THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, FEBRUARY 7, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the January 17, 2018 Minutes Additions to the Agenda
Limited Public Comment

1. Human Resources Department
   a. Resolution to Approve an Agreement for the Employee Assistance Program
   b. Resolution to Approve Generic Service Credit Purchase

2. Circuit Court – Family Division
   a. Resolution to Amend Three Year Contracts with Various Residential Placements
   b. Resolution to Amend Acceptance of Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court

3. Animal Control – Resolution to Restore an Animal Shelter Clerk Position

4. Facilities Department
   a. Resolution to Provide and Install a New Dishwasher in the Family Center Kitchen
   b. Resolution to Authorize Construction Services for the Ingham County Family Center Kitchen Upgrade
   c. Resolution to Authorize Structural Renovations at the Human Services Building
   d. Resolution to Authorize a Contract for Janitorial Services at Volunteers of America (VOA)
   e. Resolution to Authorize a Contract Renewal Option with Granger Container Inc.

5. 9-1-1 Center
   a. Resolution to Authorize Renewal of the 9-1-1 Telephone System Support Agreement with Carousel Industries, Inc.
   b. Resolution to Approve a Contract Renewal for Pre-Employment Testing
   c. Resolution to Authorize Purchasing Scheduling Software/Services for the 9-1-1 Center
   d. Resolution to Authorize a Software Support Agreement with TriTech for the Arcserve Maintenance and Support
   e. 9-1-1 Dispatch Center Update (Information)
6. **Big Brothers Big Sisters** – Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program for 2018

7. **Community Mental Health** – Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Health Services Millage Eligible Services

8. **Parks Department**
   a. Resolution Clarifying Design Standards for Trails and Parks Millage Projects
   b. Resolution to Authorize Contracts for Trails and Parks Millage Applications

9. **Health Department**
   a. Resolution to Amend Resolution #17-356
   b. Resolution to Authorize Contract with Institute for Cultural Affairs to Carry Out Leadership Development Training
   c. Resolution to Amend Resolution #17-265
   d. Resolution to Authorize Conversion of Nurse Assessor Position

10. **Human Services Committee** – Resolution Authorizing an Agreement with Miller Law Firm, P.C. to Represent Ingham County in Litigation Against Manufacturers and Wholesale Distributors of Opioids

11. **Farmland and Open Preservation Board** – Resolution to Authorize Contracts for the Farmland and Open Space Preservation Program

12. **Innovation and Technology Department** – Resolution to Approve Support Agreement from Oracle

13. **Equalization Department** – Resolution to Authorize an Agreement for Development and Implementation of an Online Mapping Application

14. **Controller/Administrator’s Office**
   a. Resolution to Authorize Negotiations to Recover Funds
   b. Resolution to Approve a Social Media Policy

**Announcements**

**Public Comment**

**Adjournment**

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available online at www.ingham.org.
Members Present: Grebner, Anthony, Crenshaw, Koenig (arrived at 6:05 p.m.), McGrain, Tennis, and Schafer

Members Absent: None

Others Present: Clerk Barb Byrum, Sheriff Scott Wriggelsworth, Register of Deeds Derrick Quinney, Treasurer Eric Schertzing, Bradley Prehn, Ryan Buck, Bill Conklin, Michael Townsend, Liz Noel, and others

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

Approval of the December 6, 2017 Minutes

Chairperson Grebner stated Commissioner Hope had respectfully requested the following amendments be made to the December 6, 2017 Finance Committee minutes:

Commissioner Hope stated she agreed with Chairperson Grebner, and she was not criticizing the Parks Department, but the process that had been passed by the Board of Commissioners. She further stated that she noticed a lot of the proposals were either over-budget or under-budget, and she would like professional staff to take the lead in the grant-writing process. She wanted staff to take the lead because we use a competitive grant process in awarding millage funds.

Commissioner Hope stated she understood the point that it was hypothetically possible that we could end up with a figurehead or that figurehead electeds have previously served in Ingham County and elsewhere that some elected officials acted just as figureheads and did not work at a managerial level, and she thought it was ultimately enforced by the voters on who they wanted to elect. She further stated that the Board of Commissioners had little oversight over County-wide elected officials, and she wondered if this would be an unrealistic expectation that the Board of Commissioners could do something to the elected officials if they did not follow the policy.

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE DECEMBER 6, 2017 FINANCE COMMITTEE MINUTES WERE APPROVED AS AMENDED. Absent: Commissioner Koenig

Additions to the Agenda – None.

Substitute –

1. County Clerk – Resolution Authorizing Reimbursement of Special Election Expenses
4. **Treasurer**
   b. Resolution to Provide Funding for Low Income Tax Preparation

**Limited Public Comment**

Bradley Prehn, UAW Chairperson, stated he was before the Committee in support of the Register of Deeds reorganization.

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

4. **Treasurer**
   a. Resolution to Set Policy for Certain Delinquent Tax Payments

5. **Human Resources Department**
   a. Resolution Approving a Collective Bargaining Agreement with ICEA-PHN Unit Job Description

6. **Community Mental Health** – Resolution Authorizing Additional Funding for the Correctional Assessment and Treatment Services (CATS) Program

7. **Ingham Conservation District** – Resolution Authorizing an Agreement with the Ingham Conservation District

8. **Health Department**
   a. Resolution to Amend Resolution #17-358 to Authorize the Fifth Year of the Americorps*VISTA Grant Cycle for 2017-2018
   b. Resolution to Amend the Collaborative Agreement with the Capital Area United Way
   c. Resolution to Authorize Amendment #1 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services
   d. Resolution to Authorize an Agreement with Southeastern Michigan Health Association
   e. Resolution to Authorize Agreements with the Michigan Association of United Ways to Act as the Fiduciary/Payee for MI-CHAP
   f. Resolution to Authorize a FY 2018 Subcontract with Refugee Development Center
   g. Resolution to Amend Resolution #17-506
   h. Resolution to Convert Full-Time Dentist Position
   i. Resolution to Authorize Agreements with Wayne Children’s Healthcare Access Program to Act as the Fiduciary/Payee for Agency Funding

9. **Parks Department** – Resolution to Authorize a Contract with M.C. Smith Associates and Architectural Group, Inc. to Provide Prime Professional Services for McNamara Landing Improvements

11. **Controller’s Office**
    b. Resolution to Authorize an Amendment to the Contract for Legal Services
THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

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

Commissioner Koenig arrived at 6:05 p.m.

The rules were suspended to allow Commissioner Koenig to vote on the consent agenda.

Commissioner Koenig stated she approved of the items on the consent agenda.

Discussion.

Commissioner McGrain suggested the Committee discuss Agenda Item No. 2 first, as the Register of Deeds was at the meeting and was on time.

2. Register of Deeds – Resolution to Authorize a Reorganization within the Register of Deeds Office

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

Commissioner McGrain stated he was concerned that the title of “Deputy Register of Deeds” sounded like it was the second person in command in the office. He asked if Human Resources had weighed in on the name of the position.

Register of Deeds Derrick Quinney stated he had not gotten any feedback from Human Resources regarding the title of the position, but Human Resources had been in support of the reorganization.

Discussion.

Trisha Gerring, Chief Deputy Register of Deeds, stated the County Clerk’s Office had Deputy Clerks and a Chief Deputy County Clerk.

Commissioner Tennis stated the Sheriff’s Office also had deputies.

Chairperson Grebner stated he believed the term “deputy” implied the position took an oath.

Ms. Gerring stated the employees in the Register of Deeds Office did not take an oath.

Discussion.
Commissioner Anthony stated in the memo, it stated that Human Resources acknowledged and signed off on the reorganization with some participation in process, so she thought the reorganization and titles made sense.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

1. **County Clerk** – Resolution Authorizing Reimbursement of Special Election Expenses

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

Commissioner McGrain asked if the County Services Committee had voted on the amendment that was presented to the Finance Committee as the blue sheet stated the County Services Committee recommended the resolution.

Chairperson Grebner stated the County Services Committee did vote on the amendment, and they were recommending the resolution to the Board of Commissioners for adoption.

Clerk Byrum apologized to the Committee for being late, as she had a meeting with a voting rights group scheduled months before she knew she would be on the Committee’s agenda.

Clerk Byrum stated the amended resolution was before the Committee in regards to reimbursement requests from municipalities for the November 2017 Election. She further stated the amended resolution took out reimbursing the cities of East Lansing, Lansing, Leslie and Williamston because they would have already had an election scheduled.

Clerk Byrum stated that Lansing City Clerk Chris Swope had withdrawn his reimbursement requests yesterday, as he had acknowledged there had been an error in communication between the two of them. She further stated that the City of East Lansing did not submit any requests for reimbursement, because they had recognized the City already had an election scheduled.

Clerk Byrum stated the County required receipts for reimbursement of $2.00 parking fees, and some municipalities did not submit receipts in regards to their expenses. She further stated Leslie Township had submitted their receipts today.

Commissioner Koenig asked if the Committee should wait to approve the resolution until they could get the actual figures to reimburse the municipalities.

Clerk Byrum stated the actual figures were already available.

Commissioner Koenig asked if it was an exact amount, or if it was not to exceed a certain amount.
Chairperson Grebner stated the money would be paid from last year’s supply item, and the money was already in the 2017 Election Supplies Account.

Clerk Byrum stated the cost of $180,000 had been quoted as the County ballot printing and programming costs for the election.

Commissioner Koenig asked if the Committee should wait to approve the reimbursement requests.

Chairperson Grebner stated the Board of Commissioners was only authorizing the payment from a fund that was already sufficient to pay the reimbursement requests.

Commissioner Anthony stated another way to address the resolution would be to stipulate the total should not exceed a certain amount. She asked what the County’s communication to municipalities on the reimbursement process had been.

Clerk Byrum distributed copies of the reimbursement request forms and accompanying receipts, as submitted by the municipal clerks. She stated she communicated with municipal clerks frequently, as her office worked with them on many fronts.

Clerk Byrum stated the reimbursement form used was a form from the State of Michigan, that had been changed to have the Ingham County seal on it, and municipalities used the form to request reimbursement from the State of Michigan after a statewide election. She further stated her office had given the municipal clerks a deadline in which they needed to have the form submitted by.

Clerk Byrum stated on the front of the form, it stated copies of receipts must be submitted with the forms. She further stated her office had followed up with many municipalities that had not submitted their forms on time, and there were still some that had not submitted receipts.

Clerk Byrum stated when the State of Michigan processed reimbursement claims, they did not require receipts, but they did tell municipalities to keep the receipts on hand in case of an audit.

Commissioner Schafer asked which townships had not submitted receipts.

Clerk Byrum stated Bunker Hill Township, Ingham Township, Lansing Township, Leroy Township, Meridian Township, Onondaga Township, Stockbridge Township, Wheatfield Township, and White Oak Township had not submitted receipts.

Commissioner Schafer asked what the deadline for submission was.

Clerk Byrum stated the deadline to send forms to her had long past. She further stated there was no requirement for the County to reimburse the municipalities’ costs, nor was there a required time in which the County must reimburse by.

Chairperson Grebner stated that the deadline was March 1, 2018 in the amended resolution.
Discussion.

Commissioner Anthony asked that even though the County sent the reimbursement forms to the municipalities, there was no requirement for the County to reimburse the municipalities.

Clerk Byrum stated there was absolutely no requirement for the County to reimburse municipalities. She further stated in 2001 the Board of Commissioners had chosen to reimburse municipalities when the County had put a question on the ballot, and the attorney opinion had said that there was no requirement to reimburse the municipalities, but it was the Board of Commissioners’ decision.

Commissioner Anthony stated that she would think if a reimbursement form was sent to the municipal clerks, it implied the County would reimburse their costs.

Clerk Byrum stated in her communication to the municipal clerks, she did not guarantee that the Board of Commissioners would reimburse the election expenses.

Discussion.

Clerk Byrum stated if the four cities that already had elections were taken out of the total reimbursed amount, the balance totaled $119,540.79.

Commissioner Koenig asked why the Board of Commissioners should pay the reimbursement costs.

Clerk Byrum stated those were the expenses incurred by the municipal clerks, who had conducted an election because the Board of Commissioners had put a question on the ballot.

Commissioner Koenig asked if the County question was the only thing on the ballot in those jurisdictions.

Clerk Byrum stated that Mason Public Schools had jumped on the ballot since there was a County-wide question. She further stated the school district would likely not absorb any cost because the County question was on the top of the ballot.

Discussion.

Clerk Byrum stated there was sufficient money in the budget, because she was frugal, and because there was new election equipment and the County was now programming elections in-house. She further stated the cost she had quoted the Board of Commissioners to hold a County-wide election never included the municipalities, just the County Clerk’s costs of ballot printing, programming and vendor support.
Clerk Byrum stated she had stayed well below the estimated budget because of the new technology and the County was doing more in-house, and now she had remaining money in the supplies budget if the Board of Commissioners wanted to repay the municipal clerks.

Commissioner Koenig asked why the Board of Commissioners should not reimburse the municipalities.

Clerk Byrum stated she supposed if the Board of Commissioners did not want to be good neighbors, they could not reimburse the municipalities.

Discussion.

Ryan Buck, Chief Deputy County Clerk, stated Clerk Byrum was there to present the expenses to the Board of Commissioners, and it was up to the Board of Commissioners what they wanted to do.

Commissioner Schafer stated it was only common sense to reimburse costs for the local units of government that did not already have an election. He further stated he knew Wheatfield Township was concerned about the cost of the election.

Discussion.

Chairperson Grebner stated that the townships had also benefitted from the passage of the millage, because their millage ceilings had reset and they were now getting more money.

Discussion.

Chairperson Grebner stated that next time the Board of Commissioners put a question on the ballot, they should build into the resolution that by placing the question on the ballot the County intended to reimburse the municipalities for their election expenses. He further stated he thought the Board of Commissioners should have made the decision to reimburse municipalities or not in advance.

Chairperson Grebner stated townships like Wheatfield and Leroy were taking in $100,000 in property taxes, and $4,000 in election costs was a lot for an election they did not have much input in, aside from the Michigan Townships Association’s representative on the Separate Tax Limitation Committee.

Commissioner McGrain stated he remembered talking about this early-on, and recalled the discussion where it was said municipalities would get a free ride with the election, and he was under the impression that all of the municipalities would get reimbursement. He asked if Clerk Swope had withdrawn his request.

Clerk Byrum stated Commissioner McGrain was correct about Clerk Swope’s withdrawal of the reimbursement request. She further stated that the City of East Lansing had never submitted a request.
MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MCGRAIN. TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes reimbursement of said election expenses for municipalities other than cities which held City Elections, upon presentation of suitable documentation by March 1, 2018, to be paid for by the 2017 Election Supplies Account, not to exceed $120,000.

This was considered a friendly amendment.

Discussion.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

3. Sheriff’s Office
   a. Resolution to Authorize a Contract with the Michigan Department of Corrections to Rent up to 50 Beds to the Michigan Department of Corrections

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

Chairperson Grebner asked how come the jail was still only charging $35 per day, as that was the rate in 1996.

Sheriff Scott Wriggelsworth stated about a year ago, there had been another county that had charged less for the prisoners, and the State had taken the deal and moved the prisoners, so the County had to find revenue somewhere else.

Chairperson Grebner asked if this required another post to be open, it would cost more than $35 per day to care for and house prisoners.

Sheriff Wriggelsworth stated the actual cost was about double the charge of $35. He further stated when the Sheriff’s Office had looked at the contract last year, it did garner about $125,000 for the agency, because those posts were already staffed.

Sheriff Wriggelsworth stated he would love to get out of the contract business, because the County was always 31 days away from the State pulling out their prisoners. He further stated the reason that the rate was $35 per day was because that was the going rate, and if the County tried to negotiate a better deal, then the State would move prisoners elsewhere.
Chairperson Grebner stated he thought the County should get out of the contract business, because if the County was thinking about building a new jail, it would not be lucrative to build in for extra beds for contracts.

Commissioner Koenig stated she had thought that the Sheriff’s Office had excluded the revenue from the Michigan Department of Corrections (MDOC) beds, because of what it had done to the budget last time.

Chairperson Grebner stated that was a different contract.

Sheriff Wriggelsworth stated the number of MDOC beds in the old contract had been 100 and it had dropped to 50 and remained there, at the rate of $35 per day.

Discussion.

Chairperson Grebner stated he thought there were also a handful of inmates that MDOC paid for because they were left with the County.

Sheriff Wriggelsworth stated the County received larger rates for a handful of prisoners each month. He further stated the Federal Bureau of Prisons also contracted with the County on an occasional basis when the County needed to hold some of their prisoners, so there were other ways to gain revenue.

Chairperson Grebner stated those were individual inmates, not a block of beds, so even if the County got out of the jail hotel business, the County would still have small amounts of transactions with those entities and gain revenue.

Sheriff Wriggelsworth stated many parole violators were housed under the MDOC contract for a higher rate until the State decided what to do with the prisoners.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

3. Sheriff’s Office
   b. Resolution to Authorize a Training Services Agreement with Bouck Corporation DBA MACNLOW Associates on Behalf of the Sheriff’s Office and 9-1-1 Central Dispatch

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

Commissioner McGrain stated this was an unusual contract because contract involved a County employee. He asked Sheriff Wriggelsworth to provide background on training from MACNLOW.
Sheriff Wriggelsworth stated over the past 20 years, MACNLOW had been providing training services to the County Sheriff’s Office and 9-1-1 Center. He further stated that in 2017, $0 was spent of the training budget for the Sheriff’s Office and $4500 was spent from the 9-1-1 Center because they did more trainings with their vacancies.

Commissioner McGrain asked what topic areas were covered in the training.

Sheriff Wriggelsworth explained the topics that were covered in training.

Commissioner Koenig stated MACNLOW was a highly regarded company. She asked Sheriff Wriggelsworth what the relationship was of Kristen Kemp to Andy Bouck, Undersheriff.

Sheriff Wriggelsworth stated Ms. Kemp was Undersheriff Bouck’s sister.

Commissioner Koenig stated she would vote against the resolution because it made her feel uncomfortable.

Discussion.

Commissioner Tennis stated he understood the County did not want the appearance of conflict, but as long as it was disclosed and they were made aware of it, he was comfortable with the contract.

Sheriff Wriggelsworth stated the Sheriff’s Office got free seats at the MACNLOW trainings, because they were held in the Grant Whittaker Room at the Sheriff’s Office. He further stated that while employees participated in the trainings, the County did not have to pay for those trainings.

Chairperson Grebner stated that the ethics policy urged them to continually think about alternatives to this. He further stated that the County disfavored firms that it had ties to.

Commissioner McGrain asked how much of the training was being provided by Undersheriff Bouck.

Sheriff Wriggelsworth stated Undersheriff Bouck was a half-owner of the company and used to be a trainer for the County, but he was no longer allowed to train in-house.

THE MOTION CARRIED.  

**Yeas:** Anthony, Crenshaw, Grebner, Tennis, Schafer  
**Nays:** Koenig and McGrain  
**Absent:** None

4.   
   b.  
   Resolution to Provide Funding for Low Income Tax Preparation

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION.
A discussion ensued regarding the amended language of the resolution.

The resolution was amended as follows:

WHEREAS, these efforts assist enhance the economic condition of low and moderate income citizens, and income tax refunds to this group of citizens facilitate can help payment of delinquent property taxes owed to Ingham County.

This was considered a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

5. Human Resources Department
   b. Resolution to Authorize Updates to the Trails & Parks Millage Program Coordinator

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

THE MOTION CARRIED UNANIMOUSLY.

10. Road Department
   a. Resolution to Authorize Approval of the Final Plat of Georgetown No. 4

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

Commissioner McGrain stated he had pulled the resolution to vote against it.

Chairperson Grebner asked if the County was required to accept the dedication of roads if they met the County’s public road requirements.

Bill Conklin, Road Department Director, stated that Chairperson Grebner was correct.

Discussion.

Commissioner McGrain stated he would like to reassess, as he thought it was a problem that the County kept adding to its road inventory and it was not getting funding for them.

A discussion ensued regarding the Plat Act.

Commissioner Schafer asked if the Road Department would reject a private road that did not meet the County’s specifications.

Mr. Conklin stated the Road Department would reject a private road if it was not up to County standards.
Discussion.

THE MOTION CARRIED. **Yeas**: Anthony, Crenshaw, Grebner, Koenig, Tennis, Schafer  
**Nays**: McGrain  
**Absent**: None

10. **Road Department**  
   b. **Resolution to Authorize Three New Positions and Reclassify One Existing Position for the Road Department**

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION.

Chairperson Grebner stated the Road Department was getting more money, and the resolution was a product of that.

Commissioner McGrain stated the Road Department was adding two engineering technicians, to an area that had five engineers. He further stated his surprise was that positions were not being added to operations, but rather engineering.

Commissioner McGrain asked if the Road Department was that far behind, to call for a more top-heavy organization.

Mr. Conklin stated that Road Department needed contractors would pick up a lot of the work, especially in the Metro Lansing area, where the roads needed a lot of work. He further stated that the engineering department had been understaffed for some time and a lot of overtime had been worked in that area so he was trying to balance that out.

Mr. Conklin stated the Road Department had picked up some un-typical work through economic development grants that increased the burden on the department. He further stated with the road funding increase, it would increase the burden on the engineering department to design and administer contracted improvement.

