

INGHAM COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING – 6:30 P.M.  
COMMISSIONERS ROOM, COURTHOUSE  
MASON, MICHIGAN

**JULY 26, 2016**

**AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. TIME FOR MEDITATION
- V. APPROVAL OF THE MINUTES FROM **JUNE 28, 2016**
- VI. ADDITIONS TO THE AGENDA
- VII. PETITIONS AND COMMUNICATIONS
  1. TRI-COUNTY OFFICE ON AGING FISCAL YEAR **2017-2019 MULTI-YEAR PLAN**
  2. MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY AIR QUALITY DIVISION PENDING NEW SOURCE REVIEW **APPLICATION REPORT**
- VIII. LIMITED PUBLIC COMMENT
- IX. CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIRS
- X. CONSIDERATION OF CONSENT AGENDA
- XI. COMMITTEE REPORTS AND RESOLUTIONS
  3. COUNTY SERVICES COMMITTEE – RESOLUTION HONORING **ROBERT F. SELIG**
  4. COUNTY SERVICES COMMITTEE – RESOLUTION HONORING **JOHN ELIAS**
  5. COUNTY SERVICES COMMITTEE – RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE **PERMITS** FOR THE INGHAM COUNTY ROAD DEPARTMENT
  6. COUNTY SERVICES COMMITTEE – RESOLUTION AUTHORIZING UPDATING MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) OF MICHIGAN **DIVISION NAMES**
  7. COUNTY SERVICES COMMITTEE – RESOLUTION TO ADOPT A NEW HIRE **DRIVING RECORD CHECK POLICY**
  8. COUNTY SERVICES COMMITTEE – RESOLUTION FOR APPROVAL OF THE PRELIMINARY PLAT OF **EMBER OAKS**

9. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO CHANGE THE PLAN ADMINISTRATOR AND [PLAN NAME](#) OF THE FORMER ROAD COMMISSION’S NATIONWIDE POST EMPLOYMENT HEALTH PLAN TO INGHAM COUNTY
10. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING AN INCREASE IN FUNDING FOR THE REVOLVING DRAIN FUND ([FUND 802](#))
11. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING AMENDING THE COSTS ON RESOLUTION #16-251 FOR A ONE YEAR CONTRACT EXTENSION WITH PM TECHNOLOGIES TO PROVIDE [GENERATOR SERVICES](#) FOR VARIOUS BACKUP GENERATORS THROUGHOUT THE COUNTY
12. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING A CONTRACT WITH MYERS PLUMBING & HEATING, INC. TO REPLACE THE TWO YOUTH CENTER [BOILERS](#)
13. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM [IMAGESOFT](#)
14. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE THE RENEWAL OF THE [RIGHTFAX](#) SUPPORT AGREEMENT
15. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH DIETZ JANITORIAL FOR AS NEEDED [CLEANING SERVICES](#) AT THE INGHAM COUNTY FAIRGROUNDS COMMUNITY HALL
16. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING ENTERING INTO CONTRACTS FOR THE TRAILS AND PARKS [MILLAGE APPLICATIONS](#)
17. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE [LOCAL ROAD AGREEMENTS](#) WITH STOCKBRIDGE, BUNKER HILL, WILLIAMSTON, LOCKE, LESLIE, LEROY, AURELIUS, AND ALAIEDON TOWNSHIPS FOR THE INGHAM COUNTY ROAD DEPARTMENT
18. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING CONTRACTED [TRUCKING SERVICES](#) TO HAUL HOT MIX ASPHALT TO THE INGHAM COUNTY ROAD DEPARTMENT
19. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND INGHAM COUNTY AND THIRD PARTY AGREEMENTS BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY AND THE CHARTER TOWNSHIP OF MERIDIAN AND INGHAM COUNTY IN RELATION TO ROAD CONSTRUCTION PROJECTS FOR [PARK LAKE ROAD](#) FROM GRAND RIVER AVENUE (M-43) TO MERRITT

ROAD AND IMPROVEMENTS TO HAGADORN ROAD AND MT HOPE ROAD  
INTERSECTION

20. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A TEMPORARY ASSIGNMENT TO THE [INTERIM CHIEF DEPUTY](#) REGISTER OF DEEDS AND THE EXECUTION OF THE LETTER OF UNDERSTANDING
21. FINANCE COMMITTEE – RESOLUTION TO AUTHORIZE BUDGET ADJUSTMENTS FOR 2016 BASED ON THE ANNUAL EVALUATION OF THE COUNTY’S [FINANCIAL RESERVE](#) POLICY
22. FINANCE COMMITTEE – RESOLUTION AUTHORIZING [ADJUSTMENTS](#) TO THE 2016 INGHAM COUNTY BUDGET
23. HUMAN SERVICES COMMITTEE – RESOLUTION HONORING [ROSEMARY HINCHEY](#)
24. HUMAN SERVICES COMMITTEE – RESOLUTION APPROVING TRI-COUNTY OFFICE ON AGING’S FISCAL YEAR [2017-2019 MULTI-YEAR PLAN](#)
25. HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING TWO PURCHASE ORDERS FOR THE 20 TON [RTU #10 REPLACEMENT](#) AT FOREST COMMUNITY HEALTH CENTER
26. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING A [SUPPLEMENTAL APPROPRIATION](#) TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2016 CHILD CARE FUND BUDGET
27. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A 2016 -2017 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC [HEALTH SERVICES](#) UNDER THE COMPREHENSIVE AGREEMENT
28. LAW & COURTS COMMITTEE – RESOLUTION AUTHORIZING THE APPOINTMENT OF THE [MEDIA REPRESENTATIVE](#) TO THE INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS ADVISORY BOARD
29. LAW & COURTS, COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING A CONTRACT WITH TEACHOUT SECURITY FOR [UNIFORMED UNARMED GUARD SERVICES](#) IN VARIOUS COUNTY BUILDINGS
30. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO ADOPT THE 2017 [JUVENILE JUSTICE](#) COMMUNITY AGENCY PROCESS CALENDAR
31. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF’S OFFICE TO ACCEPT (10) .38 CALIBER REVOLVER [FIREARMS](#) DONATED FROM SECURITAS SECURITY COMPANY

32. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION  
AUTHORIZING THE INGHAM COUNTY SHERIFF’S OFFICE TO EXTEND A  
CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS TO  
[RENT 100 BEDS](#) TO THE MICHIGAN DEPARTMENT OF CORRECTIONS
33. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO ACCEPT  
THE [ASPCA](#) ADOPTION AMBASSADOR PROGRAM GRANT
34. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO  
AUTHORIZE FUNDS FOR [TWO REPLACEMENT VEHICLES](#) FOR THE INGHAM  
COUNTY FAMILY CENTER
35. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO  
AUTHORIZE FUNDS FOR [RENOVATION OF OFFICE SPACE](#) AT THE INGHAM  
COUNTY FAMILY CENTER

XII. SPECIAL ORDERS OF THE DAY

XIII. PUBLIC COMMENT

XIV. COMMISSIONER ANNOUNCEMENTS

XV. CONSIDERATION AND ALLOWANCE OF CLAIMS

XVI. ADJOURNMENT

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, 517-676-7200.

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

FULL BOARD PACKETS ARE AVAILABLE AT: [www.ingham.org](http://www.ingham.org)

## **JUNE 28, 2016 REGULAR MEETING**

Board of Commissioners Room – Courthouse  
Mason – 6:30 p.m.  
June 28, 2016

### **CALL TO ORDER**

Chairperson Hope called the June 28, 2016 Regular Meeting of the Ingham County Board of Commissioners to order at 6:31 p.m.

Members Present at Roll Call: Anthony, Bahar-Cook, Banas, Case-Naeyaert, Celentino, Crenshaw, Hope, Koenig, Maiville, McGrain, Nolan, Schafer, Tennis, and Tsernoglou

Members Absent: None

A quorum was present.

### **PLEDGE OF ALLEGIANCE**

Chairperson Hope asked John Dinon, Animal Control Director, to lead the Board in the Pledge of Allegiance.

### **TIME FOR MEDITATION**

Chairperson Hope asked those present to remain standing for a moment of silence or prayer.

### **APPROVAL OF THE MINUTES**

Commissioner McGrain moved to approve the minutes of the June 14, 2016 meeting. Commissioner Koenig seconded the motion.

The minutes were amended as follows:

Every resolution that was approved as part of the consent agenda were so noted at the end of each of those resolutions.

This amendment was considered friendly.

The motion to approve the minutes, as amended, carried unanimously.

### **ADDITIONS TO THE AGENDA**

Without objection, the following agenda item was substituted:

Agenda Item No. 25 - RESOLUTION AUTHORIZING AN AGREEMENT WITH MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR SCRAP TIRE MARKET DEVELOPMENT GRANT FUNDED USE OF CRUMB RUBBER MODIFIED ASPHALT PAVING MIXTURE ON 2017 JOLLY ROAD RESURFACING PROJECT, DOBIE TO MERIDIAN ROADS FOR THE INGHAM COUNTY ROAD DEPARTMENT

## **JUNE 28, 2016 REGULAR MEETING**

### **PETITIONS AND COMMUNICATIONS**

CATA 2015 ANNUAL REPORT. Accepted and placed on file.

A LETTER FROM THE STATE OF MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY REGARDING THE AIR QUALITY DIVISION'S PENDING NEW SOURCE REVIEW APPLICATIONS REPORT. Placed on file.

A RESOLUTION FROM THE EATON COUNTY BOARD OF COMMISSIONERS REGARDING THE SUPPORT OF LEGISLATION TO ADDRESS THE ASSESSMENT METHODOLOGY UTILIZED BY THE MICHIGAN TAX TRIBUNAL – "DARK STORES." Referred to the Finance Committee.

AN EMAIL FROM JAMES V. MACLEAN REGARDING HIS RESIGNATION FROM THE INGHAM COUNTY HISTORICAL COMMISSION. Accepted and placed on file.

INGHAM COUNTY PARKS 2015 ANNUAL REPORT. Accepted and placed on file.

2015 COMPREHENSIVE ANNUAL FINANCIAL REPORT. Accepted and placed on file.

### **LIMITED PUBLIC COMMENT**

None.

### **CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIR**

None.

### **CONSIDERATION OF CONSENT AGENDA**

Commissioner Maiville moved to adopt a consent agenda consisting of all action items except Agenda Item No. 7 and 32. Commissioner Schafer seconded the motion.

The motion carried unanimously.

Those agenda items that were on the consent agenda were adopted by unanimous roll call vote.

Items voted on separately are so noted in the minutes.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 7**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING DEER HUNTING AT LAKE LANSING PARK-NORTH**

**RESOLUTION # 16 – 280**

WHEREAS, this is a request due to the Michigan Department of Natural Resources research data reporting a case of (CWD) chronic wasting disease of a deer found in Meridian Township that supports the continued appropriate management practices; and

WHEREAS, overpopulation of white tailed deer negatively impacts natural communities and associated wildlife which requires management of the deer herd; and

WHEREAS, the deer herd within Meridian Township and specifically in Lake Lansing Park-North, is causing damage to plant life within park property and surrounding private lands; and

WHEREAS, deer/car accidents in the Lake Lansing area has increased over the last five years; and

WHEREAS, the Michigan Department of Natural Resources states that an abundance of deer in a given area may lead to deer in poor physical condition and susceptible to disease such as CWD and starvation; and

WHEREAS, Meridian Township has conducted successful deer hunts within their properties and surrounding properties; and

WHEREAS, Meridian Township wishes to partner with the Ingham County Parks Department to conduct a deer hunting program within the boundaries of Lake Lansing Park-North; and

WHEREAS, by working cooperatively with Meridian Township, resources can be shared to successfully complete the project; and

WHEREAS, Ingham County will continue to work with Michigan DNR and USDA to help resolve the Chronic Wasting Disease (CWD) that has a confirmed case in Meridian Township near Lake Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the hunting of white tailed deer within the boundaries of Lake Lansing Park-North during the 2016 Archery Deer Season.

BE IT FURTHER RESOLVED, the Board of Commissioners also authorizes overnight culling of the deer herd supervised by the USDA Wildlife Services personnel, and in cooperation and planning with the Ingham County Parks Department staff under direction of the Michigan DNR through December 31, 2017.

## **JUNE 28, 2016 REGULAR MEETING**

BE IT FURTHER RESOLVED, hunters must meet all requirements of the Meridian Township deer hunting program and may only use archery equipment including crossbows, guns will not be permitted except during the overnight culling of the deer herd supervised by the USDA Wildlife Services personnel.

BE IT FURTHER RESOLVED, staff is directed to continue to collect information regarding the deer herd in Meridian Township and that the Parks Commission will assess the data prior to approving future hunts.

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville

**Nays:** None **Absent:** None **Approved 6/21/2016**

Commissioner Nolan moved to approve the resolution. Commissioner Celentino seconded the motion.

Commissioner Tsernoglou stated that she opposed this resolution. She further stated that it was her belief that this method did not actually reduce the deer population. Commissioner Tsernoglou stated that she would support exploration of alternative methods.

Commissioner Banas asked that staff update the commissioners on the outcome of this resolution before another such resolution comes before the Board for consideration.

Commissioner Case-Naeyaert stated that identifying deer with chronic wasting disease had a great effect on tracking deer with the disease.

The motion carried. **Yeas:** Anthony, Bahar-Cook, Banas, Celentino, Crenshaw, Hope, Koenig, Maiville, McGrain, Case-Naeyaert, Nolan, Schafer, and Tennis **Nay:** Tsernoglou **Absent:** None



**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 8**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

**RESOLUTION # 16 – 281**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated June 7, 2016 as submitted.

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

Approved as part of the consent agenda.

## JUNE 28, 2016 REGULAR MEETING

# INGHAM COUNTY ROAD DEPARTMENT

DATE: June 7, 2016

## LIST OF CURRENT PERMITS ISSUED

[illegible]

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 9**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT A POLICY FOR TUBERCULOSIS  
SCREENING OF NEWLY HIRED EMPLOYEES**

**RESOLUTION # 16 – 282**

WHEREAS, Ingham County is committed to providing a safe workplace for the public and its employees, customers, and contractors; and

WHEREAS, Ingham County identified the need to develop Tuberculosis (“TB”) screening policy and procedure for new hires; and

WHEREAS, the Ingham County Health Department, Ingham County Sheriff’s Office, Ingham County Youth Center and the Ingham County Human Resources Department collaborated to reevaluate, update and codify a policy and procedure for TB screening of newly hired employees; and

WHEREAS, the policy and procedure has been reviewed by the County Attorney.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached policy for Tuberculosis Screening of Newly Hired Employees.

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

Approved as part of the consent agenda.

Personnel Policy No. \_\_\_\_\_

## Tuberculosis Screening of Newly Hired Employees

Approved: \_\_\_\_\_  
Resolution No. \_\_\_\_\_

### 1. Purpose and Applicability:

Tuberculosis (“TB”) is a disease caused by *Mycobacterium tuberculosis* that adversely affects public health around the world. In the United States, TB control remains a substantial public health challenge in multiple settings. Two settings where employees are particularly exposed are Health Care and Detention settings.

As part of its control efforts, Ingham County has historically required all newly hired employees to undergo TB screening. However, in recent years the need to screen all employees was identified as being unnecessary, and only newly hired employees in departments with a higher risk for potential exposure were screened.

This document is the product of a combined effort between the County Human Resources Department, Health Department, Youth Center and Sheriff’s Office to reevaluate, update, and codify the County’s newly hired employee TB screening policy and procedure. Its goal is to ensure the consistent and accurate processing of new employees assigned to locations at higher risk of exposure to TB and to lay a foundation on which departments can build their exposure control plans and follow-up testing programs for employees, contractors and volunteers.

The policy and procedures detailed in the pages that follow are informed by recommendations from the Centers for Disease Control (“CDC”), Curry International Tuberculosis Center and Michigan Department of Corrections and many other sources. Questions about the policy and procedures should be directed to the Human Resources Department at [hr@ingham.org](mailto:hr@ingham.org) or 517-887-4328.

### 2. Abbreviations:

“CDC” - Centers for Disease Control and Prevention.  
“OSHA” - Occupational Safety and Health Administration.  
“TB” – Tuberculosis.  
“TST” - Tuberculin skin test.

### 3. Definitions:

*TB infection*: A condition in which living tubercle bacilli are present in the body without clinical disease. TB infection without TB disease cannot be transmitted. Persons with TB infection have no symptoms of TB disease and generally have a positive tuberculin skin test or Quantiferon testing.

## **JUNE 28, 2016 REGULAR MEETING**

*TB disease* (i.e., active TB disease): A condition in which living tubercle bacilli are present in the body and the disease is clinically active. Bacilli from TB disease of the lungs or larynx can be transmitted when a person with the disease coughs, sings, laughs, speaks, or breathes. Persons with TB disease have symptoms and generally have a positive tuberculin skin test or Quantiferon testing.

*Two-step tuberculin skin testing* (TST): A procedure used to establish an accurate baseline for periodic TST programs. Two-step testing reduces the likelihood of mistaking a boosted TST reaction for new TB infection. In health-care and detention facilities, the two-step TST is conducted at the time of hire.

### **4. General Policy**

- A. Ingham County will provide a screening form for tuberculosis (TB) to all employees working in locations at higher risk for exposure to TB. See section C below.
- B. The purpose of the TB screening program is to:
  - 1. Identify newly hired employees assigned to locations at higher risk for exposure to TB to prevent transmission to other employees, patients, visitors;
  - 2. Evaluate the effectiveness of TB exposure control measures in order to identify the need for corrective action; and
  - 3. Comply with federal, state, and local regulations and guidelines.
- C. Screening will be provided to all newly hired employees assigned to locations at higher risk of exposure to TB, including, but not limited to:
  - 1. The Ingham County Health Department;
  - 2. The Ingham County Sheriff's Department;
  - 3. The Ingham County Youth Center;
  - 4. The Ingham County Potter Park Zoo.

### **5. Authority and Responsibility for Policy and Procedures:**

- A. The following individual(s)/ department(s) will have the authority and/or responsibility for all or parts of the policy and procedures:
  - 1. The Health Officer and Human Resources Director have the authority to ensure full compliance with the policy and procedures;
  - 2. The Human Resources Department and Health Department have the authority and responsibility to periodically review and revise the policy and procedures;
  - 3. The Medical Director has the responsibility of medical direction of and active support for the TB screening program;
  - 4. The Medical Director and their designee have the responsibility for performing TB risk assessments annually; and
  - 5. Communicable Disease Control Supervisor and Immunization Supervisor have the authority and responsibility to screen for TB.

## **JUNE 28, 2016 REGULAR MEETING**

- B. All newly hired employees assigned to susceptible locations will comply with the Policy and Procedures for Tuberculosis Screening as a condition of their employment, including obtaining required two-step tuberculin skin tests (TSTs) and follow-up, as appropriate; attending educational sessions; and using safe work practices to prevent exposure to TB.

## **JUNE 28, 2016 REGULAR MEETING**

### **6. Initial Tuberculosis Screening Procedure for Newly Hired Employees:**

- A. Newly hired employees assigned to locations at higher risk of exposure to TB will be provided the Mandatory Tuberculosis Screening Form by Human Resources. (Refer to appendix B and C for the screening forms.)
- B. If a newly hired employee answers “yes” to the first question on the form, they will be directed to Immunizations for testing. If a newly hired employee answers “yes” to any other question on the screening form, they will be sent to Communicable Disease for evaluation and to immunizations if the evaluation dictates the need for testing. A newly hired employee being directed to either Immunizations or Communicable Disease will be directed to bring their completed Mandatory Tuberculosis Screening Form with them and will be added to a tracking spreadsheet by Human Resources. A newly hired employee answering “no” to all questions on the Mandatory Tuberculosis Screening Form will be informed that they are ready to begin working on their start date.
- C. Once Communicable Disease and/or Immunizations staff have completed their evaluation of the newly hired employee and based on their findings have determined that the newly hired employee can begin working, they will complete the bottom portion of the Mandatory Tuberculosis Screening Form and direct the newly hired employee to return the form to the Human Resources Department. Should a newly hired employee be found to not be able to start working, Human Resources will be contacted by the appropriate staff and the process will continue at section F.
- D. Human Resources through the utilization of a tracking spreadsheet will confirm that the completed Mandatory Tuberculosis Screening Form is received prior to the newly hired employee’s start date. Should the form not be received in time, Human Resources will contact the newly hired employee to determine their testing status, the newly hired employee’s supervisor to make them aware that the employee will not be able to start working on their start date and the Employee Services Coordinator to let them know to disregard the previously generated PAR for the newly hired employee. Once the Mandatory Tuberculosis Screening Form is received, Human Resources will contact the supervisor so that they may reach out to the employee to arrange a new start date and to have a corrected PAR generated.
- E. Once Human Resources receives the corrected PAR, the newly hired employee will be removed from the tracking spreadsheet.
- F. Should a newly hired employee be found to not be able to start working by the Communicable Disease/Immunizations Staff, the appropriate staff will contact Human Resources. Human Resources will then contact the newly hired employee’s supervisor to make them aware that the employee will not be able to start working on their start date and the Employee Services Coordinator to let them know to disregard the previously generated PAR for the newly hired employee.
- G. Once the newly hired employee has been cleared by the Communicable Disease/Immunizations Staff to start working, the appropriate staff will contact Human Resources and the Mandatory Tuberculosis Screening Form will be submitted to Human Resources. With receipt of the Mandatory Tuberculosis Screening Form, Human Resources will contact the supervisor so that they may reach out to the employee to

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arrange a new start date and to have a corrected PAR generated. The process will continue at section E above.



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### **7. Tuberculosis Testing Procedure for Newly Hired Employees:**

- A. A two-step skin test will be administered to all new employees working at locations which are at higher risk for exposure to TB and who have not had a skin test within the past twelve months. Two-step testing consists of an initial skin test and if negative; followed by a second test in 1-3 weeks. Employees may begin working after the 1st TST reading.
- B. Newly hired employees with documented negative TB test results from testing done less than 12 months before becoming employed with the County will need to have a single TB test completed as a baseline. This test will be considered the second step.
- C. Newly hired employees with documented negative Quantiferon testing completed less than 12 months before becoming employed with the County will be referred to the Communicable Disease Department.
- D. The second test will be coordinated between the appropriate Communicable Disease/Immunizations staff and the newly hired employee. Once testing is complete, the newly hired employee will be provided documentation stating they completed their second step testing. The newly hired employee will provide this documentation to their supervisor as proof of completing the testing. The supervisor can discard this documentation after receipt.

### **8. Compliance with the TB Screening Program:**

- A. Compliance with TB screening is mandatory.
- B. Employees failing to comply with the requirements of TB screening may be subject to disciplinary action, up to and including termination.

### **9. Confidentiality of Medical Records**

- A. Medical information obtained from employees during TB screening is confidential and will be placed in locked files separate from their personnel file. (If computerized, access to information in the database will be protected and limited to designated staff.)
- B. Names of persons (including patients) diagnosed with TB disease (who may be the source of TB exposure to employees, contractors and volunteers) will be kept confidential.
- C. Access to employee medical records will be limited to designated staff. However, medical records may be subject to disclosure, if subpoenaed.

### **10. Record Keeping and Reporting:**

- A. Employees will be provided with a copy of their TB skin testing results. If requested, employees will be provided with a copy of their Mandatory Tuberculosis Screening Form.

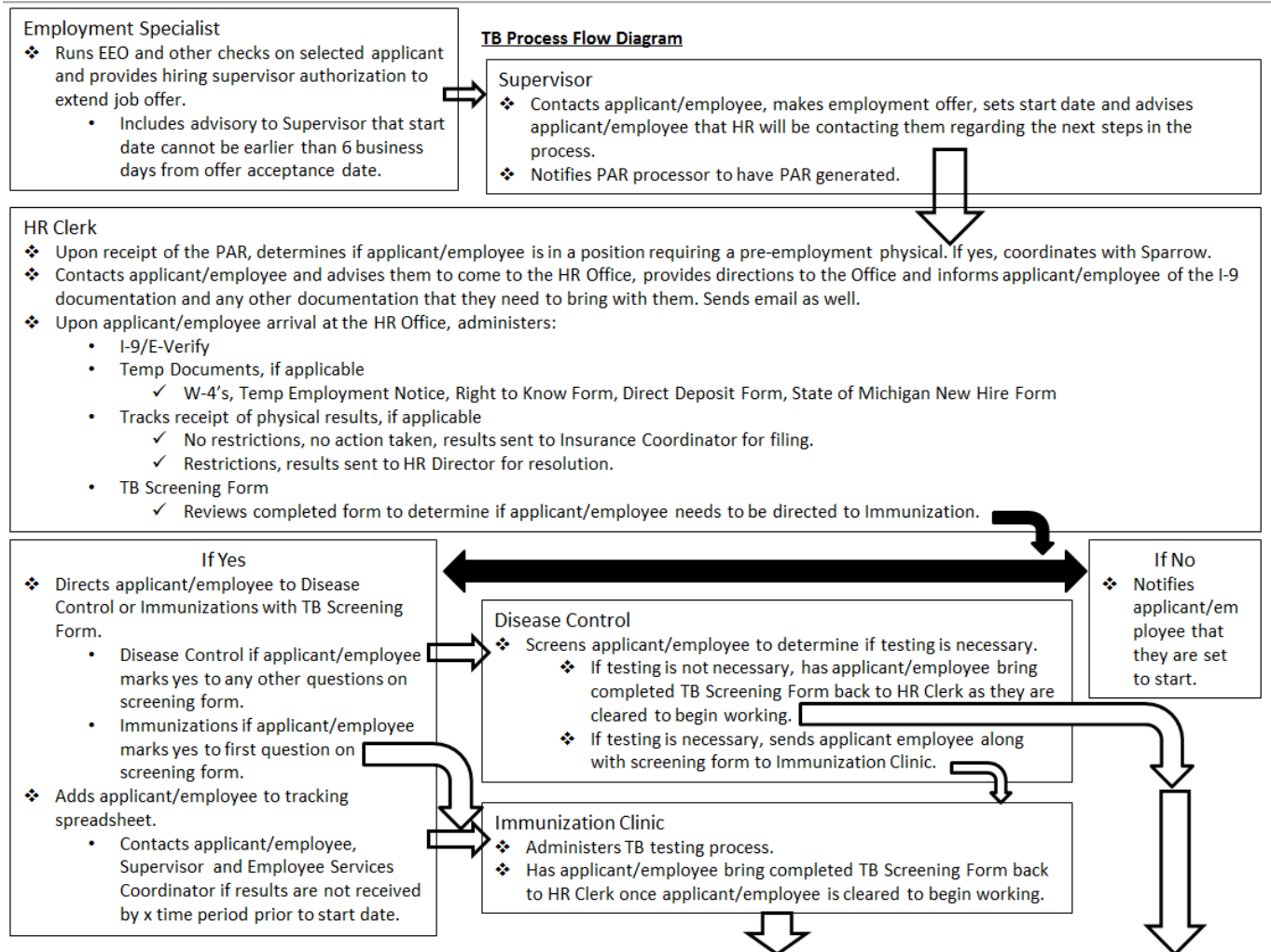
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- B. All medical information obtained through the TB screening program will be maintained for the duration of employment plus 30 years, including, but not limited to:

1. TST;
  2. Medical examination and follow-up;
  3. Medical testing and procedures; and
  4. Treatment.
- C. TST conversions and active TB cases among employees will be recorded on the OSHA Log 300 as required by law.

