

CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON  
KARA HOPE

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

FINANCE COMMITTEE  
SARAH ANTHONY, CHAIR  
REBECCA BAHAR-COOK  
TODD TENNIS  
PENELOPE TSERNOGLOU  
BRIAN McGRAIN  
RANDY 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, SEPTEMBER 16, 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 [August 19, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office
  - a. Resolution Authorizing Submission of a [Community Development Block Grant/Home Grant Application](#) for \$315,000 for a Home Owner Rehabilitation Program
  - b. Resolution to Contract with [Capital Area Community Services](#) to take Client Referrals from Ingham County Treasurer
  - c. Presentation of Final Report from Plante Moran on [Bank Reconciliation](#) and General Ledger Project Approved by Resolution 15-243
2. Sheriff's Office - Resolution Authorizing the Ingham County Sheriff's Office to Extend a Contract with the [Michigan Department of Corrections](#) to Rent 190 Beds to the Michigan Department of Corrections
3. Circuit Court
  - a. Resolution to Accept the FY 2016 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded [Three-Quarter Time SSSPP](#) Case Management Coordinator and Special Part-Time Prosecutor Positions, and Enter into Subcontracts
  - b. Resolution to Accept the FY 2016 Michigan Mental Health Court Grant Program Operational Grant and Continue the Grant Funded [Three-Quarter Time ICEA](#) Court Professional 5 Mental Health Court - Court Services Coordinator Position, and Enter into Subcontracts
  - c. Resolution for Authorization to Enter into a Three Year Contract with [Charlevoix County 7<sup>th</sup> Probate Court](#)
4. 9-1-1 Center - Resolution Authorizing an Extension of the Infrastructure Maintenance Agreement with Harris Corporation for the Ingham County Public Safety [Radio System](#)
5. Health Department
  - a. Resolution to Accept New Access Point Funding for [Birch Health Center](#)
  - b. Resolution to Accept Quality [Improvement Funds](#)
  - c. Resolution to Authorize a 2015-2016 [Americorps\\*Vista Continuation Grant](#)



FINANCE COMMITTEE  
August 19, 2015  
Draft Minutes

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

Members Absent: McGrain, Schafer, and Tennis

Others Present: Treasurer Eric Schertzing, Travis Parsons, Rick Terrill, Teri Morton, Desiree Kirkland, Paul Kindel, Robin Stites, and others

Treasurer's Office

- d. Update on the Audit Regarding the Reconciliation Issue

Treasurer Eric Schertzing and Desiree Kirkland, Chief Deputy Treasurer, provided an update on the audit regarding the reconciliation issue.

The meeting was called to order by Chairperson Anthony at 6:10 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the July 22, 2015 Finance Committee Meeting Minutes

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE MINUTES OF THE JULY 22, 2015 MEETING.

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

Additions to the Agenda

Substitutes –

- 4. Health Department
  - d. Resolution to Authorize the Purchase of Dental Equipment for Forest Community Health Center
  
- 7. Farmland and Open Space Preservation - Resolution to Amend Resolution #15-034, Approving Proceeding to Close Permanent Conservation Easement Deed on Kranz, Johnson and Hutchison Properties
  
- 10. Road Department
  - f. Resolution Authorizing the Purchase of Propane Used for Heating at the Eastern District of the Ingham County Road Department

Removed from Agenda –

1. Treasurer's Office
  - b. Resolution Setting a Public Hearing for an Application to the Michigan State Housing Development Authority for a Community Development Block Grant/Home Grant to Provide a Homeowner Rehabilitation Program

Limited Public Comment

None.

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

1. Treasurer's Office
  - a. Resolution to Contract with Legal Services of South Central Michigan to take Client Referrals from the Ingham County Treasurer and Ingham County Register of Deeds
  - c. Resolution to Re-Establish the Position of Assistant to the Treasurer in the Ingham County Treasurers Office
2. Sheriff's Office - Resolution Authorizing Contract Amendment Five with Securus Technologies for the ConnectUs Inmate Service Platform
3. Community Corrections Advisory Board (CCAB) - Resolution Authorizing Entering into Subcontract Amendments with National Council on Alcoholism to Reduce the Cognitive Change Groups Budget and with Northwest Initiative-ARRO to Increase the Day Reporting Budget for FY 2014-2015 Pursuant to a Budget Adjustment Request Approved by the Michigan Department of Corrections
4. Health Department
  - a. Resolution to Amend Resolution #15-178 to Include Annual Kiosk Maintenance Costs
  - b. Resolution to Authorize a 2015-2016 AmeriCorps Grant
  - c. Resolution to Amend the Lease Agreement of the Facility at 5656 South Cedar Street
  - d. Resolution to Authorize the Purchase of Dental Equipment for Forest Community Health Center
  - e. Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program
  - f. Resolution to Amend Resolution #14-413 to Establish a Temporary Program Specialist Position, Authorize a Subcontract with the City of Lansing, and Adjust the Amounts Authorized for Contractual Services with MPHI and LHC
  - g. Resolution to Enter into a Service Agreement with Language Line Solutions
  - h. Resolution to Accept Ryan White Title IV Women, Infants, Children, and Youth (Part D) Funding Award for 2016-2017
5. Equal Opportunity Committee - Resolution Authorizing the Equal Opportunity Committee to Raise Funds and Accept Donations on Behalf of the Equal Opportunity Committee

6. Financial Services - Resolution to Extend the Agreement with Sparrow Occupational Health for Occupational Health Services
8. Potter Park Zoo - Resolution Authorizing an Increase in the Contracted Amount with Laux Construction to Build the Red Panda Exhibit
9. Facilities
  - a. Emergency Purchase Order Memo to Replace the Domestic Hot Water Heat Exchanger at the Ingham County Jail
  - b. Emergency Purchase Order Memo to Replace the Travel Cable on the Elevator at the Grady Porter Building
  - c. Resolution Authorizing a Purchase Order to Myers Plumbing & Heating, Inc. to Install an Air Conditioning Unit in the 55<sup>th</sup> District Court Magistrate's Office
  - d. Resolution Authorizing an Agreement with MacMillan Associates, Inc. to Provide Professional Architectural & Engineering Design Services for the Replacement of the Fire Alarm System and Public Address (PA) System at the Human Services Building
  - e. Resolution Awarding a Contract to Rieth-Riley Construction Company, Inc. to Provide Asphalt Reconstruction Services for the Forest Community Health Center Parking Lot
10. Road Department
  - a. Resolution to Approve Local Road Agreement with Stockbridge Township for the Ingham County Department of Transportation and Roads
  - b. Resolution to Approve Amending: a First Party Construction Contract with Hoffman Bros., Inc.; a Second Party Agreement with the Michigan Department of Transportation; and a Third Party Agreement with Jackson National Life Insurance in Relation to Adding Sidewalk and Additional Repair Work to a Road Reconstruction Project for Okemos Road from Holt Road to the I-96 Interchange
  - c. Resolution Authorizing the Purchase of Diesel Fuel and Gasoline for the Road Department
  - d. Resolution Authorizing the Purchase of 2015 Seasonal Requirement of 29A Aggregate for the Ingham County Road Department
  - e. Resolution Authorizing the Purchase of 2015-2016 Winter Season Supply of Plow/Grader Blade Cutting Edges for the Road Department
  - f. Resolution Authorizing the Purchase of Propane Used for Heating at the Eastern District of the Ingham County Road Department
11. Human Resources - Resolution to Approve Generic Service Credit Purchase for County Employee Ellen F. Lander
12. Controller/Administrator's Office - Resolution Authorizing the Fifth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015

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

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

7. Farmland and Open Space Preservation - Resolution to Amend Resolution #15-034, Approving Proceeding to Close Permanent Conservation Easement Deed on Kranz, Johnson and Hutchison Properties

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION TO AMEND RESOLUTION #15-034, APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEED ON KRANZ, JOHNSON AND HUTCHISON PROPERTIES

Commissioner Bahar-Cook noted that when the millage funding originally passed one of the selling points for constituents was a federal match on money. Commissioner Bahar-Cook stated that because of some property issues there was difficulty securing the federal match. She further stated that the opportunity to receive federal dollars was being missed due to changes in federal regulations.

Paul Kindel, Chairman of the Farmland and Open Space Preservation Board, introduced himself to the committee.

Commissioner Anthony asked who the Board of Commissioners' representative was on the Farmland and Open Space Preservation Board.

Mr. Kindel answered Commissioner Maiville.

Mr. Kindel stated that the Farmland and Open Space Preservation Board had been dealing with the U.S. Department of Agriculture for years regarding this property. He further stated the process had been slow and arduous. He indicated that land owner was displeased and frustrated with the process, as well.

Commissioner Bahar-Cook suggested contacting U.S. Senator Debbie Stabenow's office for further assistance regarding this matter.

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

#### Announcements

Commissioner Bahar-Cook announced that a proposed employee satisfaction survey was introduced by the Controller's Office at the last County Services Committee meeting. She indicated that the survey was to be anonymous and subject to input by all county-wide elected officials.

Commissioner Bahar-Cook announced that the Strategic Planning Request for Proposal (RFP) was introduced by the Controller's Office at the last County Services Committee meeting.

Teri Morton, Budget Director, announced that the 2016 Controller Recommended Budget was available and that budget meetings would start next week.

Commissioner Bahar-Cook stated that the Strategic Planning RFP should be reviewed further.

Public Comment

None.

Adjournment

The meeting was adjourned at approximately 6:24 p.m.

## SEPTEMBER 16, 2015 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

- 1a. *Treasurer's Office – Resolution Authorizing Submission of a Community Development Block Grant/Home Grant Application for \$315,000 for a Home Owner Rehabilitation Program*

The Treasurer seeks approval of a resolution to submit a Community Development Block Grant (CDBG) Homeowner Rehabilitation Program grant application. If approved, grant funds would be administered on behalf of the County by a third-party administrator, Capital Area Housing Partnership (CAHP). (Recall that a mandatory public hearing on this application will be conducted at the Board of Commissioners meeting scheduled for September 22, 2015.) The total grant amount is \$315,000.

- 1b. *Treasurer's Office – Resolution to Contract with Capital Area Community Services to take Client Referrals from Ingham County Treasurer*

Lansing was one of five cities chosen by the Bloomberg Organization for a Financial Empowerment Center (FEC) grant. The three-year grand funding cycle wraps up this year, and maintaining this service requires identification of another funding source. The proposed resolution would authorize execution of a contract with Capital Area Community Services to refer clients affected by tax forfeiture. The total cost of this proposal is \$100,000, with funds provided through the delinquent tax fund.

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

This resolution authorizes Ingham County and the Ingham County Sheriff's Office to renew the contract with the Michigan Department of Corrections to rent 190 beds at a cost of \$36.00 per day per bed for an additional year effective October 1, 2015 through September 30, 2016. This will formally contract for 100 Jail beds as needed, at a cost of \$36.00 per day per bed, up to but not to exceed \$1,314,000.00, effective October 1, 2015 through September 30, 2016, for the Michigan Department of Correction's Intensive Detention Reentry Program.

The resolution also authorizes the rental to the Michigan Department of Corrections of an additional 90 Jail beds as needed, that are not covered by the Third Amendment approved in this resolution, to be used by the Michigan Department of Corrections for its Virtual Boards Program, at a cost of \$36.00 per day per bed up to but not to exceed \$1,182,600. The 2015/16 Annual Revenue from this contract/bed rental for 190 beds \* \$36 per day = \$6,840 per day \* 365 days = \$2,496,600. The revenue received from the renting of the beds is anticipated in the 2015 and 2016 budgets. This contract has been in place since August of 2004. (See attached memo for details)



3a. *Circuit Court – Resolution to Accept the FY 2016 Swift And Sure Sanctions Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator and Special Part-Time Prosecutor Positions, and Enter into Subcontracts*

This resolution authorizes accepting the \$249,225.50 State Court Administrative Office (SCAO) grant to continue the Swift and Sure Sanctions Probation Program (SSSPP). The SSSPP grant is for the time period of October 1, 2015 through September 30, 2016. There is no monetary match required. The SSSPP is an intensive supervision probation program that focuses on high-risk felony probationers with a demonstrated history of probation failures due to behavioral noncompliance or three or more probation violations. The primary goal is to increase compliance with probation terms by imposing certain, swift, and consistent sanctions for probation violations which is consistent with the County's long term objective of providing appropriate sanctions for adult offenders.

