THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MAY 17, 2017 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 May 3, 2017 Minutes
Additions to the Agenda
Limited Public Comment

1. Sheriff’s Office – Resolution to Purchase Two Stun-Cuffs for the Sheriff’s Office Field Services Division and Correction from Myers Enterprises Inc.

2. Prosecuting Attorney – Resolution to Approve Work Study Agreement with Michigan State University College of Law

3. Circuit Court
   a. Resolution Authorizing Entering into an Agreement with TEL Systems to Upgrade Technology and Provide Maintenance Support for the Circuit Court Courtrooms Located in the Veterans Memorial Courthouse

4. Community Corrections
   a. Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into Program Subcontracts for FY 2017-2018
   b. Resolution Authorizing Entering into a Contract Amendment with the MDOC for FY 2016-2017 and Subcontract Amendments with CEI Community Mental Health and Northwest Initiative – ARRO and Sentinel, Inc.

5. Health Department
   a. Resolution to Authorize Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health
   b. Resolution Extending the Agreement with Edward W. Sparrow Hospital Association for Provider and Medical Direction Services for Ingham County Health Department Women’s Health
   c. Resolution to Authorize the Reorganization of the Ingham County Health Department Community Health Centers
6. **Facilities** – Resolution Awarding a Contract to J.W. Design to Provide Professional **Architectural and Engineering Services** for Renovating Portions of the Ingham County Health Department

7. **Road Department**
   a. Resolution to Approve Local Road Agreement with **Ingham Township** for the Ingham County Road Department
   b. Resolution to Approve Local Road Agreement with **Aurelius Township** for the Ingham County Road Department
   c. Resolution to Approve Local Road Agreement with **Vevay Township** for the Ingham County Road Department
   d. Resolution to Approve a **Road Construction Project** Agreement between the Michigan Department of Transportation and Ingham County
   e. Resolution Authorizing the Purchase of a Taper Beam Low Boy **Paver Trailer**

8. **Controller/Administrator’s Office** – Resolution to Alter or Extend the Fixed Separate Tax Limitation and to Create a **County Advisory Tax Limitation Committee**

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](http://www.ingham.org).
Members Present: Case Naeyaert, McGrain, Anthony, Grebner, Tennis, Hope, and Schafer

Members Absent: None.

Others Present: Sheriff Scott Wriggelsworth, Russ Kolski, Tim Morgan, Andy Bouck, Bill Conklin, Scott LeRoy, Steve Japinga, Cynthia Wagner, James Hudgins, Rick Terrill, Ronda Oberlin, Teri Morton, Michael Townsend, Liz Kane, and others

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

Approval of the April 19, 2017 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE MINUTES OF THE APRIL 19, 2017 FINANCE COMMITTEE MEETING WERE APPROVED AS PRESENTED.

Additions to the Agenda

14. **Controller** – Resolution to Authorize Participation in U.S. Geological Survey Red Cedar River Floodplain Remapping

Substitutes –

1. **Sheriff’s Office**
   d. Resolution To Reduce The Projected Revenue Shortfall Created By The Contract Issues From The Housing Of Michigan Department Of Corrections And Wayne County Sheriff’s Office Inmates At The Ingham County Jail

Removed –

3. **Health Department** – Resolution to Authorize Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health

Limited Public Comment

None.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. ANTHONY, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:
1. **Sheriff’s Office**
   a. Resolution to Purchase Fifteen New Glock Firearms, Weapon Mounted Flashlights, and Holsters for the Sheriff’s Office Field Services Division Using 2017 Capital Improvement Funds
   b. Resolution to Authorize Ingham County and the Ingham County Sheriff’s Office to Enter into a Contract with the Michigan State Police and Saginaw County for Participation in the Statewide Records Management System
   c. Resolution Authorizing an Amendment to a Current Contract with the Michigan Department of Human Services for Transport Services of Specific Juveniles by Sheriff’s Deputies

2. **Circuit Court/Family Division – Resolution to Authorize a Reorganization in the Circuit Court Juvenile Division**

4. **Human Resources** – Resolution Approving a Letter of Understanding with United Automobile Aerospace and Agricultural Implement Workers of America (UAW-TOPS) Regarding the Medical Assistant Classification

5. **Innovation and Technology** – Resolution to Approve Records Management Systems Support

6. **Purchasing**
   b. Resolution to Authorize a Contract to Supply Fuel and Fuel-Related Additives for County Owned Vehicles and Equipment

7. **Facilities**
   a. Resolution to Authorize a Contract to Remove the Old Caulk and Re-Caulk the Human Services Building Skylights

8. **Road Department**
   a. Resolution to Approve Local Road Agreement with Stockbridge Township
   b. Resolution to Approve Local Road Agreement with Locke Township
   c. Resolution to Authorize Purchase of Tandem Axle Truck Chassis Equipment
   d. Resolution to Authorize Purchase of Tandem Axle Truck Chassis
   e. Resolution to Authorize a Contract for Rental and Cleaning Services for Uniform Work Apparel, Floor Mats, and Shop Towels
   f. Resolution to Authorize Purchase of Processed Road Gravels, Various Crushed Aggregates, and 2NS Sand Mixtures

10. **Parks Department** – Emergency Purchase Order for the Red Tail Shelter Roof at Hawk Island

13. **Controller/Administrator’s Office**
   a. Resolution Updating Various Fees for County Services

THE MOTION CARRIED UNANIMOUSLY.

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

1. Sheriff’s Office
   d. Resolution To Reduce The Projected Revenue Shortfall Created By The Contract Issues From The Housing Of Michigan Department Of Corrections And Wayne County Sheriff’s Office Inmates At The Ingham County Jail

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CASENAEYAERT, TO APPROVE THE RESOLUTION.

Sheriff Scott Wriggelsworth, Ingham County Sheriff, introduced the resolution and the reasoning behind the changes made in the Law & Courts Committee to help build the corrections officers’ bench and allow the employees to better have a work-life balance. Sheriff Wriggelsworth stated the County jail had the facilities for providing recreation to the inmates, however they did not currently have the staff to guard the recreation facilities.

Sheriff Wriggelsworth stated that Ingham County had lost forty-five law enforcement deputies since 2001 and passed out a handout highlighting how Ingham County and Wayne County were at the top of the charts for the amount of deputies lost. He further discussed the other issues with law enforcement as highlighted in the handout.

Sheriff Wriggelsworth stated the result of the substituted resolution from the Law & Courts Committee was an amazing opportunity for the Sheriff’s Office. He further stated he could not, in good conscience, say that saving six deputies would save the department $485,000, or come close to that number, but he would like to be given the opportunity to try and work out the operational and employee efficiencies for savings down the road.

Sheriff Wriggelsworth stated this would not be a quick fix, but he was asking the Board of Commissioners the opportunity to try.

Commissioner Schafer stated they had a long conversation at the Law & Courts Committee about safety, personnel, and overtime costs. He further related a story about Ingham County staff leaving their 911 Center for another County’s 911 Center, to highlight that the Board of Commissioners needed to support the Sheriff.

Chairperson Grebner clarified that there were positions that were part of a post that was going to be closed, so they would no longer be part of the staffing pattern for that post. He asked how the saved deputies would fit into the corrections schedule.

Sheriff Wriggelsworth stated the deputies formerly assigned to Post 4 would either be assigned to days or nights, and he thought the best way to deal with that would be to create a position called a Receiving Security Position. He further stated that position would be a floater, to be able to fill in if something took another corrections officer away from their post during each shift.

Chairperson Grebner asked if the floater person was scheduled in advance for a forty-hour period, and during that forty hours, if they needed that officer, they would fill in.
Sheriff Wriggelsworth stated the corrections officers worked twelve-hour days, so they did not fit into a forty-hour work week. He further stated that seventh person would be scheduled to be the bench and fill in.

Discussion.

Sheriff Wriggelsworth stated those six extra corrections deputies would be split up to have three on days and three on nights.

Chairperson Grebner asked if there would be an extra person scheduled for every day.

Sheriff Wriggelsworth stated they would need to work out a better schedule, so most days throughout the month, they had an extra person scheduled per shift.

Chairperson Grebner asked what the extra person could do for their shift if they did not have to guard the post.

Sheriff Wriggelsworth stated there were a lot of things the extra person could do inside the jail including a recreation program, or have them take inmates to medical appointments off-site.

Chairperson Grebner stated recreation would be an increase in expenditures in the Sheriff’s budget. He clarified they were talking about increasing the level of service from what they had now, to include things like recreation.

Chairperson Grebner asked if the Sheriff had an estimate of how much draw there would actually be for existing overtime compared with having an extra staff member on each shift.

Discussion.

Chairperson Grebner stated that if, on a random shift, no one called out or needed coverage, the extra person would just be available.

Sheriff Wriggelsworth stated that was correct.

Chairperson Grebner stated the officer then would be doing things that were not normally being done.

Sheriff Wriggelsworth stated they could also choose to take a day off, which rarely happened currently because they did not have extra people.

Chairperson Grebner stated the issue was how much of the additional time was going to substitute for overtime. He asked how much overtime they expected to see a reduction.

Discussion.
Chairperson Grebner asked how much they were expecting to get back out of that money.

Sheriff Wriggelsworth stated he wanted the Board of Commissioners to give him a chance to show them the potential savings.

Commissioner Anthony stated she was disappointed in Wayne County backing out of their contract and appreciated that the Sheriff came up with creative ways to deal with it. She asked for their budget accounting purposes and for the public’s information, what the ramifications were for closing a post.

Sheriff Wriggelsworth stated they would immediately go into overcrowding, and some inmates could receive shorter sentences if the post was closed. Sheriff Wriggelsworth stated the proposal would cause them to lose about eighteen County beds, and with seventeen County judges, it was about a bed per judge that they would lose.

Sheriff Wriggelsworth stated that for the general public, they may not notice the closing of the post, but it was a significant amount of work for the Sheriff’s Office.

Commissioner Anthony asked if maintaining the four deputy positions would make the workload caused by overcrowding to be more manageable.

Sheriff Wriggelsworth stated he hoped so.

Commissioner McGrain thanked the Sheriff and appreciated the mention of the word humane in their mission statement, since he was someone who wanted to put that word in the mission statement. He further stated that he was confused about the number of deputies that were being kept on and the increase in the amount of services the jail provided, as Chairperson Grebner had stated earlier.

Commissioner McGrain stated he was also confused about the finances, in which the Controller had recommended the original resolution and projected the amounts that they needed to save, however in the substituted resolution, they doubled the amount coming from the contingency fund without a new write-up from the Controller’s Office about the change. He further stated he would be in favor of tabling the resolution, because he wanted to see what the financial calculation was, and a plan or proposal that addressed the revenue shortfall and how saving the positions would affect that.

Chairperson Grebner stated that the effect of tabling would allow them to leave a post open, which was a bad idea since they did not have enough inmates to fill the beds.

Commissioner McGrain stated he appreciated the point and thought they needed to close the post, but he thought that moving those positions should be addressed separately, possibly in a separate resolution in a few weeks.

Teri Morton, Deputy Controller, stated the proposal put forth in the Law & Courts Committee meeting was the Sheriff’s proposal, which the Controller’s Office was in agreement with when
looking at the numbers. She further stated that usually when closing a post, they eliminate six 
officers, however the Sheriff wanted to eliminate only four officers to address the understaffing 
issues in the jail and take the two other positions to make up the cost for them.

Ms. Morton stated that during the discussion of overtime at the Sheriff’s Office, there was an 
understanding that keeping all of the corrections officers would eliminate some of the overtime 
and help operations. She further stated she thought the Controller’s Office and the Sheriff were 
in agreement that they would not be able to make up six officers’ worth of overtime by having 
the extra staffing.

Ms. Morton stated that keeping two or three deputies would be more realistic, and allow the 
Sheriff to experience how extra staff would affect the overtime payments. She further stated that 
the Law & Courts Committee had decided to take the contingency amount to fund the law 
enforcement officer they wanted to save.

Ms. Morton stated that the Controller’s Office did not offer a new write-up, because the 
Controller did not recommend the changes.

Commissioner McGrain asked if the Controller was neutral on the new proposal.

Ms. Morton stated that she would not say the Controller was neutral on the proposal, because it 
would leave a hole in the budget that they would have to address. She further stated they were 
taking money from contingency to fund the position this year, however they would need to find a 
revenue source in future years for the positions.

Discussion.

Ms. Morton stated the Controller was in favor of the original resolution, but did not recommend 
the substitute.

Commissioner Anthony clarified that the Controller’s Office did not recommend the substitute 
that came out of Law & Courts.

Ms. Morton stated that was correct.

Commissioner Hope stated that as chair of the Law & Courts Committee, they discussed the 
issue exhaustively, and she thought they needed to trust the Sheriff that they would not have the 
four officers twiddling their thumbs while there was a lot of work to be done at the jail. She 
further stated that between the overcrowding and the existing staff shortage, there was plenty of 
work for the positions to do and there could be a safety issue with the overcrowding.

Commissioner Hope stated that she grew up in a home with parents who were corrections 
officers, and she knew what it was like for their morale, to feel almost like they were prisoners as 
well. She further stated she recalled the stress surrounding the mandatory overtime periods, and 
there was something to be said for helping their corrections officers’ morale.
Commissioner Case Naeyaert asked the Sheriff if he supported the substitute resolution, or the original resolution.

Sheriff Wriggelsworth stated he was in favor of the substitute resolution.

Commissioner Case Naeyaert stated that she appreciated hearing their mission statement from the Sheriff, because as elected officials, their priority was to protect the people they serve and their basic needs. She further stated that the drop in staffing in the Sherriff’s Office was hard to explain to constituents, especially with the amount of drug abuse and crime they had in the County.

Commissioner Case Naeyaert stated she agreed with Commissioner Hope, in that if they could not trust the Sheriff and Undersheriff that have been very good with communicating their problems so far, they should be ashamed as a commission. She further stated it was also hard to look the deputies in the eye and tell them Ingham County was good to their employees, when they were in this situation.

Commissioner Schafer stated he would be putting his full support behind Sheriff Wriggelsworth after having many serious discussions with him, and would support the resolution.

Commissioner McGrain stated he did not like the situation because they were confusing jail closure with employee positions. He further stated this issue was about closing a jail post to deal with a shortage of inmates, and next year they would be stuck holding the bag when they had to cut more positions in all departments.

Commissioner McGrain stated he would like to take on the jail closure itself and then have more conversation with the Controller and the Sheriff about the overtime and extra employee piece.

