THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JANUARY 20, 2016 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 December 2, 2015 Minutes
Additions to the Agenda
Limited Public Comment

1. Circuit Court - Resolution Authorizing a Five-Year Software Subscription and Service Agreement with Courthouse Technologies, LTD for a County-Wide Juror Management System and Software Support

2. Circuit Court/Friend of the Court - Resolution Authorizing the Disposal of Oasis Center Computer and Security Monitoring Equipment to End Violent Encounters (EVE)

3. Community Corrections Advisory Board (CCAB) - Resolution Authorizing the Community Corrections Advisory Board (CCAB) to Continue a Contract for Staff Consultant Services for FY2016


5. Health Department
   a. Resolution to Amend the Ingham Community Health Center Board Bylaws
   b. Resolution to Amend Resolution #15-371 to Adjust Early Head Start Partnership Expansion Grant Funding
   c. Resolution to Enter into an Agreement with OSIS
   d. Resolution to Amend the Service Agreement with Shred-It for Shredding Services
   e. Resolution to Authorize Subcontract Agreements, Supply Purchases, and Computer Purchases in Support of the Healthy Start Project
   f. Resolution to Enter into an Agreement with the Michigan Association of United Ways to Act as the Fiduciary/Payee for the Children’s Healthcare Access Programs
   g. Resolution to Authorize Agreements with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center

6. Facilities - Resolution Amending the Contract with Len’s Carpet Care & Consultants to Provide Mold Remediation Services at Forest Community Health Center

7. Tri-County Regional Planning Commission - Resolution to Authorize an Agreement with the Tri-County Regional Planning Commission for 2016 Membership Dues
8. Equalization - Resolution to Contract for Commercial and Industrial Appraisals for the Ingham County Equalization Department

9. Potter Park Zoo - Resolution Authorizing the Acceptance of a $500.00 Risk Avoidance Program (RAP) Grant Award for Training all Staff in Autism Awareness

10. Road Department
   a. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to Road Improvement Projects for Barnes Road from Onondaga Road to Aurelius Road Haslett Road from Williamston Road to M-52 Holt Road from Meridian Road to Zimmer Road
   b. Resolution to Authorize Bridge Beam Fabrication Inspection Services for the Marsh Road Bridge Superstructure Replacement Project
   c. Resolution to Authorize a Bridge Engineering Design Services Contract Extension with DLZ Michigan, Inc. for the Marsh Road Bridge Emergency Repair Project

11. Innovation & Technology
   a. Resolution to Authorize the Relocation of AT&T Trunk at Forest Community Health Center (FCHC)
   b. Resolution to Authorize the Maintenance Renewal of NetMotion for Ingham County Law Enforcement Mobility Officers Network Connectivity
   c. Resolution to Approve the Annual Licensing Renewal of SeamlessDocs

12. Board of Commissioners - Resolution Approving Annual 2016 Compensation for Non-Judicial County-Wide Elected Officials

13. Human Resources - Resolution to Approve Generic Service Credit Purchase for County Employee: Lora C. Bradley

14. Controller/Administrator’s Office
   a. Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Community Coalition for Youth Capital Area Mentoring Partnership Program for 2016
   b. Fair Line Item Transfer Request
   c. Resolution Authorizing an Agreement with the Ingham Conservation District
   d. Resolution to Negotiate a Tax Sharing Agreement with Delhi Charter Township Downtown Development Authority

Announcements
Public Comment
Adjournment

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

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

Members Absent: Tsernoglou

Others Present: Treasurer Eric Schertzing, Teri Morton, Jared Cypher, Steve Walters, Linda Vail, Lisa McCormick, Bill Conklin, Vince Foess, Becky Bennett, and Henry Rojas

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

Approval of the November 18, 2015 Minutes

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE MINUTES OF THE NOVEMBER 18, 2015 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tsernoglou.

Additions to Agenda

14. Malannoye Consulting Contract Discussion

Substitutes -

7. Health Department
   b. Resolution to Amend Resolution #15-193 to Include Ingham County Health Department Environmental Health Fees
   g. Resolution to Authorize the Status Change of a Medical Assistant from .75 FTE to 1.0 FTE

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

11. Controller/Administrator’s Office
   c. Resolution to Negotiate a Tax Sharing Agreement with Delhi Charter Township Downtown Development Authority

Removed from Agenda –

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

None.

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

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

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

5. **Probate Court**
   a. Resolution Authorizing Statements of Work with Imagesoft and Courtview for Batch Scanning Project
   b. Resolution Authorizing Contracts with Attorneys for Service on Mental Illness and General Probate Matters

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

7. **Health Department**
   a. Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for 2015-2016
   c. Resolution to Amend the Infectious Disease Physician Services Agreement with Michigan State University’s College of Osteopathic Medicine – Tuberculosis Program
   d. Resolution to Authorize a Revised Cooperative Operational Agreement with the Community Health Center Board of Directors
   e. Resolution to Authorize Amendment #1 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health
   f. Resolution to Amend Resolution #15-430 to Amend the Ingham Community Health Center Board Bylaws

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

10. **Human Resources**
    a. Resolution Approving a Collective Bargaining Agreement with Local #1499 of the American Federation of State, County and Municipal Employees AFL-CIO, Council 25
b. Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual

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

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

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tsernoglou.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Tsernoglou.

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

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH WEBQA FOR A FOIA MANAGEMENT PROGRAM.

Becky Bennett, Board Coordinator, addressed the committee regarding the contract with WebQA for a FOIA management program.

Chairperson Anthony thanked Ms. Bennett for finding a solution to the increased number of requests.

Commissioner Schafer thanked Ms. Bennett for her work.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tsernoglou.

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

Treasurer Eric Schertzing and Desiree Kirkland, Chief Deputy Treasurer, addressed the committee regarding the status of bank reconciliations and audit recommendations.

Commissioner Bahar-Cook expressed appreciation for the work from the Treasurer’s Office.

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

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

Commissioner Schafer stated he would be voting no.

Commissioner McGrain suggested adding footnotes for all the programs in the future.

There was a discussion regarding point-of-sale well inspections.

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

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

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE THE RESOLUTION TO AUTHORIZE THE STATUS CHANGE OF A MEDICAL ASSISTANT FROM .75 FTE TO 1.0 FTE.

Commissioner Bahar-Cook asked how the salaries were set.

Linda Vail, Health Officer, stated that the salaries were set by the County with the exceptions of specialty providers.

Commissioner Bahar-Cook asked how it worked with back dating.

Ms. Vail answered that a person could not start working full time until it was approved.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tsernoglou.

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

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION TO AUTHORIZE THE PURCHASE, INSTALLATION AND CONFIGURATION OF THE PRIMARY AND SECONDARY STORAGE AREA NETWORKS FROM AVALON TECHNOLOGIES.

Commissioner Bahar-Cook stated that the County is speeding through the digital storage. She suggested requesting a study that would assess the needs of the County in the future. She further
stated that there was no data retention policy. She stated that whatever policy was written about data retention, it should be shared with other departments as there may be exceptions.

Chairperson Anthony stated that she thought it was a necessary conversation because the Board should not be approving contracts on such a short notice.

There was a discussion regarding the inclusion of a three year plan for assessing storage needs.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tsernoglou.

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

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY HEALTH CARE COALITION FOR EMPLOYEE BENEFITS FOR 2016 AND AUTHORIZING LETTERS OF AGREEMENT WITH BARGAINING UNITS.

Commissioner Tennis addressed the committee regarding the benefits of the Ingham County Health Care Coalition and how it has saved the County money. He expressed concern over legislation from the Michigan House of Representatives.

Commissioner Schafer stated that he supported Commissioner Tennis.

There was a discussion regarding the drafting of a letter or resolution.

Commissioner McGrain suggested the Controller’s Office drafting both a letter and a resolution stating how the County has saved money through its health care coalition.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tsernoglou.

14. Malannoye Consulting Contract Discussion

Commissioner Bahar-Cook asked why it would not go out to bid.

Mr. Cypher stated that Mary Lannoye was uniquely qualified for the contract because of her knowledge and history with the County.

COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER MOVED TO REMOVE FROM THE TABLE THE RESOLUTION AUTHORIZING A CONTRACT WITH MALANNOYE CONSULTING, LLC TO REVIEW MEMBER ELIGIBILITY AND EXPENSES RELATIVE TO THE HEALTH SERVICES MILLAGE CONTRACTS WITH INGHAM HEALTH PLAN CORPORATION.
Teri Morton, Budget Director, presented an email correspondence from Jim Hudgins, Budget Director, explaining why Ms. Lannoye was uniquely qualified for the position.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tsernoglou.

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

There was a discussion regarding how long it would take to perform the work.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tsernoglou.

Announcements

Commissioner Bahar-Cook thanked Chairperson Anthony for her leadership as the Finance Committee Chair.

Commissioner Case-Naeyaert thanked Chairperson Anthony and Ms. Morton for their work.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:47 p.m.

Please note that the Committee added a piece of correspondence to these minutes: an email from Jim Hudgins, Budget Director, explaining why Ms. Lannoye was uniquely qualified for the membership eligibility contract. This piece of correspondence is included in these minutes as Attachment A.
Morton, Teri

From: Cypher, Jared  
Sent: Wednesday, December 02, 2015 12:05 PM  
To: Morton, Teri  
Subject: FW: Contract for review of IHP invoices

FYI: E-mail string below between me and Commissioner McGrain regarding the Lannoye resolution.

From: Cypher, Jared  
Sent: Monday, November 30, 2015 4:57 PM  
To: McGrain, Brian  
Subject: RE: Contract for review of IHP invoices

Not tonight. I think we now have to run a formal RFP process per the direction of the Finance Committee.

Jared Cypher  
Deputy Controller, Ingham County  
(517) 676-7229

From: McGrain, Brian  
Sent: Monday, November 30, 2015 4:16 PM  
To: Cypher, Jared  
Subject: Re: Contract for review of IHP invoices

Jared -- I'm way behind on email and things as of late. Will this be discussed tonight?

-Brian

From: Cypher, Jared  
Sent: Monday, November 23, 2015 5:05 PM  
To: McGrain, Brian; Todd Tennis (commissionertennis@gmail.com)  
Subject: RE: Contract for review of IHP invoices

Brian:
There would be a delay of several weeks, maybe longer. RFPs are usually on the street for at least 3-4 weeks, then we would need Board approval. With the Holiday schedule this month, I doubt we could process any payments to IHP before February. I think the IHP contracts will be in the contracts folder for your signature tomorrow night at the BOC meeting. If the contract with Mary was approved this round, we could start accepting invoices from IHP as soon as her contract was signed. And of course, payment to IHP is contingent up on them appointing the Health Officer to their Board, per the contract.

Jared Cypher  
Deputy Controller, Ingham County  
(517) 676-7229
ATTACHMENT A

From: McGrain, Brian
Sent: Monday, November 23, 2015 4:34 PM
To: Cypher, Jared; Todd Tennis (commissionertennis@gmail.com)
Subject: Re: Contract for review of IHP invoices

I was not at Finance. I was at Human Services, where this passed unanimously. I also believe this unanimously passed County Services. I’m not clear what new information was brought to light at Finance. Jared, are you asserting, that if we don’t move forward with passage of this resolution tomorrow, there would be delay in payment to IHP - and if so, by how long?

Also, I know the contract is making its rounds for signatures currently, correct? When would we plan on processing payment? And, will that payment processing be contingent on the fulfillment of a seat on the IHP Board by our Health Officer?

-Brian

---

From: Cypher, Jared
Sent: Monday, November 23, 2015 4:23 PM
To: Todd Tennis (commissionertennis@gmail.com); McGrain, Brian
Subject: Contract for review of IHP invoices

Brian and Todd:
Last Wednesday, the Finance Committee voted to table the resolution authorizing a contract with Mary Lannoye to review IHP invoices. Since it was tabled, it does not appear on the agenda for the BOC meeting tomorrow night. The Finance Committee indicated that their preference was to conduct a formal RFP process for the services, which would significantly delay the first payment to IHP under our contract with them. While we did not do an RFP prior to recommending a contract with Mary, you can see from the message pasted below that we were in compliance with County purchasing policies. At this time, I am working with Purchasing to develop an RFP, based on the direction given at Finance.

Hi Jared,

Based on the Proposal submitted by Mary, I would classify her services as professional. Professional Services means any services where we are obtaining advice, instruction, or specialized work from an individual specifically qualified in a particular area. Being the former Controller for Ingham County and the State Budget Director certainly qualifies her in the area required for this contract. Professional services may include a report, or written advice which may be lengthy; however, the main thrust of the service is not considered labor, but the exercise of intellectual ability. The procurement of professional services does not lend itself to normal competitive bidding and price competition alone. Resolution #02-178 states "...that the competitive bidding requirement shall not be applicable to any transactions between Ingham County and any other governmental units, nor to emergency repairs or services, professional services, real estate and sole source purchases." While the bidding requirement has been satisfied, approval from the BOC as you are planning is required.

James C. Hudgins, Jr.
Director of Purchasing
Ingham County Purchasing Department
121 E. Maple St.
Mason, MI 48854

Jared Cypher
RESOLUTION ACTION ITEMS:

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

1. **Circuit Court** – Resolution Authorizing a Five-Year Software Subscription and Service Agreement with Courthouse Technologies, LTD for a County-Wide Juror Management System and Software Support

This resolution approves entering into a new five-year software subscription and service agreement with Courthouse Technologies, LTD in 2016 for a jury management system, interactive web response system, interactive voice response system, imaging system, and data cleansing and summons production/mailing service at a rate of $1.25 per questionnaire/summons for the first two years of the contract and $1.50 per questionnaire/summons for the last three years of the contract. This will replace the current jury management system provided by Xerox Government Systems. Courthouse Technologies, LTD’s proposal combined with ancillary costs of doing business, was viewed as being superior operationally and more cost effective than the proposal submitted by Xerox Government Systems, LLC. Funds are available in the Court Budget for 2016. (See attached memo for detail)

2. **Circuit Court/Friend of the Court** – Resolution Authorizing the Disposal of Oasis Center Computer and Security Monitoring Equipment to End Violent Encounters (EVE)

This resolution approves entering into a no cost agreement with End Violent Encounters (EVE, Inc.) for the use and disposal of surplus computer and security monitoring equipment formerly used at the Oasis Visitation and Exchange Center in exchange for their continued provision of services for the benefit of victims of domestic violence in Ingham County and the greater Lansing area. This grant equipment became surplus with the recent closure of Oasis Center Visitation and Exchange Center. The granting agency (the Office on Violence Against Women, U.S. Department of Justice (OVW)) has approved this course of action to transfer the equipment to EVE, Inc. as it meets the criteria set forth by OVW for the disposal of surplus grant-funded equipment, and supports their organizational mission to benefit victims of domestic violence. (See attached memo for detail)

3. **Community Corrections Advisory Board (CCAB)** – Resolution Authorizing the Community Corrections Advisory Board (CCAB) to Continue a Contract for Staff Consultant Services for FY 2016

This resolution approves the renewal of a contract with Westaff to provide contract services for the CCAB Staff Consultant position for FY2016. This position is a 30 hour per week position. CCAB Staff Consultant services are supplemented by State of Michigan – Office of Community Alternatives and City of Lansing grant funds that total $9,809 resulting in an actual cost to the County of $36,282. The total cost of the Staff Consultant contract will not exceed $46,091. Funds are available in the 2016 Community Corrections budget. (See attached memo for detail)
4. **Michigan State University Extension** – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2016

This resolution authorizes an agreement for MSU Extension services for 2016. The agreement will specify access to the full range of Extension’s statewide programs offered by the four Extension programming institutes, and sets each county’s share of the cost of maintaining the network of Extension Educators. For the period January 1, 2016 to December 31, 2016, the County shall pay to MSUE $231,328, which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of $123,476 and $107,852 for additional personnel, as described in Section A. Payment will be made the first month of each quarter of the county fiscal year.

5a. **Health Department** – Resolution to Amend the Ingham Community Health Center Board Bylaws

This resolution makes amendments to the Community Health Center (ICHCC) Board bylaws. The first change would amend the bylaws to state that the ICHC Board shall consist of no less than nine (9) and no more than fifteen (15) members to maintain appropriate representation for the complexity of the Community Health Centers. Second, the committee structures referred to in Article IX, Section B will be amended in order to reflect the adjusted number of required and maximum ICHC Board members. The Planning and Development Committee will also be converted to an Executive Committee. Currently, each committee is composed of no less than four members and no more than 49% of all Community Health Center (CHC) Board members. This change would amend the bylaws to state that each committee, excluding the Executive Committee, be composed of no less than three members and no more than 49% of all CHC Board members. The Executive Committee will be composed of the Community Health Center Chairperson (who shall serve as chair or designate a chair in his/her absence) and the Chairpersons of the Finance, Quality, and Membership Committees (totaling four (4) members).

5b. **Health Department** – Resolution to Amend Resolution #15-371 to Adjust Early Head Start Partnership Expansion Grant Funding

This resolution amends Resolution #15-371 to increase the amount of the Early Head Start partnership agreement from $85,000 to $108,380. Additionally, the original terms of the agreement must be changed as the $108,380 will now be split over three separate agreements in order to match the terms of the awards granted to Capital Area Community Services (CACS). The individual contract amounts and terms are as follows:

- For the service period of October 1, 2015 to January 30, 2016, CACS will pay the Office of Young Children (OYC) up to $24,910 to facilitate Child Development Associate (CDA) trainings for Early Head Start providers in the community.
- For the service period of October 1, 2015 to July 31, 2016, CACS will pay OYC up to $10,200 for Head Start Classroom Assessment Scoring System (CLASS) evaluations for up to 51 Head Start classrooms.
- For the service period of February 1, 2016 to July 31, 2016, CACS will pay OYC up to $73,270 to facilitate CDA trainings for Early Head Start providers in the community.