The grant also authorizes the continuation of two grant-funded special part-time positions including a SSSPP Coordinator at Circuit Court and a SSSPP Assistant Prosecuting Attorney. Finally, the resolution also authorizes various sub contracts subject to the availability of grant funds. **NOTE: As of this date, we have not been notified of the actual grant amount from the state so the resolution indicates the amount that was requested. If the final grant amount is different, the resolution will be changed as it goes through the September committee process or amended at a later date as appropriate.** (See attached memo for details)

3b. *Circuit Court – Resolution to Accept the FY 2016 Michigan Mental Health Court Grant Program Operational Grant and Continue the Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court – Court Services Coordinator Position, and Enter into Subcontracts*

This resolution authorizes acceptance of a \$296,785.52 continuation grant award by the SCAO for the Michigan Mental Health Grant Program – Operational Grant for the time period of October 1, 2015 through September 30, 2016. The goals of the Michigan Mental Health Court Operational Grant are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision; to minimize recidivism; and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle. The grant also authorizes continuation of the grant-funded three-quarter time Mental Health Court Services Coordinator position. Finally, the resolution also authorizes various sub contracts subject to the availability of grant funds. **NOTE: As of this date, we have not been notified of the actual grant amount from the state so the resolution indicates the amount that was requested. If the final grant amount is different, the resolution will be changed as it goes through the September committee process or amended at a later date as appropriate.** (See attached memo for details)

3c. *Circuit Court – Resolution for Authorization to Enter into a Three Year Contract with Charlevoix County 7<sup>th</sup> Probate Court*

This resolution authorizes entering into a three year contract with Charlevoix County 7<sup>th</sup> Probate Court for their program known as “Recovery High” for the care and treatment of adjudicated juveniles, specifically juveniles with a substance abuse issue. The proposed contract time frame is October 1, 2015 to September 30, 2018. (See attached memo for details)

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

This resolution will authorize the renewal of a six-year Maintenance Agreement for the 9-1-1 Public Safety Radio Communication System infrastructure only with Harris Corporation from October 1, 2015 through September 30, 2021. The County annually charges participating entities on our radio system a microphone fee per radio. Currently, for the 2015/16 contract year there are 1,958 radios on the system for a microphone fee of \$150.72 per radio. The County pays 35% (\$52.75) of this microphone fee cost and the public safety agency funding unit pays the remaining 65% (\$97.97) of this microphone fee cost. The agreement has a one percent increase per year during the six year period and will have a six month out clause should the County wish to exercise that option during the six years. The costs for this contract are anticipated in the 9-1-1 Center 2015 and 2016 budgets. (See attached memo for details)

5a. Health Department - *Resolution to Accept New Access Point Funding for Birch Health Center*

This resolution accepts New Access Point Funding for the Birch Community Health Center. This funding will support the transition of Birch from a Look-Alike Federally Qualified Health Center to a 330e Funded Health Center. The award is prorated for FY 2015, for the term of August 1, 2015 through January 31, 2016, at \$329,010 and includes a one-time funding amount of \$10,000 for modular cubicle furnishings to accommodate additional staff. This award includes funding for a 1.0 FTE Physician Provider, 1.0 FTE Health Center Nurse, 1.0 FTE Medical Assistant, and a 1.0 FTE Community Health Representative, as well as an additional 1.0 FTE Billing and Reporting Clerk staff person. The award also includes funds for a contractual Mental Health Therapist through the existing Behavioral Health Agreement with Community Mental Health.

5b. Health Department - *Resolution to Accept Quality Improvement Funds*

This resolution accepts an award of \$18,419 in Quality Improvement funds through the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA). The purpose of the one-time supplement grant award is to recognize demonstrated improvement in access to care, quality, and/or value of care through data provided in the 2014 Uniform Data System and to provide support to ICHD Community Health Centers so they can continue to strengthen clinical and operational quality improvement activities. The term of the award is August 1, 2015 through July 31, 2016.

5c. Health Department – *Resolution to Authorize a 2015-2016 AmeriCorps\*Vista Continuation Grant*

This resolution authorizes an agreement with the Corporation for National and Community Services (CNCS) to operate year 3 of the AmeriCorps\*VISTA project in Ingham County. A total of 13 FTE AmeriCorps\*VISTA members will be placed in host sites selected through an RFP process. 1 FTE AmeriCorps\*VISTA Leader will be placed with the Power of We Consortium. Program funding is as follows:

	Amount
CNCS Grant	\$ 15,000
Local Resources	\$ 98,597
Total Program	\$113,597

The Local Resources are drawn from:

- 1) cash contributions from the external host sites totaling \$57,784
- 2) VISTA Deferred Revenue Cost Share Funds \$18,631
- 3) Revenue from Ingham County \$22,182

5d. *Health Department – Resolution to Enter into an Agreement with Care Free Medical to Purchase a Medical-Grade Refrigerator and Freezer for Vaccine Storage*

This resolution authorizes an agreement with Care Free Medical Clinic in an amount not to exceed \$8,598 so that Care Free can purchase a REF25-PH medical grade refrigerator and freezer for vaccine and medication storage. Funds are available in the Health Department budget for this agreement.

5e. *Health Department - Resolution to Authorize an Agreement with the Michigan Department of Health and Human Services for Refugee Health Assessment Services*

This resolution authorizes an agreement between the Ingham County Health Department (ICHHD) and Michigan Department of Health and Human Services (MDHHS) for Refugee Health Assessments and to accept an award of up to \$600,000. The purpose of this agreement is to provide refugee health assessments for an estimated 1,950 refugees whom have been referred from MDHHS for health assessment screenings. The term of this award is October 1, 2015 through September 30, 2018.

5f. *Health Department - Resolution to Reclassify Vacant Lead Social Worker Position to Medical Social Worker Position*

This resolution authorizes the conversion of vacant position #601464, Lead Social Worker (ICEA County Pro 08), to Medical Social Worker (ICEA County Pro 07) to better meet the operational needs of the Ingham County Health Department (ICHHD). The conversion of the Lead Social Worker Position to a Medical Social Worker Position will net a savings of \$6,500 annually.

6. *Health Services Millage - Resolution Authorizing Health Services Millage Contracts with the Ingham Health Plan Corporation (IHP) and Community Mental Health (CMH)*

This resolution authorizes Health Services Millage contracts with IHP and CMH. The proposed contract with IHP includes funding for medical, pharmacy, and dental claims, and detox services (using IHP’s 2012 scope of services as a baseline) plus 10% administrative costs up to an amount not to exceed \$1,000,000 annually over the course of the two year agreement from January 1, 2015 through December 31, 2016. Millage funds will not be used to reimburse IHP for “bridge coverage” or dental claims for people who are not millage eligible. Any additional services will

need to be approved by the Board of Commissioners, and IHP will be required to appoint the Ingham County Health Officer to their Board of Directors. The County will reimburse IHP on a monthly basis after the receipt of an invoice in a format that is mutually agreed upon by the County and IHP. This invoice will need to clearly detail millage eligible activities from the prior month that are consistent with the contract's scope of services. Finally, the County will pursue a contract with a third party to conduct regular audits of member eligibility and expenses to ensure compliance with the Health Services Millage ballot language.

The contract with CMH will be for an amount not to exceed \$878,000 to provide additional funding for various mental health services to millage eligible residents as previously approved by the Board for 2015.

The Health Services Millage fund contains sufficient funds for 2015 to cover both commitments to CMH and IHP. The 2016 budget also includes \$1,218,287 from the Health Services Millage to continue funding the CMH services. If approved, the additional allocation of an amount not to exceed \$1,000,000 for IHP brings the total allocated amount for 2016 to \$2,218,287.

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

The Parks Department proposes a resolution to authorize transfer of \$170,000 from the Parks Department Capital Improvement Fund to the General Fund as partial repayment for a snow groomer and two snow makers purchased by the County in 2014 (see Resolutions #14-383 and #14-384). The amount owed would be reduced to \$54,200. This resolution would also authorize that this remaining amount owed be eliminated.

8. *Farmland and Open Space Preservation – Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on the Fogg#2, Swiler, Bauman and Eifert Properties*

In accordance with provisions of the Farmland and Open Space Preservation (FOSP) Ordinance, the FOSP Board scored and ranked the applications based on the approved selection criteria. The FOSP Board recommends closing on the Fogg#2, Swiler, Bauman and Eifert properties. In an effort to move the properties to close more quickly, ideally 12 months instead of 24, and to eliminate the almost \$3 million fund balance, FOSP Board concluded it would be best to close on these properties with 100% local funds.

9. *Human Resources Department – Resolution Certifying Representatives for the MERS Annual Conference*

Municipal Employees' Retirement System (MERS) will hold its 68<sup>th</sup> Annual Meeting at the Amway Grand Plaza Hotel in Grand Rapids on October 8 and 9, 2015. Governing bodies of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members and appoint an officer delegate of the governing body. The elected Employee Delegate for the 2015 MERS Annual Conference is Sheldon Lewis, and following approval by the Board, the Officer Delegate will be Travis Parsons. Expenses associated with the Annual Meeting will not exceed \$622.

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

The Facilities Department seeks to amend a lease agreement with Capital Walk Parking, LLC, to obtain the remaining eleven employee parking spaces available at their facility. The vendor has agreed to hold their current lease cost of \$60.00 per space, per month. These spaces would replace those currently leased at the South Ramp at a cost of \$107.00 per space, per month. Funds for parking are budgeted within department line items.

11a. *Road Department – Agreement and Release with Enbridge Energy*

1. Discussion Regarding Settlement Agreement with County Attorney (*Closed Session*)
2. Resolution to Approve the Payment Agreement and Release with Enbridge Energy, Limited Partnership

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

The Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The Department recommends that the Board accept a bid and authorize purchase of HFRS-2M asphalt emulsion on an as-needed, unit price basis from Bit-Mat Products Inc. of Bay City. Funding for this purchase was included in the 2015 Road Department Budget.

**PRESENTATION:**

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

**BOARD REFERRALS:**

- 12a. Letter from the City of Lansing Regarding the Notice of Public Hearing for the Brownfield Redevelopment Plan #60 - SkyVue on Michigan Redevelopment Project
- 12b. Letter from the City of Lansing Regarding the Notice of Public Hearing for the Brownfield Plan #61 - Feldman's Bud Kouts Redevelopment Project
- 12c. Letter from the City of East Lansing Regarding the Brownfield Redevelopment Plan #20 - 565 E. Grand River, East Lansing

**Agenda Item 1a**

**To:** Ingham County – County Services  
Ingham County Board of Commissioners

**From:** Desiree Kirkland, Ingham County Treasurer’s Office  
Mikki Droste, Capital Area Housing Partnership

**cc:** Eric Schertzing, Ingham County Treasurer

**Date:** September 1, 2015

**Re:** Resolution to apply for CDBG Grant

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Attached please find a resolution authorizing submission of a Community Development Block /Home Grant application for reinstatement of a Home Owner Rehabilitation program in Ingham County.

Community Development Block Grant and/or HOME Grant funds are to be requested from the Michigan State Housing Development Authority (**MSHDA**) in the amount of **\$315,000**.

Funds are to be available to income qualified home owners that live within the targeted areas identified in the Ingham County Place-Based Targeting Strategy, conducted as a requirement for funding eligibility. These target areas include **Leslie, Mason and Williamston**.

Funds are expected to serve 6-8 homeowners over a **one year** period.

Grant funds would be administered by the Capital Area Housing Partnership (CAHP), selected as the **Third Party Grant Administrator** via an RFP selection process. This service, following the grant award, is paid with grant funds.

The grant application will be available at the offices of CAHP in East Lansing for review/comment by Ingham County residents prior to the Public Hearing.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING SUBMISSION OF A COMMUNITY DEVELOPMENT  
BLOCK GRANT/HOME GRANT APPLICATION FOR \$315,000 FOR  
A HOME OWNER REHABILITATION PROGRAM**

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

WHEREAS, 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 September 22, 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 August 25, 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.



## Agenda Item 1b

DATE: September 1, 2015  
TO: The County Services and Finance Committees  
FROM: Eric A. Schertzing, Ingham County Treasurer & Land Band Chair  
RE: Delinquent Tax Foreclosure Prevention Funding

Lansing was one of 5 cities chosen by the Bloomberg Organization for a Financial Empowerment Center (FEC) grant. For many years I have played at least a minor role in helping bring this about. The 3 year grand funding wraps up this year and maintaining services requires other funding.

