 and Amendment #3 in Resolution #15-284.

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 \$5,219,136 to \$5,229,937, an increase of \$10,801. The amendment makes the following specific changes in the budget:

Amendment #4

1. Immunization Action Plan (IAP), \$10,801 – new funding.

I recommend that the Board of Commissioners adopt the attached resolution.

c: Eric Thelen w/attachment
Debbie Edokpolo w/attachment
Barb Mastin w/attachment
Joel Murr w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #4 TO THE 2014-2015 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 Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDHHS and the Ingham County Health Department have entered into a 2014-2015 Agreement authorized in Resolution #14-451, Amendment # 1 in Resolution #15-78, Amendment # 2 in #15-195, and Amendment # 3 in Resolution #15-284; and

WHEREAS, MDHHS has proposed Amendment #4 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #4 to the 2014-2015 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,219,136 to \$5,229,937, an increase of \$10,801.

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to program budget: Immunization Action Plan (IAP), \$10,801 – new funding.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2015 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer is authorized to submit Amendment #4 of the 2014-2015 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 21, 2015

SUBJECT: Resolution to Authorize an Agreement with Communities in Schools of Michigan (CIS)

The Ingham County Health Department (ICHHD) seeks to enter into an agreement with Communities in Schools of Michigan (CIS) to deliver health coordination services to underserved, at-risk students in Lansing Public Schools beginning at the start of the 2015-2016 school year with pilot programs in North and Willow Elementary Schools.

Entering into an agreement with CIS to provide health coordination services through its Site Coordinator aligns with ICHHD's work by addressing the social determinants of health for the targeted student population. Health equity is one of ICHHD's core values, and CIS's work will address the inequities that exist within their targeted group of at-risk students by taking a more focused, wrap-around approach than would be possible for an ICHHD employee. Because of its relationship with the school district, CIS is able to place a trusted employee on-site within the school environment.

Health coordination is a key component of the comprehensive Integrated Student Supports that CIS is able to provide in schools with at-risk populations. Through this agreement, CIS will deliver a number of services to assist in health coordination and addressing the social determinants of health in North and Willow Elementary Schools. Services to be provided by CIS include: (1) assessing students' most pressing health-related needs; (2) identifying health-related community resources; (3) helping to bring those resources into the schools where students and families can access them; (4) coordinating, scheduling, and facilitating students' access to services such as the Community Health Center's mobile dental clinic; (5) collaborating with ICHHD's CHA team to gather information about the populations and communities served; and (6) providing quarterly reports to ICHHD on program statistics.

Working with CIS also helps to bridge a gap in the knowledge base of ICHHD's Community Health Assessment (CHA) team. Neighborhood and school-level information is unavailable for many of the measures of the indicators that the CHA team examines. By establishing a connection with CIS, the CHA team should be able to access additional information that will help to complete ICHHD's understanding of the community's health and to aid CIS in learning about the population it serves within the context of the rest of Ingham County's population. The Site Coordinator can collect data to help identify needs within the service population as well as health needs within the community at large.

I recommend authorization of an agreement between the Ingham County Health Department and Communities in Schools of Michigan in the amount of \$50,000 for the term of October 1, 2015 through September 30, 2016 to provide health coordination services at North and Willow Elementary Schools. Funding for the partnership is contingent upon additional revenue sources that were unanticipated during the creation of the department's 2015-2016 budget.

c: Eric Thelen
Debbie Edokpolo
Joel Murr
Barb Mastin

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
COMMUNITIES IN SCHOOLS (CIS) OF MICHIGAN**

WHEREAS, Communities in Schools (CIS) of Michigan is launching important work to reach the underserved, at-risk students in Lansing Public Schools with pilot programs in North and Willow Elementary Schools; and

WHEREAS, health coordination is a key component of the comprehensive Integrated Student Supports that CIS is able to provide in schools with at-risk populations; and

WHEREAS, the Ingham County Health Department (ICHD) will enter into an agreement in the amount of \$50,000 with CIS for the term of October 1, 2015 to September 30, 2016 to deliver health coordination services at North and Willow Elementary Schools; and

WHEREAS, entering into an agreement with CIS to provide health coordination services through its Site Coordinator would align with ICHD's work by addressing the social determinants of health for the targeted student population; and

WHEREAS, CIS would deliver the following services under the agreement: (1) assessing students' most pressing health-related needs; (2) identifying health-related community resources; (3) helping to bring those resources into the schools where students and families can access them; (4) coordinating, scheduling, and facilitating students' access to services such as the Community Health Center's mobile dental clinic; (5) collaborating with ICHD's CHA team to gather information about the populations and communities served; and (6) providing quarterly reports to ICHD on program statistics; and

WHEREAS, a collaboration with CIS helps to bridge a gap in the knowledge base of ICHD's Community Health Assessment (CHA) team, as neighborhood and school-level information is often unavailable for many of the indicator measures that the CHA team examines; and

WHEREAS, funding for ICHD's agreement with CIS is contingent upon additional revenue sources that were unanticipated during the creation of the department's 2015-2016 budget; and

WHEREAS, the Health Office recommends that the Board of Commissioners authorizes entering into an agreement in the amount of \$50,000 with CIS for the term of October 1, 2015 to September 30, 2016 to deliver health coordination services at North and Willow Elementary Schools.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with CIS in the amount of \$50,000 to provide health coordination services through its Site Coordinator at North and Willow Elementary schools.

