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FINANCE COMMITTEE
MARK GREBNER, CHAIR
TODD TENNIS
BRYAN CRENSHAW
MARK POLSDOFER
EMILY STIVERS
ROBERT PEÑA
RANDY SCHAFER

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JULY 20, 2022 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [June 22, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk's Office – Resolution to Authorize the Permanent [Absent Voter Ballot Application](#) List Mailer for 2022
2. Sheriff's Office
 - a. Resolution to Authorize a Contractual Agreement with [Axon Enterprise, Inc.](#) to Purchase Taser Cartridges
 - b. Resolution to Authorize a Contract with [Guardian RFID System](#) for the Ingham County Sheriff's Office
3. Prosecuting Attorney's Office – Resolution to Reclassify the Vacant Ingham County Prosecutor's Office Victim/Witness Assistant (Courtroom Dog Handler) Position No. 229059 UAW H to [Victim/Witness Assistant](#) UAW G
4. Friend of the Court/Prosecuting Attorney – Resolution to Authorize a New Contract with [MGT of America Consulting LLC](#), for the Preparation of the Friend of the Court and Prosecuting Attorney Title IV-D Cooperative Reimbursement Program Application and Other Services
5. Community Corrections – Resolution to Authorize a Contract with the [City of Lansing](#) for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the 2022-2023 City Fiscal Year
6. Animal Control and Shelter
 - a. Resolution to Accept a Charitable Donation from the [Estate of Kathy L. Alexander](#) for the Ingham County Animal Shelter
 - b. Resolution to Accept a Charitable Donation from the Peggy Linn Welton and Timothy Leon [Welton Trust Bequest](#) for the Ingham County Animal Shelter
7. 9-1-1 Dispatch Center – Resolution to Authorize Payment of the Inform [CAD Training](#) and Test Systems Maintenance and Support for August of 2022 to August of 2023

8. Law & Courts Committee – Resolution to Adopt the [2023 Juvenile Justice](#) Community Agency Process Calendar
9. Veterans Affairs Department – Resolution to Authorize a 2022 Service Agreement with [Clinton County](#)
10. Parks Department
 - a. Resolution to Authorize Additional Contracts for Trails and Parks [7th Round Millage Applications](#) and to Authorize a Plan for the Future Trails and Parks Millage
 - b. Resolution to Authorize Consolidating [Delhi Township Projects](#) TR063 and TR070
11. Health Department
 - a. Resolution to Amend the Collaborative Agreement with the [Capital Area United Way](#)
 - b. Resolution to Amend the Agreement with [Drug and Lab Disposal](#) for Hazardous Waste Hauling
 - c. Resolution to Authorize the Conversion of the Vacant Health Analyst-Healthy Communities Position to a [Health Analyst Position](#)
 - d. Resolution to Authorize an Agreement with [Michigan State University](#)
 - e. Resolution to Authorize [Amendment #3](#) to the 2021-2022 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement
 - f. Resolution to Authorize a 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the [Comprehensive Agreement](#)
 - g. Resolution to Authorize [Amendment #3](#) to the 2021-2022 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
 - h. Resolution to Amend the Lease Agreement with [ANC Holdings, LLC](#)
 - i. Resolution to Authorize an Agreement with [Tammy Ayers, Nurse Practitioner](#) for Medication Assisted Treatment Services
 - j. Resolution to Renew an Agreement with [TempDev Inc.](#) for Professional Consulting Services
12. Innovation and Technology Department – Resolution to Renew Internet and Voice Service Provided by [Everstream](#)
13. Facilities Department
 - a. Resolution to Authorize a Three-Year Contract Extension with [Capitol Walk Parking LLC](#). for the Parking Spaces Located at Lenawee and Chestnut in Lansing
 - b. Resolution to Authorize an Agreement with [Safety Systems Inc.](#), for Building Alarm, Hold Up Buttons, and Monitoring at the 30th Circuit Court Annex Building
 - c. Resolution to Authorize an Agreement with [Seelye Group LTD](#), to Replace the Carpet in the Common Areas and Financial Services at the Hilliard Building
 - d. Resolution to Authorize an Agreement with [Fishbeck](#) for Architectural and Engineering Services to Assess the Ingham County Youth Center
14. Road Department – Resolution to Authorize an Agreement with [Leroy Township](#) and to Amend an Agreement with Bunkerhill Township for the 2022 Local Road Program

15. Human Resources Department – Resolution to Approve Letters of Understanding for Onsite Employees During an [Alternate Work Site Directive](#)
16. Controller/Administrator
 - a. Resolution to Authorize [Budget Adjustments](#) for 2022 Based on the Annual Evaluation of the County's Financial Reserve Policy Resolution
 - b. Resolution to Approve \$1.5 Million of Housing Trust Fund Dollars for the [Walter French Residential Renovation](#)
 - c. Resolution to Approve an Agreement with [ICMA TV](#) to Feature Ingham County as a Featured County for the 2022 ICMA Annual Conference

Announcements

Public Comment

Adjournment

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

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

FINANCE COMMITTEE

June 22, 2022

Draft Minutes

Members Present: Grebner, Crenshaw, Peña, Polsdofer, Schafer, Stivers, and Tennis.

Members Absent: None.

Others Present: Michael Townsend, Kylie Rhoades, and others.

The meeting was called to order by Chairperson Grebner at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/89160266022>.

Approval of the June 8, 2022 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, MINUTES OF THE JUNE 8, 2022 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

12. Resolution Approving the 2022 – 2024 Collective Bargaining Agreement with the International Brotherhood of Teamsters Local #214 Assistant Public Defenders' Division
9. Road Department
 - c. Resolution to Authorize an Engineering Consultant Services Agreement with C2AE for the Waverly Road Bridge Project

Tabled –

1. Drain Commissioner
 - b. Resolution to Allocate \$1,000,000 in American Rescue Plan Funds to the Montgomery Drain Maintenance and Improvement Project

Limited Public Comment

None.

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

1. Drain Commissioner
 - a. Resolution to Approve Agreement for the Installation and Relocation of Nilson Drain Beneath Okemos Road and Installation of a Water Quality Control Structure

2. Sheriff's Office – Resolution to Authorize Four Temporary Sheriff's Deputy Law Enforcement Recruit Sponsorship Positions
3. Circuit Court – Resolution to Continue Current Software Subscription and Jury Hosting and Service Agreement with Tyler Technologies for a County-Wide Juror Management System and Software Support
4. Circuit Court – Family Division – Resolution to Authorize Ingham County Youth Center Summer Education Program
5. 55th District Court – Resolution to Authorize the Reorganization of the 55th District Court
6. Parks Department – Resolution to Authorize a Contract with L. J. Trumble Builders, LLC for Roof Replacements to Various Ingham County Parks Buildings
7. Health Department
 - a. Resolution to Authorize Minority Health Community Capacity Building Sub-Agreements with the Dr. Martin Luther King, Jr. Commission of Mid-Michigan; the Refugee Development Center; the Lansing Latino Health Alliance; the Hispanic-Latino Commission of Michigan; and the Salus Center
 - b. Resolution to Accept Grant Funds from Michigan Public Health Institute for Local Implementation of the Lansing/Ingham Peacemaker Fellowship®
 - c. Resolution to Authorize an Agreement with R Statistical Software Training for Applied Epidemiology
 - d. Resolution to Accept COVID-19 Regional Health Equity Council Backbone Organization Grant
8. Innovation and Technology Department – Resolution to Approve the Purchase of a Cable Internet Connection from Comcast
9. Road Department
 - a. Resolution to Authorize an Agreement with Leslie Township for the 2022 Local Road Program
 - b. Resolution to Update the Ingham County Road Department Permit Fee Structure
 - c. Resolution to Authorize an Engineering Consultant Services Agreement with C2AE for the Waverly Road Bridge Project
10. Controller/Administrator
 - a. Resolution to Authorize a Contract with Mason Public Schools for an American Rescue Plan Funded Project to Mitigate the Effects of the COVID-19 Pandemic and Support the Needs of Mason Public Schools
11. Board Referrals
 - a. Final State Equalization Report for the 2022 Tax Year
 - b. Notice of Public Hearing from the East Lansing Downtown Development Authority in Regards to an Informational Meeting on June 23, 2022

12. Resolution Approving the 2022 – 2024 Collective Bargaining Agreement with the International Brotherhood of Teamsters Local #214 Assistant Public Defenders’

THE MOTION CARRIED UNANIMOUSLY.

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

10. Controller/Administrator

- b. Resolution to Establish an MC 20 Grade and to Reclassify the County Controller, Health Officer, and Budget Director Positions

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

COMMISSIONER CRENSHAW REQUESTED A DIVISION OF THE QUESTION.

THE MOTION TO APPROVE THE RECLASSIFICATION OF THE BUDGET DIRECTOR CARRIED UNANIMOUSLY.

Commissioner Crenshaw stated that he had requested the pay history of the Health Officer position during discussion at the last Finance Committee meeting. He further stated that while he understood the ability to attract an individual to take on the position, the Health Officer had received a reclassification last year.

Commissioner Crenshaw stated that he did not support the argument that suggested both positions in the MC 19 be moved to the MC 20 since there are only two. He further stated that such treatment would need to be done for all classes if a similar reclassification occurred.

Commissioner Crenshaw stated that he would vote no on the question.

Chairperson Grebner stated that only two positions were currently classified as an MC 19. He further stated that by creating the MC 20, both positions would be moved up and there would not be any position left in the MC 19.

Chairperson Grebner stated that the request to divide the Health Officer and the Controller position could be made.

Commissioner Schafer asked for clarification if Commissioner Crenshaw had requested to have the Health Officer stay at the MC 19 classification.

Chairperson Grebner stated that the motion was to create a new pay grade and move both positions to the MC 20.

Commissioner Tennis asked for clarification on the discussion held at the County Services Committee meeting.

Chairperson Grebner stated that the motion had passed with one vote against the reclassification of the Controller and Health Officer from Commissioner Celentino. He further stated that a brief market study had been conducted to look into the Controller position, which determined that the County's pay levels were cautious and not leading the market.

Commissioner Crenshaw stated that he had served as chair of the selection committee for the Controller position, and Controller Gregg Todd had agreed to come in at a lower rate. He further stated that there had been room for negotiation and Controller Todd had proposed the lower pay to the selection committee.

Chairperson Grebner stated that it was hard to look at the list of comparable counties in pay and see that they were so much smaller in size than Ingham County. He further stated that the last two years had redefined the Health Officer position, and the County would be in the market for a successor soon.

Commissioner Schafer stated that the County had seen a rather limited pool of applications for the Controller position.

Commissioner Stivers stated that the pay for the Controller was low in regards to other counties. She further asked for clarification on if the Health Officer position had ranked similarly.

Chairperson Grebner stated that the Health Officer position had not been included in the market study. He further stated that it should be taken into consideration that the Health Officer might also be a Physician and compensated significantly more in other counties.

THE MOTION TO APPROVE THE RECLASSIFICATION OF THE HEALTH OFFICER AND THE CONTROLLER CARRIED. Yeas: Grebner, Schafer, Polsdofer, Peña, Stivers, Tennis **Nays:** Crenshaw

11. Board Referrals

- c. Formal Request from Meridian Township to Establish a Commercial Rehabilitation District at 1655 and 1621 Haslett Road in Meridian Township

Commissioner Polsdofer asked for an update on the formal request from Meridian Township.

Discussion ensued regarding procedure on drafting resolutions.

Chairperson Grebner stated that if no action was taken, Meridian Township was permitted to create the district and capture taxes. He further stated that if the County wanted to be gracious, a resolution could be created that roughly stated whereas the request had been received, and the policy of Ingham County to cooperate with such request as long as the requesting municipality allowed the capture of their own taxes, and as long as the funds captured were used for necessary public infrastructure, and therefore be it resolved that the County Board of Commissioners goes on record supporting the creation of the district.

Chairperson Grebner stated that he did not believe that there was any particular legal effect. He further stated that he believed that such resolution needed to be done in a timely manner.

MOVED BY COMM. POLSDOFER, SUPPORTED BY COMM. STIVERS, TO REQUEST THAT SUCH RESOLUTION BE DRAFTED AND PRESENTED TO THE BOARD OF COMMISSIONERS AS A LATE AGENDA ITEM AT THE NEXT BOARD OF COMMISSIONERS MEETING.

Chairperson Grebner stated that he believed that such resolution did not have any legal impact, but that the legal counsel would review and notify if he was wrong.

Commissioner Stivers stated that Meridian Township Assistant Manager Dan Opsommer might be happy to provide some additional language.

Commissioner Polsdofer stated that he would get the additional language together.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:14 p.m.

JULY 20, 2022 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. Clerk's Office – *Resolution to Authorize the Permanent Absent Voter Ballot Application List Mailer for 2022*

This resolution authorizes an agreement with Detroit Legal News., D/B/A: Inland Press for the printing and mailing of Permanent Absent Voter Ballot Application List sign up forms to all registered Ingham County voters. The \$35,000 fee is available in the Clerk's Elections Supplies line item.

See memo for details.

2a. Sheriff's Office – *Resolution to Authorize a Contractual Agreement with AXON Enterprise, Inc. to Purchase Taser Cartridges*

This resolution will authorize the purchase of 265 Taser training cartridges and 18 Taser inert cartridges from AXON Enterprise, Inc. in the amount of \$10,193.49. Funds for this purchase are available within the amended Michigan Commission on Law Enforcement Standards (MCOLES) in order to facilitate an Integrated Critical Skills Grant authorized by Resolution #21-642.

See memo for details.

2b. Sheriff's Office – *Resolution to Authorize a Contract with Guardian RFID System for the Ingham County Sheriff's Office*

The Sheriff's Office currently uses several systems and processes to fulfill all inmate needs and movement. The Sheriff's Office has identified a leading industry product and system to track all inmate movement and all inmate specific care, custody, and management information and tasks in a single system. As part of the Justice Complex construction project, the Ingham County Building Authority approved the purchase of the Guardian RFID system with the use of Justice Millage funds. The implementation and first three years of support will be funded by the Justice Millage fund in the amount of \$140,996.75. Support will automatically renew at a guaranteed annual cost of \$29,195 per year for the next three years, to be funded from the Sheriff's operating budget.

See memo for details.

3. Prosecuting Attorney's Office – *Resolution to Reclassify Vacant Ingham County Prosecutor's Office Victim/Witness Assistant (Courtroom Dog Handler) Position No. 229059 UAW H to Victim/Witness Assistant UAW G*

This resolution will authorize the reclassification of vacant Position No. 229059, Victim/Witness Assistant (Courtroom Dog Handler) UAW H (\$45,74.24-\$54,513.63) to Victim/Witness Assistant UAW G (\$43,185.09-\$51,501.53). In 2019, the Ingham County Prosecutor's Office (ICPO) received a support dog donated by the Crime Victim Foundation and Leader Dogs for the Blind. The dog provided emotional support for children and adults involved in the criminal justice system. Last month the advocate handler, who occupied county position

number 229059, Victim/Witness Assistant (Courtroom Dog Handler), took a position with the State of Michigan, so ICPO no longer has a support dog and does not anticipate acquiring one in the near future. ICPO is requesting to reclassify position number 229059 to a standard Victim/Witness Assistant position, as was the case before the dog was obtained. The UAW is in support of this reclassification.

See memo for detail.

4. Friend of the Court/Prosecuting Attorney – Resolution to Authorize a New Contract with MGT of America Consulting LLC, for the Preparation of the Friend of the Court and Prosecuting Attorney Title IV-D Cooperative Reimbursement Program Application and Other Services

This resolution will approve contracts with MGT for services from October 1, 2022 until September 30, 2025, from funds within the Ingham County Friend of the Court (FOC) and Ingham County Prosecuting Attorney (ICPO) budgets to:

- (1) Prepare the Title IV-D Cooperative Reimbursement Program (CRP) application, the monthly CRP billing invoices, and the depreciation schedule for equipment purchased in excess of \$5,000 for CRP billing at a cost of \$7,200 per year for the Friend of the Court and \$7,200 per year for the Prosecuting Attorney or \$14,400 per year in total, for fiscal year 2023, 2024 and 2025.
- (2) Provide an automated time log processing service to assist in compiling and providing the information necessary for the monthly Friend of the Court CRP billing at a cost of \$1.40 per timesheet, at a cost not to exceed \$7,500 per year.

FOC and the Family Support Unit of the ICPO receive 66% reimbursement for most of their expenditures through the Federal Cooperative Reimbursement Program (CRP), authorized by Title IV-D of the Social Security Act.

The application for CRP funding and the monthly preparation and submission of reimbursement requests to the Michigan Office of Child Support through the Electronic Grant Management System (EGrAMS), are extremely complex, detailed, and time-consuming procedures. In order to continue to apply for and receive CRP reimbursement in the most cost-effective manner possible, the FOC and ICPO are requesting a new three-year contract with MGT of America Consulting LLC, who has been preparing CRP applications and reimbursement requests in an accurate and timely fashion for the FOC and ICPO since 2010. Funds for these contracts are included in each department's operating budgets.

See memo for details.

5. Community Corrections – Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the 2022-2023 City Fiscal Year

This resolution will approve entering into a contract with the City of Lansing for \$15,000 for the time period of July 1, 2022 through June 30, 2023. The allocation from the City of Lansing will be used to assist with Community Corrections Advisory Board (CCAB) administration, including supporting collaborative efforts with the City of Lansing, 54-A District Court, and 54-A District Court Probation Department.

See memo for details.

6a. Animal Control and Shelter – Resolution to Accept a Charitable Donation from the Estate of Kathy L. Alexander for the Ingham County Animal Shelter

This resolution will authorize the acceptance of a bequest on behalf of the Kathy L. Alexander estate in the amount of up to \$10,000 for the Ingham County Animal Shelter, and also the acceptance of anticipated additional bequests from this estate. This charitable donation will be used solely and exclusively for the Ingham County Animal Shelter for the care of rescued animals.

6b. Animal Control and Shelter – Resolution to Accept a Charitable Donation from the Peggy Linn Welton and Timothy Leon Welton Trust Bequest for the Ingham County Animal Shelter

This resolution will authorize the acceptance of a bequest on behalf of the Peggy Linn Welton and Timothy Leon Welton Trust in the amount of \$100,000.00 for the Ingham County Animal Shelter, and also future anticipated bequests from this trust. This charitable donation will be used solely and exclusively for the Ingham County Animal Shelter for the care of rescued animals.

7. 9-1-1 Dispatch Center – Resolution to Authorize Payment of the Inform CAD Training and Test Systems Maintenance and Support for August of 2022 to August of 2023

This resolution will approve the payment of the maintenance and support fees to Central Square Technologies for the Inform CAD & Mobile Test and Training Systems at a cost not to exceed \$4,620 for the time period of August 12, 2022 through August 12, 2023. The 9-1-1 Center does a great deal of training with the hiring of new staff as well as training of current staff. Having a training environment that mimics the live Computer Aided Dispatch (CAD) environment that can be used while not interfering with the live CAD environment has been very useful. This test system was put into place as part of the 2018 budget process, and this payment will allow for continued support of the system.

See memo for details.

8. Law & Courts Committee – Resolution to Adopt the 2023 Juvenile Justice Community Agency Process Calendar

This resolution will authorize the adoption of the 2023 Juvenile Justice Community Agency Process calendar to establish time lines and a budget amount. A total of \$175,000 was allocated in 2022 out of Juvenile Justice Millage funds for this program, and grants were awarded in the same amount.

9. Veterans Affairs Department – Resolution to Authorize a 2022 Service Agreement with Clinton County

This resolution authorizes Ingham County Veterans Affairs Department to enter into a 2022 Service Agreement with Clinton County. Clinton County does not have a Veterans Affairs Department to render proper services to its residents who are veterans. Clinton County will pay Ingham County \$27,738.34 for these services.

10a. Parks Department - Resolution to Authorize Additional Contracts for Trails and Parks 7th Round Millage Applications and to Authorize a Plan for the Future Trails and Parks Millage

This resolution authorizes over \$1.7 million of Trails and Parks Millage funding for projects not previously funded by the Board of Commissioners during Round 7 of the millage application process.

The contracts will be for 3 years, and the Ingham County Parks & Recreation Commission will have the authority to grant extensions, if necessary. It also directs staff to gather applications for funding from communities in 2023 and 2025.

