THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, OCTOBER 19, 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 October 5, 2016 Minutes
Additions to the Agenda
Limited Public Comment

1. Sheriff’s Office
   a. Resolution to Enter into an Agreement with the Michigan State University School of Psychiatry to Provide Psychiatric Services for Inmates at the Ingham County Jail
   b. Resolution to Enter into a Contract with the State of Michigan, Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accept the FY 2016 Homeland Security Grant Program Funds

2. Human Resources - Resolution Approving Generic Service Credit Purchase for County Employee: John Jason Waugh

3. Animal Control - Resolution to Reorganize and Expand Ingham County Animal Control Staff

4. 55th District Court
   a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP) and Enter into Subcontracts
   b. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award From the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Continue a Probation Officer Position, and Enter into Subcontracts

5. 9-1-1 Center
   a. Resolution Authorizing Purchasing Scheduling Software/Services for the 911 Center
   b. Resolution to Establish Additional Special Part Time On-Call 911 Central Dispatch Center Background Investigator Positions
   c. Resolution Authorizing a Contract with Van Belkum to Upgrade the NICE 911 Recorder System for the Ingham County 911 Center
   d. Resolution Authorizing a Contract with AT&T for Telephone Services for the Ingham County 9-1-1 Center

6. Economic Development - Resolution Approving a Reimbursement Agreement by and between the County of Ingham and Jackson National Life Insurance Company for the Repayment of Community Development Block Grant Funds
7. Health Department
   a. Resolution to Authorize an Amendment to the Agreement for Behavioral Health Services between the Ingham County Health Department and the Community Mental Health Authority of Clinton, Eaton and Ingham Counties
   b. Resolution to Authorize a FY 2017 Subcontract with Refugee Development Center
   c. Resolution to Enter into a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD)
   d. Resolution to Accept Child and Adolescent Health Center Program Funding from the Michigan Department of Health and Human Services through the Michigan Primary Care Association

8. Innovation and Technologies
   a. Resolution to Approve the Contract for Courtview Server Upgrade
   b. Resolution to Approve Renewal of Juror System Support
   c. Resolution to Approve Renewal of PACC/PAAM Licensing and Support

9. Road Department
   a. Resolution Authorizing a Sub-Recipient Agreement with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of De-Vulcanized Rubber Modified Chip-Sealing Mixture on County Roads Locations to be Determined for the Ingham County Road Department
   b. Proposal Summary & Memo for Eastern Garage Overhead Door Repair

10. Potter Park Zoo - Resolution Recommending Acceptance of a $3,800 Monetary Gift from the Potter Park Zoo Docent Association for a New Barred Owl Enclosure

11. Purchasing - Resolution to Approve the Disposal of County-Owned Surplus Property

12. Financial Services
   a. Resolution to Waive the Public Act 152 Health Care Requirements for 2017
   b. Resolution to Transfer Additional Funding to the Municipal Employees Retirement System (MERS) for the Judge and Library Divisions

13. Finance Committee
   a. Review and Evaluation of Policy on Cost Increases for Service Related Contracts
   b. Resolution to Extend a Policy on Cost Increases for Service Related Contracts in Ingham County

14. Controller/Administrator’s Office
   a. Ingham County 2017 General Appropriations Resolution
   b. Resolution to Approve a Debt Financing Policy

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 online at www.ingham.org.
Members Present: Bahar-Cook, Anthony, Crenshaw, Schafer, and Tennis (arrived at 5:14 p.m.)

Members Absent: McGrain and Case-Naeyaert

Others Present: Prosecutor Whitmer, Teri Morton, Travis Parsons, Rick Terrill, Jill Rhode, Doug Stover, Loria Sabin, and others.

The meeting was called to order by Chairperson Bahar-Cook at 5:02 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the September 14, 2016 and September 21, 2016 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE MINUTES OF THE SEPTEMBER 14, 2016 AND SEPTEMBER 21, 2016 FINANCE COMMITTEE MEETINGS.

THE MOTION CARRIED UNANIMOUSLY. Absent: Tennis, McGrain, and Case-Naeyaert.

Additions to the Agenda

7. Law & Courts Committee
   b. Resolution Authorizing the Expenditure of Funds to Hire a Temporary Assistant Prosecuting Attorney

9. Human Resources
   b. Resolution Approving Purchase of a Released Deferred Obligation for County Employee: Jill Rhode

Substitute Items:

7. Law & Courts Committee
   a. Resolution Authorizing 2017 Agreements for Juvenile Justice Community Agencies

Removed from the Agenda:

1. Treasurer – Discussion Item: Progress Toward Correcting 2015 Audit Findings
5. **Economic Development** – Resolution Approving a Reimbursement Agreement by and between the County of Ingham and Jackson National Life Insurance Company for the Repayment of Community Development Block Grant Funds

**Limited Public Comment**

None.

MOVED BY COMM. CRENSHAW SUPPORTED BY COMM. ANTHONY TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. **Treasurer** - Discussion Item: Progress Toward Correcting 2015 Audit Findings

3. **Circuit Court**
   a. Resolution to Accept the FY 2017 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position, and Enter into Subcontracts
   b. Resolution to Accept the FY 2017 Michigan Mental Health Court Grant Program Operational Grant, Continue the Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court - Court Services Coordinator Position, and Enter into Subcontracts

4. **Circuit Court/Family Division** - Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Continuation of the Ingham County Family Dependency Treatment Court

5. **Economic Development** - Resolution Approving a Reimbursement Agreement by and between the County of Ingham and Jackson National Life Insurance Company for the Repayment of Community Development Block Grant Funds

6. **Facilities**
   a. Emergency PO to ICOMM to Replace the Two Reader Boards at the Sheriff’s Office
   b. Amending Resolution #16-324 Authorizing a Contract with Myers Plumbing & Heating, Inc. to Replace the Two Youth Center Boilers

7. **Law & Courts Committee**
   a. Resolution Authorizing 2017 Agreements for Juvenile Justice Community Agencies

8. **Health Department**
   a. Resolution to Authorize a 2016-2017 AmeriCorps State Grant
   b. Resolution to Authorize the Fourth Year of the AmeriCorps Vista Grant Cycle for 2016-2017
   c. Resolution to Authorize an Agreement with Southeastern Michigan Health Association
d. Resolution to Increase Immunization Nurse Position #601089 to 1 FTE Using .5 FTE from Vacant Immunization Nurse Position #601086

e. Resolution to Authorize an Agreement with Enroll Michigan to Serve as a Local Community Navigator for Ingham County and Surrounding Communities

f. Resolution to Authorize Agreements with Mid-State Health Network and Michigan Department of Health & Human Services, Increase Tobacco Reduction Specialist Position #601030 to 1.0 FTE, and Establish a .5 FTE Community Health Worker Position

9. Human Resources
   a. Resolution to Adopt a Policy on Employee Purchase of a Released Deferred Obligation
   b. Resolution Approving Purchase of a Released Deferred Obligation for County Employee: Jill Rhode

THE MOTION CARRIED UNANIMOUSLY. Absent: Tennis, McGrain, and Case-Naeyaert.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Tennis, McGrain, and Case-Naeyaert.

2. Equalization/Tax Mapping - Resolution to Approve the 2016 Apportionment Report (Report to be Distributed at the Meeting)

Doug Stover, Equalization Director, reviewed portions of the Ingham County Apportionment Report. He stated that the only item not reflected in the report was regarding the Potter Park Zoo millage.

Chairperson Bahar-Cook asked if zoo fees for 2015 had been collected yet.

Teri Morton, Budget Director, responded that funds were collected in December for this year.

Discussion.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION APPROVING THE 2016 APPORTIONMENT REPORT.

THE MOTION CARRIED UNANIMOUSLY. Absent: Tennis, McGrain, and Case-Naeyaert.

Commissioner Schafer asked if the conversation with Lansing regarding equalization was a moot point at this time.

Mr. Stover replied yes.

Commissioner Schafer asked for Mr. Stover’s response to be placed on the record.
7. **Law & Courts Committee**
   
b. **Resolution Authorizing the Expenditure of Funds to Hire a Temporary Assistant Prosecuting Attorney**

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS TO HIRE A TEMPORARY ASSISTANT PROSECUTING ATTORNEY.

Commissioner Crenshaw stated that the Prosecutor’s Office would like to hire a retired Assistant Prosecuting Attorney.

Prosecutor Gretchen Whitmer stated that the Prosecutor’s Office had asked for an audit regarding how many cases were affected by the sewage leak at the Sheriff’s Office. She further stated that the office had hoped to hire Catherine Emerson as she was a previous employee and would be familiar with the systems.

Chairperson Bahar-Cook asked for the amount of requested funds.

Prosecutor Whitmer stated that they asked for up to $20,000, however, they were unsure of the exact amount of work that would be needed.

Chairperson Bahar-Cook asked if the Facilities Department had been contacted regarding when the issue first began.

Commissioner Crenshaw stated that he received a communication today stating February 6th, 2013 as the first request for repair to the Facilities Department.

Commissioner Anthony asked if this hiring process would violate any hiring practices.

Ms. Morton stated that she knew of several other cases where the county had elected to hire back former employees due to their familiarity with the work needing to be completed.

Commissioner Schafer stated that he had an issue with this because of the lack of information being shared.

Discussion.

Commissioner Schafer asked if the cases where a plea of guilty was issued would be being reviewed.

Prosecutor Whitmer stated, no, because those cases were not relying on evidence.

Commissioner Tennis arrived at 5:14 p.m.

Commissioner Schafer asked what the time period was for the process.
Prosecutor Whitmer stated that the idea was to begin the process as soon as permission was given.

Chairperson Bahar-Cook asked what this would bring the contingency fund down to.

Ms. Morton answered $245,000.

THE MOTION CARRIED UNANIMOUSLY. Absent: McGrain and Case-Naeyaert.

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. CRENSHAW, TO SUSPEND THE RULES SO THAT COMMISSIONER TENNIS MAY VOTE ON ITEMS ON THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY. Absent: McGrain and Case-Naeyaert.

COMM. TENNIS VOTED TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

8. Health Department
d. Resolution to Increase Immunization Nurse Position #601089 to 1 FTE Using .5 FTE from Vacant Immunization Nurse Position #601086

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. ANTHONY TO APPROVE THE RESOLUTION TO INCREASE IMMUNIZATION NURSE POSITION #601089 TO 1 FTE USING .5 FTE FROM VACANT IMMUNIZATION NURSE POSITION #601086.

Commissioner Schafer stated that typically when a position is vacant the money is returned to the general fund and it seemed that this money was being set aside to fund another position.

Ms. Morton stated that if the position was vacant the money could be returned to the general fund, but that there was no obligation to keep the position vacant.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: McGrain and Case-Naeyaert.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 5:21 p.m.
RESOLUTION ACTION ITEMS:

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

1a. Sheriff’s Office – Resolution to Enter into an Agreement with the Michigan State University School of Psychiatry to Provide Psychiatric Services for Inmates at the Ingham County Jail

This resolution will authorize a not to exceed $58,240 contract between the Ingham County Sheriff’s Office and the Michigan State University Department of Psychiatry to provide psychiatric services at the Ingham County Jail.

Effective May 27, 2016, funding and staffing for psychiatric assessments and treatment plans offered by the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) was no longer available at the Ingham County Jail.

The 55th District Court and the Michigan State University Department of Psychiatry have already developed a successful and mutually beneficial relationship in the evolution of the 55th District Court Mental Health Court, and MSU will extend this arrangement to contract with the Ingham County Jail to provide psychiatric services to inmates in need of such care.

The Michigan State University Department of Psychiatry will assign one senior-level resident psychiatrist to provide psychiatric services to inmates at the Ingham County Jail for up to eight hours weekly. The services of one attending psychiatrist to supervise the resident psychiatrist or provide psychiatric services to inmates at the Ingham County Jail in the absence of a resident will be contracted for up to eight hours weekly at the rate of $140 an hour for a total budget not to exceed $58,240 for the time period of November 1, 2016 through October 31, 2017.

The funds are to come from the Health Services Millage funds and the services must be in adherence to the Millage criteria.

- “providing basic health care services,” including “access to doctor visits, generic medications, and essential care such as preventative testing and treatment for cancer, diabetes, heart disease and other serious illnesses;”
- “to Ingham County residents;”
- “who are not eligible for Medicaid under the Federal Affordable Care Act;”
- “whose individual income is less than $28,000;” and
- “who do not have medical insurance.”

1b. Sheriff’s Office – Resolution to Enter into a Contract with the State of Michigan, Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accept the FY 2016 Homeland Security Grant Program Funds

This resolution will authorize entering into a contract with the State of Michigan to be the fiduciary agent for the FY 2016 Department of Homeland Security, Homeland Security Grant Program (HSGP), and the acceptance of $1,018,829 for the time period of September 1, 2016 to August 31, 2019.
The purpose of this contract is to provide federal pass-through funds to the Region 1 Homeland Security Planning Board through the County of Ingham. The amount of funding being awarded to Region 1 is $1,018,829 for FY 2016 HSGP. At least $254,707 of award funds must be dedicated toward Law Enforcement Terrorism Prevention Activities (LETPA). A maximum of $509,414 of award funds may be used for personnel and personnel-related activities. A maximum of up to 5% of State Homeland Security Program (SHSP) funds awarded may be retained and used solely for management and administration (M&A) purposes associated with the SHSP Award. This 5% will be retained by the County of Ingham for M&A purposes.

The total amount of grant funds available to Ingham County agencies is $53,488 from the State Homeland Security Program (SHSP), $17,829 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of $71,317 (see attached memo for details).

2. **Human Resources – Resolution Approving Generic Service Credit Purchase for County Employee: John Jason Waugh**

Pursuant to standing County Resolution 02-101, it is permissible for employees to purchase generic service credit under the Municipal Employees’ Retirement System (MERS). The cost for generic service “must be totally borne by the employee.” John Jason Waugh completed the MERS application and received the cost estimate to purchase six months under the County’s plan. The Human Resources Director recommends approval of this request.

3. **Animal Control – Resolution to Reorganize and Expand Ingham County Animal Control Staff**

This resolution will authorize an Animal Control Department reorganization. Several new Animal Control Special Millage funded positions were added to the 2017 budget. This reorganization will modify that by adding a new MCF position and deleting a clerk/Dispatcher position. It will also modernize the office staff by updating job titles. These changes are also consistent with recommendations from the NACA study.

While it is anticipated that the new Animal Control Special Millage will cover the costs effective 2017 for all the new positions the Director has committed to fund raise for any shortages in the revenue during the duration of the millage (see attached memo and material for details).

4a. **55th District Court – Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office-Michigan Drug Court Grant Program (SCAO-MMHCGP), and Enter into Subcontracts.**

This resolution will authorize accepting a Grant Award Contract in the amount of up to $135,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO). This contract is for the time period of October 1, 2016 through September 30, 2017 and continues the 55th District Court Sobriety Court for another round of grant funding.

The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. These positions have already been approved in the 2017 Ingham County budget.

The resolution also authorizes $141,907.40 Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of $276,907.40.
The resolution also authorizes subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed $12,288

2. Evaluation and Counseling services with Cognitive Consultants – not to exceed $65,577

Funds for this program were anticipated and are in the 2016/2017 budgets (see attached memo for details).

4b. 55th District Court – Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office-Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Continue a Probation Officer Position, and Enter into Subcontracts

This resolution will authorize accepting a Grant Award Contract in the amount of up to $380,000 in grant funds administered by the State Court Administrative Office (SCAO). This continuation grant will allow the 55th District Court Michigan Mental Health Court Grant Program to continue for the time period of October 1, 2016 through September 30, 2017.

The resolution also authorizes $48,660.40 Ingham County In-Kind funding and acknowledges $19,641 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed $448,301.40.

Additionally, the resolution authorizes continuation of a probation officer position, and subcontracts as follows:

1. Electronic Monitoring Services with Sentinel Offender Services and/or Judicial Services Group – not to exceed a total of $1,500

2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) and/or Phoenix Recovery & Testing – not to exceed a total of $39,898.60

3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties: not to exceed $257,063 ($237,422 grant funding + $19,641 CMHA-CEI Local In-Kind Contributions)

Funds for this program were anticipated and are in the 2016/2017 budgets (see attached memo for details).

5a. 9-1-1 Center – Resolution Authorizing Purchasing Scheduling Software/Services for the 911 Center

This resolution authorizes the expenditure of $8,035.20 from the 911 Emergency Telephone Dispatch Services 9-1-1 fund balance for the costs associated with the purchase of the Schedule Express Software and Services. The purchase of an automated scheduling system will improve operations and reduce errors in scheduling procedures (see attached memo for details).
5b. **9-1-1 Center – Resolution to Establish Additional Special Part Time On-Call 911 Central Dispatch Center Background Investigator Positions**

This resolution authorizes up to an additional three (3) special part time 911 Central Dispatch Background Investigator positions at no additional costs to the County. With the current staffing level shortages, we will be hiring a large number of new employees to fill currently open positions as well as future positions as necessary.

The 911 Center requires a law enforcement level background investigation be completed on each new employee, and currently there are three special part time 9-1-1 Central Dispatch Background Investigator positions authorized to provide this function.

The addition of three (3) special part time 9-1-1 Background Investigators would not result in any additional cost to complete the background investigations but it would speed up the process and allow candidates to receive job offers more quickly (see attached memo for details).

5c. **9-1-1 Center – Resolution Authorizing a Contract with Van Belkum to Upgrade the NICE 911 Recorder System for the Ingham County 911 Center**

This resolution authorizes a contract/purchase order with Van Belkum for the purchase and installation of a NICE 9-1-1 Recorder System upgrade at a cost of $27,295.00 with a Project Contingency fund of $705.00 for a total project cost not to exceed $28,000 from the 9-1-1 2016 budget.

The current Van Belkum/NICE 911 Recorder System was purchased in 2011 and needs to be upgraded with new hardware and software.

Funds are available in the 9-1-1 Center’s 2016 capital improvement budget for this purpose (see attached memo for details).

5d. **9-1-1 Center – Resolution Authorizing a Contract with AT&T for Telephone Services for the Ingham County 9-1-1 Center**

This resolution will approve a contract with AT&T for 2 years. The monthly cost is approximately $1,500.00 per month, for a total of $36,000 over two years. The previous contract with AT&T was part of a MI Deal program, which provided for reduced rates for these services. The MI Deal is no longer available and a new agreement must now be put in place to continue our services. (see attached memo for more details.)

6. **Economic Development – Resolution Approving a Reimbursement Agreement by and between the County of Ingham and Jackson National Life Insurance Company for the Repayment of Community Development Block Grant Funds**

In August 2013 the County was awarded a Community Development Block Grant (CDBG) on behalf of Jackson National Life Insurance Company (JNL) for the expansion of infrastructure at its facility. JNL was required per the terms of the grant to create at least 278 additional permanent full time jobs at a minimum hourly rate of $12.00 per hour. At least 51% of those created jobs were required to be made available to or held by low and moderate income persons, but JNL was not able to meet this requirement. The State of Michigan has chosen to terminate the CDBG grant, and the County will be required to reimburse $989,505.13 to the State. JNL will in turn compensate the County for the reimbursement. The Economic Development Director recommends approval of a resolution to enter into a reimbursement agreement with JNL, as drafted by the County Attorney.
7a. **Health Department – Resolution to Authorize an Amendment to the Agreement for Behavioral Health Services between the Ingham County Health Department and the Community Mental Health Authority of Clinton, Eaton and Ingham Counties**

This resolution amends the existing contract with CMHA-CEI to provide 1.0 additional contractual FTE for a Medical Social Worker (existing unfilled MSW position with an annual cost of $80,000) and one new 0.5 FTE Behavioral Health Supervisor position (with an annual cost of $71,711). The funds for these proposed changes were included in the recommended FY 2017 budget.

7b. **Health Department – Resolution to Authorize a FY 2017 Subcontract with Refugee Development Center**

This resolution authorizes the use of $9,600 in grant funds for the Childhood Lead Poisoning Prevention Program (CLPPP) to subcontract with Refugee Development Center to bring education and assistance into the homes of families where children have elevated blood lead levels as reported by the state, as well as home visits which include education, provision of lead safe cleaning supplies, assistance in identifying and mitigating lead hazards, and assistance in applying for lead safe home grants. The time period of the contract is October 1, 2016 through September 30, 2017.

7c. **Health Department – Resolution to Enter into a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD)**

This resolution accepts $14,000 from the Michigan Department of Agriculture and Rural Development (MDARD) under the Clean Sweep agreement to provide funding to cover the cost of disposal of pesticides and herbicides collected throughout the year for the time period of October 1, 2016 through September 30, 2017.