5c. **Health Department** – Resolution to Enter into an Agreement with OSIS

This resolution authorizes an agreement with OSIS, an Ohio not-for-profit corporation, for the use of Patient Centered Medical Home (PCMH) tool kit software. The price of $2,500 for this software includes 5 hours of installation & training. Monthly maintenance fees for this software are $63.
5d. **Health Department – Resolution to Amend the Service Agreement with Shred-It for Shredding Services**

This resolution amends the agreement with Shred-It for shredding services to include three 64 gallon secure shredding bins at the Forest Community Health Center at $75.05 per service (every four weeks). All other terms of the service agreement remain the same.

5e. **Health Department – Resolution to Authorize Subcontract Agreements, Supply Purchases, and Computer Purchases in Support of the Healthy Start Project**

This resolution authorizes subcontracts and purchases in support of the Healthy Start project. The U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) approved a carryover request of $175,000 in un-obligated funds from Program Year 1 (2014-2015) to complete unfinished projects intended to strengthen and maximize the Healthy Start program operations. The extension period is January 1, 2016 through March 31, 2016; all subcontracts listed below will have the same effective dates.

The un-obligated funds will cover all related expenses and subcontract agreements as follows:

- To subcontract with Michigan Public Health Institute (MPHI) for development of a database reporting tool and module for standardizing reports (up to $60,000).
- To subcontract with Redhead Design to develop and implement breastfeeding and safe sleep marketing materials (up to $45,000).
- To subcontract with Adams Outdoor Advertising for billboards to support the breastfeeding and safe sleep campaign (up to $10,000).
- To subcontract with Birth Kalamazoo to provide birth doula workshops for staff (up to $10,000).
- To purchase general and home visiting supplies (up to $30,000).
- To purchase necessary computer tablets and software (up to $20,000).

5f. **Health Department – Resolution to Enter into an Agreement with the Michigan Association of United Ways to Act as the Fiduciary/Payee for the Children’s Healthcare Access Programs**

This resolution authorizes an agreement with Michigan Association of United Ways (MAUW) to act as the Fiduciary/Payee and Medicaid Outreach Match Partner for Children Health Access Programs of Michigan. There will be four separate fiduciary agreements to facilitate the Medicaid Match for the Children’s Healthcare Access Program (CHAP) grant, 1) MAUW as Payee, 2) MAUW as lead agency for MI-CHAP, 3) Capital Area United Way (CAUW) as lead agency for Ingham CHAP and 4) Upper Peninsula Commission (UPCAP) as lead agency for Northwest MI CHAP. Additionally, Ingham County will retain an administrative fee in the amount not to exceed 11.38% of the total funds received during the duration of each fiduciary agreement. The contract period of each Agreement will be from October 1, 2015 through September 30, 2017.

As the fiduciary/payee of the MAUW funds, ICHD will:

1. Receive funds from MAUW up to $984,020 for CHAP projects.
2. Set up a system to provide an initial payment to MAUW/MI-CHAP, CAUW/Ingham CHAP and UPCAP/Northwest MI CHAP and subsequent reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds.
4. Perform on site, quarterly sub-recipient monitoring of each participating CHAP project and lead agency.
5. Forward any required reports as provided by each CHAP.
CHAP will:

1. Provide quarterly financial reports of all expenses.
2. Provide quarterly reports for Medicaid Outreach.
3. Provide any and all programmatic reports to be sent to MAUW.
4. Keep ICHD up-to-date on any changes in funding.

5g. **Health Department - Resolution to Authorize Agreements with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center**

This resolution authorizes an agreement with Midland County Educational Services Agency to implement the Great Start to Quality Resource Center in an amount up to $473,608, for the period of October 1, 2015 to September 30, 2016. The resolution also authorizes a temporary status change for an existing Early Childhood Consultant position (#601122) from a .75 FTE to 1.0 FTE for the duration of the agreement and the hiring of a temporary .75 FTE Early Childhood Consultant (ICEA Pro 5) for the duration of the agreement.

6. **Facilities – Resolution Amending the Contract with Len’s Carpet Care & Consultants to Provide Mold Remediation Services at Forest Community Health Center**

The resolution proposed by the Facilities Department would allow an amendment to the contract with Len’s Carpet Care and Consultants to include the $1,102.50 living wage increase as well as $2,929.00 for additional mold remediation in the area to be occupied by Community Mental Health at Forest Community Health Center. The total contract amendment amount will not exceed $4,031.50. Approval of this Resolution would be consistent with provisions of the Purchasing Procedures Policy.

7. **Tri-County Regional Planning Commission – Resolution to Authorize an Agreement with the Tri-County Regional Planning Commission for 2016 Membership Dues**

The Tri-County Regional Planning Commission was formed in 1956 to foster a cooperative effort in resolving problems, policies and plans that are regional in nature. The Commission receives dues from its members which it uses to operate the Commission and to match federal and state grants, primarily in the areas of transportation, environment, economic development and related programs. Annual membership dues total $113,053 for 2016.

8. **Equalization – Resolution to Contract for Commercial and Industrial Appraisals for the Ingham County Equalization Department**

The Equalization Department proposed entering into an agreement for appraisals of commercial and/or industrial real properties for equalization purposes. The chosen vendor is required to hold a Michigan Master Assessing Officer (Level 4) Certification from the Michigan State Tax Commission, and this severely limited the number of potential vendors. Five vendors were invited to submit proposals, and Michigan Equalization Services LLC of Williamston provided the sole response. It was confirmed that this company possesses the necessary qualifications and experience necessary to complete the assignments. The Equalization Department recommends approval of the agreement at a cost not to exceed $90,000.
9. **Potter Park Zoo – Resolution Authorizing the Acceptance of a $500.00 Risk Avoidance Program (RAP) Grant Award for Training all Staff in Autism Awareness**

Potter Park Zoo recommends acceptance of a $500 grant from Michigan Municipal Risk Management Authority (MMRMA) to offset costs associated with a staff training event to promote autism awareness. The program was designed in conjunction with local school districts and is funded, in part, by the Capital Area Community Foundation. Autism Alliance of Michigan will conduct the training session during the first quarter of 2016.

10a. **Road Department – Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to Road Improvement Projects for Barnes Road from Onondaga Road to Aurelius Road, Haslett Road from Williamston Road to M-52, Holt Road from Meridian Road to Zimmer Road**

The Ingham County Road Department received federal funds to improve Barnes Road from Onondaga Road to Aurelius Road, Haslett Road from Williamston Road to M-52, and Holt Road from Meridian Road to Zimmer Road. These three projects were packaged together as a single construction contract for economy of scale and to streamline federal reporting requirements. The Road Department recommends approval of an agreement with State of Michigan to undertake these improvements at a total estimated cost of $518,900.

10b. **Road Department – Resolution to Authorize Bridge Beam Fabrication Inspection Services for the Marsh Road Bridge Superstructure Replacement Project**

The Road Department seeks approval for up to $30,000 to retain certified inspection personnel for beam fabrication inspection associated with the Marsh Road bridge project. Solicitation of bids for inspection services involves providing potential inspection firms with approved fabricator provided shop drawings and schedule information. However, once the shop drawings are approved, beam fabrication should begin immediately to maintain the project construction schedule. That would not leave enough time to advertise, select, and secure Board approval before fabrication needs to begin. In an effort to secure certified inspection service in a timely manner, the Road Department proposes a Resolution to allow a contract for fabrication inspector services ahead of the actual fabrication project.

10c. **Road Department – Resolution to Authorize Bridge Engineering Design Services Contract Extension with DLZ Michigan, Inc. for the Marsh Road Bridge Emergency Repair Project**

The Road Department requests approval of a resolution to accept a contract extension with DLZ Michigan, Inc. for the Marsh Road Bridge project. Additional engineering design services will cost $6,900.00 and will be drawn from the Road Department’s consultant services budget line item.

11a. **Innovation & Technology – Resolution to Authorize the Relocation of AT&T Trunk at Forest Community Health Center (FCHC)**

This resolution authorizes the removal of an existing AT&T trunk from room #1172 at FCHC so the room can be used for client interviews. The trunk will be moved to another location at FCHC at a cost not to exceed $8,826.15. The funding for this request will come from the Community Health Center Fund. The Innovation & Technology Department is expecting to meet all project requirements, schedules, dates and close the project under budget (approximately $135,000) with all contingency funding intact.
11b. **Innovation & Technology – Resolution to Authorize the Maintenance Renewal of NetMotion for Ingham County Law Enforcement Mobility Officers Network Connectivity**

Consistent with the Purchasing Procedures Policy, the Innovation and Technology Department recently sought quotes for renewal of the County’s NetMotion Maintenance and Service Agreement. NetMotion is utilized by Sheriff’s Deputies and Animal Control Officers for mobile connectivity back into the County network. Innovation and Technology officials recommend approval of a resolution to renew the NetMotion Maintenance and Service agreement with AT&T at a total cost of $16,419.00 over three years.

11c. **Innovation & Technology – Resolution to Approve the Annual Licensing Renewal of SeamlessDocs**

SeamlessDocs is a comprehensive document forms engine and eSignature platform dedicated to government solutions currently utilized by the Controller’s Office, Board of Commissioners office, Human Resources Department and Health Department. Other departments are researching SeamlessDocs functionality for their use. The Innovation and Technology Department recommends approval of a resolution to renew the annual licensing agreement with SeamlossDocs at a cost of $19,950.

12. **Board of Commissioners - Resolution Approving Annual 2016 Compensation for Non-Judicial County-Wide Elected Officials**

A resolution is offered to increase annual compensation for non-judicial county-wide elected officials by one percent. This increase is consistent with the amount offered to other employee groups.

13. **Human Resources Department – Resolution to Approve Generic Service Credit Purchase for County Employee: Lora C. Bradley**

Pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees’ Retirement System (MERS). Employee Lora C. Bradley recently completed the MERS application and received the cost estimate to purchase nine (9) months under the County’s plan. A resolution is offered to formalize this purchase with the understanding that all costs will be borne by the employee.

14a. **Controller’s Office - Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Community Coalition for Youth Capital Area Mentoring Partnership Program for 2016**

The resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region for the Capital Area Mentoring Partnership Program. The time period of the contract will be November 1, 2015 through October 31, 2016 and the dollar amount will not exceed $25,000. Previously, this contract was held by Capital Area United Way (CAUW) and in 2014 was transitioned to Big Brothers Big Sisters Michigan Capital Region. The previous contract expired in January 2015 and there has not been a contract in place since then. There was $27,000 budgeted in 2015 for the CCY. This resolution includes authorization to carry over sufficient funds to 2016 for this contract, should the resolution be approved.
14c. **Controller’s Office - Resolution Authorizing an Agreement with the Ingham Conservation District**

Conservation Districts were established during the dust bowl era to help improve farming practices and to be protective of the environment. The Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support, and the 2016 Ingham County budget includes $8,190 for this purpose. A resolution is offered to authorize a formal agreement with the Ingham Conservation District.

14d. **Controller’s Office - Resolution to Negotiate a Tax Sharing Agreement with Delhi Charter Township Downtown Development Authority**

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

**ADDITIONAL ACTION ITEM:**

14b. **Controller’s Office - Fair Line Item Transfer Request**

The Ingham County Fair requests a line item transfer to move $10,000 from its operating supplies budget to its capital budget in order to purchase a street sweeper from the City of Mason. The Board of Commissioners’ budget policy requires liaison committee and Finance Committee approval of cost category transfers greater than $5,000 but less than $25,000. The Budget Office has confirmed availability of funds to complete the requested transfer.
Agenda Item 1

To: Law & Courts and Finance Committees

From: Rhonda K. Swayze

Date: January 5, 2016

Re: Juror Management System and Software Agreement

Ingham County currently provides jury management services to the 30th Circuit Court and the 54A, 54B and 55th District Courts through a software license agreement with Xerox Government Systems. This agreement, scheduled to expire in August, 2017, provided Ingham County Jury Administration an opportunity to explore upgrades to the jury management system that would minimize inconvenience to citizens serving as jurors and maximize jury staff resources.

Ingham County Jury Administration reviewed and summarized the services and costs outlined in the upgrade proposals submitted by the two leading stand-alone juror management systems in the State of Michigan: Xerox Government Systems and Courthouse Technologies. This information was shared with the Jury Board, the Courts, and the Board of Commissioners through the 2016 budget process. The recommendation from all parties was to pursue entering into an agreement with Courthouse Technologies (CHT).

Even though we are currently under contract with Xerox Government Services and that contract does not expire until August 31, 2017, this resolution requests approval to enter into a five-year software subscription and service agreement with CHT in 2016, which will allow us to run parallel systems during the transition period.

CHT’s jury management, interactive web response, interactive voice response, imaging system, and data cleansing and summons production/mailing services are provided on a subscription basis at a cost of $1.25 per summons/questionnaire for the first two years and $1.50 per summons/questionnaire for the last three years (this includes .25 per summons/questionnaire for text messaging service which is being offered for free the first two years of the agreement). The subscription agreement offers the County more service at less cost than the upgrade proposed by Xerox Government Systems.

CHT is a General Services Administration Schedule 70 contract #GS-35F-0536X awarded vendor that already serves courts in Berrien, St. Clair, Saginaw, Washtenaw, Macomb, Cass, St. Joseph, Calhoun, Van Buren, Otsego and Kent counties and has implementation agreements pending in a number of other Michigan counties.

We respectfully request that the Ingham County Board of Commissioners approves entering into a five-year software subscription and service agreement with Courthouse Technologies.

cc: Hon. Joyce Draganchuk
    Shauna Dunnings
    Ingham County Jury Board
    Hon. Janelle A. Lawless
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A FIVE-YEAR SOFTWARE SUBSCRIPTION AND SERVICE AGREEMENT WITH COURTHOUSE TECHNOLOGIES, LTD FOR A COUNTY-WIDE JUROR MANAGEMENT SYSTEM AND SOFTWARE SUPPORT

WHEREAS, Ingham County Jury Administration provides jury management services, as authorized by MCL 600.1300 et seq., for the 30th Circuit Court (Lansing and Mason locations), 54A District Court (City of Lansing), 54B District Court (City of East Lansing), and 55th District Court (Mason); and

WHEREAS, Ingham County Jury Administration has been providing jury management services through a software license agreement with Xerox Government Systems, LLC, f/k/a ACS Government Systems, Inc., which is due to expire on August 31, 2017; and

WHEREAS, Ingham County Jury Administration, the Jury Board and the Courts recognized an opportunity to research juror management system upgrades that would minimize inconvenience to citizens serving as jurors and broaden citizen participation through the use of technological advancements; and

WHEREAS, Xerox Government Systems, LLC and Courthouse Technologies, LTD, identified as having the leading stand-alone juror management systems in the State of Michigan, submitted proposals for software products to Ingham County Jury Administration for review; and

WHEREAS, Ingham County Jury Administration reviewed and summarized the services and costs attributed to the proposals submitted by Xerox Government Systems, LLC and Courthouse Technologies, LTD and shared this information with the Jury Board, representatives of the Courts and the Board of Commissioners through the 2016 budget process; and

WHEREAS, Courthouse Technologies, LTD is a General Services Administration Schedule 70 contract #GS-35F-0536X awarded vendor who currently provides jury management services for courts in Macomb, Washtenaw, Berrien, Kent, St. Clair, Saginaw, Cass, St. Joseph, Calhoun, Van Buren and Otsego counties and is in negotiation with courts in Crawford, Tuscola, Ottawa, and Shiawassee counties; and

WHEREAS, Courthouse Technologies, LTD has provided Ingham Jury Administration with a proposed five year software subscription and service agreement, to begin in 2016 that includes a jury management system, interactive web response system, interactive voice response system, imaging system, and data cleansing and summons production/mailing service at a rate of $1.25 per questionnaire/summons for the first two years of the contract and $1.50 per questionnaire/summons for the last three years of the contract for an average of $1.40 per questionnaire/summons; and

WHEREAS, the subscription rate offered by Courthouse Technologies, LTD, combined with ancillary costs of doing business, averages $60,000 a year less over a five year period than the proposal, combined with ancillary costs of doing business, submitted by Xerox Government Systems, LLC; and
WHEREAS, Ingham County Jury Administration, the Jury Board, through unanimous vote at the March 25, 2015 Jury Board meeting, and the Courts believe Courthouse Technologies, LTD is the more capable of the two companies of delivering a jury management system upgrade that minimizes inconvenience to citizens serving as jurors, broadens citizen participation, and maximizes the efficiency of jury staffing resources.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a five-year software subscription and service agreement with Courthouse Technologies, LTD in 2016 for a jury management system, interactive web response system, interactive voice response system, imaging system, and data cleansing and summons production/mailing service at a rate of $1.25 per questionnaire/summons for the first two years of the contract and $1.50 per questionnaire/summons for the last three years of the contract.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: LAW & COURTS AND FINANCE COMMITTEES
FROM: HARRY MOXLEY, DEPUTY COURT ADMINISTRATOR/FOC
RE: DISPOSAL OF SURPLUS SECURITY MONITORING AND COMPUTER EQUIPMENT USED AT OASIS VISITATION AND EXCHANGE CENTER TO END VIOLENCE ENCOUNTERS (EVE, INC.)
DATE: JANUARY 4, 2016
CC: SHAUNA DUNNINGS, COURT ADMINISTRATOR; ROBERT HOTCHKISS, ASSISTANT FOC; ERIN ROBERTS, EXECUTIVE DIRECTOR, EVE, INC.

In 2008 the Office on Violence against Women, U.S. Department of Justice awarded to Ingham County a $350,745 “Safe Haven” grant, for purposes of providing supervised visitation and safe exchange services. These grant funds were used to purchase a security monitoring system for the Oasis Visitation and Exchange Center from Vidcom Solutions in 2012 for $22,261.89 (as authorized by Resolution #12-201), and a computer and peripheral equipment at the end of 2012 for $2,049.84.

On September 23, 2015, notification was sent by the Department of Justice indicating the Oasis Visitation and Exchange Center was not selected for additional/continued funding. Therefore, at their October 16, 2015 meeting the Oasis Center Board of Directors voted to close the center as of December 31, 2015. The last day of business operations for the center was December 18.

