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FINANCE COMMITTEE
SARAH ANTHONY, CHAIR
REBECCA BAHAR-COOK
TODD TENNIS
PENELOPE TSEBNOGLOU
BRIAN McGRAIN
RANDY SCHAFER
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 21, 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 [October 7, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Authorize a Contract Extension with [Securus Technologies](#)
 - b. Resolution to Enter into a Contract with the State of Michigan Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accept the FY2015 [Homeland Security Grant](#) Program Funds
2. Treasurer's Office
 - a. Resolution to Transfer all Unsold [Tax Reverted Properties](#) Rejected by Local Units to the Ingham County Land Bank Fast Track Authority
 - b. Resolution [Rescinding Resolution #15-339](#) and Authorizing Submission of a Community Development Block Grant/Home Grant Application for \$315,000 for a Home Owner Rehabilitation Program
3. Clerk's Office - Resolution Authorizing the County Clerk to Utilize Attrition Savings to Employ a Full-Time [Recording Secretary](#) for the Remainder of 2015
4. Register of Deeds - Resolution to Reclassify Vacant Document Processor Position Number 236004 UAW C to [Administrative Assistant](#) to the Register of Deeds UAW G
5. Circuit Court - Resolution to Authorize Entering into a Contract with [Graphic Sciences, Inc.](#) for the Transport, Storage and Retrieval of Circuit Court Files, and to Hire Temporary Employees to Assist in their Preparation
6. 9-1-1 Central Dispatch Center - Resolution to Approve the Purchase and Service Agreement with [Rave Smart 911](#) and AT&T Mobility for the Smart 911 System to be Integrated with the Current 9-1-1 Computer Systems
7. Equalization/Tax Mapping - Resolution to Approve the 2015 [Apportionment Report](#) (*Report to be Distributed at the Meeting*)

8. Special Transportation Millage - Resolution Authorizing the [First Amendment](#) to the Agreement with the Capital Area Transportation Authority dated January 1, 2016 through December 31, 2020
9. Innovation and Information Technology - Resolution to Authorize the Use of Funds from the Community Health Center Fund for the [IT Infrastructure](#) of the Forest Community Health Center
10. Health Department
 - a. Resolution to Accept Child and Adolescent Health Center Program [Funding](#) from the Michigan Department of Health and Human Services through the Michigan Primary Care Association
 - b. Resolution to Authorize a [2015-2016 Agreement](#) with the Michigan Department of Health & Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
 - c. Authorization to [Amend Resolution #15-193](#) to Include Ingham County Health Department Environmental Health Fees
 - d. Resolution to Authorize an Agreement with Michigan Consumers for Healthcare to Serve as a Local [Community Navigator](#) for Ingham County and Surrounding Communities
 - e. Resolution to Accept Base [Funding Increase](#) to the Health Center Cluster Award from the U.S. Department of Health and Human Services for Patient Centered Medical Home Recognition
 - f. Resolution to Authorize Contracts with the Greater Lansing Food Bank and Saginaw Oakland Commercial Association to Distribute County Urban [Redevelopment Funds](#)
 - g. Resolution Authorizing [Status Change](#) for Position #601309
 - h. Resolution to [Amend Resolution #15-322](#) to Amend the Terms of the Lease Agreement for the Facility at 5656 South Cedar Street
11. Financial Services
 - a. Resolution to Authorize the Purchase of [Retiree Medicare Supplemental Insurance](#) from the Hartford Life Insurance Company
 - b. Resolution to Waive the [Public Act 152](#) Health Care Requirements for 2016
12. Parks Department
 - a. Resolution Authorizing a Purchase Order with [Barnhart Roofing](#) for the Reroofing Project of the Restroom at the Lake Lansing South Park Picnic Area and the White Restroom Building at Lake Lansing North Park
 - b. Resolution Granting the Ingham County Parks and Recreation Commission the Ability to Approve Future [Visitor Incentive](#) Programs at the Ingham County Parks
13. Road Department - Resolution to Approve a First Party Construction Contract Amendment with Michigan Paving & Materials Co. and a Third Party Agreement Amendment with the City of Lansing for Additional City Desired Work Associated with the [Michigan Avenue](#) Reconstruction Project

14. Human Resources - Resolution Approving Generic [Service Credit](#) Purchase for County Employee: Chadwick C. Phillips
15. Facilities
 - a. Emergency [Water Heater](#) Replacement at the Forest Community Health Center Memo
 - b. Resolution Authorizing an [Amendment to Resolution #15-144](#) with Laux Construction, LLC for Renovations at the Ingham County Forest Community Health Center (FCHC)
16. Controller/Administrator's Office
 - a. Resolution Authorizing [Adjustments](#) to the 2015 Ingham County Budget
 - b. Ingham County [2016 General Appropriations](#) Resolution

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
October 7, 2015
Draft Minutes

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

Members Absent: None

Others Present: Teri Morton, Rick Terrill, Curt Smith, Lisa McCormick, Barb Mastin, Bill Conklin, Eric Thelen, Ryan Buck, and Henry Rojas

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

Approval of the September 9, 2015 and September 16, 2015 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE SEPTEMBER 9, 2015 and SEPTEMBER 16, 2015 FINANCE COMMITTEE MEETINGS.

The following corrections were made:

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

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

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NAEYAERT, TO MOVE ALL **FUNDING FOR** ITEMS ON THE “Z” LIST BACK TO THE GENERAL FUND.

THE MOTION TO APPROVE THE CORRECTIONS CARRIED UNANIMOUSLY.

Additions to Agenda

Teri Morton, Budget Director, noted that the dollar amounts could not be presented for Agenda Item No. 3, those amounts being:

- Child and Family Charities – Nexus Program \$ **37,787**
 - Child and Family Charities - Teen Court \$ **23,902**
 - Resolution Services Center of Central Michigan \$ **21,773**
 - Small Talk Children’s Assessment Center \$ **17,038**
- \$100,000**

Substitute -

5. Road Department - Resolution to Approve Entering into a Construction Contract with the ~~MDOT/ICRD Selected Low Bidder~~ **NASHVILLE CONSTRUCTION COMPANY** in Relation to the Marsh Road Bridge Emergency Repair Project

Limited Public Comment

None.

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

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
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
 - 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

5. Road Department - Resolution to Approve Entering into a Construction Contract with the Nashville Construction Company 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
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

THE MOTION CARRIED UNANIMOUSLY.

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

9. Health Services Millage - Discussion of Health Care Services Millage Rate (*No Material*)

Commissioner Tennis recapped the Health Services Millage discussion from the last Human Services Committee meeting. He stated that the Human Services Committee had decided that a rate of 0.35 mills in 2016 was appropriate.

Discussion.

Commissioner Tennis stated that it would leave a \$100,000 cushion while providing over \$1 million in tax relief to county taxpayers.

Commissioner Schafer stated that he did not believe in voting for any allocation or levy of the millage and that he would be voting against any such resolution.

Commissioner Bahar-Cook thanked the Human Services Committee for doing the hard work, finding a way to lower the tax rate, and still having a way to provides services.

Commissioner Naeyaert stated she was pleased that money would be returned to the taxpayers and that a cushion would be built in.

There was a discussion about constituent calls concerning the millage.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. NAEYAERT, TO ENDORSE THE HUMAN SERVICES COMMITTEE MOTION AND VOTE TO SET THE HEALTH SERVICES MILLAGE RATE FOR 2016 AT 0.35 MILLS.

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

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

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING 2016 AGREEMENTS FOR JUVENILE JUSTICE COMMUNITY AGENCIES.

Commissioner Naeyaert asked what the Nexus program was.

Commissioner Bahar-Cook read the request for continuation funding for the Nexus program aloud for the Committee.

Discussion.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NAEYAERT, TO AMEND THE RESOLUTION BY INSERTING THE FOLLOWING DOLLAR FIGURES:

• Child and Family Charities – Nexus Program	\$ 37,787
• Child and Family Charities - Teen Court	\$ 23,902
• Resolution Services Center of Central Michigan	\$ 21,773
• Small Talk Children’s Assessment Center	\$ 17,038
	\$100,000

THE MOTION TO APPROVE THE AMENDMENT CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE RESOLUTION AUTHORIZING 2016 AGREEMENTS FOR JUVENILE JUSTICE COMMUNITY AGENCIES CARRIED UNANIMOUSLY.

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

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH COMMUNITIES IN SCHOOLS (CIS) OF MICHIGAN.

Commissioner Tennis disclosed that he was a current member of the statewide Community in Schools Board.

Commissioner Bahar-Cook expressed excitement over voting for this resolution.

There was a discussion about students in rural areas of the county participating in the program.

4. Health Department

k. Discussion - Community Health Center Fund Update (*No Material*)

Eric Thelen, Health Department Chief Financial Officer, provided an update on the Community Health Center fund.

Commissioner Bahar-Cook asked whether revenues ended up in the general fund.

Ms. Morton stated that the 2015 budget was looking to come up \$2 million short. She further stated that the clinic fund had sufficient funds to cover that in 2015, so that it would not be a drag on the general fund in 2015. Ms. Morton stated that looking forward, this appeared to be the trend, so long term adjustments would need to be made and the Health Department was working proactively to address these problems. She further stated that one problem was with the operating budget and the other was with the capital budget.

Commissioner Tennis stated that our current health system was community oriented and the federal funds were based on a hospital type system. He further stated that in the future, there should be a discussion about how to go forward and whether changes were needed.

Commissioner Anthony thanked the Community Health Center for bringing this issue forward.

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

No action was taken on these items.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:29 p.m.

OCTOBER 21, 2015 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1a. Sheriff's Office – Resolution to Authorize a Contract Extension with Securus Technologies

This resolution will authorize an extension of the Communications Services Contract with Securus from January 31, 2018 until January 31, 2023. The Board of Commissioners recently approved Securus Amendment Number Five to allow the inmates the ability to initiate communication with the Sheriff's Office personnel through the ConnectUs Service Platform and provides for Ingham County to receive an increased monthly commission payment from fifty percent (50%) for these services to fifty five percent (55%) effective the date of the agreement. Ingham County will not incur any additional cost for the implementation of this new application in return for this contract extension as recommended by the Sheriff's Office. (See attached memo for details)

1b. Sheriff's Office – Resolution to Enter into a Contract with the State of Michigan Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accept the FY2015 Homeland Security Grant Program Funds

This resolution will authorize entering into a contract with the State of Michigan to be the fiduciary agent for the FY2015 Department of Homeland Security, Homeland Security Grant Program, and the acceptance \$1,019,708 for the time period of September 1, 2015 to May 31, 2018. Up to 5% of State Homeland Security Program (SHSP) funds awarded may be retained by Ingham County for management and administration (M&A) purposes associated with the SHSP Award. Ingham County, in the second year of being the fiduciary for this grant program, would be responsible for subcontracting out the funds to the Region 1 participating entities, grant reporting, procurement of goods and services in some cases and other grant related functions. (See attached memo for details)

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

The County Treasurer submitted a proposed resolution that requests transfer of all unsold tax reverted properties to the Ingham County Land Bank Fast Track Authority. State and local units of government were offered an opportunity to purchase these properties and subsequently declined to exercise that right. The General Property Tax Act requires that a foreclosing governmental unit retain possession of such unsold properties (MCL 211.78m (7)). The Ingham County Land Bank Fast Track Authority was established to assist in the strategic disposition of tax-reverted property.

2b. Treasurer's Office – Resolution Rescinding Resolution #15-339 and Authorizing Submission of a Community Development Block Grant/Home Grant Application for \$315,000 for a Home Owner Rehabilitation Program

Resolution #15-339 authorized the submission of a Community Development Block Grant/Home Grant application for a home owner rehabilitation program. The proposed resolution would rescind Resolution 15-339 in favor of new wording to reflect the County's desire to submit a revised application to the Michigan State Housing Development Authority for a Community Development Block Grant/HOME Grant in the amount of \$315,000.

3. *Clerk's Office – Resolution Authorizing the County Clerk to Utilize Attrition Savings to Employ a Full-Time Recording Secretary for the Remainder of 2015*

As part of the 2016 budget process, the Board agreed to increase hours of the Recording Secretary to full-time beginning on January 1, 2016. The County Clerk requests that the Board consider a resolution to allow the Recording Secretary position to assume full-time status immediately. Unused funds from the current fiscal year would be utilized to cover associated wage and benefit expenses.

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

The Register of Deeds has asked to convert a Document Processor (UAW-C) position to an Administrative Assistant to the Register of Deeds (UAW-G) position to better meet operational needs. Conversion of the position as requested would cost an additional \$8,507 annually. The UAW has reviewed and supports the proposed change.

5. *Circuit Court – Resolution to Authorize Entering into a Contract with Graphic Sciences, Inc. for the Transport, Storage and Retrieval of Circuit Court Files, and to Hire Temporary Employees to Assist in their Preparation*

This resolution will authorize entering into a contract with Graphic Sciences, Inc. in an amount not to exceed \$18,856, for supplies and packing of Circuit Court files, to enter into a contract with Graphic Sciences, Inc. not to exceed \$20,341 per year to store and retrieve Circuit Court files, and to hire temporary employees at a cost not to exceed \$7,670 to assist in the preparation of the files prior to their transport and storage by Graphic Sciences, Inc.. Funds were budgeted in the 2016 budget for this purpose however it has been determined it would be in the best interests of all parties to expedite this process as soon as possible before inclement weather sets in. (see attached memo for details)

6. *9-1-1 Central Dispatch Center – Resolution to Approve the Purchase and Service Agreement with Rave Smart 911 and AT&T Mobility for the Smart 911 System to be Integrated with the Current 9-1-1 Computer Systems*

This resolution will authorize a contract/purchase order to purchase the Rave Smart 911 system from AT&T Mobility at a cost not to exceed \$16,875.00 from the 9-1-1 Emergency Telephone Dispatch Services – 911 Fund balance. In addition, the resolution also authorizes a yearly maintenance agreement with Rave Smart 911 and AT&T Mobility at a cost not to exceed \$16,875.00 through 2019. The “basic” Smart 911 system allows businesses to develop profiles and the “standard” Smart 911 system allows anyone that wishes to develop a personal, family or business profile that is tied to their individual phone number(s) at no cost. Rave Mobility will, as a part of this purchase, assist with marketing and getting the message out to the public about the program/service in order to have people sign up. Information will be updated every 6 months so the information provided is as accurate as possible. Our 9-1-1 staff would not be responsible for updating the information. The Ingham County 911 Central Dispatch Center, with the purchase of the system and maintenance, would then have access to the profiles that have been provided when a user calls 9-1-1. This profile information would provide the 9-1-1 Emergency Telecommunicator with important information about medical conditions, environmental hazards, emergency access codes, or any other information users provide to assist Public Safety Responders in helping the individual with their emergency needs. Smart 911 was requested as a capital improvement for 2016, it is being requested this year to take advantage of the pricing available in 2015 through the State 9-1-1 Office. (See attached memo for details)

7. Equalization/Tax Mapping – *Resolution to Approve the 2015 Apportionment Report (Report to be Distributed at the Meeting)*

This resolution will approve the millages to be apportioned and spread on taxable valuations of real and personal property within the county, as required by State Law.

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

This resolution authorizes a new agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2016 through December 31, 2020 along with the first scope of services that will be effective from January 1, 2016 through September 30, 2016. CATA will continue to provide CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area, as well as to operate service for persons with disabilities, known as CATA Spec-Tran. There are no significant changes from the prior 5-year agreement. For the period January 1, 2016 through September 30, 2016, the County shall reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$1,961,811 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of \$923,434 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. Each subsequent Scope of Services beyond September 30, 2016 will need to be authorized by a separate, future resolution.

9. Innovation & Information Technology – *Resolution to Authorize the Use of Funds from the Community Health Center Fund for the IT Infrastructure of the Forest Community Health Center*

This resolution authorizes use of funds from the Community Health Center Fund to install the IT infrastructure at Forest Community Health Center. All of the work will be completed by 12/1/2015. The Innovation and Technology department is estimating a cost of \$175,000 with a 10% contingency for any unseen circumstances. The total cost is not to exceed \$192,500.

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

This resolution authorizes acceptance of up to \$745,000 in CAHC program and Clinical Service Expansion funding for Eastern, Sexton, and Willow Health Centers for the period of October 1, 2015 through September 30, 2016.

10b. Health Department - *Resolution to Authorize a 2015-2016 Agreement with the Michigan Department of Health & Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement*

This resolution authorizes a 2015-2016 Agreement with the MDHHS for the delivery of public health services under the Comprehensive Agreement Process. The period of the Agreement will be October 1, 2015 through September 30, 2016. The scope of services included in this Agreement includes Essential Local Public Health Services, and several categorical public health programs identified in the attachments to the Agreement. Approximately \$4.6 million of state/federal funds will be made available to ICHD through the Comprehensive Agreement, and that ICHD's contribution to expenditures associated with the Agreement and budget shall not exceed levels appropriated in the County's 2016 Budget for these purposes.

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

This resolution amends Resolution #15-193 to include Ingham County Health Department Environmental Health Fees. At the time this resolution was passed, Maximus Consulting Services, Inc. was evaluating the Ingham County Health Department's (ICHD) Environmental Health (EH) division in order to provide a cost of services analysis. This evaluation was authorized by Resolution #14-416. A new, simplified fee structure was developed utilizing the Maximus study. The proposed fee schedule ensures EH will achieve the appropriate level of cost recovery for each service provided.

10d. Health Department – *Resolution to Authorize an Agreement with Michigan Consumers for Healthcare to Serve as a Local Community Navigator for Ingham County and Surrounding Communities*

This resolution provides \$25,000 in compensation to ICHD to support the Registration and Enrollment Unit to provide outreach, education, and enrollment both through the Marketplace and the MI-Bridges program. Registration and Enrollment staff are certified Navigators and available to assist local consumers in understanding their enrollment options.

10e. Health Department - *Resolution to Accept Base Funding Increase to the Health Center Cluster Award from the U.S. Department of Health and Human Services for Patient Centered Medical Home Recognition*

This resolution accepts a base funding increase of \$129,693.00 from the U.S. Department of Health and Human Services Health Resources and Services Administration for Patient Centered Medical Home Recognition. River Oak Community Health Center has achieved Patient Centered Medical Home (PCMH) status recognition through the National Committee for Quality Assurance. This award helps to supplement the services provided through PCMH. This award extends through January 31, 2016.