7d. **Health Department – Resolution to Accept Child and Adolescent Health Center Program Funding from the Michigan Department of Health and Human Services through the Michigan Primary Care Association**

This resolution accepts Child and Adolescent Health Center (CAHC) Program Funding from the Michigan Department of Health and Human Services (MDHHS), as administered through the Michigan Primary Care Association (MPCA). CAHC program funding supports continued operations of ICHD’s school-based/school-linked health centers. CAHC program funding award for the term of October 1, 2016 through September 30, 2017 is as follows:

- Eastern - $195,000
- Sexton - $195,000
- Willow - $250,000

8a. **Innovation and Technology Department – Resolution to Approve the Contract for Courtview Server Upgrade**

CourtView software is utilized in various criminal justice areas including Courts and the Prosecuting Attorney’s office. Soon the vendor will no longer support operation of CourtView software on the Windows Server 2003 operating system. In order to ensure minimal downtime or other issues, Innovation and Technology Department recommends approval of a contract with CourtView Justice Solutions to assist with the move and upgrade of the CourtView software server in an amount not to exceed $13,209.
8b. **Innovation and Technology Department – Resolution to Approve Renewal of Juror System Support**

Xerox provides the support for the Jury software used by the courts to manage juror selection and history. Each year the Innovation and Technology (IT) Department pays for the support portion of the invoice to ensure that the system stays operational and any issues can be fixed quickly. The IT Department recommends approval of a resolution to continue this past practice at a cost not to exceed $12,915.10.

8c. **Innovation and Technology Department – Resolution to Approve Renewal of PACC/PAAM Licensing and Support**

The County Prosecutor’s Office relies on software created for the Prosecuting Attorneys Coordinating Council and Prosecuting Attorneys Association of Michigan (PACC/PAAM) for case tracking, victims’ rights notifications and warrant charging guidance information. It is a creation of PAAM and is used by many Michigan counties. It serves as a hub for the creation of a statewide network between prosecuting attorneys and state agencies, such as the Michigan State Police, Department of Human Services, and the Department of Corrections.

At their 2016 Mid-Winter Conference for the association, PAAM membership voted to exceed the standard inflationary price increase to allow a larger support fee in order to cover costs associated with building a new cloud-based system. The IT Department recommends approval a resolution for licensing and support renewal at a cost not to exceed $22,174.

9a. **Road Department – Resolution Authorizing a Sub-Recipient Agreement with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of De-Vulcanized Rubber Modified Chip-Sealing Mixture on County Road Locations to be Determined for the Ingham County Road Department**

Michigan State University (MSU) entered into an agreement with MDEQ to research and develop the de-vulcanized rubber modified chip-sealing mixture and to be the prime recipient of the MDEQ grant funds. In turn, MSU wishes to subcontract with Ingham County to implement field trial of the chip-sealing mixture. Road Department officials understand that the chip-sealing mixture is expected to provide enhanced performance and longevity to the chip-sealing material. For these reasons, the Road Department recommends entering into a revised subcontract with Michigan State University. MDEQ grant funds available for this purpose total $300,000.

9b. **Road Department – Proposal Summary and Memo for Eastern Garage Overhead Door Repair**

Emergency purchase orders totaling $10,360 were issued to Davenport Masonry for Door Casing and Steel I beam replacement and repair as well as Overhead Door of Lansing for replacement and repair of the overhead door and operator system at the Road Department Eastern Garage. These purchase orders were necessary to repair damage caused by a road department truck moving through the doorway with the dump box erroneously raised. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee setting out the nature of the emergency and the necessity of the action taken pursuant to Policy.
10. **Potter Park Zoo – Resolution Recommending Acceptance of a $3,800 Monetary Gift from the Potter Park Zoo Docent Association for a New Barred Owl Enclosure**

The Potter Park Zoo Docent Association recently voted to donate $3,800 to Potter Park Zoo for the purpose of building a new Barred Owl enclosure. If accepted, a new enclosure will be built in the North American section of the Zoo aligning with the current Zoo Master Plan. The Facilities Department provided a cost estimate for the project and would construct the new enclosure utilizing in-house labor. The Interim Potter Park Zoo Director recommends approval of this resolution.

11. **Purchasing Department – Resolution to Approve the Disposal of County-owned Surplus Property**

The Purchasing Department has determined that the County has a number of surplus items that have exceeded their useful life and/or are no longer useful for County operations. County policy requires the Purchasing Director to create a list of surplus items for presentation to the Controller and County Services Committee for their respective approvals. The Purchasing Director recommends approval of the proposed resolution. (Please note that, per County policy, County Commissioners are prohibited from purchasing any surplus County-owned personal property.)

12a. **Financial Services – Resolution to Waive the Public Act 152 Health Care Requirements for 2017**

Section 8 of the Publicly Funded Health Insurance Contribution Act (MCL 15.568) permits a local unit of government to exempt itself from employer contribution limitations of the Act for the next succeeding year by a 2/3 vote of a governing body. The County began a partially self-insured health insurance program in 2015 that resulted in substantial savings. Uncertainty associated with the savings amount in the coming fiscal year makes it very difficult to determine if the County will be in compliance with the 80% maximum funding requirement. Therefore, the County administration recommends that this requirement of Public Act 152 be waived for 2017 as permitted by statute.

12b. **Financial Services – Resolution to Transfer Additional Funding to the Municipal Employees Retirement System (MERS) for the Judge and Library Divisions**

Pension contributions for 2018 include a material increase over the 2017 expense. The Financial Service Department reviewed the MERS valuation report to develop options that would reduce costs. It was determined that contributions for two divisions were almost exclusively tied to unfunded accrued liabilities (retirees) rather than for the cost of current employees. The cost for these two divisions increases at a substantially faster rate than other County divisions. If these two divisions were fully funded, the contribution of $1,850,000 would decrease General Fund pension costs by $405,000 resulting in a return on investment in just 4.5 years. The Financial Services Department recommends approval of a resolution to authorize transfer of the additional funds to MERS and to amend the 2016 General Fund budget to reflect an additional use of fund balance in the amount of $1,850,000.

13a. **Finance Committee – Review and Evaluation of Policy on Cost Increases for Service Related Contracts**

13b. **Finance Committee – Resolution to Extend a Policy on Cost Increases for Service Related Contracts in Ingham County**

This resolution would extend the policy originally adopted by the Board of Commissioners in 2010, which established guidelines for service related contracts for vendors doing business with Ingham County reflecting the current economic climate. The policy would be continued for an additional three years, as follows:
In general, annual cost increases should not exceed the Consumer Price Index’s Annual Inflation rate or 1%, whichever is greater.

Proposed contracts with vendor cost increases that exceed the Consumer Price Index’s Annual Inflation rate or 1%, whichever is greater, will receive extra scrutiny and be identified by staff as they are reviewed by the appropriate Liaison and Finance Committees of the Ingham County Board of Commissioners.

If the Board chooses to take no action, this policy will simply expire at the end of 2016. See attached memo for additional information.

14a. **Controller/Administrator’s Office – Ingham County 2017 General Appropriations Resolution**

This resolution will adopt the 2017 operating and capital budgets and millage rates as recommended by the Finance Committee at its budget hearing held on September 14, 2016.

14b. **Controller/Administrator’s Office – Resolution to Approve a Debt Financing Policy**

Ingham County will be asked to consider projects in the future that will require debt financing which includes general obligation bonds, special assessment bonds, revenue bonds, temporary notes, lease/purchase agreements, and other County obligations permitted to be issued or incurred under Michigan law. Noting potential building projects, statements made in budget narratives, and promises made to rating agencies, the Controller proposes adoption of a Debt Financing Policy. The draft policy sets forth comprehensive guidelines for the financing of capital expenditures.

This item was tabled at the September 21 Finance Committee meeting. The amendments suggested at that meeting are included in this updated draft policy, along with a summary of the County’s current statistics and proposed limits.
To: Ingham County Human Services, Law & Courts, and Finance Committees

From: Sheriff Gene Wriggelsworth

Date: 10/4/16

Subject: Ingham County Jail/MSU Department of Psychiatry Resolution for Fiscal Year 2017

Attached please find a resolution requesting authorization to utilize Health Services Millage funds not to exceed $58,240 for a contract between the Ingham County Sheriff’s Office and the Michigan State University Department of Psychiatry to provide psychiatric services to any inmate at the Ingham County Jail.

Effective May 27, 2016, funding and staffing for psychiatric assessments and treatment plans offered by the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) was no longer available at the Ingham County Jail. These services are integral to maintaining inmate and staff safety, and in protecting inmates’ Eighth Amendment rights against cruel and unusual punishment.

The 55th District Court and the Michigan State University Department of Psychiatry have already developed a successful and mutually beneficial relationship in the evolution of the 55th District Court Mental Health Court, and MSU will extend this arrangement to contract with the Ingham County Jail to provide psychiatric services to any inmate in need of such care.

The Michigan State University Department of Psychiatry will assign one senior-level resident psychiatrist to provide psychiatric services to any inmate at the Ingham County Jail for up to eight hours weekly and contract the services of one attending psychiatrist to supervise the resident psychiatrist, or provide psychiatric services to any inmate at the Ingham County Jail in the absence of a resident, for up to eight hours weekly at the rate of $140 an hour for a total budget not to exceed $58,240 for the time period of November 1, 2016 through October 31, 2017.

Thank you for your consideration.
INHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE MICHIGAN STATE UNIVERSITY SCHOOL OF PSYCHIATRY TO PROVIDE PSYCHIATRIC SERVICES FOR INMATES AT THE INGHAM COUNTY JAIL

WHEREAS, since May 27, 2016 there have been no psychiatric assessments and treatment plans offered by the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) at the Ingham County Jail; and

WHEREAS, the Ingham County Jail recognizes the need to appropriately address the psychiatric needs of all inmates in the interest of maintaining inmate and staff safety, and in protecting inmates’ Eighth Amendment rights against cruel and unusual punishment; and

WHEREAS, the United State Supreme Court has ruled on numerous occasions that the failure to provide appropriate mental health and medical care may constitute a violation of the Eighth Amendment (Estelle v Gamble, 429 U.S. 97 (1976) (deliberate indifference to prisoners’ serious medical needs constitutes cruel and unusual punishment); see, e.g., Hunt v Uphoff, 199 F.3d 1220 (10th Cir. 1999) (prison officials violated Eighth Amendment by providing such inadequate medical treatment for inmate’s diabetes and hypertension that inmate consequently suffered heart attack); LaFaut v Smith, 834 F.2d 389 (4th Cir. 1987) (prison officials violated Eighth Amendment by failing to provide disabled inmate with needed physical therapy and adequate access to facilities); Madrid v Gomez, 889 F. Supp. 1146, 1265-66 (N.D. Ca. 1995) (continued confinement of mentally ill inmates in the facility’s security housing unit violated the Eighth Amendment); and

WHEREAS, the 55th District Court and the Michigan State University Department of Psychiatry have already developed a successful and mutually beneficial relationship in the evolution of the 55th District Court Mental Health Court; and

WHEREAS, the Michigan State University Department of Psychiatry currently assigns one senior-level resident psychiatrist to provide psychiatric services to the 55th District Court Mental Health Court for up to twelve hours weekly and contracts the services of one attending psychiatrist to supervise the resident psychiatrist or provide psychiatric services in the absence of a resident, for up to four hours weekly at the rate of $140 an hour; and

WHEREAS, the Michigan State University Department of Psychiatry has agreed to extend this arrangement to contract with the Ingham County Jail to assign one senior-level resident psychiatrist to provide psychiatric services to any inmate at the Ingham County Jail for up to eight hours weekly and contract the services of one attending psychiatrist to supervise the resident psychiatrist, or provide psychiatric services to any inmate at the Ingham County Jail in the absence of a resident, for up to eight hours weekly at the rate of $140 an hour; and

WHEREAS, the Health Services Millage funding has been identified to fund this contract; and

WHEREAS, the inmates of the Ingham County jail are eligible for services funded by the Health Services Millage because they reside within Ingham County, have no access to private or third party paid services, and are ineligible for Medicaid, all by virtue of their status as inmates.
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the Michigan State University Department of Psychiatry to assign one senior-level resident psychiatrist to provide psychiatric services to any inmate at the Ingham County Jail for up to eight hours weekly and contract the services of one attending psychiatrist to supervise the resident psychiatrist, or provide psychiatric services to any inmate at the Ingham County Jail in the absence of a resident, for up to eight hours weekly at the rate of $140 an hour for a total budget not to exceed $58,240 for the time period of November 1, 2016 through October 31, 2017.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2016 and 2017 Sheriff’s Office budget.

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

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

DATE: October 5, 2016  

RE: RESOLUTION TO ENTER INTO A CONTRACT WITH THE STATE OF MICHIGAN, MAKING INGHAM COUNTY THE FIDUCIARY AGENT FOR MICHIGAN HOMELAND SECURITY REGION 1 AND ACCEPT THE FY2016 HOMELAND SECURITY GRANT PROGRAM FUNDS.

The FY 2016 Homeland Security Grant Program (HSGP) is a primary funding mechanism that plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.

The purpose of this contract is to provide federal pass-through funds to the Region 1 Homeland Security Planning Board through the County of Ingham. The amount of funding being awarded to Region 1 is $1,018,829. The FY2016 HSGP covers eligible costs from September 1, 2016 to August 31, 2019. At least $254,707 of award funds must be dedicated toward Law Enforcement Terrorism Prevention Activities (LETPA). A Maximum of $509,414 of award funds may be used for personnel and personnel-related activities. A maximum of up to 5% of State Homeland Security Program (SHSP) funds awarded may be retained and used solely for management and administration (M&A) purposes associated with the SHSP Award. This 5% will be retained by the County of Ingham for M&A purposes.

The County of Ingham may only fund projects which directly support one of the FY2016 HSGP grant investments. The State of Michigan shall make final determination on how funds awarded under the grant agreement are allocated and/or spent, from projects reviewed and approved by the Region 1 Planning Board and submitted to the State of Michigan by the County of Ingham.
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A CONTRACT WITH THE STATE OF MICHIGAN, MAKING INGHAM COUNTY THE FIDUCIARY AGENT FOR MICHIGAN HOMELAND SECURITY REGION 1 AND ACCEPT THE FY2016 HOMELAND SECURITY GRANT PROGRAM FUNDS

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2016 Homeland Security Grant Program (HSGP); and

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

WHEREAS, the total amount of grant funds available to Ingham County agencies is $53,488 from the State Homeland Security Program (SHSP) and $17,829 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of $71,317; and

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

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

WHEREAS, the total Grant Award for Michigan Homeland Security Region 1 for FY2016 is $1,018,829; and

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

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan, to be the fiduciary agent for the FY2016 Department of Homeland Security, Homeland Security Grant Program, and the acceptance $1,018,829 for the time period of September 1, 2016 to August 31, 2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents or purchase documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners County Services Committee and Finance Committee
FROM: Travis Parsons, Human Resources Director
DATE: September 29, 2016
SUBJECT: Resolution Approving Generic Service Credit Purchase

BACKGROUND

The Board of Commissioners has a standing resolution (#02-101) that provides employees the option of purchasing generic service credit under the Municipal Employees’ Retirement System (MERS). Mr. John Waugh made application to MERS to obtain an estimated cost to purchase six (6) months additional credited service and the benefit impact of the purchase. The estimates are valid for two months after the effective date of the calculation. Mr. Waugh has elected to exercise the option to purchase 6 months of generic service credit.

In accordance with Resolution #2-101, dated April 9, 2002, Mr. Waugh will pay the full estimated amount for the purchase. The purchased generic service credit is not creditable for MERS retirement benefits until the minimum years of credited service for “F” benefit is reached.

ALTERNATIVES

FINANCIAL IMPACT

The estimated cost of the service credit purchase, as actuarially determined, is predicated on the accuracy of the assumptions regarding the future retirement and life expectancy of the employee. The total cost is due from the employee at the time of purchase.

OTHER CONSIDERATIONS

Ingham County’s past practice of providing for crediting prior service dates back to 1984. The prior resolutions were rescinded through the passage of Resolution #02-101, Resolution to Amend Its Policies on the Purchase of Retirement Service Credit.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the purchase of 6 months generic service time by John Jason Waugh.
Agenda Item 2

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING GENERIC SERVICE CREDIT PURCHASE FOR COUNTY EMPLOYEE: JOHN JASON WAUGH

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 credit “must be totally borne by the employee”; and

WHEREAS, the purchased generic service credit is not creditable for MERS retirement benefits until the minimum years of credited service for “F” benefit is reached; and

WHEREAS, John Jason Waugh has completed the MERS application and received the cost estimate to purchase six (6) 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, Mr. Waugh will purchase six (6) months generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee John Jason Waugh, the Board of Commissioners hereby approves the purchase of six (6) 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.
TO: Board of Commissioners Law & Courts, County Services and Finance Committees

FROM: John Dinon, Animal Control Director

DATE: 4 October 2016

SUBJECT: Customer Service Staff Reorganization
For the meeting agendas of October 13, 18 and 19, 2016

BACKGROUND
Ingham County Animal Control was approved funding for several new positions in the 2017 budget as a result of the passage of the Animal Control millage.

- Change part time (1/2 time) clerk/dispatcher to full time (1 Jan 2017)
- Change part time (1/2 time) animal care specialist to full time (1 Jan 2017)
- Add one full time animal care specialist (1 Feb 2017)
- Add three full time clerk/dispatchers (1 Apr 2017)
- Fund existing Volunteer coordinator from millage instead of donations

This resolution will authorize an Animal Control Department reorganization. This reorganization proposes to add a new MCF position and deletes one previously approved new clerk/dispatcher positon. It will also modernize the office staff by updating job titles. These changes are also consistent with recommendations from the NACA study.
- Add an MCF position - “Customer Service and Community Outreach Manager”
- Delete one full time UAW clerk/dispatcher
- Change “Redemption Clerk/Dispatcher” title to “Customer Service Specialist”
- Change Office Coordinator title to “Customer Service Lead” - “Lead” is consistent with Animal Care and ACO titles.

ALTERNATIVES
Staff could be hired using the old job titles and an additional hourly position could be hired instead of adding the manager position, but ICAC management feels strongly that the new titles and manager are in the best interest of the department. These changes are also consistent with recommendations from the NACA study.

FINANCIAL IMPACT
Millage funding in 2017 will be more than adequate to fund all of the costs related to new shelter construction and this reorganization. Depending on actual funds generated by the millage, costs of building and financing the shelter, and the actual pay grades of the new employees, there may be a gap between millage funds and costs of the new employees in 2018 and beyond. Since the new manager position will have significant fundraising responsibility, the department is confident that if any funding gaps occur the difference will be made up with raised money.
OTHER CONSIDERATIONS
There are no statutory requirements related to this reorganization. However, the voters of Ingham County did approve the Animal Control millage with the understanding it would fund construction and operation of a new facility and enhanced services including expanded hours. The UAW and CCLP have both been advised of this reorganization and have raised no objections.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support this reorganization.
TO: John Dinon, Director, Ingham County Animal Control

FROM: Joan Clous, Human Resources Specialist

DATE: 9/28/16

RE: Support for New Classification: Customer Service and Community Outreach Manager

Per your request, Human Resources has created a new classification titled Customer Service and Community Outreach Manager.

After analysis, the classification has a community of interest with the MCF and is appropriately compensated at a MCF 8 salary range ($51,145.49 - $61,391.37).

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

If I can be of further assistance, please email or call me (887-4374).
GENERAL SUMMARY:
Under the supervision of the Animal Control Director and Deputy Director, manages the office and customer service team – Office Lead (Office Coordinator) and Customer Service Specialists (clerk/dispatchers) and Volunteer Assistant. Oversees customer service and clerical functions including adoptions, intakes, redemptions, licensing, dispatch, volunteer management, payroll, accounts payable and receivable, record keeping etc. Assists Director with donor relations and interaction with Animal Shelter Fund. Plans and coordinates fundraisers and other ICAC events. Formulates and implements a comprehensive communication strategy to promote ICAC and its programs including print, broadcast and social media.

ESSENTIAL FUNCTIONS:
1. Serves as the manager of the customer service staff including responding to procedural questions and assisting and instructing other employees. Resolve client problems as referred by other staff. Prepares staff work schedules including daily shifts, vacations, holidays, etc. and ensures adequate staffing for all shifts, including coverage for unscheduled absences. Performs personnel management functions, including interviewing, selecting and training staff. Evaluates and reviews work assignment and staff performance. Addresses employee relation issues including promotions and terminations.

2. Works closely with the Director on donor relations and management, including the ICAC Shelter Fund and Fundraising committee. Plans and implements fundraising events, fundraising letters, newsletters and other donor solicitation. Researches, applies for and administers grants. Maintains donor records.

3. Plans and implements other events including in-shelter and mobile adoption events, promotional events, community outreach and educational events.