10b. Parks Department - Resolution to Authorize Consolidating Delhi Township Projects TR063 and TR070

This resolution consolidates Phase I and Phase II of the Holt to Mason Trail project into one project. There is no additional financial impact on the Trails and Parks Millage.

11a. Health Department - Resolution to Amend the Collaborative Agreement with the Capital Area United Way

This resolution authorizes amending Resolution #21-458 with Capital Area United Way to coordinate the Capital Area Behavior Risk Factor Survey, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$28,166.85. Funds for this agreement are included in the Health Department's budget.

11b. Health Department - Resolution to Amend the Agreement with Drug and Lab Disposal for Hazardous Waste Hauling

This resolution authorizes amending the Drug and Lab Disposal hazardous waste disposal agreement to continue securing hazardous waste disposal services necessary for the operation of the Ingham County Health Department's household hazardous waste program, effective August 1, 2022 through July 31, 2024 in an amount not to exceed \$12,000. There are sufficient funds in the Health Department budget to cover the costs of the agreement.

11c. Health Department - Resolution to Authorize the Conversion of the Vacant Health Analyst-Healthy Communities Position to a Health Analyst Position

This resolution converts the vacant position #601022 from "Health Analyst-Healthy Communities" to a "Health Analyst" position. Both positions are ICEA Grade 7, so the conversion is cost neutral.

11d. Health Department - Resolution to Authorize an Agreement with Michigan State University

This resolution is an agreement with Michigan State University to serve as a consultant and to share data for the project entitled "Reducing Lead Dust Exposure and Childhood Blood Lead Levels in Older Housing in Michigan," effective July 26, 2022 through July 25, 2025 in an amount not to exceed \$18,000.

11e. Health Department - Resolution to Authorize Amendment #3 to the 2021-2022 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement

This resolution authorizes Amendment #3 to the FY 21-22 Master Agreement with MDHHS, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$79,173. The resolution makes the following specific changes to the budget:

Tuberculosis (TB) Control: increase of \$1,900 from \$5,440 to \$7,340

HIV Prevention – Forest Community Health: increase of \$10,000 from \$0 to \$10,000

Oral Health – Kindergarten Assessment: increase of \$67,273 from \$0 to \$67,273

11f. Health Department - Resolution to Authorize a 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement

This resolution authorizes a 2022 – 2023 Agreement with the Michigan Department of Health and Human Services for the delivery of public health services under the Comprehensive Agreement Process. The period of the agreement shall be October 1, 2022 through September 30, 2023. Approximately \$6.5 million of state/federal funds will be made available to Ingham County through the Comprehensive Agreement.

11g. Health Department - Resolution to Authorize Amendment #3 to the 2021-2022 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement

This resolution authorizes Amendment #3 to the Emerging Threats agreement with Michigan Department of Health and Human Services (MDHHS) effective October 1, 2021 through September 30, 2022. The resolution makes the following specific change to the budget:

COVID Workforce Development: increase of \$158,907 from \$0.00 to \$158,907

11h. Health Department - Resolution to Amend the Lease Agreement with ANC Holdings, LLC

This resolution authorizes an amendment to the lease agreement with ANC Holdings, LLC to pay for a build-out of the Community Health Center project at Allen Neighborhood Center, in an amount not to exceed \$148,553.81 effective upon approval. The Community Health Center Fund balance will cover the costs of this amendment.

11i. Health Department - Resolution to Authorize an Agreement with Tammy Ayers, Nurse Practitioner for Medication Assisted Treatment Services

This resolution authorizes a service agreement with Tammy Ayers, Nurse Practitioner to provide medication assisted treatment (MAT) services up to 8 hours per week, or .20 FTE at New Hope and Birch Community Health Center locations, effective August 1, 2022 through July 1, 2023 for an amount not to exceed \$45,000. Funding is available from American Rescue Plan Act of 2021 funds previously allocated to the Health Department.

11j. Health Department - Resolution to Renew an Agreement with TempDev Inc. for Professional Consulting Services

This resolution authorizes renewing the agreement with TempDev Inc. for Professional Consulting Services to implement Title X and FPAC 2.0 reporting functionality in the Electronic Health Record (EHR), and to include general support assistance pre/post implementation, effective upon execution through June 30, 2023 in an amount not to exceed \$18,000. Funding is available from American Rescue Plan Act of 2021 funds previously allocated to the Health Department.

12. Innovation and Technology Department – Resolution to Renew Internet and Voice Service Provided by Everstream

This resolution approves the renewal of our current agreement with Everstream for primary internet and phone service. The existing contract expired June 30th. By working with Everstream and the State of Michigan MiDeal contract, Innovation and Technology has been able to reduce our monthly charges by approximately 15% for this contract term.

Funding for the \$120,000 annual funding for this three-year agreement (\$7,000/month recurring charges and estimated \$3,000/month usage charges for an annualized cost of \$120,000) is budgeted and will come from the County's Communication Fund – Telephone (#636-26600-921050).

See memo for details.

13a. Facilities Department – Resolution to Authorize a Three-Year Contract Extension with Capitol Walk Parking LLC for the Parking Spaces Located at Lenawee and Chestnut in Lansing

This resolution authorizes a three-year contract extension with Capitol Walk Parking LLC for the leasing of 111 parking spaces at the corner of Lenawee and Chestnut in Lansing for Ingham County employees who work at the Grady Porter Building and Veterans Memorial Courthouse. The current monthly rate of \$6,660 will remain in effect for the three-year agreement.

Funding is available in the Facilities Parking Lot budget.

See memo for details.

13b. Facilities Department – Resolution to Authorize an Agreement with Safety Systems Inc., for Building Alarm, Hold Up Buttons, and Monitoring at the 30th Circuit Court Annex Building

This resolution authorizes an agreement with Safety Systems Inc., for building alarm and hold up buttons for the safety and security of the staff for the 30th Circuit Court Annex (visiting judge) building. Safety Systems, Inc., submitted a proposal of \$2,791 for equipment and installation, and monitoring services will be \$660 annually for a three-year term.

Funding is through the ARP dollars for the Visiting Judge program.

See memo for details.

13c. Facilities Department – Resolution to Authorize an Agreement with Seelye Group LTD, to Replace the Carpet in the Common Areas and Financial Services at the Hilliard Building

This resolution authorizes an agreement with Seelye Group LTD, for the replacement of carpets in the commons areas and Financial Services office in the Hilliard Building. Group LTD, who is on the MiDeals contract, submitted a proposal of \$32,071.04 for the common areas and \$26,156.11 for Financial Services. Facilities is requesting a contingency of \$2,000 for any uncovered conditions. The grand total is \$60,227.15.

Funding is available in the 2022 CIPs.

See memo for details.

13d. Facilities Department – *Resolution to Authorize an Agreement with Fishbeck for Architectural and Engineering Services to Assess the Ingham County Youth Center*

This resolution will authorize an agreement with Fishbeck for architectural and engineering services to assess the Ingham County Youth Center for an amount not to exceed \$24,950. The Youth Center building was built in 1986 and is not meeting operational requirements. An assessment of the building is needed to determine whether the County should invest in renovating the existing building or build a new one. Fishbeck, a local vendor with youth center experience, submitted a responsive and responsible proposal of \$24,950 for the assessment of the Youth Center. Funds for this project are included in the 2022 capital budget.

See memo for details.

14. Road Department – *Resolution to Authorize an Agreement with Leroy Township and to Amend an Agreement with Bunkerhill Township for the 2022 Local Road Program*

This resolution authorizes the Local Road Program agreement with Leroy Township and amends the previously approved agreement with Bunkerhill Township to update an outdated scope of work and project cost.

The Road Department's match for these two townships is \$66,600 which is included in the 2022 Road Fund Budget.

See memo for details.

15. Human Resources Department – *Resolution to Approve Letters of Understanding for Onsite Employees During an Alternate Work Site Directive*

This resolution approves letters of understanding with collective bargaining units to provide for compensating employees working onsite during an alternate work site directive based upon the Suspension of Operations Policy.

This past winter we had a snow day where we directed County staff to work remotely if possible which had the same effect on staff that had to report to work as a Suspension of Operations would have. This will allow those employees that reported to work to accrue one hour of vacation for each hour they worked, subject to contractual vacation caps.

See memo for details.

16a. Controller's Office – *Resolution to Authorize Budget Adjustments for 2022 Based on the Annual Evaluation for the County's Financial Reserve Policy Resolution*

This resolution authorizes a transfer totaling \$800,000 from the General Fund unassigned balance to the Public Improvements Fund in the amount of \$800,000 in order to provide adequate funds for infrastructure maintenance and improvements and meet minimum targets.

See memo for details.

16b. Controller's Office – Resolution to Approve \$1.5 Million of Housing Trust Fund Dollars for the Walter French Residential Renovation

This resolution would approve \$1.5 million of the \$9 million in ARP funds allocated to the Housing Trust Fund to cover a majority of the funding gap for Capital Area Housing Partnership's (CAHP) renovation of the Historic Walter French building.

CAHP has secured the majority of the funding for the \$31,747,281 redevelopment which would yield 76 affording housing units (60% Area Median Income [AMI]) with set aside units designed to include supportive services for certain residents and 26,300 square feet of commercial and community spaces located in the existing gyms, locker rooms, and auditorium. The funding includes Low Income Housing Tax Credits, Housing Tax Credits, Michigan State Housing Development Authority (MSHDA) funding, City of Lansing funding, Michigan Economic Development Corporation (MEDC) Revitalization and Placemaking (RAP) grant funding, and other sources. The current gap funding need is \$1,772,846.

See memo for details.

16c. Controller's Office – Resolution to Approve an Agreement with ICMA TV to Feature Ingham County as a Featured County for the 2022 ICMA Annual Conference

This resolution approves an agreement with the International City/County Management Association (ICMA) TV for the filming and development of Ingham County as a featured county at their 2022 Annual Conference in Columbus, OH, September 17-21, 2022.

ICMA TV does the filming/production of the five-minute video spot which will run on a loop at the conference and will also be on YouTube. In addition, they develop a 15-second social media piece and provide us with the 2+ hours of content that they will film onsite. They are interested in our use of ARP dollars, especially the LEAP program and the challenges facing downtown Lansing with the loss of State employees. To that end, we did discuss sharing the \$24,300 cost with Greater Lansing Convention and Visitor's Bureau (GLCVB) and the City of Lansing and have gotten a commitment from GLCVB Executive Director Julie Pinkston to fund a portion of the project. We have not heard back from Lansing but will continue to pursue any interest they may have in the project.

This resolution will also transfer \$133,100 in Jail Medical consulting costs from the Contingency Fund to Jail Medical.

See memo for details.

Agenda Item 1

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: June 27, 2022

SUBJECT: Resolution to Authorize the Permanent Absent Voter Ballot Application List Mailer for 2022

BACKGROUND

In 2018, voters in Michigan passed proposal 2018-03 which gave Michigan's qualified registered voters the ability to sign up for their local Clerk's Permanent Absent Voter Ballot Application List (PAVBAL). In Ingham County, all 21 municipalities have opted to offer this list to their voters. An unforeseen issue is that the law does not allow for transfer of membership in that list from one jurisdiction to another. So, if a voter who has previously opted to be on the PAVBAL in their community moves to a new city or township, they would have to reapply to join the PAVBAL in their new community.

Clerk Byrum, with the blessing of the Board, has sent a mailer to qualified, registered voters in Ingham County who were not currently on the PAVBAL list before, to great success. With the impending state election in November, Clerk Byrum seeks to do so again. Due to the anticipated costs under the County's purchasing policy, an RFP was required. That process was completed and five vendors responded with proposals. The bid information is below for reference.

Vendor Name	Local Preference	Item 1			Item 2			Item 3			Item 4			Item 5	Item 6
		128,000 mailers/brochures/leaflets			128,000 mailers/brochures/leaflets			128,000 mailers/brochures/leaflets			128,000 mailers/brochures/leaflets			Cost to include warranties for maintenance of confidentiality for this project	Is your firm a union shop?
		8.5" x 11", folding to 5.5", with one (1) color	Postage Price/Piece (Estimated)	Postage Price/ 128,000 (Estimated)	8.5" x 11", folding to 5.5", with two (2) colors	Postage Price (Estimated)	Postage Price/ 128,000 (Estimated)	8.5" x 9", folding to 4 1/8" x 9", with one (1) color	Postage Price (Estimated)	Postage Price/ 128,000 (Estimated)	8.5" x 9", folding to 4 1/8" x 9", with two (2) colors	Postage Price (Estimated)	Postage Price/ 128,000 (Estimated)		
Allegra - Lansing Office	Yes, Lansing MI	\$7,260.27	(as low as) \$0.154 5-digit Non-profit	\$19,712.00	\$7,260.27	(as low as) \$0.154 5-digit Non-profit	\$19,712.00	\$7,260.27	(as low as) \$0.154 5-digit Non-profit	\$19,712.00	\$7,260.27	(as low as) \$0.154 5-digit Non-profit	\$19,712.00	\$0.00	No
Foresight Group	Yes, Lansing MI	\$8,394.40	\$0.175	\$22,400.00	9,300.34	\$0.175	\$22,400.00	8,205.51	\$0.175	\$22,400.00	8,970.13	\$0.175	\$22,400.00	\$0.00	No
Detroit Legal News Co., D/B/A: Inland Press	No, Detroit MI	\$14,432.00	\$0.151	\$19,328.00	\$15,229.00	\$0.151	\$19,328.00	\$13,270.00	\$0.151	\$19,328.00	\$14,008.00	\$0.151	\$19,328.00	\$0.00	Yes
Lawson Printers Inc.	No, Battle Creek MI	\$10,835.00	\$0.300	\$38,400.00	\$10,990.00	\$0.300	\$38,400.00	\$10,850.00	\$0.300	\$38,400.00	\$11,025.00	\$0.300	\$38,400.00	\$0.00	Yes
Kent Communications Inc.	No, Grand Rapids MI	\$15,204.69	\$0.146	\$18,688.00	\$15,419.00	\$0.146	\$18,688.00	\$13,583.70	\$0.146	\$18,688.00	\$13,890.19	\$0.146	\$18,688.00	\$0.00	No

Clerk Byrum prefers to work with union print shops for all of her mailers and unfortunately there are no local vendors who responded that were union shops. Of the two union print shops, Detroit Legal News Co., D/B/A: Inland Press is the lowest cost bidder. Clerk Byrum has a working relationship with this vendor, as they have completed a similar mailing several times before and have done excellent work. The working relationship is important because Clerk Byrum is assured that they pay diligent attention to detail, something that is very important given the sensitive nature of the election-related mail.

As such, Clerk Byrum recommends selection of the bid from Detroit Legal News Co., D/B/A: Inland Press for the completion of the work related to this project.

FINANCIAL IMPACT

The projected cost of this purchase is not to exceed \$35,000.

There is sufficient funding available in the County Clerk's Office budget, specifically Election Supplies (101-19100-726010) and Election Postage (101-19100-729000).

RECOMMENDATIONS

Approval is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PERMANENT ABSENT VOTER BALLOT
APPLICATION LIST MAILER FOR 2022**

WHEREAS, voters in Michigan passed proposal 2018-03, allowing for the creation of a Permanent Absent Voter Ballot Application List; and

WHEREAS, voting by absent voter ballot was essential to providing a safe and secure way for voters to exercise their right to vote during the COVID-19 pandemic; and

WHEREAS, all 21 jurisdictions in Ingham County have a Permanent Absent Voter Ballot Application List; and

WHEREAS, a voter's enrollment in the Permanent Absent Voter Ballot Application list does not follow that voter when they move between jurisdictions; and

WHEREAS, voters may not be aware of how to join their local clerk's Permanent Absent Voter Ballot Application List; and

WHEREAS, Clerk Byrum believes that every qualified, registered voter should be empowered to vote in any way that they choose; and

WHEREAS, Clerk Byrum wishes to make signing up for the Permanent Absent Voter Ballot Application List as easy as possible for qualified, registered voters in Ingham County; and

WHEREAS, Clerk Byrum solicited bids to print and mail a sign-up form to send to all qualified, registered voters not already on the Permanent Absent Voter Ballot Application List through RFP #149-22; and

WHEREAS, several bids were received and considered to complete that work.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Clerk Byrum to enter into a contract with Detroit Legal News Co., D/B/A: Inland Press in an amount not to exceed \$35,000.

BE IT FURTHER RESOLVED, that this agreement shall be funded by the Ingham County Clerk's Elections Supplies line item (101-19100-726010) and the Ingham County Clerk's Election postage line item (101-19100-729000).

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

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary 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: Undersheriff Andrew R. Bouck
DATE: July 1, 2022
SUBJECT: Resolution to authorize a contractual agreement with Axon Enterprise, Inc. to purchase Taser cartridges

For the meeting agendas of July 14, 2022 and July 20, 2022

BACKGROUND

Resolution #21-642 authorized the acceptance of \$119,927.56 from the Michigan Commission on Law Enforcement Standards (MCOLES) in order to facilitate an Integrated Critical Skills Grant. The funds are designated for personnel wages, supplies, and equipment. The initial grant proposal outlined what equipment was being purchased with the grant money, which included the purchase of Taser cartridges in the amount of \$9,100.90. A grant adjustment was requested, and approved by MCOLES, to increase the amount of funds for Taser cartridges to \$10,193.49, while eliminating expenses in other line items. This request was made based on the attendance of other agencies in the first two quarters of training as well as what model Taser each agency uses. The grant adjustment did not impact the overall grant award or the in-kind match.

This resolution requests approval for the Ingham County Sheriff's Office to enter into an agreement with Axon Enterprise, Inc. to proceed with the purchase of the Taser cartridges in order to continue implementing the grant.

ALTERNATIVES

AXON is a sole source vendor and all equipment must be purchased through them exclusively.

FINANCIAL IMPACT

The total cost of the Taser cartridges is \$10,193.49. The funds will come from the MCOLES grant and in-kind match, which was outlined and accepted in Resolution #21-642.

The total cost will include 265 Taser training cartridges and 18 Taser inert cartridges.

STRATEGIC PLANNING IMPACT

Not Applicable

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the Sheriff's Office to contract with Axon Enterprise, Inc. for the Taser cartridges.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACTUAL AGREEMENT WITH
AXON ENTERPRISE, INC. TO PURCHASE TASER CARTRIDGES**

WHEREAS, the Ingham County Sheriff's Office is responsible for implementing an Integrated Critical Skills grant; and

WHEREAS, the initial grant proposal outlined what equipment was to be purchased, including Taser cartridges; and

WHEREAS, the Ingham County Board of Commissioners accepted the grant funds as outlined in Resolution #21-642; and

WHEREAS, a grant adjustment was requested and accepted based on other agencies attendance and based on which model Taser they carry; and

WHEREAS, the grant adjustment did not affect the overall grant award or the in-kind match; and

WHEREAS, the Taser cartridges will be a beneficial training tool and help deliver the training; and

WHEREAS, AXON Enterprise, Inc. is a sole source company for this equipment; and

WHEREAS, the total expenditure for this proposal is not to exceed \$10,193.49.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to purchase 265 Taser training cartridges and 18 Taser inert cartridges from AXON Enterprise, Inc. in an amount not to exceed \$10,193.49.

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2022 Sheriff's Office budget.

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

TO: Law & Courts and Finance Committees
FROM: Robert Earle, Captain, Sheriff's Office – Corrections Division
DATE: June 21, 2022
SUBJECT: Guardian RFID - Corrections Operations Tracking System
For the meeting agenda of July 14 & July 20, 2022

BACKGROUND

Corrections is a complex environment with heavy demands on staff to ensure effective medical attention, programming participation, medication passing, special dietary needs, court appearances, and all inmate movement. Through experience and networking we have learned of technology best practices to address concerns associated with these complexities. An RFP process was conducted with two respondents. We have identified an industry best practice technology to aid us in providing service excellence while reducing risk exposure through a system called Guardian RFID, a product of Codex Corporation.

ALTERNATIVES

Our current practices are flawed as they rely on multiple systems, documents, and concerted communication to execute with precision. Human error results in missed appointments, mis-medicating, unfulfilled/delayed special dietary needs, and delays with transferring inmates from housing to other destinations.