10f. Health Department - *Resolution to Authorize Contracts with the Greater Lansing Food Bank and Saginaw Oakland Commercial Association to Distribute County Urban Redevelopment Funds*

This resolution establishes contracts for urban redevelopment funds for the period of October 1, 2015 through September 30, 2016 with the Saginaw Oakland Commercial Association in the amount of \$19,000, and the Greater Lansing Food Bank in the amount of \$11,000, and with Public Policy Associates for evaluation services in the amount of \$5,000.

10g. Health Department - *Resolution Authorizing Status Change for Position #601309*

This resolution authorizes the conversion of position #601309, currently a .75 FTE Health Center Nurse (MNA Grade1), to a 1.0 FTE Health Center Nurse. The cost difference of this conversion will be derived from a vacant 1.0 FTE Assistant Social Worker position, position #601424. The elimination of the remainder of position #601424 would save \$50,000.00 annually. This status change better reflects the operational needs of the Ingham County Health Department.

10h. Health Department - *Resolution to Amend Resolution #15-322 to Amend the Terms of the Lease Agreement for the Facility at 5656 South Cedar Street*

This resolution amends resolution #15-322 to change the end date of the lease agreement for the Cedar Pointe Office building to January 31, 2016. This change in the termination date will result in a savings of approximately \$95,000 in 2016.

11a. Financial Services Department – Resolution to Authorize the Purchase of Retiree Medicare Supplemental Insurance from the Hartford Life Insurance Company

The County has purchased health insurance for Medicare-eligible retirees from Humana for many years. Following a recommendation from the County's health care consultant to explore other options, proposals were received from other insurance carriers and it was determined that coverage offered by Hartford Life Insurance Group would best serve County retirees. It is anticipated that this change will save approximately \$100,000 in 2016 (some of this savings will be shared with retirees who purchase coverage for their spouses). The County's administration is especially concerned about providing the best value to our elderly retirees. Although benefits offered by Hartford are not identical to those offered through Humana, the overall change will have no detrimental impact to our retirees. A resolution to authorize this change is presented for consideration.

11b. Financial Services Department – Resolution to Waive the Public Act 152 Health Care Requirements for 2016.

Section 8 of the Publicly Funded Health Insurance Contribution Act (MCL 15.568) permits a local unit of government to exempt itself from employer contribution limitations of the Act for the next succeeding year by a 2/3 vote of a governing body. The County began a partially self-insured health insurance program in 2015 that resulted in substantial savings. Uncertainty associated with the savings amount in the coming fiscal year makes it very difficult to determine if the County will be in compliance with the 80% maximum funding requirement. Therefore, the County administration recommends that this requirement of Public Act 152 be waived for 2016 as permitted by statute.

12a. Parks Department – Resolution Authorizing a Purchase Order with Barnhart Roofing for the Reroofing Project of the Restroom at the Lake Lansing South Park Picnic Area and the White Restroom Building at Lake Lansing North Park

The Parks Department seeks approval of a resolution to authorize executing a purchase order to re-roof the White Restroom at the Lake Lansing North Park at a cost not to exceed \$7,072.50, inclusive of a 15% contingency for any unforeseen structural repairs to the sheathing. Barnhart Roofing has agreed to charge \$1.75 per square foot for repairs to the wood sheathing, if necessary. This proposal received support from the Parks and Recreation Commission at their meeting held on September 28.

12b. Parks Department – Resolution Granting the Ingham County Parks and Recreation Commission the Ability to Approve Future Visitor Incentive Programs at the Ingham County Parks

The Parks and Recreation Commission seeks authorization to approve visitor incentive programs for promotional and marketing purposes (special rates/discounts) at Ingham County Parks. All fees are currently established by the Board of Commissioners. Under this proposal, all visitor incentives will be reviewed by the Parks Director and the Ingham County Parks and Recreation Commission prior to implementation. A resolution authorizing this change is offered for Board consideration.

13. Road Department – Resolution to Approve a First Party Construction Contract Amendment with Michigan Paving & Materials Co. and a Third Party Agreement Amendment with the City of Lansing for Additional City Desired Work Associated with the Michigan Avenue Reconstruction Project

The Ingham County Road Department (ICRD) received a State of Michigan, Road and Risk Reserve (RRR) fund grant to reconstruct Michigan Avenue from 1500 feet west of Waverly Road to east of Clare Street. The project generally involves replacement of the existing roadway pavement, storm sewer improvements, water main improvements, sidewalk installation, and conversion from four lanes to three lanes with paved shoulders. The work along Michigan Avenue is nearly completed.

The City of Lansing approached the Road Department about seeking authorization for sanitary sewer repairs to a 500-foot portion of Grace Street, just down the road from the original Grace Street repair location. The additional work has an estimated value of \$130,000, which the City of Lansing is obligated to pay. The project contractor, Michigan Paving & Materials, has agreed to perform the additional work. A resolution in support of a contract amendment was offered by the Road Department.

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

Pursuant to standing County Resolution 02-101, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS). The cost for generic service "must be totally borne by the employee." Chadwick C. Phillips completed the MERS application and received the cost estimate to purchase three years under the County's plan. The Human Resources Director recommends approval of this request.

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

This resolution authorizes an amendment to Resolution #15-144 which approved a contract with Laux Construction, LLC for renovations at the Ingham County Forest Community Health Center. The Facilities Department claims that as a result of bidding out the dental equipment, unexpected design and construction document changes were encountered and those changes resulted in a two and a half month project delay as well as additional design and construction costs. The Facilities Department is asking to increase the contingency amount from \$108,000.00 to \$158,000.00. There are sufficient funds left over from the Forest parking lot restoration project to cover the additional costs. Staff recommends approval to this resolution with some degree of reluctance, given the lack of clear understanding about exactly how going out to bid for dental equipment can cause a two and a half month delay on the entire project.

16a. Controller/Administrator's Office – Resolution Authorizing Adjustments to the 2015 Ingham County Budget

This resolution would authorize the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2015. The total decrease to the General Fund is \$33,172. (See attached memo for details)

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

This resolution will adopt the 2016 operating and capital budgets and millage rates as recommended by the Finance Committee at its budget hearing held on September 9, 2015. Please note that this resolution does differ from the 2016 Ingham County Budget as Recommended by the Finance Committee in that the Health Services Millage rate has been reduced from 0.52 mills to 0.35 mills as recommended by the Human Services and Finance Committees.

OTHER:

15a. Facilities Department – Emergency Water Heater Replacement at the Forest Community Health Center Memo

This memo is to inform commissioners of an emergency Purchase Order that was issued prior to receiving approval from the Human Services and Finance Committees. The water heater at the Forest Community Health Center failed. An emergency Purchase Order was issued to Pleune Service Company to remove and replace the water heater for a not to exceed cost of \$5,500.00. Funds for this purchase are available in the Forest Community Health Center Building Repair and Maintenance line item 511-61553-931000-02012. Both the Controller and Facilities Director approved this purchase.

Agenda Item 1a

To: Law and Courts and Finance Committees
From: Sam L. Davis, Major
Date: October 2, 2015
Re: Amendment Communications Service Agreement

Please be advised that the Sheriff's Office would like to enter into an agreement with SECURUS TECHNOLOGIES, INC. to extend the current contract until January 31, 2023, in order to provide the inmate ConnectUs Platform Service at no additional cost to the County.

SECURUS TECHNOLOGIES, INC. is providing this **comprehensive inmate communications and services platform that allows for the consolidation of assorted inmate activities in a single, unified interface with a customized mix of applications.** ConnectUs allows inmates to use multiple applications at the same time and automatically prioritize scheduled communication to take precedence on non-scheduled events.

It is in the best interest of the inmates and our operational needs to enter into this agreement with SECURUS to increase efficiencies and to provide the inmate with direct accountability for their own phone call ordering services.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING CONTRACT AMENDMENT FIVE WITH
SECURUS TECHNOLOGIES FOR THE CONNECTUS INMATE SERVICE PLATFORM**

RESOLUTION # 15 – 330

WHEREAS, Ingham County currently contracts with Securus Technologies to provide a video visitation system all inmates in Ingham County; and

WHEREAS, the Sheriff's Office recommends that the County authorize a contract amendment with Securus Technologies to enhance these services by providing the ConnectUS service platform; and

WHEREAS, ConnectUs is a secure, comprehensive inmate communications and services platform that allows for the consolidation of assorted inmate activities in a single, unified interface with a customized mix of applications; and

WHEREAS, ConnectUs allows inmates to use multiple applications at the same time and automatically prioritize scheduled communication to take precedence on non-scheduled events.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes contract amendment number five with Securus Technologies to provide Inmate Debit and a variety of other services effective the date of the passage of this resolution.

BE IT FURTHER RESOLVED, that unless otherwise agreed by Ingham County and Securus Technologies, Ingham County will receive an increased monthly commission payment from fifty percent (50%) for these services to fifty five percent (55 %) effective the date of the agreement.

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

LAW & COURTS: Yeas: Tsernoglou, Crenshaw, Koenig, Celentino, Schafer
Nays: None **Absent:** Nolan, Hope **Approved 8/13/15**

FINANCE: Yeas: Anthony, Bahar-Cook, Tsernoglou, Case Naeyaert
Nays: None **Absent:** Tennis, McGrain, Schafer **Approved 8/19/15**

Introduced by Law & Courts and Finance Committees to the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT EXTENSION WITH SECURUS TECHNOLOGIES

WHEREAS, the Sheriff's Office has a responsibility to provide correctional services at the highest possible standards; and

WHEREAS, the Sheriff's Office has the responsibility to provide for a safe and secure environment for the staff and the inmates; and

WHEREAS, the Board of Commissioners recently approved Securus Amendment number Five to allow the inmates the ability to initiate communication with the Sheriff's Office personnel through the ConnectUs Service Platform; and

WHEREAS, Securus Amendment number Five provides for, Ingham County to receive an increased monthly commission payment from fifty percent (50%) for these services to fifty five percent (55%) effective the date of the agreement; and

WHEREAS, Ingham County will not incur any additional cost for the implementation of this new application by extending the current contract with Securus Technologies from January 31, 2018 until January 31, 2023 in order to avail the office of this technology.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Sheriff's Office recommendation and authorizes an extension of the Communications Services Contract with Securus from January 31, 2018 until January 31, 2023.

BE IT FURTHER RESOLVED, that the amended contract would be effective from the date of passage of this resolution through January 31, 2023.

BE IT FURTHER RESOLVED, that Ingham County at its option, may extend the term of this Agreement and all its terms and conditions for one (1) additional year to January 31, 2024, by providing written notice of its exercise of such option no less than one hundred twenty (120) days prior to January 31, 2023.

Agenda Item 1b

TO: Law & Courts Committee
Finance Committee

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

DATE: October 2, 2015

RE: RESOLUTION TO ENTER INTO A CONTRACT WITH THE STATE OF
MICHIGAN, MAKING INGHAM COUNTY THE FIDUCIARY AGENT FOR
MICHIGAN HOMELAND SECURITY REGION 1 AND ACCEPT THE
FY2015 HOMELAND SECURITY GRANT PROGRAM FUNDS.

The FY 2015 Homeland Security Grant Program (HSGP) is a primary funding mechanism that plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.

The purpose of this contract is to provide federal pass-through funds to the Region 1 Homeland Security Planning Board through the County of Ingham. The amount of funding being awarded to Region 1 is \$1,019,708. The FY2015 HSGP covers eligible costs from September 1, 2015 to May 31, 2018. At least \$254,927 of award funds must be dedicated toward Law Enforcement Terrorism Prevention Activities (LETPA). A Maximum of \$509,854 of award funds may be used for personnel and personnel-related activities. A maximum of up to 5% of State Homeland Security Program (SHSP) funds awarded may be retained and used solely for management and administration (M&A) purposes associated with the SHSP Award. This 5% will be retained by the County of Ingham for M&A purposes.

The County of Ingham may only fund projects which directly support one of the FY2015 HSGP grant investments. The State of Michigan shall make final determination on how funds awarded under the grant agreement are allocated and/or spent, from projects reviewed and approved by the Region 1 Planning Board and submitted to the State of Michigan by the County of Ingham.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO A CONTRACT WITH THE STATE OF MICHIGAN MAKING
INGHAM COUNTY THE FIDUCIARY AGENT FOR MICHIGAN HOMELAND SECURITY
REGION 1 AND ACCEPT THE FY2015 HOMELAND SECURITY GRANT PROGRAM FUNDS**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2015 Homeland Security Grant Program (HSGP); and

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

WHEREAS, the total amount of grant funds available to Ingham County agencies is \$59,806 from the State Homeland Security Program (SHSP), \$19,935 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of \$79,741; and

WHEREAS, the SHSP is a core assistance program that provides funds to build capabilities at the state, local, tribal, and territorial levels, to enhance national resilience to absorb disruptions and rapidly recover from natural disasters and terrorist incidents; and

WHEREAS, there are a number of projects benefiting Ingham County agencies, presently approved or pending approval by the State of Michigan; and

WHEREAS, the total Grant Award for Michigan Homeland Security Region 1 for FY2015 is \$1,019,708; and

WHEREAS, Ingham County will be the fiduciary agent for these grant funds for Michigan Homeland Security Region 1.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan, to be the fiduciary agent for the FY2015 Department of Homeland Security, Homeland Security Grant Program, and the acceptance \$1,019,708 for the time period of September 1, 2015 to May 31, 2018.

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

Agenda Item 2a

DATE: October 7, 2015
TO: Finance and County Services Liaison Committees
FROM: Eric Schertzing
RE: Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority

Attached for your consideration is a proposed resolution to request Ingham County to transfer all unsold tax reverted properties which have been rejected by local units of government to the Ingham County Land Bank Fast Track Authority.

Under Public Act 123 of 1999, MCL 211.78m (7), "If property not previously sold is not transferred to the city, village, or township in which the property is located under subsection (6), the foreclosing governmental unit shall retain possession of that property."

The Ingham County Land Bank Fast Track Authority was established to assist in the strategic disposition of tax reverted property and local units are encouraged to object so the parcels stay with the County for disposition by the Land Bank.

Thank you for your consideration of this resolution. Please contact me if you have any questions.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO TRANSFER ALL UNSOLD TAX REVERTED PROPERTIES REJECTED BY LOCAL UNITS TO THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 *et seq.*, (“the Act”) establishes the State Land Bank Fast Track Authority; and

WHEREAS, the Ingham County Treasurer, with the Ingham County Board of Commissioners’ approval, has entered into an intergovernmental agreement with the State Land Bank Fast Track Authority under the Act to form an Ingham County Land Bank Fast Track Authority; and

WHEREAS, tax reverted property not previously sold by the Ingham County Treasurer, acting as the foreclosing governmental unit (FGU), shall be transferred to the city, village, or township in which the property is located, except those parcels of property to which the city, village or township has objected to in accordance with 1999 PA 123, MCL 211.78M(6); and

WHEREAS, parcels rejected by a city, village or township become the property of Ingham County; and

WHEREAS, the Land Bank was established to assist in the strategic disposition of tax reverted property; and

WHEREAS, local units are encouraged to object so the parcels stay with the County for disposition by the Land Bank.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes the Controller/Administrator to take appropriate action to transfer all rejected property to the Land Bank.

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

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

2015 Tax Foreclosures
Subject to Local Unit Rejection

PARCEL

33-01-01-03-101-131

LOT 57 WOODLAWN SUB

Property Address: E SHERIDAN RD LANSING MI

33-01-01-03-102-141

LOT 74 WOODLAWN SUB

Property Address: SANFORD AVE LANSING MI

33-01-01-04-228-081

LOT 59 SUPERVISORS PLAT OF SCHWORERS BLOOMFIELD FARMS

Property Address: 3415 N EAST ST LANSING MI

33-01-01-04-230-311

LOT 43 SUPERVISORS PLAT OF SCHWORERS BLOOMFIELD FARMS

Property Address: N LARCH ST LANSING MI

33-01-01-04-230-321

LOT 44 SUPERVISORS PLAT OF SCHWORERS BLOOMFIELD FARMS

Property Address: N LARCH ST LANSING MI

33-01-01-04-230-331

LOT 45 SUPERVISORS PLAT OF SCHWORERS BLOOMFIELD FARMS

Property Address: N LARCH ST LANSING MI

33-01-01-04-230-341

LOT 46 SUPERVISORS PLAT OF SCHWORERS BLOOMFIELD FARMS

Property Address: N LARCH ST LANSING MI

33-01-01-04-451-001

LOTS 68 & 69 EXC COM NE COR LOT 68 TH W 65 FT, S AT RT ANGS OF N LINE LOT 68 TO
S'LY LINE LOT 69, NE'LY TO SE COR LOT 69, NW'LY TO BEG; NORTH GARDENS SUB

Property Address: TURNER ST LANSING MI

33-01-01-05-107-006

PARCEL "D" PART OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 5, T4N,
R2W, CITY OF LANSING, INGHAM COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT A
POINT IN THE WEST LINE OF WESTWOOD PARK NO.1, RECORDED IN LIBER 13, PAGE 31 OF
PLATS, INGHAM COUNTY RECORDS; SAID POINT BEING S89°59'42"E, 1,293.77 FEET AND
N00°01'51" E, 1,260.20 FEET FROM THE WEST 1/4 CORNER OF SAID SECTION 5;
THENCE S89°58'17"W 141.98 FEET; THENCE N21 °01'20"E 67.85 FEET; THENCE
S89°58'00"E 117.67 FEET TO THE NORTHWEST CORNER OF LOT 9 OF SAID WESTWOOD PARK
NO.1; THENCE ALONG THE WEST LINE OF SAID WESTWOOD PARK NO. 1 S00°01'51"W 63.40
FEET TO THE POB SUBJECT TO ALL RESTRICTIONS AND EASEMENTS OF RECORD, CONTAINING