On November 2 Suheyla Lasky, the Grants Financial Analyst for OVW/DOJ, advised that per their financial guide any surplus/leftover equipment should be used in activities currently or previously supported by a Federal agency, and that first preference for other use should be given to programs or projects supported by DOJ/OVW. At the final November 18 board meeting of the Oasis Center Board of Directors Erin Roberts, the Executive Director for End Violent Encounters (EVE, Inc.), indicated an interest in procuring the security monitoring and computer equipment at the Oasis Center.

As it would appear that EVE most closely meets the criteria set forth by DOJ/OVW for the disposal of this equipment, I recommend passage of the attached resolution and drafting an agreement with EVE, Inc. authorizing their usage/disposal of the equipment in return for their continued provision of services for the benefit of victims of domestic violence in Ingham County and the greater Lansing area.

Thank you for your consideration. A representative of Friend of the Court will be in attendance at the Law & Courts and Finance Committee meetings to answer any questions.
Agenda Item 2

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE DISPOSAL OF OASIS CENTER COMPUTER AND SECURITY MONITORING EQUIPMENT TO END VIOLENT ENCOUNTERS (EVE)

WHEREAS, in 2008 the Office on Violence Against Women, U.S. Department of Justice awarded to Ingham County a $350,745 “Safe Haven” grant, for purposes of providing supervised visitation and safe visitation exchange services; and

WHEREAS, these grant funds were used to purchase a security monitoring system from Vidcom Solutions for the Oasis Center Visitation and Exchange Center for $22,261.89 as authorized by Resolution #12-201; and

WHEREAS, these grant funds were also used to purchase a computer and related peripheral equipment for $2,049.84 in 2012; and

WHEREAS, the Oasis Visitation and Exchange Center was closed due to lack of additional available grant funds on December 31, 2015; and

WHEREAS, the Office of Violence on Women, U.S. Department of Justice financial guide states that when no longer needed for the original program or project, equipment may be used in other activities currently or previously supported by a Federal agency; and

WHEREAS, the Office of Violence on Women, U.S. Department of Justice financial guide further states that first preference for other use shall be given to other programs or projects supported by OVW; and

WHEREAS, as an Oasis Visitation and Exchange Center subcontractor and collaborator, End Violent Encounters (EVE, Inc.) meets the criteria set forth by OVW for the disposal of surplus grant-funded equipment; and

WHEREAS, EVE, Inc. has indicated they have use for the surplus grant-funded equipment from Oasis Visitation and Exchange Center.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with EVE, Inc., for the use and disposal of surplus computer and security monitoring equipment formerly used at the Oasis Visitation and Exchange Center, in exchange for their continued provision of services for the benefit of victims of domestic violence in Ingham County and the greater Lansing area.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign such agreement upon the recommendation of the County Controller and approval as to form by the County Attorney.
This Resolution approves entering a contract with the current vendor, Westaff, to provide contract services for the CCAB Staff Consultant position for FY2015. This position is a 30 hour per week position with 3 weeks of unpaid vacation and no paid holidays. The hourly rate reflects a 1.5% increase for Staff Consultant Services with 63% of the .48/hour increase going to Westaff for payroll services.

The calculation for the contract is as follows:

Total hours less unpaid vacation time and holidays = 1,416
2015 hourly pay rate of $32.07 + 1.5% = $32.55/hour (.48/hour increase)

2015 Westaff Rate of $6.82 hour +.30 = $7.12
2015 Consultant Rate of $25.25/hour +.18 = $25.43
2016: Westaff Rate of $7.12 + Consultant Rate of $25.43 = $32.55/hour

2016: $32.55 x 1,416 = $46,091
2016: Westaff Total: $10,081 + Consultant Total: $36,009 = $46,091

CCAB Staff Consultant services are supplemented by State of Michigan – Office of Community Alternatives and City of Lansing grant funds that total $9,809 resulting in an actual cost to the County of $36,282.

The total cost of the Staff Consultant contract will not exceed $46,091. Funds were approved in the 2016 Community Corrections budget.

The CCAB Staff Consultant position directly provides Gatekeeper Services for all PA511 funded residential services assisting with all residential placements for Circuit Court and District Court sentenced offenders incarcerated in the Ingham County Jail. Gatekeeper Services save jail bed days by ensuring that inmates are transferred out of the jail and into community programs as soon as they are eligible to be moved and by preventing the return to jail of inmates who are later determined not eligible for program services or have other issues not handled prior to transfer. This is accomplished by providing a centralized point for reviewing program eligibility criteria and approving inmate transfer upfront and through a system of monitoring, tracking and communication between the gatekeeper, jail, probation and program staff.

The CCAB Staff Consultant also manages the State COMPAS database for PA511 programs and collects, maintains and distributes a variety of criminal justice system data. This data makes it possible to more effectively manage local corrections resources. CCAB Staff Consultant services provide the CCAB Manager with assistance to carry out daily operations of the Community Corrections Office. Staff Consultant services also makes possible the undertaking of projects designed to enhance and monitor all CCAB funded services and treatment programs.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE COMMUNITY CORRECTIONS ADVISORY BOARD (CCAB) TO CONTINUE A CONTRACT FOR STAFF CONSULTANT SERVICES FOR FY2016

WHEREAS, the Ingham County Commissioners authorized funds in the FY2016 budget to continue a contract for CCAB staff consultant services; and

WHEREAS, the current contract period authorized services through December of 2015; and

WHEREAS, the CCAB Staff Consultant position is three-quarter time for a total of 1,416 hours annually at the 2016 hourly rate of $32.55 per hour with no paid holidays and three weeks of unpaid vacation time resulting in a total cost of $46,091 for 2016; and

WHEREAS, State of Michigan – Office of Community Alternatives and City of Lansing grant funds also reduce the cost of Staff Consultant services to the County by $9,809 resulting in an actual cost to the County of $36,282 for 2016; and

WHEREAS, Westaff agrees to provide payroll services for this Staff Consultant position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby approve entering a contract with Westaff for CCAB Staff Consultant services from January 1, 2016 through December 31, 2016 in an amount not to exceed $46,091.

BE IT FURTHER RESOLVED, that the contract funds will come from the 2016 approved Community Corrections budget.

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

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: January 4, 2016

Subject: Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County

There have been agreements between MSU and Michigan counties for nearly a century. For fiscal year 2016, MSUE is providing a standard base agreement with each county. The base agreement will specify access to the full range of Extension’s statewide programs offered by the four Extension programming institutes, and sets each county’s share of the cost of maintaining the network of Extension Educators.

For the period January 1, 2016 to December 31, 2016, the County shall pay to MSUE $231,328 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of $123,476 and $107,852 for additional personnel, as described in Section A. Payment will be made the first month of each quarter of the county fiscal year.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT FOR MICHIGAN STATE UNIVERSITY EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY APPROVING THE ANNUAL WORK PLAN FOR 2016

WHEREAS, Michigan State University Extension (MSUE), in collaboration with Ingham County are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes; and

WHEREAS, MSUE will provide access to educators appointed to the four Institutes and MSU faculty affiliated with each Institute to deliver core programs; and

WHEREAS, MSUE will provide administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty who provide programming to counties; and

WHEREAS, the Ingham County Board of Commissioners will provide office space for a County Extension office, including utilities, telephone and access to high speed internet; and

WHEREAS, the Ingham County Board of Commissioners will provide clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media; and

WHEREAS, the parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination; and

WHEREAS, Ingham County has an umbrella agreement with MSU Extension to provide educational services from January 1, 2012 through December 31, 2016.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into the attached annual Work Plan that includes a county assessment of $231,328 with MSU Extension for the period of January 1, 2016 through December 31, 2016 for delivery of Extension services and education.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract/placement documents that are consistent with this resolution and approved as to form by the County Attorney.
A. Specific Contributions by MSUE:

1. At least 1.0 FTE Extension Educator whose primary office of operations will be the county Extension office is included in the assessment, unless otherwise agreed to by the county.

2. 0.8 FTE - Extension educators. Please indicate the area(s) of Expertise: **AABI-Horticulture**

3. 1.5 FTE - 4-H program coordinator(s).

4. 0.5 FTE - Additional 4-H program coordinators/other paraprofessional.

5. _____ FTE – Support Staff

6. _____ FTE- Other Staff to be included Agreement for Extension Services. Please indicate title and rank _____

7. Administrative oversight included in annual assessment.

8. Access to Extension Educators with expertise in each of the MSUE Institutes included in annual assessment.

9. Supervision of University provided academic and paraprofessional staff. Supervision of county clerical staff and/or county staff upon request. Supervision is included in the annual assessment.

10. Annual reporting of services provided, audiences served, and impact of programs in the county.

B. Specific Contributions by the County:

1. Office space for a County Extension office. The office will include space for at least one Extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. Office space will be available for additional MSUE and/or county staff as mutually agreed. The office must be provided high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in Appendix A. The office space must be at least comparable to the average office space used by County employees.

2. Clerical staff for the Extension office that will perform clerical functions, including assisting county residents in accessing MSUE resources by office visit, telephone, email, internet and media. This can be a county employee or the county can contract with MSU for their services.

3. General operating expenses for the office and non-MSU Personnel.
C. Assessment to County:

2016 TOTAL BASE Assessment $ 123,476.00

ADDITIONAL PERSONNEL

1. Educator 77,802
2. 4-H Program Coordinators 0
3. Additional 4-H program coordinators/other paraprofessional 30050
4. Support Staff 0
5. Other Staff

TOTAL COUNTY PAYMENT FOR 2016 $231,328.00

For the period, January 1, 2016 to December 31, 2016, INGHAM County shall pay to MSUE $231,328.00, which is the cost of the assessment plus any additional personnel costs. Payment will be made the first month of each quarter of the county fiscal year. Payments should be sent to:

MSUE Extension Budget Office
446 W. Circle Dr.
160 Agriculture Hall
East Lansing, MI  48824

MICHIGAN STATE UNIVERSITY

By:______________________________
Daniel T. Evon, Director,
Contract & Grant Administration

Date:______________________________

INGHAM COUNTY

By:______________________________

Title:______________________________

Date:______________________________

By:______________________________

Title:______________________________

Date:______________________________
MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: December 23, 2015

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

This resolution amends the Ingham Community Health Center Board Bylaws.

Currently under Article V, Section A of the Ingham Community Health Center (ICHC) Board bylaws, it states that the ICHC Board shall consist of no less than thirteen (13) and no more than seventeen (17) members to maintain appropriate representation for the complexity of the Community Health Centers. This change would amend the bylaws to state that the ICHC Board shall consist of no less than nine (9) and no more than fifteen (15) members to maintain appropriate representation for the complexity of the Community Health Centers. This change would maintain compliance with U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) requirement that a governing board has at least 9 but no more than 25 members.

Additionally, the committee structures referred to in Article IX, Section B will be amended in order to reflect the adjusted number of required and maximum ICHC Board members. The Planning and Development Committee will also be converted to an Executive Committee. Currently each committee is composed of no less than four members and no more than 49% of all CHC Board members. This change would amend the bylaws to state that each committee, excluding the Executive Committee, be composed of no less than three members and no more than 49% of all CHC Board members. The Executive Committee will be composed of the Community Health Center Chairperson (who shall serve as chair or designate a chair in his/her absence) and the Chairpersons of the Finance, Quality, and Membership Committees (totaling four (4) members).

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE INGHAM COMMUNITY HEALTH CENTER BOARD BYLAWS

WHEREAS, the Ingham County Health Department (ICHD) operates Ingham Community Health Centers (ICHC), which provide primary health care services to more than 20,000 medically underserved individuals annually; and

WHEREAS, the Federally Qualified Health Center program as established through Section 330 of the Public Health Services Act requires a governing board with a majority of members who are patients of the health center; and

WHEREAS, the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) has provided guidance that this requirement can be filled by a public entity FQHC through a co-applicant Community Health Center Board and a Board of Commissioners; and

WHEREAS, the ICHC Board must have established Bylaws in order to ensure compliance with federal stature and programmatic requirements as stipulated by Section 330 of the Public Health Services Act; and

WHEREAS, currently under Article V, Section A of the Ingham Community Health Center (ICHC) Board Bylaws, it states that the ICHC Board shall consist of no less than thirteen (13) and no more than seventeen (17) members to maintain appropriate representation for the complexity of the Community Health Centers; and

WHEREAS, ICHD desires to amend the Bylaws to state that the ICHC Board shall consist of no less than nine (9) and no more than fifteen (15) members to maintain appropriate representation for the complexity of the Community Health Centers; and

WHEREAS, ICHD also wishes to amend the committee structures referred to in Article IX, Section B in order to reflect the adjusted number of required and maximum ICHC Board members and to convert the Planning and Development Committee to an Executive Committee; and

WHEREAS, the amended Bylaws would state that each committee, excluding the Executive Committee, be composed of no less than three members and no more than 49% of all ICHC Board members, with the Executive Committee composed of the Community Health Center Chairperson (who shall serve as chair or designate a chair in his/her absence) and the Chairpersons of the Finance, Quality, and Membership Committees (totaling four (4) members); and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the amendment to Article V, Section A and the amendment to Article IX, Section B of the Ingham Community Health Center Board Bylaws; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize these amendments to the ICHC Board of Directors Bylaws.
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopt the amendments to the Bylaws developed by the ICHC Board of Directors.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign 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: December 21, 2015  
RE: Resolution to Amend Resolution #15-371  

Resolution #15-371 authorized the Ingham County Health Department (ICHD) to enter into an agreement for up to $85,000 with Capital Area Community Services, Inc. Head Start (CACS) for an Early Head Start Partnership expansion grant. As a part of this grant, ICHD’s Office for Young Children (OYC) will provide support for training to the Early Head Start child care providers/partners. The resolution authorized a term of October 1, 2015 through September 30, 2016 for this agreement.

This is an agreement to amend Resolution #15-371 to increase the amount of the agreement from $85,000 to $108,380. Additionally the original terms of the agreement must be changed as the $108,380 will now be split over three separate agreements in order to match the terms of the awards granted to CACS. The individual contract amounts and terms are as follows:

- For the service period of October 1, 2015 to January 30, 2016, CACS will pay OYC up to $24,910 to facilitate Child Development Associate (CDA) trainings for Early Head Start providers in the community.
- For the service period of October 1, 2015 to July 31, 2016, CACS will pay OYC up to $10,200 for Head Start Classroom Assessment Scoring System (CLASS) evaluations for up to 51 Head Start classrooms.
- For the service period of February 1, 2016 to July 31, 2016, CACS will pay OYC up to $73,270 to facilitate CDA trainings for Early Head Start providers in the community.

I recommend the Board of Commissioners adopt the attached resolution to amend Resolution #15-371 and authorize the above contract terms and amounts.

c: Sarah Bryant w/attachment  
Debbie Edokpolo w/attachment  
Eric Thelen w/attachment
**Proposed Budgets**  "OYC and Head Start and Early Head Start"
Ingham County Health Department, Office of Young Children
**Budget Period** 10/01/15 thru 07/31/16  (9 months)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary:</td>
<td>New Position Early Childhood Consultant</td>
<td>21,334</td>
<td>21,334</td>
<td>21,334</td>
</tr>
<tr>
<td>Salary:</td>
<td>ICEA Prof, Grade 5, Step 1, .1 FTE for six months</td>
<td>9,513</td>
<td>3,895</td>
<td>6,969</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td>14,953</td>
<td>14,953</td>
<td>14,953</td>
</tr>
<tr>
<td>Salary:</td>
<td>Community Health Rep II</td>
<td>9,513</td>
<td>3,895</td>
<td>6,969</td>
</tr>
<tr>
<td>Salary:</td>
<td>ICEA Prof, Grade 5, Step 5, .70 FTE for nine months</td>
<td>6,854</td>
<td>2,808</td>
<td>5,022</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td>14,684</td>
<td>14,684</td>
<td>14,684</td>
</tr>
<tr>
<td>Salary:</td>
<td>Day Care Specialist</td>
<td>3,110</td>
<td>1,273</td>
<td>2,280</td>
</tr>
<tr>
<td>Salary:</td>
<td>ICEA Prof, Grade 5, Step 5, .15 FTE for nine months</td>
<td>1,909</td>
<td>781</td>
<td>1,399</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td>4,089</td>
<td>4,089</td>
<td>4,089</td>
</tr>
<tr>
<td>Laptop, Monitors &amp; Software</td>
<td>1,701</td>
<td>1,701</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel-mileage</td>
<td>999</td>
<td>999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td>225</td>
<td>225</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td>76</td>
<td>76</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Supplies -bins</td>
<td>9,000</td>
<td>9,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone (Desk) and Smartphone</td>
<td>750</td>
<td>750</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL DIRECT</td>
<td>21,386</td>
<td>8,757</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Costs: (16.48% of Salary &amp; Fringe)</td>
<td>3,524</td>
<td>1,443</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>24,910</td>
<td>10,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOURCE OF FUNDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Funding</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Start &amp; Early Head Start Contract</td>
<td>24,910</td>
<td>10,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL FUNDING</td>
<td>24,910</td>
<td>10,200</td>
<td>73,270</td>
<td>108,380</td>
</tr>
</tbody>
</table>
ADOPTED - OCTOBER 13, 2015
AGENDA ITEM NO. 16

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION # 15 –371

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with CACS Head Start for up to $85,000.00 to administer professional development, training, and evaluation services for the period of October 1, 2015 to September 30, 2016.