Mr. Conklin stated he planned to add positions to operations in the future, and he would be back before the Board of Commissioners to request those positions. He further stated he would like to add two employees to every County garage over the next few years.

THE MOTION CARRIED UNANIMOUSLY.

11. **Controller’s Office**  
   a. **Resolution to Approve Managerial and Confidential Employee Reclassification Levels**

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION.
Chairperson Grebner stated he wanted to point out that the difference between proper costing and improper costing of the reclassification. He further stated that proper costing added $200,000 to the long-term base expenditure rate of the County, which was 0.25% of the entire County budget.

Chairperson Grebner stated the reclassification was overdue and the Board of Commissioners had been discussing it for years.

THE MOTION CARRIED UNANIMOUSLY

Announcements

None.

Public Comment

Discussion.

Adjournment

The meeting was adjourned at 6:56 p.m.
RESOLUTION ACTION ITEMS:

The Controller’s Office recommends approval of the following resolutions:

1a. **Human Resources Department** – Resolution to Approve an Agreement for the Employee Assistance Program

Ingham County has been using the CARES – Employee Assistance Program through Sparrow since 1997. Upon investigation by both the County and Sparrow, it was determined that the existing agreement was processed in 1997 and there was no corresponding resolution at the time nor have there been any updates since the 1997 agreement was executed. The Human Resources Department, legal department at Sparrow, and the County Attorney have worked through an updated agreement that includes current indemnification and compliance language and incorporates participation by Road Department employees. The Human Resources Department recommends approval of a resolution offered to authorize execution of an updated Employee Assistance Program Agreement with Sparrow - CARES in an amount not to exceed $36,300.

1b. **Human Resources Department** – Resolution to Approve Generic Service Credit Purchase

Resolution 02-101 provides employees the option of purchasing generic service credit under the Municipal Employees’ Retirement System (MERS). Teresa Masseau made application to MERS to obtain an estimated cost for additional credited service and certification of current credited service. Ms. Masseau has elected to exercise the option to purchase three years of generic service credit. Consistent with the requirements of Resolution 02-101, Ms. Masseau will pay the full estimated amount for the purchase. The Human Services Department recommends approval of a resolution to grant this request.

2a. **Circuit Court – Family Division** – Resolution to Amend Three Year Contracts with Various Residential Placements

This resolution would amend Resolution 17-388, which authorized the Juvenile Division to enter into three year contracts with various residential placements. Due to the specialized needs of youth in our community, the Juvenile Division is requesting authorization to enter into contracts with three additional residential placements.

2b. **Circuit Court – Family Division** – Resolution to Amend Acceptance of Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court

Resolution 17-389 authorized the County to enter into agreements with several subcontractors as part of the Michigan Drug Court Grant Program, awarded in the amount of $150,000 to the Ingham County Circuit Court’s Family Dependency Treatment Court. The grant period runs October 1, 2017 through September 30, 2018. Necessary budget amendments were required as part of the grant, resulting in several changes to the amounts of contracts with different subcontractors. This resolution would amend the amounts on the subcontracts as follows:

- Mid-Michigan Recovery Services from $25,000 to $22,000
- Michigan State University Psychology Clinic from $9,000 to $7,200
- House Arrest Services from $15,000 to $6,000
• Forensic Fluids from $6,000 to $8,464
• Dr. Norman Miller from $3,600 to $4,500
• Alcohol Drug Administrative Monitoring, Inc. from $1,250 to $100

3. **Animal Control - Resolution to Restore an Animal Shelter Clerk Position**

The Animal Control Department is requesting that the animal shelter clerk position eliminated in the 2018 budget be restored to ensure adequate staffing at the shelter. Running a seven day per week schedule with five clerk/dispatchers has negatively impacted customer service and employee morale.

When the staff reduction was recommended as part of the 2018 Controller Recommended Budget, the department requested that if the November 2017 ballot proposal to reestablish tax limitations for the County passed, that the position be restored. Although the ballot proposal passed, the position was not restored. In January, Animal Control submitted a resolution to reduce the number of days the shelter is open from seven to six days per week. This resolution was not considered by the Law & Courts Committee or Board of Commissioners, so the shelter remains open seven days per week.

The Controller’s Office recommends that either the position be restored, or the number of open days be reduced from seven to six per week. Restoring this position would have an annual long term cost of $64,727. See attached memo for details.

4a. **Facilities – Resolution to Provide and Install a New Dishwasher in the Family Center Kitchen**

This resolution will authorize HPS Food Service Equipment to provide and install a new Hobart dishwasher in the Family Center kitchen, for a not to exceed total cost of $13,673.81. Funds are available within the Juvenile Justice Millage Fund Balance.

See attached memo for details.

4b. **Facilities – Resolution to Authorize Construction Services for the Ingham County Family Center Kitchen Upgrade**

This resolution will authorize a contract with T.H. Eifert to provide construction services for the Ingham County Family Center kitchen upgrade project for a not to exceed total cost of $120,000.00. The Ingham County Family Center kitchen is outdated and in need of an upgrade. When the Family Center was re-modeled, summer programs were not offered, as they are now, so air conditioning was not necessary. This increase in use has led to the need for air conditioning and electrical modifications are required to accommodate a new roof top unit. There is also a need for a garbage disposal, so plumbing modifications are also required as part of this project.

Funds for this project are available within the Juvenile Justice Millage fund balance.

See attached memo for details.

4c. **Facilities - Resolution to Authorize Structural Renovations at the Human Services Building**

This resolution authorizes a contract with LJ Trumble Builders for the renovation of 5,500 square feet of select office and waiting areas on the upper level of the Human Services Building. Funds for this project are available from two sources, $225,200.00 from the PCMH Grant authorized by R14-391 and the remaining balance of $174,000 will come from excess funding at September 30, 2017 from the Health Department.
4d. **Facilities Department** – *Resolution to Authorize a Contract for Janitorial Services at Volunteers of America (VOA)*

On August 22, 2017 the Board of Commissioners approved Resolution 17-328 to authorize a Definitive Agreement with Sparrow Medical Group to integrate Sparrow Medical Group – Volunteers of America (VOA) into Health Department Community Health Clinic network. Janitorial services at the VOA clinic are currently provided by Clean Investments, Inc., although no contract for services exists with Ingham County. The Facilities Department requests approval of a resolution to authorize a contract with Clean Investments to continue these services through July 31, 2019 at a cost of $1,100 per month.

4e. **Facilities Department** – *Resolution to Authorize a Contract Renewal Option with Granger Container Inc*

Waste removal and recycling services are provided to the County under terms of a contract set to expire on April 30. The Facilities Department seeks authorization to exercise a two-year extension of the agreement to hold current pricing through April 30, 2020.

5a. **9-1-1 Center** – *Resolution to Authorize Renewal of the 9-1-1 Telephone System Support Agreement with Carousel Industries, Inc.*

This resolution will authorize an agreement with Carousel Industries, Inc., to pay for the annual support and maintenance of the 9-1-1 Center’s phone system. The agreement period is February 1, 2018 to January 31, 2018. Three different parts of the support and maintenance are included: Carousel Essential Services $40,994.00, Airbus Value Care Support $59,050.88, and Fortinet Essential Support $348.44 for a total cost of $100,353.30, which is included in the 2018 budget.

5b. **9-1-1 Center** – *Resolution to Approve a Contract Renewal for Pre-Employment Testing*

This resolution will approve the renewal of a contract between Ergometrics and Ingham County 9-1-1 Central Dispatch for pre-employment testing, effective December 7, 2017 through December 7, 2018 at an annual cost of $3,600.00 and a fee of $3.00 per applicant with a $25.00 minimum. Funding is included in the 2018 budget. This pre-employment testing program has been used since 2012 and is a valuable part of the hiring process used by the 9-1-1 Center.

See attached memo for details.

5c. **9-1-1 Center** – *Resolution to Authorize Purchasing Scheduling Software/Services for the 9-1-1 Center*

This resolution will authorize the expenditure of $8,035.20 from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance for the costs associated with the purchase of the Schedule Express Software and Services. This will renew the program first approved by Resolution 16-454. The program renewal date runs December 1, 2017 through November 30, 2018. This program will be budgeted in 2019 as a planned contract expenditure. This program has fixed several scheduling issues and improved efficiency at the 9-1-1 Center.

See attached memo for details.
5d. **9-1-1 Center** – Resolution to Authorize a Software Support Agreement with TriTech for the ArcServe Maintenance and Support

This resolution will approve a TriTech Support Renewal Agreement between TriTech and Ingham County 9-1-1 Center for the ArcServe program support and maintenance from December 7, 2017 through December 6, 2018, at a cost of $3,281.20, which is included in the 2018 budget. This program is a vital piece to maintaining data and replicating it within the systems for use.

See attached memo for details.

6. **Big Brothers Big Sisters** – Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program for 2018

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region for the period of January 1, 2018 through December 31, 2018 in an amount not to exceed $25,000 as Ingham County’s share of funding to provide administrative oversight and programmatic leadership for the Capital Area Mentoring Partnership (CAMP).

7. **Community Mental Health** – Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Health Services Millage Eligible Services

This resolution authorizes a contract not to exceed $1,292,480 with CMH for services provided to Ingham County residents for the period of October 1, 2017 through September 30, 2018. Funds for this contract with CMH will come from the Health Services Millage. Millage funds will be utilized by CMH for Health Services Millage eligible services as provided in the proposal attached to the resolution.

8a. **Parks Department** - Resolution Clarifying Design Standards for Trails and Parks Millage Projects

This resolution clarifies design standards for millage projects by adopting the following policy: in cases where a permitting authority disagrees with use of a particular county standard, the terms of the draft permit proposed by the permitting authority will control; but the applicant is required to promptly notify the County Park Commission of the permitting authority’s position. Parks Department staff are to raise any concerns with the permit in consultations with the applicant and the permitting authority.

8b. **Parks Department** - Resolution to Authorize Contracts for Trails and Parks Millage Applications

This resolution authorizes two-year agreements with municipalities for trails and parks millage projects as detailed in the chart below:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Amount Requested</th>
<th>Millage Funds Recommended for Funding</th>
<th>Year Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aurelius Township</td>
<td>Aurelius Township 5-Year Parks and Recreation Plan</td>
<td>$3,875.00</td>
<td>$3,875.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing (FLRT)</td>
<td>Volunteer Trail Ambassador Coordinator</td>
<td>$17,500.00</td>
<td>$17,500.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Bank Stabilization - Washington Avenue</td>
<td>$55,000.00</td>
<td>$55,000.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Bridge Rehabilitation - Bridge#CL-09-LTW-GR</td>
<td>$78,750.00</td>
<td>$78,750.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Bridge Removal and Replacement - Bridge#CL-21-LTE-RC</td>
<td>$1,333,750.00</td>
<td>$1,333,750.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Fenner Pathway extension</td>
<td>$455,250.00</td>
<td>$455,250.00</td>
<td>2019-2020</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------------------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Lansing</td>
<td>Universally accessible canoe/kayak launch at City Market</td>
<td>$14,400.00</td>
<td>$14,400.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Universally Accessible Canoe/Kayak Launch at Moores Park</td>
<td>$10,500.00</td>
<td>$10,500.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Universally Accessible Canoe/Kayak Launch at Krueger Landing</td>
<td>$10,500.00</td>
<td>$10,500.00</td>
<td>2018</td>
</tr>
<tr>
<td>Leroy Township</td>
<td>Simmons Memorial Park - Trail Attached to Handicap Accessible Parking</td>
<td>$50,000.00</td>
<td>$50,000.00</td>
<td>2019</td>
</tr>
<tr>
<td>Mason</td>
<td>Hayhoe Riverwalk Extension- Kerns Road</td>
<td>$153,281.00</td>
<td>$153,281.00</td>
<td>2019</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>Old Raby Culvert Replacement</td>
<td>$95,000.00</td>
<td>$95,000.00</td>
<td>2018</td>
</tr>
<tr>
<td>Stockbridge</td>
<td>Lakelands Trail Resurfacing</td>
<td>$809,980.00</td>
<td>$809,980.00</td>
<td>2018-2019</td>
</tr>
</tbody>
</table>

**9a. Health Department - Resolution to Amend Resolution #17-356**

This resolution authorizes an amendment to Resolution #17-356 to reflect the updated City of Lansing funding allocations as follows:

1. $34,000 to support the Day Care Scholarship Program
2. $7,000 for an Account Clerk in the Office for Young Children which will administer the Day Care Scholarship Program
3. $9,000 to support the position of a Health Center Nurse

**9b. Health Department - Resolution to Authorize Contract with Institute for Cultural Affairs to Carry Out Leadership Development Training**

This resolution authorizes an agreement with the Institute for Cultural Affairs in an amount not to exceed $9,800 for carrying out TOP Facilitation Method trainings to be conducted between February 20, 2018 and September 30, 2018.

**9c. Health Department - Resolution to Amend Resolution #17-265**

This resolution amends Resolution #17-265 to adjust the contract period to be effective October 1, 2017 through September 30, 2018, as it has taken longer than anticipated to implement the outreach process. All other terms of the agreement will remain the same.

**9d. Health Department - Resolution to Authorize Conversion to Nurse Assessor Position**

This resolution converts the Nurse Assessor position #601242 to a Nurse Practitioner, doing so will enable the Health Department to capture additional revenue for billable services provided through STI. This conversion will increase the position cost by $23,364. Seventy percent of the additional costs ($16,364) will be covered by billable revenue generated by the Nurse Practitioner in STI, and thirty percent of the additional cost ($7,009) will be accommodated through a budget adjustment so as not to exceed the total amount provided by the Family Court.
10. **Human Services Committee** – Resolution Authorizing an Agreement with Miller Law Firm, P.C. to Represent Ingham County in Litigation Against Manufacturers and Wholesale Distributors of Opioids

This resolution authorizes an agreement with Miller Law Firm to provide legal services to the County regarding filing lawsuits against the pharmaceutical industry in an effort to recoup costs associated with the seemingly ubiquitous opioid epidemic. Miller Law Firm, P.C. will be paid 25% of any recovery for Ingham County on a contingent fee basis. This agreement will be effective upon the date of execution and continue until completion of the lawsuit.

11. **Farmland and Open Space Preservation Board** – Resolution to Authorize Contracts for the Farmland and Open Space Preservation Program

The Farmland and Open Space Preservation Program (FOSP) Board seeks authorization to engage vendors for appraisal, survey, ecological, and title company services. Funds are included in the 2018 budget for these specific services. Upon evaluation of proposals submitted for these services, the FOSP Board recommends approval of three-year contracts as follows:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Work Product</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williams &amp; Associates, Inc., DBA Value Midwest</td>
<td>Summary Appraisal Report</td>
<td>$2,500 - $3,100</td>
</tr>
<tr>
<td>Carlson Appraisal Company</td>
<td>Summary Appraisal Report</td>
<td>$2,500 - $4,000</td>
</tr>
<tr>
<td>Judeh &amp; Associates</td>
<td>Summary Appraisal Report</td>
<td>$1,000 - $5,000</td>
</tr>
<tr>
<td>Enger Surveying and Engineering</td>
<td>Stake Survey</td>
<td>$25 - $130/hr</td>
</tr>
<tr>
<td>LSG Engineers and Surveyors</td>
<td>Stake Survey</td>
<td>$35 - $175/hr</td>
</tr>
<tr>
<td>Wolverine Engineers and Surveyors, Inc.</td>
<td>Stake Survey</td>
<td>$46 - $175/hr</td>
</tr>
<tr>
<td>Bell Title Company</td>
<td>Title Searches and Updates</td>
<td>$450 pre. search;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$50 for updates</td>
</tr>
<tr>
<td>TriTerra</td>
<td>Ecological Services</td>
<td>$800 - $1,200</td>
</tr>
</tbody>
</table>

12. **Innovation and Technology Department** – Resolution to Approve Support Agreement from Oracle

The Innovation and Technology Department proposes adoption of a resolution to enter into an agreement with Oracle for hardware maintenance support on critical computer systems in the case of a failure. The total cost of this budgeted support service is $7,534.45, a reduction of 4 percent from 2017 costs.

13. **Equalization Department** – Resolution to Authorize an Agreement for Development and Implementation of an Online Mapping Application

The Equalization Department notes that the current online property mapping application will soon be obsolete. A resolution is submitted for Board consideration to allow a contract with Michigan State University Remote Sensing & GIS Research and Outreach Services (MSU RS&GIS) to create a new online mapping application. The Department has a 27-year history working with MSU RS&GIS. The total cost for this service would not exceed $11,650, plus an additional $250 per month ($3,000 annually) to host the completed application.

14a. **Controller’s Office** – Resolution to Authorize Negotiations to Recover Funds

This resolution directs that the Controller/Administrator coordinate a meeting between the County, Land Bank, each of the employees and their Union for purposes of negotiating an agreement for the return of funds improperly received as an annual “Supervisory Bonus.”
14b. **Controller’s Office – Resolution to Approve a Social Media Policy**

Use of social media to communicate important information is now part of everyday life, and Ingham County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs. The proposed social media policy does not intend to restrict the flow of useful and appropriate information, but to minimize the risks, legal and otherwise, to Ingham County and its employees for improper activity and disclosures. The draft policy is also intended to provide guidelines for maintaining a respectable and ethical work environment. This policy would apply to all employees and departments of Ingham County. A resolution to adopt a social media policy is presented for consideration.

**DISCUSSION ITEMS:**

5e. **9-1-1 Center Update**
Agenda Item 1a

TO: Board of Commissioners - County Services Committee and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: 1/22/2018

SUBJECT: Resolution Approving Agreement with Sparrow CARES for the Employee Assistance Program

BACKGROUND
Ingham County has been using the CARES – Employee Assistance Program through Sparrow since 1997 (original development plan and agreement dated 7/25/1997). CARES provides Assessment and Referral for our employees and over the past few years we have just under 5% utilization rate. In addition, CARES assists the County with supervisory consultation, job jeopardy services in progressive discipline, educational seminars, and critical incident stress debriefing.

In the process of reviewing existing agreements with Sparrow for employee physicals and other services, it was discovered that a separate agreement with the Road Department was up for renewal and the department had not been incorporated into the agreement with the County. This led to a review regarding the status of renewals with the County.

Upon investigation by both the County and Sparrow, it was determined that the existing agreement was processed in 1997 and there was no corresponding resolution at the time or updates since the 1997 agreement. The legal department at Sparrow, Human Resources and Robert Townsend, County Attorney have worked through an updated, revised Employee Assistance Program Agreement that includes current indemnification and compliance language and incorporates the Road Department.

ALTERNATIVES
None

FINANCIAL IMPACT
Sparrow – CARES maintained the $33.00 per employee, per year that has been in place since 1997. The fee is paid from the Employee Benefit Fund.

OTHER CONSIDERATIONS
We receive consistent positive feedback from employees and department heads regarding interactions with CARES staff.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the updated agreement for Employee Assistance Program services from Sparrow – CARES.
EMPLOYEE ASSISTANCE PROGRAM STANDARD AGREEMENT

THIS AGREEMENT is made by and between Edward W. Sparrow Hospital Association (d/b/a Sparrow CARES), a Michigan nonprofit corporation (hereinafter referred to as "CARES") and Ingham County, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as "Company").

In consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Engagement.** Subject to the terms and conditions described herein, CARES hereby agrees to provide to Company's employees and their household members (defined as any person who maintains the same residence as the covered employee) and Company hereby agrees to engage CARES to provide employee assistance services as described herein and in Exhibit A attached hereto (hereinafter referred to as "EAP Services"). In the event of an inconsistency between the terms of this Agreement and Exhibit A, this Agreement shall prevail.

2. **Term.** The term of this Agreement shall commence on 05/01/2017, and shall continue until 4/30/2020 unless it is terminated in accordance with paragraph 11.

3. **CARES’ Responsibilities.** Subject to all other terms and conditions described herein, CARES shall:
   
   A. Provide EAP Services as described in Exhibit A.
   
   B. Furnish a reasonable amount of standard announcement brochures, posters, newsletters, and training materials concerning the availability of EAP Services as requested by the Company. Any customized promotional materials shall be made available at an additional charge as agreed upon in advance by CARES and Company.
   
   C. Provide de-identified statistical reports on a quarterly and annual basis regarding EAP Services utilization by Company's employees and their household members.

4. **Company's Responsibilities.** Subject to all other terms and conditions herein, Company shall:
   
   A. Provide an EAP representative to serve as a liaison to CARES to assist in the promotion of EAP Services.
   
   B. Inform CARES of any changes to mental health and substance abuse benefits offered to Company employees/ household members.
   
   C. Pay the fees as described in paragraph 5 below.

5. **Payment.** As payment in full for the Services provided hereunder, Company shall pay CARES the fee set forth in Exhibit B attached hereto within thirty (30) days after receipt of an itemized invoice(s) from CARES. A finance charge of eighteen percent (18%) per annum shall be added to all outstanding amounts unpaid for thirty (30) days or more. CARES may revise the annual fees due by Company hereunder at any time following the initial twelve (12) month period of this Agreement (no more frequently than once during any twelve (12) month period) by giving Company sixty (60) days prior written notice. The amount of any increase in said fees shall not exceed the lesser of the Consumer Price Index or five percent (5%). In the event that the Consumer Price Index is no longer published, Company and CARES agree to rely on mutually agreed upon comparable statistics issued by a governmental agency or financial periodical of recognized authority.
6. **Independent Contractor Relationship.** CARES and Company, are independent contractors and shall have no authority whatsoever to bind each other. This Agreement shall not be construed to create a joint venture, partnership or agency relationship. Both parties shall not under any circumstances represent it as an employee, agent or other representative of the other. Both parties shall have no right to enter into any contracts, agreements or other commitments or to make any representations, warranties, guarantees, allowances or adjustments in the name of or on behalf of the other.