Chairperson Grebner stated they were not having a debate about the Sheriff’s Department and services provided there, they were only talking about the jail. He further stated that they were talking about reducing the jail population by eighteen beds, which was a real savings for County in terms of costs of inmates.

Chairperson Grebner stated the kind of overcrowding they would have would be a paperwork problem, in which the jail would be almost always at capacity, and there would have to be communication with the judges to see which inmates could have their sentence shortened by a few days.

Discussion.

Chairperson Grebner stated one of the implications of reducing the number of local beds would be they would have to face the issue of jail bed allocation in the future, regardless of how unpopular it might be.

Discussion.
Commissioner Schafer requested to separate the question to vote separately on the first 8 whereas clauses, plus the first therefore be it resolved clause.

Chairperson Grebner stated that a division of the question needed to have two parts that stood alone. He further stated that he thought Commissioner Schafer wanted to amend the resolution, and he suggested the Committee continue to discuss further before voting.

Commissioner McGrain stated he would like to substitute the original language back into the resolution, and then direct the staff to come back with another proposal regarding the staffing issue in a few weeks.

Discussion.

Commissioner Anthony asked if this would create a scenario where they would close a post and have several positions eliminated, and if it would cause people to be no longer employed while they figured out what to do with the people in those eliminated positions.

Ms. Morton stated the resolution stated the positions would be eliminated through attrition.

Commissioner Tennis stated the substitute resolution did not say natural attrition.

Discussion.

Chairperson Grebner clarified that there would not be any immediate reduction in staffing levels at the jail, but rather vacancies would not be filled.

Sheriff Wriggelsworth nodded his head “yes.”

Commissioner Anthony asked where those individuals would go once the post was closed.

Chairperson Grebner stated there were probably vacancies for corrections officers currently.

Sheriff Wriggelsworth stated that was correct.

Chairperson Grebner stated the extra people could fill in and do the extra work that had been discussed. He asked if it would be possible to have those staff on call or on swing shifts, so they could fill in when they were needed.

Sheriff Wriggelsworth shook his head “no.”

Commissioner Case Naeyaert stated in the substitute resolution, it did not mention natural attrition.

Ms. Morton stated there were no positions eliminated in the substitute that was already filled.

Commissioner Case Naeyaert asked what the substitute would do for the positions.
Sheriff Wriggelsworth stated they would have vacant positions that could be filled.

Discussion.

Commissioner Tennis stated he knew the Sheriff was already working on their budget for 2018, and acknowledged they needed to prepare to make cuts.

Sheriff Wriggelsworth stated his original proposal to the Board of Commissioners was his proposed budget reductions for 2018.

Commissioner Tennis stated he was personally fine with supporting the substitute as-is, knowing this was not over and they would still have to make reductions moving forward. He further stated that he felt strongly that the Sheriff’s request for having more flexibility with staffing was something they should take seriously.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CASE NAEYAERT, TO AMEND THE RESOLUTION BACK TO THE ORIGINAL LANGUAGE, AND ADD THE FOLLOWING LANGUAGE AS THE FINAL CLAUSE OF THE RESOLUTION:

BE IT FURTHER RESOLVED, THE BOARD OF COMMISSIONERS DIRECTS STAFF TO WORK WITH THE SHERIFF’S OFFICE TO LOOK INTO THE FINANCING OF THE POSITIONS AND COME BACK WITH A SEPARATE PROPOSAL.

Commissioner Schafer stated he would not support the amendment.

Discussion.

Commissioner McGrain stated he trusted the assessment coming from the Sheriff, but he would like a vetting of the finances from the Controller’s Office. He further stated he was uncomfortable keeping the positions around when they did not know the full repercussions of the decision.

Chairperson Grebner stated he would support the amendment because the County was financially in trouble already, and the substitute resolution would be a drain on the budget.

Discussion.

Chairperson Grebner stated the bigger issue was that the Sheriff more or less admitted that keeping all of the positions, they would not alleviate overtime costs enough to pay for themselves.

Discussion.

Commissioner Case Naeyaert stated she supported the substitute resolution, because she did not think it was kicking the can down the road, even though she realized it would be adding
positions. She further stated it was high time they did something, and she did not think that any of her constituents would be upset about alleviating some of the staffing pressure at the jail, even if that meant looking at cuts elsewhere in the budget.

Commissioner Tennis asked if they were adding positions, because he thought they were eliminating one vacant position and maintaining staffing as it currently was.

Ms. Morton stated that was correct, but they were also eliminating sixty eight beds in jail with the same amount of staff.

Commissioner Tennis clarified that they were adding positions in proportion to the number of inmates, but they were not actually adding new people.

Discussion.

Chairperson Grebner stated they would be removing six schedule slots to be filled for each shift and freeing up four people for other duties, some of which would be overtime substitution.

THE MOTION TO AMEND THE RESOLUTION FAILED. Yeas: McGrain and Grebner
Nays: Hope, Anthony, Case Naeyaert, Schafer, and Tennis

THE MOTION TO APPROVE THE RESOLUTION TO REDUCE THE PROJECTED REVENUE SHORTFALL CREATED BY THE CONTRACT ISSUES FROM THE HOUSING OF MICHIGAN DEPARTMENT OF CORRECTIONS AND WAYNE COUNTY SHERIFF’S OFFICE INMATES AT THE INGHAM COUNTY JAIL CARRIED. Yeas: Hope, Anthony, Case Naeyaert, Schafer, and Tennis Nays: Grebner and McGrain

6. Purchasing
   a. Resolution to Amend the Ingham County Local Purchasing Preference Policy

MOVED BY COMM. CASE NAEYAERT, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION.

Commissioner Tennis clarified that this resolution was addressing local vendors who were using non-local subcontractors to do more than 50% of the work, and that would separate those from the local vendors who were mostly using local work.

James Hudgins, Purchasing Department Director, stated that was correct, especially in the case where there were two local vendors competing for a bid.

Commissioner Tennis stated in the original policy, it already addressed the fact that local vendors who used non-local vendors to do more than 50% of the work would not be awarded local purchasing preference. He further stated they had already addressed this by saying they were not local vendors.
Mr. Hudgins stated that they had to look at the intent of the local purchasing preference policy was, which only addressed a local bidder competing against a non-local bidder, not two local bidders against each other.

Commissioner Tennis asked why a local vendor who used mostly non-local subcontractors would be considered a local vendor.

Mr. Hudgins stated they were considered a local vendor if they had a physical place of business within Ingham County, they paid taxes and were registered with the County. He further stated there was a nuance between being a local vendor, and being a local vendor and asking for the preference.

Mr. Hudgins stated that there were some vendors who were local that, when they bid on a contract, they did not want to reduce their price any further by getting the local purchasing preference.

Commissioner Tennis stated he thought it was already clear that if a vendor used non-local subcontractors for more than 50% of the work, then they would not get the preference and be considered local.

Discussion.

Mr. Hudgins stated that vendor would not need to ask for the preference, because they were already local. He further stated that the way the policy was written, when there were two local vendors, the policy was not applicable.

Discussion.

Mr. Hudgins stated he had spoken to the attorney, and there was not a policy in place for when two bidders were both local, and one of them was using 50% non-local subcontractors.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

7. Facilities

b. Resolution to Authorize a Contract for Human Services Building Parking Lot Improvements

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION.

Commissioner McGrain asked if in the reconstruction, they could or were going to make the parking lot more pedestrian friendly.

Discussion.
Rick Terrill, Facilities Director, stated they did take pedestrians into consideration with Forest Community Health Center, by adding medians with greenscaping and pedestrian walkways outside the building.

Commissioner McGrain thanked Mr. Terrill for that, and he requested that be taken into consideration in the future, because it felt like a sea of cars and they could use more pedestrian walkways.

Commissioner Anthony stated she noticed the memo talked about the parking lot becoming a safety hazard. She asked in looking at the upcoming budget restraints and the need to cut costs, how urgent the parking lot project was.

Mr. Terrill stated that the parking lot was already a safety issue, because it was beyond its useful life and there were too many maintenance dollars going into patching and repairing it, to the point where there were trip hazards. He further stated there were catch basins that needed to be replaced, so the project was necessary.

Mr. Terrill stated he had worked with the consultant, Wolverine, to do it as cost-effectively as possible and they would pulverize the existing asphalt to use as a base to save some money.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

9. Potter Park Zoo
   a. Resolution to Authorize a Contract for Beverage Services

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION.

Commissioner McGrain stated he understood that the County had a long-standing relationship with Pepsi, but he was wondering if there was a reason why, when seven other vendors were invited, they did not get any other responses to the Request for Proposal other than Pepsi. He asked if they knew why they did not receive any other responses.

Mr. Hudgins stated they did not know why, they just did not receive the responses.

Commissioner McGrain asked if Pepsi was considered a local vendor, because in one place, it said they were, but in another it said they were based in Clinton County.

Mr. Hudgins stated he was not sure, but he could look into it.

Commissioner McGrain stated he had a problem with a large, national conglomerate corporation was considered “local.” He recalled a time that the “local” AT&T beat out a real local vendor for a bid.
Discussion.

Mr. Hudgins stated he was again not sure, but he could look into it.

Discussion.

Commissioner Case Naeyaert stated that as a rural commissioner, she considered “local” to mean people who lived and worked in the area, and it would be nice to have a conversation sometime about the definition of a local vendor.

THE MOTION CARRIED UNANIMOUSLY.

9. Potter Park Zoo
   b. Resolution to Authorize a Contract for Amusement Services

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. CASE NAeyaert, TO APPROVE THE RESOLUTION.

Commissioner McGrain stated the zoo had issued an RFP for bungee and train ride services, which seemed very niche. He asked who at the Potter Park Zoo decided on the amusement services they offered, because it seemed like because there probably were not many of these vendors.

Cynthia Wagner, Potter Park Zoo Director, stated the amusements could change in the future, but this time included train rides, bungee and camels, but there were not any camel vendors who responded to the RFP. She further stated that the Zoo would have a lot of empty space during the summer months if they did not find amusements, so they tried to fill it in with a variety of amusements for each age group.

Commissioner McGrain stated he deferred to Ms. Wagner’s judgment, but he thought this seemed like an area where there could be payola, when they selected a vendor and awarded them the sole contract. He wondered if there should be different sign-offs by the Potter Park Zoo Board, or something similar.

Discussion.

Chairperson Grebner suggested they broaden the RFP to allow for more vendors to respond and possibly eliminate the potential for some type of payola.

Mr. Hudgins stated the title of the RFP was “Amusement Services,” so they did keep it general.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.
9. Potter Park Zoo  
c. Resolution to Accept Charitable Donations from the Potter Park Zoological Society

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION.

Commissioner McGrain stated he was concerned about the Zoo receiving donations in the case of receiving physical property or dollars with strings attached. He asked if those donations needed to or should come before the Board of Commissioners, possibly putting in place a higher cash value ceiling.

Chairperson Grebner stated the Board of Commissioners would reject a gift if staff recommended to them not to accept it, because it could tie the Zoo, or if the County Attorney said it was a bad idea.

Commissioner McGrain stated he was more concerned about large donations of land, in cases when they should not accept it because they could not care for it.

Chairperson Grebner stated there was no policy, if the Board did not accept it, then they did not accept it.

Ms. Morton stated that Ms. Wagner had contemplated what the dollar amount should be, and if the Board of Commissioners wanted to set a maximum, they could.

Ms. Wagner stated the Zoo Board had asked her to put the resolution through without a maximum dollar amount.

Ms. Morton stated that the resolution allowed the Potter Park Zoological Society to accept donations in any amount.

Discussion.

Ms. Wagner clarified the resolution allowed the Zoo to accept donations in any amount from the Zoological Society.

Ms. Morton stated that unless there was a resolution stating otherwise, there needed to be a separate resolution to accept every donation that was given to the Zoo. She further stated they did not decide on a specific maximum dollar amount.

Ms. Wagner stated the Zoo Board actually had pulled the resolution and amended it to remove any maximum dollar amount.

Discussion.
Commissioner Case Naeyaert stated the Zoo could still not accept a donation if they did not want it. She asked if they did put a limit on the donations, what would happen to other larger donations.

Chairperson Grebner stated the donation would be brought to the Board of Commissioners if it exceeded the amount stated in a resolution.

Commissioner Case Naeyaert stated she did not want to set a limit, because then legacies or cash donations could not be accepted.

Commissioner Anthony stated maybe there could be language added to mention at the discretion of the board, money and physical donations could be accepted and considered property of the county.

Chairperson Grebner clarified that this resolution was setting up a routine approval method for the Zoo to accept smaller donations.

Ms. Wagner clarified that the donations would be strictly from the Zoological Society.

Chairperson Grebner stated if the Committee wished, they could set a limit on the value of the donations. He further stated they could not say at the Board of Commissioner’s discretion, because they would never see the donations come through as laid out in this resolution.

Commissioner Anthony asked if they should apply a cap on donations. She stated she did not see it as a big issue, but she could see the point of having some safeguards.

Commissioner Grebner stated maybe the Zoo could accept unrestricted gifts. He asked if anyone was trying to give the Zoo restricted gifts.

Ms. Wagner stated that the Zoo did receive crowdfunded donations of $4,100 for the rhino transport, and $2,300 for a bat exhibit, where the money would be restricted for those projects.

Chairperson Grebner clarified that the smaller gifts typically did have restrictions.

Ms. Wagner stated some did have restrictions, but not all.

Discussion.

Ms. Wagner stated that large restricted amounts would typically involve bigger projects, like a construction project, which would come before the Board of Commissioners anyway. She further stated she had not thought about land donations, but thought it was a great idea.

Discussion.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO AMEND THE RESOLUTION AS FOLLOWS:
THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the acceptance of unrestricted monetary and physical donations, or restricted monetary and physical donations up to $25,000 from the Potter Park Zoological Society to Potter Park Zoo.

THE AMENDMENT CARRIED UNANIMOUSLY.

THE RESOLUTION CARRIED UNANIMOUSLY.

11. Board of Commissioners – Resolution to Authorize an Annual Contribution for the Capitol Council of Governments CAPCOG Initiative for 2017

Commissioner McGrain stated he recalled the questions that had come up during the Democratic Caucus meeting were what the other $13,000 of the $25,000 CAPCOG budget was going to, as well as who would choose the lobbying firm for CAPCOG.

Steve Japinga, Lansing Regional Chamber of Commerce Government Relations Director, introduced the CAPCOG initiative and provided background to the Committee. Mr. Japinga stated that the business communities recognized how important the three counties were, and there was a lot of potential of coordination between the counties.