The quality and outcome controls for the FEC are rigorous. The Lansing FEC uses our Community Action Agency for service delivery which increases impact. Their efforts are so effective that they replace other non-profit agencies we have worked with on financial education. Disclosure is twofold. I serve on the Lansing FEC Advisory Board and on behalf of Ingham County serve on the Capital Area Community Services Board. This year I wrap up my fourth and final year as Board Chair.

Funding is from Delinquent Tax Fund.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONTRACT WITH CAPITAL AREA COMMUNITY SERVICES TO TAKE CLIENT REFERRALS FROM INGHAM COUNTY TREASURER**

WHEREAS, Ingham County and its residents have been hit hard by the housing and economic crisis; and

WHEREAS, property tax forfeiture and foreclosure continues to impact historically high numbers of households across the county; and

WHEREAS, the Ingham County Treasurer continuously works to improve the outcome for families facing tax foreclosure through financial education and counseling; and

WHEREAS, Bloomberg Philanthropies through the Cities for Financial Empowerment Fund has funded the 3 years start-up of a data and results driven client counseling through the Lansing Financial Empowerment Center; and

WHEREAS, the Financial Empowerment Center through professional counseling staff at Capital Area Community Services has implemented the one-on-one service delivery counseling; and

WHEREAS, a number of the clients achieving improved credit, debt reduction and savings increases are now able to save their homes; and

WHEREAS, the Treasurer's Office has witnessed the value of the Financial Empowerment Center and can help more people with a dedicated staff position to reach tax delinquent property owners throughout Ingham County; and

WHEREAS, without the foreclosure prevention funding the Capital Area Community Services would not be able to deliver these proven results.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County Treasurer to contract with Capital Area Community Services for 2015-2016, to refer clients who have been effected by tax forfeiture in the amount of \$100,000 to be taken from the delinquent tax fund.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and County Clerk are hereby authorized to sign any necessary documents after approval as to form by the County Attorney.



Plante & Moran, PLLC  
1098 Woodward Avenue  
Detroit, MI 48226-1906  
Tel: 313.496.7200  
Fax: 313.496.7201  
plantemoran.com

September 4, 2015

Mr. Eric Schertzing, Treasurer  
Ingham County Treasurer's Office  
341 South Jefferson Street  
Mason, MI 48854

Dear Mr. Schertzing:

At this time we would like to provide you with an update on the temporary financial accounting assistance we have been providing per the agreement with you approved June 17, 2015. We have been asked to provide pooled bank reconciliation assistance beginning with December 2014 and to work through as many months as contractual time permits to get the process current. We have also been asked to provide recommendations related to the revised general ledger pooled cash structure to be implemented by your department.

The following is an update on the work completed through September 4, 2015:

**December 2014 – June 2015 Pooled Bank Reconciliations**

December 2014 – June 2015 pooled bank reconciliations are complete.

Treasury has also begun to post the general ledger adjustments identified in this bank reconciliation process through June. We expect to have all entries posted by the end of next week. From July forward, Treasury plans to record cash transactions in the month they have occurred.

**July 2015 – August 2015 Pooled Bank Reconciliations**

Treasury is currently in the process of providing Plante Moran with the bank and general ledger data files to set up the pooled reconciliation for the July reconciliation. July and August pooled reconciliations still need to be performed under the same process as previous months. This process combines activity from many banks and is a complicated process. The August bank and general ledger data should be ready to work on after the July reconciliation is complete. Once the August pooled reconciliation is complete, Treasury can then move forward to the revised pooled cash reconciliation process that they have set up in Munis for the month of September.

**September 2015 Pooled Bank Reconciliation**

Beginning the first of September, Treasury implemented the revised pooled cash structure in the general ledger. This new structure will track the activity of each bank separately in Munis and should help to make the reconciliation process more efficient. Cash transaction errors should be easier to identify and to resolve. Treasury is monitoring activity posted in the new general ledger set up to ensure it is working as expected. One issue relating to August transactions posting to the month of September in the new pooled cash fund was identified and Treasury is working to resolve it. They will continue to closely monitor the activity to resolve any issues.



Mr. Eric Schertzing, Treasurer  
Ingham County Treasurer's Office

2

September 4, 2015

After all September pooled cash activity is posted in the general ledger, Treasury plans to reconcile the general ledger activity to the bank statements under the new system general ledger set up in Munis. September activity should be posted to Munis and ready for reconciliation by the middle of October.

If you have any questions or concerns regarding the details outlined above, please feel free to contact me at 313-496-7231 or [William.Brickey@plantemoran.com](mailto:William.Brickey@plantemoran.com). Thank you for the opportunity to serve you.

Very truly yours,

**PLANTE & MORAN, PLLC**

A handwritten signature in black ink that reads "William Brickey". The signature is written in a cursive style with a long, sweeping tail on the letter "y".

William Brickey

## Agenda Item 2

**TO:** Law & Courts and Finance Committees  
**FROM:** Under Sheriff Allan Spyke  
**DATE:** August 13, 2015  
**RE:** MDOC Bed Contract

Commissioners,

This resolution will authorize Ingham County and the Ingham County Sheriff's Office to extend the contract and agreement with the Michigan Department of Corrections to rent 190 beds at a cost of \$36.00 per day per bed for an additional year effective the fiscal year October 1, 2015 through September 30, 2016.

The funds received by the county for leasing these contractual beds are used to reduce the general fund cost of operating the jail. In addition, these funds are used to finance the operational costs for six deputies and the construction and debt cost of the Low Security 90 bed wing at the Jail that the County opened in 2004.

Financial Implications:

**2015/2016 Annual Revenue from this contact.**

190 beds x \$36 per day = \$6,840 per day x 365 days = \$2,496,600

The revenue received from the renting of the beds is anticipated in the 2016 budget.

Other Implications: This contract has been in place since August 2, 2004.

I recommend your approval.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE INGHAM COUNTY SHERIFF'S OFFICE TO EXTEND  
A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS  
TO RENT 190 BEDS TO THE MICHIGAN DEPARTMENT OF CORRECTIONS**

WHEREAS, the Ingham County Jail (Jail) has an established design rated capacity of 665 beds, (601 beds are currently utilized due to the previous closure of Post 3) which includes 472 County beds (408 County beds are being utilized as a result of the previous closure) and 190 contractual beds; and

WHEREAS, the funds received by the County for leasing the contractual beds are used to reduce the general fund cost of operating the Jail; and

WHEREAS, the Ingham County Sheriff's Office has negotiated a Third Amendment to the Agreement with Michigan Department of Corrections to rent 100 beds as needed at a cost of \$36.00 per day per bed, up to but not to exceed \$1,314,000.00, effective October 1, 2015 through September 30, 2016, for the Michigan Department of Corrections' Intensive Detention Reentry Program (parole violators); and

WHEREAS, the Ingham County Sheriff's Office has been advised by the Michigan Department of Corrections that it has appropriated funds for rental of an additional 90 beds as needed at the Ingham County Jail, that will not be covered by the Third Amendment, for its Virtual Boards Program (two year felony firearms violators), at a cost of \$36.00 per day per bed, effective October 1, 2015 through September 30, 2016; and

WHEREAS, the revenue to be received from the renting of the 190 beds, which is anticipated to be \$2,496,600.00, is in the 2016 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entry into the Third Amendment to the Agreement with the Michigan Department of Corrections to continue renting 100 of the Jail's beds as needed, at a cost of \$36.00 per day per bed, up to but not to exceed \$1,314,000.00, effective October 1, 2015 through September 30, 2016, for the Michigan Department of Corrections' Intensive Detention Reentry Program.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the rental to the Michigan Department of Corrections of an additional 90 Jail beds as needed, that are not covered by the Third Amendment approved in this Resolution, to be used by the Michigan Department of Corrections for its Virtual Boards Program, at a cost of \$36.00 per day per bed, effective October 1, 2015 to September 30, 2016.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the Sheriff to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.

**Agenda Item 3a**

To: Law & Courts and Finance Committees  
From: Rhonda K. Swayze  
Date: August 31, 2015  
Re: Swift and Sure Sanctions Probation Program  
2015 – 2016 Operational Grant Award

On May 14, 2015, the 30<sup>th</sup> Circuit Court submitted an application to receive grant funds in the amount of \$249,225.50 from the State Court Administrative Office (SCAO) to continue the Swift and Sure Sanctions Probation Program (SSSPP). The award is for the grant period of October 1, 2015 through September 30, 2016. While we do not yet know the amount of our award, we anticipate having that information before the September 22, 2015, Board of Commissioners meeting. We will revise the award amount cited on the resolution, if necessary, once we learn the amount.

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

Through the enclosed Resolution, we are requesting that the Board of Commissioners accept the grant award, continue the three-quarter time SSSPP Case Management Coordinator position, and authorize entering into subcontracts for the 2015-2016 grant period.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE FY 2016 SWIFT AND SURE SANCTIONS PROBATION PROGRAM GRANT, CONTINUE THE GRANT FUNDED THREE-QUARTER TIME SSSPP CASE MANAGEMENT COORDINATOR AND SPECIAL PART-TIME PROSECUTOR POSITIONS, AND ENTER INTO SUBCONTRACTS**

WHEREAS, the 30<sup>th</sup> Circuit Court has been approved to receive grant funds up to an amount of \$220,000 from the Swift and Sure Sanctions Probation Program (SSSPP) Grant administered by the State Court Administrative Office for the fiscal year of October 1, 2015 through September 30, 2016; and

WHEREAS, \$58,408 of the grant award is for the grant funded salary and fringe benefits of a three-quarter time SSSPP Case Management Coordinator position; and

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

WHEREAS, continuing the SSSPP Case Management Coordinator position initially referenced in Resolution 13-390 will assist the Circuit Court in achieving the goals and objectives stated above; and

WHEREAS, the 2016 SCAO Swift and Sure Sanctions Probation Program Grant provides for grant implementation services and participant treatment and services as follows: representation by a defense attorney (not to exceed \$10,296); substance abuse evaluations to be provided by Wellness, Inx. (not to exceed \$2,500); day reporting services to be provided by NorthWest Initiative – ARRO not to exceed (\$14,400); drug treatment and other services to be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, Cristo-Rey, and CEI-CMH House of Commons (not to exceed \$2,700); mental health, anger management and domestic violence counseling service to be provided by Freedom Through Counseling, Cristo-Rey, and COPE (not to exceed \$10,000), drug testing services to be provided by A.D.A.M. (not to exceed \$56,220); and electronic monitoring services to be provided by Sentinel (not to exceed \$27,750); and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2016 SCAO Swift and Sure Sanctions Probation Program Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts an amount up to \$220,000 once awarded by the SCAO for the Swift and Sure Sanctions Probation Program Grant which begins on October 1, 2015 and ends on September 30, 2016; authorizes continuation of the grant-funded three-quarter time SSSPP Case Management Coordinator; and authorizes entering into subcontracts subject to the availability of grant funds for the 2016 SCAO Swift and Sure Sanctions Probation Program Grant from October 1, 2015 – September 30, 2016 with General Trial Division C-Level Court Appointed Counsel not to exceed \$10,296; with



Wellness, Inc. not to exceed \$2,500; with NorthWest Initiative – ARRO not to exceed \$14,400; with Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, Cristo-Rey, and CEI-CMH House of Commons not to collectively exceed \$2,700; with Freedom Through Counseling, Cristo-Rey, and COPE not to collectively exceed \$10,000; with A.D.A.M. not to exceed \$56,220; and with Sentinel not to exceed \$27,750.

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

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

## Agenda Item 3b

To: Law & Courts and Finance Committees  
From: Rhonda K. Swayze  
Date: August 31, 2015  
Re: Michigan Mental Health Court Grant Program  
2015-2016 Operational Grant Award

The 30<sup>th</sup> Circuit Court submitted an application to received grant funds in the amount of \$296,785.52 from the State Court Administrative Office (SCAO) to continue the Michigan Mental Health Court Grant Program – Operational Grant. The award is for the grant period of October 1, 2015 through September 30, 2016. While we do not yet know the amount of our award, we anticipate having that information before the September 22, 2015 Board of Commissioners meeting. We will revise the award amount cites on the resolution, if necessary, once we learn the amount.