7. **Insurance.** At all times during the term of this Agreement, CARES shall maintain general liability insurance and professional liability insurance or a self-insurance program covering its employees and staff in the performance of their respective duties pursuant to this Agreement. CARES agrees to provide Company with written certification of such coverage upon reasonable request.

8. **Confidentiality.** Both parties agree that neither party, its employees, agents, representatives, or assigns shall at any time, either during or after the termination of this Agreement, use or disclose to any third party any Confidential Information unless a party is otherwise authorized in writing by an employee/household member to release such information. For purposes of this Agreement, the term "Confidential Information" shall consist of oral, written, electronic or magnetic data, that is individually identifiable health information or any data regarding a party that is generally treated as proprietary or may be marked as confidential, whether or not developed by the party, that may be obtained from any source by the other party as a result of this Agreement. Confidential Information, however, shall not include information which (i) is or becomes available to the public through no fault of a party hereto, to which such information is disclosed; (ii) is disclosed to a party hereto by a third party who has the lawful right to do so; or (iii) is ordered disclosed to a third party by an order of a court having appropriate jurisdiction.

9. **HIPAA.** To the extent the services provided by CARES involve the use of and/or disclosure of protected health information (PHI), CARES and Company shall comply with the Standards for Privacy of Individually Identifiable Health Information (the "Privacy Rule") in 45 CFR Part 160 and 164, subparts A and E and the Security Standards and Implementation Specifications ("Security Rule") in 45 CFR Part 160 and 164, subpart C, set forth by the U.S. Department of Health and Human Services ("HHS") pursuant to the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, as amended ("HIPAA") including amendments made to HIPAA by the Health Information Technology for Economic and Clinical Health Act ("HI-TECH Act"), part of the American Recovery and Reinvestment Act of 2009 ("ARRA") and the Genetic Information Nondiscrimination Act of 2008 ("GINA").

10. **Records.** All records related to EAP Services provided hereunder that are prepared and/or maintained by CARES shall be the exclusive property of CARES.

11. **Indemnification.** To the extent permitted by law, CARES agrees to indemnify, defend and hold harmless the Company, including its subsidiaries and each of its officers, directors, employees, agents, subcontractors, representatives and assigns from and against any and all losses, claims, damages, demands, judgments, settlements and associated costs and expenses, including, but not limited to, attorney fees and accountant fees, arising out of or related to any act or omission of CARES, its subsidiaries and each of its officers, directors, employees, agents, subcontractors, representatives and assigns, including, but not limited to, bodily injury, death, property damage or breaches of confidentiality.
12. **Termination.** Either party may terminate this Agreement with or without cause upon sixty (60) days' prior written notice to the other party. In the event of termination of this Agreement during a contract year, any fees owed by Company hereunder shall be prorated to the nearest full month.

13. **Warranty Regarding Health Care Fraud.** Both CARES and the Company each represent and warrant that as of the effective date of this Agreement they:

   A. have not been listed by a federal agency as excluded, debarred, suspended or otherwise ineligible to participate in federal health care programs; and

   B. have not been convicted of any crime related to defrauding any health care benefit program.

   C. Both parties further agree to notify the other party, in writing, immediately if they are listed by a federal agency as excluded, debarred, suspended or otherwise ineligible to participate in federal health care programs or if they are convicted of any crime related to defrauding any health care benefit program.

14. **Resolution of Disputes.**

   A. If a dispute arises between CARES and the Company, either party may seek in a Michigan court any remedies available at law and/or in equity to resolve the dispute.

   B. The venue for the bringing of any legal or equitable action under this Agreement shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this Agreement in or is moved to a Federal court, the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

   C. CARES and the Company, if they mutually agree in writing signed by their authorized representatives, submit a particular claim, dispute or other matter in question arising out of or relating to this Agreement or breach thereof that they specify in said agreement to arbitration in accordance with the Arbitration Rules of the American Arbitration Association currently in effect, or such other rules of arbitration to which they may mutually agree. The venue for such arbitration, unless the parties agree otherwise, shall be in Ingham County, Michigan. CARES and the Company shall equally share in the cost of the arbitrator(s) but shall be individually responsible for their cost of preparation, witnesses and attorney's fees.

   D. CARES and the Company mutually agree to settle a particular claim, dispute or other matter in question between them by arbitration, the award rendered by the arbitrator(s) shall be final and judgment may be entered upon it in accordance with the applicable law and any court having jurisdiction thereof.

   E. It is expressly understood and agreed that any agreement to submit a particular claim, dispute or matter to arbitration shall apply only to that particular claim, dispute or matter and shall not be binding upon any other claims, disputes or matters which may arise between CARES and the Company.
15. Miscellaneous.

A. Notices. Any notice required by this Agreement shall be deemed given if sent by certified or registered mail, with postage fully prepaid, at the last known address of the party to be notified. Notices shall be deemed given on the date of mailing, irrespective of the date of receipt.

B. Assignment. CARES may assign this Agreement, either in whole or in part, to a subsidiary of CARES without the prior written authorization of Company. Company shall not assign this Agreement, either in whole or in part, without the prior written consent of CARES, which shall not be unreasonably withheld. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto in respect of the transactions contemplated hereby, and their respective successors and assigns.

C. Applicable Law. This Agreement shall be governed by the laws of the state of Michigan.

D. Effect and Construction. This Agreement constitutes the entire agreement between the parties hereto. The parties represent that, in entering into this Agreement, they do not rely upon any previous representation, whether expressed or implied, oral or written, or any previous inducement or agreement of any kind or nature. All prior negotiations, representations, discussions, contracts or agreements concerning the subject matter hereof are canceled or merged herein. No amendments or modifications to this Agreement shall be binding on either party except with the written agreement of both parties.

E. Nondiscrimination. CARES and the Company, as required by law and/or by the Ingham County Equal Opportunity Employment/Nondiscrimination Policy, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment or against a person to be served under this Agreement because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, disability which is unrelated to the individual's ability to perform the duties of a particular job or position, weight, marital status or political affiliation.


Breach of this section shall be regarded as a material breach of this Agreement.

F. Compliance with Standards of Conduct for Ingham County Vendors. CARES shall comply with the Ingham County's policy on Standards of Conduct for Ingham County Vendors as set forth in the Ingham County Board of Commissioners' Resolution No. 15-459, a copy of which is labeled Exhibit C and attached to this Agreement. Breach of this section shall be a material breach of this Agreement.

G. Waiver. The failure of either party to enforce at any time, or for any period of time, any of the provisions of this Agreement shall not be construed as a waiver of such provisions or for the right of the party hereafter to enforce each and every provision.
Sparrow

H. Severability. If any provision of this Agreement is determined to be invalid under applicable law, that it is agreed that such invalidity shall not invalidate the whole Agreement, that the Agreement shall be construed as if it does not contain a particular provision held to be invalid, and the rights and obligations of the parties shall be construed and enforced accordingly.

I. Authority of Signatories. The signatory for Company represents and warrants that he or she has full authority to execute this Agreement and to fully bind Company to the terms of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) written below.

CARES:

Edward W. Sparrow Hospital Association

By: ____________________________

Its: ____________________________

COMPANY:

Ingham County

Dated: __________________________

By: ____________________________

Carol Koenig, Chairperson
County Board of Commissioners

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

By: ____________________________

Robert D. Townsend
EXHIBIT A
DESCRIPTION OF EAP SERVICES

A. **Assessment and Referral.** CARES will provide a therapist with experience in mental health and substance abuse to provide a confidential assessment and referral(s) to clinical or supportive organizations or medical professionals regarding any type of personal problem. Short-term counseling (8 sessions per calendar year, per household) will be provided, when clinically appropriate. CARES will provide follow-up as reasonably necessary, to monitor referred clients' adherence to the agreed course of treatment.

B. **EAP Development and Consultation.** CARES will provide organizational development and ongoing consultation to assist Company in developing and implementing employee assistance policies and procedures. Supervisory consultation regarding problems relating to deteriorating job performance by individual employees will be included on an as needed and requested basis.

C. **Job Jeopardy Services.** CARES defines a job jeopardy client as an employee who has reached the final stage(s) of progressive discipline. Company agrees that it may participate in CARES job jeopardy training prior to referring a job jeopardy client and will follow the guidelines for case handling. The job jeopardy client shall be referred by Company management to CARES for assessment and appropriate referral. The client shall be required to sign a release of information form and will follow recommendations for treatment or face further disciplinary action. After referring the client for treatment, CARES will monitor the client's attendance, participation, motivation, compliance, and progress in treatment, and will report the progress to those designated on the release of information form. The monthly report will contain as much general information as possible without violating the release for treatment signed by the client. No diagnosis, name of treatment provider, case history or specifics will be given, other than the name of the responsible CARES staff member.

D. **Educational Seminars.** EAP training seminars may be provided to supervisors on a regular basis. The seminars will focus on specific skill building for recognition, intervention and referral of a trouble employee. On-site seminars will be provided at the organization's worksite.

E. **Employee Orientation.** CARES staff will provide on-site employee orientations at the start of a new agreement to familiarize all employees with EAP Services. Additional employee promotional activities will be provided upon reasonable request by Company and as agreed to in advance by CARES and Company

F. **Critical Incident Stress Debriefing (CISD).** CARES will conduct CISD for Company should extraordinary or abnormal situations occur at Company's worksite(s). CARES will provide materials designed to address normal responses to such events and identify those individuals needing referral for counseling or more specialized care.
EXHIBIT B

FEE SCHEDULE FOR EAP SERVICES

Company shall pay Thirty-Three and 00/100 Dollars ($33.00) per employee per year for one thousand one hundred (1,100) employees for all EAP Services provided hereunder. Company shall pay said fee in accordance with one of the following billable options (check option chosen):

☑ Semi-annually in the amount of Eighteen Thousand One Hundred Fifty and 00/100 Dollars ($18,150.00).

☐ Annually in the amount of ________________________________

Note: A copy of this Exhibit shall be returned upon execution along with the first-year annual payment or the first installment if an option is chosen other than the annual payment option.
EXHIBIT C

STANDARDS OF CONDUCT FOR INGHAM COUNTY VENDORS
(as set forth in the Ingham County Board of Commissioners' Resolution No. 15-459)

(Attached)
EXHIBIT C

STANDARDS OF CONDUCT FOR INGHAM COUNTY VENDORS
INTRODUCED BY:

COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING STANDARDS OF CONDUCT FOR INGHAM COUNTY VENDORS

RESOLUTION # 15-459

WHEREAS, the Ingham County Board of Commissioners ("Board") purchases goods and services from a multitude of vendors and contractors; and

WHEREAS, the Board is committed to ensuring impartiality, transparency, professionalism, equal treatment, and the highest standards of conduct with respect to its relationships with all current and potential County vendors; and

WHEREAS, the Board expects that, as a condition for doing business with the County, all vendors, contractors, and subcontractors conduct their business operations and interactions with County employees ethically; and

WHEREAS, the Board has determined that a clear and concise approach is needed to ensure compliance with appropriate standards of conduct.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Standards of Conduct for Ingham County Vendors.

BE IT FURTHER RESOLVED, a copy of said Standards of Conduct for Ingham County Vendors shall be incorporated into the County’s vendor registration process so that vendors are fully informed as to the County’s expectations regarding vendor conduct.

BE IT FURTHER RESOLVED, the Purchasing Department shall include in all solicitations and purchase orders, and legal counsel shall include in all contracts, language requiring compliance with the provisions of the Standards of Conduct for Ingham County Vendors.

BE IT FURTHER RESOLVED, that any County vendor found to violate the Standards of Conduct for Ingham County Vendors shall be notified and offered an opportunity to respond. If a violation is found, the Board of Commissioners may preclude further business with that vendor for up to one year or longer.

BE IT FURTHER RESOLVED, that upon effective passage of this resolution, the Board directs the Purchasing Department to issue to all County departments and offices and legal counsel a copy of this resolution.

COUNTY SERVICES: Yeas: Celezinho, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None  Absent: None  Approved 12/01/15
Standards of Conduct for Ingham County Vendors

The County of Ingham conducts business with businesses, vendors and contractors under a set of rules to ensure that all County officials and employees discharge their duties in a manner designed to promote public trust and confidence in our County. The County wants you to be aware of the rules that you and its employees are required to follow. A violation of state or federal statutes may occur if these rules are broken. It is hoped that by providing these rules for you, your experience in dealing with the County will be both rewarding and satisfactory.

Providing Gifts or Gratuities:
Providing gifts or gratuities to employees in consideration for the performance of their duties, or as an appreciation for their performance, is strictly prohibited.

- Do not offer employees any gifts or loans.
- Employees may not receive any fee or compensation for their services from any source other than the County, so do not offer them.
- Buying meals for employees is only permissible during a working lunch or dinner where business is discussed and you are a current contractor (no alcohol). Employees may accept coffee, tea, soft drinks, snacks, etc. when attending meetings in your office.
- Letters to supervisors recognizing exceptional service by County employees are always welcome.

Conflicts of Interest:

- Do not ask employees for any special favor or consideration that is not available to every other citizen.
- Do not ask employees to disclose any information that is not available to every other citizen through normal public information channels unless necessary for the business you are hired for.
- Do not offer to compensate employees by offering to hire, or to do business with any business entity of the employees or their immediate family members.
- Do not ask employees to represent you or your company other than as part of their official duties with the County.
- Do not ask employees to endorse the products or services of your company.
- Do not ask employees to hand out or post advertising materials.

Vendor shall report if the following occurs:

 Solicitation by County Employees:
Employees may not solicit gifts, loans, or any other items of value from people doing County business that will be used by them personally.

- If you are asked to pay a fee for services that you believe are improper or illegal, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517) 676-7200. Employees are prohibited from taking retaliatory action against you for failing to comply with any request unless the request is within the scope of the employee's official duties for the County.
Use of County Equipment, Facilities and Resources:
Use of County equipment, facilities and resources is authorized only for County purposes.
- Do not ask employees to use County equipment to run errands or perform tasks for your benefit.

Your Rights and Expectations:
When dealing with employees of the County you have the right to honest, fair and impartial treatment. You may expect prompt, courteous and professional service from our employees who are expected to understand and practice good customer service skills. Employees are tasked to uphold the public trust through the ethical performance of their duties. We understand that the enforcement of regulatory guidelines and codes may sometimes be a cause for concern; however, you may rest assured that we are responsible to all of the citizens of Ingham and our goal is to serve them to the best of our ability. Should you have any concerns or questions concerning this information or the conduct of any of our employees, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517) 676-7200.
Resolutions to Approve an Agreement for the Employee Assistance Program

WHEREAS, Ingham County has been using Sparrow – CARES for the Employee Assistance Program since 1997; and

WHEREAS, there have been no updates to the original agreement with Ingham County since July 25, 1997; and

WHEREAS, the Sparrow – CARES agreement with the former Ingham County Road Commission had not been updated since April 12, 2012; and

WHEREAS, representatives from Sparrow and Ingham County discussed and updated the agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the updated Employee Assistance Program Agreement with Sparrow - CARES in the amount not to exceed $36,300.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county’s Employee Benefit Fund #68186000722600.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 1b

TO: Board of Commissioners County Services Committee and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: January 21, 2018

SUBJECT: Resolution Approving Generic Service Credit Purchase

BACKGROUND
The Board of Commissioners has a standing resolution (#02-101) that provides employees the option of purchasing generic service credit under the Municipal Employees’ Retirement System (MERS). Teresa Masseau made application to MERS to obtain an estimated cost to purchase three (3) years additional credited service and the benefit impact of the purchase. The estimates are valid for two months after the effective date of the calculation. Ms. Masseau has elected to exercise the option to purchase 3 years of generic service credit.

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

ALTERNATIVES
Not Applicable

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

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

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the purchase of three (3) years generic service time by Teresa Masseau.
Agenda Item 1b

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE GENERIC SERVICE CREDIT PURCHASE

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

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

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

WHEREAS, Teresa Masseau has completed the MERS application and received the cost estimate to purchase six (6) months under the County’s plan; and

WHEREAS, by Board of Commissioners approval under the standing Resolution, and by the employee’s payment to MERS, Ms. Masseau will purchase three (3) years generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee Teresa Masseau, the Board of Commissioners hereby approves the purchase of three (3) years generic service under County Resolution #02-101.

BE IT FURTHER RESOLVED, that the Chair of the Board is authorized on behalf of the County to sign and execute all MERS documents to effectuate and finalize this transaction, subject to approval as to form, by the County Attorney.
TO: Law and Courts Committee  
Finance Committee

FROM: Scott LeRoy, Deputy Court Administrator

DATE: January 16, 2018

RE: RESOLUTION TO AMEND THREE YEAR CONTRACTS WITH VARIOUS RESIDENTIAL PLACEMENTS

On October 10, 2017, the Board of Commissioners passed resolution #17-388 authorizing the Juvenile Division to enter into three year contracts with various residential placements. Due to the unique needs of kids in our community, the Juvenile Division is requesting authorization to enter into contracts with three additional residential placements.
Agenda Item 2a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THREE YEAR CONTRACTS WITH VARIOUS RESIDENTIAL PLACEMENTS

WHEREAS, on October 10, 2017, the Board of Commissioners passed resolution #17-388 authorizing the Court to enter into three year contracts with various residential placements; and

WHEREAS, in order to meet the needs of youth in our community, the court would like to enter into contracts with additional residential placements; and

WHEREAS, the Court would like to amend the contract per diem amount on resolution #17-388 for Lakeside Academy to $236.48 but not to exceed $330.16; and

WHEREAS, a list of additional residential placement facilities and per diems is attached to this resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with the attached list of residential placement facilities for the care and treatment services of Court adjudicated youth not to exceed the per diems listed in the same attachment for the time period of January 1, 2018 through September 30, 2020.

BE IT FURTHER RESOLVED, that the funds for these placements will come from the Juvenile Division’s Private Institution line item within the Child Care Fund.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any contract documents on behalf of the County after approval as to form by the County Attorney.
Ingham County Circuit Court – Juvenile Division  
**Residential Placements**

<table>
<thead>
<tr>
<th>Placement Name</th>
<th>Per Diem Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abraxas I</td>
<td>$284.34 to $348.71 with an education per diem range $69.09 - $89.20</td>
</tr>
<tr>
<td>Abraxas Academy</td>
<td>Range from $323.16 to $369.61 with an education per diem range $69.09 - $89.20</td>
</tr>
<tr>
<td>Ottawa County Juvenile Detention Center</td>
<td>Range from $100.00 - $185.00</td>
</tr>
</tbody>
</table>
TO:     Law and Courts Committee
       Finance Committee

FROM:  Scott LeRoy

DATE:  January 16, 2018

RE:     **Family Dependency Treatment Court Grant-Contract Amendment**

The Michigan Drug Court Grant Program, administered by the State Court Administrative
Office, has awarded a grant in the amount of $150,000 to the Ingham County Circuit Court’s
Family Dependency Treatment Court. The grant period runs October 1, 2017 through September
30, 2018.

Resolution #17-389 authorized the County to enter into agreements with several subcontractors
as part of the Michigan Drug Court Grant Program. Necessary budget amendments were required
as part of the grant, resulting in several changes to the amounts of contracts with different
subcontractors.

This resolution requests the authorization to amend the amounts on the subcontracts for Mid-
Michigan Recovery Services, Michigan State University Psychology Clinic, House Arrest
Services, Forensic Fluids, Dr. Norman Miller, and ADAM.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND ACCEPTANCE OF MICHIGAN DRUG COURT GRANT FOR THE INGHAM COUNTY FAMILY DEPENDENCY TREATMENT COURT

WHEREAS, on October 10, 2017, the Ingham County Board of Commissioners approved resolution number #17-389, accepting Michigan Drug Court Grant Program funds for the amount of $150,000, for the Ingham County Family Dependency Treatment Court; and

WHEREAS, Resolution #17-389 authorized the County to enter into agreements with several subcontractors as part of the Michigan Drug Court Grant Program; and

WHEREAS, necessary budget amendments were required as part of the grant, resulting in several changes to the total amounts of contracts with different subcontractors, respectively; and

WHEREAS, the total contract amount with Mid-Michigan Recovery Services decreased from $25,000 to $22,000; and

WHEREAS, the total contract amount for House Arrest Services decreased from $15,000 to $6,000; and

WHEREAS, the total contract amount for MSU Psychology decreased from $9,000 to $7,200; and

WHEREAS, the total contract amount for Alcohol Drug Administrative Monitoring, Inc., decreased from $1,250 to $100; and

WHEREAS, the total contract amount for Dr. Norman Miller, MD, JD, PLLC, increased from $3,600 to $4,500; and

WHEREAS, the total contract amount for Forensic Fluid increased from $6,000 to $8,464.