4. Formulates and implements a comprehensive communication strategy to promote ICAC and its programs. Initiates and maintains positive media relations on behalf of the ICAC. Writes brochures, newsletters, press releases and related documents for distribution to staff, news media, local and state agencies and education institutions. Develops campaigns for all media venues including print, broadcast and social media outlets. Serves as the spokesperson for the Department as needed.

5. Manages the ICAC Outreach Center including coordination of interns and volunteers and OC programs including vaccine clinics, food bank, dog house program and other community outreach. Develops and implements new community outreach initiatives and programs at the OC and other venues.

6. Assists the director with budget preparation. Monitors and reports budget performance for customer service and other work groups in the department.
Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

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

Employment Qualifications:

Education: A minimum of two years college coursework in management, communications, public relations, etc. or equivalent experience is required.

Experience: A minimum of 2 years of experience in an administrative, development or public relations role is required.

Other Requirements: None

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

Physical Requirements:
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:
The work environment rotates between an office, the animal shelter and off-site locations for volunteer/public relation tasks. Regular exposure to the odors, noises and diseases of animals. Exposure to animal urine and feces as well as animal parasites such as fleas, ticks and mites. Exposure to the risk of animal bites. Exposure to cleaning products and their fumes.
Yes, John, we had a meeting of the minds. Thanks for the open communications.

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

In Solidarity

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

Sally, 

I just wanted to send a quick email summarizing today’s phone conversation.

First, I am sorry that some incorrect information was communicated to you. I am trying to get staff input into the changes that are going to happen in our department as a result of the millage passing, but I guess I need to be more clear about communicating what is brainstorming or possible scenarios versus when final decisions have been made.

Our current plan for the UAW positions at ICAC is to refill the volunteer assistant position which will be vacant due to Ashley Shaffier’s resignation (effective 30 Sep 16). This position will be funded with millage money going forward, it was funded with donations in the past (I forgot to tell you this when we spoke). We will also be adding 2.5 clerk/dispatcher positions – changing our current ½ time position to full time and adding two additional full time clerk/dispatchers. All of these changes/additions will be done using existing job descriptions. We are also going to add some additional, non-UAW positions with millage money. As we discussed, I’m don’t believe this is technically a reorganization – just an expansion.
I hope this clarifies current plans at ICAC. If this changes, I will be sure to be in touch. Please email me to confirm that we ended today’s conversation with the same understanding of the planned changes for UAW staff at ICAC.

Thanks!

John Dinon  
Director, Ingham County Animal Control  
600 Curtis Street  
Mason, MI 48854  
(517) 676-8362  
jdinon@ingham.org
Capitol City Labor Program Inc. supports the improvement of personnel at the Ingham County Animal control as part of the reorganization of the Department.

On Tue, Oct 4, 2016 at 9:18 AM, Dinon, John <JDinon@ingham.org> wrote:

Tom,

At the Law and Courts Committee meeting on September 15, you and I briefly discussed the new positions that will be created as a result of the passage of the Animal Control millage. To refresh your memory, on the CCLP side, we are making our ½ time animal care specialist into a full time position effective January 1, 2017 and adding an additional full time animal care specialist position effective ~February 1, 2017.

We are doing some more significant changes to the UAW staff including the creation of a new classification. Because of this, the staff changes are being done as a formal reorganization per BOC policy.

Can you please send me an email affirming that the CCLP is OK with the reorg – that is, OK with the creation of 1.5 FTE new CCLP positions? The deadline for me to submit the reorg packet is today at 5:00 and I’d like to include correspondence from both unions. I apologize for the short notice.

Thanks,

JD

John Dinon
Director, Ingham County Animal Control
600 Curtis Street
Mason, MI 48854
(517) 676-8362
Ingham County Animal Control – Current Org Chart

Board of Commissioners

Controller’s office

Director (1 FTE)

Deputy Director (1 FTE)

Lead ACO (1 FTE)

ACO’s (5 FTE)

Office Coordinator (1 FTE)

Volunteer Assistant (1 FTE)
Redemption Clerk/Dispatchers (3.5 FTE)

Veterinarian (1 FTE)

Lead Animal Care/Vet Tech (1 FTE)

Animal Care Specialists (3.5 FTE)
Ingham County Animal Control – Post Reorg Org Chart

Board of Commissioners

Controller’s office

Director (1 FTE)

Deputy Director (1 FTE)

Customer Service & Community Outreach Manager (1 FTE)

Veterinarian (1 FTE)

Lead ACO (1 FTE)

Customer Service Lead (1 FTE)

Lead Animal Care/Vet Tech (1 FTE)

ACO’s (5 FTE)

Volunteer Assistant (1 FTE)

Customer Service Specialists (6 FTE)

Animal Care Specialists (5 FTE)
### Proposed ICAC Reorg - September 2016

#### Financial Analysis

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* accounts for positions being filled at various times during 2017

** based on current and starting step levels of current/new employees
WHEREAS, the citizens of Ingham County approved the millage to construct and operate a new facility and enhance department operations; and

WHEREAS, the Ingham County Animal Control Department will receive funds generated by the Animal Control millage beginning in 2017; and

WHEREAS, ICAC employees and the Capital City Labor Program (CCLP) and United Auto Workers (UAW) agree that the proposed reorganization would benefit ICAC operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a reorganization to create a new Customer Service and Community Outreach Manager Position and to delete one Redemption Clerk/Dispatcher Position.

BE IT FURTHER RESOLVED, the reorganization will change the job title “Office Coordinator” to “Customer Service Lead” and change the job title “Redemption Clerk/Dispatcher” to “Customer Service Specialist”.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments and change of job titles to the Position Allocation List for the Ingham County Animal Control 2017 budget.

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

To: Ingham County Law & Courts and Finance Committees

From: Da’Neese Wells

Date: 10/4/16

Subject: Sobriety Court Resolution for Fiscal Year 2017

Attached please find a resolution requesting authorization for the 55th District Court Sobriety Court to accept $135,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO).

We have received grant funding administered by SCAO for Sobriety Court since FY2004. Our program targets OWI 2nd and OWI 3rd offenders found dependent on alcohol or other drugs who are not violent offenders (as defined in MCL 600.1062). Research suggests case handling should be expedited for these defendants. Prior to the implementation of Sobriety Court we had no specific mechanisms for this purpose. Now, potential Sobriety Court participants are identified at arraignment and placed on Sobriety Court bond conditions, which include testing and reporting. Compliance with these conditions is monitored throughout the pre-adjudication process. We’ve found that the combination of pretrial supervision and Sobriety Court motivates participants to remain sober during the period of supervision and after graduation, reducing recidivism and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. These positions have already been approved in the 2017 Ingham County budget.

The resolution also authorizes $141,907.40 Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of $276,907.40.

The resolution also authorizes subcontracts as follows:
1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed $12,288
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed $65,577

Thank you for your consideration.
Argeba Item 4a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT'S STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN DRUG COURT GRANT PROGRAM (SCAO-MDCGP) AND ENTER INTO SUBCONTRACTS

WHEREAS, the 55th District Court Sobriety Court Program ("Sobriety Court") has since 2004 provided quality services to the citizens of Ingham County; and

WHEREAS, continuation of the Sobriety Court will require continuing to employ two probation officers to provide staffing for the program; and

WHEREAS, the increased caseloads seriously threaten the level and quality of services; and

WHEREAS, sources of sobriety court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the SCAO - Michigan Drug Court Grant Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a State Court Administrators Office grant including the SCAO-MDCGP grant in the amount of $135,000 to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of donations from the Ingham County Sobriety Court Foundation as well as other organizations, groups and individuals to the Ingham County 55th District Court Sobriety Court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby expresses its appreciation to the Ingham County Sobriety Court Foundation for any future possible donations to the 55th District Court Sobriety Court Program.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget of $276,907.40 to include SCAO/MDCGP grant funds in the amount of $135,000, Ingham County In-Kind matching funds of $141,907.40 with no local hard cash matching funds, and future possible donations from the Ingham County Sobriety Court Foundation, all of which are required to continue the Sobriety Court Program.

BE IT FURTHER RESOLVED, grant-funded Sobriety Court program direct service subcontracts for the following services in the following amounts:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed $12,288
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed $65,577

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2016 and 2017 55th District Court budget and Position Allocation List.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.
Resolution Memo

To: Ingham County Law & Courts and Finance Committees
From: Da’Neese Wells
Date: 10/4/16
Subject: Mental Health Court Resolution for Fiscal Year 2017

Attached please find a Resolution requesting authorization for the 55th District Court Mental Health Court to accept $380,000 in grant funding from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO).

We have received Michigan Mental Health Court Grant Program funding for Mental Health Court since FY2014. The basic premise of the program is a collaborative relationship between the 55th District Court and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) designed to link mentally ill criminal defendants to appropriate treatment in hopes of better addressing the needs of individuals with mental illness, reducing recidivism and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. This position has already been approved in the 2017 Ingham County budget.

The resolution also authorizes $48,660.40 Ingham County In-Kind funding and acknowledges $19,641 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed $448,301.40.

Additionally, the resolution authorizes continuation of a probation officer position, and subcontracts as follows:
1. Electronic Monitoring Services with Sentinel Offender Services and/or Judicial Services Group – not to exceed a total of $1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) and/or Phoenix Recovery & Testing – not to exceed a total of $39,898.60
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties: not to exceed $257,063 ($237,422 grant funding + $19,641 CMHA-CEI Local In-Kind Contributions)

Thank you for your consideration.
RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM (SCAO-MMHCGP), CONTINUE A PROBATION OFFICER POSITION, AND ENTER INTO SUBCONTRACTS

WHEREAS, the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) estimates there are over 5,000 seriously mentally ill adults in our region; and

WHEREAS, the 55th District Court has identified a need for specialized case handling for mentally ill defendants; and

WHEREAS, research indicates such specialized case handling results in lower recidivism rates, increased public safety and more efficient public sector spending; and

WHEREAS, the 55th District Court and CMHA-CEI have received a grant from the State Court Administrative Office - Michigan Mental Health Court Grant Program in the amount of $380,000 to continue a Mental Health Court at the 55th District Court; and

WHEREAS, continuation of the Mental Health Court will require continuing to employ a probation officer to provide staffing for the program; and

WHEREAS, sources of Mental Health Court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the SCAO-Michigan Mental Health Grant Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State Court Administrative Office - Michigan Mental Health Court Grant Program for a total budget not to exceed $448,301.40 to include SCAO/MMHCGP grant funds in the amount of $380,000, Ingham County In-Kind matching funds not to exceed $48,660.40 with no local hard cash matching funds, and Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contributions not to exceed $19,641 for the time period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes continuation of one FTE Grant-funded Probation Officer, an ICEA Court Professional, Grade 7, contingent upon the availability of grant funds.

BE IT FURTHER RESOLVED, grant funded Mental Health Court program direct service subcontracts for the following services in the following amounts:

1. Electronic Monitoring Services with Sentinel Offender Services and/or Judicial Services Group – not to exceed a total of $1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) and/or Phoenix Recovery & Testing – not to exceed a total of $39,898.60
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties: not to exceed $257,063 ($237,422 grant funding + $19,641 CMHA-CEI Local In-Kind Contributions)

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2016 and 2017 55th District Court budget and Position Allocation List.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract/subcontract documents that are consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 5a

TO: Ingham County Board of Commissioners, Law and Courts Committee

FROM: Lance Langdon, 9-1-1 Director

DATE: October 3, 2016

SUBJECT: Request to purchase Schedule Express Program For the meeting agenda of October 13, 2016.

BACKGROUND
With the ongoing staffing challenges in our 9-1-1 Center, we have identified problems that result from keeping of paper schedules that are managed by several different supervisors. Supervisors spend a very large amount of time each week working on and adjusting work schedules and overtime needs that result in a great deal of stress on both the staff and supervisors. As a result staff members from COAM and CCLP as well as through our JLT meetings have requested we purchase an automated scheduling system.

ALTERNATIVES
If we continue with paper schedules, staff will continue to be unhappy with the day to day problems of keeping a schedule with the many daily changes that affect their time off and work load. The Committee has heard from the CCLP, issues over scheduling difficulties and this program will address these problems. The 9-1-1 Supervisors who work with our schedule struggle to keep up with tracking time off requests, trade shift requests, FMLA leave, and getting proper staffing assigned or ordered to meet the needs of the operation.

FINANCIAL IMPACT
This project is currently not in the 2016 budget and, as a result, funding for this project is being requested from 9-1-1 Fund Balance. Additionally it is a yearly contract that was not included in the proposed 2017 budget presented to the Commissioners for approval. In talking with Mr. Musick Company President, they have not had a cost increase but instead report a drop in the price of their program over the last several years as they have increased the volume of customers. He does expect this to continue moving forward. He also advised that they have been working to get GSA pricing status for the product, and the pricing we have been given is the GSA pricing that they have proposed.

OTHER CONSIDERATIONS
With our struggle in maintaining staffing levels, adding this program will assist in eliminating scheduling errors, reducing the number of hours spent doing scheduling, while providing real time updates to all scheduling issues. This program works on our work PC’s, personal computers and smart phones to allow staff to check their schedules regularly, and make requests for time off and volunteer for overtime assignments, while also assisting supervisors to fill staffing needs through the same program. It also automates our pay sheet process as work hours and shifts are all recorded electronically.
A demonstration of this software program was presented to the admin and supervisory staff last week with all members being extremely impressed with the capabilities and features of the program.

We did review and consider two other programs; Schedule Anywhere ($2232.00) and Ecore ($2559.00) but neither of these programs came close to meeting our needs here in the center. The Schedule Express program has been specifically designed to work with public safety organizations and is designed and marketed for public safety use.
RECOMMENDATION
Based on the recommendation of staff and my personal review of the program, I respectfully recommend the attached resolution to support the purchase of this Program and Services from Informer Systems Inc.
Agenda Item 5a

INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING PURCHASING SCHEDULING SOFTWARE/SERVICES FOR THE 911 CENTER

WHEREAS, the Ingham County Board of Commissioners operates the 911 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, Ingham County 9-1-1 staff members from both the Supervisory and Non-supervisory units have requested that the 9-1-1 Center purchase an automated scheduling system to improve and reduce errors in scheduling procedures; and

WHEREAS, the Ingham County 9-1-1 Joint Leadership Team has also recommended a move to an automated scheduling system; and

WHEREAS, the 9-1-1 Director has obtained a quote from Informer Systems for their Schedule Express program that includes initial configuration, training, support and upgrades with a current annual cost of $8,035.20; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners fund this request from the 911 Emergency Telephone Dispatch Services 9-1-1 fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of $8,035.20 from the 911 Emergency Telephone Dispatch Services 9-1-1 fund balance for the costs associated with the purchase of the Schedule Express Software and Services.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract/Purchase Order documents consistent with this resolution and approved as to form by the County Attorney.
TO: Ingham County Board of Commissioners, Law and Courts Committee
FROM: Lance Langdon, 9-1-1 Director
DATE: October 4, 2016
SUBJECT: Request to hire (3) three additional 9-1-1 Central Dispatch Background Investigators
For the meeting agenda of October 13, 2016.

BACKGROUND
With the ongoing staffing challenges in our 9-1-1 Center, we have identified an area in our hiring process that causes additional time to the application/hiring process that we would like to eliminate. With working to fill our openings, we have been constantly reviewing our process looking to reduce the time it takes from receiving the applications to bringing a new employee on board. With resolution #12-437 we did hire 3 special part time employees to complete our background investigations. As these investigators are on a special part time status, they are not always available when an investigation is needed. We have also had times when the investigators available, would be assigned several backgrounds to complete, and results in greater time being added to this phase of the hiring process.

ALTERNATIVES
Continuing with the current number of investigators, results in about 4-6 weeks needed to get an applicant pool through this part of the process. The additional investigators should result in the same work being done in 1-2 weeks, decreasing the time taken.

FINANCIAL IMPACT
There should be no additional costs to add these special part time employees. Each investigation has been averaging about 25 man/work hours; the needed investigations would just be spread between more investigators.

OTHER CONSIDERATIONS
With our struggle in maintaining staffing levels, has resulted in changes to how we do business by making a new entry level position of 9-1-1 Call Taker. We have been working to fill our open positions since we first opened, and staff has been forced to work hundreds of hours of overtime while we keep working to bring new people on board. In reviewing what we can do to increase the efficiency of the process, the length of time it takes to get our backgrounds done has been identified as an area that needs improvement. The sooner we can find, process and hire staff, and move them into our training process, the sooner the stress of the staffing shortage can be reduced on staff.

RECOMMENDATION
Based on the information presented, I respectfully recommend the attached resolution to support the authorization and hiring of an additional (3) three special part time 9-1-1 Background Investigators.
Agenda Item 5b

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

INGERHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ESTABLISH ADDITIONAL SPECIAL PART TIME ON CALL 911 CENTRAL DISPATCH CENTER BACKGROUND INVESTIGATOR POSITIONS

WHEREAS, that the Ingham County Board of Commissioners has established the Ingham County 911 Central Dispatch Center; and

WHEREAS, the current staffing level requires the hiring of a large number of new employees to fill currently open positions as well as future positions that become available; and

WHEREAS, the 911 Center requires a law enforcement level background investigation be completed on each new employee, and currently has three special part time 9-1-1 Central Dispatch Background Investigator positions, established under resolution #12-437; and

WHEREAS, the 911 Centers three (3) special part time 9-1-1 Central Dispatch Background Investigators are not always available for various reasons or the number of background investigations each investigator is assigned lengthens the background processing of applicants; and

WHEREAS, there is not a continuous need for a full time staff member to fill the needs of 911 Background investigator, but the application process would benefit from additional investigators to complete the background investigations reducing the processing time of our applicants; and

WHEREAS, the addition of special part time 9-1-1 Background Investigators would not result in any additional cost to complete the background investigations; and

WHEREAS, there are many current or retired police officers that can perform these investigations as they are needed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes up to an additional three (3) special part time 911 Central Dispatch Background Investigator positions.

BE IT FURTHER RESOLVED, that the rate of compensation will continue at a rate of $25.00 per hour for the position.
TO: Ingham County Board of Commissioners, Law and Courts Committee

FROM: Lance Langdon, 9-1-1 Director

DATE: October 4, 2016

SUBJECT: Request to purchase NICE recorder system upgrade
For the meeting agenda of October 13, 2016.

BACKGROUND
The 9-1-1 recording system is in operation 24x7 – 365 days per year, capturing the 9-1-1 telephone and Ingham County public safety radio system broadcasts at the 9-1-1 Center. Originally put in service in the Lansing 9-1-1 Center the system was moved here to the Ingham County Central Dispatch Center. The system is in need of some upgrades in both hardware and software to assure that the system keeps functioning and is brought to the latest versions of software where able. This upgrade also will assist us by bringing the new quality assurance software and abilities that the current version of the system does not have. This upgrade has been planned for and has been budgeted in the center’s 2016 CIP budget.

ALTERNATIVES
The upgrade of the software and server will allow for us to be confident the system will continue to operate and provide improved functionality of the system. The initial purchase price of the system was over $161,000.00 in 2011 and this upgrade at a cost not to exceed $28,000.00 would save us a great deal of cost of having to replace the system.

FINANCIAL IMPACT
This project is currently in the 2016 CIP budget. As a result there would not be an adverse effect on the current budget or fund balance.

OTHER CONSIDERATIONS
This system is used a great deal by all levels of center staff, providing information to staff processing calls, departments needing information as evidences for court cases, to the public when a FOIA request is made for the information, and center staff in the evaluation of employee’s performance.

RECOMMENDATION
Based on the presented, I respectfully recommend the attached resolution to support the purchase of this upgrade of hardware and software from Vanbelkum.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH VAN BELKUM TO UPGRADE THE NICE 911 RECORDER SYSTEM FOR THE INGHAM COUNTY 911 CENTER

WHEREAS, the Ingham County Board of Commissioners has established a 911 Emergency Telephone Dispatch Services Fund for Management and System Improvements to the County emergency 911 dispatch system; and

WHEREAS, the Lansing and East Lansing 911 Centers identified the need to replace the malfunctioning 911 Recorder Systems with a NextGen 911 technology recorder authorized and approved under Resolution #11-125 in April of 2011; and

WHEREAS, the Van Belkum/NICE 911 Recorder System needs to be upgraded with new hardware and software; and

WHEREAS, the Van Belkum/NICE 911 Recorder System solution was originally installed within the Lansing 911 Center initially and then migrated to the new Ingham County Consolidated 911 Center; and

WHEREAS, the Ingham County Board of Commissioners has approved funding for an upgrade as a capital improvement project within the 9-1-1 Center’s 2016 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract/purchase order be issued with Van Belkum for the purchase and installation of a NICE 9-1-1 Recorder System upgrade at a cost of $27,295.00, with a Project Contingency fund of $705.00 for a total project cost not to exceed $28,000, from the 9-1-1 2016 budget.