0.19 ACRES.

Property Address: WESTWOOD AVE LANSING MI

33-01-01-08-228-201

LOT 451 NORTH HIGHLAND SUB

Property Address: 1422 LANSING AVE LANSING MI

33-01-01-08-283-082

LOT 6 AND S 3 FT OF LOT 7 KNOLLWOOD PARK

Property Address: 1316 KNOLLWOOD AVE LANSING MI

33-01-01-08-406-101

LOT 23 BUNGALOW HOME ADD

Property Address: 1131 N M L KING JR BLVD LANSING MI

33-01-01-08-409-491

LOT 109 & E 1/2 LOT 110 ALSO COM SE COR LOT 109, TH S 10 FT, W 45 FT, N 10 FT,
E 45 FT TO BEG; CHARLES KUDNERS SUB

Property Address: 1309 W MAPLE ST LANSING MI

33-01-01-09-127-061

LOT 10 MAPLE PARK ADD

Property Address: W NORTH ST LANSING MI

33-01-01-09-179-081

LOT 11 ASSESSORS PLAT NO 15 REC L 10 P 18

Property Address: 406 EDMORE ST LANSING MI

33-01-01-09-305-161

E 7 R OF S 1 R LOT 4 & E 7 R OF N 1 1/2 R LOT 5 BLOCK 37 ORIG PLAT

Property Address: 1111 N WALNUT ST LANSING MI

33-01-01-09-307-201

N 1/2 LOT 3 BLOCK C SUB OF BLOCKS 26 & 27 ORIG PLAT

Property Address: 1023 N CHESTNUT ST LANSING MI

33-01-01-09-327-181

W 43.25 FT OF N 1/2 OF E 86.5 FT LOT 1 BLOCK 30 ORIG PLAT

Property Address: 203 W WILLOW ST LANSING MI

33-01-01-09-376-081

W 1/2 OF E 1/2 LOTS 7 & 8 BLOCK 46 ORIG PLAT

Property Address: 320 W OAKLAND AVE LANSING MI

33-01-01-09-428-131

LOT 8 BLOCK 1 ASSESSORS PLAT NO 32 REC L 11 P 13

Property Address: 1030 N LARCH ST LANSING MI

33-01-01-10-103-191
E 37.25 FT LOT 17 BLOCK 2 BALLARDS ADD
Property Address: 809 MCKINLEY ST LANSING MI

33-01-01-10-131-231
LOT 218 & S 1/2 LOT 219 HIGHLAND PARK
Property Address: 1623 MASSACHUSETTS AVE LANSING MI

33-01-01-10-153-241
N 17 FT LOT 3 & S 16 FT LOT 4 BLOCK 3 HANDY HOME ADD
Property Address: 1513 N HIGH ST LANSING MI

33-01-01-10-153-251
N 34 FT LOT 4 BLOCK 3 HANDY HOME ADD
Property Address: 1517 N HIGH ST LANSING MI

33-01-01-10-157-201
N 2 R OF S 9 R LOT 1 BLOCK 2 HANDY HOME ADD
Property Address: 1215 N HIGH ST LANSING MI

33-01-01-10-304-241
COM 187 FT S OF SW COR N PENNSYLVANIA AVE & E GRAND RIVER AVE, TH S 44 FT, W
111.75 FT, N 44 FT, E 111.75 FT TO BEG; JAMES SEYMOURS SUB
Property Address: 1137 N PENNSYLVANIA AVE LANSING MI

33-01-01-10-329-391
LOT 15 & W 33 FT LOT 14 BLOCK 3 ORCHARD GROVE
Property Address: PORTER ST LANSING MI

33-01-01-10-379-331
LOT 44 THE METLIN ADD
Property Address: 1104 MAY ST LANSING MI

33-01-01-14-377-101
LOTS 286, 287 & 288 SNYDERS SUB
Property Address: S MIFFLIN AVE LANSING MI

33-01-01-14-380-091
LOT 28 BROWNS SUB OF A PART OF OUTLOTS A AND B OF SNYDERS ADD
Property Address: S FOSTER AVE LANSING MI

33-01-01-14-381-181
LOT 85 BROWNS SUB OF A PART OF OUTLOTS A AND B OF SNYDERS ADD
Property Address: 632 S MIFFLIN AVE LANSING MI

33-01-01-15-154-001
N 4 R LOT 10 BLOCK 3 JEROMES ADD
Property Address: 226 N EIGHTH ST LANSING MI

33-01-01-15-376-321
LOT 13 BLOCK 2 LANSING IMPROVEMENT COMPANYS ADD
Property Address: 1022 E KALAMAZOO ST LANSING MI

33-01-01-15-451-291
LOT 12 BREITEN PARK SUB REC L 5 P 48
Property Address: 532 CLIFFORD ST LANSING MI

33-01-01-15-452-221
LOT 26 CLEARS ADD
Property Address: 406 LATHROP ST 1 LANSING MI

33-01-01-15-453-071
LOT 50 BREITEN PARK SUB REC L 5 P 48
Property Address: 525 CLIFFORD ST LANSING MI

33-01-01-16-110-001
W 55 FT LOT 12 BLOCK 77 ORIG PLAT
Property Address: 627 W GENESEE ST LANSING MI

33-01-01-16-479-191
N 66 FT OF W 8.25 FT LOT 1 & N 66 FT OF E 28.5 FT LOT 2 BLOCK 2 OAKHILL SUB ON
BLOCKS 236 & 237
Property Address: 616 HELEN ST LANSING MI

33-01-01-16-479-241
E 38 FT LOT 5 BLOCK 2 OAKHILL SUB ON BLOCKS 236 & 237
Property Address: 604 HELEN ST LANSING MI

33-01-01-17-231-021
S 1/2 LOT 11 DODGE AND DANIELS SUB W OF BUTLER REC L 55 P 553
Property Address: 426 N M L KING JR BLVD LANSING MI

33-01-01-17-260-271
LOT 3 BLOCK 3 FRENCHS SUB
Property Address: 1119 W OTTAWA ST LANSING MI

33-01-01-17-480-231
W 1/3 LOT 4 & E 1/3 LOT 5 BLOCK 7 BUSH, BUTLER & SPARROWS ADD
Property Address: 923 W HILLSDALE ST LANSING MI

33-01-01-21-205-040
W 2 R OF E 6 R OF S 1/2 LOT 4 & W 2 R OF E 6 R LOT 5 BLOCK 205 ORIG PLAT
Property Address: 223 E HAZEL ST LANSING MI

33-01-01-21-453-055
N 1/2 LOT 12 ORCHARD HOME ADD

Property Address: 140 E BARNES AVE LANSING MI

33-01-01-21-462-016

E 52 FT LOT 56 REO PARK ADD

Property Address: 408 ISBELL ST LANSING MI

33-01-01-22-208-121

W 88.75 FT LOT 409 EXCELSIOR LAND COMPANYS SUB

Property Address: 1037 MCCULLOUGH ST LANSING MI

33-01-01-22-252-031

LOT 176 & N 7 FT LOT 177 EXCELSIOR LAND COMPANYS SUB

Property Address: 1115 BENSCH ST LANSING MI

33-01-01-22-309-001

LOT 10 BLOCK 6 ASSESSORS PLAT NO 28 REC L 10 P 33

Property Address: 900 BAKER ST LANSING MI

33-01-01-22-352-191

LOT 22 BLOCK 4 ASSESSORS PLAT NO 28 REC L 10 P 33

Property Address: 1703 LYONS AVE LANSING MI

33-01-01-22-352-771

COM AT NW COR LOT 1, TH S 43 1/3 FT, E 11 FT, S 43 FT, E 22 FT, N 86 1/3 FT, W
33 FT TO BEG; BLOCK 4 ASSESSORS PLAT NO 28 REC L 10 P 33

Property Address: 808 BAKER ST LANSING MI

33-01-01-23-102-152

COM NE COR LOT 96, TH S 20 FT, N 81DEG 58MIN 34SCD W 133.35 FT, E 132 FT TO
BEG; ULLRICHS SUB

Property Address: S FAIRVIEW AVE LANSING MI

33-01-01-23-127-072

COM NW COR LOT 20, TH S 24 FT, E'LY 132 FT TO E LINE LOT 20, N 22 FT TO NE COR
LOT 20, W 132 FT TO BEG; J L PUTMANS SUB

Property Address: S FRANCIS AVE LANSING MI

33-01-01-28-404-111

LOTS 52 & 53 ELM VIEW SUB

Property Address: 227 DENVER AVE LANSING MI

33-01-01-28-426-091

LOT 167 SOUTH PARKWOOD SUB

Property Address: 527 S PARK BLVD LANSING MI

33-01-01-29-230-141

LOT 23 BLOCK 6 ELMHURST SUB

Property Address: 2114 STIRLING AVE LANSING MI

33-01-01-29-258-153

PARTS LOTS 3, 28, 29, 30 COM SW COR LOT 28, TH E 65 FT, NW'LY ON W'LY LINE
LOGAN ST ROW TO INTN N LINE LOT 3, W 48.3 FT TO NW COR LOT 3, S TO BEG;
BLOCK 27 ELMHURST SUB

Property Address: VICTOR AVE LANSING MI

33-01-01-30-301-321

LOT 63 SCOTSDALE NO 2 SUB

Property Address: INVERARY DR LANSING MI

33-01-01-30-477-211

LOT 3 BLOCK 2 DEWITTS SUB

Property Address: 2219 DUNLAP ST LANSING MI

33-01-01-31-307-021

S 60.56 FT OF N 121.12 FT OF W 118.9 FT LOTS 7 & 8 REPLAT OF PART OF ANDERSONS
SUB REC L 19 P 37

Property Address: 4623 ANSON ST LANSING MI

33-01-01-32-226-322

LOT 43 & N 25 FT OUTLOT C SUPERVISORS PLAT OF BURCHFIELD SUB

Property Address: 3628 BURCHFIELD DR LANSING MI

33-01-01-32-226-441

LOT 56 SUPERVISORS PLAT OF BURCHFIELD SUB

Property Address: BURCHFIELD DR LANSING MI

33-01-01-32-226-451

LOT 57 SUPERVISORS PLAT OF BURCHFIELD SUB

Property Address: BURCHFIELD DR LANSING MI

33-01-01-33-101-072

S 47 FT LOT 10 & N 25 FT OUTLOT B SUPERVISORS PLAT OF BURCHFIELD SUB

Property Address: 3437 BURCHFIELD DR LANSING MI

33-01-01-33-227-121

S 77 FT LOTS 95 & 96 EDWARDS GLENDALE HEIGHTS SUB

Property Address: 653 VERNON AVE LANSING MI

33-01-01-33-378-281

LOT 48 CREYTS ACRES

Property Address: 5030 STAFFORD AVE LANSING MI

33-01-01-34-402-091

COM 520 FT S & 12 FT E OF NW COR OF NE 1/4 OF NW 1/4 OF SE 1/4, TH E 100 FT, N
188 FT, W 100 FT, S 188 FT TO BEG; SEC 34 T4N R2W

Property Address: E CAVANAUGH RD LANSING MI

33-01-01-35-154-059

COUNTY, MICHIGAN, THE SURVEYED BOUNDARY OF SAID PARCEL DESCRIBED AS: COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 35; THENCE N89'24 ' 25 " E ALONG THE EAST-WEST 1/4 LINE OF SAID SECTION 35 A DISTANCE OF 145.55 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE N00'22 ' 26 " W PARALLEL WITH THE WEST LINE OF SAID SECTION 35, A DISTANCE OF 165.00 FEET; THENCE N89'24' 25" E PARALLEL WITH SAID EAST-WEST 1/4 LINE A DISTANCE OF 210.95 FEET TO THE WEST LINE OF KEEP MEADOWS, AS RECORDED IN LIBER 37 OF PLATS, PAGES 30 & 31, INGHAM COUNTY RECORDS; THENCE S00'22 ' 26 " E PARALLEL WITH SAID WEST SECTION LINE AND ALONG THE WEST LINE OF SAID SUBDIVISION, 165.00 FEET TO SAID EAST-WEST 1/4 LINE; THENCE S89'24 ' 25 " W ALONG SAID EAST-WEST 1/4 LINE 210.95 FEET TO THE POINT OF BEGINNING; SAID PARCEL CONTAINING 0.80 ACRE, MORE OR LESS, INCLUDING 0.15 ACRE, MORE OR LESS, PRESENTLY IN USE AS PUBLIC RIGHT OF WAY; SAID PARCEL SUBJECT TO ALL EASEMENTS AND RESTRICTIONS IF ANY.

Property Address: E CAVANAUGH RD LANSING MI

33-01-01-35-327-011

COM 514.3 FT S OF N 1/8 POST OF SW 1/4, TH NE'LY 365.76 FT TO CL CAVANAUGH RD, SE'LY ALONG CL 23.19 FT, SW'LY TO N&S 1/8 LINE N ON N&S 1/8 LINE 33 FT TO BEG; SEC 35 T4N R2W

Property Address: E CAVANAUGH RD LANSING MI

33-01-05-04-203-023

UNIT 3; FIRST AMENDMENT TO MASTER DEED, SKOOG COURT BUSINESS CONDO INGHAM COUNTY CONDOMINIUM PLAN NO 170

Property Address: PERRY ROBINSON CIRCLE LANSING MI

33-01-05-04-226-121

LOT 31 CEDARWAY HOMESITES

Property Address: 565 ARMSTRONG RD LANSING MI

33-01-05-04-226-281

LOT 13 BATTENFIELD SUB

Property Address: 620 E JOLLY RD LANSING MI

33-01-05-05-227-121

LOT 10 EXC S 310 FT SUPERVISORS PLAT NO 13 OF DELHI TOWNSHIP

Property Address: NO STREET FRONTAGE LANSING MI

33-01-05-05-277-181

S 2 A OF N 6 A OF PARCEL COM E 1/4 POST SEC 5, TH W 1181.4 FT, N 1056 FT, E 1181.4 FT, S 1056 FT TO BEG; SEC 5 T3N R2W

Property Address: 5400 S WASHINGTON AVE LANSING MI

33-01-05-05-277-191

S 2 A OF N 4 A OF PARCEL COM E 1/4 POST SEC 5, TH W 1181.4 FT, N 1056 FT, E 1181.4 FT, S 1056 FT TO BEG; SEC 5 T3N R2W

Property Address: 5340 S WASHINGTON AVE LANSING MI

33-01-05-05-328-051

LOT 67 YORKSHIRE PARK SUB NO 2

Property Address: 5824 DURWELL DR LANSING MI

33-01-05-06-427-065

N 116 FT LOT 179 WEBSTER FARM SUB NO 3

Property Address: HORACE RD LANSING MI

33-02-02-03-401-001

M 3-15-1 BEG. AT INTER. OF CEN. LINE OF KAISER RD. & EW 1/4 LINE OF SEC. 3,
(SAID PT. BEING 12 FT. E OF CEN. COR. OF SEC 3) S 89 DEG 51' E 146.1 FT ALONG
1/4 SEC. LINE TO CEN. OF PARK DR. - S 8 DEG 13' W 403 FT. ALONG CEN OF PARK DR.
TO INTER. CEN. LINE OF KAISER RD. - NW'LY ALONG KAISER RD. 410 FT. TO PT. OF
BEG. ON SE 1/4 OF SEC. 3, T4N R1W.

Property Address: 6201 LAKE W HASLETT MI

33-08-08-10-300-011

LE 10-10-1-1 ALL THAT PT OF THE NW1/4 OF THE SW1/4 OF SEC 10 T3NR2E LEROY TWP
INGHAM CO,MI WHC LIES SW'LY OF A LN 103 FT SW'LY OF AND PLL TO A LN DESC AS:
BEG @ A PT ON THE W LN OF SD SEC N03D37'32"W 1768.13 FT FRM SW COR -SE'LY ALNG
THE ARC OF A 5729.58 FT RAD CRV TO RIGHT A DIST OF 364.36 FT TO PT OF TANG OF
SD CRV (CHD BRD S58D43'22"E) -S56D54'03"E A DIST OF 800 FT TO A POE .60 AC M/L

Property Address: LAND LOCKED TO I-96 WEBBERVILLE MI

33-09-09-15-100-012

AU 15-7 BEG AT NE COR OF E 8 A OF NE 1/4 OF NE 1/4 OF NW 1/4 OF SEC 15,-W 10
RDS-S 16 RDS -E 10 RDS -N 16 RDS TO BEG ON NW 1/4 SEC 15 T2NR2W 1 A

Property Address: 4757 W CURTICE RD MASON MI

33-10-10-21-101-027

BEG @ A PT 397.5 FT S OF THE NW COR SEC 21 -E 354.75 FT -S 40 FT -W 354.75 FT
-N 40 FT TOTHE POB SEC 21 T2NR1W .33 AC M/L

Property Address: HULL RD MASON MI

33-13-13-29-254-004

O 64 LOTS 29 & 30 BLOCK 5 VILLAGE OF ONONDAGA SEC 29 T1NR2W

Property Address: 5670 ROSSMAN RD BOX 114 ONONDAGA MI

33-13-13-29-431-005

O 93 S 1/2 OF LOT 4 & ALL OF LOT 5 BLOCK 3 BALDWINS ADD. TO VILLAGE OF ONONDAGA
SEC 29 T1NR2W

Property Address: 4838 ONONDAGA RD ONONDAGA MI

33-14-14-21-176-008

LS 21-7 21-7-2 COMM IN EW1/4 LN @ A PT 437.5 FT E OF S1/8 POST OF NW1/4,-E IN
1/4 LN TO CENT OF US 127 HWY, NW'LY ALNG HWY 260.4 FT, -SW 'LY 353.4 FT TO BEG.

SEC 21 T1N,R1W

Property Address: 4260 N MAIN ST LESLIE MI

33-17-14-21-476-004

LSV-243 LOTS 3 & 4 & W1/2 LOT 5 BLK 14 CITY OF LESLIE SEC 21 T1NR1W

Property Address: 412 KIRBY LESLIE MI

33-19-10-05-252-001

COM AT A PT 52.9 FT E OF A PT IN THE E LN OF MCRR R/W WHICH IS N 19-00-00 W 1211.05 FT FROM INTR OF SD R/W WITH EW 1/4 LN SEC 5, S 19-00-00 E 128 FT, N 76-06-00 E 195 FT, N 19-00-00 W 80 FT, S 87-56-00 W TO POB ON NE 1/4 SEC 5 T2N R1W CITY OF MASON. 0.49 ACRES

Property Address: 930 N MASON MASON MI

33-19-10-05-252-009

COM INT EW 1/4 LN & E LN CONRAIL R/W, N 19-00-00 W 273 FT TO POB, N 19-00-00 W 295 FT, E 253.4 FT, S 52-00-00 W 8 FT, S 22-02-00 W 202.5 FT, S 35-08-00 E 100 FT, W 140 FT TO POB NE 1/4 SEC 5 T2N R1W CITY OF MASON. 1.09 ACRES

Property Address: 862 N MASON MASON MI

33-19-10-08-151-006

ALL THAT PRT OF SW 1/4 OF NW 1/4 LYING E OF US127 R/W , SEC 8 T2N R1W CITY OF MASON, INGHAM CO.