THEREFORE BE IT RESOLVED, that resolution #17-389 be amended to reflect the following total contract amounts:

- Mid-Michigan Recovery Services total contract amount of $22,000
- House Arrest Services total contract amount of $6,000
- MSU Psychology total contract amount of $7,200
- Alcohol Drug Administrative Monitoring total contract amount of $100
- Dr. Norman Miller, MD, JD, PLLC total contract amount of $4,500
- Forensic Fluid total contract amount $8,464

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

FROM: John Dinon, Animal Control Director

DATE: 23 January 2018

SUBJECT: Request to restore eliminated animal shelter clerk position
For the meeting agendas of February 1, 6, 7 and 23, 2018

BACKGROUND
The 2018 Ingham County Budget reduced the number of animal shelter clerks/dispatchers at ICACS from six to five. When this staff reduction was proposed, the department requested that if the November 2017 ballot proposal to reestablish tax limitations for the County passed, that the position be restored. The ballot proposal passed but the position was not restored, so ICAC submitted a resolution to reduce the number of days the shelter is open from seven to six days per week since seven day per week operations are not practical with one less clerk. This resolution was not considered by the Law & Courts Committee or Board of Commissioners, so the shelter remains open seven days per week.

ICACS is requesting that the eliminated position be restored to ensure adequate staffing at the shelter. Running a seven day per week schedule with five clerk/dispatchers has negatively impacted customer service and employee morale.

ALTERNATIVES
Ingham County Animal Control and Shelter could continue to operate with five clerk/dispatchers, but customer service and employee morale and possibly employee retention will be negatively impacted. Alternately, the Board of Commissioners could reconsider ICACS’s request to close one day per week.

FINANCIAL IMPACT
Restoring this position would increase the County’s budget by a maximum of $64,727 annually (top pay and benefits for that position). The financial impact will be less in 2018 since the position will not be filled for the entire year.

OTHER CONSIDERATIONS
There are no statutory requirements related to this proposed hours change.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to restore the animal shelter clerk position that was eliminated in the 2018 budget.
Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RESTORE AN ANIMAL SHELTER CLERK POSITION

WHEREAS, the 2018 County budget included the elimination of an animal shelter clerk position; and

WHEREAS, ICACS requested restoration of this position if the ballot proposal to reestablish tax limitations for the County passed; and

WHEREAS, current staffing levels are inadequate to deliver acceptable customer service to County residents while maintaining a seven day per week open schedule.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the restoration of funding for one animal shelter clerk position (#421014) to the 2018 budget.

BE IT FURTHER RESOLVED, that the 2018 budgeted use of fund balance will be increased by up to $64,272 to fund position.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the 2018 Ingham County Animal Control budget and Approved Position List.
TO: Board of Commissioners, Law and Courts and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 21, 2018

SUBJECT: A resolution to provide and install a new dishwasher in the Ingham County Family Center kitchen

For the meeting agendas of: February 1 & February 7

BACKGROUND
The current dishwasher is extremely outdated and in need of an upgrade. It has far exceeded its life expectancy. This machine was re-furbished 8 years ago and it is now in need of replacement.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
It is the recommendation of the Facilities Department that HPS Food Service Equipment provide and install a new Hobart dishwasher for a total cost of $13,673.81.

Funds for this project are available in the Juvenile Justice Millage line item #264-66400-978000.

OTHER CONSIDERATIONS
There are no alternatives for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the purchase and installation of a new Hobart dishwasher in the Ingham County Family Center kitchen.
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE AND INSTALL A NEW DISHWASHER IN THE FAMILY CENTER KITCHEN

WHEREAS, the current dishwasher is extremely outdated and it has far exceeded its life expectancy; and

WHEREAS, it was re-furbished 8 years ago and is now due to be replaced; and

WHEREAS, the Facilities Department is requesting approval for HPS Food Service Equipment to provide and install a new Hobart dishwasher for a not to exceed total cost of $13,673.81; and

WHEREAS, funds for this project are available in the Juvenile Justice Millage line item #264-66400-978000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes HPS Food Service Equipment, 3275 North M-37 Highway, Middleville, Michigan, 49333-0247, to provide and install a new Hobart dishwasher in the Family Center kitchen, for a not to exceed total cost of $13,673.81.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments, consistent with this resolution.

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

FROM: Rick Terrill, Facilities Director

DATE: January 23, 2018

SUBJECT: Resolution authorizing construction services for the Ingham County Family Center kitchen upgrade

For the meeting agendas of: February 1 & February 7

BACKGROUND
The Ingham County Family Center kitchen is extremely outdated and in need of an upgrade. When the Family Center was re-modeled, summer programs were not offered therefore it was decided that air conditioning was not necessary. Summer programs are now offered with the building being utilized all but one week during the summer. For safety reasons, this increase in use has led to the need for air conditioning and electrical modifications to accommodate a new roof top unit. Due to the increased use, there is also a need for a garbage disposal. Therefore, plumbing modifications are required as currently there is no disposal in place.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
It is the recommendation of both the Purchasing and Facilities Departments to enter into an agreement with T.H. Eifert, a local vendor who submitted the lowest responsive and responsible bid of $116,000.00. The Facilities Department would like to request a $4,000.00 contingency for any unforeseen circumstances that may arise, bringing the project cost to a not to exceed total of $120,000.00.

Funds for this project are available in the Juvenile Justice Millage (Fund 264) fund balance.

OTHER CONSIDERATIONS
There are no alternatives for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with T.H.Eifert to provide construction services for the Ingham County Family Center kitchen upgrade.
Per your request, the Purchasing Department sought proposals from qualified and experienced Contractors to enter into a contract for the Kitchen Upgrade Project at the Ingham County Family Center (ICFC).

The scope of work includes, but is not limited to: 1) Remove existing make up air unit and provide and install new gas fired make up air unit, ductwork and diffusers; 2) Provide and install new (4) ton packaged gas fired/DX (direct expansion) cooling rooftop unit to be located on support rails where existing make up air unit is removed; 3) Connect new unit to existing ductwork and revise ductwork; and 4) Provide and install new garbage disposal system on existing dishwasher rinse sink.

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>61</td>
<td>23</td>
</tr>
<tr>
<td>Vendors attending pre-bid/proposal meeting</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Non-responsive proposal</td>
<td>1</td>
<td>0</td>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>BID BOND</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>T.H. Eifert</td>
<td>Yes, Ingham County</td>
<td>Yes</td>
<td>$116,000.00</td>
</tr>
<tr>
<td>Myers Plumbing &amp; Heating Inc.</td>
<td>No, Clinton County, MI</td>
<td>Yes</td>
<td>$116,920.00</td>
</tr>
<tr>
<td>Allied Mechanical Services</td>
<td>No, Jackson MI</td>
<td>No</td>
<td>No Bid Bond, Proposal was not accepted and returned to vendor</td>
</tr>
</tbody>
</table>

No Proposal Submitted
W.W. Williams Company LLC stated the scope of work is out of its area of expertise.

*Preconstruction meeting will be required prior to commencement of work since the construction cost exceeds $10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.*
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 and submit 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.
INFORMATION AGENDA ITEM 4b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONSTRUCTION SERVICES FOR THE INGHAM COUNTY FAMILY CENTER KITCHEN UPGRADE

WHEREAS, the entire kitchen is extremely outdated and in need of an upgrade; and

WHEREAS, when the Ingham County Family Center was remodeled, summer programs were not offered. Therefore, it was decided that air conditioning was not necessary; and

WHEREAS, summer programs are now offered with the building being utilized all but one week during the summer; and

WHEREAS, for safety reasons, the increase in use has led to the need for air conditioning; and

WHEREAS, electrical modifications are required to accommodate a new roof top unit; and

WHEREAS, due to the increased use, there is also a need for a garbage disposal; and

WHEREAS, plumbing modifications are required as currently there is no garbage disposal in place; and

WHEREAS, the Facilities Department would like to request a $4,000.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, it is the recommendation of both the Purchasing and Facilities Departments that a contract be awarded to T.H. Eifert, a local vendor who submitted the lowest responsive and responsible bid of $116,000.00; and

WHEREAS, funds for this project are available in the Juvenile Justice Millage (Fund 264) fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with T.H. Eifert, 3302 West St. Joseph, Lansing, Michigan 48791, to provide construction services for the Ingham County Family Center kitchen upgrade project for a not to exceed total cost of $120,000.00 which includes the requested $4,000.00 contingency.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments, consistent with this resolution.

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

FROM: Rick Terrill, Facilities Director

DATE: January 22, 2018

SUBJECT: Resolution to renovate space in the Human Services Building

For the meeting agendas of: February 6th & 7th

BACKGROUND
The Purchasing Department solicited bids for the renovation of 5,500 square feet of select office and waiting areas on the upper level of the Human Services Building.

ALTERNATIVES
There are no alternatives for this contract.

FINANCIAL IMPACT
Both the Purchasing and Facilities Departments agree that a contract be awarded to LJ Trumble Builders, LLC, a registered local vendor, who submitted the lowest responsive and responsible bid of $369,200.00 which includes alternate number one.

Funds for this project are available from two sources, $225,200.00 from the PCMH Grant authorized by R-14-391 and the remaining balance of $174,000 will come from excess funding at September 30, 2017 from the Health Department.

OTHER CONSIDERATIONS
There are no other considerations for this contract.

RECOMMENDATION
Based on the information presented, the Facilities Department requests approval of a contract with LJ Trumble Builders for the renovation of 5,500 square feet of select office and waiting areas on the upper level of the Human Services Building.
TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: January 17, 2018
RE: Memorandum of Performance for RFP No. 1-18: Human Services Building Upper Level Renovation

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of renovating the upper level of the Human Services Building.

This project renovates 5,500 square feet of select office and waiting areas on the second floor of the Ingham County Human Services Building. This renovation includes new finishes throughout, minor wall construction, new light fixtures, and seven (7) new transaction windows.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
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</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>47</td>
<td>13</td>
</tr>
<tr>
<td>Vendors attending pre-bid/proposal meeting</td>
<td>19</td>
<td>11</td>
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<tr>
<td>Vendors responding</td>
<td>6</td>
<td>4</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>Base Bid</th>
<th>Alternate #1</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>LJ Trumble Builders, LLC</td>
<td>Yes, Lansing MI</td>
<td>$356,900.00</td>
<td>$12,300.00</td>
<td>$369,200.00</td>
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<tr>
<td>Moore Trosper Construction Co.</td>
<td>Yes, Holt MI</td>
<td>$367,720.00</td>
<td>$11,700.00</td>
<td>$379,420.00</td>
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<tr>
<td>Laux Construction LLC</td>
<td>Yes, Holt MI</td>
<td>$384,300.00</td>
<td>$9,500.00</td>
<td>$393,800.00</td>
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<tr>
<td>Cross Renovations Inc.</td>
<td>No, Livonia MI</td>
<td>$399,777.00</td>
<td>$10,200.00</td>
<td>$409,977.00</td>
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<tr>
<td>Nielsen Commercial Construction Co.</td>
<td>Yes, Holt MI</td>
<td>$400,850.00</td>
<td>$9,800.00</td>
<td>$410,650.00</td>
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<tr>
<td>Frederick Construction Inc.</td>
<td>No, Vicksburg MI</td>
<td>$414,400.00</td>
<td>$9,600.00</td>
<td>$424,000.00</td>
</tr>
</tbody>
</table>

Alternate #1: Cost to Add LED Lighting to the Entire Scope of Work Including Offices, Work Areas, and Storage
A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds $10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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

TINGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE STRUCTURAL RENOVATIONS AT THE
HUMAN SERVICES BUILDING

WHEREAS, the Purchasing Department solicited bids for the renovation of 5,500 square feet of select office and waiting areas on the upper level of the Human Services Building; and

WHEREAS, both the Purchasing and Facilities Departments agree that a contract be awarded to LJ Trumble Builders, LLC, a registered local vendor, who submitted the lowest responsive and responsible bid of $369,200.00 which includes alternate number one; and

WHEREAS, the Facilities Department is requesting a contingency in the amount of $30,000.00 for any unforeseen circumstances that may arise during a project of this nature; and

WHEREAS, the renovations will be performed for a total not to exceed cost of $399,200.00 which includes the requested contingency; and

WHEREAS, funds for this project are available from two sources; and

WHEREAS, $225,200.00 from the PCMH Grant authorized by R-14-391; and

WHEREAS, the remaining balance of $174,000 will come from excess funding at September 30, 2017 from the Health Department; and

WHEREAS, renovations will begin once approval is obtained and all contracts are signed; and

WHEREAS, the anticipated completion date is the end of May, 2018.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract agreement with LJ Trumble Builders, LLC, 6850 Aurelius Road, Lansing, Michigan 48911, to perform the renovation of 5,500 square feet of select office and waiting areas on the upper level of the Human Services Building for a not to exceed total cost of $399,200.00 which includes the requested $30,000.00 contingency.

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

FROM: Rick Terrill, Facilities Director

DATE: January 18, 2018

SUBJECT: Resolution to award a contract to Clean Investments, Inc. to provide janitorial services at the Volunteers of America (VOA)

For the meeting agendas of: February 6th & 7th

BACKGROUND
Clean Investments, Inc. is the vendor who currently provides janitorial services at the VOA, a contract is not in place. They are willing to honor their current pricing for the agreed upon contract period. Although the Facilities Department currently maintains a contract with RNA Facilities Management, for janitorial services, at several other locations, that contract will expire July 31, 2019, at which point a new janitorial services contract will be looked at, combining several county locations, including the VOA.

ALTERNATIVES
There are no alternatives for this contract.

FINANCIAL IMPACT
Clean Investments, Inc. agreed to continue providing janitorial services at the VOA, honoring their current pricing of $1,100.00/month for the agreed upon contract period.

Funds are available in line item #511-61510-931100-02095.

OTHER CONSIDERATIONS
There are no other considerations for this contract.

RECOMMENDATION
Based on the information presented, the Facilities Department requests that a contract be awarded to Clean Investments, Inc. to provide janitorial services at the Volunteers of America.
Intended by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR JANITORIAL SERVICES AT THE
VOLUNTEERS OF AMERICA (VOA)

WHEREAS, Clean Investments, Inc. is the vendor who currently provides janitorial services at the VOA, a contract is not in place; and

WHEREAS, Clean Investments, Inc. agreed to provide janitorial services at the VOA, honoring their current pricing of $1,100.00/month for the agreed upon contract period; and

WHEREAS, the Facilities Department currently maintains a contract with RNA Facilities Management, for janitorial services, at several other locations; and

WHEREAS, the current RNA Facilities Management contract will expire July 31, 2019, at which point a new janitorial services contract will be looked at, combining several county locations, including the VOA; and

WHEREAS, funds are available within line item #511-61510-931100-02095.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Clean Investments, Inc. 1428 Turner Street, Lansing, Michigan, 48906, to provide janitorial services at the Volunteers of America, who agreed to honor their current pricing of $1,100.00/month for the agreed upon contract period.

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

FROM: Rick Terrill, Facilities Director

DATE: January 23, 2018

SUBJECT: Resolution authorizing the two year renewal option with Granger Container, Inc.

For the meeting agendas of: February 6th & 7th

BACKGROUND
Ingham County currently has a contract with Granger Container Inc. for waste removal and recycling services, the contract will expire April 30, 2018. A two year renewal option was included in the current contract agreement and the Facilities Department would like to exercise that option. If approved, the two year option will expire April 30, 2020 at which time a new waste removal contract will be looked at.

ALTERNATIVES
There are no alternatives for this contract.

FINANCIAL IMPACT
Granger Container, Inc. has agreed to hold their current pricing for a two renewal. Funds are available in the appropriate 921030 trash removal line items.

OTHER CONSIDERATIONS
There are no other considerations for this contract.

RECOMMENDATION
Based on the information presented, the Facilities Department requests approval of the two year renewal option with Granger Container, Inc. for continued waste removal and recycling services at various locations, until April 30, 2020.
RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL OPTION
WITH GRANGER CONTAINER INC.

WHEREAS, Ingham County currently has a contract with Granger Container Inc. for waste removal and recycling services; and

WHEREAS, the current contract will expire April 30, 2018; and

WHEREAS, a two year renewal option was included in the contract agreement and the Facilities Department would like to exercise that option; and

WHEREAS, Granger Container Inc. has agreed to hold their current pricing for a two year renewal; and

WHEREAS, if approved, the two year option will expire April 30, 2020 at which time a new waste removal and recycling contract will be looked at; and

WHEREAS, funds are available in the appropriate 921030 trash removal line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the two year renewal option with Granger Container Inc., 3515 Wood Rd., Lansing, Michigan 48906, for continued waste removal and recycling services, at various locations, until April 30, 2020.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Lance Langdon, Director 9-1-1
DATE: 1/23/2018
SUBJECT: Renewal Carousel Maintenance and Support
For the meeting agenda of February 1, 2018

BACKGROUND
The Board approved the purchase of equipment and support with Carousel Industries, Inc., under resolution 13-419 to address problems with the phone system, changing it from a geo-diverse system involving 4 counties to a single standalone Ingham County System. With this complex phone system, there is the need for ongoing support and maintenance. This resolution is to pay for the yearly support and maintenance of our system. This renewal date runs February 1, 2018 to January 31, 2018. This is a planned 2018 budget expenditure. Carousel will bill for the three different parts of the support and maintenance that include: Carousel Essential Services $40,994.00, Airbus Value Care Support $59,050.88, and Fortinet Essential Support $348.44 for a total cost of $100,353.30

ALTERNATIVES
There are really no alternatives, as we must keep the maintenance and support of our system.

FINANCIAL IMPACT
Cost for this has been accounted for in the Center’s 2018 budget at a total cost paid to Carousel in the amount of $100,353.30.

OTHER CONSIDERATIONS
We also have a planned upgrade of this equipment that was approved last year that will be brought forward again in 2018, as we evaluate technology changes that will affect/change the project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to approve the maintenance and support agreement with Carousel industries, Inc.
WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, Ingham County installed and is operating a Cassidian/Air Bus 9-1-1 Phone System that is being serviced by Carousel Industries, Inc; and

WHEREAS, Ingham County has obtained a proposal from Carousel Industries, Inc. to continue the system support and maintenance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contract with Carousel Industries, Inc. for system maintenance and support for the period of February 1, 2018 through January 31, 2019, to include Carousel Essential Services $40,994.00, Airbus Value Care Support $59,050.88, and Fortinet Essential Support $348.44 for a total cost of $100,353.30; from the 9-1-1 Emergency Telephone Dispatch Services 2018 budget.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract/Purchase Order documents consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 5b

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Lance Langdon, Director 9-1-1

DATE: 1/23/2018

SUBJECT: Renewal of Contract with Ergometrics for Pre-employment Testing
For the meeting agenda of February 1, 2018

BACKGROUND
The Board approved the purchase and contract with Ergometrics on September 18, 2012, and then the amendment of the contract in 2015 under resolution 15-025. The pre-employment testing program has been used since 2012 and is a valuable part of the hiring process used by the 9-1-1 Center. This contract renewal allows us to continue to use the software and support of Ergometrics staff in processing out applicant tests. This will cover the period of December 7, 2017 through December 7, 2018.

ALTERNATIVES
We could abandon this program and look for other options but we have been happy with the current system. This system also allows us to test many people at the same time as opposed to systems that require individual PC’s to test applicants on.

FINANCIAL IMPACT
Cost for this has been accounted for in the centers 2018 budget, for an annual cost of $3,600.00 and a fee of $3.00 per applicant with a $25.00 minimum.

OTHER CONSIDERATIONS
The length of time for testing is also limited with the ability to test, 12, 20, 50+ people at the same time, limiting time needed for staff to proctor the test.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to approve the renewal of the Ergometrics contract.
WHEREAS, a contract has been in place between Ergometrics and Ingham County for pre-employment testing of 9-1-1 Center applicants, approved by the Board Chairperson on September 18, 2012; and

WHEREAS, the 9-1-1 Central Dispatch Director has determined that the program has been a necessary and valuable part of the 9-1-1 Center’s hiring process; and

WHEREAS, the provisions of the contract will continue with no increase in the rates for the period of December 7, 2017 through December 7, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the amended contract between Ergometrics and Ingham County 9-1-1 Central Dispatch for pre-employment testing, effective December 7, 2017 through December 7, 2018 for an annual cost of $3,600.00 and a fee of $3.00 per applicant with a $25.00 minimum.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Lance Langdon, Director 9-1-1
DATE: 1/23/2018
SUBJECT: Renewal Purchase of Schedule Express Software and Support
For the meeting agenda of February 1, 2018

BACKGROUND
The Board approved the purchase of software and support of scheduling software from Informer Systems under resolution 16-454 and the program was put in place. This is a yearly purchase of the program and support which is the same cost as was previously approved with no increase. The program renewal date runs December 1, 2017 through November 30, 2018. I will request approval to renew for the period beginning December 1, 2018 as we near this renewal date. This program will then be submitted with the 2019 budget as a planned contract expenditure.

ALTERNATIVES
This program has fixed several issues with scheduling for us, allowing staff to be notified of any changes and submit time off, trade requests, and sign up for overtime assignments in a much more efficient manner. If we choose not to renew this program we would revert to a paper based system, which had many difficulties and problems.

FINANCIAL IMPACT
The cost would remain current with yearly costs which have been $8,035.20.

