THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, SEPTEMBER 20, 2017 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Additions to the Agenda
Limited Public Comment

1. Sheriff’s Office – Resolution Authorizing Ingham County MCOLES Licensed Deputies, Firearms Instructors, and Deputies Assigned to the Hospital Guard Team to Enter into a Firearm Purchase Program with the Ingham County Sheriff’s Office


3. Circuit Court
   a. Resolution to Accept the FY 2018 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position, and Enter into Subcontracts
   b. Resolution to Accept the FY 2018 Felony Michigan Mental Health Court Grant Program Operational Grant, Continue the Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court – Court Services Coordinator Position, and Enter into Subcontracts

4. Human Resources
   a. Resolution Setting Probate Judges Annual Salaries
   b. Resolution to Authorize a Temporary Assignment to the Chief Deputy Treasurer Position and the Execution of the Letter of Understanding

5. Health Department
   a. Resolution to Authorize a 2017-2018 Agreement with the City of Lansing
   b. Resolution to Authorize Amendment #4 to the FY 2017 Comprehensive Agreement with the Michigan Department of Community Health
   c. Resolution to Authorize the Fifth Year of the Americorps*Vista Grant Cycle for 2017-2018
   d. Resolution to Authorize a 2017-2018 Americorps State Grant
   e. Resolution to Authorize an Agreement with Enroll Michigan to Serve as a Local Community Navigator for Ingham County and Surrounding Communities
   f. Resolution to Amend the Agreement with the Ingham Health Plan Corporation
g. Resolution to Amend an Agreement with Health Stream, Inc. for an Online Learning Management System
h. Resolution to Authorize a Temporary Emergency Preparedness Consultant Position
i. Resolution to Authorize an Agreement with 340Basics for Third Party Administration Services
j. Resolution to Accept 2017 Health Center Quality Improvement Funds
k. Resolution to Authorize a Consolidated Collaborative, Services and Referral Agreement with CMH-CEI
l. Resolution to Accept Ryan White Title IV Women, Infants, Children, and Youth (Part D) Funding Award for 2017-2020


7. Innovation and Technology
   a. Resolution to Approve the Contract for ASE with Nod Service from AT&T
   b. Resolution to Approve Renewal of PACC/PAAM Licensing and Support

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

9. Road Department
   a. Resolution to Authorize a Contract for Propane Supplied and Delivered to the Road Department
   b. Resolution to Authorize the Purchase of Seasonal Requirement of Liquid De-Icer Corrosion Inhibited Solution
   c. Resolution to Authorize the Purchase of Single Tungsten Carbide Insert Grader Blades and Junior Wing Plow Blades

10. Board of Commissioners
    a. Resolution to Rescind Resolution 17-324 Authorizing the Issuing of Bonds for the Renovation and Expansion of the Medical Care Facility
    b. Resolution to Authorize the Issuing of Bonds for the Renovation and Expansion of the Medical Care Facility

11. Controller/Administrator’s Office – Resolution to Authorize Reorganization of Accounting Functions

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

1. **Sheriff’s Office** – *Resolution Authorizing Ingham County MCOLES Licensed Deputies, Firearms Instructors, And Deputies Assigned To The Hospital Guard Team To Enter Into A Firearm Purchase Program with the Ingham County Sheriff’s Office*

   This resolution will authorize the Ingham County Sheriff’s Office to purchase firearms and related equipment for each MCOLES licensed Deputy, firearms instructor, and hospital guard team member through the Firearms Purchase Program and provide Ingham County with Law Enforcement services while maintaining the industry firearms standard. This firearms purchase program will be similar to the ones instituted by Board Resolution in 2013 and 2015. The only modifications are the addition of hospital guard team members to the authorized list of participants and the availability of safes for secure storage. The firearms and accessories available to this new group will be restricted based on the needs and expectations of that assignment.

   The Ingham County Sheriff’s Office Firearms Purchase Program would run from October 2017 through October 2019 totaling up to 120 Officers’ rifles, firearms, safes, and firearm accessories purchased at a rate of no more than $3,500 per officer consistent with their assignment, for a total of up to $420,000. This program will be funded from the employee benefit fund to be reimbursed by employees via payroll deduction.


   The FY 2016 Region 1 Homeland Security Funds grant was approved by Resolution 16-451. This resolution will authorize a portion of these funds to purchase one portable radio for the Ingham County Office of Homeland Security and Emergency Management at a total cost of $4,646.47 from the Harris Corporation. This radio will allow for interoperability with regional partners during mutual aid response.

3a. **Circuit Court** – *Resolution to Accept the FY 2018 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position, and Enter into Subcontracts*

   This resolution will accept the Swift and Sure Sanctions Probation Program (SSSPP) grant award for the time period October 1, 2017 through September 30, 2018. The amount of the award is not yet known (the requested amount was $218,213.90), but that information should be available before the September 26 Board of Commissioners meeting. The resolution will also authorize the continuation of the three-quarter time SSSPP Case Management Coordinator position and entering into subcontracts for the grant period.

   Subcontracts are to be approved as follows, collectively not to exceed $139,251.50; representation by a defense attorney; substance abuse evaluations to be provided by Wellness, Inx.; day reporting services to be provided by NorthWest Initiative – ARRO; drug treatment, mental health treatment, anger management, domestic violence counseling services, and transitional housing to be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, Cristo-Rey, CEI-CMH House of Commons, Freedom Through Counseling, Cristo-Rey, and RISE Recovery Community; drug testing services to be provided by A.D.A.M.; and electronic monitoring services to be provided by Sentinel.
3b. **Circuit Court** – Resolution to Accept the FY 2018 Felony Michigan Mental Health Court Grant Program Operational Grant, Continue the Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court – Court Services Coordinator Position, and Enter into Subcontracts

This resolution will accept the Felony Michigan Mental Health Court Operational Grant award for the time period October 1, 2017 through September 30, 2018. The amount of the award is not yet known (the requested amount was $275,652.77), but that information should be available before the September 26, 2017 Board of Commissioners meeting. This will also authorize the continuation of the three-quarter time Mental Health Court – Court Services Coordinator position and entering into subcontracts for the grant period.

Subcontracts will be approved as follows:

- mental health treatment services to be provided by CMHA/CEI (not to exceed $133,050.60)
- drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by Sentinel; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Wellness, Inx; mental health services to be provided by Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed $58,559.17)

4a. **Human Resources** – Resolution Setting Probate Judges Annual Salaries

This resolution will approve a three percent increase to the annual salary of the probate judges effective October 1, 2017. Michigan Supreme Court, State Court Administrator, provided a memorandum dated August 16, 2017, providing clarification on Public Act 31 of 2016, which provides that judges’ annual salaries be increased. The financial impact of a three percent increase for each of the two Probate Judges is $1,060 for the remainder of 2017 and $3,180 for 2018.

See attached for additional detail.

4b. **Human Resources Department** – Resolution to Authorize a Temporary Assignment to the Chief Deputy Treasurer Position and the Execution of the Letter of Understanding

By way of the Human Resources Department, the Treasurer’s Office seeks temporary appointment of Elisabeth Richardson to the Chief Deputy Treasurer position. Ms. Richardson is qualified and willing to temporarily assume the role. A proposed Letter of Understanding was prepared to allow Ms. Elisabeth Richardson to receive “out-of-class” pay for assuming the additional duties and responsibilities of the position. All other benefits and contribution structures provided under the ICEA – Professional County Employees Unit contract would remain unchanged while Ms. Richardson was in the temporary role. The Human Resources Department recommends approval of the Letter of Understanding.

5a. **Health Department** - Resolution to Authorize a 2017-2018 Agreement with the City of Lansing

This resolution authorizes the acceptance of $50,000 from the City of Lansing for 2017-18. Supported services will include the following:
1. $41,000 to support the Day Care Scholarship Program. This funding will consist of $34,000 in scholarship funding and $7,000 for an Early Childhood Consultant in the Office for Young Children which will administer the scholarships.

2. $8,000 to support the position of a nurse in the Forest Health Center

3. Membership with Greater Lansing Homeless Resolution Network/Chamber of Commerce $1,000.

5b. **Health Department - Resolution to Authorize Amendment #4 to the FY 2017 Comprehensive Agreement with the Michigan Department of Community Health**

This resolution authorizes amendment #4 to the FY 2017 comprehensive agreement with the MI Department of Community Health. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from $5,360,352 to $5,371,150, a total increase of $10,798. The amendment makes the following specific changes in the budget:

- Family Planning Services: increase of $3,000 from $276,392 to $279,392
- Public Health Emergency Preparedness (PHEP) 7/01/17 – 9/30/17: increase of $37,763 from $0 to $37,763
- Breast & Cervical Cancer Control Coordination: decrease of $25,375 from $226,625 to $201,250
- Michigan Colorectal Cancer Early Detection Program: decrease of $4,590 from $4,590 to $0

5c. **Health Department - Resolution to Authorize the Fifth Year of the Americorps*Vista Grant Cycle for 2017-2018**

This resolution authorizes funding for the fifth year of the Americorps Vista Grant cycle. The Corporation for National and Community Services (CNCS) has provided Ingham County an agreement for the fifth year of the funding cycle for 2017-2018 providing funding for up to sixteen (16) AmeriCorps*VISTA members to perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social, and environmental problems.

CNCS has granted ICHD the fifth year funding for the AmeriCorps*VISTA Program with a total budget of $163,896 for the 2017-2018 fiscal year comprised of $11,000 CNCS funds and $152,896 local resources and authorizes a grant agreement with the CNCS for the time period of September 17, 2017 through September 15, 2018. Out of a total of 16 FTE AmeriCorps*VISTA members, 15 FTE will be placed in host sites selected through an RFP process and 1 FTE AmeriCorps*VISTA Leader will be placed with the ICHD AmeriCorps*VISTA program.

The Local Resources are drawn from:

1) Cash contributions from the external host sites totaling $115,110
2) VISTA Deferred Revenue Cost Share Funds $15,713
3) Revenue from Ingham County $22,073

From the Local Resources, CNCS is requiring payment of the VISTA Cost Share in the amount of $71,280. Separate from the $163,896 budget, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: Living Allowances of $121,200; Education and End of Service Awards $92,400 and Health Insurance $43,200 for a total of $256,800.
5d. **Health Department** - Resolution to Authorize a 2017-2018 Americorps State Grant

This resolution authorizes the 2017-2018 Americorps State Grant. Michigan Department of Human Services has granted Ingham County Health Department a 2017-2018 Americorps State Grant of $156,499 as the third year in a three year funding cycle. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process.

Of this $156,499 offered by Michigan Department of Human Services, the Michigan Community Service Commission will withhold $1,629 as an administrative fee. The net grant to Ingham County will be $154,870. This grant requires a Match of 46%.

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<tr>
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The match is drawn from:

1) Cash contributions from the external host sites totaling $126,870;
2) Existing salary and fringe used as match of $3,627; and
3) Indirect costs used as match of $6,517.
4) This is included in the department’s 2018 budget.

5e. **Health Department** - Resolution to Authorize an Agreement with Enroll Michigan to Serve as a Local Community Navigator for Ingham County and Surrounding Communities

This resolution authorizes Enroll Michigan to provide Ingham County with $30,000 for the time period of September 2, 2017 through September 1, 2018 to serve as a local community navigator. The Registration and Enrollment (R&E) Unit of the Health Department will provide outreach, education, and enrollment both through the Marketplace and the MI-Bridges program. R&E staff are certified Navigators and available to assist local consumers in understanding their enrollment options.

5f. **Health Department** - Resolution to Amend the Agreement with the Ingham Health Plan Corporation

This resolution authorizes the extension of the existing provider agreement with Ingham Health Plan Corporation (IHPC) for the period of October 1, 2017 through September 30, 2018. The provider agreement will allow IHPC to pay on a fee-for-services basis for primary care services provided to IHPC members assigned to the ICHD Community Health Centers. ICHD will receive the same fee-for-service payment as other IHPC medical providers. The reimbursement amount will be no less than standard Medicaid reimbursement rates, less co-payments, deductibles, and other such amounts.
5g. **Health Department - Resolution to Amend an Agreement with Health Stream, Inc. for an Online Learning Management System**

This resolution amends an agreement with HealthStream, Inc., to provide an online Learning Management System to extend the agreement for an additional three years with a term of September 1st, 2017 through August 31st, 2020. The amended agreement is for an annual licensing fee of $10,559.50 for 350 users. This represents an annual cost of $30.17 per employee. Funds for this learning management system were included in the Health Department’s budget request for 2018.

5h. **Health Department - Resolution to Authorize a Temporary Emergency Preparedness Consultant Position**

This resolution authorizes the hire of a temporary Emergency Preparedness Consultant to assist in the development, implementation, and evaluation of a just-in-time training program for Ingham County Health Department (ICHD) staff and volunteers regarding their role in a public health emergency involving mass prophylaxis. This position will also assist in developing, conducting, and evaluating exercises to test emergency plans and may recruit and train community partners on the closed Point of Dispensing (POD) program, identify training gaps, and develop training materials to meet unmet needs. Human Resources has approved the position description. The cost of a temporary emergency preparedness consultant is estimated at $18,400 for 29 hours per week for 26 weeks at a cost not to exceed $18,400. This temporary position will be filled in ICHD’s 2018 fiscal year. Funding for this temporary position was included in the FY 2018 Comprehensive Agreement with the Michigan Department of Health and Human Services for the delivery of public health services, including emergency preparedness, in the amount of $154,800. This agreement was approved by the Ingham County Board of Commissioners in Resolution 17-293.

5i. **Health Department - Resolution to Authorize an Agreement with 340Basics for Third Party Administration Services**

This resolution authorizes an agreement with 340B Technologies, Inc. for contract pharmacy third party administrator services for the term of three years, effective October 1, 2017 through September 30, 2020, with 1-year auto renewal thereafter. 340B Technologies Inc. will be compensated at $4.30 per administrative claim processed, with a $2,000 monthly minimum. Funds will be available to cover the cost of the agreement via the 340B savings generated through the contract pharmacies.

5j. **Health Department - Resolution to Accept 2017 Health Center Quality Improvement Funds**

This resolution accepts a one-time grant supplement of $99,822 of 2017 Health Center Quality Improvement funds to support Community Health Center operations. These funds were awarded to the Health Department in recognition of its display of high levels of quality performance in Calendar Year 2016 Uniform Data System reporting to continue to strengthen quality improvement activities, including achieving new and/or maintaining existing patient-centered medical home recognition. The funds will be available for use through the end of the FY 2018 Health Center Program budget period, which ends January 31, 2019.
5k. **Health Department** - Resolution to Authorize a Consolidated Collaborative, Services, and Referral Agreement with CMH-CEI

This resolution consolidates several existing agreements the Health Department currently has with Community Mental Health, and extends the expiration date to September 30, 2018. Consolidating the terms of the existing agreements will not incur any additional costs, however the addition of two (2.0) FTE of Mental Health Therapists at the cost of $74,566 each, and an additional 0.25 FTE supervisor, at the cost of $29,577 will increase the total cost of the new agreement to $613,981.

5l. **Health Department** - Resolution to Accept Ryan White Title IV Women, Infants, Children, and Youth (Part D) Funding Award for 2017-2020

This resolution accepts funding for the Ryan White Title IV Women, Infants, Children, and Youth (Part D) funding award, in an amount not to exceed $483,774 on an annual basis from August 1, 2017 through July 31, 2020, and renews the Infectious Disease Provider Services Agreement with Michigan State University for the amount of $48,738 for year 1 (August 1, 2017 through July 31, 2018) and in the amount of $49,713 in year 2 (August 1, 2018 through July 31, 2019). The funding approved in this resolution provides for the creation of a 1.0 FTE Customer Support Specialist – Ryan White (ICEA PRO Level 5) and a change in position #601070 from 1.0 FTE Nurse Case Manager –CHC (ICEA PHN Level 3) to a 1.0 FTE Senior Nurse Program Manager (ICHA PHN Level 4).

6. **Economic Development** – Resolution to Terminate a Brownfield for the Douglas J Redevelopment Project

On March 26, 2013 the Board approved Resolution 13-120 to approve the Douglas J Brownfield Plan. No development activity has taken place on the property and the site plan approved by Meridian Township has since expired. Section 8(b) of the Brownfield Redevelopment Finance Act allows for termination of a brownfield plan if development of the property fails to occur with respect to the eligible property for at least two years following the date of approval. The County must first provide 30 days written notice to the developer and must provide the developer an opportunity to be heard at a public meeting (MCL 125.2664 (8) (b)). The Economic Development Director has proposed a resolution to terminate the plan.

7a. **Innovation and Technology Department** - Resolution to Approve the Contract for ASE with Nod Service from AT&T

The Innovation and Technology (IT) Department recommends a change in technology used for long distance telephone calls. Instead of signing a traditional long distance telephone contract with AT&T, the IT Department believes the County would be better served by a five-year contract for Switched Ethernet Service with Network on Demand technology through AT&T. Total savings from the change is estimated to be $80,000 through the five-year contract period. A resolution to authorize this change is proposed for consideration.

7b. **Innovation and Technology Department** - Resolution to Approve Renewal of PACC/PAAM Licensing and Support

The County Prosecutor’s Office relies on software created for the Prosecuting Attorneys Coordinating Council and Prosecuting Attorneys Association of Michigan (PACC/PAAM) for case tracking, victims’ rights notifications, and warrant charging guidance information. It is a creation of PAAM and is used by many Michigan counties. It serves as a hub for the creation of a statewide network between prosecuting attorneys and state agencies, such as the Michigan State Police, Department of Human Services, and the Department of Corrections.
At their 2017 Mid-Winter Conference for the association, PAAM membership voted to exceed the standard inflationary price increase to allow a larger support fee in order to cover costs associated with building a new cloud-based system. The IT Department recommends approval a resolution for licensing and support renewal at a cost not to exceed $26,139.

8. **Purchasing Department** – Resolution to Approve the Disposal of County-Owned Surplus Property

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

9a. **Road Department** – Resolution to Authorize a Contract for Propane Supplied and Delivered to the Road Department

The Road Department uses propane stored in three 1,000-gallon propane tanks to heat its Eastern District Garage. In order to assure budget stability, Road Department officials determined it would be advantageous to secure a fixed-price contract for propane purchases. Upon evaluation of proposals submitted by two contractors in response to a formal request for proposals (RFP), the Road Department recommends approval of a resolution to execute a three-year propane delivery service contract with Avery Oil and Propane at a fixed unit price of $1.10/gallon for the first year; $1.13/gallon for the second year; and $1.14/gallon for the third year.

9b. **Road Department** – Resolution to Authorize the Purchase of Seasonal Requirement of Liquid De-Icer Corrosion Inhibited Solution

The Road Department requests authorization to purchase Geomelt S7 De-icing Solution from Chloride Solutions LLC for the next three winter maintenance seasons. The Road Department purchases approximately 12,000 gallons of liquid de-icing solution annually for use in winter maintenance operations. The proposal from the lowest bidder failed to meet the required anti corrosion specifications. The total cost of the proposed agreement is $29,880.

9c. **Road Department** – Resolution to Authorize the Purchase of Single Tungsten Carbide Insert Grader Blades and Junior Wing Plow Blades

The Road Department requests authorization to purchase single tungsten carbide insert grader blades and junior wing plow blades from Valk Manufacturing Company. The Road Department has been using tungsten insert grader blades for road maintenance in all seasons for over 20 years. Junior wing plows have been equipped on all ICRD new truck purchases since 2012 and are used for snow removal only. The Road Department seeks Board authorization to purchase blades from Valk Manufacturing for three years at a total cost not to exceed $115,700.

10a. **Board of Commissioners** – Resolution to Rescind Resolution 17-324 Authorizing the Issuing of Bonds for the Renovation and Expansion of the Medical Care Facility

This resolution rescinds Ingham County approved resolution 17-324, passed August 22, 2017 authorizing the issuing of bonds for the renovation and expansion of the Medical Care Facility, due to a formatting issue, the numbering sequence in the resolution was incorrect.
10b. Board of Commissioners – Resolution to Authorize the Issuing of Bonds for the Renovation and Expansion of the Medical Care Facility

This resolution authorizes the issuance of bonds to finance part of the cost of acquiring, constructing and equipping an approximately 61,600 square foot addition to the existing Ingham County Medical Care Facility. The expansion and renovation plans of the Medical Care Facility will be implemented at a cost not to exceed $22,000,000. The plans will be financed by utilizing $12,000,000 of the Facility’s cash reserves and a $10,000,000 bond secured through Ingham County. Resolutions #15-79 and #17-244 authorized the expansion and renovation of the Ingham County Medical Care Facility.

11. Controller’s Office – Resolution to Authorize Reorganization of Accounting Functions

By design, financial administration responsibilities in County government are shared among a number of semi-autonomous divisions, particularly the Board of Commissioners and the County Treasurer. All financial team participants must understand the importance of, and strictly adhere to, established standards for quality in order to fully address shortcomings identified by the independent auditors. However, the structural blueprint of distinctiveness naturally creates challenges in continuity and efficiency. County finances are examined annually to ensure the County follows generally accepted accounting principles. Auditor notes consistently cite Ingham County for certain transgressions classified as “material weaknesses” since 2013. Despite the best efforts of all involved, material weaknesses persist. Financial administration should be restructured to reduce the possibility of material weaknesses, but done so in a manner sensitive to the semi-autonomous structure required by the Michigan Constitution and associated statutes.

The Controller recommends approval of a resolution to reassign an Accountant position from the Treasurer’s Office to Financial Services Department. The Controller also supports strategies proposed by the Treasurer to include execution of a contractual agreement with a respected former Treasurer employee to assist with accounting functions of the Treasurer’s Office over a defined time period; and to evaluate and consider securing the services of an accounting firm to assist the Treasurer’s Office with preparation of required accounting documents.
TO: Law & Courts Committee  
Finance Committee  

FROM: Chief Deputy Jason Ferguson, Ingham County Sheriff’s Office  

DATE: August 15th 2017  

RE: A FIREARMS PURCHASE PROGRAM AUTHORIZING DEPUTIES TO PURCHASE FIREARMS AND ACCESSORIES VIA PAYROLL DEDUCTION.

The Ingham County Sheriff’s Office has previously utilized a firearms purchase program under resolutions 13-082 and 15-023. Each of these resolutions has allowed qualifying members of the Sheriff’s Office to purchase firearms and related accessories that are specific to their job functions. This equipment allows our staff to stay up to date on the industry standard for the demands and expectations of our field.