Property Address: US 127 MASON MI

33-21-01-07-352-005

LOT 157 EDGEMONT PARK NO 3.

Property Address: 3600 W SAGINAW ST LANSING MI

33-21-01-14-406-004

LOT 102 AND W 5 FT OF ADJ ALLEY URBANDALE

Property Address: 313 S DETROIT ST LANSING MI

33-21-01-18-429-013

LOT 26 DURANT HILLS NO 1.

Property Address: 215 HUNGERFORD ST LANSING MI

33-25-05-11-357-001

(DP 256) LOT 1 BLOCK F CEDAR HEIGHTS SUBDIVISION.

Property Address: 4443 HARDING AVENUE HOLT MI

33-25-05-13-153-003

HEARTHSIDE ACRES PARK (PRIVATE), HEARTHSIDE ACRES #3, SEC. 13, T3NR2W. (REVISED DESCRIPTION FOR 2001: FORMERLY INCLUDED PART OF ADJ. PARK UNDER SAME PCL ID #)

Property Address: TIFFANY LANE HOLT MI

33-25-05-22-351-004

(D 22-41-3) E 2 A OF N 24 RODS OF S 45 A OF W 1/2 OF SW 1/4, SEC 22, T3NR2W - 2

A.

Property Address: EIFERT ROAD (REAR) HOLT MI

33-42-16-27-287-006

LOT 2 BLOCK 22 VILLAGE OF STOCKBRIDGE.

Property Address: S WOOD ST STOCKBRIDGE MI

33-43-08-12-151-010

BEG IN N LN OF GRD RIVER AVE @ INT WITH W LN OF SEC 12 -N'LY ON SEC LN 153 FT
-E'LY PLL WITH HWY 198 FT -S'LY 153 FT TO N LN OF HWY -W'LY ALNG N LN 198 FT TO
POB ALSO BEG @ PT S 2019 FT & S87D54'E 160 FT FROM NW COR SEC 12 -N2D45'E 25 FT
-S87D54'E 70 FT -S2D45'W 96.43FT -N87D 54'W 25 FT -N2D45'E 71.43 FT -N87D54'W
45 FT TO POB ON NW1/4 OF SEC 12 T3NR2E VILLAGE OF WEBBERVILLE .78 AC M/L

Property Address: 5011 E GRAND RIVER AVE WEBBERVILLE MI

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RESCINDING RESOLUTION #15-339 AND AUTHORIZING SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT/HOME GRANT APPLICATION FOR \$315,000 FOR A HOME OWNER REHABILITATION PROGRAM

WHEREAS, Resolution #15-339 authorized the submission of a Community Development Block Grant/Home Grant application for a home owner rehabilitation program, which needs to be rescinded; and

WHEREAS, Ingham County government has long term objectives to foster economic well-being and affordable housing to assist their citizens in meeting basic needs; and

WHEREAS, Ingham County has been invited by the Michigan State Housing Development Authority to apply for a Community Development Block Grant/HOME Grant to assist income eligible residents via a Home Owner Rehabilitation program; and

WHEREAS, the grant funds are to be requested based on information contained in the target communities' goals and objectives outlined in local Community Development and Housing Needs Assessments and Master Plans; and

WHEREAS, the eligible target communities within Ingham County, as identified in the Ingham County Place-based Targeting Strategy, conducted as a requirement for funding eligibility, by Kuntzsch Business Services via contract with the Michigan State Housing Development Authority, will include Leslie, Mason and Williamston; and

WHEREAS, no matching funds are required of Ingham County and the proposed project is consistent with the Ingham County Community Development Plan as described in the application; and

WHEREAS, this project is to be administered via a Third Party Administrator contract with the Capital Area Housing Partnership, 1290 Deerpath, East Lansing, Michigan 48823 following a public solicitation for proposals from at least three qualified sources; and

WHEREAS, no project costs will be incurred prior to a formal grant award, completion of the environmental review procedures, and formal written authorization to incur costs is received from the Michigan State Housing Development Authority; and

WHEREAS, the Ingham County Board of Commissioners held a public hearing on this application on October 27, 2015 to provide citizens an opportunity to review and comment on the proposed application, the date for this hearing was set at a meeting of the Board of Commissioners on September 28, 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the submission of an application to the Michigan State Housing Development Authority for a Community Development Block Grant/HOME Grant in the amount of \$315,000 for Home Owner Rehabilitation of approximately 6-8 income qualified homes/persons.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign/submit the application, all attachments, the Grant Agreement as recommended by the Controller/Administrator and approved as to form by the County Attorney, and all payment requests.

BE IT FURTHER RESOLVED, the application will be submitted immediately following the approval of the Ingham County Board of Commissioners.

BE IT FURTHER RESOLVED, that Resolution #15-339 is hereby rescinded.

Agenda Item 3

TO: County Services and Finance Committees
FROM: Barb Byrum, Ingham County Clerk
RE: Recording Secretary Position Resolution
DATE: October 8, 2015

Attached is a resolution authorizing the County Clerk to utilize attrition savings to employ a full-time recording secretary for the remainder of 2015.

Because the position has been vacant for most of 2015, we have experienced attrition savings of roughly more than \$13,000.

For more than 12 months now, the Chief Deputy Circuit Court Clerk, with the assistance of the Chief Deputy County Clerk and Election/Clerk Coordinator, has been covering all of the duties required of the Recording Secretary. This has greatly increased the amount of hours they have to work. Moreover, these duties have disrupted their focus from their assigned roles as managers at both the County Clerk and Circuit Court Clerk's Offices.

Therefore, it would be most beneficial to enhance this position to full-time status immediately contingent on the adoption of the 2016 budget.

Please feel free to contact me if you have any questions or concerns.

**INGHAM COUNTY
JOB DESCRIPTION**

RECORDING SECRETARY

General Summary: Under the supervision of the Election/Clerk Coordinator, performs general secretarial and stenographic functions, including taking, preparing and distribution of minutes for the Board of Commissioners meetings including committees, task forces, other meetings where a quorum of commissioners is present or as directed. Assists customers at the counter, by telephone and email, by responding to inquiries related to all records of the Clerk's Office.

Essential Functions:

1. Records minutes of meetings by use of recording equipment and handwritten notes.
2. Transcribes and proofreads minutes.
3. Sends draft minutes to proper recipients by established deadlines.
4. Prepares and distributes packets of information for the meetings of the Board of Commissioners.
5. Assists with election preparation, including, but not limited to, proofreading and typing.
6. Indexes vital and election records for future access. Enters data in computer-based systems and retrieves information to respond to inquiries.
7. Receives campaign filings and assists with the review of such documents for errors and omissions. Assists with maintaining campaign filings index and the preparation of notification letters.
8. Uses a variety of software programs to provide secretarial support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing outgoing mail and other clerical functions.
9. Provides counter assistance and assists with clerical duties necessary in processing concealed weapons permits. Receives, analyzes for errors and if applicable, processes concealed weapon permits by checking for proper documentation and completeness. Typing and responding to related inquiries at the counter and via other forms of communication.
10. Receipts cash, check, credit/debit cards; balances tills; and other money handling duties as necessary.

Other Functions:

- Performs other duties as assigned.
- Travel to meetings of the Board of Commissioners, including committees, task forces, other meetings where a quorum of commissioners is present or as directed.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: High school graduation or equivalent. Prefer some advanced course work in secretarial science, business, shorthand, word processing, or related area.

Experience: Some clerical or secretarial experience providing word processing experience and experience in taking and transcribing dictation. Demonstrated clerical skills, including but exclusive to ability to utilize a computer.

Other Requirements:

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

This position requires Mandatory day and evening hours.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position's physical requirements require continuous stamina in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to read fine detail and writing and numbering of documents and case files.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

***MCF-01
Revised 10/08/2015***

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE COUNTY CLERK TO UTILIZE ATTRITION SAVINGS TO EMPLOY A FULL-TIME RECORDING SECRETARY FOR THE REMAINDER OF 2015

WHEREAS, the County Clerk and her administration have expressed a need for enhancing functions within the County Clerk's Office; and

WHEREAS, the position of Recording Secretary that was placed within the County Clerk's Office in 2013 has been determined to be the best fit for the overall needs as a full time position instead of a part time position; and

WHEREAS, the cost to fund the position (MCF01, step 1, \$30,698; step 5, \$36,846) is an appropriate expense of the attrition savings from this position for 2015; and

WHEREAS, the Human Resources Department has updated the prior job description with input from the County Clerk's Office.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the full-time position of Recording Secretary, with all the duties and responsibilities inherent in that position, effective as of the date of this resolution.

BE IT FURTHER RESOLVED, this resolution is contingent upon the Ingham County Board of Commissioners adopting the 2016 budget that includes the budget enhancement of transitioning the part-time Recording Secretary position to full time.

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

Agenda Item 4

DATE: October 9, 2015
TO: County Services and Finance Committees
FROM: Derrick Quinney, Register of Deeds
RE: Ingham County Register of Deeds Memorandum of Intent

We are in the process of updating our duties and responsibilities of the employees in the Register of Deeds office. The job descriptions have not been updated in years. Some of the duties have changed over time due to software program conversions to different vendors with different processes. After a careful examination of the needs of this office it is clear we should offer more communication technologically with the community of on line citizens. It is the intent to reclassify the Document Processor position number 236004 UAW C, to Administrative Assistant to the Register of Deeds UAW G to address those needs. This new position will enable the Register's office to go out into the community with presentations to help educate our constituents. We can also maintain an on line dialog posting news and upcoming events for presentations and changes in the recording requirements should the State Legislature pass any new bills that would have an impact on recordings submitted to our office. This person would also spend time in the office processing documents, learning the many different types we take in and becoming familiar with what services we can provide and where to redirect a customer in the event their request is outside the authority of this office. This person will also be acquainted with how to find information both in our software program and hands on in our public vault for the searching in the older records. Armed with an overall view of our records and our responsibilities set out in the State Constitution they would be a valuable employee performing an important service to the public.

**2015 PERSONNEL COST PROJECTION
REGISTER OF DEEDS PROPOSED REORGANIZATION**

	UAW/C step 5	UAW/G step 5
WAGES	<u>\$35,107</u>	<u>\$42,191</u>
UNEMPLOYMENT	176	211
FICA	2,686	3,228
HEALTH	12,464	12,464
DENTAL	886	886
VISION	119	119
LIFE	76	76
DISABILITY	40	49
RETIREMENT	2,584	3,105
CURRENT RETIREE HLTH	2,766	2,766
FUTURE RETIREE HLTH	1,281	1,540
WORKERS COMP	105	127
CARES	33	33
LIABILITY	170	205
TOTAL	<u>\$58,493</u>	<u>\$67,000</u>
ADDITIONAL LONG-TERM COST		<u>\$8,507</u>

Agenda Item 4

TO: Derrick Quinney, Register of Deeds
FROM: Beth Bliesener, Employment Specialist
DATE: 10/01/2015
RE: Position Conversion 236004

HR can confirm the following information:

1. Position Number 236004 is currently a vacant Document Processor, UAW C.
2. The Register of Deeds would like to convert the position from a Document Processor to a newly created position Administrative Assistant – Register of Deeds.
3. The newly created Administrative Assistant – Register of Deeds would be compensated at a UAW G salary range \$37,438-\$44,637; I have included the job description for your records.
4. *You have received support from the UAW Chair; I have included the Chair's response.*

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposal. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution.

If I can be of further assistance, please email or call me (887-4375).

Bavery, Deb

From: Auer, Sally
Sent: Thursday, October 01, 2015 10:15 AM
To: Bliesener, Elisabeth
Cc: Quinney, Derrick
Subject: RE: Notification of Position Conversion 236004

Hello Beth, the UAW supports the conversion of the Document Processor UAW C position to Administrative Assistant UAW G.

*No act of kindness,
no matter how small,
is ever wasted.
Aesop*

*Sally Auer
Chairperson Ingham County Unit
UAW Local 2256
(517) 483-6209 – Office
(517) 574-6548 – Cellular*

From: Bliesener, Elisabeth
Sent: Thursday, October 01, 2015 9:58 AM
To: Auer, Sally
Cc: Quinney, Derrick
Subject: Notification of Position Conversion 236004

Good Morning Sally,

Position 236004 a Document Processor, UAW C is currently vacant. To better meet the operational needs of the office the Register of Deeds will convert the position to an Administrative Assistant – Register of Deeds, UAW G.

I have attached the Administrative Assistant job description for your records.

The Register of Deeds would like to propose the change of this position to the Board of Commissioners during the next round of Committee meetings.

If you have any concerns about this proposal, please let me know.

Thanks,
Beth

Beth Bliesener
Ingham County
Human Resources

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT – REGISTER OF DEEDS

General Summary:

Under the supervision of the Register of Deeds, provides receptionist, clerical and administrative support to the Register of Deeds staff. Schedules appointments, arranges meetings, creates and maintains data bases and prepares a variety of correspondence, reports, announcements and other materials. Designs, updates and maintains various forms and documents for program use. Serves as a liaison to other departments and external vendors.

Essential Functions:

1. Provides a variety of clerical and support services to the staff. Examples include, but are not limited to data entry, proofreading, faxing, copying, processing outgoing mail, distributing incoming mail, maintaining office supplies and equipment and other administrative duties.
2. Uses a variety of software programs to provide administrative support. Composes correspondences, documents, brochures, newsletters, marketing materials, presentations and reports.
3. Answers questions from citizens regarding departmental procedures and requirements and program requirements. Reviews questions from citizens and answer/draft responses.
4. Schedules internal and external meetings. Assists with the meetings logistics regarding room set-up, agendas, amenities and audio-visual equipment.
5. Serves as the administrative liaison to County departments and external agencies. Provides first-level technical support to staff.
6. Maintains departmental website and social media. Maintains the department interactive website which includes adding, deleting and/or changing information as necessary in an effort to keep the public informed of any alerts or developments.
7. Serves on various committees representing the Register of Deeds.
8. Reviews bulletins, updates and announcements from various sources to determine if new information will affect any policies or procedures, and communicates to appropriate staff and managers.
9. Back-up for other departmental staff including but not limited to Register of Deeds, Chief Deputy Register of Deeds, System Administrator, Document Coordinators and Document Processors.
10. Performs other duties as assigned.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: An Associate's Degree is required. Business Administration, Public Administration, Paralegal or a related field is preferred.

Experience: A minimum of two (2) years of experience as an administrative assistant or related position is required.

Other Requirements:

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, reaching, grasp, handle and pinching.
- This position's physical requirements require regular stamina in sitting, standing, walking, enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

**September 2015
UAW G**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY VACANT DOCUMENT PROCESSOR POSITION NUMBER 236004 UAW C TO ADMINISTRATIVE ASSISTANT TO THE REGISTER OF DEEDS UAW G

WHEREAS, Position #236004, Document Processor UAW C is currently vacant; and

WHEREAS, the Ingham County Register of Deeds would like to convert Position #236004 Document Processor to an Administrative Assistant to the Register of Deeds UAW G Worker position to better meet its operational needs; and

WHEREAS, a Document Processor Worker is compensated at the UAW/C step 5 (\$35,107); and

WHEREAS, the UAW Union has been notified and they support the reclassification; and

WHEREAS, the Human Resources Department has participated in and analyzed the proposed conversion; and

WHEREAS, the conversion of the vacant Position #236004 would cost an additional \$8,507 long-term; and

WHEREAS, the UAW has reviewed and supports the proposed reclassification of vacant Position #236004 Document Processor UAW C to an Administrative Assistant to the Register of Deeds UAW G; and

WHEREAS, the Register of Deeds recommends that the Board of Commissioners authorize the proposed reclassification of vacant Position #236004 Document Processor UAW C to an Administrative Assistant to the Register of Deeds UAW G with a compensation of (\$37,438.13-\$44,637.73) range.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of vacant Position #236004 Document Processor UAW C to an Administrative Assistant to the Register of Deeds UAW G.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make budget adjustments necessary as part of the reclassification of this position.

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

Agenda Item 5

To: Law & Courts and Finance Committees

From: Shauna Dunnings

Date: October 7, 2015

Re: Contract with Graphic Sciences, Inc.
Transport, Storage and Retrieval of Circuit Court Files

The Circuit Court has approximately 5,677 linear filing feet of Circuit Court files stored in the Annex and Hilliard buildings in Mason. The infrastructure of the Annex building has deteriorated causing the files to be exposed to elements detrimental to the preservation and safekeeping of the files. The Facilities Director, Circuit Court Administrator and Ingham County Clerk had been looking for alternative storage locations for the files currently stored in the Annex and had jointly determined that contracting with Graphic Sciences, Inc. would provide the Court with a secure environment within which to store the Circuit Court files.

In the 2016 budget, the Circuit Court requested and was granted additional operating expenses to address the records storage matter. However, it is the belief of the Facilities Director, Circuit Court Administrator and Ingham County Clerk that it is not prudent to wait until 2016 to begin transferring records to Graphic Sciences, Inc.