OTHER CONSIDERATIONS
Moving to the automated scheduling program was requested in 2016 by staff, and has been well received and part of normal operations for the center.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the renewal/purchase of the Informer Systems systems and services.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE OF SCHEDULING SOFTWARE/SERVICES FOR THE 9-1-1 CENTER

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

WHEREAS, Ingham County Board of Commissioners approved under Resolution #16-454 the purchase of software and services with Informer Systems in October of 2016; and

WHEREAS, the Ingham County 9-1-1 has been pleased with the program and services provided by Informer Systems; and

WHEREAS, the yearly contract with Informer Systems for their Schedule Express program includes, training, support and upgrades from December 1, 2017 through November 30, 2018, with a current annual cost of $8,035.20; and

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

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

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract/Purchase Order documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Lance Langdon, Director 9-1-1
DATE: 1/23/2018
SUBJECT: Renewal TriTech ArcServe Maintenance and Support
For the meeting agenda of February 1, 2018

BACKGROUND
The Board approved the purchase of our CAD system and since has approved our annual support agreements with them for our system. TriTech uses a third party system that is not paid for as part of our annual agreement for ArcServe. This program is a vital piece to maintaining our data and replicating it within the systems for use. This support covers the period of December 7, 2017 through December 6, 2018.

ALTERNATIVES
There are really no alternatives, as we must keep this program and the maintenance and support of our system.

FINANCIAL IMPACT
The cost for this maintenance can come from current budgeted funds within the centers budget, at a total cost paid to TriTech in the amount of $3,281.20.

OTHER CONSIDERATIONS
The main support for the CAD system will be requested in March 2018.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to approve the maintenance and support agreement with TriTech for the ArcServe program.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A SOFTWARE SUPPORT AGREEMENT WITH TRITECH
FOR ARCSERVE MAINTENANCE AND SUPPORT

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

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of a TriTech Computer Aided Dispatch System (CAD) for the Ingham County 9-1-1 Center under Resolution #14-081; and

WHEREAS, the 9-1-1 Center needs to continue to contract with TriTech for the ongoing maintenance and support of the Ingham County 9-1-1 CAD system; and

WHEREAS, the 9-1-1 Director recommends continuing the use of the TriTech CAD system and renewal of the support agreement for ArcServe, a third party program supplied by TriTech, not included in the annual maintenance program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2017 TriTech Support Renewal Agreement between TriTech and Ingham County 9-1-1 Center for the ArcServe program support and maintenance from December 7, 2017 through December 6, 2018 at a cost of $3,281.20.

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

From: Lance Langdon, Director 9-1-1

Date: January 23, 2018

Topic: Center update

Our main focus has remained on hiring as we work to overcome 15 open positions in October, the highest since we opened. We have continued to run hiring processes with testing sessions. As a result, today we are at 9 openings, with two more dispatchers scheduled to start on February 20th, and two more on a waiting list to be hired when we are able to free up staff to train them. Our most recent testing was last Friday. We have 12 applicants that will be moving on to oral board interviews. Once they have passed this phase successfully, job offers will be made when we are able to bring more staff in.

We have our billboards up. From the recent testing session, we had someone report that they heard about the job from the mobile billboard that was out in November. With our two new hires in February, we will have 20 people in various stages of training.

We have run one test session in 2018, ten sessions in 2017, nine sessions in 2016, eight sessions in 2015, five sessions in 2014, and four in 2013. With our current staffing and trainee status, I removed our job posting from Indeed today and will put it back up in a few weeks when we are able to process additional applicants.

We have filled our new 9-1-1 Staff Services Position with Barbara Davidson who has been with our centers for almost 16 years; I look forward to working with her in this new position.

We have two Supervisor positions posted as a result of a retirement and a promotion. Oral board interviews are being scheduled in the next two to three weeks.

We also released an RFP for hiring services. This has been placed on hold as the services would not benefit us currently with our staffing needs.

In January 2018 we lost one employee that moved to the court and had one come back from the Sherriffs Office.

We have changed from hiring Call Takers as our starting position and are once again hiring new staff in as Dispatchers. This will help us work through the training for new staff and limit the backlog that we were experiencing with this position. All Call Takers also have been promoted to Dispatcher, which allows us more flexibility in training staff at needed positions.
As you are aware overtime is the greatest pressure on staff. With our training program being filled to the maximum it can take, and the pause that was put on training to lessen the overtime load for November and December, there has been a bit of a log jam in moving employees through the training. We have delayed hiring two people that would have started the third week of December but are now slated to start February 20th, and two others will be put off until March or April. This will allow us to advance the current employees training, allowing them to cover open positions that they are currently unable to and in turn reduce some of the overtime burden on staff.

It is a balance that is needed in hiring new staff members and getting others through the year-long training process, keeping current staff moving forward. More senior staff have been unhappy with the Call Taker Position as it results in having to cover more overtime assignments due to newer staff being unable to cover needed positions. As described earlier, we have made changes to hiring and training to help remedy the situation. With 20 trainees out of 49 positions currently filled, balance is needed, but we also cannot come to a standstill with nine open seats.

We now have four staff members, Melissa Harris, Barb Davidson, Bruce Gaukel, and I that have completed testing earning the title of Emergency Number Professional, through the National Emergency Numbers Association. This is not an easy task and took a great deal of time, commitment, and studying to sit for and pass this exam.

The 9-1-1 Center staff are all being awarded the “True Blue” Award by the East Lansing Police Department at their awards ceremony on January 25, 2018, 7:00 pm at the Hannah Community Center. The True Blue Award is awarded to "A member(s) of the public that display, by word or action, OR provide exceptional service and/or support to the East Lansing Police Department for an extended period of time". While all of our staff cannot attend, we are hoping that those that can, will.
To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: January 17, 2018

Subject: Contract with Big Brothers Big Sisters Michigan Capital Region for the Capital Area Mentoring Partnership Program
For the meeting agendas of February 5 and February 7

BACKGROUND
This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region (BBBSMCR) for the Capital Area Mentoring Partnership Program (CAMP). With Support from the County, CAMP will continue to bring in speakers to provide training on a plethora of topics (Child trauma, effective communication within matches, Human Trafficking, Runaway prevention, bullying, the importance of the screening process, etc.) to CAMP members, volunteers, and youth within their programs. CAMP will utilize the funds to bring awareness of the program to the community with the purchase of promotional items as well as utilizing quarterly service projects in the community as a platform. CAMP is not yet its own 501 C3 and is facilitated by Big Brothers Big Sisters Michigan Capital Region.

ALTERNATIVES
N/A

FINANCIAL IMPACT
The contract will not exceed $25,000 for the time period of January 1, 2018 through December 31, 2018. Funds for this contract are included in the 2018 budget.

OTHER CONSIDERATIONS
Capital Area Mentoring Partnership (formerly the Community Coalition of Youth) is a collaboration of mentoring organizations and community resources that focuses on mentoring in the tri-county, serving youth from the age of five years to twenty-five. The collaboration is diverse; organizations offer one-to-one mentoring, group mentoring, services to homeless youth, immigrant children, refugee children, children with disabilities, children involved with the Juvenile Justice System and/or African American young men, etc.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
RESOLUTION TO AUTHORIZE A CONTRACT WITH BIG BROTHERS BIG SISTERS MICHIGAN CAPITAL REGION TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE CAPITAL AREA MENTORING PARTNERSHIP PROGRAM FOR 2018

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

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

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

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

WHEREAS, the Ingham County budget included $25,000 as the County’s share of funding for CAMP in the fiscal year 2018.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Big Brothers Big Sisters Michigan Capital Region for the period January 1, 2018 through December 31, 2018 in an amount not to exceed $25,000 as Ingham County’s share of funding to provide administrative oversight and programmatic leadership for the CAMP.

BE IT FURTHER RESOLVED, the Board Chairperson is authorized to sign any necessary contract documents on behalf of the county that are consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 7

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES (CMH) FOR HEALTH SERVICES MILLAGE ELIGIBLE SERVICES

WHEREAS, the State of Michigan dramatically reduced State General Fund payments to CMH in fiscal year 2015; and

WHEREAS, the cut eliminated 67% of the State General Fund dollars to the CMH system; and

WHEREAS, these cuts continue to cause ongoing fiscal and service gaps for CMH; and

WHEREAS, in November 2014 the electorate renewed a countywide health services millage level of 52/100 (.52) of one mill for a period of five years (2015-2019) to be used for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than $28,000 and who do not have medical insurance; and

WHEREAS, CMH has submitted a proposal to Ingham County to use Health Services Millage dollars to fund essential services and alleviate the cut in State General Fund dollars; and

WHEREAS, funds from the health services millage are allocated in the County’s 2018 budget for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract not to exceed $1,292,480 with CMH for services provided to Ingham County residents for the period of October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, funds for this contract with CMH will come from the Health Services Millage.

BE IT FURTHER RESOLVED, funds will be utilized by CMH for Health Services Millage eligible services as provided in the attached proposal.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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.
Community Mental Health Authority of Clinton, Eaton, and Ingham Counties
Proposal for the continued use of Ingham County Health Services Millage to close gaps in Ingham County’s behavioral health care system
FY2018

Summary of proposal: This proposal requests the continuation of Ingham County Health Services Millage funding, to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI), to support a comprehensive package of behavioral healthcare services designed to address the most pressing behavioral healthcare needs in the Ingham County community.

Context: With ongoing experience with the significant State General Fund reduction (2/3 of the funds formerly provided to CMHA-CEI) and the implementation of the Healthy Michigan Plan, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) has, at this point, much greater clarity as to the fiscal and service gaps resulting from these changes. This clarity underscores the substantial set of services and persons that are not covered by the Healthy Michigan Plan – costs which must be covered by the scarce State General Fund and local dollars within CMHA-CEI’s budget. Many of these costs are related to the provision of services to persons for whom CMHA-CEI is the provider and cost underwriter, but who are not eligible for the Healthy Michigan Plan. This group includes: 1) Individuals enrolled in Medicare and not eligible for Medicaid. 2) Those with “spend down” Medicaid eligibility, which means they become eligible for Medicaid benefits only after meeting the monthly spend-down amount. 3) Those with severe, chronic and urgent mental health treatment needs (crisis stabilization, day program services, residential care, case management) not covered by any other coverage plan.

The services proposed in this document address longstanding gaps in services and gaps that emerged with the dramatic cut in state General Fund dollars to this CMH and CMHs across the state.

A. Closing newly emerging gaps in Ingham County’s essential behavioral health care services system:
These service gaps are the result of the dramatic cut (65%), implemented in April 2014 and expanded in October 2014, in state General Fund dollars to this CMH and CMHs across the state.

The community’s free-standing (outside of hospital grounds) 24/7 Psychiatric Crisis Services and Inpatient Pre-Screening Unit: This unit provides around-the-clock access to highly trained behavioral health clinicians who provide: crisis intervention, psychiatric inpatient pre-screening (and funding authorization), short-term stabilization, diversion to appropriate levels of care, housing assistance, and linkages to needed services to adults, children, and adolescents.

The community’s Assessment and Referral Team: This unit provides a full bio-psychosocial assessment and a comprehensive behavioral health and ancillary treatment, supports, and referral plan (using person-centered planning methods) for adults who are uninsured.

The community’s urgent care and intensive home-based treatment program for at-risk children, youth, and their families: This program works to improve the ability of children and youth, with serious emotional disturbance, to function better at home, in school, in the community, and with peers by providing - primarily in the home, school, and workplace of the families enrolled in this program (with some services provided at CMHA-CEI offices) - family and individual psychotherapy, psychiatry, nursing, parenting skills, crisis therapeutic group home, training and coaching, school liaison services, and referral network linkages.
A spectrum of community-based treatment teams for vulnerable populations: These multidisciplinary teams, made up of mental health therapists/casemanagers, psychiatrists, nurses, mental health workers/consumer services specialists, and peer support specialists, provide psychotherapy, psychiatry, nursing, and a range of supports to adults in a variety of settings with very high levels of mental health needs, those enrolled in a specialized older adult program, and adults with intellectual/developmental disabilities.

Psychiatric inpatient care for jail inmates: In addition to the jail-based CMHA-CEI has also paid all psychiatric inpatient claims on individuals admitted directly from the jail to psychiatric inpatient facilities. Given that these claims are paid with State General Fund dollars and given the dramatic cut in this CMH’s State General Fund revenues, CMHA-CEI is without the funds to continue to pay these psychiatric inpatient costs and others previously funded by State General Fund dollars.

B. Development of low cost safety net services to meet the needs of the unserved:

Psychiatric care and outpatient therapy for children and adults with moderate mental health needs: This community has long experienced a significant and growing gap in the availability of office-based outpatient psychotherapy for children, adolescents and adults. These services (along with CMHA-CEI’s 24/7 psychiatric crisis services unit) provide the community’s mental health safety net.

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<th>Cost of proposed services in FY2018:</th>
<th>$1,292,480</th>
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<td>Estimated number of Ingham County residents meeting the millage criteria who will be served:</td>
<td>2,200*</td>
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</tbody>
</table>

FY 17 Summary of Services:
The table below provides an overview of services, costs, and numbers of Ingham County residents served utilizing Ingham County Millage dollars in FY 17.

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Individuals*</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/7 Psychiatric Crisis Services and Inpatient Screening</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crisis Intervention</td>
<td>$58,880.44</td>
<td>124</td>
</tr>
<tr>
<td>Transportation</td>
<td>$3,844.50</td>
<td>7</td>
</tr>
<tr>
<td>Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessments and Treatment Planning</td>
<td>$211,935.83</td>
<td>368</td>
</tr>
<tr>
<td>Community-Based Mental Health Treatment and Supports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assertive Community Treatment (ACT)</td>
<td>$65,946.08</td>
<td>25</td>
</tr>
<tr>
<td>Clubhouse Psychosocial Rehabilitation Programs</td>
<td>$23,048.62</td>
<td>13</td>
</tr>
<tr>
<td>Nursing Facility Mental Health Monitoring</td>
<td>$10,109.71</td>
<td>17</td>
</tr>
<tr>
<td>Peer Directed &amp; Operated Support Services</td>
<td>$11,193.16</td>
<td>37</td>
</tr>
<tr>
<td>Targeted Case Management</td>
<td>$148,580.98</td>
<td>222</td>
</tr>
<tr>
<td>Therapy (mental health)</td>
<td>$56,302.09</td>
<td>105</td>
</tr>
<tr>
<td>Families Forward Children's Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Individuals*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Based Services</td>
<td>$ 61,225.79</td>
<td>32</td>
</tr>
<tr>
<td>Respite</td>
<td>$ 15,391.57</td>
<td>10</td>
</tr>
<tr>
<td>Family Training</td>
<td>$ 188.14</td>
<td>1</td>
</tr>
<tr>
<td>Wraparound Services</td>
<td>$ 12,272.74</td>
<td>4</td>
</tr>
</tbody>
</table>

**Community Services for Developmentally Disabled**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Individuals*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Living Supports</td>
<td>$ 221,716.17</td>
<td>166</td>
</tr>
<tr>
<td>Health Services</td>
<td>$ 9,965.05</td>
<td>44</td>
</tr>
<tr>
<td>Supports Coordination</td>
<td>$ 3,578.48</td>
<td>5</td>
</tr>
<tr>
<td>Personal Care in Licensed Specialized Residential Setting</td>
<td>$ 55,266.42</td>
<td>118</td>
</tr>
<tr>
<td>Skill Building and Assistance</td>
<td>$ 62,518.57</td>
<td>63</td>
</tr>
<tr>
<td>Speech &amp; Language Therapy</td>
<td>$ 2,028.73</td>
<td>3</td>
</tr>
</tbody>
</table>

**Psychiatric and Residential Care**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Individuals*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medication</td>
<td>$ 1,675.74</td>
<td>2</td>
</tr>
<tr>
<td>Medication Administration</td>
<td>$ 5,083.08</td>
<td>9</td>
</tr>
<tr>
<td>Medication Review</td>
<td>$ 14,059.80</td>
<td>36</td>
</tr>
<tr>
<td>Residential Services</td>
<td>$ 159,747.02</td>
<td>294</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$ 42,135.16</td>
<td>277</td>
</tr>
</tbody>
</table>

**Total (Millage allocation fully billed for $1,254,835 Oct. 2016-June, 2017)**

$1,256,694** 1,991

*Individuals may be duplicate if receiving services in multiple categories

**Expenses beyond Millage Allocation covered by CMHA-CEI funds during this period.
TO: Board of Commissioners Human Services and Finance Committees
FROM: Tim Morgan, Parks Director
DATE: January 23, 2018
SUBJECT: Design Standards for Trails and Parks Millage Projects
For the meeting agenda of 2/5/18 Human Services and 2/7/18 Finance

BACKGROUND
Board of Commissioners Resolutions #16-238, #16-257, #17-109 for all previous rounds of millage grants states that Trails and Parks Millage projects must meet acceptable design standards. As these projects have developed, design standards have been discussed with partners involved with various stages of the project and have resulted in conflicts with permitting agencies standards.

Having received feedback from permitting agencies, the Park Commission recommends the following resolution clarifying design standards for millage projects both for future projects and retroactively for all past millage projects that are not currently completed.

ALTERNATIVES
This clarification will benefit not just the permitting agency but the County and grantee in recommending best design standards for millage projects. These recommendations from the partnering and permitting agencies tend to look at the bigger picture, and possibly deviate from County standards that may not be the correct standard for all projects. This will prevent the grantee from being stuck in between stringent standards set forth by the millage contract and the permitting agency’s standards. Any deviations from county standards must be reported to the County promptly and discussed if necessary.

FINANCIAL IMPACT
The financial impact will consist of amending the past millage project contracts that are not currently completed as well as possible attendance at meetings between grantees and permitting agencies to discuss any deviations from design standards that may arise.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution with the passage of a motion at their January 16, 2018 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution clarifying design standards for Trails and Parks Millage projects.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CLARIFYING DESIGN STANDARDS FOR TRAILS AND PARKS MILLAGE PROJECTS

WHEREAS, the Ingham County Trails and Parks Program Application states that the Trails and Parks Millage projects must meet acceptable design standards and is the best design solution as adopted by Board of Commissioners Resolution 17-275; and

WHEREAS, the County will review any deviations from such standards on a case by case basis; and

WHEREAS, applicants must obtain necessary permits for the projects, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc.; and

WHEREAS, at least one case has surfaced where the announced design standards of the Trails and Parks Millage may conflict with the standards and rules of a permitting agency; and

WHEREAS, on reflection, the Park Commission does not believe that wise administration of the millage money should require the applicant to be caught between the standards of a permitting agency and the general standards demanded by the County for its millage projects.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners adopt the following policy: in cases where a permitting authority disagrees with use of a particular county standard, the terms of the draft permit proposed by the permitting authority will control; but the applicant is required to promptly notify the County Park Commission of the permitting authority’s position.

BE IT FURTHER RESOLVED, Parks Department staff are to raise any concerns with the permit in consultations with the applicant and the permitting authority.

BE IT FURTHER RESOLVED, this policy is retroactive for any signed agreements that have not yet been completed and any future agreements.

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.
BACKGROUND
Board of Commissioners Resolution #17-275 approved a third round of applications that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report and special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects. Board of Commissioner Resolution #17-275 approved the scoring/ranking criteria for the Trails and Parks Program Application.

Following the directives of the Board of Commissioners, the Park Commission reviewed the 18 applications that were received from Aurelius Township (1), Delhi Township (1), City of East Lansing (1), City of Lansing (8), Leroy Township (1), City of Leslie (1), City of Mason (1), Meridian Township (2), Onondaga Township (1), and Stockbridge (1). The Park Commission recommended 13 of the applications be funded (please reference the attached spreadsheet).

ALTERNATIVES
The Ingham County Trails and Parks Comprehensive Report provided for a detailed inventory and assessment of the County’s existing trails, identification of planned trails and regional corridors, public and stakeholder preferences for millage expenditures and regional corridors. These Park Commission recommendations for the new countywide trails and parks millage allocations and funding request through the current application process by each community present priorities in an effort to accomplish these tasks. Without these new construction enhancements and rehabilitation of existing trails, bridges and County Park infrastructure, which had been deferred in the past, with the goal to provide opportunities for people to walk and bike to more places through non-motorized trails linking people to places such as parks, neighborhoods, schools, places of employment and businesses for both recreation and commuting purposes may fall short. Approving this resolution will allow local communities to provide for the Trails & Parks Task Force’s recommendation and the Board of Commissioner’s directive to address new construction, special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects.

FINANCIAL IMPACT
The projected funds available for 2018 from the Trails and Parks Millage for the third round of applications is $2,770,478. The total projected Trails and Parks Millage funds available including available 2018 funds and funds not exceeding 70% from 2019 and 2020 is $7,306,478.

The total amount recommended for the round three applications by the Park Commission is $3,087,786 from the Trails and Parks Millage Fund which includes a percentage of 2018 funds as well as recommendations from 2019 and 2020 funds. The total amount of local match for this round is $1,750,009.
OTHER CONSIDERATIONS
The Ingham County Park Commission reviewed and scored the projects and they supported this resolution at their December 11, 2017 meeting.