This firearms purchase program will be similar to the ones instituted in 2013 (13-082) and 2015 (15-023). The only modification is the addition of hospital guard team members to the authorized list of participants and the availability of safes for secure storage. The firearms and accessories available to this new group will be restricted based on the needs and expectations of that assignment. This addition increases the initial cost of the program compared to previous purchase programs. This increase has been cleared by Financial Services and will be recovered via the standard payroll deduction.
Agenda Item 1

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING INGHAM COUNTY MCOLES LICENSED DEPUTIES, FIREARMS INSTRUCTORS, AND DEPUTIES ASSIGNED TO THE HOSPITAL GUARD TEAM TO ENTER INTO A FIREARM PURCHASE PROGRAM WITH THE INGHAM COUNTY SHERIFF’S OFFICE

WHEREAS, Ingham County MCOLES licensed Deputies, firearms instructors, and hospital guard team members are required to utilize a firearm while in the course of their duties while employed by the Ingham County Sheriff’s Office; and

WHEREAS, the Ingham County Sheriff’s Office does not have the financial means to provide each licensed Deputy, firearms instructor, or hospital guard team member with the industry’s standard of firearm and equipment; and

WHEREAS, by initiation of this program, the Sheriff’s Office will lower county liability by allowing licensed Deputies, firearms instructors, and hospital guard team members to have the most current, up to date firearm technology systems; and

WHEREAS, this program is structured similar to the East Lansing Police Department, Meridian Township Police Department, Eaton County Sheriff’s Office, Warren City Police Department, Montcalm County Sheriff’s Office and Southfield Police Department, Officer/Deputy rifle or firearm purchase programs; and

WHEREAS, Ingham County licensed Deputies, firearms instructors, and hospital guard team members will enter an agreement to purchase individual rifles, safes, and firearms consistent with their assignment to maintain service to Ingham County while upholding the safety of the county citizens; and

WHEREAS, this program will allow Ingham County licensed Deputies, firearms instructors, and hospital guard team members to enter an agreement to purchase individual rifles, firearms, and secure safes consistent with their assignment for their ownership, but use said firearms to maintain service to Ingham County while upholding the safety of the county citizens; and

WHEREAS, the Ingham County Sheriff’s Office Firearms Purchase Program would run from October 2017 through October 2019 totaling up to 120 Officer rifles, firearms, safes, and firearm accessories purchased at a rate of no more than $3500.00 per officer consistent with their assignment for a total of up to $420,000.00; and

WHEREAS, each individual licensed Deputy, firearms instructor, and hospital guard team member, shall pay back, via payroll deductions, the cost of said equipment over a two year period (52 paychecks).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff’s Office to purchase firearms and related equipment for each MCOLES licensed Deputy, firearms instructor, and hospital guard team member through the Firearms Purchase Program and provide Ingham County with Law Enforcement services while maintaining the industry firearms standard.
BE IT FURTHER RESOLVED, that the Ingham County Sheriff’s Office Firearms Purchase Program would run from October 2017 through October 2019 totaling up to 120 Officer’s rifles, firearms, safes, and firearm accessories purchased at a rate of no more than $3,500.00 per officer consistent with their assignment, for a total of up to $420,000.00.

BE IT FURTHER RESOLVED, that this program will be funded with cash from the employee benefit fund to be reimbursed by employees.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make the necessary budget adjustments in the Ingham County Sheriff’s Office 2017-2019 budgets.

BE IT FURTHER RESOLVED, that the Sheriff’s Office is authorized to establish an agreement with the unions representing employees that will participate in the program to clarify the voluntary nature of the program and potential forfeiture of funds if not paid in full or if an employee does not remain employed for the full two year period.

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

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

DATE: July 14, 2017

RE: RESOLUTION TO PURCHASE A PORTABLE RADIO FOR THE INGHAM COUNTY OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT.

The Ingham County Office of Homeland Security and Emergency Management has applied for and been approved for FY2016 Region 1 Homeland Security Funds (Resolution 16-451). A portion of these funds will be used to purchase one portable radio for the Office of Homeland Security & Emergency Management. This radio would allow for interoperability with regional partners during a mutual aid response.
Agenda Item 2

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE A PORTABLE RADIO FOR THE INGHAM COUNTY OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT

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

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

WHEREAS, the following technology requests have been submitted and approved by the Michigan State Police Emergency Management and Homeland Security Division; and

WHEREAS, the purchase of this technology equipment will enhance the operational efficiency and capabilities of the Ingham County Homeland Security & Emergency Management Office.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the purchase of the following technology equipment from the Harris Corporation using Homeland Security Grant Funding:

Total cost - $4,646.47

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

To: Law & Courts and Finance Committees

From: Rhonda K. Swayze

Date: September 5, 2017

Re: Swift and Sure Sanctions Probation Program 2017 - 2018 Operational Grant Award

The 30th Circuit Court submitted an application to receive grant funds in the amount of $218,213.90 from the State Court Administrative Office (SCAO) to continue the Swift and Sure Sanctions Probation Program (SSSPP). The award is for the grant period of October 1, 2017 through September 30, 2018. While we do not yet know the amount of our award, we anticipate having that information before the September 26, 2017, Board of Commissioners meeting. Once we are notified of the amount of the award, we will revise the award amount cited on the resolution, if necessary.

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

Through the enclosed Resolution, we are requesting that the Board of Commissioners accept the grant award, continue the three-quarter time SSSPP Case Management Coordinator position, and authorize entering into subcontracts for the 2017-1018 grant period.

cc: Hon. Clinton Canady
Hon. Joyce Draganchuk
Shauna Dunnings
Hon. Janelle A. Lawless
Lisa McCormick
Carol Siemon
RESOLUTION TO ACCEPT THE FY 2018 SWIFT AND SURE SANCTIONS PROBATION PROGRAM GRANT, CONTINUE THE GRANT FUNDED THREE-WEEK TIME SSSPP CASE MANAGEMENT COORDINATOR POSITION, AND ENTER INTO SUBCONTRACTS

WHEREAS, the 30th Circuit Court has requested grant funds in the amount of $218,213.90 from the State Court Administrative Office for the fiscal year of October 1, 2017 through September 30, 2018 to continue the Swift and Sure Sanctions Probation Program (SSSPP) Grant; and

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

WHEREAS, $74,106 of the grant award is for the grant funded salary and fringe benefits of a three-quarter time SSSPP Case Management Coordinator position; and

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

WHEREAS, the 2018 SCAO Swift and Sure Sanctions Probation Program Grant provides for grant implementation services and participant treatment and services as follows: representation by a defense attorney; substance abuse evaluations to be provided by Wellness, Inx.; day reporting services to be provided by NorthWest Initiative – ARRO; drug treatment, mental health treatment, anger management, domestic violence counseling services and transitional housing to be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, Cristo-Rey, CEI-CMH House of Commons, Freedom Through Counseling, Cristo-Rey, and RISE Recovery Community; drug testing services to be provided by A.D.A.M.; and electronic monitoring services to be provided by Sentinel, (collectively not to exceed $139,251.50); and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2018 SCAO Swift and Sure Sanctions Probation Program Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts an amount up to $218,213.90 once awarded by the SCAO for the Swift and Sure Sanctions Probation Program Grant which begins on October 1, 2017 and ends on September 30, 2018; authorizes continuation of the grant-funded three-quarter time SSSPP Case Management Coordinator; and authorizes entering into subcontracts for the 2018 SCAO Swift and Sure Sanctions Probation Program Grant from October 1, 2017 – September 30, 2018 with General Trial Division C-Level Court Appointed Counsel, Wellness, Inx, NorthWest Initiative – ARRO, Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, Cristo-Rey, CEI-CMH House of Commons, Freedom Through Counseling, Cristo-Rey, RISE Recovery Community, A.D.A.M., and Sentinel, (collectively not to exceed $139,251.50).
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2017 and 2018 budget and position allocation lists consistent with this resolution.

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

To: Law & Courts and Finance Committees

From: Rhonda K. Swayze

Date: September 5, 2017

Re: Felony Michigan Mental Health Court Grant Program
    2017-2018 Operational Grant Award

The 30th Circuit Court submitted an application to receive grant funds in the amount of $275,652.77 from the State Court Administrative Office (SCAO) to continue the Felony Michigan Mental Health Court Grant Program – Operational Grant. The award is for the grant period of October 1, 2017 through September 30, 2018. While we do not yet know the amount of our award, we anticipate having that information before the September 26, 2017 Board of Commissioners meeting. Once we learn the amount of the award, we will revise the award amount cited on the resolution.

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

Through the enclosed Resolution, we are requesting that the Board of Commissioners accept the grant award, continue the three-quarter time Mental Health Court – Court Services Coordinator position, and authorize entering into subcontracts for the 2017-2018 grant period.

cc: Hon. Joyce Draganchuk
    Shauna Dunnings
    Hon. James S. Jamo
    Hon. Janelle A. Lawless
    Lisa McCormick
    Carol Siemon
Agenda Item 3b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE FY 2018 FELONY MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM OPERATIONAL GRANT, CONTINUE THE GRANT FUNDED THREE-QUARTER TIME ICEA COURT PROFESSIONAL 5 MENTAL HEALTH COURT – COURT SERVICES COORDINATOR POSITION, AND ENTER INTO SUBCONTRACTS

WHEREAS, the 30th Circuit Court has requested grant funds in the amount of $275,652.77 from the State Court Administrative Office for the fiscal year of October 1, 2017 through September 30, 2018, to continue the Felony Michigan Mental Health Court Operational Grant; and

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

WHEREAS, $77,653 of the grant award is for the grant funded salary and fringe benefits of a three-quarter time Mental Health Court – Court Services Coordinator (MHC Court Services Coordinator) position, ICEA PRO05; and

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

WHEREAS, the 2018 Felony Michigan Mental Health Court Operational Grant provides for grant implementation services and participant treatment and services as follows: mental health treatment services to be provided by CMHA/CEI (not to exceed $133,050.60); and drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by Sentinel; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Wellness, Inx; mental health services to be provided by Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed $58,559.17); and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2018 Felony Michigan Mental Health Court Operational Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that that Ingham County Board of Commissioners accepts an amount up to $275,652.77 once awarded by the SCAO for the Felony Michigan Mental Health Court Operational Grant which begins on October 1, 2017 and ends on September 30, 2018; authorizes continuation of the grant-funded three-quarter time MHC Court Services Coordinator; and authorizes entering into subcontracts for the 2018 Felony Michigan Mental Health Court Operational Grant from October 1, 2017 – September 30, 2018 with CMHA/CEI (not to exceed $133,050.60); and A.D.A.M., Sentinel, General Trial Division court appointed attorneys, Northwest Initiative – ARRO, Wellness, Inx, Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services, RISE Recovery Community, and Pinnacle (collectively not to exceed $58,559.17).
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2017 - 2018 budget and position allocation lists consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.
TO: Board of Commissioners Law and Courts Committee and Finance Committee
FROM: Travis Parsons, Human Resources Director
DATE: September 5, 2017
SUBJECT: Amendments to the Statutes Governing Judges’ Annual Salaries
          Law and Courts September 14th and Finance Committee September 20th Agendas

BACKGROUND
The Board of Commissioners established a parity system in the setting of judicial salaries through Resolution 80-359, which set the Circuit Court, Probate Court, and District Court salaries at a certain percentage of State Supreme Court Justice salary.

The Michigan Supreme Court, State Court Administrator, provided a memorandum (copy attached) dated August 16, 2017, providing clarification on Public Act 31 (2016 PA 31). Public Act 31 provides that judges’ annual salaries be increased. Effective October 1, 2017, probate judges will receive a three percent increase in their annual salary. This does not impact the local salaries paid to circuit or district court judges.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The financial impact is a three percent (3%) increase to the $141,318.19 salary of a probate judge, which increases the salary cost for the remainder of 2017 (October 1, 2017 – December 31, 2017) by $1059.89 and will increase the salary cost for 2018 by $3179.66.

OTHER CONSIDERATIONS
No other consideration at this time.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution.
MEMORANDUM

DATE: August 16, 2017

TO: Probate Judges
   County Administrators
   Probate Registers/Administrators

FROM: Milton L. Mack, Jr.

SUBJECT: Judges' Salaries

Public Act 31 of 2016 provides that judges' annual salaries shall be increased by the percentage pay increase, excluding lump-sum payments, paid to civil service nonexclusively represented employees classified as executives and administrators on or after January 1, 2016. This pay increase takes effect on the same date as the effective date of the pay increase paid to civil service nonexclusively represented employees classified as executives and administrators.

Effective October 1, 2017, judges will receive a three percent increase in their annual salary. This does not impact the local salaries paid to circuit and district judges ($45,724); however, there is an impact on the local salaries paid to probate judges. For calendar year 2017, probate judges should receive a total salary of $142,378.08. For calendar year 2018, probate judges should receive a total salary of $145,557.74. Please adjust the amount per pay period accordingly. If there is a pay increase in 2018, we will provide you with the amounts of the calendar year salaries to be paid.

If you have any questions regarding the statutorily required annual salary of a judge, please contact Diane Giganti at 517-373-5540 or GigantiD@courts.mi.gov.
WHEREAS, Public Act 31 (2016 PA 31) was signed into law by Governor Rick Snyder on March 8, 2016, amending the statutes governing judges’ annual salaries; and

WHEREAS, the State Court Administrator of the Michigan Supreme Court has provided a memorandum clarifying PA 31 and providing guidelines for implementation of a three percent (3%) increase, effective October 1, 2017; and

WHEREAS, for the calendar year 2017, probate judges are to receive a total salary of $142,378.08 and for the calendar year 2018, probate judges are to receive a total salary of $145,557.74.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby sets the probate judges salaries in accordance with the enacted legislation.

BE IT FURTHER RESOLVED, that the County Controller be authorized to make the appropriate adjustment to reflect the compensation rates outlined above.
TO: Board of Commissioners County Services and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: September 5, 2017

SUBJECT: Temporary Chief Deputy Treasurer
County Services September 19th meeting agenda and Finance Committee September 20th meeting agenda

BACKGROUND
Due to unforeseen circumstances, the Treasurer’s Office needs to temporarily appoint Elisabeth Richardson to the Chief Deputy Treasurer position. Ms. Richardson is qualified and willing to temporarily assume the role.

ALTERNATIVES
There are no viable alternatives to meet the unique demands of the vacant position on a temporary basis.

FINANCIAL IMPACT
In accordance with the Letter of Understanding, Ms. Elisabeth Richardson, Accountant, would receive “out-of-class” pay for assuming the additional duties and responsibilities of the position. All other benefits and contribution structures provided under the ICEA – Professional County Employees Unit contract would remain in unchanged while Ms. Richardson was in the temporary role.

OTHER CONSIDERATIONS
None

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the temporary assignment of the Chief Deputy Treasurer duties and responsibilities and approval of the corresponding Letter of Understanding.
RESOLUTION TO AUTHORIZE A TEMPORARY ASSIGNMENT TO THE CHIEF DEPUTY TREASURER POSITION AND THE EXECUTION OF THE LETTER OF UNDERSTANDING

WHEREAS, due to unforeseen circumstances and the need for continuity of operations, the Treasurer seeks to temporarily transfer the job duties of the Chief Deputy Treasurer to the Accountant position, occupied by Elisabeth Richardson; and

WHEREAS, Ms. Elisabeth Richardson is qualified for and willing to temporarily assume these additional job duties and responsibilities; and

WHEREAS, the Accountant position is represented by Ingham County Employees’ Association – Professional Employees Unit (ICEA); and

WHEREAS, the County has recognized the need to adjust the employee’s salary for temporarily assuming the assigned additional duties and responsibilities during this period; and

WHEREAS, the Ingham County Board of Commissioners, the Ingham County Treasurer and the ICEA are agreeable to this temporary arrangement, as reflected in the attached Letter of Understanding between the parties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the attached Letter of Understanding, outlining the terms and conditions of the temporary assignment.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County after approval as to form by the County Attorney.
LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM (Employer)
AND
INGHAM COUNTY TREASURER (Employer)
AND
INGHAM COUNTY EMPLOYEES’ ASSOCIATION -
PROFESSIONAL EMPLOYEES UNIT (Union)

WHEREAS, the Employer and the Union have entered a collective bargaining agreement that covers the Accountant classification, extending through December 31, 2017; and

WHEREAS, the Treasurer seeks to temporarily assign Elisabeth Richardson, an ICEA Accountant working in the Treasurer’s Office, to perform the job duties and responsibilities of the position of Chief Deputy Treasurer on a temporary basis; and,

WHEREAS, Ms. Elisabeth Richardson is qualified for and willing to temporarily assume these job duties and responsibilities on an interim basis.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. The parties agree that Elisabeth Richardson, shall be temporarily assigned to perform the job duties and responsibilities of the position of Chief Deputy Treasurer, effective from September 25, 2017, for an indefinite duration but no longer than December 31, 2017.

2. The parties agree that while Ms. Elisabeth Richardson is temporarily assigned to perform the duties of Chief Deputy Treasurer, Ms. Richardson’s annual salary level shall be adjusted from her current ICEA Pay Grade 7, Step 4 level ($59,176.92) to the MCF Pay Grade 10, Step 2 level ($64,495.82).

3. The parties agree that while Ms. Richardson is temporarily assigned to perform the Chief Deputy Treasurer job duties and responsibilities on an temporary basis, Ms. Richardson shall continue to accrue union seniority, all other economic fringe benefits and contribution structures, provided in accordance with the terms of the ICEA, Professional Employees Unit, Collective Bargaining Agreement.

4. The parties agree that this Agreement is intended to be temporary in duration, to be effective from September 25, 2017, no later than December 31, 2017, unless extended in writing by mutual agreement of the parties.
COUNTY OF INGHAM:  

Sarah Anthony, Chairperson  Date  
Ingham County Board of Commissioners  

Eric Schertzing, Treasurer  Date  

INGHAM COUNTY EMPLOYEES' ASSOCIATION:  

Desiree Cook, President  Date  

Jeffrey S. Donahue,  Date  
ICEA Counsel  

Elisabeth Richardson  Date  

APPROVED AS TO FORM:  
COHL, STOKER & TOSKEY, P.C.  

Bonnie G. Toskey
TO: Board of Commissioners Human Services & Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 24, 2017

SUBJECT: 2017-2018 Agreement with the City of Lansing

For the meeting agendas of September 18, 2017 & September 20, 2017

BACKGROUND
For several years, the City of Lansing has provided financial support for various services provided by or through the Ingham County Health Department (ICHD) that benefit Lansing residents. The City of Lansing would like to continue providing this support for 2017-18. Supported services will include the following:

1. $41,000 to support the Day Care Scholarship Program. This funding will consist of $34,000 in scholarship funding and $7,000 for an Early Childhood Consultant in the Office for Young Children which will administer the scholarships.
2. $8,000 to support the position of a nurse in the Forest Health Center.
3. Membership with Greater Lansing Homeless Resolution Network/Chamber of Commerce $1,000.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
Acceptance of the $50,000 in proposed funding allows ICHD to maintain services it may otherwise be unable to provide. These funds have been included in the 2017-18 budgets.

OTHER CONSIDERATIONS
There are no other alternatives.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with the City of Lansing to accept $50,000 in funds to support public health services for Lansing residents for the period of July 1, 2017 through June 30, 2018.
WHEREAS, the City of Lansing has for many years provided funding to Ingham County Health Department (ICHD) to help support public health services for City of Lansing residents; and

WHEREAS, the City of Lansing is proposing to provide $50,000 in funding for the 2017-2018 fiscal year; and

WHEREAS, these revenues are anticipated in ICHD's budget request; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the agreement with the City of Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the City of Lansing to accept $50,000 in funds to support public health services for Lansing residents for the period of July 1, 2017 through June 30, 2018.

BE IT FURTHER RESOLVED, that the City of Lansing Funding will support the following services:

1. Forest Community Health Center - $8,000
2. Child Care Scholarship Program - $41,000
3. Membership with Greater Lansing Homeless Resolution Network/CoC $1,000.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
Agenda Item 5b

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 24, 2017
SUBJECT: FY 2017 State of Michigan Comprehensive Agreement Amendment #4
   For the meeting agendas of September 18, 2017 & September 20, 2017

BACKGROUND
The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners authorized the 2016-2017 Agreement in Resolution #16-339, Amendment #1 in Resolution 16-494, Amendment # 2 in Resolution #17-034, and Amendment # 3 in Resolution #17-210.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from $5,360,352 to $5,371,150, a total increase of $10,798. The amendment makes the following specific changes in the budget:

- Family Planning Services: increase of $3,000 from $276,392 to $279,392
- Public Health Emergency Preparedness (PHEP) 7/01/17 – 9/30/17: increase of $37,763 from $0 to $37,763
- Breast & Cervical Cancer Control Coordination: decrease of $25,375 from $226,625 to $201,250
- Michigan Colorectal Cancer Early Detection Program: decrease of $4,590 from $4,590 to $0

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 4 with MDHSS.
Agenda Item 5b

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #4 TO THE FY 2017 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

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

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

WHEREAS, the MDHHS and Ingham County have entered into a FY 2017 agreement authorized in Resolution #16-339, Amendment #1 in Resolution #16-494, Amendment #2 in Resolution #17-034, and Amendment #3 in Resolution #17-210; and

WHEREAS, the MDHHS has proposed Amendment #4 to the current agreement to adjust grant funding levels and clarify agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize Amendment #4 with MDHSS.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #4 to the FY 2017 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from $5,360,352 to $5,371,150, an increase of $10,798.

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

- Family Planning Services: increase of $3,000 from $276,392 to $279,392
- Public Health Emergency Preparedness (PHEP) 7/01/17 – 9/30/17: increase of $37,763 from $0 to $37,763
- Breast & Cervical Cancer Control Coordination: decrease of $25,375 from $226,625 to $201,250
- Michigan Colorectal Cancer Early Detection Program: decrease of $4,590 from $4,590 to $0

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Ingham County Health Department’s 2017 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer is authorized to submit Amendment #4 of the FY 2017 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services and Finance Committees  
FROM: Linda S. Vail, MPA, Health Officer  
DATE: August 28, 2017  
SUBJECT: Resolution to accept the fifth year of funding cycle of the AmeriCorps*VISTA Project  
For the meeting agendas September 18, 2017 & September 20, 2017

BACKGROUND
Ingham County Health Department (ICHD) was the recipient of grant funds in support of the AmeriCorps*VISTA Project from the Corporation for National and Community Services (CNCS) for a fourth year of the funding cycle for 2016-2017. Resolution #16-425 authorized the funding. CNCS has provided Ingham County an agreement for the fifth year of the funding cycle for 2017-2018 providing funding for up to sixteen (16) AmeriCorps*VISTA members to perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
CNCS has granted ICHD the fifth year funding for the AmeriCorps*VISTA Program with a total budget of $163,896 for the 2017-2018 fiscal year comprised of $11,000 CNCS funds and $152,896 local resources, and authorizes a grant agreement with the CNCS for the time period of September 17, 2017 through September 15, 2018. Out of a total of 16 FTE AmeriCorps*VISTA members, 15 FTE will be placed in host sites selected through an RFP process and 1 FTE AmeriCorps*VISTA Leader will be placed with the ICHD AmeriCorps*VISTA program.

The Local Resources are drawn from:
1) Cash contributions from the external host sites totaling $115,110  
2) VISTA Deferred Revenue Cost Share Funds $15,713  
3) Revenue from Ingham County $22,073

From the Local Resources, CNCS is requiring payment of the VISTA Cost Share in the amount of $71,280.