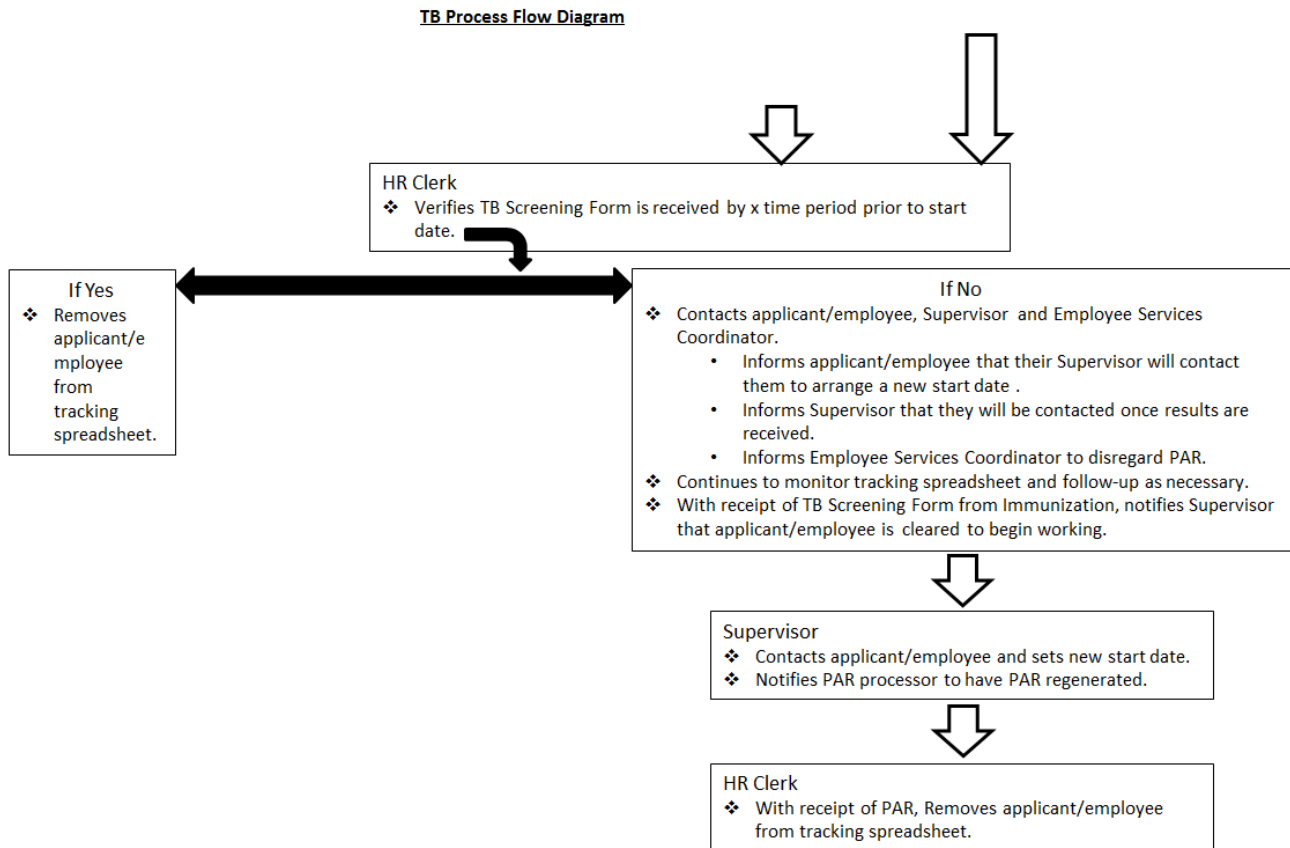
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## Appendix A TB Process Flow Diagram P1



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### TB Process Flow Diagram P2



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**Appendix B**

**INGHAM COUNTY HEALTH DEPARTMENT  
EMPLOYEE MANDATORY TUBERCULOSIS SCREENING FORM**

Name (please print): \_\_\_\_\_  
Last First MI

Country of Birth: \_\_\_\_\_ Year arrived in US: \_\_\_\_\_

**MANDATORY TUBERCULOSIS SCREENING FORM**      *Sections A and B are REQUIRED for ALL employees*

**Are you a health care worker?** YES ☐ NO ☐

Medical provider, nurse, medical assistant, dentist, dental hygienist, dental assistant, nutritionist, social workers, behavioral health therapist and contractual employees.

**SECTION A: History of Tuberculosis (TB)?**

1. Have you ever been sick with tuberculosis? YES ☐ NO ☐

2. Have you ever had a positive PPD, TB Quantiferon test, or T-SPOT? YES ☐ NO ☐

**SECTION B: At Risk for Tuberculosis (TB)?**

1) Were you born in, or have you lived, worked or visited for more than one month in any of the following:

Asia, Africa, the Caribbean, South America, Central America, Russia or Eastern Europe? YES ☐ NO ☐

If yes, what country? \_\_\_\_\_ How long? \_\_\_\_\_

Reason (please circle)      Born there      Tourist      Work      School      Other \_\_\_\_\_

2) Have you had HIV infection, AIDS, diabetes, leukemia, lymphoma or a chronic immune disorder? YES ☐ NO ☐

3) Do you have a persistent cough? (3 weeks or more), fever, night sweats, fatigue, loss of appetite, or weight loss? YES ☐ NO ☐

4) Have you ever lived with or been in close contact to a person known or suspected of being sick with TB?      Do you use illegal drugs or abuse alcohol? YES ☐ NO ☐

5) Have you ever lived, worked, or volunteered in any homeless shelter, prison/jail, hospital or drug rehabilitation unit, nursing home or residential healthcare facility? YES ☐ NO ☐

Employee Signature/Date \_\_\_\_\_ HR Representative  
Signature/Date \_\_\_\_\_

If you answered **NO** to all of the above questions, skip Section C.

***If you answered YES to any of the above questions, you must go to the communicable disease office to be evaluated by a Communicable Disease Nurse (CDN). Section C to be completed by CDN.***

**JUNE 28, 2016 REGULAR MEETING**

**SECTION C:** If patient answered YES to any of the above questions, proof of a PPD, QuantiFERON –TB Gold or T-SPOT is REQUIRED. If PPD results are 10mm or more, or QuantiFERON-TB Gold or T-SPOT are positive a chest x-ray is REQUIRED. If an employee has history of positive PPD, chest x-ray is required  
PPD: Date placed \_\_\_\_\_ Date read \_\_\_\_\_ # of mm induration \_\_\_\_\_

QuantiFERON-TB Gold or T-SPOT: Result Date \_\_\_\_\_ Result (attach lab report) \_\_\_\_\_

Date of chest x-ray \_\_\_\_\_ Result \_\_\_\_\_

**If negative CXR and positive PPD, did employee complete a course of LTBI treatment? YES ☐ NO ☐**

**If yes, date of treatment \_\_\_\_\_ medication \_\_\_\_\_ months of treatment \_\_\_\_\_**

**DCN evaluation:**

\_\_\_\_\_  
Name/Signature of CD Nurse

\_\_\_\_\_  
Phone number 887-4308

\_\_\_\_\_  
Date

## Appendix C

**INGHAM COUNTY HEALTH DEPARTMENT  
EMPLOYEE MANDATORY TUBERCULOSIS SCREENING FORM**

**SHERIFF DEPARTMENT YOUTH CENTER AND ZOO  
MANDATORY TUBERCULOSIS SCREENING FORM**

Name (please print): \_\_\_\_\_  
Last
First
MI

Country of Birth: \_\_\_\_\_ Year Arrived in US: \_\_\_\_\_

**MANDATORY TUBERCULOSIS SCREENING FORM** Sections A and B are *REQUIRED* for ALL Employees

**Are you a health care worker, a Sheriff's Deputy, custody staff, maintenance staff, or a cook at the Jail or Youth Center or any staff working at the zoo?** YES ☐ NO ☐

**SECTION A: History of Tuberculosis (TB)?**

1. Have you ever been sick with tuberculosis? YES ☐ NO ☐
2. Have you ever had a positive PPD, TB Quantiferon test, or T-SPOT? YES ☐ NO ☐

**SECTION B: At Risk for Tuberculosis (TB)?**

1. Were you born in, or have you lived, worked or visited for more than one month in any of the following: Asia, Africa, the Caribbean, South America, Central America, Russia or Eastern Europe? YES ☐ NO ☐  
 If yes, what country? \_\_\_\_\_ How long? \_\_\_\_\_  
 Circle Reason: Born There    School    Tourist    Work    Other: \_\_\_\_\_
2. Have you had HIV infection, AIDS, recent immigration, history of TB, recent close contact with a person with TB disease, injection drug use, immunosuppressive therapy, diabetes, leukemia, hematologic malignancy or lymphoma, chronic renal failure, history of gastrectomy or jejunioileal bypass, or a chronic immune disorder, medical conditions associated with substantial weight loss or malnutrition? YES ☐ NO ☐
3. Do you have a persistent cough? (3 weeks or more), fever, night sweats, fatigue, loss of appetite, weight loss or coughing blood? YES ☐ NO ☐
4. Have you ever lived with or been in close contact to a person known or suspected of being sick with TB? Have you used or currently use illegal drugs or abuse alcohol? YES ☐ NO ☐
5. Have you ever lived, worked, or volunteered in any homeless shelter, prison/jail, hospital or drug rehabilitation unit, nursing home or residential healthcare facility? YES ☐ NO ☐

Employee Signature/Date: \_\_\_\_\_ HR Representative Signature/Date: \_\_\_\_\_

*If you answered NO to all of the above questions, skip Section C. If you answered YES to any of the above questions, you will be directed to the Communicable Disease Department. Section C to be completed by Communicable Disease Nurse.*

**SECTION C:** If patient answered YES to any of the above questions, proof of a PPD, QuantiFERON –TB Gold or T-SPOT is REQUIRED. If PPD results are 10mm or more, or QuantiFERON-TB Gold or T-SPOT are positive a chest x-ray is REQUIRED. If an employee has history of positive PPD, chest x-ray is required.

PPD: Date Placed \_\_\_\_\_ Date Read: \_\_\_\_\_ # of mm Induration: \_\_\_\_\_

QuantiFERON-TB Gold or T-SPOT: Result Date: \_\_\_\_\_ Result (Attach Lab Report): \_\_\_\_\_

Date of Chest X-Ray: \_\_\_\_\_ Result: \_\_\_\_\_



**If negative CXR and positive PPD, did employee complete a course of LTBI treatment? YES ☐ NO ☐**

**If yes, date of treatment \_\_\_\_\_ Medication \_\_\_\_\_ Months of treatment \_\_\_\_\_**

\_\_\_\_\_  
Name/Signature of Nurse

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 10**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE DUPLICATE COVERAGE FOR THE FINANCIAL SERVICE  
INSURANCE AND BENEFIT COORDINATOR FROM SEPTEMBER 2016 TO JANUARY 2017**

**RESOLUTION # 16 – 283**

WHEREAS, the benefits for County employees is coordinated in the Financial Service Department by the Insurance and Benefit Coordinator; and

WHEREAS, this position requires a unique skill set and knowledge base; and

WHEREAS, the opportunity for cross training has been limited due to the confidential nature of the work and limited access to additional human resources; and

WHEREAS, this position is funded from the Employee Benefit Fund and is charged to all County departments; and

WHEREAS, the current incumbent in this position is retiring in January 2017; and

WHEREAS, due to the sensitive nature of the work and the far-reaching implications to not only active employees but retirees, it is imperative that the transition between employees be as seamless as possible.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Financial Services Department to pre-fill this position for the period September 2016 to January 2017 so that the new employee can be fully trained before the departure of the current employee.

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

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 11**

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF NETBRAIN SOFTWARE**

**RESOLUTION # 16 – 284**

WHEREAS, Ingham County needs greater visibility into and control over our network; and

WHEREAS, NetBrain software offers said visibility and control along with documentation capability; and

WHEREAS, ITD obtained national contract pricing from NetBrain for our licensing and ongoing support needs; and

WHEREAS, the purchase price of said software will be \$16,200.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of NetBrain software in the amount not to exceed \$16,200.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932033.

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.

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville

**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer

**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 12**

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM NEW HORIZONS**

**RESOLUTION # 16 – 285**

WHEREAS, Ingham County's network relies heavily on Cisco equipment; and

WHEREAS, in the past, vendors have been paid to do configuration changes to our equipment that Ingham County staff would be able to do with proper training; and

WHEREAS, ITD obtained quotes from multiple vendors and recommend using New Horizons for our Cisco training needs; and

WHEREAS, 20 days of Cisco training will be \$8,828.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from New Horizons in the amount not to exceed \$8,828.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Employee Improvement Fund #63695800-960000.

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.

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville

**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer

**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 13**

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE BATTERY REPLACEMENT SERVICE  
FROM NATIONWIDE POWER**

**RESOLUTION # 16 – 286**

WHEREAS, the Uninterruptable Power Supply (UPS) is a critical component to the Ingham County network and is located in the Ingham County Data Center; and

WHEREAS, it provides power to all computers and equipment in the Ingham County Data Center in the case of a power failure; and

WHEREAS, the batteries, capacitors and filters in the UPS require replacement every 5 or so years; and

WHEREAS, Ingham County has utilized Nationwide Power for maintenance on our uninterruptible power supplies in the past; and

WHEREAS, ITD obtained quotes from multiple vendors and recommend continuing with Nationwide Power for our UPS battery replacement needs; and

WHEREAS, the battery replacement with installation service cost will be \$7,386.60.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the battery replacement and installation service from Nationwide Power in the amount not to exceed \$7,386.60.

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

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

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

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

## **JUNE 28, 2016 REGULAR MEETING**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 14**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE CONVERSION OF A VACANT PROJECT MANAGER  
POSITION TO TWO TECHNICIAN I POSITIONS WITHIN THE  
INNOVATION AND TECHNOLOGY DEPARTMENT**

**RESOLUTION # 16 – 287**

WHEREAS, the Department of Innovation & Technology (IT) currently has 20 full time positions and 1 part time position including the vacant IT Project Manager position; and

WHEREAS, Resolution #14-213 established an MCF 11 IT Project Manager position in the IT Department; and

WHEREAS, the County has a greater need for frontline technical support rather than additional management overhead on IT projects; and

WHEREAS, the job description of the UAW I Technician I already exists; and

WHEREAS, the estimated cost for both positions would be \$79,290 for the remainder of FY2016 and between \$135,925 and \$155,511 for FY 2017; and

WHEREAS, the funding for these two positions would come from the IT Data Processing Fund #63695800-704000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the elimination of the IT Project Manager position and the addition of two UAW I Technician I positions (\$67,962 - \$77,756 each) in the IT Department with funds allocated from the IT Data Processing Fund (#63695800-704000) at a FY 2016 cost not to exceed \$79,290.

BE IT FURTHER RESOLVED, that the new vacant Technician I positions will be posted and filled.

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the IT Department Position Allocation List in accordance with this resolution.

**COUNTY SERVICES: Yeas:** Nolan, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Koenig, Tsernoglou **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer

**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

## **JUNE 28, 2016 REGULAR MEETING**

Approved as part of the consent agenda.



**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 15**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO A CONTRACT WITH ROCKY MOUNTAIN CONVEYOR & EQUIPMENT, INC. (D/B/A MAGIC CARPET LIFTS/RMCE, INC.) FOR A SNOW TUBING CONVEYOR LIFTING SYSTEM AT HAWK ISLAND COUNTY PARK**

**RESOLUTION # 16 – 288**

WHEREAS, park staff recommends a snow tubing conveyor lifting system be purchased for the snow tubing hill at Hawk Island County Park; and

WHEREAS, Board of Commissioners Resolution #16-198 authorized the use of funds from the Trails and Parks Millage for a snow tubing conveyor lifting system; and

WHEREAS, the Purchasing Department solicited proposals for a snow tubing conveyor lifting system; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Rocky Mountain Conveyor & Equipment, Inc. (d/b/a Magic Carpet Lifts/RMCE, Inc.).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Rocky Mountain Conveyor & Equipment, Inc. (d/b/a Magic Carpet Lifts/RMCE, Inc.) in the amount of \$132,500 for the purchase and installation of the snow tubing conveyor lifting system minus \$20,000 for the trade-in allowance for two used tow ropes for a total of \$112,500 according to Rocky Mountain Conveyor & Equipment, Inc.'s. (d/b/a Magic Carpet Lifts/RMCE, Inc.) bid response.

BE IT FURTHER RESOLVED, Rocky Mountain Conveyor & Equipment, Inc.'s. (d/b/a Magic Carpet Lifts/RMCE, Inc.) will have the installation of the lift system be outsourced to Maverick Management and if excavation services are necessary, it is to be billed at an additional \$2,000.00 per day, to include excavator rental and labor, state, local and/or federal permits based on time and materials at \$75 per hour, and work stoppages due to delivery, permitting, change orders, etc. billed at \$100/hour per 8 hr./day.

BE IT FURTHER RESOLVED, that funds are available in the Trails and Parks Millage fund.

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

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

**COUNTY SERVICES: Yeas:** Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville

**JUNE 28, 2016 REGULAR MEETING**

**Nays:** None    **Absent:** Koenig    **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer

**Nays:** None    **Absent:** Anthony, Case Naeyaert    **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 16**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE  
PARKS DEPARTMENT'S VACANT RANGER I POSITION**

**RESOLUTION # 16 – 289**

WHEREAS, the retirement of the Park Ranger I position provided an opportunity to review and evaluate the needs of the Parks Department; and

WHEREAS, the vacated position presents an opportunity to restructure the Parks Department to better fit the needs of park operations; and

WHEREAS, the Parks Department would like to convert one vacant Ranger I position into an existing job description-Assistant Park Manager I-Parks Department; and

WHEREAS, the Human Resources Department has reviewed the proposed changes and has no objections; and

WHEREAS, the ICEA Professionals union has reviewed the proposed changes and have given approval to proceed with the reorganization.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the reorganization of the Ingham County Parks Department to eliminate the one vacant Ranger I positions and replace this position with one Assistant Park Manager I-Parks Department position.

BE IT FURTHER RESOLVED, that the Assistant Park Manager I position will be posted and filled with the assistance of the Human Resources Department.

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

**COUNTY SERVICES: Yeas:** Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville

**Nays:** None **Absent:** Koenig **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer

**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 17**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN  
THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND INGHAM COUNTY  
AND A THIRD PARTY AGREEMENT BETWEEN DELHI CHARTER TOWNSHIP AND INGHAM  
COUNTY IN RELATION TO A ROAD CONSTRUCTION PROJECT FOR  
HOLT ROAD FROM GROVENBURG ROAD TO AURELIUS ROAD**

**RESOLUTION # 16 – 290**

WHEREAS, the Ingham County Road Department received federal funding to resurface Holt Road from Grovenburg Road to Aurelius Road; and

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

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

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated third party agreement between Delhi Charter Township and ICRD to pay for township requested work and match contribution; and

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

2016 Federal STP Urban Funding	\$ 661,000
2017 Federal STP Urban Funding	\$ 860,300
Delhi Township Work & Match Contribution:	\$ 59,000
Road Department Match:	<u>\$ 290,900</u>
	\$1,871,200

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract No. 16-5299 with the State of Michigan/MDOT to effect resurfacing of Holt Road from Grovenburg Road to Aurelius Road for a total estimated cost of \$1,871,200 consisting of \$1,521,300 in federal funding and \$349,900 in Road Department and Delhi Charter township funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into third party agreement with Delhi Charter Township to secure the estimated \$59,000 of funds for township requested work and match contribution.

## **JUNE 28, 2016 REGULAR MEETING**

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

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 18**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT FOR SUPPLYING AND SERVICING  
MECHANICS' UNIFORMS, SHOP TOWELS, FLOOR MATS & RELATED SERVICES  
FOR THE ROAD DEPARTMENT**

**RESOLUTION # 16 – 291**

WHEREAS, the Road Department provides uniforms for its mechanics and fleet manager per their respective labor agreements, and needs services to supply mechanics' shop towels, floor mat and related services for all Road Department facilities; and

WHEREAS, the Purchasing Department recently released bid packet #40-16 and received sealed, competitive bid proposals for these services for the next 3 year period beginning from date of service contract execution; and

WHEREAS, the current vendor, Unifirst Corporation of Taylor, Michigan and former vendor, Arrow Uniform Rental of Walker, MI were the only responding bidders; and

WHEREAS, Board approval was given to offer contract to Arrow Uniform Rental; and

WHEREAS, Arrow Uniform Rental refused to sign the contract due to their displeasure of certain contractual obligation language; and

WHEREAS, Unifirst Corporation has agreed to extend current pricing of \$81.55 per week through June 1, 2017; and

WHEREAS, the Road Department and Purchasing Department believe that it would be advisable to accept the offer of extension from Unifirst Corporation of Taylor, Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the offer, and authorizes an extension of contract with Unifirst Corporation of Taylor, Michigan for supplying and servicing mechanics' uniforms, shop towels, floor mats and related services for the Road Department for a total cost of \$81.55 per week, through June 1, 2017.

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

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

**JUNE 28, 2016 REGULAR MEETING**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer

**Nays:** None    **Absent:** Anthony, Case Naeyaert    **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 19**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO.  
FOR ITEM I OF THE 2016 LOCAL ROAD PROGRAM BID PACKET #112-16  
RECYCLING & RESURFACING OF ENGLISH MEADOWS SUBDIVISION STREETS,  
DELHI TOWNSHIP**

**RESOLUTION # 16 – 292**

WHEREAS, Delhi Township received and has approved a petition from the benefitting residents for special assessment funded pavement recycling, asphalt resurfacing and related repairs on the streets of English Meadows Subdivision in section 21 of Delhi Township, due to normal deterioration over time; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with Delhi Township to construct these repairs under the 2016 Local Road Program; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 112-16, Item I; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, RIETH-RILEY CONSTRUCTION CO. submitted the lowest responsive and responsible bid at \$281,769.10, for Bid Packet 112-16, Item I; and

WHEREAS, a contingency is being requested in the amount of 10%, \$28,176.91, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with RIETH-RILEY CONSTRUCTION CO. for recycling, resurfacing and related work as specified in the Ingham County Road Department's Bid Packet # 112-16, Item I for the low bid cost with 10% contingency of \$309,946.01.

BE IT FURTHER RESOLVED, Delhi Township received and has approved a petition from the benefitting residents for special assessment funded pavement recycling, asphalt resurfacing and related repairs on the streets of English Meadows Subdivision in section 21 of Delhi Township, due to normal deterioration over time as shown in the map below.



## **JUNE 28, 2016 REGULAR MEETING**

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

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

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville

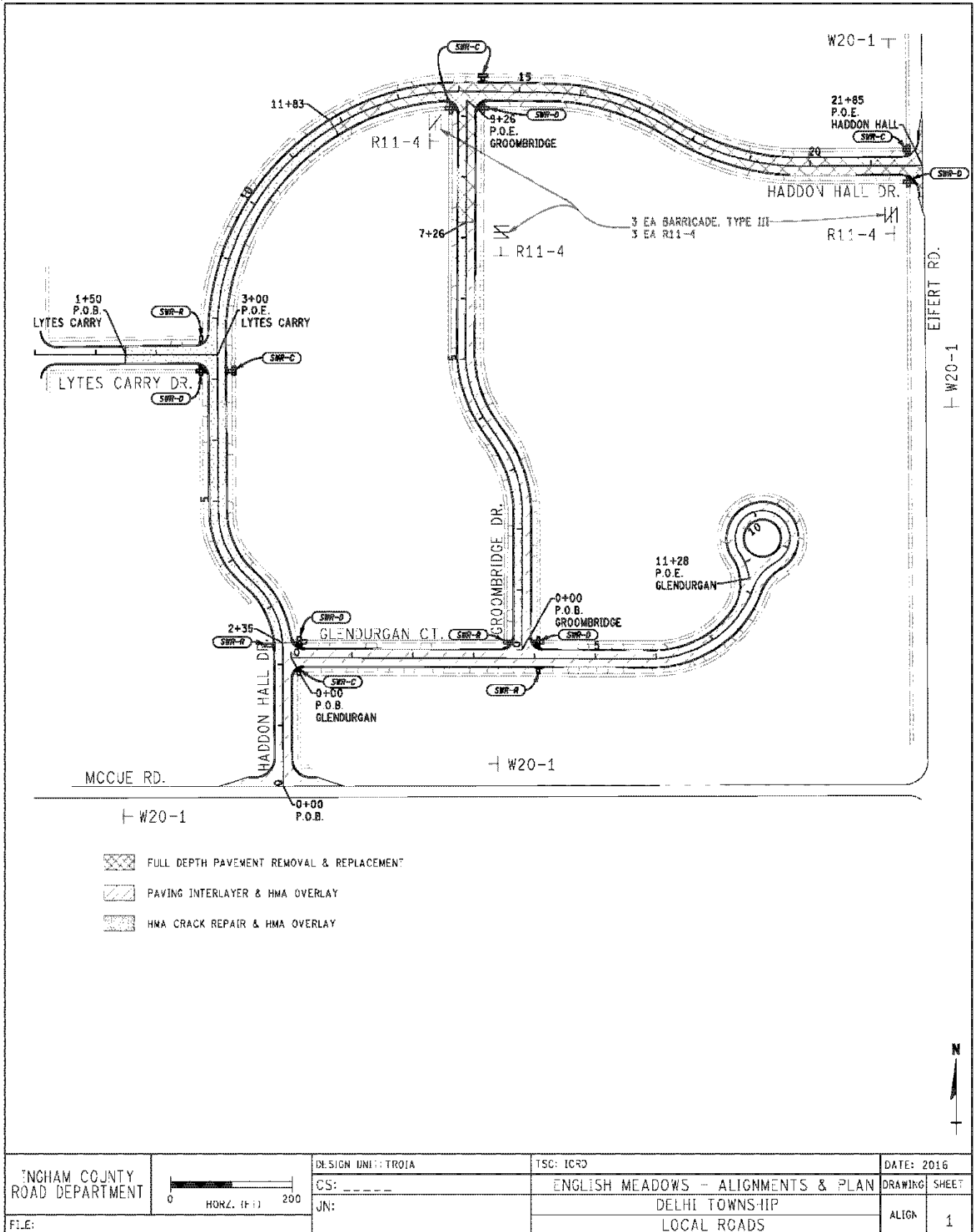
**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer

**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

# JUNE 28, 2016 REGULAR MEETING



**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 20**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO.  
FOR ITEM II OF THE 2016 LOCAL ROAD PROGRAM BID PACKET #112-16  
RECYCLING & RESURFACING OF VARIOUS STREETS, MERIDIAN TOWNSHIP**

**RESOLUTION # 16 – 293**

WHEREAS, Meridian Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the various streets listed below in Meridian Township, due to normal deterioration over time; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with Meridian Township to fund these repairs under the 2016 Local Road Program; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 112-16, Item II; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, RIETH-RILEY CONSTRUCTION CO. submitted the lowest responsive and responsible bid at \$813,243.70, for Bid Packet 112-16, Item II; and

WHEREAS, a contingency is being requested in the amount of 10%, \$81,324.37, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved; and

WHEREAS, the scope of the project may need to be reduced to fit available Township budget, which may be determined by the Meridian Township.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with RIETH-RILEY CONSTRUCTION CO. for recycling, resurfacing and related work as specified in the Ingham County Road Department's Bid Packet # 112-16, Item II for the low bid cost with 10% contingency of \$894,568.07, or as reduced per direction to be received from Meridian Township.

BE IT FURTHER RESOLVED, Meridian Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the various streets listed below in Meridian Township, due to normal deterioration over time.

