THE FINANCE COMMITTEE WILL MEET ON TUESDAY, NOVEMBER 21, 2017 AT 7:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

NOTE CHANGE IN DATE AND TIME

Agenda

1. Sheriff’s Office – Resolution to Waive Policy Rules Regarding Obsolete Property

2. Treasurer’s Office
   a. Quarterly Investment Report for June 30, 2017
   b. Quarterly Investment Report for September 30, 2017 (To be Distributed)

3. Human Resources Department – Resolution to Approve a Collective Bargaining Agreement with the UAW Local 2256 - Technical, Office, Para-Professional and Service Employees


5. Circuit Court
   a. State Litigation Reimbursement Agreement
   b. Resolution to Authorize an Agreement in 2018 with TEL Systems to Upgrade Technology and Provide Maintenance Support for the Circuit Court

6. Community Corrections
   a. Resolution to Authorize an Amendment of the Current Contract with Sentinel Offender Services and Enter into a New Contract to Provide an Offender Pay and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement
   b. Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2017-2018 Fiscal Year
7. Michigan Department of Health & Human Services – Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services

8. MSU Extension – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County to Approve the Annual Work Plan for 2018

9. Health Department
   a. Resolution to Adjust Staffing Levels
   b. Resolution to Enter into a Michigan Agriculture Environmental Assurance Program Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development
   c. Resolution to Amend Resolution #17-207 to Adjust the Ingham County Health Department Environmental Health Division Fees
   d. Resolution to Accept Mid-State Health Network Funds
   e. Resolution to Authorize Participation in the Mother and Infant Oral Health Pilot Project

10. Facilities
    a. Resolution to Award a Contract for Restoration and Preservation of Lunette Mural Panels
    b. Resolution to Award a Contract to Perform a Standard Preventative Maintenance Rebuild on the Muffin Monster

11. Innovation and Technology – Resolution to Renew a Support Services Agreement

12. Purchasing – Resolution to Authorize a Contract for Mailing Services

13. Road Department
    a. Resolution to Retain As-Needed Material Testing and Fabrication Inspection Services
    b. Resolution to Approve a Road Reconstruction Project Agreement

14. 9-1-1 Center – 9-1-1 Monthly Staffing Update (Informational Item)

15. Controller/Administrator’s Office – Resolution to the Amend Suspension of Operations Policy

Announcements
Public Comment
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
FINANCE COMMITTEE
November 8, 2017
Draft Minutes

Members Present: Anthony, Grebner (arrived at 6:05 pm), McGrain, Schafer, Tennis and Naeyaert

Members Absent: Hope

Others Present: Drain Commissioner Pat Lindemann, Treasurer Eric Schertzing, Commissioner Ryan Sebolt, Peter Cohl, Bill Conklin, Tim Dolehanty, Teri Morton, Sandra Dargatz, Michael Townsend, Stephanie McLean and others

The meeting was called to order by Vice-Chairperson McGrain at 6:01 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the October 18 2017 Minutes

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE MINUTES OF THE OCTOBER 18, 2017 OPEN AND CLOSED SESSIONS OF THE FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

Additions to the Agenda

Substitutes –

10. Law & Courts Committee – Resolution to Accept a Consolidated Plan to Meet the Michigan Indigent Defense Commission (MIDC) Minimum Standards and to Create a New Fund within the Chart of Accounts for Purposes of Accepting Grant Funds from the MIDC

12. Fair Office – Resolution to Amend the 2017 Fair Fund Budget

15. Controller/Administrator’s Office -
   a. Ingham County 2018 General Appropriations Resolution

15. Controller/Administrator’s Office -
   b. Resolution Authorizing 2018 Agreements for Community Agencies

Limited Public Comment

None.
MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. TENNIS, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

3. Innovation and Technology
   a. Resolution to Approve Renewal of Support from Core Technology
   b. Resolution to Approve Purchase of Crystal Reports Training from Equivant
   c. Resolution to Approve Purchase of User Training from ITProTV
   d. Resolution to Approve the Website Redesign

4. Human Resources
   a. Resolution to Approve a Letter of Understanding with Capitol City Labor Program, Inc. – 911 Non-Supervisory Unit Regarding Extension of Probation
   b. Resolution to Appoint Interim Child and Adolescent Health Center Supervisor


6. Circuit Court – Juvenile Division – Resolution to Amend Resolution #17-390 to Reflect Correct Rates for Legal Counsel

7. Circuit Court
   a. Resolution to Amend Resolution #17-370 Accepting the FY 2018 Swift and Sure Sanctions Probation Program Grant
   b. Resolution to Amend Resolution #17-371 Accepting the FY 2018 Felony Michigan Mental Health Court Grant Program Operational Grant

8. Probate Court – Resolution to Authorize an Agreement with TEL Systems to Upgrade Technology and Provide Maintenance Support for the Probate Court Courtrooms

9. 9-1-1 Center
   a. Resolution to Authorize a Contract with Adams Outdoor to Provide Recruitment Advertising for the Ingham County 9-1-1 Central Dispatch Center
   b. Resolution to Authorize a Contract with PM Technologies for Maintenance of 9-1-1 Public Safety Radio Communications Tower Sites, Uninterrupted Power Supply Units, and Replacement of Batteries

11. Road Department
    b. Resolution to Authorize the Disposal of Road Department Surplus Property
13. **Health Department**
   a. Resolution to Authorize an Amendment to Resolution #16–114 Authorize Certain Health Department Staff to Sign CMS Forms 855A and 855B
   b. Resolution to Authorize an Administrative Service Agreement with Blue Cross Blue Shield of Michigan at the Ingham County Jail
   c. Resolution to Accept FY 2018 Child and Adolescent Health Center Program Funds

14. **Veterans Affairs** – Resolution to Authorize the Ingham County Department of Veteran Affairs to Accept Four Hundred Twenty-Five Dollars Donated from the Family of Deceased Veteran, Joseph E. Merritt

15. **Controller/Administrator’s Office**
   b. Resolution Authorizing 2018 Agreements for Community Agencies

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope

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

Commissioner Grebner arrived at 6:05 pm.

1. **Treasurer** – Resolution to Transfer Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION.

Commissioner Schafer asked whether taking on more properties was manageable. He further requested that Treasurer Schertzing address the Land Bank only.

Eric Schertzing, Ingham County Treasurer, stated that the Land Bank Authority had done an excellent job of disposing of properties in the last year. He further stated that foreclosures continued to be elevated.

Treasurer Schertzing stated that the Land Bank had been fortunate to have money for demolition of the structures on vacant properties, and that the Land Bank now had approximately 1050 vacant parcels and approximately 50 structures. He further stated that at one point in time there had been approximately 300 to 400 structures, which were much more costly and difficult to manage.

Commissioner Schafer asked if the Land Bank offered vacant property to adjacent landowners.

Treasurer Schertzing affirmed that that was the Land Bank policy, however he stated that the challenge was that not many landowners of adjacent properties wanted the properties.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.
Chairperson Grebner noted that he would have supported all the items on the consent agenda and he requested that his support be reflected in the minutes.

2. Drain Commissioner – Resolution Pledging Full Faith and Credit to Montgomery Drain Drainage District Notes

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

Commissioner McGrain stated that he was excited that the County was moving forward with the project, and he asked whether the County was moving forward regardless of the Red Cedar development.

Pat Lindemann, Drain Commissioner, stated that the Red Cedar development was irrelevant to the Drain project. He further stated that he expected to be under construction by the last part of March, although there was a possibility of delay due to Lansing Township.

Commissioner McGrain asked what the timeframe of the project was.

Drain Commissioner Lindemann stated that there were some utility conflicts, such as the 46,000 watt Consumers Energy powerline, which would have to be moved. He further stated that the Drain Commission office was currently in negotiation with Consumers Energy.

Drain Commissioner Lindemann stated that his office was also in negotiation with Sawyer’s Pontiac about demolishing the building on the project site.

Drain Commissioner Lindemann listed several other utility and easement issues that his office was working to resolve.

Drain Commissioner Lindemann stated that his goal was to award the bid in February, allocate percentages for municipalities in March and begin construction in April, however he anticipated a lawsuit from Lansing Township, which would add a two month delay.

Commissioner McGrain asked how long construction would take.

Drain Commissioner Lindemann responded that it would take approximately two years.

Discussion.

Chairperson Grebner disclosed that he lives partly in the service area.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

10. Law & Courts Committee – Resolution to Accept a Consolidated Plan to Meet the Michigan Indigent Defense Commission (MIDC) Minimum Standards and to Create a
New Fund within the Chart of Accounts for Purposes of Accepting Grant Funds from the MIDC

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

Teri Morton, Deputy Controller, gave an overview of the resolution.

Ms. Morton stated that MIDC came up with four minimum standards that all court systems were required to meet and that they had to submit their plans by November 20 2017. She listed the four standards as: Education and Training, Initial Interview, Investigation Experts and Counsel at First Appearance and other Critical Stages.

Ms. Morton stated that in order to come up with a plan, the Board of Commissioners created an Ingham County Indigent Defense Collaborative Committee, which consisted of Court Administrators, Judges, Sub-Commissioners and Commissioner Hope, who served as Chair.

Ms. Morton stated that the committee had met on several occasions and had put together the attached plan. She further stated that the committee had decided that the best way to meet the standards was to create a Public Defender’s Office to implement the plan.

Ms. Morton stated that the cities of Lansing and East Lansing had signed letters of support indicating that they would be part of a consolidated plan with a pre-funding unit, including all of the District Courts and the Circuit Court. She further stated that the office would consist of 26 attorneys plus support staff, and that the over-all cost of the plan as amended was approximately $5.7 million.

Ms. Morton stated that the local share was based on what Lansing, East Lansing and Ingham County currently paid. She further stated that Lansing, East Lansing and Ingham County would pay $902,000, and that the request to the State of Michigan would be $4 million.

Ms. Morton stated that once funding was provided, the County had 180 days to implement the plan, however there would be no requirement to implement the plan until funding was provided.

Chairperson Grebner noted that most of these costs would be recurring.

Ms. Morton stated that the capital costs consisted of computer equipment and a document management system.

Commissioner Tennis asked how much the State had committed.

Ms. Morton stated that not all counties were committed to a Public Defender’s office; that some smaller counties were taking a regional approach.

Discussion.
THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

11. Road Department
   a. Road PASER Ratings and Current/Upcoming Roadwork (Presentation)

Bill Conklin, Director of the Road Department, gave a presentation to the Committee regarding how the Road Department kept track of the condition of the roads, what had been done in the past year and what the department would be doing over the next year.

Mr. Conklin stated that the Road Department had rated the roads on a scale of one to ten – every two years for primary roads and every four years for local roads. Mr. Conklin reported there were 440 miles of primary and approximately 740 miles of local roads.

Mr. Conklin stated that the last rating of primary roads had been done in 2016, and the last rating of local roads was done in 2014. Mr. Conklin stated that he would focus on the primary roads for this presentation.

Mr. Conklin reported that approximately 65% of primary roads had work done to them in the last year, the work being a combination of paving, chip sealing or skip paving.

Mr. Conklin stated that as of 2016 approximately 41% of the County’s roads were in poor condition, 24% in fair condition and 35% were in good condition.

Mr. Conklin reviewed maps that showed the conditions of the roads, and stated that the maps did not indicate the work that had been done in 2017, which included 100 miles of chip sealing. He further reviewed projects that would be completed in 2018.

Commissioner McGrain asked how often PASER ratings were done.

Mr. Conklin stated it was done every four years on the local roads and every two years on the primary roads.

Commissioner McGrain asked how many miles were fixed per year.

Mr. Conklin stated that in 2016 approximately 85 miles were fixed and that in 2017 approximately 100 miles were fixed.

Chairperson Grebner asked what was done on secondary roads.

Mr. Conklin stated that very little had been done on secondary roads. He further stated that the 2017 budget for secondary roads was $500,000 and that the 2018 budget would increase 50%, to $750,000.

Commissioner McGrain asked how the decision was made to prioritize improvements on primary roads.

Mr. Conklin stated that the department tried to focus on preservation to prevent roads from deteriorating.
Commissioner McGrain asked how fast a road fell down on the PASER scale, for example, when would a rating decline from a three to a two.

Mr. Conklin answered that it took 15 to 20 years for a road to decline without maintenance.

Commissioner McGrain asked if a 4.5 APR was a poor rating, and what the industry standard was.

Commissioner McGrain asked if Ingham County was getting better or worse, and what was the metric upon which we could judge the department’s performance.

Discussion.

Commissioner McGrain asked if Ingham County was better or worse than other counties and what the industry standard was.

Mr. Conklin stated that the entire state of Michigan was performing worse than other states because the roads had been consistently underfunded for 10 to 15 years.

Commissioner McGrain asked if Ingham was being underfunded, and what metrics were used to determine performance.

Mr. Conklin stated that the current rating was typical for the State, and would probably remain that way until more investment was made.

Chairperson Grebner asked what the average rating had been over the past few years and what the future projection was.

Mr. Conklin stated that the department was 90% efficient, with less than 10% administrative costs, and that all of the money the department received had been put into the roads.

Discussion.

Commissioner McGrain stated he wanted to see an annual graph of the APR.

Mr. Conklin stated that the department had multi-year information and that the department could put additional information together.

Chairperson Grebner asked what the annual budget was for the department.

Mr. Conklin stated that the 2018 maintenance budget was $16 million.

Commissioner Anthony asked whether the Board could have supplemental reports as part of an annual plan.

Chairperson Grebner asked if Lansing Township was failing materially in a way that retarded their road maintenance.
Mr. Conklin stated that the Township had been matching the City of Lansing in terms of spending, but that they did not match that amount last year.

Chairperson Grebner asked if the money that wasn’t spent by Lansing Township last year was held over for the Township.

Mr. Conklin answered that the money was rolled over for the Township.

Discussion.

12. Fair Office – Resolution to Amend the 2017 Fair Fund Budget

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

Tim Dolehanty, Ingham County Controller, stated that the change to the resolution from the previous committee meeting was that funding would come from the Hotel/Motel tax, which had already been reserved for the Fair. He further stated that the money had been earmarked for capital projects for 2018, and that as a result of this resolution, those projects would not take place.

Chairperson Grebner asked how much money had been allocated for capital projects in the 2018 budget.

Sandy Dargatz, Fair Director, answered that the budget for capital projects had been approximately $440,000.

Chairperson Grebner stated that the resolution would use approximately 35% of the capital projects budget and asked which projects would be delayed as a result.

Ms. Dargatz stated that there was some sequential paving scheduled, which would have to be reconsidered, and that they would have to reassess and add things on to the strategic plan for the future.

Commissioner Schafer stated that the Fair was in pretty bad shape because the Sheriff determined that inmate labor was no longer available.

Commissioner Schafer asked what the value of inmate labor was, as well as the value of the Mounted Division.

Ms. Dargatz stated that inmate labor would have been approximately $83,000 per year.

Commissioner Schafer asked what the value of the Mounted Division was.

Ms. Dargatz stated that the Mounted Division was already at a diminished capacity this year, but the value would have been approximately $20,000.