Separate from the $163,896 budget, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: Living Allowances of $121,200; Education and End of Service Awards $92,400 and Health Insurance $43,200 for a total of $256,800.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for the fifth year funding cycle of the AmeriCorps*VISTA Project budget in the amount of $163,896 for the period of September 17, 2017 through September 15, 2018.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE FIFTH YEAR OF THE AMERICORPS*VISTA GRANT CYCLE FOR 2017-2018

WHEREAS, Ingham County Health Department (ICHD) was the recurring recipient of grant funds in support of the AmeriCorps* VISTA Project from 2006-2010, and annual renewal of such funding was accepted by resolution (#06-333, #07-307, #08-321, #09-159, #10-055, #10-396); and

WHEREAS, the Corporation for National and Community Services (CNCS) provided a new funding cycle whereby the first year of such funding was accepted by resolution #13-380; and the second year funding was accepted by #14-388; and the third year funding was accepted by #15-352; and the fourth year funding was accepted by #16-425; and

WHEREAS, CNCS has provided Ingham County an agreement for this fifth year of the funding cycle for 2017-2018 with a total budget of $163,896 comprised of $11,000 CNCS funds, and $152,896 from local funds of which CNCS is requiring payment of the VISTA Cost Share in the amount of $71,280; and

WHEREAS, this will provide funding for up to sixteen (16) AmeriCorps*VISTA members to perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems; and

WHEREAS, out of a total of 16 FTE AmeriCorps*VISTA members, 15 FTE will be placed in host sites selected through an RFP process and 1 FTE AmeriCorps*VISTA Leader will be placed with the ICHD AmeriCorps* VISTA program; and

WHEREAS, separate from the $163,896 budget program expenses, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: Living Allowances of $121,200; Education and End of Service Awards $92,400 and Health Insurance $43,200 for a total of $256,800 additional Federal dollars; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the fifth year of the funding cycle for the AmeriCorps*VISTA program with the 2017-2018 year in the budget amount of $163,896 made up of $11,000 CNCS funds and $152,896 local resources, and authorizes a grant agreement with the CNCS for the time period of September 17, 2017 through September 15, 2018.

BE IT FURTHER RESOLVED, that a non-federal match of $152,896 is authorized, obtained through cash contributions of up to $7,674 from each of fifteen external AmeriCorps*VISTA host sites totaling $115,110, as selected through a Request for Proposal process, up to $15,713 from VISTA Deferred Revenue Funds and $22,073 in Ingham County Funds.

Agenda Item 5c
BE IT FURTHER RESOLVED, that separate from the $163,896 program budget expenses, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: Living Allowances of $121,200, Education and End of Service Awards $92,400 and Health Insurance $43,200 for a total of $256,800.

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 Health Officer is authorized to submit the 2017-2018 budget electronically through the CNCS E-Grants system, and tentatively electronically approve the Memorandum of Agreement. After approval as to form by the County Attorney, the Memorandum of Agreement is final.
TO: Board of Commissioners Finance Committee
FROM: Linda S.Vail, MPA, Health Officer
DATE: August 17, 2017
SUBJECT: Resolution to Authorize a 2017-2018 AmeriCorps State Grant
For the meeting agenda of September 18, 2017 & September 20, 2017

BACKGROUND
Michigan Department of Human Services has granted Ingham County Health Department a 2017-2018 AmeriCorps State Grant of $156,499 as the third year in a three year funding cycle. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
Of this $156,499 offered by Michigan Department of Human Services, the Michigan Community Service Commission will withhold $1,629 as an administrative fee. The net grant to Ingham County will be $154,870. This grant requires a Match of 46%.

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The match is drawn from:
1) Cash contributions from the external host sites totaling $126,870;
2) Existing salary and fringe used as match of $3,627; and
3) Indirect costs used as match of $6,517.
4) This is included in the department’s 2018 budget.

OTHER CONSIDERATIONS
There are no other considerations

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to accept the $156,499 AmeriCorps State Grant for 2017-2018.
Introducing the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2017-2018 AMERICORPS STATE GRANT

WHEREAS, the Ingham County Health Department (ICHD) will soon complete a successful second year of a
three year grant cycle of the AmeriCorps State Program, funded by the Michigan Department of Human
Services, on behalf of the Michigan Community Service Commission (MCSC) and authorized by Resolution
#16-424; and

WHEREAS, the MCSC has approved funding for the Ingham County Health Department for year three of the
three year grant cycle, in the amount of $156,499 for the time period of October 1, 2017 through September 30,
2018. Of this $156,499, the Michigan Community Service Commission will withhold $1,629 as an
administrative fee. The net grant to Ingham County will be $154,870; and

WHEREAS, a non-federal 46% local match of cash and/or in-kind contributions is required; and

WHEREAS, as a condition of this grant, the Health Department must, at a minimum, enter into agreements with
each AmeriCorps host site and with each AmeriCorps member; and

WHEREAS, under this grant, AmeriCorps members will increase consumption of healthy foods and reduce
food insecurity through gardening and food distribution, will teach community members the importance of
eating healthy foods and provide strategies to adopt healthy diets and safe, affordable exercise options; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps grant of $156,499
with Michigan Community Service Commission withholding $1,629 as an administrative fee for a net grant to
Ingham County of $154,870, and authorizes a grant agreement with the Michigan Department of Human
Services for the time period of October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that a non-federal match of $137,014 is authorized, consisting of cash match
for salary/fringe for the ICHD Supervisor of $3,627, indirect costs used as match $6,517 and the remainder
obtained through cash contributions of up to $10,029.65 for each FTE from the AmeriCorps host sites, as
selected through a Request for Proposal process (12.65 FTE x $10,029.25= $126,870).

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents,
and any host site and member agreements, after review by the county attorney.
TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA
DATE: August 24, 2017
SUBJECT: Agreement with Enroll Michigan for Navigator Services
For the meeting agendas of September 18, 2017 & September 20, 2017

BACKGROUND
Enroll Michigan (EM), previously known as Consumers for Healthcare (MCH), is currently authorized by the federal government to serve as a Navigator assisting the uninsured in making their enrollment decisions. EM is Michigan’s only statewide Navigator program, engaging more than 120 partner agencies in the important work of reaching out to and assisting hard-to-reach populations throughout the state.

EM would like to contract with the Ingham County Health Department (ICHD) for a fifth year (previously contracted as MCH) to serve as an initial point of contact and support for the Ingham County area as a Local Community Navigator (LCO) organization. Resolution #16-427 authorized this agreement for FY 2017. The new agreement will be in effect from September 2, 2017 through September 1, 2018. As an LCO, the Registration and Enrollment (R&E) Unit will provide outreach, education, and enrollment both through the Marketplace and the MI-Bridges program. R&E staff are certified Navigators and available to assist local consumers in understanding their enrollment options.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
EM will provide up to $30,000 in compensation to ICHD for LCO services.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with EM in an amount up to $30,000 for ICHD to serve as an LCO for the period of September 2, 2017 through September 1, 2018.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ENROLL MICHIGAN
TO SERVE AS A LOCAL COMMUNITY NAVIGATOR FOR INGHAM COUNTY
AND SURROUNDING COMMUNITIES

WHEREAS, Enroll Michigan (EM), previously known as Consumers for Healthcare (MCH), has been selected by the federal government to be a Navigator assisting the uninsured in making their enrollment decisions; and

WHEREAS, EM will be Michigan’s only statewide Navigator program, engaging more than 120 partner agencies in the important work of reaching out to and assisting hard-to-reach populations; and

WHEREAS, EM would like to contract with the Ingham County Health Department (ICHD) for a fifth year (previously contracted as MCH) to serve as an initial point of contact and support for the Ingham County area as a Local Community Navigator (LCO) organization; and

WHEREAS, Resolution #16-427 authorized a new agreement for navigation services in FY 2017; and

WHEREAS, EM will provide up to $30,000 in compensation to ICHD to support Registration and Enrollment (R&E) staff members in providing outreach, education, and enrollment both through the Marketplace and the Healthy Michigan program; and

WHEREAS, R&E staff are certified as Navigators and available to assist local consumers in understanding their enrollment options; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with EM in an amount up to $30,000 for ICHD to serve as an LCO for the period of September 2, 2017 through September 1, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with EM in an amount up to $30,000 for ICHD to serve as an LCO for the period of September 2, 2017 through September 1, 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 Human Services and Finance Committees  
FROM: Linda S. Vail, MPA, Health Officer  
DATE: 8/30/17  
SUBJECT: Amend the Term of Agreement of the Primary Care Provider Agreement with Ingham Health Plan Corporation  
For the meeting agendas of September 18, 2017 and September 20, 2017

BACKGROUND
The Ingham Health Plan Corporation (IHPC) has historically contracted with Ingham County Health Department (ICHD) to provide members of the Ingham Health Plan with the services of physicians and other professional healthcare providers and to provide funding for other healthcare services to serve low-income populations in Ingham County. IHPC has proposed the extension of the existing provider agreement with ICHD for this purpose for the period of October 1, 2017 through September 30, 2018.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The provider agreement will allow IHPC to pay on a fee-for-services basis for primary care services provided to IHP members assigned to the ICHD Community Health Centers. ICHD will receive the same fee-for-service payment as other IHP medical providers. The reimbursement amount will be no less than standard Medicaid reimbursement rates, less co-payments, deductibles and other such amounts.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize ICHD to enter into an amended provider agreement with IHPC for the period of October 1, 2017 through September 30, 2018.
WHEREAS, the Ingham Health Plan Corporation (IHPC) has historically contracted with Ingham County Health Department (ICHD) to provide members of the Ingham Health Plan with the services of physicians and other professional healthcare providers and to provide funding for other healthcare services to serve low-income populations in Ingham County; and

WHEREAS, IHPC has proposed a provider agreement with ICHD for this purpose for the period of October 1, 2017 through September 30, 2018; and

WHEREAS, the provider agreement will allow IHPC to pay on a fee-for-services basis for primary care services provided to IHP members assigned to the ICHD Community Health Centers; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize a provider agreement with the IHPC; and

WHEREAS, the parties wish to amend the agreement to revise the term of the agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amended provider agreement with IHPC for the period of October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, the Plan and the Provider agree as follows:

1. Article 6. TERM OF AGREEMENT. Section 6.1 of the Agreement shall herafter be amended to read as follows:

   The term of the Agreement shall begin on October 1, 2017 and continue until September 30, 2018, unless terminated earlier as provided in Article 6.

2. All other terms and conditions of the Agreement and Exhibits remain in full force and effect.

BE IT FURTHER RESOLVED, that the IHPC will pay ICHD through the Provider Agreement, on a fee-for-service basis, according to a negotiated fee schedule.

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 30, 2017

SUBJECT: Resolution to amend the agreement with Health Stream, Inc. for an online learning management system.
For the meeting agendas of September 18, 2017 & September 20, 2017

BACKGROUND
Attached is a resolution to amend an agreement with HealthStream, Inc., to provide an online Learning Management System. Resolution 14-363 authorized the Health Department to enter into an agreement with HealthStream for a term of September 1, 2014 through August 31st, 2017. The Health Department would like to amend its agreement for an additional three years with a term of September 1st, 2017 through August 31st, 2020. Currently, the Health Department utilizes HealthStream to offer healthcare and public health trainings to its employees as well as creating and delivering its own trainings. The Health Department has created and implemented almost 30 original trainings for its employees and these courses are accessed by more than 325 employees on a monthly basis. HealthStream has provided significant advantages in the management, expanse of content and tracking and reporting necessary for maintaining compliance with the Health Resources and Services Administration (HRSA), accreditation through the State of Michigan, and the Public Health Accreditation Board (PHAB). The department relies upon HealthStream to demonstrate its compliance in professional development, training, and credentialing to HRSA, accreditation reviewers from the State of Michigan, and PHAB.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The amended agreement is for an annual licensing fee of $10,559.50 for 350 users. This represents an annual cost of $30.17 per employee. Funds for this learning management system are included in the budget for 2018.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
I recommend that the Ingham County Board of Commissioners authorize the Health Department to amend an agreement with HealthStream Inc., for a term of September 1, 2017 through August 31, 2020 for the provision of an online Learning Management System.
WHEREAS, Resolution 14-363 authorized the Health Department to enter into an agreement with HealthStream for a term of September 1, 2014 through August 31st, 2017; and

WHEREAS, the Health Department would like to amend its agreement for an additional three years with a term of September 1st, 2017 through August 31st, 2020; and

WHEREAS, the Health Department utilizes HealthStream to offer healthcare and public health trainings to its employees as well as creating and delivering its own trainings; and

WHEREAS, the Health Department has created and implemented almost 30 original trainings in HealthStream for its employees in the past three years; and

WHEREAS, HealthStream has provided significant advantages in the tracking and reporting necessary for maintaining compliance with the Health Resources and Services Administration, accreditation through the State of Michigan, and the Public Health Accreditation Board; and

WHEREAS, the Health and Safety Committee recommends amending the agreement with HealthStream, Inc. for an annual licensing fee of $10,559.50 for 350 users; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this amended agreement with HealthStream, Inc. to provide an online Learning Management System.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Health Department to amend its agreement with HealthStream, Inc. for the provision of an online Learning Management System for an annual licensing fee of $10,559.50 for 350 users.

BE IT FURTHER RESOLVED, that the term of this agreement shall be from September 1, 2017 through August 31, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the county after approval as to form by the County Attorney.
TO:        Board of Commissioners Human Services/County Services/Finance Committees
FROM:     Linda S. Vail, MPA, Health Officer
DATE:     September 5, 2017
SUBJECT:  Hire Temporary Emergency Preparedness Consultant
          For the meeting agendas of September 18, 2017 & September 20, 2017

BACKGROUND
Attached is a resolution to authorize the hire of a temporary Emergency Preparedness Consultant to assist in the
development, implementation, and evaluation of a just-in-time training program for Ingham County Health
Department (ICHD) staff and volunteers regarding their role in a public health emergency involving mass
prophylaxis. This position will also assist in developing, conducting, and evaluating exercises to test emergency
plans and may recruit and train community partners on the closed Point of Dispensing (POD) program, identify
training gaps, and develop training materials to meet unmet needs.

Ingham County’s Human Resources Department has approved the position description. The cost of a temporary
emergency preparedness consultant is estimated at $18,400 for 29 hours per week for 26 weeks at a cost not to
exceed $18,400. This temporary position will be filled in ICHD’s 2018 fiscal year.

ALTERNATIVES
Not applicable.

FINANCIAL IMPACT
Funding for this temporary position was included in the FY 2018 Comprehensive Agreement with the Michigan
Department of Health and Human Services for the delivery of public health services, including emergency
preparedness, in the amount of $154,800. This agreement was approved by the Ingham County Board of
Commissioners in Resolution 17-293.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to hire a
temporary Emergency Preparedness Consultant.
RESOLUTION TO AUTHORIZE A TEMPORARY EMERGENCY PREPAREDNESS CONSULTANT POSITION

WHEREAS, the Michigan Department of Health and Human Services has provided Ingham County Health Department with a FY 2018 Comprehensive Agreement for the delivery of public health services, including emergency preparedness, in the amount of $154,800; and

WHEREAS, upon recommendation of the Health Officer, this agreement was approved by the Board of Commissioners in Resolution #17-293; and

WHEREAS, a temporary Emergency Preparedness Consultant is desirable to meet the needs of developing a comprehensive just-in-time training program for Ingham County Health Department employees and volunteers regarding their role in a public health emergency involving mass prophylaxis as well as recruiting and training community partners to be Closed Point of Dispensing (POD) partners to dispense medication to their residents or clients; and

WHEREAS, the Human Resources Department has approved the position description; and

WHEREAS, the cost of a temporary Emergency Preparedness Consultant is estimated at $18,400 for 29 hours per week for 26 weeks; and

WHEREAS, the temporary Emergency Preparedness Coordinator position will be filled in the department’s 2018 fiscal year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the hiring of one temporary Emergency Preparedness Consultant position for 29 hours per week for 26 weeks at a cost not to exceed $18,400.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Controller/Administrator to make the appropriate budget adjustments.
TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 31, 2017
SUBJECT: Authorization to Enter an Agreement with 340Basics for 3rd Party Administration Services

For the meeting agenda of September 18, 2017 & September 20, 2017

BACKGROUND
Ingham County Health Department sought proposals from experienced and qualified providers of 340B contract pharmacy third party administration and management services. Third party administrator services are utilized to assure compliance when offering contract pharmacy services through the 340B drug purchasing program. Six vendors responded, and their submissions were evaluated based on the criteria established in the RFP. Based on that evaluation, it is the recommendation to award the bid to the highest scoring vendor, 340B Technologies Inc. (D.B.A. 340Basics), whose proposal exceeded the criteria by demonstrating exceptional performance in compliance expertise and provided the best overall value for their services.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
340B Technologies Inc. offered the third lowest cost per transaction, at $4.30 per administrative claim processed, with a $2,000 monthly minimum. Funds will be available to cover the cost of the agreement via the 340B savings generated through the contract pharmacies.

OTHER CONSIDERATIONS
The Ingham Community Health Center Board of Directors supports the recommendation to award the bid for contract pharmacy third party administrator services to 340B Technologies, Inc.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the County to enter an agreement with 340B Technologies, Inc. for contract pharmacy third party administrator services for the term of three years, effective October 1, 2017 through September 30, 2020, with 1-year auto renewal thereafter.
Per your request, the Purchasing Department sought proposals from experienced and qualified providers of 340B contract pharmacy third party administration and management services for the purpose of entering into a contract with the County for these services.

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>23</td>
<td>0</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>6</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>COSTS AS READ AT BID OPENING</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERICAN HEALTHCARE ADMINISTRATIVE SERVICES</td>
<td>No, CA</td>
<td>$1.90/ 2-way match</td>
</tr>
<tr>
<td>PHARMACEUTICAL STRATEGIES GROUP LLC (PSG)</td>
<td>No, TX</td>
<td>$3.50/paid claim adjudicated fee</td>
</tr>
<tr>
<td>340B TECHNOLOGIES INC</td>
<td>No, NJ</td>
<td>$4.30/Administrative Claim</td>
</tr>
<tr>
<td>RX STRATEGIES INC</td>
<td>No, FL</td>
<td>$4.95/eligible prescription</td>
</tr>
<tr>
<td>WELLPARTNER INC</td>
<td>No, OR</td>
<td>$5.50/Administrative fee</td>
</tr>
<tr>
<td>CAPTURE RX</td>
<td>No, TX</td>
<td>$6.50/approved claim</td>
</tr>
</tbody>
</table>

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.
This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the 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.
Resolved by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH 340BASES FOR THIRD PARTY ADMINISTRATION SERVICES

WHEREAS, Ingham County Health Department sought proposals from experienced and qualified providers of 340B contract pharmacy third party administration and management services; and

WHEREAS, third party Administrator services are utilized to assure compliance when offering contract pharmacy services through the 340B drug purchasing program; and

WHEREAS, six vendors responded, and their submissions were evaluated based on the criteria established in the RFP; and

WHEREAS, based on that evaluation, it is the recommendation to award the bid to 340B Technologies Inc. (D.B.A. 340Basics), whose proposal scored highest and exceeded the criteria by demonstrating exceptional performance in compliance expertise and provided the best overall value for their services; and

WHEREAS, 340B Technologies Inc. offered the third lowest cost per transaction at $4.30 per administrative claim processed, with a $2,000 monthly minimum; and

WHEREAS, funds will be available to cover the cost of the agreement via the 340B savings generated through the contract pharmacies; and

WHEREAS, the Ingham Community Health Center Board of Directors supports the recommendation to award the bid for contract pharmacy third party administrator services to 340B Technologies, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Ingham County to enter an agreement with 340B Technologies, Inc. for contract pharmacy third party administrator services.

BE IT FURTHER RESOLVED, that the terms of agreement shall be for three years, effective October 1, 2017 through September 30, 2020, with 1-year auto renewal thereafter at $4.30 per administrative claim processed, with a $2,000 monthly minimum.

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 Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon 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: August 31, 2017

SUBJECT: Acceptance of 2017 Health Center Quality Improvement Funds

For the meeting agenda of September 18, 2017 and September 20, 2017

BACKGROUND
Ingham County Health Department is the recipient of Health Center Program funding through the U. S. Department of Health and Human Services Health Resources and Services Administration to support its community health center operations. The Health Department has been awarded a one-time grant supplement of $99,822.00 of 2017 Health Center Quality Improvement funds. These funds were awarded to the Health Department in recognition of its display of high levels of quality performance in Calendar Year 2016 Uniform Data System reporting to continue to strengthen quality improvement activities, including achieving new and/or maintaining existing patient-centered medical home recognition.

ALTERNATIVES
There are no alternatives to consider.

FINANCIAL IMPACT
The award of $99,822.00 of 2017 Health Center Quality Improvement funds will be available for use through the end of the FY 2018 Health Center Program budget period, which ends January 31, 2019.

OTHER CONSIDERATIONS
Ingham Community Health Center Board supports the acceptance of the 2017 Health Center Quality Improvement funds.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the acceptance of the supplement of $99,822.00 of 2017 Health Center Quality Improvement funds, which shall be available through the end of the FY 2018 Health Center Program budget period, which ends January 31, 2019.
RESOLUTION TO ACCEPT 2017 HEALTH CENTER QUALITY IMPROVEMENT FUNDS

WHEREAS, Ingham County Health Department is the recipient of Health Center Program funding through the U. S. Department of Health and Human Services Health Resources and Services Administration to support its community health center operations; and

WHEREAS, the Health Department has been awarded a one-time grant supplement of $99,822.00 of 2017 Health Center Quality Improvement funds; and

WHEREAS, these funds were awarded to the Health Department in recognition of its display of high levels of quality performance in Calendar Year 2016 Uniform Data System reporting to continue to strengthen quality improvement activities, including achieving new and/or maintaining existing patient centered medical home recognition; and

WHEREAS, the award of $99,822.00 of 2017 Health Center Quality Improvement funds will be available for use through the end of the FY 2018 Health Center Program budget period, which ends January 31, 2019; and

WHEREAS, the Ingham Community Health Center Board supports the acceptance of 2017 Health Center Quality Improvement funds.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners support the acceptance of the supplement of $99,822.00 of 2017 Health Center Quality Improvement funds, which shall be available through the end of the FY 2018 Health Center Program budget period, which ends January 31, 2019.

BE IT FURTHER RESOLVED, that the Controller 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 upon 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: August 31, 2017
SUBJECT: Resolution to Authorize a Consolidated Collaborative, Services, and Referral Agreement with CMH-CEI
For the meeting agenda of September 18, 2017 & September 20, 2017

BACKGROUND
Ingham County Health Department (ICHD) maintains multiple agreements with Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI): A Collaborative Agreement for the co-location of Birch Community Health Center at CMHA-CEI’s Jolly Road service site; A Services Agreement for 4.0 FTE Mental Health Therapists and 0.5 FTE Behavioral Health Supervisor; and a Referral Agreement for behavioral health and substance abuse services referral and care coordination. It is the desire of ICHD and CMHA-CEI to establish a single agreement to consolidate the terms and replace the existing agreements. It is also the desire of ICHD and CMHA-CEI to add two (2.0) additional FTE of Mental Health Therapist and 0.25 additional FTE Behavioral Health Supervisor services through the new agreement, contingent upon the implementation of the Sparrow-Volunteers of America homeless healthcare clinic, and a pending award of 2017 Access Increases in Mental Health and Substance Abuse Services (AIMS) Supplemental funding opportunity, from the Health Resources and Services Administration. The importance of taking this action is to bring efficiency and reduce redundancy by consolidating multiple parallel agreements into a single agreement and to increase revenue through billable behavioral health services through the addition of 2.0 FTE of Mental Health Therapists.