BE IT FURTHER RESOLVED, that the period of the agreement will be October 1, 2015 to 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, 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 4d

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 21, 2015

SUBJECT: Resolution to Enter into a Michigan Agriculture Environmental Assurance Program Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development

Attached is a resolution to enter into a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with Michigan Department of Agriculture and Rural Development (MDARD) to allow the Ingham County Health Department (ICHHD) to continue to collect pesticides from any end-user of pesticides that resides in the state of Michigan. The terms of the agreement shall be from October 1, 2015 through September 30, 2016. MDARD has agreed to pay ICHHD up to \$14,000 for the disposal of pesticides received through the Ingham County Household Hazardous Waste Program.

I recommend that the Board of Commissioners adopt the attached resolution and authorize an agreement with MDARD for the period of October 1, 2015 through September 30, 2016.

c: Rod McNeill w/attachment
Eric Thelen w/ attachmen

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO A MICHIGAN AGRICULTURE ENVIRONMENTAL
ASSURANCE PROGRAM CLEAN SWEEP PROGRAM AGREEMENT WITH THE MICHIGAN
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

WHEREAS, Ingham County Health Department (ICHD) has operated a Household Hazardous Waste Collection Program since 1985; and

WHEREAS, ICHD has had a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD) since 2001; and

WHEREAS, each year the Agreement has allowed ICHD to be reimbursed for costs associated with the collection, transportation and disposal of pesticides; and

WHEREAS, MDARD has proposed to enter into a new agreement with ICHD; and

WHEREAS, MDARD shall pay ICHD up to \$14,000 for costs associated with the collection, transportation and disposal of pesticides; and

WHEREAS, the term of the Agreement shall be October 1, 2015 through September 30, 2016; and

WHEREAS, ICHD anticipates a continuation of these services and funds in its 2016 budget; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize a MAEAP Clean Sweep Program Agreement with MDARD.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MDARD.

BE IT FURTHER RESOLVED, that MDARD shall reimburse ICHD up to \$14,000 for costs associated with the collection, transportation and disposal of pesticides.

BE IT FURTHER RESOLVED, that the term of the 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, 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.

Agenda Item 4e

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 16, 2015

SUBJECT: Resolution to Accept an Expanded Services Award from the U.S. Department of Health and Human Services Health Resource and Services Administration

Attached is a resolution to accept an expanded services award from the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA).

The Ingham County Health Department (ICHD) would like to increase access to preventive and primary health care services through the expansion of its scope of behavioral health services by enhancing the provision of mental health services to new and existing patients with severe and complex needs.

HRSA has awarded ICHD with \$215,200 of supplemental funds for expanded services for the term of September 1, 2015 through August 31, 2016. These funds include an agreement with the Michigan State University Department of Psychiatry for psychiatric services not to exceed the amount of \$174,720.

I recommend that the Ingham County Board of Commissioners authorize acceptance of the expanded services award from HRSA in the amount of \$215,200 for the term of September 1, 2015 through August 31, 2016.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT AN EXPANDED SERVICES AWARD FROM
THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES HEALTH RESOURCES
AND SERVICES ADMINISTRATION**

WHEREAS, the Ingham County Health Department (ICHD) Ingham Community Health Centers receive Health Center Clusters Program funds, as established through Section 330 of the Public Health Service Act, for the operation of its Federally Qualified Health Centers; and

WHEREAS, the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA) requested ICHD apply for Health Center Expanded Services supplemental funds to support increased access to preventive and primary health care services; and

WHEREAS, ICHD responded with a proposal to increase access to preventive and primary health care services through the expansion of our scope of behavioral health services by enhancing the provision of mental health services to new and existing patients with severe and complex needs; and

WHEREAS, HRSA has awarded \$215,200 of Health Center Expanded Services supplemental funds to ICHD for the period of September 1, 2015 through August 31, 2016 for the proposed expanded services activities; and

WHEREAS, the award includes \$174,720 for an agreement with Michigan State University for psychiatric services; and

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

WHEREAS, the Health Officer recommends that the Board of Commissioners accept an award in the amount of \$215,200 in Health Center Expanded Services supplemental funds from HRSA.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of an award in the amount of \$215,200 in Health Center Expanded Services supplemental funds from HRSA for the period of September 1, 2015 through August 31, 2016.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an agreement with the Michigan State University Department of Psychiatry for psychiatric services at a rate of \$140 per hour for a maximum of 24 hours per week and not to exceed \$174,720 for the term of September 1, 2015 through August 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.

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 17, 2015

SUBJECT: Resolution to Authorize a Memorandum of Understanding with Michigan Primary Care Association to Join an Independent Practice Association

Attached is a resolution to authorize a memorandum of understanding with Michigan Primary Care Association (MPCA) to join an Independent Practice Association (IPA).

For health centers to be successful they need to have sustainable revenue streams that support patient services and care. Currently, health centers receive more than half of their patient services revenue through health plans and other managed care entities. These managed care organizations serve the majority of all Medicaid beneficiaries and an increasing amount of Medicare beneficiaries.