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.
TO: Ingham County Board of Commissioners, Law and Courts and Finance Committees  
FROM: Lance Langdon, 9-1-1 Director  
DATE: October 10, 2016  
SUBJECT: Request to enter into contract with AT&T for 9-1-1 Center Phone Service (Late Item)  
For the meeting agenda of October 13, 2016.

BACKGROUND
The 9-1-1 Center has phone lines for both emergent and non-emergent calls. We have 9-1-1 Trunk lines that provide us with emergency calls, ten digit emergency lines that are used by various entities for making emergency calls to our center from outside the county (i.e. Alarm companies), and non-emergent phone lines which people call to reach officers or other services that are not emergencies. The Center has over 60 of these non-emergent lines which were under contract with AT&T. While dealing with a phone line issue we found that the contract between Ingham County and AT&T had not been renewed by the county in June of 2016. The old contract was part of a MI Deal program which provided for reduced rates for their services. The MI Deal is no longer available and a new agreement must now be put in place to continue our services with them.

ALTERNATIVES
There are no viable alternatives at this time to not contract with AT&T for these phone services. Over the next several years we will be transitioning from older copper lines to voice over IP services. Sometime in the next several years, we should see an ESINET which is a fiber or IP based network for use by public safety/9-1-1 centers to receive calls and Next-GEN 9-1-1 data (photos, videos) through a network that would have redundant access points to provide redundancy to the systems.

FINANCIAL IMPACT
There will be an increase in costs as the MI deal is no longer available. The contract with AT&T would be for 2 years, starting with the approval and signing of the agreement. The monthly cost is approximately $1,500.00 per month, $18,000.00 per year and is $36,000.00 over the next 2 years. As we work on our 9-1-1 phone system upgrade in 2017, we may be able to make some changes to our lines moving some lines from copper to VOIP. If we are able to do that we should see a reduction in these costs.

OTHER CONSIDERATIONS
The greater portions of the calls received by the center are non-emergent. To not maintain the services as we currently do would have a negative effect with our residences and agencies that rely on us to receive these calls and provide the assistance needed.

RECOMMENDATION
Based on the information presented, I respectfully recommend the attached resolution to support the contract with AT&T.
Introduction by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH AT&T FOR TELEPHONE SERVICES FOR THE INGHAM COUNTY 9-1-1 CENTER

WHEREAS, the Ingham County Board of Commissioners has established a 9-1-1 Emergency Telephone Dispatch Services Fund for Management and System Improvements to the County emergency 9-1-1 dispatch system; and

WHEREAS, Ingham County 9-1-1 Central Dispatch Center began operations as a consolidated center in June of 2012, with a contract in place for telephone services through AT&T for both Emergency and Non-Emergent phone lines; and

WHEREAS, the contract with AT&T expired June of 2016 for all Non-Emergent lines; and

WHEREAS, the 9-1-1 Center receives non-emergent calls for all of our police agencies every day, which requires us to continue the contract with AT&T to provide the phone service for our phone lines; and

WHEREAS, the AT&T Services are no longer available under the MI deal purchasing contract, a new contractual agreement is needed to continue the phone service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with AT&T for the 9-1-1 Center phone services at a total cost not to exceed $18,000 annually or $36,000 over the time period of November 1, 2016 through October 31, 2018 from the 9-1-1 Center budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 6

TO: Board of Commissioners County Services Committee
FROM: Sandra Gower, Economic Development Coordinator
DATE: September 20, 2016
SUBJECT: Jackson National Life Insurance Company CDBG Reimbursement Agreement
For the meeting agenda of October 4, 2016

BACKGROUND

In August 2013 the County was awarded a Community Development Block Grant (CDBG) on behalf of Jackson National Life Insurance Company (JNLIC) for the expansion of infrastructure at its facility at 1 Corporate Way, Lansing Michigan. On August 22, 2013 Ingham County and Jackson National Life Insurance Company signed a CDBG Agreement. JNLIC was required per the terms of the grant to create at least 278 additional permanent full time jobs at a minimum hourly rate of $12.00 per hour. At least 51% of those created jobs were required to be made available to or held by low and moderate income persons. The grant award was for $3,000,000. The County has paid $989,505.13 on behalf of JNLIC and has been reimbursed by the State of Michigan for the same amount.

JNLIC has created the 278 jobs and the average pay is above the $12.00 per hour requirement. However, JNLIC was not able to meet the 51% low and moderate income requirement. Because of that, the State of Michigan is terminating the CDBG grant. The County will be required to reimburse the State the $989,505.13 we have received. Per the CDBG Agreement JNLIC is required to reimburse the County should the grant be terminated due to their not meeting their hiring obligations under the grant.

FINANCIAL IMPACT

There is no net financial impact on the County.

OTHER CONSIDERATIONS

In order to execute the terms of the CDBG Agreement it is necessary for the County and JNLIC to enter into a reimbursement agreement. The agreement, as drafted by the County Attorney, is attached.

RECOMMENDATION

I recommend that the County Board authorize the Board Chair to sign the Reimbursement Agreement.
REIMBURSEMENT AGREEMENT

THIS AGREEMENT, made and entered into this ___ day of __________________, 2016, by and between the COUNTY OF INGHAM, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the “County”) and JACKSON NATIONAL LIFE INSURANCE COMPANY (hereinafter referred to as the “JNLIC”).

RECITALS:

WHEREAS, the County on behalf of JNLIC has received a Community Development Block Grant (hereinafter referred to as the “CDBG”) from the Michigan Strategic Fund (hereinafter referred to as the “MSF”) to extend and improve public utilities, specifically a 15kV electrical line, water lines, and sanitary sewer lines, to the area that includes JNLIC facilities at 1 Corporate Way, Lansing, Michigan (hereinafter referred to as “JNLIC’s Facilities”), which when completed will enable JNLIC to increase the number of people it employs at JNLIC’s Facilities; and

WHEREAS, the terms and conditions of the CDBG funding were embodied in the CDBG Agreement entered into by and between the parties on August 22, 2013; and

WHEREAS, on page 11 of the CDBG Agreement, signed by JNLIC on August 9, 2013, JNLIC acknowledged and certified that the CDBG funds provided to the County under the CDBG Grant Agreement will directly benefit JNLIC by providing funding for electrical, water, and sewer improvements to JNLIC’s Facilities and that upon completion of the project (at the time of project closeout) the JNLIC shall have created at least two hundred seventy-eight (278) additional permanent full time jobs at a minimum hourly rate of $12.00 and that at least fifty-one percent (51%) of the created jobs shall be made available to or held by low and moderate income people; and

WHEREAS, JNLIC fully acknowledged to the MSF that should the job creation goals for the project not be met, MSF may require repayment of the CDBG funds up to the full grant amount; and

WHEREAS, in that the CDBG Agreement is directly with the County the MSF may require the County to repay the CDBG funds it received from the MSF for the improvements project benefitting the JNLIC; and

WHEREAS, pursuant to the CDBG Agreement, the County has paid JNLIC the total sum of $989,505.13 in reimbursements of project costs, and has received $989,505.13 in CDBG funds from MEDC; and

WHEREAS, MEDC is terminating the CDBG Agreement due to JNLIC’s failure to hire low/moderate income applicants as required; and

WHEREAS, the County is required to reimburse the State of Michigan the $989,505.13 of CDBG funds it has received; and
WHEREAS, under the terms of the CDBG Agreement, JNLIC must reimburse the County $989,505.13 it has received from the County; and

WHEREAS, the County and JNLIC desire to set forth the terms and conditions under which JNLIC shall pay to the County such sum as the County is required to pay MSF due to JNLIC’s failure to meet the job creation goals.

NOW, THEREFORE, for and in consideration for the mutual covenant hereinafter contained, IT IS HEREBY AGREED, as follows:

1. **JNLIC’s Repayment of CDBG Funds.** On or before October 31, 2016, JNLIC shall pay the County the full amount of CDBG funds which the County is required to pay to the State of Michigan, in the total amount of Nine Hundred Eighty-Nine Thousand Five Hundred Five and 13/100 Dollars ($989,505.13).

2. **Certification of Authority to Sign Agreement.** The people signing on behalf of the parties to this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of the parties and that this Agreement has been authorized by the parties.

**INGHAM COUNTY**

_________________________________  __________________________
Kara Hope, Chairperson  Date  
County Board of Commissioners

**JACKSON NATIONAL LIFE INSURANCE COMPANY**

By: ____________________________  __________________________
(Signature)  Date  
Name: ____________________________  
(Type or Print)  
Title: ____________________________  
(Type or Print)

**APPROVED AS TO FORM**
FOR THE COUNTY OF INGHAM  
COHL, STOKER & TOSKEY, P. C.

By: ____________________________  
Timothy M. Perrone

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ING/EDC #13-002
Introduce by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A REIMBURSEMENT AGREEMENT BY AND BETWEEN THE COUNTY OF INGHAM AND JACKSON NATIONAL LIFE INSURANCE COMPANY FOR THE REPAYMENT OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

WHEREAS, the County of Ingham was awarded a Community Development Block Grant (CDBG) on behalf of Jackson National Life Insurance Company (JNLIC) to extend and improve public utilities at its facilities at 1 Corporate Way, Lansing, Michigan; and

WHEREAS, the terms and conditions of the CDBG funding were embodied in the CDBG Agreement entered into by and between the parties on August 22, 2103; and

WHEREAS, the CDBG funding was awarded with the requirement that JNLIC would create at least two hundred seventy-eight (278) additional full-time permanent jobs at a minimum hourly rate of $12.00 per hour and that at least fifty-one percent (51%) of the created jobs shall be made available to or held by low and moderate income people; and

WHEREAS, the County of Ingham has paid Nine Hundred Eighty-Nine Thousand Five Hundred Five and 13/100 Dollars ($989,505.13) towards the project and been reimbursed by the State of Michigan for those expenditures; and

WHEREAS, JNLIC created the jobs but did not meet the 51% made available to or held by low and moderate income people; and

WHEREAS, per the terms of the CDBG Agreement, signed by JNLIC on August 9, 2013, JNLIC must reimbursement the County of Ingham if the CDBG Agreement is terminated by the Michigan Economic Development Corporation due to JNLIC not fulfilling its obligations under the agreement; and

WHEREAS, the Michigan Economic Development Corporation has determined that JNLIC has not met the terms of the CDBG Agreement and will require the County of Ingham to repay the funding received on behalf of JNLIC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, per the terms of the CDBG Agreement signed by JNLIC on August 22, 2013, is invoking the repayment provision in the CDBG Agreement.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign a Reimbursement Agreement between the County and JNLIC to execute the terms of the CDBG Agreement.
TO: Board of Commissioners Finance Committee & Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 30, 2016
SUBJECT: Amendment to Community Mental Health - CEI Agreement
For the meeting agenda of October 25, 2016

BACKGROUND
Ingham County Health Department (ICHD) and the Community Mental Health Authority of Clinton, Eaton and Ingham (CMHA-CEI) currently contract for 4.0 FTE Mental Health Therapists and consulting psychiatric evaluation services at a cost of up to $350,000 annually. Resolution #11-185 authorized this agreement which became effective March 1, 2011; it was amended and extended through January 31, 2017 by Resolutions #15-350 and #16-147. Collaboration between ICHD and CMHA-CEI allows each organization to provide services within its area of expertise and has proven to be highly effective for recruiting and hiring difficult to fill Masters Social Worker (MSW) positions.

ICHD seeks to add the services of a part time Behavioral Health Supervisor to the agreement. This will allow for rapid implementation of needed care model changes and associated reimbursement. This will ensure the sustainability of the services provided and our ability to meet our projected visit and revenue goals as presented in the FY 2017 budget.

ICHD also wishes to change the requirement for acceptable minimum level of training to include Limited Licensed Medical Social Workers as fully licensed Medical Social Workers are in short supply and have resulted in unfilled positions for extended periods of time. ICHD wishes to make all portions of this agreement automatically renewable on an annual basis to match the terms of the original agreement.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The total cost of the amended agreement will be $421,711 annually. The funds for these proposed changes were included in the recommended ICHD FY 2017 budget. This represents one new 0.5 FTE Behavioral Health Supervisor position (with an annual cost of $71,711).

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to amend the existing contract with CMHA-CEI to provide one new 0.5 FTE Behavioral Health Supervisor position (with an annual cost of $71,711).
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT FOR BEHAVIORAL HEALTH SERVICES BETWEEN THE INGHAM COUNTY HEALTH DEPARTMENT AND THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES

WHEREAS, the Ingham County Health Department (ICHD) and the Community Mental Health Authority of Clinton, Eaton and Ingham (CMH-CEI) have a longstanding partnership and contractual agreement for the provision of behavioral health services; and

WHEREAS, ICHD and CMH-CEI currently contract for 4.0 FTE Mental Health Therapists and consulting psychiatric evaluation services at a cost of up to $350,000 annually; and

WHEREAS, Resolution #11-185 authorized this agreement which became effective March 1, 2011; it was amended and extended through January 31, 2017 by Resolutions #15-350 and #16-147. Collaboration between ICHD and CMHA-CEI allows each organization to provide services within its area of expertise and has proven to be highly effective for recruiting and hiring difficult to fill Masters Social Worker (MSW) positions; and

WHEREAS, ICHD seeks to add the services of a part time Behavioral Health Supervisor to the agreement; and

WHEREAS, ICHD also wishes to change the requirement for acceptable minimum level of training to include Limited Licensed Medical Social Workers, as fully licensed Medical Social Workers are in short supply and have resulted in unfilled positions for extended periods of time; and

WHEREAS, ICHD wishes to make all portions of this agreement automatically renewable on an annual basis to match the terms of the original agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the execution of an amendment to the agreement for Behavioral Health Services between Ingham County, on behalf of ICHD and CMH-CEI.

BE IT FURTHER RESOLVED, that ICHD desires to contract with CMH-CEI for one new 0.5 FTE Behavioral Health Supervisor position (with an annual cost of $71,711).

BE IT FURTHER RESOLVED, that ICHD desires to modify the minimum level of training to include Limited Licensed Medical Social Workers.

BE IT FURTHER RESOLVED, that all amendments to the agreement will automatically renew on an annual basis to match the terms of the original agreement.

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.
BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments consistent with this resolution.
TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 28, 2016
SUBJECT: Authorization to Contract with Refugee Development Center
For the meeting agendas of October 25, 2016

BACKGROUND
The Ingham County Health Department (ICHD) has received $20,000 in grant funds for the Childhood Lead Poisoning Prevention Program (CLPPP) as part of the Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS). The CLPPP brings education and assistance into the homes of families where children have elevated blood lead levels as reported by the state. Home visits include education, provision of lead safe cleaning supplies, assistance in identifying and mitigating lead hazards, and assistance in applying for lead safe homes grants.

ICHD subcontracted with the Refugee Development Center (RDC) to provide these services in FY 2016. RDC is a nonprofit organization that provides education, support, and orientation to refugees in the Lansing area; in many cases, RDC is already in contact with families who are referred to CLPPP. RDC is well-suited to work with families across language and cultural barriers that would otherwise inhibit CLPPP outreach attempts. ICHD wishes to continue subcontracting with RDC for these services in FY 2017, in an amount not to exceed $9,600.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The $20,000 in CLPPP funding through the MDHHS Comprehensive Agreement will cover the $9,600 cost of this subcontract.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a subcontract for CLPPP with RDC for the period of October 1, 2016 through September 30, 2017 in an amount not to exceed $9,600.
 Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A FY 2017 SUBCONTRACT WITH
REFUGEE DEVELOPMENT CENTER

WHEREAS, the Ingham County Health Department (ICHD) has received $20,000 in grant funds for the Childhood Lead Poisoning Prevention Program (CLPPP) as part of the Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS); and

WHEREAS, the CLPPP brings education and assistance into the homes of families where children have elevated blood lead levels as reported by the state, as well as home visits which include education, provision of lead safe cleaning supplies, assistance in identifying and mitigating lead hazards, and assistance in applying for lead safe home grants; and

WHEREAS, ICHD subcontracted with the Refugee Development Center (RDC) to provide these services in FY 2016; and

WHEREAS, RDC is a nonprofit organization that provides education, support, and orientation to refugees in the Lansing area who in many cases is already in contact with families who are referred to CLPPP; and

WHEREAS, ICHD wishes to continue subcontracting with RDC for these services in FY 2017, in an amount not to exceed $9,600; and

WHEREAS, the Health Officer recommends approval of a subcontract for CLPPP with RDC for the period of October 1, 2016 through September 30, 2017 in an amount not to exceed $9,600.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with RDC for the period of October 1, 2016 through September 30, 2017 in an amount not to exceed $9,600.

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

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

TO:            Board of Commissioners Human Services and Finance Committees
FROM:          Linda S. Vail, MPA, Health Officer
DATE:          September 30, 2016
SUBJECT:       Agreement with Michigan Department of Agriculture and Rural Development
                For the meeting agenda of October 25, 2016

BACKGROUND
The Environmental Health Division of the Ingham County Health Department (ICHD) operates a Household
Hazardous Waste Program (HHW) that accepts hazardous waste for disposal. This program is open to all
Ingham county residents free of charge. Annually, the Michigan Department of Agriculture and Rural
Development (MDARD) contracts with ICHD under the Clean Sweep agreement to provide funding to cover
the cost of disposal of pesticides and herbicides collected throughout the year. MDARD has proposed to
provide ICHD with up to $14,000 in funding for FY 2017 for the disposal of pesticides and herbicides.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The MDARD funding of up to $14,000 was anticipated and has been included in the proposed FY 2017 budget.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a
Clean Sweep agreement with MDARD for up to $14,000 for the period of October 1, 2016 through September
30, 2017.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, the Environmental Health Division of the Ingham County Health Department (ICHD) operates a Household Hazardous Waste Program (HHW) that accepts hazardous waste for disposal; and

WHEREAS, this program is open to all Ingham county residents free of charge; and

WHEREAS, annually, the Michigan Department of Agriculture and Rural Development (MDARD) contracts with ICHD under the Clean Sweep agreement to provide funding to cover the cost of disposal of pesticides and herbicides collected throughout the year; and

WHEREAS, MDARD has proposed to provide ICHD with up to $14,000 in funding for FY 2017 for the disposal of pesticides and herbicides; and

WHEREAS, the term of the agreement shall be October 1, 2016 through September 30, 2017; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize a MAEAP Clean Sweep Program agreement with MDARD for up to $14,000 for the period of October 1, 2016 through September 30, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an MAEAP Clean Sweep Program agreement with MDARD for up to $14,000 for the period of October 1, 2016 through September 30, 2017.

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: Board of Commissioners Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 20, 2016
SUBJECT: Accept CAHC Funds from MDHHS  
For the meeting agenda of October 25, 2016

BACKGROUND  
Resolutions #11-235, #12-199, #13-049, #14-358, and #15-412, the Ingham County Board of Commissioners authorized the Ingham County Health Department (ICHD) to accept Child and Adolescent Health Center (CAHC) Program Funding from the Michigan Department of Health and Human Services (MDHHS), as administered through the Michigan Primary Care Association (MPCA), for the period of October 1, 2011 through September 30, 2016. CAHC program funding supports continued operations of ICHD’s school-based/school-linked health centers. Acceptance of these funds will enable ICHD and the CAHCs to promote the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services.

ALTERNATIVES  
Not accepting these funds from MDHHS would result in a significant financial deficit in the three locations operated as part of the CAHC program. The lack of funding would either require additional general fund contributions or the closing of the school clinics as we have reduced staffing to the lowest possible levels in the 2017 budget.

FINANCIAL IMPACT  
CAHC program funding award for the term of October 1, 2016 through September 30, 2017 is as follows:

- Eastern - $195,000
- Sexton - $195,000
- Willow - $250,000

OTHER CONSIDERATIONS  
Services provided through the school based and school linked CAHC Program are designed specifically for adolescents 5 through 25 years of age and are aimed at achieving the best possible physical, intellectual, and emotional health status. It is the existence of the school based clinics that allows many students to remain in the classroom rather than being sent home for minor health related conditions. Included in this element are adolescent health centers designed to provide comprehensive primary care, psychosocial and mental health services, health promotion/disease prevention, and outreach services.