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

Through the enclosed Resolution, we are requesting that the Board of Commissioners accept the grant award, continue the three-quarter time Mental Health Court – Court Services Coordinator position, and authorize entering into subcontracts for the 2015-2016 grant period.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE FY 2016 MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM OPERATIONAL GRANT AND CONTINUE THE GRANT FUNDED THREE-QUARTER TIME ICEA COURT PROFESSIONAL 5 MENTAL HEALTH COURT – COURT SERVICES COORDINATOR POSITION, AND ENTER INTO SUBCONTRACTS**

WHEREAS, the 30<sup>th</sup> Circuit Court has been approved to receive grant funds up to an amount of \$200,000 from the Michigan Mental Health Court Grant Program – Operational Grant administered by the State Court Administrative Office for the fiscal year of October 1, 2015 through September 30, 2016; and

WHEREAS, the goals of the Michigan Mental Health Court Operational Grant are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision; to minimize recidivism; and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle which are consistent with Ingham County's long term objective of providing appropriate sanctions for adult offenders; and

WHEREAS, \$55,075 of the grant award is for the grant funded salary and fringe benefits of a three-quarter time Mental Health Court – Court Services Coordinator (MHC Court Services Coordinator) position, ICEA PRO05; and

WHEREAS, continuing the MHC Court Services Coordinator position initially referenced in Resolution #14-229 will assist the Circuit Court in achieving the goals and objectives stated above; and

WHEREAS, the 2016 SCAO Mental Health Court Operational Grant provides for grant implementation services and participant treatment and services as follows: mental health treatment services to be provided by CMHA/CEI (not to exceed \$125,556.40); drug testing services to be provided by A.D.A.M. (not to exceed \$74,8000); electronic monitoring services to be provided by Sentinel (not to exceed \$18,145); representation by a defense attorney (not to exceed \$7,128); and ancillary services to be provided by Northwest Initiative – ARRO (not to exceed \$7,200); and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2016 SCAO Mental Health Court Operational Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that that Ingham County Board of Commissioners accepts an amount up to \$200,000 once awarded by the SCAO for the Mental Health Court Operational Grant which begins on October 1, 2015 and ends on September 30, 2016; authorizes continuation of the grant-funded three-quarter time MHC Court Services Coordinator; and authorizes entering into subcontracts subject to the availability of grant funds for the 2016 Mental Health Court Operational Grant from October 1, 2015 – September 30, 2016 with CMHA/CEI, not to exceed \$125,556.40; A.D.A.M, not to exceed \$74,800; Sentinel, not to exceed \$18,145; General Trial Division Court Appointed Attorneys, not to exceed \$7,128; and NorthWest Initiative – ARRO, not to exceed \$7,200.

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

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

## Agenda Item 3c

TO: Ingham Law and Courts and Finance Committees

FROM: Sara Deprez

DATE: September 3, 2015

RE: Resolution for Authorization to Enter into a Three Year Contract with Charlevoix County 7<sup>th</sup> Probate Court

This resolution would authorize entering into a three year contract with Charlevoix County 7<sup>th</sup> Probate Court for their program known as “Recovery High” for the care and treatment of adjudicated juveniles, specifically juveniles with a substance abuse issue. The proposed contract time frame is October 1, 2015 to September 30, 2018. Historically, the Court has entered into yearly contracts with placements. Recently, the Board has authorized entering into three year contracts with various residential facilities to allow for better forecasting of residential costs.

Recovery High is a collaborative effort between Bay Area Substance Education Service (B.A.S.E.S.), Charlevoix Probate Court and Charlevoix Public School. The program provides extensive substance abuse education, intervention and treatment services to youth and their families. The youth reside in a court-licensed, specially trained foster home, attend a drug free school with significant court presence, and participate in intensive substance abuse services offered through B.A.S.E.S. Drug testing and involvement of family in the weekly Parent Group are also important components of the program.

The Court had a three year contract with Charlevoix County 7<sup>th</sup> Probate Court, which was set to end in 2017; however, the contract will be terminated early by Charlevoix County 7<sup>th</sup> Probate Court due to a change in the program, which resulted in a significant adjustment in the per diem. Charlevoix County 7<sup>th</sup> Probate Court will now be offering more clinically based, trauma informed services that will more effectively meet the complex needs of the youth that are referred to Recovery High.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION FOR AUTHORIZATION TO ENTER INTO A THREE YEAR CONTRACT  
WITH CHARLEVOIX COUNTY 7<sup>TH</sup> PROBATE COURT**

WHEREAS, the Ingham County Circuit Court Family Division would like to enter into a three year contract with Charlevoix County 7<sup>th</sup> Probate Court for the purpose of providing treatment intervention to adjudicated delinquent juveniles; and

WHEREAS, a three year contract allows for the County to better forecast residential costs for the coming budget years; and

WHEREAS, the Court, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate treatment facility; and

WHEREAS, the current contract with Charlevoix County 7<sup>th</sup> Probate Court will be terminated early due to a change in the program, resulting in a change in the per diem beginning on October 1, 2015; and

WHEREAS, Charlevoix County 7<sup>th</sup> Probate Court runs a program called Recovery High which serves adjudicated court wards and offers a full continuum of services, including specialized foster care, educational services and treatment for substance abuse; and

WHEREAS, additionally, they will now be offering services to effectively address trauma, which is a frequent issue the youth placed in this facility experience.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Charlevoix County 7<sup>th</sup> Probate Court for the care and treatment services of Court adjudicated youth not to exceed \$160 per day for the time period of October 1, 2015 through September 30, 2018.

BE IT FURTHER RESOLVED, that the funds for these placements will come from the Family Division's Institution Care - Other County line item (29266202 818000) within the Child Care Fund.

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 4**

To: Ingham County Board of Commissioners, Law and Courts Committee  
From: Lance Langdon, Director 9-1-1  
Date: August 24, 2015  
Re: Contract amendment/extension with Harris Corp. for Radio System Infrastructure Maintenance

With the Ingham County Public Safety Radio system we have a contract currently in place for the Infrastructure Maintenance with Harris Corporation. The current contract expires on September 30, 2015.

Information that was presented to the Law and Courts Committee and area public safety officials on July 16<sup>th</sup>, by Mr. Williams, brought up a discussion that while our Harris EDACS radio system is at end of life, other customers do have contracts in place, to continue maintenance/ use of their systems for many more years to come. As a result I did reach out to our Harris representative and inquired on getting system maintenance beyond the end of life that we had been presented by Harris Corporation. This has resulted in a proposed contract between Ingham County and Harris Corporation to maintain our system until 2021.

The attached proposed resolution would extend our current maintenance contract, with the same level of service we currently receive, through 2021. They have provided a yearly cost for the infrastructure maintenance allowing for a 1% increase in cost each year of the agreement. These maintenance costs have been planned for and included within the 9-1-1 Center’s 2015-2016 budget request. Additionally if at some time in the future, if we wish to end the maintenance contract because we decide to move away from this system, there is language that would allow us to end the contract with notice, prior to 2021.

Harris Proposed Infrastructure Maintenance Costs by year:

From	To	Yearly Cost		From	To	Yearly Cost
10/01/2015	09/30/2016	\$295,102.51		10/01/2018	09/30/2019	\$304,044.41
10/01/2016	09/30/2017	\$298,053.53		10/01/2019	09/30/2020	\$307,084.85
10/01/2017	09/30/2018	\$301,034.07		10/01/2020	09/30/2021	\$310,155.70

The current Harris radio system is working well and we have been very pleased with the maintenance/service that we have been receiving. We would continue this same level of service and maintenance.

I have also been told verbally that if we needed to extend past the 6 years of this extension, they could do up to 4 more years, but that they would not be able to maintain the 1% per year cost increase.

I would request that the contract extension be approved as proposed. This contract has already been submitted and approved by the county attorney’s office, as I sent it to them right away due to the short timeline with the current contract expiration and BOC meeting schedule.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN EXTENSION OF THE INFRASTRUCTURE  
MAINTENANCE AGREEMENT WITH HARRIS CORPORATION  
FOR THE INGHAM COUNTY PUBLIC SAFETY RADIO SYSTEM**

WHEREAS, the Ingham County Board of Commissioners in Resolution #03-324 authorized and implemented a 911 Public Safety Radio Communication System in Ingham County; and

WHEREAS, the Ingham County Board of Commissioners accepted the 911 Public Safety Radio Communication System and initiated the system warranty period effective October 1, 2006 through September 30, 2007; and

WHEREAS, the Ingham County Board of Commissioners in Resolution #07-232 authorized a three year Maintenance Agreement covering 911 Public Safety Radio Communication System infrastructure only, with M/A-COM, Inc. covering October 1, 2007 to September 30, 2010; and

WHEREAS, the Ingham County Board of Commissioners in Resolution #09-253 authorized the assignment of the M/A-COM, Inc. 2003 System Purchase Contract and System Maintenance Agreement, as modified, amended or supplemental, together with all orders issued thereunder or in connection therewith and all exhibits, schedules and annexes thereto to Harris Corporation; and

WHEREAS, the Ingham County Board of Commissioners in Resolution #10-316 authorized a five-year Maintenance Agreement for public safety radio system infrastructure only, with Harris Corporation from October 1, 2010 through September 30, 2015; and

WHEREAS, the Harris Corporation which has offered a contract extension with Ingham County; and

WHEREAS, County 9-1-1 Staff has reviewed the proposal and is recommending a six-year extension.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the recommendations of the Ingham County 911 Director and approves entering into a six-year Maintenance Agreement for the 911 Public Safety Radio Communication System infrastructure only, with Harris Corporation from October 1, 2015 through September 30, 2021.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of up to \$1,815,475.07 for the six-year Maintenance Agreement for Infrastructure Only with Harris Corporation for the 911 Public Safety Radio Communication System out of 911 funds for these purposes.

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



**TO:** Human Services Committee  
Finance Committee

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

**DATE:** August 28, 2015

**SUBJECT:** Resolution to Accept New Access Point Funding for Birch Health Center

The Ingham County Health Department (ICHD) submitted a competitive proposal to the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) for New Access Point Funding for the Birch Community Health Center. This funding will support the transition of Birch from a Look-Alike Federally Qualified Health Center to a 330e Funded Health Center. This award will increase the Health Department's ongoing annual base award by \$638,020 starting in the FY 2016 grant budget period.

The award is prorated for FY 2015, for the term of August 1, 2015 through January 31, 2016, at \$329,010 and includes a one-time funding amount of \$10,000 for modular cubicle furnishings to accommodate additional staff. This award includes funding for a 1.0 FTE Physician Provider, 1.0 FTE Health Center Nurse, 1.0 FTE Medical Assistant, and a 1.0 FTE Community Health Representative, as well as an additional 1.0 FTE Billing and Reporting Clerk staff person. The award also includes funds for a contractual Mental Health Therapist through the existing Behavioral Health Agreement with Community Mental Health Authority of Clinton, Eaton and Ingham Counties. The award also includes operational costs, such as medical supplies and EHR license costs associated with the additional staff and patient capacity.

I recommend that the Ingham County Board of Commissioners authorize the acceptance of the \$329,010 New Access Point Funding Award for the term of August 1, 2015 through January 31, 2016 to support the transition of Birch Health Center from a Look-Alike to a 330e funded Federally Qualified Health Center.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT NEW ACCESS POINT FUNDING FOR  
BIRCH HEALTH CENTER**

WHEREAS, the Ingham County Health Department (ICHD) submitted a competitive proposal to the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) for New Access Point Funding to support the transition of Birch Health Center from a Look-Alike to a 330e funded Federally Qualified Health Center; and

WHEREAS, this award will increase the Health Department's ongoing annual base funding award through HRSA Health Center Program by \$638,020 starting in the Fiscal Year 2016 grant funding period; and

WHEREAS, ICHD has received a prorated award of \$329,010 for term of August 1, 2015 through the end of the grant budget period for FY 2015, January 31, 2016; and

WHEREAS, the award also includes \$10,000 in one time funds to support modular furnishings to accommodate additional staff; and

WHEREAS, the award includes funds to support a 1.0 FTE Physician Provider, 1.0 FTE Health Center Nurse, 1.0 FTE Medical Assistant, and a 1.0 FTE Community Health Representative; and

WHEREAS, the award also includes funds to support the addition of 1.0 FTE Billing and Reporting Clerk; and

WHEREAS, the award also includes funds for a 1.0 Mental Health Therapist through the County's existing agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties; and

WHEREAS, the Ingham Community Health Centers Board of Directors supports the acceptance of \$329,010 in New Access Point Funding through HRSA for the prorated term of August 1, 2015 through January 31, 2016; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the award of \$329,010 in New Access Point funding through HRSA for the prorated term of August 1, 2015 through January 31, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the award of New Access Point Funding in the amount of \$329,010 to support Birch Health Center for the term of August 1, 2015 through January 31, 2016.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of 1.0 FTE Billing & Reporting Clerk (UAW E) to support the proposed project activities.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an amendment to the current agreement with Community Mental Health Authority of Clinton, Eaton and Ingham Counties in an amount not to exceed \$80,000 for the prorated term of August 1, 2015 through January 31, 2016 for the addition of a 1.0 FTE Mental Health Therapist for behavioral health services.