Commissioner Schafer stated that the loss amounted to almost $100,000 of lost labor.
Commissioner Schafer stated that there would be an opportunity to use those individuals required to do community service.

Commissioner Schafer stated that he had served on the Fair board, and that appointees to Fair Board are critical to its success. He further stated that the commission needed to make sure that they were making quality appointments.

Commissioner Anthony ask for clarification on administrative issues, and asked Mr. Dolehanty to discuss the steps that were being taken to prevent a budget overrun from happening again.

Mr. Dolehanty stated that this issue provided an opportunity for training on budgeting that would be opened up to those management staff responsible for budget administration. He further stated that this would be a positive outcome.

Mr. Dolehanty stated that over the course of the next year the Fair would be under something similar to emergency management. This would be made up of staff from the Controller’s office and the budget office for the purpose of scrutinizing invoices. He further stated that this would help the Director better understand the budget process.

Commissioner Anthony asked whether the Board had violated the Uniform Budget Act.

Peter Cohl, County Attorney, stated that under the Uniform Budget Act, The County could not expend monies over the amount budgeted without a budget amendment, therefore it was a violation of the Act.

Chairperson Grebner stated that there was a technical point, that the Fair did not expend more money, but rather put themselves in a position where expending more money would become inevitable.

Chairperson Grebner asked if it was, in fact, a violation.

Mr. Cohl stated that the situation was fact specific; that if one had a budget of $1,000 and knowingly spent $1,500, it would be a violation of the Budget Act.

Chairperson Grebner stated that if one had a budget of $1,000 and spent $20 per week, but exhausted the whole amount by August, that that did not violate the Act.

Chairperson Grebner stated that there was a difference between a violation and a problem. He further stated that the overspending by the Fair was stopped before it became a violation.

Commissioner Anthony stated that the situation was confusing, but that the Board should not allow any department head to exceed their budget. She stated further that it was an uncomfortable position for the
Board because of their role as stewards of tax dollars, and that she hoped that in the future, there would be some type of mechanism to catch this before it happens.

Commissioner Anthony stated there had been community members who had petitioned to keep the Fair open. She further stated that having had reviewed the minutes from the previous meeting, there was no decision made to close the Fair and that the minutes should reflect this.

Commissioner Sebolt stated that there was no proposal or plan to close the Fair and he requested that this be reflected in the minutes.

Commissioner Sebolt stated that there was a very serious budgeting concern, that we had a department director who did overspend, and that we violated the spirit of law. He further stated that putting this amendment before the full Board would put the Board back on the right side of the law.

Commissioner Sebolt stated that he was extremely disappointed that one of his colleagues had chosen to perpetuate inaccurate and misleading information to the public about the stance of the Board of Commissioners towards the Fair.

Commissioner Sebolt stated that this had created an unnecessary controversy, and that it had distracted the Board from the actual budgetary concerns that should be discussed.

Commissioner Sebolt stated that he believed the Commissioner from the 14th District owed the residents of the County an apology.

Commissioner Sebolt stated that he was concerned that there were capital projects that were now delayed.

Commissioner Sebolt stated that on October 18 2017, Commissioner Anthony asked what the process would be for the Fair Director if she were to ask for something that was $100,000 over budget. He further stated that there were inconsistencies in the Director’s response about the process from one meeting to the next.

Commissioner Sebolt asked the Director if she was aware of the process and if she was clear on the process.

Ms. Dargatz stated that she had never asked for clearance on a specific line item. She further stated that anything that needed to be adjusted to maintain the balance of the budget had been done quarterly by the budget office.

Commissioner Sebolt stated that the Director had previously said at the County Services meeting that she did not know the process.

Commissioner Sebolt asked whether the Director did or did not know and/or understand the process.

Ms. Dargatz stated that she did understand and know the process. She stated that previously there had not been direction as to when specifically she had to go to the Board to ask for an adjustment.
Commissioner Sebolt stated that he felt that at some points the Director had made some misleading statements regarding her understanding of the process.

Discussion.

Commissioner McGrain stated that the Board did take the budget very seriously and that they would have made different decisions had they known there was $120,000 that could have been spent on different things. He stated further that it was fortunate that they were able to find the Hotel/Motel fund because it was an appropriate usage to cover the balance needed.

Commissioner McGrain expressed the importance that people in his district placed on the agricultural economy and he stated that constituents had told him that they valued the Fair, 4-H and agricultural extension programs.

Commissioner McGrain stated that he was not interested in closing the Fair, but rather how the Fair Board could be more innovative and forward looking.

Commissioner Naeyaert stated that the Fair was in her district and she was very familiar with it. She stated that there had been a comment made by Chairperson Grebner about ending the Fair, and she posted a question about that on her Facebook page.

Commissioner Naeyaert stated that she had every right to pose that question, and that she had mentioned another Commissioner inappropriately in her comments on Facebook and that she had apologized to him. She stated further that she believed that “to bring a pansy issue up here tonight is lame and juvenile.”

Commissioner Naeyaert stated that the Fair “is a lifestyle for the people in the rural district. It is something they prepare for all year long.” She stated further that when questions were raised about ending the Fair or comments made that there was no need for the Fair, it threatened the livelihood of those residents.

Commissioner Naeyaert stated that she agreed with Commissioner Anthony that “money was a big issue.” She further stated she believed there was nothing else the County funded that was weather-dependent, and that one week was all they got to make up the difference.

Commissioner Naeyaert stated that if Commissioners had never been to the Fair or if there were people or groups in their districts who wanted to get involved in the Fair, they could contact the Fair Director.

Commissioner Naeyaert stated that “when you threaten, in any way, shape or form, the livelihood of a community, be prepared for the backlash.”

Discussion.
Commissioner Sebolt stated that he found it “terribly offensive to be called a pansy and I’ll also pretend it wasn’t essentially homophobic.” He further stated that he had gone back and read the minutes and did not believe that anyone threatened the Fair.

Commissioner Sebolt stated that the “Facebook comments went further and blamed city Commissioners for not supporting the Fair, when quite frankly, it’s going to be city Commissioners who are going to have to be the ones who support this amendment to the budget to do it.” He further stated that as a city Commissioner, he has urban farms, and people who are concerned about “farm-to-table” and the food-truck movement in his district who would love to participate in the fair, but have never been invited or received any outreach.

Commissioner Sebolt stated that everyone who was involved in agriculture in the County should be actively recruited.

Discussion.

Chairperson Grebner stated that he had not threatened to close the Fair, nor called for it to be eliminated, but rather that he talked in big terms, and that the Board had the ultimate responsibility for running the Fair.

Chairperson Grebner stated further that the Board had a choice that it had to make every year to decide every year whether or not the Fair would continue, and that there were many fairs which had ceased to continue in Michigan and around the country, because they were becoming economically unviable.

Chairperson Grebner stated that he said all of those things and that the Board may have to change the character of the Fair, but it would not be next year because there was no interest in doing that.

Chairperson Grebner stated he believed it was precisely his role on the Board to point out big issues and raise the things that no one wanted to talk about, which in this case was the fact that the Fair continued to limp because it was financially hamstrung and there wasn’t much money in running a fair.

Chairperson Grebner stated that the Fair was desperate for capital money all the time, and that they ran a deficit whenever any stumble occurred. He further stated that there may come a time when the Board of Commissioners questioned why they ran the Fair, and the Board of Commissioners would recognize that there was a lot of land there, and that it was an historic institution that predated any other institution in the County.

Chairperson Grebner stated that it was the Board’s decision every year to run the Fair, that they made that decision by putting it in the budget every year. He further stated that is was absurd to say that he had threatened the Fair.

Chairperson Grebner stated that he did say that fairs were tough and they sometimes stumbled. He further stated that sometimes, institutions ceased to exist, and fairs were one of those institutions that ceased to exist in a lot of places, as it was seen with the Michigan State Fair.
Chairperson Grebner stated that he hoped that this put his statement in context, and that if it triggered people or made them upset about their livelihood, they should be upset and worry about the fact that the Fair was becoming increasingly marginal financially.

Chairperson Grebner stated the Fair was difficult to run, and it was becoming more marginal. He further stated he liked to frame issues to the Board of Commissioners that were not in this year’s budget, but that they should be thinking about in their long-term planning.

Discussion.

Commissioner Anthony stated that she hoped she had not said anything to alarm people and that she wanted to go on record tonight that there was no plan or proposal to eliminate the Fair.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

15. Controller/Administrator’s Office
   a. Ingham County 2018 General Appropriations Resolution

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

Ms. Morton stated that the resolution recommended that if the County passed the millage, the County would then reduce its use of the Fund balance by the same amount. She stated further that Undersheriff Bouk had reminded her that the Finance Committee had approved a motion that would restore two corrections officers if the millage passed.

Ms. Morton stated that the Controller’s office did not recommend the restoration of two corrections officers. She stated further that the Controller’s office did want the 6.8 mils on this resolution so that it could go to the public hearing next week and be approved. She added that the budget could be amended at any time.

Ms. Morton explained that the resolution before the committee would take the extra money that would be raised by the additional millage funds and restore it by reducing the use of the Fund balance by the same amount.

Ms. Morton stated that that is not consistent with what Finance committee recommended at its budget hearing.

Chairperson Grebner stated that it was more or less consistent with what they had decided to do at Leadership.

Ms. Morton stated that she had reviewed Caucus minutes and that there was no specific discussion about the positions.

Chairperson Grebner agreed with Ms. Morton’s assessment, and ruled that the motion that was before the committee was to reduce the budget use of Fund balance.
COMMISSIONER SCHAFER REQUESTED THAT THE QUESTION BE DIVIDED TO VOTE ON THE HEALTHCARE SERVICES MILLAGE SEPARATELY.

Commissioner Schafer stated the Health Care Service millage amounted to .3500 mills.

Chairperson Grebner stated that the committee would be voting on the healthcare part separately, and if that motion failed, then the committee would not levy the healthcare millage and the associated line items.

Chairperson Grebner granted the request.

Chairperson Grebner recommended that the committee discuss the health care millage first.

Commissioner Tennis asked to clarify that a yes vote would keep it as it was and a no vote would be to eliminate the healthcare millage.

Chairperson Grebner stated that Commissioner Tennis was correct, that the committee would be adopting the budget which allocated that millage.

Commissioner Tennis respectfully asked his colleagues to vote yes.

Commissioner Schafer stated this had been a constant cause of confusion and frustration and that he would be voting no on that portion of the budget.

Commissioner McGrain stated that he believed that the intention would be to pull together a group to look at what that healthcare millage would look like in the future. He further stated that he would like to see it rewritten to be more specific, clarify the intent and add more direction.

Commissioner Schafer stated his that his interest and emphasis was to fund infrastructure as a mandatory thing the Board needed to do, because it remains unaddressed.

Discussion.

Commissioner McGrain stated that he would be voting yes for inclusion of the health services millage.

Commissioner Sebolt stated that the County was capable of addressing the jail issue without taking away healthcare from 10,000 people.

Chairperson Grebner stated that there are now two motions before the committee.

Chairperson Grebner stated that the first question to be considered would be the funding for the health care services millage and expenditures.
THE MOTION TO APPROVE THE HEALTH CARE SERVICES MILLAGE AND ASSOCIATED EXPENDITURES CARRIED. **Yea:** Anthony McGrain, Tennis and Grebner
**Nay:** Naeyaert, and Schafer  **Absent:** Hope

Commissioner Tennis stated that he was willing to vote on the resolution tonight without the two corrections officers previously discussed, but that he had hoped that a resolution would be prepared for the next Finance committee meeting that would fulfill what had been previously adopted by the committee.

Discussion.

Chairperson Grebner stated that the question now before the committee was the budget without amendments.

THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

16. **Board Referral** – Letter from Delhi Charter Township Regarding the Assessing Officers Report for Industrial Facility Exemption

No action was taken on this item.

**Announcements**

None.

**Public Comment**

Commissioner Schafer asked if Chairperson Grebner had proposed a resolution regarding the County having voting membership on the CATA board.

Chairperson Grebner stated that he had drafted such a resolution.

Commissioner Schafer stated that he would support it.

**Adjournment**

The meeting was adjourned at 7:37 p.m.
RESOLUTION ACTION ITEMS:

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

1. **Sheriff’s Office** – Resolution to Waive Policy Rules Regarding Obsolete Property

On December 7, 2014 Deputy Whitaker was involved in a pursuit in Stockbridge Township, which ended with him being involved in a fatal vehicle crash. During the crash the vehicle was totaled along with several items inside the vehicle. The Ingham County Sheriff’s Office has kept the destroyed rifle in the armory at the Ingham County Sheriff’s Office. The rifle was destroyed beyond the point of being repaired and has been deemed obsolete by the Ingham County Sheriff’s Office Firearms Training Staff. The rifle will not be put into service or used in a training capacity. This resolution will authorize the family of Deputy Grant Whitaker to take possession of obsolete property that was issued to him, as requested by the Sheriff’s Office.

3. **Human Resources Department** – Resolution to Approve a Collective Bargaining Agreement with the UAW Local 2256 - Technical, Office, Para-Professional and Service Employees

A tentative agreement was reached on a collective bargaining agreement between representatives of Ingham County and the United Automobile Aerospace and Agricultural Implement Workers of America (UAW) Technical, Office, Para-Professional, and Service Employees, effective from January 1, 2018 through December 31, 2020. The agreement was subsequently ratified by employees of the bargaining unit on November 17, 2017. The Human Resources Department recommends approval of a resolution to approve the three-year agreement.


This resolution will authorize entering into a contract with the State of Michigan, establishing Ingham County as the fiduciary agent for the FY 2017 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of $1,018,419 for the time period of September 1, 2017 to May 31, 2020.

The purpose of this contract is to provide federal pass-through funds to the Region 1 Homeland Security Planning Board through Ingham County. The FY 2017 HSGP covers eligible costs from September 1, 2017 to May 31, 2020. At least $254,605 of award funds must be dedicated toward Law Enforcement Terrorism Prevention Activities (LETPA). A maximum of $509,209 of award funds may be used for personnel and personnel-related activities. A maximum of up to 5% of State Homeland Security Program (SHSP) funds awarded may be retained and used solely for management and administration (M&A) purposes associated with the SHSP Award. This 5% will be retained by Ingham County for M&A purposes.

See attached memo for additional information.
5b. **Circuit Court** – Resolution to Authorize an Agreement in 2018 with TEL Systems to Upgrade Technology and Provide Maintenance Support for the Circuit Court

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 the remaining two courtrooms in the Veterans Memorial Courthouse, Courtrooms 3 and 6, at a cost of $80,000 per courtroom. Funding for four courtrooms was secured in the 2016 and 2017 CIP budget cycles, and funding for the remaining two courtrooms, is included in the 2018 budget.

6a. **Community Corrections Advisory Committee** – Resolution to Authorize an Amendment of the Current Contract with Sentinel Offender Services and Enter into a New Contract to Provide an Offender Pay and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement

An RFP was distributed in July 2017 for electronic monitoring (EM) services by the Electronic Monitoring Oversight Committee (EMOC). The EMOC met in September to review the three proposals received. Members of the EMOC ranked each proposal using an evaluation grid provided by Purchasing. Sentinel Offender Services received the highest ranking.