FINANCIAL IMPACT

The first cost of system install, training, hardware, and a three-year agreement is \$140,996.75. This has been planned and initially approved by the Building Authority to be covered with Justice Millage funds. A renewal fee for an extended 3 years of the contract (past the initial term of 3 years) has been proposed that will cost \$29,195 for each additional year. This extended term of the contract will be budgeted by the Sheriff's Office.

STRATEGIC PLANNING IMPACT

The Sheriff's Office employs a progressive plan to employ cutting edge, industry best practices for corrections, law enforcement, and support staff service excellence. This technology is projected to improve efficiencies, communication across shifts and work groups, reduce human resource demand, eliminate human performance errors, and reduce risk and liability for the County which is consistent with County planning deliverables.

OTHER CONSIDERATIONS

This is predominantly a Corrections operations system. It will aid us in being policy and law bound for inmate care, custody, and facilitation of due process. It will also streamline FOIA production and improve overall accountability for inmates and staff management.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support an agreement with the Guardian RFID System.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH GUARDIAN RFID SYSTEM FOR THE
INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, the Ingham County Sheriff's Office currently uses several systems and processes to fulfill all inmate needs and movement; and

WHEREAS, these multiple systems and processes involve many staff and work groups which breed inefficiency, are susceptible to human error, and thus inferior to new technologies; and

WHEREAS, the Sheriff's Office has identified, through experience, networking, and an RFP, a leading industry product and system to address these correctional environment realities; and

WHEREAS, modern, environment-focused development systems can dramatically improve accountability and enhance exceptional performance that reinforces the Mission of the Sheriff's Office while reducing risk; and

WHEREAS, Guardian RFID System is a premier inmate and corrections operations tracking system; and

WHEREAS, Guardian RFID has the ability to track all inmate movement and all inmate specific care, custody, and management information and tasks; and

WHEREAS, the Ingham County Building Authority has approved the purchase of the Guardian RFID system; and

WHEREAS, the Building Authority has approved the use of Justice Millage funds to purchase the initial three-year term with Guardian RFID, including equipment purchase, implementation, and support; and

WHEREAS, after the initial term, yearly renewal fees will be budgeted as part of the Sheriff's Office operating budget; and

WHEREAS, Guardian has offered a guaranteed rate of \$29,195 each year for maintenance and support for three years following the initial term.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office recommendation and authorizes a contract with Guardian RFID System in the amount of \$140,996.75 for purchase, implementation, and support for a three year term beginning upon execution of the contract, to be funded by the proceeds of the Justice Millage.

BE IT FURTHER RESOLVED, that the contract will include an additional three years of maintenance and support at a guaranteed annual rate of \$29,195, to be funded from the Sheriff's operating budget.

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.

Agenda Item 3

TO: Law & Courts, County Services, and Finance Committees

FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney

DATE: July 5, 2022

SUBJECT: Resolution to Reclassify Vacant Ingham County Prosecutor's Office Victim/Witness Assistant (Courtroom Dog Handler) Position No. 229059 UAW H to Victim/Witness Assistant UAW G

BACKGROUND

In 2019, the Ingham County Prosecutor's Office (ICPO) received a support dog donated by the Crime Victim Foundation and Leader Dogs for the Blind. The dog provided emotional support for children and adults involved in the criminal justice system. In Resolution #19-127, the Board of Commissioners authorized a sales agreement to transfer ownership of the dog to the advocate handler. Last month the advocate handler, who occupied county position number 229059, Victim/Witness Assistant (Courtroom Dog Handler), took a position with the State of Michigan. As a result, ICPO no longer has a support dog nor do we anticipate acquiring one in the near future. ICPO is requesting to reclassify position number 229059 to a standard Victim/Witness Assistant position. This was the previous title for position number 229059 before ICPO obtained a dog.

ALTERNATIVES

If the position is not reclassified, the Human Resources Department (HR) will post the vacant position as a Victim/Witness Assistant Courtroom Dog Handler. HR advised that a resolution would be necessary to post the position as a non-dog victim/witness advocate.

FINANCIAL IMPACT

The reclassification would have no financial impact as the Crime Victim Rights Act Grant, which covers both salary and fringe benefits for the position, funds position number 229059.

OTHER CONSIDERATIONS

The UAW union supports the reclassification of position number 229059, which is compensated on the UAW H salary scale, to a Victim/Witness Assistant UAW G salary scale. See attached.

RECOMMENDATION

Based on the information provided, I respectfully request approval of the attached resolution.

Michael Cheltenham

From: Cathy Haskins
Sent: Tuesday, July 5, 2022 2:09 PM
To: Michael Cheltenham
Subject: FW: Reclassification of Victim Advocate/Support Dog Handler

From: Teresa Carter <TCarter@ingham.org>
Sent: Friday, July 1, 2022 2:26 PM
To: Michael Cheltenham <MCheltenham@ingham.org>; Erin Gallaway <EGallaway@ingham.org>
Cc: Cathy Haskins <CHaskins@ingham.org>
Subject: Re: Reclassification of Victim Advocate/Support Dog Handler

Yes Mike I am in agreement with the change I also recall the conversation at the reclass meeting stating that the position will convert back to a G if this position becomes vacant and there is no longer a dog available, however I believe this was also a email conversation with Brad and Elisabeth Bliesener but I don't have access to that email and I am not able to locate any supporting documents.
UAW is in agreement with reverting the victim witness position back to its original G level prior to reclass

I hope this helps Mike
Let me know if you need anything Else

Teresa Carter
Unit Chair Local 2256

Teresa Carter
Office Coordinator
517-676-8374 desk
517-676-8380 fax

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECLASSIFY THE VACANT INGHAM COUNTY PROSECUTOR'S OFFICE
VICTIM/WITNESS ASSISTANT (COURTROOM DOG HANDLER) POSITION NO. 229059 UAW H
TO VICTIM/WITNESS ASSISTANT UAW G**

WHEREAS, Position No. 229059, Victim/Witness Assistant (Courtroom Dog Handler) is currently vacant; and

WHEREAS, the Ingham County Prosecutor's Office (ICPO) no longer has a courtroom support dog; and

WHEREAS, ICPO seeks to convert Position No. 229059, Victim/Witness Assistant (Courtroom Dog Handler) UAW H (\$45,704.24-\$54,513.63) to a Victim/Witness Assistant UAW G (\$43,185.09-\$51,501.53) to better address operational needs; and

WHEREAS, the Human Resources Department is aware of ICPO's request and suggested the resolution process as the proper mechanism to fill the vacant position without a support dog; and

WHEREAS, the UAW Union has been notified and supports the reclassification; and

WHEREAS, the reclassification would have no financial impact as Position No. 229059 is funded through the Crime Victim Rights Act Grant which covers both salary and fringe benefits for the position; and

WHEREAS, ICPO recommends that the Board of Commissioners authorize the proposed reclassification of vacant Position No. 229059, Victim/Witness Assistant (Courtroom Dog Handler) UAW H (\$45,704.24-\$54,513.63) to Victim/Witness Assistant UAW G (\$43,185.09-\$51,501.53).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the conversion of vacant Position No. 229059, Victim/Witness Assistant (Courtroom Dog Handler) UAW H (\$45,704.24-\$54,513.63) to Victim/Witness Assistant UAW G (\$43,185.09-\$51,501.53).

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

TO: Law & Courts and Finance Committees

FROM: Helen Walker, Deputy Court Administrator/FOC Director
Michael Cheltenham, Chief Assistant Prosecutor

RE: Re-Authorization of Friend of the Court and Prosecuting Attorney Contracts with MGT of America Consulting, LLC, for the Preparation of the IV-D Cooperative Reimbursement Program Application and Other Services

DATE: June 29, 2022

BACKGROUND

The Ingham County Friend of the Court (FOC) and the Family Support Unit of the Ingham County Prosecuting Attorney (ICPO) receives 66% reimbursement for most of their expenditures through the Federal Cooperative Reimbursement Program (CRP), authorized by Title IV-D of the Social Security Act. The FOC and ICPO receive over \$4 million annually in CRP reimbursement, which is administered by the Michigan Office of Child Support.

The application for CRP funding (now done every five years) and the monthly preparation and submission of reimbursement requests to the Michigan Office of Child Support through the Electronic Grant Management System (EGrAMS) are extremely complex, detailed, and time-consuming procedures.

In order to continue to apply for and receive CRP reimbursement in the most cost-effective manner possible, the FOC and ICPO request a new three-year contract with MGT of America Consulting LLC, who has been preparing CRP applications and reimbursement requests in an accurate and timely fashion for the FOC and ICPO since 2010.

ALTERNATIVES

Carrying out these procedures without the assistance of a consulting service would require the creation of a specialized accounting position within the FOC and/or ICPO office(s).

FINANCIAL IMPACT

The combined costs of the contracts with MGT of America Consulting LLC would not exceed \$21,900 for fiscal year 2023, 2024, and 2025 (\$14,700 for FOC and \$7,200 for ICPO). The rate charged by MGT for the processing of timesheets for the FOC automated time log service is \$1.40 per timesheet processed, not to exceed \$7,500, which is the same for the next three years as it was since 2015. Because the FOC and ICPO contracts with MGT are eligible for 66% CRP reimbursement, the total general fund cost for both would not exceed \$7,446 per year in 2023, 2024, and 2025.

STRATEGIC PLANNING IMPACT

Continuing to contract with MGT of America Consulting LLC will provide the necessary expertise and support to ensure that the Friend of the Court and Ingham County Prosecuting Attorney receive the maximum CRP reimbursement possible and to allow the Friend of Court and Family Support Unit of the Ingham County Prosecuting Attorney to serve the public while continuing to operate efficiently and effectively with a relatively small general fund contribution.

Thank you for your consideration. A representative of the Friend of the Court and/or Ingham County Prosecuting Attorney will be available at the July 14, 2022 Law & Courts Committee and July 20, 2022 Finance Committee meetings.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A NEW CONTRACT WITH MGT OF AMERICA CONSULTING LLC, FOR THE PREPARATION OF THE FRIEND OF THE COURT AND PROSECUTING ATTORNEY TITLE IV-D COOPERATIVE REIMBURSEMENT PROGRAM APPLICATION AND OTHER SERVICES

WHEREAS, the Ingham County Friend of the Court and Ingham County Prosecuting Attorney receive Title IV-D (IV-D) funding to administer the child support program; and

WHEREAS, the application for IV-D funding, and the billing for IV-D funding, is complex and requires specialized knowledge; and

WHEREAS, since 2010 MGT of America Consulting LLC (MGT) has provided accurate and timely services to the Ingham County Friend of the Court and the Ingham County Prosecuting Attorney for the application and billing of IV-D funding; and

WHEREAS, for fiscal years 2020, 2021, and 2022, MGT charged \$6,800 to the Friend of the Court and \$6,800 for the Ingham County Prosecuting Attorney to prepare the Title IV-D Cooperative Reimbursement Program (CRP) application, the monthly billing invoices, and the capitalization schedule for equipment purchased in excess of \$5,000; and

WHEREAS, for fiscal year 2023, 2024, and 2025, MGT provided a yearly quote of \$7,200 for the Friend of the Court and \$7,200 for the Ingham County Prosecuting Attorney to prepare the Title IV-D CRP application, the monthly billing invoices, and the capitalization schedule for equipment purchased in excess of \$5,000; and

WHEREAS, for fiscal year 2023, 2024, and 2025, MGT provided a quote of \$1.40 per timesheet processed (at a cost not to exceed \$7,500) for the Friend of the Court automatic time log processing service to assist in compiling and providing the information necessary for the monthly CRP billing, which is the same rate which has been charged for these services since 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves contracts with MGT for services from October 1, 2022 until September 30, 2025, from funds within the Ingham County Friend of the Court and Ingham County Prosecuting Attorney budgets to:

- (3) Prepare the Title IV-D Cooperative Reimbursement Program (CRP) application, the monthly CRP billing invoices, and the depreciation schedule for equipment purchased in excess of \$5,000 for CRP billing at a cost of \$7,200 per year for the Friend of the Court and \$7,200 per year for the Ingham County Prosecuting Attorney or \$14,400 per year in total, for fiscal year 2023, 2024 and 2025.
- (4) Provide an automated time log processing service to assist in compiling and providing the information necessary for the monthly Friend of the Court CRP billing at a cost of \$1.40 per timesheet, at a cost not to exceed \$7,500 per year.

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

Agenda Item 5

TO: Law & Courts Committee and Finance Committee
FROM: Nicholas J. Hefty, CCAB Manager
DATE: June 28, 2022
SUBJECT: **Resolution to Authorize a Contract with the City of Lansing**
For the meeting agendas of July 14 and July 20

BACKGROUND

This resolution approves a contract with the City of Lansing for \$15,000 to be used to support Community Corrections Advisory Board (CCAB) administrative costs and collaborative efforts with the 54-A District Court and Probation Office for City FY 2022-2023.

ALTERNATIVES

Failure to approve this resolution will result in the loss of revenue that helps support CCAB Manager personnel costs (\$7,500) and CCAB/DEI Executive Assistant costs (\$7,500).

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the CCAB recommends approval of the attached resolution to support Community Corrections administration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH THE CITY OF LANSING FOR AN
ALLOCATION OF FUNDS TO INGHAM COUNTY/CITY OF LANSING COMMUNITY
CORRECTIONS FOR THE 2022-2023 CITY FISCAL YEAR**

WHEREAS, the Community Corrections Advisory Board requests authorization for a contract between the County and the City of Lansing for an allocation of funds to support Community Corrections administration for the City 2022-2023 fiscal year; and

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

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

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

WHEREAS, the City of Lansing approved an allocation of \$15,000 for FY 2022-2023 to be used to assist with CCAB administration, including supporting collaborative efforts with the City of Lansing, 54-A District Court, and 54-A District Court Probation Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a contract with the City of Lansing for \$15,000 for the time period of July 1, 2022 through June 30, 2023.

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

TO: Law & Courts and Finance Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: June 30, 2022
SUBJECT: Resolution to accept up to \$10,000 from the estate of Kathy L. Alexander
For the meeting agendas July 14, 2022 and July 20, 2022

BACKGROUND

Ingham County Animal Control and Shelter (ICACS) frequently receives donations, including donations from estates, trusts, and wills. On June 28, 2022, the ICACS received notice of a gift of up to \$10,000 from the estate of Kathy L. Alexander.

FINANCIAL IMPACT

The Ingham County Animal Control & Shelter will utilize these funds for the cats and dogs in our care.

STRATEGIC PLANNING IMPACT

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services all while practicing fiscal responsibility.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the generous donation in the amount of up to \$10,000 from the estate of Kathy L. Alexander as well as additional disbursements from this trust.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A CHARITABLE DONATION FROM THE ESTATE OF
KATHY L. ALEXANDER FOR THE INGHAM COUNTY ANIMAL SHELTER**

WHEREAS, the estate of Kathy L. Alexander provides for a distribution of up to \$10,000 beneficiary named the Ingham County Animal Shelter.

WHEREAS, there may be further disbursements from this estate, some of which may be gifted to the Ingham County Animal Shelter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts this bequest on behalf of the Kathy L. Alexander estate in the amount of up to \$10,000 for the Ingham County Animal Shelter.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners accepts additional bequests from the estate of Kathy L. Alexander.

BE IT FURTHER RESOLVED, that the charitable donation will be used solely and exclusively for the Ingham County Animal Shelter for the care of rescued animals.

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.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners and Ingham County Animal Control and Shelter extend their sincere gratitude for this generous gift.

Agenda Item 6b

TO: Law & Courts and Finance Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: June 28, 2022
SUBJECT: Resolution to accept \$100,000 donation from the Peggy Linn Welton and Timothy Leon Welton Trust
For the meeting agendas July 14, 2022 and July 20, 2022

BACKGROUND

Ingham County Animal Control and Shelter (ICACS) frequently receives donations, including donations from estates, trusts, and wills. On June 24, 2022, the ICACS received a check from the Peggy Linn Welton and Timothy Leon Welton Trust in the amount of \$100,000. There will be further disbursements of this trust before the end of 2022.

FINANCIAL IMPACT

The Ingham County Animal Control & Shelter will utilize these funds to improve facilities for the cats and dogs in our care.

STRATEGIC PLANNING IMPACT

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services all while practicing fiscal responsibility.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the generous donation in the amount of \$100,000 from the Peggy Linn Welton and Timothy Leon Welton Trust as well as additional disbursements from this trust.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A CHARITABLE DONATION FROM THE
PEGGY LINN WELTON AND TIMOTHY LEON WELTON TRUST BEQUEST FOR THE
INGHAM COUNTY ANIMAL SHELTER**

WHEREAS, the Peggy Linn Welton and Timothy Leon Welton Trust provides for a distribution of \$100,000 beneficiary named the Ingham County Animal Shelter; and

WHEREAS, the intent of this charitable gift is to be used solely and exclusively for the Ingham County Animal Shelter for the care of rescued animals; and

WHEREAS, there will be further disbursements of this trust before the end of 2022, some of which may be gifted to the Ingham County Animal Shelter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts this bequest on behalf of the Peggy Linn Welton and Timothy Leon Welton Trust in the amount of \$100,000 for the Ingham County Animal Shelter.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners accepts additional bequests from the Peggy Linn Welton and Timothy Leon Welton Trust.

BE IT FURTHER RESOLVED, that the charitable donation will be used solely and exclusively for the Ingham County Animal Shelter for the care of rescued animals.

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.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners and Ingham County Animal Control and Shelter extend their sincere gratitude for this generous gift.

TO: Law & Courts and Finance Committees
FROM: Barb Davidson, Director 9-1-1
DATE: July 5, 2022
SUBJECT: Maintenance and support of CAD/Mobile Test and Training Systems
For the meeting agenda of July 14th and July 20th, 2022

BACKGROUND

The Center submitted a 2018 CIP project to purchase a test and training system for our Computer-Aided Dispatch system (CAD) and our Mobile system, an in-vehicle computer system, that are used by Dispatch, all police, and some fire agencies in the County. This was approved via resolutions #14-081 and #18-404.

We do a great deal of training with the hiring of staff as well as training of current staff. Having a training environment that mimics our live environment and can be used while accomplishing this goal while not interfering with our live CAD environment has been very useful.

Adding the test system has allowed the changing of configurations, updates, and other changes to the system to be tested and vetted to make sure they work prior to putting them into the training and production systems.

As far as the Mobile system, there was no training system in place. When the addition of this test and training environment occurred, it allowed us to test between the two systems which rely on each other to ensure that work on one system does not cause issues with the other. If needed, this test Mobile system may also be used for training.

These additions have had nothing but positive effects on our operation and we wish to continue their use.

ALTERNATIVES

We could discontinue their use but will then lose their benefits.

FINANCIAL IMPACT

\$4,620. The term of this support and maintenance coverage is August 13, 2022 to August 12, 2023.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize payment for the support and maintenance of our Central Square Test and Training systems.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PAYMENT OF THE INFORM CAD TRAINING AND TEST SYSTEMS MAINTENANCE AND SUPPORT FOR AUGUST OF 2022 TO AUGUST OF 2023

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Computer-Aided Dispatch (CAD)/Mobile systems 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 CAD System for the Ingham County 9-1-1 Center under Resolution #14-081; and

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of a TriTech Inform CAD/Mobile Test and Training system for the Ingham County 9-1-1 Center under Resolution #18-404; and

WHEREAS, Trittech has since merged with two other companies to become Central Square Technologies; and

WHEREAS, the 9-1-1 Center acquired an Inform CAD & Mobile Test and Training Systems to assist in the configuration changes, upgrades, and enhancement of the Central Square CAD/Mobile software in use by the Ingham County 9-1-1 Center and public safety agencies with their in-vehicle mobile computer systems; and

WHEREAS, the Ingham County 9-1-1 Center was invoiced for maintenance fees and support starting on August 13, 2022 to August 12, 2023 in the amount of \$4,620.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the payment of the maintenance and support fees to Central Square Technologies for the Inform CAD & Mobile Test and Training Systems at a cost not to exceed \$4,620.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contract/documents, or purchase order, on behalf of the County after approval as to form by the County Attorney.

Agenda Item 8

TO: Law & Courts and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: July 5, 2022

SUBJECT: Resolution to Adopt the 2023 Juvenile Justice Community Agency Process Calendar
For the meeting agendas of Law & Courts July 14 and Finance July 20

BACKGROUND

This resolution would authorize the adoption of the attached 2023 Juvenile Justice Community Agency Process calendar to establish time lines and a budgeted amount for the process. The Board of Commissioners has reserved a portion of the Juvenile Justice Millage annually to enable this grant process. This process partners with local agencies to provide some preventive services to eligible at-risk county youth outside the formal judicial process to help reduce the Court's formal dockets.