ALTERNATIVES
There are no alternatives to consider.

FINANCIAL IMPACT
Consolidating the terms of the existing agreements will not incur any additional costs, however the addition of two (2.0) FTE of Mental Health Therapists at the cost of $74,566 each, and an additional 0.25 FTE supervisor, at the cost of $29,577, will increase the total cost of the new agreement to $613,981. Each Mental Health Therapist position and increase of Behavioral Health Supervisor time will be added contingent upon the implementation of the Sparrow Medical Group-Volunteers of America homeless health care clinic and the receipt of 2017 AIMS grant fund award, which is pending with the Health Services and Resources Administration. The costs for the additional Behavioral Health Therapists are budgeted expenses in the respective contingencies, and the Behavioral Health Supervisor FTE increase is a budgeted expense in the approved County FY 2018 Budget.

OTHER CONSIDERATIONS
The Ingham Community Health Center Board of Directors supports the establishment of a single agreement to consolidate and replace the existing agreements with the addition of two (2.0) additional FTE of Mental Health Therapists and 0.25 additional FTE Behavioral Health Supervisor services through the new agreement.
RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the consolidation of the terms of existing Collaborative, Services, and Referral agreements between the Health Department and Community Mental Health Authority of Clinton Eaton and Ingham County (CMHA-CEI) with the addition of 2.0 FTE Mental Health Therapists, 0.25 FTE of Behavioral Health Supervisor.
RESOLUTION TO AUTHORIZE A CONSOLIDATED COLLABORATIVE, SERVICES AND REFERRAL AGREEMENT WITH CMH-CEI

WHEREAS, Ingham County Health Department (ICHD) maintains multiple agreements with Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI): A Collaborative Agreement for the co-location of Birch Community Health Center at CMHA-CEI’s Jolly Road service site; A Services Agreement for 4.0 FTE Mental Health Therapists and 0.5 FTE Behavioral Health Supervisor; and a Referral Agreement for behavioral health and substance abuse services referral and care coordination; and

WHEREAS, it is the desire of ICHD and CMHA-CEI to establish a single agreement to consolidate and replace the terms of the existing agreements; and

WHEREAS, it is also the desire of ICHD and CMHA-CEI to add two (2.0) additional FTE of Mental Health Therapist and 0.25 additional FTE Behavioral Health Supervisor services through the new agreement; and

WHEREAS, the addition of the 2.0 FTE Mental Health Therapists shall be contingent upon the implementation of the Sparrow-Volunteers of America homeless healthcare clinic and a pending award of 2017 Access Increases in Mental Health and Substance Abuse Services (AIMS) Supplemental funding opportunity from the Health Resources and Services Administration; and

WHEREAS, consolidating multiple parallel agreements into a single agreement will bring efficiency and reduce redundancy; and

WHEREAS, the addition of 2.0 FTE of Mental Health Therapist shall increase revenue through billable behavioral health services; and

WHEREAS, the costs for the additional Behavioral Health Therapists are budgeted expenses in the respective contingencies, and the Behavioral Health Supervisor FTE increase is a budgeted expense in the approved County FY 2018 Budget; and

WHEREAS, the Ingham Community Health Center Board of Directors supports the establishment of a single agreement to consolidate and replace the existing agreement terms with the addition of two (2.0) additional FTE of Mental Health Therapist and 0.25 additional FTE Behavioral Health Supervisor services through the new agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the consolidation of terms of the existing Collaborative, Services and Referral agreements between the Health Department and the Community Mental Health Authority of Clinton Eaton and Ingham County.

BE IT FURTHER RESOLVED, that the Agreement shall include the addition of 2.0 FTE Mental Health Therapists, at the cost of $74,566 each, and an additional 0.25 FTE of Behavioral Health Supervisor, at the cost of $29,577.
BE IT FURTHER RESOLVED, that the total cost of the agreement shall be $613,981 for the term of October 1, 2017 through September 30, 2018.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
Agenda Item 51

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 31, 2017

SUBJECT: Resolution to Accept Ryan White Title IV Women, Infants, Children, and Youth (Part D) Funding Award for 2017-2020

For the meeting agenda of September 18, 2017 & September 20, 2017

BACKGROUND
Ingham County Health Department (ICHD) and U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) have had a contract since 2012, authorized by Resolution #12-347, to provide family-centered care involving outpatient and ambulatory care for women, infants, children and youth (WICY Part D) with HIV/AIDS. The current award funding ended July 31, 2017. ICHD submitted a Competitive Continuation proposal to continue to provide HIV primary care services to WICY living with HIV in the Ingham County service area for the period of August 1, 2017 through July 31, 2020. ICHD has been notified of an award of new Part D funding for its Community Health Centers based Infectious Disease Program. As part of the funded proposal, a new position, Customer Support Specialist – Ryan White (ICEA PRO Level 5) was created to replace the services that were provided via contract with LAAN. Also, position #601070, Nurse Case Manager – CHC (ICEA PHN Level 3) has had an update to job duties and responsibilities which is factored to a ICHA PHN Level 4 and also a title change to Senior Program Manager.

ALTERNATIVES
There are no other alternatives.

FINANCIAL IMPACT
HRSA will provide funding in an amount not to exceed $483,774 on an annual basis from August 1, 2017 through July 31, 2020. This funding will continue to cover the current WICY Part D staff, supplies, equipment, and patient information materials and the Infectious Disease Provider Services Agreement with Michigan State University to be renewed at a 2% annual increase, for the amount of $48,738 in Year 1 (August 1, 2017 through July 31, 2018) and in the amount of $49,713 in Year 2 (August 1, 2018 through July 31, 2019).

The Customer Support Specialist – Ryan White position that will be created is at a cost factored at ICEA PRO Level 5 ($43,525.30 to $52,250.85) and the position change of the Nurse Case Manager – CHC (ICEA PHN Level 3) at $56,296.29 to $67,582.52 to the Senior Nurse Program Manager (ICEA PHN Level 4) at $58,939.57-$70,745.47. Costs associated with the position changes are covered through the WICY Part D funding award and through the amended Ryan White Part B award for FY 2017 and FY 2018, as accepted in the Comprehensive Agreement with Michigan Department of Health and Human Services.

OTHER CONSIDERATIONS
The Ingham Community Health Center Board of Director supports the acceptance of the HRSA for the Ryan White Title IV Women, Infants, Children, and Youth (Part D) funding award and associated position changes.

Human Resources has completed a review of the job responsibility and duties and factored the level recommended. Union approval of the proposed changes was also received.
RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the HRSA for the Ryan White Title IV Women, Infants, Children, and Youth (Part D) funding award, in an amount not to exceed $483,774 on an annual basis from August 1, 2017 through July 31, 2020, and to renew the Infectious Disease Provider Services Agreement with Michigan State University for the amount of $48,738 for year 1 (August 1, 2017 through July 31, 2018) and in the amount of $49,713 in year 2 (August 1, 2018 through July 31, 2019).

Also, I recommend that the position changes, as reflected in the funding award budget, are also approved: the creation of the Customer Support Specialist –Ryan White (ICEA PRO Level 5) and the change in position #601070 from Nurse Case Manager –CHC (ICEA PHN Level 3) to Senior Nurse Program Manager (ICHA PHN Level 4).
Introductions by the Human Services, County Services and Finance Committees of the:

INALM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT RYAN WHITE TITLE IV WOMEN, INFANTS, CHILDREN
AND YOUTHS (PART D) FUNDING AWARD FOR 2017-2020

WHEREAS, Ingham County Health Department (ICHD) and U.S. Department of Health and Human Services
Health Resources and Services Administration (HRSA) have had a contract since 2012, authorized by
Resolution #12-347, to provide family centered care involving outpatient and ambulatory care for women,
infants, children and youth (WICY Part D) with HIV/AIDS; and

WHEREAS, the current award funding ends July 31, 2017; and

WHEREAS, ICHD submitted a Competitive Continuation proposal to continue to provide HIV primary care
services to WICY living with HIV in the Ingham County service area for the period of August 1, 2017 through
July 31, 2020; and

WHEREAS, ICHD has been notified of an award of new Part D funding for its Community Health Centers
based Infectious Disease Program with HRSA providing funding in an amount not to exceed $483,774 on an
annual basis from August 1, 2017 through July 31, 2020; and

WHEREAS, this funding will continue to cover the current WICY Part D staff, supplies, equipment, and patient
information materials; and

WHEREAS, this funding will support the Infectious Disease Provider Services Agreement with Michigan State
University to be renewed at a 2% annual increase, for the amount of $48,738 in Year 1 (August 1, 2017 through
July 31, 2018) and in the amount of $49,713 in Year 2 (August 1, 2018 through July 31, 2019); and

WHEREAS, as part of the funded proposal, a new position, Customer Support Specialist –Ryan White (ICEA
PRO Level 5) was created to replace the services that were provided via contract with LAAN; and

WHEREAS, the funded proposal also includes a change for position #601070, Nurse Case Manager –CHC
(ICEA PHN Level 3) to update job duties and responsibilities which is factored to a ICHA PHN Level 4 and
also a title change to Senior Program Manager; and

WHEREAS, the Ingham Community Health Centers Board of Directors supports the acceptance of this award
of Ryan White D funding through HRSA and the associated position changes; and

WHEREAS, the Ingham Community Health Center Board of Director supports the acceptance of the HRSA for
the Ryan White Title IV Women, Infants, Children, and Youth (Part D) funding award and the associated
position changes; and

WHEREAS, Human Resources has completed a review of the job responsibility and duties and factored the
level recommended. Union approval of the proposed changes was also received; and
WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of the HRSA funding award for the Ryan White Title IV Women, Infants, Children, and Youth (Part D), in an amount not to exceed $483,774 on an annual basis from August 1, 2017 through July 31, 2020.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the acceptance of HRSA funding award for the Ryan White Title IV Women, Infants, Children, and Youth (Part D), in an amount not to exceed $483,774 on an annual basis from August 1, 2017 through July 31, 2020.

BE IT FURTHER RESOLVED, that the Infectious Disease Provider Services Agreement with Michigan State University is renewed at a 2% annual increase, for the amount of $48,738 in Year 1 (August 1, 2017 through July 31, 2018) and in the amount of $49,713 in Year 2 (August 1, 2018 through July 31, 2019).

BE IT FURTHER RESOLVED, the creation of a 1.0 FTE Customer Support Specialist –Ryan White (ICEA PRO Level 5) at $43,525.30 to $52,250.85 is authorized.

BE IT FURTHER RESOLVED, that the change in position #601070 from 1.0 FTE Nurse Case Manager –CHC (ICEA PHN Level 3) at $56,296.29 to $67,582.52 to a 1.0 FTE Senior Nurse Program Manager (ICHA PHN Level 4) at $58,939.57 to $70,745.47 is authorized.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department’s 2018 Budget in order to implement 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: Sandra Gower, Economic Development Coordinator
SUBJECT: Termination of the Douglas J Development Brownfield Plan
DATE: September 5, 2017

BACKGROUND
On March 26, 2013 the Board of Commissioners adopted Resolution #13-120 approving a brownfield plan for the Douglas J Redevelopment project in Meridian Charter Township. The development has not moved forward and the site plan approved for the project by Meridian Charter Township has expired.

In accordance with PA 381 of 1996 as amended, Section 14 (8) the Board of Commissioners may terminate a brownfield plan if after at least two years from the date of approval no development has occurred.

ALTERNATIVES
None

FINANCIAL IMPACTS
The County will not have to contribute TIF Capture to the proposed plan.

OTHER CONSIDERATIONS
Terminating the plan will provide more opportunities for another developer.

RECOMMENDATION
I recommend the Board of Commissioners terminate the Brownfield Plan for the Douglas J Redevelopment in Meridian Charter Township.
Introduced by the County Services and Finance Committees of the:  

INGHAM COUNTY BOARD OF COMMISSIONERS  

RESOLUTION TO TERMINATE A BROWNFIELD FOR THE DOUGLAS J REDEVELOPMENT PROJECT

WHEREAS, the Ingham County Board of Commissioners created the Ingham County Brownfield Redevelopment Authority (ICBRA) in September 2001 (resolution #01-279) pursuant to PA 381 of 1996 as amended (the ACT) in order to promote the redevelopment of environmentally distressed, functionally obsolete and/or blighted areas of the County; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution #13-129 on March 26, 2013 for a Brownfield Plan for the Douglas J Redevelopment in Meridian Charter Township, Michigan; and

WHEREAS, the property included in the plan are 2138 Hamilton Road (33-02-02-21-405-101), 2148 Hamilton Road (33-02-02-21-405-005) and 4695 Okemos Road (33-02-02-21-405-009); and

WHEREAS, the developer has decided to not move forward with redevelopment on this site; and

WHEREAS, pursuant to the ACT, Section 14, (8) provides for the termination of a brownfield plan if there has been not activity for at least two years with proper notification to the public and parties involved.

THEREFORE BE IT RESOLVED, pursuant to the authority vested in the Ingham County Board of Commissioners by PA 381 of 1996 as amended in accordance with Section 14, (8) the Brownfield Redevelopment Plan for the Douglas J Redevelopment Project in Meridian Charter Township is terminated.

BE IT FURTHER RESOLVED, that the Economic Development Coordinator shall send notice of Termination of the plan to the Developer, Ingham County Brownfield Redevelopment Authority, the Ingham County Treasurer, and the other taxing jurisdictions impacted by this plan.
TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 9/05/2017
SUBJECT: AT&T Change to ASE Network on Demand

BACKGROUND
Ingham County currently uses AT&T for several of our network connections with a contract we renewed in April for one year. We have been pursuing a different method of connectivity to get better pricing and service, the one year extension has allowed us time to review, get approval, and implement. After review, there is an opportunity to change our current connectivity method to lower cost, enhance usability, and increase our flexibility.

ALTERNATIVES
Annual costs under current contract prices $59,000.00
Annual estimated costs with new service $43,000.00
Estimated 5 year savings $80,000.00

FINANCIAL IMPACT
The funding for the continuing $43,000.00 annual cost will be spread to various departments based on usage as per current practice.

OTHER CONSIDERATIONS
This is one portion of the budget savings that ITD has been pursuing for FY 2018.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached contract for AT&T.
AT&T SWITCHED ETHERNET SERVICESM (with NETWORK ON DEMAND)

Pricing Schedule Provided Pursuant to Custom Terms

Please sign by 09-10-2017

<table>
<thead>
<tr>
<th>Customer</th>
<th>AT&amp;T</th>
</tr>
</thead>
<tbody>
<tr>
<td>County of Ingham</td>
<td>The applicable AT&amp;T ILEC Service-Providing Affiliate(s)</td>
</tr>
<tr>
<td>Street Address: 121 E MAPLE ST</td>
<td></td>
</tr>
<tr>
<td>City: MASON State/Province: MI</td>
<td></td>
</tr>
<tr>
<td>Zip Code: 48854-1655 Country: USA</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Contact (for Notices)</th>
<th>AT&amp;T Contact (for Notices)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Deb Fett</td>
<td>Name: JAY VAN DUZEN</td>
</tr>
<tr>
<td>Title: CIO</td>
<td></td>
</tr>
<tr>
<td>Street Address: 121 E MAPLE ST</td>
<td>Street Address: 23500 NORTHWESTERN HWY BLDG W</td>
</tr>
<tr>
<td>City: MASON State/Province: MI</td>
<td>City: SOUTHFIELD State/Province: MI</td>
</tr>
<tr>
<td>Zip Code: 48854-1655</td>
<td>Zip Code: 48375 Country: USA</td>
</tr>
<tr>
<td>Country: USA</td>
<td></td>
</tr>
<tr>
<td>Telephone: 5176767371</td>
<td>Telephone: 2482045681 Fax: 2484833218</td>
</tr>
<tr>
<td>Fax:</td>
<td>Email: <a href="mailto:jv62041@us.ATT.com">jv62041@us.ATT.com</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:DFett@ingham.org">DFett@ingham.org</a></td>
<td>Sales Branch Manager: Pizzuti</td>
</tr>
<tr>
<td>Customer Account Number or Master Account Number: 1-QYV5-3571</td>
<td>SSCP Name: ROGERBLAKE</td>
</tr>
<tr>
<td></td>
<td>Sales Strata: Retail-Direct Sales Region: US-MIDWEST</td>
</tr>
<tr>
<td></td>
<td>With a copy (for Notices) to:</td>
</tr>
<tr>
<td></td>
<td>AT&amp;T Corp.</td>
</tr>
<tr>
<td></td>
<td>One AT&amp;T Way</td>
</tr>
<tr>
<td></td>
<td>Bedminster, NJ 07921-0752</td>
</tr>
<tr>
<td></td>
<td>ATTN: Master Agreement Support Team</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:masl@att.com">masl@att.com</a></td>
</tr>
</tbody>
</table>

This Pricing Schedule for the service(s) identified below ("Service") is part of the Agreement referenced above. Customer requests that its identity be kept confidential and not be publicly disclosed by AT&T or by any regulatory commission, unless required by law.

Services purchased under this Pricing Schedule must be ordered and managed using the AT&T Network on Demand process described in the Network on Demand Guide available at: http://cpr.att.com/pdf/publications/NOD_Guide.pdf which is incorporated herein by reference and is subject to change by AT&T from time to time.

AT&T California currently provides billing and collections services to third parties which may place charges that Customer authorizes on Customer's bill for intrastate Services. To the extent that AT&T California makes blocking of such charges available, Customer may block third-party charges from its bill at no cost.

<table>
<thead>
<tr>
<th>Customer (by its authorized representative)</th>
<th>AT&amp;T (by its authorized representative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>By:</td>
<td>By:</td>
</tr>
<tr>
<td>Printed or Typed Name:</td>
<td>Printed or Typed Name:</td>
</tr>
<tr>
<td>Title:</td>
<td>Title:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

For AT&T internal use only: Contract Ordering and Billing Number (CNUM):
AT&T Switched Ethernet Service℠ (with Network On Demand) Pricing Schedule Provided Pursuant to Custom Terms

1. SERVICE, SERVICE PROVIDER(S) and SERVICE PUBLICATION(S)

1.1 AT&T Switched Ethernet Service℠

<table>
<thead>
<tr>
<th>Service</th>
<th>Service Publication (incorporated by reference)</th>
<th>Service Publication Location</th>
</tr>
</thead>
</table>

Service Providers

<table>
<thead>
<tr>
<th>AT&amp;T Alabama</th>
<th>AT&amp;T Indiana</th>
<th>AT&amp;T Missouri</th>
<th>AT&amp;T Tennessee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT&amp;T Arkansas</td>
<td>AT&amp;T Kansas</td>
<td>AT&amp;T Nevada</td>
<td>AT&amp;T Texas</td>
</tr>
<tr>
<td>AT&amp;T California</td>
<td>AT&amp;T Kentucky</td>
<td>AT&amp;T North Carolina</td>
<td>AT&amp;T Wisconsin</td>
</tr>
<tr>
<td>AT&amp;T Florida</td>
<td>AT&amp;T Louisiana</td>
<td>AT&amp;T Ohio</td>
<td></td>
</tr>
<tr>
<td>AT&amp;T Georgia</td>
<td>AT&amp;T Michigan</td>
<td>AT&amp;T Oklahoma</td>
<td></td>
</tr>
<tr>
<td>AT&amp;T Illinois</td>
<td>AT&amp;T Mississippi</td>
<td>AT&amp;T South Carolina</td>
<td></td>
</tr>
</tbody>
</table>

1.2 Inside Wiring

<table>
<thead>
<tr>
<th>Service</th>
<th>AT&amp;T Inside Wiring</th>
<th>AT&amp;T Inside Wiring</th>
</tr>
</thead>
</table>

Service Provider | Service Publication | Service Publication Location |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Same as the AT&amp;T Service Provider for the AT&amp;T Switched Ethernet Service</td>
<td>AT&amp;T Inside Wiring Service Attachment</td>
<td><a href="http://cpr.att.com/pdf/service_publications/AS_ESDN_Inside_Wiring_Attachment.pdf">http://cpr.att.com/pdf/service_publications/AS_ESDN_Inside_Wiring_Attachment.pdf</a></td>
</tr>
</tbody>
</table>

2. PRICING SCHEDULE TERM, EFFECTIVE DATES

<table>
<thead>
<tr>
<th>Pricing Schedule Term</th>
<th>60 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date of Minimum Payment Period, per Service Component</td>
<td>Later of the Effective Date or installation of the Service Component</td>
</tr>
<tr>
<td>Rate Stabilization per Service Component</td>
<td>Rates as specified in this Pricing Schedule for each Service Component are stabilized until the end of its Minimum Payment Period</td>
</tr>
<tr>
<td>Pricing following the end of Minimum Payment Period</td>
<td>Non-stabilized prices as modified from time to time in applicable Service Publication or, if there is no such pricing, the pricing in this Pricing Schedule</td>
</tr>
</tbody>
</table>

3. MINIMUM PAYMENT PERIOD

<table>
<thead>
<tr>
<th>Service Components</th>
<th>Percentage of Monthly Recurring Charge Applied for Calculation of Early Termination Charges*</th>
<th>Minimum Payment Period per Service Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Service Components</td>
<td>50% plus any unpaid or waived non-recurring charges</td>
<td>60 months</td>
</tr>
</tbody>
</table>

*Early termination charges shall not exceed the total amount of monthly recurring charges for the remainder of the Minimum Payment Period; refer to Network on Demand Guide for details.

4. ADDS

AT&T Switched Ethernet Service Customer Port Connections may be purchased (where available using the Network on Demand process) during the Pricing Schedule Term at the rates, terms and conditions herein.
5. RATES and CHARGES

5.1 AT&T SWITCHED ETHERNET SERVICE

5.1.1 Monthly Recurring Charges (MRC)

All Monthly Recurring Charge (MRC) rates are per port. The total MRC for a port is the sum of the Port Connection MRC, the Bandwidth MRC, and any associated Feature MRC(s).

**Basic Port Connection MRC**

<table>
<thead>
<tr>
<th>Basic Port Connection Speed</th>
<th>MRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Mbps</td>
<td>$212.52</td>
</tr>
<tr>
<td>1 Gbps</td>
<td>$212.52</td>
</tr>
</tbody>
</table>

**Bandwidth MRC**

If Customer changes the CIR and/or CoS configuration during the billing cycle, the Bandwidth MRC will be prorated based on the time interval for each configuration. Bandwidth may be adjusted using the Network on Demand process within the available network capacity, which may vary from time to time. All speeds may not be available at all times or at all locations. Network augmentation via traditional processes may be required before certain speeds will be available on demand. Contact your AT&T sales representative to discuss ways to increase available capacity.