This resolution will authorize amending the end date of the current contract with Sentinel Offender Services to December 31, 2017. This resolution will also authorize entering a new contract with Sentinel for an initial performance period of January 1, 2018 through December 31, 2018 followed by two, one (1) year automatic renewal periods not to exceed December 31, 2020. No minimum number of referrals are guaranteed under the contract. The contract will set forth the terms and fee schedule to be used if and when a client is referred.

Payment for services under this contract will either be paid directly to the vendor by the client (client pay users) or billed to the County (eligible indigent users). $50,000 is included in the 2018 Community Corrections budget for eligible indigent offender services.

See attached memo for additional information.

6b. **Community Corrections Advisory Committee** – Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2017-2018 Fiscal Year

This resolution will approve entering into a contract with the City of Lansing for $12,500 to be used to support Community Corrections Advisory Board (CCAB) administrative costs and collaborative efforts with the 54-A District Court and Probation Office for the City’s 2017-2018 fiscal year.

7. **Michigan Department of Health & Human Services** – Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc. The agreement will not exceed $444,444 ($120,000 local match). The agreement with Michigan Rehabilitation Services will be for the time period of October 1, 2017 through September 30, 2018.
8. **MSU Extension** - Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County to Approve the Annual Work Plan for 2018

This resolution authorizes the annual work plan agreement with MSU Extension for 2018. For the period January 1, 2018 to December 31, 2018, the County shall pay to MSUE $209,279 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of $127,829 and $81,450 for additional personnel, as described in Section A. Payment will be made the first month of each quarter of the county fiscal year.

9a. **Health Department** – Resolution to Adjust Staffing Levels

This resolution increases the .75 FTE Prevention Programs Coordinator position (#601496) to 1.0 FTE and to decrease the current vacant 1.0 FTE Community Health Worker (CHW) position (#601043) to a 0.5 FTE position for the duration of the grant.

9b. **Health Department** - Resolution to Enter into a Michigan Agriculture Environmental Assurance Program Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development

This resolution authorizes the 2018 Clean Sweep agreement to provide funding to cover the cost of disposing pesticides and herbicides collected throughout the year. MDARD has proposed to provide ICHD with up to $14,000 in funding for FY 2018 for the disposal of pesticides and herbicides.

9c. **Health Department** - Resolution to Amend Resolution #17-207 to Adjust the Ingham County Health Department Environmental Health Division Fees

This resolution amends Resolution #17-207 to update various fees for county services. Two charges on the Ingham County Health Department (ICHD) Environmental Health (EH) Division’s fee schedule are listed incorrectly and require an adjustment. The fee for a failed follow-up food service inspection should be $150; it was mistakenly entered as $530, the amount recommended in a recent study of the EH fee schedule. EH determined that $530 would pose an undue burden to operators and recommends that the fee remain at $150 as in previous years. The fee for tobacco licensing in East Lansing should be $301.67; it was mistakenly entered as $290 but must be increased in order to comply with the requirements of Ingham County tobacco regulations and to remain in line with the fee for tobacco licensing in the rest of county.

9d. **Health Department** – Resolution to Accept Mid-State Health Network Funds

This resolution accepts an $82,993 award from MSHN in order to carry out the functions of the Ingham Opioid Abuse and Prevention Initiative (IOAPI) and to provide assistance with coordinating substance abuse services. In order to fulfill program functions and requirements, ICHD proposes establishing a 1.0 FTE Program Specialist position for the duration of the agreement with MSHN.
9e. **Health Department** – Resolution to Authorize Participation in the Mother and Infant Oral Health Pilot Project

This resolution authorizes a Michigan Initiative for a Mother and Infant Oral Health Pilot Project sub-recipient agreement with University of Detroit Mercy (U of D) and the Michigan Department of Health and Human Services in the amount of $83,080.00 for the term of November 1, 2017 through September 30, 2018. The funds support the hire of a 1.0 FTE Dental Hygienist (UAW TOPS, Grade 15 $50,464.96 - $59,318.08) to provide billable oral health services to pregnant women through Cedar Community Health Centers – Women’s Health. The Dental Hygienist position will be contingent upon the continuation of grant funding and/or revenue generated through billable oral health services in subsequent years. Through this award, the ICHD will also receive the equipment needed to support oral health services at Women’s Health in support of the project at no additional cost.

10a. **Facilities Department** – Resolution to Award a Contract for Restoration and Preservation of Lunette Mural Panels

Four murals on the third-floor rotunda of the historic Courthouse, created in 1919, have deteriorated. An art conservator hired to perform an assessment of the artwork determined that the murals needed to be cleaned and restored in order to preserve their historical integrity. After careful review and consideration, the Facilities Department recommends approval of a resolution to award a contract to Building Arts & Conservation who submitted the most responsive and responsible bid in an amount not to exceed $37,320, which includes a $3,000.00 contingency for any unforeseen restorative repairs or issues that may arise.

10b. **Facilities Department** – Resolution to Award a Contract to Perform a Standard Preventative Maintenance Rebuild on the Muffin Monster

The “Muffin Monster” sewage grinder at the Ingham County Jail is in need of standard preventive maintenance. The system was purchased in 1986 upon request of the City of Mason. It was activated in 1987 and has been serviced a number of times. The system runs continuously and is worn to the point of needing repair. The Facilities Departments recommends approval of a resolution to award a contract to JWC Environmental to perform a standard preventative maintenance rebuild on the Muffin Monster at a total cost not to exceed $21,908.45, which includes a requested contingency of $1,900.

11. **Innovation and Technology Department** – Resolution to Renew a Support Services Agreement

CourtView software is utilized throughout the County criminal justice system. An annual maintenance agreement is necessary to maintain the application, receive support, and receive needed software updates. Support services have been purchased every year since Ingham County has owned the application. The Innovation and Technology Department recommends continuation of this practice through approval of a proposed resolution to renew the CourtView Justice Solutions’ annual support services agreement in an amount not to exceed $154,255.

12. **Purchasing Department** – Resolution to Authorize a Contract for Mailing Services

Many departments have a need for mail service pick-up, meter, and delivery of their daily first class mail. Extend Your Reach (formerly known as Presort Services) has been providing these services for the past number of years through an approved five-year agreement executed in 2013. The Purchasing Department seeks approval of a resolution to authorize continuation of the Extend Your Reach agreement for a period of five years.
The Road Department relies on testing and fabrication consultants to perform project-related material testing and fabrication inspections. Services include as-needed material testing and fabrication inspection services, both on-site and in-plant, associated with road and/or bridge construction projects. Proposals were solicited from a Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms. The Road Department recommends approval of a resolution to retain KTA-Tator of Pittsburgh, PA; NTH Consultants, Ltd. of Lansing, MI; Soil and Materials Engineers, Inc. of Lansing, MI; and TUV Rheinland Industrial Solutions of Caledonia, MI to provide the needed material testing and fabrication inspection services.

The Road Department received federal Urban Surface Transportation Program (STP-U) funding and Transportation Alternatives Program (TAP) funding to construct paved shoulders and resurface Jolly Road from Dobie Road to Meridian Road. The project involves building grade for the wider shoulders, crushing, shaping, and stabilizing the existing roadway material, and repaving from Dobie Road to Meridian Road. The Road Department recommends approval of a resolution to approve this reconstruction project at a total estimated cost of $2,172,000 consisting of $991,200 from the Urban Surface Transportation Program, $717,000 from the Transportation Alternatives Program, and $463,800 from the Road Department.

Department Heads possess authority to suspend any or all of department operations under the Suspension of Operations Policy. Currently, employees not working during a period of suspended operations and who are regularly scheduled to work during the period can choose to go unpaid for those hours or receive pay via utilization of compensatory, vacation, or sick time. Following a closure incident on May 8, the County Services Committee asked for policy changes that would not compel use of compensatory, vacation, or sick time for compensation of work hours missed because of a department closure. Suggested policy amendments would result in employees receiving normal compensation for hours missed when a department head suspends department operations and provides clarification that states employees not scheduled to work during the period of operational suspension would receive no additional compensation.

As required under Section D.3 of the Settlement of Claims, Litigation and Separation Agreements Policy, a summary report of claims for the third quarter of 2017 is provided for information purposes.
TO: County Services Committee  
    Finance Committee  
FROM: Chief Deputy Jason Ferguson  
DATE: October 30, 2017  
RE: RESOLUTION TO WAIVE POLICY RULES REGARDING OBSOLETE PROPERTY

This resolution is to authorize the family of Deputy Grant Whitaker to take possession of obsolete property that was issued to Deputy Grant Whitaker.

Upon being hired by the Ingham County Sheriff’s Office Deputy Grant Whitaker was issued several items including a patrol rifle with serial number LBD017780. On December 7, 2014 Deputy Grant Whitaker was involved in a pursuit in Stockbridge Township. The pursuit ended with Deputy Grant Whitaker being involved in a fatal vehicle crash. During the crash the vehicle was totaled along with several items inside the vehicle. The Ingham County Sheriff’s Office has kept the destroyed rifle in the armory at the Ingham County Sheriff’s Office. The rifle was destroyed beyond the point of being repaired. The rifle was deemed obsolete by the Ingham County Sheriff’s Office Firearms Training Staff. The rifle will not be put into service or used in a training capacity. The Ingham County Sheriff’s Office is requesting that the obsolete item be turned over to the family of Grant Whitaker.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO WAIVE POLICY RULES REGARDING OBSOLETE PROPERTY

WHEREAS, the Ingham County Board of Commissioners adopted a policy directing that disposal of all surplus County-owned personal property which is of no significant value to County operations occur through public auction; and

WHEREAS, except for sales to other units of government or to non-profit corporations, it is the stated County objective to maximize the net proceeds from the sale of surplus County-owned property; and

WHEREAS, on December 7, 2014 Deputy Grant Whitaker was involved in a fatal car crash while driving a vehicle assigned to him by the Ingham County Sheriff’s Office; and

WHEREAS, inside the vehicle was located the AR-15 rifle serial number LBD017780 that was issued to Deputy Grant Whitaker; and

WHEREAS, during the traffic crash the rifle was damaged to the point it was no longer operational; and

WHEREAS, the Ingham County Sheriff’s Office will not issue this damaged rifle out for duty or for use in training; and

WHEREAS, the Ingham County Sheriff’s Office feels the obsolete property would be best kept in the family of Deputy Grant Whitaker; and

WHEREAS, in order to accommodate this requested transfer of obsolete property, it is necessary for the Ingham County Board of Commissioners to waive its policy requirement that disposal of surplus property occur by way of public auction.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby waives its requirement to dispose of an obsolete patrol rifle assigned to Deputy Grant Whitaker at public auction.
## Agenda Item 2a

### INGHAM COUNTY
**POOLED CASH AND INVESTMENTS**
**June 30, 2017**

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<tr>
<th>ACCOUNT BALANCE</th>
<th>MATURITY</th>
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<tbody>
<tr>
<td>OPERATING BANK ACCOUNTS</td>
<td>$8,238,135.65</td>
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### CERTIFICATES OF DEPOSITS
- **Talmer Bank** 1,000,000.00 8/7/2017
- **Level One Bank** 500,000.00 6/18/2017
- **Private Bank** 1,000,000.00 6/14/2017
- **Lake Trust Credit Union** 1,000,000.00 9/30/2017
- **Huntington Bank** 1,000,000.00 10/20/2017
- **Huntington Bank** 1,000,000.00 10/29/2017
- **Wolverine Bank** 1,000,000.00 11/15/2017
- **Wolverine Bank** 1,500,000.00 12/1/2017
- **Private Bank** 1,000,000.00 12/18/2017
- **Independent Bank** 1,000,000.00 12/24/2017
- **Private Bank** 1,000,000.00 1/25/2018
- **Wolverine Bank** 252,132.93 2/26/2018
- **Independent Bank** 250,000.00 3/11/2018
- **Private Bank** 1,000,000.00 3/15/2018
- **Comerica** 2,000,000.00 5/18/2016
- **MSU Credit Union** 2,000,000.00 6/15/2018
- **First National Bank** 1,000,000.00 7/9/2016
- **MSU Credit Union** 2,000,000.00 2/17/2019
- **Wells Fargo** 1,000,000.00 6/11/2019
- **MSU Credit Union** 300,000.00 1/14/2020

**Total Certificates of Deposit**: $20,802,132.93

### RESERVE AND SAVINGS
- **Fifth Third Bank** 1,006,335.56
- **Citizen Bank** 2,070,871.70
- **LAFCU** 2,578,994.08
- **Comerica Bank** 1,147,139.55
- **Small Account** 37.19
- **MSU Credit Union** 2,052,287.29
- **Portland Credit Union** 1,040,397.32
- **Summit Community Bank** 2,040,031.17
- **Flagstar** 5,438,873.89
- **Homestead Savings Bank** 506,211.02

**Total Reserve and Savings**: $17,985,078.77
FEDERAL AGENCY COUPON SECURITIES

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<td>Federal Farm Credit Bank</td>
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<td>Federal Farm Credit Bank</td>
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<td>Federal Farm Credit Bank</td>
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<td>Federal Farm Credit Bank</td>
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Total Federal Agency Coupon Securities 13,487,370.00

COMMERCIAL PAPER/LOCAL ISSUES

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<td>BPOE</td>
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<td>NATIXIS US</td>
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<td>Collaterized CP CO</td>
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<td>Pfizer Inc</td>
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Total Commercial Paper 29,838,922.78

MUNICIPAL BONDS

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<td>South Lyons Community Schools</td>
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<td>Wayland Union School District</td>
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<td>Lansing Board of Water and Light</td>
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<td>Haslett Schools</td>
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<td>South Lyons Community Schools</td>
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<td>State of Michigan A REG</td>
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<td>Ionia School District</td>
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<td>City of Lansing</td>
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<tr>
<td>Macomb County</td>
<td>46,562.50</td>
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Total Municipal Bonds 6,687,369.27

Total Pooled Cash and Investments $ 96,939,009.30

Eric A. Schertzing, Ingham County Treasurer
To: County Services and Finance Committees

From: Travis Parsons

Subject: United Automobile Aerospace and Agricultural Implement Workers of America (UAW) Technical, Office, Para-Professional and Service Employees

On Friday, November 17, 2017, the UAW - TOPS Employees ratified the tentative agreement reached on November 1, 2017. Highlights of the tentative agreement include the following:

- **Contract Duration:** January 1, 2018 through December 31, 2020

- **Job Openings and Temporary Assignments (Article 12):**
  The trial period when being transferred or promoted to another position within the bargaining unit is increased to ninety (90) work days.

- **Leaves of Absence (Article 25):**
  - Section 12. Annual Cash-Out Option. Each year the employee may request to be paid for one-half (1/2) of the sick leave credit earned during the prior 12 month period. Effective in 2018, the payment period is changed from January 15th to June 15th.
  - Section 16. Increase the maximum sick time an employee may donate to forty (40) hours to no more than three (3) persons in one (1) calendar year.

- **Hospitalization – Medical Coverage (Article 21):**
  Incorporate changes as recommended by the Health Cost Containment Committee and as approved by the County Board.

- **Life Insurance (Article 22):** Increase in the amount of life insurance to $40,000.