## **JUNE 28, 2016 REGULAR MEETING**

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

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

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

## JUNE 28, 2016 REGULAR MEETING

2016 Proposed Meridian Township Local Road Program *as bid*:

Streets, Limits:	Proposed Work:
Kenmore, Grandview, Hillcrest, Kent-Grand River	Crush & Shape, 3.5 " Asphalt Repaving, Shoulder gravel
Ardmore, Kent-Grand River,	Crush & Shape, 3.5 " Asphalt Repaving, Shoulder gravel
Marlboro, Hillside-bend at south end	Hot Recycle & 1" Asphalt resurfacing, Shoulder gravel
Hillside, Marlboro-Northview	Hot Recycle & 1" Asphalt resurfacing, Shoulder gravel
Donovan, Salem-Raleigh	Hot Recycle & 1" Asphalt resurfacing, ADA Ramp Upgrades, Curb repair
Spring Lake Dr, Dobie-Viceroy	Hot Recycle & 1" Asphalt resurfacing, ADA Ramp Upgrades, Curb repair
Montrose, Grand River to Sioux Way	Crush & Shape, 3.5 " Asphalt Repaving, Shoulder gravel
Indian Glen, Hatch-Birchwood	Hot Recycle & 1" Asphalt resurfacing, ADA Ramp Upgrades, Curb repair
Elk Lane, Fairhills-Breezy Point	Hot Recycle & 1" Asphalt resurfacing, ADA Ramp Upgrades, Curb repair
Heather Circle, east of Park Lake Rd	Hot Recycle & 1" Asphalt resurfacing, Curb repair,
Heather, Park Lake Rd-Wardcliff	Crush & Shape, 3.5 " Asphalt Repaving, Shoulder gravel
Park, Marsh-Shaw	Crush & Shape, 3.5 " Asphalt Repaving, Shoulder gravel
Shaw, Haslett-Park	Crush & Shape, 3.5 " Asphalt Repaving, Shoulder gravel
Potter, Haslett-Lake Dr	Crush & Shape, 3.5 " Asphalt Repaving, Shoulder gravel
Teakwood, Buckingham-Buckingham	Hot Recycle & 1" Asphalt resurfacing, ADA Ramp Upgrades, Curb repair

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 21**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO.  
FOR ITEM III OF THE 2016 LOCAL ROAD PROGRAM BID PACKET #112-16  
RECYCLING & RESURFACING OF VARIOUS STREETS, LANSING TOWNSHIP**

**RESOLUTION # 16 – 294**

WHEREAS, Lansing Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the following streets in Lansing Township, due to normal deterioration over time: Bon Air, 175 ft. south to Michigan Ave., Genesee, 300 ft. west of Bon Air to Rosemary, and Grace, Michigan Ave. to Saginaw Hwy.; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with Lansing Township to fund these repairs under the 2016 Local Road Program; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 112-16, Item III; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, RIETH-RILEY CONSTRUCTION CO. submitted the lowest responsive and responsible bid at \$101,630.03, for Bid Packet 112-16, Item III; and

WHEREAS, a contingency is being requested in the amount of 10%, \$10,163.00, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved; and

WHEREAS, the scope of the project may need to be reduced to fit available Township budget, which may be determined by Lansing Township.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with RIETH-RILEY CONSTRUCTION CO. for recycling, resurfacing and related work as specified in the Ingham County Road Department's Bid Packet # 112-16, Item III, for the low bid cost with 10% contingency of \$111,793.03 or as reduced per direction to be received from Lansing Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

## **JUNE 28, 2016 REGULAR MEETING**

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

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 22**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO.  
FOR ITEM IV OF THE 2016 LOCAL ROAD PROGRAM BID PACKET #112-16  
RESURFACING OF VARIOUS PRIMARY ROADS, INGHAM COUNTY**

**RESOLUTION # 16 – 295**

WHEREAS, the Ingham County Road Department recommends that asphalt resurfacing and related repairs be done on the following primary county roads due to normal deterioration over time: Dexter Trail, Swan to Murray Roads, Brogan Road, M-106 to M-36, and Oak Street, Leslie city limit to Kinneville Road; and

WHEREAS, the above listed work will be funded from the Road Department's Michigan Transportation Fund (MTF) road maintenance budget; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 112-16, Item IV; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, RIETH-RILEY CONSTRUCTION CO. submitted the lowest responsive and responsible bid at \$599,407.40, for Bid Packet 112-16, Item IV; and

WHEREAS, a contingency is being requested in the amount of 10%, \$59,940.74, for any unidentified and unforeseen problems that may occur during the process; and

WHEREAS, the scope of the project may need to be reduced to fit available budget, which will be determined by the Road Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with RIETH-RILEY CONSTRUCTION CO. for resurfacing and related work as specified in the Ingham County Road Department's Bid Packet # 112-16, Item IV for the low bid cost with 10% contingency of \$659,348.14, or as reduced to fit available Road Department budget for this project.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

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



## **JUNE 28, 2016 REGULAR MEETING**

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 23**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH MICHIGAN PAVING & MATERIALS  
FOR ITEM V OF THE 2016 LOCAL ROAD PROGRAM BID PACKET #112-16  
RECYCLING & RESURFACING OF VARIOUS PRIMARY ROADS, INGHAM COUNTY**

**RESOLUTION # 16 – 296**

WHEREAS, the Ingham County Road Department recommends that asphalt recycling, resurfacing and related repairs be done on the following primary county roads due to normal deterioration over time: Williamston Road, Bunker Hill Road to Catholic Church Road, Carter Road, Proctor Road to M-52, and Jackson Road, Baseline Road to Fitchburg Road; and

WHEREAS, the above listed work will be funded from the road department's Michigan Transportation Fund (MTF) road maintenance budget and with \$1.6 million in revenue from a settlement with Enbridge Energy Company relating to wear and tear of various roads from Enbridge's recently completed petroleum pipeline project in southeasterly Ingham County approved per Resolution 15-345 adopted by the Board of Commissioners on September 22, 2015; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 112-16, Item V; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, MICHIGAN PAVING & MATERIALS submitted the lowest responsive and responsible bid at \$1,439,839.50, for Bid Packet 112-16, Item V; and

WHEREAS, a contingency is being requested in the amount of 10%, \$143,983.95, for any unidentified and unforeseen problems that may occur during the process; and

WHEREAS, the scope of the project may need to be reduced to fit available budget, which will be determined by the Road Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with MICHIGAN PAVING & MATERIALS for resurfacing and related work as specified in the Ingham County Road Department's Bid Packet # 112-16, Item V for the low bid cost with 10% contingency of \$1,583,823.45, or as reduced to fit available Road Department budget for this project.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

## **JUNE 28, 2016 REGULAR MEETING**

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

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 24**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH MICHIGAN PAVING & MATERIALS  
FOR ITEM VI OF THE 2016 LOCAL ROAD PROGRAM BID PACKET #112-16  
RECYCLING & RESURFACING OF VARIOUS ROADS, WHITE OAK TOWNSHIP**

**RESOLUTION # 16 – 297**

WHEREAS, White Oak Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and related repairs are needed on the following roads in White Oak Township due to normal deterioration over time: Swan Road, Osborne Road to 1500 ft. east of Burden Road, and Dietz Road, Swan to Carter Roads; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with White Oak Township to fund these repairs under the 2016 Local Road Program; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 112-16, Item VI; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, MICHIGAN PAVING & MATERIALS submitted the lowest responsive and responsible bid at \$878,968.02, for Bid Packet 112-16, Item VI; and

WHEREAS, a contingency is being requested in the amount of 10%, \$87,896.80, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved; and

WHEREAS, the scope of the project may need to be reduced to fit available Township budget, which may be determined by White Oak Township.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with MICHIGAN PAVING & MATERIALS for recycling, resurfacing and related work as specified in the Ingham County Road Department's Bid Packet # 112-16, Item VI, for the low bid cost with 10% contingency of \$966,864.82, or as reduced per direction to be received from White Oak Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

## **JUNE 28, 2016 REGULAR MEETING**

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

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville

**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer

**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 25**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH  
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR  
SCRAP TIRE MARKET DEVELOPMENT GRANT FUNDED USE OF CRUMB RUBBER MODIFIED  
ASPHALT PAVING MIXTURE ON 2017 JOLLY ROAD RESURFACING PROJECT, DOBIE TO  
MERIDIAN ROADS FOR THE INGHAM COUNTY ROAD DEPARTMENT**

**RESOLUTION # 16 – 298**

WHEREAS, Jolly Road, from west of Dobie Road to Meridian Road in Meridian and Alaiedon Townships is in the federal aid highway funding Transportation Improvement Plan, TIP, for resurfacing in 2017; and

WHEREAS, the Michigan Department of Environmental Quality, MDEQ, has made available grant funding in the amount of \$462,311 in state FY 2015/16 for use by September 30, 2017, for the above mentioned Jolly Road resurfacing project for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement's performance and longevity and to help foster a market for used vehicle tires; and

WHEREAS, the remainder of the Jolly Road project's proposed construction, which is to be 80% federal aid funded with 20% local match from 2017 budgeted County Road Funds, constitutes the required 50% local match for the MDEQ CRMA grant, and no other unplanned costs are to be incurred for using the CRMA; and

WHEREAS, Road Department staff has worked with Michigan State University, MSU, research staff and has reviewed and understands MSU's research findings that the CRMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and recommends therefore that the County enter into the requested prime grant recipient agreement with MDEQ to allow the placement of the CRMA research test strips on the Jolly Road project and thus to receive the MDEQ CRMA grant funds intended for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into an agreement with MDEQ for the placement of the CRMA research test strips on the above-mentioned Jolly Road project in 2017 and to receive the MDEQ CRMA grant funds intended for this purpose in the amount of up to \$462,311 dependent on final CRMA quantity placed.

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

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

**JUNE 28, 2016 REGULAR MEETING**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 26**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE LOCAL ROAD PROGRAM AGREEMENT WITH  
DELHI TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT**

**RESOLUTION # 16 – 299**

WHEREAS, Delhi Township desires that improvements be performed on the local roads of English Meadows Subdivision as shown on the attached exhibit to include existing pavement crushing and shaping, asphalt re-paving, with curb and gutter repair and manhole adjustment where necessary and other related work at a total estimated cost of \$260,000.00; and

WHEREAS, the County on behalf of the Road Department is willing to cause said improvements to be undertaken per a contract per bids recently let and to be approved in a separate resolution by the Board of Commissioners; and

WHEREAS, the Township is willing to pay the entire cost of said improvements per a Township administered Special Assessment District (SAD) that has been established.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under a contract per bids recently let and to be approved in a separate resolution by the Board of Commissioners during the construction season of the 2016 calendar year.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for the entire final cost of this project.

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

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

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.



**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 27**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

**RESOLUTION # 16 – 300**

WHEREAS, Meridian Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and related repairs are needed on the streets listed below this resolution to include as indicted in the list below either Hot In Place Recycling (HIPR) and resurfacing of one course asphalt at 1 inch thickness, or crushing and shaping of the existing pavement with replacement of two-course, 3.5 inch asphalt pavement, either option with the following related work where applicable: sidewalk ramp upgrades, curb and gutter repair, manhole adjustment, shoulder graveling and other miscellaneous repairs where necessary, at an estimated cost of \$735,000, which is necessary due to normal deterioration of the pavement; and

WHEREAS, Meridian Township may need to reduce the scope of this project to fit available budget; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund under the 2016 Local Road Program; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements up to the extent of their budget available for this purpose; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified below incorporated herein by reference to be performed under contracts per bid to be let and to be approved in separate resolutions by the Board of Commissioners during the construction season of the 2016 calendar year subject to final approval by, or as modified by Meridian Township.

BE IT FURTHER RESOLVED, that for 2016, the County on behalf of the Road Department has allocated to Meridian Township's local roads, a maximum sum of \$115,000.00 from the County Road Fund, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to \$115,000.00 from the County Road Fund toward the cost of said improvement.

## **JUNE 28, 2016 REGULAR MEETING**

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to \$230,000.00 (2 times the maximum match available of \$115,000), and then be split evenly between the parties for any final cost amounts below \$230,000.00.

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

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

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

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville

**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer

**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

## JUNE 28, 2016 REGULAR MEETING

### 2016 Proposed Meridian Township Local Road Program

Streets, Limits:	Proposed Work:
Kenmore, Grandview, Hillcrest, Kent-Grand River	Crush & Shape, 3.5 " Asphalt Repaving, Shoulder gravel
Ardmore, Kent-Grand River,	Crush & Shape, 3.5 " Asphalt Repaving, Shoulder gravel
Marlboro, Hillside-bend at south end	Hot Recycle & 1" Asphalt resurfacing, Shoulder gravel
Hillside, Marlboro-Northview	Hot Recycle & 1" Asphalt resurfacing, Shoulder gravel
Donovan, Salem-Raleigh	Hot Recycle & 1" Asphalt resurfacing, ADA Ramp Upgrades, Curb repair
Spring Lake Dr, Dobie-Viceroy	Hot Recycle & 1" Asphalt resurfacing, ADA Ramp Upgrades, Curb repair
Montrose, Grand River to Sioux Way	Crush & Shape, 3.5 " Asphalt Repaving, Shoulder gravel
Indian Glen, Hatch-Birchwood	Hot Recycle & 1" Asphalt resurfacing, ADA Ramp Upgrades, Curb repair
Elk Lane, Fairhills-Breezy Point	Hot Recycle & 1" Asphalt resurfacing, ADA Ramp Upgrades, Curb repair
Heather Circle, east of Park Lake Rd	Hot Recycle & 1" Asphalt resurfacing, Curb repair,
Heather, Park Lake Rd-Wardcliff	Crush & Shape, 3.5 " Asphalt Repaving, Shoulder gravel
Park, Marsh-Shaw	Crush & Shape, 3.5 " Asphalt Repaving, Shoulder gravel
Shaw, Haslett-Park	Crush & Shape, 3.5 " Asphalt Repaving, Shoulder gravel
Potter, Haslett-Lake Dr	Crush & Shape, 3.5 " Asphalt Repaving, Shoulder gravel
Teakwood, Buckingham-Buckingham	Hot Recycle & 1" Asphalt resurfacing, ADA Ramp Upgrades, Curb repair

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

**RESOLUTION # 16 – 301**

WHEREAS, Lansing Township and the Ingham County Road department agree that pavement recycling, asphalt resurfacing and related repairs are needed on the following streets in Lansing Township, due to normal deterioration over time: Bon Air, 175 ft. south to Michigan Ave., Genesee, 300 ft. west of Bon Air to Rosemary, and Grace, Michigan Ave. to Saginaw Hwy. to include Hot In Place Recycling (HIPR) and asphalt resurfacing with curb and gutter repair, sidewalk ramp upgrades, and manhole adjustment where necessary at a total estimated cost of \$113,000.00; and

WHEREAS, Lansing Township may need to reduce the scope of this project to fit available budget; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken per bids recently let and to be approved in a separate resolution by the Board of Commissioners, and to pay for a portion of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements up to the extent of their budget available for this purpose; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under a contract per bids recently let and to be approved in a separate resolution by the Board of Commissioners during the construction season of the 2016 calendar year subject to final approval by, or as modified by Lansing Township.

BE IT FURTHER RESOLVED, that for 2016, the Road Department has allocated to Lansing Township's local roads, a maximum sum of \$84,841.76 from the County Road Fund, including \$44,841.76 left from prior years and \$40,000 for the 2016 allocation, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to \$84,841.76 from the County Road Fund toward the cost of said improvement.

## **JUNE 28, 2016 REGULAR MEETING**

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than twice the maximum Road Department match amount set forth above, \$113,000.00, the savings shall be split evenly between the Township and the Road Department.

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

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

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

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 29**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH WHITE OAK TOWNSHIP  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

**RESOLUTION # 16 – 302**

WHEREAS, White Oak Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and related repairs are needed on the following roads in White Oak Township due to normal deterioration over time: Swan Road, Osborne Road to 1500 ft. east of Burden Road, and Dietz Road, Swan to Carter Roads at an estimated cost of \$850,000; and

WHEREAS, White Oak Township may need to reduce the scope of this project to fit available budget; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken per bids recently let and to be approved in a separate resolution by the Board of Commissioners, and to pay for a portion of the cost of said improvements from the County Road Fund; and

WHEREAS, in 2013 the Road Department negotiated a non-refundable permit fee of \$900,500.00 paid by Enbridge Energy Company, Inc., in consideration for Enbridge and/or its contractors building a petroleum pipeline through White Oak and Stockbridge Townships at that time to use certain local, spring weight restricted roads in these two Townships at normal legal loading, with approximately two thirds, or \$600,333, of this fee related to, and thus held for use on, local roads in White Oak Township, to be used as agreed upon between White Oak Township and the Road Department; and

WHEREAS, White Oak Township's Board of Trustees passed a motion at their April 20, 2015 regular meeting that they would prefer that the above mentioned Enbridge permit funds designated for local roads in White Oak Township be applied to the projects listed in the first paragraph above; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements up to the extent of their budget available for this purpose; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below plus the above mentioned Enbridge funds, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under a contract per bids recently let and to be approved

## **JUNE 28, 2016 REGULAR MEETING**

in a separate resolution by the Board of Commissioners during the construction season of the 2016 calendar year subject to final approval by, or as modified by White Oak Township.

BE IT FURTHER RESOLVED, that for 2016, the Road Department has allocated to White Oak Township's local roads, a maximum sum of \$137,904.98 from the County Road Fund, including \$115,704.98 left from prior years and \$22,200 for the 2016 allocation, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to \$137,904.98 from the County Road Fund and \$600,333 from the above mentioned Enbridge permit fee toward the cost of said improvement.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the savings shall be split evenly between the Township and the Road Department for any final cost down to \$600,333, below which any savings shall accrue to the road department to be held for use on future local road work in White Oak Township.

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

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

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

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 30**

Introduced by the County Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING A LETTER OF UNDERSTANDING WITH  
AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES REGARDING  
MAXIMUM ACCUMULATION OF COMPENSATORY TIME**

**RESOLUTION # 16 – 303**

WHEREAS, an agreement was reached between representatives of Ingham County and the American Federation of State, County and Municipal Employees (AFSCME) for the period January 1, 2016 through December 31, 2017; and

WHEREAS, the Human Resources Department and the Road Department have discussed with the AFSCME the need for the additional overtime due to the larger road maintenance program scheduled for 2016; and

WHEREAS, the Employer and Union desire to extend this maximum compensatory time off accumulation by 24 additional hours to 104 hours maximum per year for 2016, with the additional 24 hours to be used between October 15 and December 15, 2016; and

WHEREAS, the provisions of the Letter of Understanding have been approved by County Services and Finance Committee regarding the temporary increase in the maximum accumulation of compensatory time.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.



**JUNE 28, 2016 REGULAR MEETING**

**LETTER OF UNDERSTANDING BETWEEN  
COUNTY OF INGHAM (Employer)  
AND  
AFSCME LOCAL #1499 (Union)**

**WHEREAS**, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (the “Employer”) and the AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) have agreed to a collective bargaining agreement from January 1, 2016, through December 31, 2017; and

**WHEREAS**, it is anticipated that employees in classifications represented by AFSCME will be working additional overtime with a larger road maintenance program scheduled for this year; and

**WHEREAS**, Article 12, section 4 of the current labor agreement between the Employer and the Union provides up to 80 hours per year accumulation of compensatory time off per employee choice rather than overtime payment; and

**WHEREAS**, Both the Employer and Union desire to extend this maximum compensatory time off accumulation by 24 additional hours to 104 hours maximum per year for 2016, with the additional 24 hours to be used between October 15 and December 15, 2016.

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

1. To extend maximum compensatory time off accumulation to 104 hours per year for 2016, with the additional 24 hours to be used between October 15 and December 15, 2016.
2. This change in the maximum compensatory time off accumulation is for calendar year 2016 only, and the maximum compensatory time off accumulation shall revert to the terms of the original current collective bargaining agreement effective January 1, 2016, through December 31, 2017. No other employment conditions or parts of the labor agreement are affected by this letter of understanding.

**IT IS FURTHER AGREED THAT** this Letter of Understanding shall be unique to this case and neither the Employer nor the Unions waive any rights as to future cases. This Letter of Understanding shall modify the parties’ Agreement only to the extent expressly provided herein. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstances.

COUNTY OF INGHAM

UNION REPRESENTATIVE

\_\_\_\_\_  
Kara Hope, Chairperson                      Date  
Board of Commissioners

\_\_\_\_\_  
Todd A. Hull                                      Date  
President, AFSCME Local #1499

\_\_\_\_\_  
William M. Conklin                              Date  
Managing Director, Road Dept.

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

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Mattis D. Nordfjord, Esq.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 31**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RESCIND AMENDMENT NO. 2 TO THE FEBRUARY 19, 1997 DESIGN,  
CONSTRUCTION, LEASE AGREEMENT BETWEEN INGHAM COUNTY AND THE COMMUNITY  
MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES AND THE  
AMENDMENT OF SEPTEMBER 15, 2008**

**RESOLUTION # 16 – 304**

WHEREAS, the Ingham County Board of Commissioners approved Resolution #16-070 on March 8, 2016; and

WHEREAS, per Resolution #16-070, the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH Authority) was allowed to accelerate the remaining lease payments under the Lease Agreement sufficient to pay off the remaining principal and interest on the building located at 812 E. Jolly Road in Lansing; and

WHEREAS, per Resolution #16-070, the CMH Authority would be allowed to exercise its option to purchase the Building for the sum of One Dollar (\$1.00) upon tender of the final lease payment, including accelerated payment of remaining principal and interest on the bonds; and

WHEREAS, per Resolution #16-070, the Lease Agreement was modified to permit the CMH Authority to purchase the Building for the sum of \$1.00, at any point subsequent to the date on which the bonds used to finance the Authority were fully repaid, with interest; and

WHEREAS, the CMH Authority has abandoned its plan to accelerate the remaining lease payments and no longer desires to exercise its option to purchase the building as described in Resolution #16-070.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby rescinds Resolution #16-070 in its entirety.

BE IT FURTHER RESOLVED, that all other terms and conditions of the Lease Agreement, as amended, shall remain in full force and effect.

**COUNTY SERVICES: Yeas:** Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 6/21/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**REFERRED TO THE COUNTY SERVICES COMMITTEE - JUNE 28, 2016  
AGENDA ITEM NO. 32**

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING MODIFICATIONS TO THE  
2016 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL**

**RESOLUTION # 16 –**

WHEREAS, the Board approved the 2016 Managerial and Confidential Employee Personnel Manual per resolution #15-469; and

WHEREAS, it is necessary to amend the 2016 Managerial/Confidential Employee Personnel Manual; and

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners hereby approves the following amendment to the 2016 Managerial and Confidential Employee Personnel Manual:

Change in the language under B. Compensation Plan: 2. Employees not at the top step of the salary range for their classification may be considered for a step increase to the next appropriate step as of their anniversary date, or hire date as defined. Step increases will be subject only to the approval of the immediate supervisor with the exception of those positions reporting directly either to the Board of Commissioners or to the Judges. Positions reporting directly to the Board of Commissioners include but may not be limited to the Health Officer, Equalization Director, Managing Director of the Road Department, Board Coordinator and the Controller/Administrator. Step increases for positions reporting directly to the Board of Commissioners must be approved by the appropriate standing committee and the Finance Committee of the Board of Commissioners. Positions reporting directly to the Judges include but may not be limited to Friend of the Court, Circuit Court Administrator, District Court Administrator and Magistrate, and Probate Court Administrator. Step increases for positions reporting directly to the Judges must be approved by the appropriate presiding Judge. Step increases for the Veterans Affairs Director shall be approved by the Veterans Affairs Committee.

BE IT FURTHER RESOLVED, that the amendment to the Managerial and Confidential Employee Personnel Manual will be effective immediately upon approval of this resolution by the Board of Commissioners.

**FINANCE: Yeas:** Bahar-Cook, Tennis, Crenshaw, Schafer

**Nays:** McGrain **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Commissioner Bahar-Cook moved to approve the resolution. Commissioner Crenshaw seconded the motion.

Commissioner Bahar-Cook stated that this resolution was pulled from the agenda of the last County Services Committee meeting. She further stated that the Finance Committee approved it at their last meeting.

Commissioner Bahar-Cook stated that this resolution clarified and changed how step increases were handled.

Commissioner McGrain moved to refer the resolution to the County Services Committee. Commissioner Nolan seconded the motion.

## **JUNE 28, 2016 REGULAR MEETING**

Commissioner Bahar-Cook stated that the reason this resolution was approved by the Finance Committee was that there was an impending step increase and they wanted as many commissioners as possible to have the opportunity to be a part of that discussion.

Commissioner McGrain stated that while he was not opposed to this, he was opposed at this point where we had left this. He further stated that there had not been any discussion of all commissioners being involved. Commissioner McGrain stated that this spoke to two commissioners being involved. He further stated that we had not settled the dispute of the scenario where two commissioners would disagree. Commissioner McGrain stated that he would like to see this as part of a larger discussion about evaluations.

Chairperson Hope asked Peter Cohl, County Attorney, whether the motion to refer the resolution to County Services was in order.

Mr. Cohl answered yes.

Commissioner Anthony stated that this resolution would be good policy. She asked whether this resolution could be amended to be effective at a later date such as January 1, 2017. Commissioner Anthony stated that she wanted the Board to be transparent and by having a later effective date, this resolution could be discussed without any impending step increases being a part of that discussion.

Commissioner Bahar-Cook read from the resolution, stating, "Step increases for positions reporting directly to the Board of Commissioners must be approved by the appropriate standing committee and the Finance Committee of the Board of Commissioners." She stated that she was trying to match what she read from the resolution with the statement made by Commissioner McGrain.

Tim Dolehanty, Controller/Administrator, stated that it was two committees.

Commissioner Tennis stated that he would prefer not to refer this back to County Services because of the impending step increase. He further stated that putting the decision to allow a step increase or not on one person is not fair to that person or whatever employee was up for a possible step increase. Commissioner Tennis stated that this resolution would be taking this process back to the previous format of having one committee make the determination, but with one addition, that addition being that the Finance Committee would also be involved.

Commissioner Nolan stated that she did not oppose this resolution as a matter of public policy, but she objected to the resolution being rushed through because of an impending step increase. Commissioner Nolan stated that she agreed that all commissioners in a committee could get involved in the decision. She further stated that the County's fiscal year begins January 1st, so this resolution should have an effective date of then. Commissioner Nolan stated that this discussion could also be part of discussions to revise the managerial/confidential personnel manual.

Commissioner Celentino stated that he was the first County Services Chairperson to have to deal with the current process. He further stated that it was an uncomfortable position to be in and it actually delayed the step increase of an employee because as County Services Chairperson, he received a lot of questions and feedback about the employee's step increase, which all needed to be addressed. Commissioner Celentino stated that he did not oppose the motion to refer this resolution to the County Services Committee. He provided an overview of how the step increase process occurred in the past.

Commissioner McGrain stated that he would be supportive of a January 1<sup>st</sup> amendment.

## **JUNE 28, 2016 REGULAR MEETING**

Commissioner Anthony asked why this resolution was pulled from the County Services Committee agenda.

Commissioner Nolan stated that she pulled the resolution because it was not a part of the original packet of resolutions that she approved, as County Services Chairperson, to be on the agenda. She further stated that the resolution was put on the agenda without her approval. Commissioner Nolan stated that they should not be doing evaluations through step increases. She further stated that she would prefer that this resolution be on the agenda of the August meeting of the County Services Committee as she would not be attending the July meeting.