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

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

HUMAN SERVICES:  Yeas: Tennis, Nolan, Anthony, Banas, Maiville, Case Naeyaert
   Nays: None  Absent: McGrain  Approved 10/5/15

FINANCE:  Yeas: Anthony, Bahar-Cook, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
   Nays: None  Absent: None  Approved 10/7/15
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #15-371 TO ADJUST EARLY HEAD START PARTNERSHIP EXPANSION GRANT FUNDING

WHEREAS, Resolution #15-371 authorized the Ingham County Health Department (ICHD) to enter into an agreement for up to $85,000 with Capital Area Community Services, Inc. Head Start (CACS) to provide training through an Early Head Start Partnership expansion grant; and

WHEREAS, the resolution authorized a term of October 1, 2015 through September 30, 2016 for this agreement; and

WHEREAS, CACS would like to increase the total amount of reimbursement to ICHD from up to $85,000 to up to $108,380; and

WHEREAS, the $108,380 will be now be split over three separate agreements in order to match the terms of the awards granted to CACS; and

WHEREAS, the individual contract amounts and terms are as follows:

- October 1, 2015 to January 30, 2016, CACS will pay OYC up to $24,910 to facilitate Child Development Associate (CDA) trainings for Early Head Start providers in the community.
- October 1, 2015 to July 31, 2016, CACS will pay OYC up to $10,200 for Head Start Classroom Assessment Scoring System (CLASS) evaluations for up to 51 Head Start classrooms.
- February 1, 2016 to July 31, 2016, CACS will pay OYC up to $73,270 to facilitate CDA trainings for Early Head Start providers in the community.

WHEREAS, the Health Officer recommends that the Board of Commissioners amend Resolution #15-371 to reflect the above contract terms and amounts.

THEREFORE BE IT RESOLVED, Resolution #15-371 is amended to reflect the adjusted Early Head Start Partnership expansion grant funding from CACS for a new total of up to $108,380.

BE IT FURTHER RESOLVED, that the adjusted contract amounts and terms are as follows:

- October 1, 2015 to January 30, 2016, CACS will pay OYC up to $24,910 to facilitate Child Development Associate (CDA) trainings for Early Head Start providers in the community.
- October 1, 2015 to July 31, 2016, CACS will pay OYC up to $10,200 for Head Start Classroom Assessment Scoring System (CLASS) evaluations for up to 51 Head Start classrooms.
- February 1, 2016 to July 31, 2016, CACS will pay OYC up to $73,270 to facilitate CDA trainings for Early Head Start providers in the community.

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: December 23, 2015

RE: Resolution to Enter into an Agreement with OSIS

This is a Resolution to authorize the Ingham County Health Department (ICHD) to enter into an agreement with OSIS, an Ohio not-for-profit corporation, for the use of Patient Centered Medical Home (PCMH) tool kit software.

The Michigan Primary Care Association (MPCA) has partnered with OSIS to provide Michigan health centers a data collection tool to assist in meeting the documentation requirements for PCMH recognition. This software was designed to interface directly with Nextgen electronic health records. MPCA has negotiated a significantly reduced price of $2500 for this software which includes 5 hours of installation & training. Monthly maintenance fees for this software are $63.

The ICHD’s River Oak Community Health Center has received Level 3 PCMH status, the highest level of PCMH recognition. PCMH recognition allows a health center to receive an increased reimbursement for services from 3rd party payers. It also provides an increase to base funding of the Health Resources and Services Administration (HRSA) 330 grant. Aside from the positive financial impact, PCMH recognition also shows a high level of clinical care. In 2016 River Oak must recertify its PCMH status; Forest Community Health Center will also be applying for PCMH recognition. The PCMH application requires an extensive amount of supportive documentation that the OSIS software will collect from these health centers. This agreement would become effective March 1, 2016 and renew automatically on an annual basis.

I recommend that the Ingham County Board of Commissioners authorize the agreement between ICHD and OSIS, effective March 1, 2016 for the use of PCMH tool kit software at a cost of $2500 which includes 5 hours of installation & training and an ongoing monthly maintenance fee of $63.

c: Eric Thelen w/attachment
   Barb Mastin w/attachment
RESOLUTION TO ENTER INTO AN AGREEMENT WITH OSIS

WHEREAS, the Michigan Primary Care Association (MPCA) has partnered with OSIS, an Ohio not-for-profit corporation for the use of Patient Centered Medical Home (PCMH) tool kit software in order to provide Michigan health centers a data collection tool to assist in meeting the documentation requirements for PCMH recognition; and

WHEREAS, this software was designed to interface directly with Nextgen electronic health records; and

WHEREAS, MPCA has negotiated a significantly reduced price for the use of PCMH tool kit software at an initial cost of $2500 and an ongoing monthly maintenance fee of $63; and

WHEREAS, in 2016 River Oak Community Health Center must recertify its PCMH status and Forest Community Health Center will also be applying for PCMH recognition; and

WHEREAS, the PCMH application requires an extensive amount of supportive documentation that the OSIS software would allow ICHD to collect from these health centers; and

WHEREAS, the agreement between ICHD and OSIS would become effective March 1, 2016 and renew automatically on an annual basis; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports entering into an agreement for a PCMH tool kit; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the agreement between ICHD and OSIS for the use of PCMH tool kit software at an initial cost of $2500 and an ongoing monthly maintenance fee of $63.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with OSIS for the use of PCMH tool kit software at an initial cost of $2,500 and an ongoing monthly maintenance fee of $63.

BE IT FURTHER RESOLVED, that this agreement would become effective March 1, 2016 and renew automatically on an annual basis.

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:       December 16, 2015
RE:         Resolution to Amend Service Agreement with Shred-It for Shredding Services

The Ingham County Health Department (ICHD) currently contracts with Shred-It USA, LLC for on-site shredding service at the Human Services Building. ICHD would like to amend this service agreement to add shredding service at the newly opened Forest Community Health Center. This service will help ensure that Forest is compliant with all HIPAA requirements for proper disposal of protected health information (PHI).

Staff place confidential items requiring shredding into secure, locked bins that are picked up and destroyed on-site by Shred-It on a monthly basis. This eliminates the need for documents containing PHI to be stored for shredding at a later time. Shred-It provides a certificate of destruction after each service, ensuring ICHD has the proper documentation to be compliant with HIPAA laws. This service will also minimize staff time currently being spent on shredding. The additional cost for three 64 gallon secure shredding bins at Forest is $75.05 per service (every four weeks). All other terms of the service agreement remain the same.

I recommend that the Ingham County Board of Commissioners authorize an amendment to the service agreement with Shred-It to add shredding service at Forest Community Health Center.

c:        Eric Thelen w/attachment  
          Barb Mastin w/attachment
Introducing by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE SERVICE AGREEMENT WITH SHRED-IT FOR SHREDDING SERVICES

WHEREAS, the Ingham County Health Department (ICHD) is currently contracting with Shred-It USA, LLC for on-site shredding service at the Human Services Building; and

WHEREAS, ICHD would like to amend this service agreement to add shredding service at the newly opened Forest Community Health Center; and

WHEREAS, this service will help ensure that Forest is compliant with all HIPAA requirements for proper disposal of protected health information (PHI); and

WHEREAS, the additional cost for three 64 gallon secure shredding bins at Forest is $75.05 per service (every four weeks) with all other terms of the service agreement remaining the same; and

WHEREAS, the Ingham Community Health Center Board supports adding shredding service at the newly opened Forest Community Health Center; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes the amendment to the service agreement with Shred-It to add shredding service at Forest Community Health Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the service agreement with Shred-It USA, LLC to add shredding service at Forest Community Health Center.

BE IT FURTHER RESOLVED, the additional cost for three 64 gallon secure shredding bins at Forest is $75.05 per service (every four weeks) with all other terms of the service agreement remaining the same.

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: January 13, 2016

Subject: Authorization of Subcontract Agreements, Supplies Purchase, and Computer Purchases in Support of the Healthy Start Project

Resolution #14-413 authorized the Ingham County Health Department (ICHD) to accept a grant award of up to $750,000 from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) for the period of September 1, 2014 through May 31, 2019 in support of the Healthy Start program.

HRSA approved a carryover request of $175,000 in unobligated funds from Program Year 1 (2014-2015) to complete unfinished projects intended to strengthen and maximize the Healthy Start program operations. The projects are essential to achieving the desired HRSA benchmarks of improving women’s health, promoting quality services, strengthening family resilience, and achieving collective impact. The extension period is January 1, 2016 through March 31, 2016; all subcontracts listed below will have the same effective dates.

The unobligated funds will cover all related expenses and subcontract agreements as follows:

- To subcontract with Michigan Public Health Institute (MPHI) for development of a database reporting tool and module for standardizing reports (up to $60,000).
- To subcontract with Redhead Design to develop and implement breastfeeding and safe sleep marketing materials (up to $45,000).
- To subcontract with Adams Outdoor Advertising for billboards to support the breastfeeding and safe sleep campaign (up to $10,000).
- To subcontract with Birth Kalamazoo to provide birth doula workshops for staff (up to $10,000).
- To purchase general and home visiting supplies (up to $30,000).
- To purchase necessary computer tablets and software (up to $20,000).

I recommend that the Board of Commissioners authorize the subcontracts and purchases outlined in the attached resolution.

c: Eric Thelen w/attachment
Regina Traylor w/attachment
Debbie Edokpolo w/attachment
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE SUBCONTRACT AGREEMENTS, SUPPLY PURCHASES, AND COMPUTER PURCHASES IN SUPPORT OF THE HEALTHY START PROJECT

WHEREAS, Resolution #14-413 authorized the Ingham County Health Department (ICHD) to accept a grant award of up to $750,000 from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) for the period of September 1, 2014 through May 31, 2019 in support of the Healthy Start program; and

WHEREAS, HRSA approved a carryover request of $175,000 in unobligated funds from Program Year 1 (2014-2015) to complete unfinished projects intended to strengthen and maximize the Healthy Start program operations; and

WHEREAS, the projects are essential to achieving the desired HRSA benchmarks of improving women’s health, promoting quality services, strengthening family resilience, and achieving collective impact; and

WHEREAS, the extension period for these funds is January 1, 2016 through March 31, 2016; and

WHEREAS, ICHD will subcontract with the following organizations for the duration of the extension in order to complete these projects:

- Michigan Public Health Institute (MPHI) for development of a database reporting tool and module for standardizing reports (up to $60,000)
- Redhead Design to develop and implement breastfeeding and safe sleep marketing materials (up to $45,000)
- Adams Outdoor Advertising for billboards to support the breastfeeding and safe sleep campaign (up to $10,000)
- Birth Kalamazoo to provide birth doula workshops for staff (up to $10,000); and

WHEREAS, ICHD will purchase general and home visiting supplies in an amount up to $30,000 and necessary computer tablets and software in an amount up to $20,000; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the subcontracts and purchases outlined above.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following subcontracts for the period of January 1, 2016 through March 31, 2016:

- Michigan Public Health Institute (MPHI) for development of a database reporting tool and module for standardizing reports (up to $60,000)
- Redhead Design to develop and implement breastfeeding and safe sleep marketing materials (up to $45,000)
- Adams Outdoor Advertising for billboards to support the breastfeeding and safe sleep campaign (up to $10,000)
- Birth Kalamazoo to provide birth doula workshops for staff (up to $10,000).
BE IT FURTHER RESOLVED, that ICHD is authorized to purchase general and home visiting supplies in an amount up to $30,000 and necessary computer tablets and software in an amount up to $20,000.

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: January 4, 2016  
RE: Resolution to Enter into an Agreement with the Michigan Association of United Ways to Act as the Fiduciary/Payee for the Children’s Healthcare Access Programs

This resolution authorizes the Ingham County Health Department (ICHD) to enter into an agreement with Michigan Association of United Ways (MAUW) to act as the Fiduciary/Payee and Medicaid Outreach Match Partner for Children’s Health Access Programs of Michigan.

MAUW received a grant from the Michigan Health Endowment fund to support the expansion and integration of the Children’s Health Access Program (CHAP). CHAP is a collaborative, community-based program for children who are enrolled in Medicaid; it is designed to reduce barriers to accessing health care at the family, health care provider and health system level.

ICHD has served as the Fiduciary and Medicaid Match Partner for the Wayne County CHAP since June 2014. MAUW is requesting that we also be the fiduciary/payee for the Health Endowment grant. The CHAP projects funded by the expansion grants area as follows: MI-CHAP (Lead Agency MAUW), Ingham CHAP (Lead Agency Capital Area United Way) and Northwest Michigan CHAP (Lead Agency Upper Peninsula Commission). Sustainability of the CHAP is dependent upon receiving Medicaid Outreach Matching Funds. Health Departments in Kent, Macomb, Kalamazoo, Genesee and Saginaw are serving as the fiduciary/payee for CHAP in these counties.

ICHD is proposing four separate fiduciary agreements to facilitate the Medicaid Match for the CHAP grant, 1) MAUW as Payee, 2) MAUW as lead agency for MI-CHAP, 3) Capital Area United Way (CAUW) as lead agency for Ingham CHAP and 4) Upper Peninsula Commission (UPCAP) as lead agency for Northwest MI CHAP. Additionally we will retain an administrative fee in the amount not to exceed 11.38% of the total funds received during the duration of each fiduciary agreement. The contract period of each Agreement will be from October 1, 2015 through September 30, 2017.

As the fiduciary/payee of the MAUW funds, ICHD will:
1. Receive funds from MAUW up to $984,020 for CHAP projects.
2. Set up a system to provide an initial payment to MAUW\MI-CHAP, CAUW/Ingham CHAP and UPCAP/Northwest MI CHAP and subsequent reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds.
4. Perform on site, quarterly sub-recipient monitoring of each participating CHAP project and lead agency.
5. Forward any required reports as provided by each CHAP.
CHAP will:

1. Provide quarterly financial reports of all expenses.
2. Provide quarterly reports for Medicaid Outreach.
3. Provide any and all programmatic reports to be sent to MAUW.
4. Keep ICHD up-to-date on any changes in funding.

I recommend that the Board of Commissioners authorize the acceptance of funds from Michigan Association United Ways in the amount of up to $984,020 and enter into four separate agreements to act as the fiduciary/payee for MAUW grant, agreements with MAUW (MI-CHAP), Capital Area United Way (Ingham CHAP) and Upper Peninsula Commission (Northwest MI CHAP).

c: Debbie Edokpolo w/attachment
    Eric Thelen w/attachment
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE MICHIGAN ASSOCIATION OF UNITED WAYS TO ACT AS THE FIDUCIARY/PAYEE FOR THE CHILDREN’S HEALTHCARE ACCESS PROGRAMS

WHEREAS, the Michigan Association of United Ways (MAUW) received a grant from the Michigan Health Endowment fund to support the expansion and integration of the Children’s Healthcare Access Program (CHAP), collaborative, community-based program for children who are enrolled in Medicaid, it is designed to reduce barriers to accessing health care at the family, health care provider and health system level; and

WHEREAS, the Ingham County Health Department (ICHD) has served as the Fiduciary and Medicaid Match Partner for the Wayne County CHAP since June 2014; and

WHEREAS, MAUW is requesting that ICHD be the fiduciary/payee for the Health Endowment grant. The CHAP projects are as follows: MI-CHAP (Lead Agency MAUW), Ingham CHAP (Lead Agency Capital Area United Way), and Northwest Michigan CHAP (Lead Agency Upper Peninsula Commission); and

WHEREAS, sustainability of the CHAP is dependent upon receiving Medicaid Outreach Matching Funds; and

WHEREAS, health departments in Kent, Macomb, Kalamazoo, Genesee and Saginaw are serving as the fiduciary/payee for CHAP in these counties; and

WHEREAS, ICHD is proposing four separate fiduciary agreements to facilitate the Medicaid Match for the CHAP grant 1) MAUW as Payee, 2) MAUW as lead agency for MI-CHAP, 3) Capital Area United Way (CAUW) as lead agency for Ingham CHAP and 4) Upper Peninsula Commission (UPCAP) as lead agency for Northwest MI CHAP. ICHD will retain an administrative fee in the amount not to exceed 11.38% of the total funds received during the duration of each fiduciary agreement; and

WHEREAS, the contract period of each agreement will be from October 1, 2015 through September 30, 2017; and

WHEREAS, as the fiduciary/payee of the MAUW funds, ICHD will:

1. Receive funds from MAUW up to $984,020 for CHAP projects.
2. Set up a system to provide an initial payment to MAUW/MI-CHAP, CAUW/Ingham CHAP and UPCAP/Northwest MI CHAP and subsequent reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds.
4. Perform on site, quarterly sub-recipient monitoring of each CHAP Project and Lead Agency.
5. Forward any required reports as provided by each CHAP.

WHEREAS, CHAP will:

1. Provide quarterly financial reports of all expenses.
2. Provide quarterly reports for Medicaid Outreach.
3. Provide any and all programmatic reports to be sent to MAUW.
4. Keep ICHD up-to-date on any changes in funding.
WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the acceptance of funds from Michigan Association United Ways in the amount of up to $984,020 and enter into four separate agreements to act as the fiduciary/payee for MAUW grant with the MAUW (MI-CHAP), Capital Area United Way (for Ingham CHAP) and Upper Peninsula Commission (for Northwest MI CHAP).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of funds from the Michigan Association United Ways in the amount of up to $984,020 and four separate agreements for ICHD to act as the fiduciary/payee for MAUW grant with the MAUW (for MI-CHAP), Capital Area United Way (for Ingham CHAP) and Upper Peninsula Commission (for Northwest MI CHAP).

BE IT FURTHER RESOLVED, the contract period of each Agreement will be from October 1, 2015 through September 30, 2017.

BE IT FURTHER RESOLVED, ICHD will retain an administrative fee in the amount not to exceed 11.38% of the total funds received during the duration of each agreement.

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

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: December 18, 2015

RE: Resolution to Authorize Agreement with the Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center

Since 2009, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has contracted with Midland County Educational Services Agency (MCESA) for services to implement the Great Start to Quality Central Resource Center (GSQRC). MCESA has proposed an agreement for ICHD to continue providing this service in the Central Region for fiscal year 2016.

The contracted services assure that the work plan is successfully implemented and that GSQRC’s performance meets expectations. These services will be funded by a grant MCESA has received from the Early Childhood Investment Corporation (ECIC). Through this proposed agreement, MCESA will pay ICHD up to $473,608. The term of this agreement shall be October 1, 2015 through September 30, 2016.

To adhere to the scope of work provided by the ECIC in the aforementioned agreement, the following is being requested:

- A temporary status change for an existing Early Childhood Consultant position (#601122) from a .75 FTE to 1.0 FTE for the duration of the agreement.
- To hire a temporary .75 FTE Early Childhood Consultant (ICEA Pro 5) for the duration of the agreement.