- **Salaries (Article 32):**
  - Effective January 1, 2018 – 1% wage increase applied to the current 2017 wage scale
  - 2019 0% wage increase, Reopener - Either party may choose two (2) issues for a re-opener to take effect on or after January 1, 2019
  - 2020 0% wage increase, Reopener - Either party may choose two (2) issues for a re-opener to take effect on or after January 1, 2020
- **Reclassification (Article 33):**
  Position Changes:
  - Position # 421012 Office Lead- Animal Control move to grade G
  - Position # 601402 change to Finance Assistant move to grade E
  - Position # 421013 change title (to be determined) and move to grade D
  - Position # 233036 change to Building Maintenance Supervisor and move to grade H

- **Letter of Understanding – On-Call Facilities Employees:**
  An employee that is not on-call and gets called in to assist or fix a problem identified by the on-call person and/or a supervisor, will receive three (3) hours minimum pay at the rate of time and one half.
Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT
WITH THE UAW LOCAL 2256 - TECHNICAL, OFFICE, PARA-PROFESSIONAL
AND SERVICE EMPLOYEES

WHEREAS, an agreement has been reached between representatives of Ingham County and the UAW Local 2256 for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement has been ratified by the employees within the bargaining agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and UAW Local 2256 for the period January 1, 2018 through December 31, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.
TO:      Law & Courts Committee
        Finance Committee

FROM:   Sergeant Mary Hull, Ingham County Office of Homeland Security and
        Emergency Management

DATE:   Tuesday, November 07, 2017

RE:     RESOLUTION TO ENTER INTO A CONTRACT WITH THE STATE OF
        MICHIGAN, MAKING INGHAM COUNTY THE FIDUCIARY AGENT FOR
        MICHIGAN HOMELAND SECURITY REGION 1 AND ACCEPTING THE
        FY2017 HOMELAND SECURITY GRANT PROGRAM FUNDS.

The FY 2017 Homeland Security Grant Program (HSGP) is a primary funding mechanism that
plays an important role in the implementation of the National Preparedness System by
supporting the building, sustainment, and delivery of core capabilities essential to achieving the
National Preparedness Goal of a secure and resilient Nation.

The purpose of this contract is to provide federal pass-through funds to the Region 1 Homeland
Security Planning Board through the County of Ingham. The amount of funding being awarded
to Region 1 is $1,018,419. The FY 2017 HSGP covers eligible costs from September 1, 2017 to
May 31, 2020. At least $254,605 of award funds must be dedicated toward Law Enforcement
Terrorism Prevention Activities (LETPA). A Maximum of $509,209 of award funds may be used
for personnel and personnel-related activities. A maximum of up to 5% of State Homeland
Security Program (SHSP) funds awarded may be retained and used solely for management and
administration (M&A) purposes associated with the SHSP Award. This 5% will be retained by
the County of Ingham for M&A purposes.

The County of Ingham may only fund projects which directly support one of the FY 2017 HSGP
grant investments. The State of Michigan shall make final determination on how funds awarded
under the grant agreement are allocated and/or spent, from projects reviewed and approved by
the Region 1 Planning Board and submitted to the State of Michigan by the County of Ingham.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH THE STATE OF MICHIGAN, MAKING INGHAM COUNTY THE FIDUCIARY AGENT FOR MICHIGAN HOMELAND SECURITY REGION 1 AND ACCEPTING THE FY 2017 HOMELAND SECURITY GRANT PROGRAM FUNDS

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY 2017 Homeland Security Grant Program (HSGP); and

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

WHEREAS, the total amount of grant funds available to Ingham County agencies is $37,252.23 from the State Homeland Security Program (SHSP), $39,829.03 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of $71,081.26; and

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

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

WHEREAS, the total Grant Award for Michigan Homeland Security Region 1 for FY 2017 is $1,018,419; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan to be the fiduciary agent for the FY 2017 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of $1,018,419 for the time period of September 1, 2017 to May 31, 2020.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the following Region 1 partners receiving FY 2017 HSGP funding to include: County of Clinton, County of Eaton, County of Gratiot, County of Hillsdale, County of Ingham, County of Jackson, County of Lenawee, County of Livingston, County of Shiawassee, and the City of Lansing.

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.
DATE: November 7, 2017

TO: Finance Committee

FROM: Shauna Dunnings, Circuit Court Administrator

SUBJECT: State Litigation Reimbursement Agreement

This memorandum is to notify the Finance Committee of the Procedural Agreement Relating to State Litigation Reimbursement that the Ingham County Circuit Court has entered into with the State Court Administrative Office for reimbursement of State litigation claims pursuant to MCL 800.453.

The terms of the agreement are October 1, 2017 to September 30, 2022 and provide that the State Court Administrative Office will remit to the Ingham County Circuit Court the sum of $200,000 for costs incurred in processing State Litigation cases. This agreement follows the same method of identifying cases as was agreed to by the parties in 1991 but simplifies the accounting and tracking paperwork at the County and State level by standardizing the amount of reimbursement to $200,000 per year payable each October 1 throughout the term of the agreement.

Both parties have the ability to seek review of the payment schedule after fiscal year 2020 if the percentage of State Litigation cases disposed of is below 3% or above 6% of previously calculated disposition numbers.

We have attached a copy of the agreement for your records. The proposed agreement was reviewed by the Deputy Controller, and the Finance Director. The agreement was also reviewed by the county attorney and approved as to form before it was signed. The Court will keep the County Board and the Controller’s Office fully advised of the reimbursement amounts through the annual budgeting process.
Procedural Agreement relating to State Litigation Reimbursement

Claims for reimbursement will be submitted consistent with MCL 800.451 et seq., which specifically names Ingham County Circuit Court as the Court of proper jurisdiction in certain State related matters and therefore provides for reimbursement of reasonable and actual costs pursuant to MCL 800.453.

Without waiver of any rights either party has pursuant to law, and in order to more effectively implement the requirements of law, the parties procedurally agree to the following points:

Reimbursement:

- At the beginning of each State fiscal year (October 1), the State Court Administrative Office (SCAO) will remit to the Ingham County Circuit Court the sum of $200,000 for the reasonable and actual costs incurred in processing State Litigation cases.
- The Circuit Court shall submit a quarterly report to SCAO noting the percentage of State Litigation cases to Circuit Court cases by providing the total Ingham County Circuit Court cases disposed of that quarter, and the total number of State Litigation cases disposed of that quarter.

Disposition of a Disposed Case

State Litigation cases will be classified and counted as disposed in accordance with the rules governing the reporting of circuit court caseloads. The same disposition categories identified for that report will apply.

Cases consolidated or joined with circuit court cases in other counties will be considered closed at the time of consolidation or joinder with the other county. Such cases will not be counted as disposed by Ingham County a second time when the consolidated case is disposed in another circuit. Activity after the transfer will not be reported.

State Litigation cases that are closed administratively may be counted as disposed at the time they are administratively closed, and again when the cases are finally concluded if they required additional activity.

Cases that are administratively closed will be counted in the other disposition category for purposes of the caseload report.

Review

Either party may seek a review of the payment schedule after State fiscal year 2020 if the percentage of State Litigation cases disposed is below 3 percent or above 6 percent.

Term of Agreement:
October 1, 2017 to September 30, 2022.

State Court Administrative Office

Hon. Jennifer L. Lawless
Chief Judge Ingham County Circuit Court

Hon. Michael J. Talbot
Chief Judge Court of Claims
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.

Resolution 17-215 approved entering into a contract with TEL Systems for a turnkey solution for the design, purchase, installation, and support of new state-of-the-art audio/video systems for all six courtrooms in the Veterans Memorial Courthouse.

Funding for four courtrooms was secured in the 2016 and 2017 CIP budget cycles in the amount of $80,000 per courtroom and funding for the remaining two courtrooms, Courtrooms 3 and 6, was secured in 2018 budget cycle.

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, for Courtrooms 3 and 6.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT IN 2018 WITH TEL SYSTEMS TO UPGRADE TECHNOLOGY AND PROVIDE MAINTENANCE SUPPORT FOR THE CIRCUIT COURT

WHEREAS, the Ingham County Circuit Court and Ingham County IT Department identified the need to replace equipment that had 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 four courtrooms in previous budget cycles and sought funding for the remaining two courtrooms in the 2018 budget cycle; and

WHEREAS, in Resolution 17-215, the Ingham County Board of Commissioners approved entering into a contract and service agreement with TEL Systems, in the amount of $80,000 per courtroom, for a turnkey solution for the design, purchase, installation, and support of new state-of-the-art audio/video system upgrades for all six of the Circuit Court courtrooms in the Veterans Memorial Courthouse; and

WHEREAS, the Ingham County Board of Commissioners approved the 2018 Capital Improvement Project request to upgrade the remaining two courtrooms in the Veterans Memorial Courthouse, Courtrooms 3 and 6, in the amount of $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 the remaining two courtrooms in the Veterans Memorial Courthouse, Courtrooms 3 and 6, at a cost of $80,000 per courtroom.

BE IT FURTHER RESOLVED, that 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 & Courts and Finance Committees
FROM: Mary Sabaj, Community Corrections Manager
DATE: November 3, 2017
SUBJECT: Contract for Electronic Monitoring Services

For the meeting agenda of November 16, 2017 and November 21, 2017

BACKGROUND
An RFP was distributed on July 10, 2017 for electronic monitoring (EM) services by the Electronic Monitoring Oversight Committee (EMOC) representing the Circuit Court, Circuit Court Pretrial Services, Prosecutor’s Office, 55th District Court, Friend of the Court, and Community Corrections in conjunction with the County Purchasing Department.

The EMOC met on September 11, 2017 to review the three proposals received. Members of the EMOC ranked each proposal using an evaluation grid provided by County Purchasing. County Purchasing provided the results of the evaluation process notifying the EMOC that Sentinel Offender Services received the highest ranking.

This Resolution authorizes amending the end date of the current contract with Sentinel Offender Services to December 31, 2017. This Resolution also authorizes entering a new contract with Sentinel for an initial performance period of January 1, 2018 through December 31, 2018 followed by two, one (1) year automatic renewal periods not to exceed December 31, 2020. No minimum number of referrals are guaranteed under the contract. The contract will set forth the terms and fee schedule to be used if and when a client is referred.

ALTERNATIVES
Absent a contract, indigent offenders will not be able to afford EM services. In addition, EM costs and cost increases for both client pay and indigent users would be subject to vendor discretion.

FINANCIAL IMPACT
Payment for EM services under this contract will either be paid directly to the vendor by the client (client pay users) or billed to the County (eligible indigent users). $50,000 was authorized in the FY 2017-2018 Community Corrections budget for eligible indigent offender services.

OTHER CONSIDERATIONS
Electronic monitoring allows appropriate offenders to be monitored in the community, saving jail resources.

RECOMMENDATION
The Electronic Monitoring Oversight Committee recommends approval of this Resolution.
TO: Mary Sabaj, Community Corrections Director
FROM: James Hudgins, Director of Purchasing
DATE: August 21, 2017

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to provide equipment and services necessary to implement and maintain a comprehensive electronic monitoring services program for the County’s detention and correctional facilities.

The RFP was advertised in the Lansing State Journal, New Citizens Press 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>Vendors invited to propose</td>
<td>12</td>
<td>4</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

See summary of vendors cost on next 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 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.
### SUMMARY OF VENDOR COSTS

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>PRESCRIPTION</th>
<th>SHERIFF'S ENROLLMENT FEE</th>
<th>GPS DAILY RATE PER DAY</th>
<th>CELLULAR TAD ALCOHOL TETHER RATE PER DAY</th>
<th>SOBERLINK 2 BREATHALYZER RATE PER DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Confinement Inc.</td>
<td>Roseville MI</td>
<td>Offender</td>
<td>$45.00</td>
<td>$7.50</td>
<td>$10.50</td>
<td>$6.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Indigent User</td>
<td>$45.00</td>
<td>$7.00</td>
<td>$10.00</td>
<td>$5.50</td>
</tr>
<tr>
<td>Sentinel Offender</td>
<td>CA</td>
<td>Offender</td>
<td>$6.00</td>
<td>$7.00</td>
<td>$9.24</td>
<td>$15.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Indigent User</td>
<td>$4.65</td>
<td>$5.50</td>
<td>$7.45</td>
<td>$14.00</td>
</tr>
<tr>
<td>JSG Monitoring</td>
<td>Yes, Lansing MI</td>
<td>Offender</td>
<td>$75.00 / $100.00 after hours</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Indigent User</td>
<td>$30.00 / $55.00 after hours</td>
<td>$9.00</td>
<td>$9.00</td>
<td>$9.00</td>
</tr>
</tbody>
</table>

Please email [jbuckmaster@ingham.org](mailto:jbuckmaster@ingham.org) if you require a larger copy. In the subject reference RFP Packet 66-17 Bid Opening.
RESOLUTION TO AUTHORIZE AN AMENDMENT OF THE CURRENT CONTRACT WITH SENTINEL OFFENDER SERVICES AND ENTER INTO A NEW CONTRACT TO PROVIDE AN OFFENDER PAY AND COUNTY FUNDED ELECTRONIC MONITORING PROGRAM SUBJECT TO A FINAL CONTRACT AGREEMENT

WHEREAS, the Electronic Monitoring Oversight Committee (EMOC) is charged with the oversight of electronic monitoring services with the voting membership consisting of representatives appointed by the Department Head or Elected Official from the Sheriff’s Office, Community Corrections, 55th District Court, Circuit Court, Circuit Court Pretrial Services, Prosecutor’s Office, and the Friend of the Court; and

WHEREAS, after receiving three proposals in response to the RFP, the EMOC evaluated and ranked the proposals, guided by the County Purchasing Department, with Sentinel Offender Services receiving the highest ranking; and

WHEREAS, the performance period of the current contract with Sentinel Offender Services provides for an initial term from December 1, 2013 through November 30, 2014 with two automatic renewal periods of one year not to exceed November 30, 2018; and

WHEREAS, the EMOC recommends that the County amend the performance period end date of the current contract with Sentinel Offender Services to December 31, 2017; and

WHEREAS, pursuant to the RFP evaluation results, the EMOC recommends entering a new contract with Sentinel Offender Services subject to a final contract agreement with an initial one (1) year performance period effective January 1, 2018 through December 31, 2018 followed by two, one (1) year automatic renewal periods not to exceed December 31, 2020; and

WHEREAS, Sentinel Offender Services is willing to provide services pursuant to the attached Scope of Services and Fee Schedules for an offender pay program and County reimbursement for services provided to eligible indigent offenders.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby authorize amending the performance period end date of the current contract with Sentinel Offender Services from November 30, 2018 to December 31, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners does hereby authorize entering into a new contract with Sentinel Offender Services for electronic monitoring program services as set forth in the attached Scope of Services and Fee Schedules for an initial one (1) year performance period effective January 1, 2018 through December 31, 2018 followed by two, one (1) year automatic renewal periods not to exceed December 31, 2020.

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

Accept referrals from multiple referral sources (e.g., Circuit and District Courts, Pretrial Services, Ingham County Sheriff’s Office) from within Ingham County. Work with criminal justice personnel to successfully implement and maintain local electronic monitoring programs that specifically address the needs of all referral sources.