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

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

**Agenda Item 5b**

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** August 28, 2015

**SUBJECT:** Resolution to Accept Quality Improvement Funds

The Ingham County Health Department (ICHHD) has received an award of \$18,419.00 in Quality Improvement funds through the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA).

The purpose of the one-time supplement grant award is to recognize demonstrated improvement in access to care, quality, and/or value of care through data provided in the 2014 Uniform Data System and to provide support to ICHD Community Health Centers so they can continue to strengthen clinical and operational quality improvement activities. The term of the award is August 1, 2015 through July 31, 2016.

I recommend that the Ingham County Board of Commissioners authorize the acceptance of the \$18,419.00 in Quality Improvement funds.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT QUALITY IMPROVEMENT FUNDS**

WHEREAS, the Ingham County Health Department (ICHHD) has received \$18,419.00 in Quality Improvement funds through the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) for the term of August 1, 2015 through July 31, 2016; and

WHEREAS, the one-time award is in recognition of demonstrated improvement in access to care, quality, and/or value of care through data provided by ICHHD in the 2014 Uniform Data System (UDS); and

WHEREAS, the award provides support to the 330e Community Health Centers to continue to strengthen clinical and operational quality improvement activities, in accordance with guidance provided in the Notice of Award (NOA); and

WHEREAS, the Ingham Community Health Centers Board of Directors supports the acceptance of the one-time award of \$18,419.00 in Quality Improvement funds through HRSA for the term of August 1, 2015 through July 31, 2016; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accepts the one-time award of \$18,419.00 in Quality Improvement funds through HRSA for the term of August 1, 2015 through July 31, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the award of Quality Improvement funding in the amount of \$18,419.00 to support clinical and operational quality improvement activities for the term of August 1, 2015 through July 31, 2016.

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

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

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** September 1, 2015

**RE:** Resolution to Authorize a 2015-2016 AmeriCorps\*VISTA Continuation Grant

This is a recommendation to authorize an agreement with the Corporation for National and Community Services (CNCS) to operate year 3 of the AmeriCorps\*VISTA project in Ingham County.

AmeriCorps\*VISTA is a federal program operating under the Corporation for National and Community Service (CNCS), with management in Michigan at the State CNCS office in Detroit. The Corporation for National and Community Service (CNCS) has granted the Ingham County Health Department, on behalf of the Power of We Consortium, a new AmeriCorps\*VISTA Program of \$113,597 for the 2015-2016 fiscal year. A total of 13 FTE AmeriCorps\*VISTA members will be placed in host sites selected through an RFP process. 1 FTE AmeriCorps\*VISTA Leader will be placed with the Power of We Consortium.

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

Program Funding:

	Amount
CNCS Grant	\$ 15,000
Local Resources	\$ 98,597
Total Program	\$113,597

The Local Resources are drawn from:

- 4) cash contributions from the external host sites totaling \$57,784
- 5) VISTA Deferred Revenue Cost Share Funds \$18,631
- 6) Revenue from Ingham County \$22,182

Separate from the \$113,597 program expenses, CNCS will pay the following member personnel expenses directly to the members out of additional Federal dollars: Living Allowances of \$131,436, Education and End of Service Awards of \$81,600, and Health Insurance for \$56,700 for a total of \$269,736.

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

- c: Joel Murr w/attachment
- Eric Thelen w/attachment
- Karika Phillips w/attachment

## **AmeriCorps\*VISTA Project**

Community- and faith-based organizations who are selected via a competitive RFP process (as of 09/01/15) to receive a VISTA member are:

1. Power of We Consortium- AmeriCorps\*VISTA Leader
2. Asset Independence Coalition – Community Financial Literacy AmeriCorps\*VISTA; For further information on the Asset Independence Coalition, visit <http://www.aicmidmichigan.org>
3. Building Twenty One – Program and Outreach Coordinator; For further information on Building Twenty One, visit <http://www.buildingtweentyone.org>
4. Capital Area Mentoring Partnership – Capital Area Mentoring Partnership Coordinator
5. Capital Area College Access Network – College Access Support Coordinator  
-For further information on Capital Area College Access Network, visit <http://www.micollegeaccess.org/directory/lcan/cap-college-access-network>
6. Eastside Community Action Center – Housing and Community Resource Specialist
7. Edgewood Village – Programs Support Specialist; For further information on Edgewood Village, visit <http://www.edgewoodvillage.net/>
8. Edgewood Village – College and Post-Secondary Support Coordinator; For further information on Edgewood Village, visit <http://www.edgewoodvillage.net>
9. Elder Law of Michigan – Financial Literacy Resources Developer; For further information on Elder Law of Michigan, visit <http://www.elderlawofmi.org/>
10. Greater Lansing Housing Coalition – Program Assistant; For further information on Greater Lansing Housing Coalition, visit <http://www.glhc.org/index.php>
11. Ingham Great Start Collaborative – School Ready Families VISTA; For Further information on the Ingham Great Start Collaborative, visit <http://www.inghamgreatstart.org>
12. NorthWest Initiative – Financial Asset Navigator; For further information on NorthWest Initiative, visit <http://nwlansing.org/>
13. REACH Studio Art Center – Outreach Coordinator; For further information on REACH Studio Art Center, visit <http://www.reachstudioart.org/>
14. Refugee Development Center – Cultural Competency and Outreach Program Developer; For further information on Refugee Development Center, visit <http://www.refugeedevlopmentcenter.org/>

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A 2015-2016 AMERICORPS\*VISTA CONTINUATION GRANT**

WHEREAS, the Ingham County Health Department (ICHHD) on behalf of the Power of We Consortium was the recurring recipient of grant funds in support of the AmeriCorps\* VISTA Project from 2006-2010; and

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

WHEREAS, the Corporation for National and Community Services (CNCS) provided a new three year funding cycle which the first year of such funding was accepted by resolution #13-380; and the second year funding was accepted by #14-388; and

WHEREAS, the Corporation for National and Community Services (CNCS) has provided Ingham County third year continuation funding with up to fourteen (14) AmeriCorps\*VISTA members to perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems; and

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

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

WHEREAS, the ICHHD has successfully collected required funds from host sites to cover the costs of AmeriCorps\*VISTA members (VISTA Deferred Revenue Funds); and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an AmeriCorps\*VISTA continuation program of \$113,597 made up of \$15,000 CNCS funds and \$98,597 local resources, and authorizes a grant agreement with the Corporation for National and Community Services for the time period of October 1, 2015 through September 30, 2016.

BE IT FURTHER RESOLVED, that a non-federal match of \$98,597 is authorized, obtained through cash contributions of up to \$5,240 from each of the AmeriCorps\*VISTA host sites totaling \$57,784, as selected through a Request for Proposal process, up to \$18,631 from VISTA Deferred Revenue Funds and \$22,182 in Ingham County Funds.



BE IT FURTHER RESOLVED, that separate from the \$113,597 program expenses, CNCS will pay the following member personnel expenses directly to the members out of additional Federal dollars: Living Allowances of \$131,436, Education and End of Service Awards of \$81,600, and Health Insurance for \$56,700 for a total of \$269,736.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's budget.

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

## Agenda Item 5d

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** September 1, 2015

**SUBJECT:** Resolution to Entering into an Agreement with Care Free Medical to Purchase a Medical-Grade Refrigerator and Freezer for Vaccine Storage

Attached is a resolution to authorize Ingham County Health Department (ICHD) to enter into an agreement to provide funding to Care Free Medical Clinic (CFM) to purchase a REF25-PH medical grade refrigerator and freezer for vaccine and medication storage. CFM is requesting \$8,598 from ICHD to purchase the required refrigerator and freezer. Having a refrigerator for vaccine storage would allow CFM the opportunity to participate in the Vaccine for Children (VFC) program. VFC is a federal program that provides free vaccine for children in Ingham County. ICHD oversees the program to ensure compliance with federal guidelines.

CFM has worked collaboratively with ICHD for many years to increase access to healthcare for adults in Ingham County; under the leadership of their new Medical Director/Chief Executive Dr. Farhan Bhatti, they are now growing their pediatric patient panel. This increase in pediatric care brings CFM the additional responsibility to the public and to their patients to vaccinate as many of their pediatric patients as possible. Although CFM understands that children seen in clinics that do not participate in the VFC program can receive those vaccines at ICHD, many parents, particularly in low-income families, will be less inclined and/or less able to vaccinate their children if they have to make an extra trip to ICHD for those vaccinations. A greater number of children can be immunized if vaccines are provided in their primary care office instead of asking families to travel elsewhere to receive them. Because of this, CFM would like the ability to provide this service to its pediatric patients and their families.

ICHD has funds available through the Healthy Capital Counties project (Resolution #15-248) which need to be spent by September 30, 2015. We are recommending providing CFM \$8,598 from those funds to purchase the refrigerator/freezer. Providing funding to our long time community partner to increase the availability of vaccines for children serves the community good.

I recommend that the Ingham County Board of Commissioners authorize the agreement with Care Free Medical to purchase a REF25-PH medical grade refrigerator and freezer for vaccine and medication storage.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH CARE FREE MEDICAL TO PURCHASE  
A MEDICAL-GRADE REFRIGERATOR AND FREEZER FOR VACCINE STORAGE**

WHEREAS, Care Free Medical (CFM) has worked collaboratively with the Ingham County Health Department for many years to increase access to healthcare for adults in Ingham County; and

WHEREAS, under the leadership of their new Medical Director/Chief Executive Dr. Farhan Bhatti, they are now growing their pediatric patient panel, bringing CFM the additional responsibility to the public and to their patients to vaccinate as many of their pediatric patients as possible; and

WHEREAS, CFM would like the ability to provide vaccinations to its pediatric patients and their families through the Vaccines for Children (VFC) program, a federal program overseen by ICHD that provides free vaccine for children in Ingham County; and

WHEREAS, having a refrigerator and freezer for vaccine storage would allow CFM the opportunity to participate in the VFC program; and

WHEREAS, although children seen in clinics that do not participate in the VFC program can receive those vaccines at ICHD, many parents, particularly in low-income families, will be less inclined and/or less able to vaccinate their children if they have to make an extra trip to ICHD for those vaccinations; and

WHEREAS, a greater number of children can be immunized if vaccines are provided in their primary care office instead of asking families to travel elsewhere to receive them; and

WHEREAS, the cost to purchase a REF25-PH medical grade refrigerator and freezer for vaccine and medication storage is \$8,598; and

WHEREAS, ICHD has funds available through the Healthy Capital Counties project (Resolution #15-248) which needs to be spent by September 30, 2015; and

WHEREAS, the Health Officer recommends the Board of Commissioner authorize the purchase of a REF25-PH medical grade refrigerator and freezer for CFM's vaccine and medication storage.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a REF25-PH medical grade refrigerator and freezer for vaccine and medication storage CFM in the amount of \$8,598.

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

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

**Agenda Item 5e**

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** September 2, 2015

**SUBJECT:** Resolution to Authorize an Agreement with the Michigan Department of Health & Human Services for Refugee Health Assessment Services

Attached is a resolution to authorize an agreement between the Ingham County Health Department (ICHD) and Michigan Department of Health and Human Services (MDHHS) for Refugee Health Assessments and to accept an award of up to \$600,000.

The purpose of this agreement is to provide refugee health assessments for an estimated 1,950 refugees whom have been referred from MDHHS for health assessment screenings. The term of this award is October 1, 2015 through September 30, 2018.

I recommend that the Ingham County Board of Commissioners authorize the acceptance of the \$600,000 and for ICHD enter into agreement with Michigan Department of Health and Human Services.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR REFUGEE HEALTH ASSESSMENT SERVICES**

WHEREAS, the Ingham County Health Department (ICHHD) maintains an agreement with Michigan Department of Health and Human Services (MDHHS) through its Community Health Centers for refugee Health Assessments for an estimated 1,950 refugees; and

WHEREAS, the MDHHS has presented an agreement for the term of October 1, 2015 through September 30, 2018, with a maximum allowable amount of up to \$600,000; and

WHEREAS, from the total amount, the maximum amount that may be expended during the following periods is: \$200,000 from begin date through September 30, 2016, \$200,000 from October 1, 2016 through September 30, 2017, and \$200,000 from October 1, 2017 through September 30, 2018; and

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

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this agreement between MDHHS and ICHHD.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering an agreement with MDHHS in the amount up to \$600,000 for the purpose of providing Refugee Health Assessments.