MPCA has created an IPA, which is a network of FQHCs. The IPA was formed to create leverage to negotiate contractual terms and maximize revenues with managed care organizations. Within the state of Michigan three-quarters of all FQHCs have already joined the IPA. By joining the IPA, Ingham Community Health Centers will have the benefit of the IPA to negotiate these contractual terms to maximize their revenues.

This Memorandum of Understanding with MPCA to join the IPA will require a commitment to a \$10,000 capital contribution.

I recommend that the Ingham County Board of Commissioners authorize a Memorandum of Understanding with MPCA allowing ICHD to join the IPA and to provide a capital contribution of \$10,000.

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 A MEMORANDUM OF UNDERSTANDING WITH MICHIGAN
PRIMARY CARE ASSOCIATION TO JOIN AN INDEPENDENT PRACTICE ASSOCIATION**

WHEREAS, health centers need sustainable revenue streams that support impactful models of care and effective patient services; and

WHEREAS, health centers receive more than half of their total patient services related revenue through health plans or other managed care entities; and

WHEREAS, managed care organizations serve a substantial majority of all Medicaid beneficiaries in Michigan and an increasing percentage of Medicare individuals; and

WHEREAS, Michigan Primary Care Association (MPCA) has created an Independent Practice Association (IPA), which is a network of Michigan FQHCs, creating leverage to negotiate contractual terms and maximize revenues with managed care organizations to better align revenue streams with care models and provided services; and

WHEREAS, three-quarters of the FQHCs in the state have joined the IPA; and

WHEREAS, the Ingham County Health Department (ICHD) would enter into a Memorandum of Understanding (MOU) with MPCA to join the IPA and commit to a \$10,000 capital contribution; and

WHEREAS, the Ingham Community Health Center Board of Directors has reviewed and supports this resolution to enter into an MOU with MPCA to join the IPA and supports any budget adjustments necessary; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an MOU with MPCA.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Memorandum of Understanding with MPCA for the purpose of ICHD joining an IPA and providing a \$10,000 capital contribution.

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 any 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: September 18, 2015

RE: Resolution to Authorize an Agreement with Southeastern Michigan Health Association

The Ingham County Health Department's (ICHHD) Children's Special Health Care Services (CSHCS) program has been awarded a grant from Southeastern Michigan Health Association (SEMHA) in the amount of \$10,000 to conduct outreach services. This grant covers funding for outreach efforts, family involvement, and parent input and feedback on CSHCS policy and procedure.

CSHCS provides coordinated care for children with special needs. CSHCS assists these individuals and their families through the appropriate use of the CSHCS system of care, so that children are able to demonstrate improved health outcomes and an enhanced quality of life.

CSHCS will subcontract with an area parent who is familiar with CSHCS services to families. This individual will work collaboratively with CSHCS staff to develop and implement outreach strategies that focus on engaging other families who have children with special health care needs. This peer support affords parents the benefits of CSHCS and provides strategies to assist parents in navigating the system. SEMHA will provide \$10,000 to support these services. The term of the agreement shall be September 1, 2015 through August 31, 2016.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with SEMHA.

c: 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 AUTHORIZE AN AGREEMENT WITH
SOUTHEAST MICHIGAN HEALTH ASSOCIATION**

WHEREAS, the Ingham County Health Department's (ICHD) Children's Special Health Care Services Program (CSHCS) has been a core program of ICHD; and

WHEREAS, CSHCS strives to enable individuals with special health care needs to have improved health outcomes and an enhanced quality of life through the appropriate use of the CSHC system of care; and

WHEREAS, CSHCS supports care coordination and case management services, connects families to community based services, and focuses on family centered care; and

WHEREAS, CSHCS provides services to 930 enrolled individuals from birth to age 21; and

WHEREAS, CSHCS submitted and received a grant in the amount of \$10,000 for outreach services from Southeastern Michigan Health Association (SEMHA) to connect individuals with the CSHCS program; and

WHEREAS, ICHD will hire a temporary employee an area parent who is currently enrolled in the system to develop and implement outreach strategies that focus on engaging other families who have children with special health care needs; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with SEMHA for CSHCS outreach services program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the SEMHA in the amount of \$10,000 for the period of September 1, 2015 through August 31, 2016.

BE IT FURTHER RESOLVED, ICHD will hire an area parent currently enrolled in the system as a temporary Community Health Worker through August 31, 2016 to develop and implement outreach strategies.

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 any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Agenda Item 4h

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 17, 2015

SUBJECT: Resolution to Amend Agreement with St. Vincent Catholic Charities

This resolution amends the agreement with St. Vincent Catholic Charities (STVCC) for interpreter services. The Ingham County Health Department (ICHHD) recently received notification from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) of an extension of Health Center Program Funding for the term of November 1, 2015 through January 31, 2016 in the amount of \$317,995.

This funding includes an extension of the agreement for interpreter services with STVCC from September 1, 2015 through January 31, 2016. STVCC will receive a prorated amount based on the original \$40,000 they were contracted for during the extended term at a rate of \$3,333.33 per month, not to exceed \$56,666.66 for the entirety of the agreement.