Commissioner Anthony asked whether there was an explicit connection between step increases and evaluations in the resolution.

Commissioner Bahar-Cook answered no.

The motion to refer the resolution to the County Services Committee carried. **Yeas:** Banas, Case-Naeyaert, Celentino, Koenig, Maiville, McGrain, Nolan, Schafer, and Tsernoglou **Nays:** Anthony, Bahar-Cook, Crenshaw, Hope, and Tennis **Absent:** None

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 33**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A 2015-2016 AMERICORPS GRANT EXTENSION**

**RESOLUTION # 16 – 305**

WHEREAS, following a successful 2014-2015 grant year, the Michigan Department of Health and Human Services (MDHHS) granted the Ingham County Health Department (ICHD), on behalf of the Power of We Consortium, a new AmeriCorps Program grant of \$164,762 for the 2015-2016 fiscal year; and

WHEREAS, this was the first program year of a new 3-year funding cycle, with competitive funding for the 2015-2016 program year; and

WHEREAS, due to the late addition of a member, the Michigan Community Service Commission (MCSC) has requested that ICHD amend the original agreement approved on August 25, 2015 in Resolution # 15-321 to reflect a term of October 1, 2015 through February 8, 2017 rather than October 1, 2015 through September 30, 2016; and

WHEREAS, all other terms remain the same; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts MCSC request to amend the original agreement approved on August 25, 2015 in Resolution # 15-321 to reflect a term of October 1, 2015 through February 8, 2017 rather than October 1, 2015 through September 30, 2016.

BE IT FURTHER RESOLVED, all other terms remain the same.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any host site and member agreements, after review by the county attorney.

**HUMAN SERVICES: Yeas:** McGrain, Banas, Tennis, Koenig, Nolan, Hope, Case Naeyaert

**Nays:** None **Absent:** None **Approved 6/20/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer

**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 34**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A  
2016-2017 AGREEMENT WITH THE CITY OF LANSING**

**RESOLUTION # 16 – 306**

WHEREAS, the City of Lansing has for many years provided funding to Ingham County Health Department (ICHD) to help support public health services for City of Lansing residents; and

WHEREAS, the City of Lansing is proposing to provide \$65,000 in funding for the 2016-2017 fiscal year; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the City of Lansing to provide financial support to certain services provided by or through ICHD.

BE IT FURTHER RESOLVED, that the period of the agreement shall be July 1, 2016 through June 30, 2017.

BE IT FURTHER RESOLVED, that the City of Lansing shall provide \$65,000 to support the following services:

1. Forest Community Health Center - \$11,000
2. Child Care Scholarship Program - \$42,000
3. High Risk Adolescent Program - \$12,000

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

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

**HUMAN SERVICES: Yeas:** McGrain, Banas, Tennis, Koenig, Nolan, Hope, Case Naeyaert  
**Nays:** None **Absent:** None **Approved 6/20/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**



**JUNE 28, 2016 REGULAR MEETING**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 35**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE  
SERVICE AGREEMENT WITH TELEVOX SOFTWARE, INC.**

**RESOLUTION # 16 – 307**

WHEREAS, the Ingham County Health Department (ICHD) currently contracts with TeleVox Software, Inc. (TSI) to provide laboratory test results for patients of the HIV/STI Prevention Program; and

WHEREAS, ICHD is proposing an amendment to this agreement that authorizes TSI to send appointment reminders to patients of the Ingham Community Health Centers (ICHC) and Immunization Services; and

WHEREAS, the TSI software will allow patients to be sent reminders in the evenings and on the weekends and will also allow those reminders to be sent via phone call, email, and text message; and

WHEREAS, this improved patient communication is expected to decrease the rate of missed appointments in these offices which could lead to improved immunization rates and patient health outcomes; and

WHEREAS, funds have already been budgeted for this service; and

WHEREAS, the Health Officer recommends amending the agreement with TSI to include appointment reminders for ICHC and Immunization Services for the period of July 1, 2016 through June 31, 2019 at the rates outlined in TSI's proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with TSI to include appointment reminders for ICHC and Immunization Services for the period of July 1, 2016 through June 31, 2019 at the rates outlined in TSI's proposal.

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

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

**HUMAN SERVICES: Yeas:** McGrain, Banas, Tennis, Koenig, Nolan, Hope, Case Naeyaert  
**Nays:** None **Absent:** None **Approved 6/20/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

## **JUNE 28, 2016 REGULAR MEETING**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 36**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH RITE AID CORPORATION,  
FOR 340B PRESCRIPTION DRUG SERVICES**

**RESOLUTION # 16 – 308**

WHEREAS, the Ingham County Health Department (ICHD) desires to participate with Rite Aid Corporation under the Health Resources and Services Administration (HRSA) 340B drug discount program; and

WHEREAS, ICHD is proposing an agreement that authorizes Rite Aid Corporation to participate in the program under our Federally Qualified Health Center eligibility; and

WHEREAS, the Rite Aid Corporation will allow patients to obtain eligible prescriptions at the lowest possible cost; and

WHEREAS, the 340B program will allow ICHD to generate revenue from the savings offered by purchasing program drugs at Federally mandated pricing that is substantially lower than retail pricing; and

WHEREAS, the program is fully paid by funds generated from participating in the program; and

WHEREAS, the Health Officer recommends entering into the agreement with Rite Aid Corporation for 340B prescription services for the period of July 1, 2016 through June 31, 2017 at the rates outlined in the Rite Aid Corporation proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the agreement with Rite Aid Corporation for 340B prescription services for the period of July 1, 2016 through June 31, 2017 at the rates outlined in the Rite Aid Corporation proposal.

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

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

**HUMAN SERVICES: Yeas:** McGrain, Banas, Tennis, Koenig, Nolan, Hope, Case Naeyaert  
**Nays:** None **Absent:** None **Approved 6/20/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

## **JUNE 28, 2016 REGULAR MEETING**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 37**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH NEC NETWORKS, LLC dba  
CAPTURERX, FOR 340B PRESCRIPTION THIRD PARTY ADMINISTRATOR SERVICES**

**RESOLUTION # 16 – 309**

WHEREAS, the Ingham County Health Department (ICHD) desires to participate with Rite Aid Corporation under the Health Resources and Services Administration (HRSA) 340B drug discount program; and

WHEREAS, Rite Aid Corporation requires the utilization of a third party administrator; and

WHEREAS, Rite Aid Corporation has selected CaptureRx as their preferred third party administrator for 340B program participation; and

WHEREAS, ICHD is proposing an agreement that authorizes CaptureRx as the required third party administrator as part of the 340B program participation under our Federally Qualified Health Center eligibility; and

WHEREAS, participation in the 340B contract pharmacy program will allow patients to obtain eligible prescriptions at the lowest possible cost; and

WHEREAS, the 340B program will allow ICHD to generate revenue from the savings offered by purchasing program drugs at Federally mandated pricing that is substantially lower than retail pricing; and

WHEREAS, the program is fully paid by funds generated from participating in the program; and

WHEREAS, the Health Officer recommends entering into the agreement with CaptureRx for 340B prescription third party administration services for the period of July 1, 2016 through June 31, 2019 at the rates outlined in the CaptureRx proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the agreement with CaptureRx for 340B prescription third party administration services for the period of July 1, 2016 through June 31, 2019 at the rates outlined in the CaptureRx proposal.

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

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

## **JUNE 28, 2016 REGULAR MEETING**

**HUMAN SERVICES: Yeas:** McGrain, Banas, Tennis, Koenig, Nolan, Hope, Case Naeyaert  
**Nays:** None **Absent:** None **Approved 6/20/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 38**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH WALGREEN COMPANY  
FOR 340B PRESCRIPTION DRUG SERVICES**

**RESOLUTION # 16 – 310**

WHEREAS, the Ingham County Health Department (ICHD) desires to participate with the Walgreen Company (Walgreens) under the Health Resources and Services Administration (HRSA) 340B drug discount program; and

WHEREAS, ICHD is proposing an agreement that authorizes Walgreens to participate in the program under our Federally Qualified Health Center eligibility; and

WHEREAS, Walgreens will allow patients that choose to fill their prescriptions through their services to obtain eligible prescriptions at the lowest possible cost; and

WHEREAS, the 340B program will allow ICHD to generate revenue from the savings offered by purchasing program drugs at Federally mandated pricing that is substantially lower than retail pricing; and

WHEREAS, the program is fully paid by funds generated from participating in the program; and

WHEREAS, the Health Officer recommends entering into the agreement with Walgreens for 340B prescription services for the period of July 1, 2016 through June 31, 2019 at the rates outlined in the Walgreens proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the agreement with Walgreens for 340B prescription services for the period of July 1, 2016 through June 31, 2019 at the rates outlined in the Walgreens proposal.

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

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

**HUMAN SERVICES: Yeas:** McGrain, Banas, Tennis, Koenig, Nolan, Hope, Case Naeyaert  
**Nays:** None **Absent:** None **Approved 6/20/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**



## **JUNE 28, 2016 REGULAR MEETING**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 39**

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING THE TEAM OF  
DEPUTY CHAD DOYLE AND CANINE NICKO**

**RESOLUTION # 16 – 311**

WHEREAS, Canine Nicko was a member of the Ingham County Sheriff's Office for the past 5 years where his duties entailed explosive detection and patrol work; and

WHEREAS, Canine Nicko and his partner Deputy Chad Doyle, an 8 year veteran, were both members of the Ingham Regional Special Response Team (SRT); and

WHEREAS, Deputy Doyle and Canine Nicko assisted every police agency within Ingham County, including the FBI, DEA, US Marshals and Homeland Security with fugitive apprehensions and explosive detection sweeps; and

WHEREAS, Canine Nicko also assisted the Secret Service by participating in a Presidential detail; and

WHEREAS, Canine Nicko was six years old and was known to many local school children from demonstrations at area schools; and

WHEREAS, Canine Nicko died as a result of complications of post colonic torsion surgery.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the team of Deputy Chad Doyle and Canine Nicko for the contributions they have made to the Sheriff's Office and the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board extends its condolences on the loss of Canine Nicko to Deputy Chad Doyle and the entire Sheriff's Office.

**LAW & COURTS: Yeas:** Crenshaw, Celentino, Anthony, Banas, Maiville

**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 6/16/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 40**

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT AN ORDINANCE AMENDING THE INGHAM COUNTY ANIMAL CONTROL ORDINANCE TO DELETE THE PROVISION REQUIRING DEPUTIZATION OF THE ANIMAL CONTROL OFFICER AS A POLICE OFFICER**

**RESOLUTION # 16 – 312**

WHEREAS, the Ingham County Animal Control Ordinance was adopted by the Board of Commissioners on September 18, 1972, and has subsequently been amended; and

WHEREAS, under Art. III, Sec. 3(b) of the Ordinance, as amended, the Animal Control Officer is required to be deputized as a police officer; and

WHEREAS, the Sheriff has declined to deputize Animal Control Officers; and

WHEREAS, the Animal Control Officer, and his deputies and assistants, are authorized by MCL 287.289a, MCL 287.289b, and other statutes and laws to enforce State laws regarding animals and the Ingham County Animal Control Ordinance, with no statutory requirement that they be deputized as police officers.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall adopt the Ordinance Amending the Ingham County Animal Control Ordinance, attached and incorporated by reference as Exhibit 1 to this Resolution, amending Art. III, Sec. 3(b) of the Animal Control Ordinance, as follows:

Section 3. The Animal Control Officer shall fulfill the following duties:

\*\*\*

(b) The Animal Control Officer shall be legally authorized to have the power and it shall be his duty to issue appearance tickets, citations or summonses to those persons owning, keeping or harboring dogs contrary to the provisions of this Ordinance.

BE IT FURTHER RESOLVED, that an updated version of the Ingham County Animal Control Ordinance, as amended, will be compiled and published in hard copy and on the County's internet website.

BE IT FURTHER RESOLVED, that the amended Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

**LAW & COURTS: Yeas:** Crenshaw, Celentino, Anthony, Banas, Maiville

**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 6/16/2016**

Approved as part of the consent agenda.

**JUNE 28, 2016 REGULAR MEETING**

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**ORDINANCE AMENDING THE INGHAM COUNTY ANIMAL CONTROL ORDINANCE TO  
DELETE THE PROVISION REQUIRING DEPUTIZATION  
OF THE ANIMAL CONTROL OFFICER AS A POLICE OFFICER**

**ORDINANCE NO. \_\_\_\_\_**

An Ordinance to amend the Ingham County Animal Control Ordinance to delete the provision requiring the deputization of the Animal Control Officer as a police officer.

**THE PEOPLE OF THE COUNTY OF INGHAM, MICHIGAN, DO ORDAIN:**

**Section 1. Purpose and Authority.** Deeming it advisable in the interest of the citizens of Ingham County, as authorized by Act 339 of 1919, as amended, being Section 287.261 *et seq.*, of the Michigan Compiled Laws, the County of Ingham, Michigan, adopts this Ordinance amending the Ingham County Animal Control Ordinance.

**Section 2. Amendment.** Article III of the Ingham County Animal Control Ordinance, entitled Animal Control Officer Duties, Authority and Responsibilities, is amended by the revision of Article III, Section 3(b) that previously required deputization of the Animal Control Officer as a peace or police officer, such that Article III, Section 3(b) shall read as follows:

Section 3. The Animal Control Officer shall fulfill the following duties:

\*\*\*

(b) The Animal Control Officer shall be legally authorized to have the power and it shall be his duty to issue appearance tickets, citations or summonses to those persons owning, keeping or harboring dogs contrary to the provisions of this Ordinance.

**Section 3. Repeal.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed

**Section 4. Savings Clause.** This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

**Section 5. Effective Date.** This Ordinance Amending the Ingham County Animal Control Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

I, Barb Byrum, Ingham County Clerk, certify that this Ordinance was adopted by the Ingham County Board of Commissioners and published in a newspaper of general circulation in the County on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Barb Byrum, Ingham County Clerk

\_\_\_\_\_  
Ingham County Board of Commissioners

**JUNE 28, 2016 REGULAR MEETING**

Kara Hope, Chairperson

**JUNE 28, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 41**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONTINUE TO CONTRACT WITH DR. JERRY GALLAGHER FOR  
PSYCHOLOGICAL SERVICES FOR THE INGHAM COUNTY SHERIFF'S OFFICE FOR THE  
SCREENING OF NEW APPLICANTS WHO ARE GIVEN CONDITIONAL JOB OFFERS AND FOR  
POST TRAUMATIC STRESS REVIEWS FOR DEPUTIES**

**RESOLUTION # 16 – 313**

WHEREAS, many state and local law enforcement agencies in the Tri-County area and State of Michigan conduct psychological testing for police applicants who are offered conditional job offers as well as assistance for police officers who suffer from potential or actual post traumatic stress syndrome; and

WHEREAS, Dr. Jerry Gallagher specializes in both pre hiring psychological testing as well as providing post traumatic stress testing/services for police for over twenty years in the Tri County Area; and

WHEREAS, Dr. Jerry Gallagher has offered his assistance to the Ingham County Sheriff's Office pro bono on several occasions over the last ten years, providing assistance to employees with great success, who have experienced situations that potentially could cause post traumatic stress syndrome or other psychological issue; and

WHEREAS, Dr. Jerry Gallagher has for several years conducted applicant psychological testing for all conditional job offers for police recruits for the Lansing Police Department; and

WHEREAS, the Ingham County Sheriff's Office, for liability concerns, risk management concerns, and the desire to successfully hire applicants for the position of Sheriff Deputy, wish to contract with Dr. Gallagher, to conduct a thorough psychological testing of all applicants who are given a conditional job offer; and

WHEREAS, MMRMA our insurance carrier promotes the use of psychological testing for conditional job offers for Deputy Sheriff; and

WHEREAS, the Ingham County Sheriff's Office, for liability concerns, risk management concerns, and the desire to assist our current employees and future employees, who need assistance due to high stress situations they face every day, the ability to seek assistance with Dr. Gallagher; and

WHEREAS, the contract would not exceed \$12,000.00 which is budgeted for the Sheriff's Office for the 2016 budget (line item # 10130102 818000) or not to exceed future budgets for this line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to contract with Dr. Jerry Gallagher for psychological services for the Ingham County Sheriff's Office for screening of new applicants who are given conditional job offers at a rate of \$400 per encounter and at a rate of \$125 per hour for post traumatic stress reviews for deputies on a as needed basis.

## **JUNE 28, 2016 REGULAR MEETING**

BE IT FURTHER RESOLVED, that the annual costs for this contract will not exceed \$12,000 per year from January 1, 2016 through December 31, 2017.

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

**LAW & COURTS: Yeas:** Crenshaw, Celentino, Anthony, Banas, Maiville

**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 6/16/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer

**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

**JUNE 14, 2016 REGULAR MEETING**

**ADOPTED - JUNE 28, 2016  
AGENDA ITEM NO. 42**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION AND ENTERING  
INTO A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR  
INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND ENTERING INTO  
PROGRAM SUBCONTRACTS FOR FY 2016-2017**

**RESOLUTION # 16 – 314**

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

WHEREAS, the State Community Corrections Advisory Board approved the Funding Application and Plan for FY 2016-2017; and

WHEREAS, the FY 2016-2017 Application provides for the continuation of the following CCAB Plans and Services programming: Relapse Prevention and Recovery (\$47,200) to be provided by C-E-I CMH; Gatekeeper services (\$4,069) to be provided by the CCAB Staff Consultant; MRT Cognitive Change Groups (\$26,082) to be provided by Wellness, Inx.; Day Reporting services (\$48,328) to be provided by Northwest Initiative – ARRO; and, Sentinel, Inc. Electronic Monitoring Services for Pretrial defendants (\$10,134) for a subcontract program total of \$135,813; and

WHEREAS, the FY 2016-2017 Application also provides funding for a special part-time Pretrial Services Investigator (\$25,683) to enhance the community supervision capacity of 30<sup>th</sup> Circuit Court Pretrial Services and for CCAB Administration in the amount of \$50,422 for a Plans and Services total of \$211,918 for the time period of October 1, 2016 through September 30, 2017; and

WHEREAS, the FY 2016-2017 grant award provides Ingham County with the use of a projected 30 residential beds with M.D.O.C. contracting directly with residential providers rather than with local jurisdictions for a projected value of \$531,075 and another 1.23 beds per day funded with Drunk Driver Jail Reduction – Community Treatment Program (DDJR-CTP) grant funds in the amount of \$21,169; and

WHEREAS, pursuant to the FY 2016-2017 Application, residential services will be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc. and CEI-CMH House of Commons; and

WHEREAS, pursuant to the FY 2016-2017 grant award, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and



## **JUNE 14, 2016 REGULAR MEETING**

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2015-2016 in the amount of \$211,918 in CCAB Plans and Services and Administration funds, \$21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of \$233,087 and for the use of an estimated 30 residential beds per day for a value amounting to \$531,075 for the time period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2016 through September 30, 2017 with Wellness, Inc. for the actual cost of MRT Cognitive Change groups not to exceed \$26,082; with CEI Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed \$47,200; with Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed \$48,328; and with Sentinel, Inc. for the actual cost of electronic monitoring services for Pretrial defendants not to exceed \$10,134.

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

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

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

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

**LAW & COURTS: Yeas:** Crenshaw, Celentino, Anthony, Banas, Maiville

**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 6/16/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer

**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Approved as part of the consent agenda.

## **JUNE 14, 2016 REGULAR MEETING**

Chairperson Hope asked staff how an agenda item ended up on a committee agenda that the chairperson of that committee did not approve.

Mr. Dolehanty stated that it was a matter of timing and logistics. He further stated that Agenda Item No. 32 was referred from Finance about a day after the deadline for resolutions to be placed on the agenda for the County Services Committee meeting.

Commissioner Tennis stated that this was not unusual.

Commissioner Anthony asked whether this resolution was a late item on the County Services Committee agenda.

Commissioner Bahar-Cook stated that it was in the original packet.

### **SPECIAL ORDERS OF THE DAY**

Commissioner Crenshaw moved for the following appointment:

John Castillo to the Ingham County Family Center Advisory Board

Commissioner Koenig seconded the motion.

The motion carried unanimously.

### **PUBLIC COMMENT**

Dennis McKee, Consumers Energy Representative, addressed the Board regarding upcoming electric meter replacements.

Michelle Belosker, Ingham Conservation District, addressed the Board regarding the Conservation District's activities.

### **COMMISSIONER ANNOUNCEMENTS**

Commissioner Bahar-Cook stated that she would be unable to attend the next full Board meeting.

Commissioner Tennis expressed his condolences to the family of State Representative Julie Plawecki. He stated that State Representative Plawecki had recently passed away.

Commissioner Case-Naeyaert stated that Mason would be holding its 4th of July Parade and fireworks on Monday, July 4th. She invited all to attend.

### **CONSIDERATION AND ALLOWANCE OF CLAIMS**

Commissioner Tennis moved to pay the claims. Commissioner Bahar-Cook seconded the motion.

The motion carried unanimously.

## **JUNE 14, 2016 REGULAR MEETING**

### **ADJOURNMENT**

The meeting was adjourned at 7:10 p.m.



# Tri-County Office on Aging

AGENDA ITEM # \_\_\_\_\_ / \_\_\_\_\_

*A Consortium of Clinton, Eaton & Ingham Counties, and the Cities of Lansing & East Lansing since 1974.*

June 27, 2016

Ingham County Board of Commissioners  
P.O. Box 319  
Mason, MI 48854

RECEIVED  
JUL 05 2016

Dear Ingham County Commissioners:

Enclosed is a copy of Tri-County Office on Aging's (TCOA) Fiscal Year 2017-2019 Multi-Year Plan. This planning document is required under the Older Americans Act and Older Michiganians Act.

The Michigan Aging and Adult Services Agency (AASA) requires TCOA to ask county commissioners to approve the plan. We are asking that it be approved by August 1, 2016. A resolution endorsing the plan would be appreciated. If Ingham County Commissioners do not respond by August 3, 2016, TCOA will consider passive approval of the plan.

Ingham County, along with Clinton and Eaton Counties and the Cities of Lansing and East Lansing, is a member of the Tri-County Aging Consortium. The Consortium members appoint representatives to serve on TCOA's Administrative Board, which has the responsibilities of agency operations, and must endorse and recommend approval of the Plan to AASA. Kara Hope, Carol Koenig and Bryan Crenshaw represent Ingham County on the Administrative Board. The Board endorsed the plan on June 20, 2016.

The plan and sample resolution are enclosed in this mailing. Please email the resolution to [longk@tcoa.org](mailto:longk@tcoa.org) at your earliest convenience. If you have further questions, please feel free to contact me. I can be reached at 517-887-1348.

Thank you for your attention to this issue.

Sincerely,

Kate Long  
Planner

*Enclosure*

CC: Tri-County Aging Consortium Board Members Kara Hope, Carol Koenig and Bryan Crenshaw

## **RESOLUTION**

### ***Ingham County Commissioners***

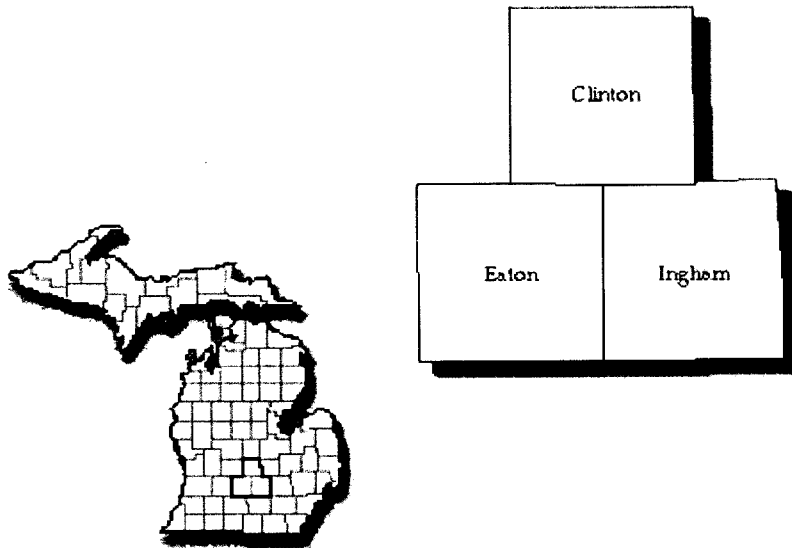
**June 2016**

***WHEREAS***, the Tri-County Aging Consortium, known as Tri-County Office on Aging, produced the Fiscal Year 2017-2019 Multi-Year Plan as required by the Older Americans Act and the Older Michiganians Act; and

***WHEREAS***, Ingham County Commissioners have reviewed the Tri-County Office on Aging's Fiscal Year 2017-2019 Multi-Year Plan; and now therefore, be it

***RESOLVED***; that the Ingham County Commissioners approve said document as presented.

**FY 2017 - 2019**  
**MULTI-YEAR & ANNUAL IMPLEMENTATION PLAN**  
**TRI-COUNTY OFFICE ON AGING 6**



**Planning and Service Area**  
Clinton, Eaton, Ingham

**Tri-County Office on Aging**

5303 S. Cedar Street

Suite 1

Lansing, MI 48911-3800

517-887-1440 (phone)

800-405-9141 (toll-free)

517-887-8071 (fax)

Marion Owen, Executive Director

[www.tcoa.org](http://www.tcoa.org)

**Field Representative Steve Betterly**

[betterlys@michigan.gov](mailto:betterlys@michigan.gov)

517-373-4089



# ANNUAL & MULTI YEAR IMPLEMENTATION PLAN

## FY 2017-2019

Tri-County Office on Aging

FY 2017

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# ANNUAL & MULTI YEAR IMPLEMENTATION PLAN

## FY 2017-2019

Tri-County Office on Aging

FY 2017

### County/Local Unit of Govt. Review

The Area Agency on Aging must send a letter, with delivery and signature confirmation, requesting approval of the final Multi-Year Plan (MYP) by no later than June 30, 2016, to the chairperson of each County Board of Commissioners within the PSA requesting their approval by August 1, 2016. For a PSA comprised of a single county or portion of the county, approval of the MYP is to be requested from each local unit of government within the PSA. If the area agency does not receive a response from the county or local unit of government by August 3, 2016, the MYP is deemed passively approved. The area agency must notify their AASA field representative by August 7, 2016, whether their counties or local units of government formally approved, passively approved, or disapproved the MYP. The area agency may use electronic communication, including e-mail and website based documents, as an option for acquiring local government review and approval of the Multi-Year Plan. To employ this option the area agency must:

1. Send a letter through the US Mail, with delivery and signature confirmation, to the chief elected official of each appropriate local government advising them of the availability of the final draft MYP on the area agency's website. Instructions for how to view and print the document must be included.
2. Offer to provide a printed copy of the MYP via US Mail or an electronic copy via e-mail if requested.
3. Be available to discuss the MYP with local government officials, if requested.
4. Request email notification from the local unit of government of their approval of the MYP, or their related concerns.

Describe the efforts made to distribute the MYP to, and gain support from, the appropriate county and/or local units of government.

The Tri-County Office on Aging Administrative Board (Tri-County Aging Consortium) is made up of representatives from five local units of government: Clinton, Eaton & Ingham counties, and the cities of Lansing & East Lansing. TCOA Advisory Council older adult members are appointed by their respective local units of government. Both the Advisory Council and Board review, recommend approval of and approve the Multi-Year Plan (MYP).

TCOA sent a letter and a copy of the 2017-2019 MYP to local units of Government via certified mail and signature confirmation by June 30, 2016 requesting approval of the MYP no later than August 1, 2016. The letter will state that if a response is not received by August 3, 2016, it will then be considered passively approved.