At a subsequent conversation following the Park Commission meeting Commissioner Teri Banas expressed desire to allow communities that were not recommended for funding a chance to increase their match for further consideration by the Board of Commissioners, thus resulting in an additional Therefore Be It Further Resolved being added to the resolution.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolutions as recommended by the Park Commission at their December 11, 2017 meeting.
<table>
<thead>
<tr>
<th>Score</th>
<th>Project Type</th>
<th>Applicant</th>
<th>Project Title</th>
<th>Grant Request</th>
<th>Fund in 2018</th>
<th>2018 Or Multiple Yrs</th>
<th>Grant Award 2018</th>
<th>Grant Award 2019</th>
<th>Grant Award 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>58.88</td>
<td>New</td>
<td>Lansing</td>
<td>University Accessible Canoe/Sail Launch &amp; River Landing</td>
<td>$20,000.00</td>
<td>Yes</td>
<td>$30,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>53.25</td>
<td>New</td>
<td>Lansing</td>
<td>University Accessible canoe/Sail launch at City Market</td>
<td>$24,400.00</td>
<td>Yes</td>
<td>$44,400.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>50.75</td>
<td>New</td>
<td>Lansing</td>
<td>University Accessible Canoe/Sail Launch at Holmes Park</td>
<td>$19,500.00</td>
<td>Yes</td>
<td>$30,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>47.25</td>
<td>New</td>
<td>Mason</td>
<td>Haynes Riverwalk Extension Harris Road</td>
<td>$150,281.00</td>
<td>Yes 2019</td>
<td>$0.00</td>
<td>$150,281.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>46.43</td>
<td>Repair/Rehab</td>
<td>DeWilde Sales</td>
<td>Lakeview Trail Resurfacing</td>
<td>$206,621.00</td>
<td>Yes 2019</td>
<td>$400,621.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>45.13</td>
<td>New</td>
<td>Lansing</td>
<td>Piano Pathway enhancements</td>
<td>$150,281.00</td>
<td>Yes 2019</td>
<td>$0.00</td>
<td>$150,281.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>45.13</td>
<td>Small Grant</td>
<td>Sturtell Trail</td>
<td>Sturtell Township Sturtell Parks and Recreation Plan</td>
<td>$25,675.00</td>
<td>Yes</td>
<td>$45,675.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>43.25</td>
<td>Repair/Rehab</td>
<td>Lansing</td>
<td>Bank Stabilization - Washington Avenue</td>
<td>$25,000.00</td>
<td>Yes</td>
<td>$50,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>43.25</td>
<td>Repair/Rehab</td>
<td>Lansing</td>
<td>Bridge Rehabilitation - Bridge 40C-510-12W-0R</td>
<td>$275,750.00</td>
<td>Yes</td>
<td>$550,750.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>40.61</td>
<td>New</td>
<td>Delta Twp</td>
<td>I-474 Bridge Trail</td>
<td>$2,794,210.00</td>
<td>No</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>40.13</td>
<td>Repair/Rehab</td>
<td>Menard Twp</td>
<td>Old Road Recreation Project</td>
<td>$350,000.00</td>
<td>Yes</td>
<td>$0.00</td>
<td>$350,000.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>40.13</td>
<td>Small Grant</td>
<td>Cinndilla Township</td>
<td>Cinndilla Township - Baldwin Park &amp; Trails Enhancement Project</td>
<td>$44,783.03</td>
<td>No</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>40.13</td>
<td>Repair/Rehab</td>
<td>Lansing</td>
<td>Bridge Removal and Replacement - Bridge 40C-234-Lit-1R</td>
<td>$1,383,750.00</td>
<td>Yes</td>
<td>$1,383,750.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>84.86</td>
<td>Special</td>
<td>PLLC/Lansing</td>
<td>Volunteer Trail Ambassadors Coordinator</td>
<td>$1,375,000.00</td>
<td>Yes</td>
<td>$1,375,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>38.13</td>
<td>New</td>
<td>Meridian Twp</td>
<td>Olds Road Redefiner Boardwalk</td>
<td>$1,370,000.00</td>
<td>No</td>
<td>$0.00</td>
<td>$1,370,000.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>37.75</td>
<td>Special</td>
<td>Leslie</td>
<td>Leslie Wayfinding</td>
<td>$2,500.00</td>
<td>No</td>
<td>$0.00</td>
<td>$2,500.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>34.58</td>
<td>Small Grant</td>
<td>Lacey Twp</td>
<td>Simmons Memorial Park Trail Attached to Henderson Accessible Parking</td>
<td>$50,000.00</td>
<td>Yes 2019</td>
<td>$0.00</td>
<td>$50,000.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>27.13</td>
<td>Special</td>
<td>East Lansing</td>
<td>Northern Tier Trail Safety Fencing</td>
<td>$336,200.00</td>
<td>No</td>
<td>$0.00</td>
<td>$336,200.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

**Amount Requested:** $7,024,879.35

**TOTAL RECOMMENDED:** $2,024,245.00, $885,891.00, $227,625.00
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONTRACTS FOR TRAILS AND PARKS
MILLAGE APPLICATIONS

WHEREAS, Board of Commissioners Resolution #17-275 approved a third round of applications that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects; and

WHEREAS, 18 applications that were received from Aurelius Township (1), Delhi Township (1), City of East Lansing (1), City of Lansing (8), Leroy Township (1), City of Leslie (1), City of Mason (1), Meridian Township (2), Onondaga Township (1), and Stockbridge (1); and

WHEREAS, after careful review and evaluation of the applications by the Park Commission, the Park Commission recommends funding the below applications.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves entering into contracts with the following entities designated within the below table:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Amount Requested</th>
<th>Millage Funds Recommended for Funding</th>
<th>Year Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aurelius Township</td>
<td>Aurelius Township 5-Year Parks and Recreation Plan</td>
<td>$3,875.00</td>
<td>$3,875.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing (FLRT)</td>
<td>Volunteer Trail Ambassador Coordinator</td>
<td>$17,500.00</td>
<td>$17,500.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Bank Stabilization - Washington Avenue</td>
<td>$55,000.00</td>
<td>$55,000.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Bridge Rehabilitation - Bridge#CL-09-LTW-GR</td>
<td>$78,750.00</td>
<td>$78,750.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Bridge Removal and Replacement - Bridge#CL-21-LTE-RC</td>
<td>$1,333,750.00</td>
<td>$1,333,750.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Fenner Pathway extension</td>
<td>$455,250.00</td>
<td>$455,250.00</td>
<td>2019-2020</td>
</tr>
<tr>
<td>Lansing</td>
<td>Universally accessible canoe/kayak launch at City Market</td>
<td>$14,400.00</td>
<td>$14,400.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Universally Accessible Canoe/Kayak Launch at Moores Park</td>
<td>$10,500.00</td>
<td>$10,500.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Universally Accessible Canoe/Kayak Launch at Krueger Landing</td>
<td>$10,500.00</td>
<td>$10,500.00</td>
<td>2018</td>
</tr>
<tr>
<td>Leroy Township</td>
<td>Simmons Memorial Park - Trail Attached to Handicap Accessible Parking</td>
<td>$50,000.00</td>
<td>$50,000.00</td>
<td>2019</td>
</tr>
<tr>
<td>Mason</td>
<td>Hayhoe Riverwalk Extension- Kerns Road</td>
<td>$153,281.00</td>
<td>$153,281.00</td>
<td>2019</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>Old Raby Culvert Replacement</td>
<td>$95,000.00</td>
<td>$95,000</td>
<td>2018</td>
</tr>
<tr>
<td>Stockbridge</td>
<td>Lakelands Trail Resurfacing</td>
<td>$809,980.00</td>
<td>$809,980.00</td>
<td>2018-2019</td>
</tr>
</tbody>
</table>
BE IT FURTHER RESOLVED, that all work will be completed within two years from the date the contracts are executed except in the case of projects that are being funded across multiple years, which include Fenner Pathway Extension, Simmons Memorial Park and Hayhoe Riverwalk which will be completed in 2021.

BE IT FURTHER RESOLVED, that if work is not completed within two years due to delay from awaiting other funding sources that an extension may be requested and negotiated and mutually agreed upon between both parties.

BE IT FURTHER RESOLVED, granting of millage dollars to municipalities is subject to the acquisition of local or grant match funding awarded when included in the original proposal.

BE IT FURTHER RESOLVED, to require the entity to include signage provided by the Ingham County Parks Department referencing the millage funds during the construction phase and a permanent sign to remain on the site in perpetuity post completion of the project.

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

BE IT FURTHER RESOLVED, that entities with projects not recommended for funding in this resolution will have until March 15, 2018 to increase their match amount for further consideration by the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services & Finance Committees  
FROM: Linda S. Vail, MPA, Health Officer  
DATE: January 19, 2018  
SUBJECT: Resolution to Amend Resolution #17-356  
For the meeting agendas of February 5, 2018 & February 7, 2018

BACKGROUND
Resolution #17-356 authorized an agreement with the City of Lansing (COL) for financial support of multiple services provided by or through the Ingham County Health Department (ICHD) that benefit Lansing residents. Since the initial resolution approving this agreement was passed, COL has adjusted the allocation of the proposed $50,000 in funding as follows:

1. $34,000 to support the Day Care Scholarship Program  
2. $7,000 for an Account Clerk in the Office for Young Children which will administer the Day Care Scholarship Program  
3. $9,000 to support the position of a Health Center Nurse

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. There is no change to the overall amount of funding being received, only the way it is being allocated. The $1,000 previously allocated towards membership with the Greater Lansing Homeless Resolution Network/CoC has been added to the previously allocated $8,000 towards the Health Center Nurse funding, bringing the new total to $9,000.

OTHER CONSIDERATIONS
There are no other alternatives.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #17-356.
Introducing Agenda Item 9a

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #17-356

WHEREAS, Resolution #17-356 authorized an agreement with the City of Lansing (COL) for financial support of multiple services provided by or through the Ingham County Health Department (ICHD) that benefit Lansing residents; and

WHEREAS, since the initial resolution approving this agreement was passed, COL has adjusted the allocation of the proposed $50,000 in funding as follows:

1. $34,000 to support the Day Care Scholarship Program
2. $7,000 for an Account Clerk in the Office for Young Children which will administer the Day Care Scholarship Program
3. $9,000 to support the position of a Health Center Nurse; and

WHEREAS, acceptance of the $50,000 in proposed funding allows ICHD to maintain services it may otherwise be unable to provide; and

WHEREAS, these funds have been included in the 2017-18 budgets and there is no change to the overall amount of funding being received, only the way it is being allocated; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an amendment to Resolution #17-356 to reflect the updated COL funding allocation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an amendment to Resolution #17-356 to reflect the updated COL funding allocations as follows:

1. $34,000 to support the Day Care Scholarship Program
2. $7,000 for an Account Clerk in the Office for Young Children which will administer the Day Care Scholarship Program
3. $9,000 to support the position of a Health Center Nurse

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 23, 2018
SUBJECT: Agreement with Institute for Cultural Affairs to carry out Technology of Participation (TOP) Facilitation Methods Training

For the meeting agendas of February 5, 2018 and February 7, 2018

BACKGROUND
The recent Ingham County Health Department (ICHD) strategic plan process revealed a need for leadership development among ICHD managers, supervisors and staff. In order to meet this specific need, our Health Officer and Health Promotion & Prevention Manager have incorporated leadership development opportunities into the budget of the Kresge Foundation: Emerging Leaders in Public Health project in an amount not to exceed $9,800. TOP facilitation methods center on understanding group dynamics, motivating teams through effective group processes, discovering solutions and creating action plans with high levels of buy-in and accountability. The Focused Conversation TOP method is also a valuable tool for 1:1 coaching with staff that promotes self-reflection and mutual learning. Facilitative leadership is one of six core leadership competencies for creating a strong work climate. Additionally, it is an essential skill in community partnerships that seek to empower residents and stakeholders in co-creating strategies to address community health concerns. TOP Facilitated Method trainings will be conducted between February 20, 2018 and September 30, 2018.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
Funding for the proposed training will be covered by the Kresge Grant. There are no other financial impacts.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with Institute for Cultural Affairs for facilitation methods training in an amount not to exceed $9,800.
DESCRIPTION FOR TECHNOLOGY OF PARTICIPATION (ToP)®
ON SITE FACILITATION METHODS TRAINING

This proposal is written by Dennis Jennings & Associates and Judy Weddle &
Associates, Certified Facilitators and Mentor Trainers with the Technology of
Participation (ToP)® Network, a program partner of the Institute of Cultural Affairs-ICA.
This proposal is written in response to a request for onsite training in facilitative leadership
skills for the Ingham County Health Department professionals.

Training demonstrations and practice scenarios can be customized for your organization.

These trainers bring experience in both facilitating and training with public health
professionals. Additionally, the ToP Facilitation Methods Training is approved for 13.5
CHES-MCHES hours for Certified Health Education Specialists.

What is the intent of the training?

The intent of this training is to further develop facilitative leadership skills through the
ToP Group Facilitation Methods Training.

This training recognizes that the style required of leaders today is changing. There is an
undeniable trend toward group participation and involvement in problem solving,
planning and decision making. Community members, partners, staff and consumers
expect to be asked to participate; and organizations of all kinds are responding to
structural changes that place increasing responsibility in the hands of teams and
collaborative partners.

Understanding group processes and mastering the skills required by this participatory
culture are now essentials of effective leadership. Any individual who plays a leadership
role in a group needs the capacity to enable the group to maximize its own potential for
effective decision-making and practical implementation of results.

Who is the ToP Network?

The ToP Network, a program partner with the Institute of Cultural Affairs-ICA, is a
unique group of facilitation and training associates providing effective participatory skills
to individuals and organizations across the United States and internationally. With our
years of international experience, the ToP Network continues to be on the leading edge of
change in designing, delivering and training to people to use simple, yet highly
productive group leadership processes. In the United States, the Technology of
Participation ToP® programs and methods are used by for-profit and
not-for-profit, government agencies, health and educational institutions, professional
associations and local communities.
What is the Technology of Participation (ToP)®?

The Technology of Participation ToP® is a unique method of facilitation that helps groups think, talk and work together and provides leaders and team members with structured methods that:

Enhance Individual and Team Results by

- Building a sense of ownership and commitment
- Aligning ideas and input
- Moving ideas into action

Improve Organizational Effectiveness by

- Creating unity and cooperation
- Establishing new levels of trust and teamwork
- Improving communication

Produce Exemplary Service Performance by

- Channeling the inherent insight and wisdom of individuals and groups
- Using adaptable, flexible decision-making methods that save time and money
- Ensuring real participation at all levels

The Technology of Participation ToP® provides an effective approach that will aid those who are creating a climate of involvement in the community or organization. You will experience the methods, talk about the theory behind them, practice them in small groups, and then get feedback on your style and skills. You’ll leave this training series ready to immediately apply what you’ve learned.

Using the Technology of Participation ToP® series, you will learn to:

- Capture the power of diversity and harvest it for a shared vision
- Focus group energy by utilizing individual insight
- Build commitment by using a process that assures effective action
- Minimize polarization and conflict

The Technology of Participation ToP® provides:

An Exceptionally Qualified Faculty Each faculty team brings a wealth of both upfront facilitation and training experience coming from work with large and small businesses, not-for-profits, community agencies, governmental and educational institutions and neighborhoods. They are skilled at both transferring these methods and answering your questions about how these methods work. The faculty provides an interdisciplinary and multicultural approach to organizational and community change and development. ToP courses are available in the US in both English and Spanish.
**Take-Home References** Our comprehensive participant workbooks, which clearly outline the steps for each method, provide a practical reference for your future use.

**Limited Course Size** Programs are all presented in a relaxed and interactive small group learning environment. Courses are intentionally limited in size to insure the highest levels of participation and learning.
What is the content and timeframe of this training proposal?

Dennis Jennings and Judy Weddle will deliver a two-day ToP Group Facilitation Methods Training in collaboration with the local MPHI Apprentice Trainer on the agreed upon dates. The trainers will consult with your organization to adapt the training programs to the needs of your organization. (See agenda)

Group Facilitation Methods

Participants learn three Group Facilitation Methods that are the foundation of the Technology of Participation (ToP)®: Focused Conversation Method, Consensus Workshop Method and Action Planning Process.

The Focused Conversation Method

You will learn a structured process that helps you plan and facilitate a meaningful exchange of ideas. You will discover ways to involve the entire group in thinking through difficult issues. This process heightens your effectiveness in facilitating group communication.

You will be able to:

Conduct purposeful, productive discussions
Capture the wisdom of the group
Surface new decisions and solutions
Ask questions that stimulate candid feedback and discussion

The Consensus Workshop Method

You will energize problem-solving with a process that builds active participation and teamwork. You will productively channel diverse ideas into consensus decisions that everyone can own and support. This dynamic process provides you with the tools to facilitate groups to new levels of creativity and cooperation.

You will be able to:

Tap rational and intuitive thought processes
Integrate diverse ideas
Generate practical and creative solutions
Develop a group consensus

You will experience the methods, walk through the theory behind them, practice them in small groups, and then get feedback on your style and skills. You will leave this training series ready to immediately apply what you’ve learned.
Action Planning Method

You will master this powerful implementation process that enables you to pull together an effective plan, organize needed resources and mobilize a group’s energy into action.

You will be able to:

Visualize a successful result
Analyze the current reality
Create a practical plan
Maximize group commitment and involvement

You will experience the methods, walk through the theory behind them, practice them in small groups and then get feedback on your style and skills. You will leave this training series ready to immediately apply what you have learned.

ToP Facilitation Methods Agenda

Day One

Morning
Introductions/Overview on Facilitative Leadership
Introduction of the Focused Conversation Method
Demonstration of the Focused Conversation Method
Walk-Through of the Theory of the Focused Conversation Method
Preparation of Focused Conversations for Practice

Afternoon
Practice of the Focused Conversation Method
Introduction of the Consensus Workshop Method
Demonstration of the Consensus Workshop Method
Walk-Through of the Consensus Workshop Method
Application of the Consensus Workshop Method
Closure

Day Two

Morning
Review of the Methods and Applications
Introduction of the Action Planning Method
Demonstration of the Action Planning Method
Walk-through of the Action Planning Method

Afternoon
Applications of the Action Planning Method
Preparation for Practice of Consensus Workshop Method
Small group practice sessions with debrief
Applications of Methods in a real situation
Closure
Training Requirements and Costs for ToP Facilitation Methods Training

PARTICIPANTS: Internal public health professionals designated by your organization. There will be a maximum of 20 participants.

LOCATION: In an uninterrupted seminar room environment with sufficient seating and table space for the number of participants plus large, unobstructed wall space on which to affix the training materials and data from the group. Facility must allow items to be posted on walls. Training space needs to be available throughout both days and evenings so there is no need to remove training materials and re-set the space each day. The training will require one additional breakout space that will hold up to 10 participants.

TIME FRAME: The two-day training session will be scheduled on agreed upon dates from 8:00 AM to 5:00 both days. Trainers need access the afternoon prior to the training to set up the training space and will need access an hour prior each day and an hour after each day.

RESPONSIBILITIES OF TRAINERS: Judy Weddle and Dennis Jennings will be the trainers who will adapt the training design to your needs. They will provide curriculum workbooks and materials, set up the training space, and provide highly interactive training sessions.

RESPONSIBILITIES OF YOUR ORGANIZATION: Your organization is responsible to provide meeting space appropriate for the training sessions and catering/beverage arrangements in the morning and afternoon for each session. Provide supplies including flipcharts and easels. A materials list of onsite items to be acquired will be provided. In addition, the host organization will provide needed equipment and services including audio-visual, copying of handouts prior to the sessions, onsite access to copying and documentation support for the training program as needed.

Fees for:
Design, preparation and delivery of ToP Facilitation Methods Training $ 6800.00

Expenses for:
ToP Facilitation Curriculum Workbooks for 15 participants $ 1425.00 based upon $ 95.00 per participant. Invoiced and paid separately to The Institute of Cultural Affairs-ICA.

Materials provided by trainers $ 100.00

Reimbursement for round trip mileage (or car rental), meals and lodging at your local rates for 3 evenings for 2 trainers.

Payment will be invoiced upon completion of the training session. Workbooks are invoiced to your organization separately from training fees.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONTRACT WITH INSTITUTE FOR CULTURAL AFFAIRS TO CARRY OUT LEADERSHIP DEVELOPMENT TRAINING

WHEREAS, Ingham County Health Department’s (ICHD’s) strategic plan process revealed a need for leadership development among ICHD managers, supervisors and staff; and

WHEREAS, ICHD was accepted in 2017 to the Kresge Foundation: Emerging Leaders in Public Health project (Resolution #17-385), which allows funds to be used for leadership development among ICHD employees; and

WHEREAS, facilitative leadership is one of six core leadership competencies for creating a strong work climate; and

WHEREAS, facilitative leadership is also an essential skill in community partnerships that seek to empower residents, employees and stakeholders in co-creating strategies to address community health concerns; and

WHEREAS, the Institute for Cultural Affairs (ICA) was founded in 1972 and is a global leader in empowering groups to advance economic justice and equity; and

WHEREAS, TOP Methods have been used by public health practitioners in Ingham County since the late 1990s to increase access to healthcare, mobilize neighborhoods which lack opportunities for good health, and guide department decision-making and coalition-building efforts; and

WHEREAS, providing an on-site TOP training for an ICHD group will reduce costs by 50% per person as opposed to sending staff to an offsite training.

THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with the Institute for Cultural Affairs in an amount not to exceed $9,800 for carrying out TOP Facilitation Method trainings to be conducted between February 20, 2018 and September 30, 2018.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contract documents on behalf of the county after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 19, 2018
SUBJECT: Resolution to Amend Resolution #17-265
For the meeting agendas of February 5, 2018 and February 7, 2018

BACKGROUND
Resolution #17-265 authorized an agreement with the City of Lansing’s (COL) Human Relations & Community Services Department (HRCS) to engage in multiple local initiatives to provide outreach, facilitate services and address gaps in services for underserved individuals and families. Ingham County Health Department (ICHD) and COL wish to amend Resolution #17-265 to adjust the contract period to be effective October 1, 2017 through September 30, 2018, as it has taken longer than anticipated to implement the outreach process. All other terms of the agreement will remain the same.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
There is no change to the financial impact of this agreement.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #17-265 to adjust the contract period to run from October 1, 2017 through September 30, 2018.
WHEREAS, Resolution #17-265 authorized an agreement with the City of Lansing’s Human Relations & Community Services Department (HRCS) to engage in multiple local initiatives to provide outreach, facilitate services and address gaps in services for underserved individuals and families; and

WHEREAS, Ingham County Health Department (ICHD) and COL wish to amend Resolution #17-265 to adjust the contract period to be effective October 1, 2017 through September 30, 2018, as it has taken longer than anticipated to implement the outreach process; and

WHEREAS, all other terms of the agreement will remain the same; and

WHEREAS, the Health Officer recommends that the Board of Commissioners amend Resolution #17-265 to adjust the contract period to be effective October 1, 2017 through September 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amend Resolution #17-265 to adjust the contract period to be effective October 1, 2017 through September 30, 2018.

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

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: January 22, 2018

SUBJECT: Authorization to convert Full-time Nurse Assessor position #601242
For the meeting agendas of February 5, 2018 and February 7, 2018

BACKGROUND
Ingham County Health Department (ICHD) has a 1.0 FTE Nurse Assessor position that provides health screening services to residents of the Youth Center 12 hours a week and provides screening and treatment services through ICHD’s Communicable Disease Control Center Division (CD) the other 28 hours. The Family Court provides ICHD with $65,520 to cover the costs of providing health screening services to Youth Center residents, including staff costs. ICHD currently loses billable revenue for the services provided through CD’s Sexually Transmitted Infection (STI) Unit, as Nurse Assessor services are not reimbursable. By converting the Nurse Assessor position #601242 to a Nurse Practitioner, ICHD will be able to capture additional revenue for billable services provided through STI.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The current 1.0 FTE Nurse Assessor position is budgeted at $63,207 (MNA, Grade 2). Converting this 1.0 FTE Nurse Assessor position into 1.0 FTE Nurse Practitioner, (MNA, Grade 6, max compensation of $86,571) will increase the position cost by $23,364. Seventy percent of the additional costs ($16,364) will be covered by billable revenue generated by the Nurse Practitioner in STI, and thirty percent of the additional cost ($7,009) will be accommodated through a budget adjustment so as not to exceed the total amount provided by the Family Court.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval to convert the 1.0FTE Nurse Assessor position to 1.0 FTE Nurse Practitioner position #601242 effective upon approval by the Board of Commissioners.
TO: Linda Vail, Health Officer  
Anne Scott, Deputy Health Officer

FROM: Joan Clous, HR Specialist

DATE: January 23, 2018

RE: Memo of Analysis for conversion of Nurse Assessor to Nurse Practitioner

The Health Department would like to convert a Nurse Assessor position to a Nurse Practitioner position to enhance their ability to serve residents of Ingham County.

1. Position number 601242 is currently titled as Nurse Assessor at a salary of MNA/02 ($52,133.75 - $62,582.45) converting to a Nurse Practitioner will result in salary of MNA/06 ($72,119.38 - $86,570.67). This is a vacant position; the union has been notified of the change and has given their support.

*Please use this memo as acknowledgement of Human Resources’ participation. You are now ready to complete the next step in the process.*

*If I can be of further assistance, please email or call me (887-4374).*
<table>
<thead>
<tr>
<th>Nurse Practitioner</th>
<th>FT</th>
<th>Nurse Assessor</th>
<th>FT</th>
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<tr>
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<td>Wages</td>
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<tr>
<td>715000 FICA&amp;med</td>
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<td>6,623</td>
<td>715000</td>
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<td>922</td>
<td>922</td>
<td>716100</td>
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<tr>
<td>716200 Vision</td>
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<td>716200</td>
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<td>717000 Lifc Insurance</td>
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<td>717000 Disability</td>
<td>94</td>
<td>113</td>
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<td>Retirement ICEA County Prof Hybrid DB</td>
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<td>8,813</td>
<td>Retirement ICEA County Prof Hybrid DB</td>
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<td>ICEA County Prof Hybrid DC</td>
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<td>866</td>
<td>ICEA County Prof Hybrid DC</td>
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<td>722000 Workers Comp</td>
<td>87</td>
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<td>722600 CARES</td>
<td>33</td>
<td>33</td>
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<tr>
<td>716040 Health Ins Trust</td>
<td>3,245</td>
<td>3,896</td>
<td>716040 Health Ins Trust</td>
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<td><strong>$108,831</strong></td>
<td><strong>$126,491</strong></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Max Salary difference: $23,364
Max Compensation difference: $20,873
RESOLUTION TO AUTHORIZE CONVERSION OF NURSE ASSESSOR POSITION

WHEREAS, ICHD has a 1.0 FTE Nurse Assessor position #601242 which provides health screening services to residents of the Youth Center 12 hours a week, and provides screening and treatment services through ICHD’s Communicable Disease Control Division (CD) the other 28 hours; and

WHEREAS, the Family Court provides ICHD with $65,520 to cover the costs of providing health screening services to Youth Center residents, including staff costs; and

WHEREAS, ICHD currently loses billable revenue for the services provided through CD’s Sexually Transmitted Infections (STI) Unit, as Nurse Assessor services are not reimbursable; and

WHEREAS, by converting the Nurse Assessor position to a Nurse Practitioner, ICHD will be able to capture additional revenue for billable services provided through STI; and

WHEREAS, the current 1.0 FTE Nurse Assessor position is budgeted at $63,207 (MNA, Grade 2). Converting this 1.0 FTE Nurse Assessor position into 1.0 FTE Nurse Practitioner (MNA, Grade 6, max compensation of $86,571) will increase the position cost by $23,364; and

WHEREAS, seventy percent of the additional costs ($16,364) will be covered by the billable revenue generated by the Nurse Practitioner in STI, and thirty percent of the additional cost ($7,009) will be accommodated through a budget adjustment so as not to exceed the total amount provided by the Family Court; and

WHEREAS, the Health Officer supports the conversion of 1.0 FTE Nurse Assessor position into 1.0 FTE Nurse Practitioner position effective immediately.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the 1.0 FTE Nurse Assessor position #601242 into a 1.0 FTE Nurse Practitioner position effective immediately.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: January 22, 2018
RE: Resolution Authorizing an Agreement with Miller Law Firm, P.C. to Represent Ingham County in Opioid Litigation
For the meeting agendas of February 5 and February 7

BACKGROUND
This resolution authorizes an agreement with Miller Law Firm to secure legal assistance in litigation and providing legal services in pursuing legal claims against various pharmaceutical manufacturers and/or distributors.

ALTERNATIVES
The County could opt not to participate in litigation vs. manufacturers and distributors of opioids.

FINANCIAL IMPACT
Miller Law Firm would be paid 25% of any recovery for Ingham County on a contingent fee basis.

OTHER CONSIDERATIONS
Robins Geller Rudman & Dowd LLP will serve as co-counsel.
Miller Law Firm has also been retained by Wayne, Oakland and Monroe Counties.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
TO: Jared Cypher, Deputy Controller  
FROM: James Hudgins, Director of Purchasing  
DATE: January 4, 2018  
RE: Memorandum of performance for RFP No. 204-17: Legal Services for the Ingham County Board of Commissioners

Per your request, the Purchasing Department sought proposals from licensed and qualified legal firms and practitioners for the purpose of entering into a contract on a contingent fee basis to provide legal services to the County regarding filing lawsuits against the pharmaceutical industry in an effort to recoup costs associated with the seemingly ubiquitous opioid epidemic.

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>126</td>
<td>33</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</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>Contingency Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Miller Law Firm</td>
<td>No, Rochester MI</td>
<td>25%</td>
</tr>
<tr>
<td>Weitz + Luxenberg</td>
<td>No, Detroit, MI</td>
<td>30%</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.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH MILLER LAW FIRM, P.C.
TO REPRESENT INGHAM COUNTY IN LITIGATION AGAINST MANUFACTURERS
AND WHOLESALE DISTRIBUTORS OF OPIOIDS

WHEREAS, opiate/opioid abuse, addiction, morbidity and mortality has created a serious public health and safety crisis in Ingham County and is a public nuisance; and

WHEREAS, the Board of Commissioners has the authority to take action to protect the public health, safety, and welfare of the citizens of Ingham County; and

WHEREAS, the Board of Commissioners has expended, is expending, and will continue to expend in the future County public funds to respond to the serious public health and safety crisis involving opioid/opiate abuse, addiction, morbidity and mortality in Ingham County; and

WHEREAS, the Board of Commissioners may sue to obtain any money due the County; and

WHEREAS, the Board of Commissioners has received information that indicates that the manufacturers and wholesale distributors of controlled substances who dispensed or otherwise caused opioids to be diverted into Ingham County may have violated Federal and State laws and regulations that were enacted to prevent the diversion of legally produced controlled substances into the illicit market; and

WHEREAS, the citizens of Ingham County will benefit from the retention of special outside counsel to investigate and pursue, if appropriate, County claims against the manufacturers and/or wholesale distributors of controlled substances in Ingham County, on a contingent fee basis, wherein there is no attorney fee or reimbursement of litigation expenses if there is no recovery.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with Miller Law Firm, P.C. to investigate and pursue, if appropriate, County claims against the manufacturers and/or wholesale distributors of controlled substances in Ingham County.

BE IT FURTHER RESOLVED, Miller Law Firm, P.C. will be paid 25% of any recovery for Ingham County on a contingent fee basis.

BE IT FURTHER RESOLVED, this agreement will be effective upon the date of execution and continue until completion of the lawsuit.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: County Service and Finance Committees  
FROM: Stacy Byers, Farmland and Open Space Preservation Board  
DATE: January 23, 2018  
SUBJECT: Resolution authorizing contracts with appraisal, survey, ecological, and title company contractors for the Ingham County Farmland and Open Space Preservation program

**Project Description:**
The Ingham County Farmland and Open Space Preservation Program requires the service of many servicers to effectively administer the program. The FOSP Board wishes to engage contracts with appraisal, survey, ecological and title company contractors. All contractors submitted proposals to the County Purchasing Department through the RFP Process, and were selected based on criteria established by the Purchasing and FOSP Director’s. The FOSP Board has allocated funds for these specific services in the 2018 budget. Proposals were sought from qualified and experienced Real Estate Appraisers, Title Companies, Ecological and Engineering firms and Survey Companies for the purpose of entering into a contract for conducting these services on an as needed basis for the Ingham County Farmland and Open Space Preservation Board. Below is the list of contractors the FOSP Board desires to enter into contracts with and their proposed fees.

<table>
<thead>
<tr>
<th>Awarded Appraisal Firms</th>
<th>Summary Report</th>
<th>Local</th>
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<tbody>
<tr>
<td>Williams &amp; Associates, Inc., DBA Value Midwest</td>
<td>$2500 - 3,100.00</td>
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<tr>
<td>Carlson Appraisal Company</td>
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</tr>
<tr>
<td>Judeh &amp; Associates</td>
<td>$1,000 - $5000.00</td>
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<table>
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<th>Awarded Survey Firms</th>
<th>Stake Survey</th>
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<tr>
<td>Dependent on position</td>
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<tr>
<td>LSG Engineers and Surveyors</td>
<td>$35.00/hour - $175.00</td>
<td>Yes</td>
</tr>
<tr>
<td>Dependent on position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wolverine Engineers and Surveyors, Inc.</td>
<td>$46.00/hour - $175.00</td>
<td>Yes</td>
</tr>
<tr>
<td>Dependent on position</td>
<td></td>
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<table>
<thead>
<tr>
<th>Awarded Title Company’s</th>
<th>Title Services</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell Title Company</td>
<td>$450.00 preliminary search</td>
<td>Yes</td>
</tr>
<tr>
<td>$50 for updates</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Awarded Ecological Services Company’s</th>
<th>Services Cost</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>TriTerra</td>
<td>$800 - $1200.00</td>
<td>Yes</td>
</tr>
<tr>
<td>Dependent on Farm Size</td>
<td></td>
<td></td>
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</tbody>
</table>
Agenda Item 11

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONTRACTS FOR THE FARMLAND AND OPEN SPACE PRESERVATION PROGRAM

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Purchase of development Rights Ordinance in July 2004; and

WHEREAS, appraisals, title searches, baseline reports, and surveys are required due diligence to close conservation easements; and

WHEREAS, the Purchasing Department sought proposals from experienced contracts, and after review and evaluation, the Evaluation Team is recommending that three year contracts be issued with the following contractors, who were determined to be the most qualified candidates.

<table>
<thead>
<tr>
<th>Awarded Appraisal Firms</th>
<th>Summary Report</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williams &amp; Associates, Inc., DBA Value Midwest</td>
<td>$2500 - 3,100.00</td>
<td>No</td>
</tr>
<tr>
<td>Carlson Appraisal Company</td>
<td>$2500 - 4,000.00</td>
<td>Yes</td>
</tr>
<tr>
<td>Judeh &amp; Associates</td>
<td>$1,000 - $5000.00</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Awarded Survey Firms</th>
<th>Stake Survey</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enger Surveying and Engineering</td>
<td>$25.00/hour - $130.00</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Dependent on Farm Size</td>
<td></td>
</tr>
</tbody>
</table>

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes three-year contracts with Value Midwest, Carlson Appraisers, Judeh & Associates, Enger Surveying & Engineering Co., Wolverine Engineers and Surveyors, LSG Engineers and Surveyors, Bell Title Co., and TriTerra, for the purpose of conducting professional services on properties approved for purchase through the Ingham County Farmland and Open Space Preservation Program.

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

FROM: Deb Fett, CIO

DATE: 1/22/2018

SUBJECT: Resolution – Oracle Support

BACKGROUND
Ingham County had been using HP Enterprise for our Oracle system licensing support for the past few years. In looking to renew our support this year, it was discovered that HP is no longer a reseller of services. Oracle is itself now on the State of Michigan contract. Last year we paid $7,827.06 for HP Enterprise, this year with Oracle we will only pay $7,534.45 giving us a slight savings.

ALTERNATIVES
None.

FINANCIAL IMPACT
The funding for the $7,534.45 will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the quote for support services from Oracle.
3-Jan-18

Deb Fett
Ingham County
121 E MAPLE ST
3RD FL
MASON
MI 48854
United States

Dear Deb Fett

The technical support services provided under support service number 1409256 will expire, or have expired, on 20-Feb-18. Please find attached an ordering document for the renewal of these technical support services. If applicable, the attached ordering document may include technical support services that you have requested to order that are in addition to the technical support services that you are renewing.

To prevent interruption to and/or termination of technical support services, please complete your order for the renewal of technical support services, identified in the ordering document, by issuing a form of payment acceptable to Oracle in accordance with the Order Processing Details section of the ordering document on or before 22-Jan-18.

Have a question about your renewal? Call 1-888-545-4577 or email Oracle at ryan.pike@oracle.com.
**TECHNICAL SUPPORT SERVICES RENEWAL ORDER**

**GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>OFFER EXPIRATION</th>
<th>ORACLE: Oracle America, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Service Number: 1409256</td>
<td>Oracle Contact Information: Oracle Premier Support Renewal Center</td>
</tr>
<tr>
<td>Offer Expires: 20-Feb-18</td>
<td>Telephone: 1-888-545-4577</td>
</tr>
<tr>
<td>Fax: (719) 757-4256</td>
<td>Email: <a href="mailto:ryan.pike@oracle.com">ryan.pike@oracle.com</a></td>
</tr>
</tbody>
</table>

**CUSTOMER: Ingham County**

<table>
<thead>
<tr>
<th>CUSTOMER QUOTE TO</th>
<th>CUSTOMER BILL TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Contact: Deb Fett</td>
<td>Account Contact: PAYABLE ACCOUNTS</td>
</tr>
<tr>
<td>Account Name: Ingham County</td>
<td>Account Name: Enterprise Services LLC</td>
</tr>
<tr>
<td>Address: 121 E MAPLE ST 3RD FL MASON MI 48854 United States</td>
<td>Address: Hewlett Packard Attn: Accounts Payable 585 South Boulevard PONTIAC MI 48341 United States</td>
</tr>
<tr>
<td>Telephone: 517 676-7371</td>
<td>Telephone: -9014562441</td>
</tr>
<tr>
<td>Fax:</td>
<td>Fax:</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:Dfett@ingham.org">Dfett@ingham.org</a></td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

“You” and “Your” as referenced in this ordering document refers to the Customer identified in the table above.

Oracle may provide certain notices about technical support services via e-mail. Accordingly, please verify and update the Customer Quote To and Customer Bill To information in the above table to help ensure that You receive such communications from Oracle. If changes are required to the Customer Quote To and Customer Bill To information, please e-mail or fax the updated information, with Your support service number 1409256, to Your Oracle Support Sales Representative identified in the table above.
## SERVICE DETAILS

<table>
<thead>
<tr>
<th>Product Description</th>
<th>CSI #</th>
<th>Qty</th>
<th>License Metric</th>
<th>License Level / Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Database Standard Edition - Processor Perpetual</td>
<td>3365061</td>
<td>2</td>
<td></td>
<td>FULL USE</td>
<td>21-Feb-18</td>
<td>20-Feb-19</td>
<td>7,534.45</td>
</tr>
</tbody>
</table>

**Program Technical Support Fees:**  
USD 7,534.45

**Total Price:**  
USD 7,534.45

Plus applicable tax

Please note the following:

- If you have questions regarding the Service Details section of this ordering document, or believe that corrections are required, please contact Your Oracle Support Sales Representative identified on the first page of this ordering document.
- Please review Oracle's technical support policies, including the Lifetime Support Policy, before entering into this ordering document. Under Oracle's Lifetime Support Policy, the support level for an Oracle product, if applicable, may change during the term of the services purchased under this ordering document. If extended support is offered, an additional fee will be charged for such support if ordered. If you would like to purchase extended support please contact Your Oracle Support Sales Representative identified on the first page of this ordering document.
- If Oracle accepts Your order, the start date set forth in the Service Details table above shall serve as the commencement date of the technical support services and the technical support services ordered under this ordering document will be provided through the end date specified in the table for the applicable programs and/or hardware ("Support Period").
- If any of the fields listed in the Service Details table above are blank, then such fields do not apply for the applicable programs and/or hardware for which You are purchasing technical support services.
TECHNICAL SUPPORT SERVICES TERMS

If the Customer and the Customer Quote To name identified in the General Information table above are not the same, Ingham County represents that Customer has authorized Ingham County to execute this ordering document on Customer’s behalf and to bind Customer to the terms described herein. Ingham County agrees that the services ordered are for the sole benefit of Customer and shall only be used by Customer. Ingham County agrees to advise Customer of the terms of this ordering document as well as any communications received from Oracle regarding the services.

If the Customer and the Customer Bill To name identified in the General Information table above are not the same; Customer agrees that: a) Customer has the ultimate responsibility for payments under this ordering document; and, b) any failure of Enterprise Services LLC to make timely payment per the terms of this ordering document shall be deemed a breach by Customer and, in addition to any other remedies available to Oracle, Oracle may terminate Customer’s technical support service under this ordering document.

Technical support is provided under Oracle’s technical support policies in effect at the time the services are provided. The technical support policies are subject to change at Oracle’s discretion; however, Oracle will not materially reduce the level of services provided for supported programs and/or hardware during the period for which technical support has been paid, or for U.S. federal and public sector entities, the period for which services have been ordered. You should review the technical support policies prior to entering into this ordering document. The current version of the technical support policies may be accessed at http://www.oracle.com/us/support/policies/index.html.

The technical support services acquired under this ordering document are governed by the terms and conditions of the MSIDDA-6057-CW194383-29-OCT-2009 (“agreement”). Any use of the programs and/or hardware, which includes updates and other materials provided or made available by Oracle as part of technical support services, is subject to the rights granted for the programs and/or hardware set forth in the order in which the programs and/or hardware were acquired.

This ordering document incorporates the agreement by reference. In the event of inconsistencies between the terms contained in this ordering document and the agreement, this ordering document shall take precedence.
ORDER PROCESSING DETAILS

Your order is subject to Oracle's acceptance. Your order is deemed to be placed when You provide Oracle with details for payment (e.g., Your purchase order, Your check, or a credit card confirmation for the order as detailed below) or an executed Oracle Financing contract. Once placed, Your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the agreement.

Please note that unless You are a U.S. federal government or public sector entity, if the pre-tax value of this ordering document is USD $2,000 or less, the technical support services ordered (i) must be paid by credit card, or (ii) You must renew Your support via the Oracle Store. Please contact Your Oracle Support Sales Representative for details regarding renewing Your support via the Oracle Store.

Technical Support fees are invoiced Quarterly in Arrears. All fees payable to Oracle are due within 45 NET from date of invoice.

Oracle will issue an invoice to You upon receipt of a purchase order or a form of payment acceptable to Oracle. If You are an U.S. federal government or public sector entity, Oracle will issue You an invoice quarterly in arrears after the services are performed. You agree to pay any sales, value-added or other similar taxes imposed by applicable law, except for taxes based on Oracle's income.