I recommend that the Ingham County Board of Commissioners authorize this amendment to the agreement with STVCC for interpreter services.

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 AGREEMENT WITH ST. VINCENT CATHOLIC CHARITIES

WHEREAS, in Resolution #15-286, the Ingham County Board of Commissioners accepted \$317,995 in Health Center Program Extension Funding for the period of November 1, 2015 through January 31, 2016 from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA); and

WHEREAS, this funding includes an extension of the agreement for interpreter services with St. Vincent Catholic Charities (STVCC); and

WHEREAS, STVCC will receive a prorated amount based on the original \$40,000 they were contracted for during the extended term at a rate of \$3,333.33 per month, not to exceed \$56,666.66 for the entirety of the agreement; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports an amendment to the agreement with STVCC and any budget adjustments necessary as part of extending the agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this amendment to extend the agreement with STVCC with an office at 2800 W. Willow, Lansing, MI 48917, from September 1, 2015 through January 31, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an extension of the agreement for interpreter services with STVCC in the amount of \$3,333.33 per month for a total not to exceed \$56,666.66 for the length of the contract.

BE IT FURTHER RESOLVED, that the agreement with STVCC for interpreter services be extended for the period of September 1, 2015 through January 31, 2016.

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.

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 18, 2015

RE: Resolution to Amend Resolution #14-270 to Authorize a No-Cost Extension to the Agreement with Michigan Public Health Institute for the Michigan Pathways to Better Health Project

The Ingham County Health Department (ICHD) would like to amend Resolution #14-270 that authorized an agreement with Michigan Public Health Institute (MPHI) to act as Fiduciary and Lead Agency for the Michigan Pathways to Better Health Project (Pathways). The Pathways Project provides home visiting services to adults ages 19-64 with 2 or more chronic conditions who are enrolled in Medicaid or Medicare services. MPHI is requesting a no-cost extension allocating an additional \$408,980 of carry over funding to continue the Pathways Project thru March 31, 2016.

MPHI has received approval from the Centers for Medicaid and Medicare Services (CMS) for a 9 month no-cost extension that will continue funding to the Pathways Project from July 1, 2015 to March 31, 2016. The 9 month no-cost extension funding is significantly lower than funding from previous years which has resulted in downsizing the number of subcontracts and staff in the Pathways Project.

Changes within the amendment would include the following:

- Elimination of the nine subcontracts with Community Agencies to hire and deploy Community Health Workers as authorized in Resolution #14-270.
- Ingham Health Plan (IHP) will contract separately with MPHI for funding to continue its role as the hub for the project.
- ICHD will maintain the current staffing of 1.0 FTE Lead Social Worker, 9.0 FTE Community Health Workers, and 0.5 FTE Manager.

I recommend that the Board of Commissioners amend Resolution #14-270 to accept the \$408,980 carry over funding from MPHI to continue the Pathways Project.

c: Debbie Edokpolo w/attachment
Sarah Bryant w/attachment
Eric Thelen w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #14-270 TO AUTHORIZE A NO-COST EXTENSION TO THE AGREEMENT WITH MICHIGAN PUBLIC HEALTH INSTITUTE FOR THE MICHIGAN PATHWAYS TO BETTER HEALTH PROJECT

WHEREAS, in Resolution #14-270 the Board of Commissioners accepted a grant for the Michigan Pathways to Better Health Project (Pathways) in the amount of \$1,719,425 and authorized an agreement with Michigan Public Health Institute (MPHI) for the period of July 1, 2014 through June 30, 2015; and

WHEREAS, MPHI has received approval from Centers for Medicaid and Medicare Services (CMS) for a 9 month no-cost extension which will continue funding to the Pathways Project from July 1, 2015 to March 31, 2016; and

WHEREAS, the Ingham County Health Department (ICHD) has been awarded an additional \$408,980 in carry over funding through MPHI as part of this no-cost extension to continue the Pathways Project in Ingham County; and

WHEREAS, the 9 month no-cost extension funding is significantly lower than previous years funding which has resulted in downsizing the number of Pathways Project subcontracts and staff; and

WHEREAS, Ingham Health Plan (IHP) will contract separately with MPHI for funding to continue its role as the hub for the Pathways Project; and

WHEREAS, ICHD will maintain current staffing of 1.0 FTE Lead Social Worker, 9.0 FTE Community Health Workers, and a 0.5 FTE Manager; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners amends Resolution #14-270 to authorize a no-cost extension agreement with MPHI in the amount of \$408,980 for the period of July 1, 2015 through March 31, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #14-270 to authorize a no-cost extension agreement with MPHI in the amount of \$408,980 for the period of July 1, 2015 through March 31, 2016.

BE IF FURTHER RESOLVED, that ICHD will maintain current staffing of 1.0 FTE Lead Social Worker, 9.0 FTE Community Health Workers, and a 0.5 FTE Manager.

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.

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 30, 2015

SUBJECT: Resolution to Authorize Reversion of a PHN IV Position to a PHN III Position

The Ingham County Health Department (ICHD) would like to authorize a change to a current Public Health Nurse (PHN) position #601142 from a level IV to a level III. This position was created according to Resolution #13-486 and stated ICHD would internally post a PHN IV position. In March of 2014 the successful candidate was chosen and PHN III #601142 was converted to a PHN IV.