BE IT FURTHER RESOLVED, that the period of this agreement will be from October 1, 2015 through September 30, 2018.

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

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

**TO:** Human Services Committee  
County Services Committee  
Finance Committee

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

**DATE:** August 28, 2015

**SUBJECT:** Resolution to Reclassify Vacant Lead Social Worker Position to Medical Social Worker Position

Attached is a resolution to authorize the conversion of vacant position #601464, Lead Social Worker (ICEA County Pro 08), to Medical Social Worker (ICEA County Pro 07) to better meet the operational needs of the Ingham County Health Department (ICHHD). The conversion of the Lead Social Worker Position to a Medical Social Worker Position will net a savings of \$6,500 annually.

The Ingham County Human Resources Department confirms that position #601464 is currently vacant; they also participated in and analyzed the proposed conversion. Human Resources has notified the ICEA County Professionals Union and they approved of the proposed conversion.

I recommend that the Ingham County Board of Commissioners authorize the conversion of the vacant position 601464, Lead Social Worker (ICEA County Pro 08), to Medical Social Worker (ICEA County Pro 07) to better meet the operational needs of ICHHD.

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

**601464 LEAD SOCIAL WORKER**

	<b>ICEA 08 step 1</b>	<b>ICEA 08 step 5</b>
704000 Salary	\$55,173	\$66,233
720000 Longevity	0	0
<b>Wages</b>	<u>\$55,173</u>	<u>\$66,233</u>
715000 FICA&med	4,221	5,067
716020 Hlth &Surchrg	14,585	14,585
716100 Dental	886	886
716200 Vision	119	119
717 Life Insurance	126	126
717000 Disability	105	126
ICEA County Prof Hybrid DB	2,759	3,312
ICEA County Prof Hybrid DC	552	662
722000 Workers Comp	381	457
722600 CARES	33	33
716040 Health Ins Trust	1,986	2,384
<b>Total</b>	<u>\$80,925</u>	<u>\$93,991</u>

**MEDICAL SOCIAL WORKER**

	<b>ICEA 07 step 1</b>	<b>ICEA 07 step 5</b>
704000 Salary	\$50,584	\$60,724
720000 Longevity	0	0
<b>Wages</b>	<u>\$50,584</u>	<u>\$60,724</u>
715000 FICA&med	3,870	4,645
716020 Hlth &Surchrg	14,585	14,585
716100 Dental	886	886
716200 Vision	119	119
717 Life Insurance	126	126
717000 Disability	96	115
ICEA County Prof Hybrid DB	2,529	3,036
ICEA County Prof Hybrid DC	506	607
722000 Workers Comp	349	419
722600 CARES	33	33
716040 Health Ins Trust	1,821	2,186
<b>Total</b>	<u>\$75,504</u>	<u>\$87,482</u>

Savings/(Cost)

\$5,421 \$6,508

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

FROM: Beth Bliesener, Employment Specialist

DATE: 8-7-15

RE: Memo of analysis for reclassification for position #601464

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HR can confirm the following:

Position #601464 is currently vacant.

Position #601464 currently a Lead Social Worker will be converted to an established classification Medical Social Worker to better meet the operational needs of the department.

A Medical Social Worker is compensated at an ICEA County Pro 07 salary range (\$50,583.75 - \$60,724.08)

The ICEA County Pro's has been notified. They support the position conversion.

I have attached the union's response.

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

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



**Strickling, Stephanie**

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**From:** Watson, Dana  
**Sent:** Friday, August 07, 2015 3:16 PM  
**To:** Bliesener, Elisabeth  
**Cc:** Mastin, Barb  
**Subject:** Re: Notification to ICEA regarding position number 601464

Thank you for your reply and notification. Good luck with the changes. On behalf of ICEA Cty Prof, there are no concerns.

Sincerely,  
Dana Watson, ICEA-Cty Prof

Sent from my iPhone

On Aug 7, 2015, at 3:11 PM, Bliesener, Elisabeth <[EBliesener@ingham.org](mailto:EBliesener@ingham.org)> wrote:

Yes, attached is the Lead Social Worker and Medical Social Worker job descriptions.

Thanks  
Beth

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**From:** Watson, Dana  
**Sent:** Friday, August 07, 2015 3:09 PM  
**To:** Bliesener, Elisabeth  
**Cc:** Mastin, Barb  
**Subject:** Re: Notification to ICEA regarding position number 601464

Hi can you attach the MSW jd, please.

Thanks, Dana Watson, ICEA-Cnty Prof Pres

Sent from my iPhone

On Aug 7, 2015, at 2:22 PM, Bliesener, Elisabeth <[EBliesener@ingham.org](mailto:EBliesener@ingham.org)> wrote:

Dana,  
Please review the attachment regarding converting vacant position number 601464. The Health Department would like to reclassify the vacant position Lead Social Worker to Medical Social Worker to better meet the operational needs of the department. If you have any concerns please let me know prior to Tuesday August 18, 2015.

Thanks,

Beth Bliesener  
Ingham County  
Human Resources

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RECLASSIFY VACANT LEAD SOCIAL WORKER POSITION  
TO MEDICAL SOCIAL WORKER POSITION**

WHEREAS, Position #601464, Lead Social Worker (ICEA County Pro 08) is currently vacant; and

WHEREAS, the Ingham County Health Department (ICHHD) would like to convert Position #601464 Lead Social Worker to a Medical Social Worker position to better meet its operational needs; and

WHEREAS, a Medical Social Worker is compensated at the ICEA County Pro 07 range (\$50,583.75 - \$60,724.08); and

WHEREAS, the ICEA County Professionals 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 #601464 would save \$6,500.00 annually; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the proposed reclassification of vacant Position #601464 Lead Social Worker (ICEA County Pro 08) to a Medical Social Worker (ICEA County Pro 07); and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the proposed reclassification of vacant Position #601464 Lead Social Worker (ICEA County Pro 08) to a Medical Social Worker (ICEA County Pro 07).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of vacant Position #601464 Lead Social Worker (ICEA County Pro 08) to a Medical Social Worker (ICEA County Pro 07).

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.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING HEALTH SERVICES MILLAGE CONTRACTS WITH THE INGHAM HEALTH PLAN CORPORATION (IHP) AND COMMUNITY MENTAL HEALTH (CMH)**

WHEREAS, Ingham County has an objective to assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care; and

WHEREAS, in November 2012, the electorate approved a countywide health services millage level of 52/100 (.52) of one mill for a period of three years (2012-2014) to be used for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than \$28,000 and who do not have medical insurance; and

WHEREAS, in November 2014, the electorate approved a renewal of the millage to ensure that the current level of service can still be provided; and

WHEREAS, IHP provides an organized system of medical benefits utilized by county residents who are not eligible for Medicaid and do not have medical insurance.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with IHP which authorizes the County to pay IHP an amount not to exceed \$1,000,000 annually for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage.

BE IT FURTHER RESOLVED, that for the time period January 1, 2015 through December 31, 2016 the County shall reimburse IHP by monthly invoice for medical, pharmacy, dental, and detox services as set forth in Attachments A and B.

BE IT FURTHER RESOLVED, the annual not to exceed amount of \$1,000,000 includes administrative costs, which will be capped at 10% of reimbursements paid to IHP, with the administrative costs listed clearly on each quarterly invoice.

BE IT FURTHER RESOLVED, that administrative costs include, but are not limited to: third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

BE IT FURTHER RESOLVED, that IHP invoices will be submitted in a consistent format that is agreed upon by both the IHP and the Ingham County Controller/Administrator.

BE IT FURTHER RESOLVED, that Health Services Millage funds will not be used to provide benefits to IHP members who are eligible for insurance coverage under the ACA unless those individuals have been granted an income-related or hardship exemption.

BE IT FURTHER RESOLVED, that any additional services that IHP wishes to offer beyond what is in the attached scope of services must be approved by the Ingham County Board of Commissioners as an amendment to the contract.

BE IT FURTHER RESOLVED, the Ingham Health Plan shall appoint the Ingham County Health Officer to its Board of Directors.

BE IT FURTHER RESOLVED, that Ingham County reserves the right to make requests of IHP for data that includes enrollment figures, financial reports, and other information.

BE IT FURTHER RESOLVED, the Ingham Health Plan shall be subject to regular audits of member eligibility and expenses to ensure compliance with the Health Services Millage ballot language.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a contract amendment with CMH for period of January 1, 2015 through December 31, 2015 in an amount not to exceed \$878,000 to provide additional support for services as detailed in Attachment C.

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

# ATTACHMENT “A”



## PLAN B MEDICAL COVERAGE

### **Physician, Physician Assistant, and Nurse Practitioner Services**

**Office visit Copay: \$5.00**

Covered when provided by the member’s Primary Care Physician or provided by a Specialty Care Physician. Services must be provided in an office or outpatient setting.

- Office visits
- Annual physical exams, including breast exams, pap smears, and screening tests
- Administration of immunizations (vaccine serums not covered)
- Administration of injections
- Allergy testing and serums
- Administration of allergy extract
- Anesthesia services
- Injectable antibiotic serums (all other injectable drugs not covered)
- Diagnostic and treatment services
- Immunizations
- Oral Surgery
- Ophthalmology services provided by an Ophthalmologist or Optometrist (must be related acute or chronic medical condition)
- Podiatry services
- Physical Therapy visits (6 per year)
- Radiation therapy
- Surgery
- Observation and Inpatient hospital daily visits (CPT 99221-99239 only)

### **Outpatient Hospital Services**

**Copay: \$0.00**

Covered when ordered by the member’s PCP or specialist physician to whom the enrollee is appropriately referred and medically necessary

- Anesthesia
- Diabetes education
- Radiation therapy
- Practitioner charges related to diagnostic testing and treatment services/no facility fee
- Practitioner charges related to outpatient surgeries/no facility fee
- Physical Therapy (6 visits per year)

**Urgent Care Services****Copay: \$5.00**

Covered for after-hours, non-emergency medical conditions that need to be treated before a PCP appointment can be scheduled

- Urgent care visits (facility charged not covered)
- Administration of immunizations (serum not covered- exception flu vaccine)
- Administration of injections (serum not covered- exception antibiotics )

**Laboratory Services****Copay: \$0.00**

Covered when ordered and/or authorized in advance by the enrollee's PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary.

**Radiology Services****Copay: \$0.00**

Covered for diagnosis and treatment purposes when ordered and/or authorized in advance by the enrollee's PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary

- Diagnostic x-rays
- CT scans
- Mammograms
- MRI scans
- PET scans

**Medical Supplies****Copay: \$0.00**

Covered with a valid prescription when ordered by the member's PCP or specialist physician and medically necessary.

- Glucose monitors
- Medical supplies other than gradient surgical garments, formulas and feeding supplies, oxygen and related supplies, and supplies related to any non covered durable medical equipment item
- Syringes, test strips, and lancets – Available through member's Pharmacy Benefit.
- Limited wrist and knee orthotics

**Pharmacy****Copay: \$5.00 (Generic)/\$10.00 (Brand)**

- IHP formulary medications filled at a IHP participating pharmacy
- Diabetic supplies (insulin syringes, lancets, and test strips)

## ATTACHMENT “B”

### PLAN B DENTAL COVERAGE

Covered Services*	Member Copay**
Cleanings	No
Preventative Exams	No
X-rays	No
Filings	Yes, for some fillings (See Member Copayment Schedule for amount)
Crowns	Yes (See Member Copayment Schedule for amount)
Root Canals	Yes (See Member Copayment Schedule for amount)
Bridges & Dentures	Yes (See Member Copayment Schedule for amount)

\* For a list of your covered dental services and copay, see the EPO Member Copayment Schedule and certificate.

# ATTACHMENT "C"

## Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

Proposal for the revision to the current contracts for the use of Ingham County Health Services  
Millage to close gaps in Ingham County's behavioral health care system

June 2015

**Summary of proposal:** This proposal requests:

- **an increase in the level of support** from,
- **a refinement in the use of,** and
- **the integration of two current contracts** for

Ingham County Health Services Millage funding, to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH), to support a comprehensive package of behavioral healthcare services designed to address of the most pressing behavioral healthcare needs in the Ingham County community.