RECOMMENDATION  
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the acceptance of the CAHC program funding in the amount $640,000 for the term of October 1, 2016 through September 30, 2017.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, in Resolution #11-235, #12-199, #13-049, #14-358, and #15-412, the Ingham County Board of Commissioners authorized the Ingham County Health Department (ICHD) to accept Child and Adolescent Health Center (CAHC) Program Funding from the Michigan Department of Health and Human Services (MDHHS), as administered through the Michigan Primary Care Association (MPCA), for the period of October 1, 2011 through September 30, 2016; and

WHEREAS, the purpose of this agreement is to provide funds to ICHD to promote the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services; and

WHEREAS, the CAHC’s provide primary care, preventative care, comprehensive health assessment, vision and hearing screening, medication, immunization, treatment of acute illness, co-management of chronic illness, health education and mental health care; and

WHEREAS, CAHC program funding supports continued operations of ICHD’s school-based/school-linked health centers; and

WHEREAS, the CAHC program funding award for the term of October 1, 2016 through September 30, 2017 is as follows: Eastern $195,000, Sexton $195,000 and Willow $250,000; and

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

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with MPCA for acceptance of the CAHC program funding in the amount of $640,000 for the term of October 1, 2016 through September 30, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the agreement with MPCA for the acceptance of $640,000 in CAHC program funding for the period of October 1, 2016 through September 30, 2017.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the county after approval as to form by the County Attorney.
TO: Board of Commissioners, County Services, & Finance Committees
FROM: Deb Fett, CIO
DATE: 9/30/2016
SUBJECT: Upgrade CourtView Server

BACKGROUND
Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys’ office. This software runs off servers in our datacenter that are currently on Windows Server 2003 operating system. Windows Server 2003 has reached end of life with Microsoft and is no longer supported. Soon the vendor will no longer support the software on said operating system. In order to ensure the system has no downtime or other issues which would hinder our criminal justice users, IT has asked the vendor to assist in the move of the various components of CourtView to the servers with the new operating system.

ALTERNATIVES
There is no reasonable alternative.

FINANCIAL IMPACT
The funding for the $13,209.00 total will come from the County’s Innovation and Technology Department’s LOFT Fund #636-25820-932050.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the contract for CourtView Justice Solutions to assist with the move and upgrade of the CourtView software server the amount of $13,209.00.
To: Randy Neff  
Ingham County Courts  
PO Box 319  
Mason, MI 48854  
517.676.7585  
meff@ingham.gov

Quote

Date: September 28, 2016
Valid through: November 27, 2016

Project: CourtView IJIS Broker MJDW Interface and RAMServer CHR Interface Rehost

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Scope of Work

- CJS will provide project management services to schedule and coordinate the work to be performed by CJS.
- CJS will review the Customer’s host environments (up to three non production and three production environments) to ensure they meet CJS provided specifications - up to eight hours effort.
- CJS will modify, install and configure the RAMServer core application and the CHR interface into one non production and one production environment.
- CJS will modify, install and configure the NCIC Dispatcher and LDAPone applications used by the CHR interface into one non production and one production environment.
- CJS will install and configure the IJIS Broker core application and the MJDW interface into one non production and one production environment.
- CJS will migrate the RAMServer database (SQLServer 2000) and IJIS Broker database (SQLServer 2005) into a SQLServer 2012 database.
- CJS will provide user acceptance testing support - up to sixteen hours effort.

Notes

1. Quotation must be signed and returned with a purchase order for scheduling of the project work.
2. Delivery will be scheduled for the first available date at which CJS and Customer resources are jointly available. Should rescheduling be necessitated for any reason, the next available date at which CJS and Customer resources are both available will be provided.
3. Professional Services are quoted at a firm fixed price, but the level of effort is limited to the hours indicated in "Statement of Work" section. For those items for which the level of effort is limited, actual effort, costs and expenses may be less than or greater than those quoted. Customer shall have no obligation to pay CJS more than the quoted firm fixed price. CJS shall have no obligation to provide labor or incur costs or expenses having a combined value more than the quoted firm fixed price, even if the services for which the level of effort is limited have not been completed or the deliverables delivered, or the results expected by the Customer have not been achieved. The parties may by mutual, written agreement, increase the level of effort and quoted price. Changes in scope will require a change order to increase the firm fixed price based upon the additional level of effort required.
4. If project is cancelled prior to completion, all effort and travel-related costs expended through the date of cancellation will be due and payable.
5. Payment term is net 30 days from invoice date.
6. CJS will invoice for the Professional Services fees as follows:
   - CJS will invoice for Project Management services at the end of the first month in which project management services are provided.
   - CJS will invoice for Technical Services at 75% at the end of the month in which the Software is deployed to the Customer’s non production environment and 25% at the end of the month in which the Software is deployed to the Customer’s production environment.
7. Customer is responsible for the host environment including all required licenses, hardware, network, SSL certificates and third party software components and configuration.
8. Customer is responsible for providing appropriate Microsoft SQL Database licenses. Customer will provide the Microsoft SQL Database license key(s) to CJS prior to the start of the Technical Services work.
9. Customer will ensure that the host environments, including but not limited to operating system and database software is prepared for database and application migration prior to CJS starting work.
10. CourtView software will be installed on Customer provided equipment in the Customer’s host environment per the provided "IJIS Broker Hosting Requirements" and "RAMServer Hosting Requirements" documents.
11. Delays caused by Customer site or configuration issues may require rescheduling and/or Change Order for additional services and related travel costs.
The Customer will provide dedicated hosting environments as follows:
- UIS Broker Non Production
- UIS Broker Production
- RAMServer Non Production
- RAMServer Production
- Database Non Production and Production (Customer may opt to utilize separate non production and production environments)

Customer will make available all resources requested by CJS for assistance and approval.

All services are to be provided remotely. Should travel be requested or deemed to be required, a separate Change Order for estimated travel costs and travel time will be provided.

CJS assumes that the interface and application functionality will not be modified or enhanced.

CJS assumes that the new host environments will utilize the Microsoft Windows Server 2012R2 operating system.

CJS assumes that the RAMServer core application will utilize the Microsoft .NET 4.5 framework.

CJS assumes that the database will utilize Microsoft SQL Server 2012.

CJS assumes that the NCIC Dispatcher and LEDone will utilize Unix 9.

Customer will provide CJS remote access and administrative rights to perform the work.

The scope of work does not include any work related to the establishment, migration or maintenance of any replicated database.

The Customer will develop a user acceptance test plan that will delineate the use cases to be used, the data to be used, the expected outcome of each test and the pass/fail criterion for each test.

The Customer will be responsible for managing and conducting the User Acceptance Test.

Once Customer has completed the User acceptance Testing the Customer will notify CJS that their testing is completed, that they have validated proper operation of the Software and that they are authorizing CJS to install the Software into the production environment.

The scope of work does not include any data conversion.

Recommended Host Environments. CJS will validate the host environment requirements during the Host Environment Validation tasks. CJS current recommendations are:
- UIS Broker and RAMServer Application Server:
  - 2 x Multi Core CPUs (64-bit)
  - 6 GB RAM
  - 50-100GB Available Storage (RAID 1 or 5 recommended)
- A dedicated application server is highly recommended.
- Database Server:
  - 2 x Multi Core CPUs (64-bit)
  - 6 GB RAM
  - 50-100GB Available Storage (RAID 0 or 1+0 recommended)
- The database host system can be shared; the UIS Broker database schema can be co-hosted with other database schemas.
- This assumes resource utilization is not "high" (averaging above 50% - 70%). Hardware requirements may increase based on processing requirements. These recommended hardware requirements may increase based on processing requirements.

Accepted: ___________________________ Date: ___________________________

Print Name / Signature
Introduction by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACT FOR COURTVIEW SERVER UPGRADE

WHEREAS, Ingham County currently utilizes CourtView Software as our criminal justice application; and

WHEREAS, the current server operating system is beyond end-of-life and support will soon end on this version; and

WHEREAS, IT requests assistance from CourtView to ensure proper operation of the critical software during and after the upgrade; and

WHEREAS, the contract amount proposed by CourtView is $13,209.00; and

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for support from CourtView in the amount not to exceed $13,209.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s LOFT Fund (636-25820-932050).

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

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

FROM: Deb Fett, CIO

DATE: 9/30/2016

SUBJECT: Jury System Support Renewal

BACKGROUND
Xerox provides the support for the Jury software that our Ingham County courts currently use for managing juror selection and history. Each year ITD pays only the support portion on the invoice to ensure that the system stays operational and any issues can be fixed quickly. Our last support charged was $12,413.60. This invoice has an increase of 1%.

ALTERNATIVES
None.

FINANCIAL IMPACT
The funding for the $12,915.10 total will come from the County’s LOFT Fund 636-25820-932050.

OTHER CONSIDERATIONS
The juror system is to be replaced by a new system next year. This support will give us access to any expertise we need to move the data as well as help keep us operational while that change is made.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for Jury System Support renewal in the amount of $12,915.10.
# INVOICE

**Invoice** 1307388  
**Page Number:** 1  
**Date:** 9/15/2016  
**Customer:** 291198

Please remit payment to:  
Xerox Business Services LLC  
P.O. Box 201322  
Dallas TX 75322-1322

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**SOLD**  
**TO:** COUNTY OF INGHAM  
INGHAM COUNTY JURY ADMINISTRATION  
ATTN: RHONDA SWAYZE  
PO BOX 13247  
MASON MI 48901-5247

**SHIP**  
**TO:** COUNTY OF INGHAM  
INGHAM COUNTY JURY ADMINISTRATION  
ATTN: RHONDA SWAYZE  
PO BOX 13247  
MASON MI 48901-5247

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### ORDER NO. 1487471

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**Total:** $18,127.47

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Form 30409
INHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF JUROR SYSTEM SUPPORT

WHEREAS, Ingham County Prosecutor’s Office relies on our juror management system; and

WHEREAS, the software has been in use for many years; and

WHEREAS, the renewal for licensing and support will be $12,915.10.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of licensing and support from Xerox in an amount not to exceed $12,915.10.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology’s LOFT Fund #63625820-932050.

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

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

FROM: Deb Fett, CIO

DATE: 9/30/2016

SUBJECT: PACC/PAAM Licensing and Support Renewal

BACKGROUND
PACC/PAAM is the software that our Ingham County Prosecutor’s Office relies on for case tracking, victims’ rights notifications and warrant charging guidance information. It is a creation of the Prosecuting Attorneys Association of Michigan.

Last year’s costs were $17,662.00. At the 2016 Mid-Winter Conference for the association, the membership voted to exceed the standard COLA increase that was the previous standard and allow a larger support fee to be charged in order to cover the costs associated with building a new cloud based system. (See attached letter.) This increased this year’s cost by 25.5% which we are unable to change.

ALTERNATIVES
None.

FINANCIAL IMPACT
The funding for the $22,174.00 total will come from the County’s LOFT Fund 636-25820-932050.

OTHER CONSIDERATIONS
The PACC/PAAM system has been used by our Prosecutor’s Office for many years and is used by many of the counties in Michigan. It serves as a hub for the creation of a statewide network between prosecuting attorneys and state agencies, such as the Michigan State Police, Department of Human Services, and the Department of Corrections.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for PACC/PAAM Licensing and Support renewal in the amount of $22,174.00.
June 3, 2016

TO: Prosecuting Attorneys

FROM: Larry J. Burdick

RE: 2017 MEMBERSHIP DUES and TECHNICAL SERVICES LICENSING AND SUPPORT FEES

Enclosed is an invoice for your 2017 dues relating to your professional duties as a prosecuting attorney. Included in the bill is the licensing fee for your use of the PACC/PAAM case tracking systems and warrant generation process. Please remit one check to the Prosecuting Attorneys Association of Michigan for the total amount. This billing is being sent now so that you may choose to pay from your 2016 or 2017 budgeted funds.

PAAM Dues. Your Association voted in February 2008 to change how PAAM’s dues and fees are calculated, and to adopt a 5% COLA provision to allow the dues and fees to keep pace with inflation. Upon payment, your attorneys become associate members of PAAM, and all of your employees are eligible to attend meetings and participate in Association activities and services.

NDAA Dues. The NDAA dues are based on county population, and pays for the elected prosecuting attorney to be a member of NDAA. Assistant Prosecuting Attorneys may be NDAA associate members for $75 each. NDAA members will receive their own subscriptions to The Prosecutor magazine. Please include with your payment an additional $75 for each APA who wishes to join or continue NDAA membership, and provide us with his/her name.

PACC/PAAM Technical Services Licensing and Support Fee. This fee is to cover licensing and distribution of applications and eManuals developed by PACC/PAAM, as well as 24/7 computer support for users of the criminal and juvenile case tracking systems. The fee entitles the county to assistance in the development, operation, and maintenance of the system. See the attached list for your reference. In addition to the annual COLA fee mentioned above, at the 2016 Mid-Winter Conference, membership approved an additional fee increase to cover the infrastructure cost associated with storing and receiving data over the internet (cloud-based) for the NextGen case/content management system currently being built.

Thank you for your prompt attention to this billing. If you have questions, contact Marcia Beatty at (517) 334-6060 ext. 803.

Enclosures
Services Provided

**Adult Case Tracking System.** Prepares charges, victim notices, subpoenas, pleadings, court schedules, and provides management reports for felony and misdemeanor cases.

**Juvenile Case Tracking System.** Prepares petitions for delinquency and abuse and neglect cases, victim notices, subpoenas, pleadings, and provides management reports.

**Electronic Warrant Manual.** Provides templates and charge codes for determining charges and preparing warrants.

**Charging Language for Warrants.** Develop the charge and sentencing and prompts for variable information in a Dynamic Load Link (DLL) file that is used for warrant generation.

**Training and Support.** Provides in-office and remote location training on all PACC/PAAM computer applications. Provides on-line help desk support and assistance.

**Office Design and Procedures.** Provides on-site assistance on efficient office design and procedures for processing cases.

**Liaison with Local IT Department.** Serves as a liaison between your office and the local IT department to insure that PACC/PAAM applications run efficiently on the local network.

**Statewide network.** Serves as the hub for the creation of a statewide network between prosecuting attorneys and state agencies, such as the Michigan State Police, Department of Human Services, and the Department of Corrections.

**Police-Prosecutor-Court Communications.** Developing applications and procedures to allow for the electronic communication of case information between prosecutors and police agencies and the courts.

**Victim Rights.** Design victim rights letters and the processing procedures that meet the requirements of legislation. Provide the interface, procedures with the state’s victim notification system (MCVNN). Help develop the notification scripts and test.

**Infrastructure (Cloud).** Allows internet-based storage and retrieval of data for NextGen case management system currently being built.

**Committee Representation.** Serve on statewide and national committees representing Michigan prosecutors.
# Invoice

**Invoice Number:** DUES 0603 - 102  
**PAAM Federal I.D. Number:** 38 1915 327  
**Date:** June 3, 2015

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**To:**  
Office of the Prosecuting Attorney  
303 W. Kalamazoo  
Lansing, MI 48933

---

**Ship to (if different address):**

---

<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
<th>PO#</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marcia Beatty</td>
<td></td>
<td>2017 MEMBERSHIP DUES</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prosecuting Attorneys Association of Michigan</td>
<td>1,888</td>
</tr>
<tr>
<td></td>
<td></td>
<td>National District Attorneys Association</td>
<td>752</td>
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<tr>
<td></td>
<td></td>
<td>PACC/PAAM LICENSING AND SUPPORT FEE</td>
<td>22,174</td>
</tr>
</tbody>
</table>

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**TOTAL DUE**  
$24,814
PACC/PAAM TECHNICAL SERVICES LICENSING & SUPPORT FEE

Services Provided

Adult Case Tracking System. Prepares charges, victim notices, subpoenas, pleadings, court schedules, and provides management reports for felony and misdemeanor cases.

Juvenile Case Tracking System. Prepares petitions for delinquency and abuse and neglect cases, victim notices, subpoenas, pleadings, and provides management reports.


Charging Language for Warrants. Develop the charge and sentencing and prompts for variable information in a Dynamic Load Link (DLL) file that is used for warrant generation.

Training and Support. Provides in-office and remote location training on all PACC/PAAM computer applications. Provides on-line help desk support and assistance.

Office Design and Procedures. Provides on-site assistance on efficient office design and procedures for processing cases.

Liaison with Local IT Department. Serves as a liaison between your office and the local IT department to ensure that PACC/PAAM applications run efficiently on the local network.

Statewide network. Serves as the hub for the creation of a statewide network between prosecuting attorneys and state agencies, such as the Michigan State Police, Department of Human Services, and the Department of Corrections.

Police-Prosecutor-Court Communications. Developing applications and procedures to allow for the electronic communication of case information between prosecutors and police agencies and the courts.

Victim Rights. Design victim rights letters and the processing procedures that meet the requirements of legislation. Provide the interface, procedures with the state's victim notification system (MCVNN). Help develop the notification scripts and test.

Infrastructure (Cloud). Allows internet-based storage and retrieval of data for NextGen case management system currently being built.

Committee Representation. Serve on statewide and national committees representing Michigan prosecutors.
Introduce by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF PACC/PAAM LICENSING AND SUPPORT

WHEREAS, Ingham County Prosecutor’s Office relies on our PAAC/PAMM system; and

WHEREAS, the software has been in use for many years; and

WHEREAS, the renewal for licensing and support will be $22,174.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of licensing and support from PACC/PAAM in an amount not to exceed $22,174.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology’s LOFT Fund #63625820-932050.

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

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

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: September 27, 2016

RE: PROPOSED RESOLUTION AUTHORIZING A SUB-RECIPIENT AGREEMENT WITH MICHIGAN STATE UNIVERSITY FOR MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY GRANT FUNDED USE OF DE-VULCANIZED RUBBER MODIFIED CHIP-SEALING MIXTURE.

The Michigan Department of Environmental Quality (MDEQ) has made available grant funding in the amount of $300,000 in state Fiscal Year 2016-17 for implementation and use of de-vulcanized rubber (DVR) modified chip-sealing material, which incorporates ground, de-vulcanized, post-market vehicle tire rubber into the chip-seal emulsion (oil) in order to improve the chip-seal’s performance and longevity, and to help foster a market for used vehicle tires, which have been a solid waste disposal problem. De-vulcanizing involves chemically and/or thermally un-hardening or liquefying the rubber, which was vulcanized or hardened to make tires, in order for it to better mix or emulsify with the asphalt oil used in chip-sealing.

In the recent past, the Road Department has accepted this funding and has placed crumb-rubber modified asphalt (CRMA) on several county road projects including Lake Lansing Road, Saginaw Highway to Marsh Road; Cornell Road north of M-43; Waverly Road, Miller to Jolly Roads; Haslett Road, Park Lake to Marsh Roads; and Bennett/Kinawa Roads, Hagadorn to Dobie Roads.

So far CMRA is performing as expected and is ultimately expected to outlast conventional asphalt. However, since CRMA and DVR are new to the market place, additional cost is involved for contractors to obtain the necessary equipment and materials to produce these products. Thus MDEQ offers the subject grant program to help foster this market.

The current opportunity is to test using DVR modified chip-seal emulsion to determine whether this product enhances chip-seal preservation of rural roads.

The road department’s normal chip-seal budget will constitute the required local match for the MDEQ DVR grant, and no other unplanned costs are to be incurred for using the DVR chip-sealer.
Michigan State University (MSU) has entered into an agreement with MDEQ to research and develop the DVR modified chip-sealing material and to be the prime recipient of the MDEQ grant funds, and in turn MSU wishes to subcontract with the County on behalf of the Road Department to implement field trial of the DVR modified chip-sealing material and to pass through the related MDEQ grant funding intended for this purpose in the amount of up to $300,000, dependent on final quantity placed.

Road Department staff has worked with MSU research staff and has reviewed and understands MSU’s research findings that the DVR modified chip-sealing material is expected to provide enhanced performance and longevity to the chip-sealing material, and therefore recommends approval of the attached resolution to allow entering into the subcontract with MSU as described above.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A SUB-RECIPIENT AGREEMENT WITH MICHIGAN STATE UNIVERSITY FOR MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY GRANT FUNDED USE OF DE-VULCANIZED RUBBER MODIFIED CHIP-SEALING MIXTURE ON COUNTY ROADS LOCATIONS TO BE DETERMINED FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Michigan Department of Environmental Quality (MDEQ) has made available grant funding in the amount of $300,000 in state Fiscal Year 2016-17 for implementation and use of de-vulcanized rubber (DVR) modified chip-sealing material, which incorporates ground, de-vulcanized, post-market vehicle tire rubber into the chip-seal emulsion (oil) in order to improve the chip-seal’s performance and longevity, and to help foster a market for used vehicle tires, which have been a solid waste disposal problem; and

WHEREAS, the road department’s normal 2017 chip-seal budget will constitute the required local match for the MDEQ DVR grant, and no other unplanned costs are to be incurred for using the DVR chip-sealer; and

WHEREAS, Michigan State University (MSU) has entered into an agreement with MDEQ to research and develop the DVR modified chip-sealing material and to be the prime recipient of the MDEQ grant funds, and in turn MSU wishes to subcontract with the County on behalf of the Road Department to implement field trial of the DVR modified chip-sealing material and to pass through the related MDEQ grant funding intended for this purpose in the amount of up to $300,000, dependent on final quantity placed; and

WHEREAS, Road Department staff has worked with MSU research staff and has reviewed and understands MSU’s research findings that the DVR modified chip-sealing material is expected to provide enhanced performance and longevity to the chip-sealing material, and recommends therefore that the County enter into the requested subcontract with MSU to allow the placement of the DVR modified chip-sealing research test strips on various county Ingham County primary roads to be determined as part of the normal 2017 chip-sealing maintenance program and to receive the MDEQ grant funds intended for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a subcontract with Michigan State University for the placement of the DVR modified chip-sealing research test strips on various county Ingham County primary roads to be determined as part of the normal 2017 chip-sealing maintenance program and to receive the MDEQ grant funds intended for this purpose in the amount of up to $300,000, dependent on final DVR modified chip-seal quantity placed.