Due to unforeseen personal circumstances, the employee resigned as PHN IV on August 10, 2015 and a PAR was created to convert this position back to a PHN III. Through subsequent conversations with the Human Resource Department it was determined that a resolution is necessary to effect the change. Therefore, we are requesting that position #601142 revert back to a PHN III. As a result of this adjustment and per the language in Resolution #13-486, the Maternal Child Health Division plans to repost the PHN IV position and promote a current PHN III whose position number will change to a PHN IV. There will be no increase in the number of authorized positions.

I recommend that the Board of Commissioners adopt the attached resolution and authorize position #601142 to revert back to a PHN III and the PHN IV position to be posted internally.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE REVERSION OF A
PUBLIC HEALTH NURSE IV POSITION TO PUBLIC HEALTH NURSE III**

WHEREAS, the Ingham County Health Department's (ICHHD) Maternal Child Health (MCH) Division provides a number of community-based services throughout Ingham County, including the Maternal Infant Health Program (MIHP), which provides home visiting services to Medicaid-eligible pregnant women and children under the age of one; and

WHEREAS, programmatic changes and additional requirements necessitated the identification of an PHN IV to provide overall program structure and guidance for daily responsibilities of the program; and

WHEREAS, the MCH Division identified an existing Public Health Nurse (PHN) III to be promoted to a PHN IV through Resolution #13-486; and

WHEREAS, position #601142 has functioned as the PHN IV from March 2014 to August 2015; and

WHEREAS, due to unforeseen personal circumstances and resignation of staff, position #601142 will revert back to a PHN III; and

WHEREAS, the MCH Division plans to repost the PHN IV and promote a current PHN III with no change in the number of authorized positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reversion of position #601142 from a PHN IV to a PHN III.

BE IT FURTHER RESOLVED, that this staffing change will be effective August 10, 2015.

BE IT FURTHER RESOLVED, that the MCH Division will post the PHN IV position internally.

Agenda Item 5

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: September 23, 2015

SUBJECT: Marsh Road Bridge Emergency Repair Project

Background:

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.

Current Issue:

An August 2015 biennial bridge inspection revealed that a number of the bridge's beams ends had deteriorated to the point where the bridge inspector recommended that the northbound outside lane be immediately closed to traffic. Since funding has been allocated for the superstructure replacement project and half-width construction methods are to be utilized, ICRD requested emergency funding to repair the deteriorated beams to ensure that all lanes crossing the structure can be open to serve the public and to facilitate the bridge superstructure project scheduled for next summer.

We recently received the emergency funding from the Michigan Department of Transportation (MDOT) Local Bridge Program Manager, put together the bidding documents, and solicited bids for the Marsh Road Bridge Emergency Repair Project through the Purchasing Department. Bids are due September 29, 2015, which gives contractors only two weeks to compile their bids. Time is of the essence, so we are expediting the bidding process - our intent is to have a contractor under contract and repair the bridge by Thanksgiving.

Request:

Since bids are due six days after the Board of Commissioner's packet deadline, and Ingham County's local match amount will be less than \$10,000, I am requesting that the Board of Commissioner's approve entering into a construction contract with the MDOT/ICRD selected low bidder and approve up to \$10,000 of Road Department funding toward the project.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE ENTERING INTO A CONSTRUCTION CONTRACT WITH THE MDOT/ICRD SELECTED LOW BIDDER IN RELATION TO THE MARSH ROAD BRIDGE EMERGENCY REPAIR PROJECT

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, an August 2015 biennial bridge inspection revealed that a number of the bridge’s beams ends had deteriorated to the point where the bridge inspector recommended that the northbound outside lane be immediately closed to traffic; and

WHEREAS, the Ingham County Road Department requested and received emergency funding from the MDOT Local Bridge Program Manager to repair the deteriorated beams immediately; thus ensuring that all lanes crossing the structure can be open to serve the public and to facilitate the bridge superstructure project scheduled for June 2016; and

WHEREAS, the Project will be undertaken pursuant to a contract between Ingham County, on behalf of the Road Department, and the yet-to-be-determined low bidder; and

WHEREAS, the estimated construction costs for the Project are as follows:

Local Bridge Program funds	\$ 90,000.00
Ingham County matching funds	<u>\$ 10,000.00</u>
	\$100,000.00

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a construction contract with a yet-to-be-determined low bidder to effect emergency bridge repairs for a total estimated cost of \$100,000.00, consisting of \$90,000.00 in Local Bridge Program funding and up to \$10,000.00 in Ingham County matching 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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING POTTER PARK ZOOLOGICAL SOCIETY
REIMBURSEMENT FOR 2015 ADMINISTRATIVE SUPPORT**

WHEREAS, it is the desire of the Potter Park Zoo Board and the zoo management team to continue to move toward an equitable and successful and seamless public/private partnership with Potter Park Zoological Society; and

WHEREAS, these two entities incur joint administrative and financial services expenses in the comprehensive management of the zoo; and

WHEREAS, the combined budget of the two entities is \$5.3 million; and

WHEREAS, the Potter Park Zoological Society individual budget is \$1.8 million or 33.9% of the total; and

WHEREAS, the Potter Park Zoo millage budget is \$3.5 million or 66.1% of the total; and

WHEREAS, the Potter Park Zoological Society has assumed the responsibility of the majority of the administrative and financial services expense totaling \$210,891.00 for FY 2015; and

WHEREAS, applying the above percentages to the administrative and financial services budget expenses for 2015 yields an allocation of \$71,539.00 (33.9%) to Potter Park Zoological Society and \$139,352.00 (66.1%) to Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society currently receives compensation from the County in the amount of \$50,881.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the transfer of \$88,471.00 from Potter Park Zoo to Potter Park Zoological Society to provide equity between the two entities.