ALTERNATIVES

This is a discretionary program and is not required.

FINANCIAL IMPACT

In 2022, the Board of Commissioners allocated \$175,000 in funding for this program from the Juvenile Justice Millage proceeds. The 2021 year end fund balance is \$2,827,693 for the Juvenile Justice Millage Fund.

OTHER CONSIDERATIONS

Grant awards for 2022 were in the amount of \$175,000:

- Child & Family Charities – Juvenile Screening & Assessment Program \$46,712.60
- Child and Family Charities – Teen Court \$31,869.60
- Resolution Services Center of Central Michigan – Restorative Justice \$42,472.60
- Resolution Services Center of Central Michigan – Youth Diversion \$24,472.60
- Small Talk – Health Boundaries/Mental Health Therapy \$29,472.60

The history of initial allocation vs. final appropriation over the last three years is as follows:

	2020	2021	2022
Allocation Set in Calendar Resolution	\$125,000	\$125,000	\$175,000
Total Requested	\$143,021	\$149,571	\$152,637
Total Allocated in Funding Resolution	\$143,021	\$149,571	\$175,000

RECOMMENDATION

I recommend approval of the attached resolution after the Board of Commissioners establishes an amount for the 2023 Juvenile Justice Millage Community Agency Process along with the attached calendar.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT THE 2023 JUVENILE JUSTICE
COMMUNITY AGENCY PROCESS CALENDAR**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002, and subsequently renewed, for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish the 2023 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of \$_____ for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached 2023 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.

2023 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

July 26, 2022	The Board of Commissioners adopts the 2023 Juvenile Justice Community Agency Process Calendar Resolution.
July 27, 2022	A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is August 17, 2022 at 5:00pm.
August 19, 2022	The Controller's Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney's Office to ensure that the agency's proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.
September 27, 2022	A Juvenile Justice Community Agency notebook is prepared by the Controller/Administrator's Office. The notebook includes all agencies who submitted applications for review by the Law & Courts Committee. (Notebook is distributed at the September 27, 2022 Board of Commissioners' Meeting)
September 29, 2022	The Law & Courts Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Law & Courts Committee meeting. The Law & Courts Committee makes their recommendations by resolution to the Finance Committee.
October 5, 2022	The Finance Committee approves the resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.
October 11, 2022	The Board of Commissioners authorizes a resolution for the 2023 Juvenile Justice Community Agency grant awards.
October 14, 2022	The Juvenile Justice Community Agency applications are sent to the County Attorney's Office for contract preparation.
October 14, 2022	Juvenile Justice Community Agencies are notified of the County grant award and that a County contract will be forthcoming in December.
December 2022	Contracts are received from the County Attorney's Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.
January 2023	Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency's signed contract and the appropriate documentation as listed above.
July 7, 2023	The Juvenile Justice Community Agencies send in their first six month report to the Controller's Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.

Agenda Item 9

TO: Human Services and Finance Committees

FROM: Amy Poca, Director Department of Veteran Affairs

DATE: July 1, 2022

SUBJECT: Resolution to Authorize a 2022 Service Agreement with Clinton County

For the meeting agendas of July 18, 2022 and July 20, 2022.

BACKGROUND

This resolution authorizes Ingham County Veterans Affairs Department to enter into a 2022 Service Agreement with Clinton County. Clinton County does not have a Veterans Affairs Department to render proper services to its residents who are veterans.

The Ingham County Veterans Affairs Department established the original service agreement with Clinton County in 1981.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes the Ingham County Veterans Affairs Department to render services to Clinton County for the period of January 1, 2022 through December 31, 2022. Services provided in this agreement total \$27,738.34

STRATEGIC PLANNING IMPACT

This resolution supports the county's strategic planning by providing direct services to the veteran population.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a 2022 Service Agreement with Clinton County.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2022 SERVICE AGREEMENT WITH CLINTON COUNTY

WHEREAS, the Veterans Affairs Department is committed to working diligently to serve veterans and is driven by an earnest belief in our mission, fulfilling both individual and organizational responsibilities; and

WHEREAS, Clinton County does not have a Veterans Affairs Department to render certain essential services to its residents who are veterans and/or their dependents; and

WHEREAS, the Ingham County Veterans Affairs Department is willing to have its department perform such services for such residents of Clinton County; and

WHEREAS, Clinton County desires the Ingham County Veterans Affairs Department to perform such services for its residents who are veterans and/or their dependents; and

WHEREAS, the Ingham County Veterans Affairs Department shall commence performance of the services and obligations required of it on the 1st day of January 2022 and unless said agreement is terminated, continue to provide said services and obligations through the 31st day of December 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Veterans Affairs Department to enter into a 2022 Service Agreement with Clinton County.

BE IT FURTHER RESOLVED, that Clinton County shall pay Ingham County the sum of twenty seven thousand seven hundred thirty-eight and 34/100 dollars (\$27,738.34).

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

TO: Human Services and Finance Committees
FROM: Tim Morgan, Parks Director
DATE: July 5, 2022
SUBJECT: Trails and Parks Millage Additional 7th Round Contracts & Future Plan
For the meeting agenda of July 18, 2022 Human Services and July 20, 2022 Finance

BACKGROUND

Resolution #22-115 recently authorized funding for Round 7 applications awarding a total of \$2,749,346 to 11 communities and Resolution #22-265 authorized funding an additional project in the amount of \$315,000. A total of 6 applications were not funded and one was partially funded totaling an amount of \$6,066,660.

This resolution authorizes approving additional projects from Round 7 that were not funded and proposes a spending plan for the rest of this millage cycle.

There was discussion at the May Park Commission meeting of prioritizing funding projects that are shovel ready. The last time the Park Commission defined shovel ready was at their September 23, 2019 meeting: "Shovel ready is defined as a project breaking ground in 2020 and being done within two years."

Wikipedia defines shovel ready as:

In politics, a shovel ready construction project (usually larger-scale infrastructure) is where planning and engineering is advanced enough that—with sufficient funding—construction can begin within a very short time. The term was popularized by then-U.S. president-elect Obama in 2008.

In 2010, then-U.S. president Obama declared he had come to realize that there is "no such thing as shovel-ready projects."

To say that shovel ready projects take precedent over higher scoring applications would penalize anyone applying for grants and also communities that have to follow specific purchasing/bidding guidelines. State DNR grants projects and/or TAP grant projects would average a minimum of three to four years from the time they apply to the County. See attached Exhibit A.

Overall, 109 projects have been awarded from the trails and parks millage, of which there are 50 projects completed and two projects were withdrawn by the City of Mason. The two withdrawn projects reallocated funding of \$108,762 for rehabilitating two existing pedestrian bridges (one north of West Elm Street and the other near West South Street) on the Hayhoe Riverwalk Trail to be used instead for the City of Mason's project TR032 Hayhoe Riverwalk Trail Extension & Trailhead Project. We project that all of the 57 open projects will go forward at this time.

ALTERNATIVES

The Park Commission considered this request at their May 9th and June 13th meetings and recommended this approach. The alternative would be to amend the recommendations from the Park Commission.

FINANCIAL IMPACT

The amount of uncommitted funds for the trails and parks millage through the remainder of this millage after awarding Round 7 applications was \$768,684. We have recalculated the annual property tax revenue, and after taking into consideration an annual increase of 5% in property tax revenue over the life of the millage, we now estimate there is \$3,719,245.24 uncommitted.

See attached Exhibit B for the cash on hand projections and a summary of the trails and park millage project status. The full detailed trails and park millage project status/accounting report is available online:

http://parks.ingham.org/trails_and_parks_millage/awards.php.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h) - Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural, and business centers throughout Ingham County.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their June 13, 2022 meeting.

RECOMMENDATION

The Park Commission recommends the following approach/spending plan for the remainder of this millage cycle.

1. Recommend funding Round 7 applications that were not funded as noted below in the amount of \$1,706,300.

The City of Lansing submitted a revised funding request for the Montgomery Drain - Ranney & Red Cedar Park Pathways project. The original request was for \$3,465,000 and the revised request is for \$995,000. See attached Exhibit C.

Table A:

Ranking of the 22 applications for Round 7	Applicant	Project	Amount Requested	Fund (Yes or No)	Grant Award Amount
5	City of Mason	Columbia Street Bridge - Protected Walkway Construction	\$162,000	Yes	\$162,000
9	Ingham County	Hawk Island Boardwalk Replacement Phase 3	\$327,700	Yes	\$327,700
15	City of Leslie	Leslie Shared Use Path - Middle School to Russell Park *(Original application request \$486,600 - \$265,000 partially funded by Resolution #22-115)	\$221,600*	Yes	\$221,600
17	City of Leslie	Leslie Shared Use Path - Russell Park to Woodlawn Cemetery	\$551,960	No	---
19	Ingham County	Lake Lansing Park North Boardwalk Replacement Phase 3	\$471,400	No	---

21	City of Lansing	Montgomery Drain - Ranney & Red Cedar Park Pathways	\$3,465,000 Revised request: \$995,000	Yes	\$995,000
22	City of Lansing	Corporate Research Park Pathway	\$867,000	No	---

Total: \$1,706,300

This would leave \$2,012,945.24 in uncommitted dollars for the life of the millage.

2. Recommend setting \$1,069,866.32 (5% of all open construction projects \$21,397,326.39) aside for existing round 1-7 projects to cover potential future cost overruns.

This would leave \$943,078.92 in uncommitted dollars for the life of the millage.

3. Recommend a new round of millage applications:

See below options for future rounds. See attached timelines – Exhibit D.

-Have the 8th Application Round to receive additional applications and update numbers for applications that weren't funded in Round 7. Tentative timeline fall approval of Park Commission and BOC application/scoring criteria. January 2023 begin accepting applications for the 8th Round awards to be considered December 2023.

-Have the 9th Application Round for this millage cycle in 2025 that would be ranked and scored by the Park Commission, then the Board of Commissioners would make awards, contingent on the renewal of the millage in 2026. This illustrative list of projects would show the need for justification of the third renewal of the trails and parks millage, and begin applications January 2025 and awards to be considered December 2025.

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

ESTIMATED PROJECT TIMELINE

TIMELINE - BASED ON ESTIMATED MAXIMUM AMOUNT OF TIME A PROJECT MAY TAKE

PROJECT TASKS	YEAR 1												YEAR 2												YEAR 3												YEAR 4											
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Millage Grant																																																
Other Grants/Funding																																																
Contracts																																																
Design / Engineering																																																
Permitting *																																																
Bidding																																																
Contracts ***																																																
Construction **																																																
Contract Modifications ***																																																
Reimbursement																																																

TIMELINE - BASED ON ESTIMATED MINIMUM AMOUNT OF TIME A PROJECT MAY TAKE

PROJECT TASKS	YEAR 1												YEAR 2												YEAR 3																							
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12												
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Design / Engineering																																																
Bidding																																																
Contracts ***																																																
Construction **																																																
Reimbursement																																																

* Amount of time is estimated on the average permit. EGLE permitting through the State may take longer, depending on the State requirements.

** Amount of time for construction is estimated on the average project. Larger projects may take longer.

*** Estimated time is based on Ingham County average for a project. For other communities, contract approval may take less time.


 Tasks that are not required on all projects.

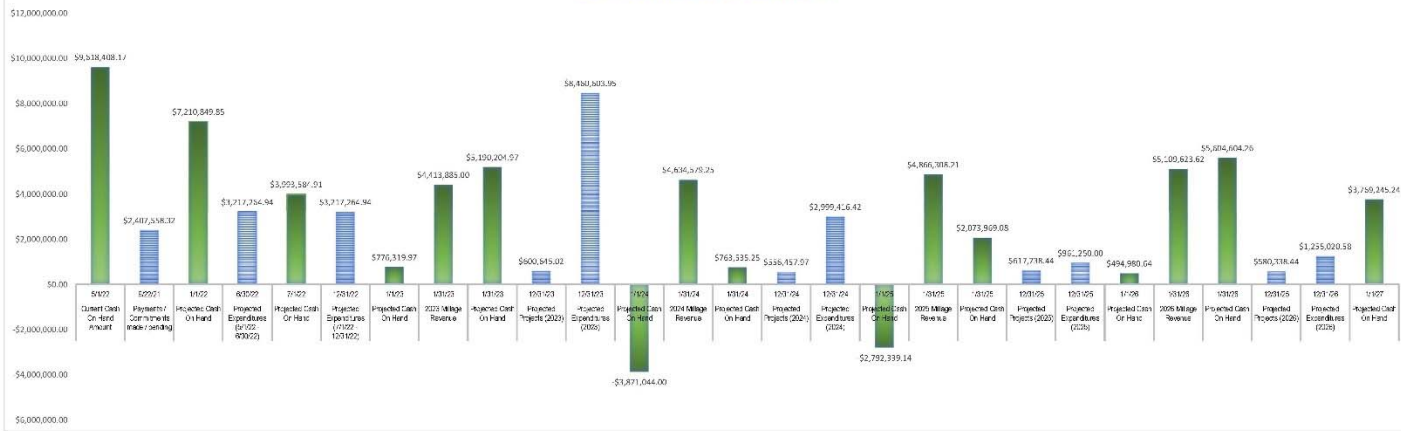
Exhibit B

TRAILS AND PARKS MILLAGE
PROJECT STATUS / ACCOUNTING
INGHAM COUNTY, MI

[illegible]

		Millage Revenue, less Expend/Encumbered Funds:	\$5,076,475.11
		Millage Revenue, less Expend/Encumbered Funds, less Projected Funds:	\$3,725,243.24
Current Cash On Hand Amount	5/1/22	\$9,618,408.17	
Payments / Commitments made / pending	6/27/21	\$2,407,558.32	\$30,481,646.30 Millage Collected (2015-2022)
Projected Cash On Hand	1/1/22	\$7,212,849.85	\$15,024,296.09 Millage Estimated to Collect (2023-2026)
Projected Expenditures (1/1/22 - 6/30/22)	6/30/22	\$3,312,704.94	\$45,066,042.89 TOTAL Millage Estimated to Collect (2015-2028)
Projected Cash On Hand	7/1/22	\$3,900,384.91	
Projected Expenditures (7/1/22 - 12/31/22)	12/31/22	\$3,317,764.04	
Projected Cash On Hand	1/1/23	\$786,118.97	
2023: Millage Revenue	1/31/23	\$4,413,885.00	\$19,397,432.67 Total Millage "Projected" in Date (1/1/22)
Projected Cash On Hand	1/31/23	\$5,190,204.97	\$23,031,184.52 Total Millage Committed to Date, not yet Projected (5/1/22)
Projected Projects (2023)	12/31/23	\$580,545.00	\$41,431,637.28 TOTAL Expended/Committed to Date (2/1/22)
Projected Expenditures (2023)	12/31/23	\$8,460,601.95	
Projected Cash On Hand	1/1/24	\$3,871,044.00	\$2,355,179.87 Projected Projects (2023-2026)
2024: Millage Revenue	3/31/24	\$4,534,579.25	
Projected Expenditures (2024)	2/28/24	\$764,595.28	
Projected Projects (1-2024)	1/31/24	\$595,477.97	\$3,725,243.24 TOTAL Millage Funds Remaining to Date (5/2/22)
Projected Expenditures (2024)	12/31/24	\$2,990,416.42	
Projected Cash On Hand	1/1/25	\$2,789,339.14	
2025: Millage Revenue	1/31/25	\$4,586,108.21	
Projected Cash On Hand	1/31/25	\$2,073,969.08	
Projected Projects (2025)	12/31/25	\$517,738.44	
Projected Expenditures (2025)	12/31/25	\$261,120.06	
Projected Cash On Hand	1/1/26	\$994,980.64	
2026: Millage Revenue	1/31/26	\$5,189,923.67	
Projected Cash On Hand	1/31/26	\$5,604,604.26	
Projected Projects (2026)	12/31/26	\$560,338.44	
Projected Expenditures (2026)	12/31/26	\$1,255,020.00	
Projected Cash On Hand	1/1/27	\$3,769,245.24	

TRAILS & PARKS MILLAGE CASH ON HAND PROJECTIONS



5/26/2022

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Brett Kaschinske
Director



Andy Schor, Mayor

Parks and Recreation Department
200 N. Foster Avenue
Lansing, Michigan 48911
PH: 517.483.4277 – FAX: 517.377.0180
TDD: 517.483.4473
www.lansingmi.gov/parks

REQUEST FOR REVISED FUNDING OF ICTPM FOR MONTGOMERY DRAIN PATHWAYS

TO: Ingham County Parks Board
FROM: City of Lansing – Brett Kaschinske, Parks Director
RE: Trails and Parks Millage – Revised funding request for Pathways associated with Montgomery Drain project
DATE: June 7, 2022

This letter summarizes a revised request for funding by the City of Lansing from the Ingham County Trails and Parks Millage (ICTPM) associated with the City's prior request for pathways and other pathway related items to be installed as part of the Ingham County Drain Commissioner's Montgomery Drain project. This revised request would connect the Lansing River Trail to primary pathways of both the City of Lansing and City of East Lansing along Michigan Ave. and also primary non-motorized pathways along both Grand River Ave. & E. Saginaw St. (M-43) within both cities' limits. Additionally, the pathways through Red Cedar Park would allow for a new connection of the Lansing River Trail to Michigan State University's Brody complex. The prior request, submitted with the City's 2021 application for the ICTPM, was for \$3,465,000. This revised request is for \$995,000 and it represents a scaled down 'shovel ready' project for portions of pathway that have already been designed and have construction plans already prepared in order to receive bids. This revised request is for 2.74 miles of entirely new pathway construction through both parks and also includes a signalized safe pedestrian crossing of Michigan Ave. near Morgan Lane.

The pathways on both parks will allow for access and interaction with the Montgomery Drain system, which is currently under construction on both of these City parks. The improvements to the drain, and the water treatment educational components provided within the parks, will serve as a testament to the combined efforts of many public and private entities to maintain and improve the natural resources that we have access to within our community. The location of the parks makes them a high traffic destination for residents across Ingham County, and the connection to (and extension of) the Lansing River Trail will provide better access to the trail from residential areas in Lansing, East Lansing and Michigan State University, as well as adding an additional destination point along the Lansing River trail. Because of the close interaction with the Montgomery Drain project, many of the normal costs associated with a project like this have already been completed or the items are being addressed in other work currently planned with the Drain project. This is what makes this revised request so appealing, since nearly all of the requested money (nearly 90%) will go to actual physical construction of new pathways and trails in two previously underutilized parks.

The revised funding request is summarized below and a map outlining the items of work in this revised funding request has been attached to this letter.