ICHD’s FY16 budget anticipated the provision of these services and receipt of these funds. I recommend the Board of Commissioners adopt the attached resolution and authorize this agreement with MCESA.

c: Sarah Bryant w/attachment  
Debbie Edokpolo w/attachment  
Eric Thelen w/attachment
Agenda Item 5g

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH MIDLAND COUNTY EDUCATIONAL SERVICES AGENCY FOR SERVICES ASSOCIATED WITH THE GREAT START TO QUALITY RESOURCE CENTER

WHEREAS, since 2009, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has contracted with Midland County Educational Services Agency (MCESA) for services to implement the Great Start to Quality Central Resource Center (GSQRC); and

WHEREAS, MCESA has proposed an agreement for ICHD to continue providing this service in the Central Region for fiscal year 2016; and

WHEREAS, the contracted services will be funded by a grant MCESA has received from the Early Childhood Investment Corporation (ECIC); and

WHEREAS, through this proposed agreement, MCESA will pay ICHD up to $473,608; and

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

WHEREAS, adherence to the scope of work provided by the ECIC in the aforementioned agreement ICHD requests the following:

- A temporary status change for an existing Early Childhood Consultant position (#601122) from a .75 FTE to 1.0 FTE for the duration of the agreement.
- To hire a temporary .75 FTE Early Childhood Consultant (ICEA Pro 5) for the duration of the agreement.

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the contract with MCESA.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MCESA for ICHD to implement the Great Start to Quality Resource Center in an amount up to $473,608, for the period of October 1, 2015 to September 30, 2016.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a temporary status change for an existing Early Childhood Consultant position (#601122) from a .75 FTE to 1.0 FTE for the duration of the agreement and the hiring of a temporary .75 FTE Early Childhood Consultant (ICEA Pro 5) for the duration of the agreement.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget and position allocation list 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.
MEMORANDUM

TO: Human Services, County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: January 4, 2016

SUBJECT: RESOLUTION AMENDING THE CONTRACT WITH LEN’S CARPET CARE & CONSULTANTS TO PROVIDE MOLD REMEDIATION SERVICES AT FOREST COMMUNITY HEALTH CENTER

Resolution #15-445 approved a contract with Len’s Carpet Care & Consultants to provide mold remediation services at Forest Community Health Center.

When the Facilities Department evaluated the quotes for mold remediation and cleaning in the space that Community Mental Health will occupy, Len’s Carpet was not asked to bid according to living wage because it was under $50,000.00.

The Purchasing Department brought to the Facilities Department’s attention that when the current contract and the mold remediation contract are combined it puts Len’s Carpet over the $50,000.00 threshold which requires the vendor to pay living wage.

In addition to the living wage increase, when Len’s Carpet removed all the drywall, per the contract, additional mold was revealed on adjacent walls. The cost difference includes $1,102.50 for the living wage increase as well as $2,929.00 for the additional mold remediation for a total contract amendment amount not to exceed $4,031.50.

The Controller approved the proceeding as waiting until the next round to submit this request would have prevented Community Mental Health from occupying the premises by the end of December.

Funds for said services are available within Line Item#511-61580-818000-02013.

I recommend approval of this resolution.
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE CONTRACT WITH LEN’S CARPET CARE & CONSULTANTS TO PROVIDE MOLD REMEDIATION SERVICES AT FOREST COMMUNITY HEALTH CENTER

WHEREAS, Resolution #15-445 approved a contract with Len’s Carpet Care & Consultants to provide mold remediation services at Forest Community Health Center; and

WHEREAS, when the Facilities Department evaluated the quotes for mold remediation and cleaning in the space that Community Mental Health will occupy Len’s Carpet was not asked to bid according to living wage because the cost was under $50,000.00; and

WHEREAS, the Purchasing Department brought to the Facilities Department’s attention that when the current contract and the mold remediation contract are combined it puts Len’s Carpet over the $50,000.00 threshold which requires the vendor to pay living wage; and

WHEREAS, in addition to the living wage increase when Len’s Carpet removed all the drywall, per the contract, additional mold was revealed on adjacent walls; and

WHEREAS, the cost difference includes $1,102.50 for the living wage increase as well as $2,929.00 for the additional mold remediation for a not to exceed cost of $4,031.50; and

WHEREAS, the Controller/Administrator approved proceeding rather than waiting until the next round to submit this request as this would have prevented Community Mental Health from occupying the premises by the end of December; and

WHEREAS, the funds for said services are located within Line Item #511-61580-818000-02013.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes amending the contract with Len’s Carpet Care & Consultants, 3436 Franette Road, Lansing, Michigan 48906 to include the $1,102.50 living wage increase as well as $2,929.00 for additional mold remediation, at Forest Community Health Center, for a total contract amendment amount not to exceed $4,031.50.

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

From: Jared Cypher, Deputy Controller

Date: January 4, 2016

Subject: Resolution to Authorize an Agreement with the Tri-County Regional Planning Commission

The Tri-County Regional Planning Commission was formed in 1956 to foster a cooperative effort in resolving problems, policies and plans that are regional in nature. July 18, 2012 was TCRPC's 56th anniversary as a regional planning commission. The Commission's membership includes the counties of Ingham, Eaton and Clinton, the cities of Lansing and East Lansing, Delta and Meridian Township and the Michigan Department of Transportation. Also included by right are the County Road Department and Transit Authorities, making a total of nineteen voting members. The Commission receives dues from its members which it uses to operate the Commission and to match federal and state grants, primarily in the areas of Transportation, Environment, Economic Development and related programs. The Commission also operates a Regional Data Center that provides demographic data, maps and aerial photography to support both public and private planning and development efforts.

This resolution approves a contract with the Tri-County Regional Planning Commission for the payment of 2016 dues in the amount of $113,053.
Agenda Item 7

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE TRI-COUNTY REGIONAL PLANNING COMMISSION FOR 2016 MEMBERSHIP DUES

WHEREAS, the Tri-County Regional Planning Commission was formed in 1956 to foster a cooperative effort in resolving problems, policies and plans that are regional in nature; and

WHEREAS, the Commission's membership includes the counties of Ingham, Eaton and Clinton, the cities of Lansing and East Lansing, Delta and Meridian Township and the Michigan Department of Transportation; and

WHEREAS, also included by right are the County Road Department and Transit Authorities, making a total of nineteen voting members; and

WHEREAS, the Commission receives dues from its members which it uses to operate the Commission and to match federal and state grants, primarily in the areas of Transportation, Environment, Economic Development and related programs.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into an agreement with the Tri-County Regional Planning Commission for the period of January 1, 2016 through December 31, 2016 in an amount not to exceed $113,053 for membership dues.

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

From: Douglas A. Stover, Director
Ingham County Equalization/ Tax Mapping Department

Date: January 5, 2016

Subject: Contract for Commercial/ Industrial Appraisals

Attached please find the Resolution to Contract with Michigan Equalization Services of Williamston for commercial and industrial appraisals for 2016.

The cost is provided for in the department’s 2016 budget.

Please feel free to contact me with any questions you may have.
TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: January 5, 2016
SUBJECT: Commercial and/or Industrial Property Appraisals

Project Description:
Proposals were sought to provide the Ingham County Equalization Department with a number of commercial and/or industrial real property appraisals for equalization purposes to be performed by an existing company with an established and active business record in the valuation of real estate for general property tax purposes in the State of Michigan.

The vendor is required to hold a Michigan Master Assessing Officer (Level 4) Certification from the Michigan State Tax Commission; which limited the number of persons who can fulfill the request.

Proposal Summary:
Vendors contacted: 05 Local: 00
Vendors responding: 01 Local: 00

Recommendation:
Michigan Equalization Services LLC, located in Williamston, Michigan was the only responsive proposal. This company has the qualifications and experience necessary to complete the assignments needed by the Equalization Department.

The Evaluation Committee recommends awarding the 2016 contract to Michigan Equalization Services LLC at the costs outlined above.

Advertisement:
The RFP was advertised in the Lansing State Journal and posted with the Michigan Townships Association and the Purchasing Department Web Page.
RESOLUTION TO CONTRACT FOR COMMERCIAL AND INDUSTRIAL APPRAISALS FOR THE INGHAM COUNTY EQUALIZATION DEPARTMENT

WHEREAS, the contracting for commercial and/or industrial appraisals has been approved for the 2016 Equalization Department Budget; and

WHEREAS, the Purchasing Department has advertised and requested proposals for the necessary contractual service; and

WHEREAS, Michigan Equalization Services of Williamston, Michigan has submitted an acceptable proposal in accordance with the qualifications required by the Equalization Department; and

WHEREAS, it is the recommendation of the Ingham County Equalization Department in concurrence with the Purchasing Department to award this contract to Michigan Equalization Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, through the Equalization Department, authorizes entering into a contract with Michigan Equalization Services in an amount not to exceed $90,000. The cost is provided for in the 2016 Equalization Department Budget.

BE IT FURTHER RESOLVED, that a five-year contract be approved with the stipulation that the second, third, fourth and fifth years renewal shall be at the option of the County.

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.
This is a resolution to accept $500.00 from the MMRMA for a Rap Grant that will be used to train staff public safety and zoo staff in Autism awareness.
Agenda Item 9

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A $500.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR TRAINING ALL STAFF IN AUTISM AWARENESS

WHEREAS, the Potter Park Zoo participated in a grant opportunity with MMRMA; and

WHEREAS, the grant funds will reimburse Potter Park Zoo 50% of the cost of hosting and training for all zoo staff in autism awareness; and

WHEREAS, this grant will provide the funding for the staff training required to fulfill the parameters of a new program designed by our education department in conjunction with local school districts to serve autistic children and their families in our community and generously funded by the Capital Area Community Foundation; and

WHEREAS, Autism Alliance of Michigan will come to the zoo to conduct the training in the first quarter of 2016.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of the grant funds from MMRMA in the amount of $500.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).
TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: January 4, 2016

SUBJECT: Road improvement work for:
Barnes Road from Onondaga Road to Aurelius Road
Haslett Road from Williamston Road to M-52
Holt Road from Meridian Road to Zimmer Road

The Ingham County Road Department (ICRD) received federal STP Rural funds to improve
Barnes Road from Onondaga Road to Aurelius Road, Haslett Road from Williamston Road to M-52, and Holt Road from Meridian Road to Zimmer Road.

The three projects were packaged together as a single construction contract because each has similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements. Bids are to be received in April. The estimated costs for the project are as follows:

Federal Funding: $290,500
State TED Funding: $72,500
Road Department Match: $155,900
$518,900

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

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

Approval of the attached resolution is recommended.
Introduced by the County Services and Finance Committees of the:

INGLEHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO ROAD IMPROVEMENT PROJECTS FOR BARNES ROAD FROM ONONDAGA ROAD TO AURELIUS ROAD HASLETT ROAD FROM WILLIAMSTON ROAD TO M-52 HOLT ROAD FROM MERIDIAN ROAD TO ZIMMER ROAD

WHEREAS, the Ingham County Road Department (ICRD) received federal STP Rural funds to improve Barnes Road from Onondaga Road to Aurelius Road, Haslett Road from Williamston Road to M-52, and Holt Road from Meridian Road to Zimmer Road; and

WHEREAS, the three projects were packaged together as a single construction contract because each has similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor. The County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT, consistent with the requirement for state and federal funding requirements; and

WHEREAS, the estimated costs for the project are as follows:

Federal Funding: $290,500
State TED Funding: $72,500
Road Department Match: $155,900
$518,900

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with State of Michigan/MDOT to effect the Barnes Road from Onondaga Road to Aurelius Road, Haslett Road from Williamston Road to M-52, and Holt Road from Meridian Road to Zimmer Road improvements for a total estimated cost of $518,900 consisting of $290,500 in federal funding, $72,500 in State TED funding, and $155,900 in Road Department funds.

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

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: December 18, 2015

SUBJECT: Marsh Road Bridge Beam Fabrication Inspection Services

The Ingham County Road Department (ICRD) received Local Bridge Program funding to remove and replace the Marsh Road Bridge superstructure over the Canadian National Railroad. The bridge is located near Haslett, just north of Haslett High School. The superstructure replacement was recommended by our bridge inspection consultant based on their 2013 biennial bridge inspection report.

The superstructure replacement project generally involves replacement of all the bridge elements above the abutments and piers, which involves new beams, concrete deck, railings, and guardrail. The construction is proposed to be performed using half-width construction, which involves building the bridge superstructure a half at a time while maintaining traffic on the other half. Originally, the construction was to coincide with Haslett’s school summer break, but pursuant to contractor comments and discussion with the Haslett School Superintendent, construction is now scheduled to start in March and be completed before the start of school in September 2016.

Even with the earlier start date, the construction schedule is tight. One of the first tasks the successful contractor will execute after award, to keep on-schedule, is order fabrication of the new bridge beams. Throughout fabrication of the 30 individual steel beam elements, the regulations require on-site inspection by certified inspection personnel. ICRD does not have staff with the required certifications and therefore must hire someone for those services.

Soliciting bids for the inspection services involves providing potential inspection firms with approved fabricator provided shop drawings and schedule information. The problem is, once the shop drawings are approved, the beam fabrication should start fabricating the beams immediately to stay on the project’s construction schedule. That being the case, staff would not have enough time to advertise the inspection work, select an inspection firm, and obtain Board approval before fabrication starts. In an effort to have certified inspection personnel ready to inspect the beam fabrication when the fabricator is ready to start, we need to have the beam fabrication inspector under contract shortly after award of the project.

The reason for this memo and resolution is to request pre-approval for up to $30,000 to retain certified inspection personnel for our Marsh Road Bridge project’s beam fabrication inspection requirement. Under the pre-approved scenario, Road and Purchasing Department staff would solicit quotes for the inspection work, select the most responsible bidder, and award the work to the most responsible bidder.

Approval of the attached resolution is requested.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE BRIDGE BEAM FABRICATION INSPECTION SERVICES FOR THE MARSH ROAD BRIDGE SUPERSTRUCTURE REPLACEMENT PROJECT

WHEREAS, the Ingham County Road Department received Local Bridge Program funding to remove and replace the superstructure of the Marsh Road Bridge over the Canadian National Railroad starting in March 2016 and is to be completed before the start of school in September 2016; and

WHEREAS, the construction schedule is tight and streamlining acquisition of consultant provided inspection services is recommended to keep construction on schedule.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the pre-approval for up to $30,000 to retain certified inspection personnel for our Marsh Road Bridge project’s beam fabrication inspection requirement.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes Road Department and Purchasing Department staff to solicit quotes for the inspection work, select the most responsible bidder, and award the work to the most responsible bidder.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any contract amendment documents necessary to implement this resolution upon approval as to form by the County Attorney.
TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
       Road Department

DATE: September 30, 2015

SUBJECT: Marsh Road Bridge Engineering Services Contract Extension

The Ingham County Road Department (ICRD) is scheduled to remove and replace the superstructure of the Marsh Road Bridge over the Canadian National Railroad starting in June 2016. DLZ Michigan, Inc., Lansing, Michigan, was retained to provide engineering design services for the Marsh Road Bridge superstructure work; their estimated fee totaled $41,673.83.

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

We recently received the emergency funding from the Michigan Department of Transportation (MDOT) Local Bridge Program Manager and had our design consultant put together the bidding documents for the Marsh Road Bridge Emergency Repair Project. The additional engineering design services fee for the Marsh Road Bridge Emergency Repair Project amount to $6,900.00, which can be absorbed by the Road Department consultant budget.

The reason for this memo and resolution is to request acceptance of a contract extension to the original engineering design services contract with DLZ Michigan, Inc. for the Marsh Road Bridge project and authorize the payment of $6,900.00 to be drawn from the Road Department’s consultant services budget line item to pay DLZ Michigan, Inc., for their additional professional engineering services.

Approval of the attached resolution is requested.
Agenda Item 10c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A BRIDGE ENGINEERING DESIGN SERVICES CONTRACT EXTENSION WITH DLZ MICHIGAN, INC. FOR THE MARSH ROAD BRIDGE EMERGENCY REPAIR PROJECT

WHEREAS, the Ingham County Road Department received Local Bridge Program funding to remove and replace the superstructure of the Marsh Road Bridge over the Canadian National Railroad starting in June 2016; and

WHEREAS, pursuant to Resolution No. 14-018, the County has contracted with DLZ Michigan, Inc. to provide professional engineering services for said rehabilitation of the Marsh Road Bridge; and

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

WHEREAS, the Road Department has requested emergency funding from MDOT to repair the deteriorated beams this year to ensure that all lanes crossing the structure can be open to serve the public and to facilitate the bridge superstructure project scheduled for next summer; and

WHEREAS, the Road Department had DLZ Michigan, Inc. put together the bidding documents for the Marsh Road Bridge Emergency Repair Project; and

WHEREAS, the additional engineering services fee for putting together the bidding documents for the Marsh Road Bridge Emergency Repair Project is $6,900.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the contract extension to the original engineering design services contract with DLZ Michigan, Inc. for the Marsh Road Bridge project and authorizes the payment of $6,900.00 to be drawn from the Road Department’s consultant services budget line item to pay DLZ Michigan, Inc. for their additional professional engineering services.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any contract amendment documents necessary to implement this resolution upon approval as to form by the County Attorney.
To: Human Services, County Services and Finance Committees
From: Vince Foess, CIO (interim)
Date: January 5, 2016
Re: Relocation of AT&T Trunk at Forest Community Health Center (FCHC)

Dear Commissioners,

On 11/17/15 the Innovation and Technology Department (ITD) received a request from the Health Department to remove an existing AT&T trunk (image attached) from room #1172 at FCHC so the room could be used for client interviews.

ITD is unable to obtain three (3) quotes for the requested move/service as the AT&T trunk is proprietary equipment which no other vendor will relocate. So ITD contacted AT&T to request a quote to have the trunk moved/relocated to another location within the FCHC, which will provide vital IT support for the Health Department, allowing future utilization of analog (pots) lines for monitoring of their immunization refrigerator’s and a backup faxing solution.