The contract awarded through this RFP will not be exclusive. County agencies will be encouraged to utilize services through the contract. Daily rates and the quality of services provided will also encourage utilization of services under the contract.

Maintain staff and provide all services locally on-site at the Ingham County Jail. Office space and a telephone connected to the County system will be available for Vendor use at no charge.

Provide staffing adequate to efficiently and effectively handle the work load and provide seamless coverage in the event of illness, use of vacation time, or any other reason for staff absences. Office hours are 8:30 am to 5 pm Monday through Friday. Outside regular office hours staff must be available as required.

Use a community-based program approach that will include client orientation and enrollment, installation, removal and maintenance of monitoring equipment, input of monitoring specifications, equipment activation within 24 hours after referral/same day when possible, client orientation, fee assessment and collection (including County enrollment fee), staff availability for weekend and emergency program enrollment and equipment installation, staff availability for Court testimony upon request, problem resolution, and equipment updates.

Know and comply with all County policies related to electronic monitoring.

Ingham County Jail personnel will review the daily jail population list to identify potentially eligible inmates for early release. Based on the list of eligible inmates provided, the vendor will be required to go to each Post within the County Jail multiple days each week in order to screen potential participants for the program. Vendor staff will be required to submit to a criminal history check and fingerprinting and take Michigan State Policy Security Awareness Training so they can perform required duties.

Provide a case management program that requires regular weekly in-person reporting, on-site breath testing, verification of activities for each participant while away from their residence, violation reports to department staff, daily review of participant activity and compliance with program rules and curfew schedules, and provides referral information regarding other community resources and services as appropriate.

Effectively monitor, track, and document individual program participation, financial information, and be capable of providing aggregate data and successful completion rates for all services. Information must be provided to the County in the format and frequency requested by the County referral source.
Serve as a collaborative partner by developing and maintaining strong working relationships with referral sources and other County personnel and by serving as an active, participating member of the EM Oversight Committee, including attending regular meetings to ensure successful implementation, successful ongoing operations and problem resolution.

Provide an offender funded client fee structure, including daily fixed rates and upfront payment requirements that will allow electronic monitoring to be available to the largest possible number of clients with varying financial capabilities. Program Participants/Users are responsible for lost or damaged equipment and must agree to reimburse the Vendor for any and all lost or damaged equipment. The Courts have agreed to support enforcement of reimbursement to the extent possible.

Assess and collect an enrollment fee for each participant, on behalf of the County. The enrollment fee is currently $45 and applies to self-pay participants. The enrollment fee does not apply to Friend of the Court, indigent, and grant reimbursed clients.

Provide a County funded fee structure for indigent user services that maximizes the availability of services to eligible indigent users. Eligibility for indigent services is established by County policy and determined and documented on a case-by-case basis by the vendor. Service charges for eligible indigent users will be invoiced by the vendor and reimbursed by the County on a monthly basis. The number of participants as determined by the funding allocated in the County budget annually.

Provide an allowance for an additional specified number or percentage of indigent participants (i.e., in addition to those that are County funded).

Provide a full range of reliable, user-friendly, tamper-proof equipment to include home monitoring, active and passive GPS (that allows direct contact between the supervising program and the offender), Breath and Transdermal Alcohol monitoring. *NOTE: The County is always interested in receiving information about new and/or alternative technology, along with information regarding advantages and disadvantages.*

Provide secure and reliable monitoring services to ensure continuous electronic monitoring 24 hours a day/7 days a week/365 days a year with secure web-based internet access to client referral sources.

Provide non-compliance alerts and notifications to referral source personnel as specified by the referring agency.

Collect program data and statistics and financial information and provide them as requested by the County.
## Sentinel Offender Services

### Fee Schedules

#### Offender Pay Fee Schedule

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Sentinel Daily Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF Landline</td>
<td>6.00</td>
</tr>
<tr>
<td>RF Cellular</td>
<td>7.00</td>
</tr>
<tr>
<td>OM-400 GPS One Piece Tracking Device</td>
<td>9.25</td>
</tr>
<tr>
<td>Domestic Violence Victim Monitoring</td>
<td>15.00</td>
</tr>
<tr>
<td>ScramX Landline</td>
<td>9.75</td>
</tr>
<tr>
<td>ScramX Cellular</td>
<td>10.75</td>
</tr>
<tr>
<td>Soberlink</td>
<td>6.35</td>
</tr>
<tr>
<td>BA/RT Alcohol Monitoring</td>
<td>6.00</td>
</tr>
</tbody>
</table>

Enrollment Fee: $109 (includes $45 County enrollment fee) plus 7 day equipment daily rate total

#### County Pay Fee Schedule

For Eligible Indigent Offenders

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Sentinel Daily Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF Landline</td>
<td>4.65</td>
</tr>
<tr>
<td>RF Cellular</td>
<td>5.50</td>
</tr>
<tr>
<td>OM-400 GPS One Piece Tracking Device</td>
<td>7.45</td>
</tr>
<tr>
<td>Domestic Violence Victim Monitoring</td>
<td>14.00</td>
</tr>
<tr>
<td>ScramX Landline</td>
<td>8.75</td>
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<tr>
<td>ScramX Cellular</td>
<td>9.75</td>
</tr>
<tr>
<td>Soberlink</td>
<td>6.10</td>
</tr>
<tr>
<td>BA/RT Alcohol Monitoring</td>
<td>5.85</td>
</tr>
</tbody>
</table>
TO: Board of Commissioners Law & Courts Committee and Finance Committee
FROM: Mary Sabaj, CCAB Manager
DATE: November 3, 2017
SUBJECT: Resolution Authorizing Contract with the City of Lansing

For the meeting agendas of November 16, 2017 and November 21, 2017

BACKGROUND
This Resolution approves entering a contract with the City of Lansing for $12,500 to be used to support Community Corrections Advisory Board (CCAB) administrative costs and collaborative efforts with the 54-A District Court and Probation Office for City FY 2017-2018.

ALTERNATIVES
Failure to approve this Resolution will result in the loss of revenue that helps support CCAB Manager personnel costs ($6,250), CCAB Staff Consultant costs ($6,250).

FINANCIAL IMPACT
Community Corrections administration and programs are funded with a combination of State of Michigan Public Act 511 funds, Ingham County general funds, and City of Lansing grant funds.

OTHER CONSIDERATIONS
Community Corrections administration and all Public Act 511 treatment and service programs for the local Circuit Court probation population are dependent upon funding received from the State of Michigan, Ingham County, and the City of Lansing.

RECOMMENDATION
Based on the information presented, the CCAB recommends approval of the attached resolution to support Community Corrections administration.
INHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH THE CITY OF LANSING FOR AN ALLOCATION OF FUNDS TO INHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS FOR THE CITY 2017-2018 FISCAL YEAR

WHEREAS, the Community Corrections Advisory Board requests authorization for a contract to be entered between the County and the City of Lansing for an allocation of funds to Community Corrections for the City 2017-2018 fiscal year; and

WHEREAS, the Michigan Community Corrections Act of 1988 (PA511) authorizes the establishment of a Community Corrections Advisory Board (CCAB) and Community Corrections programming; and

WHEREAS, Ingham County and the City of Lansing formed a joint CCAB in 1990; and

WHEREAS, a Comprehensive Community Corrections Plan was approved by the Ingham County Board of Commissioners and the Lansing City Council; and

WHEREAS, the City of Lansing approved an allocation of $12,500 to be used to assist with CCAB administration and to support collaborative efforts with the City of Lansing, 54-A District Court, and 54-A District Court Probation Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with the City of Lansing for $12,500 for the time period of July 1, 2017 through June 30, 2018 to be used to assist with CCAB administration and support collaborative efforts with the City of Lansing, 54-A District Court, and 54-A District Court Probation Department.

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

FROM:     Jared Cypher, Deputy Controller

DATE:     November 1, 2017

SUBJECT:  Cash Match Agreement with Michigan Rehabilitation Services
          For the meeting agendas of November 20 and November 21, 2017

BACKGROUND
This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match
agreement with Michigan Rehabilitation Services to provide vocational guidance and counseling, employment
related training and transportation, and placement supports to individuals with disabilities who are eligible for
MRS services. Match funding is provided by Peckham, Inc. This agreement is similar to other agreements the
Board of Commissioners going back to 2008, whereby Ingham County replaced the Ingham County Department
of Human Services in this role, because the prior arrangement came under scrutiny because match dollars may
not be federal, and the agreement between two state agencies raised that concern.

ALTERNATIVES
If this resolution was not approved, Michigan Rehabilitation Services would have to find another partner to act
as the pass through entity for the local match funding provided by Peckham Inc.

FINANCIAL IMPACT
The agreement will not exceed $444,444 ($120,000 local match). The agreement with Michigan Rehabilitation
Services will be for the time period of October 1, 2017 through September 30, 2018.

OTHER CONSIDERATIONS
NA

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Introductions by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A COOPERATIVE CASH MATCH AGREEMENT WITH MICHIGAN REHABILITATION SERVICES

WHEREAS, Michigan Rehabilitation Services (MRS) engages in cash match agreements which require contributions from partner organizations; and

WHEREAS, prior to 2008 the Ingham County Department of Human Services (DHS) had a long-standing agreement with MRS to act as a pass through entity for match funding provided by local agencies; and

WHEREAS, the agreement between DHS and MRS came under scrutiny because match dollars may not be federal, and this agreement between two state agencies raises that concern; and

WHEREAS, MRS finds it preferable to establish this agreement with a local government agency to avoid the appearance and confusion of inter-departmental agreements at the state; and

WHEREAS, Ingham County has been identified as an appropriate pass through entity to help maintain this agreement since 2008; and

WHEREAS, MRS wishes to enter into another, similar cash match agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a cash match agreement not to exceed $444,444 ($120,000 local match) with Michigan Department of Human Services – Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services.

BE IT FURTHER RESOLVED, that this agreement is contingent upon Ingham County’s local match portion ($120,000) being provided by Peckham, Inc., and no county funds will be used for this purpose.

BE IT FURTHER RESOLVED, the term of this agreement shall be October 1, 2017 through September 30, 2018.

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

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

From: Jared Cypher, Deputy Controller

Date: November 1, 2017

Subject: Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County
For the meeting agendas of November 20 and November 21

BACKGROUND
There have been agreements between MSU and Michigan counties for nearly a century. For fiscal year 2018, MSUE is providing a standard base agreement with each county. The base agreement will specify access to the full range of Extension’s statewide programs offered by the four Extension programming institutes, and sets each county’s share of the cost of maintaining the network of Extension Educators.

ALTERNATIVES
N/A

FINANCIAL IMPACT
For the period January 1, 2018 to December 31, 2018, the County shall pay to MSUE $209,279 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of $127,829 and $81,450 for additional personnel, as described in Section A. Payment will be made the first month of each quarter of the county fiscal year.

OTHER CONSIDERATIONS
N/A.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
RESOLUTION TO AUTHORIZE AN AGREEMENT FOR MICHIGAN STATE UNIVERSITY EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY APPROVING THE ANNUAL WORK PLAN FOR 2018

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into the attached annual Work Plan that includes a county assessment of $209,279 with MSU Extension for the period of January 1, 2018 through December 31, 2018 for delivery of Extension services and education.

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

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into on ________________________
by and between Ingham County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN
STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION ("MSUE").

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative
Extension System and directed the nation’s land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to
individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan’s economy by equipping Michigan residents
with the information needed to do their jobs better, raise healthy and safe families, build their
communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies
knowledge to critical issues, needs and opportunities; and,

MSUE meets this mission by providing Extension educational programs in the following subject matter
areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community & Economic Development, Natural Resources

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and
valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes
   access to educators and program instructors appointed to the Institutes and MSU faculty
   affiliated with each Institute to deliver core programs.

2. Extension Educators and program staff as needed to implement programs within the
   County, housed at the county office.

3. A county 4-H program. 1.5 FTE 4-H Program Coordination.

4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of
   Personnel.

5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").

Page 1 of 5

Ingham County

FY 2018
6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.

7. Administrative oversight of MSUE office operations.

8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will Provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.

2. Office and meeting space meeting the following requirements:
   a. Sufficient Office space to house Extension staff as agreed upon between the County and the MSUE District Coordinator.
   b. Utilities, including telephone & telephone service sufficient to meet the needs of Personnel utilizing the MSUE office space.
   c. High-speed Internet service sufficient to meet the needs of Personnel utilizing the MSUE office space.
   d. Access to space for delivering Extension programs.
   e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible

3. Clerical support staff for the MSUE office as agreed upon between the County and MSUE District Coordinator that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

   2 FTE 0

Optional:

4. Funding for additional Extension educators at $50,341. (0.5 FTE * $100,681.) assigned to County and reporting to Agriculture and Agribusiness Institute.

5. Funding for additional 4-H program capacity 0.5 FTE

6. Funding for additional paraprofessional(s) at 0 FTE
7. Total Annual Assessment in the amount of $209,279.

Payments due and payable under the terms of this Agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S Morrill Hall of Agriculture, 446 W Circle Drive, Room 160, East Lansing, MI 48824

C. Staffing and Financial Summary

A. Base Assessment (includes 1.5 FTE 4-H Program Coordination)$127,829.

ADDITIONAL PERSONNEL

B. 0 FTE Clerical Support Staff to be employed by MSU $0.
C. 0.5 FTE Educator (Program Area: Horticulture) $50,341.
D. 0.5 FTE Additional 4-H Program Coordination $31,109.
E. 0.5 FTE Additional paraprofessional staff $0.

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2018: $209,279.

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2018 the first day of the County budget year 2018 and shall terminate on the last day of such County budget year 2018. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Ingham County Administrator’s Office, 241 S Jefferson, PO Box 319, Mason, Michigan 48854, if to the County.

II. General Terms

1. Independent Contractor. The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County’s employee benefits.

2. Force Majeure. Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.

3. Assignment. This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** This Agreement, with its Appendix “A” is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.

5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.

6. **Indemnification:** Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party’s own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the other party, arising out of the negligence or willful misconduct of the indemnifying party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties’ performance under this Agreement.

7. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF INGHAM COUNTY**

By: ____________________________

Evonne Pedawi
Contract & Grant Administration
Its: ____________________________

Date: ____________________________

**MICHIGAN STATE UNIVERSITY**

By: ____________________________

Print name: ____________________________

Its: ____________________________

(ttitle)

Date: ____________________________

Ingham County
Appendix A

Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) https://tech.msu.edu/about/guidelines-policies/aup/.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Coordinator. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:
NetRange 35.8.0.0 - 35.9.255.255
CIDR 35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

35.9.15.43 (80) (search.msu.edu)
35.9.160.36 (1935443) (authentication)
35.8.201.221 & 35.8.201.212 (10020) (ProofPoint)
35.9.83.132 (all) vpn.msu.edu
35.9.81.150 (zoom.msu.edu)
35.9.121.189 and 190 (443) (SharePoint)
35.8.200.57 (80 and 443) (SharePoint)
35.9.121.221, 223, and 225 (443) (Exchange)
35.8.200.56 (80 and 443) (Exchange)
35.8.200.2 – 35.8.200.7 (443 TCP, 3478 UDP, 50000-59999 TCP/UDP) (Lync)
35.8.201.200 (443 TCP) (Lync)
35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP - 135, 137-139, 2701-2704, 49152-65535)
35.8.200.58 (80 and 443) (Lync)
35.9.14.169 (80 and 443) (D2L – Desire to Learn)

The following applications are necessary on all computers – MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses:
CANR.msu.edu – 35.8.201.199
MSUE.anr.msu.edu – 35.8.201.199
Events.anr.msu.edu – 35.8.200.220
web2.canr.msu.edu | web2.msu.edu - 35.8.200.220
Expression Engine – 35.8.201.215
Web Hosting environment (other ANR websites) – 35.8.201.217
Master Gardener (External) – 128.120.155.54
Extension.org (External) – 152.46.27.147
Msu.zoom.us (External) – 54.165.201.102
Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to support@anr.msu.edu, where they will be routed to the best person to assist you.