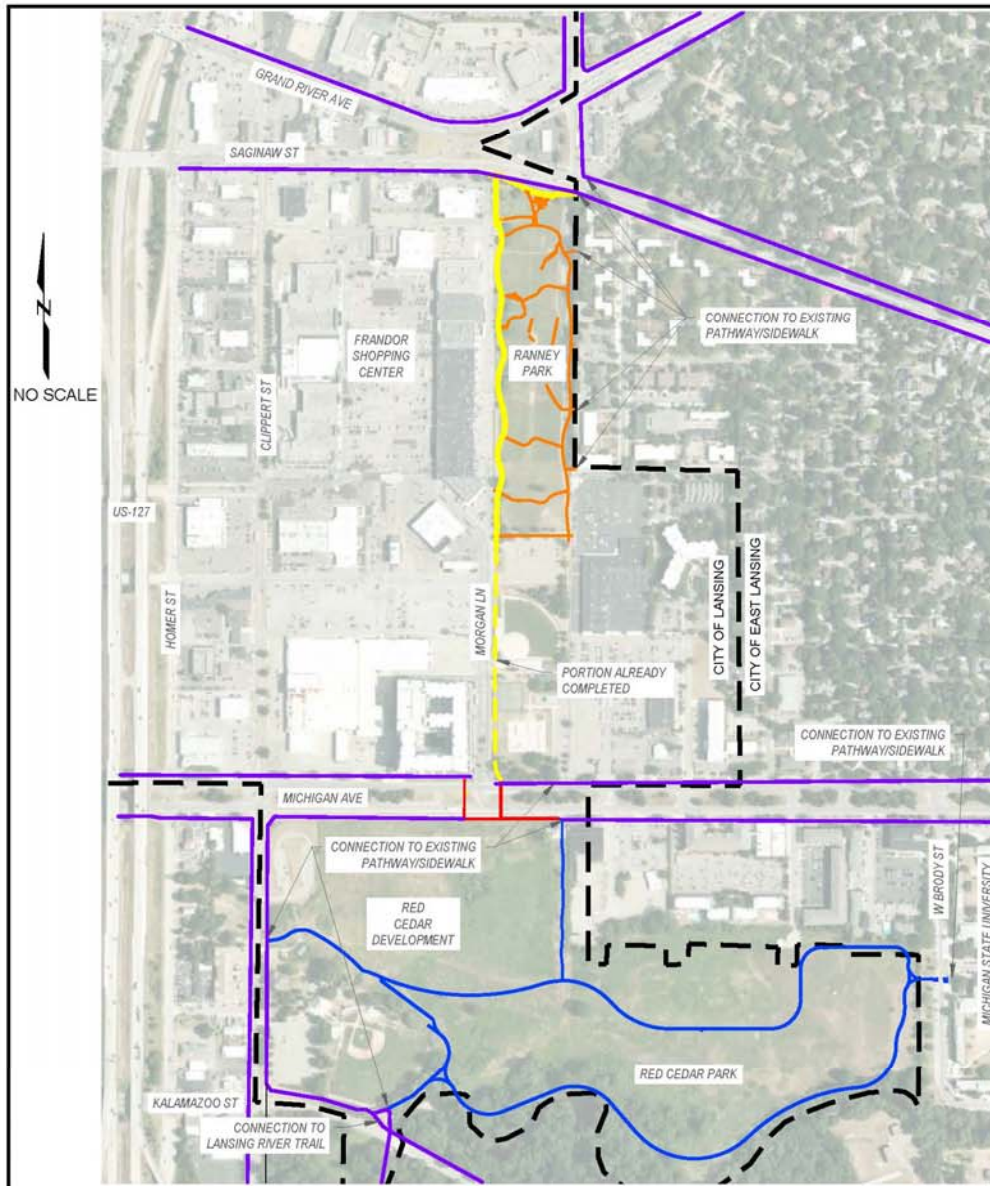
<u>ITEM OF WORK</u>	<u>COST</u>	<u>% OF TOTAL REQUEST</u>
Acquisition of Rights-of-Way / Easements	\$0	0.0% (all have already been obtained)
Design Engineering & prepare Const. Plans completed)	\$8,000	0.8% (majority of this item is already
Construction	\$880,000	88.4%
Const. Engineering & Const. Admin. other	\$60,000	6.0% (portion of this will be cost share with concurrent work for Drain project)
Signage, Public Education done	\$4,000	0.4% (majority of interpretive signage to be under Phase II by the ICDC and majority of park amenities also done by ICDC – these would be for IC Trails specific signage & amenities)
Contingency	\$44,000	4.4% (all clearing work & existing utility relocation completed as part of other Drain and/or Development work)
Other (Permitting)	\$0	0% (all Part 301, 303 and Part 31 permits have already been obtained)
TOTAL REVISED REQUEST:	\$995,000	

If the Parks Board has any specific questions or would like to discuss any of the items outlined in this revised request, please do not hesitate to call me at (517) 483-4277. Both myself and Brian Cenci, engineer for the Montgomery Drain project, will be at your June 13th Board meeting to discuss this revised funding request further with you as well.

Sincerely,



Brett Kaschinske
Parks Director, City of Lansing



LEGEND:

- SECTION #1: PATHWAY FROM NORTH SIDE OF MICHIGAN AVE AT MORGAN LANE CROSSING ALL THE WAY UP THE WEST SIDE OF RANNEY PARK
- SECTION #2: MICHIGAN AVE PEDESTRAIN CROSSING AT MORGAN LANE (BOTH SIDES)
- SECTION #3: PATHWAYS/ BRIDGES INTERNALLY ON RANNEY PARK
- SECTION #4: PATHWAY OF RIVER TRAIL EXTENSION ON RED CEDAR PARK / DEVELOPMENT
- EXISTING PATHWAY OR PRIMARY SIDEWALK

MONTGOMERY DRAIN INGHAM COUNTY, MICHIGAN		CITY OF LANSING REVISED REQUEST FOR INGHAM COUNTY TRAILS & PARKS MILLAGE
INGHAM COUNTRY DRAIN COMMISSIONER 707 BUHL ST, MASON, MI 48854		
Project 2000271	REVISD JUNE 2022	

Exhibit D

Timeline for Trails and Parks Millage Application Round 8

January 3, 2023 - Application period opens

May 1, 2023 at 5:00 pm - Applications Due

May/June - Park Staff Review Applications & work with consultant on validating cost estimates and project viability, staff will get any supplemental materials from applicants requested.

May-TBD - if needed meeting with MDOT, MDNR, and TCRPC to review/coordinate their grant applicants

June - TBD - Park Staff posts applications in shared drive for commissioners. Park Commissioners begin to do preliminary review.

July/August - Site Visits with Park Staff and Park Commissioners

September - Draft viability report sent to each applicant

October - Applicants present their proposals and Spicer Group presents their review to the Park Commission.

October 31 - Deadline for Park Commissioners online scoring and prepare Condensed Report of preliminary scoring for the November Park Commission meeting

November - Parks Commission Meeting: Go over applications, review spreadsheet of scores, and come to consensus on scoring and recommendations

December - Deadline to get on agendas

December - Human Services

December - Finance

December - BOC

December - Applicants notified of decision



Timeline for Trails and Parks Millage Application Round 9

January 3, 2025 - Application period opens

May 1, 2025 at 5:00 pm - Applications Due

May/June - Park Staff Review Applications & work with consultant on validating cost estimates and project viability, staff will get any supplemental materials from applicants requested.

May-TBD - if needed meeting with MDOT, MDNR, and TCRPC to review/coordinate their grant applicants

June - TBD - Park Staff posts applications in shared drive for commissioners. Park Commissioners begin to do preliminary review.

July/August - Site Visits with Park Staff and Park Commissioners

September - Draft viability report sent to each applicant

October - Applicants present their proposals and Spicer Group presents their review to the Park Commission.

October 31 - Deadline for Park Commissioners online scoring and prepare Condensed Report of preliminary scoring for the November Park Commission meeting

November - Parks Commission Meeting: Go over applications, review spreadsheet of scores, and come to consensus on scoring and recommendations


December - Deadline to get on agendas

December - Human Services

December - Finance

December - BOC

December - Applicants notified of decision



Adopt resolution: final
recommendation for
funding

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ADDITIONAL CONTRACTS FOR TRAILS AND PARKS 7TH ROUND MILLAGE APPLICATIONS AND TO AUTHORIZE A PLAN FOR THE FUTURE TRAILS AND PARKS MILLAGE

WHEREAS, Resolution #22-115 approved entering into contracts for the seventh round of trails and parks millage applications; and

WHEREAS, 22 applications were received from Alaiedon Township (1), City of Lansing (5), City of Leslie (3), Ingham County (3), Charter Township of Lansing (1), Leroy Township (1), Leslie Township (1), City of Mason (3), Meridian Township (1), Village of Stockbridge (1), Vevay Township (1), and City of Williamston (1); and

WHEREAS, a total of \$2,749,346 was awarded to 11 communities per Resolution #22-115; and

WHEREAS, an additional \$315,000 was awarded per Resolution #22-265; and

WHEREAS, six (6) applications were not funded and one (1) was partially funded totaling the amount of \$6,066,660; and

WHEREAS, the Park Commission recommends funding the following entities designated within the below Table A that were not previously recommended for funding:

Table A:

Applicant	Project	Amount Requested	Fund (Yes or No)	Grant Award Amount
City of Mason	Columbia Street Bridge - Protected Walkway Construction	\$162,000	Yes	\$162,000
Ingham County	Hawk Island Boardwalk Replacement Phase 3	\$327,700	Yes	\$327,700
City of Leslie	Leslie Shared Use Path - Middle School to Russell Park *(Original application request \$486,600 - \$265,000 partially funded by Resolution #22-115)	\$221,600*	Yes	\$221,600
City of Leslie	Leslie Shared Use Path - Russell Park to Woodlawn Cemetery	\$551,960	No	---
Ingham County	Lake Lansing Park North Boardwalk Replacement Phase 3	\$471,400	No	---
City of Lansing	Montgomery Drain - Ranney & Red Cedar Park Pathways	\$3,465,000 Revised request: \$995,000	Yes	\$995,000
City of Lansing	Corporate Research Park Pathway	\$867,000	No	---

; and

WHEREAS, the Park Commission recommends setting aside \$1,069,866.32 for existing round 1-7 projects to cover potential future cost overruns; and

WHEREAS, the Park Commission recommends holding an application round in 2023 and 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners directs staff to hold an application round in 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs staff to hold an application round in 2025 in anticipation of putting a renewal of the present Trails and Parks Millage on the March 2026 ballot.

BE IT FURTHER RESOLVED, that the application forms and scoring criteria will be reviewed and approved by the Board of Commissioners prior to the application rounds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into contracts with the following entities designated within the below Table A:

Table A:

Applicant	Project	Amount Requested	Fund (Yes or No)	Grant Award Amount
City of Mason	Columbia Street Bridge - Protected Walkway Construction	\$162,000	Yes	\$162,000
Ingham County	Hawk Island Boardwalk Replacement Phase 3	\$327,700	Yes	\$327,700
City of Leslie	Leslie Shared Use Path - Middle School to Russell Park *(Original application request \$486,600 - \$265,000 partially funded by Resolution #22-115)	\$221,600*	Yes	\$221,600
City of Leslie	Leslie Shared Use Path - Russell Park to Woodlawn Cemetery	\$551,960	No	---
Ingham County	Lake Lansing Park North Boardwalk Replacement Phase 3	\$471,400	No	---
City of Lansing	Montgomery Drain - Ranney & Red Cedar Park Pathways	\$3,465,000 Revised request: \$995,000	Yes	\$995,000
City of Lansing	Corporate Research Park Pathway	\$867,000	No	---

BE IT FURTHER RESOLVED, that the 70% limitation on allocation of projected future millage revenue imposed by Resolution #17-275 is hereby rescinded.

BE IT FURTHER RESOLVED, that 25% of each grant will be disbursed up front to the communities for their trails and parks projects.

BE IT FURTHER RESOLVED, that all work will be completed within three years from the date the contracts are executed.

BE IT FURTHER RESOLVED, that the Board of Commissioners grants the Ingham County Parks & Recreation Commission the ability to extend the term of trails and parks millage contracts after review by the Park Director and upon the approval of the Ingham County Parks & Recreation Commission.

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

BE IT FURTHER RESOLVED, that entities will be required to display a temporary millage recognition sign during the construction phase and a permanent sign provided by the County to remain on the site in perpetuity post completion of the project, as well as wayfinding signage provided by the County if applicable.

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 the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Agenda Item 10b

TO: Human Services and Finance Committees
FROM: Tim Morgan, Parks Director
DATE: July 5, 2022
SUBJECT: Resolution to Authorize Consolidating Delhi Township Projects TR063 and TR070
For the meeting agenda of July 18, 2022 Human Services and July 20, 2022 Finance

BACKGROUND

Resolutions #19-093, #19-047, #19-284, and #20-028 authorized entering into contracts with Delhi Township to fund the following projects:

Contract Title	Line Item #	Resolution	Contract Amount	Upfront Payment Issued
Holt to Mason Trail, Phase 1	TR063	#19-093, #19-047, and #19-284	\$1,000,000	\$500,000
Holt to Mason Trail, Phase 2	TR070	#20-028	\$2,542,890	\$1,271,445

Delhi Township is currently working with the Ingham County Road Department to coordinate the timing of the trail project with the Road Department's Cedar Street road project. At this time, it is really just one project and for tracking purposes Delhi Township is requesting project TR063 and TR070 be combined into one project.

ALTERNATIVES

Keep the project line items as is.

FINANCIAL IMPACT

There is no financial impact from this request. This resolution authorizes a line item transfer of \$500,000 from line item 228-62800-967000-TR063 to line item 228-62800-967000-TR070 to consolidate two projects.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h) - Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

The Park Commission approved this approach at their July 11, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing consolidating two Delhi Township projects.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONSOLIDATING DELHI TOWNSHIP
PROJECTS TR063 AND TR070**

WHEREAS, through Resolutions #19-093, #19-047, #19-284, and #20-028, the Ingham County Board of Commissioners authorized entering into contracts with Delhi Township to fund the below projects:

Contract Title	Line Item #	Contract Amount	Upfront Payment Issued
Holt to Mason Trail, Phase 1	TR063	\$1,000,000	\$500,000
Holt to Mason Trail, Phase 2	TR070	\$2,542,890	\$1,271,445

; and

WHEREAS, a line item transfer is necessary to consolidate the projects.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to consolidate Delhi Township's two projects TR063 & TR070 into one contract under Project Number TR070.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$500,000 from line item 228-62800-967000-TR063 to line item 228-62800-967000-TR070.

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: Linda S. Vail, MPA, Health Officer
DATE: July 5, 2022
SUBJECT: Resolution to Authorize Amendment of the Collaborative Agreement with the Capital Area United Way
For the meeting agendas of July 18, 2022 and July 20, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend Resolution #21-458 to extend the agreement with Capital Area United Way (CAUW) effective October 1, 2021 through September 30, 2022, for an amount not to exceed \$28,166.85. The Capital Area Behavioral Risk Factor Survey (Capital Area BRFS) measures multiple health indicators and quality of life indices, including chronic diseases, tobacco use, alcohol use, obesity, physical activity, and neighborhood safety. Data from the Capital Area BRFS is essential to the Healthy! Capital Counties Community Health Assessment (CHA) composed in collaboration with two neighboring health departments and three local hospitals in the region.

This collaborative agreement was originally authorized through Resolution #05-148 and amended through Resolutions #06-205, #07-154, #08-239, #09-197, #10-023, #11-399, #13-16, #14-226, #15-176, #16-405, #17-325, #18-028, #19-196, #20-355, and #21-458. Collaborative activities have continued since this agreement's inception. Under this agreement, CAUW has coordinated funding from Barry-Eaton District Health Department (BEDHD), Mid-Michigan District Health Department (MMDHD), and ICHD to administer the Capital Area BRFS. This resolution will authorize an amendment to the agreement with CAUW and enable data collection to continue. This amendment extends the agreement effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$28,166.85.

ALTERNATIVES

If the contract is not extended, the Capital Area BRFS data collection will not continue.

FINANCIAL IMPACT

ICHD will provide Capital Area United Way \$28,166.85 under the extended agreement. These funds are included in ICHD's 2022 budget, including \$3,000 of the costs paid for with funds from the Michigan Department of Licensing and Regulatory Affairs (LARA) as authorized through Resolution #22-143.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend the collaborative agreement with CAUW, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$28,166.85.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE COLLABORATIVE AGREEMENT WITH THE
CAPITAL AREA UNITED WAY**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #21-458 to extend the agreement with Capital Area United Way (CAUW), effective October 1, 2021 through September 30, 2022, in an amount not to exceed \$28,166.85; and

WHEREAS, the Capital Area Behavioral Risk Factor Survey (Capital Area BRFS) measures multiple health indicators and quality of life indices, including chronic diseases, tobacco use, alcohol use, obesity, physical activity, and neighborhood safety; and

WHEREAS, data from the Capital Area BRFS is essential to the Healthy! Capital Counties Community Health Assessment (CHA) composed in collaboration with two neighboring health departments and three local hospitals in the region; and

WHEREAS, this collaborative agreement was originally authorized through Resolution #05-148 and amended through Resolutions #06-205, #07-154, #08-239, #09-197, #10-023, #11-399, #13-16, #14-226, #15-176, #16-405, #17-325, #18-028, #19-196, #20-355, and #21-458; and

WHEREAS, under this agreement the CAUW has coordinated funding from Barry-Eaton District Health Department (BEDHD), Mid-Michigan District Health Department (MMDHD), and ICHD to administer the Capital Area BRFS; and

WHEREAS, Capital Area BRFS collaborative activities have continued since this agreement's inception; and

WHEREAS, these funds are included in ICHD's 2022 budget, including \$3,000 of the costs paid for with funds from the Michigan Department of Licensing and Regulatory Affairs (LARA) as authorized through resolution #22-143; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes an amendment to Resolution #21-458 with CAUW to coordinate the Capital Area BRFS, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$28,166.85.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #21-458 with CAUW to coordinate the Capital Area BRFS, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$28,166.85.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

TO: Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 1, 2022
SUBJECT: Resolution to Authorize an Amendment to the Agreement with Drug and Laboratory Disposal (DLD)
For the meeting agendas of July 18 and July 20, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend the agreement with Drug and Laboratory Disposal (DLD) effective August 1, 2022 through July 31, 2024 in an amount not to exceed \$12,000. The current agreement with DLD expires July 31, 2022. DLD has requested a ten percent increase in waste disposal fees, as the cost of disposing hazardous wastes has increased significantly due to the COVID-19 pandemic. DLD has met and exceeded expectations as a vendor for the last two years.

ALTERNATIVES

Choosing not to amend this agreement could result in a gap in ICHD's Hazardous Household Waste (HHW) services as well as risk partnering with a less efficient company to provide hazardous waste disposal services.

FINANCIAL IMPACT

The proposed increase will cost approximately \$12,000 over the course of two years. This program is supported by general funds with revenues collected through the Solid Waste Plan. ICHD has adequate funds budgeted to accommodate this increase.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes amending the DLD hazardous waste disposal agreement to continue securing hazardous waste disposal services necessary for the operation of the ICHD's HHW program, effective August 1, 2022 through July 31, 2024 in an amount not to exceed \$12,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE AGREEMENT WITH DRUG AND LAB DISPOSAL FOR
HAZARDOUS WASTE HAULING**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the agreement with Drug and Laboratory Disposal (DLD) effective August 1, 2022 through July 31, 2024 in an amount not to exceed \$12,000; and

WHEREAS, DLD has requested a ten percent increase in Household Hazardous Waste (HHW) disposal fees, as the cost of disposing hazardous wastes has increased significantly due to the COVID-19 pandemic; and

WHEREAS, DLD has met and exceeded expectations as a vendor for the last two years; and

WHEREAS, the proposed increase would cost Ingham County approximately \$12,000 over the next two years; and

WHEREAS, the HHW program is funded by general funds with revenues collected through the Solid Waste Plan; and

WHEREAS, ICHD has adequate funds budgeted to accommodate the increase; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes amending the agreement with DLD effective August 1, 2022 through July 31, 2024 in an amount not to exceed \$12,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with DLD effective August 1, 2022 through July 31, 2024 in an amount not to exceed \$12,000.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreements upon approval as to form by the County Attorney.

TO: Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 5, 2022
SUBJECT: Resolution to Authorize the Conversion of the Vacant Health Analyst-Healthy Communities Position to a Health Analyst Position

For the meeting agendas of June 18, 2022 and June 20, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to convert vacant position #601022, from “Health Analyst-Healthy Communities” to a “Health Analyst” position. The Health Analyst position description, being more general, will allow for greater flexibility within the position and will be in closer alignment to the needs of the Community Health Assessment team.

ALTERNATIVES

ICHD could fill the “Health Analyst-Healthy Communities” position, but multiple needs of the health department would go unmet. The current title also does not describe the totality of the functions performed in this role.

FINANCIAL IMPACT

The “Health Analyst-Healthy Communities” and “Health Analyst” positions are both part of the Ingham County Employees’ Association (ICEA) Professional Employees bargaining unit and are Grade 7 positions, which makes the change budget neutral.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to convert the vacant position #601022 from “Health Analyst-Healthy Communities” to a “Health Analyst” position.