**Context:** With several months of experience with the significant State General Fund reduction (2/3 of the funds formerly provided to CMH) and the implementation of the Healthy Michigan Plan, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) has, at this point, much greater clarity as to the fiscal and service gaps resulting from these changes. This clarity underscores the substantial set of services and persons which are not covered by the Healthy Michigan Plan – costs which must be covered by the scarce State General Fund and local dollars within CMH's budget. Many of these costs are related to the provision of services to persons for whom CMH is the provider and cost underwriter, but who are not eligible for the Healthy Michigan Plan. This group includes those enrolled in Medicare and not eligible for Medicaid, those with "spend down" Medicaid eligibility, and those with chronic and urgent mental health treatment needs (crisis stabilization, day program services, residential care, case management) not covered by their families' commercial coverage.

The services proposed in this document reflect a revision to those reflected in the current contracts between Ingham County and CMH and **address longstanding gaps in services and gaps that are newly emerging with the dramatic cut in state General Fund dollars** to this CMH and CMHs across the state.<sup>1</sup>

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<sup>1</sup> This revision proposes the removal of services to children with conditions on the autism spectrum (listed, in the current contract, as a service to be provided), given that CMH's experience has validated the initial thoughts that these services are covered, for nearly all of these children, by commercial insurance or Medicaid. The funds previously dedicated to this service are proposed to be reallocated to other services within this revised proposal.



**A. Closing newly emerging gaps in Ingham County's essential behavioral health care services**

**system:** These service gaps are the result of the dramatic cut (65%), implemented in April 2014 and expanded in October 2014, in state General Fund dollars to this CMH and CMHs across the state.

**The community's free-standing (outside of hospital grounds) 24/7 Psychiatric Crisis Services and Inpatient Pre-Screening Unit:** This unit provides around-the-clock access to highly trained behavioral health clinicians who provide: crisis intervention, psychiatric inpatient pre-screening (and funding authorization), short-term stabilization, diversion to appropriate levels of care, housing assistance, and linkages to needed services to adults, children, and adolescents.

The annual cost of these services which are provided to uninsured Ingham County residents meeting the millage criteria is **\$200,000**.

Estimate of the number of assessments provided Ingham County residents meeting the millage criteria who would be served, per year, by this program: **450**

**The community's Assessment and Referral Team:** This unit provides a full bio-psychosocial assessment and a comprehensive behavioral health and ancillary treatment, supports, and referral plan (using person-centered planning methods) for adults who are uninsured.

The annual cost of these services which are provided to uninsured Ingham County residents meeting the millage criteria is **\$45,178**.

Estimate of the number of Ingham County residents meeting the millage criteria who would be served, per year, by this program: **110**

**The community's urgent care and intensive homebased treatment program for at-risk children, youth, and their families:** This program works to improve the ability of children and youth, with serious emotional disturbance, to function better at home, in school, in the community, and with peers by providing - primarily in the home, school, and workplace of the families enrolled in this program (with some services provided at CMH offices) - family and individual psychotherapy, psychiatry, nursing, parenting skills, crisis therapeutic group home, training and coaching, school liaison services, and referral network linkages.

The annual cost of these services which are provided to uninsured Ingham County residents meeting the millage criteria is **\$400,000**.

Estimate of the number of Ingham County residents meeting the millage criteria who would be served, per year, by this program: **80**

**A spectrum of community-based treatment teams for vulnerable populations:** These multidisciplinary teams, made up of mental health therapists/case managers, psychiatrists, nurses, mental health workers/consumer services specialists, and peer support specialists, provide psychotherapy, psychiatry, nursing, and a range of supports to **adults with very high levels of mental health needs, those enrolled in a specialized older adult program, and adults with intellectual/developmental disabilities.**

The annual cost of these services which are provided to uninsured Ingham County residents meeting the millage criteria is **\$935,000.**

Estimate of the number of Ingham County residents meeting the millage criteria who would be served, per year, by this program: **180**

**Psychiatric inpatient care for jail inmates:** In addition to the jail-based CMH has also paid all psychiatric inpatient claims on individuals admitted directly from the jail to psychiatric inpatient facilities given that these claims are paid with State General Fund dollars and given the dramatic cut in this CMH's State General Fund revenues, **CMH is without the funds to continue to pay these psychiatric inpatient costs** and others previously funded by State General Fund dollars.

The annual cost of these services which are provided to uninsured Ingham County residents meeting the millage criteria is **\$144,000.**

Estimate of the number of Ingham County residents meeting the millage criteria who would be served, per year, by this program: **14**

**B. Development of low cost safety net services to meet the needs of the unserved:**

**Psychiatric care and outpatient therapy for children and adults with moderate mental health needs:** This community has long experienced a significant and growing gap in the availability of office-based outpatient psychotherapy for children, adolescents and adults. These services (along with CMH's 24/7 psychiatric crisis services unit) provide the community's mental health safety net.

The annual cost of these services which could be provided to uninsured Ingham County residents who meet the millage is **\$336,910.**

Estimate of the number of Ingham County residents meeting the millage criteria who would be served, per year, by this program: **210**

<b>Cost of revised package of services:</b>	<b>\$2,061,088</b>
<b>Current cost of services (in current contracts):</b>	<b>\$1,182,803</b>
<b>Proposed increase:</b>	<b>\$ 878,285</b>

## **MEMO**

Date: August 25, 2015

To: County Services and Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution Transferring Funds from the Parks Department Capital Improvement Fund for Hawk Island Snow Hill Equipment Payback

Resolution #14-383 approving the purchase and repayment schedule for one (1) snow groomer and Resolution #14-384 approving the purchase and repayment schedule for two (2) snow makers was passed at the September 23, 2014 Board of Commissioners meeting. The resolution established an amount of \$224,200 to be paid back to the general fund over a period of ten years. The Parks 508 Enterprise Fund as a whole cannot sustain the repayment of the purchase. This resolution authorizes a transfer of \$170,000 to the snow equipment repayment and would reduce the amount owed to \$54,200 and the balance still owed to the general fund of \$54,200 would be eliminated.

The Parks & Recreation Commission supported this resolution with the passage of a resolution at their August 24, 2015 meeting.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TRANSFERRING FUNDS FROM THE PARKS DEPARTMENT CAPITAL IMPROVEMENT FUND FOR HAWK ISLAND SNOW HILL EQUIPMENT PAYBACK**

WHEREAS, Board of Commissioner Resolution #14-383 approved the purchase and repayment schedule for one (1) snow groomer and Board of Commissioner Resolution #14-384 approved the purchase and repayment schedule for two (2) snow makers; and

WHEREAS, the above mentioned resolutions established an amount of \$224,200 to be paid back to the general fund over a period of ten years; and

WHEREAS, the Hawk Island Snow Hill generated \$59,579 in revenue from December 2014-April 2015, with positive net revenue of \$23,821 after expenses; and

WHEREAS, while this is an outstanding shift to a positive net revenue situation for the snow hill, the Parks 508 Enterprise Fund as a whole cannot sustain the repayment of the purchase; and

WHEREAS, the Parks Department Capital Improvement Fund currently has a fund balance of \$170,000; and

WHEREAS, the Financial Services Department recommends transferring the existing Fund, fund balance of \$170,000, to reduce the snow equipment repayment balance; and

WHEREAS, a transfer of \$170,000 to the snow equipment repayment would reduce the amount owed to \$54,200; and

WHEREAS, the balance of \$54,200 still owed to the general fund would be eliminated.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the \$170,000 fund balance in the Parks Department Capital Improvement Fund be applied to the snow equipment repayment balances.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the balance of \$54,200 still owed to the general fund be eliminated.

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

**TO: COUNTY SERVICES AND FINANCE**  
**DATE : AUGUST 31, 2015**  
**FROM: STACY BYERS**  
**SUBJECT: APPROVAL TO CLOSE ON FOGG#2, EIFERT, BAUMAN AND SWILER PROPERTIES' PERMANENT CONSERVATION EASEMENT DEEDS**

The Farmland and Open Space Preservation Board received applications for the 2014 cycle from May to July 31, 2014. In accordance with the Ordinance, the FOSP Board scored and ranked the applications based on the approved 2012 Open Space selection criteria. The Board of Commissioners approved the proceeding to negotiations on the top ranked properties through Resolution #14-068. In 2012, the BOC adopted a resolution that established the Ingham County Purchasing Department as its designee responsible for establishing and implementing a competitive process for negotiating the purchase price of the permanent conservation easement. Through that process, four properties, The Fogg#2, Swiler, Bauman and Eifert properties, are being recommended for purchase by the Purchasing Department.

The FOSP Board has money in the budget to close on the four properties and cover all closing costs. It is the recommendation of the FOSP Board that these four properties be closed using 100% local funds. The FOSP has participated with the Federal ACEP Program (formally FRPP) since the millage passed and has several successful projects to show for it. Matching local millage dollars with outside sources is of the highest priority to the FOSP Board as it not only allows the program to leverage millage dollars further, but demonstrates good stewardship of the public's money.

Since the passage of the 2014 Federal Farm Bill, the structure for which Federal matching dollars are distributed and closed has drastically changed, despite Congressional intent of making the program less "onerous" and more streamlined. For example, the 2013 Cooperative Agreement essentially required three minimum deed terms. The 2014 Statement of Work (re-named Cooperative Agreement) now has 11 pages of minimum Deed Terms. Easements are taking in excess of 24 months to close and requiring an inordinate amount of staff time to close them.

The FOSP Board made a motion to use 100% local funds for the 2014 properties, in an effort to move the properties to close more quickly, ideally 12 months instead of 24, and to eliminate the almost \$3 million fund balance. It is the intent of the FOSP Board to work with federal staff, and legislators to resolve some of these program challenges and to resume a partnership with the Federal Program in future cycles.

## Agenda Item 8

TO: County Service and Finance Committees  
FROM: James Hudgins, Director of Purchasing  
DATE: August 28, 2015  
SUBJECT: Purchase of Developmental Rights for the 2014 Cycle Farmland and Open Space Preservation Program

In 2004, the Ingham County Board of Commissioners passed the Farmland Purchase of Development Rights Ordinance, authorizing the County to purchase development rights from landowners who voluntarily agree to place a permanent conservation easement on their land. In 2008, the voters of Ingham County approved the levy of 0.14 mills for the purpose of funding the Farmland and Open Space Preservation (FOSP) Program.

In 2011, the BOC adopted a resolution that established the Ingham County Purchasing Department as its designee responsible for establishing and implementing a competitive process for negotiating the purchase price of the permanent conservation easements.

Applications for the 2014 cycle were requested and were then scored and assigned relative values by the FOSP Board according to selection criteria approved by the BOC and FOSP. Two types of appraisals were completed on the top scoring properties: one without development restrictions, and one subject to a permanent conservation easement with subsequent development restrictions. The difference between the two appraisal values is the appraiser's opinion of the Conversation Easement value. The Conversation Easement value is the monetary amount that was negotiated between the landowner and Ingham County, where the landowner elected to make an Offer of Sale.

To ensure that a competitive process was followed, the Purchasing Department issued Request for Sealed Offers of Sale to the top scoring properties. In this process, landowners were made aware of both aforementioned appraisal values and were then requested to make an offer. The solicitation made it very clear that the County had a finite amount of resources that would be used to purchase permanent conservation easements and was under no obligation to make any purchases that it did not consider to be in the best interest of the County, its taxpayers and citizens, or offered the best value at the least cost. It was also understood that the County may exercise its right to further negotiate prices or to ask for best and final offers if the initial Offers of Sale were unsatisfactory with regard to the best interest of Ingham County.

The determination of permanent conservation easements recommended for purchase were made according to the best value determined by the ratio of Offer of Sale price to the conversation easement value. Sealed offers of sale were received by the Purchasing Department and are summarized below.