BE IT FURTHER RESOLVED, that the transfer of funds for the year 2015 in the amount of \$88,471.00 be made from fund balance line item #258-69200-818000-698010 from the Potter Park Zoo Millage to the Potter Park Zoological Society as a one-time transfer.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A FUND TRANSFER
TO THE POTTER PARK ZOOLOGICAL SOCIETY FOR 2016 MARKETING**

WHEREAS, the electorate of Ingham County overwhelmingly approved the millage renewal proposal in November of 2010 to fund the operation and improvement of Potter Park and the Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society is a private, 501c(3) nonprofit, fundraising organization that raises funds to support the Zoo; and

WHEREAS, in that capacity the Zoological Society supports: Marketing, Educational Programming, the Docent Association, the Teen Zookeeper Program, Special Events and the Zookambi Summer Camp; and

WHEREAS, the Zoological Society operates on a \$1,800,000 budget, all of which is spent on supporting the Potter Park Zoo through educational programming, special events, operating costs, and capital improvements; and

WHEREAS, the Ingham County Board of Commissioners approved the transfer of \$60,000 from the proceeds of the Potter Park Zoo Millage to the Potter Park Zoological Society for 2015 marketing purposes; and

WHEREAS, the Potter Park Zoological Society has proposed at least \$15,000 for advertising within the 2016 Society budget for a total of \$75,000 to be spent on advertising and marketing.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a transfer of \$60,000 from the proceeds of the Potter Park Zoo Millage to be used by the Potter Park Zoological Society for the 2016 marketing of the Potter Park Zoo.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A TRANSFER OF FUNDS AND AUTHORIZATION
FOR THE POTTER PARK ZOOLOGICAL SOCIETY TO PROVIDE THE
2016 MANAGEMENT OF SEASONAL WORKERS**

WHEREAS, it is the continuing desire of the Potter Park Zoo Board and the Zoo Management Team to work towards a successful Private/Public relationship with the Potter Park Zoological Society; and

WHEREAS, the Zoo Management Team wishes to continue to provide excellent customer service and be able to improve upon existing standards and proceed in a financially prudent manner; and

WHEREAS, the Zoo Management Team recommends that combining resources in the key customer service areas, by having all seasonal staff be hired, trained, supervised and paid by the Potter Park Zoological Society, will allow the Zoo to provide the most effective and consistent customer service; and

WHEREAS, the Zoo Management Team has identified funding within the 2016 approved Potter Park Zoo budget, which will provide for adequate staff as determined by the Zoo Director, as well as additional funds that can be transferred to other line items within the budget; and

WHEREAS, the Board of Commissioners Resolution #14-431 was approved for the transfer of funds to the Potter Park Zoo Society for the year of 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Potter Park Zoological Society to provide the management of the seasonal employees at the Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the transfer of funds for the year 2016 in the amount of \$141,000 from the Potter Park Zoo Millage to the Potter Park Zoo Society from the following line item #258-69200-818000-31200.

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

Agenda Item 7

To: Ingham County Law & Courts, County Services, and Finance Committees
From: Becky Bennett, Board Coordinator
Date: September 26, 2015
Re: Resolution Appointing John Dinon as Ingham County Animal Control Director

This resolution would approve the unanimous recommendation from the Animal Control Director Search Committee for the selection of John Dinon as Animal Control Director for Ingham County.

Mr. Dinon has accepted the position. Standard reference checks and a criminal background check were conducted by Travis Parsons.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPOINTING JOHN DINON AS
INGHAM COUNTY ANIMAL CONTROL DIRECTOR**

WHEREAS, the position of Animal Control Director was posted and advertised in accordance with Ingham County hiring procedures; and

WHEREAS, applicants were reviewed, screened, and interviews were held by the Animal Control Director Search Committee; and

WHEREAS, the Animal Control Director Search Committee is recommending the selection of John Dinon as Animal Control Director for Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints John Dinon as Ingham County Animal Control Director, effective October 21, 2015.

BE IT FURTHER RESOLVED, that John Dinon will be placed on the current salary schedule for the Animal Control Director at M-12, Step – 3 (\$76,732.53) with terms of employment and compensation as outlined in the Ingham County Managerial and Confidential Manual.

Agenda Item 8

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 18, 2015

SUBJECT: **RESOLUTION AUTHORIZING REPAIRS TO THE CONDENSATE RECEIVER AND INSTALLATION OF A NEW VACUUM PUMP TO THE HEATING SYSTEM AT THE INGHAM COUNTY JAIL**

The resolution before you authorizes repairs to the condensate receiver and installation of a new vacuum pump for the heating system at the Ingham County Jail.