INGHAM COUNTY JOB DESCRIPTION

HEALTH ANALYST, HEALTHY COMMUNITIES

General Summary:

Under the leadership of the Senior Community Epidemiologist and in collaboration with planners, agencies, organizations, institutions and representatives of community-based coalitions, facilitates and directs processes and policies that impact the built environment, health and chronic disease outcomes, and quality of life for county residents. Provides leadership to government entities, coalitions and projects charged with addressing and improving the overall health and well-being of the community including the Land Use and Health Resource Team, Capital Area Health Alliance, ACHIEVE assessment and methodology, the Mid-Michigan Health in All Project, Food Systems Workgroup, Complete Streets and Walk/Bike Lansing initiatives. Provides expertise to local governments and agencies wishing to utilize Health Impact Assessments (HIA) in their decision making process to bring together data and public input, ultimately impacting health outcomes. Implements processes that build on past health equity and healthy communities work to create Health in All Policies which lead to conditions conducive to healthier behavior and good health outcomes.

Essential Functions:

1. Provides technical assistance and guidance to local coalitions, task forces, and non-profit organizations on development of policy and environment change related to building healthy communities including food access, transportation, and land use which impact individual and community health.
2. Establishes and maintains effective working relationships with professionals from agencies, organizations, institutions, and representatives of community-based coalitions by attending meetings, working on projects as a team leader or member, coordinating communication between team members, and participating in various functions and activities sponsored by agencies and organizations
3. Develops evidence-based programs, strategies, and activities designed to improve health outcomes and quality of life for residents of the County in collaboration with professionals from agencies, organizations, institutions, and representatives of community-based coalitions.
4. Acts as a liaison between coalitions, the Health Department, and a variety of agencies, organizations, institutions, and community-based coalitions in development of Health in All Policy implementation, and evaluation. Assists coalitions in resource development, establishing linkages to appropriate resources and resolving problem issues.
5. Translates health related research findings to write articles that communicate preventive health information targeted to the general public and at-risk populations. Analyzes data using various statistical and mapping programs to produce charts, graphs, tables, and maps which summarize research findings.
6. Interprets and synthesizes large amounts of written materials such as research reports and journal articles and prepares clear, concise reports, proposals, and articles for professional audiences.
7. Conducts literature searches and reviews research findings to be included in technical and non-technical publications and reports. Develops materials and facilitates trainings, conference presentations, and symposiums focused on Building Healthy Communities, Health Impact Assessment and Health in All Policy development and provides consultation and technical assistance as requested.

8. Prepares grant proposals to support the work of building healthy communities. Administers awarded grants by developing scope of work for subcontracts, budget development and reporting, and adhering to grant reporting deadlines and requirements.
9. Encourages the use of Health Impact Assessments to improve health outcomes by municipalities, developers and organizations in their planning and implementation of policies, projects and activities. Provides expertise and technical assistance as requested.
10. Researches and disseminates Healthy Community research findings to policy makers, stake holders, the general public and at-risk populations.
11. Facilitates a comprehensive approach to building healthy communities by working collaboratively with the Health Department's environmental justice, health equity/social justice activities, and other initiatives in the community.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in a Social Science, Business Administration, Public Administration or Public Health is required.

Experience: A minimum of two years of experience as a program facilitator or policy developer/advocate is required.

Other Requirements: None

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

Physical Requirements:

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

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

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

ICEA PRO 7
November 2013

INGHAM COUNTY JOB DESCRIPTION

HEALTH ANALYST

General Summary:

Under the supervision of the Senior Epidemiologist, conducts behavioral health-related research and outreach activities with various individuals and organizations in the community to determine community health status in relation to public health services and determine areas of unmet needs. Performs analytical research, reviews vital records, statistics and other related health data and prepares reports, proposals, articles, and presentations on existing or anticipated health issues in the County. Directs community-based research projects designed to improve the health and quality of life for residents of the County.

Essential Functions:

1. Provides technical assistance and guidance to local coalitions including program development, implementation, and evaluation to meet goals and objectives of coalition action plans.
2. Establishes and maintain effective working relationships with professionals from agencies, organizations, institutions and representatives of community-based coalitions by attending meetings, working on projects as a team member, coordinating communication between team members, and participating in various functions and activities sponsored by agencies and organizations.
3. Develops evidence-based programs, strategies and activities designed to improve the health and quality of life for residents of the County in collaboration with professionals from agencies, organizations, institutions and representatives of community-based coalitions.
4. Acts as a liaison between coalitions, the Health Department, and a variety of agencies, organizations, institutions, and community-based coalitions regarding program development, implementation and evaluation issues. Assists coalitions in resource development, establishing linkages to appropriate resources and resolving problem issues.
5. Translates health related research findings to write articles that communicate preventive health information targeted to the general public and at-risk populations. Analyzes data using various statistical and mapping programs to produce charts, graphs, tables, and maps which summarize research findings.
6. Interprets and synthesizes large amounts of written materials such as research reports and journal articles and prepares clear, concise reports, proposals, and articles for professional audiences.
7. Conducts literature searches and reviews research findings to be included in technical and non-technical publications and reports. Develops materials and facilitates trainings, conference presentations, and symposiums.
8. Assists coalitions in grant writing activities such as locating and compiling data, survey results, writing proposals, and attending meetings.
9. Encourages the use of Health Impact Assessments to improve health outcomes by municipalities, developers and organizations in their planning and implementation of policies, projects and activities. Provides expertise and technical assistance as requested.
10. Performs a variety of administrative functions such as preparing memoranda, publishing meeting minutes, and disseminating project-related information among appropriate persons using telephone, e-mail, fax, and in person.
11. Convenes and facilitate meetings by sending out meeting notices, calling meeting to order, ensuring objectives of the meeting are accomplished, and coordinating planning of future meetings.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in a Social Science, Business Administration, Public Administration or Public Health is required.

Experience: A minimum of two years of experience as a program facilitator or policy developer/advocate is required.

Other Requirements: None

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

Physical Requirements:

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

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

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

ICEA PRO 7
November 2013

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CONVERSION OF THE VACANT HEALTH ANALYST-
HEALTHY COMMUNITIES POSITION TO A HEALTH ANALYST POSITION**

WHEREAS, Ingham County Health Department (ICHD) wishes to convert vacant position #601022 from “Health Analyst-Healthy Communities” to a “Health Analyst” position; and

WHEREAS, the Health Analyst position description, being more general, will allow for greater flexibility within the position and will be in closer alignment to the needs of the Community Health Assessment team; and

WHEREAS, the Health Analyst-Healthy Communities” and “Health Analyst” positions are both part of the Ingham County Employees’ Association (ICEA) Professional Employees bargaining unit, Grade 7 (\$58,458.33-\$70,195.50) positions, making the change budget neutral; and

WHEREAS, the current title also does not describe the totality of the functions performed in this role; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes a resolution to convert vacant position #601022 from “Health Analyst-Healthy Communities” to a “Health Analyst” position effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of vacant position #601022, ICEA Pro Grade 7 (\$58,458.33-\$70,195.50), from “Health Analyst-Healthy Communities” to a “Health Analyst” position effective upon approval.

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: Linda S. Vail, MPA, Health Officer
DATE: June 30, 2022
SUBJECT: Resolution to Authorize an Agreement with Michigan State University

For the meeting agendas of July 18, 2022 and July 20, 2022

BACKGROUND

Ingham County Health Department's (ICHD) Maternal and Child Health Division (MCHD) wishes to enter into an agreement with Michigan State University (MSU) to serve as a consultant and to share data for the project entitled "Reducing Lead Dust Exposure and Childhood Blood Lead Levels in Older Housing in Michigan," effective July 26, 2022 through July 25, 2025 in an amount not to exceed \$18,000. This project has been funded for three years by the U.S. Department of Housing and Urban Development. ICHD's MCHD Lead Program will receive \$6,000 per year for three years, to serve as a consultant and will collaborate with Masako Morishita, who will serve as the Principal Investigator at MSU and who will collaborate with leadership from ICHD's Lead Program.

ALTERNATIVES

Should ICHD choose not to enter into this collaboration, valuable funding will be lost and ICHD will forfeit the opportunity to address lead exposure in older homes within Ingham County.

FINANCIAL IMPACT

ICHD's MCHD Lead Program will receive \$6,000 per year for three years for its leadership to provide consultant services.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1 (e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Board of Commissioners authorizes an agreement with Michigan State University to receive funding and establish a contract and a data sharing agreement to enable ICHD's MCHD Lead Program to participate in the "Reducing Lead Dust Exposure & Childhood Blood Levels in Older Housing in Michigan" project, effective July 26, 2022 through July 25, 2025 in an amount not to exceed \$18,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN STATE UNIVERSITY

WHEREAS, Ingham County Health Department's (ICHD) Maternal and Child Health Division (MCHD) wishes to enter into an agreement with Michigan State University (MSU) to serve as a consultant and to share data with the project entitled "Reducing Lead Dust Exposure and Childhood Blood Lead Levels in Older Housing in Michigan," effective July 26, 2022 through July 25, 2025 in an amount not to exceed \$18,000; and

WHEREAS, this project has been funded for three years by the U.S. Department of Housing and Urban Development; and

WHEREAS, ICHD's MCHD Lead Program will receive \$6,000 per year for three years, to serve as a consultant and will collaborate with Masako Morishita, who will serve as the Principal Investigator at MSU and who will collaborate with leadership of ICHD's Lead Program; and

WHEREAS, there is no cost to this agreement; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes entering into an agreement with MSU to serve as a consultant and to share data for the project entitled "Reducing Lead Dust Exposure and Childhood Blood Lead Levels in Older Housing in Michigan," effective July 26, 2022 through July 25, 2025 in an amount not to exceed \$18,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Michigan State University to serve as a consultant and to share data for the project entitled "Reducing Lead Dust Exposure and Childhood Blood Lead Levels in Older Housing in Michigan," effective July 26, 2022 through July 25, 2025 in an amount not to exceed \$18,000.

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

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

TO: Human Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: June 28, 2022
SUBJECT: FY 22 State of Michigan Master Agreement Amendment #3
For the meeting agendas of July 18, 2022 and July 20, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to authorize Amendment #3 to the FY 21-22 Master Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$79,173. ICHD currently receives funding from MDHHS via the Master Agreement. The Master Agreement is the annual process whereby MDHHS transmits State & Federal Funds to Ingham County to support public health programs. The Board of Commissioners approved the FY 21-22 Master Agreement through Resolution #21-420, Amendment #1 through Resolution #21-587, and Amendment #2 through Resolution #22-185.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this additional support will increase the FY '22 original grant agreement from \$6,873,244 to \$6,952,417, an increase of \$79,173. The revised resolution makes the following specific changes to the budget:

Tuberculosis (TB) Control: increase of \$1,900 from \$5,440 to \$7,340
HIV Prevention – Forest Community Health: increase of \$10,000 from \$0 to \$10,000
Oral Health – Kindergarten Assessment: increase of \$67,273 from \$0 to \$67,273

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes Amendment #3 to the FY 21-22 Master Agreement with MDHHS, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$79,173.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2021-2022 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER AGREEMENT

WHEREAS, Ingham County Health Department (ICHD) wishes to authorize Amendment #3 to the FY 21-22 Master Agreement with Michigan Department of Health & Human Services (MDHHS), effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$79,173; and

WHEREAS, MDHHS and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, ICHD currently receives funding from MDHHS via the Master Agreement; and

WHEREAS, the Master Agreement is the annual process whereby MDHHS transmits State & Federal Funds to Ingham County to support public health programs; and

WHEREAS, MDHHS and ICHD have entered into a 2021-2022 Master Agreement authorized in Resolution #21-420 and Amendment #1 in Resolution #21-587 and Amendment #2 in Resolution #22-185; and

WHEREAS, MDHHS has proposed Amendment #3 to adjust grant funding levels and clarify agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorizes Amendment #3 to the FY 21-22 Master Agreement with MDHHS, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$79,173.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #3 to the FY 21-22 Master Agreement with MDHHS, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$79,173.

BE IT FURTHER RESOLVED, that the total amount of the Master Agreement funding shall increase from \$6,873,244 to \$6,952,417, an increase of \$79,173.

BE IT FURTHER RESOLVED, that the increase consists of the following specific change to the program budget:

Tuberculosis (TB) Control: increase of \$1,900 from \$5,440 to \$7,340

HIV Prevention – Forest Community Health: increase of \$10,000 from \$0 to \$10,000

Oral Health – Kindergarten Assessment: increase of \$67,273 from \$0 to \$67,273

BE IT FURTHER RESOLVED, that ICHD is authorized to receive additional funds for the following services, in a total amount not to exceed \$850,000:

Body Art Fixed Fee
CSHCS Medicaid Elevated Blood Lead Case Mgt.
Fetal Infant Mortality Review (FIMR) Case Abstraction

CSHC Medicaid Outreach
Medicaid Outreach
FIMR Interviews

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2022 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer, or her designee, is authorized to submit the 2021-2022 Master Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: June 29, 2022
SUBJECT: FY 23 State of Michigan Comprehensive Agreement
For the meeting agendas of July 18, 2022 and July 20, 2022

BACKGROUND

The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The agreement serves as a vehicle for accepting slightly more than \$6.5 million in state and federal grant and formula funding to support a number of public health services. The public health services to be delivered under this agreement include Essential Local Public Health Operations and categorical programs including:

AIDS/HIV Prevention and Care	Lead Safe Homes
Bioterrorism Emergency Preparedness	Maternal & Child Health Programs
Breast & Cervical Cancer Control Navigation Program	Tobacco Reduction
Children Special Health Care Services	Tuberculosis Control
Communicable Disease Prevention	Sexually Transmitted Disease Ctrl
Family Planning	Vision & Hearing Screening
Food Vendors and Restaurant Inspections	The WIC Program
Immunizations	

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The grant amounts, detailed in the agreement, are included in the proposed FY 2023 Health Department budget.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objection of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

The resolution also authorizes subcontracts in the Breast and Cervical Cancer Control Navigation Program and Nurse Family Partnership programs. The resolution includes authorization for a number of service contracts to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medical Svcs
- Referral, Coordination, and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility Services
- Arranging for Medicaid-related Transportation and Provision of Medicaid-related Translation

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this agreement with Michigan Department of Health & Human Services effective October 1, 2022 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 2022 -2023 AGREEMENT WITH THE
MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF
PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT**

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

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

WHEREAS, the MDHHS and Ingham County has proposed a 2022 – 2023 Agreement for the delivery of public health services under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relations; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2022 – 2023 Agreement with the Michigan Department of Health and Human Services for the delivery of public health services under the Comprehensive Agreement Process.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include essential local public health services, and several categorical public health programs identified in the attachments to the agreement.

BE IT FURTHER RESOLVED, that approximately \$6.5 million of state/federal funds will be made available to Ingham County through the Comprehensive Agreement, and that the Ingham County contribution to expenditures associated with the agreement and budget shall not exceed levels appropriated in the County's 2023 Budget for these purposes.

BE IT FURTHER RESOLVED, that the Health Department is authorized to receive additional funds for the following services, in a total amount not to exceed \$850,000:

Body Art Fixed Fee

CSHCS Medicaid Elevated Blood Lead Case Mgt.

Fetal Infant Mortality Review (FIMR) Case Abstraction

CSHC Medicaid Outreach

Medicaid Outreach

FIMR Interviews

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes Memorandums of Understanding and/or subcontracts for the period of October 1, 2022 – September 30, 2023 with specialty physicians, laboratories, and health care institutions and other service providers necessary to implement the Breast and

Cervical Cancer Control Navigation Programs in Clinton, Gratiot, Ingham, Ionia, Jackson, Livingston, Washtenaw, Genesee, Lapeer, and Shiawassee counties, which is a program included in the Master Agreement.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontract for the period of October 1, 2022 – September 30, 2023 with the Nurse Family Partnership to provide technical support, training, and materials specific to the Nurse Family Partnership model which is a program included in the Master Agreement.

BE IT FURTHER RESOLVED, that service contracts are authorized with the providers named below to support outreach activities to potential and current Medicaid beneficiaries in the following categories:

Medical Outreach and Public Awareness
Facilitating Medicaid Eligibility Determination
Program Planning, Policy Development and Interagency Coordination Related to Medicaid Svcs
Referral, Coordination and Monitoring of Medicaid Services
Medicaid-Specific Training on Outreach Eligibility and Services
Arranging for Medicaid-related Transportation and Provision for Medicaid-related Translation

BE IT FURTHER RESOLVED, that these service contracts braid together requirements and funds from multiple sources including the County and Medicaid Administration (Federal Share).

BE IT FURTHER RESOLVED, that the braided contracts shall be authorized up to the amounts identified below for the period of October 1, 2022 – September 30, 2023:

- Allen Neighborhood Center \$53,782
- Northwest Initiative \$53,782
- South Side Community Coalition \$46,075
- Child & Family Charities \$37,010
- Cristo Rey \$58,663

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer, or her designee, is authorized to submit the 2022-2023 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign contracts and subcontracts associated with the Comprehensive Agreement after review by the County Attorney.

TO: Human Services and Finance Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: June 24, 2022
SUBJECT: FY 22 State of Michigan Emerging Threats Comprehensive Agreement Amendment # 3
For the meeting agendas of July 18, 2022 and July 20, 2022

BACKGROUND

The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The Board of Commissioners approved the 2021-2022 Emerging Threats Comprehensive Agreement through Resolution #21-419, Amendment #1 through Resolution #21-586, and Amendment #2 through Resolution #22-184.

ALTERNATIVES

Choosing not to enter into this agreement would result in a loss of emerging threats services throughout ICHD.

FINANCIAL IMPACT

The financial impact of this agreement will increase the FY 2022 amended grant amount from \$4,237,335 to \$4,396,242, an increase of \$158,907. The revised resolution makes the following specific change to the budget:

COVID Workforce Development: increase of 158,907 from \$0.00 to \$158,907

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this Emerging Threats agreement with Michigan Department of Health & Human Services effective October 1, 2021 through September 30, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2021-2022 EMERGING THREATS
MASTER AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND
HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE
COMPREHENSIVE AGREEMENT**

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

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

WHEREAS, the MDHHS and Ingham County has entered into a 2021 – 2022 Emerging Threats Agreement authorized in Resolution #21-419 and Amendment #1 in Resolution #21-586 and Amendment #2 in Resolution #22-184; and

WHEREAS, MDHHS has proposed Amendment #3 to adjust grant funding levels and clarify agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2021 – 2022 Emerging Threats Agreement with the Michigan Department of Health and Human Services for the delivery of emerging threats services under the Comprehensive Agreement Process.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include emerging threats in Ingham County.

BE IT FURTHER RESOLVED, that the total amount of the Emerging Threats Comprehensive Agreement shall increase from \$4,237,335 to \$4,396,242, an increase of \$158,907.

BE IT FURTHER RESOLVED, that the increase in funds consist of the following specific change to program budgets:

COVID Workforce Development: increase of 158,907 from \$0.00 to \$158,907

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2022 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer, or her designee, is authorized to submit the 2021-2022 Emerging Threats Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

Agenda Item 11h

TO: Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: June 2, 2022
SUBJECT: Resolution to Amend the Lease with ANC Holdings, LLC
For the meeting agenda of July 18 and July 20, 2022

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wishes to amend the lease agreement with ANC Holdings, LLC (ANC), authorized through Resolutions #20-230, #20-256, and #21-326, to pay for the build-out of the health center project in an amount not to exceed \$148,553.81, effective upon approval. All other terms of the lease agreement shall remain intact. The most recent agreement, per resolution #21-326, authorized \$750,000 to capitalize a build-out of the health center project. This amendment will allow for an additional \$148,553.81 in funding to complete the project.

ALTERNATIVES

Not amending this resolution would result in a lack of resources to fully fund the build-out of the CHC project.

FINANCIAL IMPACT

The additional cost for build out of the health center project will total an amount not to exceed \$148,553.81, which will be paid for by reserves from the CHC fund balance.

STRATEGIC PLAN

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1 (e) of the Action Plan – Expand access to healthcare for County residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes an amendment to ICHHD's CHC lease agreement with ANC Holdings, LLC, to pay for a build-out in an amount not to exceed \$148,553.81, effective upon approval.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE LEASE AGREEMENT WITH ANC HOLDINGS, LLC

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHC) wish to amend the lease agreement with ANC Holdings, LLC (ANC), authorized through Resolutions #20-230, #20-256, and #21-326, to pay for a build-out of the CHC project in an amount not to exceed \$148,553.81 effective upon approval; and

WHEREAS, the most recent agreement, per Resolution #21-326, authorized \$750,000 to capitalize build-out of the health center project; and

WHEREAS, this amendment would allow for an additional \$148,553.81 in funding to complete the project; and

WHEREAS, all other terms of the lease agreement shall remain intact; and

WHEREAS, the Ingham County Health Center Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize an amendment to the lease agreement with ANC Holdings, LLC to pay for a build-out of the CHC in an amount not to exceed \$148,553.81 effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the lease agreement with ANC Holdings, LLC to pay for a build-out of the CHC project in an amount not to exceed \$148,553.81 effective upon approval.