### Plan Highlights

The purpose of the Plan Highlights is to provide a succinct description of the priorities set by the area agency for the use of Older Americans Act and State funding during FY 2017-2019. Please note there are separate text boxes for the responses to each item. The Plan Highlights must include the following:

1. A brief history of the area agency and respective PSA that provides a context for the MYP. It is appropriate to include the area agency's vision and/or mission statements in this section.
2. A summary of the area agency's service population evaluation from the Scope of Services section.
3. A summary of services to be provided under the plan, which includes identification of the five service categories receiving the most funds, and the five service categories with the greatest number of anticipated participants.
4. Highlights of planned program development objectives.
5. A description of planned special projects and partnerships.
6. A description of specific management initiatives the area agency plans to undertake to achieve increased efficiency in service delivery, including any relevant certifications or accreditations the area agency has received or is pursuing.
7. A description of how the area agency's strategy for developing non-formula resources, including utilization of volunteers, will support implementation of the MYP and help address the increased service demand.
8. Highlights of strategic planning activities.

1. A brief history of the area agency and respective PSA that provides a context for the MYP. It is appropriate to include the area agency's vision and/or mission statements in this section.

Tri-County Office on Aging (TCOA) is the Area Agency on Aging for Region 6 serving Clinton, Eaton and Ingham Counties. The Consortium is a regional Administrative Board governing TCOA and consists of elected officials representing the three counties and the cities of Lansing and East Lansing. The Consortium was established in 1974 through a regional cooperative agreement under the Michigan Urban Cooperation Act of 1967. TCOA was designated the Area Agency on Aging through the Michigan Aging and Adult Services Agency as a response to the 1973 amendments of the federal Older Americans Act. TCOA's mission is to promote and preserve the independence and dignity of the aging population. This mission is at the core of all programs and services the agency provides in its service area and the foundation of the agency's 2017-2019 Multi-Year Plan. This plan was created using the input of local seniors and persons with disabilities, staff members and members of the agency's Advisory Council and Administrative Board.

2. A summary of the area agency's service population evaluation from the Scope of Services section.

In 2004, the Tri-Counting Aging Consortium Charter was amended to include adults with disabilities in addition to older adults as a target population. Although the funds through the Older Americans Act and the Older Michiganians Act are directed to persons over age 60, TCOA has administered the Michigan Medicaid Home



# ANNUAL & MULTI YEAR IMPLEMENTATION PLAN

## FY 2017-2019

### Tri-County Office on Aging

FY 2017

and Community Based Services Waiver to the Aged and Disabled since 1992 and was one of the first three pioneer agencies for the Waiver.

Between the 2000 national census and the 2014 national census estimate, the three counties that make up TCOA's service area have seen a significant increase in the 60 and older population. In 2000 the tri-county population of adults age 60 and older was 59,807. In 2014 this population had grown to 85,737, just over 18% of the total tri-county population. This is an increase of over 25,000 seniors. TCOA has continued prioritizing services to focus on serving individuals considered high risk and needing the most assistance.

### **3. A summary of services to be provided under the plan which includes identification of the five service categories receiving the most funds and the five service categories with the greatest number of anticipated participants.**

Proposed services to be provided under the area plan include Supportive Services, Congregate Meals, Home Delivered Meals, Caregiver Supports, Preventative Health, Elder Abuse Prevention, Access Services, In-Home Services, Respite Care, Ombudsman Services and work to secure a Community For a Lifetime in the tri-county area. The priorities identified in this Plan were developed with input from consumers, Board Members, Advisory Council and a team of staff members including directors from various departments. The Multi-Year Plan proposes to provide a blueprint for what TCOA intends to accomplish over the next three years.

#### Five Service Categories Receiving the Most Funds:

1. Home Delivered Meals (Meals on Wheels)
2. Congregate Meals (Senior Dining Sites)
3. Homemaker
4. Care Management
5. Respite Care

#### Five Service Categories with the Greatest Number of Anticipated Participants:

1. Outreach
2. Home Delivered Meals (Meals on Wheels)
3. Congregate Meals (Senior Dining Sites)
4. Information and Assistance
5. Legal Assistance

### **4. Highlights of planned Program Development Objectives.**

With the hopes that more communities in the tri-county area will conduct an aging-friendly community assessment and apply for recognition to Aging and Adult Services Agency as a Communities For a Lifetime (CFL), TCOA would like to work to secure the City of Lansing as a recognized CFL by September 2019 and increase the number of CFLs in TCOA's Planning and Service Area.

In order to ensure older adults have access to information and services to improve their ability to make an educated decision regarding their independence, TCOA hopes to improve access to programs and services for underserved populations, expand housing assistance to increase access to community housing options, provide information about benefits and help people solve problems with health benefit programs and related insurance products, improve transportation options and usability, focusing on TCOA's consumer demographic needs, increase access to kinship care services in the tri-county area, work to advance community integration and



# ANNUAL & MULTI YEAR IMPLEMENTATION PLAN

## FY 2017-2019

### Tri-County Office on Aging

FY 2017

outreach efforts and work to advance advocacy efforts in the tri-county area.

By continuing to expand access to evidence-based disease prevention programs in the tri-county area, providing access to healthy and affordable meals to nutritionally at risk older adults, reducing unnecessary re-admittance to hospitals for high-risk adults and exploring opportunity to assist community members in securing a Senior Millage for vital unmet needs, TCOA is hoping to improve access to health, wellness and nutrition supports.

Raising awareness of domestic abuse, physical and sexual abuse and financial exploitation occurring in the older adult population and how to better respond to these situations will help the community and TCOA to protect older adults from abuse and exploitation.

With the hopes to better support individuals with dementia living in the community, as well as their caregivers, TCOA would like to work to expand access to programs and services available for individuals with Alzheimer's Disease and other forms of dementia who are residing in the community, as well as their formal and informal caregivers.

#### **5. A description of planned special projects and partnerships.**

\* AARP - Partner with AARP to advance efforts to help people live easily and comfortably in their homes and communities as they age. As a result of the partnership, TCOA hopes to secure recognition of the City of Lansing as a Communities For a Lifetime (CFL) by September 2019.

\* Capital Area Collaborative for Care Transitions: Attend meetings with this cross-provider collaborative to reduce unnecessary hospital readmissions. Work with local hospitals, health plans and community providers on the Capital Area Community-Based Care Transitions Program to reduce hospital readmissions for high-risk Medicare beneficiaries by 20%.

\* Medicare/Medicaid Assistance Program – Continue to partner with Capital Area Community Services and Disability Network Capital Area to provide MMAP services in the tri-county area. Recruit and train new MMAP volunteers including using social media and outreach to obtain new volunteers to keep up with growing demand from the changing health care system.

\* Evidence-based programs – Strengthen partnerships with health plans, physician groups and community organizations to expand implementation of evidence-based programs.

#### **6. A description of specific management initiatives the area agency plans to undertake to achieve increased efficiency in service delivery, including any relevant certifications or accreditations the area agency has received or is pursuing.**

Strategic planning and prioritizing is essential in continuing to provide quality person-centered programs and services in an efficient and effective way. This means prioritizing services to the most vulnerable individuals who are at-risk of institutional placement. This could involve shifting funds from one program to another, where allowable. All strategies to reduce agency expenditures are explored. Reducing services, primarily in-home supports, is the last avenue. This requires creative and strategic planning, which can be daunting, but is preferable to reducing consumer services. Contingency plans are continually reviewed and revised as new challenges and opportunities arise throughout the year.



## ANNUAL & MULTI YEAR IMPLEMENTATION PLAN

### FY 2017-2019

Tri-County Office on Aging

FY 2017

TCOA is continually searching out methods to improve efficiency and save money. Some ways the agency is working on improving efficiency include:

- \* Careful shopping of all agency purchases and holding off on non-essential purchases
- \* Negotiating better contracts with vendors
- \* Continue with lower cost IT service providers
- \* Migration to internal file servers
- \* Convert telephones lines to fiber connection

#### **7. A description of how the area agency's strategy for developing non-formula resources (including utilization of volunteers) will support implementation of the MYP and help address the increased service demand.**

Each year over 1,600 individuals volunteer with TCOA and contribute over 43,000 hours of service. These hours are the equivalent of over 28 full time employees. TCOA's Meals on Wheels program could not run without the generosity of these volunteers. The local Medicare/Medicaid Assistance Program also is a beneficiary of many of these service hours and was able to assist over 2,300 tri-county residents last year because of this support. Finally, TCOA supplements its state and local funding with grant writing and fundraising activities throughout the year. New fund development staff will build on the success of FY 2016 by continuing to identify and explore additional funding opportunities. These activities help to pay for additional client services and office supplies and equipment that the agency could not otherwise afford.

#### **8. Highlights of strategic planning activities.**

Regarding Communities For a Lifetime (CFL), TCOA plans to partner with AARP to advance efforts to help people live easily and comfortably in their homes and communities as they age, participating in an aging-friendly community assessment for the City of Lansing and applying for recognition to Aging and Adult Services Agency as a CFL. To possibly increase the number of CFL's in TCOA's Planning and Service Area, TCOA would like to explore other communities in the tri-county area that may be willing to align their efforts with the qualifications and requirements to become a CFL.

In order to attempt to improve access to programs and services for underserved populations, TCOA would like to secure the services of a Community Health Worker/Resource Navigator, facilitate connections with culturally and/or linguistically specific community based organizations, provide access to assistance with MMAP and other public benefits, connect with medical community, physician organizations, and health plans, connect with neighborhood organizations and promote cultural competency issues impacting underserved local seniors and persons with disabilities, including non-English speaking and Lesbian, Gay, Bisexual and Transgender individuals.

With hopes to expand housing assistance to increase access to community housing options, TCOA will strive to create and distribute a directory of all known senior housing, low income and accessible housing options in the tri-county area, including a directory of private landlords, and convene and possibly facilitate regular meetings for managers of senior complexes and landlords.

Continuing to recruit and train new MMAP volunteers and utilizing traditional and social media to outreach and



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obtain new volunteers may allow TCOA to provide information about benefits and help people solve problems with health benefit programs and related insurance products.

Regarding the transportation objective, TCOA is hoping to schedule appointments and fund non-emergency medical transportation for waiver clients, maintain a supply of bus passes on hand for non-waiver clients and promote a Michigan Transportation Connection (MTC) partnership. MTC is a separate 501 (c)(3) charitable nonprofit from Michigan Public Transit Association to network together both public and private resources in a public/private partnership to maximize existing taxpayer dollars while protecting public transit agency interests and the interests of Michigan-based private carriers.

TCOA would also like to increase access to kinship care services in the tri-county area through strengthening an existing partnership with the Kinship Care Coalition.

Advancing community integration and outreach efforts could be made possible by expanding public awareness and education efforts, maintaining the Long Term Care Collaborative/Aging and Disability Resource Center partnership, developing a TCOA Newsletter and communication materials and expanding partnerships with doctors' offices, physician groups, health plans and community based organizations.

With hopes to advance advocacy efforts in the tri-county area, TCOA will support local seniors that represent the tri-county area on the Michigan Senior Advocates Council to advocate for older Michiganians, continue to have Tri-County Office on Aging staff and Advisory Council representation on the planning committee for Older Michiganians Day and encourage Advisory Council members and other local advocates to meet with local state legislators to advocate on issues impacting older adults and persons with disabilities as identified in the Older Michiganians Day Platform.

Discussed in more detail throughout this document are the hopes to continue to expand access to evidence-based disease prevention programs in the tri-county area. TCOA will continue to work with the Area Agencies on Aging Association of Michigan as well as location providers to increase the number of Enhanced Fitness, A Matter of Balance, Personal Action Toward Health and Creating Confident Caregivers (CCC/SAVVY) classes offered in the tri-county area, explore alternative and additional fund sources available to expand and sustain evidence-based programs, seek out community partners and train new Coaches, Lay Leaders and Master Trainers for these programs, seek out community organizations that serve minorities and underserved populations as partners to offer these programs to otherwise overlooked individuals, maintain Medicare certification and explore the possibility of expanding to Medicaid and other health plans for reimbursement for evidence-based programs and work to provide oral health programs in partnership with nutrition and dental organizations.

With the hope of providing access to healthy and affordable meals to nutritionally at risk older adults, TCOA anticipates continuing and expanding Project Fresh, exploring expansion of a frozen food pantry to improve participant choice and variety and exploring additional funding sources to support the Nutrition Program.

Expanding partnerships to more hospitals for the Care Transitions Program, working to expand reimbursement sources to Medicare Advantage Plans, Medicaid and private insurances for the Care Transitions Program and sustaining Advanced Care Planning training will all advance TCOA's efforts to reduce unnecessary re-admittance



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to hospitals for high-risk adults.

Should communities in our service area want to pursue a millage for seniors, TCOA would support the millage planning committee, including providing data and information to inform the campaign.

In order to raise awareness of domestic abuse, physical and sexual abuse and financial exploitation occurring in the older adult population and how to better respond to these situations, TCOA would like to continue to participate in the Ingham County Coordinated Community Response team, explore funding for domestic and sexual violence prevention and response, continue to participate in vulnerable adults networks in the tri-county area and utilize social media to assist in publicizing information about current scams and fraud occurrences that are being reported locally.

A population that is growing in size and demand of services are persons with dementia and their caregivers. TCOA would like to expand access to programs and services available for individuals with Alzheimer's Disease and other forms of dementia who are residing in the community, as well as their formal and informal caregivers, by expanding SAVVY/Creating Confident Caregivers training to reach more caregivers of minority populations, maintaining the Resource Directory for Caregivers with an emphasis on dementia supports in partnership with other community organizations, create opportunities for persons with dementia to receive personal music therapy and partnering with AASA and AAAAM to secure funding for evidence-based programs relating to dementia.



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### Public Hearings

The area agency must employ a strategy for gaining MYP input directly from the following: the planned service population of older adults, caregivers and persons with disabilities, elected officials, partners, providers and the general public. The strategy should involve multiple methods and may include a series of input sessions, use of social media, online surveys, etc.

At least two public hearings on the FY 2017-2019 MYP must be held in the PSA. The hearings must be held in an accessible facility. Persons need not be present at the hearings in order to provide testimony: e-mail and written testimony must be accepted for at least a thirty (30) day period beginning when the summary of the MYP is made available.

The area agency must post a notice of the public hearing(s) in a manner that can reasonably be expected to inform the general public about the hearing(s). Acceptable posting methods include, but are not limited to: paid notice in at least one newspaper or newsletter with broad circulation throughout the PSA; presentation on the area agency's website, along with communication via e-mail and social media referring to the notice; press releases and public service announcements; and a mailed notice to area agency partners, service provider agencies, Native American organizations, older adult organizations and local units of government. The public hearing notice should be available at least thirty (30) days in advance of the scheduled hearing. This notice must indicate the availability of a summary of the MYP at least fifteen (15) days prior to the hearing, and information on how to obtain the summary. All components of the MYP should be available for the public hearings.

Complete the chart below regarding your public hearings. Include the date, time, number of attendees and the location and accessibility of each public hearing. Please scan any written testimony (including e-mails received) as a PDF and upload on this tab. A narrative description of the public input strategy and hearings is also required. Please describe the strategy/approach employed to encourage public attendance and testimony on the MYP. Describe all methods used to gain public input and the resultant impact on the MYP.

Date	Location	Time	Is Barrier Free	No. of Attendees
05/12/2016	Tri-County Office on Aging	01:00 PM	Yes	20
05/23/2016	Delta Township Enrichment C	11:00 AM	Yes	3

#### Narrative:

TCOA initiated a needs assessment process in February, and through a series of community forums and surveys has gathered information on how the agency can better serve older adults in the community. Press releases regarding the dates, times and locations of the community forums were communicated with local news organizations.

A needs assessment survey focusing on individuals 55 and older, as well as persons with disabilities, was

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distributed during February, March and April 2016. Over 150 responses to this survey were received. Reviewing the results of this survey it was clear that the 2017-2019 multi-year plan needed to focus on a few key areas.

The data from the Needs Assessment Surveys showed the vast majority of respondents were over 60 years old, retired, living with a spouse/partner or alone. From the respondents tallies, the top 5 services most critical to seniors over the next three years are Caregiver Supports, Chore Services, Senior Centers, Home Delivered Meals, and Food/Nutrition Programs. Respondents expressed the desire for greater access to information and Adult Day Care. Well over half of the respondents were in favor of a Senior Millage. More respondents are unable to access basic needs without their own car than those who can access basic needs without their own car. Most respondents did not experience a barrier to receiving services, however those who did experience barriers reported unable to find information, cost or other reasons as to why they were unable to receive a service. Most respondents expressed interest in Alzheimer's/Dementia education or Exercise/Fitness classes if they were offered for free in the tri-county area. Most felt there needed to be more options for safe, accessible and affordable housing option in the tri-county area such as Assisted Living Facilities, Independent Living Facilities including affordable housing that is non-subsidized, Subsidized Housing for those under 62 with disabilities and also for seniors, as well as Retirement Villages or Communities. Cost and availability were the top barriers listed in finding safe and affordable housing in the tri-county area.

The Tri-County Office on Aging also dedicated a significant portion of the needs assessment to caregiving. The organization understands that non-professional caregivers caring for family and friends play a very important role in keeping individuals safe and happy in the community. These individuals also can give a unique perspective on what they need to continue caregiving and what the person they are caring for needs. 32 caregivers completed the needs assessment survey. The data from the Needs Assessment Surveys showed the vast majority of respondents are either an adult child caring for a parent or a spouse/partner. Caregivers were often responsible for assisting their care recipient with multiple activities of daily living and errands, as well as providing companionship and social interaction. Just over half of the care recipients were reported as having Alzheimer's or Dementia. Respondents expressed the desire for greater access to information and Adult Day Care services.

In addition to conducting two needs assessment surveys, 16 Community Forums were held across the tri-county area; 10 in Ingham County, including one in Spanish, 3 in Clinton County and 3 in Eaton County. From these forums it was obvious that across the three counties, transportation and the lack of information or access to information were the two most prominent barriers to getting programs and services. All locations mentioned public transportation is their main source of travel, however, the experience is not enjoyable as the service is not user-friendly. Most locations would like to have increased access, with little to no cost, to exercise/fitness classes. Residents in Ingham County expressed a need for little to no cost chore service providers. Most attendees did not feel their community was age friendly. A majority of respondents were in close proximity to healthy foods, but only for part of the year or had little to no access to transportation to get to the healthy food. Many locations expressed great interest in participating in games, puzzles and community outings or events. Also identified is a lack of Spanish Speaking senior centers in the tri-county area.

Finally, two public hearings were held to solicit input on the MYP draft objectives. The public hearings were announced at TCOA's Advisory Council and Administrative Board April meetings and posted on TCOA's





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website, Facebook page and also posted in community newspapers. One public hearing was held at the main offices for the Tri-County Office on Aging in Lansing, MI. This hearing was held on May 12, 2016 at 1:00 P.M. prior to the monthly Tri-County Office on Aging Advisory Council meeting. The second public hearing was held at the Delta Township Enrichment Center on May 23, 2016 at 11:00 A.M. Great interest was shown toward the Medicare Medicaid Assistance Program (MMAP) and attendees at the Delta Township Enrichment Center expressed interest in hosting opening enrollment at their location. A suggestion for exploration of community efforts included intergenerational playgrounds. Individuals in attendance were pleased to see the inclusion of Evidence Based Disease Programs and continuation of a health and wellness initiative in the area plan. Attendees also agreed transportation needs are obvious at the local level.

### Scope of Services

The number of potentially eligible older adults who could approach the area agency's coordinated service system are increasing because of the age wave explosion. Additionally, the quantity and intensity of services that the area agency and its providers are expected to arrange, coordinate and provide for new and existing service populations are increasing. There is an exponentially growing target population of the "old-old" (85-100 +) who often present with complex problems, social and economic needs and multiple chronic conditions. They require more supports coordination and care management staff time to assess, provide service options, monitor progress, re-assess and advocate for the persons served and their caregivers. Area agency partnerships with the medical and broader range of long term care service providers will be essential to help address these escalating service demands with a collective and cohesive community response.

A number of these older individuals with complex needs also have some form of dementia. The prevalence of dementia among those 85 and older is estimated at 25-50%. The National Family Caregiving Program (Title III E funding) establishes "*Caregivers of older individuals with Alzheimer's disease*" as a priority service population. Area agencies, contracted providers and the broader community partners need to continually improve their abilities to offer dementia-capable services to optimally support persons with dementia and their caregivers.

Enhanced information and referral systems via ADRCs, 211 Systems, and other outreach efforts are bringing more potential customers to area agencies and providers. With emerging service demand challenges it is essential that the area agency carefully evaluates the potential, priority, targeted and unmet needs of its service population(s) to form the basis for an effective PSA Scope of Services and Planned Services Array strategy. Provide a response to the following service population evaluation questions to document service population(s) needs as a basis for the area agency's strategy for its regional Scope of Services.

**1. Describe key changes and current demographic trends since the last MYP to provide a picture of the potential eligible service population using census, elder-economic indexes or other relevant sources of information.**

Between the 2000 national census and the 2014 national census estimate, the three counties that make up TCOA's service area have seen a significant increase in the 60 and older population. In 2000, the tri-county population of adults age 60 and older was 59,807. In 2014, this population had grown to 85,737, over 18% of the total tri-county population. This is an increase of over 25,000 seniors. TCOA has continued prioritizing services to focus on serving individuals considered high risk and needing the most assistance.

**2. Describe identified eligible service population(s) characteristics in terms of identified needs, conditions, health care coverage, preferences, trends, etc. Include older persons as well as caregivers and persons with disabilities in your discussion.**

There are currently several areas of need that have been identified by Tri-County Office on Aging within the

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agency's service area. First, there is a need for programs that specialize in serving minority and non-English speaking populations. Currently, there is a community center in Lansing that focuses on serving the Spanish-speaking, Hispanic population in the area. However, this organization alone is not enough to meet the needs of other minority and non-English speaking groups in the area.

Second, there is a need for improved transportation services within the tri-county area. It was identified that this is especially needed for individuals who are seeking transportation that crosses the county borders. Multiple individuals, as well as the needs assessment data and community forum responses, identified that crossing the county lines to seek programs and services, including routine medical assistance, can be very cumbersome and time consuming to coordinate and individuals limit their activities due to this burden.

Finally, there is an increasing need for services to serve individuals with middle and late stage Alzheimer's disease and dementia. At this time, no adult day services programs serve these high-needs individuals, except the PACE Program. Serving this population would not only ensure that the individuals participating in programs have adequate and safe care, it would also significantly assist the family and friends who are acting as caregivers. Relieving the stress associated with care giving will help to ease caregiver burn-out and allow for more individuals to remain living in the community.

### **3. Describe the area agency's Targeting Strategy (eligible persons with greatest social and/or economic need with particular attention to low-income minority individuals) for the MYP cycle including planned outreach efforts with underserved populations and indicate how specific targeting expectations are developed for service contracts.**

In the Region 6 planning and service area (Clinton, Eaton and Ingham counties) several populations have been identified as being underserved. These populations include racial minorities, non-English speaking individuals, and caregivers caring for individuals with Alzheimer's disease or dementia.

In order to better serve racial minorities and non-English speaking individuals, TCOA would like to facilitate connections with culturally and/or linguistically specific community based organizations. It is also the agency's desire to work to resolve cultural competency issues impacting underserved local seniors and persons with disabilities, including non-English speaking and Lesbian, Gay, Bisexual and Transgender individuals. In order to help improve access to health, wellness and nutrition supports, TCOA will seek out community organizations that serve minorities and underserved populations as partners to offer these programs to otherwise overlooked individuals. Additionally, efforts will be focused on expanding SAVVY/Creating Confident Caregivers training to reach more caregivers of minority populations.

In order to better serve non-professional caregivers who are caring for loved ones with Alzheimer's Disease and dementia, TCOA would like to work to expand access to programs and services available for individuals with Alzheimer's Disease and other forms of dementia who are residing in the community, as well as their formal and informal caregivers. During FY 2017-2019, TCOA would like to maintain the Resource Directory for Caregivers with an emphasis on dementia supports in partnership with other community organizations. Opportunities for persons with dementia to receive personal music therapy will be explored as well as partnering with AASA and AAAAM to secure funding for evidence-based programs relating to dementia.

**4. Provide a summary of the results of a self-assessment of the area agency's service system dementia capability using the ACL/AoA "Dementia Capability Quality Assurance Assessment Tool" found in the Documents Library. Indicate areas where the area agency's service system demonstrates strengths and areas where it could be improved and discuss any future plans to enhance dementia capability.**

Although TCOA has no formal protocols, informal conversations held by the I&A Specialist and Options Counselor parallel many of the protocol topics in the ACL/AoA *Dementia Capability Quality Assurance Assessment Tool* and could be developed into formal protocols. TCOA has piloted an assessment tool, AD-8, and there are hopes to implement this or a similar tool in the future. Through the conversations previously mentioned, caregivers often self-identify. TCOA currently has two (2) Master Trainers that did receive formal training on dementia. In addition, some employees choose to participate in continuing education classes/seminars related to dementia care. Regarding component #3 in the Assessment Tool, TCOA does have dementia specific service providers; however, TCOA cannot endorse one provider over another. There is a list of all providers available to clients and some providers on that list provide dementia-specific care. Some areas for improvement would be training more staff on dementia and/or cognitive impairments and also creating a systematic process to inform staff/support coordinators of providers related to dementia care. The need for caregiver supports is growing. TCOA is open to implementing processes to help accommodate this on-going need.

**5. When a customer desires services not funded under the MYP or available where they live, describe the options the area agency offers.**

Every request that is made to TCOA is addressed using a person-centered process. Staff members listen to individuals and their expressed needs and wants and work to find a way to fulfill them. Not every service needed or requested can be funded or provided by TCOA. In order to better support individuals, TCOA has an active I&A program and Community Resource Directory that can help connect individuals with the programs and services requested. Additionally, TCOA staff work closely with staff members in other organizations and agencies to more efficiently utilize resources and cross-refer between programs. Finally, when a person is looking for more in-depth assistance, TCOA employs an Options Counselor that is available to work with the individual, and the support persons of their choice, to create a person-centered plan.

**6. Describe the area agency's priorities for addressing identified unmet needs within the PSA for FY 2017-2019 MYP.**

MDHHS requires the use of their priority system for individuals on the waiting list for MI-Choice services. For the Care Management program, potential clients are put on a waiting list by order in which they contacted the agency if they do not meet any of the criteria set forth in the MDHHS system. Individuals on the waiting lists have the opportunity to have Personal Emergency Response Systems (PERS) provided to them. Additionally, individuals on waiting lists for in-home services receive a call quarterly from TCOA staff to monitor changes in health status and needs. Referrals are made to the local PACE Program (Community Care of Michigan) and to DHHS Home Help Program.



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**7. Where program resources are insufficient to meet the demand for services, reference how your service system plans to prioritize clients waiting to receive services, based on social, functional and economic needs.**

TCOA tries to focus on individuals who are most vulnerable. Some are at risk for nursing facility placement or may have a social or economic need. Some examples include those who are low-income or live in a rural area. The intake specialist works with Information & Assistance (I&A) to assist those to be found ineligible for Care Management. They offer I&A on community resources and alternatives to the Care Management program. As with other I&A situations the individuals are referred to other programs and services as appropriate and Options Counseling based on the approved ADRC standards.