<b>Name</b>	<b>Value Before Easement</b>	<b>Value Subject to Easement</b>	<b>Conversation Easement Value - Difference of the Value Before Easement minus the Value Subject to Easement</b>	<b>Offer</b>
Dale & Janet Swiler	\$865,000	\$562,00	\$303,000	\$300,000
George & Elizabeth Bauman	\$1,190,000	\$670,000	\$520,000	\$500,000
Larry & Debra Eifert	\$1,190,000	\$670,000	\$520,000	\$520,000
Robert N & Joann Fogg Trust	\$700,000	\$375,000	\$325,000	\$325,000

It is the recommendation of the Purchasing and FOSP Directors to approve the resolution and purchase permanent conversation easements.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON GOODNOE AND STICKLE PROPERTIES**

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

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2014 cycle approved by Resolution #14-068; and

WHEREAS, the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a “Bid” process; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds using 100% local funds on the Fogg#2, Swiler, Bauman and Eifert properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Fogg#2, Swiler, Bauman and Eifert properties at a price not to exceed the amount listed in the chart below:

<u>Name</u>	<u>Appraisal /CE Price</u>	<u>Landowner</u>	<u>County</u>
Fogg#2	\$325,000.00	\$0.00	\$325,000.00
Swiler	\$303,000.00	\$3,000.00	\$300,000.00
Bauman	\$520,000.00	\$20,000	\$500,000.00
Eifert	\$520,000.00	\$0.00	\$520,000.00

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



## Agenda Item 9

TO: County Services Committee  
Finance Committee

FROM: Travis Parsons, Human Resources Director

RE: MERS Annual Conference  
Approval of the Employee Delegate and Officer Delegate

DATE: September 1, 2015

The Municipal Employees' Retirement System (MERS) Annual Conference will be held at the Amway Grand Plaza Hotel in Grand Rapids, Michigan on Thursday, October 8 and Friday, October 9, 2015. According to the provisions of the Retirement Act, a non-managerial member of the Retirement System and an alternate are to be elected by secret ballot for the Annual Conference. The appointment of an Employee Delegate was accomplished through the employee nomination and employee voting process in July. The elected Employee Delegate for the 2015 MERS Annual Conference is Sheldon Lewis. With your approval, the Officer Delegate for the 2015 MERS Annual Conference will be Travis Parsons.

The funding for the two delegates to attend this year's MERS Annual Conference is contained in the Human Resources Budget Line Item 101-22600-863000, Travel and Attendance for the Annual MERS Conference. Registration, hotel accommodation, parking, and mileage expense for travel are paid by the County. The Human Resources Department has reviewed and approves these expenses. Total estimated expenses for the Officer Delegate and the Employee Delegate are \$621.63.

If you have any questions or need any additional information, please contact me.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CERTIFYING REPRESENTATIVES FOR THE MERS ANNUAL CONFERENCE**

WHEREAS, the Municipal Employees' Retirement System (MERS) will hold the Annual Conference at the Amway Grand Plaza Hotel in Grand Rapids, Michigan on October 8 and October 9, 2015; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members, and appoint an officer delegate of the governing body.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Conference:

Employee Delegate: Sheldon Lewis, Administrative Assistant-Drain Office

Officer Delegate: Travis Parsons, Human Resources Director

BE IT FURTHER RESOLVED, Ingham County Board of Commissioners authorizes the payment of the estimated expenses of the Employee Delegate and Officer Delegate to attend the conference, pursuant to the County's travel policy.

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 1, 2015

SUBJECT: **RESOLUTION AMENDING THE LEASE AGREEMENT WITH  
CAPITOL WALK PARKING, LLC TO LEASE THE ELEVEN  
REMAINING EMPLOYEE PARKING SPACES**

Resolution # 15-269 states that Ingham County currently leases 100 employee parking spaces from Capitol Walk Parking, LLC located on South Chestnut Street in Lansing.

The Facilities Department currently has approximately 8-11 employee parking spaces in the South Ramp at a cost of \$107.00 per space, per month. It would provide a substantial monthly savings to move these employee spaces from the South Ramp to Capitol Walk Parking, LLC.

Capital Walk Parking, LLC, has agreed to hold their current lease cost of \$60.00 per space, per month, to obtain the remaining eleven spaces. The lease cost at the South Ramp is \$107.00 per space, per month.

Funds for parking have already been accounted and approved for in each department's individual line items.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING THE LEASE AGREEMENT WITH CAPITOL WALK PARKING, LLC TO LEASE THE ELEVEN REMAINING EMPLOYEE PARKING SPACES**

WHEREAS, per Resolution #15-269 Ingham County currently leases 100 employee parking spaces from Capitol Walk Parking, LLC located on South Chestnut Street in Lansing; and

WHEREAS, the Facilities Department would like to acquire the remaining eleven parking spaces that are available at Capitol Walk Parking, LLC; and

WHEREAS, approximately eight to eleven employee parking spaces will be moved from the South Ramp to Capitol Walk Parking, LLC; and

WHEREAS, Capitol Walk Parking, LLC has agreed to hold their current lease cost of \$60.00 per space, per month; and

WHEREAS, the employee spaces at the South Ramp cost \$107.00 per month; and

WHEREAS, moving these 11 spaces to Capitol Walk Parking, LLC will be a substantial monthly savings; and

WHEREAS, funds for parking have already been accounted and approved for in each department's individual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the lease agreement with Capitol Walk Parking, LLC, 2152 Commons Way Parkway, Okemos, Michigan 48864 to include the eleven remaining employee parking spaces in the current agreement bringing the total number of leased spaces to 111 for a not to exceed lease cost of \$6,660.00 per month which is approximately \$60.00 per space, per month.

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

## Agenda Item 11a

To: County Services & Finance Committees

From: William Conklin, Managing Director  
Ingham County Road Department

Date: September 1, 2015

RE: Resolution to approve the Payment Agreement and Release with Enbridge Energy, Limited Partnership

Attached is a proposed resolution for approving a “Payment Agreement and Release” between the County of Ingham and Enbridge Energy, Limited Partnership.

### Background:

The former Ingham County Road Commission (ICRC) and the Ingham County Road Department (ICRD) approved various road permits for Enbridge Energy, Limited Partnership, its affiliates, contractors and subcontractors (Enbridge) for various Enbridge projects, including but not limited to Enbridge’s Petroleum Products Line 6B Replacement Project, Line 79 Project, expansion of Enbridge’s Stockbridge Terminal, and the utility line enhancement and relocation pertaining to Enbridge’s Stockbridge Terminal (Projects).

Pursuant to the terms of the permit applications and the permits, Enbridge had certain duties including, but not limited to, the obligation to restore the road and right-of-way to a condition equal to or better than its condition before the work began. The ICRD prepared spreadsheets that identified the nature and the scope of repairs it asserted was required by Enbridge relative to road damages and road system damages associated with or arising out of Projects. The ICRD and Enbridge inspected the roads at issue and negotiated the terms of a Payment Agreement and Release through their respective legal counsel.

ICRD and Enbridge have reached an agreement, subject to the review and approval of the Ingham County Board of Commissioners, for Enbridge to make a lump sum payment to the County of Ingham, in return the County will release Enbridge from claims, actions and demands related to the permit applications and permits as described in the Payment Agreement and Release.

Per the Payment Agreement and Release, the County, through the ICRD, in its sole discretion and judgment may perform or not perform, any repair or work to the roads impacted by Enbridge. However, ICRD staff will work with the four townships, White Oak, Stockbridge, Bunker Hill and Leslie, to allocate the proceeds from the Payment Agreement and Release to various road repairs related to the Enbridge pipeline projects.

Approval of the attached resolution is therefore recommended.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PAYMENT AGREEMENT AND RELEASE  
WITH ENBRIDGE ENERGY, LIMITED PARTNERSHIP**

WHEREAS, the former Ingham County Road Commission (ICRC) and the Ingham County Road Department (ICRD) approved various road permits for Enbridge Energy, Limited Partnership, its affiliates, contractors and subcontractors (Enbridge) for various Enbridge projects, including but not limited to Enbridge's Petroleum Products Line 6B Replacement Project, Line 79 Project, expansion of Enbridge's Stockbridge Terminal, and the utility line enhancement and relocation pertaining to Enbridge's Stockbridge Terminal (Projects); and

WHEREAS, pursuant to the terms of the permit applications and the permits, Enbridge had certain duties including, but not limited to, the obligation to restore the road and right-of-way to a condition equal to or better than its condition before the work began; and

WHEREAS, the ICRD and Enbridge inspected the roads at issue and negotiated the terms of a Payment Agreement and Release through their respective legal counsel; and

WHEREAS, Enbridge will make a lump sum payment to the County of Ingham, in return the County will release Enbridge from claims, actions and demands related to the permit applications and permits as described in the Payment Agreement and Release; and

WHEREAS, per the Payment Agreement and Release, the County of Ingham, through the ICRD, in its sole discretion and judgment may perform or not perform, any repair or work to the roads impacted by Enbridge; and

WHEREAS, ICRD staff will however work with the four townships, White Oak, Stockbridge, Bunker Hill, and Leslie, to allocate the proceeds from the Payment Agreement and Release to various road repairs related to the Enbridge pipeline projects.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the Payment and Release Agreement with Enbridge Energy, Limited Partnership.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the Payment and Release Agreement consistent with this resolution and approved as to form by the County Attorney.

**MEMORANDUM**

TO: County Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: March 11, 2015  
 SUBJECT: Emulsified Asphalt – HFRS-2, HFRS-2M, SS-1H, AE-90 and CM-300

Project Description:

Ingham County sought competitive sealed bids from interested and experienced companies for the purpose of furnishing its 2015 season’s requirements of emulsified asphalt to the Ingham County Road Department.

Proposal Summary:

Vendors contacted: 15 Local: 05  
 Vendors responding: 03 Local: 00

Vendor	SS-1H Plant Pickup	HFRS-2 Delivery to Jobsite	HFRS-2M Delivery to Jobsite	AE-90 Plant Pickup	CM-300 Delivery to Metro	Detention Rate	Total Cost for SS-1H	Total Cost for HFRS-2	Total Cost for HFRS-2M	Total Cost for AE-90	Total Cost for CM-300	Plant Location
Bit - Mat Products	\$1.9800	\$1.9800	\$2.0300	\$1.9800	No Bid	\$90.00	\$39,600.00	TBD	\$913,500.00	\$19,800.00	No Bid	Bay City, MI
Terry Asphalt Materials/Strawser Construction	\$1.9500	\$1.8567	\$2.1567	\$1.7500	No Bid	\$90.00	\$39,000.00	TBD	\$970,515.00	\$17,500.00	No Bid	Alma, MI
Asphalt Materials, Inc.	\$3.0000	\$1.7252	\$1.8752	\$1.8000	\$3.3638	\$90.00	\$60,000.00	TBD	\$843,840.00	\$18,000.00	\$53,820.80	Monroe, MI/Orego

\*Terry Asphalt Materials - 3 hours free for loads greater than 9,000 gallons and 2 hours free for loads less than 9,000 gallons.

\*Asphalt Materials - 3 hours free for minimum load of 9,000 gallons and 2 hours free for minimum load of 6,000 gallons.

Recommendation:

It is the recommendation of the Evaluation Committee to award a contract to Terry Asphalt Materials Inc., the low bidder, for SS-1H Plant Pick up and AE-90 Plant Pick up. The reason for this recommendation is to allow small quantity pickup by the Road Department’s crews as needed. Without on-site emulsion storage, they often need to purchase SS-1H in small quantities to maintain efficiency in the paving operation, especially when transitioning to or from chip seal.

Additionally, it is the recommendation to award Asphalt Materials Inc., the low bidder, a contract for HRFS-2 Delivery to Jobsite, HFRS-2M Delivery to Jobsite and CM-300 Delivery to Metro.

Advertisement:

The RFP was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure, the County Road Association of Michigan (CRAM) bid information website, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE PURCHASE OF  
2015 SEASONAL REQUIREMENT OF ASPHALT EMULSIONS  
FOR THE ROAD DEPARTMENT**

WHEREAS, the Ingham County Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program in the following approximate, estimated quantities and for the following purposes: SS-1h for asphalt pavement tack (bond) coat—20,000 gallons, HFRS-2M for chip-sealing sealer—450,000 gallons, HFRS-2 for chip-sealing sealer—as needed where HFRS-2M may not be necessary, AE-90 for spray-patching oil—10,000 gallons, CM-300 for on-site manufacturing of cold patch---16,000 gallons; and

WHEREAS, the Road Department adopted 2015 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for the various types of asphalt emulsions were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #32-15, and were awarded by resolution to Terry Materials for SS-1H and AE-90 and Asphalt Materials Inc. for HFRS-2M and CM-300; and

WHEREAS, HFRS-2M emulsion delivered by Asphalt Materials Inc. on 8/20/2015 was tested by an independent laboratory and did not meet MDOT specifications and will not perform to desired expectations; and

WHEREAS, the Road Department has refused further delivery of HFRS-2M from Asphalt Materials Inc.; and

WHEREAS, the Road Department in concurrence with the Purchasing Department recommend award of HFRS-2M emulsion to the second low bidder, Bit-Mat Products of Bay City, Michigan for continuation of the chip sealing program.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of HFRS-2M asphalt emulsion on an as-needed, unit price basis from Bit-Mat Products Inc. of Bay City, Michigan.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute a purchase order accordingly with Bit-Mat Products Inc. and purchase HFRS-2M asphalt emulsion as needed and budgeted.