While performing repairs on the condensate receiver it was discovered that the vacuum pump needs to be replaced. Without the vacuum pump the Facilities Department cannot effectively operate the heating system for the Jail. The condensate receiver and vacuum pump are vital components in the heating system.

Myer's Plumbing and Heating, Inc. have performed some of the repairs thus far on the condensate receiver and have provided a quote to install a new vacuum pump, and perform all remaining repairs for a not to exceed cost of \$8,405.00.

The Facilities Department would like to request a contingency in the amount of \$5,000.00 for any unforeseen repairs that may arise, for a total not to exceed amount of \$13,405.00.

The Facilities Department would like to request a line item transfer of \$13,405.00 from the Magistrate Hearing Room HVAC Line Item# 245-13799-976000-5FC16 which came in under budget leaving a balance of \$14,140.00.

Following the requested transfer, funds for this project will be available within Line Item #245-31199-931000-5FC20 which will have a balance of \$13,405.00.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING REPAIRS TO THE
CONDENSATE RECEIVER AND INSTALLATION OF A NEW VACUUM PUMP
TO THE HEATING SYSTEM AT THE INGHAM COUNTY JAIL**

WHEREAS, while performing repairs on the condensate receiver it was discovered that the vacuum pump needs to be replaced; and

WHEREAS, without the vacuum pump the Facilities Department cannot effectively operate the heating system for the Jail; and

WHEREAS, the condensate receiver and vacuum pump are vital components in the heating system; and

WHEREAS, Myer's Plumbing and Heating, Inc. have performed some of the repairs thus far on the condensate receiver and have provided a quote to install a new vacuum pump and perform all remaining repairs to the condensate receiver for a not to exceed cost of \$8,405.00; and

WHEREAS, the Facilities Department would like to request a contingency in the amount of \$5,000.00 for any unforeseen repairs that may arise; and

WHEREAS, the Facilities Department would like to request a line item transfer of \$13,405.00 from the Magistrate Hearing Room HVAC Line Item #245-13799-976000-5FC16 which came in under budget leaving a balance of \$14,140.00; and

WHEREAS, following the requested transfer, funds for this project will be available within Line Item #245-31199-931000-5FC20 which will have a balance of \$13,405.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes repairs to the condensate receiver and installation of a new vacuum pump to be performed by Myer's Plumbing and Heating, Inc., 16825 Industrial Parkway, Lansing, Michigan 48906 for a not to exceed cost of \$13,405.00 which includes a \$5,000.00 contingency for any unforeseen repairs that may arise.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes a Line Item transfer in the amount of \$13,405.00 from the Magistrate Hearing Room HVAC project Line Item #245-13799-976000-5FC16 into Line Item #245-31199-931000-5FC20 for the condensate receiver repairs.

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

Agenda Item 10

TO: Law & Courts and Finance Committees

FROM: John L. Neilsen , Chief Deputy Controller

DATE: September 23, 2015

RE: Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center
Additional Facilitation Services Contract Amendment

Commissioners:

The Law & Courts Committee has had several discussions during the past couple of years about ways we can improve the Ingham County 9-1-1 Central Dispatch Center since it began operations in June of 2012. In addition, our Director has reported frequently to the Committee to keep Commissioners apprised on the various challenges the 9-1-1 Center has had to reach full staffing, reduce overtime, improve technology, and address labor issues.

Towards that end, Ingham County approved a proposal by an independent consultant to conduct an Internal Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center. That assessment was spearheaded by Dr. Julie Brockman, Associate Professor of the Michigan State University School of Human Resources and Labor Relations. The Internal Organizational Assessment has been completed and was presented to the Law & Courts Committee at their September 10, 2015 meeting. That report was also previously sent to all Commissioners and employees at the 9-1-1 Center.

One of the key recommendations was for a facilitator to work with the joint Labor/ Management team to start enacting the recommendations and to identify by priority the top issues to focus on.

I have prepared a resolution for your consideration to authorize a contract amendment with the Michigan State University School of Human Resources and Labor Relations for Dr. Brockman to provide these Facilitation services at cost not to exceed \$ 6,500.

I recommend your approval.

EXHIBIT A- STATEMENT OF WORK

2015 Proposed Timeline and Estimated Cost:

Date	Activity	Estimated Cost
October	Agenda preparation and facilitation of four 2 hour meetings with the Joint Leadership Team	\$2000
November	Agenda preparation and facilitation of four 2 hour meetings with the Joint Leadership Team	\$2000
December	Agenda preparation and facilitation of five 2 hour meetings with the Joint Leadership Team	\$2500
		TOTAL \$6500

Proposal presented by:

Dr. Julie Brockman
Associate Professor
School of Human Resources and Labor Relations
368 Farm Lane #416
Michigan State University
East Lansing, MI 48824
brockma4@msu.edu
517.432.4772

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT AMENDMENT WITH THE MICHIGAN STATE UNIVERSITY SCHOOL OF HUMAN RESOURCES AND LABOR RELATIONS TO CONDUCT FACILITATION SERVICES AT THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER

WHEREAS, the Ingham County Board of Commissioners operates the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners authorized a contract with the Michigan State University School of Human Resources and Labor Relations to conduct an Internal Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Internal Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center has been completed and presented to the Board of Commissioners and 9-1-1 Center employees; and

WHEREAS, one of the key recommendations from the report was for a facilitator to work with the joint Labor/Management team to start enacting the recommendations and to identify by priority the top issues to focus on; and

WHEREAS, the Michigan State University School of Human Resources and Labor Relations is willing and able to provide these Facilitation services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract amendment with the Michigan State University School of Human Resources and Labor Relations to provide additional facilitation services to supplement their Internal Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center for an additional cost not to exceed \$6,500.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$6,500 from the 2015 Ingham County Contingency Fund to the Controller's budget for this purpose.