Page 5 of 5

Ingham County

FY 2018
TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 25, 2017
SUBJECT: BCCCNP and WISEWOMAN Staffing
For the meeting agendas of November 20 and November 21, 2017

BACKGROUND
Resolution #17-293 authorized a comprehensive agreement with the Michigan Department of Health and Human Services (MDHHS) for funding to provide a variety of services for Medicaid beneficiaries. As part of this agreement, the Breast and Cervical Cancer Control Navigation Program (BCCCNP) was awarded $201,025 and the Well-Integrated Screening and Evaluation for Women Across the Nation (WISEWOMAN) program was awarded $50,000. This funding has been provided to the Health Promotion and Prevention Division of the Ingham County Health Department (ICHD) to implement programs focused on chronic disease risk factor screening, preventative health education, and support for healthy lifestyle changes. In order to fulfill these program functions and requirements, ICHD proposes the following for the duration of the grant:

- Increase the current .75 FTE Prevention Programs Coordinator position (#601496) to a 1.0 FTE. This position will provide increased supervision and coordination necessary for both the BCCCNP and WISEWOMAN programs.
- Decrease the current vacant 1.0 FTE Community Health Worker (CHW) position (#601043) to a 0.5 FTE position to support community outreach, health coaching, and patient navigation for both Breast and Cervical Cancer Control Navigation Program (BCCCNP) and WISEWOMAN programs.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
Funding for the proposed staffing changes will be covered entirely by MDHHS grant funds. There are no other financial impacts.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support increasing the .75 FTE Prevention Programs Coordinator position (#601496) to 1.0 FTE and to decrease the current vacant 1.0 FTE Community Health Worker (CHW) position (#601043) to a 0.5 FTE position for the duration of the grant.
WHEREAS, Resolution #17-293 authorized a comprehensive agreement with the Michigan Department of Health and Human Services (MDHHS) for funding to provide a variety of services for Medicaid beneficiaries; and

WHEREAS, under this agreement, the Breast and Cervical Cancer Control Navigation Program (BCCCNP) was awarded $201,025 and the Well-Integrated Screening and Evaluation for Women Across the Nation (WISEWOMAN) program was awarded $50,000; and

WHEREAS, this funding has been provided to the Health Promotion and Prevention Division of the Ingham County Health Department (ICHD) to implement programs focused on chronic disease risk factor screening, preventative health education, and support for healthy lifestyle changes; and

WHEREAS, in order to fulfill these program functions and requirements, ICHD proposes the following for the duration of the grant:

- Increase the current .75 FTE Prevention Programs Coordinator position (#601496) to a 1.0 FTE. This position will provide increased supervision and coordination necessary for both the BCCCNP and WISEWOMAN programs.
- Decrease the current vacant 1.0 FTE Community Health Worker (CHW) position (#601043) to a 0.5 FTE position to support community outreach, health coaching, and patient navigation for both Breast and Cervical Cancer Control Navigation Program (BCCCNP) and WISEWOMAN programs; and

WHEREAS, the Health Officer recommends approval to increase the .75 FTE Prevention Programs Coordinator position (#601496) to 1.0 FTE and to decrease the current vacant 1.0 FTE Community Health Worker (CHW) position (#601043) to a 0.5 FTE position for the duration of the grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves increasing the .75 FTE Prevention Programs Coordinator position (#601496) to 1.0 FTE and decreasing the current vacant 1.0 FTE Community Health Worker (CHW) position (#601043) to a 0.5 FTE position for the duration of the grant.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary adjustments to the budget and position allocation list, consistent with this resolution.
TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 24, 2017
SUBJECT: Agreement with Michigan Department of Agriculture and Rural Development
For the meeting agendas of November 20 and November 21, 2017

BACKGROUND
The Environmental Health Division of the Ingham County Health Department (ICHD) operates a Household Hazardous Waste Program (HHW) which accepts hazardous waste for disposal. This program is open to all Ingham county residents free of charge. Annually, the Michigan Department of Agriculture and Rural Development (MDARD) contracts with ICHD under the Clean Sweep agreement to provide funding to cover the cost of disposing pesticides and herbicides collected throughout the year. MDARD has proposed to provide ICHD with up to $14,000 in funding for FY 2018 for the disposal of pesticides and herbicides.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The MDARD funding of up to $14,000 was anticipated and has been included in the proposed FY 2018 budget.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a Clean Sweep agreement with MDARD for up to $14,000 for the period of October 1, 2017 through September 30, 2018.
Introduced by the Human Services and Finance Committees of the:

INGLEHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

WHEREAS, MDARD has proposed to provide ICHD with up to $14,000 in funding for FY 2018 for the disposal of pesticides and herbicides for the period of October 1, 2017 through September 30, 2018; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize a MAEAP Clean Sweep Program agreement with MDARD for up to $14,000 for the period of October 1, 2017 through September 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an MAEAP Clean Sweep Program agreement with MDARD for up to $14,000 for the period of October 1, 2017 through September 30, 2018.

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 and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 24, 2017
SUBJECT: Amend Resolution #17-207 to Update Environmental Health Fees
For the meeting agendas of November 20 and November 21, 2017

BACKGROUND
The Ingham County Board of Commissioners adopted Resolution #17-207 to update various fees for county services. Two charges on the Ingham County Health Department (ICHD) Environmental Health (EH) Division’s fee schedule are listed incorrectly and require an adjustment. The fee for a failed follow-up food service inspection should be $150; it was mistakenly entered as $530, the amount recommended in a recent study of the EH fee schedule. EH determined that $530 would pose an undue burden to operators and recommends that the fee remain at $150 as in previous years. The fee for tobacco licensing in East Lansing should be $301.67; it was mistakenly entered as $290 but must be increased in order to comply with the requirements of Ingham County tobacco regulations and to remain in line with the fee for tobacco licensing in the rest of county.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
No substantial impact on the budget is anticipated as the FY 2018 budget was developed with these adjusted amounts.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #17-207 to adjust the failed follow-up food service inspection fee to $150 and the East Lansing tobacco licensing fee to $301.67 on the Environmental Health fee schedule.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #17-207 TO ADJUST THE INGHAM COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH DIVISION FEES

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #17-207 to update various fees for county services; and

WHEREAS, two charges on the Ingham County Health Department (ICHD) Environmental Health (EH) Division’s fee schedule are listed incorrectly and require an adjustment; and

WHEREAS, the fee for a failed follow-up inspection should be $150; it was mistakenly entered as $530, the amount recommended in a recent study of the EH fee schedule but EH determined that $530 would pose an undue burden to operators and recommended that the fee remain at $150 as in previous years; and

WHEREAS, the fee for tobacco licensing in East Lansing should be $301.67; it was mistakenly entered as $290 but must be increased in order to comply with the requirements of Ingham County tobacco regulations and to remain in line with the fee for tobacco licensing in the rest of county; and

WHEREAS, no substantial impact on the budget is anticipated as the FY 2018 budget was developed with these adjusted amounts; and

WHEREAS, the Health Officer recommends approval of adjusting the failed follow-up food service inspection fee to $150 and the East Lansing tobacco licensing fee to $301.67 on the Environmental Health fee schedule.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves adjusting the failed follow-up food service inspection fee to $150 and the East Lansing tobacco licensing fee to $301.67 on the Environmental Health fee schedule.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments consistent with this resolution.
Agenda Item 9d

TO: Board of Commissioners Human Services, County Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 25, 2017

SUBJECT: Acceptance of Mid-State Health Network Funds
For the meeting agendas of November 20 and November 21, 2017

BACKGROUND
Mid-State Health Network (MSHN) works to ensure access to high-quality, locally-delivered, effective and accountable public behavioral health and substance use disorder services. The Ingham County Health Department (ICHD) has received an $82,993 award from MSHN in order to carry out the functions of the Ingham Opioid Abuse and Prevention Initiative (IOAPI) and to provide assistance with coordinating substance abuse services. In order to fulfill program functions and requirement, ICHD proposes establishing a 1.0 FTE Program Specialist position for the duration of the agreement with MSHN.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The cost of establishing this position for the duration of that agreement will be covered by the funds awarded by MSHN.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of an IOAPI funding agreement with MSHN in an amount up to $82,993 for the period of October 1, 2017 through September 30, 2018, as well as establishing a 1.0 FTE Program Specialist position for the duration of the agreement.
RESOLUTION TO ACCEPT MID-STATE HEALTH NETWORK FUNDS

WHEREAS, Mid-State Health Network (MSHN) works to ensure access to high-quality, locally-delivered, effective and accountable public behavioral health and substance use disorder services; and

WHEREAS, the Ingham County Health Department (ICHD) has received an $82,993 award from MSHN in order to carry out the functions of the Ingham Opioid Abuse and Prevention Initiative (IOAPI) and to provide assistance with coordinating substance abuse services; and

WHEREAS, in order to fulfill program functions and requirements, ICHD proposes establishing a 1.0 FTE Program Specialist position for the duration of the agreement with MSHN, the cost of which will be covered by the funds awarded by MSHN; and

WHEREAS, the Health Officer recommends approval of an IOAPI funding agreement with MSHN in an amount up to $82,993 for the period of October 1, 2017 through September 30, 2018, as well as establishing a 1.0 FTE Program Specialist position for the duration of the agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve an IOAPI funding agreement with MSHN in an amount up to $82,993 for the period of October 1, 2017 through September 30, 2018, as well as establishing of a 1.0 FTE Program Specialist position (ICEA PRO, Grade 5, $43,525.30-52,250.85) for the duration of the agreement.

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 and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 6, 2017
SUBJECT: Resolution to Authorize Participation in the Mother and Infant Oral Health Pilot Project
For the meeting agendas of November 20 and November 21, 2017

BACKGROUND
The University of Detroit Mercy (U of D), recipient of a prime grant from the Michigan Department of Health and Human Services, has awarded $83,080.00 to the Ingham County Health Department (ICHD) as a sub-recipient of this grant to plan and implement the Michigan Initiative for Mother and Infant Oral Health Pilot Project. Through the scope of work within the project, ICHD will hire a 1.0 FTE Dental Hygienist to operate under PA 161 and provide billable oral health services to pregnant women through the Cedar Community Health Centers – Women’s Health. The Health Department will collect data and report findings to U of D throughout the project duration. The term of the pilot project is November 1, 2017 through September 30, 2018.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The one-time award is $83,080.00 for the period of November 1, 2017 through September 30, 2018. The funds support the hire of a 1.0 FTE Dental Hygienist (UAW TOPS, Grade 15 $50,464.96 - $59,318.08) to provide billable oral health services to pregnant women through Cedar Community Health Centers – Women’s Health. The Dental Hygienist position will be contingent upon the continuation of grant funding and/or revenue generated through billable oral health services in subsequent years. Through this award, the ICHD will also receive the equipment needed to support oral health services at Women’s Health in support of the project at no additional cost. The oral health - women’s health model of care has been demonstrated to be a revenue generating model in Health Center operations.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to enter the Michigan Initiative for Mother and Infant Oral Health Pilot Project sub-recipient agreement with University of Detroit Mercy (U of D), and the Michigan Department of Health and Human Services in the amount of $83,080.00 for the term of November 1, 2017 through September 30, 2018. Additionally, I recommend approval to add one (1.0) FTE Dental Hygienist position, contingent upon grant funding and/or revenue for subsequent years.
Resolutions to Authorize Participation in the Mother and Infant Oral Health Pilot Project

WHEREAS, the University of Detroit Mercy (U of D) is recipient of a prime grant from the Michigan Department of Health and Human Services; and

WHEREAS, U of D has awarded $83,080.00 to the Ingham County Health Department (ICHD) as a sub-recipient of this grant to plan and implement the Michigan Initiative for Mother and Infant Oral Health Pilot Project for the period of November 1, 2017 through September 30, 2018; and

WHEREAS, through the scope of work within the project, ICHD will hire a 1.0 FTE Dental Hygienist to operate under PA 161 and provide billable oral health services to pregnant women through the Cedar Community Health Centers – Women’s Health; and

WHEREAS, the sub-recipient grant award funds support the hire of a 1.0 FTE Dental Hygienist (UAW TOPS, Grade 15 $50,464.96 - $59,318.08); and

WHEREAS, through this sub-recipient grant award, the ICHD will also receive the equipment needed to support oral health services at Women’s Health in support of the project at no additional cost; and

WHEREAS, ICHD will collect data and report findings to U of D throughout the project duration of November 1, 2017 through September 30, 2018; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the participation of ICHD in the Mother and Infant Oral Health Pilot Project as a grant sub-recipient from the Michigan Department of Health and Human Services; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with U of D for acceptance of the sub-recipient grant award in the amount of $83,080.00 for the term of November 1, 2017 through September 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the agreement with U of D for the acceptance of $83,080.00 to plan and implement the Michigan Initiative for Mother and Infant Oral Health Pilot Project for the period of November 1, 2017 through September 30, 2018.

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

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

FROM: Rick Terrill, Facilities Director

DATE: November 6, 2017

SUBJECT: Resolution to award a contract for restoration and preservation of Lunette Mural Panels

For the meeting agendas of: November 21 & 22

BACKGROUND
The four murals which were created in 1919 on the third-floor rotunda of the Historic Ingham County Mason Courthouse have deteriorated.

The Facilities Department, at the request of the Historical Commission, requested capital improvement funds as part of the 2018 budget process. When the funds were not included in the Controller recommended budget, the Facilities Department approached County Services for consideration of being included on the Z list. The County Services Committee felt it would be more appropriate that the Facilities Department solicit proposals during the 2017 budget year.

An Art Conservator was brought in to do an assessment and make a recommendation. It was determined that the lunette murals are in need of cleaning and restoration in order to preserve their historical integrity.

The Purchasing Department solicited proposals from qualified, experienced vendors. Due to the unique nature of this project an Evaluation Committee consisting of staff from the Facilities Department, Board of Commissioner’s Office, and Purchasing Department met and evaluated the proposals submitted.

After careful review and consideration, the Committee is jointly recommending that a contract be awarded to Building Arts & Conservation who submitted the most responsive and responsible bid amount of $34,320.00.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
The Facilities Department is asking for a $3,000.00 contingency for any unforeseen restorative repairs or issues that may arise. Funds are available in the Public Improvement Fund #245-90212-931000-7FC33.