Mr. Japinga stated that his and the Lansing Regional Chamber of Commerce’s job were to set up meetings with other organizations and legislators, and do the work behind the scenes. He further stated there were a lot of things that the capital area was missing out on in the legislature, for instance, the infrastructure funding.

Mr. Japinga stated that with the capital area legislators having some power, they had an incredible opportunity to push for additional funding in the capital area. He further stated that it has been positive to see the commissioners and legislators and other leaders work together to better the region.

Mr. Japinga stated that Michigan State University was a member and was investing in CAPCOG.

Commissioner McGrain stated that the budget was listed as $25,000 and the lobbying was only $12,000 of that budget. He asked what the other $13,000 in the budget was for.

Mr. Japinga stated he would start with the second question, regarding who would do the lobbying.

Commissioner McGrain asked who would be deciding on the lobbyist or lobbying firm for CAPCOG.

Mr. Japinga stated that they would put together an RFP with the three County Chairs in CAPCOG, and send it to all of the multi-client lobbying firms in the Lansing area. He further stated he would work with whoever the County Chairs would be, and show them what the RFP would look like, and have their input about who would be the best advocate for their region.
Mr. Japinga stated that in regards to the investment, the lobbying was a lower amount because they were halfway through the year, and CAPCOG was a new organization. He further stated the lobbyist would help with monitoring legislation and advocating for issues that were important to CAPCOG.

Mr. Japinga stated the other funding would be to market and communicate, and build the brand initiative for CAPCOG. He further stated that he would make sure they were not just spending the money to spend it, and he would monitor their achievements moving forward.

Mr. Japinga stated that the bottom line was this was very transparent, and the funds would be restricted and controlled by the Chief Operating Officer of the Lansing Regional Chamber of Commerce. He further stated that he would continue to update the County Chairs moving forward and make sure they all approve before moving forward.

Commissioner Anthony stated she was supportive of the initiative and the groundwork that had been laid out. She stated it was a way to move Ingham County and the region’s agendas forward and be a team player and come together.

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. MCGRAIN, TO AMEND THE RESOLUTION TO STRIKE ANNUALLY FROM THE TITLE AND AS FOLLOWS:

WHEREAS, Ingham County’s commitment would be $5,000 annualy.

This was considered a friendly amendment.

Commissioner Anthony asked if they should also require a formal report back to the Board of Commissioners.

Ms. Morton stated she thought it would be good to put in the resolution.

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. HOPE, TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a $5,000 allocation from the contingency fund for Ingham County’s annual commitment to the Capitol Council of Governments CAPCOG Initiative for the calendar year 2017.

BE IT FURTHER RESOLVED, the CAPCOG initiative will report on an annual basis on the programmatic and financial outcomes of the initiative.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary documents consistent with the resolution after approval as to form by the County Attorney.

This was considered a friendly amendment.
Commissioner Tennis stated he appreciated that they were able to get Clinton and Eaton Counties on board, but he would be voting against the resolution. He further stated that he thought the lobbyist position was not funded enough to get quality representation, and he also thought that the commissioners could lobby their area legislators for this reason themselves.

Discussion.

THE RESOLUTION, AS AMENDED, CARRIED. Yea:s: Hope, Anthony, McGrain, Case Naeyaert, and Schafer  Nays: Grebner and Tennis

14. Controller – Resolution to Authorize Participation in U.S. Geological Survey Red Cedar River Floodplain Remapping

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CASE NAeyaERT, TO APPROVE THE RESOLUTION.

Commissioner Schafer stated he was concerned about the debris in the Red Cedar River. He further stated he would support the 6% contribution to the study.

Commissioner Schafer asked if there were parts of the Red Cedar River that were not covered in the study.

Ronda Oberlin, City of Lansing Hazard Mitigation Coordinator, stated there were unstudied areas of Red Cedar and would look into that if the study continued into Phase 2.

Commissioner Case Naeyaert stated that flood insurance was expensive. She asked how long the data would take to get to FEMA.

Ms. Oberlin stated it would take five years, if a miracle occurred it could be three years, but it had never happened that quickly before. She further stated that the rates for homeowners would be increasing about 5% each year.

Discussion.

Chairperson Grebner stated that when the Kalamazoo Street Bridge was rebuilt, it reduced the bottleneck in the Red Cedar and as a result, the levels dropped three feet.

Ms. Oberlin stated other bridges were replaced as well.

Chairperson Grebner stated that maps would be redrawn, and then the homeowner would have to pay to have an elevation survey done. He further stated that as they moved toward market-based versus subsidized insurances, the homeowners would be greatly affected.

Commissioner McGrain stated that the Red Cedar went through a lot of their districts, and he thought it was a good idea.
Commissioner Schafer asked how they could clean up the Red Cedar.

Discussion.

Commissioner Case Naeyaert asked if a homeowner could contest their flood insurance rates, thinking from a real estate transaction perspective.

Chairperson Grebner stated that the project was to redraw the map, so it would not affect people’s actual property or rates.

Commissioner Case Naeyaert stated that she was not asking about that. She further stated that she was wondering if FEMA could accept the first phase of the study before the second phase was complete.

Ms. Oberlin stated FEMA did not do that, and they did not take shortcuts.

Chairperson Grebner stated that the County could see a slight revenue increase, due to properties being valued higher.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Anthony left at 7:45 p.m.

12. County Clerk – Memorandum from Clerk Byrum Regarding Election Information for Potential November 2017 Countywide Ballot Question

Chairperson Grebner recalled what he had proposed at the Board Leadership meeting, in which he proposed the County prepare two budgets. He stated one budget should be with a lot of cuts made, and the other would be contingent on the proposal passing.

Ms. Morton stated that they would want the tax allocation to be about 2.9 mills, as to not levy the entire amount.

Commissioner Case Naeyaert asked to be caught up from the Board Leadership meeting.

Chairperson Grebner stated that the County’s millage ceiling was 6.8 mills, and over time it had been reduced to 6.37 mills. He further stated they could reestablish it at 6.8 mills by going through a process to create a board and then put a proposal on the ballot.

13. Controller/Administrator’s Office
   b. Tax Allocation Board/Separate Tax Limitations (Discussion)

Ms. Morton stated that the information regarding the tax allocation board was in their packets under Agenda Item 13b. She further stated that the County Clerk wrote a memo in response to what the election would cost. She pointed out the Clerk estimated the cost to be $180,000.
Chairperson Grebner stated he did not realize they would not get paid by the municipalities if they did a countywide election.

Discussion.

Commissioner McGrain clarified that it would actually cost the County an extra $180,000, because the municipalities would not pay.

Ms. Morton stated that $180,000 was not a large amount when looking at 2.9 million dollars in revenue. She stated she did not imagine the Board of Commissioners would want to levy the entire amount right now, in order to keep some unlevied for the future.

Commissioner McGrain asked what it would mean to the taxpayer if they levied 90% percent of the millage and it passed.

Ms. Morton stated it would be 4/10 of a mill.

Chairperson Grebner stated a taxpayer faced 4/10 of a mill. He further stated it would be good to go to the public as they see budget cuts and closings, and tell them this proposal would mitigate that.

Chairperson Grebner stated he thought they should chart their course when preparing the budget based on the assumption that there would be an attachment to the budget contingent upon if the proposal passed.

Discussion.

Commissioner Hope stated she acknowledged that government was limited from campaigning, and she asked who would lead the charge in helping to pass the proposal.

Discussion.

Chairperson Grebner stated he did not think it made much difference, because the campaign would be too confusing and nuanced, what really mattered was the ballot language.

Ms. Morton stated in 2001 they did a different question on the ballot, which was less complicated and did same the thing, but it failed by a lot more in the election. She provided the ballot question from 2001.

Commissioner McGrain asked if they needed to make a motion to direct the Controller’s Office create a calendar to get this process moving.

Discussion.
Commissioner Hope stated she supported going in this direction, because the County did not have many other choices. She stated they needed to address their MERS obligation, so they needed to try it as the last resort.

Discussion.

Commissioner McGrain stated that he agreed with Commissioner Hope, as it was the last chance and they should move forward and have staff work on a calendar.

Chairperson Grebner stated there was a series of events that needed to take place.

Discussion.

Commissioner Case Naeyaert stated that she thought they were kicking the can down the road. She stated she thought they would build up services and then be in a similar situation forever.

Discussion.

Ms. Morton stated there was a draft resolution if they wanted to set the process in motion.

Discussion.

Michael Townsend, Budget Director, stated that the County Clerk did express that she would like to know as soon as possible, because she was putting in new voting equipment this year and if she had to prepare for additional elections, she would like to know.

Commissioner McGrain stated that he would like to move forward, but he would like to come back in two weeks and have a calendar and a description to share with the public as to why this was happening.

Discussion.

Ms. Morton stated that they could bring it as an action item next meeting.

Chairperson Grebner restated the Committee’s decision was to have a resolution come before them next meeting.

Announcements

None.

Public Comment

None.

Adjournment
The meeting was adjourned at 8:11 p.m.
RESOLUTION ACTION ITEMS:

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

1. **Sheriff’s Office** – Resolution to Purchase Two Stun-Cuffs for the Sheriff’s Office Field Services Division and Corrections from Myers Enterprises Inc.

   This resolution will authorize the Sheriff’s Office to purchase two Stun-Cuffs, associated equipment, and training from Myers Enterprises Inc. for a total not to exceed $3,040 from Ingham County Sheriff’s Office Booking Funds. Myers Enterprises Inc. will be recognized as a sole source vendor for this equipment and training as it is currently the only manufacturer that has developed an electronic restraint system that attaches to the individual’s leg or arm. Inmates at trial are not allowed to have restraints visible to the public and this device will allow for a quicker response to subdue any violent actions. This purchase will help to minimize injuries to Deputies and maintain a safer environment for citizens in the court building.

2. **Prosecuting Attorney** - Resolution to Approve Work Study Agreement with Michigan State University College of Law

   The Prosecutor’s Office requests approval to an updated work study agreement with Michigan State University to provide legal interns for the Prosecutor’s office. These interns provide an invaluable service to the Prosecutor’s Office. The Prosecuting Attorney’s Office has employed Michigan State University interns since 1998. An agreement with MSU is necessary to specify institutional responsibilities including accidents, injuries and reimbursement levels/procedures. Detroit College of Law at MSU utilizes Federal funding, providing fixed reimbursement/contribution rates at 75% and 25% with the Federal government reimbursing 75%.

3a. **Circuit Court** – Resolution Authorizing Entering into an Agreement with TEL Systems to Upgrade Technology and Provide Maintenance Support for the Circuit Court Courtrooms Located in the Veterans Memorial Courthouse

   The Circuit Court and IT Department have identified the need to replace equipment that has surpassed its life expectancy and to update courtroom technology in the Veterans Memorial Courthouse from analog to digital. An RFP for a turnkey solution for the design, purchase, installation, and support of new state-of-the-art audio/video systems was issued in January 2017. Responses were received from four vendors and the RFP evaluation team has recommended that TEL Systems be awarded the right to proceed with the project.

   This resolution will approve entering into a contract and service agreement with TEL Systems for a turnkey solution for the design, purchase, installation, and support of new state-of-the-art audio/video system upgrade for four Circuit Court courtrooms in the Veterans Memorial Courthouse in 2017 at a cost not to exceed $80,000 per courtroom and two Circuit Court courtrooms of the Veterans Memorial Courthouse in 2018, pending funding approval.

   Please see attached memos for additional information.
3b. **Circuit Court** – Resolution Authorizing Notice of Nonrenewal/Termination of Agreement with Xerox Government Systems (ACS Government Systems) for Jury Management Services

Ingham County currently provides jury management services to the 30th Circuit Court and the 54A, 54B, and 55th District Courts through a software license agreement with Xerox Government Systems (formerly ACS Government Systems) that is scheduled to expire on August 31, 2017. Resolution 16-035 approved entering into a five year software subscription and service agreement with Courthouse Technologies, LTD to provide jury management services. The transition to the new jury management services will begin within the next month. The current agreement with Xerox requires that Ingham County provide notice of nonrenewal/termination at least thirty (30) days prior to the end of the current term which is August 31, 2017 to avoid automatic renewal. This resolution will approve providing such notice.

4a. **Community Corrections Advisory Committee** – Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into Program Subcontracts For FY 2017-2018

This resolution will authorize entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2017-2018 in the amount of $291,562 in CCAB Plans, Services, and Administration funds and $21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of $312,731 and for the use of an estimated 30 residential beds per day for a value amounting to $531,075 for the time period of October 1, 2017 through September 30, 2018.

The resolution will also authorize entering into subcontracts for CCAB Plans and Services programming from October 1, 2017 through September 30, 2018 with Wellness, Inc. for the actual cost of Men’s MRT Cognitive Change groups not to exceed $18,000; Prevention and Training Services for the cost of Women’s MRT Change Groups for a cost not to exceed $8,082; Prevention and Training Services for the cost of Domestic Violence Intervention Groups for a cost not to exceed $12,000; Tri County Community Adjudication Program for the cost of Opioid Specific Program services not to exceed $55,000; CEI Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed $67,898; Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed $40,274; and Sentinel, Inc. for the actual cost of electronic monitoring services for Pretrial defendants not to exceed $10,134.

Continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position not to exceed $25,683 will also be authorized.

Please see attached for additional detail.

4b. **Community Corrections Advisory Committee** – Resolution Authorizing Entering into a Contract Amendment with the MDOC for FY 2016-2017 and Subcontract Amendments With CEI Community Mental Health and Northwest Initiative – ARRO and Sentinel, Inc.

The FY 2016-2017 grant award and Resolution 16-134 authorized a contract with the MDOC for Community Corrections programs in an amount not to exceed $225,033 and a subcontract with CEI Community Mental Health to provide the Relapse Prevention and Recovery Program for men in an amount not to exceed $47,200 and Northwest Initiative-ARRO to provide Day Reporting in an amount not to exceed $40,274. MDOC has granted an additional $20,000 for FY 2016-2017 and approved a request for an additional $10,349 to add a women’s group to CEI-CMH Relapse Prevention and Recovery, an additional $7,651 for the over-utilized Northwest Initiative – ARRO Day Reporting program, and an additional $2,000 for Sentinel, Inc. electronic monitoring for pretrial defendants.
This resolution will authorize entering a contract amendment with the MDOC for a total contract amount of $245,033 and subcontract amendments as detailed above.