BE IT FURTHER RESOLVED, that the 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: Jim Hudgins, Director of Purchasing

DATE: September 22, 2016

SUBJECT: Proposal Summary for Eastern Garage Overhead Door Repair

Project Description:
Proposals were sought from qualified and experienced companies for the purpose of furnishing, installing and repairing the Overhead Door and Door Casing at the Eastern District Garage for the Ingham County Road Department.

Proposal Summary:
Vendors contacted: 6 Local: 6
Vendors responding: 4 Local: 4

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local</th>
<th>Overhead Cost</th>
<th>Door Cost</th>
<th>Door Casing and Steel I Beam Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davenport Masonry</td>
<td>Yes, Lansing</td>
<td>No Bid</td>
<td></td>
<td>$6200.00</td>
</tr>
<tr>
<td>Nielson Commercial</td>
<td>Yes, Holt</td>
<td>No Bid</td>
<td></td>
<td>$8680.00</td>
</tr>
<tr>
<td>Overhead Door Co.</td>
<td>Yes, Lansing</td>
<td>$4160.00</td>
<td>No Bid</td>
<td></td>
</tr>
<tr>
<td>Crawford Door Co.</td>
<td>Yes, Lansing</td>
<td>$4549.00</td>
<td>No Bid</td>
<td></td>
</tr>
</tbody>
</table>

Action Taken:
Due to the safety concerns, emergency purchase orders were issued to Davenport Masonry for the Door Casing and Steel I beam replacement and repair as well as Overhead Door of Lansing for the replacement and repair of the overhead door and operator system per Ingham County Purchasing Policy.

Section 10 of the Ingham County Purchasing Manual states:

“Notwithstanding the provisions of this manual, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, wherein the immediate purchase is essential to prevent detrimental delays in the work of an Department or which might involve danger to life and/or damage to property. In all such
cases a report shall be filed jointly by the Purchasing Director and respective Department Head to the next meeting of the Physical Resources [County Services and Finance] committee setting out the nature of emergency of the action taken pursuant to this clause, should the amount of the purchase exceed that provided for in Clause 6, Paragraphs .04 and .05 [the purchase of services > $5,000 and goods > $25,000 require Board of Commissioners approval per Resolutions #02-178 and #09-095] of this resolution. All such emergency purchases shall be covered by a subsequent purchase order.”

Both vendors were local and low bid for these emergency repairs needed for the overhead garage door.
MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: September 26, 2016

RE: Emergency Purchase of Overhead Garage Door Repairs for Road Department Eastern District Garage

An overhead garage door and related lintel and masonry at the Road Department’s Eastern District Garage was damaged by a road department truck moving through the doorway with the truck’s dump box erroneously still raised sufficiently to strike and damage the doorway.

As this left a gap in the masonry above the door open to the elements, and with a resulting concern with loose pieces falling from the damaged masonry area, the emergency purchasing procedure was followed to obtain quotes and issue purchase orders for immediate repair and replacement of the door per the attached memo from the Purchasing Department. This memo and the attached Purchasing Department Proposal Summary constitute the required report to the County Services & Finance Committees regarding this emergency purchase, which would otherwise require prior Board of Commissioners approval.

As the attached Proposal Summary indicates, the total repair cost will be $10,360 for replacing the door and repairing the lintel beam and masonry. This cost will be covered by the County’s self-insurance fund as it does not arise to the level necessary for coverage by the MMRMA fund.

The road department also plans to replace the related garage door opener device on the subject door, which although not damaged, needs to be updated, at an additional cost of $1275.

All road department truck drivers have been reminded to avoid overhead obstacles while their dump box is anywhere but fully down.
TO: Board of Commissioners County Services Committee  
FROM: Cynthia Wagner  
DATE: 10-4-16  
SUBJECT: Donation Acceptance  
For the meeting agenda of 10-18-16

BACKGROUND  
The Potter Park Zoo Docent/Volunteer Association is a support organization consisting of active docents and volunteers at Potter Park Zoo. Docents and volunteers donate their time and resources to support educational programming and outreach, special events and the animal care department through enrichment donations/implementation and animal observations. Members pay dues annually to the association and also raise funds through the selling of crafts and other fundraising activities. As funds are raised, the association votes on organizations and conservation projects they would like to support financially. In spring of 2016, the members voted to support the zoo by providing funding for an improved Barred Owl enclosure in the North American area of the zoo near the otter and wolf exhibits. With the changes that occurred in the director position at Potter Park Zoo in early spring, this project was put on hold and we feel we are now able to move forward.

ALTERNATIVES  
The Barred Owl is currently housed in a metal corn crib type enclosure near the bird and reptile building. This species could stay in this location and enclosure instead of moving to the proposed new location in the North American area of the zoo.

FINANCIAL IMPACT  
The $3,800.00 donation will cover all materials for the project. The labor will be provided by the Ingham County Facilities carpenter and the Potter Park Zoo maintenance team.

OTHER CONSIDERATIONS  
Association of Zoos and Aquariums (AZA) inspectors sited several exhibits during the 2012 inspection as not in keeping with modern zoological practices. The current Barred Owl enclosure consists of a metal corn crib and is not a modern zoological enclosure. It is the last corn crib being utilized at the zoo to exhibit an animal and needs to be phased out as an exhibit enclosure. These types of enclosures are very difficult to see the animal in and do not exhibit the animal in a way that visitors want to observe them. These corn cribs are still utilized to house education animals off exhibit and this corn crib could be moved for the same purpose.

RECOMMENDATION  
Based on the information presented, I respectfully recommend approval of the attached resolution to accept the $3,800.00 donation from the Potter Park Zoo Docent/Volunteer Association for the purpose of building an improved Barred Owl enclosure.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOMMENDING ACCEPTANCE OF A $3,800 MONETARY GIFT FROM THE POTTER PARK ZOO DOCENT ASSOCIATION FOR A NEW BARRED OWL ENCLOSURE

WHEREAS, the Potter Park Zoo Docent Association collects member dues annually and sells crafts to raise funds; and

WHEREAS, the Potter Park Zoo Docent Association votes at monthly meetings on the organization(s) they would like to donate a portion of those funds to; and

WHEREAS, the Potter Park Zoo Docent Association voted to donate $3,800 of these funds to the Potter Park Zoo for the specific purpose of building a new Barred Owl enclosure; and

WHEREAS, a new Barred Owl enclosure is needed to improve the housing of the current Barred Owl; and

WHEREAS, the Barred Owl enclosure will be built in the North American section of the Zoo aligning with the current Zoo Master Plan; and

WHEREAS, $3800 will cover the cost of the exhibit in its entirety based on a quote from the Ingham County Facilities Department; and

WHEREAS, the exhibit will be constructed by the Facilities Department utilizing in-house labor.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the donation of $3,800 from the Potter Park Zoo Docent Association to be used for building a new Barred Owl enclosure at Potter Park Zoo.

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 Ingham County Board of Commissioners would like to thank the Potter Park Zoo Docent Association for this generous gift.
MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: October 4, 2016

SUBJECT: Disposal of Surplus Vehicles and Equipment

This is a resolution authorizing a publically advertised auction conducted by the Purchasing Department for the disposal of certain personal property, equipment, vehicles and other miscellaneous items that are inoperable, obsolete, or outdated, or which have been replaced or have exceeded the item’s useful life, and therefore no longer serve the County’s needs. County Department Heads are given the opportunity to obtain the items for departmental use prior to the public auction.

Sealed bids will be solicited for the surplus items and the award will be made to the highest responsive bidder. If a bidder does not claim the item(s) awarded, the item will be awarded to the next highest responsive bidder. Monies received will be deposited in the General Fund or appropriate account.

As of October 4, 2016, items to be auctioned are identified in Attachment “A”. This list may be updated as Department Heads have been given the opportunity to add items until October 17, 2016.

I respectfully request approval of the resolution.
Agenda Item 11

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS PROPERTY

WHEREAS, the Purchasing Department has determined that the County has a number of surplus items that have exceeded their useful life and/or are no longer useful for County operations; and

WHEREAS, the surplus items will be auctioned off through a sealed competitive, publicly advertised bidding process whereby awards will be made to the highest responsive bidder; and

WHEREAS, the Director of Purchasing has reviewed the surplus items before placement on the surplus property list, and County departments will be allowed to view surplus items for usefulness before the public auction.

THEREFORE BE IT RESOLVED, that the Ingham County Purchasing Department is authorized to place in an auction those surplus items in the attached listing which have no further use or value to the County of Ingham.

BE IT FURTHER RESOLVED, that any items not sold at the auction may be disposed of by the Purchasing Director in the manner deemed to be in the County's best interest.
BE IT FURTHER RESOLVED, that proceeds from the sale of surplus items will be deposited in the General Fund 10130101 673000 or appropriate account.
<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Department</th>
<th>Color</th>
<th>VIN</th>
<th>Mileage</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>Chevrolet Tahoe</td>
<td>SO</td>
<td>White</td>
<td>1GNEC13Z02J323112</td>
<td>130,606±</td>
<td>Driver’s floor rotted out</td>
</tr>
<tr>
<td>2008</td>
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<td>White</td>
<td>2G1WS583589256130</td>
<td>131,673±</td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>Chevy Express</td>
<td>SO</td>
<td>White</td>
<td>1GAZGZFG2B1175190</td>
<td>176,350±</td>
<td></td>
</tr>
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<td>2009</td>
<td>Chevrolet Impala</td>
<td>SO</td>
<td>White</td>
<td>2G1WS57M891314645</td>
<td>120,048±</td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>Pontiac Grand Prix</td>
<td>SO</td>
<td>Black</td>
<td>2G2WP552871131287</td>
<td>120,439±</td>
<td></td>
</tr>
<tr>
<td>2006</td>
<td>Chevrolet Tahoe</td>
<td>PPZ</td>
<td>White</td>
<td>1GNEC13Z96R147717</td>
<td>147,883±</td>
<td></td>
</tr>
<tr>
<td>1996</td>
<td>Ford F-350</td>
<td>Road</td>
<td>Orange</td>
<td>1FDJF37HXTEB57022</td>
<td>195,000±</td>
<td>Omaha Dump Box, runs rough, exhaust leak, drives ok, dump box works</td>
</tr>
<tr>
<td>2005</td>
<td>Ford Taurus</td>
<td>SO</td>
<td>Silver</td>
<td>1FAFP53U65A163079</td>
<td>95,928±</td>
<td>Cracked wind shield, dings small dents no known mechanical issues.</td>
</tr>
<tr>
<td>2008</td>
<td>Chevy Impala</td>
<td>SO</td>
<td>White</td>
<td>2G1WS583781273185</td>
<td>99,283±</td>
<td>Door dings, loud exhaust</td>
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<tr>
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<td>Chevy Tahoe</td>
<td>Facilities</td>
<td>White</td>
<td>1GNEC13235R182820</td>
<td>Unknown</td>
<td>Engine Light On/Rear Door And Hatch Need Attention</td>
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<td>Chevy Van</td>
<td>Fair</td>
<td>White</td>
<td>1GAHG39K591181827</td>
<td>Unknown</td>
<td>Bad Battery, 1 side door in-operable, cracked windshield</td>
</tr>
<tr>
<td>Model Year</td>
<td>Make/Model</td>
<td>Dept</td>
<td>Color</td>
<td>VIN</td>
<td>Mileage</td>
<td>Additional Info</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>------</td>
<td>-------</td>
<td>-----</td>
<td>---------</td>
<td>----------------</td>
</tr>
<tr>
<td>1998</td>
<td>Chevy ½ Ton Pick-up</td>
<td>Road</td>
<td>Orange</td>
<td>1GCEC14WOWZ241840</td>
<td>Unknown</td>
<td>Right side upper control arm mount is broken, fuel leak near fuel tank (broken fuel line), Road pulled the fuel pump relay, does not run.</td>
</tr>
<tr>
<td>2004</td>
<td>Ford F250</td>
<td>Parks</td>
<td>Blue</td>
<td>1FTNF20L14ED65323</td>
<td>Unknown</td>
<td>No emblem, tail light rusty runs - drivable no seat belts</td>
</tr>
<tr>
<td>2011</td>
<td>Chevy Impala</td>
<td>SO</td>
<td>White</td>
<td>2G1WD5EMOB1283278</td>
<td>Unknown</td>
<td>Totaled, Roll over crash – parts only</td>
</tr>
<tr>
<td>2005</td>
<td>Pontiac Grand Prix</td>
<td>SO</td>
<td>Silver</td>
<td>2G2WP542151320961</td>
<td>Unknown</td>
<td>Right front smashed, Good Engine &amp; Transmission, New Exhaust, New Brakes</td>
</tr>
<tr>
<td>2014</td>
<td>Chevy Tahoe</td>
<td>SO</td>
<td>White</td>
<td>1GNLC2E02ER139131</td>
<td>Unknown</td>
<td>None</td>
</tr>
<tr>
<td>2014</td>
<td>Chevy Express Van</td>
<td>SO</td>
<td>White</td>
<td>1GAZGZFGX31116716</td>
<td>53,000±</td>
<td>Totaled – Parts only</td>
</tr>
<tr>
<td>2008</td>
<td>Chevy Impala</td>
<td>PPZ</td>
<td>White/White</td>
<td>2G1WS5830892577475</td>
<td>Unknown</td>
<td>Mileage cannot be seen as car will not start. Nevertheless, it is over 100k</td>
</tr>
<tr>
<td>2002±</td>
<td>Chevy Van 3500</td>
<td>Parks</td>
<td>Blue</td>
<td>1GAGHG39R121344781</td>
<td>Unknown</td>
<td>None</td>
</tr>
<tr>
<td>2002±</td>
<td>Chevrolet Tahoe</td>
<td>SO</td>
<td>White</td>
<td>1GNEC13Z02J323112</td>
<td>130,606±</td>
<td>Driver’s floor rotted out</td>
</tr>
</tbody>
</table>
Road:
Warning Light Equipment, Three (3) Stihl Chainsaws And Misc Parts, Heavy Duty Rubber Hose, Fire Hose And Misc Fittings, Tractor Side Covers, Steps And Misc., Cat Grader Teeth And John Deere Scarfire Teeth, Three (3) Stihl Power Pruners, One (1) Complete Stihl Power Pruner And Misc. Parts
One (1) Used 3 Rib Tractor Tire W/Rim – Size – 7.5 0-16, Misc. Wire (12 Wire, 6 Wire, Power Cable) And Fiverglass Pullbox, Fire Safe (Bottom Drawer Doesn’t Lock), Wooden Bookcases

Parks:
2- Paddle Boats

Sheriff’s Office:
Ink cartridges and drum kits: 2- IVR 83098 (HP LASERJET 4/4M/4+/4M+/5/5M/5N/5Se), 1-C3903A:CPT (HP LASERJET 5P/5MP/6P/6MP), 7- BROTHER TN350 (DCP 720; FAX 2820/2920/2910; HL 2040/2070N; MFC 7220/7225N/7420/7820N), 2- BROTHER DR350 (DRUM KIT FOR ABOVE TN350),1- BROTHER DR360 (HL 2140/2170W/2150W; MFC 7440N/7840W), 1- BROTHER TN110BK (HL 4040CN/4040CDN/4050CDN/4070CDW; DCP 9040CN/9042CDN/9045CDN; MFC 9440CN/9450CDN/9840CDW).
Miscellaneous office furniture: 4 file cabinets, wood desk and side piece, 5 bulletin boards, vhs holder, 3 section metal shelf, 9 metal shelves, 5 student desks and 6 metal shelves.
TO: Board of Commissioners County Service and Finance Committee
FROM: Jill Rhode, Director of Financial Services
DATE: September 29, 2016
SUBJECT: 2017 Health Insurance

BACKGROUND
We have finalized the agreements with the employee groups concerning the health insurance benefits to be offered in 2017. This includes an estimate of cost sharing and a determination of how the savings will be shared with employees. Since the dollar amount for the actual cost savings will be an estimate, it is very difficult to determine with 100% certainty whether the County will be in compliance with both the hard cap or 80/20% premium share requirements of Public Act 152.

While we will make every effort to comply with the law, we believe it is in the County’s best interest to waive all requirements of Public Act 152. This can be accomplished with a 2/3rds approval of the Board. The attached resolution will authorize this waiver. We have approved a similar resolution for the past few years.

In addition, the Health Care Coalition has agreed that no changes will be made to the County’s health insurance benefits in 2017.

ALTERNATIVES
Any option other than approval of this resolution will delay the County’s open enrollment process and make it difficult to have everything in effect by January 1st.

FINANCIAL IMPACT
If the waiver was not approved and the County did not meet the hard caps or 80% test, this would have a substantial impact on the County’s annual revenue sharing payment.

RECOMMENDATION
In accordance with past practice, the County administration recommends approval of the resolution waiving the requirement of Public Act 152 for 2017.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO WAIVE THE PUBLIC ACT 152 HEALTH CARE REQUIREMENTS FOR 2017

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

WHEREAS, all requirements of the act can be waived with a 2/3 vote of the governing body; and

WHEREAS, in 2017, the County will continue with the current plan for self-insuring a portion of the health insurance cost; and

WHEREAS, the uncertainty associated with the savings from this change makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements and therefore the County administration is recommending that this requirement of Public Act 152 be waived for 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby elects to waive all requirements of Public Act 152 of 2011 for 2017 yet attempt to meet all of the requirements of the act.
TO: Board of Commissioners County Service and Finance Committee

FROM: Jill Rhode, Director of Financial Services

DATE: September 15, 2016

SUBJECT: Resolution to Transfer Additional Funding to the Municipal Employees Retirement System (MERS) for the Judge and Library Divisions

BACKGROUND
Each year, the actuaries at MERS prepare an annual valuation of the County’s pension plan. This valuation includes the annual contribution for the upcoming year and unfunded liability by division. As you are aware, the pension contribution for 2018 has a material increase over the 2017 expense. The Financial Service Department reviewed the valuation report to find if there were any options we could take to reduce the cost. It was noted that for the Judges and the Library (for service while this was still part of the County) divisions the contribution was almost exclusively due to unfunded accrued liabilities rather than for the cost of current employees. This results in the cost for these two divisions increasing substantially faster than the other County divisions. A calculation was completed on how the contribution would change if these two divisions were fully funded. The math shows that a contribution of $1,850,000 would decrease the General Fund’s pension cost by $405,000 which is a return on investment of only 4.5 years. This is a very short payback and we are recommending this additional amount is transferred to MERS by December 31, 2016.

The attached resolution authorizes the transfer of the additional fund to MERS and amends the 2016 General Fund budget to reflect an additional use of fund balance in the amount of $1,850,000.

ALTERNATIVES
This recommendation is being made exclusively to reduce future pension contributions so the alternative would be to continue paying the liability on an annual basis which in the long term will result in an overall increased cost.

FINANCIAL IMPACT
This one time investment of $1,850,000 should save about $405,000 per year which is a payoff of 4.5 years.

RECOMMENDATION
The County administration recommends approval of this resolution to fully fund the Judge and Library divisions at a cost of $1,850,000 and that the funding be provided from the General Fund Balance. For the cost reduction to begin in 2018, this transfer must be made by December 31, 2016.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO TRANSFER ADDITIONAL FUNDING TO THE MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) FOR THE JUDGE AND LIBRARY DIVISIONS

WHEREAS, an annual valuation of the County’s pension contribution and unfunded liability is calculated each year by the MERS’s actuaries; and

WHEREAS, the vast majority of the costs for the division for the former employees of the Library and the division for the Judges are due to unfunded accrued liabilities rather than the cost of current employees; and

WHEREAS, this requires a large annual contribution for these divisions which is increasing at a much faster rate than the other County divisions; and

WHEREAS, the Financial Service Department has prepared a calculation regarding the return on investment of contributing the total liability for these divisions; and

WHEREAS, an additional contribution to fully fund these two divisions of $1,850,000 would save the General Fund $405,000 annually which is a return on investment of 4.5 years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the transfer from the General Fund of an additional $1,850,000 to the Municipal Employee Retirement System to fully fund the Library and Judges divisions and that this transfer will be made by December 31, 2016.