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 Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

TO: Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: June 21, 2022
SUBJECT: Authorization to Authorize an Agreement with Tammy Ayer – Nurse Practitioner for Medication Assisted Treatment Services

For the meeting agendas of July 18, and July 20, 2022

BACKGROUND

Ingham County Health Department's (ICHD), Community Health Centers (CHC) wish to enter into a service agreement with Tammy Ayers, Nurse Practitioner for providing Medication Assisted Treatment (MAT) for an amount not to exceed \$45,000, effective August 1, 2022 through July 1, 2023. Tammy Ayers will provide MAT services up to 8 hours per week, or .20 FTE, at New Hope and Birch CHC locations. MAT services were previously provided by Hope Network, who cancelled its contract with ICHD's CHCs in May 2022.

ALTERNATIVES

The alternative would be to discontinue MAT services, as ICHD's CHCs do not currently have the capacity to deliver such services.

FINANCIAL IMPACT

The total cost of this agreement will be covered by funding authorized through Resolution #21-240.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize a service agreement with Tammy Ayers, Nurse Practitioner to provide MAT services up to 8 hours per week, or .20 FTE at New Hope and Birch CHC locations, effective August 1, 2022 through July 1, 2023 for an amount not to exceed \$45,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TAMMY AYERS,
NURSE PRACTITIONER FOR MEDICATION ASSISTED TREATMENT SERVICES**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHC) wish to enter into a service agreement with Tammy Ayers, Nurse Practitioner, to provide Medicated Assisted Treatment (MAT) services effective August 1, 2022 through July 1, 2023 for an amount not to exceed \$45,000; and

WHEREAS, Tammy Ayers will provide MAT services up to 8 hours per week, or .20 FTE, at New Hope and Birch CHC locations; and

WHEREAS, MAT services were previously provided by Hope Network, who cancelled its contract with ICHD's CHCs in May 2022; and

WHEREAS, the total cost of this agreement will be covered by funding authorized through Resolution #21-240; and

WHEREAS, the Ingham County Health Center Board of Directors and Health Officer recommend that the Ingham County Board of Commissioners authorize a service agreement with Tammy Ayers, Nurse Practitioner, to provide MAT services effective August 1, 2022 through July 1, 2023 for an amount not to exceed \$45,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a service agreement with Tammy Ayers, Nurse Practitioner, to provide MAT services effective August 1, 2022 through July 1, 2023 for an amount not to exceed \$45,000.

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

TO: Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: June 7, 2022
SUBJECT: Authorization to Renew Agreement with TempDev Inc. for Professional Consulting Services
For the meeting agendas of July 18, 2022 and July 20, 2022

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wishes to renew the agreement with TempDev Inc. for Professional Consulting Services to implement family planning annual report 2.0 (FPAC 2.0) reporting functionality in the Electronic Health Record (EHR), and to include general support assistance pre/post implementation, for a period effective upon execution through June 30, 2023 in an amount not to exceed \$18,000. TempDev Inc. services will include project management, gap analysis, recommendations for Title X template modifications, and assistance with policies and procedures for up to 120 hours. This implementation is required to ensure that our EHR platform is able to support FPAC 2.0 reporting requirements for Title X program compliance. This one-time cost will be covered by funding from the American Rescue Plan fund (ARP), authorized through Resolution #21-240.

ALTERNATIVES

Choosing not to renew this agreement would result in a loss of professional consulting services needed to assist with assessment, project management, analysis, and guidance with Title X reporting.

FINANCIAL IMPACT

This one-time cost will be covered by funding from the CHC ARP funds, authorized through Resolution #21-240 and will not exceed \$18,000.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize renewing the agreement with TempDev Inc. for Professional Consulting Services to implement Title X and FPAC 2.0 reporting functionality in the Electronic Health Record (EHR), and to include general support assistance pre/post implementation, effective upon execution through June 30, 2023 in an amount not to exceed \$18,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RENEW AN AGREEMENT WITH TEMPDEV INC. FOR
PROFESSIONAL CONSULTING SERVICES**

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to renew the agreement with TempDev Inc. for Professional Consulting Services to implement family planning annual report 2.0 (FPAC 2.0) reporting functionality in the Electronic Health Record (EHR), and to include general support assistance pre/post implementation effective upon execution through June 30, 2023 in an amount not to exceed \$18,000; and

WHEREAS, TempDev Inc. services will include project management, gap analysis, recommendations for Title X template modifications, and assistance with policies and procedures for up to 120 hours; and

WHEREAS, this implementation is required to ensure that the EHR platform is able to support FPAC 2.0 reporting requirements for Title X program compliance; and

WHEREAS, this one-time cost will be covered by funding from the CHC American Rescue Plan funds, authorized through Resolution #21-240; and

WHEREAS, the Ingham County Health Center Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorizes renewing the agreement with TempDev Inc. for Professional Consulting Services to implement Title X and FPAC 2.0 reporting functionality in the EHR, and to include general support assistance effective upon execution through June 30, 2023 in an amount not to exceed \$18,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes renewing the agreement with TempDev Inc. for Professional Consulting Services to implement Title X and FPAC 2.0 reporting functionality in the Electronic Health Record, and to include general support assistance effective upon execution through June 30, 2023 in an amount not to exceed \$18,000.

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

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

FROM: Deb Fett, CIO

DATE: 7/05/2022

SUBJECT: Internet and Voice Connectivity Renewal from Everstream
For the meeting agendas of July 19th, 20th and 26th, 2022

BACKGROUND

Ingham County currently has an agreement with Everstream for our primary internet and phone service. The service has been satisfactory and the company has been responsive to any issues or needs we may have. This contract expired June 30th and needs to be renewed to continue our connections. By working with Everstream and the State of Michigan MiDeal contract, Innovation and Technology has been able to reduce our monthly charges by approximately 15% for this contract term.

ALTERNATIVES

Although we could go to bid for other providers, Everstream is on the State of Michigan's MiDeal contract, which normally gives us better pricing than we could obtain on our own.

FINANCIAL IMPACT

The funding for the 36 months of \$7,000/month recurring charges and estimated \$3,000/month usage charges for an annualized cost of \$120,000 is budgeted and will come from the County's Communication Fund – Telephone (#636-26600-921050).

OTHER CONSIDERATIONS

As articulated in the Strategic Plan, Ingham County is continually working on making our processes more efficient which drives our technological needs. As we continue to interact with more outside agencies and work cooperatively between departments and organizations, it requires connections that remain usable. This proposal addresses those needs.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Internet and Voice Connectivity provided by Everstream in an amount not to exceed \$120,000 per year for the next 3 years.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RENEW INTERNET AND VOICE SERVICE PROVIDED BY EVERSTREAM

WHEREAS, Ingham County relies heavily on our connectivity - be it internet, connectivity between sites, or main voice services; and

WHEREAS, our contract with Everstream expired on June 30th and needs to be renewed to continue receiving service; and

WHEREAS, the requested annual contract amount is in the 2022 budget; and

WHEREAS, the Innovation & Technology Department has utilized the State of Michigan MiDeal contract to obtain the most cost-effective pricing.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes renewing our internet and voice services from Everstream in an amount not to exceed \$120,000 per year for three years with the option to add additional years.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Communication Fund Telephone account (636-26600-921050).

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.

Agenda Item 13a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 5, 2022

RE: Resolution to Authorize a Three-Year Contract Extension with Capitol Walk Parking, LLC. for the Parking Spaces Located at Lenawee and Chestnut in Lansing

For the meeting agendas of: July 19 & 20

BACKGROUND

We currently lease 111 parking spaces at the corner of Lenawee and Chestnut in Lansing for Ingham County employees who work at the Grady Porter Building and Veterans Memorial Courthouse. The current agreement expired on June 30, 2022. The Facilities Department would like to extend the contract with Capitol Walk Parking thru June of 2025. They have agreed to hold their current monthly bill rate of \$6,660 for the three-year agreement.

ALTERNATIVES

The alternative would be to pay for spaces at the south parking ramp at a cost of \$115 per space per month versus \$60 per space per month.

FINANCIAL IMPACT

Funds are available in the appropriate 861001 parking lot line items.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of for this agreement.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a three-year contract extension with Capitol Walk Parking LLC for the 111 parking spaces located at Lenawee and Chestnut in Lansing.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A THREE-YEAR CONTRACT EXTENSION WITH
CAPITOL WALK PARKING LLC. FOR THE PARKING SPACES LOCATED AT LENAWEЕ AND
CHESTNUT IN LANSING**

WHEREAS, Ingham County currently leases 111 parking spaces located at the corner of Lenawee and Chestnut in Lansing; and

WHEREAS, parking spaces are needed for Ingham County employees who work at the Grady Porter Building and Veterans Memorial Courthouse; and

WHEREAS, the Facilities Department would like to exercise a three-year contract extension with Capitol Walk Parking LLC, through June of 2025; and

WHEREAS, Capitol Walk Parking LLC, has agreed to hold their current monthly bill rate of \$6,660; and

WHEREAS, funds are available in the appropriate 861001 parking lot line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a three-year contract extension with Capitol Walk Parking LLC., 2152 Commons Parkway, Okemos, Michigan 48864 for the 111 parking spaces located at Lenawee and Chestnut in Lansing at a cost not to exceed \$6,660 per month.

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.

Agenda Item 13b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 5, 2022

RE: Resolution to Authorize an Agreement with Safety Systems, Inc., for Building Alarm, Hold Up Buttons and Monitoring at the 30th Circuit Court Annex Building

For the meeting agendas of: July 19 & 20

BACKGROUND

The 30th Circuit Court Annex building, located at 426 S. Walnut Street in Lansing, will be used for the visiting judge; it will need building alarm and hold up buttons for the safety and security of the staff. Safety Systems, Inc., submitted a proposal of \$2,791 for equipment and installation, and monitoring services will be \$660 annually for a three-year term.

ALTERNATIVES

The alternative would be to forego building alarms and hold up buttons putting staff and equipment at risk.

FINANCIAL IMPACT

Funds are available in the American Rescue Plan Fund.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Safety Systems Inc., for the building alarm, panic buttons, and monitoring services for the 30th Circuit Court Annex building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SAFETY SYSTEMS INC., FOR
BUILDING ALARM, HOLD UP BUTTONS, AND MONITORING AT THE 30TH CIRCUIT COURT
ANNEX BUILDING**

WHEREAS, the 30th Circuit Court Annex Building located at 426 Walnut Street in Lansing will be used for the visiting judge; and

WHEREAS, the building needs an alarm and hold up buttons for safety; and

WHEREAS, the Facilities Department recommends entering into an agreement with Safety Systems Inc., for equipment and installation for \$2,791 and \$660 per year for three years for annual monitoring at the 30th Circuit Court Annex building; and

WHEREAS, funds are available in the American Rescue Plan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Safety Systems Inc., 2075 Glenn Street, Lansing, Michigan 48906, for equipment and installation for \$2,791 and \$660 per year for three years for annual monitoring at the 30th Circuit Court Annex building.

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.

Agenda Item 13c

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 5, 2022

RE: Resolution to Authorize an Agreement with Seelye Group LTD, to Replace the Carpet in the Common Areas and Financial Services at the Hilliard Building

For the meeting agendas of: July 19 and 20

BACKGROUND

The carpets in the common areas and Financial Services in the Hilliard Building are worn, faded, and have outlived their life expectancy and need to be replaced. Seelye Group LTD, who is on the MiDeals contract, submitted a proposal of \$32,071.04 for the common areas and \$26,156.11 for Financial Services. We are requesting a contingency of \$2,000 for any uncovered conditions. The grand total is \$60,227.15.

ALTERNATIVES

The alternative would be to place this on hold, risking higher prices.

FINANCIAL IMPACT

Funds are available in the approved 2022 CIP's. In line item #245-66299-931000-22F24 for Financial Services, the funding falls short by \$13,587.11; we are requesting to use the remaining funds from the Hilliard Building Common Area Carpet replacement line item #245-90210-976000-22F17.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Amount
245-90210-976000-22F17	\$50,000	\$50,000	\$47,658.15	\$2,341.85
General Fund				
245-66299-931000-22F24	\$12,569	\$12,569	\$12,569	\$0
General Fund				

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Seelye Group LTD, to replace the carpet in the common areas and Financial Services at the Hilliard Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SEELYE GROUP LTD, TO REPLACE
THE CARPET IN THE COMMON AREAS AND FINANCIAL SERVICES AT THE
HILLIARD BUILDING**

WHEREAS, the carpets in the common areas and Financial Services in the Hilliard Building are worn, faded, and have outlived their life expectancy; and

WHEREAS, the carpets need to be replaced; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the MiDeals contract do not require three quotes; and

WHEREAS, Seelye Group is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends an agreement with Seelye Group LTD, who submitted a proposal of \$32,071.04 for the common areas and \$26,156.11 for Financial services at the Hilliard Building for a total of \$58,227.15; and

WHEREAS, the Facilities Department is requesting a contingency of \$2,000 for any uncovered conditions; and

WHEREAS, funds for Financial Services carpet in the 2022 approved CIP General Fund line item #245-66299-931000-22F24 has a balance of \$12,569, which falls short by \$13,587.11; and

WHEREAS, the Facilities Department is requesting the short fall amount come from the common areas carpet line item #245-90210-76000-22F17; and

WHEREAS, funds for the common areas are available in the approved 2022 CIP General Fund line item #245-90210-976000-22F17, which has a current balance of \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Seelye Group LTD, 1411 Lake Lansing Road, Lansing, Michigan 48912, to replace the carpet in the common areas and Financial Services at the Hilliard Building for an amount not to exceed \$60,277.15 which includes a \$2,000 contingency.

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.

Agenda Item 13d

TO: Law and Courts, County Services, & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 5, 2022

RE: Resolution to Authorize an Agreement with Fishbeck for Architectural and Engineering Services to assess the Ingham County Youth Center Building

For the meeting agendas of: July 14, 19, & 20

BACKGROUND

The Ingham County Youth Center building was built in 1986 and is not meeting operational requirements. An assessment of the building is needed to determine whether the County should invest in renovating or building a new one. Fishbeck, a local vendor with youth center experience, submitted a responsive and responsible proposal of \$24,950 for the assessment of the Youth Center.

ALTERNATIVES

The alternative would be to forego the assessment and make a determination of how to proceed which may not be in the best interest of the County.

FINANCIAL IMPACT

Funds are available in the approved 2022 CIP line item # 264-66400-802000-22F22.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
264-66400-802000-22F22	\$50,000	\$50,000	\$24,950	\$25,050
Juvenile Justice Millage				

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Fishbeck for the Architectural and Engineering Services to assess the Ingham County Youth Center.

Agenda Item 13d

TO: Rick Terrill, Facilities Director

CC: Scott Leroy, Deputy Circuit Court Administrator – Juvenile Division
Annette Ellison, Youth Center Director

FROM: James Hudgins, Director of Purchasing

DATE: June 21, 2022

RE: Memorandum of Performance for RFP No. 78-22: Architectural and Engineering Assessment Services for the Ingham County Youth Center

Per your request, the Purchasing Department sought written proposals from experienced and qualified firms for entering into a contract to provide professional architectural and engineering services for performing an assessment of the Ingham County Youth Center. The assessment will focus on whether renovating the Youth Center or building a new Center is in the best interest of the County.

The scope of work includes, but is not limited to, assessing the current conditions of the building's interior and exterior, and making recommendations for the project; subsequently, providing a comprehensive facility assessment report that contains, at a minimum, an estimated construction budget for renovating the center, and an estimated construction budget for building a new center.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	131	37
Vendors attending pre-bid/proposal meeting	9	6
Vendors responding	7	4

A summary of the vendors' costs is located on the next page.

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Reimbursable Expense	Reimbursable Expense	Reimbursable Expense	Total Not-to-Exceed Cost
Straub Pettitt Yaste Architects	No, Clawson MI	None listed	None listed	None listed	\$22,060.00
Fishbeck	Yes, Lansing MI	\$350.00 Included in NTE			\$24,950.00
PEA Group	Yes, Lansing MI	\$7,500 Included in the NTE			\$30,620.00
DLZ	Yes, Lansing MI	None listed	None listed	None listed	\$38,000.00
Redstone Architects Inc.	No, Bloomfield Hills MI	\$2,000.00 not included in the NTE			\$39,500.00
DiClemente Siegel Design Inc.	No, Southfield MI	None listed	None listed	None listed	\$46,000.00
Studio Intrigue	Yes, Lansing MI	\$4,500.00 Included in NTE			\$97,275.00

Introduced by the Law & Courts, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH FISHBECK FOR ARCHITECTURAL
AND ENGINEERING SERVICES TO ASSESS THE INGHAM COUNTY YOUTH CENTER**

WHEREAS, the Ingham County Youth Center building was built in 1986 and is not meeting operational requirements; and

WHEREAS, an assessment of the building is needed to determine whether the County should invest in renovating or building a new one; and

WHEREAS, the Facilities Department recommends entering into an agreement with Fishbeck, a local vendor with youth center experience, for \$24,950 for architectural and engineering services to assess the Ingham County Youth Center; and

WHEREAS, funds are available in the approved 2022 CIP Juvenile Justice Millage Fund line item #264-66400-802000-22F22 which has a current balance of \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Fishbeck, 5913 Executive Drive, Suite 100, Lansing, Michigan 48911, for architectural and engineering services to assess the Ingham County Youth Center for an amount not to exceed \$24,950.

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: County Services Committee and Finance Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: July 5, 2022

SUBJECT: Resolution to Authorize an Agreement with Leroy Township and Amend an Agreement with Bunkerhill Township for the 2022 Local Road Program

For the meeting agendas of July 19, 20, and 26

BACKGROUND

As provided in Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by sources other than the Road Department, such as by the township, millage, or special assessment district. Only Lansing and Meridian Townships have a millage for road improvements.

Each year, a portion of the Road Department's budget is allocated toward the shared 50% match with each township for road work occurring on local roads within their boundaries. The annual allocation of funding from the Road Department to each of the 16 townships is called the "Local Road Program" and is based on the local road miles and population within each township. The Road Department coordinates with each township to determine the priority of road projects included in the annual program. Project costs exceeding the annually allocated 50% capped funding match by the Road Department become the full financial responsibility of the township.

Most of the projects included in the Local Road Program can be performed by the Road Department. As the Road Department only charges for materials and vendor expenses, this further increases the value of the Local Road Program funding. However, certain projects require a higher level of service than what the Road Department is able to provide, necessitating the use of outside contractors.

Leroy and Bunkerhill Townships have coordinated with the Road Department to schedule work for the 2022 construction season. The attached table provides details regarding the 2022 funding allocation available from the Road Department, the project scope, the estimated project costs, the funding responsibility for the townships, and the funding responsibility of the Road Department.

The Bunkerhill Township agreement, previously approved per Board Resolution #22-255, included an outdated scope of work and associated project cost. The attached spreadsheet has been updated to reflect the currently proposed work.

Final discussions are occurring with one remaining township, so another resolution will be requested in the future as their priorities are determined.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department match contribution for the Local Road Program in the amount of \$66,600 for these two townships are included in the adopted 2022 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department. Any project costs exceeding the capped match amounts from the Road Department will be the township's financial responsibility.

OTHER CONSIDERATIONS

This is the fifth group of Township Local Road Program agreements. One more township needs to confirm the roads to be included in their program, so one more agreement will be forthcoming in the near future.