Please see attached for additional detail.

5a. **Health Department** - Resolution to Authorize Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health

This resolution authorizes amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health.

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from $5,336,177 to $5,360,352, an increase of $24,175. The amendment makes the following specific changes in the budget:

- Nutrition & Physical Activity Self-Assessment for Child Care: increase of $2,500 from $5,000 to $7,500
- Family Planning Services: increase of $20,000 from $256,392 to $276,392
- Tuberculosis (TB) Control: increase of $20,135 from $12,513 to $32,648
- WIC Breastfeeding: increase of $35,200 from $58,195 to $93,395
- WISEWOMAN: increase of $24,000 from $30,000 to $54,000
- Breast & Cervical Cancer Control Coordination: decrease of $53,375 from $280,000 to $226,625
- Michigan Colorectal Cancer Early Detection Program: decrease of $1,785 from $6,375 to $4,590
- Wise Choices: decrease of $22,500 from $22,500 to $0

This resolution authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant. The resolution also authorizes a .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant. The compensation for all authorized positions will not exceed the $35,200 in WIC funding provided by the agreement.

5b. **Health Department** - Resolution Extending the Agreement with Edward W. Sparrow Hospital Association for Provider and Medical Direction Services for Ingham County Health Department Women’s Health

This resolution extends the contract with Edward W. Sparrow Hospital Association (Sparrow) for provider services and part-time medical direction for the Women’s Health Center (WH) through September 30, 2017. The total cost of the amendment will be an amount not to exceed $70,100. Funding allocated for 2.0 FTE vacant mid-level provider positions funded within the FY 2017 budget will be reallocated to offset the cost of this amendment. In the event that these positions are filled, the use of contracted Sparrow mid-level services will be reduced accordingly.

5c. **Health Department** - Resolution to Authorize the Reorganization of the Ingham County Health Department Community Health Centers

This resolution authorizes a reorganization to achieve a more efficient staffing profile that supports each medical provider position with an appropriate ratio of support staff and centralized services through the conversion of vacant positions and realignment of existing staff. This model can be implemented in ICHC by taking advantage of currently vacant positions, staff retirements, and attrition to maintain high quality of care and allow for improved utilization and customer service.
The proposed reorganization has been evaluated by Human Resources and they have concurred with the recommendations. The proposed reorganization is contingent upon the Board of Commissioners’ (BOC) authorization of the Grievance Settlement Agreement with the Michigan Nurses Association (MNA) and the Letter of Understanding with the United Automobile and Agricultural Implement Workers of America (UAW) regarding the change in the Medical Assistants job description to include medication administration. Authorization for this agreement and letter of understanding has already been sent to the BOC for approval. This reorganization will allow ICHD to use available resources to provide needed medical, dental, and behavioral health care to the maximum number of patients in the highest quality manner within a financial framework that supports long-term sustainability.

ICHD will achieve an immediate cost savings of $33,483 by implementing this reorganization. However, the staffing efficiencies gained through the proposed reorganization will result in more significant savings long term and increased access to care for more underserved county residents Overall, the proposal will result in added revenue, reduction in historical budget deficits, and improved long-term financial sustainability. The proposed changes are also expected to reduce the overall cost per patient for our existing medical scope of services

The resolution approves the following position conversion:

<table>
<thead>
<tr>
<th>Position #</th>
<th>Current Title</th>
<th>New Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>601442</td>
<td>EHR Nurse Trainer</td>
<td>Nurse Clinical Educator</td>
</tr>
</tbody>
</table>

It also authorizes the conversion of existing vacant positions to new Medical Assistant I positions:

<table>
<thead>
<tr>
<th>Position #</th>
<th>Current Title, Union, Pay Grade, &amp; Max Salary (w/benefits)</th>
<th>New Title, Union, Pay Grade, &amp; Max Salary (w/benefits)</th>
<th>Cost Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>601269</td>
<td>Health Center Nurse, 1.0 FTE MNA 1, $59,883 ($94,899 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($25,256)</td>
</tr>
<tr>
<td>601430</td>
<td>Health Center Nurse, 1.0 FTE MNA 1, $59,883 ($94,899 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($25,256)</td>
</tr>
<tr>
<td>601196</td>
<td>Health Center Nurse, 1.0 FTE MNA 1, $59,883 ($94,899 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($25,256)</td>
</tr>
<tr>
<td>601234</td>
<td>Nurse Assessor, 1.0 FTE MNA 2, $62,582 ($97,498 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($27,855)</td>
</tr>
<tr>
<td>601451</td>
<td>Nurse Case Manager, 0.5 FTE ICEA PHN 3, $33,791 ($52,370 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>$17,273</td>
</tr>
<tr>
<td>601466</td>
<td>PCMH Coordinator, 1.0 FTE MNA 3, $61,715 ($86,419 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($16,776)</td>
</tr>
</tbody>
</table>

Finally, it authorizes the following position be established from the cost savings gained through the above mentioned position conversions:
<table>
<thead>
<tr>
<th>Position #</th>
<th>Current Title, Union, Pay Grade, &amp; Max Salary (w/Benefits)</th>
<th>New Title, Union, Pay Grade, &amp; Max Salary (w/Benefits)</th>
<th>Cost Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>N/A</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>$69,643</td>
</tr>
</tbody>
</table>

6. **Facilities - Resolution Awarding a Contract to J.W. Design to Provide Professional Architectural and Engineering Services for Renovating Portions of the Ingham County Health Department**

This resolution authorizes a contract with J.W. Design to provide architectural and engineering services to renovate the Health Department space at the Human Services Building to provide for a larger, more patient friendly waiting area. J.W. Design submitted the lowest responsive and responsible bid of $24,800. The contract (and remainder of the project) will be funded from the Patient Centered Medical Home Facility Improvements Program Grant.

7a. **Road Department - Resolution to Approve Local Road Agreement with Ingham Township for the Ingham County Road Department**

Ingham Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2017 local road program. These projects involve approximately four miles of roadway at a total estimated cost of $133,200. A County Road Department allocation of $66,600 was reserved for local road improvement in Ingham Township pending Township approval of matching funds. Project costs that exceed $133,200 will be paid by Ingham Township.

7b. **Road Department - Resolution to Approve Local Road Agreement with Aurelius Township for the Ingham County Road Department**

Aurelius Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2017 local road program. These projects involve road work on approximately one mile of roadway at a total estimated cost of $45,000 and centerline striping at a total cost of $12,000. A County Road Department allocation of $29,182 was reserved for local road improvement in Aurelius Township pending Township approval of matching funds. Project costs that exceed $57,000 will be paid by Aurelius Township.

7c. **Road Department - Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Road Department**

Vevay Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2017 local road program. These projects involve approximately one mile of roadway at a total estimated cost of $40,000. A County Road Department allocation of $61,489 was reserved for local road improvement in Vevay Township pending Township approval of matching funds. If final project costs total less than $61,489, then cost savings will be split evenly between the Road Department and Vevay Township.
7d. **Road Department - Resolution to Approve a Road Construction Project Agreement between the Michigan Department of Transportation and Ingham County**

Ingham County received federal funding to resurface Elm Road from Grand River Avenue (M-43) to the I-96 overpass and Sherwood Road from Zimmer Road to Williamston Road. These two projects were packaged together as a single construction contract to take advantage of economy of scale benefits and to streamline federal inspection administration and reporting requirements. Ingham County must enter into an associated second party agreement with the State of Michigan/MDOT consistent with state and federal funding requirements. The Road Department recommends authorizing an agreement at a total estimated cost of $534,500, consisting of $375,000 in federal funding and $159,500 in County funds.

7e. **Road Department - Resolution Authorizing the Purchase of a Taper Beam Low Boy Paver Trailer**

The Road Department has a need for a larger lowboy trailer designed to transport the large asphalt paver and other heavy equipment. The existing lowboy trailer is too short and narrow to safely transport this equipment. The Department recommends purchase one 2017 Eager Beaver 50GSL-PT detachable gooseneck, taper beam lowboy from Southeastern Equipment of Holt at a cost of $59,650.

**ADDITIONAL ACTION ITEM:**

8. **Ingham County Board of Commissioners – Resolution to Alter or Extend the Fixed Separate Tax Limitation and to Create a County Advisory Tax Limitation Committee**

This resolution will begin the process of restoring the county fixed separate tax limitation. In order to address the county’s immediate need due to sluggish return of property tax revenue, loss of some department-generated revenue and the increase in retirement expense causing reductions in the General Fund, the Ingham County Board of Commissioners is considering the creation of a County Advisory Tax Limitation Committee and authorize a ballot question for separate tax limitations of the county, townships and intermediate school district in the county.

Please see attached memo and draft schedule for additional details.
TO: Law & Courts Committee  
Finance Committee

FROM: Captain Elliott, Field & Staff Services

DATE: May 3, 2017

RE: RESOLUTION TO PURCHASE TWO STUN-CUFFS FOR THE SHERIFF’S OFFICE FIELD SERVICES AND CORRECTION DIVISION FROM MYERS ENTERPRISES INC.

This resolution is for the approval to purchase two (2) Stun-Cuffs and associated equipment from Myers Enterprises, Inc.

The Sheriff’s Office is requesting to purchase two (2) Stun-Cuffs, from Myers Enterprises Inc., to maintain a safe and secure court room setting. In 2014 an inmate at trial attacked a prosecutor, Deputies, and an Officer with a hidden weapon. This incident could have been minimized if a Stun-Cuff would have been in place. Inmates at trial are not allowed to have restraints visible to the public, this device would allow for a quicker response to subdue a violent person’s actions. Myers Enterprise Inc is currently the only manufacture that has developed an electronic restraint system that attaches to the individuals leg or arm. This restraint system is remotely controlled by a Deputy in close proximity to the individual. This device will also help to minimize injury to Deputies, as well as maintain a safer environment for citizens in the court building.
September 23, 2016

Re: Sole Source Letter.

Ingham County / MI

Sgt. Sump,

Myers Enterprises, Inc. is the sole source provider of the Stun-Cuff line of products. We hold the patent for this device and we do all sales and distribution.

Best Regards,

Brad Myers
Myers Enterprises, Inc.
2890 South Golden Way
Denver, CO 80227
303-986-0803
Form W-9

Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)

Myers Enterprises, Inc.

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor
☐ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/Estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership).
☐ Exempt payee

Part or type of payment (if any)

☐ Other (see instructions)

Address (number, street, and apt. or suite no.)

2896 South Golden Way

City, state, and ZIP code

Denver, Colorado 80227

List account number(s) here (optional)

Part I

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 5. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 5.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

204136971

Employer Identification number

Part II

Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (defined below).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Signature of U.S. person

Brend Myers

Date

9-28-2016

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income.

Note, if a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien.

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

• An estate (other than a foreign estate), or

• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partner’s share of income from such business.

Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Cat. No. 12211X

Form W-9 (Rev. 10-2011)
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE TWO STUN-CUFFS FOR THE SHERIFF’S OFFICE FIELD SERVICES DIVISION AND CORRECTION FROM MYERS ENTERPRISES INC.

WHEREAS, the Ingham County Sheriff’s Office is responsible for maintain the order and security for Ingham County Courts; and

WHEREAS, on August 2nd, 2016, Ingham County Sheriff’s Deputies were guarding an inmate at the 30th Circuit Court and the inmate lunged at a prosecutor with a hidden weapon; and

WHEREAS, Stun-Cuffs would have provided a quicker safer response time to this incident; and

WHEREAS, Inmates scheduled for trial are not permitted by law to have restraints that are visible to the public; and

WHEREAS, Stun-Cuffs products been shown to be an effective deterrent to aggressive and assaultive behavior for subjects; and

WHEREAS, Stun-Cuffs are currently in used at the Michigan Department of Corrections as well as Gogebic County Sheriff’s Offices; and

WHEREAS, Michigan Municipal Risk Management Authority (MMRMA) the county insurance carrier fully supports their clients obtaining Electronic Control Units as a tool to maintain safe and secure operations; and

WHEREAS, Deputies properly equipped and trained with functional, up to date Stun-Cuffs will increase response time and reduce Deputy involved injuries; and

WHEREAS, the Sheriff’s Office has determined the need to purchase two (2) new Stun-Cuffs from Myers Enterprises Inc., to supply our Field Services Courts Division; and

WHEREAS, Myers Enterprises Inc. is a sole source company for this equipment; and

WHEREAS, the total expenditure for this proposal is not to exceed $3,040.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Sheriff’s Office to purchase two (2) Stun-Cuffs, associated equipment, and training from Myers Enterprises Inc. for a total not to exceed $3,040.00 from Ingham County Sheriff’s Office Booking Funds.

BE IT FURTHER RESOLVED, that Ingham County recognizes Myers Enterprises Inc. as a sole source vendor for this equipment and training.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 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 documents or purchase documents that are consistent with this resolution and approved as to form by the County Attorney.
MEMORANDUM:

TO: County Services and Finance Committee
FROM: Lisa McCormick, Chief Assistant Prosecutor
RE: Resolution to Approve Work Study Agreement with Michigan State University College of Law
DATE: April 27, 2017

The Ingham County Prosecutor’s Office is requesting approval to an updated work study agreement with Michigan State University to provide legal interns for the Prosecutor’s office. These interns provide an invaluable service to the Prosecutor’s Office. They work hand in hand with an Assistant Prosecutor (APA), appear in court with an APA and assist in research and case preparation. In exchange these interns learn the day to day operations of our office and how to be an effective APA. Many of our interns end up starting a career in prosecution based on the invaluable experience they obtain.

I have also asked Steve Kwasnik, President of the ICEA – APA union for approval since the interns do perform APA work. He also feels these interns provide a necessary service and the union supports the use of this program.

We have been using these interns since 1998. MSU wanted the contract renewed so the funding is already available and budgeted each year.
WHEREAS, funding is available through Detroit College of Law at Michigan State University, Work Study Program; and

WHEREAS, the Work Study Program is a valuable asset to effective County government, and significantly within the County courts; and

WHEREAS, an agreement is necessary to specify their and our responsibilities including accidents, injuries and reimbursement levels/procedures; and

WHEREAS, Detroit College of Law at Michigan State University utilizes Federal funding, providing fixed reimbursement/contribution rates at 75%, 25% with the Federal government reimbursing 75%.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement between Ingham County and Detroit College of Law at Michigan State University for a Federally funded Work Study Employment Program providing 75% reimbursement to the County for the wages paid to persons participating in this employment program, and Ingham County’s payroll contribution is 25% + FICA.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make any necessary budget adjustments and that the Chairperson of the Board and the County Clerk are authorized to sign any agreement documents for this program consistent with this resolution and subject to the approval as to form by the County Attorney.
MEMORANDUM

To: Law & Courts and Finance Committees

From: Rhonda K. Swayze

Date: May 3, 2017

Re: Courtroom Technology Upgrades for Ingham County 30th Judicial Circuit Court

The Ingham County Circuit Court and Ingham County IT Department identified the need to replace equipment that has surpassed its life expectancy and to update courtroom technology in the Veterans Memorial Courthouse from analog to digital.