AT&T responded with the attached Estimate of Cost and Authority to Work Special Construction Charge agreement in the amount of $8,826.15.

Resolution #15-408 authorized the installation and updating of the IT infrastructure for the FCHC at a cost of $175,000 with a 10% contingency for any unseen circumstances with the total cost not to exceed $192,500 from the Community Health Center Fund (#51161553 743000 02012).

The funding for this request will come from the Community Health Center Fund. ITD is expecting to meet all project requirements, schedules, dates and close the project under budget (approximately $135,000.00) with all contingency funding intact/untouched.

ITD is requesting the Ingham County Board of Commissioners to authorize the total cost of $8,826.15 to AT&T for their service to move the AT&T trunk and authorize payment from the Community Health Center Fund.

Thank you.
Billing Information

Billing Party's Name: INGHAM COUNTY
    Phone: (517) 676-7372
Billing Address: 121 EAST MAPLE STREET
    MASON, MI 48654
Contact Name: BEN FOESS
    Phone: (517) 676-7372

Work Description & Engineering Remarks: CUSTOMER REQUEST TO RELOCATE FACILITIES AT 2316 SOUTH CESAR STREET, LANSING, MI 48905. THIS WORK REQUIRES UP-FRONT PAYMENT & SIGNED CONTRACT. QUOTE AUTHORIZED BY VINCENT FOESS ON 11/20/15.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Labor</td>
<td>$6,799.80</td>
</tr>
<tr>
<td>Material Cost</td>
<td>$538.15</td>
</tr>
<tr>
<td>Construction Labor</td>
<td>$1,578.20</td>
</tr>
<tr>
<td>Contractor Cost</td>
<td>$0.00</td>
</tr>
<tr>
<td>Misc. Tax</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total Estimated Costs $8,826.15

OSPE Representative: GENE FERRY
Title: Customer Contracts Specialist
Phone #: (262) 970-8404
Customer Request Number: 188642
Project Number: AO09XQ3
Date: 12/14/2015
Customer ID: 140196

DESCRIPTION OF CUSTOM WORK:

CUSTOMER REQUEST TO RELOCATE FACILITIES AT 2316 SOUTH CEDAR STREET, LANSING, MI 48906. THIS WORK REQUIRES UP-FRONT PAYMENT & SIGNED CONTRACT. QUOTE AUTHORIZED BY VINCENT FOES ON 1/20/15.

CHARGE FOR CUSTOM WORK: FIXED CONTRACT PRICE: $8,026.15

Applicant understands that pursuant to the tariff on file with the FCC and with the State of Michigan and/or in order to induce AT&T to relinquish or modify its property right, it is Applicant's responsibility to pay these costs incurred by Michigan Bell Telephone Company, dba SBC Michigan, a Michigan corporation to complete the work requested.

Applicant has asked AT&T to perform the above-described custom work for which Applicant shall pay AT&T the contract price of Eight Thousand Eight Hundred Twenty-Six Dollars And Fifteen Cents $8,026.15 in advance of the start of any AT&T work.

Applicant shall pay for work on a "Fixed Price" basis. Applicant also understands that if the actual charges exceed the estimated costs Applicant will not receive any additional billing unless Applicant has pre-authorized billing due to a change requested by Applicant or Applicant's representative(s).

Charges are computed in accordance with AT&T's ordinary accounting practices under the Uniform System of Accounts for Class A telephone companies and include allocated costs for labor, engineering, materials, transportation, motor vehicles, tool and supply expenses and corporate overhead loadings.

The amount of Eight Thousand Eight Hundred Twenty-Six Dollars And Fifteen Cents/ $8,026.15 is valid for only sixty (60) days and is therefore subject to change/cancellation after February 12, 2016 if AT&T has not received an executed copy of the Application and advance payment by that date.

If Applicant cancels the work prior to completion, Applicant shall pay AT&T for all costs AT&T has incurred before being notified in writing to cease work.

ACCEPTED FOR APPLICANT:

BY: ____________________________

Printed Name: ____________________________

Title: ____________________________

Date Signed: ____________________________

SEND PAYMENT PAYABLE TO:

AT&T Midwest - CWO Center
220 Wisconsin Avenue - Floor 2,
Waukecha, WI 53186
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION # 15 – 408

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

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

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

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

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

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

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

HUMAN SERVICES:  Yeas:  Tennis, Nolan, Anthony, Banas, McGrain, Maiville, Case Naeyaert
Nays:  None   Absent:  None   Approved  10/19/15

COUNTY SERVICES:  Yeas:  Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays:  None   Absent:  None   Approved  10/20/15

FINANCE:  Yeas:  Anthony, Bahar-Cook, McGrain, Schafer, Case Naeyaert
Nays:  None   Absent:  Tennis, Tsernoglou   Approved  10/21/15
INTRODUCED BY THE HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE RELOCATION OF AT&T TRUNK AT FOREST COMMUNITY HEALTH CENTER (FCHC)

WHEREAS, Room #1172 at FCHC has an existing AT&T trunk mounted on the wall; and

WHEREAS, the Health Department would like to utilize the room for interviewing clients; and

WHEREAS, the Innovation and Technology Department (ITD) is unable to obtain three (3) quotes for the requested move/service as the AT&T trunk is proprietary equipment which no other vendor will relocate; and

WHEREAS, ITD contacted AT&T on 11/20/15 to request a quote to move/relocate their trunk to another location within the FCHC facility; and

WHEREAS, ITD received a quote back in the amount of $8,826.15 from AT&T to move/relocate the trunk from Room #1172 into a data closet across the hall and terminate, allowing future use of pots lines for FCHC; and

WHEREAS, Resolution #15-408 authorized the installation and updating of the IT infrastructure for the FCHC at a cost of $175,000 with a 10% contingency for any unseen circumstances with the total cost not to exceed $192,500 from the Community Health Center Fund; and

WHEREAS, this requested service and cost from AT&T was an unknown and not planned or projected for; and

WHEREAS, ITD was able to come in under budget on numerous other projected costs (switches, wireless access points, network configuration) and additional projected costs (phones, printers, copiers) will not be required or purchased thus allowing ITD to remain under budget for the project with all contingency funding untouched; and

WHEREAS, ITD is requesting the Ingham County Board of Commissioners to authorize the total cost of $8,826.15 to AT&T for their service to move the AT&T trunk and authorize payment from the Community Health Center Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby authorize the relocation of the AT&T trunk at a total cost of $8,826.15 to be paid from the Community Health Center Fund (#51161553 743000 02012).

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

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

In November 2015 the Innovation and Technology Department (ITD) proactively requested quotes from CDWG, AT&T and NetMotion for the renewal of the County’s current NetMotion Maintenance and Service Agreement which will terminate the end of February 2016. NetMotion is a sole sourced Maintenance/Services provider of the NetMotion application utilized by the County’s Sheriff’s Office and Animal Control Officers for connectivity back into the County network when mobile.

ITD received the following three (3) quotes:

- **CDWG-Quote #GQQC452** containing three options; one (1), two (2) and three (3) year cost options. 1yr. = $6,841.25, 2yr’s. = $12,239.58 and 3yr’s. = $16,513.06.
- **AT&T-Quote #Q-93392-1** with only three (3) year option, total cost is $16,419.00.
- **NetMotion-Quote #Q-93531-1** with only three (3) year option, total cost is $16,419.00

After evaluating the quotes and because our current NetMotion Maintenance and Service Agreement provider is AT&T, ITD is recommending and requesting the Ingham County Board of Commissioners (BOC) approval to renew the County NetMotion Maintenance and Service agreement with AT&T’s quote for three (3) years (2/27/16 to 2/26/19) at a total cost of $16,419.00, also because AT&T’s quote was $94.00 less than CDWG’s quote and equal too NetMotion’s quote.

The funding will come from the County’s Innovation and Technology Departments Network Maintenance – Software Fund #636-25810-932033.

Thank you.
Dear John,

Enclosed is the pricing information for the renewal of your software maintenance contract. The price quotation below outlines the beginning and end dates of your next maintenance contract and details the software and licenses that are included under the contract renewal.

This quote is valid until 2/26/2016.

### 3-Year Premium Maintenance
Maintenance covers: Mobility with 71 devices, 1 Additional Servers, Analytics Module, Policy/NAC Bundle Module
Maintenance effective from 2/27/2016 to 2/26/2019

<table>
<thead>
<tr>
<th>Product Description</th>
<th>SKU</th>
<th>Quantity</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility XE Premium Maintenance (3 Years)</td>
<td>Q9QNPYAMNTJ</td>
<td>1</td>
<td>$16,419.00</td>
</tr>
</tbody>
</table>

Remaining current on NetMotion Wireless software maintenance provides you and your organization a number of benefits:

- 24x7 technical support
- Major version upgrades
- Tech notes and web based support
- Cumulative quantity discounts on additional device licenses
- Patch and point releases at no additional charge
- Guaranteed response times

By renewing your maintenance agreement, you retain email (support@netmotionwireless.com) and phone (North American Toll Free: (888) 723-2662 access to the NetMotion Wireless technical support team. Our technical support team is staffed by highly qualified networking experts who are full time employees of the company (not outsourced), and are located in two US based support centers - Seattle, Washington and Bethlehem, PA.

Our goal is to continue to support you, your IT staff and the users of NetMotion Wireless software and ensure your organization is optimizing its deployment. Please do not hesitate to contact your AT&T and NetMotion Wireless Sales Representatives, who are available to answer any questions you may have.

Joe Solly  
Renewal Specialist  
joe.solly@netmotionwireless.com  
Phone: (206) 691-5572  
Fax:  

Matt Green  
AT&T Mobility  
mg2818@att.com  
(616) 719 - 9107  

Above prices in US dollars. State and local sales tax will apply in certain states. Exempt customers must provide an official sales tax exemption certificate in compliance with state and local laws to avoid sales tax exchanges. Please note that pricing on this quote is subject to change if you purchase additional licenses, add new software features, or if we change our software prices. Maintenance renewals are based on current software list prices at the time of renewal and must include the total quantity of licenses, servers, and features that you own at the time of renewal. This pricing quote is confidential and may not be redistributed.
**SALES QUOTATION**

**BILL TO:**
VICKY L WATSON  
121 E MAPLE ST  
HILLIARD BLDG 3RD FL

**SHIP TO:**
INDEPENDENT CONTRACTORS  
121 E MAPLE ST  
HILLIARD BLDG 3RD FL

Accounts Payable  
MASON, MI 48546-1665  
Contact VICKY  
WATSON 517.244.3027

Customer Phone #517.244.3027  
Customer P.O. # NETMOTION QUOTE

---

**ACCOUNT MANAGER**  
SEAN BERGGQUIST 977-325-3701

**SHIPPING METHOD**  
ELECTRONIC DISTRIBUTION

**TERMS**  
MasterCard/Visa / Check

**EXEMPTION CERTIFICATE**

---

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
</table>
| 1   | 223-6601 | NETMOTION PREM MNT 1Y  
Usage: 000NMFRMMNT1  
Contract: 2017  
Maintenance effective from 2/27/2016  
to 2/26/2017  
Electronic distribution - NO MEDIA  
NETMOTION PREM MNT 2Y  
Usage: 000NMFRMMNT2  
Contract: 2017  
Maintenance effective from 2/27/2016  
to 2/26/2017  
Electronic distribution - NO MEDIA  
NETMOTION NM PREM SY MNT  
Usage: 000NMFRMMNT3  
Contract: 2017  
Maintenance effective from 2/27/2016  
to 2/26/2017  
Electronic distribution - NO MEDIA | 6,941.26 | 6,941.25 |
| 1   | 200-4001 | NETMOTION PREM MNT 1Y  
Usage: 000NMFRMMNT1  
Contract: 2017  
Maintenance effective from 2/27/2016  
to 2/26/2017  
Electronic distribution - NO MEDIA  
NETMOTION PREM MNT 2Y  
Usage: 000NMFRMMNT2  
Contract: 2017  
Maintenance effective from 2/27/2016  
to 2/26/2017  
Electronic distribution - NO MEDIA  
NETMOTION NM PREM SY MNT  
Usage: 000NMFRMMNT3  
Contract: 2017  
Maintenance effective from 2/27/2016  
to 2/26/2017  
Electronic distribution - NO MEDIA | 12,236.58 | 12,239.03 |
| 1   | 1277001 | NETMOTION PREM MNT 1Y  
Usage: 000NMFRMMNT1  
Contract: 2017  
Maintenance effective from 2/27/2016  
to 2/26/2017  
Electronic distribution - NO MEDIA  
NETMOTION PREM MNT 2Y  
Usage: 000NMFRMMNT2  
Contract: 2017  
Maintenance effective from 2/27/2016  
to 2/26/2017  
Electronic distribution - NO MEDIA  
NETMOTION NM PREM SY MNT  
Usage: 000NMFRMMNT3  
Contract: 2017  
Maintenance effective from 2/27/2016  
to 2/26/2017  
Electronic distribution - NO MEDIA | 16,613.06 | 16,513.06 |

**SUBTOTAL FREIGHT TAX**

**US Currency**

**Total** 35,593.80

---

Please remit payment to:
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

This quote is subject to CDW’s Terms and Conditions of Sales and Service Projects at http://www.cdwg.com/content/terms-conditions/product-sales.aspx  
For more information, contact a CDW account manager.
Ship To:
John Barber
Ingham County
600 Curtis St
Mason, MI 48854
(517) 676-7376
jbarber@ingham.org

Dear John,

Thank you for your interest in NetMotion Wireless products. Below, please find the detailed quote you requested. This quote is valid until 2/26/2016.

3-Year Premium
Maintenance: 71 Devices
- Policy/NAC/Analytics + 1 Add. Server

<table>
<thead>
<tr>
<th>Product Description</th>
<th>SKU</th>
<th>Quantity</th>
<th>Unit List Price</th>
<th>Ingham County Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility Premium Software Maintenance</td>
<td>10NMX/P20</td>
<td>1</td>
<td>20%</td>
<td>$ 16,413.00</td>
</tr>
<tr>
<td>24x7 Tech Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major SUSE upgrade</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tech notes and web based support</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combtex deployment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patch and point releases at no additional charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guaranteed response times (Effective from 2/27/2016 through 2/25/2019)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Subtotal</td>
<td></td>
<td></td>
<td></td>
<td>$ 16,413.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$ 16,413.00</td>
</tr>
</tbody>
</table>

I will follow up with you to answer any questions. Until then, please do not hesitate to contact me.

Joe Solly
Renewal Specialist
joe.solly@netmotionwireless.com
Phone: (206) 691-5572
Fax:

Above prices in US dollars. Sales and local sales tax will apply in certain states. Exempt customers must provide an official sales tax exemption certificate in compliance with state and local laws to avoid sales tax exchanges. Please note that pricing on this quote is subject to change if you purchase additional licenses, add new software features, or if we change our software prices. All balance renewals are based on current software list prices at the time of renewal and must include the total quantity of licenses, servers, and features that you own at the time of renewal. This pricing quote is confidential and may not be redistributed.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE MAINTENANCE RENEWAL OF NETMOTION FOR INGHAM COUNTY LAW ENFORCEMENT MOBILITY OFFICERS NETWORK CONNECTIVITY

WHEREAS, the NetMotion application is a critical component for the Ingham County Sheriff’s Office and Animal Control Officers mobile operations, providing assistance concerning officer safety; and

WHEREAS, the NetMotion application provides mobile County law enforcement officers connectivity back into the County IT Network; and

WHEREAS, NetMotion is a sole sourced maintenance/service provider of the NetMotion application, the Innovation and Technology Department is recommending a three (3) year maintenance/service agreement be purchased from AT&T on behalf of NetMotion effective from 2/27/16 through 2/26/2019 at a total cost of $16,419.00; and

WHEREAS, this maintenance/service agreement was budgeted for by the Innovation and Technology Department in 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby authorize the three (3) year maintenance/service agreement is purchased from AT&T on behalf of NetMotion effective from 2/27/16 through 2/26/2019 at a total cost of $16,419.00.

BE IT FURTHER RESOLVED, the total cost will be paid out of the County’s Innovation and Technology Departments Network Maintenance – Software Fund 636-25810-932033.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract/purchasing documents consistent with this resolution and approved as to form by the County Attorney.
To: County Services and Finance Committees  
From: Vince Foess, CIO (interim)  
Date: January 5, 2016  
Re: SeamlessDocs Annual Licensing Renewal

Dear Commissioners,

SeamlessDocs is a comprehensive forms engine and eSignature platform dedicated to government solutions that is currently utilized by the County Controllers Office, Human Resources and Health Departments since February of 2015, other County departments are researching it’s functionality for their use. The current SeamlessDocs annual licensing agreement will expire on 2/19/16.

Bizodo Inc. SeamlessDocs is a registered County vendor (#36369) and sole source provider of the SeamlessDocs application, obtaining three (3) quotes for the service is not possible so ITD contacted Bizodo Inc. to request a quote for the annual licensing renewal of SeamlessDocs.

The Innovation and Technology Department (ITD) received back the following quote details:

- 75 SeamlessDocs and Web Forms Submissions, 7 Users, Unlimited Virtual Training Sessions for a total cost of $15,950.00.
- A Private Labeling Upgrade for a total cost of $1,500.00.
- An Authorize.Net Payment Integration Add-On for $2,500.00.
- Final Total Cost for SeamlessDocs Annual License Renewal is $19,950.00

ITD is recommending and requesting the Ingham County Board of Commissioners (BOC) approval to renew the SeamlessDocs Annual License Renewal with Bizodo Inc. at a total cost of $19,950.00.

The funding will come from the County’s Innovation and Technology Departments Network Maintenance – Software Fund #636-25810-932033.

Thank you.
SeamlessGov Renewal Proposal
The Future of Government Forms
Exclusive Renewal Proposal:
For the intended recipient only

This proposal, and any attachments or links, is for the intended recipient(s) only, may contain information that is privileged, confidential and/or proprietary and subject to important terms and conditions available at seamlessdocs.com.