The attached resolution requests the authority to enter into a contract with Graphic Sciences, Inc. with a term beginning in 2015 for supplies and packing, storage and retrieval of Circuit Court records. It also requests transfer of \$26,526 of the money approved in the 2016 budget for this project to the 2015 budget for temporary employee assistance to prepare the Circuit Court files for transport (\$7,670) and for supplies and packing services provided by Graphic Sciences, Inc. (\$18,856).

cc: Barb Byrum
Hon. Janelle A. Lawless
Richard Terrill

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ENTERING INTO A CONTRACT WITH GRAPHIC SCIENCES, INC. FOR THE TRANSPORT, STORAGE AND RETRIEVAL OF CIRCUIT COURT FILES, AND TO HIRE TEMPORARY EMPLOYEES TO ASSIST IN THEIR PREPARATION

WHEREAS, approximately 5,677 linear filing feet of Circuit Court files are currently stored in the Annex and Hilliard buildings in Mason; and

WHEREAS, the infrastructure of the Annex building has deteriorated to the extent that the Facilities Director has recommended storing Circuit Court files in another location; and

WHEREAS, at this time the Facilities Director is not able to locate space in existing county facilities to accommodate the Circuit Court files stored in the Annex building; and

WHEREAS, it has been determined jointly by the Facilities Director, Circuit Court Administrator and Ingham County Clerk that contracting with Graphic Sciences to store the Circuit Court files is the best solution to store the files in a secure environment; and

WHEREAS, because Graphic Sciences, Inc. is a current State of Michigan contractor, the Purchasing Director has confirmed that Graphic Sciences, Inc. is exempt from the county's purchasing policy requiring an RFP or other competitive bidding; and

WHEREAS, Graphic Sciences, Inc. has estimated the supplies and packing of the Circuit Court files to cost approximately \$18,856; and

WHEREAS, Graphic Sciences, Inc. has estimated the cost to store files will be \$1,632.10 per month, and the cost to retrieve the stored files will be \$6.30 per file; and

WHEREAS, money has been approved in the Ingham County Circuit Court 2016 budget as follows:

101-13001-704000 Salaries & Wages - Temporary	\$ 7,670
101-13001-726010 Supplies File Storage Supplies	\$10,776
101-13001-818000 Contractual Services Record Storage and Retrieval	\$28,421

WHEREAS, it has been determined that it would not be prudent to wait until 2016 to implement this project.

THEREFORE BE IT RESOLVED, that the Ingham County Circuit Court is hereby authorized to enter into a contract with Graphic Sciences, Inc. in an amount not to exceed \$18,856, for supplies and packing of Circuit Court files.

BE IT FURTHER RESOLVED, that the Ingham County Circuit Court is hereby authorized to enter into a contract with Graphic Sciences, Inc. not to exceed \$20,341 per year to store and retrieve Circuit Court files.

BE IT FURTHER RESOLVED, that the Ingham County Circuit Court is hereby authorized to spend \$7,670 to hire temporary employees to assist in the preparation of the files prior to their transport and storage by Graphic Sciences, Inc.

BE IT FURTHER RESOLVED, that the 2015 budgeted use of fund balance in the general fund be increased by \$26,526 for the purpose of hiring temporary employees to assist in the preparation of files (\$7,670), and to pay Graphic Sciences, Inc. for supplies and packing of the Circuit Court files (\$18,856).

BE IT FURTHER RESOVLED, that the 2016 budgeted use of fund balance in the general fund be decreased by \$26,526 with an offsetting reduction to the Circuit Court's operating budget as detailed above.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments to the 2015 and 2016 budgets necessary to properly budget and account for these expenditures.

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 6

To: Ingham County Law & Courts and Finance Committee's
From: Lance Langdon, Director 9-1-1
Date: October 7, 2015
Re: Resolution requesting funding and contract for Smart 911

A program has been developed by Rave Mobility that allows the public to go online and set up a profile with information that would assist in the event they needed to call for emergency assistance. The system has been given the support of the State 9-1-1 office and they have arranged for any PSAP to be provided the "Basic" Smart 911 system at no cost. As you might guess the features of the basic free system are limited and as a result this request is for their full featured "Standard" system. This opens up many features and individual access to the profiles rather than just businesses.

Many PSAP's have implemented the system. Our neighboring PSAP in Eaton County has had the system in place for some time. We did consider the system when they did but the costs at that time was much greater and with major CAD and EMD projects that were underway we did not want to add an additional project.

The Smart 911 system can provide a great deal of information that can greatly assist 911 staff and first responders with emergency situations. Some information that if added to a profile could be; Medical information about heart conditions, medications, disability information, special medical needs or equipment being used, how to access a home or building in an emergency situation. It can provide photos of family members with dementia, autism or other conditions that might result in their becoming confused and getting lost. It could also have information on what language the caller speaks or that they are hard of hearing or unable to speak, or other information that they wish to provide.

It also can be used to list chemicals or hazards in businesses or buildings that might be hazardous to first responders responding to an emergency at that location.

The cost of this system is borne by the PSAP's. We would have 5 licenses for our call taking positions, with 13 back up licenses so that it could be accessed at any of our other dispatch positions. The public only has to go online to set up their profile and it is free to them. A very important part for us here at the Center, is that Smart 911 also takes care of keeping the information up to date. They require that the profile be updated every 6 months so that information provided is as accurate as possible, the individual not our 9-1-1 staff, would be responsible for updating this information.

We will also work with our Public Safety agency's to use this system to replace their old business card files that they would have to go out and get information from their businesses to obtain after hours or other emergency contact information for each one. Instead they can work to get businesses to go online and manage their emergency information.

Rave Mobility will also as part of this purchase assist with marketing and getting the message out to the public about the programs/service so that we can get people to sign up and have needed information at our fingertips when the emergency 9-1-1 comes in. This program is on the AT&T State of Michigan Contract #071B4300006 WSCA#1907.

While Smart 911 was put in as a capital improvement for 2016, it is being requested this year to take advantage of the pricing available in 2015 through the State 9-1-1 Office. With this not being a budgeted item in 2015, I am requesting funds from the 9-1-1 Fund Balance be used to purchase this program, and the 2016 budgeted funds would then be used for the year 2 maintenance/support costs.

I would respectfully request that you approve the purchase of the system and maintenance costs for our citizens to have access to this program.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE AND SERVICE AGREEMENT WITH
RAVE SMART 911 AND AT&T MOBILITY FOR THE SMART 911 SYSTEM TO BE
INTERGRATED WITH THE CURRENT 9-1-1 COMPUTER SYSTEMS**

WHEREAS, the Ingham County Board of Commissioners has established a Consolidated 9-1-1 Emergency Dispatch Center that opened June 27, 2012; and

WHEREAS, the State of Michigan 9-1-1 Office has partnered with Rave Mobility to provide their Basic SMART 911 system at no cost to the PSAP's across the state for 2015; and

WHEREAS, the BASIC SMART 911 system allows businesses to develop profiles and the STANDARD Smart 911 allows anyone that wishes to, to develop a personal, family or business profile that is tied to their individual phone number(s) at no cost; and

WHEREAS, the Ingham County 9-1-1 Central Dispatch Center with the purchase of the system and maintenance, would have access to the profiles that have been provided when a user calls 9-1-1; and

WHEREAS, the profile information would provide the 9-1-1 Emergency Telecommunicator with important information about medical conditions, environmental hazards, emergency access codes, or any other information the users provide, to assist Public Safety Responders in helping the individual with their emergency needs; and

WHEREAS, the Ingham County IT Director has a contract in place with AT&T Mobility for services, which is the provider/partner with Rave Mobility for this system; and

WHEREAS, the Ingham County 9-1-1 Central Dispatch Center has submitted with its 2016 budget a capital improvement request which would cover the year 2 maintenance/support costs of the system.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract/purchase order to purchase the Rave Smart 911 system from AT&T Mobility at a cost not to exceed \$16,875.00 from the 9-1-1 Emergency Telephone Dispatch Services - 911 Fund balance.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a yearly maintenance agreement with Rave Smart 911 and AT&T Mobility at a cost not to exceed \$16,875.00 through 2019.

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

Agenda Item 7

To: Finance Committee
Ingham County Board of Commissioners

From: Douglas Stover, Director
Equalization/Tax Mapping

Date: October 7, 2015

Re: 2015 County Apportionment Report

Attached please find the resolution approving the 2015 apportionment report for presentation at the Finance Committee meeting on October 21, 2015. The Apportionment Report is not complete at this time. I will distribute the report to you prior to the meeting.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE 2015 APPORTIONMENT REPORT

WHEREAS, State Law requires that the Board of Commissioners approve on or before October 31st of each year the annual Apportionment Report stating millages to be apportioned and spread on taxable valuations of real and personal property within the county.

THEREFORE BE IT RESOLVED, that the attached statement of taxable valuations and millages apportioned to the various units in Ingham County for the year 2015 is hereby approved.

Agenda Item 8

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

RE: Special Transportation Millage Contract with CATA

DATE: October 7, 2015

This resolution authorizes a new agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2016 through December 31, 2020 along with the first scope of services which will be effective from January 1, 2016 through September 30, 2016. CATA will continue to provide CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area, as well as operate service for persons with disabilities, known as CATA Spec-Tran. There no significant changes from the prior 5- year agreement.

For the period January 1, 2016 through September 30, 2016 the County shall reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$1,961,811 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of \$923,434 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. Each subsequent Scope of Services beyond September 30, 2011 will need to be authorized by a separate, future resolution.

The amount of \$124,628 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2016 Fiscal Year.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE FIRST AMENDMENT TO THE AGREEMENT WITH THE
CAPITAL AREA TRANSPORTATION AUTHORITY DATED
JANUARY 1, 2016 THROUGH DECEMBER 31, 2020**

WHEREAS, an agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2015; and

WHEREAS, in August 2010, the electorate approved a countywide public transportation millage level of 48/100 (.48) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, in August 2012, the electorate approved an additional 12/100 (.12) of one mill to ensure that the current level of service can still be provided; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and be used to provide the transportation service; and

WHEREAS, the main contract authorized effective January 1, 2011 through December 31, 2015, will expire.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the countywide public transportation millage.

BE IT FURTHER RESOLVED, that for the period January 1, 2016 through September 30, 2016, the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, the actual term of the main agreement shall be January 1, 2016 through December 31, 2020.

BE IT FURTHER RESOLVED, the Chairperson of the Board is hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.

EXHIBIT “A”

SCOPE OF SERVICES

For January 1, 2016, through September 30, 2016

CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$923,434 of the funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.
3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum of \$1,961,811 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administrating and marketing Spec-Tran.
4. The amount of \$124,628 shall be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the County’s 2016 Fiscal Year. CATA has no responsibility for this service and does not participate in its operation or funding.

Agenda Item 9

TO: Board of Commissioners
FROM: Frank Chain – IT Project Manager
RE: IT Project Costs for the Forest Community Health Center remodel
DATE: October 8, 2015

Dear Commissioners,

This resolution authorizes the use of funds from the Forest Community Health Center (FCHC) Restoration Project for the installation and the updating of the IT infrastructure of FCHC. This will assist in making sure all of the needs of FCHC are met and maintained.

The scope of the work includes, but not limited to, the purchase and installation of network switches, wireless access points, security cameras for inside FCHC and the outside parking lot, networked printers, phones, and the installation of all of the wiring necessary to support all of the equipment needed at FCHC. All of the work will be completed by 12/1/2015.

The Innovation and Technology department is estimating a cost of \$175,000 with a 10% contingency for any unseen circumstances. The total cost not to exceed \$192,500.

Thanks you for your consideration and feel free to contact me if you have any questions at 676-7369 or fchain@ingham.org.

FCHC IT Costs Approximate: 10/9/15

4 – 10Gig 48 port switches	\$47,764.52
18 – Aruba 225 AP's	\$18,302.76
40 hrs labor switch/AP install	\$ 6,400.00
5 – EM 601 indoor camera's	\$ 4,265.00
3 – CH 160 outdoor camera's	\$ 2,850.00
2 – PTZ EP 550 HD outdoor cam.	\$ 6,400.00
2 – DH220 indoor HD camera's	\$ 2,300.00
2 – pole mount	\$ 202.18
9 – Ceiling mount kits	\$ 800.00
Cable installation Cat 6	\$51,670.00
Printers – 364e(3)	\$14,086.92
Printer – 554e(1)	\$ 6,913.97
Phones -	\$ 3,600.00
MISC -	\$10,664.17

Parts costs are subject to change depending on time of ordering.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE USE OF FUNDS FROM THE
COMMUNITY HEALTH CENTER FUND FOR THE IT INFRASTRUCTURE OF THE
FOREST COMMUNITY HEALTH CENTER**

WHEREAS, Forest Community Health Center (FCHC) has a need for a new and updated IT infrastructure; and

WHEREAS, the pricing is based up the current government discounted rate; and

WHEREAS, the Innovation and Technology Department agrees with the estimated costs of equipment and labor.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes installation and updating of the IT infrastructure for the FCHC at a cost of \$175,000 with a 10% contingency for any unseen circumstances with the total cost not to exceed \$192,500 from the Community Health Center Fund.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes payment not to exceed \$52,000 to FD Hayes for cable installation at FCHC.

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

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

Agenda Item 10a

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 1, 2015

SUBJECT: Resolution to Accept Child and Adolescent Health Center Program Funding From the Michigan Department of Health and Human Services through the Michigan Primary Care Association

Attached is a resolution to accept Child and Adolescent Health Center Program funding from the Michigan Department of Health and Human Services (MDHHS) through the Michigan Primary Care Association (MPCA).

I recommend that the Ingham County Board of Commissioners accept CAHC program funding from the MDHHS through MPCA

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 CHILD AND ADOLESCENT HEALTH CENTER PROGRAM FUNDING FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES THROUGH THE MICHIGAN PRIMARY CARE ASSOCIATION

WHEREAS, in Resolution #11-235, #12-199, #13-049, and #14-358 the Ingham County Board of Commissioners authorized the Ingham County Health Department (ICHHD) to accept Child and Adolescent Health Center Program and Clinical Service Expansion Funding from the Michigan Department of Health and Human Services (MDHHS), as administered through the Michigan Primary Care Association (MPCA) for the period of October 1, 2011 through September 30, 2016; and

WHEREAS, Child and Adolescent Health Center (CAHC) program and Clinical Service Expansion funding supports continued operations of ICHHD's school-based/school-linked health centers; and

WHEREAS, the CAHC program and Clinical Service Expansion funding award for the term of October 1, 2015 through September 30, 2016 is as follows:

- Eastern - \$230,000
- Sexton - \$230,000
- Willow - \$285,000

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the acceptance of this award and supports any budget adjustments necessary as part of this agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of the CAHC program and Clinical Service Expansion funding for the term of October 1, 2015 through September 30, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes acceptance of up to \$745,000 in CAHC program and Clinical Service Expansion funding for the period of October 1, 2011 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 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: October 05, 2015

RE: Resolution to Authorize a 2015-2016 Agreement for the Delivery of Public Health Services Under the Comprehensive Agreement Process

Under the Public Health Code, the State of Michigan and the 83 counties share responsibility for the protection of the public health of the citizens of Michigan. The agreement for the delivery of public health services under the Comprehensive Agreement Process is the principal mechanism for clarifying the role and responsibilities of the state and local governments. The agreement serves as the vehicle for accepting slightly more than \$4.6 million in state and federal grants and formula funding to support a number of public health services. The public health services to be delivered under this Agreement include Essential Local Public Health Operations, Community Health Assessment activities, and categorical programs including:

AIDS/HIV Prevention and Care	Lead Safe Homes
Bioterrorism Emergency Preparedness	Maternal and Child Health Programs
Breast and Cervical Cancer Control Navigation	Tobacco Reduction
Children's Special Health Care Services	Tuberculosis Control
Communicable Disease Prevention	Sexually Transmitted Disease Control
Family Planning	Vision and Hearing Screening
Food Vendor and Restaurant Inspection	Well and Septic Inspection
Immunizations	The WIC Program

The attached resolution will authorize the 2015-2016 Agreement. The Michigan Department of Health & Human Services (MDHHS) has set grant and formula funding levels based on its appropriation act for FY 2016. These levels are included in the Ingham County Health Department's (ICHHD) FY 2016 budget. The resolution also authorizes subcontracts in the Breast and Cervical Cancer Control Navigation Program and Nurse Family Partnership programs. These all consist of state and federal funds and are included in ICHHD's FY 2016 budget request.

The resolution includes authorization for a number of service contracts to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development, and Interagency Coordination Related to Medical Services
- Referral, Coordination, and Monitoring of Medicaid Services
- Medicaid-specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Translation

This strategy of contracting for outreach services is a key part of ICHD's 2016 budget request. During 2004-2005 the State promulgated a Medicaid policy to establish the procedures for utilizing this outreach funding arrangement. The Medicaid policy guides the way in which the department builds relationships with neighborhood and community agencies. The contracts are established in conformance with the state policy and reporting is required to demonstrate that services are consistent.

The resolution also includes a request to hire a temporary .50 FTE project coordinator for the Infant Safe Sleep Mini grant for the period of October 1, 2015 – September 30, 2016.

The Comprehensive Agreement process—and all contracts with the MDHHS—are entirely electronic. Therefore, in the proposed resolution, the Board authorizes Linda S. Vail, MPA, Health Officer to submit the 2015-2016 grant electronically.

This resolution and the corresponding Agreement represent important financial support for ICHD programs established through the County budget process. I recommend the adoption of this resolution and the authorization of the Agreement, contracts and subcontracts. MDHHS will propose future amendments to the Agreement should appropriation levels and/or formulas change.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 2015-2016 AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES FOR
THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER
THE COMPREHENSIVE AGREEMENT**

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

WHEREAS, the Michigan Department of Health & Human Services (MDHHS) and the Ingham County Health Department (ICHD) have historically entered into contracts to clarify the role and responsibility of each party in protecting the public's health; and

WHEREAS, MDHHS is in the process of establishing tentative grant funding levels for 2015-2016; and

WHEREAS, MDHHS has proposed a 2015-2016 Agreement for the delivery of public health services under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relationships; and

WHEREAS, the Health Officer recommends that the 2015-2016 Comprehensive Agreement be authorized and executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2015-2016 Agreement with the MDHHS for the delivery of public health services under the Comprehensive Agreement Process.

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

BE IT FURTHER RESOLVED, that the scope of services included in this Agreement shall include Essential Local Public Health Services, and several categorical public health programs identified in the attachments to the Agreement.

BE IT FURTHER RESOLVED, that approximately \$4.6 million of state/federal funds will be made available to ICHD through the Comprehensive Agreement, and that ICHD's contribution to expenditures associated with the Agreement and budget shall not exceed levels appropriated in the County's 2016 Budget for these purposes.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontracts for the period October 1, 2015 through September 30, 2016 with specialty physicians, laboratories, and health care institutions and other service providers necessary to implement the Breast and Cervical Cancer Control Navigation Program in Clinton, Gratiot, Ingham, Ionia, Jackson, Livingston, and Washtenaw Counties, which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontract for the period October 1, 2015 through September 30, 2016 with the Nurse Family Partnership Program to provide technical support, training, and materials specific to the Nurse Family Partnership model which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a temporary .50 FTE Project Coordinator for the Infant Safe Sleep Mini Grant for the period of October 1, 2015 – September 30, 2016.