BE IT FURTHER RESOLVED, that the 2016 General Fund budget is amended to use an additional $1,850,000 of fund balance and to increase pension costs by $1,850,000.
TO: Board of Commissioners Finance Committee
FROM: Teri Morton, Budget Director
DATE: October 3, 2016
SUBJECT: Review and Evaluation of Policy on Cost Increases for Service Related Contracts
        For the meeting agenda of 10/19/16 Finance

BACKGROUND
In 2010, the Board of Commissioners adopted a policy on cost increases for service related contracts in Ingham County. (See resolution 10-357, attached.) The purpose of the policy was to establish guidelines for service related contracts for vendors doing business with Ingham County reflecting the current economic climate. At that time, the Consumer Price Index Annual Inflation rate (CPI-U) was a negative 0.7% for 2009 and most County employees were receiving a 1% increase in their pay for 2011.

The resolution set a policy that annual cost increases should not exceed 1% a year for 2010, 2011 and 2012. Under the policy, proposed contracts with vendors exceeding this cost increase received extra scrutiny and were identified by staff as they were reviewed by the appropriate Liaison and Finance Committees.

The resolution also directed that the policy would be reviewed and evaluated by the Finance Committee during the last quarter of 2012. At that time, the policy was extended through 2013 by resolution 12-369 (attached).

Resolution13-439 (attached) further extended the policy through 2016. However, rather than a not to exceed rate of 1%, the policy was tied to the CPI-U. For the 2014 budget year, the CPI-U for 2012 was used, which was 2.1%. This change was to acknowledge the improved budget outlook for 2014 and beyond, but still allow staff to use this tool in negotiating contracts with vendors. The policy was automatically updated each year based on the previous year’s CPI-U.

What was not foreseen was that the CPI-U for 2014 (used for the 2016 budget year), was only 0.3%, and the 2015 CPI-U is expected to remain below 1%. It has been difficult to hold contracts to an increase this low, especially acknowledging that County costs are also increasing at a rate greater than inflation.

ALTERNATIVES
If the Board chooses to take no action, this policy will simply expire at the end of 2016. If the Board would like to extend this policy, a draft resolution is attached.

FINANCIAL IMPACT
In some cases, this policy has been an effective tool in negotiating contracts with vendors. In others, especially certain types of maintenance contracts where competition is limited or non-existent (such as software maintenance), vendors have little incentive to decrease prices, despite this policy.

Since the implementation of the original policy, the financial condition of Ingham County has changed very little. When this policy was last extended, projections were that 2013 would be the last year of declining property tax values. While that was true, property tax increases have been slower than anticipated, and the use of fund balance has been necessary to maintain current services. Based on minimal revenue increases and the unsustainability of spending down fund balance for operating costs, service reductions are anticipated to be part of the 2018 budget process.
**OTHER CONSIDERATIONS**
Each year, the Budget Office prepares a resolution for ongoing contract renewals that are included in the budget in order to reduce the number of contracts that need to be considered by separate resolution. For the last several years, this resolution has only included those contracts that fall within this policy. The contract resolution for 2017 will be prepared consistent with the new Board policy for 2017, should one be put in place.

**RECOMMENDATION**
The Controller’s Office recommends that this policy be continued for an additional three years, with the following amendments:

- In general, annual cost increases should not exceed the Consumer Price Index’s Annual Inflation rate or 1%, whichever is greater.

- Proposed contracts with vendor cost increases that exceed the Consumer Price Index’s Annual Inflation rate or 1%, whichever is greater, will receive extra scrutiny and be identified by staff as they are reviewed by the appropriate Liaison and Finance Committees of the Ingham County Board of Commissioners.

The policy should be reviewed and evaluated by the Finance Committee during the last quarter of 2019.
ADOPTED - NOVEMBER 9, 2010
Agenda Item No. 4

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT A POLICY ON COST INCREASES FOR SERVICE RELATED CONTRACTS IN INGHAM COUNTY

RESOLUTION #10-357

WHEREAS, Ingham County has been making substantial and necessary reductions in its services to its citizens and cuts in its work force due to the continuing decline of the economic conditions in this county and state; and

WHEREAS, the County has implemented hiring delays, hiring freezes, travel prohibitions, and employee furlough days without pay and other drastic cost savings measures in order to bring its expenditures in line with its declining revenues; and

WHEREAS, Ingham County desires to establish guidelines for service related contracts for vendors doing business with Ingham County that reflects the current economic climate; and

WHEREAS, the Consumer Price Index’s Annual Inflation rate was a negative 0.7% for 2009 and projections are for small increases over the next several years.

WHEREAS, Ingham County employees are receiving a 1% increase in their pay in 2011.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following policy on cost increases for service related contracts in Ingham County:

- In general, annual cost increases should not exceed 1% a year for the 2010, 2011, and 2012 County fiscal years.

- Proposed contracts with vendor cost increases that exceed the above percentage increases will receive extra scrutiny and be identified by staff as they are reviewed by the appropriate Liaison and Finance Committees of the Ingham County Board of Commissioners.

- County Staff will make this policy known to all vendors as they negotiate proposed new and renewal contracts.

- This policy will be reviewed and evaluated by the Finance Committee during the last quarter of 2012.

BE IT FURTHER RESOLVED, that if price adjustments are requested pursuant to the terms of the contract, the vendor must notify the County ninety (90) days prior to the current term’s expiration date.

BE IT FURTHER RESOLVED, that prior to commencement of subsequent renewal terms, the County may entertain a request for escalation in accordance with the current Consumer Price Index at the time of the request or up to a maximum 1% increase on the current pricing, whichever is lower.
RESOLUTION #10-357

BE IT FURTHER RESOLVED, that for purposes of this section, “Consumer Price Index” shall mean the Consumer Price Index-All Urban Consumers-United States Average-All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.

BE IT FURTHER RESOLVED, that the County reserves the right to accept or reject the request for a price increase. If the price increase is approved, the price will remain firm for one (1) year from the date of the increase.

BE IT FURTHER RESOLVED, that all Invitation to Bids and Request for Proposals issued for services shall contain language referencing this policy.

BE IT FURTHER RESOLVED, that this policy will become effective immediately upon the date of the passage of this resolution.

BE IT FURTHER RESOLVED, that copies of this resolution will be forwarded to all Ingham County Department Heads and Elected Officials.

COUNTY SERVICES: County Services will meet 11/8/10

FINANCE: Yeas: Grebner, Tennis, Bahar-Cook, Schor, Holman, Dougan
Nays: None Absent: None Approved 10/20/10
WHEREAS, Ingham County has been making substantial and necessary reductions in its services to its citizens and cuts in its work force due to the continuing decline of the economic conditions in this county and state; and

WHEREAS, the County has implemented hiring delays, hiring freezes, travel prohibitions, and employee furlough days without pay and other drastic cost savings measures in order to bring its expenditures in line with its declining revenues; and

WHEREAS, Resolution 10-357 adopted a policy on cost increases for service related contracts in Ingham County for 2010, 2011 and 2012; and

WHEREAS, Ingham County desires to continue providing guidelines for service related contracts for vendors doing business with Ingham County that reflect the current economic climate; and

WHEREAS, the Consumer Price Index’s Annual Inflation rate was 3.2% for 2011 and projections are for increases of around two percent over the next few years.

WHEREAS, Ingham County employees received no increase in their pay in 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners extends the following policy on cost increases for service related contracts in Ingham County:

- In general, annual cost increases should not exceed 1% a year for the 2013 County fiscal year.
- Proposed contracts with vendor cost increases that exceed the above percentage increases will receive extra scrutiny and be identified by staff as they are reviewed by the appropriate Liaison and Finance Committees of the Ingham County Board of Commissioners.
- County Staff will make this policy known to all vendors as they negotiate proposed new and renewal contracts.
- This policy will be reviewed and evaluated by the Finance Committee during the last quarter of 2013.

BE IT FURTHER RESOLVED, that if price adjustments are requested pursuant to the terms of the contract, the vendor must notify the County ninety (90) days prior to the current term’s expiration date.
RESOLUTION #12-369

BE IT FURTHER RESOLVED, that prior to commencement of subsequent renewal terms, the County may entertain a request for escalation in accordance with the current Consumer Price Index at the time of the request or up to a maximum 1% increase on the current pricing, whichever is lower.

BE IT FURTHER RESOLVED, that for purposes of this section, “Consumer Price Index” shall mean the Consumer Price Index-All Urban Consumers-United States Average-All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.

BE IT FURTHER RESOLVED, that the County reserves the right to accept or reject the request for a price increase. If the price increase is approved, the price will remain firm for one (1) year from the date of the increase.

BE IT FURTHER RESOLVED, that all Invitation to Bids and Request for Proposals issued for services shall contain language referencing this policy.

BE IT FURTHER RESOLVED, that this policy will remain in effect through December 31, 2013.

BE IT FURTHER RESOLVED, that copies of this resolution will be forwarded to all Ingham County Department Heads and Elected Officials.

FINANCE: Yeas: Grebner, McGrain, Bahar-Cook, Tennis, Dougan
Nays: None Absent: Nolan Approved 11/7/12
ADOPTED - NOVEMBER 12, 2013
Agenda Item No. 16

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXTEND A POLICY ON COST INCREASES FOR SERVICE RELATED CONTRACTS IN INGHAM COUNTY

RESOLUTION # 13-439

WHEREAS, Ingham County has made substantial and necessary reductions in its services to its citizens and cuts in its work force due to the continuing decline of the economic conditions in this county and state; and

WHEREAS, the County has implemented hiring delays, hiring freezes, travel prohibitions, and employee furlough days without pay and other drastic cost savings measures in order to bring its expenditures in line with its declining revenues; and

WHEREAS, due to these cost containment measures, further service reductions were not necessary as part of the 2014 budget process; and

WHEREAS, Resolution 10-357 adopted a policy on cost increases for service related contracts in Ingham County for 2010, 2011 and 2012, which was extended through 2013 by Resolution 12-369; and

WHEREAS, Ingham County desires to continue providing guidelines for service related contracts for vendors doing business with Ingham County that reflect the current economic climate; and

WHEREAS, the Consumer Price Index’s Annual Inflation rate was 2.1% for 2012 and projections are for increases of around two percent over the next few years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners extends the following policy on cost increases for service related contracts in Ingham County:

- In general, annual cost increases should not exceed the Consumer Price Index’s Annual Inflation rate.

- Proposed contracts with vendor cost increases that exceed the Consumer Price Index’s Annual Inflation rate will receive extra scrutiny and be identified by staff as they are reviewed by the appropriate Liaison and Finance Committees of the Ingham County Board of Commissioners.

- County Staff will make this policy known to all vendors as they negotiate proposed new and renewal contracts.

- This policy will be reviewed and evaluated by the Finance Committee during the last quarter of 2016.

BE IT FURTHER RESOLVED, that if price adjustments are requested pursuant to the terms of the contract, the vendor must notify the County ninety (90) days prior to the current term’s expiration date.
BE IT FURTHER RESOLVED, that prior to commencement of subsequent renewal terms, the County may entertain a request for escalation in accordance with the current Consumer Price Index at the time of the request.

BE IT FURTHER RESOLVED, that for purposes of this section, “Consumer Price Index” shall mean the Consumer Price Index-All Urban Consumers-United States Average-All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.

BE IT FURTHER RESOLVED, that the County reserves the right to accept or reject the request for a price increase. If the price increase is approved, the price will remain firm for one (1) year from the date of the increase.

BE IT FURTHER RESOLVED, that all Invitation to Bids and Request for Proposals issued for services shall contain language referencing this policy.

BE IT FURTHER RESOLVED, that this policy will remain in effect through December 31, 2016.

BE IT FURTHER RESOLVED, that copies of this resolution will be forwarded to all Ingham County Department Heads and Elected Officials.

FINANCE: Yeas: McGrain, Anthony, Bahar-Cook, Tennis, Vickers, Schafer
          Nays: None          Absent: Koenig          Approved 11/6/13
WHEREAS, since property tax values began decreasing in 2010, Ingham County has made substantial and necessary reductions in its services to its citizens and cuts in its work force due to the continuing decline of the economic conditions in this county and state; and

WHEREAS, the County has implemented hiring delays, hiring freezes, travel prohibitions, and employee furlough days without pay and other drastic cost savings measures in order to bring its expenditures in line with its declining revenues; and

WHEREAS, due to these cost containment measures, and the ability to draw down on available fund balances, further service reductions were not necessary as part of the budget processes in the budgets since 2014; and

WHEREAS, although economic conditions have been improving, costs of doing business, particularly in the area of pension and other legacy costs, are increasing at a higher rate than county revenues from property taxes and state and federal sources; and

WHEREAS, Resolution 10-357 adopted a policy on cost increases for service related contracts in Ingham County for 2010, 2011 and 2012, which was extended through 2013 by Resolution 12-369, and through 2016 by Resolution 13-439; and

WHEREAS, Ingham County desires to continue providing guidelines for service related contracts for vendors doing business with Ingham County that reflect the current economic climate.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners extends the following policy on cost increases for service related contracts in Ingham County:

- In general, annual cost increases should not exceed the Consumer Price Index’s Annual Inflation rate or 1%, whichever is greater.

- Proposed contracts with vendor cost increases that exceed the Consumer Price Index’s Annual Inflation rate or 1%, whichever is greater, will receive extra scrutiny and be identified by staff as they are reviewed by the appropriate Liaison and Finance Committees of the Ingham County Board of Commissioners.

- County Staff will make this policy known to all vendors as they negotiate proposed new and renewal contracts.

- This policy will be reviewed and evaluated by the Finance Committee during the last quarter of 2019.
BE IT FURTHER RESOLVED, that if price adjustments are requested pursuant to the terms of the contract, the vendor must notify the County ninety (90) days prior to the current term’s expiration date.

BE IT FURTHER RESOLVED, that prior to commencement of subsequent renewal terms, the County may entertain a request for escalation in accordance with the current Consumer Price Index or 1% at the time of the request.

BE IT FURTHER RESOLVED, that for purposes of this section, “Consumer Price Index” shall mean the Consumer Price Index-All Urban Consumers-United States Average-All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.

BE IT FURTHER RESOLVED, that the County reserves the right to accept or reject the request for a price increase. If the price increase is approved, the price will remain firm for one (1) year from the date of the increase.

BE IT FURTHER RESOLVED, that all Invitation to Bids and Request for Proposals issued for services shall contain language referencing this policy.

BE IT FURTHER RESOLVED, that this policy will remain in effect through December 31, 2019.

BE IT FURTHER RESOLVED, that copies of this resolution will be forwarded to all Ingham County Department Heads and Elected Officials.
TO: Board of Commissioners Finance Committee  
FROM: Teri Morton, Budget Director  
DATE: September 30, 2016  
SUBJECT: 2017 Appropriations Resolution  
For the meeting agendas of 10/19/16 Finance

BACKGROUND  
Attached is the 2017 Appropriations Resolution, which will adopt the 2017 operating and capital budgets and millage rates as recommended by the Finance Committee at its budget hearing held on September 14, 2016.

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

FINANCIAL IMPACT  
This resolution will adopt Ingham County’s spending plan for 2017. The details of this budget can be found in the “2017 Ingham County Budget as Recommended by the Finance Committee” that is scheduled to be distributed at the October 10 Board of Commissioners meeting. This resolution will also uncommit $1.6 million of the General Fund balance currently committed for unfunded retiree health insurance liabilities as of December 31, 2016 so that it can be spent in 2017 for this purpose, as presented in the recommended budget detail.

OTHER CONSIDERATIONS  
A public hearing on the 2017 Budget will be held at the Board of Commissioners meeting on Tuesday, October 25, 2016. A notice of public hearing will appear in the City Pulse on Wednesday, October 12, 2016.

RECOMMENDATION  
The Controller’s Office recommends the adoption of the 2017 Appropriations Resolution as recommended by the Finance Committee.
WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds; and

WHEREAS, county offices, the courts, county departments, and others have submitted requests for a county appropriation in the 2017 budget; and

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

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

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

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

WHEREAS, $3.2 million of the General Fund balance is committed for unfunded retiree health insurance liabilities.

THEREFORE BE IT RESOLVED, that the 2017 Ingham County Budget, as set forth in the Finance Committee Recommended Budget, dated September 14, 2016 and incorporated by reference herein, is hereby adopted on a basis consistent with Ingham County's Budget Adoption and Amendment Policies and subject to all county policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED, that the following tax levies are hereby authorized for the 2016 tax year/2017 budget year for a total county levy of 10.0742 mills, including authorized levies for General Fund operations and special purpose millages:

<table>
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<tr>
<th>2016/17 Millage Summary</th>
<th>Millage</th>
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</thead>
<tbody>
<tr>
<td>Purpose</td>
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<tr>
<td>General Operations</td>
<td>6.3512</td>
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<tr>
<td>General Operations – Indigent Veterans Support</td>
<td>.0330</td>
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<tr>
<td>Special Purpose - Emergency Telephone Services</td>
<td>.8500</td>
</tr>
<tr>
<td>Special Purpose - County-wide Transportation</td>
<td>.6000</td>
</tr>
</tbody>
</table>
BE IT FURTHER RESOLVED, that the revenues received by the County under Public Acts 106 and 107, 1985 (Convention Facility Tax revenue) shall not be used to reduce the County's 2016/2017 operating millage as defined by Public Act 2, 1986.

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

BE IT FURTHER RESOLVED, that the revenues received by the County under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the County's 2016/2017 operating millage levy, and that 11/17 of the actual Health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be appropriated to the Ingham County Health Department budget for those public health prevention programs and services whose costs are in excess of 1989 appropriation levels.

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

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

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

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

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

BE IT FURTHER RESOLVED, that the approved Position Allocation List contained in the budget shall limit the number of permanent employees who can be employed in all departments, offices, and the courts, and no funds are appropriated for any permanent position or employee not on the approved Position Allocation List.
BE IT FURTHER RESOLVED, that the Board of Commissioners may, from time to time during the year, change the approved Position Allocation List and/or impose a hiring freeze, as circumstances warrant, and that the same limitation as to the number of permanent employees who can be employed with a revised Position Allocation List.

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

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

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

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

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

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

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

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

BE IT FURTHER RESOLVED, that funds appropriated to a community agency but not spent by the end of the fiscal year may be carried over into the next fiscal year without additional Board approval, provided the Controller and Budget Office certify that the funds are available, and that the agency wishing to have said funds reappropriated provides a definitive scope of work for review by the Controller’s Office and the County Attorney.
BE IT FURTHER RESOLVED, that any request for reappropriation to the 2017 budget of funds not spent in 2016 for a specific project must be received by the Budget Office no later than March 15, 2017, otherwise the request for reappropriation will not be considered.

BE IT FURTHER RESOLVED, that $1.6 million of the General Fund balance currently committed for unfunded retiree health insurance liabilities be uncommitted as of December 31, 2016 so that it can be spent in 2017 for this purpose.
TO: Board of Commissioners County Services Committee

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: September 8, 2016

SUBJECT: Proposed Debt Financing Policy

For the County Services Committee and Finance Committee

BACKGROUND
Given the potential number of bond projects in our future, statements made in budget narratives, and promises made to rating agencies, the attached draft Debt Financing Policy is presented for Board consideration. The draft policy sets forth comprehensive guidelines for the financing of capital expenditures.

Debt financing, which includes general obligation bonds, special assessment bonds, revenue bonds, temporary notes, lease/purchase agreements, and other County obligations permitted to be issued or incurred under Michigan law, would only be used to purchase capital assets that cannot be acquired from either available current revenues or fund balances. Under this proposal, the useful life of the asset or project must exceed the payout schedule of any debt the County assumes.

This proposal states the County is committed to systematic capital planning, intergovernmental cooperation and coordination, and long-term financial planning in order to enhance creditworthiness and prudent financial management. Evidence of this commitment to capital planning would be demonstrated through adoption and periodic adjustment of the County’s Capital Improvement Plan (CIP) identifying the benefits, costs and method of funding each capital improvement planned for the succeeding five years.

ALTERNATIVES
No Constitutional or statutory mandate requires adoption of a debt financing policy. However, adoption of such a policy and a commitment to adhere to its provisions will help to assure the financial stability of Ingham County.

FINANCIAL IMPACT
Adoption of the proposed policy will not have a direct impact on the current budget.

OTHER CONSIDERATIONS
This draft policy was presented for discussion by the County Services Committee on May 17 and August 16.