Prepared for: Ingham County MI

Prepared by: Michael Fulvio | Account Director
Prepared Date: December 2, 2015
Expiration Date: February 19, 2016
Overview
Comprehensive Forms & eSignature Engine Dedicated to Streamlining Paper Processes

SeamlessDocs was founded to help organizations become more efficient and effective by streamlining the entire form process. We understand that these aren’t just forms, they are business processes. From finding the right form, figuring out how to fill it out correctly, eSigning or uploading supplements and then the processing of the data and updates; SeamlessDocs has you covered.

The platform turns any PDF or form into smart automated business processes. Our team specializes in solving paperless & efficiency initiatives across all departments. We are not a vendor, we are your Partner in going paperless. Whether you want to convert existing paper forms, create new web forms or surveys, or easily electronically sign documents, the SeamlessDocs platform will be the solution for your organization.

Honored & Awarded By:
PRICING:
This Proposal offers a step by step guide to finding a plan that works for your needs.

Our Plans are comprised of 4 major sections.
1. A base subscription depending on the amount of SeamlessDoc templates.
2. A term for your subscription
3. An Account Management and support plan.
4. Choose any optional platform add-ons, or extensions
5. Decide if you would like any technical or non technical professional services.
Review your 2015 plan:
Below highlights your usage limits and fee structure for your current subscription. The following pages will review your options for the upcoming term.

<table>
<thead>
<tr>
<th>CURRENT PLAN</th>
<th># of SeamlessDocs</th>
<th>75 SeamlessDocs</th>
<th>INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Web Forms</td>
<td>Unlimited</td>
<td></td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Submissions &amp; eSignatures</td>
<td>Unlimited</td>
<td></td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Users</td>
<td>Up to 7</td>
<td></td>
<td>INCLUDED</td>
</tr>
</tbody>
</table>

TOTAL BASE: $15,950

ACCOUNT MANAGEMENT

<table>
<thead>
<tr>
<th>Dedicated Account Management Team</th>
<th>1 Success Manager</th>
<th>INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual Training Sessions</td>
<td>Unlimited</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>SeamlessDocs Support Forum</td>
<td>support.seamlesdocs.com</td>
<td>INCLUDED</td>
</tr>
</tbody>
</table>

2015 Activity Stats:
The below statistics highlight how successfully Ingham County has used the SeamlessDocs platform as of December 2nd, 2015.

<table>
<thead>
<tr>
<th>CURRENT PLAN</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of SeamlessDocs Created</td>
<td>54</td>
</tr>
<tr>
<td># of Web Forms Created</td>
<td>2</td>
</tr>
<tr>
<td># of Submissions &amp; eSignatures</td>
<td>592</td>
</tr>
<tr>
<td># of Users</td>
<td>7</td>
</tr>
<tr>
<td># of Log Ins</td>
<td>517</td>
</tr>
<tr>
<td>Estimated Time Saved*</td>
<td>148 hours</td>
</tr>
</tbody>
</table>

*based on 15 minutes saved per form submission
# Renewal Proposal:

## STEP 1: CHOOSE BASE PLAN

First, choose the subscription type for your new term. This will determine the usage limits for your account, however all basic features within the SeamlessDocs platform are included.

<table>
<thead>
<tr>
<th>TIER 1: CURRENT</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of SeamlessDocs</td>
<td>75 Docs</td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Submissions/eSignatures</td>
<td>Unlimited</td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Users</td>
<td>Up to 7</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>TOTAL BASE:</td>
<td>$15,950</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIER 2</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of SeamlessDocs</td>
<td>150 Docs</td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Submissions/eSignatures</td>
<td>Unlimited</td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Users</td>
<td>Up to 15</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>TOTAL BASE:</td>
<td>$24,950</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIER 3: UNLIMITED</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of SeamlessDocs</td>
<td>Unlimited</td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Submissions/eSignatures</td>
<td>Unlimited</td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Users</td>
<td>Up to 40</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>TOTAL BASE:</td>
<td>$39,950</td>
<td></td>
</tr>
</tbody>
</table>
Renewal Proposal:

STEP 2: CHOOSE TERM
The Longer the term, the more you SAVE! We look forward to a long and paperless relationship together. Remember, we are not a vendor, we are your partner in innovation.

<table>
<thead>
<tr>
<th>TERM</th>
<th>SAVINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Year</td>
<td>$0</td>
</tr>
<tr>
<td>2 Years</td>
<td>$1,595.00</td>
</tr>
<tr>
<td>3 Years</td>
<td>$2,392.50</td>
</tr>
</tbody>
</table>

Benefits of Multi Year Contracts
- 5% discount per year
- Instant Savings Year 1
- No Price Increases
- No Annual Maintenance Fee
- Automatic Upgrades Included
- Early Access to New Features
- 10% discount if paid upfront
Renewal Proposal:

**STEP 3: ACCOUNT MANAGEMENT**

We have robust documentation and support materials for your needs. Every plan includes basic support and access to user manuals. You can add on additional services if needed.

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Included/Unlimited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated Account Management Team</td>
<td>1 Success Manager INCLUDED</td>
</tr>
<tr>
<td>Virtual Training Sessions</td>
<td>Unlimited INCLUDED</td>
</tr>
<tr>
<td>SeamlessDocs Support Forum</td>
<td>support.seamlessdocs. INCLUDED</td>
</tr>
<tr>
<td>SeamlessDocs University</td>
<td>Certification INCLUDED</td>
</tr>
<tr>
<td>Phone Support (only for Users)</td>
<td>From 10am to 5pm EST INCLUDED</td>
</tr>
<tr>
<td>Direct Support</td>
<td>Email, Chat, Forum UNLIMITED</td>
</tr>
</tbody>
</table>
Renewal Proposal:

**STEP 4: CHOOSE ADD ONS (CHECK ALL THAT APPLY)**

SeamlessDocs continues to extend our platform with tools to extend the ability to use the data collected and gain insights. These can be added on a case by case basis.

<table>
<thead>
<tr>
<th>Add On</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Services (annual)</td>
<td>Authorize.net $2,500</td>
</tr>
<tr>
<td>Start collecting payments directly from your</td>
<td></td>
</tr>
<tr>
<td>form submissions. Set up an integration</td>
<td></td>
</tr>
<tr>
<td>between your payment gateway. Use any</td>
<td></td>
</tr>
<tr>
<td>payment provider or we will help you find</td>
<td></td>
</tr>
<tr>
<td>one!</td>
<td></td>
</tr>
<tr>
<td>SeamlessPay (Per Transaction)</td>
<td>3% Transaction Fee + $0.30 convenience</td>
</tr>
<tr>
<td>The easiest way to collect payments on your</td>
<td></td>
</tr>
<tr>
<td>forms with absolutely ZERO cost to your</td>
<td></td>
</tr>
<tr>
<td>government. All of the fees get passed to</td>
<td></td>
</tr>
<tr>
<td>the end constituent.</td>
<td></td>
</tr>
<tr>
<td>Private Labeling (annual)</td>
<td>$1,500</td>
</tr>
<tr>
<td>Rather than going to a URL like</td>
<td></td>
</tr>
<tr>
<td>government.seamlessdocs.com/ff/formname you</td>
<td></td>
</tr>
<tr>
<td>will have a private labeled address, like</td>
<td></td>
</tr>
<tr>
<td>docs.government.com/formname. *Included in</td>
<td></td>
</tr>
<tr>
<td>Unlimited Tier</td>
<td></td>
</tr>
<tr>
<td>Citizen Portal (annual)</td>
<td>$5,000</td>
</tr>
<tr>
<td>A way for your end citizens to login to</td>
<td></td>
</tr>
<tr>
<td>SeamlessDocs and view the status of their</td>
<td></td>
</tr>
<tr>
<td>form submission. This includes the ability</td>
<td></td>
</tr>
<tr>
<td>to save and continue the process of filling</td>
<td></td>
</tr>
<tr>
<td>out forms.</td>
<td></td>
</tr>
<tr>
<td>Active Directory Integration (annual)</td>
<td>$2,500</td>
</tr>
<tr>
<td>Full integration with your existing Active</td>
<td></td>
</tr>
<tr>
<td>Directory account to make signing in and</td>
<td></td>
</tr>
<tr>
<td>using SeamlessDocs even easier than it</td>
<td></td>
</tr>
<tr>
<td>already is.</td>
<td></td>
</tr>
<tr>
<td>Form Center (annual)</td>
<td>$2,500</td>
</tr>
<tr>
<td>The Success Team will fully setup a public</td>
<td></td>
</tr>
<tr>
<td>or private webpage that contains all of</td>
<td></td>
</tr>
<tr>
<td>your desired SeamlessDoc Forms in an easy</td>
<td></td>
</tr>
<tr>
<td>to use interface. See anytown.seamlessdocs.com.</td>
<td></td>
</tr>
<tr>
<td>Public Records Portal (annual)</td>
<td>$2,500</td>
</tr>
<tr>
<td>The Public Records Portal is a citizen</td>
<td></td>
</tr>
<tr>
<td>facing solution built to solve the Records</td>
<td></td>
</tr>
<tr>
<td>Request process. Citizens can search</td>
<td></td>
</tr>
<tr>
<td>previous requests, submit new requests, or</td>
<td></td>
</tr>
<tr>
<td>see status of existing requests.</td>
<td></td>
</tr>
</tbody>
</table>
Renewal Proposal:

**STEP 5: PROFESSIONAL SERVICES**

SeamlessDocs offers by the hour consulting work where we can help get you set up with technical and non technical services. If you select any of the services below a sales rep will be in touch to discuss a pricing quote.

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Paperless Conversion</td>
<td>$150/hour</td>
</tr>
<tr>
<td>Developer Consulting</td>
<td>$250/hour</td>
</tr>
<tr>
<td>Automation Consulting</td>
<td>$150/hour</td>
</tr>
<tr>
<td>Payment Integration</td>
<td>$150/hour</td>
</tr>
<tr>
<td>Database Integration</td>
<td>$250/hour</td>
</tr>
</tbody>
</table>

The SeamlessDocs Success Team will fully setup your SeamlessDocs and prepare them for implementation. This includes from conversion, consultation, and setup.

The SeamlessDocs Development Team uses their form expertise to work with your organization and help customize the technical structure of the systems that manage your form process.

The SeamlessDocs Success Team uses their form expertise to work with your organization and help customize the steps to automate the entire form process to maximize efficiency.

We integrate with almost every payment gateway on the market, so if we don’t already integrate with your provider, we can build out an integration with your existing payment gateway.

Take advantage of the product experts that built SeamlessDocs and have a technical member of your success team integrate SeamlessDocs with your existing local database.
Renewal Proposal:

**FINAL: VERIFY PRICING**

Almost there. Just double check that you have checked all the boxes within the Step by Step Pricing Guide and add any notes below. Once ready you can eSign on the following page.

<table>
<thead>
<tr>
<th>SEAMLESSDOCS ANNUAL COSTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANNUAL BASE PACKAGE</strong></td>
<td>$15,950.00</td>
</tr>
<tr>
<td><strong>ACCOUNT MANAGEMENT (Additional)</strong></td>
<td>INCLUDED</td>
</tr>
<tr>
<td><strong>ANNUAL ADD ON FEES</strong></td>
<td>$4,000.00</td>
</tr>
<tr>
<td><strong>PROFESSIONAL SERVICES</strong></td>
<td></td>
</tr>
<tr>
<td><strong>MULTI YEAR SAVINGS</strong></td>
<td>-</td>
</tr>
<tr>
<td><strong>ANNUAL SUBSCRIPTION</strong></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**                                           | **$19,950.00**

Payment Terms

*Agreement Term:* 1 Year  
*Effective Date:* Date Executed  
*Maintenance Fee:* 5% per subsequent Years  
*Multi Year Deals:* Maintenance Fee Waived

Any comments or Notes:
Renewal Agreement:

**SIGNATURE PAGE**
Please complete the info and sign below. You will receive an executed copy automatically.

<table>
<thead>
<tr>
<th>Primary Contact Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact Email</td>
<td></td>
</tr>
<tr>
<td>Billing Contact Name</td>
<td></td>
</tr>
<tr>
<td>Billing Contact Email</td>
<td></td>
</tr>
</tbody>
</table>

and Bizodo Inc. dba SeamlessDocs (“SeamlessDocs”) with an address of: 30 Vandam Street, 2nd Floor, New York, NY, 10013.

<table>
<thead>
<tr>
<th>Partner</th>
<th>SeamlessDocs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
<tr>
<td>Full Name</td>
<td>Full Name</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE ANNUAL LICENSING RENEWAL OF SEAMLESSDOCS

WHEREAS, the SeamlessDocs application is a sole sourced comprehensive forms engine and eSignature platform dedicated to government solutions; and

WHEREAS, the SeamlessDocs application provides a secure, cost effective, green initiative solution with improved time efficiency for County staff creating on-line forms or surveys; and

WHEREAS, utilization of the SeamlessDocs application by the County provides County constituents a higher level of service concerning response times and approvals; and

WHEREAS, the Innovation and Technology Department is recommending the yearly licensing renewal be renewed with Bizodo, Inc. dba SeamLessDocs at a total cost of $19,950.00; and

WHEREAS, this licensing renewal was budgeted for in 2016 by the Innovation and Technology Department.

THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby authorize the yearly licensing renewal is contracted from Bizodo, Inc. dba SeamLessDocs at a total cost of $19,950.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County’s Innovation and Technology Departments Network Maintenance Software Fund (636-25810-932033).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract/purchasing documents consistent with this resolution and approved as to form by the County Attorney.
 Agenda Item 12

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ANNUAL 2016 COMPENSATION FOR
NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS

WHEREAS, a 1 percent wage increase was recommended and approved as part of the 2016 Managerial/Confidential Personnel Manual; and

WHEREAS, the Board wishes to increase the salary level for non-Judicial County-Wide Elected Officials by 1 percent for 2016 as well.

THEREFORE BE IT RESOLVED, that the following Ingham County Non-Judicial Elected Officials: County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall be provided a 2016 salary as listed below (reflects a 1 percent increase):

<table>
<thead>
<tr>
<th>Elected Official</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Clerk</td>
<td>$90,805</td>
<td>$91,713</td>
</tr>
<tr>
<td>Drain Commissioner</td>
<td>$84,882</td>
<td>$85,731</td>
</tr>
<tr>
<td>Prosecuting Attorney</td>
<td>$130,767</td>
<td>$132,075</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>$84,882</td>
<td>$85,731</td>
</tr>
<tr>
<td>Sheriff</td>
<td>$122,473</td>
<td>$123,698</td>
</tr>
<tr>
<td>Treasurer</td>
<td>$97,834</td>
<td>$98,812</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the salary is contingent upon the elected official foregoing any per diem, fees, or payments to which the elected official may otherwise be entitled, other than as may be specifically identified herein, including but not limited to Delinquent Tax Administration fees (Treasurer); fees from divorces involving minor children (Prosecutor); per diem for Elections Commission and Plat Board (Clerk, Register of Deeds, Treasurer); housing and clothing/cleaning allowance (Sheriff); Drainage Board meetings (Drain Commissioner).

BE IT FURTHER RESOLVED, non-Judicial County-Wide Elected Officials taking office after January 1, 2013 shall not be eligible for single retiree health insurance coverage until after they reach 60 years of age, subject to the scale based on years of service. Retirees that purchase dental and vision insurance at group rates and subsequently choose to discontinue the coverage, may not re-enroll.

BE IT FURTHER RESOLVED, these salaries are established on the expectation each elected official will perform services comparable to the hours worked by the County managers.

BE IT FURTHER RESOLVED, that the County of Ingham shall pay the annual Michigan Bar Dues for the Prosecuting Attorney.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE GENERIC SERVICE CREDIT PURCHASE FOR
COUNTY EMPLOYEE: LORA C. BRADLEY

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

WHEREAS, the Resolution further provides that the cost for generic service “must be totally borne by the employee”; and

WHEREAS, Lora C. Bradley has completed the MERS application and received the cost estimate to purchase nine (9) months under the County’s plan; and

WHEREAS, by Board of Commissioners approval under the standing Resolution, and by the employee’s payment to MERS, Ms. Bradley will purchase nine (9) months generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee Lora C. Bradley, the Board of Commissioners hereby approves the purchase of nine (9) months generic service under County Resolution #02-101.

BE IT FURTHER RESOLVED, that the Chair of the Board is authorized on behalf of the County to sign and execute all MERS documents to effectuate and finalize this transaction, subject to approval as to form, by the County Attorney.
APPLICATION FOR ADDITIONAL CREDITED SERVICE
Member Certification and Governing Body Resolution

GOVERNING BODY RESOLUTION
As provided by the MERS Plan Document, and in accordance with the Employer's policy there under, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of Ingham Co., at its meeting on 1/24/2021. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with 'better' benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus, actual future events and experience may result in changes different than those assumed, and liability different than that estimated. The Employer understands and agrees that it is accountable for any difference between estimated and actual costs.

Signature of Authorized Official from Ingham Co

Date

MERS Use Only
Payment Received:
Service Credited:
Signed:
Member Payment:
ER Payment:

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

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

SPECIAL CONDITIONS APPLICABLE TO THIS CALCULATION
If you will be rolling-over funds from a qualified plan to complete this purchase, additional forms are required. Please visit www.mersofmich.com, click on "forms" to download a copy of form R38, "Certification of Qualified Fund Rollover to MERS" (General) with Instructions.
TO: Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
RE: Contract with Big Brothers Big Sisters Michigan Capital Region for the Capital Area Mentoring Partnership Program
DATE: January 5, 2016

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region for the Capital Area Mentoring Partnership Program. The time period of the contract will be November 1, 2015 through October 31, 2016 and the dollar amount will not exceed $25,000. Previously this contract was held by Capital Area United Way (CAUW) and in 2014 was transitioned to Big Brothers Big Sisters Michigan Capital Region. The previous contract expired in January 2015 and there has not been a contract in place since then.