BE IT FURTHER RESOLVED, that service contracts are authorized with the providers named below to support outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medicaid Services
- Referral, Coordination and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Provision of Medicaid-related Translation

These service contracts braid together requirements and funds from multiple sources including the County and Medicaid Administration (Federal Share). The braided service contracts shall be authorized up to the amounts identified below for the period October 1, 2015 through September 30, 2016:

- Allen Neighborhood Center \$88,088
- NorthWest Initiative \$88,088
- South Lansing Community Development Associate \$24,952
- South Side Community Coalition \$85,586
- Child Abuse Prevention Services \$52,250
- Catholic Charities St. Vincent Home \$128,250
- Cristo Rey \$61,750
- Family and Community Development Services \$126,190
- Greater Lansing African American Health Institute \$67,205

BE IT FURTHER RESOLVED, that Linda S. Vail, MPA, ICHD Health Officer, is authorized to submit the 2015-2016 Comprehensive Agreement grant documents electronically through the Mi-E Grants system.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend ICHD's 2016 Budget as necessary upon its adoption in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign contracts, subcontracts, and lease agreements associated with the Comprehensive Agreement after approval as to form by the County Attorney.

Agenda Item 10c

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 5, 2015

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

Each year, Ingham County passes a resolution to set fees for various county services as part of the budget process. Resolution #15-193 authorized these fees for FY 2016. At the time this resolution was passed, Maximus Consulting Services, Inc. was evaluating the Ingham County Health Department's (ICHD) Environmental Health (EH) division in order to provide a cost of services analysis. This evaluation was authorized by Resolution #14-416.

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

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

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

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners amends Resolution #15-193 to add the attached ICHD EH service fee increases, decreases, and new fees effective November 1, 2015.

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

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

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

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

Agenda Item 10d

TO: Human Services Committee
Finance Committee

FROM: Linda Vail, MPA, Health Officer

DATE: October 16, 2015

RE: Resolution to Authorize an Agreement with Michigan Consumers for Healthcare to Serve as a Local Community Navigator for Ingham County and Surrounding Communities

The Michigan Consumers for Healthcare (MCH) Coalition has been selected by the federal government to be a Navigator assisting the uninsured in making their enrollment decisions. MCH will be Michigan's only statewide Navigator program, engaging more than 120 partner agencies in the important work of reaching out to and assisting hard-to-reach populations everywhere.

MCH would like to contract with the Ingham County Health Department (ICHHD) for a third year to serve as an initial point of contact and support for the Ingham County area as a Local Community Navigator (LCO) organization. Resolution #14-446 authorized this agreement in FY 2015. MCH will provide \$25,000 in compensation to ICHHD to support the Registration and Enrollment Unit to provide outreach, education, and enrollment both through the Marketplace and the MI-Bridges program. Registration and Enrollment staff are certified Navigators and available to assist local consumers in understanding their enrollment options.

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

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN CONSUMERS FOR HEALTHCARE TO SERVE AS A LOCAL COMMUNITY NAVIGATOR FOR INGHAM COUNTY AND SURROUNDING COMMUNITIES

WHEREAS, the Michigan Consumers for Healthcare (MCH) Coalition has been selected by the federal government to be a Navigator assisting the uninsured in making their enrollment decisions; and

WHEREAS, MCH will be Michigan's only statewide Navigator program, engaging more than 120 partner agencies in the important work of reaching out to and assisting hard-to-reach populations everywhere; and

WHEREAS, MCH would like to contract with the Ingham County Health Department (ICHHD) for a third year to serve as an initial point of contact and support for the Ingham County area as a Local Community Navigator (LCO) organization; and

WHEREAS, Resolution #14-446 authorized a new agreement for navigation services in FY 2015; and

WHEREAS, MCH will provide \$25,000 in compensation to ICHHD to support staff members to provide outreach, education, and enrollment both through the Marketplace and the Healthy Michigan program. Registration and Enrollment staff are certified as Navigators and available to assist local consumers in understanding their enrollment options; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with MCH for the period of October 1, 2015 to September 30, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MCH to provide ICHHD up to \$25,000 for Navigation services in Ingham County.

BE IT FURTHER RESOLVED, that the period of the agreement shall 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 10e

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 1, 2015

SUBJECT: Resolution to Accept Base Funding Increase to the Health Center Cluster Award from the U.S. Department Of Health And Human Services for Patient Centered Medical Home Recognition

Resolution #11-316 authorized the Ingham County Health Department's (ICHD) Community Health Centers to accept Health Center Cluster Program funds, as established through Section 330 of the Public Health Service Act, for the operation of its Federally Qualified Health Centers. ICHD has received a base funding increase of \$129,693.00 from the U.S. Department of Health and Human Services Health Resources and Services Administration for Patient Centered Medical Home Recognition.

River Oak Community Health Center has achieved Patient Centered Medical Home (PCMH) status recognition through the National Committee for Quality Assurance. This award helps to supplement the services provided through PCMH. This award extends through January 31, 2016.

I authorize the acceptance of the base funding increase of \$129,693.00 for Patient Centered Medical Home funds.

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

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

WHEREAS, River Oak Community Health Center has achieved Patient Centered Medical Home (PCMH) status recognition through the National Committee for Quality Assurance; and

WHEREAS, ICHD has received a base funding increase of \$129,693.00 from the U.S. Department of Health and Human Services Health Resources and Services Administration for Patient Centered Medical Home Recognition to extend through January 31, 2016; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of an increase of \$129,693.00 to the Health Center Cluster Program base award extending through January 1, 2016 from the U.S. Department of Health and Human Services Health Resources and Services Administration.

BE IT FURTHER RESOLVED, that this increase in federal funds shall be reflected in ongoing Health Center Cluster Program annual base funding awards, in accordance with statutory requirements and continued recognition as a Patient Centered Medical Home.

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 Service Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 5, 2015

SUBJECT: Resolution to Authorize Contracts with the Greater Lansing Food Bank and Saginaw Oakland Commercial Association to Distribute County Urban Redevelopment Funds

The Ingham County Health Department (ICHHD), in partnership with the Power of We Consortium (PWC), has been responsible for carrying out efforts in support of the County's priority to "Promote Environmental Protection and Smart Growth." Specifically, ICHHD and PWC have established a mechanism to allocate urban redevelopment funds in the amount of \$35,000. These funds were included as part of the ICHHD budget.

This investment of \$35,000 has been used to leverage federal grant dollars (Compassion Capital Fund) and volunteer service hours (AmeriCorps) towards making our neighborhoods more attractive, vital, and responsive to our residents. Utilization of these funds has included activities such as completion of the walking trail on the south side of Lansing, matching for the PWC's Capacity Building Program for community and faith-based organizations and for the AmeriCorps program, support for the Ingham Change Initiative's Summer Youth Program for young men of color, and support for neighborhood community organizing.

For fiscal year 2015-16, the ICHHD has chosen to support the following grant recipients in an effort to provide greater impact for these critical initiatives:

- Saginaw Oakland Commercial Association (SOCA) will reduce physical inactivity by improving access to opportunities for chronic disease prevention, risk reduction, and disease management. This grant will also be used to increase bicycle usage on the Saginaw street bike lane by 15% between fall 2015 and fall 2016 and include a partnership with the Old Oakland Neighborhood Association to create a step challenge for trail users to log steps.
- Greater Lansing Food Bank (GLFB) will use a collaborative community project at the Hill Center (the former Harry Hill School) to engage the refugee communities of Lansing in starting a new community garden on-site. The garden creation process will act as a catalyst for further action within the targeted refugee communities living in/around Lansing and will lay the groundwork for community garden creation from, for and by the refugee community.

ICHD will contract with Public Policy Associates (PPA) for the remaining \$5,000 of the grant funds. PPA will provide assistance and guidance to SOCA and GLFB throughout the duration of their projects. PPA will also provide assistance with an evaluation process, the product of which will be one project report from each entity.

I recommend adoption of this resolution to establish contracts for urban redevelopment funds for the period of October 1, 2015 through September 30, 2016 between ICHD and SOCA in the amount of \$19,000, between ICHD and the GLFB in the amount of \$11,000, and between ICHD and PPA in the amount of \$5,000.

c: Joel Murr w/attachment
Karika Parker w/attachment
Eric Thelen w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS WITH THE GREATER LANSING FOOD BANK
AND SAGINAW OAKLAND COMMERCIAL ASSOCIATION TO DISTRIBUTE COUNTY
URBAN REDEVELOPMENT FUNDS**

WHEREAS, the Ingham County Health Department (ICHD) is responsible for implementing activities that support the County priority to “Promote Environmental Protection and Smart Growth”; and

WHEREAS, a county allocation in the amount of \$35,000 from the Board of Commissioners is intended to expand or enhance opportunities for urban redevelopment through engagement and mobilization of residents (Resolutions #06-120, #07-105, #08-116, #09-122, #10-116, #11-052, #12-18, #13-137, #14-132, #14-517); and

WHEREAS, the purpose of the funds is to strengthen urban cores, revitalize Lansing’s neighborhoods, and curb resident movement into less developed areas, thereby preserving open land and reducing long-term negative impacts on our ecosystem; and

WHEREAS, after a competitive RFP process in 2015 by the Power of We Consortium (PWC) it is recommended that the Urban Redevelopment Funds be allocated to Saginaw Oakland Commercial Association (SOCA) in the amount of \$19,000 and to the Greater Lansing Food Bank (GLFB) in the amount of \$11,000; and

WHEREAS, ICHD, in partnership with PWC, has determined that greater impact can be made with the 2015 grant funds by allocating the aforementioned amount to each of these two organizations to extend its initiatives; and

WHEREAS, the 2015-2016 Urban Redevelopment funds for SOCA will be utilized to reduce physical inactivity by improving access to opportunities for chronic disease prevention, risk reduction, and disease management; and

WHEREAS, SOCA will also develop and dramatically transform Lansing’s western city limit, 230 acres of a land, to fund the initial planning costs of trail development, citizen planning and the development of a master plan as well as initial construction cost for the trail project; and

WHEREAS, GLFB will use the funds to support a collaborative community project at the Hill Center (the former Harry Hill School) to engage the refugee communities of Lansing in starting a new community garden on-site. The garden creation process will act as a catalyst for further action within the targeted refugee communities living in/around Lansing and will lay the groundwork for community garden creation from, for and by the refugee community; and

WHEREAS, ICHD will contract with Public Policy Associates (PPA) for the remaining \$5,000 of the grant funds. PPA will provide assistance and guidance to SOCA and GLFB throughout the duration of their projects. PPA will also provide assistance with an evaluation process, the product of which will be one project report from each entity.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract between ICHD and SOCA for urban redevelopment funds in the amount of \$19,000 for the period of October 1, 2015 to September 30, 2016.

BE IT FURTHER RESOLVED, that the Board of Commissioner's authorizes a contract between ICHD and GLFB for urban redevelopment funds in the amount of \$11,000 for the period of October 1, 2015 to September 30, 2016.

BE IT FURTHER RESOLVED, that the Board of Commissioner's authorizes a contract between ICHD and PPA for urban redevelopment funds in the amount of \$5,000 for the period of October 1, 2015 to September 30, 2016.

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 10g

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 2, 2015

SUBJECT: Resolution Authorizing Status Change for Position #601309

Attached is a resolution to authorize the conversion of position #601309, currently a .75 FTE Health Center Nurse (MNA Grade1) to a 1.0 FTE Health Center Nurse. The cost difference of this conversion will be derived from a vacant 1.0 FTE Assistant Social Worker position, position #601424. The elimination of the remainder of position #601424 would save \$50,000.00 annually. This status change better reflects the operational needs of the Ingham County Health Department (ICHHD).

Ingham County Human Resources Department confirms that position #601424 is currently vacant. Human Resources also participated in and analyzed the proposed conversion. Human Resources also notified the Michigan Nurse Association Union and the ICEA County Professionals Union about the position conversion.

I recommend that the Ingham County Board of Commissioners authorize the conversion of position #601309, currently a .75 FTE Health Center Nurse (MNA Grade1), to a 1.0 FTE Health Center Nurse.

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

Agenda Item 10g

TO: Barb Mastin, Deputy Health Officer/Executive Director Community Health Care Services

FROM: Beth Bliesener, Employment Specialist

DATE: 10/05/2015

RE: Memo of Analysis

HR can confirm the following information:

1. Position number 601424, Assistant Social Worker, ICEA County Pro, became vacant as of October 5, 2015.
2. Position number 601309 is currently a $\frac{3}{4}$ Health Center Nurse, MNA and is occupied.
3. The Health Department will eliminate position number 601424 and use some of the funding to increase position number 601309 from $\frac{3}{4}$ time to full-time status.
4. *The employee is in agreement with increasing the status of her position.*
5. *Human Resources sent notice to both the ICEA County Pro and MNA Chair's regarding the changes of the positions.*

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposal. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution.

If I can be of further assistance, please email or call me (887-4375).

Agenda Item 10g

601309 Health Center Nurse - 3/4 time	MNA 01	MNA 01	601309 Health Center Nurse - FT	MNA 01	MNA 01
	step 1	step 5		step 1	step 2
704000 Salary	\$36,681	\$44,027	704000 Salary	\$48,908	\$58,703
720000 Longevity	0	0	720000 Longevity	0	0
Wages	<u>\$36,681</u>	<u>\$44,027</u>	Wages	<u>\$48,908</u>	<u>\$58,703</u>
715000 FICA&med	2,806	3,368	715000 FICA&med	3,741	4,491
716020 Hlth &Surchrg	14,585	14,585	716020 Hlth &Surchrg	14,585	14,585
716100 Dental	886	886	716100 Dental	886	886
716200 Vision	119	119	716200 Vision	119	119
717 Life Insurance	126	126	717 Life Insurance	126	126
717000 Disability	70	84	717000 Disability	93	112
ICEA County Prof Hybrid DB	1,834	2,201	ICEA County Prof Hybrid DB	2,445	2,935
ICEA County Prof Hybrid DC	367	440	ICEA County Prof Hybrid DC	489	587
722000 Workers Comp	253	304	722000 Workers Comp	337	405
722600 CARES	33	33	722600 CARES	33	33
716040 Health Ins Trust	1,321	1,585	716040 Health Ins Trust	1,761	2,113
Total	<u>\$59,080</u>	<u>\$67,759</u>	Total	<u>\$73,524</u>	<u>\$85,095</u>
			Savings/(Cost)	(\$14,444)	(\$17,336)

601424 Assistant Social Worker	ICEA 05	ICEA 05
	step 1	step 5
704000 Salary	\$42,668	\$51,221
720000 Longevity	0	0
Wages	<u>\$42,668</u>	<u>\$51,221</u>
715000 FICA&med	3,264	3,918
716020 Hlth &Surchrg	15,230	15,230
716100 Dental	886	886
716200 Vision	119	119
717000 Life Insurance	96	96
* ICEA County Prof Hybrid DB	2,146	2,576
* ICEA County Prof Hybrid DC	427	512
722000 Workers Comp	294	353
722600 CARES	33	33
716040 Health Ins Trust	1,557	1,870
Total	<u>\$66,721</u>	<u>\$76,815</u>
Proposed Elimination of this position		

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING STATUS CHANGE FOR POSITION #601309

WHEREAS, position #601309 is a .75 FTE Health Center Nurse position (MNA Grade 1); and

WHEREAS, the Ingham County Health Department (ICHHD) would like to convert position #601309 from .75 FTE to a 1.0 FTE; and

WHEREAS, a .75 FTE Health Center Nurse is compensated at MNA Grade 1 (\$59,080 - \$67,759); and

WHEREAS, a 1.0 FTE Health Center Nurse is compensated at MNA Grade 1 (\$73,524 - \$85,095); and

WHEREAS, the cost difference will be derived from a vacant 1.0 FTE Assistant Social Worker position, position #601424 which is compensated at ICEA Pro Grade 5 (\$66,721 - \$76,815); and

WHEREAS, the remainder of position #601424, a vacant 1.0 FTE Assistant Social Worker, will be eliminated; and

WHEREAS, the elimination of the remainder of position #601424, a vacant 1.0 FTE Assistant Social Worker, would save \$50,000 annually; and

WHEREAS, this status change better reflects the operational needs of the Ingham County Health Department (ICHHD); and

WHEREAS, the Human Resources Department has participated in and analyzed the proposed conversion; and

WHEREAS, the Michigan Nurses Association has been notified of the position status change; and

WHEREAS, the ICEA County Professional has been notified of the position status change; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the proposed position status change of position #601309 Health Center Nurse (MNA Grade 1) from a .75 FTE to a 1.0 FTE; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the proposed position status change of position #601309 Health Center Nurse (MNA Grade 1) from a .75 FTE to a 1.0 FTE.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the position status change of position #601309 Health Center Nurse (MNA Grade 1) from a .75 FTE to a 1.0 FTE.

BE IT FURTHER RESOLVED, the cost difference will be derived from a vacant 1.0 FTE Assistant Social Worker position, position #601424 which is compensated at ICEA Pro Grade 5 (\$66,721 - \$76,815).

BE IT FURTHER RESOLVED, the remainder of position #601424, a vacant 1.0 FTE Assistant Social Worker, will be eliminated.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make budget adjustments necessary as part of the reclassification of this position.

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

Agenda Item 10h

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 8, 2015

SUBJECT: Resolution to Amend Resolution #15-322 to Amend the Terms of the Lease Agreement for the Facility at 5656 South Cedar Street

Attached is a resolution to amend Resolution #15-322 to amend the terms of the lease agreement for the facility at 5656 South Cedar Street. The Ingham County Health Department (ICHD) currently leases 9,396 square feet of the Cedar Pointe facility located at 5656 South Cedar Street in Lansing to house administrative functions of ICHD, including Ingham Community Health Center Administration.

Cedar Pointe operations were previously anticipated to move to the Human Service Building (HSB), located at 5303 South Cedar Street in 2016. The anticipated move is beyond the current lease end date of October 31, 2015. Resolution #15-322 extended the lease from November 1, 2015 through October 31, 2016. The timeline for the move to the HSB has been moved up and ICHD now only needs to extend the lease from November 1, 2015 through January 31st, 2016. The monthly rent will remain the same as in Resolution #15-322, \$10,573.08 per month. By ending the lease on January 31, 2016 a total savings of \$95,157.72 will occur.