<table>
<thead>
<tr>
<th>Committed Information Rate (CIR)</th>
<th>Non Critical High</th>
<th>Business Critical Medium</th>
<th>Business Critical High</th>
<th>Interactive</th>
<th>Real Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Mbps</td>
<td>$146.42</td>
<td>$151.47</td>
<td>$181.76</td>
<td>$214.55</td>
<td>$232.25</td>
</tr>
<tr>
<td>4 Mbps</td>
<td>$174.33</td>
<td>$179.46</td>
<td>$210.22</td>
<td>$238.43</td>
<td>$256.37</td>
</tr>
<tr>
<td>5 Mbps</td>
<td>$189.60</td>
<td>$198.43</td>
<td>$220.47</td>
<td>$242.62</td>
<td>$260.15</td>
</tr>
<tr>
<td>8 Mbps</td>
<td>$208.00</td>
<td>$215.86</td>
<td>$233.51</td>
<td>$249.20</td>
<td>$266.86</td>
</tr>
<tr>
<td>10 Mbps</td>
<td>$218.67</td>
<td>$229.25</td>
<td>$264.52</td>
<td>$299.79</td>
<td>$320.95</td>
</tr>
<tr>
<td>20 Mbps</td>
<td>$246.96</td>
<td>$258.45</td>
<td>$287.17</td>
<td>$315.85</td>
<td>$338.86</td>
</tr>
<tr>
<td>50 Mbps</td>
<td>$289.88</td>
<td>$303.18</td>
<td>$332.76</td>
<td>$362.34</td>
<td>$390.44</td>
</tr>
<tr>
<td>100 Mbps</td>
<td>$343.84</td>
<td>$381.94</td>
<td>$392.10</td>
<td>$422.26</td>
<td>$452.42</td>
</tr>
<tr>
<td>150 Mbps</td>
<td>$488.14</td>
<td>$512.36</td>
<td>$535.83</td>
<td>$558.94</td>
<td>$599.93</td>
</tr>
<tr>
<td>250 Mbps</td>
<td>$552.89</td>
<td>$580.53</td>
<td>$654.25</td>
<td>$727.97</td>
<td>$781.41</td>
</tr>
<tr>
<td>400 Mbps</td>
<td>$610.70</td>
<td>$641.50</td>
<td>$713.99</td>
<td>$786.48</td>
<td>$844.47</td>
</tr>
<tr>
<td>500 Mbps</td>
<td>$649.51</td>
<td>$681.81</td>
<td>$753.58</td>
<td>$825.35</td>
<td>$886.36</td>
</tr>
<tr>
<td>600 Mbps</td>
<td>$750.31</td>
<td>$787.47</td>
<td>$870.64</td>
<td>$929.04</td>
<td>$994.52</td>
</tr>
<tr>
<td>1000 Mbps</td>
<td>$861.35</td>
<td>$905.28</td>
<td>$975.60</td>
<td>$1045.91</td>
<td>$1121.50</td>
</tr>
</tbody>
</table>
AT&T Switched Ethernet Service™ (with Network On Demand) Pricing Schedule Provided Pursuant to Custom Terms

Feature MRC

<table>
<thead>
<tr>
<th>Feature</th>
<th>MRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhanced Multicast</td>
<td>$78.4</td>
</tr>
</tbody>
</table>

5.1.2 Non Recurring Charges (NRC)
Standard Non Recurring Charges for installation of new Customer Port Connections, per the applicable Service Publication, will be waived.

5.1.3 Additional Charges
Charges for additional Service options may apply, per Service Publication. Charges for special construction, if needed, may also apply.

5.2 AT&T INSIDE WIRING
Charges for AT&T Inside Wiring are as set forth in the Service Publication.

End of Document
Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACT FOR ASE WITH NOD SERVICE FROM AT&T

WHEREAS, the current Ingham County local and long distance telephone contract with AT&T expires in April, 2018; and

WHEREAS, currently Ingham County pays $59,000.00 per year for network connectivity; and

WHEREAS, Innovation & Technology is recommending we switch to the Switched Ethernet Service with Network On Demand from AT&T for a period of 5 year for an estimated total cost of $43,000.00 with potential to add other sites to the contract over time.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the approval of the ASE + NOD contract from AT&T in the amount of $43,000.00 per year for a period of 5 years.

BE IT FURTHER RESOLVED, that the total cost will be spread to various departments based on usage as per current practice.

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:        Board of Commissioners, County Services Committee, and Finance Committee
FROM:      Deb Fett, CIO
DATE:      8/24/2017
SUBJECT:   PACC/PAAM Licensing and Support Renewal

BACKGROUND
PACC/PAAM is the software that our Ingham County Prosecutor’s Office relies on for case tracking, victims’ rights notifications and warrant charging guidance information. It is a creation of the Prosecuting Attorneys Association of Michigan.
Last year’s costs were $22,174.00. At the 2016 Mid-Winter Conference for the association, the membership voted to change the standard COLA increase that was the previous standard and allow a 5% increase per year to be charged in order to cover the costs associated with building a new cloud based system. (See attached letter.) This accounts for the 5% increase this year which we are unable to change.

ALTERNATIVES
None.

FINANCIAL IMPACT
The funding for the $23,295.00 total will come from the County’s LOFT Fund 636-25820-932050.

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

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for PACC/PAAM Licensing and Support renewal in the amount of $23,295.00.
June 3, 2016

TO: Prosecuting Attorneys

FROM: Larry J. Burdick

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

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

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

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

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

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

Enclosures
**Services Provided**

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

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

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

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

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

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

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

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

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

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

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

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

**Invoice Number:** DUES 0601 - 104  
**PAAM Federal I.D. Number:** 38 1915 327  
**Date:** June 1, 2017

**To:**  
Ms. Carol Siemon  
Prosecuting Attorney  
303 W. Kalamazoo  
Lansing, MI 48933

**Ship to (if different address):**  
RECEIVED  
JUN 07 2017  
Ingham County  
Prosecutor's Office

**CONTACT PERSON** | **PO#** | **Make checks payable to "PAAM"**  
--- | --- | ---  
Marcia Beatty |  | Mail to: 116 W. Ottawa St., Ste. 200, Lansing, MI 48913

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
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<tbody>
<tr>
<td>2018 MEMBERSHIP DUES</td>
<td></td>
</tr>
<tr>
<td>Prosecuting Attorneys Association of Michigan</td>
<td>2,077</td>
</tr>
<tr>
<td>National District Attorneys Association</td>
<td>787</td>
</tr>
<tr>
<td>PACC/PAAM LICENSING AND SUPPORT FEE</td>
<td>23,295</td>
</tr>
</tbody>
</table>

**TOTAL DUE** | **$26,139** |
Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF PACC/PAAM LICENSING AND SUPPORT

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

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

WHEREAS, the renewal for licensing and support will be $23,295.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of licensing and support from PACC/PAAM in an amount not to exceed $23,295.00.

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

BE IT FURTHER RESOLVED, that the Controller/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 and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: August 31, 2017
SUBJECT: Disposal of Surplus Vehicles

This is a resolution authorizing a publically advertised auction conducted by the Purchasing Department for the disposal of certain vehicles which have been replaced or have exceeded the useful life, and therefore no longer serves the County’s needs.

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

Vehicles to be auctioned are identified in Attachment “A”.

I respectfully request approval of the resolution.
Agenda Item 8

INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS PROPERTY

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

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

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

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

BE IT FURTHER RESOLVED, that any vehicle not sold at the auction may be disposed of by the Purchasing Director in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of surplus items will be deposited in the General Fund 10130101 673000 or appropriate account.
<table>
<thead>
<tr>
<th>Year Make Model</th>
<th>Color</th>
<th>Mileage</th>
<th>VIN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1997 Dodge 3500 4X4 Diesel Truck</td>
<td>Green</td>
<td>187,538</td>
<td>1B6MF36D8VJ576095</td>
</tr>
<tr>
<td>Drain</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Department:*  
*Additional Information:*  
Dead battery and oil leak in front end of engine.

<table>
<thead>
<tr>
<th>Year Make Model</th>
<th>Color</th>
<th>Mileage</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1997 F-150 4X2 Truck</td>
<td>Green</td>
<td>140,939</td>
<td>1FTDF17W1VLB15938</td>
</tr>
<tr>
<td>Drain</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*Department:*  
*Additional Information:*  
Battery and electrical problems in the steering column

<table>
<thead>
<tr>
<th>Year Make Model</th>
<th>Color</th>
<th>Mileage</th>
<th>VIN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1995 F-150 4X2 Gas Truck</td>
<td>Green</td>
<td>156,843</td>
<td>1FTDF15Y85LB77823</td>
</tr>
<tr>
<td>Drain</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*Department:*  
*Additional Information:*  
Battery problems.

<table>
<thead>
<tr>
<th>Year Make Model</th>
<th>Color</th>
<th>Mileage</th>
<th>VIN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 Dodge Grand Caravan</td>
<td>Silver</td>
<td>141,823</td>
<td>2D4RN5D19AR169419</td>
</tr>
<tr>
<td>Drain</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Department:*  
*Additional Information:*  
Transmission issues, damage to the passenger side, some rust on the hood and rear wheel wells, passenger rear tire loses air, parts from middle seat fell off, and part of roof rack is in the vehicle.
<table>
<thead>
<tr>
<th>Year Make Model</th>
<th>Color</th>
<th>Mileage</th>
<th>VIN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 Dodge Grand Caravan</td>
<td>White</td>
<td>150,280</td>
<td>2D4RN5D11AR145714</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td><strong>Additional Information</strong></td>
<td></td>
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<tr>
<td>Youth Center</td>
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<td></td>
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<td></td>
<td>Has had previous bodywork on front fender. Some minor scratches. Repair costs are becoming excessive.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Make Model</th>
<th>Color</th>
<th>Mileage</th>
<th>VIN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1999 Chevy/Omaha Truck / Light duty</td>
<td>Orange</td>
<td>189,700</td>
<td>1GBHC34ROXF034147</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td><strong>Additional Information</strong></td>
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<tr>
<td>Road</td>
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<td>The truck runs, is in fair condition, rusty, and lift box does work.</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Year Make Model</th>
<th>Color</th>
<th>Mileage</th>
<th>VIN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1996 Ford / Omaha Truck (F-350)</td>
<td>Orange</td>
<td>208,056</td>
<td>1FDJF37H3TEB57024</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td><strong>Additional Information</strong></td>
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<td>Road</td>
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<td></td>
<td>Truck runs okay, poor condition, rusty, exhaust leaks, emission light on, and lift box does work well.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Make Model</th>
<th>Color</th>
<th>Mileage</th>
<th>VIN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002 GMC Sierra Pickup</td>
<td>Orange</td>
<td>228,625</td>
<td>1GTEC14WX2Z312276</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td><strong>Additional Information</strong></td>
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<td>Road</td>
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<tr>
<td></td>
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<td></td>
<td>Truck runs, poor condition, transmission leaks, and rusty.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Make Model</th>
<th>Color</th>
<th>Mileage</th>
<th>VIN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009 Chevy Impala</td>
<td>White</td>
<td>Unknown, dead battery</td>
<td>2G1WS57M191317628</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td><strong>Additional Information</strong></td>
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<tr>
<td>Potter Park Zoo</td>
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<td>Dead battery, flat front tire and decal glue remains on a large part of the vehicle.</td>
</tr>
<tr>
<td>Year Make Model</td>
<td>Color</td>
<td>Mileage</td>
<td>VIN #</td>
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</tr>
<tr>
<td>2009 Chevrolet Impala</td>
<td>White</td>
<td>Unknown due to crash</td>
<td>2G1WS57M091314719</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
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<tr>
<td>Sheriff’s Office</td>
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<td><strong>Additional Information</strong></td>
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<tr>
<td>1999 Chevrolet 1500 Truck</td>
<td>White</td>
<td>161,699</td>
<td>1GCEK14VXE207893</td>
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<tr>
<td><strong>Department:</strong></td>
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<tr>
<td>Facilities</td>
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<tr>
<td>2016 Ford Fusion</td>
<td>Silver</td>
<td>15,407±</td>
<td>1FA6POH75G5110682</td>
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<tr>
<td><strong>Department:</strong></td>
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<td>Sheriff's Office</td>
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<tr>
<td>Year Make Model</td>
<td>Color</td>
<td>Mileage</td>
<td>VIN #</td>
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</tr>
<tr>
<td>1995 Cadillac Eldorado</td>
<td>Maroon</td>
<td>Unknown, dead battery</td>
<td>1G6EL12YOSU615474</td>
</tr>
<tr>
<td>Department:</td>
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<tr>
<td>Sheriff’s Office</td>
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<tr>
<td></td>
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<td></td>
<td>Forfeiture. No visible rust, flat tires, dead battery, and has been sitting for some time.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Make Model</th>
<th>Color</th>
<th>Mileage</th>
<th>VIN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000 Dodge Neon</td>
<td>Silver</td>
<td>Unknown, dead battery</td>
<td>1B3ES46C8YD610033</td>
</tr>
<tr>
<td>Department:</td>
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<td></td>
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<tr>
<td>Sheriff’s Office</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Forfeiture. Poor exterior finish, dead battery and has been sitting for some time.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Make Model</th>
<th>Color</th>
<th>Mileage</th>
<th>VIN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998 Chevy Cavalier</td>
<td>Blue</td>
<td>170,675</td>
<td>1G1JF52T9W7104485</td>
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<tr>
<td>Department:</td>
<td></td>
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<tr>
<td>Sheriff’s Office</td>
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<tr>
<td></td>
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<td></td>
<td>Forfeiture. Poor exterior finish, flat tires has been sitting for some time.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Year Make Model</th>
<th>Color</th>
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<th>VIN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1991 GMC Jimmy</td>
<td>Blue</td>
<td>179,251</td>
<td>1GKDT13ZXM2547607</td>
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<tr>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Forfeiture. Rusty vehicle, flat tires, and has been sitting for some time.</td>
</tr>
<tr>
<td>Year</td>
<td>Make</td>
<td>Model</td>
<td>Color</td>
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<td>-------------</td>
</tr>
<tr>
<td>1992</td>
<td>Dodge</td>
<td>Dakota</td>
<td>Blue/Silver</td>
</tr>
<tr>
<td></td>
<td>Pickup</td>
<td></td>
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<td></td>
<td>Department:</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Sheriff's Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>Buick</td>
<td>LeSabre</td>
<td>Gold</td>
</tr>
<tr>
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<tr>
<td></td>
<td>Department:</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>Chevy</td>
<td>Impala</td>
<td>Gold</td>
</tr>
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<td>Department:</td>
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<tr>
<td></td>
<td>Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1996</td>
<td>FORD</td>
<td>LGT CONV “F” Truck</td>
<td>Orange</td>
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<td></td>
<td>Department:</td>
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<td>Road</td>
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<tr>
<td>Year Make Model</td>
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<td>Mileage</td>
<td>VIN #</td>
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<tr>
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<td>----------------</td>
</tr>
<tr>
<td>1991 Chevy GMT-400 Truck</td>
<td>Orange</td>
<td>221,000</td>
<td>1GCFC24Z4ME165533</td>
</tr>
</tbody>
</table>

**Department:** Road

**Additional Information:** 1991 Chevy W/T (work truck) 2500. Electrical problems, body rust, and battery will not stay charged.

<table>
<thead>
<tr>
<th>Year Make Model</th>
<th>Color</th>
<th>Mileage</th>
<th>VIN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007 Dodge Ram Truck</td>
<td>Blue</td>
<td>Unknown, defective engine.</td>
<td>3D6WG46D17G785152</td>
</tr>
</tbody>
</table>

**Department:** Road

**Additional Information:** Defective engine and front plow.

<table>
<thead>
<tr>
<th>Year Make Model</th>
<th>Color</th>
<th>Mileage</th>
<th>VIN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003 Chevy Trailblazer</td>
<td>Black</td>
<td>133,441</td>
<td>1GNDT13S342218138</td>
</tr>
</tbody>
</table>

**Department:** Parks

**Additional Information:** Transmission slipping, ABS system not working properly, problem with 4-wheel drive, and several check engine issues. The body and frame are in average condition.

<table>
<thead>
<tr>
<th>Year Make Model</th>
<th>Color</th>
<th>Mileage</th>
<th>VIN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002 Chevy Tahoe</td>
<td>White</td>
<td>159,121</td>
<td>1GNEK13Z32J329747</td>
</tr>
</tbody>
</table>

**Department:** SO/Parks

**Additional Information:** Transmission slips, engine light on, brakes are bad, and v-joints are bad.
MEMORANDUM

TO: County Services and Finance Committees

FROM: Tom Gamez Jr., Director of Operations ICRD

DATE: August 14, 2017

SUBJECT: ITB No.144-17: Propane supplied to the Road Department’s Eastern Garage

The purpose of this correspondence is to support the attached resolution, to have propane supplied and delivered to the ICRD, Eastern District Garage located at 1335 E. Howell Road Williamston, Michigan 48895.

The Road Department requires propane for heating the building and water at the Eastern District Garage, with an estimated annual use of 15,000 gallons of propane a year.

The Road Department’s adopted 2017 budget includes controllable expenditures, funds for this and other road maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third year for this contract.

Bids from qualified and experienced vendors for the purpose of supplying and delivering propane to the Road Department were solicited and evaluated by the Ingham County Purchasing Department per ITB # 144-17, and it is their recommendation, with the concurrence of Road Department staff, to award this to the lowest qualified local bidder, Avery Oil & Propane Mason, Michigan. 48854

The lowest bid was submitted by a non-local vendor (Crystal Flash Inc.) for $50,550. A registered local vendor (Avery Oil & Propane) submitted a bid that was within 10% of $50,550. Avery Oil & Propane qualifies and has agreed to utilize the local preference policy. The Purchasing dept. has verified Avery Oil & Propane can adjust their bid to match the $50,550 low bid.

Therefore approval of the attached resolution is recommended, to authorize a 3 year contract with a 2 year renewal option to Avery Oil & Propane Mason, Michigan 48854, with an estimated 3 year cost of $50,550.00. Plus $75.00 per hour on labor for any required repairs.

- First year of the contract: $1.10 per an Gallon of propane
- Second year of the contract: $1.13 per an Gallon of propane
- Third year of the contract: $1.14 per an Gallon of propane
TO:    Tom Gamez, Director of Operations  
FROM: James Hudgins, Director of Purchasing  
DATE:  July 28, 2017  
RE: Memorandum of performance for ITB No. 144-17: Propane for Eastern Garage

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing propane to the Eastern Garage location for the Ingham County Road Department for a period of three years with an option for a two-year extension.

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>11</td>
<td>6</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref.</th>
<th>Grand Total for 3 Years</th>
<th>Annual Inspection</th>
<th>Repair Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crystal Flash Inc.</td>
<td>No, Grand Rapids</td>
<td>$50,550.00</td>
<td>No Cost</td>
<td>$85.00/HR</td>
</tr>
<tr>
<td>Avery Oil &amp; Propane Inc.</td>
<td>Yes, Mason</td>
<td>$51,750.00</td>
<td>No Cost</td>
<td>$75.00/HR</td>
</tr>
</tbody>
</table>

*Lansing Ice & Fuel and Swan Fuel Services provide unresponsive bids. Each provided fractional costs when whole cent costs were required in the RFP.*

*Avery Oil, a local vendor, is within 10% of the low bidder, Crystal Flash Inc, and is willing to match Crystal Flash’s cost in accordance with the local Purchasing Preference Policy.*

*You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the ITB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.*
This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Ingham County Purchasing Dept  
Attention: Bobbie Mayes  
121 E. Maple St.  
Mason, MI 48854  

August 2, 2017  

Bobbie,  

Avery oil & Propane, Inc. will match the low bid on “packet # 144-17” in accordance with Ingham Counties local purchasing preference policy. The price/gallon year 1 $1.10, year 2 $1.13 and year 3 $1.14.

Thank You

Fritz Schinck  
Avery Oil & Propane, Inc
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR
PROPANE SUPPLIED AND DELIVERED TO THE ROAD DEPARTMENT

WHEREAS, the Ingham County Road Department (ICRD) requires propane to be supplied and delivered to the Eastern District Garage located at 1335 E. Howell Road Williamston, Michigan 48895; and

WHEREAS, the ICRD requires propane for heating the building and water at the Eastern District Garage, with an estimated annual use of 15,000 gallons of propane a year; and

WHEREAS, the Purchasing Department recently released bid packet #144-17 and received sealed, competitive bid proposals for these services for the next 3 year period with a 2 year renewal option, beginning from date of service contract execution; and

WHEREAS, bids for supplied and delivered propane for the Eastern Garage were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of ICRD staff, to award the contract to the lowest qualified local bidder Avery Oil & Propane Mason, Michigan 48854; and

WHEREAS, the lowest bid was summited by a non-local vendor (Crystal Flash Inc.) for $50,550. A registered local vendor (Avery Oil & Propane) summited a bid that was within 10% of $50,550. Avery Oil & Propane qualifies and has agreed to utilize the local preference policy. The Purchasing dept. has verified Avery Oil & Propane can adjust their bid to match the $50,550 low bid; and

WHEREAS, the Road Department’s adopted 2017 budget includes controllable expenditures, funds for this and other maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third years of this contract.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the bid, and authorizes entering into a contract with Avery Oil & Propane Mason, Michigan 48854 for propane supplied and delivered to Road Department per bid packet #144-17 with a total estimated cost of $50,550 for the three year period, with a 2 year renewal option. Plus $75.00 per hour on labor for any required repairs, beginning from date of service contract execution.

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 on behalf of the County after approval as to form by the County Attorney.
MEMORANDUM

TO:      County Services and Finance Committees
FROM:    Tom Gamez, Director of Operations ICRD
DATE:    August 31, 2017
SUBJECT: ITB No.146-17: De-Icing Corrosion Inhibited Solution.

The purpose of this correspondence is to support the attached resolution to purchase Geomelt S7 De-icing Solution from Chloride Solutions LLC located in Webberville, Michigan, for the next 3 winter maintenance seasons.

The Road Department annually purchases approximately 12,000 gallons of liquid de-icing solution for use in winter maintenance operations.

Bids for liquid de-icing solution were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #146-17, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase liquid de-icing solution on an as-needed, unit price basis from Chloride Solutions LLC.

The Road Department’s adopted 2017 budget includes controllable expenditures, funds for this and other maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third years of this agreement;

Chloride Solutions LLC with their product of Geomelt S7, is the lowest qualifying bid which meets the standards required from ITB #146-17. The De-Icing Solution is to be delivered to all three district garage locations.

The lowest bidder, Michigan Chloride Sales product - Mineral well brine, failed to meet the required anti corrosion specifications. Mineral well brine is a liquid chloride solution without the corn steep or equivalent anti corrosion additives. As a result their bid was disqualified.