**8. Summarize the area agency Advisory Council input or recommendations (if any) on service population priorities, unmet needs priorities and strategies to address service needs.**

The Advisory Council is very supportive of current prioritization methods and service strategies as detailed above. There are no recommendations or concerns from the Advisory Council in regards to these matters at this time.

**9. Summarize how the area agency utilizes information, education, and prevention to help limit and delay penetration of eligible target populations into the service system and maximize judicious use of available funded resources.**

TCOA is proactive in reaching out in the community with information, education and prevention methods. Efforts include Options Counseling, Information and Assistance, MMAP and Evidence Based Programs. Options Counseling offers older adults and their caregivers assistance in planning to meet their long term supports and service needs before or as they arise for individuals to remain in the community as they age. Information & Assistance staff provide information on topics related to older adults and persons with disabilities, such as in-home services, community resources, and housing information, and directs callers to appropriate agency programs. This information can aid in the preparation of services for aging adults.

Michigan Medicare/Medicaid Assistance Program counselors can help individuals understand Medicare & Medicaid, enroll in Medicare prescription drug coverage, review supplemental insurance needs, apply for Medicare Savings programs, identify and report fraud and abuse or scams, and explore long term care insurance.

Evidence-based programs include Advanced Care Planning, Personal Action Toward Health (PATH), Diabetic Personal Action Toward Health (D-PATH), Matter of Balance (MOB), SAVVY/Creating Confident Caregivers, Care Transitions and Medical Nutrition Therapy. Advanced Care Planning discussions are intended to provide, enhance, and improve end-of-life health care through practice, education, evaluation, research, and consultation specifically related to advance care planning, ethics, and medical humanities, including the Investigational Review Board. PATH is a self-management program for persons with chronic disease to help them take control of their own disease process using the Stanford Model. D-PATH is an accredited self-management program to help diabetic persons take control of their own disease process using the Stanford Model. MOB is a structured group intervention proven to help older adults reduce their risk of falling and assist in working to overcome the fear of falling. SAVVY/Creating Confident Caregivers is a six-week education series for caregivers of persons with dementia. Content focuses on understanding the disease, caregiver self-care to prevent burnout and providing structure and support for the person with dementia. Respite care is provided. Care Transitions is a social work program aimed at decreasing unnecessary hospital admissions by addressing the psycho-social determinants of health care. Medical Nutrition Therapy (MNT) is defined as the use of specific nutrition services to treat an illness, injury, or condition and involves two phases: 1) assessment of the nutritional status of the client and 2) treatment, which includes nutrition therapy, counseling, and the use of specialized nutrition supplements. Evidence exists demonstrating that MNT can improve clinical outcomes while possibly decreasing the cost of managing diabetes to Medicare.



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### Planned Service Array

Complete the 2017-2019 MYP Planned Service Array form for your PSA. Indicate the appropriate placement for each AASA service category and regional service definition. Unless noted otherwise, services are understood to be available PSA-wide. There is a required narrative related to the Planned Service Array in the following section. The narrative should describe the area agency's rationale/strategy for selecting the services funded under the MYP in contrast to services funded by other resources within the PSA, especially for services not available PSA-wide.

	Access	In-Home	Community
<b>Participant Private Pay</b>	<ul style="list-style-type: none"> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Chore</li> <li>• Home Care Assistance</li> <li>• Home Injury Control</li> <li>• Homemaking</li> <li>• Home Delivered Meals</li> <li>• Home Health Aide</li> <li>• Medication Management</li> <li>• Personal Care</li> <li>• Assistive Devices &amp; Technologies</li> <li>• Respite Care</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Day Services</li> <li>• Nutrition Counseling</li> <li>• Nutrition Education</li> <li>• Health Screening</li> <li>• Assistance to the Hearing Impaired and Deaf</li> <li>• Home Repair</li> <li>• Legal Assistance</li> <li>• Vision Services</li> </ul>
<b>Funded by Other Sources</b>	<ul style="list-style-type: none"> <li>• Disaster Advocacy and Outreach Program</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly Reassurance</li> </ul>	<ul style="list-style-type: none"> <li>• Disease Prevention/Health Promotion</li> <li>• Assistance to the Hearing Impaired and Deaf</li> <li>• Home Repair</li> <li>• Legal Assistance</li> <li>• Senior Center Operations</li> <li>• Senior Center Staffing</li> <li>• Programs for Prevention of Elder Abuse, Neglect, and Exploitation</li> <li>• Kinship Support Services</li> </ul>
<b>Provided by Area Agency</b>	<ul style="list-style-type: none"> <li>• Care Management</li> <li>• Case Coordination and Support</li> <li>• Information and Assistance</li> <li>• Outreach</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Home Delivered Meals</li> </ul>	<ul style="list-style-type: none"> <li>• Congregate Meals</li> <li>• Disease Prevention/Health Promotion</li> <li>• Caregiver Education, Support and Training</li> </ul>



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<b>Contracted by Area Agency</b>	<ul style="list-style-type: none"><li>• Information and Assistance</li><li>• Transportation</li></ul>	<ul style="list-style-type: none"><li>• Chore</li><li>• Home Care Assistance</li><li>• Home Injury Control</li><li>• Homemaking</li><li>• Home Health Aide</li><li>• Medication Management</li><li>• Personal Care</li><li>• Assistive Devices &amp; Technologies</li><li>• Respite Care</li></ul>	<ul style="list-style-type: none"><li>• Adult Day Services</li><li>• Disease Prevention/Health Promotion</li><li>• Home Repair</li><li>• Legal Assistance</li><li>• Long-term Care</li><li>• Ombudsman/Advocacy</li><li>• Programs for Prevention of Elder Abuse, Neglect, and Exploitation</li><li>• Counseling Services</li><li>• Kinship Support Services</li></ul>
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\* Not PSA-wide





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### Planned Service Array Narrative

**Describe the area agency's rationale/strategy for selecting the services funded under the Multi-Year Plan in contrast to the services funded by other resources within the PSA, especially for services not available PSA wide.**

The Planned Services Array diagram serves as a snapshot of how programs and services will be provided in Region 6. However, the array does not explain the reasoning for why programs and services are formatted in such a manner. There are several unique characteristics about TCOA's region that shape the way programs and services are made available.

There are no programs or services funded by local millages because there are no senior millages in Clinton, Eaton or Ingham Counties at this time. Because TCOA is legally a consortium of the counties and the Cities of Lansing and East Lansing each of these municipalities contribute consortium dues to the agency that help meet match requirements and cover some administration costs. Most programs and services are available in the service area via contracts to service providers. Additionally, many of these programs are also available via private pay to individuals who are able to afford accessing these services on their own.

TCOA directly provides both Home Delivered Meals and Congregate Meals. This is due to the fact that no organization has responded to the Request For Proposal process for these programs that occurs every three years. Due to this the Michigan Office of Services to the Aging (now Aging and Adult Services Agency/AASA) asked TCOA to assume this role in 1976 and the agency has done so since this time. However, TCOA does continue to solicit for proposals regularly to provide this service.

TCOA directly provides Creating Confident Caregivers classes in the service area. Several years ago TCOA had a grant from the Michigan Office of Services to the Aging (now AASA) to directly provide these classes. When the grant expired the demand for the program continued and TCOA received permission to continue providing these classes directly.

TCOA does not actively fund disaster advocacy and outreach programs in the service area because each county, as well as the City of Lansing, have active emergency management groups that receive funding from other sources and TCOA participates in.

There are several senior centers in the region, however, these programs are funded through sources outside of TCOA. In-home services that are being "Contracted by the Area Agency", along with Home Repair and Counseling Services are provided under the umbrella of Community Living Supports Services which is a regional service definition in this plan.

Services funded under the multi-year plan are intended to help prevent or delay the onset of Nursing Home eligibility. Services funded by other resources are intended for those with higher levels of care, including those Nursing Home eligible. As always, TCOA strives to maintain access to services that allow PSA residents to remain as independent as possible.

### Strategic Planning

**Strategic Planning is essential to the success of any area agency on aging in order to carry out its mission, remain viable and capable of being customer sensitive, demonstrate positive outcomes for persons served, and meet programmatic and financial requirements of the payer (AASA). All area agencies are engaged in some level of strategic planning, especially given the changing and competitive environment that is emerging in the aging and long-term-care services network. Provide responses below to the following strategic planning considerations for the area agency's MYP.**

#### **1. Summarize an organizational Strengths Weaknesses Opportunities Threats (SWOT) Analysis.**

Strategic planning and prioritizing is essential in continuing to provide quality person-centered programs and services in an efficient and effective way.

Agency strengths include providing person-centered supports, over 40 years of service, being a leader in advocacy at the local and state/regional levels, participating as a pilot for new programs (AASA and Medicaid), longevity of leadership, recognized as the Governor's prosperity region due to regional cooperation, debt bond due to expire in 2017 and continued efforts to reduce expenses. TCOA also prides itself on putting the client's need above all else, being fiscally responsible and secure, executing effective advocacy, and providing a viable pension for employees. Clients feel well-served due to TCOA's customer service, being able to talk to a live person instead of a recording, timely responses from staff and good follow-up.

Agency weaknesses or areas for improvement include increased access to info, service access for non-English speaking populations, expanded caregiver supports/services, user-friendly website, and enriched media relations. The community forum participants voiced many are unaware of services available through TCOA due to lack of access to information. This also translates to lack of visibility in community. Clients may feel unsatisfied due to continued wait lists for specific programs and services. Quality assurance surveys have been completed by existing clients and one factor mentioned that made them feel dissatisfied was the need for more service hours.

Agency opportunities that have been identified include creating a Community Health Worker/Resource Navigator position, collaboration with physician groups, Michigan Transportation Connection, Refugee Services and Development Center, etc., improve outcome reports, and explore the opportunity to assist community members in securing a Senior Millage for the tri-county area. Trends that have been identified include the senior population explosion due to aging baby boomer constituents. TCOA has also recognized that seniors are aging in place and wanting to be more active and are using or wanting to use technology more. Additionally, the minimum wage increase promotes a more stable workforce and alludes to easier staff recruitment. Same sex marriage has offered and will continue to offer the opportunity for education and training staff.

Agency threats or obstacles include lack of user-friendly transportation, funding received in relation to demand and the expansion of managed integrated care would threaten the MI Choice Medicaid Waiver,



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locally Project Choices. The quality standards or specifications for your job, products or services that are changing include the minimum wage increase causing a strain on funding and budget, as well as an interest in increased HIPAA compliance and educating staff and providers on best practices.

**2. Describe how a potential greater or lesser future role for the area agency with the Home and Community Based Services (HCBS) Waiver and/or the new Integrated Care Program could impact the organization.**

The implementation of the new Medicare/Medicaid integrated health system, Mi HealthLink, could potentially cause a huge reduction in services for the agency due to the loss of the Waiver. This could include staff reduction and client reduction while increasing the demand and output of services like Information and Assistance and Evidence Based Programs, including Care Transitions. Health plans could theoretically buy services through the agency and would allow TCOA to develop a relationship with MI Health Link and contractors. The AAA association is working on enhancing collaboration and contractual arrangements with integrated care organizations.

**3. Describe what the area agency would plan to do if there was a ten percent reduction in funding from AASA.**

As previously explained, strategic planning and prioritizing is essential in continuing to provide quality person-centered programs and services in an efficient and effective way. All strategies to reduce agency expenditures would be explored while reducing services, primarily in-home supports, would be the last avenue. A 10% reduction in funding from AASA could result in shifting funds from one program to another, where allowable. The Nutrition program through TCOA could require a reduction in operations and the possibility of contracting or partnering with outside vendors. Additionally, employees would not receive a cost of living wage adjustments, as has been done in the past.

**4. Describe what direction the area agency is planning to go in the future with respect to pursuing, achieving or maintaining accreditation(s) such as Commission on Accreditation of Rehabilitation Facilities (CARF), Joint Commission on Accreditation of Hospitals (JCAH), or other accrediting body, or pursuing additional accreditations and why.**

TCOA recently became Medicare certified to secure reimbursement for D-PATH and other Medicare covered services. In FY 2015, TCOA worked through an outside vendor to promote and provide Matter of Balance and Personal Action Toward Health classes. TCOA also possesses the American Association of Diabetes Educators (AADE) certification allowing the agency to bill Medicare for diabetes self-management programs.

**5. Describe in what ways the area agency is planning to use technology to support efficient operations, effective service delivery and performance, and quality improvement.**

TCOA recognizes the need for technological assimilations into programs, services, operations and client relations. Some things TCOA will continue and improve upon are offering the Quality Assurance and Quality Improvement surveys electronically and the use of electronic records and databases in the field allowing the agency to be more HIPAA compliant and efficient. Some areas that TCOA hopes to explore and evolve are outcome reports from existing databases such as NAPIS, MICIS and I&A databases. The agency hopes to always be relevant and timely with technology upgrades and implementations.



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### Regional Service Definitions

If the area agency is proposing to fund a service category that is not included in the Operating Standards for Service Programs, then information about the proposed service category must be included under this section. Enter the service name, identify the service category and fund source, include unit of service, minimum standards, and rationale for why activities cannot be funded under an existing service definition.

#### Service Name/Definition

Crisis Services for the Elderly - Assistance paying for such things as a utility bill, prescription medications and emergency shelter with a maximum of \$200 spent per unduplicated client each fiscal year.

Rationale (Explain why activities cannot be funded under an existing service definition.)

This program is designed to assist individuals in facing non-medical emergencies, specifically prescription, shelter and utility crises. Assistance is limited to a maximum \$200 per person per fiscal year and individuals never directly receive money. This program serves as a vital role in helping to keep individuals living in the community and does not fit with any current AASA service definitions. During the 2015 fiscal year, over 600 individuals were served by this program.

Service Category	Fund Source	Unit of Service
<input type="checkbox"/> Access	<input checked="" type="checkbox"/> Title III PartB <input type="checkbox"/> Title III PartD <input type="checkbox"/> Title III PartE	One unit equals one individual served.
<input type="checkbox"/> In-Home	<input type="checkbox"/> Title VII <input type="checkbox"/> State Alternative Care <input type="checkbox"/> State Access	
<input checked="" type="checkbox"/> Community	<input checked="" type="checkbox"/> State In-home <input type="checkbox"/> State Respite	
	<input checked="" type="checkbox"/> Other    Fundraising	

#### Minimum Standards

1. This service will provide assistance to individuals sixty years of age and older living in Clinton, Eaton or Ingham counties.
2. Program staff shall assess each request for assistance through the Crisis Services for the Elderly process by obtaining name, address, phone number, utility bill information and other resources the individual has approached for assistance.
3. The program shall maintain linkages with Information and Assistance programs, utility companies, local Department of Human Services and other local agencies that provide assistance for utilities.
4. The program shall develop a network of community resources to refer individuals to when other needs are identified.
5. Program staff shall be knowledgeable of community resources and have the ability to share information in a manner which empowers individuals and/or their family.

#### Service Name/Definition

Community Living Services (CLS) - CLS facilitate an individuals independence and promote reasonable participation in the community. CLS can be provided in the participant's residence or in community settings as necessary in order to meet support and services needed sufficient to meet nursing facility level of care needs.



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Rationale (Explain why activities cannot be funded under an existing service definition.)

This service provision will facilitate the seamless delivery of supports and services to clients regardless of the payment source being used.

Service Category	Fund Source	Unit of Service
<input checked="" type="checkbox"/> Access <input type="checkbox"/> In-Home <input type="checkbox"/> Community	<input checked="" type="checkbox"/> Title III PartB <input type="checkbox"/> Title III PartD <input type="checkbox"/> Title III PartE <input type="checkbox"/> Title VII <input type="checkbox"/> State Alternative Care <input type="checkbox"/> State Access <input type="checkbox"/> State In-home <input type="checkbox"/> State Respite <input type="checkbox"/> Other _____	Comprehensive Community Support Services - per

### Minimum Standards

#### Minimum Standards for Traditional Service Delivery

- Each direct service provider must have written policies and procedures compatible with the "General Operating Standards for Waiver Agents and Contracted Direct Service Providers," and minimally, Section A of the "General Operating Standards for MI Choice Waiver Service Providers."
- Community Living Services (CLS) include: a. Assisting, reminding, cueing, observing, guiding and/or training in the following activities: (i) meal preparation; (ii) laundry; (iii) routine, seasonal, and heavy household care and maintenance; (iv) activities of daily living such as bathing, eating, dressing and personal hygiene and, (v) shopping for food and other necessities of daily living. b. Assistance, support, and/or guidance with such activities as: (i) money management; (ii) non-medical care (not requiring nursing of physician intervention); (iii) social participation, relationship maintenance, and building community connections to reduce personal isolation; (iv) transportation (excluding to and from medical appointments) from the participant's residence to community activities, among community activities, and from community activities back to the participant's residence; (v) participation in regular community activities incidental to meeting the individual's community living preferences; (vi) attendance at medical appointments and, (vii) acquiring or procuring goods and services necessary for home and community living. c. Reminding, cueing, observing and/or monitoring of medication administration. d. Staff assistance with preserving the health and safety of the individual in order that he/she may reside and be supported in the most integrated independent community setting.
- When transportation incidental to the provision of CLS is included, the Area Agency on Aging shall not also authorize it as a separate service for the participant. The Medicaid state plan covers transportation to medical appointments through the Department of Human Services and the Area Agency on Aging shall not authorize the same as a component of CLS.
- CLS does not include the costs associated with room and board.
- The Area Agency on Aging shall authorize CLS when necessary to prevent the institutionalization of the participant served.
- The Area Agency on Aging cannot provide CLS in circumstances where the service duplicates services available under the Medicaid state plan, through the MI Choice waiver, or elsewhere. When more than one service is included in the participant's plan of care, the Area Agency on Aging must clearly distinguish services by unique hours and units approved.
- Individuals providing CLS must be at least 18 years of age, have the ability to communicate effectively both orally and in writing and follow instructions.
- Members of a participant's family may provide CLS to the participant. However, Area Agency on Aging shall not directly authorize CLS funds to pay for services furnished to a participant by that person's spouse.

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9. Family members who provide CLS must meet the same standards as providers who are unrelated to the individual.
10. The Area Agency on Aging and/or provider agency must train each worker to properly perform each task required for each participant the worker serves before delivering the service to that participant. The supervisor must assure that each worker can competently and confidently perform every task assigned for each participant served.
11. When the CLS services provided to the participant include tasks specified in 2.a.i, 2.a.ii, 2.a.iii, 2.a.v, 2.b.i, 2.b.iii, 2.b.v, 2.b.vi, 2.b.vii, or 2.d above, the individual furnishing CLS must have previous relevant experience or training and skills in housekeeping, household management, good health practices, observation, reporting, and recording information. Additionally, skills, knowledge, and/or experience with food preparation, safe food handling procedures, and reporting and identifying abuse and neglect are highly desirable.
12. When the CLS services provided to the participant include tasks specified in 2.a.iv, 2.b.ii, 2.c and 2.d above, the direct service providers furnishing CLS must also:
  - a. Be supervised by a registered nurse (RN) licensed to practice nursing in the State of Michigan. At the state's discretion, other qualified individuals may supervise CLS providers. The direct care worker's supervisor shall be available to the worker at all times the worker is furnishing CLS services.
  - b. Develop in-service training plans and assure all workers providing CLS services are confident and competent in the following areas before delivering CLS services to program participants, as applicable to the needs of that participant: safety, body mechanics, and food preparation including safe and sanitary food handling procedures.
  - c. Provide an RN to individually train and supervise CLS workers who perform high-level, non-invasive tasks such as maintenance of catheters and feeding tubes, minor dressing changes, and wound care for each participant who requires such care. The supervising RN must assure each workers confidence and competence in the performance of each task required.
  - d. Be trained in first aid and cardio-pulmonary resuscitation.
  - e. It is strongly recommended that each worker delivering CLS services complete a certified nursing assistance training course.
13. Each direct service provider who chooses to allow staff to assist participants with self-medication, as described in 2.c above, shall establish written procedures that govern the assistance given by staff to participants with self-medication. These procedures shall be reviewed by a consulting pharmacist, physician, or RN and shall include, at a minimum:
  - a. The provider staff authorized to assist participants with taking their own prescription or over-the-counter medications and under what conditions such assistance may take place. This must include a review of the type of medication the participant takes and its impact upon the participant.
  - b. Verification of prescription medications and their dosages. The participant shall maintain all medications in their original, labeled containers.
  - c. Instructions for entering medication information in participant files.
  - d. A clear statement of the participant's and participant's family's responsibility regarding medications taken by the participant and the provision for informing the participant and the participant's family for the provider's procedures and responsibilities regarding assisted self-administration of medications
14. When the CLS services provided to the participant include transportation described in 2.b.iv and 3 above, the following standards apply:
  - a. Area Agency on Aging may not use funding to purchase or lease vehicles for providing transportation services to participants.
  - b. The Secretary of State must appropriately license and inspect all drivers and vehicles used for transportation supported all or in part by CLS funds. The provider must cover all vehicles used with liability insurance.
  - c. All paid drivers for transportation providers supported entirely or in part by CLS funds shall be physically capable and willing to assist persons requiring help to and from and to get in and out of vehicles. The provider shall offer such assistance unless expressly



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prohibited by either a labor contract or insurance policy. d. The provider shall train all paid drivers for transportation programs supported entirely to in part by CLS funds to cope with medical emergencies, unless expressly prohibited by a labor contract or insurance policy. e. Each provider shall operate in compliance with P.A. 1 of 1985 regarding seat belt usage.



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### Access Services

Some access services may be provided to older adults directly through the area agency without a service provision request. These services include: Care Management, Case Coordination and Support, Disaster Advocacy and Outreach Programs, Information and Assistance, Outreach, and MATF/State Caregiver Support funded Transportation. If the area agency is planning to provide any of the above noted access services directly during FY 2017-2019, complete this section.

Select from the list of access services the area agency plans to provide directly during FY 2017-2019 and provide the information requested. Also specify the planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Direct Service Budget details for FY 2017 are to be included under the appropriate tab in the Area Plan Grant Budget. The funding identified in this tab should correspond to the funding (Federal OAA Title III or VII and State funds) identified in the Area Plan Grant Budget, Direct Service Budget details. The Area Plan Grant Budget uploaded and saved in AMPS must include Direct Service Budget details.

#### Case Coordination and Support

<u>Starting Date</u>	10/01/2016	<u>Ending Date</u>	09/30/2017
Total of Federal Dollars	\$4,086.00	Total of State Dollars	\$15,301.00

Geographic area to be served

Clinton, Eaton and Ingham counties.

#### Specify the planned goals and activities that will be undertaken to provide the service.

Goals for the program, including timeline and expected outcome:

Provide Case Coordination and Support services to a minimum of 75 clients in Region 6 from 10/01/16 through 9/30/17.

Conduct assessments for all new clients and reassessments every 6 months for a minimum of 75 clients from 10/01/16 through 9/30/17.

Secure and monitor appropriate in-home services from 10/01/16 through 9/30/17.

Refer clients to other services as needed from 10/01/16 through 9/30/17.

Adhere to all minimum standards from 10/01/16 through 9/30/17.

Expected Outcome: Individuals not eligible for Home and Community Based Waiver (MI Choice) will have services to assist them in remaining in the community, if funding allows. There will be a seamless system for older adults going from Case Coordination and Support to Care Management/ Project Choices.

#### Outreach

<u>Starting Date</u>	10/01/2016	<u>Ending Date</u>	09/30/2017
Total of Federal Dollars	\$22,469.00	Total of State Dollars	\$27,105.00

Geographic area to be served

Clinton, Eaton and Ingham counties





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#### **Specify the planned goals and activities that will be undertaken to provide the service.**

Goals for the program, including timeline and expected outcome:

Provide outreach services to a minimum of 1000 individuals sixty years of age and older living in Clinton, Eaton and Ingham counties from 10/01/16 through 9/30/17.

Provide a minimum of 24 presentations to senior, caregiver or community groups regarding agency services, averaging two per month, from 10/01/16 through 9/30/17.

Participate in a minimum of 10 planning meetings regarding disaster preparedness from 10/01/16 through 9/30/17.

Participate in a minimum of 6 health and information fairs in the community from 10/01/16 through 9/30/17.

Expected Outcome: Greater community awareness of TCOA resources for older adults, their family members and agencies that assist older adults and persons with disabilities.

TCOA will be more prepared to assist the community in case of emergency and/or disaster.

Older adults with utility or prescription crises will have access to assistance with paying utility bills by hearing about the Crisis Services for the Elderly program.

Kinship caregivers will be better equipped to handle caregiving responsibilities because of access to self-care resources and information on avoiding burnout.

#### **Information and Assistance**

<u>Starting Date</u>	10/01/2016	<u>Ending Date</u>	09/30/2017
Total of Federal Dollars	\$25,490.00	Total of State Dollars	\$26,155.00

Geographic area to be served

Clinton, Eaton and Ingham counties.

#### **Specify the planned goals and activities that will be undertaken to provide the service.**

Goals for the program, including timeline and expected outcome:

Provide Information and Assistance services throughout Clinton, Eaton and Ingham Counties.

Provide I&A services to a minimum of 2,000 older adults, family members or community members each fiscal year.

Secure signed contracts for general I&A services that were selected through a Request for Proposal process.

Monitor I&A contracts with service providers for compliance, including person centered thinking, annually.

Monitor the number of individuals assisted through I&A, including individuals who are considered minority, each quarter.

Provide Caregiver I&A services to a minimum of 500 caregivers each fiscal year.

Refer caregivers to identified services through a person centered process.

Adhere to all AASA minimum standards.

Expected Outcome:

There will be a more informed population through Information and Assistance services available in Clinton, Eaton and Ingham counties.

Caregivers will seek needed assistance to reduce the stress associated with their caregiving role.

#### **Care Management**

<u>Starting Date</u>	10/01/2016	<u>Ending Date</u>	09/30/2017
Total of Federal Dollars	\$0.00	Total of State Dollars	\$215,913.00

Geographic area to be served



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Clinton, Eaton and Ingham counties.

**Specify the planned goals and activities that will be undertaken to provide the service.**

Goals for the program, including timeline and expected outcome:

Care Management will be provided in Clinton, Eaton and Ingham Counties.

Provide Care Management services to a minimum of 130 clients in Region 6 from 10/01/16 through 9/30/17.

Conduct a minimum of 100 initial assessments from 10/01/16 through 9/30/17.

Develop a minimum of 80 care plans from 10/01/16 through 9/30/17.

Conduct reassessments every 3 months on all active clients or every 6 months if a client is on maintenance from 10/01/16 through 9/30/17.

Arrange and monitor services as needed from 10/01/16 through 9/30/17.

Transition eligible Care Management clients to the MI Choice program as funding allows from 10/01/16 through 9/30/17.

Comply with all minimum standards and quality assurances from 10/01/16 through 9/30/17.

Expected Outcome: A minimum of 130 individuals will be able to remain in their own home. Individuals not eligible for Home and Community Based Waiver (MI Choice) will have services to assist them in remaining in the community, if funding allows. There will be a seamless system for older adults going from Case Coordination and Support to Care Management/ Project Choices.

Number of client pre-screenings:	Current Year:	500	Planned Next Year:	500
Number of initial client assessments:	Current Year:	100	Planned Next Year:	100
Number of initial client care plans:	Current Year:	80	Planned Next Year:	80
Total number of clients (carry over plus new):	Current Year:	130	Planned Next Year:	130
Staff to client ratio (Active and maintenance per Full time care	Current Year:	38	Planned Next Year:	38



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### Direct Service Request

It is expected that in-home services, community services, and nutrition services will be provided under contracts with community-based service providers. When appropriate, a service provision request may be approved by the Michigan Commission on Services to the Aging. Direct service provision is defined as “providing a service directly to a senior, such as preparing meals, doing chore services, or working with seniors in an adult day setting”. Direct service provision by the area agency may be appropriate when in the judgment of AASA: (A) provision is necessary to assure an adequate supply; (B) the service is directly related to the area agency’s administrative functions; or, (C) a service can be provided by the area agency more economically than any available contractor, and with comparable quality. Area agencies that request to provide an in-home service, community service, and/or a nutrition service must complete this section for each service category.