OTHER CONSIDERATIONS
Other considerations for this project would be to postpone restoration for another year, however, delaying the project will result in further deterioration and eventually the murals will be beyond repair.

RECOMMENDATION
Based on the information presented, both the Purchasing and Facilities Departments agree that a contract be awarded to Building Arts & Conservation to clean and restore four lunette murals in the Historic Ingham County Mason Courthouse for a not to exceed total cost of $37,320.00 which includes the requested $3,000.00 contingency.
TO: Rick Terrill, Director of Facilities  
FROM: James Hudgins, Director of Purchasing  
DATE: October 18, 2017  
RE: Memorandum of performance for RFP No. 175-17: Historical Restoration and Preservation of Lunette Mural Panels at the Ingham County Courthouse

Per your request, the Purchasing Department sought proposals from qualified and experienced art conservators and/or art restorers for the purpose of entering into a contract to restore and preserve four (4) lunette mural panels at the Ingham County Courthouse in Mason, Michigan.

The RFP was advertised in the Lansing State Journal, the 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>Vendors invited to propose</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>Vendors attending pre-bid/proposal meeting</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>6</td>
<td>0</td>
</tr>
</tbody>
</table>

A summary of the vendors’ costs is on the next 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 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.
## SUMMARY OF VENDORS’ COSTS

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Total Bid</th>
<th>Timeline</th>
<th>Substitute 1</th>
<th>Substitute 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historic Surfaces LLC</td>
<td>No, Grosse Point Park, MI</td>
<td>Base: $9,500.00</td>
<td>2-4 weeks; 2 murals prior to Dec 31st. Others within 2 wks Jan 15.</td>
<td>Add: $1,500 to conduct lab analysis of paint to determine material make-up.</td>
<td>Add: $6,000 varnish removal, filling or losses and inpainting after cleaning (see proposal).</td>
</tr>
<tr>
<td>Hartman Fine Art Conservation Services Inc.</td>
<td>No, Carlisle PA</td>
<td>$22,450.00</td>
<td>12/14 through 12/19; Pending County scheduling approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conservation &amp; Museum Services Inc.</td>
<td>No, Detroit MI</td>
<td>$30,900.00</td>
<td>Start Dec. 4, 2017; 2 -3 weeks to complete.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Arts &amp; Conservation Inc.</td>
<td>No, Saline MI</td>
<td>$34,320.00</td>
<td>Start Nov 6 - Complete by Dec 31, 2017.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Art Objects</td>
<td>No, Oak Park IL</td>
<td>$70,000.00</td>
<td>40-48 Days all murals / 45-53 for Unforeseen Circumstances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lis Art Conservation &amp; Restoration Services</td>
<td>No, Livonia MI</td>
<td>$88,895.00</td>
<td>2 Months</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Introduce by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT FOR RESTORATION AND PRESERVATION OF LUNETTE MURAL PANELS

WHEREAS, the four murals which were created in 1919 on the third-floor rotunda of the Historic Ingham County Mason Courthouse have deteriorated; and

WHEREAS, at the request of the Ingham County Historical Commission an art conservator assessed the murals and made a recommendation; and

WHEREAS, it was determined that the lunette murals are in need of cleaning and restoration in order to preserve their historical integrity; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors; and

WHEREAS, due to the unique nature of this project an Evaluation Committee consisting of staff from the Facilities Department, Board of Commissioner’s Office, and Purchasing Department met and evaluated the proposals submitted; and

WHEREAS, after careful review and consideration, the Committee is jointly recommending that a contract be awarded to Building Arts & Conservation who submitted the most responsive and responsible bid amount of $34,320.00; and

WHEREAS, the Facilities Department is asking for a $3,000.00 contingency for any unforeseen restorative repairs or issues that may arise; and

WHEREAS, funds are available within the Public Improvement Fund #245-90212-931000-7FC33.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Building Arts & Conservation, 206 South Ann Arbor Street, Saline, Michigan 48176, to clean and restore four lunette murals in the Historic Ingham County Mason Courthouse for a total not exceed cost of $37,320.00 which includes the requested $3,000.00 contingency.

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, County Services, and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: November 6, 2017

SUBJECT: Resolution to award a contract to perform a standard preventative maintenance rebuild on the Muffin Monster

For the meeting agendas of: November 21 & 22

BACKGROUND
The Muffin Monster sewage grinder at the Ingham County Jail is in need of standard preventive maintenance. The system was purchased, at the City’s request, in 1986. It was put into use in 1987 and has been serviced a number of times. The system runs continuously and is worn to the point of needing repair. The cutting teeth are wearing out therefore no longer efficiently breaking sewage down for disposal. If this system were to clog and shut down, we would have to by-pass the Muffin Monster to allow for continued operation; this is not acceptable by the city’s standards.

ALTERNATIVES
There are no alternatives for this project. JWC is the sole manufacturer of the product and parts for this equipment and the sole source for service.

FINANCIAL IMPACT
The cost of the rebuild will be $20,008.45. The Facilities Department is asking for a $1,900.00 contingency for any unforeseen circumstances that may arise. Funds are available in approved CIP line item #595-30110-978000-6FC10 which has a balance of $22,000.00.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, both the Purchasing and Facilities Departments agree that a contract be awarded to JWC Environmental to perform a standard preventative maintenance rebuild on the Muffin Monster at the Ingham County Jail for a total not to exceed cost of $21,908.45, which includes the requested $1,900.00 contingency.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT TO PERFORM A STANDARD PREVENTATIVE MAINTENANCE REBUILD ON THE MUFFIN MONSTER

WHEREAS, the Muffin Monster sewage grinder at the Ingham County Jail is in need of standard preventive maintenance; and

WHEREAS, the system was purchased, at the City’s request, in 1986, put into use in 1987, and has been serviced a number of times; and

WHEREAS, the system runs continuously and is worn to the point of needing repair; and

WHEREAS, the cutting teeth are wearing out therefore no longer efficiently breaking sewage down for disposal; and

WHEREAS, if this system were to clog and shut down, we would have to by-pass the Muffin Monster to allow for continued operation; this is not acceptable by the city’s standards; and

WHEREAS, JWC is the sole manufacturer of the product and parts for this equipment and the sole source for service; and

WHEREAS, it is the recommendation of the Purchasing and Facilities Department that a contract be awarded to JWC Environmental who will perform the rebuild for a cost of $20,004.45; and

WHEREAS, the Facilities Department is asking for a $1,900.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, funds are available in the approved CIP line item #595-30110-978000-6FC10 which has a balance of $22,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with JWC Environmental, 2850 South Red Hill Avenue, Suite 125, Santa Ana, California, 92705, to perform a standard preventative maintenance rebuild on the Muffin Monster for a total not to exceed cost of $21,908.45 which includes the requested $1,900.00 contingency.

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.
Agenda Item 11

TO: Board of Commissioners, County Services, & Finance Committees

FROM: Deb Fett, CIO

DATE: 11/06/2017

SUBJECT: Renew CourtView Support Services

Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys’ office. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates that expires on December 31st, 2017. This support has been purchased every year since Ingham County has owned the application. Last year’s total maintenance cost was $150,575.00, this year’s cost proposed by CourtView is $154,255.00, a 1.7% increase which is the Consumer Price Index (CPI) amount. Although this is over the Board’s policy of 1% increases, the contract currently in place with CourtView allows an annual increase equal to the CPI but not to exceed 4%.

ALTERNATIVES
There is no reasonable alternative.

FINANCIAL IMPACT
The funding for the $154,255.00 total will come from the County’s Innovation and Technology Department’s LOFT Fund #636-25820-932050.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the contract renewal for CourtView Justice Solutions’ support of the CourtView software in the amount of $154,255.00.
Support and Maintenance Renewal Notice

Deb Fett
Ingham County
121 E. Marple St. 3rd Floor
Mason, MI 48854

Date: October 2, 2017
Client ID: INGHAMMI

Software Maintenance Renewal

Support Period: January 1, 2018 through December 31, 2018

<table>
<thead>
<tr>
<th>Software</th>
<th>Licenses:</th>
<th>Annual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CourtView, Dashboard, ECMS Adapter and Docket Add Request Software Support &amp; Maintenance</td>
<td>175</td>
<td>$154,255.00</td>
</tr>
</tbody>
</table>

Total Maintenance: $154,255.00

Includes updates & enhancements, unlimited email & phone support for 12 months
equivant will issue an invoice within 60 days

This maintenance renewal is pursuant to the current equivant Support Agreement and renews annually. Notification of termination is required pursuant to that agreement. CourtView software is proprietary property of CourtView Justice Solutions Inc. d/b/a equivant and protected by law. Another party cannot alter, modify, change, manipulate or provide maintenance for this product without infringing upon equivant’s ownership rights. equivant is the sole source for software maintenance and services for its products.

CourtView Justice Solutions Inc. Federal Tax ID # 46-0521050

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Enhance Your CourtView Solution with CV2Go

Do Attorneys keep calling you about schedules and case updates? Get them all real-time case information at their fingertips with CV2Go! Contact us at info@equivant.com for more information.
Agenda Item 11

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RENEW A SUPPORT SERVICES AGREEMENT

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

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling $154,255.00 for annual support is due for the support from January 1st, 2018-December 31st, 2018; and

WHEREAS, the annual contract amount proposed by Courtview includes an increase from the prior year equal to the Consumer Price Index of 1.7% as spelled out in our contract; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract renewal for support from CourtView in the amount not to exceed $154,255.00.

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

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

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

From: Jim Hudgins, Director of Purchasing

Date: November 6, 2017

Subject: Authorization to Contract for Mailing Services

BACKGROUND
Many departments have a need to have a firm specializing in mailing services pick up, meter, and deliver their daily 1st class mail to the U.S. Postal Service (USPS). Extend Your Reach (formerly known as Presort Services) has been providing these services for the past number of years. (The Board authorized a five-year agreement in 2013 with Extend Your Reach.) This resolution seeks authorization to continue using Extend Your Reach for mailing services.

ALTERNATIVES
There are other mailing service providers, but they do not offer pick up services. For example, the State of Michigan has a mailing program on the MiDEAL Extended Purchasing Program; however, pick up services from County facilities and individual departments is not a service offered.

FINANCIAL IMPACT
Departments using Extend Your Reach will use their respective supply line item xxx-xxxxx-726010 to pay for the mailing services under this agreement.

The mailing fees include the following:

- Daily Pick Up: $10.00/facility or special request $10.00/department
- USPS Equipment Delivery: No charge
- Postage for Letters: $0.453/piece (presort rate)
- Metering for Letters: $0.05/piece
- Postage for Flats: $0.03/piece discount
- Metering for Flats: $0.30/piece
- Reject Processing for Letters: No charge
- Reject Processing for Flats: No charge
- Monthly Accounting: $10.00/department or special request $10/department sub-items

Fees are subject to change if the USPS changes its commercial postal rates or changes the current classes of mail or the pricing of current classes of mail.

OTHER CONSIDERATIONS
Extend Your Reach is a local registered vendor and has previously worked with the County. Some departments may opt to using postage meters or purchasing stamps in lieu of using Extend Your Reach for their mailing needs. Extend Your Reach will assign an Account Executive and Customer Service Representative to the County’s account to ensure that service standards are maintained.

RECOMMENDATION
Based on the information presented, I respectfully request authorizing a service contract with Extend Your Reach, Inc.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR MAILING SERVICES

WHEREAS, many departments require a firm specializing in mailing services to do the metering, presorting, and delivering of their 1st class envelopes, flats, and certified mail to the United States Postal Service (USPS); and

WHEREAS, often times departments and offices must mail large quantities of materials and it is cost effective and efficient to use a service to presort and mail these materials; and

WHEREAS, a proposal was received and evaluated from Extend Your Reach of Lansing, a local vendor, and it was determined to offer the best value to the County; and

WHEREAS, the Director of Purchasing has recommended that the Board of Commissioners authorize a contract with Extend Your Reach, Inc. for full-service mailing services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a five-year agreement with Extend Your Reach, Inc., 5646 Commerce Drive, Lansing, Michigan, based on its proposal dated November 3, 2017, for mail related services which include pick up, sorting, bar coding, delivery to the U.S. Post Office, and other ancillary services.

BE IT FURTHER RESOLVED, expenditures associated with this contract shall be paid from departments’ respective supply lines, xxx-xxxxx-726010.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don’t have staff, the equipment, or expertise to perform all project related material testing and fabrication inspection that is required. Therefore, we must rely on testing and fabrication consultants to perform the work when needed.

Generally, the services include as-needed material testing and fabrication inspection services, both on-site and in-plant, associated with ICRD road and/or bridge construction projects.

The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide the services on an as-needed basis and received six (6) proposals. The six proposals included proposals from two firms that only provide fabrication inspection services and four proposals from firms that provide both material testing and fabrication services. ICRD staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, experience, expertise, and overall value to the county.

Based on the full breadth of services, our testing and inspection needs, and the wide range of expertise the consultants have, ICRD recommends that the following respondents be retained to provide the requested as-needed material testing and/or fabrication inspection services:

- KTA-Tator, 115 Technology Drive, Pittsburgh, Pennsylvania
- NTH Consultants, Ltd, 608 S. Washington Avenue, Lansing, Michigan
- Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan
- TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan

When retaining the services, ICRD staff will strive to retain the lowest cost consultant whenever possible. When not possible because of schedule conflicts or staffing shortages, another consultant will be retained to provide the required services.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the unit price testing service proposals from the listed consultants.
TO: Robert Peterson, Engineering ICRD
FROM: James Hudgins, Director of Purchasing
DATE: October 23, 2017
RE: Memorandum of Performance for RFP No. 184-17: As-needed Material Testing & Fabrication Inspection

Per your request, the Purchasing Department sought proposals from MDOT prequalified and experienced engineering firms for the purpose of entering into a contract to provide 2018 and 2019 as-needed material testing and fabrication inspection services. Generally, the material testing and fabrication inspection services are to include as-needed full-time or part-time staffing to perform on-site field or in-plant material testing and fabrication inspection services required for Ingham County Road Department federal-aid road and/or bridge construction projects within the public road rights-of-way in Ingham County, Michigan.