Therefore approval of the attached resolution is recommended to authorize a 3 year agreement to Chloride Solutions LLC. 672 N. M-52 Webberville, Mi. 48892, at a cost not to exceed $29,880

It is therefore the recommendation of the Purchasing Department, with the concurrence of ICRD staff, to award this to the lowest qualified bidder Chloride Solutions LLC, for a 3 year agreement.
TO: Tom Gamez, Director of Operations
FROM: James Hudgins, Director of Purchasing
DATE: August 23, 2017

Per your request, the Purchasing Department sought proposals from experienced and qualified vendors for the purpose of furnishing the Ingham County Road Department with single tungsten carbide grader blades and junior wing plow blades for their plow trucks for a period of three years with an option for a two-year extension.

The RFP was advertised in the Lansing State Journal, The Chronicle 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>20</td>
<td>2</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>8</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 ITB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>Estimated Quantity Per Year - Grader Blade</th>
<th>Grader Blade (Per Blade) Year 1</th>
<th>Grader Blade (Per Blade) Year 2</th>
<th>Grader Blade (Per Blade) Year 3</th>
<th>Estimated Quantity Per Year - Wing Plow Blade</th>
<th>Wing Plow Blade (Per Blade) Year 1</th>
<th>Wing Plow Blade (Per Blade) Year 2</th>
<th>Wing Plow Blade (Per Blade) Year 3</th>
<th>Total Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valk Manufacturing Company</td>
<td>No, New Kingstown, PA</td>
<td>250 (+/-)</td>
<td>$129.76</td>
<td>$138.96</td>
<td>$147.28</td>
<td>50 (+/-)</td>
<td>$76.00</td>
<td>$78.00</td>
<td>$80.00</td>
<td>$115,700.00</td>
</tr>
<tr>
<td>Nordik Blades</td>
<td>No, Abestos, Quebec Canada</td>
<td>250 (+/-)</td>
<td>$137.48</td>
<td>$151.23</td>
<td>$165.35</td>
<td>50 (+/-)</td>
<td>$68.25</td>
<td>$75.08</td>
<td>$82.58</td>
<td>$125,060.50</td>
</tr>
<tr>
<td>Truck &amp; Trailer Specialties Inc.</td>
<td>No, Howell, MI</td>
<td>250 (+/-)</td>
<td>$154.44</td>
<td>$160.62</td>
<td>$167.04</td>
<td>50 (+/-)</td>
<td>$84.56</td>
<td>$87.94</td>
<td>$91.46</td>
<td>$133,723.20</td>
</tr>
<tr>
<td>Chemung Supply Corp.</td>
<td>No, Elmira, NY</td>
<td>250 (+/-)</td>
<td>$141.12</td>
<td>$148.17</td>
<td>$155.58</td>
<td>50 (+/-)</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$111,217.50</td>
</tr>
<tr>
<td>Shults Equipment Inc.</td>
<td>No, Ithaca MI</td>
<td>250 (+/-)</td>
<td>$145.86</td>
<td>No Bid</td>
<td>No Bid</td>
<td>50 (+/-)</td>
<td>$83.78</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$40,654.00</td>
</tr>
<tr>
<td>Tupes of Saginaw</td>
<td>No, Saginaw MI</td>
<td>250 (+/-)</td>
<td>$151.00</td>
<td>No Bid</td>
<td>No Bid</td>
<td>50 (+/-)</td>
<td>$82.50</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$41,875.00</td>
</tr>
<tr>
<td>Winter Equipment Company</td>
<td>No, Willoughby, OH</td>
<td>250 (+/-)</td>
<td>$180.72</td>
<td>No Bid</td>
<td>No Bid</td>
<td>50 (+/-)</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$45,180.00</td>
</tr>
<tr>
<td>Michigan CAT</td>
<td>No, Eaton County MI</td>
<td>250 (+/-)</td>
<td>$186.02</td>
<td>$186.02</td>
<td>$186.02</td>
<td>50 (+/-)</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$139,515.00</td>
</tr>
<tr>
<td>St. Regis Culvert Inc.</td>
<td>No, Eaton County MI</td>
<td>250 (+/-)</td>
<td>$197.12</td>
<td>No Bid</td>
<td>No Bid</td>
<td>50 (+/-)</td>
<td>$101.50</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$54,355.00</td>
</tr>
</tbody>
</table>
WHEREAS, the Road Department annually purchases approximately 12,000 gallons of liquid de-icing solution for use in winter maintenance operations; and

WHEREAS, the Purchasing Department recently released bid packet #146-17 and received sealed, competitive bid proposals for De-Icing Corrosion Inhibited Solution for a 3 year period, beginning from date of agreement execution; and

WHEREAS, bids for liquid de-icing solution were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of the Road Department staff, to award this agreement to the lowest qualified bidder and purchase liquid de-icing solution on an as-needed, unit price basis from Chloride Solutions LLC; and

WHEREAS, the Road Department’s adopted 2017 budget includes controllable expenditures, funds for this and other maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third years of this agreement.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of Geomelt S7 liquid de-icing solution on an as-needed, unit price basis from Chloride Solutions LLC. 672 N. M-52 Webberville, Mi. 48892.

BE IT FURTHER RESOLVED, the Purchasing Department is hereby authorized to execute purchase orders with Chloride Solutions LLC, to purchase De-Icing Corrosion Inhibited Solution as needed and budgeted, on behalf of the County.
Memorandum

To: Ingham County Board of Commissioners

From: Tom Gamez Jr., Director of Operations, Ingham County Road Department

Date: 8/28/2017

Re: ITB #145-17 Single tungsten carbide insert grader blades and junior wing plow blades

The purpose of this correspondence is to support the attached resolution, to have single tungsten carbide insert grader blades and junior wing plow blades supplied and delivered to the ICRD, for the next 3 year period, beginning from date of service agreement execution.

The Road Department periodically needs to replace the cutting edges of the underbody plow blades and on the side wing plows for winter and gravel road maintenance. The Road Department’s adopted 2017 budget includes controllable expenditures, funds for this and other road maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third year for this agreement.

The Road Department has been using tungsten insert grader blades for road maintenance in all seasons for over 20 years. Junior wing plows have been equipped on all ICRD new truck purchases since 2012 and are used for snow removal only.

Bids from qualified and experienced vendors for the purpose of suppling and delivering tungsten insert grader blades and junior wing plow blades to the Road Department for a 3 year period, were solicited and evaluated by the Ingham County Purchasing Department per ITB #145-17, and it is their recommendation, with the concurrence of Road Department staff, to award this to the lowest qualified bidder Valk Manufacturing Company.

It is therefore the recommendation of the Purchasing Department, with the concurrence of ICRD staff, to award this to the lowest qualified bidder for a 3 year agreement to Valk Manufacturing Company.

Therefore approval of the attached resolution is recommended, to authorize a 3 year agreement to Valk Manufacturing Company P.O. Box 428, 66 East Main Street, New Kingstown, Pa 17072, at a cost not to exceed $115,700.
Per your request, the Purchasing Department sought proposals from experienced and qualified vendors for the purpose of furnishing the Ingham County Road Department with single tungsten carbide grader blades and junior wing plow blades for their plow trucks for a period of three years with an option for a two-year extension.

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
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<td>20</td>
<td>2</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>8</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 ITB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
## SUMMARY OF VENDORS COSTS

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>Grader Blade Total Price Year 1</th>
<th>Grader Blade Total Price Year 2</th>
<th>Grader Blade Total Price Year 3</th>
<th>Wing Plow Blade Total Price Year 1</th>
<th>Wing Plow Blade Total Price Year 2</th>
<th>Wing Plow Blade Total Price Year 3</th>
<th>Total Bid Price</th>
<th>TIME STAMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Regis Culvert Inc.</td>
<td>No, Eaton County MI</td>
<td>$197.12</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$101.50</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$54,355.00</td>
<td>08/02/17 PM 3:35 PUR</td>
</tr>
<tr>
<td>Michigan CAT</td>
<td>No, Eaton County MI</td>
<td>$186.02</td>
<td>$186.02</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$139,515.00</td>
<td>08/08/17 PM 2:19 PUR</td>
</tr>
<tr>
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<td>No Bid</td>
<td>$40,654.00</td>
<td>08/17/17 AM 11:05 PUR</td>
</tr>
<tr>
<td>Nordik Blades</td>
<td>No, Abestos, Quebec Canada</td>
<td>$137.48</td>
<td>$151.23</td>
<td>$165.35</td>
<td>$68.25</td>
<td>$75.08</td>
<td>$82.58</td>
<td>$125,060.50</td>
<td>08/18/17 AM 9:54 PUR</td>
</tr>
<tr>
<td>Valk Manufacturing Company</td>
<td>No, New Kingstown, PA</td>
<td>$129.76</td>
<td>$138.96</td>
<td>$147.28</td>
<td>$76.00</td>
<td>$78.00</td>
<td>$80.00</td>
<td>$115,700.00</td>
<td>08/21/17 AM 8:38 PUR</td>
</tr>
<tr>
<td>Chemung Supply Corp.</td>
<td>No, Elmira, NY</td>
<td>$141.12</td>
<td>$148.17</td>
<td>$155.58</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$111,217.50</td>
<td>8/22/17 AM 8:27 PUR</td>
</tr>
<tr>
<td>Winter Equipment Company</td>
<td>No, Willoughby, OH</td>
<td>$180.72</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$45,180.00</td>
<td>8/22/17 AM 9:47 PUR</td>
</tr>
<tr>
<td>Truck &amp; Trailer Specialties Inc.</td>
<td>No, Howell, MI</td>
<td>$154.44</td>
<td>$160.62</td>
<td>$167.04</td>
<td>$84.56</td>
<td>$87.94</td>
<td>$91.46</td>
<td>$133,723.20</td>
<td>8/22/17 AM 10:25 PUR</td>
</tr>
<tr>
<td>Tupes of Saginaw</td>
<td>No, Saginaw MI</td>
<td>$151.00</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$82.50</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$41,875.00</td>
<td>8/22/17 AM*</td>
</tr>
</tbody>
</table>
RESOLUTION TO AUTHORIZE THE PURCHASE OF SINGLE TUNGSTEN CARBIDE INSERT GRADER BLADES AND JUNIOR WING PLOW BLADES

WHEREAS, the Road Department periodically needs to replace the cutting edges of the underbody plow blades and on the side wing plows for winter and gravel road maintenance; and

WHEREAS, the Purchasing Department recently released bid packet #145-17 and received sealed, competitive bid proposals for single tungsten carbide insert grader blades and junior wing plow blades for a 3 year period, beginning from date of agreement execution; and

WHEREAS, bids for single tungsten carbide insert grader blades and junior wing plow blades were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of the Road Department staff, to award the agreement to the lowest qualified bidder Valk Manufacturing Company P.O. Box 428, 66 East Main Street, New Kingstown, Pa 17072; and

WHEREAS, the Road Department’s adopted 2017 budget includes controllable expenditures, funds for this and other maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third years of this agreement.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of the Road Department required supply of tungsten insert grader blades and junior wing plow blades for three years from Valk Manufacturing Company P.O. Box 428, 66 East Main Street, New Kingstown, Pa 17072, at a cost not to exceed $115,700.

BE IT FURTHER RESOLVED, the Purchasing Department is hereby authorized to execute purchase orders with Valk Manufacturing Company to purchase single tungsten carbide insert grader blades and junior wing plow blades as needed and budgeted, on behalf of the County.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REJECT RESOLUTION 17-324 AUTHORIZING THE ISSUING OF BONDS FOR THE RENOVATION AND EXPANSION OF THE MEDICAL CARE FACILITY

WHEREAS, Resolution 17-324, adopted at the August 22, 2017 meeting of the Board of Commissioners, authorized the issuing of bonds for the renovation and expansion of the Medical Care Facility; and

WHEREAS, due to a formatting issue, the numbering sequence in the resolution was incorrect; and

WHEREAS, it is necessary for the Bond Attorney to have a correct version of the certified resolution; and

WHEREAS, it is the desire of the Board of Commissioners to rescind Resolution 17-324 and to re-introduce the resolution issuing the bonds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby rescind Resolution 17-324 Authorizing the Issuing of Bonds for the Renovation and Expansion of the Medical Care Facility.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ISSUING OF BONDS FOR THE RENOVATION AND EXPANSION OF THE MEDICAL CARE FACILITY

At a regular meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), held on the 26th day of September, 2017.

PRESENT:

ABSENT:

The following resolution was offered by _________________________ and seconded by ________________________.

BOND RESOLUTION
Capital Improvement Bonds, Series 2017

WHEREAS, the Board of Commissioners of the County (the "Board") does hereby determine that it is necessary to finance part of the cost of acquiring, constructing and equipping an approximately 61,600 square foot addition to the existing Ingham County Medical Care Facility (the "Facility") located at 3860 Dobie Road, Okemos, Michigan 48864, to be located on the southeast corner of the Facility's 110 acre campus, and the renovation and equipping of the existing Facility (together, the "Project"); the Project will provide for the transfer of 48 rehabilitation beds, the addition of 64 private rooms, and the renovation of the entire long-term care portion of the Facility, for use by the Facility to provide long term care, rehabilitation services and memory care and related services; and
WHEREAS, the cost of the Project is estimated not to exceed $22,000,000; and

WHEREAS, the Board has determined to issue bonds and to use the proceeds of the sale of the bonds to finance part of the cost of the Project.

THEREFORE, BE IT RESOLVED by the Board as follows:

1. **AUTHORIZATION OF BONDS-- PURPOSE.** Bonds of the County in the principal amount of not to exceed $10,000,000 shall be issued and sold for the purpose of defraying part of the cost of the Project, including the cost of issuing the bonds. The remainder of the cost of the Project shall be paid from moneys provided by the Facility.

2. **BOND DETAILS.** The bonds shall be designated "Capital Improvement Bonds, Series 2017"; shall be dated their date of delivery or such other date determined upon the sale thereof determined by order of the County Clerk or the County Controller/Administrator (in either case the "Authorized Officer"); shall be numbered from 1 upwards; shall be fully registered; shall be in the denomination of $5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the purchaser thereof; shall bear interest at a rate or rates not exceeding 5% per annum to be determined upon the sale thereof payable on May 1, 2018 or such other date as determined by order of the Authorized Officer, and semiannually thereafter on the first day of November and May in each year; and shall mature on November 1 in each of the following years:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>AMOUNT</th>
<th>YEAR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>$455,000</td>
<td>2026</td>
<td>$685,000</td>
</tr>
<tr>
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<td>2025</td>
<td>665,000</td>
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If the original purchaser shall designate certain of the bonds as term bonds, the maturities set forth above shall become mandatory redemption requirements in accordance with the provisions of Section 6 and the form of bond set forth in Section 11.

In accordance with the Notice of Sale, the County has reserved the right to decrease the principal amount of the bonds. Such adjustment, if necessary, will be made in increments of $5,000, and may be made in one or more maturities.

3. **METHOD OF SALE.** The County shall sell the bonds at not less than 100% nor more than 105% of their par value and accrued interest in accordance with the laws of the State of Michigan. The Authorized Officer is authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer and exchange of the bonds in accordance with the provisions of this Bond Resolution. The Authorized Officer is authorized to make filings with the Department of Treasury of the State of Michigan as may be required by law or which may be deemed appropriate. The County shall receive bids for the purchase of the bonds after publication of the Notice of Sale substantially in the form set forth in Section 25 hereof with such changes as shall be approved by the Authorized Officer.

4. **PAYMENT OF PRINCIPAL AND INTEREST.** The principal of and interest on the bonds shall be payable in lawful money of the United States. Principal shall be payable upon presentation and surrender of the bonds to the bond registrar and paying agent as they severally mature. Interest shall be paid to the registered owner of each bond as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address.
5. **BOOK-ENTRY SYSTEM.** Initially, one fully-registered bond for each maturity, in the aggregate amount of such maturity, shall be issued in the name of Cede & Co., as nominee of The Depository Trust Company ("DTC") for the benefit of other parties (the "Participants") in the book-entry-only transfer system of DTC. In the event the County determines that it is in the best interest of the County not to continue the book-entry system of transfer or that the interests of the holders of the bonds might be adversely affected if the book-entry system of transfer is continued, the County may notify DTC and the bond registrar and paying agent, whereupon DTC will notify the Participants of the availability through DTC of bond certificates. In such event, the bond registrar and paying agent shall deliver, transfer and exchange bond certificates as requested by DTC and any Participant or "beneficial owner" in appropriate amounts in accordance with this Bond Resolution. DTC may determine to discontinue providing its services with respect to the bonds at any time by giving notice to the County and the bond registrar and paying agent and discharging its responsibilities with respect thereto under applicable law or the County may determine that DTC is incapable of discharging its duties and may so advise DTC. In either such event, the County shall use reasonable efforts to locate another securities depository. Under such circumstances (if there is no successor securities depository), the County and the bond registrar and paying agent shall be obligated to deliver bond certificates in accordance with the procedures established by this Bond Resolution. In the event bond certificates are issued, the provisions of this Bond Resolution shall apply to, among other things, the transfer and exchange of such certificates and the method of payment of principal of and interest on such certificates. Whenever DTC requests the County and the bond registrar and paying agent to do so, the County and the bond registrar and paying agent shall cooperate with DTC in taking appropriate action after reasonable notice to make available one or more separate certificates evidencing the bonds to any Participant having bonds credited to its DTC account or to arrange for another securities depository to maintain custody of certificates evidencing the bonds.
Notwithstanding any other provision of this Bond Resolution to the contrary, so long as any bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of, interest on and redemption premium, if any, on the bonds and all notices with respect to the bonds shall be made and given, respectively, to DTC as provided in the Blanket Issuer Letter of Representations between DTC and the County. The Authorized Officer is authorized to sign the Blanket Issuer Letter of Representations on behalf of the County in such form as the Authorized Officer deems necessary or appropriate in order to accomplish the issuance of the bonds in accordance with law and this Bond Resolution.

6. **MANDATORY PRIOR REDEMPTION.** If any of the bonds are designated by the original purchaser as term bonds such bonds shall be subject to mandatory prior redemption at par and accrued interest in accordance with the maturity schedule set forth in Section 2 hereof and upon the terms and conditions set forth in the form of bonds contained in Section 11 hereof. The bonds to be redeemed shall be selected by lot.

7. **OPTIONAL PRIOR REDEMPTION.** The bonds shall be subject to optional redemption prior to maturity upon the terms and conditions set forth in the final form of bonds.

8. **BOND REGISTRAR AND PAYING AGENT.** The Authorized Officer shall designate, and may enter into an agreement with, a bond registrar and paying agent for the bonds that shall be a bank or trust company located in the State of Michigan that is qualified to act in such capacity under the laws of the United States of America or the State of Michigan. The Authorized Officer may from time to time as required designate a similarly qualified successor bond registrar and paying agent. Alternatively, the County Treasurer may serve as bond registrar and paying agent for the bonds if the Authorized Officer determines it is in the best interest of the County.
9. **EXECUTION, AUTHENTICATION AND DELIVERY OF BONDS.** The bonds shall be executed in the name of the County by the manual or facsimile signatures of the Chairperson of the Board and the County Clerk and authenticated by the manual signature of the bond registrar and paying agent or an authorized representative of the bond registrar and paying agent, and the seal of the County (or a facsimile thereof) shall be impressed or imprinted on the bonds. After the bonds have been executed and authenticated for delivery to the original purchaser thereof, they shall be delivered by the County Treasurer to the purchaser upon receipt of the purchase price. Additional bonds bearing the facsimile signatures of the Chairperson of the Board and the County Clerk and upon which the seal of the County (or a facsimile thereof) is impressed or imprinted may be delivered to the bond registrar and paying agent for authentication and delivery in connection with the exchange or transfer of bonds. The bond registrar and paying agent shall indicate on each bond the date of its authentication.

10. **EXCHANGE AND TRANSFER OF BONDS.** Any bond, at the option of the registered owner thereof and upon surrender thereof to the bond registrar and paying agent with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or its duly authorized attorney, may be exchanged for bonds of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered bond.

Each bond shall be transferable only upon the books of the County, which shall be kept for that purpose by the bond registrar and paying agent, upon surrender of such bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or its duly authorized attorney.

Upon the exchange or transfer of any bond, the bond registrar and paying agent on behalf of the County shall cancel the surrendered bond and shall authenticate and deliver to the transferee a new bond or bonds of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered bond. If, at the time the bond registrar and paying agent authenticates and delivers a new bond pursuant to this
section, payment of interest on the bonds is in default, the bond registrar and paying agent shall endorse upon the new bond the following: "Payment of interest on this bond is in default. The last date to which interest has been paid is ________________ ."

The County and the bond registrar and paying agent may deem and treat the person in whose name any bond shall be registered upon the books of the County as the absolute owner of such bond, whether such bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such bond and for all other purposes, and all payments made to any such registered owner, or upon its order, in accordance with the provisions of Section 4 of this Bond Resolution shall be valid and effectual to satisfy and discharge the liability upon such bond to the extent of the sum or sums so paid, and neither the County nor the bond registrar and paying agent shall be affected by any notice to the contrary. The County agrees to indemnify and save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating the registered owner.

For every exchange or transfer of a bond, the County or the bond registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds that have been selected for redemption.

11. FORM OF BONDS. The bonds shall be in substantially the following form, with such changes thereto as approved by the Authorized Officer within the parameters of this Bond Resolution:
The County of Ingham, State of Michigan (the "County"), acknowledges itself indebted to and for value received hereby promises to pay to the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the maturity date specified above, unless redeemed prior thereto as hereinafter provided, upon presentation and surrender of this bond at the [principal][corporate][designated] trust office of ______________, __________, Michigan, the bond registrar and paying agent, or at such successor bond registrar and paying agent as may be designated pursuant to the Resolution (as hereafter defined), and to pay to the Registered Owner, as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which an interest payment is due, by check or draft drawn upon and mailed by the bond registrar and paying agent by first class mail postage prepaid to the Registered Owner at the registered address, interest on such Principal Amount until the County's obligation with respect to the payment of such Principal Amount is discharged, at the rate per annum specified above. Interest is payable on the first day of May and November in each year, commencing May 1, 2018. Principal and interest are payable in lawful money of the United States of America. Interest shall be computed on the basis of a 360-day year consisting of twelve 30-day months.

This bond is one of a series of bonds aggregating the principal sum of Ten Million Dollars ($10,000,000) issued by the County under and pursuant to and in full conformity with the Constitution and Statutes of Michigan (especially Act No. 34, Public Acts of Michigan, 2001, as amended) and a bond authorizing resolution adopted by the Board of Commissioners of the County (the "Resolution") for the purpose of defraying part of the cost of acquiring, constructing and equipping an approximately 61,600 square foot addition to the existing Ingham County Medical Care Facility (the "Facility") located at 3860 Dobie Road, Okemos, Michigan 48864, to be located on the southeast corner of the Facility's 110 acre campus, and the renovation and equipping of the existing Facility (together, the "Project"). The Project will provide for the

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<th>INTEREST RATE</th>
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<td>%</td>
<td>November 1, 20__</td>
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transfer of 48 rehabilitation beds, the addition of 64 private rooms, and the renovation of the entire long-term care portion of the Facility, for use by the Facility to provide long term care, rehabilitation services and memory care and related services.