Select the service from the list and enter the requested information pertaining to basis, justification, and public hearing discussion for any Direct Service Request for FY 2017-2019. Specify the planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category. Direct Service Budget details for FY 2017 are to be included under the appropriate tab in the Area Plan Grant Budget. The funding identified in this tab should correspond to the funding (Federal OAA Title III or VII and State funds) identified in the Area Plan Grant Budget, Direct Service Budget details. The Area Plan Grant Budget uploaded and saved in AMPS must include Direct Service Budget details.

Please skip this section if the area agency is not planning to provide any in-home, community, or nutrition services directly during FY 2017-2019.

### Disease Prevention/Health Promotion

Total of Federal Dollars     \$40,921.00

Total of State Dollars

Geographic Area Served     Ingham, Eaton and Clinton Counties

**Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

Diabetes Personal Action Toward Health (D-PATH) is an accredited self-management program to help diabetic persons take control of their own disease process using the Stanford Model. Matter of Balance (MOB) is a structured group intervention proven to help older adults reduce their risk of falling and assist in overcoming the fear of falling. D-PATH informs class participants through diabetes education and disease management strategies and MOB helps class participants to view falls as controllable, set realistic goals for increasing activity and increase balance through exercise in order to promote and preserve independence and dignity.

Goals:

- Continue to expand access to evidence-based disease prevention programs in the tri-county area.
- To help older adults and persons with disabilities function as independently as possible.

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- To provide support to families assisting aging and disabled relatives.
- To increase awareness of Diabetes Self-Management and fall prevention strategies.
- To enable clients to take charge of their health and healthcare through interactive education, self-management coaching and empowerment.
- To provide current evidence-based education in an open and conducive environment.

#### Planned Activities:

- Work with the Area Agencies on Aging Association of Michigan as well as location providers to increase the number of Matter of Balance and D-PATH classes offered in the tri-county area.
- Seek out community partners and train new Coaches, Lay Leaders and Master Trainers for these programs.
- Seek out community organizations that serve minorities and underserved populations as partners to offer these programs to otherwise overlooked individuals.
- Serve 75 people in the tri-county area per year providing initial Diabetes Self-Management Training.
- Serve 150 people in the tri-county area per year providing Matter of Balance classes.
- Hold 12 D-PATH classes a year.
- Hold 20 Matter of Balance classes a year.
- Serve 65 people in the tri-county area per year providing Medical Nutrition Therapy

**Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the services provision request (more than one may be selected).**

- (A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.**
- (B) Such services are directly related to the Area Agency's administrative functions.**
- (C) Such services can be provided more economically and with comparable quality by the Area Agency.**

(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

**Provide a detailed justification for the service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.**

In the fall of 2014 the Area Agencies on Aging Association of Michigan was awarded a two-year grant from the Michigan Health Endowment Fund for the purpose of expanding the availability of two evidence based programs, Matter of Balance (MOB) and Diabetes-PATH (D-PATH). As the grant will end in the fall of 2016, TCOA is taking steps to help continue these important offerings. The agency has received a Medicare provider number and will be developing a billing plan. Additional efforts included hiring a full time Registered Dietician to oversee the programs in November 2015. Supplementary funding sources, including the possibility of expanding to Medicaid and other health plans for reimbursement, will also be explored.



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**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

No discussion on the topic of D-PATH or Matter of Balance occurred at a Public Hearing.

### **Congregate Meals**

Total of Federal Dollars      \$527,381.00      Total of State Dollars      \$9,081.00

Geographic Area Served      Clinton, Eaton and Ingham Counties

**Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

*List each goal of the program, including timeline and expected outcome of the program.*

GOAL: Provide a minimum of 82,500 hot, nutritious meals to a minimum of 1,400 seniors at Senior Dining Sites from 10/01/16 through 9/30/2017.

EXPECTED OUTCOME: 1,350 older adults will be provided with 1/3 of their minimum daily nutritional requirements and have an opportunity to socialize with their peers.

*Work plan including activities and expected outcome.*

Prepare, distribute, arrange and oversee the serving of Senior Dining Site meals.

Provide a minimum of 300 congregate meals through the Senior Dine Card program targeting low-income and rural older adults.

Conduct a minimum of 6 nutrition council meetings.

Comply with all minimum standards.

**Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the services provision request (more than one may be selected).**

**(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.**

**(B) Such services are directly related to the Area Agency's administrative functions.**

**(C) Such services can be provided more economically and with comparable quality by the Area Agency.**

Although all of the above provisions are applicable to some degree, provisions (A) and (C) are the most accurate and applicable to the Congregate Meals program.

**Provide a detailed justification for the service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.**

Tri-County Office on Aging (TCOA) has actively sought other providers to administer the Congregate Nutrition Program by putting out a Request for Proposal for providing this service every three years and no one has answered the requests. Aging and Adult Services Agency asked TCOA to assume the Congregate Nutrition



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Program, therefore, TCOA has assumed the role. This provision is necessary to assure an adequate supply of congregate meals in Region 6.

**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

No discussion on the topic of Congregate Meals occurred at a Public Hearing.

### Home Delivered Meals

<u>Total of Federal Dollars</u>	\$533,589.00	<u>Total of State Dollars</u>	\$398,209.00
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Geographic Area Served Clinton, Eaton and Ingham Counties

**Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

*Each goal of the program, including the timeline and expected outcome of the program.*

GOAL: Provide a minimum of 467,500 well balanced, nutritious meals to a minimum of 2,200 older adults who qualify for Meals on Wheels from 10/1/2016 through 9/30/2017.

EXPECTED OUTCOME: Meals on Wheels participants will receive 1/3 of their daily nutritional minimum requirements and have at least a 75% satisfaction rate with the food.

*Work plan including activities and expected outcome.*

Assess/reassess Meals on Wheels participants to assure they qualify for Meals on Wheels and that they are receiving the meal options of their choice.

Prepare and offer a hot meal 5 days per week

Prepare and offer frozen meals available 7 days per week for those who choose that option and qualify.

Prepare and make available a cold sack evening meal available 7 days per week, for those who choose that option and qualify.

Recruit and maintain a volunteer pool adequate to deliver meals throughout the tri-county region.

Conduct a minimum of 4 Nutrition Council meetings each fiscal year.

Comply with all minimum standards.

**Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the services provision request (more than one may be selected).**

**(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.**

**(B) Such services are directly related to the Area Agency's administrative functions.**

**(C) Such services can be provided more economically and with comparable quality by the Area Agency.**

Although all of the above provisions are applicable to some degree, provisions (A) and (C) are the most accurate and applicable to the Home Delivered Meals program.



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**Provide a detailed justification for the service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.**

TCOA has been providing Home Delivered Meals since 1976. To date, Home Delivered Meals has never had a waiting list, we receive local donations and other in-kind supports to help maintain this program. TCOA has actively sought out other providers by putting out a Request for Proposal for this program every three years and no one has answered the request. Michigan Aging and Adult Services Agency asked TCOA to assume the Home Delivered Meals program, therefore, TCOA has assumed the role. This provision is necessary to assure an adequate supply of home delivered meals in Region 6.

**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

No discussion on the topic of Home Delivered Meals occurred at a Public Hearing.

### **Creating Confident Caregivers**

Total of Federal Dollars      \$6,883.00                      Total of State Dollars      \$0.00

Geographic Area Served      Clinton, Eaton and Ingham Counties

**Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

*Each goal of the program, including the timeline and expected outcome of the program.*

Goal: Recruit and train at least one additional trainer.

Activities: Communicating with local organizations such as the Alzheimer's

Association to reach individuals who would be interested in becoming a CCC trainer.

Provide at least 5 Creating Confident Caregivers classes to at least 40 caregivers in PSA 6 in FY 2016-17.

Activities: Attend local events and promote CCC program.

Activities: Staff members will organize, publicize and teach the Creating Confident Caregivers classes to non-professional caregivers in the planning and service area.

*Work plan including activities and expected outcome.*

Region 6 AAA began providing Creating Confident Caregivers classes under a statewide grant since 2008. Currently, the agency has two Creating Confident Caregivers Trainers capable of teaching classes.

Both are Master Trainers. Since the statewide grant expired on September 30, 2012, TCOA plans to continue to provide these classes using Title III-E funding in FY 2017.



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Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the services provision request (more than one may be selected).

- (A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.
- (B) Such services are directly related to the Area Agency's administrative functions.
- (C) Such services can be provided more economically and with comparable quality by the Area Agency.

The Creating Confident Caregivers curriculum is one of the most popular evidence based disease prevention programs in the planning and service area. This program meets the needs of a population of caregivers that no other evidence based disease prevention program in the area does. The direct provision of this service is necessary to assure that there is an adequate supply of this program in PSA 6 during FY 2017.

**Provide a detailed justification for the service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.**

Region 6 AAA has been providing Creating Confident Caregivers classes under a statewide grant since 2008. Currently, the agency has two Creating Confident Caregivers Master Trainers and efforts to recruit additional trainers are being explored for the upcoming fiscal year, particularly in the minority populations. TCOA would like to continue to provide these classes using Title IIIB funding in FY 2017.

**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

No discussion on the topic of Creating Confident Caregivers occurred at a Public Hearing.





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### Regional Service Request

It is expected that regionally-defined services will be provided under contracts with community-based service providers. When appropriate, a regional direct service provision request may be approved by the Michigan Commission on Services to the Aging. Regional direct service provision by the area agency may be appropriate when in the judgment of AASA: (A) provision is necessary to assure an adequate supply; (B) the service is directly related to the area agency's administrative functions; or, (C) a service can be provided by the area agency more economically than any available contractor, and with comparable quality.

Area agencies that request to provide a regional service must complete this tab for each service category. Enter the regional service name in the box and click "Add." The regional service name will appear in the dialog box on left after screen refresh. Select the link for the newly-added regional service and enter the information requested pertaining to basis, justification, and public hearing discussion for a regional service request for FY 2017-2019. Also specify the planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category. Regional Service Budget details for FY 2017 are to be included under the appropriate tab in the Area Plan Grant Budget. The funding identified in this tab should correspond to the funding (Federal OAA Title III or VII and State funds) identified in the Area Plan Grant Budget, Direct Service Budget details. The Area Plan Grant Budget uploaded and saved in AMPS must include Direct Service Budget details.

Please skip this section if the area agency is not planning to provide any regional services directly during FY 2017-2019.

#### Crisis Services for the Elderly

Total of Federal Dollars      \$14,324.00

Total of State Dollars      \$15,300.00

Geographic Area Served      Region 6: Clinton, Eaton and Ingham

**Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

Assistance paying for such things as a utility bill, prescription medications and emergency shelter with a maximum of \$200 spent per unduplicated client each fiscal year.



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Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the services provision request (more than one may be selected).

(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

(B) Such services are directly related to the Area Agency's administrative functions.

(C) Such services can be provided more economically and with comparable quality by the Area Agency.

Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

**Provide a detailed justification for the service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.**

Crisis Services for the Elderly (CSE) is a twenty-four hour hotline for seniors with non-medical emergencies and is designed to help older adults resolve problems in times of crisis. For this program, a crisis is defined as a situation an older adult encounters that needs an immediate response for which the client sees no clear or obvious resolution. CSE is available to older adults in the Greater Lansing area age sixty or older. There is also an energy assistance component to the Crisis program which serves seniors in all of Clinton, Eaton and Ingham counties who have received a utility shut-off notice, or who heat their homes with deliverable fuel and in a crisis situation. In Fiscal Year (FY) 2015, 602 individuals were served by the program. This is an increase of 16% compared to the data provided in the MYP for fiscal years 2014-2016. An average of 37.75% of the individuals served in FY 2015 were minority. It is projected that this program will continue to grow and serve more seniors as the need grows. In order to assist the number of individuals with these urgent needs, the Area Agency needs to continue to provide this service.

**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

No discussion was offered by the public on this service provision at the public hearings.

### Community Living Services

Total of Federal Dollars      \$56,735.00

Total of State Dollars

Geographic Area Served      Region 6: Clinton, Eaton and Ingham

**Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

Community Living Services (CLS) facilitate an individual's independence and promote reasonable participation in the community. CLS can be provided in the participant's residence or in community settings as necessary in order to meet support and services needed sufficient to meet nursing facility level

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of care needs.

**Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the services provision request (more than one may be selected).**

**(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.**

**(B) Such services are directly related to the Area Agency's administrative functions.**

**(C) Such services can be provided more economically and with comparable quality by the Area Agency.**

Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

**Provide a detailed justification for the service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.**

CLS facilitate an individual's independence and promote reasonable participation in the community. CLS can be provided in the participant's residence or in community settings as necessary in order to meet support and service needs for clients who meet nursing facility level of care. This helps to ensure that older adults and persons with disabilities are able to stay in their own homes, should they choose, instead of residing in nursing facilities. This saves the state money and improves the quality of life for the individuals served.

**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

No discussion was offered by the public on this service provision at the public hearings.

### Care Transitions

Total of Federal Dollars      \$1,000.00

Total of State Dollars

Geographic Area Served      Clinton, Eaton and Ingham Counties

**Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

1. To decrease the 30 day hospital readmission rate.

Planned Activities:

- Maintaining an open dialogue with clients and their supports so that preferences can be honored to the greatest degree possible.
- Seeking ways to support and assist caregivers without replacing them.
- Assist the client navigating the silos of healthcare.
- Advocating on behalf of clients to assure that they are receiving the services and benefits to which they

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are entitled.

- Linking clients with their preferred services and programs that support independent living.

Monitoring of the service providers to assure that services are being delivered properly.

2. Expand the number of hospitals and other community partners participating in the Care Transitions Program.

Planned Activities:

- Continue to provide outreach to hospitals and community partners highlighting the benefits of the Care Transitions Program to their at-risk clients.

**Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the services provision request (more than one may be selected).**

**(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.**

**(B) Such services are directly related to the Area Agency's administrative functions.**

**(C) Such services can be provided more economically and with comparable quality by the Area Agency.**

(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

**Provide a detailed justification for the service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.**

The Care Transitions Program is a short term care management program playing a key role in the mission and goals of the Tri-County Office on Aging (TCOA). TCOA has been providing care management services since 1985. The Care Transitions program provides assistance to people who are likely to readmit to the hospital. The purpose of the Care Transitions Program is to offer services not covered under the typical discharge planning protocol to enable persons to navigate the health care system, gain knowledge of their health status and address long term care needs which will help decrease hospital readmissions. The most important aspect of the Care Transitions Program is it is community-based and Care Transition Social Workers are connected with participants in the hospital and follow them for 30 days after discharge. Through Care Transitions, clients and their families learn of the various services and supports that are available through a person centered process which honors a person's preferences.

**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

No specific discussion on the Care Transitions Direct Service Program occurred at the Public Hearings.



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## Program Development Objectives

Please provide information for all program development goals and objectives that will be actively addressed during the MYP.

**New Required Goal/Objective:** There is a new priority program development goal/objective area that is required. This is a goal that centers on aging network, public, municipal and private partnerships to assess the aging-friendliness of communities to make them Communities for a Lifetime (CFL) and help them to retain and attract residents of all ages so the communities can thrive and have access to goods, services and opportunities for quality living across the lifespan:

**CFL Goal:** More communities in the PSA will conduct an aging-friendly community assessment and apply for recognition to AASA as a CFL.

**The Minimum Objective:** One new community in the PSA will receive recognition as a CFL by 9/30/19.

For technical assistance with developing CFL objectives, narratives, timelines, planned activities and expected outcomes, contact the AASA Lead staff for the CFL Program, Dan Doezema at [doezemad@michigan.gov](mailto:doezemad@michigan.gov), or 231-929-2531.

The area agency must enter each program development goal in the appropriate text box. It is acceptable, though not required, if some of the area agency's program development goals correspond to AASA's State Plan Goals. There is an entry box to identify which, if any, State Plan Goals correlate with the entered goal. A narrative for each program development goal should be entered in the appropriate text box. Enter objectives related to each program development goal in the appropriate text box. There are also text boxes for the timeline, planned activities and expected outcomes for each objective. (See Document Library for additional instructions on completing the Program Development section.)

### Area Agency on Aging Goal

- A. More communities in the tri-county area will conduct an aging-friendly community assessment and apply for recognition to Aging and Adult Services Agency as a Communities For a Lifetime (CFL).

**State Goal Match: 1**

#### NARRATIVE

TCOA's mission to promote and preserve the independence and dignity of the aging population aligns with the desire to have at least one community in the PSA to receive recognition as a CFL. TCOA hopes to retain and attract residents, particularly seniors, to assist the communities to thrive and have access to goods, services and opportunities for quality living across the lifespan.

#### OBJECTIVES

1. Work to secure the City of Lansing as a recognized CFL by September 2019.

**Timeline: 10/01/2016 to 09/30/2019**

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#### Activities

·Partner with AARP to advance efforts to help people live easily and comfortably in their homes and communities as they age.

Conduct an aging-friendly community assessment for the City of Lansing and apply for recognition to Aging and Adult Services Agency as a CFL.

#### Expected Outcome

City of Lansing will be recognized as a Communities for a Lifetime and help them to retain and attract residents of all ages so the communities can thrive and have access to goods, services and opportunities for quality living across the lifespan.

2. Increase the number of CFL's in TCOA's Planning and Service Area.

**Timeline: 10/01/2016 to 09/30/2019**

#### Activities

Explore other communities in the tri-county area that may be willing to align their efforts with the qualifications and requirements to become a CFL.

#### Expected Outcome

Additional communities in the tri-county area will work to align their efforts with the qualifications and requirements to become a CFL and potentially complete the assessment to be recognized as a CFL.

- B. Ensure older adults have access to information and services to improve their ability to make an educated decision regarding their independence.

**State Goal Match: 0**

#### NARRATIVE

TCOA holds the independence and dignity of the aging population to high regard and hopes to improve the ability for local residents to access information. Feedback from the needs assessments and community forums will help the agency get information about available programs and services to the target population and their families and caregivers through the preferred avenues expressed by the attendees of those events, as well as additional methods implemented by the agency.

#### OBJECTIVES

1. Improve access to programs and services for underserved populations.

**Timeline: 10/01/2016 to 09/30/2019**

#### Activities

·Secure services of a Community Health Worker/Resource Navigator.

Facilitate connections with culturally and/or linguistically specific community based organizations.

Provide access to assistance with MMAP and other public benefits.

Connect with medical community, physician organizations, and health plans.

Connect with neighborhood organizations.

Promote cultural competency issues impacting underserved local seniors and persons with disabilities, including non-English speaking and Lesbian, Gay, Bisexual and Transgender individuals.

**Expected Outcome**

Tri-county residents will have greater access to available information and services.

2. Expand housing assistance to increase access to community housing options.

**Timeline:** 10/01/2016 to 09/30/2017

**Activities**

- Create/distribute directory of all senior housing, low income and accessible housing options in the tri-county area.

Convene/facilitate regular meetings for Managers of Senior Complexes and Landlords.

Create/distribute directory of Private Landlords

**Expected Outcome**

Tri-county residents will have increased access to community housing options.

3. Provide information about benefits and help people solve problems with health benefit programs and related insurance products.

**Timeline:** 10/01/2016 to 09/30/2019

**Activities**

- Recruit and train new MMAP volunteers.

Utilize traditional and social media to outreach and obtain new volunteers.

**Expected Outcome**

Tri-county residents will be more informed about health benefit programs and insurance products.

4. Improve transportation options and usability, focusing on TCOA's consumer demographic needs.

**Timeline:** 10/01/2016 to 09/30/2019

**Activities**

- Waiver program staff to schedule appointments and fund non-emergency medical transportation for waiver clients.

Maintain supply of bus passes on hand for non-waiver clients.

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Promote Michigan Transportation Connection partnership.

#### **Expected Outcome**

Tri-county residents will have improved access to transportation options.

5. Increase access to kinship care services in the tri-county area.

**Timeline: 10/01/2016 to 09/30/2019**

#### **Activities**

Strengthen partnership with Kinship Care Coalition

#### **Expected Outcome**

Tri-county residents will have increased access to kinship care services.

6. Work to advance community integration and outreach efforts. (also fits agency Goals C, D and E)

**Timeline: 10/01/2016 to 09/30/2019**

#### **Activities**

·Expand public awareness and education efforts.

Maintain Long Term Care Collaborative/Aging and Disability Resource Center partnership.

Develop TCOA Newsletter and communication materials.

Expand partnerships with doctors' offices, physician groups, health plans and community based organizations.

#### **Expected Outcome**

There will be increased community partnerships and collaboration efforts that will benefit tri-county residents.

7. Work to advance advocacy efforts in the tri-county area.

**Timeline: 10/01/2016 to 09/30/2019**

#### **Activities**

·Have local seniors represent the tri-county area on the Michigan Senior Advocates Council to advocate for older Michiganians.

Continue to have Tri-County Office on Aging staff and Advisory Council representation on the planning committee for Older Michiganians Day.

Encourage Advisory Council members and other local advocates to meet with local state legislators to advocate on issues impacting older adults and persons with disabilities as identified in the Older Michiganians Day Platform.





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### Expected Outcome

Advocacy efforts will improve existing avenues and provide new opportunities for tri-county residents' opinions and concerns to be heard at the local, state and federal levels.

- C. Improve access to health, wellness and nutrition supports.

**State Goal Match: 0**

### NARRATIVE

The needs assessments conducted in early 2016 indicated a great deal of interest in fitness and wellness classes in the tri-county area. Evidence-based disease prevention programs will help to fill this local need. This may also assist in retaining and attracting residents so the communities can thrive across the lifespan.

### OBJECTIVES

1. Continue to expand access to evidence-based disease prevention programs in the tri-county area.

**Timeline: 10/01/2016 to 09/30/2019**

#### Activities

·Work with the Area Agencies on Aging Association of Michigan as well as location providers to increase the number of Enhanced Fitness, A Matter of Balance (MOB), Personal Action Toward Health (PATH), Diabetes PATH (D-PATH) and Creating Confident Caregivers (CCC/SAVVY) classes offered in the tri-county area.

Explore alternative and additional fund sources available to expand and sustain evidence-based programs.

Seek out community partners and train new Coaches, Lay Leaders and Master Trainers for these programs.

Seek out community organizations that serve minorities and underserved populations as partners to offer these programs to otherwise overlooked individuals.

Maintain Medicare certification and explore the possibility of expanding to Medicaid and other health plans for reimbursement.

Work to provide oral health programs in partnership with nutrition and dental organizations.

### Expected Outcome

Tri-county residents will have greater access to evidence-based disease prevention programs in the agency's PSA.

2. Provide access to healthy and affordable meals to nutritionally at risk older adults.

**Timeline: 10/01/2016 to 09/30/2019**

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**Activities**

- Continue and work to expand Project Fresh.

Explore expansion of frozen food pantry to improve participant choice and variety.

Explore additional funding sources.

**Expected Outcome**

Tri-county residents who are older adults nutritionally at risk will have increased access to healthy and affordable meals.

3. Reduce unnecessary re-admittance to hospitals for high-risk adults.

**Timeline: 10/01/2016 to 09/30/2019**

**Activities**

- Expand partnership to more hospitals for the Care Transitions Program.

Work to expand reimbursement sources to Medicare Advantage Plans, Medicaid and private insurances.

Sustain Advanced Care Planning training.

**Expected Outcome**

Unnecessary re-admittance to hospitals will be reduced and the Care Transitions Program will expand hospital partnerships.

4. Explore the opportunity to assist tri-county community members in securing a Senior Millage for vital unmet needs.

**Timeline: 10/01/2016 to 09/30/2019**

**Activities**

Support possible millage planning committee, including providing data and information to inform campaign.

**Expected Outcome**

Ingham, Eaton and Clinton counties will each secure a Senior Millage for additional funding for vital unmet needs.

- D. Protect older adults from abuse and exploitation.

**State Goal Match: 0**

**NARRATIVE**

TCOA's mission to "promote and preserve the independence and dignity of the aging population."

Protecting the health and safety of older adults and persons with disabilities is of the highest importance to



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TCOA. This agency goal is directly tied to the agency's mission.

#### OBJECTIVES

1. Raise awareness of domestic abuse, physical and sexual abuse and financial exploitation occurring in the older adult population and how to better respond to these situations.

**Timeline:** 10/01/2016 to 09/30/2019

#### Activities

- Continue to participate in the Ingham County Coordinated Community Response team.

Explore funding for domestic and sexual violence prevention and response.

Continue to participate in county vulnerable adult networks in the tri-county area.

Utilize social media to assist in publicizing information about current scams and fraud occurrences that are being reported locally.

#### Expected Outcome

Awareness of domestic abuse, physical abuse, sexual abuse and financial exploitation will be increased and tri-county residents will be better equipped to respond to and potentially prevent these situations.

- E. Support individuals with dementia living in the community, as well as their caregivers.

**State Goal Match: 0**

#### NARRATIVE

The 2016 needs assessments and community forums indicated interest in expanding services to support individuals with dementia living in the community, as well as their caregivers.

#### OBJECTIVES

1. Work to expand access to programs and services available for individuals with Alzheimer's Disease and other forms of dementia who are residing in the community, as well as their formal and informal caregivers.

**Timeline:** 10/01/2016 to 09/30/2019

#### Activities

- Expand SAVVY/Creating Confident Caregivers training to reach more caregivers of minority populations.

Maintain the Resource Directory for Caregivers with an emphasis on dementia supports in partnership with other community organizations.

Create opportunities for persons with dementia to receive personal music therapy.

Partner with AASA and AAAAM to secure funding for Evidence-Based Programs relating to dementia.



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### **Expected Outcome**

There will be a decreased rate of caregiver burn-out in the tri-county area and persons with dementia will have increased access to programs and services specific to their disease.

**Advocacy Strategy**

**Describe the area agency's comprehensive advocacy strategy for FY 2017-2019. Describe how the agency's advocacy efforts will improve the quality of life of older adults within the PSA.**

The Tri-County Office on Aging (TCOA) advocates for seniors and persons with disabilities to help assure that they can live as independently as possible. The second goal of TCOA's mission statement, "to promote and preserve the independence and dignity of the aging population," is to advocate for adequate resources and sound public policy.

Advocacy is done on the national, state and local levels. TCOA's membership in the Area Agencies on Aging Association of Michigan (AAAAM) and the National Association of Area Agencies on Aging (N4A) provides timely information on important issues and bills being discussed and voted on in the National and State Legislatures. Through the AAAAM, TCOA has participated in efforts to promote the MI Choice Program, locally known as Project Choices, in Region 6 and state-wide. Many agencies, programs and individuals in Region 6 are also on the statewide coalition in support of MI Choice.

The TCOA Advisory Council appoints three representatives to the Michigan Senior Advocates Council (MSAC). The MSAC representatives report to the Advisory Council at their monthly meetings on proposed legislation and issues being worked on. The Advisory Council's opinion is also sought and at times a resolution is passed in support of an issue. Typical concerns of this group are health coverage (Medicare & Medicaid), income (Social Security, Supplemental Security Income and pension security) elder abuse and public utility costs and regulation. One local senior is a representative to the Michigan Aging and Adult Services Agency Advisory Council. The local State Advisory Council member attends the State Advisory Council meetings and reports to the TCOA Advisory Council.