The RFP was advertised in the Lansing State Journal, the Lansing 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>Vendors invited to propose</td>
<td>21</td>
<td>5</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

A summary of the vendors’ costs is on the next 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 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.
## SUMMARY OF VENDORS’ COSTS

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local</th>
<th>Density Tech &amp; Concrete Technician</th>
<th>HMA Plant &amp; Aggregate Sampling Technician</th>
<th>Certified Welding Inspector, Level II NDT Tech.</th>
<th>NACE CIP-1 or 2 Coatings Specialist</th>
<th>Field/Project Assistant</th>
<th>Non-Pressed Precast Fabrication Inspector/Visual Inspection</th>
<th>Pressed Precast Fabrication Shop Inspector/In-plant Inspection</th>
<th>Project Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>SME</td>
<td>Yes, Lansing</td>
<td>67.00/hr</td>
<td>87.00/hr</td>
<td>95.00/hr</td>
<td>95.00/hr</td>
<td>75.00/hr</td>
<td>75.00/hr</td>
<td>80.00/hr</td>
<td>134.00/hr</td>
</tr>
<tr>
<td>PSI</td>
<td>Yes, Lansing</td>
<td>N/A</td>
<td>56.00/hr</td>
<td>N/A</td>
<td>N/A</td>
<td>72.00/hr</td>
<td>72.00/hr</td>
<td>105.00/hr</td>
<td></td>
</tr>
<tr>
<td>MTC</td>
<td>Yes, Lansing</td>
<td>69.00/hr</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>48.00/hr</td>
<td>69.00/hr</td>
<td>90.00/hr</td>
<td>120.00/hr</td>
</tr>
<tr>
<td>KTA</td>
<td>No, Pittsburgh PA</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>94.50/hr</td>
<td>94.50/hr</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>NTH</td>
<td>No, Grand Rapids</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>TUV Rhenland</td>
<td>No, Caledonia MI</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>75.00/hr</td>
<td>72.00/hr</td>
<td>98.00/hr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local</th>
<th>Project Management/Reports</th>
<th>Overtime Rates</th>
<th>Concrete Compressive Strength</th>
<th>Washed Gradations</th>
<th>HMA Extraction/Gradation</th>
<th>Crushed Content</th>
<th>Sieve Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>SME</td>
<td>Yes, Lansing</td>
<td>15% of each invoice</td>
<td>Standard Rate 1.5%</td>
<td>16.00/each</td>
<td>160.00/each</td>
<td>285.00/each</td>
<td>80.00/each</td>
<td>N/A</td>
</tr>
<tr>
<td>PSI</td>
<td>Yes, Lansing</td>
<td>N/A</td>
<td>Standard Rate 1.5%</td>
<td>21.00/each</td>
<td>N/A</td>
<td>185.00/each</td>
<td>N/A</td>
<td>80.00/each</td>
</tr>
<tr>
<td>MTC</td>
<td>Yes, Lansing</td>
<td>N/A</td>
<td>Standard Rate 1.3%</td>
<td>17.00/each</td>
<td>N/A</td>
<td>320.00/each</td>
<td>N/A</td>
<td>145.00/each</td>
</tr>
<tr>
<td>KTA</td>
<td>No, Pittsburgh PA</td>
<td>N/A</td>
<td>114.50/hr</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>NTH</td>
<td>No, Grand Rapids</td>
<td>N/A</td>
<td>16.00/each</td>
<td>75.00/each</td>
<td>150.00/each</td>
<td>N/A</td>
<td>95.00/each</td>
<td></td>
</tr>
<tr>
<td>TUV Rhenland</td>
<td>No, Caledonia MI</td>
<td>N/A</td>
<td>105.00/hr &amp; 108.00/hr</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RETAIN AS-NEEDED MATERIAL TESTING AND FABRICATION INSPECTION SERVICES

WHEREAS, Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don’t have staff, the equipment, or expertise to perform all project related material testing and fabrication inspection that is required; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide services on an as-needed basis and received six (6) proposals; and

WHEREAS, the Road Department staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, experience, expertise, and overall value to the county; and

WHEREAS, when retaining as-needed testing services, ICRD staff would strive to retain the lowest cost consultant whenever possible; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain the following respondents to provide the requested as-needed material testing and fabrication inspection services:

   KTA-Tator, 115 Technology Drive, Pittsburgh, Pennsylvania
   NTH Consultants, Ltd, 608 S. Washington Avenue, Lansing, Michigan
   Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan
   TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining KTA-Tator, 115 Technology Drive, Pittsburgh, Pennsylvania; NTH Consultants, Ltd, 608 S. Washington Avenue, Lansing, Michigan; Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan; and TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan to provide the needed material testing and fabrication inspection services.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Robert Peterson, Director of Engineering, Road Department
DATE: November 6, 2017
SUBJECT: Widening and resurfacing of Jolly Road from Dobie Road to Meridian Road

For the County Services Committee meeting agenda of November 21, 2017
For the Finance Committee meeting agenda of November 22, 2017
For the BOC meeting agenda of November 28, 2017

The Ingham County Road Department has received federal Urban Surface Transportation Program (STP-U) funding and Transportation Alternatives Program (TAP) funding to construct paved shoulders and resurface Jolly Road from Dobie Road to Meridian Road.

The project generally involves building grade for the wider shoulders, crushing, shaping, and stabilizing the existing roadway material, and repaving from Dobie Road to Meridian Road. The proposed project funding is as follows:

- Urban Surface Transportation Program: $991,200
- Transportation Alternatives Program: $717,000
- Local Match: $463,800
- Total: $2,172,000

We are to the point where the available funds have been obligated for construction and the contract 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 RECONSTRUCTION PROJECT AGREEMENT

WHEREAS, the Ingham County Road Department received federal Urban Surface Transportation Program (STP-U) funding and Transportation Alternatives Program (TAP) funding to construct paved shoulders and resurface Jolly Road from Dobie Road to Meridian Road; 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 the project is as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urban Surface Transportation Program:</td>
<td>$991,200</td>
</tr>
<tr>
<td>Transportation Alternatives Program:</td>
<td>$717,000</td>
</tr>
<tr>
<td>Local Match:</td>
<td>$463,800</td>
</tr>
<tr>
<td><strong>Total Estimated Cost</strong></td>
<td><strong>$2,172,000</strong></td>
</tr>
</tbody>
</table>

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract No. 17-5447 with the State of Michigan/MDOT to effect reconstruction of Jolly Road from Dobie Road to Meridian Road for a total estimated cost of $2,172,000 consisting of $991,200 of Urban Surface Transportation Program funding, $717,000 of Transportation Alternatives Program funding, and $463,800 of Ingham County Road Department matching funds.

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

From: Lance Langdon, Director 9-1-1

Date: November 7, 2017

Topic: Center update

I was asked to send an update to you so that you are kept up to date with the center information. Our main focus remains on hiring, as we had an all-time high when we last met, with 15 openings. We have continued to run pre-employment testing sessions and, as the result, I have made conditional offers of employment this week to four candidates. Two more backgrounds are due this week, which may increase the conditional offers to six. From the most recent testing session/oral boards, we have an additional four candidates who have been moved to the background investigation phase of our process.

Because of the story in the Lansing State Journal a few weeks ago, we did see some additional interest in the call taker position. We used Skyline Advertising to get the message out during MSU’s homecoming weekend, as well as the following weekend, for a total of three days.

We have released an RFP to find recruiting services that can work with us to help identify good candidates who would be successful in our positions.

Members of our recruiting team recently attended a career fair at Ferris State University and on 11/8/17 we will be at a college/career fair for Holt High School students with other area high school students in attendance. We have posted our jobs on the Zip Recruiter site in addition to NENA, APCO, and MCOLES as well as the sites used by Ingham County Human Resources.

A resolution was submitted for the last round of meetings to use Adams Outdoor Advertising to advertise that we are hiring. In addition to billboards, their proposal includes advertising online.

We posted the 9-1-1 Staff Services Manager position and interviews will take place in early December.
TO: Board of Commissioners County Services Committee and Finance Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: September 19, 2017
SUBJECT: Amendments to Suspension of Operations Policy

BACKGROUND
Department Heads possess authority to suspend any or all of department operations under the Suspension of Operations Policy (221.C). A Department Head must notify the Controller of his/her decision to suspend some or all of their department’s operations (221.D.1). Employees not working during the period of suspended operations and who are regularly scheduled to work during the period can choose to go unpaid for those hours or receive pay via utilization of compensatory, vacation or sick time (221.D.1.b).

The procedure for Department-specific closure (221.D.a) is unambiguously separate and distinct from situations where the Controller and Board Chair close departments or the entire County (221.D.2). The Controller together with Chairperson of the Board of Commissioners can declare a maximum of 16 hours per calendar year as paid administrative leave (221.D.2.d).

A wind storm on March 8, 2017 resulted in scattered electrical power outages that impacted some County facilities. Several department heads acted to suspend operations when it became clear that power would not be restored in the short term. Application of Policy standards meant employees had to choose to receive pay via utilization of compensatory, vacation or sick time, or simply go unpaid for those hours. Unions representing impacted employees challenged the fairness of this rule, and the County Services Committee agreed to reconsider its application.

If approved, amendments proposed to Section D.1.b of the Policy would result in employees receiving normal compensation for hours missed when a department head suspends department operations. Use of compensatory, vacation or sick time would not be necessary. A new Section D.1.c clarifies that employees not scheduled to work during the period of operational suspension would receive no additional compensation.

ALTERNATIVES
Existing rules could remain in place. Application of current rules requires employees to choose to receive pay via utilization of compensatory, vacation or sick time, or simply go unpaid for those hours of operational suspension.

FINANCIAL IMPACT
County operations are rarely suspended. Annual budgets already include funding for authorized positions, so no additional funds are needed to pay employees during periods of operational suspension.

OTHER CONSIDERATIONS
Offering compensation for hours not worked might result in public criticism.

RECOMMENDATION
Based on previous public discussion at the April 4, 2017 County Services Committee meeting, I recommend approval of a resolution to amend the Suspension of Operations Policy as indicated above.
A. Purpose and Applicability

The purpose of this policy is to provide the framework for action and response when situations arise requiring the suspension of some or all of the County’s functions. The policy is applicable to all permanent County employees.

B. Definitions

Chairperson of the Board of Commissioners - the Chairperson of the Board of Commissioners, the Vice-Chairperson of the Board of Commissioners, or personnel designated to fill in for the Chairperson of the Board of Commissioners or the Vice-Chairperson of the Board of Commissioners in their absence.

Controller - the Controller, Interim Controller, or personnel designated by the Controller or Interim Controller to fill in for them during an absence.

Department Head - the Department Head, Interim Department Head, or personnel designated by the Department Head or Interim Department Head to fill in for them during an absence.

Day - the 24 hour period commenced at 00:00 Eastern Time and ended 23:59 Eastern Time of a specified calendar date.

Leave of Absence – time away from work which may be paid or unpaid, e.g. FMLA leave. Vacation time and sick time are not considered leaves of absence.

Period of closure – days of closure.

Period of suspended operations - days of suspended operations.

Regularly Scheduled - the time period and day of the week for which an employee is normally scheduled to work. For employees working rotating schedules, the time period and day of the week for which an employee is scheduled to work when the schedule for the period is finalized. Employees on any type of leave of absence are not considered to be regularly scheduled.
C. Authority and Responsibility

Department Heads have the authority to suspend any or all of their department’s operations.

The Controller together with the Chairperson of the Board of Commissioners may officially close departments of the County or the entire County.

The Controller is responsible for periodically reviewing this policy and submitting recommended changes to the County Services Committee for approval.

D. Procedure

1. In a situation where a Department Head suspends some or all of their department’s operations, they must notify the Controller as soon as reasonably feasible given the situational circumstances, but no later than one hour after the decision to suspend operations has been made. In circumstances where a Department Head temporarily suspends some or all department operations and intends for employees to be compensated for time lost, he/she must notify and secure approval of the County Controller.

   a. Employees being asked to work during the period of suspended operations shall be compensated at their contractually specified rates for the hours they work.

      i. An employee who works during a period of suspended operations fewer hours than those for which they are regularly scheduled can choose to go unpaid for those hours or receive pay via the utilization of compensatory, vacation or sick time.

   b. Employees not working during the period of suspended operations and who are regularly scheduled to work during the period can choose to go unpaid for those hours or receive pay via the utilization of compensatory, vacation or sick time shall be compensated for hours normally scheduled.

   c. Employees not working during the period of suspended operations and who are not scheduled to work during the period shall receive no additional compensation.

2. In a situation where the Controller together with the Chairperson of the Board of Commissioners closes departments of the County or the entire County, and if:
a. Notification of the closure has been made to employees via public service announcement at least one hour prior to the commencement of their regularly scheduled shift, then:

i. Employees being asked to work during the period of closure shall be compensated at their contractually specified rates for the hours they work and will also accrue one hour of vacation time for each hour worked.

   1. Vacation time accrued for working during the period of closure is subject to the contractually specified caps. An employee accruing time over the cap will lose that time and will not be compensated for it.

ii. An employee who works during a period of closure fewer hours than those for which they are regularly scheduled will be paid an amount of hours to bring their total hours paid equal to that of their regularly scheduled hours.

iii. Employees not working during the period of closure and who are normally, regularly scheduled to work during the period will be paid for their regularly scheduled hours.

b. Notification of the closure is not made at least one hour prior to the commencement of the regularly scheduled shift and/or employees are instructed to return home, then:

i. Employees being asked to work during the period of closure shall be compensated at their contractually specified rates for the hours they work.

   1. An employee who works during a period of closure fewer hours than those for which they are regularly scheduled will be paid an amount of hours to bring their total hours paid equal to that of their regularly scheduled hours.

ii. Employees being instructed to return home, who do not follow the instruction and continue to work, shall be compensated at their contractually specified rates for the hours they work, but will be subject to disciplinary action.

iii. Employees not working during the period of closure and who are normally, regularly scheduled to work during the period will be paid for their regularly scheduled hours.
c. Should an instance arise that falls outside of these stipulations, the overarching principal to be used to determine remuneration actions to be taken on behalf of employees is, “the actions necessary to make employees whole.” This stipulation is subject to the limitations stated in item d. below.

d. The Controller together with the Chairperson of the Board of Commissioners can declare a maximum of sixteen hours per calendar year as paid administrative leave. Any further loss of compensation by employees must be compensated by use of compensatory, vacation or sick time or employees will be uncompensated.

3. Employees who are reasonably prevented from reporting to work at their regularly scheduled time immediately following a period of suspended operations or period of closure under this policy may use compensatory, vacation or sick time to cover their absence.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEE OF THE:

INGSAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND SUSPENSION OF OPERATIONS POLICY

WHEREAS, on January 26, 2016 the Ingham County Board of Commissioners approved Resolution 16-010 to adopt a Suspension of Operations Policy; and

WHEREAS, the Policy is intended to provide a framework for action and response when situations arise requiring the suspension of some or all of the County’s functions; and

WHEREAS, the Suspension of Operations Policy is applicable to all permanent Ingham County employees; and

WHEREAS, Department Heads possess authority to suspend any or all of department operations under the Suspension of Operations Policy; and

WHEREAS, the current Policy requires that employees not working during a Department Head-ordered period of suspended operations and who are regularly scheduled to work during the period to go unpaid for those hours or receive pay via utilization of compensatory, vacation or sick time; and

WHEREAS, the Board of Commissioners wishes to compensate employees at their normal compensation rates during a Department Head-ordered period of suspended operations; and

WHEREAS, the Board of Commissioners does not wish to provide additional compensation to employees not scheduled to work during a Department Head-ordered period of suspended operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner amends Section D.1.b of the Suspension of Operations Policy to read as follows:

b. Employees not working during the period of suspended operations and who are regularly scheduled to work during the period shall be compensated for hours normally scheduled.

BE IT FURTHER RESOLVED, that a new Section D.1.c is added to the Suspension of Operations Policy to read as follows:

c. Employees not working during the period of suspended operations and who are not scheduled to work during the period shall receive no additional compensation.

BE IT FURTHER RESOLVED, that these policy changes shall have immediate effect upon adoption of this Resolution.