I recommend that the Ingham County Board of Commissioners authorize the amendment to Resolution #15-322 to amend the terms of the lease agreement between ICHD and Cedar IV, LLC for the Cedar Pointe facility located at 5656 South Cedar Street in Lansing for the new term of November 1, 2015 through January 31, 2016.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #15-322 TO AMEND THE LEASE AGREEMENT OF THE FACILITY AT 5656 SOUTH CEDAR STREET

WHEREAS, the Ingham County Health Department (ICHD) currently leases 9,396 sq. ft. of the facility located at 5656 South Cedar Street in Lansing from Cedar IV, LLC; and

WHEREAS, the facility located at 5656 South Cedar Street in Lansing, known as Cedar Pointe, houses some administrative functions of ICHD, including Ingham Community Health Center Administration; and

WHEREAS, in Resolution #15-322 the agreement was amended for the period of November 1, 2015 through October 31, 2016, with a 90-day out-clause; and

WHEREAS, in Resolution #15-322 the rent amount for Cedar Pointe was set at \$10,573.08 per month for twelve months; and

WHEREAS, ICHD would like to amend the lease agreement with Cedar IV, LLC for the period of November 1, 2015 through January 31, 2016 for a total savings of \$95,157.72; and

WHEREAS, the Ingham Community Health Centers Board of Directors supports the amendment to Resolution #15-322 to change the terms of the lease agreement to November 1, 2015 through January 31, 2016; and

WHEREAS, the Health Officer recommends that the Board of Commissioners amend Resolution #15-322 to amend the terms of the lease agreement between ICHD and Cedar IV, LLC for the period of November 1, 2015 through January 31, 2016.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the amendment of Resolution #15-322 to amend the lease agreement between ICHD and Cedar IV, LLC for the period of November 1, 2015 through January 31, 2016.

BE IT FURTHER RESOLVED, that the Controller 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 11a

TO: The Ingham County Board of Commissioners
FROM: Jill Rhode, Director of Financial Services
DATE: October 1, 2015
RE: Health Insurance Coverage for Medicare Eligible Employees

The County has been purchasing health insurance for our Medicare eligible retirees from Humana for many years. In 2015, Humana was sold and the County's health care consultant recommended that the County look at other alternatives.

Proposals were received and it was determined that beginning in 2016, the County should begin purchasing this coverage from the Hartford Life Insurance Group. It is anticipated that this change will save approximately \$100,000 in 2016 (some of this savings will be shared with retirees who purchase coverage for their spouses).

The County's administration is especially concerned about providing the best value to our elderly retirees. We have closely reviewed the proposal and while the benefits are not identical, the overall change will have no detrimental impact to our retirees.

If you have any questions, feel free to contact me.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF RETIREE MEDICARE SUPPLEMENTAL INSURANCE FROM THE HARTFORD LIFE INSURANCE COMPANY

WHEREAS, Ingham County is currently purchasing supplement Medicare insurance coverage for our Medicare eligible retirees from Humana; and

WHEREAS, the County's health insurance consultant has received proposals from other providers and has determined that purchasing a policy from the Hartford Life Insurance Company can reduce the annual premium cost; and

WHEREAS, the County administration has reviewed the proposal and determined that the change will have no detrimental impact on our retirees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the contract with the Hartford Life Insurance Company to provide health insurance coverage to our Medicare eligible retiree beginning in 2016.

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

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

Agenda Item 11b

TO: The Ingham County Board of Commissioners
FROM: Jill Rhode, Director of Financial Services
DATE: October 1, 2015
RE: Public Act 152 requirements

We are in the process of finalizing the agreements with the employee groups concerning the health insurance benefits to be offered in 2016. This includes an estimate of cost sharing and a determination of how the savings will be shared with employees in accordance with Resolution #14-436. Since the dollar amount for the actual cost savings will be an estimate, it is very difficult to determine with 100% certainty whether the County will be in compliance with both the hard cap or 80/20% premium share requirements of Public Act 152.

While we will make every effort to comply with the law, we believe it is in the County's best interest to waive all requirements of Public Act 152 (as we did in 2015). This can be accomplished with a 2/3rds approval of the Board. The attached resolution will authorize this waiver.

If you have any questions, feel free to contact with Travis Parsons or me.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO WAIVE THE PUBLIC ACT 152 HEALTH CARE REQUIREMENTS FOR 2016

WHEREAS, Public Act 152 of 2011 places limits on public employer's contributions toward their employee's health benefits and requires that the employer cost be no more than 80% of the cost or no more than a certain dollar amount detailed in the law (hard caps); and

WHEREAS, Section 8 of the Act (MCL 15.568) permits a local unit of government to exempt itself from provisions employer contribution limitations for the next succeeding year by a 2/3 vote of its governing body; and

WHEREAS, in 2016, the County will be self-insuring a portion of the health insurance cost which is anticipated to save money; and

WHEREAS, the uncertainty associated with the savings from this change makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements and therefore the County administration is recommending that this requirement of Public Act 152 be waived for 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby elects to waive all requirements of Public Act 152 of 2011 for 2016 yet attempt to meet all of the requirements of the act.

Agenda Item 12a

Date: October 6, 2015

To: County Services & Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution Authorizing a Purchase Order with Barnhart Roofing for the Reroofing Project of the Restroom at the Lake Lansing South Park Picnic Area and the White Restroom Building at Lake Lansing North Park Near the Main Shelter

The Parks Department owns and maintains the buildings at Lake Lansing Parks and has a roof replacement plan in place to ensure routine replacement of building roofs. Bids were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Barnhart Roofing of Lansing, Michigan.

This resolution authorizes the Purchasing Department to execute a Purchase Order with Barnhart Roofing for the reroofing project for the roof on the White Restroom at the Lake Lansing North Park near the Main Shelter and the restroom at the Picnic Area at Lake Lansing South Park in amount not to exceed \$7,072.50 which is inclusive of a 15% contingency for any unforeseen structural repairs to the sheathing. Barnhart Roofing has agreed to charge \$1.75/SF for repairs to the wood sheathing, if necessary.

This resolution was supported at the September 28, 2015 Parks & Recreation Commission meeting.

Agenda Item 12a

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: September 21, 2015
SUBJECT: Reroofing project at the Lake Lansing South Park Picnic Area and North Park White, restroom buildings.

Project Description:

Bids were sought from roofing contractors for the purpose of removing and disposing of old shingles, making repairs where necessary and installing new shingles on two restrooms buildings. The North Park White building has skylights that require repair.

Proposal Summary

Vendors contacted: 06 Local: 01
Vendors responding: 03 Local: 00

Company	Address	Local Preference	Cost
Olde World Builders Inc.	4515 W. Saginaw Hwy., G17, Lansing MI 489	No	\$4,656.34
Barnhart Roofing	4349 Barton Rd., Lansing MI 48917	No	\$6,150.00
Jimmerson Roofing	13199 Blaisdell, DeWitt MI 48820	No	\$7,090.00

Vendors not responding

Spartan Roofing, a local vendor, 6850 Aurelius Road, Lansing MI 48911. No response.

Merrell Roofing, Shiawassee County, 6557 Meridian Rd., Laingsburg MI 48848
Reason: The large size of the skylight on one of the buildings

Sherriff Goslin, Eaton County, 3008 S. Canal, Lansing MI 48917. No response.

Recommendation

Olde World Builders Inc. provided the lowest bid; however, their bid did not meet the requested specifications.

Barnhart Roofing provided the next lowest bid. Barnhart Roofing accurately bid the project as requested, plus is qualified and experienced to complete the project.

It is recommended awarding a purchase order or contract to Barnhart Roofing at a cost not to exceed \$7,072.50, which is inclusive of a 15% contingency for any unforeseen structural repairs to the sheathing. Barnhart Roofing has agreed to charge \$1.75/SF for repairs to the wood sheathing, if necessary.

This is not a prevailing wage project because the cost does not exceed \$10,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A PURCHASE ORDER WITH BARNHART ROOFING FOR THE REROOFING PROJECT OF THE RESTROOM AT THE LAKE LANSING SOUTH PARK PICNIC AREA AND THE WHITE RESTROOM BUILDING AT LAKE LANSING NORTH PARK

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Lake Lansing Parks; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the roof of the restroom at the Lake Lansing South Park Picnic Area and the White Restroom at Lake Lansing North Park are scheduled for a roof replacement in 2015; and

WHEREAS, bids were solicited and evaluated by the Ingham County Purchasing Department and it is their recommendation, with the concurrence of Parks Department staff, to award the project to Barnhart Roofing of Lansing, Michigan.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Purchasing Department to execute a Purchase Order to Barnhart Roofing for the reroofing project of the roof on the restroom at the Lake Lansing South Park Picnic Area and the White Restroom at Lake Lansing North Park in an amount not to exceed \$7,072.50, which is inclusive of a 15% contingency for any unforeseen structural repairs to the sheathing.

BE IT FURTHER RESOLVED, the Board of Commissioners also authorizes repairs to the wood sheathing, if necessary at a cost of \$1.75 per square foot, not to exceed the total project cost of \$7,072.50.

BE IT FURTHER RESOLVED, that funds are available in line item 208-75500-931000-51000.

Agenda Item 12b

Date: October 6, 2015

To: County Services & Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution Granting the Parks & Recreation Commission the Ability to Approve Future Visitor Incentive Programs at the Ingham County Parks

In an effort to continue to increase visitation at the parks the Ingham County Parks & Recreation Commission is asking for flexibility to alter park activity fees to promote future visitor incentive events.

This resolution gives the Parks & Recreation Commission the ability to approve visitor incentive programs for promotional and marketing purposes (special rates/discounts) at the Ingham County Parks after the consideration and recommendation of Park Staff and the Park Commission.

The Parks & Recreation Commission supported the concept of visitor incentive programs by passing a resolution at their September meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION GRANTING THE INGHAM COUNTY PARKS AND RECREATION COMMISSION
THE ABILITY TO APPROVE FUTURE VISITOR INCENTIVE PROGRAMS
AT THE INGHAM COUNTY PARKS**

WHEREAS, increasing visitation and providing positive visitor experiences at the Ingham County Parks are key elements of our Strategic Plan and Mission; and

WHEREAS, park staff wishes to develop occasional visitor incentive programs for promotional and marketing purposes (special rates/discounts) internally and with outside partners to increase visitation at the Ingham County Parks; and

WHEREAS, park staff will develop visitor promotions (special rates/discounts) for facilities and programs offered in the Parks; and

WHEREAS, building strong relationships with sectors of the community is good for the Ingham County Parks, Ingham County, and the State of Michigan; and

WHEREAS, all proposed visitor incentives will be reviewed by the Parks Director and the Ingham County Parks and Recreation Commission.

THEREFORE BE IT RESOLVED, the Board of Commissioners grants the Ingham County Parks & Recreation Commission the ability to approve occasional visitor incentive programs at Ingham County Parks after review by the Park Director and upon the recommendation of the Ingham County Parks & Recreation Commission.

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: October 6, 2015

SUBJECT: Proposed amendments to the Ingham County/Michigan Paving & Materials first party construction contract and the Ingham County/City of Lansing third party agreement for the Michigan Avenue project. Amendments for addition of city desired sanitary sewer work on Grace Street.

Background:

The Ingham County Road Department (ICRD) received a State of Michigan, Road and Risk Reserve (RRR) fund grant to reconstruct Michigan Avenue from 1500 feet west of Waverly Road to east of Clare Street. The project generally involves replacement of the existing roadway pavement, storm sewer improvements, water main improvements, sidewalk installation, and conversion from 4-lanes to 3-lanes with paved shoulders. The work along Michigan Avenue is nearly completed.

Also included within the project were sanitary sewer repairs for the City of Lansing, which are being performed as I write. A third party agreement between the City of Lansing and Ingham County was executed to secure funding for city desired sanitary sewer work within project, which included a 400 foot portion of Grace Street.

Current Issue:

The City of Lansing approached ICRD to have our contractor perform sanitary sewer repairs to another 500 foot portion of Grace Street, just down the road from the original Grace Street repairs. The additional work has an estimated value of \$130,000, for which the City of Lansing is to pay all costs. Lastly, the contractor, Michigan Paving & Materials, Lansing, Michigan has agreed to perform the additional work.

The total estimated City of Lansing costs are as follows:

Original City of Lansing sanitary sewer work	\$172,313.33
Additional City of Lansing sanitary sewer work	<u>\$130,000.00</u>
	\$302,313.33

The reason for this memo and resolution is to approve executing a first party construction contract amendment with Michigan Paving & Materials Co., Lansing, Michigan and to approve executing a third party agreement amendment between City of Lansing and Ingham County to effect the additional sanitary sewer repair work.

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 A FIRST PARTY CONSTRUCTION CONTRACT AMENDMENT WITH MICHIGAN PAVING & MATERIALS CO. AND A THIRD PARTY AGREEMENT AMENDMENT WITH THE CITY OF LANSING FOR ADDITIONAL CITY DESIRED WORK ASSOCIATED WITH THE MICHIGAN AVENUE RECONSTRUCTION PROJECT

WHEREAS, the Ingham County Road Department (ICRD) received a State of Michigan, Road and Risk Reserve (RRR) funds to reconstruct Michigan Avenue from 1500 feet west of Waverly Road to east of Clare Street (Project); and

WHEREAS, the road work is needed to replace deteriorated pavement along Michigan Avenue, provide much needed sidewalk upgrades and water main work, and repair and update the City of Lansing’s sanitary sewer infrastructure under the roadway; and

WHEREAS, pursuant to Resolution No. 15-170, the Project has been undertaken pursuant to a contract between Ingham County, on behalf of the Road Department, and the recommended contractor Michigan Paving & Materials Co. of Lansing, Michigan; and

WHEREAS, the City of Lansing approached ICRD to have the Project contractor perform sanitary sewer repairs to another 500 foot portion of Grace Street, just down the road from the original Grace Street repairs; and

WHEREAS, the total estimated City of Lansing costs are as follows:

Original City of Lansing sanitary sewer work	\$172,313.33
Additional City of Lansing sanitary sewer work	<u>\$130,000.00</u>
	\$302,313.38

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the construction contract amendment with **Michigan Paving & Materials Co., Lansing, Michigan** to perform additional sanitary sewer repair work along a 500 foot portion of Grace Street for a total estimated cost of \$130,000.00, which is to be entirely paid for by the City of Lansing.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third party agreement amendment with the City of Lansing to pay for all actual costs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary amendments 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 APPROVING GENERIC SERVICE CREDIT PURCHASE
FOR COUNTY EMPLOYEE: CHADWICK C. PHILLIPS**

WHEREAS, pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS); and

WHEREAS, the resolution further provides that the cost for generic service "must be totally borne by the employee;" and

WHEREAS, Chadwick C. Phillips has completed the MERS application and received the cost estimate to purchase three (3) years under the County's plan; and

WHEREAS, by Board of Commissioners approval under the standing resolution, and by the employee's payment to MERS, Mr. Phillips will purchase three (3) years generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee Chadwick C. Phillips, the Board of Commissioners hereby approves the purchase of three (3) years generic service under County Resolution #02-101.

BE IT FURTHER RESOLVED, that the Chair of the Board is authorized on behalf of the County to sign and execute all MERS documents to effectuate and finalize this transaction, subject to approval as to form, by the County Attorney.

**APPLICATION FOR ADDITIONAL CREDITED SERVICE
Member Certification and Governing Body Resolution**

GOVERNING BODY RESOLUTION

As provided by the MERS Plan Document, and in accordance with the Employer's policy there under, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of Ingham Co, at its meeting on _____. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with 'better' benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus, actual future events and experience may result in changes different than those assumed, and liability different than that estimated. The Employer understands and agrees that it is accountable for any difference between estimated and actual costs.

Signature of Authorized Official from Ingham Co

Date

MERS Use Only

Payment Received:	Member Payment:
Service Credited:	ER Payment:
Signed:	

PAYMENT OPTIONS

The Member's share of the cost may be any amount from zero up to the total estimated actuarial cost, and is due at the time of purchase. The Employer's share is the balance of the total estimated actuarial cost not paid by the Member, and must be paid in a lump sum at the time of purchase.

STEPS FOR PROCESSING APPLICATION FOR ADDITIONAL SERVICE CREDIT

1. The cost estimate (Application for Additional Service Credit) is **valid for 2 months from the calculation date.**
2. If you are paying for the additional service by a rollover distribution from another pension plan (or traditional IRA), you must follow these steps:
 - Contact the other plan administrator (or trustee) to determine their rules for a distribution of your funds.
 - Complete the form "Certification of Qualified Rollover to MERS". After plan administrator signs form, return the completed original to MERS.
 - Send signed, approved Application for Additional Service Credit to MERS prior to sending any payment.
 - MERS' Finance Department will provide wiring instructions, if needed.
3. If you have any questions, please call MERS Employee and Retiree Services at 800-767-2308, or go to www.mersofmich.com. MERS is a tax-qualified plan under section 401(a) of the Internal Revenue Code, pursuant to IRS Letter of Favorable Determination dated June 15, 2005.

SPECIAL CONDITIONS APPLICABLE TO THIS CALCULATION

Participant earned 8 years, 11 months of "Other MERS" service while employed with Tuscola County.
if you will be rolling-over funds from a qualified plan to complete this purchase, additional forms are required. Please visit www.mersofmich.com, click on "forms" to download a copy of form #38, "Certification of Qualified Fund Rollover to MERS" (General) with Instructions.

Agenda Item 15a

TO: Human Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: October 7, 2014

SUBJECT: Emergency Water Heater Replacement at the Forest Community Health Center

This memo is to inform you of an emergency Purchase Order that was issued prior to receiving approval from the Human Services and Finance Committees.

The water heater at the Forest Community Health Center failed. An emergency Purchase Order was issued to Pleune Service Company to remove and replace the water heater for a not to exceed cost of \$5,500.00.

Funds for this purchase are available in the Forest Community Health Center Building Repair and Maintenance line item 511-61553-931000-02012.

Both the Controller and Facility Director approved this purchase.

Agenda Item 15a

TO: Human Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: October 5, 2015
SUBJECT: Water Heater Replacement at Forest Community Health Center

Project Description:

Bids were sought from experienced and qualified plumbing contractors for replacing a failed water heater at the Forest Community Health Center.