The Court secured funding for four courtrooms in the 2016 and 2017 CIP budget cycles in the amount of $80,000 per courtroom and will be requesting funding for the remaining two courtrooms in the 2018 budget cycle.

RFP No. 10-17 which described a request for a turnkey solution for the design, purchase, installation and support of new state-of-the-art audio/video systems was issued in January, 2017. Responses were received from four vendors. The RFP evaluation team reviewed and evaluated the proposals submitted and recommended that TEL Systems be awarded the right to proceed with the project for the reasons set forth in the April 25, 2017 evaluation and explanation memo addressed to the Purchasing Director, Jim Hudgins.

We respectfully request that the Ingham County Board of Commissioners approves entering into a contract and service agreement with TEL Systems for the equipment and services described in RFP No. 10-17 and all of its amendments.

cc: Hon. Joyce Draganchuk
    Shauna Dunnings
    Hon. Janelle A. Lawless
Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for a turnkey solution for the design, purchase, installation and support of new state-of-the-art audio/video systems in eight (8) courtrooms for the Ingham County 30th Judicial Circuit Court and the Ingham County Probate Court in Lansing, Michigan. Minimum Proposer Requirements: 1) The proposer must be a direct advanced certified partner for the proposed product/solution(s). 2) The proposer shall maintain a staff of bench and field service technicians in the mid-Michigan area.

The RFP was advertised in the Lansing State Journal and The Chronicle in addition to posting on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
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</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
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<td>4</td>
</tr>
<tr>
<td>Vendor attending pre-bid/proposal meeting</td>
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<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
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<td>1</td>
</tr>
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</table>

The proposal summary grid of the vendors’ costs is on the last page.

*You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit evaluation to the Purchasing Department with your recommendation; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval. If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309*

*For construction projects over $10,000 preconstruction meetings are required. Please make sure the Purchasing Department is invited and is able to attend such meetings to ensure all contractors are in compliance with prevailing wages and proper bonding.*

*This Memorandum is to be included with your memo and resolution submission to the “Resolutions group” as acknowledgement of the Purchasing Department’s participation in the proposal purchasing process.*
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<th>COURTROOM 2</th>
<th>COURTROOM 3</th>
<th>COURTROOM 4</th>
<th>COURTROOM 5</th>
<th>COURTROOM 6</th>
<th>COURTROOM 7</th>
<th>COURTROOM 8</th>
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MEMORANDUM

To: Jim Hudgins, Director of Purchasing
From: Rhonda K. Swayne, Deputy Court Administrator/General Trial Division
Date: April 25, 2017
Re: RFP No. 10-17; Courtroom Technology Upgrades for Ingham County 30th Judicial Circuit Court

Having identified the need to update courtroom technology in the courtrooms located in the Veterans Memorial Courthouse from analog to digital technology, the 30th Circuit Court sought CIP funding in the 2016 and 2017 budget cycles. Funding in the amount of $80,000 per courtroom was approved for two courtrooms in the 2016 budget cycle and two courtrooms in the 2017 budget cycle. Funding for the last two courtrooms located in the Veterans Memorials Courthouse will be sought through the CIP process in the 2018 budget cycle.

A RFP was issued by the Purchasing Department in January, 2017. The RFP described a request for a turnkey solution for the design, purchase, installation and support of new state-of-the-art audio/video systems in the courtrooms.

The 30th Judicial Circuit Court evaluation team, which consisted of Court Administrator, Shauna Dunnings; Deputy Court Administrator, Rhonda Swayne; Circuit Court Technology Liaison, Mike Brandt; IT Director, Deb Felt; and Application Programmer, Mike Nolen, reviewed and evaluated the four RFPs submitted and made a recommendation that TEL Systems (Thalner Electronics, Inc.) be awarded with the right to proceed with the project. The evaluation was submitted to the Purchasing Department. The evaluation team requested a meeting with TEL Systems so team members had an opportunity to ask
additional questions and thoroughly review the products and installation plan that TEL had proposed. That meeting took place on March 29, 2017.

The recommendation to proceed with TEL Systems is based on the following:

- At $95,225, TEL was the lowest bid per courtroom before particular components were identified for elimination from the proposal. After those components were identified for elimination, TEL came in under our budgeted amount of $80,000 per courtroom.

- TEL’s price per courtroom includes maintenance for three years rather than one year like the other three vendors.

- Vendors CDW-G and ICOMM could not be recommended due to their proposed costs of the project. CDW-G’s proposed costs were approximately twice as high as TEL’s. ICOMM’s costs were approximately $30,000 higher than TEL’s.

- BIS Digital uses proprietary software for audio and video courtroom recording and does not provide the details as to whether proprietary hardware is needed to operate their software. The court currently uses FTR for audio and video courtroom recording and the hardware cited in TEL’s proposal supports the continued use of FTR.

- The documentation in TEL’s proposal was exactly what we asked for and more. It explained in detail how the proposed system will work and included specific brand and model information for the proposed equipment.

- TEL also proposed ideas to save the court money.

- TEL has experience with installing courtroom technology along with positive references from past customers to support their qualifications.

- TEL has been the provider of the court’s courtroom technology maintenance for at least 14 years. During that time, they have provided the court with timely and effective service.

If this memo of explanation is satisfactory to the Purchasing Department, the 30th Circuit Court will move ahead by preparing a resolution for Board approval.

Your assistance and support in this important project have been invaluable.

Thank you.

cc: Mike Brandt
    Shauna Dunnings
    Deb Fett
    Hon. Janelle Lawless
    Mike Nolen
Agenda Item 3a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH TEL SYSTEMS TO UPGRADE TECHNOLOGY AND PROVIDE MAINTENANCE SUPPORT FOR THE CIRCUIT COURT COURTROOMS LOCATED IN THE VETERANS MEMORIAL COURTHOUSE

WHEREAS, the Ingham County Circuit Court and Ingham County IT Department identified the need to replace equipment that has surpassed its life expectancy and to update courtroom technology in the Veterans Memorial Courthouse from analog to digital technology; and

WHEREAS, the Ingham County Circuit Court secured Capital Improvement Project funding for two courtrooms in the 2016 budget cycle and two courtrooms in the 2017 budget cycle in the amount of $80,000 per courtroom; and

WHEREAS, the Ingham County Circuit Court will be seeking funding for the remaining two courtrooms in the 2018 budget cycle; and

WHEREAS, a Request for Proposal (RFP 10-17) for a turnkey solution for the design, purchase, installation and support of new state-of-the-art audio/video system in the courtrooms was issued by the Purchasing Department in January, 2017; and

WHEREAS, the RFP evaluation team reviewed and evaluated responses from four vendors; and

WHEREAS, TEL Systems (Thalner Electronics, Inc.) had the lowest bid per courtroom while meeting all of the requirements set forth in the RFP; proposed ideas to save the court money; has experience with installing courtroom technology along with positive references from past customers to support their qualifications; and has been the provider of the court’s courtroom technology maintenance for at least 14 years during which they provided the court with timely and effective service; and

WHEREAS, the RFP evaluation team recommended in the attached April 25, 2017 evaluation and explanation memo addressed to the Purchasing Director that TEL Systems be awarded the right to proceed with the project to provide a turnkey solution for the design, purchase, installation and support of new state-of-the-art audio/video system upgrades for the Circuit Court courtrooms of the Veterans Memorial Courthouse at a cost not to exceed $80,000 per courtroom.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract and service agreement with TEL Systems for a turnkey solution for the design, purchase, installation and support of new state-of-the-art audio/video system upgrade for four Circuit Court courtrooms in the Veterans Memorial Courthouse in 2017 at a cost not to exceed $80,000 per courtroom, and two Circuit Court courtrooms of the Veterans Memorial Courthouse in 2018, pending funding approval.
BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
MEMORANDUM

To: Law & Courts and Finance Committees

From: Rhonda K. Swayze

Date: May 3, 2017

Re: Notice of Nonrenewal/Termination of the Xerox Government Services (formerly ACS Government Systems) Juror Management System and Software Agreement

Ingham County currently provides jury management services to the 30th Circuit Court and the 54A, 54B and 55th District Courts through a software license agreement with Xerox Government Systems (formerly ACS Government Systems) that is scheduled to expire on August 31, 2017.

Ingham County, through Resolution 16-035, approved entering into a five year software subscription and service agreement with Courthouse Technologies, LTD to provide jury management services. We will be transitioning jury management services to Courthouse Technologies within the next month.

The current agreement with Xerox (formerly ACS), effective, July 1, 2012, requires that Ingham County provide notice of nonrenewal/termination at least thirty (30) days prior to the end of the current term which is August 31, 2017 to avoid automatic renewal.

We respectfully request that the Ingham County Board of Commissioners approves providing notice of nonrenewal/termination of the July 1, 2012 agreement between Xerox (formerly ACS) and Ingham County for jury management services.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING NOTICE OF NONRENEWAL/TERMINATION OF AGREEMENT WITH XEROX GOVERNMENT SYSTEMS (ACS GOVERNMENT SYSTEMS) FOR JURY MANAGEMENT SERVICES

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

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

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

WHEREAS, through Resolution 16-035, the Board of Commissioners approved entering into a five year software subscription and service agreement with Courthouse Technologies, LTD beginning in 2016; and

WHEREAS, the current agreement with Xerox Government Systems, LLC, f/k/a ACS Government Systems, Inc., effective July 1, 2012, requires that Ingham County provide notice of nonrenewal/termination at least thirty (30) days prior to the end of the current term which is August 31, 2017 to avoid automatic renewal.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves providing notice of nonrenewal/termination of the July 1, 2012 agreement between Xerox Government Systems, LLC, f/k/a ACS Government Systems, Inc. and the County of Ingham for jury management services as those services will now be provided by Courthouse Technologies, LTD.

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

FROM: Mary Sabaj, CCAB Manager

DATE: May 3, 2017

SUBJECT: FY 2017-2018 Community Corrections Application, MDOC Contract and Program Subcontracts

For the meeting agenda of May 11, 2017

BACKGROUND
Community Corrections submits an annual application that covers partial administrative costs and all of the PA511 funded community based programs for adult felony probationers. The Funding request for FY2017-2018 includes Day Reporting, Relapse Prevention and Recovery treatment groups for men and women, a part time Pretrial Services Investigator, Gatekeeper services, MRT Cognitive Change groups for men and women, Domestic Violence Intervention groups, and Opioid Specific Program services.

ALTERNATIVES
Without these funds, programming will only be available on a client pay basis which will limit or preclude access to much needed treatment and services.

FINANCIAL IMPACT
The FY 2017-2018 Application request will provide funding in the amount of $312,731 covering partial administration costs and all PA511 treatment and service programs for adult felony probationers. Also available are residential treatment services valued at $531,075.

OTHER CONSIDERATIONS
The FY 2017-2018 Community Corrections Comprehensive Plan and annual Application are designed to result in the efficient use of State and local corrections resources by providing safe program alternatives to incarceration and effectively addressing barriers to offender success. This improves successful outcomes and enables participants to become productive members of our community able to take responsibility for themselves and their families and meet their court ordered obligations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support Community Corrections administration and programming for FY2017-2018.
RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION AND ENTERING INTO A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND ENTERING INTO PROGRAM SUBCONTRACTS FOR FY 2017-2018

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan in 1991; and

WHEREAS, the State Community Corrections Advisory Board approved the Funding Application and Plan for FY 2017-2018; and

WHEREAS, the FY 2017-2018 Application provides for the following CCAB Plans and Services programming: Relapse Prevention and Recovery ($67,898) to be provided by C-E-I CMH; Gatekeeper services ($4,069) to be provided by the CCAB Staff Consultant; Men’s MRT Cognitive Change Groups ($18,000) to be provided by Wellness, Inx and Women’s MRT Cognitive Change Groups ($8,082) to be provided by Prevention and Training Services; Domestic Violence Intervention Groups ($12,000) to be provided by Prevention and Training Services; Opioid Specific Program services ($55,000) to be provided by Tri County Community Adjudication Program; Day Reporting services ($40,274) to be provided by Northwest Initiative – ARRO; and, Electronic Monitoring Services for Pretrial defendants ($10,134) to be provided by Sentinel, Inc. for a subcontract program total of $215,457; and

WHEREAS, the FY 2017-2018 Application also provides funding for a special part-time Pretrial Services Investigator ($25,683) to enhance the community supervision capacity of 30th Circuit Court Pretrial Services and for CCAB Administration in the amount of $50,422 for a Plans and Services total of $291,562 for the time period of October 1, 2017 through September 30, 2018; and

WHEREAS, the FY 2017-2018 grant award provides Ingham County use of a projected average daily population of 30 residential beds with M.D.O.C. contracting directly with residential providers rather than with local jurisdictions for a projected value of $531,075 and another 1.23 beds per day funded with Drunk Driver Jail Reduction – Community Treatment Program (DDJR-CTP) grant funds in the amount of $21,169; and

WHEREAS, pursuant to the FY 2017-2018 grant award, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2017-2018 in the amount of $291,562 in CCAB Plans and Services and Administration funds, and $21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of $312,731 and for the use of an estimated 30 residential beds per day for a value amounting to $531,075 for the time period of October 1, 2017 through September 30, 2018.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2017 through September 30, 2018 with Wellness, Inx. for the actual cost of Men’s MRT Cognitive Change groups not to exceed $18,000; with Prevention and Training Services for the cost of Women’s MRT Change Groups for a cost not to exceed $8,082; with Prevention and Training Services for the cost of Domestic Violence Intervention Groups for a cost not to exceed $12,000; with Tri County Community Adjudication Program for the cost of Opioid Specific Program services not to exceed $55,000; with CEI Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed $67,898; with Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed $40,274; and with Sentinel, Inc. for the actual cost of electronic monitoring services for Pretrial defendants not to exceed $10,134.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA PRO06 salary grade not to exceed $25,683.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.
TO:        Board of Commissioners Law and Courts and Finance Committees
FROM:     Mary Sabaj, CCAB Manager
DATE:     May 3, 2017
SUBJECT:  Request to Authorize Amending the FY 2016-2017 MDOC Contract and Program Subcontracts

For the meeting agenda of May 11, 2017

BACKGROUND
Community Corrections provides PA511 funded community based programs for adult felony probationers with State grant funds through the MDOC. After reviewing projected CPS expenditures, MDOC decided to add funds to some counties who may be in need of it for the rest of FY 2016-2017. Ingham County was notified that it is receiving an increase of $20,000 to add a women’s group to the Relapse Prevention and Recovery program and provide additional funds for over-utilized programs for the remainder of the year, Day Reporting and for indigent defendant electronic monitoring services.