The County has irrevocably pledged its full faith and credit for the prompt payment of the principal of and interest on this bond as the same become due. The principal of and interest on this bond are payable as a first budget obligation of the County from its general funds. The ability of the County to raise such funds is subject to applicable constitutional and statutory limitations on the taxing power of the County. The amount of taxes necessary to pay the principal of and interest on the bonds of this series, together with the taxes levied for the same year, shall not exceed the limit authorized by law.

This bond is transferable, as provided in the Resolution, only upon the books of the County kept for that purpose by the bond registrar and paying agent, upon the surrender of this bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the Registered Owner or its attorney duly authorized in writing. Upon the exchange or transfer of this bond a new bond or bonds of any authorized denomination, in the same aggregate principal amount and of the same interest rate and maturity, shall be authenticated and delivered to the transferee in exchange therefor as provided in the Resolution, and upon payment of the charges, if any, therein provided. Bonds so authenticated and delivered shall be in the denomination of $5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds that have been selected for redemption.

**MANDATORY PRIOR REDEMPTION**

Bonds maturing in the year _____ are subject to mandatory prior redemption at par and accrued interest as follows:

<table>
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<tr>
<th>Redemption Date</th>
<th>Principal Amount of Bonds to be Redeemed</th>
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<tr>
<td>(REPEAT IF MORE THAN ONE TERM BOND)</td>
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Bonds or portions of bonds to be redeemed by mandatory redemption shall be selected by lot.
OPTIONAL PRIOR REDEMPTION

Bonds maturing on or prior to November 1, 2027 are not subject to optional redemption prior to maturity. Bonds maturing on and after November 1, 2028, are subject to redemption prior to maturity at the option of the County, in such order as shall be determined by the County, on any date on and after November 1, 2027. Bonds of a denomination greater than $5,000 may be partially redeemed in the amount of $5,000 or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption.

Not less than thirty but not more than sixty days' notice of redemption shall be given to the Registered Owners of bonds called to be redeemed by mail to each Registered Owner at the registered address. Failure to receive notice of redemption shall not affect the proceedings for redemption. Bonds or portions of bonds called for redemption shall not bear interest on and after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of the bonds of this series, existed, have happened and have been performed in due time, form and manner as required by law, and that the total indebtedness of the County, including the series of bonds of which this bond is one, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the County of Ingham, Michigan, by its Board of Commissioners, has caused this bond to be executed in its name by manual or facsimile signatures of its Chairperson of the Board of Commissioners and County Clerk and its seal (or a facsimile thereof) to be impressed or imprinted hereon. This bond shall not be valid unless the Certificate of Authentication has been manually executed by the bond registrar and paying agent or an authorized representative of the bond registrar and paying agent.

COUNTY OF INGHAM

By:  
Chairperson, Board of Commissioners

(SEAL)

And:  
Clerk
CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within mentioned Resolution.

_________________________,
Bond Registrar and Paying Agent

By: ______________________________
Authorized Representative

AUTHENTICATION DATE:
ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto

______________________________________________________________________________

(please print or type name, address and taxpayer identification number of transferee) the within
bond and all rights thereunder and hereby irrevocably constitutes and appoints

______________________________________________________________________________

attorney to transfer the within bond on the books kept for registration thereof, with full power of
substitution in the premises.

Dated: ____________________  __________________________________________

Signature Guaranteed:    __________________________________________

Signature(s) must be guaranteed by an eligible guarantor institution participating in a
Securities Transfer Association recognized signature guarantee program.
12. **DEBT SERVICE FUND.** There shall be established for the bonds a debt service fund which shall be kept in a separate bank account. From the proceeds of the sale of the bonds there shall be set aside in the debt service fund any accrued interest received from the original purchaser of the bond at the time of delivery of the bonds. Premium, if any, shall be set aside in either the debt service fund or the construction fund established in Section 13 as directed by an Authorized Officer. Funds of the County, including revenues generated from services provided by the Facility, to be used to pay the principal and interest on the bond when due shall be placed in the debt service fund and so long as principal or interest on the bonds shall remain unpaid, no moneys shall be withdrawn from such debt service fund except to pay principal and interest on the bonds.

13. **CONSTRUCTION FUND.** The remainder of the proceeds of the sale of the bonds shall be set aside in a construction fund and used, together with moneys provided by the Facility, solely to defray the cost of acquiring and constructing the Project, including any engineering, legal and other expenses incidental thereto. Any unexpended balance of the proceeds of the sale of the bonds remaining in the construction fund after completion of the Project shall be deposited in the debt service fund established in Section 12 hereof.

14. **DEFEASANCE.** In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay, at maturity or irrevocable call for earlier optional redemption, the principal of, premium if any, and interest on the bonds or any portion of the bonds, shall have been deposited in trust, this Bond Resolution shall be defeased with respect to such bonds and the owners of the bonds shall have no further rights under this Bond Resolution except to receive payment of the principal of, premium if any, and interest on the bonds from the
cash or securities deposited in trust and the interest and gains thereon and to transfer and
exchange bonds as provided herein.

15. **PLEDGE OF FULL FAITH AND CREDIT.** The full faith and credit of the County
are pledged hereby to the payment of the principal and interest on the bonds authorized by this
Bond Resolution. Each year the County shall include in its budget as a first budget obligation an
amount sufficient to pay such principal and interest as the same shall become due. The ability of
the County to raise such funds is subject to applicable constitutional and statutory limitations on
the taxing power of the County. The amount of taxes necessary to pay the principal of and
interest on the bonds, together with the taxes levied for the same year, shall not exceed the limit
authorized by law. To the extent that the County has funds available from revenues generated
from services provided by the Facility at the time of making its annual tax levy for payment of
principal and interest, the annual levy for such purpose shall be adjusted to reflect such available
funds.

16. **ESTIMATES OF PERIOD OF USEFULNESS AND COST.** The estimate of not to
exceed $22,000,000 as the cost of the Project and of forty (40) years and upwards as the period
of usefulness thereof, as submitted to the Board, are approved and adopted.

17. **TAX COVENANT.** The County covenants to comply with all requirements of the
Internal Revenue Code of 1986, as amended (the "Code") necessary to assure that the interest on
the bonds will be and will remain excludable from gross income for federal income tax purposes.

18. **NOT QUALIFIED TAX-EXEMPT OBLIGATIONS.** The bonds are not "Qualified
Tax-Exempt Obligations" as described in Section 265(b)(3)(B) of the Code.
19. REPLACEMENT OF BONDS. Upon receipt by the County Treasurer of proof of ownership of an unmatured bond, of satisfactory evidence that the bond has been lost, apparently destroyed or wrongfully taken and of security or indemnity which complies with applicable law and is satisfactory to the County Treasurer, the County Treasurer may authorize the bond registrar and paying agent to deliver a new executed bond to replace the bond lost, apparently destroyed or wrongfully taken in compliance with applicable law. In the event an outstanding matured bond is lost, apparently destroyed or wrongfully taken, the County Treasurer may authorize the bond registrar and paying agent to pay the bond without presentation upon the receipt of the same documentation required for the delivery of a replacement bond. The bond registrar and paying agent, for each new bond delivered or paid without presentation as provided above, shall require the payment of expenses, including counsel fees, which may be incurred by the bond registrar and paying agent and the County in the premises. Any bond delivered pursuant to the provisions of this Section 19 in lieu of any bond lost, apparently destroyed or wrongfully taken shall be of the same form and tenor and be secured in the same manner as the bond in substitution for which such bond was delivered.

20. APPROVAL OF MICHIGAN DEPARTMENT OF TREASURY. The issuance and sale of the bonds is subject to approval being granted therefor by the Department of Treasury of the State of Michigan in accordance with Act No. 34, Public Acts of Michigan, 2001, as amended, if the County is unable to obtain qualified status from the Department of Treasury. The Authorized Officer or the Chairperson of the Board is hereby authorized to file with the Department of Treasury, if necessary, an application for approval with respect to the bonds and pay such fees and request such waivers and exemptions as may be necessary or desirable in connection with the filing.

21. SALE, ISSUANCE, DELIVERY, TRANSFER AND EXCHANGE OF BONDS. The County shall sell the bonds at not less than 100% nor more than 105% of their par value and
accrued interest, if any, in accordance with the laws of the State of Michigan. The Chairperson of the Board, the County Clerk, the County Treasurer, the County Controller/Administrator and all other officials of the County are also authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer and exchange of bonds in accordance with this Bond Resolution. The County shall receive bids for the purchase of the bonds after publication of the Notice of Sale substantially in the form set forth in Section 25 hereof which such changes as shall be approved by the Authorized Officer.

22. **INVESTMENT OF MONEYS.** Moneys in the Construction Fund and the Debt Service Fund may be invested in United States government obligations or obligations the principal of and interest on which are guaranteed by the United States government or in interest bearing time deposits. Any money so invested shall be in obligations or deposits maturing prior to the estimated date that such moneys will be needed for the purposes of the fund in which such moneys invested have been deposited.

23. **OFFICIAL STATEMENT.** The Authorized Officer is hereby authorized to cause the preparation of an official statement for the bonds for purposes of compliance with Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended (the "Rule") and to do all other things necessary to comply with the Rule. After the award of the bonds, the County will provide copies of a "final official statement" (as defined in paragraph (e)(3) of the Rule) on a timely basis and in reasonable quantity as requested by the winning bidder or bidders to enable such bidder or bidders to comply with paragraph (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board. The Authorized Officer is authorized to enter into such agreements as may be required to enable the purchasers to comply with the Rule.

24. **CONTINUING DISCLOSURE.** The Controller/Administrator and the County Treasurer have each been authorized severally and jointly to execute and deliver in the name of
and on behalf of the County (i) a certificate of the County to comply with the requirement for a continuing disclosure undertaking of the County pursuant to subsection (b)(5) of the Rule and (ii) amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County has covenanted and agreed that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. The remedies for any failure of the County to comply with and carry out the provisions of the Continuing Disclosure Certificate shall be as set forth therein.

25. NOTICE OF SALE. The Notice of Sale for the bonds shall be published in accordance with law in a publication to be selected by the Authorized Officer and shall be in substantially the following form with such changes as shall be approved by the Authorized Officer.
OFFICIAL NOTICE OF SALE

$__________ *
*(subject to adjustment as described below)

COUNTY OF INGHAM, STATE OF MICHIGAN
CAPITAL IMPROVEMENT BONDS, SERIES 2017

SEALED BIDS for the purchase of the above bonds will be received by the undersigned at the office of the County Controller/Administrator, 341 S. Jefferson Street, Mason, Michigan 48854, on the ____ day of September, 2017, until ____:00 __.m., Eastern Daylight Time, at which time and place said bids will be publicly opened and read. Sealed bids also will be received on the same date and until the same time by an agent of the undersigned at the offices of the Municipal Advisory Council of Michigan (the "MAC"), Buhl Building, 535 Griswold, Suite 1850, Detroit, Michigan 48226, where they will be opened and read publicly. Signed bids may be submitted by fax to the County Controller/Administrator at (517) 676-7306 or the MAC at (313) 963-0943, but no bid will be received after the time for receiving bids specified above and the bidder bears all risks of transmission failure. Bidders may choose either location to present bids, but may not present bids at both locations.

IN THE ALTERNATIVE: Bids may be submitted electronically via PARITY pursuant to this Notice on the same date and until the same time, but no bid will be received after the time for receiving bids specified above. To the extent any instructions or directions set forth in PARITY conflict with this Notice, the terms of this Notice shall control. For further information about PARITY, potential bidders may contact PFM Financial Advisors LLC at (734) 994-9700 or PARITY at (212) 849-5021.

BOND DETAILS: The bonds will be fully registered bonds of the denomination of $5,000 each or any integral multiple thereof, not exceeding the aggregate principal amount for each maturity, at the option of the purchaser thereof, dated the date of their delivery, and will bear interest from their date payable on May 1, 2018, and semiannually thereafter.

The bonds will mature on the first day of November as follows:

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<tr>
<th>YEAR</th>
<th>AMOUNT</th>
<th>YEAR</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>2018</td>
<td>$455,000</td>
<td>2026</td>
<td>$685,000</td>
</tr>
<tr>
<td>2019</td>
<td>550,000</td>
<td>2027</td>
<td>710,000</td>
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<tr>
<td>2025</td>
<td>665,000</td>
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</table>
TERM BOND OPTION: Bidders shall have the option of designating bonds maturing in the years 2018 through final maturity as serial bonds or term bonds, or both. The bid must designate whether each of the principal amounts shown above for the years 2018 through final maturity represent a serial maturity or a mandatory redemption requirement for a term bond maturity. There may be more than one term bond designated. In any event, the above principal amount scheduled for the years 2018 through final maturity shall be represented by either serial bond maturities or mandatory redemption requirements, or a combination of both. Any such designation must be made at the time bids are submitted.

PRIOR REDEMPTION:

A. MANDATORY REDEMPTION. Bonds designated as term bonds shall be subject to mandatory redemption at par and accrued interest on the dates and in the amounts corresponding to the annual principal maturities hereinbefore set forth. The bonds or portions of bonds to be redeemed shall be selected by lot.

B. OPTIONAL REDEMPTION. Bonds maturing on and after November 1, 2028, shall be subject to redemption prior to maturity, at the option of the County, in any order, on any date on and after November 1, 2027. Bonds of a denomination greater than $5,000 may be redeemed in part in amounts of $5,000 or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption.

C. NOTICE OF REDEMPTION. Not less than thirty and not more than sixty days' notice of redemption shall be given to the registered owners of bonds called to be redeemed by mail to each registered owner at the registered address. Failure to receive notice of redemption shall not affect the validity of the proceedings for redemption. Bonds or portions of bonds called for redemption shall not bear interest on and after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

INTEREST RATE AND BIDDING DETAILS: The bonds shall bear interest at a rate or rates not exceeding 5% per annum, to be fixed by the bids therefor, expressed in multiples of 1/8 or 1/20 of 1%, or both. The interest on any one bond shall be at one rate only and all bonds maturing in any one year must carry the same interest rate. The interest rate borne by bonds maturing in any one year shall not be less than the interest rate borne by bonds maturing in the preceding year. The difference between the highest and lowest interest rates shall not exceed two percentage points. No proposal for the purchase of less than all of the bonds or at a price less than 100% nor more than 105% of their par value will be considered.

BOOK-ENTRY-ONLY: The bonds will be issued in book-entry-only form as one fully-registered bond per maturity and will be registered in the name of Cede & Co., as nominee for The Depository Trust Company ("DTC"), New York, New York. DTC will act as securities depository for the bonds. Purchase of the bonds will be made in book-entry-only form, in the denomination of $5,000 or any integral multiple thereof. Purchasers will not receive certificates representing their interest in bonds purchased. The book-entry-only system is described further in the preliminary official statement for the bonds.
BOND REGISTRAR AND PAYING AGENT: The bonds shall be payable as to principal in lawful money of the United States upon surrender thereof at the [principal][corporate][designated] trust office of _________________________, __________, Michigan the bond registrar and paying agent. Interest shall be paid to the registered owner of each bond as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address. As long as DTC, or its nominee Cede & Co., is the registered owner of the bonds, payments will be made directly to such registered owner. Disbursement of such payments to DTC participants is the responsibility of DTC and disbursement of such payments to the beneficial owners of the bonds is the responsibility of DTC participants and indirect participants as described in the preliminary official statement for the bonds. The County from time to time as required may designate a successor bond registrar and paying agent.

PURPOSE AND SECURITY: The bonds are to be issued pursuant to the provisions of Act 34, Public Acts of Michigan, 2001, as amended, to defray all or part of the cost of acquiring, constructing and equipping an approximately 61,600 square foot addition to the existing Ingham County Medical Care Facility (the "Facility") located at 3860 Dobie Road, Okemos, Michigan 48864, to be located on the southeast corner of the Facility's 110 acre campus, and the renovation and equipping of the existing Facility (together, the "Project"). The Project will provide for the transfer of 48 rehabilitation beds, the addition of 64 private rooms, and the renovation of the entire long-term care portion of the Facility, for use by the Facility to provide long term care, rehabilitation services and memory care and related services. The full faith and credit of the County have been irrevocably pledged to the prompt payment of the principal of and interest on the bonds. The ability of the County to raise such funds is subject to applicable constitutional and statutory limitations on the taxing power of the County. The amount of taxes necessary to pay the principal of and interest on the bonds of this series, together with the taxes levied for the same year, shall not exceed the limit authorized by law.

ADJUSTMENT IN PRINCIPAL AMOUNT: Following receipt of bids and prior to final award, the County reserves the right to decrease the principal amount of the bonds. Such adjustment, if necessary, will be made in increments of $5,000, and may be made in one or more maturities. The purchase price will be adjusted proportionately to the decrease in the principal amount of the bonds, but the interest rates specified by the winning bidder will not change. The winning bidder may not withdraw its bid as a result of any changes made as provided in this paragraph.

GOOD FAITH: A good faith deposit in the form of a certified or cashier's check drawn upon an incorporated bank or trust company, or wire transfer, in the amount of $100,000 payable to the order of the County Treasurer will be required of the winning bidder. If a check is used, it must accompany the bid. If a wire transfer is used, the winning bidder is required to wire its good faith deposit to the County not later than Noon, Eastern Daylight Time, on the next business day following the sale using the wire instructions provided by PFM Financial Advisors LLC. The good faith deposit will be applied to the purchase price of the bonds. In the event the purchaser fails to honor its accepted bid, the good faith deposit will be retained by the County. No interest shall be allowed on the good faith deposit, and checks of the unsuccessful bidders will be promptly returned to such bidder's representative or by registered mail. The good faith check of
the winning bidder will be cashed and payment for the balance of the purchase price of the bonds shall be made at the closing.

**AWARD OF BONDS:** The bonds will be awarded to the bidder whose bid produces the lowest true interest cost to the County. True interest cost shall be computed by determining the annual interest rate (compounded semiannually) necessary to discount the debt service payments on the bonds from the payment dates thereof to __________, 2017, and to the price bid.

**LEGAL OPINION:** Bids shall be conditioned upon the approving opinion of Dickinson Wright PLLC, attorneys of Lansing, Michigan, which opinion will be furnished without expense to the purchaser of the bonds at the delivery thereof. The fees of Dickinson Wright PLLC for services rendered in connection with such approving opinion are expected to be paid from bond proceeds. Except to the extent necessary to issue its approving opinion as to the validity of the bonds, Dickinson Wright PLLC has made no inquiry as to any financial information, statements or material contained in any financial documents, statements or materials that have been or may be furnished in connection with the authorization, issuance or marketing of the bonds and, accordingly, will not express any opinion with respect to the accuracy or completeness of any such financial information, statements or materials.

**TAX MATTERS:** The approving opinion of bond counsel will include an opinion to the effect that under existing law, the interest on the bonds (a) is excluded from gross income for federal income tax purposes, and (b) is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations; such opinion will note, however, that certain corporations must take into account interest on the bonds in determining adjusted current earnings for the purpose of computing such alternative minimum tax. The opinion set forth in clause (a) above will be subject to the condition that the County comply with all requirements of the Internal Revenue Code of 1986, as amended (the "Code"), that must be satisfied subsequent to the issuance of the bonds in order that interest thereon be (or continue to be) excluded from gross income for federal income tax purposes. Failure to comply with certain of such requirements could cause the interest on the bonds to be included in gross income retroactive to the date of issuance of the bonds. The County has covenanted to comply with all such requirements. Bond counsel will express no opinion regarding other federal tax consequences arising with respect to the bonds.

The County has not designated the bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code.

If the winner bidder will obtain a municipal bond insurance policy or other credit enhancement for the bonds in connection with their original issuance, the winning bidder will be required, as a condition of delivery of the bonds, to certify that the premium therefor will be less than the present value of the interest expected to be saved as a result of such insurance or other credit enhancement. The form of an acceptable certificate will be provided by bond counsel.

In addition, the approving opinion of bond counsel will include an opinion to the effect that under existing law, the bonds and the interest thereon are exempt from all taxation by the State of Michigan or a political subdivision thereof, except estate taxes and taxes on gains realized from the sale, payment or other disposition thereof.
**ISSUE PRICE:** The winning bidder shall assist the County in establishing the issue price of the bonds and shall execute and deliver to the County at closing an "issue price" or similar certificate setting forth the reasonably expected initial offering price to the public or the sales price or prices of the bonds, together with the supporting pricing wires or equivalent communications, substantially in the form provided by Bond Counsel, with such modifications as may be appropriate or necessary, in the reasonable judgment of the winning bidder, the County and Bond Counsel. All actions to be taken by the County under this Notice of Sale to establish the issue price of the bonds may be taken on behalf of the County by the County's financial consultant identified herein and any notice or report to be provided to the County may be provided to the County's financial consultant.

The County intends that the provisions of Treasury Regulation Section 1.148-1(f)(3)(i) (defining "competitive sale" for purposes of establishing the issue price of the bonds) will apply to the initial sale of the bonds (the "competitive sale requirements") because:

1. the County is disseminating this Notice of Sale to potential underwriters in a manner that is reasonably designed to reach potential underwriters;
2. all bidders shall have an equal opportunity to bid;
3. the County anticipates receiving bids from at least three underwriters of municipal bonds who have established industry reputations for underwriting new issuances of municipal bonds; and
4. the County anticipates awarding the sale of the bonds to the bidder who submits a firm offer to purchase the bonds at the lowest true interest cost, as set forth in this Notice of Sale.

Any bid submitted pursuant to this Notice of Sale shall be considered a firm offer for the purchase of the bonds, as specified in the bid.

In the event that competitive sale requirements are satisfied, the winning bidder shall be expected to certify as to the reasonably expected initial offering price of the Bonds to the public.

In the event that the competitive sale requirements are not satisfied, the County shall so advise the winning bidder. The County shall treat the first price at which 10% of a maturity of the bonds (the "10% test") is sold to the public as the issue price of that maturity, applied on a maturity-by-maturity basis (and if different interest rates apply within a maturity, to each separate CUSIP number within that maturity). The winning bidder shall advise the County if any maturity of the bonds satisfies the 10% test as of the date and time of the award of the bonds. The County will not require bidders to comply with the "hold-the-offering-price rule" and therefore does not intend to use the initial offering price to the public as of the sale date of any maturity of the bonds as the issue price of that maturity. Bids will not be subject to cancellation in the event that the competitive sale requirements are not satisfied. Bidders should prepare their bids on the assumption that all of the maturities of the bonds will be subject to the 10% test in order to establish the issue price of the bonds.
If the competitive sale requirements are not satisfied, then until the 10% test has been satisfied as to each maturity of the bonds, the winning bidder agrees to promptly report to the County the prices at which the unsold bonds of that maturity have been sold to the public. That reporting obligation shall continue, whether or not the closing date has occurred, until the 10% test has been satisfied as to the bonds of that maturity or until all bonds of that maturity have been sold.