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



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

RECEIVED
SEP 08 2015

August 20, 2015

Barry Kavanaugh
Apex Precision Solutions, Inc.
4200 Legion Drive
Mason, MI 48854

Dear Sir/Madam:

CORRECTION

The State Tax Commission has received a resolution from Vevay Township requesting revocation of the real and/or personal property component(s) of industrial facilities exemption certificate number 2013-248 issued to Apex Precision Solutions, Inc., located at 4200 Legion Drive.

As required by Section 15(3) of Public Act 198 of 1974, as amended, the State Tax Commission is offering the certificate holder the opportunity for a hearing regarding this revocation. A request to schedule a hearing must be received by this office **in writing not later than 30 days from the date of this letter**. Evidence verifying that the facility continues to qualify for the industrial facility exemption must be provided.

If a written response is not received within the allowed timeframe, the State Tax Commission will issue an Order of Revocation effective December 31, 2015, for the 2016 tax year.

Sincerely,

Heather S. Frick, Executive Director
State Tax Commission

By Certified Mail

cc: Clerk, Vevay Township
Assessor, Vevay Township
Ingham County Equalization Department
Ingham County Board of Commissioners
Mason School District
Ingham Intermediate School District
Lansing Community College



AGENDA ITEM # 116

CITY OF EAST LANSING
The Home of Michigan State University

September 17, 2015

RECEIVED
SEP 21 2015

Board of Commissioners
Ingham County Courthouse
PO Box 319
Mason, Michigan 48854

Dear Board of Commissioners:

Please find enclosed Form 4564, *Assessing Officers Report for Industrial Facility Exemption Certificates*, for the City of East Lansing for 2015.

Michigan Compiled Law (MCL) 207.567 requires the East Lansing City Assessor to provide annual notification to the State Tax Commission, the legislative body of each unit of government which levies taxes on property subject to an industrial facility exemption certificate, and the holder of the certificate. The notification is to include the determination of the value of property subject to an industrial facility exemption certificate. This letter and the enclosed report are provided to comply with the provisions of MCL 207.567 for 2015.

410 Abbot Road
East Lansing, MI 48823

(517) 337-1731
Fax (517) 337-1559
www.cityofeastlansing.com

Please contact me at 517-319-6827 or by email at dlee@cityofeastlansing.com with any questions regarding this matter.

Sincerely,

David C. Lee
City Assessor

Enclosure

Assessing Officers Report for Industrial Facility Exemption Certificates

Issued under authority of Public Act 198 of 1974. Filing is mandatory.

In accordance with the requirements of Section 17 of Public Act 198 of 1974, as amended, the city or township assessor is required to furnish an annual report not later than October 15, showing the taxable valuations of real and personal property on the Industrial Facilities Tax Roll as of the preceding December 31, as finally equalized.

For assistance with this form, please see the Instructions page or contact the Local Audit and Finance Division at (517) 373-3227.

THIS FORM IS FOR TAX YEARS 2008 AND AFTER

Assessment as of December 31, 2014 for the **2015** Tax Year

Due by October 15, 2015 City/ Twp /Vlg Codes

City / Twp / Vlg CODE*	33201
City / Twp / Vlg	CITY OF EAST LANSING
County	INGHAM
Assessor's Name	David C. Lee
Phone Number	517-319-6827

*Townships responsible for certificates issued by a village should report the village certificates under the village code.

SCHOOL DISTRICTS School District Codes *Enter this reference number on subsequent pages*

Code	School District	
33010	EAST LANSING	1
		2
		3
		4
		5
		6

SCHOOL SUMMARY

School District	New	Replacement	TOTALS
EAST LANSING	\$0	\$97,300	\$97,300
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Grand Total	\$0	\$97,300	\$97,300

School Summary Totals include Renaissance Zone exempt taxable value

SUMMARY	Taxable Value of IFT Personal on Industrial Class Land	Taxable Value of IFT Personal on Commercial Class Land	Taxable Value of all other IFT Personal	Taxable Value of IFT Real	Total Taxable Value
Total New	\$0	\$0	\$0	\$0	\$0
Total Replacement	\$0			\$97,300	\$97,300
Grand Total	\$0	\$0	\$0	\$97,300	\$97,300

Summary Totals exclude Renaissance Zone exempt taxable value

This report is to be sent certified mail (MCL 207.567(2)) to:

- Michigan Department of Treasury, Local Audit and Finance Division, PO Box 30728, Lansing, MI 48909-8228.
- Each tax levying unit involving the certified property.
- The holder of the certificate.

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