ALTERNATIVES
Without these funds, there will be no PA511 outpatient treatment option for women and resources will be limited for the remainder of the FY for the Day Reporting and for electronic monitoring for indigent pretrial defendants supervised by the Pretrial Services program.

FINANCIAL IMPACT
Additional funding approved by MDOC of $20,000 for FY2016-2017 will increased the total MDOC contract amount from $225,033 to $245,033. These additional funds will increase the Relapse Prevention and Recovery outpatient treatment program budget by $10,349 to include a women’s group, will increase the Day Reporting budget by $7,651 and the budget for electronic monitoring for indigent pretrial defendants by $2,000.

OTHER CONSIDERATIONS
Community Corrections programs provide safe community based alternatives to incarceration and effectively address barriers to offender success. This improves successful outcomes and enables participants to become productive members of our community able to take responsibility for themselves and their families and meet their court ordered obligations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support Community Corrections administration and programming for FY2017-2018.
Agenda Item 4b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT AMENDMENT WITH THE MDOC FOR FY 2016-2017 AND SUBCONTRACT AMENDMENTS WITH CEI COMMUNITY MENTAL HEALTH AND NORTHWEST INITIATIVE – ARRO AND SENTINEL, INC.

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the Ingham County/City of Lansing Community Corrections Comprehensive Plan; and

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the Application for State of Michigan Community Corrections Act Funds for FY 2016-2017; and

WHEREAS, the FY 2016-2017 Application included the Relapse Prevention and Recovery Program for men provided by CEI Community Mental Health, Day Reporting Program provided by Northwest Initiative – ARRO, and electronic monitoring for indigent defendants provided by Sentinel, Inc.; and

WHEREAS, pursuant to the FY 2016-2017 grant award and Resolution 16-134 dated June 28, 2016, the County entered into a contract with the MDOC for Community Corrections programs in an amount not to exceed $225,033 and a subcontract with CEI Community Mental Health to provide the Relapse Prevention and Recovery Program for men in an amount not to exceed $47,200 and with Northwest Initiative-ARRO to provide Day Reporting in an amount not to exceed $40,274; and

WHEREAS, the Michigan Department of Corrections granted an additional $20,000 for FY 2016-2017 ($225,033 to $245,033) and approved a request for an additional $10,349 to add a women’s group to CEI-CMH Relapse Prevention and Recovery ($47,200 to $57,549), an additional $7,651 for the over-utilized Northwest Initiative – ARRO Day Reporting program ($40,274 to $47,925) and an additional $2,000 for Sentinel, Inc. electronic monitoring for pretrial defendants ($10,134 to $12,134).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering a contract amendment with the MDOC for a total contract amount of $245,033 and subcontract amendments with CEI-CMH for an amount not to exceed $57,549, with Northwest Initiative-ARRO for an amount not to exceed $47,925 and with Sentinel, Inc. for and amount not to exceed $12,134 for the period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that entering into the subcontract amendments are contingent upon entering into the amended contract with the MDOC.

BE IT FURTHER RESOLVED, that the amended subcontracts are contingent throughout the subcontract period on the availability of grant funds from the MDOC for these purposes.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.
TO:            Board of Commissioners Human Services, County Services and Finance Committees
FROM:        Linda S. Vail, Health Officer
DATE:        April 13, 2017
SUBJECT: FY 17 State of Michigan Comprehensive Agreement Amendment # 3
For the meeting agenda of May 1, 2017, May 2, 2017 and May 3, 2017

BACKGROUND
The Ingham County Health Department (ICHĐ) currently receives funding from the Michigan Department of
Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is
the annual process whereby the MDHHS transmits State and Federal Funds to Ingham County to support public
health programs. The Board of Commissioners authorized the 2016-2017 Agreement in Resolution #16-339,
Amendment #1 in Resolution 16-494 and Amendment # 2 in Resolution 17-034.

ALTERNATIVES
There are no other alternatives.

FINANCIAL IMPACT
The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services
from $5,336,177 to $5,360,352, an increase of $24,175. The amendment makes the following specific changes
in the budget:

- Nutrition & Physical Activity Self-Assessment for Child Care: increase of $2,500 from $5,000 to $7,500
- Family Planning Services: increase of $20,000 from $256,392 to $276,392
- Tuberculosis (TB) Control: increase of $20,135 from $12,513 to $32,648
- WIC Breastfeeding: increase of $35,200 from $58,195 to $93,395
- WISEWOMAN: increase of $24,000 from $30,000 to $54,000
- Breast & Cervical Cancer Control Coordination; decrease of $53,375 from $280,000 to $226,625
- Michigan Colorectal Cancer Early Detection Program: decrease of $1,785 from $6,375 to $4,590
- Wise Choices: decrease of $22,500 from $22,500 to $0

This resolution authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7)
Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor
(UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant. The resolution
also authorizes a .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the
grant. The compensation for all authorized positions will not exceed the $35,200 in WIC funding provided by
the agreement.

OTHER CONSIDERATIONS
There are no other considerations

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support
Amendment # 3 with MDHSS.
Agenda Item 5a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2016-2017 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

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

WHEREAS, the Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County have entered into a 2016-2017 Agreement authorized in Resolution #16-339; and Amendment #1 in Resolution # 16-494; and Amendment # 2 in Resolution $17-034; and

WHEREAS, the MDHHS has proposed amendment #3 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #3 to the 2016-2017 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from $5,336,177 to $5,360,352, an increase of $24,175.

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to program budgets:

- Nutrition & Physical Activity Self-Assessment for Child Care: increase of $2,500 from $5,000 to $7,500
- Family Planning Services: increase of $20,000 from $256,392 to $276,392
- Tuberculosis (TB) Control: increase of $20,135 from $12,513 to $32,648
- WIC Breastfeeding: increase of $35,200 from $58,195 to $93,395
- WISEWOMAN: increase of $24,000 from $30,000 to $54,000
- Breast & Cervical Cancer Control Coordination: decrease of $53,375 from $280,000 to $226,625
- Michigan Colorectal Cancer Early Detection Program: decrease of $1,785 from $6,375 to $4,590
- Wise Choices: decrease of $22,500 from $22,500 to $0

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant, as well as a temporary .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant, with compensation for all authorized positions not to exceed the $35,200 in WIC funding provided by the agreement.
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department’s 2017 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit Amendment #3 of the 2016-2017 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 1, 2017
SUBJECT: Amendment to Services Agreement with Sparrow Hospital
For the meeting agendas of May 15th, 2017 and May 17th, 2017

BACKGROUND
Ingham County Health Department (ICHD) and the Edward W. Sparrow Hospital Association (Sparrow) currently contract for provider services and part-time medical direction for the Women’s Health Center (WH). The contracted services between Sparrow and ICHD enable the provision of prenatal and gynecological services and oversight to mid-level provider staff, as well as temporary contractual mid-level provider (Nurse Practitioner or Physician Assistant) services. It is critical for continuous patient care that the current agreement be extended through September 30, 2017 with all terms remaining the same. This will ensure the sustainability of the services provided through WH, as well as ICHD’s ability to meet projected visit and revenue goals as presented in the FY 2017 budget year. Terms for a new long-term agreement will be negotiated for FY 2018.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The total cost of the amendment will be an amount not to exceed $70,100.00 for the six month term. This represents the extension of the current provider and part time medical direction services for $25,000 and a maximum of 820 hours of mid-level provider services at a rate of $55.00 per hour. WH currently has 2.0 FTE vacant mid-level provider positions funded within the FY 2017 budget; this funding will be reallocated to offset the cost of this amendment. In the event that these positions are filled, the use of contracted Sparrow mid-level services will be reduced accordingly.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to extend the existing agreement with Sparrow for WH provider services and part-time medical direction through September 30, 2017, in an amount not to $70,100.00, with all other terms of the agreement remaining the same.
RESOLUTION EXTENDING THE AGREEMENT WITH EDWARD W. SPARROW HOSPITAL ASSOCIATION FOR PROVIDER AND MEDICAL DIRECTION SERVICES FOR INGHAM COUNTY HEALTH DEPARTMENT WOMEN’S HEALTH

WHEREAS, Ingham County Health Department (ICHD) and the Edward W. Sparrow Hospital Association (Sparrow) currently contract for provider services and part-time medical direction for the Women’s Health Center (WH); and

WHEREAS, the contracted services between Sparrow and ICHD enable the provision of prenatal and gynecological services and oversight to mid-level provider staff, as well as temporary contractual mid-level provider (Nurse Practitioner or Physician Assistant) services; and

WHEREAS, it is critical for continuous patient care that the current agreement be extended through September 30, 2017 to ensure the sustainability of the services provided through WH, as well as ICHD’s ability to meet projected visit and revenue goals as presented in the FY 2017 budget year; and

WHEREAS, the total cost of the amendment will be an amount not to exceed $70,100.00 for the six month term which represents the extension of the current provider and part time medical direction services for $25,000 and a maximum of 820 hours of mid-level provider services at a rate of $55.00 per hour; and

WHEREAS, WH currently has 2.0 FTE vacant mid-level provider positions funded within the FY 2017 budget; this funding will be reallocated to offset the cost of this amendment and in the event that these positions are filled, the use of contracted Sparrow mid-level services will be reduced accordingly; and

WHEREAS, the Health Officer recommends approval to extend the existing agreement with Sparrow for WH provider services and part-time medical direction through September 30, 2017, in an amount not to $70,100.00, with all other terms of the agreement remaining the same.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an extension of the existing agreement with Sparrow for WH provider services and part-time medical direction through September 30, 2017, in an amount not to $70,100.00, with all other terms of the agreement remaining the same.

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 Human Services, County Services, & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 1, 2017
SUBJECT: Ingham County Health Department Community Health Center Reorganization

For the meeting agendas of May 15, 2017, May 16, 2017, & May 17, 2017

BACKGROUND
The Ingham Community Health Centers (ICH) have been operating under a model that has a higher cost per patient than other Federally Qualified Health Centers or local primary care practices. Ingham County Health Department (ICH) seeks a reorganization to achieve a more efficient staffing profile that supports each medical provider position with an appropriate ratio of support staff and centralized services through the conversion of vacant positions and realignment of existing staff. This model can be implemented in ICHC by taking advantage of currently vacant positions, staff retirements, and attrition to maintain high quality of care and allow for improved utilization and customer service.

The proposed reorganization has been evaluated by Human Resources and they have concurred with the recommendations. The proposed reorganization is contingent upon the Board of Commissioners’ (BOC) authorization of the Grievance Settlement Agreement with the Michigan Nurses Association (MNA) and the Letter of Understanding with the United Automobile and Agricultural Implement Workers of America (UAW) regarding the change in the Medical Assistants job description to include medication administration. Authorization for this agreement and letter of understanding has already been sent to the BOC for approval. This reorganization will allow ICHD to use available resources to provide needed medical, dental, and behavioral health care to the maximum number of patients in the highest quality manner within a financial framework that supports long-term sustainability.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
ICH will achieve an immediate cost savings of $33,483 by implementing this reorganization. However, the staffing efficiencies gained through the proposed reorganization will result in more significant savings long term and increased access to care for more underserved county residents Overall, the proposal will result in added revenue, reduction in historical budget deficits, and improved long-term financial sustainability. The proposed changes are also expected to reduce the overall cost per patient for our existing medical scope of services.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the proposed reorganization of ICHC operations within ICHD.
TO: Russ Kolski, Deputy Health Officer  
FROM: Joan Clous, Human Resources Specialist  
DATE: 4/28/17  
RE: Support for Reorganization

Per your request, Human Resources has reviewed the changes to the following position descriptions as part of the reorganization of the Health Department:

Medical Assistant 1 which is appropriately placed within the UAW bargaining unit and compensated at the UAW salary range of D ($32,080.14 - $38,190.64). The UAW has been notified of the changes and they are in support of the changes to the job description and salary placement.

EHR Nurse/Trainer was evaluated and will be changed to Clinical Educator and will be appropriately placed within the MNA bargaining unit and compensated at the MNA salary range of 3 ($56,864.05 - $68,264.25). The MNA has been notified of the changes and they are in support of the changes to the job description and salary placement.

*Please use this memo as acknowledgement of Human Resources’ participation and analysis of your proposed reorganization. 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.*
Memorandum

To: Joan Clous, Ingham County Health Resource Specialist and
    Russ Kolski, Deputy Health Officer, Community Health Centers Executive Director
From: Kathy Kacynski MS, RN President Ingham County Health Department Michigan Nurses’ Association (MNA) Bargaining Unit President
Subject: Clinical Educator Job Description and Lateral Job Transfer into newly created Clinical Educator Job Description
Date: 04/28/2017

In my capacity as MNA bargaining unit president I have reviewed the attached Clinical Educator job description and support it going forward as written. It is understood by the MNA Bargaining Unit that this is a modification of a current job description, Electronic Health Records Nurse/Trainer and not a new position. Thank you for your attention in this matter.
From: Clous, Joan
Sent: Friday, April 28, 2017 9:14 AM
To: Scott, Anne
Cc: Koehler, Russell
Subject: FW: New Medical Assistant 1 JD

This is the email from the UAW with their endorsement of the changes to the job description for the MAs. Please include this with your packet to the Board for your Re-org.

Joan

From: Auer, Sally
Sent: Tuesday, April 18, 2017 3:20 PM
To: Clous, Joan
Subject: RE: New Medical Assistant 1 JD

The UAW is in agreement with the attached job description changes. Please note this job description applies to all new hires and those medical assistants that complete the HD training per the LOU regarding the administration of medications. All current medical assistants will stay in the old job description until such time.