Proposal Summary:

Vendors contacted: 04 Local: 03
Vendors responding: 04 Local: 03

Vendor Name	Local Pref	Cost
Pleune Service Company, 2510 Kerry Street, Ste 108 Lansing MI 48912	Yes	\$5,500.00
Myers Plumbing & Heating, 16825 Industrial Parkway, Lansing MI 48906	Yes	\$5,510.00
Parker-Arntz Plumbing & Heating Inc., 6319 Greenville Rd., Greenville MI 48838	No	\$5,550.00
John E Green Company, 1125 N. Cedar St., Mason MI 48854	Yes	\$6,800.00

Recommendation:

Pleune Service Company, a local vendor, submitted the lowest responsive bid to remove and replace the failed water heater at Forest Community Health Center.

It is recommended awarding the purchasing order to Pleune Service Company in an amount not to exceed \$5,500.

Agenda Item 15b

TO: Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: October 7, 2015

SUBJECT: **RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION #15-144 WITH LAUX CONSTRUCTION, LLC FOR RENOVATIONS AT THE INGHAM COUNTY FOREST COMMUNITY HEALTH CENTER (FCHC)**

The resolution before you authorizes an amendment to Resolution #15-144 which approved a contract with Laux Construction, LLC for renovations at the Ingham County Forest Community Health Center.

As a result of bidding out the dental equipment, unexpected design and construction document changes were encountered. The unexpected design and document changes resulted in a two and a half month project delay as well as additional design and construction costs.

The Facilities Department is asking to increase the contingency amount from \$108,000.00 to \$158,000.00.

The renovations will be performed for a total not to exceed cost of \$1,599,900.00 which includes the increased contingency amount.

The funds for this project remain available within the approved CIP line item 511-61553-976000-02012.

I recommend approval of this resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION #15-144 WITH LAUX CONSTRUCTION, LLC FOR RENOVATIONS AT THE INGHAM COUNTY FOREST COMMUNITY HEALTH CENTER (FCHC)

WHEREAS, Resolution #15-144 approved a contract with Laux Construction, LLC for renovations at the Ingham County Forest Community Health Center; and

WHEREAS, as a result of bidding out the dental equipment, unexpected design and construction document changes were encountered; and

WHEREAS, the unexpected design and document changes resulted in a two and a half month project delay as well as additional design and construction costs; and

WHEREAS, the Facilities Department is asking to increase the contingency amount from \$108,000.00 to \$158,000.00; and

WHEREAS, the renovations will be performed for a total not to exceed cost of \$1,599,900.00 which includes the increased contingency amount; and

WHEREAS, the Facilities Department is requesting a line item transfer of \$50,000.00 from the approved CIP line item 511-61553-931000-02012 which has a balance of \$337,250.00 for the Forest Community Health Center parking lot restoration project into the approved CIP line item 511-61553-976000-02012 which has a balance of \$1,614,862.90 for Forest Building Additions & Improvements; and

WHEREAS, funds for this project remain available within the approved CIP line item 511-61553-976000-02012.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes amending the contract with Laux Construction, LLC, 1535 Jessop Road, Dansville, Michigan 48819 to perform renovations at the Ingham County Forest Community Health Center for a total not to exceed cost of \$1,599,900.00 which includes an increased contingency amount of \$50,000.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes a line item transfer of \$50,000.00 from the approved CIP line item 511-61553-931000-02012 which has a balance of \$337,250.00 for the Forest Community Health Center parking lot restoration project into the approved CIP line item 511-61553-976000-02012 which has a balance of \$1,614,862.90 for Forest Building Additions & Improvements.

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.

MEMORANDUM

October 5, 2015

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Third Quarter 2015 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2015. The total decrease to the General Fund is \$33,172.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The biggest revenue adjustment in the general fund is a decrease of \$33,172 in secondary road patrol grant revenue based on the award letter from the State of Michigan. The biggest expense adjustment is a decrease of \$52,006 in the appropriation to the Health Department. This decrease will balance the transfers out from the general fund to the transfers in to the Health Fund. As grant adjustments are made throughout the year by resolution, there are minor changes in the necessary general fund appropriation. This adjustment will recognize those changes.

Outside the general fund, a significant adjustment is made to recognize the \$1.5 million insurance refund received by the County from its liability insurance carrier. This revenue has enabled the county to suspend liability chargebacks to departments as one of its short term budget balancing strategies for 2016.

Also included is an update of contingency fund spending so far this year. Based on items going before the Board this round and last, the current contingency amount is projected at \$94,874. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$317,183.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

2015 CONTINGENCY

Adopted Contingency Amount	\$317,183
R14-483: Digital Aerial Imagery	(15,000)
R14-494: District Court Enforcement/Court Officer	(33,876)
R15-104: Oasis Supervised Visitation and Safe Exchange Center	(40,000)
R15-229: Assessment/Study Sheriff, LPD, 55 th and 54A District Courts	(127,985)
Proposed: 911 Center Facilitation Services	(6,500)
Proposed: 3 rd Quarter Adjustment	1,052
Current Contingency Amount	\$94,874

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2015 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2015 Budget on October 28, 2014 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2015 BUDGET 10/1/15</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$80,437,459	(\$33,172)	\$80,404,287
245	Public Improvements	716,644	5,030	721,674
664	Mach. & Equip. Revolving	1,353,160	5,051	1,358,211
667	Liability Insurance	626,079	855,000	1,481,079

GENERAL FUND REVENUES

	2015 Budget – <u>10/1/15</u>	Proposed <u>Changes</u>	2015 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	43,759,737		43,759,737
Property Tax Adjustments	(300,000)		(300,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(10,000)		(10,000)
Industrial Facility Tax	300,000		300,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
State Revenue Sharing	6,088,744		6,088,744
Convention/Tourism Tax - Liquor	2,630,338		2,630,338
Court Equity Fund	1,450,000		1,450,000
Use of Fund Balance	2,934,943		2,934,943
Department Generated Revenue			
Animal Control	713,492		713,492
Circuit Court - Family Division	1,103,831		1,103,831
Circuit Court - Friend of the Court	512,000		512,000
Circuit Crt - General Trial	2,320,737		2,320,737
Controller	3,170		3,170
Cooperative Extension	6,219		6,219
County Clerk	644,210		644,210
District Court	2,705,823		2,705,823
Drain Commissioner/Drain Tax	363,758		363,758
Economic Development	55,188		55,188
Elections	143,533		143,533
Homeland Security/Emgncy Ops	61,961		61,961

Equalization /Tax Mapping	10,100		10,100
Facilities	194,123		194,123
Financial Services	48,052		48,052
Health Department	150,000		150,000
Human Resources	80,822		80,822
Probate Court	277,178		277,178
Prosecuting Attorney	562,839		562,839
Register of Deeds	2,036,729		2,036,729
Remonumentation Grant	103,370		103,370
Sheriff	6,519,726	(33,172)	6,486,554
Treasurer	4,495,667		4,495,667
Tri-County Regional Planning	62,976		62,976
Veteran Affairs	378,193		378,193
Total General Fund Revenues	80,437,459	(33,172)	80,404,287

GENERAL FUND EXPENDITURES

	2015 Budget - <u>10/1/15</u>	Proposed <u>Changes</u>	2015 Proposed <u>Budget</u>
Board of Commissioners	562,811		562,811
Circuit Court - General Trial	8,497,344		8,497,344
District Court	2,989,425		2,989,425
Circuit Court - Friend of the Court	1,466,807		1,466,807
Jury Board	1,106		1,106
Probate Court	1,492,746		1,492,746
Circuit Court - Family Division	5,378,555		5,378,555
Jury Selection	105,341		105,341
Elections	262,840		262,840
Financial Services	714,639		714,639
County Attorney	441,158	11,369	452,527

County Clerk	875,542		875,542
Controller	1,038,457	6,413	1,044,870
Equalization/Tax Services	722,623		722,623
Human Resources	959,121		959,121
Prosecuting Attorney	6,200,465		6,200,465
Purchasing	205,860		205,860
Facilities	2,057,758		2,057,758
Register of Deeds	731,057		731,057
Remonumentation Grant	103,370		103,370
Treasurer	597,315		597,315
Drain Commissioner	925,480		925,480
Economic Development	129,994		129,994
Community Agencies	200,000		200,000
Ingham Conservation District	8,029		8,029
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	111,480		111,480
Jail Maintenance	204,750		204,750
Sheriff	20,448,462		20,448,462
Tri-County Metro Squad	75,000		75,000
Community Corrections	143,887		143,887
Animal Control	1,598,597		1,598,597
Homeland Sec./Emergency Ops.	206,621		206,621
Board of Public Works	300		300
Drain Tax at Large	430,000		430,000
Health Department	5,083,175	(52,006)	5,031,169
Community Health Centers	3,055,748		3,055,748

Jail Medical	1,909,597		1,909,597
Medical Examiner	334,575		334,575
Substance Abuse	1,319,484		1,319,484
Community Mental Health	1,813,468		1,813,468
Department of Human Services	2,016,850		2,016,850
Tri-County Aging	76,225		76,225
Veterans Affairs	523,960		523,960
Cooperative Extension	483,420		483,420
Library Legacy Costs	88,163		88,163
Parks and Recreation	1,631,550		1,631,550
Contingency Reserves	100,322	1,052	101,374
Legal Aid	20,000		20,000
2-1-1 Project	45,750		45,750
Community Coalition for Youth	27,000		27,000
Capital Improvements	2,019,732		2,019,732
Total General Fund Expenditures	80,437,459	(33,172)	80,404,287

General Fund Revenues

Sheriff Decrease Secondary Road Patrol revenue from \$248,002 to \$214,830, or \$33,172, based on award letter from State of Michigan Department of State Police.

General Fund Expenditures

Circuit Court Transfer \$8,042 from contractual services to temporary wages to provide coverage for employees on paid medical leave.

County Attorney Increase County Attorney contract budget to reflect 2.5% increase authorized by Resolution 15-140 (\$11,369).

Controller Increase consultants account \$6,413 for independent bond counsel authorized by Resolution 15-95.

Health Department Decrease transfer to Health Department \$52,006 due to various grant adjustments.

Contingency Increase contingency account \$1,052 to balance general fund budget.

Non-General Fund Adjustments

Public Improvements Set up budget for jail heating exchange project (\$12,530). Project (F245) to be funded by a \$7,500 transfer from the annex card system project and a \$5,030 increase in use of fund balance.

Mach./Equip. Revolving Increase CIP upgrade funds to purchase laptop and replacement (F664) CPU for Parks (\$2,051), replacement laptop for Health Department (\$1,382), and two replacement CPUs for Human Resources (\$1,618).

Liability Insurance Adjust liability insurance fund to recognize insurance refund of (F667) \$1.5 million. Expenses will also increase \$855,000, for a net addition to fund balance of \$645,000.

Agenda Item 16b

TO: Finance Committee

FROM: Timothy J. Dolehanty, ICMA-CM, AICP, Controller/Administrator

RE: 2016 Appropriations Resolution

DATE: October 8, 2015

Attached is the 2016 Appropriations Resolution, which will adopt the 2016 operating and capital budgets and millage rates as recommended by the Finance Committee at its budget hearing held on September 9, 2015. The details of this budget can be found in the “2016 Ingham County Budget as Recommended by the Finance Committee” that is scheduled to be distributed at the October 13 Board of Commissioners meeting.

One change to this year’s resolution is that the levy for the Airport Authority Operating millage has been removed from the millage summary. The State of Michigan has advised that this millage should not be included on Ingham County’s Tax Rate Request Form (L-4029), as the Airport is its own taxing authority. Since the attached resolution adopts the tax rates used for the L-4029, the levy should be removed here as well.

Also note that the Health Services Millage is lowered from last year’s rate of .5200 mills to the rate of .3500 mills, based on the discussions held at the Human Services Committee on October 5 and Finance Committee on October 7.

A public hearing on the 2016 Budget will be held at the Board of Commissioners meeting on Tuesday, October 27, 2015. A notice of public hearing will appear in the City Pulse on Wednesday, October 14, 2015.

Please feel free to contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

INGHAM COUNTY 2016 GENERAL APPROPRIATIONS RESOLUTION

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds; and

WHEREAS, county offices, the courts, county departments, and others have submitted requests for a county appropriation in the 2016 budget; and

WHEREAS, the County Controller has considered these requests and has submitted a recommended budget as required by statute and Board of Commissioners' resolution; and

WHEREAS, the various liaison committees of the Board of Commissioners have reviewed their section of the Controller's Recommended Budget and have made recommendations for approval or modification to the Finance Committee; and

WHEREAS, the Finance Committee has reviewed each liaison committees' recommendations and together with its own Strategic Planning Initiatives Fund allotment has presented a recommended balanced budget to the Board of Commissioners and to the public; and

WHEREAS, the Board of Commissioners annually adopts a balanced budget and authorizes appropriations subject to the conditions set forth in its annual General Appropriations Resolution.

THEREFORE BE IT RESOLVED, that the 2016 Ingham County Budget, as set forth in the Finance Committee Recommended Budget, dated September 9, 2015 and incorporated by reference herein, is hereby adopted on a basis consistent with Ingham County's Budget Adoption and Amendment Policies and subject to all county policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED, that the following tax levies are hereby authorized for the 2015 tax year/2016 budget year for a total county levy of 9.8273 mills, including authorized levies for General Fund operations and special purpose millages:

2015/16 Millage Summary

<u>Purpose</u>	<u>Millage</u>
General Operations	6.3512
General Operations – Indigent Veterans Support	.0330
Special Purpose - Emergency Telephone Services	.8431
Special Purpose - County-wide Transportation	.4800
Special Purpose - County-wide Transportation	.1200
Special Purpose - Juvenile Justice	.6000
Special Purpose - Potter Park Zoo and Potter Park	.4100
Special Purpose – Farmland/Open Space Preservation	.1400
Special Purpose – Health Care Services	.3500
Special Purpose – Trails and Parks	.5000

BE IT FURTHER RESOLVED, that the revenues received by the County under Public Acts 106 and 107, 1985 (Convention Facility Tax revenue) shall not be used to reduce the County's 2015/2016 operating millage as defined by Public Act 2, 1986.

BE IT FURTHER RESOLVED, that in accordance with Public Act 2 of 1986, that 50% of the actual Convention Facility Tax revenue not used to reduce the County's operating tax rate shall be transmitted to the Mid-State Health Network, with the remaining revenues to be deposited in the County's General Fund.

BE IT FURTHER RESOLVED, that the revenues received by the County under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the County's 2015/2016 operating millage levy, and that 11/17 of the actual Health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be appropriated to the Ingham County Health Department budget for those public health prevention programs and services whose costs are in excess of 1989 appropriation levels.

BE IT FURTHER RESOLVED, that in accordance with Public Act 264 of 1987, that 5/17 of the actual Health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be used for personnel and operating costs which are in excess of 1988 appropriation levels at the Circuit Court, Family Court, District Court, and Sheriff Department Law Enforcement with the remaining revenues generated by P.A. 264 of 1987 to be used for other General Fund expenditures.

BE IT FURTHER RESOLVED, that the adopted budget is based on current estimates of revenues and expenditures, and that the Board of Commissioners may find it necessary to adjust budgeted revenues and expenditures from time to time during the year.

BE IT FURTHER RESOLVED, that the County Controller is hereby authorized to make budgetary transfers within the various funds and authorize expenditures in accordance with the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolutions #94-93 and #04-253, a summary of which has been forwarded by the Controller to each department head, court and elected official.

BE IT FURTHER RESOLVED, that expenditures shall not be incurred in excess of the individual budgets adopted herein without first amending the budget pursuant to the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolutions #94-93 and #04-253.

BE IT FURTHER RESOLVED, that all purchases made with funds appropriated in this budget shall be made in conformance with the County's Purchasing Procedures, as adopted and amended by the Board, and that these budgeted funds are appropriated contingent upon compliance with the County's Purchasing Procedures.

BE IT FURTHER RESOLVED, that the approved Position Allocation List contained in the budget shall limit the number of permanent employees who can be employed in all departments, offices, and the courts, and no funds are appropriated for any permanent position or employee not on the approved Position Allocation List.

BE IT FURTHER RESOLVED, that the Board of Commissioners may, from time to time during the year, change the approved Position Allocation List and/or impose a hiring freeze, as circumstances warrant, and that the same limitation as to the number of permanent employees who can be employed with a revised Position Allocation List.

BE IT FURTHER RESOLVED, that certain positions contained in the Position Allocation List which are supported in some part by a grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the County receiving the budgeted revenues.

BE IT FURTHER RESOLVED, that in the event that such anticipated outside funding is not received or the County is notified that it will not be received, said positions shall be considered not funded and removed from the approved Position Allocation List.

BE IT FURTHER RESOLVED, that the policies regarding temporary employees shall remain in full force and effect.

BE IT FURTHER RESOLVED, that budgets for all funds are adopted on a January 1st fiscal year, with the following exceptions: Friend of the Court Services Fund (215), County Health Fund (221), Community Corrections Fund (267), Community Development Block Grant Fund (287), DHS - Child Care Fund (288), DHS - Social Welfare Fund (290), Family Division – Child Care Fund (292), Prosecuting Attorney Cooperative Reimbursement Grant Fund (298), and Community Health Center Network Fund (511), all of which are adopted on an October 1st fiscal year.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the use of budgeted funds for the purchase of vehicles and necessary equipment such as marking kits, light bars, sirens, prisoner transport shields, radar, etc., from the State of Michigan and other municipal cooperative purchasing programs approved by the Purchasing Department.

BE IT FURTHER RESOLVED, that the vehicles being replaced are authorized to be transferred to another county department or agency for fair-market value established by the Purchasing Director, or are authorized to be sold at state auction or to a private company; the method of disposal shall be that which is deemed to be in the best interest of the County as determined by the Purchasing Director.

BE IT FURTHER RESOLVED, that the Ingham County Sheriff's Office is authorized to sell at fair-market value any used Ingham County Patrol Vehicles to the Ingham Intermediate School District for its Law Enforcement Program.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that funds appropriated to a community agency but not spent by the end of the fiscal year may be carried over into the next fiscal year without additional Board approval, provided the Controller and Budget Office certify that the funds are available, and that the agency wishing to have said funds reappropriated provides a definitive scope of work for review by the Controller's Office and the County Attorney.

BE IT FURTHER RESOLVED, that any request for reappropriation to the 2016 budget of funds not spent in 2015 for a specific project must be received by the Budget Office no later than March 15, 2016, otherwise the request for reappropriation will not be considered.