RECOMMENDATION

Based on the information provided, the Road Department respectfully requests the following resolution be approved to authorize a Local Road Program Agreement with Leroy Township and to amend the Local Road Program Agreement with Bunkerhill Township.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LEROY TOWNSHIP AND TO AMEND AN AGREEMENT WITH BUNKERHILL TOWNSHIP FOR THE 2022 LOCAL ROAD PROGRAM

WHEREAS, per Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by sources other than the Road Department, such as by township, millage, or special assessment district; and

WHEREAS, a portion of the Road Department's budget is annually allocated toward the capped 50% match with each township, based on population and local road mileage, for road work occurring on local roads within their boundaries; and

WHEREAS, the Road Department coordinated with each township to determine the priority of road projects included in the annual Local Road Program; and

WHEREAS, Leroy Township and Bunkerhill Township have coordinated with the Road Department to schedule work for the 2022 construction season, as detailed in the attached table; and

WHEREAS, the 2022 Local Road Program Agreement approved for Bunkerhill Township per Board Resolution #22-255 needs to be amended due to outdated information included in the original resolution, which has been updated in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2022 construction season; and

WHEREAS, the Road Department shall provide labor without charge on the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each township; and

WHEREAS, the project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township; and

WHEREAS, the Road Department's capped match contribution in the total amount of \$66,600 for these two Townships is included in the adopted 2022 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Leroy Township and amending the agreement with Bunkerhill Township for the 2022 Local Road Program.

BE IT FURTHER RESOLVED, that the Road Department is authorized to match up to 50% of the costs for the township projects up to the capped allocation amount of \$66,600 as shown in the attached table.

BE IT FURTHER RESOLVED, that the Road Department shall invoice Leroy Township and Bunkerhill Township for their portion of the project costs at the conclusion of the construction season.

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

2022 Local Road Program (LRP)

Township	Match Balance Thru 2021	2022 ICRD Match Allocation	Total 2022 Match Available	Proposed 2022 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Bunkerhill	\$0.00	\$33,300.00	\$33,300.00	Skip paving of Hayes Rd (Catholic Church Rd to Fitchburg Rd)	\$109,312.50	\$76,012.50	\$33,300.00
Leroy	\$0.00	\$33,300.00	\$33,300.00	Asphalt wedging and overlay of Frost Rd (M-52 to House Rd) and Noble Rd (Meech Rd to M-52)	\$98,073.00	\$64,773.00	\$33,300.00

TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: July 11, 2022
SUBJECT: Resolution to Approve Letters of Understanding for Onsite Employees During an Alternate Work Site Directive
For the meeting agendas of July 19 and July 20

BACKGROUND

There are occasions where conditions may necessitate directing employees who are able to work from an alternate work site to do so, as opposed to utilizing the current County Suspension of Operations Policy. In these circumstances, there are other employees who are unable to work remotely due to the nature of their onsite work as essential employees. Ingham County and Union representatives wish to recognize the contributions of these onsite essential employees in such situations and to promote retention of these employees by compensating these employees for working onsite based upon the Suspension of Operations Policy.

ALTERNATIVES

The Ingham County Board of Commissioners may elect to not approve entering into letters of understanding with County collective bargaining units for this purpose.

FINANCIAL IMPACT

The financial impact will vary based upon both the number of occurrences of these circumstances and the number of onsite essential employees per occurrence.

STRATEGIC PLAN CONSIDERATIONS

Approving entering into letters of understanding for this benefit will contribute to attracting and retaining exceptional employees who value public service.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve Letters of Understanding for Onsite Employees During an Alternate Work Site Directive.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LETTERS OF UNDERSTANDING FOR ONSITE EMPLOYEES
DURING AN ALTERNATE WORK SITE DIRECTIVE**

WHEREAS, there are occasions where conditions may necessitate directing employees who are able to work from an alternate work site to do so, as opposed to utilizing the current County Suspension of Operations Policy; and

WHEREAS, in these circumstances, there are other employees who are unable to work remotely due to the nature of their onsite work as essential employees; and

WHEREAS, Ingham County and Union representatives wish to recognize the contributions of these onsite essential employees in such situations and to promote retention of these employees by compensating these employees for working onsite based upon the Suspension of Operations Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into letters of understanding with Ingham County collective bargaining units to provide for compensating employees working onsite during an alternate work site directive based upon the Suspension of Operations Policy.

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

July 5, 2022

TO: Finance Committee

FROM: Michael A. Townsend, Budget Director

RE: Financial Reserve Status

In 2002, the Board of Commissioners adopted a policy on financial reserves. The purpose of the policy is to maintain adequate financial reserves so as to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuation of a strong credit rating. Reserves addressed in the policy are the General Fund, the Budget Stabilization Fund, and the Public Improvement Fund.

RESERVE STATUS AS OF 12/31/21

The reserves in the Budget Stabilization Fund, General Fund, and Public Improvement Fund as of 12/31/21 total \$29 million. This equates to 10 % of the \$291.7 million in total budgeted expenditures for 2022. As of 12/31/21 the General Fund has \$9.9 million more than the policy's minimum target and the Public Improvement Fund has \$2.7 million more than the policy minimum. The Budget Stabilization Fund is \$51,357 above its minimum target level.

The policy requires that the County Controller annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, provide recommendations for maintaining the balance at appropriate levels.

Attached please find a copy of the policy, and an analysis of funds as required. The analysis shows:

- The balance in the Budget Stabilization Fund as of 12/31/21 is \$11.1 million, or 13.6% of the average of the last five years' General Fund budgets. It is above the desired minimum of 13%. The maximum allowable amount as defined by policy is 15%. Since the adoption of the financial reserve policy, the Board of Commissioners has generally maintained the percentage at around 14%. It should be noted that Public Act 169 of 2016 increased the legally allowed maximum to 20%.
- The unassigned balance in the General Fund as of 12/31/21 is \$14.2 million, or 16.8% of the previous year's total General Fund expenditures. The desired minimum is 5%, or \$4.2 million. Last year's balance at the time of the analysis was \$14.6 million. Overall, General Fund revenues were higher due to the effects Covid-19 and federal funds and expenditures were higher but resulted in the very minimal use of fund balance.
- The balance in the Public Improvement Fund as of 12/31/21 is \$3.6 million. It is \$2.6 million above the minimum desired level of \$939,327 which is equivalent to 1/10 mill of the property tax levy. The Public Improvement Fund is used for major capital improvements to county facilities, which includes more than 750,000 square feet of facility space for offices, courts, and clinics; the jail, and parks properties.

GENERAL FUND BALANCE THROUGH 2022

The amended 2021 budget had assumed the use of \$1.8 million in General Fund unreserved fund balance. The actual change in General Fund unreserved balance decreased by only \$.4 million (from \$14.6 to \$14.2 million.) The 2021 expenses finished the year at \$87 million. The 2022 amended budget assumes the use of only \$7 thousand in General Fund surplus. The salary and benefits expenses account for around 70% of our general fund budget. The salary increases approved to all bargaining units in 2022 averaged 7.5 to 8% and will have an impact going forward. It is also worth noting the contracts included increase of 2% the next two years. The use of fund balance for the 2023 Budget will be evaluated as a part of the budget process, due to the salary increases.

RECOMMENDATIONS

- Although it is currently below its historical level of 14% of the General Fund budget, the Budget Stabilization Fund is above the minimum target. With the continual effects on the General Fund balance due to the pandemic for the next few years, no transfer to the Budget Stabilization Fund is being recommended.
- Due to the continual annual need for CIP projects the Public Improvement Fund, a transfer of \$800,000 to the Public Improvement Fund is being recommended. This will allow for funding for 2023 capital projects (\$1,514,040 is budgeted in 2022), and will maintain the targeted amount in reserve.
- The use of fund balance for the 2023 Budget will be evaluated as a part of the budget process, due to the salary increases in 2022 explained above.

SUMMARY

A transfer of \$800 thousand is recommended as part of this year's Financial Reserve Policy Review. As currently projected, the General Fund unassigned reserves could be \$13.5 million at the end of 2022. The \$13.5 million should be sufficient to cover any use of fund balance resulting from further pandemic and historical expenses or revenue shortfalls. The \$13.5 million represents 15.5% of the previous year's (2021) General Fund expenditures. The \$11.1 million in the Budget Stabilization Fund will not be increased but will maintain the minimum target.

These significant reserves would still allow Ingham County to sustain our bond rating, address ongoing revenue uncertainties, and allow the county to continue to adjust a relatively insignificant portion of the fund balance to offset unanticipated shortfalls during the fiscal year.

Another reason for Ingham County to maintain a relatively high fund balance in the General Fund and the Budget Stabilization Fund is to address cash flow issues. As of 2007, the County collects its General Fund property tax revenue in July, therefore, this revenue is not available until eight or nine months after the start of the fiscal year. Maintaining our current level of reserves provides additional cash. If these reserves were not available, the County would be forced to issue tax anticipation notes in order to continue operations until the taxes are collected.

Please contact me if you have any questions.

cc: Gregg A. Todd
Jared Cypher
Teri Morton
Tori Meyer

GENERAL FUND	
12/31/21 Unassigned Balance	14,270,722
12/31/21 Minimum Target (5% of 2021 GENERAL FUND expenses)	4,350,244
12/31/21 Unassigned Balance as a % of 2021 Expenses	16.4%
12/31/21 Surplus in Relation to Minimum Target	9,920,478
12/31/22 Projected Balance	14,262,963
2022 Proposed Transfer from Fund Balance	(800,000)
12/31/22 Proposed Unassigned Fund Balance	13,462,963
12/31/22 Minimum Target (5% of 2021 GENERAL FUND expenses)	4,350,244
2022 Proposed Unassigned Balance as % of 2021 Expenses	15.5%
Surplus in Relation to Minimum Target	9,112,719

BUDGET STABILIZATION FUND (GENERAL FUND Restricted)	
12/31/21 Balance	11,087,365
Minimum Target (13% of last 5 years' GENERAL FUND Budgets)	11,036,008
Maximum Target (15% of last 5 years' GENERAL FUND Budgets)	12,733,855
Amount Above Minimum Target	51,357
Amount Below Maximum Target	(1,646,490)
Target %	13.1%
Proposed Transfer in from General Fund	0
12/31/22 Proposed Balance	11,087,365
Surplus in Relation to Minimum Target	51,357
Amount Below Maximum Target	(1,646,490)
Target %	13.1%

PUBLIC IMPROVEMENT FUND (in GENERAL FUND Assigned)	
12/31/21 Balance	3,628,155
Minimum Target (1/10 mill of the property tax levy)	939,327
2021 Surplus in Relation to Minimum Target	2,688,828
2022 Budgeted Use of Fund Balance	(1,514,040)
12/31/21 Projected Balance	1,174,788
Proposed Transfer in from General Fund	800,000
12/31/22 Proposed Balance	1,974,788
Minimum Target (1/10 mill of the property tax levy)	939,327
2022 Surplus in Relation to Minimum Target	1,035,461

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING A POLICY ON FINANCIAL RESERVES

RESOLUTION #02-017

WHEREAS, it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, it has been recommended by the County Controller and the county's financial consultants that a policy be adopted establishing the desired level of financial reserves that are appropriate to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners is committed to maintaining its financial reserves at an appropriate level and to managing its expenditures as necessary to adjust to its revenues.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners establishes the following goals for establishing and maintaining an appropriate level of financial reserves:

It is the goal of the County that the Budget Stabilization Fund be funded at the legal maximum of 15% of the average of the last five years' budgets, or 15% of the current year's budget, whichever is less; and that such balance be maintained at no less than 13%.

It is the goal of the County that the unreserved undesignated balance in the General Fund not be less than 5% of the total General Fund expenses of the preceding year.

It is the goal of the County to maintain sufficient reserves in the Public Improvement Fund to address annual needs for maintaining county facilities in an appropriate state of repair. The desired level of funding in this fund is determined to be 1/10 mill of the property tax levy.

The County Controller shall annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, shall provide recommendations for maintaining the balances at appropriate levels.

FINANCE: Yeas: Grebner, Stid, Swope, Hertel

Nays: None Absent: Krause, Schafer, Minter Approved 1/16/02

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE BUDGET ADJUSTMENTS FOR 2022 BASED ON THE ANNUAL EVALUATION OF THE COUNTY'S FINANCIAL RESERVE POLICY RESOLUTION

WHEREAS, the Board of Commissioners has determined that it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the County's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners, through Resolution #02-17 has adopted a Financial Reserve Policy to guide decisions regarding the maintenance of sufficient financial reserves; and

WHEREAS, the Financial Reserve Policy and the status of county reserves is to be reviewed on an annual basis; and

WHEREAS, such a review has been done by the Controller's Office, based on 2021 year end balances, and a report with recommendations has been given to the Finance Committee.

THEREFORE BE IT RESOLVED, that the 2022 budget be amended to authorize a transfers totaling \$800,000 from the General Fund unassigned balance to the Public Improvements Fund in the amount of \$800,000 in order to provide adequate funds for infrastructure maintenance and improvements and meet minimum targets.

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

Agenda Item 16b

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: July 6, 2022
SUBJECT: Resolution to Approve \$1.5 Million of Housing Trust Fund Dollars for the Walter French Residential Renovation

For the meeting agendas of July 19 and 20

BACKGROUND

The County Commissioners funded the Ingham County Housing Trust Fund with \$9 million in American Rescue Plan (ARP) funds through Resolution #22-211. At the June 14th Housing Trust Fund Committee, the Committee voted unanimously to support \$1.5 million in Housing Trust Fund dollars to go toward the Walter French Residential Renovation, which is a Capital Area Housing Partnership (CAHP) project.

The Walter French Academy was built in 1925 to serve as an elementary/junior high school for the Lansing School District and closed in 1981. In 1996, it reopened as the Walter French Academy of Business & Technology Charter School but lost Central Michigan University sponsorship in 2006 and closed.

In 2010, the building was added to the National Register of Historic Places, and in 2017 the potential developer, Eyde, donated the property to CAHP after a permit to demolish the building was denied by the City of Lansing.

CAHP has secured the majority of the funding for the \$31,747,281 redevelopment of the Walter French project which would yield 76 affording housing units (60% Area Median Income [AMI]) with set aside units designed to include supportive services for certain residents and 26,300 square feet of commercial and community spaces located in the existing gyms, locker rooms, and auditorium. The funding includes Low Income Housing Tax Credits, Housing Tax Credits, Michigan State Housing Development Authority (MSHDA) funding, City of Lansing funding, Michigan Economic Development Corporation (MEDC) Revitalization and Placemaking (RAP) grant funding, and other sources. The current gap funding need is \$1,772,846.

The requested \$1.5 million in Housing Trust Fund dollars would cover the majority of the funding gap.

ALTERNATIVES

Do not approve the funding and require CAHP to find the gap funding elsewhere.

FINANCIAL IMPACT

\$1.5 million funding would come from the \$9 million ARP allocation to the Housing Trust Fund.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE \$1.5 MILLION OF HOUSING TRUST FUND DOLLARS FOR THE
WALTER FRENCH RESIDENTIAL RENOVATION**

WHEREAS, the Ingham County Board of Commissioners, through Resolution #22-211, allocated \$9 million in American Rescue Plan funds for affordable housing opportunities through the Ingham County Housing Trust Fund; and

WHEREAS, one of the purposes identified by the Board of Commissioners in that allocation is to “create partnerships to construct energy-efficient, affordable housing options including: medium-density housing, such as row houses and small apartment buildings, single-family homes, and duplexes”; and

WHEREAS, the Capital Area Housing Partnership (CAHP) has acquired the former Walter French Academy building and has developed plans to renovate the building for a mix of commercial, office, community, and residential purposes; and

WHEREAS, CAHP’s plans include 76 affordable housing units, many of which will be set aside for particularly vulnerable residents at risk of homelessness; and

WHEREAS, CAHP is joined in this project by a wide variety of community partners, including the City of Lansing, Community Mental Health, Sparrow Health, the REO Town Commercial Association, and the Baker/Donora Neighborhood Association; and

WHEREAS, CAHP has secured all but \$1,772,846 of the funding for the \$31,747,281 project including Low-Income Housing Tax Credits, Housing Tax Credits, Michigan State Housing Development Authority (MSHDA) funding, City of Lansing funding, Michigan Economic Development Corporation (MEDC) Revitalization and Placemaking (RAP) grant funding, and other sources; and

WHEREAS, at the June 14, 2022 Housing Trust Fund Committee, the Committee voted unanimously to request \$1.5 million in Housing Trust Fund dollars to go toward the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves \$1,500,000 of Housing Trust Fund dollars to help construct the 76 housing units planned by CAHP for the Walter French renovation.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners 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: Gregg Todd, Controller
DATE: July 6, 2022
SUBJECT: Resolution to Approve an Agreement with ICMA TV to Feature Ingham County as a Featured County for the 2022 ICMA Annual Conference
For the meeting agendas of July 19 and 20

BACKGROUND

The International City/County Management Association (ICMA) highlights municipalities for its annual conference which is in Columbus, OH September 17-21 this year. ICMA has reached out to us to ask if we would be interested in being a featured municipality this year which would include a five-minute documentary video that will be shown on a loop at the annual conference and available on YouTube as well as a 15-second social media piece. ICMA TV would film and produce the spot based on the areas we would like to highlight. The cost for the production is \$24,300 which would include up to two hours of content that we will own and can use for marketing initiatives.

ICMA TV is interested in focusing on the County's use of ARP dollars, and Lansing's challenges with re-imagining downtown. To that end, we did discuss sharing the cost with Greater Lansing Convention and Visitor's Bureau (GLCVB) and the City of Lansing and have gotten a commitment from GLCVB Executive Director Julie Pinkston to fund a portion of the project. We have not heard back from Lansing but will continue to pursue any interest they may have in the project.

ALTERNATIVES

Thank them for the interest, but pass on it.

FINANCIAL IMPACT

The 2022 Contingency Fund has a non-committed balance of \$17,892. See below:

Adopted Contingency Amount	\$355,142
Resolution #21-579: Additional Community Agency Funding	(23,050)
Resolution #21-621: Funding for Consultant Jail Medical	(58,100)
Resolution #22-073: Funding for Certificate of Management	(31,900)
Resolution #22-075: Funding for Contract with Bureau Veritas for Energy Audit	(64,000)
Resolution #22-121: Funding for Contract with Resolution Services Center for Small Claims	(13,000)
Resolution #22-258: Funding for Cultural Diversity, Equity, & Inclusion Committee	(15,000)
Resolution #22-231: Funding for Jail Medical Consultants	(75,000)
Resolution #22-282: Funding for Strategic Planning	(57,200)
Current Contingency Amount	\$17,892

Two budgeted expenditures, R21- 621 - \$58,100 and R22-231 - \$75,000 are Jail Medical related expenditures and we recommend a budget transfer of these \$133,100 expenses to Prison Medical, line item 10160100-803100-02990 which has a balance of \$370,000 with no year-to-date expenditures. This would leave a balance of \$126,692 in Contingency after the \$24,300 ICMA TV expenditure and a balance of \$236,900 in Prison Medical.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN AGREEMENT WITH ICMA TV TO FEATURE INGHAM COUNTY AS A FEATURED COUNTY FOR THE 2022 ICMA ANNUAL CONFERENCE

WHEREAS, the International City/County Management Association (ICMA) Annual Conference is the world's largest gathering of local government management professionals and brings this community together for unparalleled leadership and professional development, networking, and best-in-class programming; and

WHEREAS, the 2022 ICMA Annual Conference will be held in Columbus, OH September 17-21, 2022; and

WHEREAS, ICMA TV annually highlights select counties and cities that are at the cutting-edge of county administration and offer them a unique opportunity to profile their key developments, initiatives, and best practices in the form of a five-minute documentary featured at the Annual Conference; and

WHEREAS, Ingham County has been selected as a featured county for the 2022 ICMA Annual Conference with a filming and production fee of \$24,300 which includes the five-minute documentary piece which will be available at the conference and on YouTube, a 15-second social media blast, and up to two hours of content that the County will own, which could be used for other marketing initiatives; and

WHEREAS, the Greater Lansing Convention and Visitors Bureau (GLCVB) has expressed a willingness to participate in the funding for the project; and

WHEREAS, the Contingency Fund balance of \$17,892 is not sufficient to cover the \$24,300 cost of this project; and

WHEREAS, two Contingency Fund expenditures relating to Jail Medical in the amount of \$133,100 may be funded by Jail Medical attrition thereby increasing the Contingency Fund balance to \$150,992.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an agreement with ICMA TV for \$24,300 from the Contingency Fund for the filming and production of Ingham County as a featured county for the ICMA Annual Conference.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves a budget amendment to transfer \$133,100 from Jail Medical attrition savings to the Contingency account.

BE IT FURTHER RESOLVED, that any participating funds received from GLCVB will be deposited in the Contingency Fund.

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

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.