Sally Auer
Chairperson Ingham County Unit
UAW Local 2256
(517) 483-6209 – Office
(517) 374-6548 – Cellular

From: Clous, Joan
Sent: Tuesday, April 18, 2017 12:02 PM
To: Auer, Sally
Subject: New Medical Assistant 1 JD

Sally,

Attached please find the medical assistant 1 JD that was discussed and will be part of the LOU. Please review and let me know if the UAW is in agreement with this job description.

Thanks

Joan Clous
Human Resources Specialist
517-887-4374 – Office
517-887-4396 – Fax

“Never have a battle of wits with an unarmed person.”
INGHAM COUNTY
JOB DESCRIPTION
Clinical Educator

General Summary:
Under the supervision of the Clinical Services Manager, provides and/or coordinates staff development and education for all non-provider clinical staff in the Ingham Community Health Centers. Fosters standardization and excellent customer service through initial staff clinical orientation, ongoing staff education and annual staff competency assessment. Acts as a model of professional behavior and collaborates with supervisory and quality department staff to integrate the Patient Centered Medical care into all support staff activities.

Essential Functions:
1. Coordinate all aspects of clinical education for all non-provider clinical support staff. Assess patient care given by non-provider clinical staff and develop staff education/development plans based on assessment.

2. Coordinate and provide new employee clinical orientation and in-service education, which includes participating in the development, review and editing of orientation content, as well as training related to standardized clinical and Patient Centered Medical Home (PCMH) workflow.

3. Document non-provider clinical staff orientation as needed for new assignments, transfers or refreshers. Record skills assessed and trained using a standardized tool documenting competency, as well as any other training needs identified. Communicate identified training challenges and needs to the appropriate Ingham Community Health Center Supervisor as needed.

4. Participate in the ongoing development and maintenance of a preceptor program at health centers for non-provider clinical staff.

5. Coordinate annual non-provider clinical staff assessment, training and documentation to ensure competency and training compliance for regulatory or accreditation purposes.

6. Create and maintain evidence-bases education materials as needed for new employee clinical orientation and clinical training.

7. Maintain clinical competency in order to provide up-to-date and relevant clinical education.

8. Complete all trainings mandated by the county for this position, including but not limited to, use of NextGen and designated HealthStream courses.

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 Bachelor’s Degree in Nursing and 2 years of clinical experience.
OR
An Associate’s Degree in Nursing and 3 years of clinical experience.

**Experience:** Six months experience using an electronic health record system is also preferred.

**Other Requirements:** Must possess a current license to practice as a Registered Nurse in the State of Michigan.

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

**Working Conditions:**
1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel between health centers for trainings and meetings.

**Physical Requirements**
1. This position requires the ability to sit, stand, traverse, lift, carry, push, pull, reach, grasp, handle, pinch, type and, endure repetitive movements of the wrists, hands or fingers.
2. This position’s physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers. This position’s physical requirements require regular stamina in traversing, grasping and handling. This position’s physical requirements require little to no stamina in standing, lifting, carrying, pushing, pulling, reaching and pinching.
3. This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
4. This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
5. This position requires the ability to communicate and respond to inquiries both in person and over the phone.
6. This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
7. This position requires the ability to handle varying and often high levels of stress.

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

April 27, 2017
MNA 3
INGHAM COUNTY
JOB DESCRIPTION
MEDICAL ASSISTANT I

General Summary: Under the supervision of a Health Center Supervisor, assists health care providers with examinations and procedures to ensure an expeditious flow of patients through the clinic. Upon direction of the provider conducts various tests to identify health problems in patients. May determine eligibility for center services. Tasks include conducting initial interviews, preparing patients for examinations, administering medications, injections and standardized tests, and recording results.

Essential Functions:
9. Receives patients and their families at a health center or screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications. Answers routine questions regarding operations and related services.
10. Prepares patients for examination by escorting them to examination rooms, documenting complaints and symptoms. Taking vital signs including temperature, blood pressure, pulse and pulse oximetry. Measures height, weight and pediatric head circumference. Records vital statistics and relevant visit information in patient electronic health record (EHR).
11. Arranges for specialized testing, medical procedures and specialist referrals. Completes necessary paperwork and EHR documentation, contacts specialist’s offices, hospitals, labs or other facilities to make appointments as needed. Contacts patients or caregivers to inform them of appointments. Completes paperwork, notifies patients or caregivers and assists in tracking of referrals to ensure necessary care is completed. Forwards to proper personnel to complete referral authorizations as needed.
12. Administers standardized tests or performs procedures ordered by providers such as developmental screening, EKGs, peak flow meter testing, ear irrigations and vision/hearing tests.
13. Assist health care professionals conducting medical examinations as required.
14. Collects specimens such as blood, urine and throat swabs per provider and/or standing order upon proof of competency. Collects or receives samples and conducts CLIA Waived tests per Ingham Community Health Center (ICHC) quality assurance training and documents within EHR. May prepare specimens to be sent to outside laboratories.
15. Administers medications and injections safely following established standards, policies and procedures.
16. Documents all care and communication within the EHR per training and established procedure.
17. Provides care following established procedure under the Patient-Centered Medical Home model of care.
18. Prepares assigned clinic area for daily activities to meet provider and patient needs according to established protocols and established checklists. Order materials, supplies, medications, vaccines, test kits and other items needed.
19. Assists other support staff as necessary and performs a variety of clerical, record keeping and account keeping assignments.
20. Provides all care and communication according to the Health Department Core Values.
21. Attends staff meetings and trainings as assigned.

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

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

**Education:** Possession of a high school diploma or equivalent. Graduation from a recognized Medical Assistant program and certification as a Medical Assistant such that they meet the federal guidance for Meaningful Use compliance. Current CPR training must be maintained during employment.

**Experience:** Prefer six months experience in a clinic setting.

**Other Requirements:**

- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position operates non-powered hand tools such as medical equipment, etc.
3. This position is exposed to communicable diseases, blood, other body fluids, etc.
4. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require little to no stamina in traversing, climbing, balancing, squatting, kneeling and crawling.
- This position’s physical requirements require periodic stamina in sitting, twisting, bending, stooping/crouching, lifting, pushing and pulling
- This position’s physical requirements require continuous stamina in standing, walking, carrying, reaching, grasping, handling, pinching, typing, enduring repetitive movements of the wrists, hands or fingers
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

*(This 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.)*

*Union UAW*
*Pay Grade D*
*Updated 4/17/17*
WHEREAS, the Ingham Community Health Centers (ICHC) have been operating under a model that has a higher cost per patient than other Federally Qualified Health Centers or local primary care practices; and

WHEREAS, Ingham County Health Department (ICHD) seeks a reorganization to achieve a more efficient staffing profile that supports each medical provider position with an appropriate ratio of support staff and centralized services through the conversion of vacant positions and realignment of existing staff; and

WHEREAS, this reorganization will allow ICHD to use available resources to provide needed medical, dental, and behavioral health care to the maximum number of patients in the highest quality manner within a financial framework that supports long-term sustainability; and

WHEREAS, ICHD will achieve an annual cost savings of $33,483 by implementing this reorganization and also expects to reduce the overall cost per patient for their existing scope of services; and

WHEREAS, the proposed reorganization has been evaluated by Human Resources which has concurred with the recommendations and the affected bargaining groups have been notified and provided documentation; and

WHEREAS, the proposed reorganization is contingent upon the Board of Commissioners’ authorization of the Grievance Settlement Agreement with the Michigan Nurses Association (MNA) and the Letter of Understanding with the United Automobile and Agricultural Implement Workers of America (UAW) regarding the change in the Medical Assistants job description to include medication administration; and

WHEREAS, the staffing efficiencies gained through the proposed reorganization will result in improved care delivery to more underserved county residents which will result in added revenue, reduction in historical budget deficits, and improved long-term financial sustainability; and

WHEREAS, the proposed changes are also expected to reduce the overall cost per patient for our existing medical scope of services and will allow ICHD to achieve an immediate cost savings of $33,483; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the proposed ICHC reorganization and authorize the resulting position conversions and establishment of positions.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the following position conversion:

<table>
<thead>
<tr>
<th>Position #</th>
<th>Current Title</th>
<th>New Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>601442</td>
<td>EHR Nurse Trainer</td>
<td>Nurse Clinical Educator</td>
</tr>
</tbody>
</table>
BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the conversion of existing vacant positions to new Medical Assistant I positions:

<table>
<thead>
<tr>
<th>Position #</th>
<th>Current Title, Union, Pay Grade, &amp; Max Salary (w/Benefits)</th>
<th>New Title, Union, Pay Grade, &amp; Max Salary (w/Benefits)</th>
<th>Cost Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>601269</td>
<td>Health Center Nurse, 1.0 FTE MNA 1, $59,883 ($94,899 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($25,256)</td>
</tr>
<tr>
<td>601430</td>
<td>Health Center Nurse, 1.0 FTE MNA 1, $59,883 ($94,899 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($25,256)</td>
</tr>
<tr>
<td>601196</td>
<td>Health Center Nurse, 1.0 FTE MNA 1, $59,883 ($94,899 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($25,256)</td>
</tr>
<tr>
<td>601234</td>
<td>Nurse Assessor, 1.0 FTE MNA 2, $62,582 ($97,498 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($27,855)</td>
</tr>
<tr>
<td>601451</td>
<td>Nurse Case Manager, 0.5 FTE ICEA PHN 3, $33,791 ($52,370 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>$17,273</td>
</tr>
<tr>
<td>601466</td>
<td>PCMH Coordinator, 1.0 FTE MNA 3, $61,715 ($86,419 w/benefits)</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>($16,776)</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that Board of Commissioners authorizes the following position be established from the cost savings gained through the above mentioned position conversions:

<table>
<thead>
<tr>
<th>Position #</th>
<th>Current Title, Union, Pay Grade, &amp; Max Salary (w/Benefits)</th>
<th>New Title, Union, Pay Grade, &amp; Max Salary (w/Benefits)</th>
<th>Cost Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>N/A</td>
<td>Medical Assistant I, 1.0 FTE UAW D, $38,191 ($69,643 w/benefits)</td>
<td>$69,643</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the authorization of the reorganization is contingent upon the Board of Commissioners’ authorization of the Grievance Settlement Agreement with the Michigan Nurses Association (MNA) and the Letter of Understanding with the United Automobile and Agricultural Implement Workers of America (UAW) regarding the change in the job description of Medical Assistants to include medication administration.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the budget and position allocation list in accordance with this resolution.
Agenda Item 6

TO: Board of Commissioners, Human Services, and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: May 4, 2017
SUBJECT: A contract with J.W. Design to provide professional Architectural and Engineering Services for renovating portions of the Ingham County Health Department

For the meeting agendas of: May 15 & May 17

BACKGROUND
Previous renovation designs were completed but not implemented. This project is different from the previous design, smaller in scope and size.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Although not a local vendor, both the Facilities and Purchasing Departments agree that a contract be awarded to J.W. Design who submitted the lowest responsive and responsible bid of $24,800.00 to provide professional Architectural and Engineering Services for renovating portions of the Ingham County Health Department.

Funds for this project are available within the Patient Centered Medical Home Grant.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with J.W. Design to provide professional Architectural and Engineering Services for renovating portions of the Ingham County Health Department.
Per your request, the Purchasing Department sought proposals from qualified and experienced architectural & engineering firms for the purpose of entering into a contract to assist the County in renovating portions of the Ingham County Health Department located in the Human Services Building (HSB) in Lansing, Michigan.

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>95</td>
<td>27</td>
</tr>
<tr>
<td>Vendor attending pre-bid/proposal meeting</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

The following grid is a summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Preliminary Design Services Cost (not to exceed)</th>
<th>Construction Services Cost (not to exceed)</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>J.W. Design</td>
<td>No, Royal Oak MI</td>
<td>$8,400.00</td>
<td>$16,400.00</td>
<td>$24,800.00</td>
</tr>
<tr>
<td>Straub Pettitt Yaste Architects</td>
<td>No, Clawson MI</td>
<td>$6,000.00</td>
<td>$23,000.00</td>
<td>$29,000.00</td>
</tr>
<tr>
<td>Ehresman Associates Inc.</td>
<td>No, Troy MI</td>
<td>$12,080.00</td>
<td>$22,750.00</td>
<td>$34,830.00</td>
</tr>
</tbody>
</table>

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the “Resolutions group” as acknowledgement of the Purchasing Department’s participation in the proposal purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Introducing
by the
Human
Services
and
Finance
Committees
of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO J.W. DESIGN TO PROVIDE PROFESSIONAL
ARCHITECTURAL AND ENGINEERING SERVICES FOR RENOVATING PORTIONS OF THE
INGHAM COUNTY HEALTH DEPARTMENT

WHEREAS, previous renovation designs were completed but not implemented; and

WHEREAS, this project is different from the previous design, smaller in scope and size; and

WHEREAS, although not a local vendor, both the Facilities and Purchasing Departments agree that a contract
be awarded to J.W. Design who submitted the lowest responsive and responsible bid of $24,800.00 to provide
professional Architectural and Engineering Services for renovating portions of the Ingham County Health
Department; and

WHEREAS, funds for this project are available within the Patient Centered Medical Home Grant.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a
contract to J.W. Design, 412 S. Washington Avenue, Suite 100, Royal Oak, Michigan, 48067, to provide
professional Architectural and Engineering Services for renovating portions of the Ingham County Health
Department for a total not to exceed cost of $24,800.00.

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

To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: April 24, 2017

RE: Resolution for 2017 Local Road Program Agreement Ingham Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Ingham Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2017 road fund budget.

Approval of the attached resolutions is therefore recommended.
Resolutions are the official documents that govern the work of Ingham County. They are typically passed by the Ingham County Board of Commissioners and are used to make decisions on a wide range of issues, from funding to public projects. Resolutions are typically more formal and binding than ordinances, which are used to establish more general rules and regulations. Resolutions can also be used to express the Board's support for certain initiatives or to address specific concerns within the county. Resolutions are an important tool for the Board to use in its governance of the county, and are an essential part of the decision-making process.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.
MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: April 18, 2017

RE: Resolution for 2017 Local Road Program Agreement Aurelius Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Aurelius Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2017 road fund budget.