Unless you are an U.S. federal government entity, Oracle's invoice includes applicable sales tax, GST, or VAT (collectively referred to as "tax"). If Ingham County is a tax exempt organization and is not an U.S. federal government entity, a copy of Ingham County's tax exemption certificate must be submitted with Ingham County's purchase order, credit card or other acceptable form of payment.

PAYMENT DETAILS

Purchase Order
If You are submitting a purchase order for the payment of the renewal of the technical support services on this renewal order, the purchase order must be in a non-editable format (e.g., PDF) and include the following information:

- Support Service Number: 1409256
- Total Price: USD 7,534.45 (excluding applicable tax)
- Local Tax, if applicable

In issuing a purchase order, Ingham County agrees that the terms of this renewal order and the agreement supersede the terms in the purchase order or any other non-Oracle document, and no terms included in any such purchase order or other non-Oracle document will apply to the technical support services renewed under this renewal order.

Please contact Oracle per the General Information section above to issue Your purchase order.

Credit Card
If You wish to use a credit card to pay for the renewal of the technical support services on this renewal order, please contact Oracle per the General Information section above. Please note that Oracle is unable to process credit card transactions of USD $100,000 or greater or transactions that are not in USD.

Check
If You are submitting a check for the payment of the renewal of the technical support services on this
renewal order, the check must include the following information:

- Support Service Number: 1409256
- Total Price: USD 7,534.45 (excluding applicable tax)
- Local Tax, if applicable

In issuing a check, Ingham County agrees that only the terms of this renewal order and the agreement shall apply to the technical support services renewed under this renewal order. No terms attached or submitted with the check will apply.

Checks for technical support services renewed under this renewal order should be sent to:

**AK, AZ, CA, HI, ID, NV, OR, UT, WA:**

Oracle America, Inc  
PO Box 44471  
San Francisco, CA 94144-4471

**All Other States:**

Oracle America, Inc  
PO Box 203448  
Dallas, TX 75320-3448
Agenda Item 12

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE SUPPORT AGREEMENT FROM ORACLE

WHEREAS, Ingham County had been using HP Enterprise for support on critical computer systems in the case of a failure; and

WHEREAS, HP Enterprise is no longer a reseller of Oracle nor on the State of Michigan or GSA contracts; and

WHEREAS, ITD researched current State of Michigan contract vendors that can be used for our support needs; and

WHEREAS, our current existing support agreement expires on February 20th, 2018 and ITD recommends replacing this agreement with Oracle; and

WHEREAS, our previous annual cost was $7,827.06 and the new annual cost will be $7,534.45.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the hardware maintenance from Oracle in the amount not to exceed $7,540.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county’s Network Fund #63625810-932030.

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: Douglas A. Stover, Director
    Equalization/Tax Mapping

Date: January 19, 2018

Re: Online Mapping Project

The county’s current online property mapping application will soon be obsolete. The plug-in application needed to run our current online map is no longer supported by Microsoft.

The Purchasing Department sought proposals from qualified vendors for the creation of a new online mapping application. Of the three vendors who responded, I am recommending that the county contract with Michigan State University Remote Sensing & GIS Research and Outreach Services (MSU RS&GIS) - MSU RS&GIS is obviously a local vendor; their proposal is the most cost efficient; and the Equalization/Tax Mapping Department has a twenty-year history in working with MSU for the county’s mapping needs.

The attached resolution authorizes the Ingham County Equalization/Tax Mapping Department to contract with MSU RS&GIS for online mapping services. In partnership with the Equalization Department, MSU RS&GIS will develop a new online mapping application for Ingham County. The cost for this project is not to exceed $11,650.00. In addition, MSU RS&GIS will host the completed online mapping application for $250.00 per month. These monies are included in the department’s 2018 budget.
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.
Introduces by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT FOR DEVELOPMENT AND IMPLEMENTATION OF AN ONLINE MAPPING APPLICATION

WHEREAS, the county’s current online property mapping program will soon be obsolete; and

WHEREAS, the county desires to replace the current online property mapping program with a new software application; and

WHEREAS, the Purchasing Department solicited proposals from qualified vendors to develop a new software application; and

WHEREAS, after review of the proposals received, the Director of the Equalization/Tax Mapping department recommends that the Board of Commissioners authorize and execute an Agreement with Michigan State University Remote Sensing & GIS Research and Outreach Services (MSU RS&GIS) for the purpose of developing a software application to replace the county’s current online property mapping application – at a cost not to exceed $11,650.00; and

WHEREAS, the proposal from MSU RS&GIS includes a provision for web-hosting of the new application; and

WHEREAS, the Director of the Equalization/Tax Mapping department recommends that the Agreement with MSU RS&GIS include a provision for MSU RS&GIS to provide web-hosting services for the new online mapping application for a period not to exceed three years at a monthly cost of $250.00 per month; and

WHEREAS, the monies for the new online property mapping application and web-hosting services are included in the Equalization/Tax Mapping department’s 2018 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Agreement with MSU RS&GIS for the purpose of developing and implementing a new online property mapping application at a cost not to exceed $11,650.00.

BE IT FURTHER RESOLVED, that the Agreement shall include a provision for MSU RS&GIS to provide web-hosting services for a period not to exceed three years at a cost of $250.00 per month.

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.
WHEREAS, the Ingham County Board of Commissioners established the Ingham County Land Bank Fast Track Authority through adoption of Resolution 05-181; and

WHEREAS, the Land Bank Program Director and Land Bank Operations Director were employed by Ingham County and the Ingham County Treasurer under terms of a collective bargaining agreement with Ingham County Employees Association (ICEA), and their assignment to the Land Bank was pursuant to an employee lease arrangement; and

WHEREAS, on January 5, 2015, the Land Bank Program Director and Land Bank Operations Director each executed an Employment Agreement, notwithstanding that the terms and conditions of their employment were exclusively set forth in a collective bargaining agreement with ICEA; and

WHEREAS, the Employment Agreements signed by the former Land Bank Executive Director provided for each employee to receive an annual “Supervisory Bonus” of $12,000, to be paid by the Land Bank in monthly installments of $1,000; and

WHEREAS, the former Land Bank Executive Director lacked authority to enter into the Employment Agreements on behalf of the Land Bank, or to bind the Land Bank to make supervisory bonus payments; and

WHEREAS, the Employment Agreements were never considered, much less authorized or approved by the Ingham County Land Bank Board of Directors, nor signed by the Board’s Chairman or other authorized agent of the Land Bank; and

WHEREAS, through employment by Ingham County and Ingham County Treasurer, the Land Bank Program Director and Land Bank Operations Director have accrued unpaid vacation time valued at approximately $3,800 and $12,500, respectively, to be paid upon retirement or resignation from County employment; and

WHEREAS, the Land Bank may require the employees to repay unauthorized bonus payments.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners directs that the Controller/Administrator coordinate a meeting between the County, Land Bank, each of the employees and their Union for purposes of negotiating an agreement for the return of funds improperly received as an annual “Supervisory Bonus.”

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.
TO: Board of Commissioners County Services Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: January 23, 2018
SUBJECT: Resolution to Approve a Social Media Policy

BACKGROUND
Use of social media to communicate important information is now part of everyday life, and Ingham County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs. The County is committed to ensuring that Internet conduct of its departments comports with all applicable laws and does not damage our reputation and business interests. Specific concerns include activity that could violate an individual’s privacy, or otherwise adversely affect an individual or vendor we interact with, our reputation, the reputation of others, the trust others place in us, and/or our working relationship with other organizations.

The proposed social media policy does not intend to restrict the flow of useful and appropriate information, but to minimize the risks, legal and otherwise, to Ingham County and its employees for improper activity and disclosures. The draft policy is also intended to provide guidelines for maintaining a respectable and ethical work environment. Likewise, the draft policy is not intended or designed to prohibit the lawful exercise of employees’ rights under applicable federal or state law, including constitutionally protected free speech, whistleblowers reports, or the ability of employees to engage in certain “protected concerted activity” under the Michigan Public Employment Relations Act.

ALTERNATIVES
The Board of Commissioners may elect to approve the proposed policy as presented, portions of the proposed policy, or none of the proposed text.

FINANCIAL IMPACT
There is no direct financial impact associated with the proposed policy.

OTHER CONSIDERATIONS
As proposed, this policy would apply to all employees and departments of Ingham County. Portions of this policy are specifically applicable to employees entrusted with representing Ingham County on Social Media. These provisions shall not apply to social media activities that involve criminal investigation or prosecution activities undertaken by the Sheriff’s Office, Prosecuting Attorney’s Office or the Courts. This draft policy was vetted by department heads.

RECOMMENDATION
I respectfully recommend support of the attached Resolution to Approve a Social Media Policy.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SOCIAL MEDIA POLICY

WHEREAS, Ingham County is committed to ensuring that Internet conduct of its departments comports with all applicable laws and does not damage the County’s reputation and business interests; and

WHEREAS, the County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs; and

WHEREAS, a formal social media policy will provide guidelines for maintaining a respectable and ethical work environment and to ensure that County departments are acting in a manner consistent with the County mission; and

WHEREAS, a social media policy will help avoid claims against Ingham County or its personnel for issues like HIPAA violations, invasion of privacy, breach of confidentiality, and defamation or slander.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the attached Use of Social Media Policy, effective upon ratification of this resolution.

BE IT FURTHER RESOLVED, that this policy shall be applicable to all employees and departments of Ingham County, but shall not apply to social media activities that involve criminal investigation or prosecution activities undertaken by the Sheriff’s Office, Prosecuting Attorney’s Office and/or the Courts.
A. Purpose.

Ingham County is committed to ensuring that Internet conduct of its departments comports with all applicable laws and does not damage our reputation and business interests. The County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs. Specific concerns include activity that could violate an individual’s privacy, or otherwise adversely affect an individual or vendor we interact with, our reputation, the reputation of others, the trust others place in us, or our working relationship with other organizations.

Ingham County is required under the Health Information Portability and Accountability Act of 1996 (HIPAA) to ensure that any protected health information (PHI) that we create, receive, use, or store is not improperly used or disclosed through any means, including electronic. Ingham County also has a fundamental interest in protecting confidential and proprietary information about the organization as well as our reputation.

The intent of this policy is not to restrict the flow of useful and appropriate information but to minimize the risks, legal and otherwise, to Ingham County and its employees for improper activity and disclosures. The intent of this policy is to help avoid claims against Ingham County or its personnel for issues like HIPAA violations, invasion of privacy, breach of confidentiality, and defamation or slander. This policy is also intended to provide guidelines for maintaining a respectable and ethical work environment and to ensure that County departments are acting in a manner consistent with our mission.

This policy is not intended or designed to prohibit the lawful exercise of employees’ rights under applicable federal or state law, including constitutionally protected free speech, whistleblowers reports, or the ability of employees to engage in certain “protected concerted activity” under the Michigan Public Employment Relations Act. This policy will not be applied in any way that might limit such applicable legal rights of Ingham County personnel.

B. Applicability.

This policy is generally applicable to all employees and departments of Ingham County. Portions of this policy are specifically applicable to those employees entrusted with representing Ingham County on Social Media. These provisions shall not apply to social media activities that involve criminal investigation or prosecution activities undertaken by the Sheriff’s Office, Prosecuting Attorney’s Office or the Courts.
C. Definitions.

1. **Account Manager**: Employee who has been authorized to post Social Media content on behalf of an Ingham County department, including but not limited to Public Information Officers, communications managers, and program leads. This individual needs to file a signed copy of this policy with the Social Media Specialist.

2. **Alternate Account Manager**: Employee who has been authorized to post Social Media content on behalf on an Ingham County department when the Account Manager is unable, no longer an Ingham County employee, or on leave from the County. This individual needs to file a signed copy of this policy with the Social Media Specialist.

3. **Brand Standards**: Refers to the graphic standards and guidelines that govern the use of the Ingham County logo, nameplate, color scheme, and visual identity.

4. **Departments**: Offices and agencies that utilize County-owned computer equipment.

5. **Innovation and Technology (IT) Department**: The department responsible for information management and governance, system maintenance, and security policies.

6. **Mobile Apps**: Technologies that can be downloaded to smartphones and tablets and accessed on the go; provides publishing abilities to account manager who work at a County worksite or offsite.

7. **Social Media**: Websites and applications that enable users to create and share content or to participate in social networking. These include, but are not limited to: Facebook, Instagram, YouTube, Snapchat, Twitter, Reddit, and LinkedIn.

8. **Social Media Action Plan (SMAP)**: Official document departments are required to complete before creating new Social Media pages; answers key questions related to the use of Social Media, including target audience, goals, and resources.

9. **Social Media Specialist**: Designated employee(s) from Ingham County responsible for Social Media governance and policy compliance.

10. **Vendor**: Refers to a person or business that provides services under terms specified in a contract.
D. **Roles and Responsibilities.**

1. The IT department will:
   a. Maintain a list of approved Social Media applications that departments may utilize.
   b. Keep repository of and share Board approved standards that are representative of Ingham County’s goals and initiatives.
   c. Evaluate and approve SMAPs.
   d. Be able to edit or remove inappropriate content from a department’s Social Media page as directed by this policy, the Controller/Administrator, the Board, and/or other authority.
   e. Conduct periodic tests and review of all department Social Media pages to ensure all account logins and passwords are up to date.
   f. Setup Social Media accounts and settings for departments prior to use by a department.
   g. Review new types of Social Media for effectiveness, efficiencies, and security.
   h. Manage the program for documenting account managers, account logins, and passwords for the purpose of emergency management.
   i. Consider record retention and public record requirements whenever implementing Social Media.

2. Departments will:
   a. Oversee and manage Social Media pages for their department.
   b. Designate and train account managers in proper use of Social media as defined in this policy.
   c. Monitor the access levels of vendors working with the department on Social Media.
   d. Provide the IT department with up-to-date lists of Social Media pages, account logins, and passwords for the purpose of emergency management.
   e. Change Social Media passwords every ninety (90) days or immediately if account manager(s) are removed as administrators or leave Ingham County employment.
   f. Manage record retention of Social Media in conformity with Ingham County and State of Michigan recordkeeping requirements.
   g. Provide IT with a SMAP for each Social Media application it wishes to utilize.
   h. Designate an Account Manager and an Alternate Account Manager to be the primary and the back-up manager of all department Social Media pages.
   i. Perform annual assessments and reviews of the department SMAP and, if necessary, make the appropriate changes.
   j. Use only County email addresses for official County Social Media pages.
3. Account Managers and Alternate Account Managers will:
   a. Uphold brand standards and values when representing a department on Social Media.
   b. Manage Social Media in accordance with the Ingham County Policies and Procedures.
   c. Work with the IT department to employ best practices for Social Media use.
   d. Monitor and measure Social Media, analyzing effectiveness and making recommendations to the department for continuous improvement.
   e. Respond to questions and inquiries within 24 business hours and flag concerns when appropriate.
   f. If an Account Manager cannot answer a question or inquiry, the Account Manager will direct the constituent to the correct department.
   g. Read and agree with the terms set forth in this policy. A signed copy needs to be filed by the IT department.

E. Implementation.

1. Ingham County departments that use Social Media shall have a communications strategy that aligns with Ingham County Policies and Procedures. The IT department will provide guidance for departments.

2. Departments must complete a SMAP that identifies all of the following criteria:
   a. Overall vision (aspiration of a future state) for Social Media strategy
   b. Why a specific Social Media application is the right fit
   c. Goals (with specified outcomes)
   d. Objectives (specific steps that will be taken to meet goals)
   e. Target audiences
   f. Customer Service plan – Detail customer service expectations and develop plan to ensure consistency.
   g. Resources and staff time needed
   h. Marketing and public outreach
   i. Last annual review
   j. Department Head approval
   k. Identity of an Account Manager
   l. Identity of an Alternate Account Manager
   m. What corrective action(s) will be taken upon discovery of an accidental, incorrect, or inappropriate post

3. Departments that already have Social Media accounts and pages must submit a SMAP within ninety (90) days of the approval of this policy by the Board of Commissioners.

4. Once the SMAP is completed, the IT department will evaluate requests for Social Media, and verify account managers.
5. If a department wishes to work with a vendor, agency, partner, stakeholder, and/or other government entity to promote services and engage in public outreach, the department must submit a Resolution for approval to the Board of Commissioners. Authorization forms are not to be used. Only County employees or registered vendors may manage Social Media pages on behalf of Ingham County departments due to security and compliance concerns.

F. Social Media Use.

1. Professional Use
   a. Only Account Managers may post content to Social Media pages on behalf of a department.
   b. Account Managers shall not disclose confidential or proprietary information acquired by way of your official position with the County. This restriction applies whether the information is disclosed on professional or personal Social Media accounts, or by any other method.
   c. Employees shall not use personal Social Media accounts for work purposes. This prohibition is necessary to facilitate compliance with public records laws and protect information on personal accounts from public disclosure.
   d. Employees should not work on Social Media after hours without prior approval. This is considered overtime and failure to obtain prior authorization may be cause for corrective action.
   e. Inappropriate use of Social Media in violation of this policy may be grounds for corrective action, including disciplinary action.

2. Personal Use
   a. Employees may access personal Social Media accounts at work for limited personal communications as long as it does not interfere with work tasks. Please refer to Ingham County’s Use of County Resources policy.
   b. Employees shall not use a County email address when using Social Media accounts in a personal capacity.
   c. Employees shall not release confidential information including but not limited to employee information, policies, labor relations, court rulings, investigations, or financial information on any personal media account.
   d. Employees shall not engage in any activity that may be suspicious or harmful to others or not in compliance with federal, state or local laws or Ingham Policies and Procedures.

G. Engaging with the Public.

1. Social media posts made on behalf of Ingham County shall not include any form of profanity, obscenity, or threatening language. Social Media posts shall not violate copyright or trademark restrictions. Inappropriate use of Social Media may be grounds for corrective action, including disciplinary action.
It is not appropriate to engage in arguments with members of the public who may be critical of your department. Comments or posts on Social Media sites can typically be seen by anyone and usually cannot be deleted.

Departments shall have an approved procedure to address offensive remarks on Social Media accounts to be included in their SMAP. Questions regarding the content of a comment or post, shall be directed to a manager, department head, or IT.

2. Social Media pages managed by Ingham County departments shall include a terms of use statement, such as, “Ingham County reserves the right to remove posts that include threatening language and those which violate a copyright, trademark, or the Terms of Service of this Social Media site.”

3. Ingham County welcomes dialogue with the public, however comments are subject to public disclosure laws and comments that violate the following will be taken down:
   a. Potentially libelous comments
   b. Obscene or explicit language
   c. Hateful or mean-spirited comments
   d. Personal attacks, insults, or threatening language
   e. Plagiarized material or material that violates intellectual property rights
   f. Private or personal information published without consent
   g. Commercial promotions or spam
   h. Comments that are off topic or that link to material that is off topic
   i. Comments that embed images from external sources

H. Public Records.

1. Content published on Social Media pages that relates to the conduct of government actions shall be retained and managed by departments in compliance with Ingham County records retention and State of Michigan recordkeeping requirements. Departments should set all privacy setting on Social Media pages to public.

Social Media pages shall include a statement illustrating that all content may be subject to public disclosure.

2. Each comment, post, photo, and list of individuals connected to a Social Media networking site shall be considered as an open record. Social Media accounts used for County business, including personal accounts may be subject to the Freedom of Information Act (MCL 15.231 et seq.), even if the work was done on personal time and equipment.
I. Security.

1. Departments must practice appropriate password management. Passwords should always be kept private but Account Managers should also practice the following when considering Social Media passwords:

   a. Passwords must change every ninety (90) days and immediately after the password or Social Media site accessed has been, or is suspected of being, compromised. Passwords must also change immediately if Account Managers are removed as administrators or leave county employment.

   b. Once a password has changed, it is the duty of the Account Manager to immediately report it to IT.

   c. Do not use automated login options on Social Media pages such as the “Keep me logged in” feature. This is to prevent unauthorized access to County Social Media pages should a computer or digital device be compromised or stolen.

   d. Do not use a third-party program such as Last Pass to remember Ingham County Social Media passwords. Passwords shall always be available to the Account Manager, Alternative Account Manager, and IT.

   e. IT shall be contacted if additional security guidance is needed.

J. Social Media Tools.

1. Applications such as HootSuite, which is a desktop application that allows users to manage Social Media accounts such as Facebook, Twitter, and LinkedIn all in one place, called a dashboard, shall not combine professional and personal Social Media pages. This helps prevent accidental posting of personal information from official County Social Media pages.

   Employees who use desktop applications such as HootSuite to manage County Social Media pages, shall use an Ingham County email address and a password unique to the application.

2. Account Managers should use different mobile apps for professional and personal use of Social Media.

K. Disciplinary Action.

Employees found to have violated this policy may be subject to disciplinary action up to and including dismissal from employment pursuant to the County’s Policies and Procedures as well as, if applicable, may be subject to prosecution under federal or state laws.
Acknowledgement of Receipt

I, __________________, hereby acknowledge receipt of the Use of Social Media Policy from Ingham County on this ____ day of ________ and promise to abide by the Policies and Procedures set forth there as the Account Manager or Alternate Account Manager for Social Media for the ____________________ Department.

_________________________
Name

_________________________
Date