By submitting a bid, each bidder confirms that: (i) except as otherwise provided in its bid, it has an established industry reputation for underwriting new issuances of municipal bonds, (ii) any agreement among underwriters, any selling group agreement and each retail distribution agreement (to which the bidder is a party) relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter, each dealer who is a member of the selling group, and each broker-dealer that is a party to such retail distribution agreement, as applicable, to report the prices at which it sells to the public the unsold bonds of each maturity allotted to it until it is notified by the winning bidder that either the 10% test has been satisfied as to the bonds of that maturity or all bonds of that maturity have been sold to the public, if and for so long as directed by the winning bidder and as set forth in the related pricing wires, and (iii) any agreement among underwriters relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter that is a party to a retail distribution agreement to be employed in connection with the initial sale of the bonds to the public to require each broker-dealer that is a party to such retail distribution agreement to report the prices at which it sells to the public the unsold bonds of each maturity allotted to it until it is notified by the winning bidder or such underwriter that either the 10% test has been satisfied as to the bonds of that maturity or all bonds of that maturity have been sold to the public, if and for so long as directed by the winning bidder or such underwriter and as set forth in the related pricing wires.

Sales of any bonds to any person that is a related party to an underwriter shall not constitute sales to the public for purposes of this Notice of Sale. Further, for purposes of this Notice of Sale:

(i) "public" means any person other than an underwriter or a related party,

(ii) "underwriter" means (A) any person that agrees pursuant to a written contract with the County (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the bonds to the public and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of the bonds to the public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the bonds to the public),

(iii) a purchaser of any of the bonds is a "related party" to an underwriter if the underwriter and the purchaser are subject, directly or indirectly, to (i) at least 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by
one corporation of another), (ii) more than 50% common ownership of their capital interests or profit interests, if both entities are partnerships (including direct ownership by one partnership of another), or (iii) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other), and

(iv) "sale date" means the date that the bonds are awarded by the County to the winning bidder.

CUSIP: CUSIP numbers will be imprinted on all bonds of this issue at the County's expense. Neither the failure to print numbers nor an improperly printed number shall constitute cause for the purchaser to refuse to accept delivery. The purchaser shall be responsible for requesting assignment of numbers and for payment of any charges for the assignment of numbers.

OFFICIAL STATEMENT: A copy of the County's official statement relating to the bonds may be obtained by contacting PFM Financial Advisors LLC at the address referred to below. The official statement is in a form deemed final by the County for purposes of paragraph (b)(1) of SEC Rule 15c2-12 (the "Rule"), but is subject to revision, amendment and completion in a final official statement.

After the award of the bonds, the County will provide on a timely basis copies of a final official statement, as that term is defined in paragraph (e)(3) of the Rule, at the County's expense in sufficient quantity to enable the winning bidder or bidders to comply with paragraph (b)(3) and (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board. Requests for such additional copies of the final official statement shall be made to PFM Financial Advisors LLC at the address set forth below within 24 hours of the award of the bonds.

CONTINUING DISCLOSURE: In order to assist bidders in complying with paragraph (b)(5) of the Rule, the County will undertake to provide certain annual financial information and notices of the occurrence of certain events, if material. A description of this undertaking is set forth in the preliminary official statement and will also be set forth in the final official statement.

BIDDER CERTIFICATION: NOT "IRAN-LINKED BUSINESS": By submitting a bid, the bidder shall be deemed to have certified that it is not an "Iran-Linked Business" as defined in Act No. 517, Public Acts of Michigan, 2012; MCL 129.311 et seq.

DELIVERY OF BONDS: The County will furnish bonds ready for execution at its expense. Bonds will be delivered without expense to the purchaser through DTC, New York, New York. The usual closing documents, including a continuing disclosure certificate and a certificate that no litigation is pending affecting the issuance of the bonds, will be delivered at the time of the delivery of the bonds. If the bonds are not tendered for delivery by twelve o'clock noon, Eastern Daylight Time, on the 45th day following the date of sale, or the first business day thereafter if said 45th day is not a business day, the winning bidder may on that day, or any time thereafter until delivery of the bonds, withdraw its proposal by serving notice of cancellation, in writing, on the undersigned, in which event the County shall return the good faith deposit. Payment for the
bonds shall be made in Federal Reserve Funds. Accrued interest to the date of delivery of the bonds shall be paid by the purchaser at the time of delivery.

FINANCIAL CONSULTANT: Further information with respect to the bonds may be obtained from PFM Financial Advisors LLC, 555 Briarwood Circle, Suite 333, Ann Arbor, Michigan 48108. Telephone: (734) 994-9700, Financial Consultant to the County.

THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS.

ENVELOPES containing the bids should be plainly marked "Proposal for Bonds."

Timothy J. Dolehanty
County Controller/Administrator
County of Ingham
26. **CONFLICTING RESOLUTIONS.** All resolutions and parts of resolutions, insofar as they are in conflict herewith, are rescinded.

YEAS: ____________________________________________________________

NAYS: ____________________________________________________________

ABSENT: __________________________________________________________

RESOLUTION DECLARED ADOPTED.
I, the undersigned, the Clerk of the County of Ingham, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Board of Commissioners of said County held on the 22nd day of August, 2017, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ____ day of __________, 2017.

Clerk, County of Ingham
CONTROLLER’S POST-AUDIT ANALYSIS AND RECOMMENDATION

ABSTRACT

By design, financial administration responsibilities in County government are shared among a number of semi-autonomous divisions, particularly the County Board of Commissioners and the County Treasurer. All financial team participants must understand the importance of, and strictly adhere to, established standards for quality in order to fully address shortcomings identified by the independent auditors. However, the structural blueprint of distinctiveness naturally creates challenges in continuity and efficiency. County finances are examined annually to ensure the County follows generally accepted accounting principles.

Auditor notes consistently cite Ingham County for certain transgressions classified as “material weaknesses” since 2013. Despite the best efforts of all involved, material weaknesses persist. Financial administration should be restructured to reduce the possibility of material weaknesses, but done so in a manner sensitive to the semi-autonomous structure required by the Michigan Constitution and associated statutes.

The Controller is bound by statute to regularly examine the books and accounts of the county and to report findings to the Board of Commissioners (MCL 46.13b). In keeping with the spirit of that obligation, this narrative does not intend to assign blame for past shortcomings. It instead centers on identified challenges within the financial reporting framework of Ingham County government and offers a solution designed to address underlying issues. These suggested solutions recognize the Constitutional and statutory authorities of the County Treasurer and do not incorporate personnel decisions reserved exclusively to the Treasurer. To that end, the Controller recommends reassignment of a Senior Lead Accountant position from the Treasurer’s Office to Financial Services Department. The Controller also supports strategies proposed by the Treasurer to include execution of a contractual agreement with a respected former Treasurer employee to assist with accounting functions of the Treasurer’s Office over a defined time period; and to evaluate and consider securing the services of an accounting firm to assist the Treasurer’s Office with preparation of required accounting documents.
The County Board of Commissioners (Board) and the County Treasurer perform key functions in administration of County finances. Responsibilities of the Board (and by extension the County Controller and Financial Services Department) are separate and distinct from the County Treasurer. Provided below is a brief review of significant Constitutional and statutory roles and responsibilities essential to the financial administration function.

**Board of Commissioners**

The Board is the central policy-making body for county government with authority over most facets of the county. The Board establishes rules and regulations (policies) in reference to the management of county business concerns as the Board considers necessary and proper (MCL 46.11(m)). Each year Commissioners are compelled to pass a general appropriations act, or spending policy, for all County funds. The general appropriations act approved by the Board sets forth the amounts appropriated to defray expenditures and meet liabilities for the ensuing fiscal year (MCL 141.436). Boards must appropriate the funds necessary to permit county executive officers to carry out their statutorily mandated duties at a serviceable level. A serviceable level is not the optimal level, but is rather the level of funding which permits the duties to be carried out in a barely adequate manner (Calahan v Wayne County Board of Commissioners, 1979).

The Board possesses authority to prescribe and fix the salaries and compensation of employees of the county not otherwise fixed by law (MCL 46.11 (g)). Likewise, the Board may remove an officer or agent appointed by the Board if the officer or agent is incompetent to execute properly the duties of the office (MCL 46.11(n)).

The County Controller is appointed by and reports to the Board. The position is established by statute as the chief accounting officer of the county and has “charge and supervision of the accounts and accounting of every office, officer and department of the county, the whole or any part of the expense of which are borne by the county.” By way of the Financial Services Department, the Controller is responsible for assuring that a system of accounting is installed and properly kept in strict accord with the provisions of law, and may “prescribe and direct the keeping of such other accounts and records and the making of such reports as in his
judgment are necessary to properly record and report the financial transactions of the county.” All county officers or employees are compelled to furnish such information as the Controller shall require. The Controller maintains the general ledger that shows the assets and liabilities of the county. The Controller may not create any liability in excess of the appropriations made by the Board (MCL 46.13b).

**County Treasurer**

The office of County Treasurer is established by the Michigan Constitution as an elected, four-year term position (Mich. Const. art. VII §4). Michigan statute requires that the Treasurer appoint a deputy who, in the absence of the Treasurer, may perform all the duties of the office of Treasurer. The Treasurer may revoke deputy appointments at any time, and may employ other personnel as necessary upon approval by the Board (MCL 48.37). It is the Treasurer’s duty to receive all moneys that belong to the County “from whatever source they may be derived.” Monies received by the Treasurer for County use must be paid by the Treasurer only upon order of the Board (MCL 48.40). The Treasurer must produce all books and accounts, and all vouchers relating to same, as may be directed by the Board (MCL 48.41).

**ISSUE IDENTIFICATION**

Auditing is an accounting term that refers to the examination of financial practices to ensure that they follow generally accepted accounting principles and to spot real or potential problems. This helps detect errors, fraud and specific performance trends. An audit performed by an independent company, such as Plante & Moran, lets anyone who works with the County (i.e., bond buyers and granting agencies) know organizational bookkeeping practices are sound and consistent with various statutory requirements.

Auditor comments included in comprehensive annual financial reports (CAFRs) since 2013 have consistently cited Ingham County for certain transgressions classified as “material weaknesses.” A **material weakness** is deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of government financial statements will not be prevented, or detected and corrected on a timely basis (GFOA, 2011). Such weaknesses are typically addressed within a year or two, but some identified in the four most recent CAFRs persist. Many consistently identified weaknesses pertain to the quality
of work products generated during the fiscal year ahead of the annual audit. In some instances, auditors note that required documents and information were simply not available.

The CAFR is presented by independent auditors to the Board of Commissioners Finance Committee each year. Commissioners have questioned the causes for delay in receiving information, expressed concern about identified deficiencies, and stated a desire to ensure that the same issues would not continue to occur (Finance Committee, 2016).

Following is a summary list of general fund material weakness conditions and causes from 2013 to 2016. Other audit comments not specifically related to the general fund were not considered for this issue paper.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Cause</th>
</tr>
</thead>
<tbody>
<tr>
<td>A lack of proper oversight and execution resulted in differences and adjustments to cash and investment-related balances, special assessment receivables, and property tax receivables and revenue (2016-001).</td>
<td>There was a lack of sufficient oversight in order to properly execute certain financial transactions and reconcile certain financial information to the general ledger.</td>
</tr>
<tr>
<td>Bank balances were not reconciled to the County’s general ledger in a timely manner throughout the year (2015-001).</td>
<td>The County did not have an internal control process in place to reconcile the bank accounts in a timely manner.</td>
</tr>
<tr>
<td>The County was not able to provide certain information related to property taxes, including tax levy amounts and receivables, TIF captures, MTT adjustments, and tax settlement information that reconciles to the general ledger (2015-003).</td>
<td>The County, including the Treasurer’s office, has experienced staffing restructuring and reassignments over the past several years, resulting in the responsibilities being divided over different staff who are not entirely familiar with the property tax process.</td>
</tr>
<tr>
<td>December 31, 2014 bank balances were not properly reconciled to the County’s general ledger balances (2014-001).</td>
<td>The County does not have an internal control process in place to accurately reconcile the bank accounts.</td>
</tr>
<tr>
<td>December 31, 2013 bank balances were not properly reconciled to the County’s general ledger balances (2013-001).</td>
<td>The County does not have an internal control process in place to accurately reconcile the bank accounts.</td>
</tr>
</tbody>
</table>
In addition to official financial statement audit findings provided in the federal awards supplement for 2016, auditors provided a detailed list of specific issues that led to additional challenges in their quest to complete the CAFR (Brickey, 2017).

- Bank reconciliations required multiple edits by auditors in order to reconcile to the general ledger and in order to be correct
- Numerous accounts were not listed on original bank reconciliation summary provided to auditors
- County staff did not effectively communicate about differences (and resolving those differences) resulting in extra audit time
- Auditors provided assistance with GASB 40 footnote disclosures
- Auditors did not receive TIF capture information until May 15 resulting in testing delays
- Various Emails, calls and discussions were necessary in coordinating approach and obtaining information necessary to complete the audit.

The Uniform Budgeting and Accounting Act and the Revised Municipal Finance Act require that a copy of the audit report be filed with the state treasurer within six months after the end of the fiscal year (MCL 141.427(4) and MCL 141.2303(1)). Auditors and internal finance personnel expressed serious concern about the County’s ability to meet this statutory deadline for the 2016 audit. Although compliance was ultimately achieved, incomplete/missing documents and untimely absences raised doubt about the County’s ability to complete the audit by the statutory June 30 deadline.

<table>
<thead>
<tr>
<th>Action</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Filed with State Treasurer</td>
<td>June 23</td>
</tr>
<tr>
<td>Statement to Government Finance Officers Association</td>
<td>June 23</td>
</tr>
<tr>
<td>Qualifying Statements Filed (County, Building Authority, Brownfield)</td>
<td>June 23</td>
</tr>
<tr>
<td>Annual Local Unit Fiscal Report (F65) Submitted</td>
<td>June 26</td>
</tr>
<tr>
<td>Act 51 Performance Report Submitted</td>
<td>June 26</td>
</tr>
<tr>
<td>Single Audit Filing with Federal Clearing House</td>
<td>June 26</td>
</tr>
<tr>
<td>Disclosure Statement Filed by Bond Advisor</td>
<td>June 27</td>
</tr>
</tbody>
</table>
ANALYSIS AND RECOMMENDATION

All financial team participants must understand the importance of, and strictly adhere to, the established standards for quality. Employees must be individually attentive for and addresses even small errors or mistakes. Supervisors must willingly accept the role of “mentor” to seek improvement in work quality.

Extraordinary steps have been taken since 2013 by the audit team and internal finance professionals to communicate concern about deficiencies in a business-appropriate manner using common business channels (e.g. Email, telephone, meetings, etc.). Important information has been regularly conveyed in an accurate, timely manner (including communication of negative, difficult or sensitive messages) in order to assure maximum preparation for the annual audit.

In order for employee skills to remain current, special care should be taken to ensure the timely and effective implementation of new accounting standards. Ongoing training should be provided to ensure that appropriate staff are aware of authoritative guidance as it evolves. Every attempt should be made to ensure that such training is provided consistently even when the government experiences fiscal stress or tough economic times (GFOA, 2011). Nearly $42,000 was recorded in the general ledger for Treasurer’s Office training and professional development from 2013 through 2016. After presentation of audit findings for fiscal year 2014, annual training allocations were supplemented with an additional $50,000 targeted to “assist in the structure of bank reconciliation and the implementation of County general ledger pooled cash system” (Resolution 15-243). Disappointingly, audit findings in 2015 and 2016 again cited deficiencies in the targeted areas.

Required knowledge, skills and abilities for all County personnel are quoted in individual job descriptions, and essential functions are clearly enumerated. While governments are encouraged to document their considerations in determining whether persons responsible for accounting and reporting functions have the knowledge and skills to appropriately apply generally accepted accounting principles in that capacity, ultimately, it is the responsibility of the independent auditor to make that judgment about the government’s management (GFOA, 2011). In the most recent CAFR Federal Awards Supplement, auditors very specifically noted “a lack of
sufficient oversight in order to properly execute certain financial records and reconcile certain financial information to the general ledger” (Plante & Moran, 2016).

Despite the best efforts of all involved, material weaknesses persist. A complicated organization structure that spreads financial reporting responsibility over two departments certainly adds a barrier to organizational efficiency. Competing department priorities and deadlines can easily disrupt workflow which results in a negative impact on the quality of work. Inconsistent work product standards often lead to confusion and miscommunication which can result in costly delays.

The quality of work products produced throughout the fiscal year determines whether accounting records will be in an auditable condition and whether accurate supporting documentation and reconciliations will be provided. With two-thirds of the fiscal year already complete, it is imperative that the County take immediate action to assure readiness for the 2017 audit. However, the County’s financial position dictates a goal of budget neutrality in addressing challenges in financial reporting and administration.

The job description of the Senior Lead Accountant position assigned to the Treasurer’s Office includes components important to successful financial management:

- Analyses financial records of banks
- Balances daily receipts
- Reconciles monthly trial balances, bank statements, tax collections, delinquent tax fund balances, and trust and agency accounts
- Forecasts annual revenues and expenses in order to prepare the departmental budget request to the Board of Commissioners
- May assist with bank reconciliations, including deposits and disbursements made by county departments, investments, deposit accounts, and checking accounts
- Assists with the annual audit by pulling data, testing financial data for verification, and providing other support
- Performs a variety of other functions related to accounting operations
Transferring one Senior Lead Accountant from the Treasurer’s office to the Financial Services office will help to assure proper execution of certain financial records and reconciliation of certain financial information to the general ledger. Accessible expert guidance will be available to the employee from other professional accounting staff throughout the year. Reassignment of these duties to Financial Services has an added advantage of freeing the Treasurer’s Office to focus on other Constitutional and statutory functions. Physical relocation of a work station from the Mason Courthouse to the Hilliard Building can occur in a single day with advance notice. Collective bargaining status will not change under this scenario and the proposal satisfies the budget-neutrality goal.

The foundation of the County accounting network is the general ledger. Internal accounting personnel and auditors would have greater trust in activity recorded in the general ledger if every transaction was posted timely and reconciled on a daily basis. This may be the greatest justification for the reorganization proposal. Day-to-day accounting practices must assure cash and investment-related balances, special assessment receivables, and property tax receivables and revenue are properly reported. The following actions will occur each day under the proposed reorganization plan in order to meet these criteria:

1. All bank activity will be posted to the general ledger on a daily basis and reconciled to activity at the bank.

2. Financial Services staff will provide correct account numbers prior to a receipt being posted to the general ledger. Many deposits are routinely recorded into holding accounts and later moved to the actual revenue accounts because of complexities associated with the chart of accounts. A single source providing account number verification will minimize the chance of mistakes at this vital step.

3. All outgoing wire transfers will be reviewed by a second person prior to actual payment. This added step should reduce the chance of repeated mistakes.

4. All required wire transfers will be made in a timely basis and recorded on the general ledger at the time of payment.
5. Relocation of the Senior Lead Accountant will promote greater efficiency through elimination of near-constant communication between offices regarding voided checks, printing checks, processing payroll and posting adjustment entries.

6. The transferred Senior Lead Accountant would be able to post corrections to the general ledger. Currently, all entries made by other Departments (with the exception of the Health Department Accountants) are reviewed and then posted by Financial Service accountants. This would be a material time savings for both the Treasurer and Financial Services staff.

7. The Financial Services Department will review all receipts deposited in January and early February and record them back to the previous fiscal year, if needed. It is imperative at year end that all activity be recorded in the correct fiscal year. The Financial Services Department has detailed instructions and procedures to insure activity is accounted for correctly.

8. Addition of the Senior Lead Accountant to the Financial Services Department will help to assure the County is ready to close all funds prior to initiation of the annual audit. Non-material adjustments will not be permitted (or necessary) after mid-February.

9. The Senior Lead Accountant will help assure all working papers will receive a consistent level of review and verification for each audit (the County undergoes many audits each year). Necessary working papers will be ready at the start of each audit with assurance that they are complete, correct and agree with the general ledger activity.

10. The Financial Services Department prepares the entire annual financial statement with exception of cash and investment footnotes which are prepared by the Treasurer’s Office. Additional resources provided by the Senior Lead Accountant will allow the Financial Services Director to become more involved in preparation of cash and investment footnotes to increase the likelihood of their timely completion.
In addition to enhancements described above, Financial Services personnel pledge to help train Treasurer’s Office personnel on the County’s accounting software, account numbers and working paper design. Direct interactive training of all employees will lead to a mutual understanding of work expectations.

The Controller recommends that the Finance Committee consider this reorganization proposal at the earliest opportunity. County policy requires standing committee discussion of reorganization proposals, followed by formal consideration of adoption at a future meeting (Board of Commissioners, 2014). Discussion with the Finance Committee could occur at the regular meeting scheduled for September 20, followed immediately by consideration of a resolution to approve reorganization plan. The Board of Commissioners would then be asked to make a final determination at their regular meeting scheduled for September 26.
REFERENCES

Brickey, W., CPA (2017, July 20). Ingham County 2016 Audit Issues [Email to T. Dolehan]. Plante & Moran PLLC, Detroit, MI.

Calahan v. Wayne County Board of Commissioners, 286 N.W.2d 62 (Mich. 1979)

County Boards of Commissioners, 1851 PA 156, MCL 46.1 – 46.32


Mich. Const. art. VII §4


Revised Municipal Finance Act, 2001 Act 34, MCL 141.2303

Revised Statutes of 1846, MCL 48.35 – 48.48

Stites, R. (2016, July 20). Meeting of the Finance Committee, R. Bahar-Cook presiding. Mason, MI: Ingham County Board of Commissioners

Uniform Budgeting and Accounting Act, 1968 Act 2, MCL 141.421 – 141.440(a)
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE REORGANIZATION OF ACCOUNTING FUNCTIONS

WHEREAS, financial administration responsibilities in County government are shared among a number of semi-autonomous divisions, particularly the County Board of Commissioners and the County Treasurer; and

WHEREAS, auditor notes consistently cite Ingham County for certain accounting transgressions classified as “material weaknesses” since 2013, and despite the best efforts of all involved, material weaknesses persist; and

WHEREAS, financial administration should be structured to reduce the possibility of material weaknesses, but done so in a manner sensitive to the semi-autonomous structure required by the Michigan Constitution and associated statutes; and

WHEREAS, by way of the Financial Services Department, the Controller/Administrator is responsible for assuring that a system of accounting is installed and properly kept in strict accord with the provisions of law; and

WHEREAS, reassignment of an Accountant position from the Treasurer’s Office to Financial Services Department will advance day-to-day accounting practices that assure cash and investment-related balances, special assessment receivables, and property tax receivables and revenue are properly reported; and

WHEREAS, the Treasurer’s Office would benefit from temporary assistance provided by a respected former Treasurer employee to assist with accounting functions of the Treasurer’s Office over a defined time period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner authorizes permanent reassignment of Accountant position number 253010 from the Treasurer’s Office to Financial Services Department.

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary adjustments from contingency to provide funding for temporary assistance provided to the Treasurer’s Office in an amount not to exceed $20,000.

BE IT FURTHER RESOLVED, that the Controller and/or Financial Services Director shall periodically report to the Finance Committee about progress made toward improvements to day-to-day accounting practices.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments to implement this resolution and the Board Chairperson is authorized to sign the appropriate documents on behalf of Ingham County after approval as to form by the County Attorney.