Approval of the attached resolutions is therefore recommended.
Agenda Item 7b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH AURELIUS TOWNSHIP
FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, Aurelius Township desires that improvements be performed on Eifert Road, Toles to Bunker Roads, a distance of approximately 1.0 mile, as part of the 2017 local road program, to include asphalt maintenance skip-paving and wedging where necessary, and single course chip-sealing through-out at a total estimated cost of $45,000.00 for materials to be applied by Road Department crews; and

WHEREAS, Aurelius Township also desires to use local road matching program funds to fund 2017 biennial local road centerline restriping on local roads throughout Aurelius Township done by a contractor per bids to be let at an estimated cost of $12,000, for a total 2017 estimated program cost (Eifert road skip-paving and chip-sealing and local road striping) of $57,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund as indicated below and to contribute labor where indicated above without additional charge to the Township; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum road department match contribution set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above at a total estimated cost of $57,000.00 and incorporated herein by reference to be performed by Road Department crews or contractor as indicated above during the 2017 construction season without charge for labor to the project.

BE IT FURTHER RESOLVED, that for 2017, the County on behalf of the Road Department has allocated to Aurelius Township’s local roads, a maximum sum of $22,200.00, plus carry-over from 2016 of $6,982.10, for a total available in 2017 of $29,182.10 from the County Road Fund, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute half the final cost up to a maximum of $29,182.10 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.
BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Aurelius Township to effect the above described local road improvements as provided above.

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

To: County Services & Finance Committees

From: William Conklin, Managing Director
       Ingham County Road Department

Date: April 24, 2017

RE: Resolution for 2017 Local Road Program Agreement Vevay Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Vevay Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2017 road fund budget.

Approval of the attached resolutions is therefore recommended.
WHEREAS, Vevay Township desires that improvements be performed on the easterly half mile of Sitts Road, between College Road and the City limits of Mason, 0.5 miles, and on Tomlinson Road between Jewitt and West Service Roads, also 0.5 miles, as part of the 2017 local road program, to include asphalt leveling and maintenance pads where necessary and single course chip-sealing throughout at a total estimated cost of $40,000.00 for materials to be applied by Road Department crews; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund and to contribute labor where indicated above without additional charge to the Township; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be split between the parties up to twice the maximum road department match provided below, above which any further costs shall be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by Road Department crews without additional charge for labor to the project during the 2017 construction season.

BE IT FURTHER RESOLVED, that for 2017, the County on behalf of the Road Department has allocated to Vevay Township’s local roads, a maximum sum of $30,000.00, and carry-over from prior years of $31,488.72, for a total available in 2017 of $61,488.72 which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute half the final cost up to $61,488.72 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties for any final costs below $61,488.72.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Vevay Township to effect the above described local road improvements as provided above.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.
The Ingham County Road Department (ICRD) received federal funding to resurface Elm Road from Grand River Avenue (M-43) to the I-96 overpass and Sherwood Road from Zimmer Road to Williamston Road. The two projects were packaged together as a single construction contract because they have similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements.

The two projects generally involve hot-mix-asphalt patching, drainage improvements, and chip-seal resurfacing. The estimated costs for the project are as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal STP Urban Funding</td>
<td>$ 375,000</td>
</tr>
<tr>
<td>Road Department Match:</td>
<td>$ 159,500</td>
</tr>
<tr>
<td></td>
<td>$ 534,500</td>
</tr>
</tbody>
</table>

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

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement. Approval of the attached resolution is recommended.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A ROAD CONSTRUCTION PROJECT AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND INGHAM COUNTY

WHEREAS, the Ingham County Road Department received federal funding to resurface Elm Road from Grand River Avenue (M-43) to the I-96 overpass and Sherwood Road from Zimmer Road to Williamston Road; and

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

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, the estimated costs for both projects are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal STP Urban Funding</td>
<td>$375,000</td>
</tr>
<tr>
<td>Road Department Match:</td>
<td>$159,500</td>
</tr>
<tr>
<td>Total</td>
<td>$534,500</td>
</tr>
</tbody>
</table>

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect resurfacing of Elm Road from Grand River Avenue (M-43) to the I-96 overpass and Sherwood Road from Zimmer Road to Williamston Road for a total estimated cost of $534,500, consisting of $375,000 in federal funding and $159,500 in Road Department funds.

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

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations, ICRD

DATE: May 1, 2017

SUBJECT: RFP No.101 -17: The purchase of one taper beam lowboy trailer.

The purpose of this correspondence is to support the attached RFP 101 -17 to purchase one detachable gooseneck, taper beam lowboy trailer for the ICRD.

The Road Department has a need for a larger lowboy trailer designed to transport the large asphalt paver and other heavy equipment, for paving and construction projects. The existing lowboy trailer is too narrow and short in length, to safely transport the larger paver and heavy equipment required for operations.

It is the Purchasing and Road Departments judgment as to which products are most advantageous for the County. This decision was based on a combination of engineering, availability of equipment, design of equipment, proven reliability, cost, and ergonomics of the trailer.

The lowest bid was submitted by a non-local vendor (All American Trailer sales) for $59,650. A registered local vendor (Southeastern Equipment) submitted a bid that was within 10% of $59,650. Southeastern has verified with the Purchasing Dept. their agreement to match the lowest bid.

The Road Department’s adopted 2017 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Bids for a 2012 or newer detachable gooseneck, taper beam lowboy trailer were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of the Road Department staff, to purchase one 2017 Eager Beaver 50GSL-PT detachable gooseneck, taper beam lowboy from Southeastern Equipment 1776 Cedar Street Holt, Michigan 48842, at a cost of $59,650.

Based on the low trade-in offer of $3500, the existing 1978 Talbert lowboy trailer and will remain in the fleet to be used for moving small equipment and construction supplies. The 1978 Ford L9000 Single axle semi-tractor will be sold at auction, for a price yet to be determined. The funds will be placed in the equipment replacement fund.

Therefore approval of the attached resolution is recommended, to authorize purchase of the one Eager beaver detachable gooseneck, taper beam lowboy trailer for the Road Department.
TO: Tom Gamez, Director of Operations ICRD
FROM: James Hudgins, Director of Purchasing
DATE: April 28, 2017
RE: Memorandum of performance for ITB No. 101-17: New or Used (2012 or Newer) Low Boy Trailer – Taper Beam

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of purchasing one (1) New or Used (2012 or newer) Lowboy Trailer – Taper Beam to haul an asphalt paver. This will be a one-time order with delivery (F.O.B. destination) Ingham County Road Department. The Ingham County Road Department is also looking to trade-in a 1978 Ford L9000 Single Axle Semi-Tractor with approximately 170,000 miles and a 1978 Talbert Low-Boy Trailer.

The ITB was advertised in the Lansing State Journal and posted on the following websites: Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises (MITADBE); and Ingham County Purchasing Department.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>27</td>
<td>2</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>5</td>
<td>2</td>
</tr>
</tbody>
</table>

The following grid is a summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Trade-In Allowance</th>
<th>Total Cost of One (1) New or Used Low-Boy Trailer minus Trade-in: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>All American Trailer</td>
<td>No, Lantana, FL.</td>
<td>$</td>
<td>$59,650.00</td>
</tr>
<tr>
<td>Southeastern</td>
<td>Yes, Holt, MI</td>
<td>$3,500.00</td>
<td>$58,700.00</td>
</tr>
<tr>
<td>AIS Construction</td>
<td>Yes, Lansing, MI</td>
<td>$9,000.00</td>
<td>$63,000.00</td>
</tr>
<tr>
<td>Alta Equipment</td>
<td>No, Lansing (Eaton County)</td>
<td>$8,000.00</td>
<td>$75,425.60</td>
</tr>
<tr>
<td>Michigan Cat</td>
<td>No, Lansing (Eaton County)</td>
<td>$8,000.00</td>
<td>$67,780.00</td>
</tr>
</tbody>
</table>

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the ITB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
WHEREAS, the Road Department has a need for a larger lowboy trailer designed to transport the large asphalt paver and other heavy equipment, for paving and construction projects; and

WHEREAS, the Road Department’s adopted 2017 budget includes controllable expenditures and funds for this and other maintenance equipment purchases; and

WHEREAS, bids for a 2012 or newer detachable gooseneck, taper beam lowboy trailer, with optional trade-in of an existing semi-tractor and trailer, were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of the Road Department staff, to purchase one 2017 Eager Beaver 50GSL-PT detachable gooseneck, taper beam lowboy from Southeastern Equipment 1776 Cedar Street Holt, Michigan 48842, at a cost of $59,650; and

WHEREAS, based on the low trade-in offer. The existing 1978 Talbert lowboy trailer and will remain in the fleet to be used for moving small equipment and construction supplies. The 1978 Ford L9000 Single axle semi-tractor will be sold at auction, for a price yet to be determined. The funds will be placed in the equipment replacement fund; and

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid and authorizes the purchase of one 2017 Eager Beaver 50GSL-PT detachable gooseneck, taper beam lowboy from Southeastern Equipment 1776 Cedar Street Holt, Michigan 48842, at a cost not to exceed $59,650.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.
TO: Board of Commissioners Finance Committee
FROM: Michael A. Townsend, Budget Director
DATE: May 9, 2017
SUBJECT: Resolution to Alter Fixed Separate Tax Limitation and creation of a County Advisory Committee
For the meeting agenda of May 17, 2017

BACKGROUND

This resolution will begin the process of restoring the county fixed separate tax limitation. In order to address the county’s immediate need due to sluggish return of property tax revenue, loss of some department-generated revenue and the increase in retirement expense causing reductions in the General Fund, the Ingham County Board of Commissioners is considering the creation of a County Advisory Tax Limitation Committee and authorize a ballot question for separate tax limitations of the county, townships and intermediate school district in the county.

When this same question was placed on the ballot in 2008, it failed with 48% voting yes and 52% voting no.

FINANCIAL IMPACT

Ingham County currently levies 6.3512 mills for its general fund operating millage and an additional 0.0330 for indigent veteran support for a total General Fund Millage of 6.3842. This leaves an unlevied tax capacity of .0364 or $260,293 per 2017 adjusted taxable value. If a separate tax limitation of 6.8 is created that would result in the availability of an additional 0.4158 mills or $2,973,348. The County does not have to levy the total amount. Unused taxing capacity is also an important component of Ingham County’s excellent financial position, which contributes to its long term credit rating.

The 2017 estimated cost of holding this special election would be $180,000 per County Clerk Byrum. The cost of the additional 0.4158 mills to a homeowner of a $100,000 home ($50,000 taxable value) would be $20.79 per year and a $200,000 home ($100,000 taxable value) would be $41.58 per year.

OTHER CONSIDERATIONS

Once this resolution is passed, an Ingham County Advisory Tax Limitation Committee will be created composed of six members, as detailed in the attached resolution. The Committee shall meet within 10 days of its selection and prepare separate tax limitations, which will be transmitted to the Board of Commissioners. The Board will then propose a resolution submitting the question to a vote of the electorate of Ingham County. It is intended that the question be on the ballot for the November 7 election, requiring that the millage language be approved by the Board and submitted to the Clerk by August 15. Attached is a draft timetable that will detail the process from this point to conclusion.

RECOMMENDATION

The Controller’s Office does not have a recommendation; this is at the discretion of the Board.
Draft Schedule for Submitting a Vote of the Electorate for Establishment of Separate Tax Limitations

May 17, 2017  Finance Committee Approval to Alter or Extend the Fixed Separate Tax Limitation and to Create a County Advisory Tax Limitation Committee

May 23, 2017  Board of Commissioners Approval to Alter or Extend the Fixed Separate Tax Limitation and to Create a County Advisory Tax Limitation Committee

May 24, 2017  Contact Prospective County Advisory Tax Limitation Committee Members for Participation

June 21, 2017  Finance Committee recommends Appointment of County Advisory Tax Limitation Committee members

June 27, 2017  Board of Commissioners Appointment of County Advisory Tax Limitation members.

June 28-July 11, 2017  County Advisory Tax Limitation Committee Meets and Prepares Separate Tax Limitation to Board of Commissioners

July 19, 2017  Finance Committee Approval to forward Separate Tax Limitation to Board Agenda. Approval of Ballot Language.

July 25, 2017  Board of Commissioners Approval to Place Separate Tax Limitation on November Ballot. Approval of Ballot Language.

August 15, 2017  Deadline to Submit Separate Tax Limitation Ballot Proposal to County Clerk

October 24, 2017  Board of Commissioners Adopts 2018 Budget

November 7, 2017  Election Date Separate Tax Limitation

November 22, 2017  Finance Committee Meeting (to potentially amend 2018 budget)

November 28, 2017  Board of Commissioners Meeting (to potentially amend 2018 budget)
WHEREAS, the Property Tax Limitation Act, being Public Act 62 of 1933 (MCL 211.201 et seq), allows for separate tax limitations; and

WHEREAS, the Ingham County voters approved such a separate limitation in 1970; and

WHEREAS, the 1970 separate millage limitations have been substantially reduced by State rollback provisions from the levels approved by Ingham County voters in 1970; and

WHEREAS, the Board of Commissioners has the authority to initiate a review and vote of the electorate as to the appropriateness of altering the current fixed millage limitations pursuant to Section 5k of the Property Tax Limitation Act (being MCL 211.205k); and

WHEREAS, that upon resolving to alter or extend the fixed millage limitation, the Board of Commissioners is to then notify persons and bodies having appointive powers of the resolution so that a County Advisory Tax Limitation Committee can be created to review and provide a recommendation as to the county fixed millage limitation; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners resolves to initiate the statutory procedure to consider altering or extending the existing Ingham County fixed mill separate tax limitations of the county and the townships and intermediate school districts in the county.

BE IT FURTHER RESOLVED, that the Ingham County Advisory Tax Limitation Committee shall be created composed of the following:

(a) The County Treasurer.

(b) The Chairperson of the Finance Committee of the County Board of Commissioners.

(c) The Intermediate School District Superintendent or his/her representative.

(d) A resident of a municipality having a population of 10,000 or more within the county who shall be selected by the judge of judges of the probate of the county.

(e) A member not officially connected with or employed by any local or county unit, who shall be selected by the Board of County Commissioners.

(f) A member who shall be a township supervisor and who shall be selected by a majority of the township supervisors in the county.
BE IT FURTHER RESOLVED, that, as required by statute, the County Advisory Tax Limitation Committee shall meet within 10 days of its selection and shall prepare separate tax limitations for the county and the townships and intermediate school districts in the county, aggregating not more that 9 mills that the majority of committee considers will provide for the financial needs of the county, townships, and intermediate school districts.

BE IT FURTHER RESOLVED, that the separate tax limitations shall be promptly transmitted to the County Board of Commissioners and the functions of the County Advisory Tax Limitation Committee shall then cease.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners will then propose a resolution submitting the question of adopting separate tax limitations to a vote of the registered and qualifies electors of Ingham County.