The project goals are:
- Adopting the recently developed universal child safety standards of CAMP
- Developing and implementing shared outcome measurements
- Developing and Implementing a capacity building plan for 2016/2017

Big Brothers Big Sisters Michigan Capital Region will facilitate a monthly meeting of the Capital Area Mentoring Partnership members. CAMP meetings are scheduled for every third Wednesday of the month (with the expectation of December, we will meet the 2nd Wednesday) in 2016.

There was $27,000 budgeted in 2015 for the CCY. This resolution includes authorization to carry over sufficient funds to 2016 for this contract, should the resolution be approved.
Agenda Item 14a

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH BIG BROTHERS BIG SISTERS MICHIGAN CAPITAL REGION TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE COMMUNITY COALITION FOR YOUTH CAPITAL AREA MENTORING PARTNERSHIP PROGRAM FOR 2016

WHEREAS, the Ingham County/City of Lansing Youth Violence Prevention Coalition since renamed the Community Coalition for Youth (CCY) was established in 1994 by former Mayor David Hollister and former Ingham County Board of Commissioners Chairperson, Jean McDonald, in response to a dramatic increase in youth violence and delinquency in Ingham County during the 1990's; and

WHEREAS, CCY adopted a comprehensive strategy to advance youth mentoring to close educational opportunity and achievement gaps to increase high school graduation and post-secondary completion rates, prevent and reduce violence and delinquency, and provide opportunities for civic engagement, entrepreneurship, and career and professional development to support the next generation of parents and leaders; and

WHEREAS, the structure to further mentoring for Ingham County youth was formed by CCY and is called the Capital Area Mentoring Partnership (CAMP); and

WHEREAS, previously this contract was held by Capital Area United Way (CAUW) and in 2014 was transitioned to Big Brothers Big Sisters Michigan Capital Region; and

WHEREAS, the Ingham County budget included $27,000 as the County’s share of funding for CCY in the fiscal year 2015.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Big Brothers Big Sisters Michigan Capital Region for the period November 1, 2015 through October 31, 2016 in an amount not to exceed $25,000 as Ingham County’s share of funding to provide administrative oversight and programmatic leadership according to the scope of services described in Attachment A.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments, including the carry-over of $25,000 of the funds budgeted for the CCY in 2015 to FY 2016 to implement this contract.

BE IT FURTHER RESOLVED, the Board Chairperson is authorized to sign any necessary contract documents on behalf of the county that are consistent with this resolution and approved as to form by the County Attorney.
Attachment A:

Community Coalition for Youth  
Scope of Work  
November 2015 – November 2016

1. **Plan Year:** November 2015 - November 2016

2. **Project:** Capital Area Mentoring Partnership

3. **Project Goals:**

   In consideration of a $25,000 contract with Ingham County, Big Brothers Big Sisters Michigan Capital Region proposes to facilitate the Capital Area Mentoring Partnership’s in:

   - Adopting the recently developed universal child safety standards of CAMP
   - Developing and implementing shared outcome measurements
   - Developing and Implementing a capacity building plan for 2016/2017

4. **Planned Activities:**

   Big Brothers Big Sisters Michigan Capital Region will facilitate a monthly meeting of the Capital Area Mentoring Partnership members. CAMP meetings are scheduled for every third Wednesday of the month (with the expectation of December, we will meet the 2\textsuperscript{nd} Wednesday) in 2016.

5. **Outcome Measurements:**

   - 80% of the partnership’s membership will adopt child safety standards
   - 80% of the partnership’s membership will begin utilizing joint outcome measures

6. **Program Evaluation:**

   On a quarterly basis, Big Brothers Big Sisters Michigan Capital Region will report progress toward project goals, outcome measurements and contract funds.

7. **Staffing:**

   Capital Area Mentoring Partnership will be staffed primarily by Jamie Griggs, Big Brothers Big Sisters Match Support Specialist
January 5, 2016

TO: County Services and Finance Committees

FROM: Teri Morton, Budget Director

RE: Fair Line Item Transfer Request

The Ingham County Fair is requesting a line item transfer to move $10,000 from its operating supplies budget to its capital budget in order to purchase a street sweeper from the City of Mason. Attached is a line item transfer request, including a memo of explanation from Sandy Dargatz, Executive Director for the Fair. The Board of Commissioners’ budget policy requires that transfers between cost categories of more than $5,000 but less than $25,000 be approved by the appropriate liaison committee and the Finance Committee. The Budget Office has confirmed that the funding is available.

Your approval of the requested transfer is recommended. Please feel free to contact me if you have any questions or would like any additional information.
To:    Ingham County Purchasing Office  
       Ingham County Controller’s Office  
       Ingham County Board of Commissioners - County Service Committee, Chair  
       Ingham County Board of Commissioners - County Finance Committee, Chair  
       Ingham County Board of Commissioners, Chair

From: Sandra Dargatz, Executive Director, Ingham County Fair

Date: January 5, 2016

RE: Ingham County Fair Line Item Transfer Request

Pursuant to the Ingham County Board of Commissioner 2016 Budget Priorities of fostering economic well-being and providing recreational opportunities for Ingham County residents, the Ingham County Fair Board has been contacted by the City of Mason to purchase their Tenant II street sweeper (Model Year - 2000) for $10,000.00.

The Ingham County Fair has consistently been the recipient of the City of Mason’s street sweeping services as the Main Arena is converted three times a year between animal and people shows. This service allows the Fair Maintenance Team to ensure that the facility flooring is cleared of debris and dust as people-centered events are hosted in the Main Arena.

For many years the Fair Maintenance Team has scheduled time to have the City of Mason perform this service, at times having to wait until the City of Mason is available with their street sweeper; thus slowing down the turnaround of the Main Arena. Apart from the Main Arena conversion three times a year, the Fair Maintenance Team has been hand sweeping the midway areas for decades; taking much needed man hours to ensure that the facility is clean and presentable for each of the events.

The line item transfer request would allow us to take ownership of the Tenant II street sweeper and decrease the turnaround time of our facilities, decrease man hours spent on manual sweeping, and enhance the appearance of the Main Arena and the Ingham County Fairgrounds.

Attached is the Line Item Transfer Request; moving funds from the off season and fair supply line items to the capital line item of 56176900-978000 from which the purchase order will be generated to purchase the street sweeper.

Sincerely,

Sandra Dargatz  
Director, Ingham County Fair  
(517) 676-2857

Attachment (s): Ingham County Fair – Line Item Transfer Request Form


### LINE ITEM TRANSFER REQUEST

<table>
<thead>
<tr>
<th>Department</th>
<th>Ingham County Fair</th>
<th>Date: 01/04/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Sandy Dargatz</td>
<td>517-676-2857</td>
</tr>
<tr>
<td>Reason for Transfer (explain fully)</td>
<td>To purchase street sweeper. See cover memo.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From Account Code</th>
<th>Amount</th>
<th>To Account Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>56176013-726010</td>
<td>$5,000</td>
<td>978000 56176900</td>
<td>$10,000</td>
</tr>
<tr>
<td>(supplies)</td>
<td></td>
<td>(machinery &amp; equipment)</td>
<td></td>
</tr>
</tbody>
</table>

| Total | $10,000 | Total | $10,000 |

**BUDGET OFFICE VERIFICATION BELOW THIS LINE**

Transfer Action Required: 5

Description: Transfers over $5,000 but less than $10,000

Budget Office: TM

Input Done: Date 01/05/2016

Controller: Date

Human Svcs Comm: Date

Law & Courts Comm: Date

County Svs Comm: Date

Finance Comm: Date

Board Comm: Date

Resolution #: Date
The 2016 budget includes $8,190 in operational funding to support Ingham Conservation District (ICD) Education and Outreach, Conservation Oriented Events, Vehicle and Property Maintenance and Office Support. This amount represents a 2% inflationary increase from the 2015 appropriation. The following narrative details how funds will be divided between these purposes.

**Staff Support**
$5,190 is budgeted for support of staff. ICD staff will manage existing projects and pursue and develop new projects and programs beneficial to the environmental and economic health of Ingham County. The staff support request has been increased to reflect the additional 6 hours per month that will be dedicated to the promotion of the Michigan Agriculture Environmental Assurance Program (MAEAP), a voluntary program that reduces environmental risk on and from farms. Please reference the ICD Annual Plan of Work for a list of current programs and new programs being pursued for 2016.

**Educational/Outreach Materials and Events**
$1,000 is earmarked for education and outreach activities. Funding will provide printed outreach materials including brochures and flyers as well as supplies for ICD events. Events planned for 2016 to date include the ICD Annual Meeting, Green Space Trail Race, Garlic Mustard Pull, Rain Garden Days and spring and fall Volunteer Stream Monitoring.

**Vehicle and Property Maintenance**
$1,000 is budgeted for maintenance activities. This amount will support maintenance of ICD’s 200 acre publically accessible green space, trail system, vehicles and buildings. This includes fuel and maintenance for the ICD truck, tractor, gator, and other equipment.

**Office Support**
$1,000 is budgeted for office support. Funds will be used for general office supplies.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH
THE INGHAM CONSERVATION DISTRICT

WHEREAS, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

WHEREAS, the Ingham Conservation District was established in 1946; and

WHEREAS, the role of Conservation Districts has expanded to be protective of all natural resources including soil, water, wildlife, etc.; and

WHEREAS, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support; and

WHEREAS, the 2016 Ingham County budget includes $8,190 for the Ingham Conservation District.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support.

BE IT FURTHER RESOLVED, this agreement shall be for the period of January 1, 2016 through December 31, 2016 in an amount not to exceed $8,190.

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

TO: County Services Committee and Finance Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: January 19, 2016
SUBJECT: Delhi Charter Township Downtown Development Plan Amendment

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

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Current Plan</th>
<th>Proposed Plan</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>$ 1,047,334</td>
<td>$ 1,047,334</td>
<td>$ 0</td>
</tr>
<tr>
<td>2016</td>
<td>$ 660,837</td>
<td>$ 660,837</td>
<td>$ 0</td>
</tr>
<tr>
<td>2017</td>
<td>$ 670,749</td>
<td>$ 670,749</td>
<td>$ 0</td>
</tr>
<tr>
<td>2018</td>
<td>$ 680,811</td>
<td>$ 680,811</td>
<td>$ 0</td>
</tr>
<tr>
<td>2019</td>
<td>$ 691,023</td>
<td>$ 691,023</td>
<td>$ 0</td>
</tr>
<tr>
<td>2020</td>
<td>$ 701,388</td>
<td>$ 701,388</td>
<td>$ 0</td>
</tr>
<tr>
<td>2021</td>
<td>$ 444,943</td>
<td>$ 711,909</td>
<td>$ 266,966</td>
</tr>
<tr>
<td>2022</td>
<td>$ 451,617</td>
<td>$ 722,588</td>
<td>$ 270,970</td>
</tr>
<tr>
<td>2023</td>
<td>$ 458,391</td>
<td>$ 733,426</td>
<td>$ 275,035</td>
</tr>
<tr>
<td>2024</td>
<td>$ 465,267</td>
<td>$ 744,428</td>
<td>$ 279,160</td>
</tr>
<tr>
<td>2025</td>
<td>$ 472,246</td>
<td>$ 755,594</td>
<td>$ 283,348</td>
</tr>
<tr>
<td>2026</td>
<td>$ 0</td>
<td>$ 766,928</td>
<td>$ 766,928</td>
</tr>
<tr>
<td>2027</td>
<td>$ 0</td>
<td>$ 778,432</td>
<td>$ 778,432</td>
</tr>
<tr>
<td>2028</td>
<td>$ 0</td>
<td>$ 790,108</td>
<td>$ 790,108</td>
</tr>
<tr>
<td>2029</td>
<td>$ 0</td>
<td>$ 801,960</td>
<td>$ 801,960</td>
</tr>
<tr>
<td>2030</td>
<td>$ 0</td>
<td>$ 813,990</td>
<td>$ 813,990</td>
</tr>
<tr>
<td>2031</td>
<td>$ 0</td>
<td>$ 826,199</td>
<td>$ 826,199</td>
</tr>
<tr>
<td>2032</td>
<td>$ 0</td>
<td>$ 838,592</td>
<td>$ 838,592</td>
</tr>
<tr>
<td>2033</td>
<td>$ 0</td>
<td>$ 851,171</td>
<td>$ 851,171</td>
</tr>
<tr>
<td>2034</td>
<td>$ 0</td>
<td>$ 863,939</td>
<td>$ 863,939</td>
</tr>
<tr>
<td>2035</td>
<td>$ 0</td>
<td>$ 876,898</td>
<td>$ 876,898</td>
</tr>
</tbody>
</table>

**TOTAL** $6,744,607 $16,328,304 $9,583,697
Figures in the preceding table assume an annual growth taxable value growth rate of 1.5%. Capture amounts include county operating millage and all special voted millages.

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

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

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

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

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

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

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

**Require modified tax billing**
Tax bills sent to property owners should indicate amounts captured for DDA purposes.
THIS AGREEMENT made as of the ___ day of ________________, 2016, by and between the DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY, whose address is 4415 W. Holt Road, Holt, Michigan 48842 (the “DDA”) and THE COUNTY OF INGHAM, whose address is Courthouse, Mason, Michigan 48854 (the “County”).

WITNESSETH:

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

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

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

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

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

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

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

2. **Tax Sharing and Reduction of Captured Assessed Valuation.** Pursuant to Section 14(4) of the Act, it is agreed that for the period commencing in 2016 through 2035, the DDA will retain forty percent (40%) of the assessed/taxable valuation which would have been captured but for this Agreement and the County will retain sixty percent (60%), i.e., the DDA will continue to retain 40% of the captured tax revenue and the remaining 60% shall be paid to the County.

   Distribution of revenue resulting from the reduced capture described above will be made by the DDA on July 1, 2016 (actually in advance of the 2016 tax collection) and shall continue annually on the 1st day of July in each year thereafter until all distributions required by this paragraph 2 have been made.

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

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

   DELHI CHARTER TOWNSHIP
   DOWNTOWN DEVELOPMENT AUTHORITY, a public body corporate

   By:

   ___________________________________
   Howard Haas
   Its: Executive Director

   AND:
Instrument prepared by:
Gordon W. VanWieren, Jr.
THRUN LAW FIRM, P.C.
2900 West Road, Ste. 400
East Lansing, MI 48823-6368
517-484-8000

Exhibit A:
DDA Development Plan and Tax Increment Financing Plan
CHARTER TOWNSHIP OF DELHI

ORDINANCE NO. 80.5

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

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

5TH AMENDMENT
APPROVED & ADOPTED BY TOWNSHIP BOARD
ON DECEMBER 1, 2015
CHARTER TOWNSHIP OF DELHI
INGHAM COUNTY, MICHIGAN
ORDINANCE NO. 80.5

PREAMBLE

The following amendments to the existing Development Plan and Tax Increment Financing Plan are additions and details for those portions of the Plan relating to certain projects proposed to be undertaken by the Charter Township of Delhi Downtown Development Authority (the “Authority”). Pursuant to the requirements of Sections 14 and 17 of the Downtown Development Authority Act, as amended (being 1975 PA 197; referred to as the “Act”) (MCL 125.1664 and MCL 125.1667), the following amendments (the “Plan Amendments”) modify certain components of the Development Plan and Tax Increment Financing Plan, and shall be as follows.

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

EXPLANATION OF THE TAX INCREMENT FINANCING PROCEDURE.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

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

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

Unchanged: See existing Development Plans & Tax Increment Financing Plans

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

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

Unchanged: See existing Development Plans & Tax Increment Financing Plans
PART IV [Sections 17(2)(c) and (d) of the Act; MCL 125.1667(c) and (d)]

THE LOCATION, EXTENT, CHARACTER, AND ESTIMATED COST OF THE IMPROVEMENTS INCLUDING REHABILITATION CONTEMPLATED FOR THE DEVELOPMENT AREA AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION; AND A DESCRIPTION OF EXISTING IMPROVEMENTS IN THE DEVELOPMENT AREA TO BE DEMOLISHED, REPAIRED, OR ALTERED, A DESCRIPTION OF ANY REPAIRS AND ALTERATIONS, AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION.

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

1. **Street and Corridor Improvements.**

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

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

2. **LED Message Display Board.**

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

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

3. **Acquisition of Properties.**

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

   Estimated time for completion: 2016 through duration of Plans
   Estimated cost: $1 million
4. Decorative Street Lighting.

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

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

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

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

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

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

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

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

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

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

Not applicable.

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

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

There are no zoning changes contemplated by these amendments. For changes in any streets, intersections, and utilities, see Part IV above.
PART IX [Section 17(2)(i) of the Act; MCL 125.1667(i)]


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

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

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

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

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

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

Not applicable.

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

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

No families or individuals are proposed to be displaced by the proposed project.
PART X-A [Section 17(2)(m) of the Act; MCL 125.1667(m)]

A PLAN FOR ESTABLISHING PRIORITY FOR THE RELOCATION OF PERSONS DISPLACED BY THE DEVELOPMENT IN ANY NEW HOUSING IN THE DEVELOPMENT AREA.

Not applicable.

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


Not applicable.

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

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

Not applicable.

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

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

Unchanged: See existing Development Plans & Tax Increment Financing Plans

EFFECTIVE DATE.

This ordinance shall become effective immediately upon its final adoption and publication as required by law.

Ayes: Sweet, Warfield, Davis, Harmon, Hayhoe
Nays: None
Absent: Hope, Ketchum

Adopted by the Delhi Charter Township Board of Trustees at a regular meeting held on the 1st of December, 2015.
First Reading: November 17, 2015
First Publication: November 22, 2015
Second Reading: December 01, 2015
Section Publication: December 06, 2015

C.J. Davis, Supervisor

Evan Hope, Clerk

I, Evan Hope, Clerk of the Charter Township of Delhi, hereby certify that the foregoing constitutes a true and complete copy of Ordinance No. 80.5, duly adopted by the Board of Trustees of the Charter Township of Delhi, Ingham County, Michigan, on the 1st day of December, 2015.

Evan Hope, Clerk
Resolutions

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the Tax Sharing Agreement between the Delhi Charter Township Downtown Development Authority and The County of Ingham following parameters established by the Board of Commissioners.

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.