RECOMMENDATION
Following discussion by the County Services Committee, I recommend that a final draft be submitted for consideration to the County Services Committee on September 20, Finance Committee on September 21, and to the Board of Commissioners on September 27.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A DEBT FINANCING POLICY

WHEREAS, the Ingham County Board of Commissioners will be asked to consider projects in the future that will require debt financing which includes general obligation bonds, special assessment bonds, revenue bonds, temporary notes, lease/purchase agreements, and other County obligations permitted to be issued or incurred under Michigan law; and

WHEREAS, Ingham County is committed to systematic capital planning, intergovernmental cooperation and coordination, and long-term financial planning in order to enhance creditworthiness and prudent financial management; and

WHEREAS, evidence of a commitment to capital planning would be demonstrated through adoption and periodic adjustment of the County’s Capital Improvement Plan (CIP) identifying the benefits, costs and method of funding each capital improvement planned for the succeeding five years; and

WHEREAS, adoption of a debt financing policy and a commitment to adhere to its provisions will help to assure the financial stability of Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Debt Financing Policy.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs that all departments and agencies under the jurisdiction of the Board of Commissioners shall be bound by this financial policy.
The Debt Financing Policy sets forth comprehensive guidelines for the financing of capital expenditures. Objectives of the policy are as follows:

1. The County shall obtain financing only when necessary.
2. The process for identifying the timing and amount of debt or other financing shall be as efficient as possible.
3. That the most favorable interest rate and other related costs shall be obtained.
4. When appropriate, future financial flexibility shall be maintained.

Debt financing, which includes general obligation bonds, special assessment bonds, revenue bonds, temporary notes, lease/purchase agreements, and other County obligations permitted to be issued or incurred under Michigan law, shall only be used to purchase capital assets that cannot be acquired from either available current revenues or fund balances. The useful life of the asset or project shall exceed the payout schedule of any debt the County assumes.

To enhance creditworthiness and prudent financial management, the County is committed to systematic capital planning, intergovernmental cooperation and coordination, and long-term financial planning. Evidence of this commitment to capital planning will be demonstrated through adoption and periodic adjustment of the County’s Capital Improvement Plan (CIP) identifying the benefits, costs and method of funding each capital improvement planned for the succeeding five years.

A. Definitions. Terms and phrases used in this policy shall have meanings as follows:

**Advance Refunding** refers to bonds sold to refinance outstanding bonds 90 or more days prior to their maturities and prior to call dates established in the bond indenture of the outstanding bonds.

**Arbitrage** refers to the rebate or penalty amount due to the Internal Revenue Service where funds received from the issuance of tax-exempt debt have been invested and excess interest earnings have occurred, or where tax-exempt bond proceeds are not spent for their intended purposes within the times permitted by federal regulation. As used in this policy, ‘excess interest earnings’ means interest earned at a rate in excess of the arbitrage permitted yield on any individual bond issue.
**Building Authority Bonds** are bonds issued by the Ingham County Building Authority that are secured by lease revenues paid to the Building Authority by the governmental entity for which the bonds were issued. The Building Authority is authorized to finance, build and/or operate facilities that serve a public purpose when asked to do so by the County or another governmental entity. The requesting government enters into a lease agreement with the Building Authority for the right to occupy the facility, and the lease payments are equal to the annual debt service and operating costs of the Building Authority. Building Authority bonds are revenue bonds because they are secured solely by the lease agreement. Building Authority leases executed by the County are general obligations of the County because they are backed by the full faith and credit of the County.

**Current Refunding** means Bonds sold to refinance outstanding bonds prior to their maturities but after or shortly before call dates established in the bond indenture of the outstanding bonds. A current refunding can take place no earlier than three months before the ‘call’ and any time after the call. Payment of the outstanding bonds must occur within 90 days of selling the current refunding bonds.

**Derivatives** means securities the value of which depends on or is derived from one or more separate indices of asset values. Derivative products issued by local governments may include floaters / inverse floaters, collateralized mortgage obligations (CMOs), forwards, futures, and options.

**General Obligation Bonds** means bonds backed by the full faith and credit of the County. Bondholders have the power to compel the County to levy property taxes to repay the bonds if necessary.

**Lease/Purchase Agreements** occur when the County enters into a lease agreement with another party (typically a third-party vendor) to lease an asset over a defined period of time at a prearranged annual payment. Lease payments are made primarily from operating fund revenues. The legislative body appropriates annual lease payments unless it chooses not to appropriate under the Michigan cash basis law. If lease payments are not appropriated, ownership of the leased property reverts to the lessor. At the conclusion of the lease term, the County receives unencumbered ownership of the property.

**Revenue Bonds** are bonds secured by revenues generated by the facility from dedicated user fees, or by one or more non-ad valorem revenue sources. Planning for such issues generally is more complex because future costs and revenues directly affect each other. Credit enhancements (e.g., insurance or letter of credit) may be needed because of the limited source of debt service payments that may be available in outlying years.

**Special Assessment Bond** refers to bonds issued to develop facilities and basic infrastructure for the benefit of properties within the assessment district. Assessments are levied on properties benefited by the project. The issuer’s recourse for nonpayment is foreclosure and the remaining debt becomes the County’s direct obligation, repaid from property taxes.
Temporary Notes are notes are issued to provide temporary financing, to be repaid by long-term financing. This type of bridge financing has a maximum maturity of four years under Michigan law.

B. Responsibility for Policy

1. Primary responsibility for developing debt financing recommendations rests with the Controller / Administrator. In developing such recommendations, the Controller / Administrator shall be assisted by the Financial Services Director and the Budget Director, the three of whom shall comprise the Debt Management Committee. The responsibilities of this Committee shall be to:
   a. meet at least semi-annually to consider the need for debt financing and assess progress on the current Capital Improvement Program and any other program/improvement deemed necessary;
   b. meet at least semi-annually to test adherence to this policy statement and to review applicable debt ratios serving as benchmarks;
   c. review changes in federal and state legislation that affect the County’s ability to issue debt and report such findings to the Finance Committee as appropriate;
   d. review annually the provisions of resolutions authorizing issuance of general obligation bonds of the County;
   e. review semi-annually the opportunities for refinancing current debts; and
   f. review annually the services provided by the County’s financial advisor, bond counsel, paying agents and other debt financing service providers.

2. Prior to each meeting, the Budget Director shall prepare a written report on the financial status of the County’s current Capital Improvement Program. The report shall be based in part on information collected from department heads for the County and shall include a projection of near term financing needs compared to available resources, an analysis of the impact of contemplated financings on the property tax rate and user charges, and a final financing recommendation. In developing financing recommendations, the Debt Management Committee shall consider:
   a. the length of time proceeds of obligations are expected to remain on hand and their related carrying costs;
   b. the options for interim financing including short term and inter-fund borrowing, taking into consideration federal and state reimbursements;
   c. the effect of proposed actions on the tax rate and user charges;
d. trends in bond markets;
e. trends in interest rates; and,
f. other factors as deemed appropriate.

C. Use of Debt Financing

1. Debt financing will not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The County will use debt financing only for one-time capital improvement projects and unusual equipment purchases, and only under the following circumstances:

a. When the project is included in the County's Capital Improvement Program; or
b. When the project involves acquisition of equipment that cannot be purchased outright without causing an unacceptable spike in the property tax rate; or
c. When the project is the result of growth-related activities within the community that require unanticipated and unplanned infrastructure or capital improvements by the County; and
d. When the useful life of a project, or the projected service life of the equipment, will be equal to or exceed the term of the financing; and
e. When there are designated revenues sufficient to service a debt, whether from project revenues, other specified and reserved resources, or infrastructure cost sharing revenues.

2. The following criteria will be used to evaluate pay-as-you-go versus debt financing in funding capital improvements:

a. Factors which favor pay-as-you-go financing include circumstances where:
   i. The project can be adequately funded from available current revenues and fund balances;
   ii. The project can be completed in an acceptable timeframe given the available revenues;
   iii. Additional debt levels could adversely affect the County's credit rating or repayment sources; or
   iv. Market conditions are unstable or suggest difficulties in marketing a debt.
b. Factors which favor long-term debt financing include circumstances where:

i. Revenues available for debt issues are considered sufficient and reliable so that long-term financing can be marketed with an appropriate credit rating, which can be maintained;

ii. Market conditions present favorable interest rates and demand for County debt financing;

iii. A project is immediately required to meet or relieve capacity needs and existing undesignated cash reserves are insufficient to pay project costs; or

iv. The life of the project or asset financed is five years or longer.

D. Maximum Amounts of Debt Financing

1. The County will not engage in debt financing unless the proposed obligation, when combined with all existing debts, will result in debt ratios throughout the life of the proposed obligation that are less than at least three of the following benchmarks.

a. Per capita direct debt will not exceed $500.

b. Per capita direct, overlapping and underlying debt will not exceed $3,000.

c. Direct debt as a percentage of estimated assessed valuation will not exceed 10%\(^1\).

d. Direct, overlapping and underlying debt as a percentage of estimated full market value will not exceed 15%.

e. Annual debt service will not exceed 20% of budgeted expenditures

2. The computation of these ratios will use the following variables.

a. Per capita measures will be based on the most recent annual estimate of County population reported by the United State Census Bureau for the year in question.

b. Direct debt will be the total of all then outstanding General Obligation, special assessment, and Building Authority bonded debt plus all authorized but unissued bonded debt plus the amount of debt financing being proposed.

c. Direct, overlapping and underlying debt will be the total of direct debt plus all General Obligation bonded debt and Building Authority debt of each city, township, school district, and special purpose governmental district located within

\(^1\) Constitution of Michigan, Article VII, Section 11
Ingham County as of the most recent December 31, but will exclude bonds backed solely by a dedicated non-ad valorem revenue, industrial revenue bonds and mortgage revenue bonds.

d. Estimated full market value will be the total appraised value of all real and personal property located within Ingham County for the year in question as estimated by the Ingham County Equalization Department.

e. Annual debt service will be the total principal and interest payments due on direct debt in the year in question plus the estimated maximum annual principal and interest payment on the proposed long term obligation.

f. Budgeted expenditure will be the total original adopted budget of the General Fund and debt service fund for the year in question.

E. Structure and Term of Debt Financing

1. General. County debt will be structured to achieve the lowest possible net interest cost to the County given market conditions, the urgency of the capital project, and the nature and type of any security provided. County debt will be structured in ways that will not compromise the future flexibility to fund projects. Moreover, to the extent possible, the County will design the repayment of its overall debt issues so as to rapidly recapture its credit capacity for future use. As a benchmark, the County shall strive to repay at least 30% of the principal amount of its bonded debt within five years and at least 60% within ten years.

2. General Obligation and Building Authority Revenue Bonds. The County shall use an objective analytical approach to determine whether it can afford to issue new bonds for county facilities beyond what it retires each year (see Section E.5, Assumption of Additional Debts, below). Generally, this process will compare a variety of measures of debt benchmarks relative to key demographic data of the County.

The decision on whether or not to assume new general obligation or Building Authority bonds shall, in part, be based on the following considerations:

a. Costs and benefits
b. Current conditions of the municipal bond market
c. The County’s ability to assume new general obligation bonds

3. Revenue Bonds. The County may issue bonds secured solely by dedicated non-ad valorem revenue streams if doing so will yield clearly identifiable advantages. For the County to issue revenue bonds, a primary objective will be to minimize risk through the use of adequate coverage requirements while remaining in compliance with overall debt management policy objectives. The County will adhere and where necessary take actions to ensure compliance with all outstanding revenue bond covenants.
4. **Special Assessment Bonds.** The County shall maintain a watchful attitude over the issuance of special assessment bonds for benefit district improvements. While the County’s share of any benefit district project may fluctuate, the County will not pay more than 50% of any proposed costs related to a benefit district. Further, it will be the responsibility of the Debt Management Committee to analyze each special assessment bond issue for indications that future special assessments will equal or exceed the annual principal and interest payments of such bonds. A report on the findings of the Debt Management Committee will be submitted to the Finance Committee prior to consideration of any special assessment bond issue by the Board of Commissioners.

5. **Assumption of Additional Debts.** The County shall not assume more debt than it retires each year without conducting an objective analysis of the community’s ability to assume and support additional debt service payments and of the probable impact of the additional debt on the County’s bond ratings.

6. **Asset Life.** The County will consider debt financing for the acquisition, replacement, or expansion of physical assets (including land) only if a capital project has a useful life longer than the term of the bond issue supporting it. Debt will be used only to finance capital projects and equipment, except in case of unforeseen emergencies. Debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed.

7. **Length of Debts.** County debts will be amortized for the shortest period consistent with a fair allocation of costs to current and future beneficiaries or users, and in keeping with other related provisions of this policy. The County normally shall issue bonds with a maximum life of 20 years or fewer for general obligation bonds, Building Authority bonds, and revenue bonds, and 15 years or fewer for special assessment bonds. Unless specific compelling reasons exist, there shall be no “balloon” bond repayment schedules which consist of low annual payments and one large payment of the balance due at the end of the term. There shall always be at least interest paid in the first fiscal year after a bond sale and principal repayment starting no later than the second fiscal year after the bond issue.

8. **Call Provisions.** Call provisions for bond issues shall be made as short as possible consistent with the lowest interest cost to the County. Unless specific compelling reasons exist all bonds shall be callable only at par.

9. **Debt Structuring.** At a minimum, the County will seek to amortize general obligation bonds with level principal and interest costs over the life of the issue. Pushing higher costs to future years in order to reduce short-term budget liabilities will be considered only when natural disasters or extraordinary or unanticipated external factors make the short-term cost of general obligation bonds prohibitive.

10. **Variable Rate Debts.** The County may choose to issue bonds that pay a rate of interest that varies according to predetermined formula or results from a periodic remarketing of
the securities, consistent with state law and covenants of preexisting bonds, and depending on market conditions.

11. **Derivatives.** The County will not participate in the issuance and sale of derivative instruments.

**F. Debt Administration and Financing**

1. **Financing Proposals.** Any capital financing proposal of a County department, agency, or utility involving the pledge or other extension of the County’s credit through sale of bonds, execution of loans or leases, or otherwise involving directly or indirectly the lending or pledging of the County’s credit, shall be referred to the Controller/Administrator for review before such pledge is considered by the Board of Commissioners.

2. **Bond Fund.** All payment of general obligation bonds and special assessment bonds shall be from the County’s Bond and Interest Fund. The fund balance in the Bond and Interest Fund will be maintained at a level equal to or greater than the total principal and interest payable from that Fund for the upcoming debt service payment. Furthermore, the fund balance will be managed to eliminate or minimize arbitrage rebate liability.

3. **Bond Counsel.** The County will utilize external bond counsel for all debt issues. All debts issued by the County will include a written opinion by Bond Counsel affirming that the County is authorized to issue the debt, stating that the County has met all Federal and State constitutional and statutory requirements necessary for issuance, and determining the federal income tax status of the debt.

4. **Underwriter’s Counsel.** County payments for Underwriters Counsel will be authorized for negotiated sales by the Controller/Administrator on a case-by-case basis depending on the nature and complexity of the transaction and the needs expressed by the underwriters.

5. **Financial Advisor.** The County will retain an external financial advisor selected for a term of up to three years through a competitive process administered by the Controller/Administrator. Utilization of the financial advisor for each debt issuance will be at the discretion of the Controller/Administrator, Treasurer, and/or Drain Commissioner on a case-by-case basis. For each County bond sale the financial advisor will provide the County with information on pricing and underwriting fees for comparable sales by other issuers.

6. **Temporary Notes.** Use of short-term borrowing, such as temporary notes, will be undertaken only if the transaction costs plus interest on a debt are less than the cost of internal financing, or available cash or reserves are insufficient to meet both project needs and current obligations. This standard does not apply to Delinquent Tax Anticipation Notes (DTANs).
7. **Credit Enhancements.** Credit enhancement (letters of credit, bond insurance, etc.) may be used if the costs of such enhancements will reduce the net debt service payments on the bonds or provide other significant financial benefits to the County.

8. **Lease/Purchase Agreements.** The use of lease/purchase agreements in the acquisition of vehicles, equipment, and other capital assets shall be considered carefully relative to any other financing option or a “pay-as-you-go” basis. The lifetime cost of a lease typically will be higher than other financing options or cash purchases. Nevertheless, lease/purchase agreements may be used by the County as funding options for capital acquisitions if operational or cash-flow considerations preclude the use of other financing techniques.

9. **Competitive Sale of Debts.** The County, as a matter of policy, shall seek to issue its general or revenue bond obligations in a competitive sale unless it is determined by the Controller/Administrator that such a sale method will not produce the best results for the County. In such instances where the County, through a competitive bidding for its bonds, deems the bids received as unsatisfactory or does not receive bids, it may, at the election of the Controller/Administrator, enter into negotiation for sale of the bonds.

10. **Negotiated Sale of Debts.** Where a negotiated sale process is determined to be in the best interests of the County, the County will use a competitive process to select its investment banking team.

**G. Refunding of Debts**

Periodic reviews of all outstanding debts will be undertaken to determine refunding opportunities. Refunding will be considered (within federal tax law constraints) if and when there is a net economic benefit of the refunding or the refunding is essential in order to modernize covenants essential to operations and management. County staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debts. As a general rule, current refunding will be undertaken only if the present value savings of a particular refunding will exceed 3% of the refunded principal. As a general rule, advance refunding will be undertaken only if the present value savings of a particular refunding will exceed 4% of the refunded principal. Refunding issues that produce a net present value savings of less than targeted amounts may be considered on a case-by-case basis. Refunding issues with negative savings will not be considered unless a compelling public policy objective is served by the refunding.

**H. Conduit Financings**

The County may sponsor conduit financings in the form of Revenue Bonds for those activities (i.e., economic development, housing, health facilities, etc.) that have a general public purpose and are consistent with the County’s overall service and policy objectives as determined by the Board of Commissioners. All conduit financings must insulate the County completely from any
credit risk or exposure and must first be approved by the Economic Development Director and Controller/Administrator before being submitted to the Building Authority, Economic Development Commission and/or Board of County Commissioners for consideration.

I. Arbitrage Liability Management

It is the County’s policy to minimize the cost of arbitrage rebate and yield restriction while strictly complying with the law.

1. General. Federal arbitrage legislation is intended to discourage entities from issuing tax-exempt obligations unnecessarily. In compliance with the spirit of this legislation, the County will not issue obligations except for identifiable projects with very good prospects of timely initiation. Temporary notes and subsequent long-term bonds will be issued timely as project contracts are awarded so that debt issues will be spent quickly.

2. Responsibility. Because of the complexity of arbitrage rebate regulations and the severity of non-compliance penalties, the advice of Bond Counsel and other qualified experts will be sought whenever questions about arbitrage rebate regulations arise.

J. Credit Ratings

1. Rating Agency Relationships. The Controller/Administrator shall be responsible for maintaining relationships with the rating agencies that currently assign ratings to the County’s various debts. This effort shall include providing periodic updates on the County’s general financial condition along with coordinating meetings and presentations in conjunction with a new debt issuance.

2. Use of Rating Agencies. The Controller/Administrator shall be responsible for determining whether or not a rating shall be requested on a particular financing and which of the major rating agencies shall be asked to provide such a rating.

3. Minimum Long-Term Rating Requirements. The County’s minimum rating requirement for its direct, long-term, debt obligations is a rating of "AA" or higher. If a given debt cannot meet this requirement based on its underlying credit strength, then credit enhancement may be sought to ensure that the minimum rating is achieved. If credit enhancement is unavailable or is determined by the Controller/Administrator to be uneconomical, then the obligations may be issued without a rating.

4. Rating Agency Presentations. Full disclosure of operations and open lines of communication shall be provided to rating agencies used by the County. The staff of the Financial Services Department, with assistance of the County’s Financial Advisor, shall prepare the necessary materials and presentation to the rating agencies.

5. Financial Disclosure. The County is committed to full and complete primary and secondary financial disclosure, and to cooperating fully with rating agencies, institutional
and individual investors, County departments and agencies, other levels of government, and the general public to share clear, understandable, and accurate financial information. The County is committed to meeting secondary disclosure requirements on a timely and comprehensive basis.

Official statements accompanying debt issues, Comprehensive Annual Financial Reports, and continuous disclosure statements will meet (at a minimum), the standards articulated by the Government Accounting Standards Board (GASB), the National Federation of Municipal Analysts, the Securities and Exchange Commission (SEC), and Generally Accepted Accounting Principles (GAAP). The Controller/Administrator shall be responsible for ongoing disclosure to established national information repositories and for maintaining compliance with disclosure standards promulgated by state and national regulatory bodies.
### Current Statistics (2016)

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<td>General fund debt service</td>
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### Draft Policy Limitations

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<th>Policy Statement</th>
<th>Current</th>
<th>Policy Limit</th>
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<td>D.1.a</td>
<td>Per capita direct debt will not exceed $500</td>
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<td>D.1.b</td>
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