When the TCOA Advisory Council membership has a concern, they seek out more information and may support an issue through a resolution or write a letter expressing their opinion. This information is then shared with the appropriate individual(s) or organizations. Periodically, information on how to advocate as an individual is provided, this includes data on current topics, tips on advocacy, pertinent statistics and names and addresses of National and State elected officials. The Advisory Council members are encouraged to personally express their ideas and to encourage other groups they are involved with to do the same.

TCOA is actively involved in Older Michiganians Day at the state capital. Seniors are encouraged to let elected officials know their opinion on an issue with tips on advocacy and how to contact elected officials with names, e-mail addresses and phone numbers provided.

Partnerships with the disability community have also strengthened through collaboration with Disability Network Capital Area, formerly Capital Area Center for Independent Living. Along with Disability Network Capital Area, the executive director of TCOA is a part of the Olmstead Coalition to advocate for seniors and persons with disabilities.

The Tri-County Aging Consortium Board is kept informed of national and state issues and also expresses their concern or support on issues. Because they are all elected officials or their appointees, these individuals are



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advocates at their respective unit of government in support of older adults.



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### Leveraged Partnerships

**Describe the area agency's strategy for FY 2017-2019 to partner with providers of services funded by other resources, as indicated in the Planned Service Array. Complete each dialog box below.**

**1. Include, at a minimum, plans to leverage resources with organizations in the following categories:**

- a. Commissions Councils and Departments on Aging.**
- b. Health Care Organizations/Systems (e.g. hospitals, health plans, Federally Qualified Health Centers)**
- c. Public Health.**
- d. Mental Health.**
- e. Community Action Agencies.**
- f. Centers for Independent Living.**
- g. Other**

In addition to the Long Term Care Collaborative (LTCC) and ADRC-Capital Area partnerships, TCOA has numerous local partnerships and collaboratives to identify the needs and wants of community members. Many of these groups include the membership of Community Action Agencies; Clinton Eaton and Ingham Community Mental Health, and Disability Network Capital Area (formerly known as Capital Area Center for Independent Living/CACIL).

TCOA is planning to continue partnership with Capital Area Collaborative for Care Transitions to reduce unnecessary re-admittance to hospitals for high-risk adults. TCOA directly provides care transitions services to individuals admitted into the hospital using agency staff. This program was funded through the Center for Medicare/Medicaid Services using money provided by Section 3026 of the Patient Protection Affordable Care Act (ACA) and has since secured funding through a private hospital contract.

In 2017-2019, TCOA will continue to work with collaborative members to expand the Capital Area Community-Based Care Transitions Program. The goal is to collaborate with other organizations/agencies to reduce hospital readmission rates for high risk patients in the tri-county area and to work with people in the hospital and out of the hospital to provide intervention tools to empower patients.

**2. Describe the area agency's strategy for FY 2017-2019 for working with ADRC partners in the context of the access services system within the PSA.**

TCOA, in partnership with the region's Long Term Care (LTC) Collaborative, formally voted to develop an Aging & Disability Resource Center locally. The LTC Collaborative was formed in 1999 with membership including TCOA, Disability Network Capital Area (formerly Capital Area Center for Independent Living/CACIL), CEI Community Mental Health, Sparrow Specialty Hospital, Ingham County Medical Care Facility, Lansing Community College, Ingham County Health Department, Department of Human Services, home health care agencies, and MPRO. This body keeps the membership informed of activity in the area of LTC and works on special projects. The ADRC partnership within the public service area started as a way of utilizing existing long term care resources to develop a "No Wrong Door" model for LTC supports and services. The ADRC model recognizes that all stakeholders function as equal partners. Tri-County Office on Aging staff connected with the local Center for Independent Living and discussed ways of building an effective partnership with each other as



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well as other partners in the Community. There is currently no funding for the ADRC, however; TCOA and partners continue to meet bi-monthly as part of the Long Term Care Collaborative whose efforts align with the ADRC.

### **3. Describe the area agency's strategy for developing, sustaining, and building capacity for Evidence-Based Disease Prevention (EBDP) programs including the area agency's provider network EBDP capacity.**

One of TCOA's goals for FY 2017-2019 is to continue to expand access to evidence-based disease prevention programs in the tri-county area. To help accomplish this goal, TCOA is hoping to explore alternative and additional fund sources available to *develop*, expand and *sustain* evidence-based programs, as well as, maintain Medicare certification and explore the possibility of expanding to Medicaid and other health plans for reimbursement. TCOA will also try to seek out community partners and train new Coaches, Lay Leaders and Master Trainers for these programs and community organizations that serve minorities and underserved populations as partners to *build capacity* and offer these programs to otherwise overlooked individuals. Partnering with AAAAM and location providers to increase the number of Enhanced Fitness, A Matter of Balance and Personal Action Toward Health classes offered in the tri-county area will also be explored. Other evidence-based programs that the agency is interested in developing are oral health programs in partnership with nutrition and dental organizations. As mentioned above, TCOA is planning to continue the partnership with Capital Area Collaborative for Care Transitions to reduce unnecessary re-admittance to hospitals for high-risk adults. Expanding partnerships to more hospitals, investigating the ability to expand reimbursement to Medicare Advantage Plans, Medicaid and private insurances and sustaining Advanced Care Planning trainings are all activities that may help the re-admittance rates from rising. Additionally, TCOA plans to work to expand access to programs and services available for individuals with Alzheimer's Disease and other forms of dementia who are residing in the community, as well as their formal and informal caregivers, by expanding SAVVY/Creating Confident Caregivers. In order to accomplish this, the agency hopes to partner with AASA and AAAAM to secure funding for evidence-based programs relating to dementia.





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### Community Focal Points

**Please review the listing of Community Focal Points for your PSA and update as necessary. Please specifically note whether or not updates have been made. Describe the rationale and method used to assess the ability to be a community focal point including the definition of community. Explain the process by which community focal points are selected.**

**Describe the rationale and method used to assess the ability to be a community focal point, including the definition of community. Explain the process by which community focal points are selected.**

The Tri-County Office on Aging defines a community as a specific geographical location where persons live within a larger society and share a common interest; or a group of persons sharing a common cultural background. In the tri-county area, those living in a designated geographical boundary within an area will be identified as living in the same community. For example, an older person living within the geographical boundaries of St. Johns in Clinton County will share the same community and identify with the Information and Assistance (I&A) offices as well as the Clinton County Senior Citizens Drop-In Center in St. Johns. A cultural center in the community where persons of similar heritage congregate and/or access services is also identified as a focal point. The Tri-County Aging Consortium Administrative Board is made up of County Commissioners from Clinton (2), Eaton (3) and Ingham (3) Counties and Lansing (4) and East Lansing (1) City Council members or their designee (See Appendix B). Also, the aforementioned local units of government appoint the senior members of the Advisory Council and this Board approves agency representatives. The Administrative Board is charged with the responsibility of overseeing the functions of the Tri-County Office on Aging and is responsible for all phases of the Area Plan. This includes the identification of Community Focal Points in the region. The Advisory Council reviews documents and makes recommendations to the Board. With the consensus of the Administrative Board, Advisory Council, senior citizens and Tri-County Office on Aging staff, community focal points are to be identified as the I&A Offices (senior citizens offices) senior centers in each county, and TCOA. The senior community identifies their local senior centers, senior citizens offices and/or community centers as a place to go to receive information and/or services for senior citizens in their respective communities. In the Tri-County Area, there are two focal points identified in Clinton County; four in Eaton County; four in Ingham County other than the cities of Lansing and East Lansing; and three in the City of Lansing and one in the City of East Lansing.

In addition to the I&A Offices located in each county and Tri-County Office on Aging, several senior/community centers are identified as focal points. The seniors in the community meet at senior/community centers for various reasons and identify them as a place to go if they need additional services and/or information about senior citizen resources. The agency is particularly sensitive to the needs of minorities in the community and identified three centers where the majority of participants are from minority ethnic/cultural backgrounds. For those focal points, the definition is an ethnic/cultural boundary where persons sharing similar cultural backgrounds gather.

The rationale used for defining a community is based on the input from staff and senior citizens in the region. In terms of identifying a community, staff has taken into consideration certain factors such as geographical area; where people go to buy groceries, shop for clothing, receive medical care and attend religious services; and where seniors go to ask for information/assistance. Also, community includes where seniors of a specific ethnic/cultural background gather and/or go to receive information/assistance.



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Provide the following information for each focal point within the PSA. List all designated community focal points with name, address, telephone number, website, and contact person. This list should also include the services offered, geographic areas served and the approximate number of older persons in those areas. List your Community Focal Points in this format.

Name:	Capital Area Community Services Clinton County Service Center
Address:	1001 S. Oakland, St. Johns, MI 48879
Website:	www.cacs-inc.org
Telephone Number:	(989) 224-7998
Contact Person:	Pauline Baert
Service Boundaries:	N: Gratiot Rd., S: Sheridan Rd., W: Hubbardston Rd. (Lebanon Twp.) (Clintonia Rd., Dallas, Westphalia, Eagle Twpl.), E: Meridian Rd.
No. of persons within boundary:	7515
Services Provided:	
Name:	Capital Area Community Services Eaton County Service Center
Address:	1370 N. Clinton, Charlotte, MI 48813
Website:	www.cacs-inc.org
Telephone Number:	(517) 543-5465
Contact Person:	Jeff Keener or Jewell Snipes
Service Boundaries:	N: Eaton Hwy., S: Baseline Hwy., W: Hager Rd., E: Waverly Rd.
No. of persons within boundary:	12667
Services Provided:	
Name:	Capital Area Community Services Rural Ingham Service Center
Address:	218 East Maple Street Mason, MI 48854
Website:	www.cacs-inc.org
Telephone Number:	517-676-1081
Contact Person:	Marina Poroshin
Service Boundaries:	S: Baseline Rd., St. State Rd., W: Waverly Rd., E: Herrington Rd./Locke Twp, Wallace/LeRoy Twp. Kane (White Oak and Stockbridge (twp)
No. of persons within boundary:	13773
Services Provided:	
Name:	Cristo Rey Comm. Center
Address:	1717 N. High St. , Lansing, MI 48906
Website:	www.cristoreycommunity.org
Telephone Number:	(517) 372-4700
Contact Person:	Joe Garcia



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Service Boundaries: Tri-County Focal for Seniors of Hispanic Origin in Clinton, Eaton, Ingham Co.  
No. of persons within boundary: 902  
Services Provided:

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Name: Delta 39ers Senior Center  
Address: 4538 Elizabeth, Lansing, MI 48917  
Website: [www.deltami.gov/parks/deltawaverly39sprogram.htm](http://www.deltami.gov/parks/deltawaverly39sprogram.htm)  
Telephone Number: (517) 484-5600  
Contact Person: Tammy Opdyke-Mejia  
Service Boundaries: N: Eaton Hwy, W: Royston Rd, E: Waverley Rd, S: Davis Hwy  
No. of persons within boundary: 3949  
Services Provided:

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Name: Eaton Area Senior Center  
Address: 804 S. Cochran, Charlotte, MI 48813  
Website:  
Telephone Number: (517) 541-2934  
Contact Person: Cindy Miller  
Service Boundaries: All of Eaton County  
No. of persons within boundary: 23284  
Services Provided:

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Name: Letts Community Center  
Address: 1220 W. Kalamazoo, Lansing, MI 48915  
Website: [www.lansingmi.gov/letts\\_community\\_center](http://www.lansingmi.gov/letts_community_center)  
Telephone Number: (517)483-4311  
Contact Person: Jodi Ackerman  
Service Boundaries: City of Lansing  
No. of persons within boundary: 18526  
Services Provided:

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Name: Meridian Senior Center  
Address: Chppewa Middle School, 4000 N. Okemos Rd. Okemos, MI 48864  
Website:  
Telephone Number: (517)706-5045  
Contact Person: Cherie Wisdom  
Service Boundaries: N: Ingham County Line, S: Jolly Rd., W: Abbott/Hagadorn/Timberland/College, e: Meridian Rd.



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No. of persons within boundary: 4306

Services Provided:

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Name: Prime Time, East Lansing  
Address: 819 Abbott Rd., E. Lansing, MI 48823  
Website: [www.elprimetime.org](http://www.elprimetime.org)  
Telephone Number: (517) 337-1113  
Contact Person: Kelly Arndt  
Service Boundaries: N: 2 Miles N. of Lake Lansing Rd., S: Mt. Hope/Forest/Bennett, W: US 127/Collins, E: Abbott/Hagadorn/College  
No. of persons within boundary: 3015  
Services Provided:

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Name: Rocking Chair Deserters-Eaton Rapids Senior Center  
Address: 201 Grand, Eaton Rapids, MI 48827  
Website:  
Telephone Number: (517) 663-2335  
Contact Person: Deb Malewski  
Service Boundaries: N: Davis Hwy. /Kinsel Hwy, S. Baseline Hwy., W: Five Point-Curtis, E: Waverly Road  
No. of persons within boundary: 4886  
Services Provided:

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Name: Sam Corey Senior Center  
Address: 2108 N. Cedar, Holt, MI 48842  
Website:  
Telephone Number: (517) 268-0096  
Contact Person: Mark Jenks  
Service Boundaries: N: Jolly, Willoughby and I-96, S: Nichols Rd., W: Waverly Rd., E: College Rd.  
No. of persons within boundary: 2400  
Services Provided:

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Name: Tri-County Office on Aging  
Address: 5303 S. Cedar St., Lansing, MI 48911  
Website: [www.tcoa.org](http://www.tcoa.org)  
Telephone Number: (517) 887-1440  
Contact Person: Deb Arendsen  
Service Boundaries: Clinton, Eaton and Ingham Counties  
No. of persons within boundary: 85737



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Services Provided:

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Name:	Williamston Senior Center
Address:	201 School St., Williamston, MI 48895
Website:	<a href="http://www.williamstonseniorcenter.com">www.williamstonseniorcenter.com</a>
Telephone Number:	(517) 655-5173
Contact Person:	Nancy Williams
Service Boundaries:	N: Milton Rd., W: Meridian Rd., E: Wallace Rd
No. of persons within boundary:	3980
Services Provided:	

### Other Grants and Initiatives

Use this section to identify other grants and/or initiatives that your agency is participating in with AASA and/or other partners. Grants and/or initiatives to be included in this section may include, but not be limited to the following:

- Tailored Caregiver Assessment and Referral (TCARE)
- Creating Confident Caregivers (CCC)
- Chronic Disease Self-management Programs, such as PATH
- Building Training...Building Quality
- Powerful Tools for Caregivers
- PREVNT Grant
- Programs supporting persons with dementia
- Medicare Medicaid Assistance Program (MMAP)
- MI Health Link (MHL)

Describe other grants and/or initiatives the area agency is participating in with AASA or other partners. Describe how these grants and other initiatives will improve the quality of life of older adults within the PSA. Further, describe how these other grants and initiatives reinforce the area agency's planned program development efforts for FY 2017-2019.

#### 1. Describe other grants and/or initiatives the area agency is participating in with AASA or other partners.

TCOA received notification of a grant award for FY 2017 from the Lansing Rotary Foundation for funding to maintain a supply of shelf stable meals for distribution to Meals on Wheels (MOW) clients during or in advance of weather related events and other emergencies such as power outages. A shelf stable meal has several food items in one container that, when combined, constitute a complete meal. Each container is packaged with food from the following food groups to offer a well-balanced meal option: bread or bread alternative, vegetables, fruit, dairy and meat or meat alternative. TCOA attempts to purchase and maintain a supply of these meals to address any anticipated barrier to meal delivery for those most vulnerable among us.

In the fall of 2014 the Area Agencies on Aging Association of Michigan was awarded a two-year grant from the Michigan Health Endowment Fund for the purpose of expanding the availability of two evidence based programs, Matter of Balance (MOB) and Diabetes-PATH (D-PATH). As the grant will be ending in the fall of 2016, TCOA is taking steps to help continue these important offerings. The agency has received a Medicare provider number and will be developing a billing plan. Additional efforts included hiring a full time Registered Dietician to oversee the programs in November 2015. Supplementary funding sources will also be explored in the next three fiscal years.

Through a partnership with Capital Area Community Services, Michigan Medicare/Medicaid Assistance Program (MMAP) counselors can help to understand Medicare & Medicaid, enroll in Medicare prescription drug coverage, review supplemental insurance needs, apply for Medicare Savings programs, identify and report fraud and abuse or scams, and explore long term care insurance. AASA sends federal MMAP funding directly to MMAP Central who in turn sends a portion to TCOA. AASA may also send TCOA directly a small



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amount of MIPPA-ADRC funds.

Care Transitions is a social work program aimed at decreasing unnecessary hospital admissions by addressing the psycho-social determinants of health care. TCOA directly provides care transitions services to individuals admitted into the hospital using agency staff. This program was funded through the Center for Medicare/Medicaid Services using money provided by Section 3026 of the Patient Protection Affordable Care Act (ACA) and has since secured funding through a private hospital contract.

SAVVY/Creating Confident Caregivers (CCC) is a six-week education series for caregivers of persons with dementia. Content focuses on understanding the disease, caregiver self-care to prevent burnout and providing structure and support for the person with dementia. Respite care is provided. SAVVY/CCC is currently funded through Title III-B funds.

#### **2. Describe how these grants and other initiatives will improve the quality of life of older adults within the PSA.**

TCOA Nutrition Program/MOW makes a significant, positive difference and serves some of the area's most vulnerable individuals through home delivered meals and congregate dining sites. Considering the weather emergencies experienced in recent years, MOW clients have benefited greatly by receiving these crucial shelf stable meals in lieu of the hot meals. By arranging to provide food to them in advance, TCOA ensures that the recipient will have food available to get them through the emergency, even without power.

Continuing MOB and D-PATH will serve to greatly expand the number of older adults who will have increased knowledge of how to manage their fear of falling and/or disease. Research has shown that individuals who complete the D-PATH course have a much higher success rate with managing their Type 2 Diabetes. Not only does this improve the quality of life for the individual and their loved ones, it also helps to keep a large number of seniors living independently which is beneficial to the community as a whole. Accidental falls among seniors are considered to be a major cause of injuries, hospitalizations and nursing facility institutionalization in the United States. Research has shown that MOB classes have a significant impact in reducing an individual's risk of falling along with the fear of falling. This can greatly improve the quality of life for class participants long after the course has been completed.

The Medicare/Medicaid Assistance Program (MMA) provides free health benefits counseling services to Medicare beneficiaries, those who are 65 years of age or older and those who are Medicare eligible due to a disability, and their families. MMA provides timely, objective and accurate information as well as support to Michigan beneficiaries so they can make informed decisions about their health care. Information and assistance is provided in the areas of Medicare, Medicaid, Medicare Prescription Drug Coverage, Medicare Advantage plans (health plans), Medicare supplemental insurance, Medicare Savings Programs, identification and report of Medicare and Medicaid fraud/abuse and scams and exploration of long term care insurance options. MMA Counselors are not connected with any insurance company and are not licensed to sell insurance. The MMA program in the tri-county area continues to serve more people each year than the previous.

The Care Transitions program seeks to intervene and correct possible triggers for hospital readmissions by encouraging a community to come together and work together to improve quality, reduce cost, and improve patient experience. Care transition services will be used to effectively manage Medicare patients' transitions

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and improve their quality of care. The program hopes to reduce hospital readmissions for high-risk Medicare beneficiaries by 20%.

SAVVY/CCC provides persons caring for a loved one with dementia in their home with information, skills and attitudes to manage stress and increase effective caregiving skills. Two-hour sessions, led by dementia-care specialists, are held once each week for six weeks. This program utilizes the research-based Savvy Caregiver Program.

### **3. Describe how these grants and other initiatives reinforce the area agency's planned program development efforts for FY 2017-2019.**

Prior to the Michigan Health Endowment Fund, Matter of Balance classes were being funded through Federal Title IIID funding. Now that those funding streams have ceased, the receipt of money through Medicare reimbursement, and potentially other insurances, will allow TCOA to work with the Area Agencies on Aging Association of Michigan as well as location providers to increase the number of evidenced-based program classes offered in the tri-county area. Additional efforts that the initiative reinforces are seeking out community partners and train new Coaches, Lay Leaders and Master Trainers for these program and seeking out community organizations that serve minorities and underserved populations as partners to offer these programs to otherwise overlooked individuals.

The implementation and expansion of shelf stable meals as a result of the grant award for FY 2017 from the Lansing Rotary Foundation will help TCOA in partnership with MOWs to improve access to health, wellness and nutrition supports. Access to healthy and affordable meals to nutritionally at risk older adults will also be increased.

Promoting MMAP supports the agency's goal to ensure older adults have access to information and services to improve their ability to make an educated decision regarding their independence. Working to achieve this goal with and through MMAP will also improve access to programs and services for underserved populations. Outreach and volunteer recruitment/management are two important aspects of MMAP. Advertisements, such as television, radio, printed materials and flyers, outreach at health fairs, group presentations to the public and outside agencies and word of mouth are the main forms of outreach used in the tri-county area. TCOA's website and Facebook page have also been utilized for outreach.





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### Appendices

Appendices A through F are presented in the list below. Select the appendix from the list on the left. Provide all requested information for each selected appendix.

- A. Policy Board membership
- B. Advisory Council membership
- C. Proposal selection criteria
- D. Cash-in-lieu-of-commodity agreement
- E. Waiver of minimum percentage of a priority service category
- F. Request to transfer funds



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## APPENDIX A

### Board of Directors Membership

	Asian/Pacific Islander	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	0	2	0	1	0	6	12
Aged 60 and Over	0	1	0	0	0	3	12

Board Member Name	Geographic Area	Affiliation	Elected Official	Appointed	Community Representative
Kathie Dunbar	Lansing	Lansing City Council	Yes		
Joan Jackson-Johnson	Lansing	Appointee Lansing City Council		Yes	
Chris Swope	Lansing	Lansing City Council	Yes		
Mark Meadows	East Lansing	Mayor East Lansing	Yes		
Howard Spence	Eaton County	Commissioner	Yes		
Blake Mulder	Eaton County	Commissioner	Yes		
Barbara Rogers	Eaton County	Commissioner	Yes		
Kara Hope	Ingham County	Commissioner	Yes		
Carol Koenig	Ingham County	Commissioner	Yes		
Bryan Crenshaw	Ingham County	Commissioner	Yes		
Anne Hill	Clinton County	Commissioner	Yes		
Ken Mitchell	Clinton County	Commissioner	Yes		



# ANNUAL & MULTI YEAR IMPLEMENTATION PLAN

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### APPENDIX B

#### Advisory Board Membership

	Asian/ Pacific Islander	African American	Native American/A laskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	0	2	0	0	1	21	24
Aged 60 and Over	0	1	0	0	1	11	24

Board Member Name	Geographic Area	Affiliation
Bud (Felix) Fliss	East Lansing	East Lansing
Carol Halsey	Eaton County	Eaton County
Martha Yoder	Eaton County	Eaton County
Penny Gardner	Lansing	Lansing
Emly Horne	Lansing	Lansing
Mary Estes	Lansing	Lansing
Dawn Sargent	Tri-County	Community Mental Health Older Adult Services
Laurie Parker	Tri-County	Disability Network Capital Area
Kelly Neve	Tri-County	Clinton/Eaton County, DHHS
Linda Keilman	Tri-County	MSU, College of Nursing
JJ Jackson	Tri-County	CATA
Chad Johnson	Tri-County	JWR
Phyllis Monroe	Tri-County	Tri-County Nutrition Council
Gary Pollitz	Tri-County	Senior Alliance for Education
Tina Gross/Toby Powell	Tri-County	Sparrow Specialty Hospital
Karen Truszkowski	Tri-County	Sixty Plus Elderlaw Clinic
Jennifer Sexton	Tri-County	McLaren Orthopedic Hospital GEMS Unit



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Janet Clark	Tri-County	Senior Companion Program
Ruth Voisinet	Clinton County	Clinton County
Eileen Heideman	Clinton County	Clinton County
Susann Baker	Ingham County	Ingham County
Jane Wallin	Ingham County	Ingham County
June Morse	Ingham County	Ingham County
Robyn Ford	Tri-County	Social Security Administration



# ANNUAL & MULTI YEAR IMPLEMENTATION PLAN

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### APPENDIX C

#### Proposal Selection Criteria

Date criteria approved by Area Agency on Aging Board:	05/16/2016
Outline new or changed criteria that will be used to select providers: No new or changed criteria was proposed.	



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## APPENDIX D

### Agreement for Receipt of Supplemental Cash-In-Lieu of Commodity Payments for the Nutrition Program for the Elderly

The above identified agency, (hereinafter referred to as the GRANTEE), under contract with the Aging and Adult Services Agency (AASA), affirms that its contractor(s) have secured local funding for additional meals for senior citizens which is not included in the current fiscal year (see above) application and contract as approved by the GRANTEE.

**Estimated number of meals these funds will be used to produce is:**

**550,000**

These meals are administered by the contractor(s) as part of the Nutrition Program for the Elderly, and the meals served are in compliance with all State and Federal requirements applicable to Title III, Part C of the Older Americans Act of 1965, as amended.

Therefore, the GRANTEE agrees to report monthly on a separate AASA Financial Status Report the number of meals served utilizing the local funds, and in consideration of these meals will receive separate reimbursement at the authorized per meal level cash-in-lieu of United States Department of Agriculture commodities, to the extent that these funds are available to AASA.

The GRANTEE also affirms that the cash-in-lieu reimbursement will be used exclusively to purchase domestic agricultural products, and will provide separate accounting for receipt of these funds.




# ANNUAL & MULTI YEAR IMPLEMENTATION PLAN

## FY 2017 - 2019

### SIGNATURES

This document covers Fiscal Year 2017. This document becomes valid upon approval by the Michigan Commission on Services to the Aging. It may be conditionally approved subject to all general and/or special conditions established by the Commission on Services to the Aging. This signature page may substitute for required signatures on documents within the documents if those documents are specifically referenced on this signature page.

The signatories below acknowledge that they have reviewed the entire document including all budgets, assurances, and appendices and they commit to all provisions and requirements of this Annual Implementation Plan.

Signature of Chairperson, Board of Directors 	Date June 20, 2016
Print Name Kara Hope	
Signature of Area Agency on Aging Director	Date June 20, 2016
Print Name Marion Owen	
Area Agency on Aging Tri-County Office on Aging	
Documents referenced by the signature page: <ul style="list-style-type: none"><li>▪ FY 2017 Area Plan Grant Budget</li><li>▪ FY 2017 Direct Service Budgets</li><li>▪ Request to Transfer Funds</li><li>▪ Waiver for Direct Service Provision</li><li>▪ Assurance and Certifications</li><li>▪ Assurance of Compliance With Title VI of Civil Rights Act of 1964</li><li>▪ Regional Service Definitions</li><li>▪ Agreement for Receipt of Supplemental Cash-in-Lieu of Commodity Payments for the Nutrition Program for the Elderly</li><li>▪ Waiver of Minimum Percentage for a Priority Service Category</li></ul>	

**RESOLUTION**  
**OF**  
**Tri-County Aging Consortium**  
**Administrative Board**

**June 20, 2016**

***Fiscal Year 2017-2019***  
***Multi-Year Plan***

**WHEREAS**, the Consortium Advisory Council reviewed the ***Tri-County Office on Aging's Fiscal Year 2017-2019 Multi-Year Plan*** on June 9, 2016, with comments from public hearings on May 12, 2016 and May 23, 2016 endorsed said Plan for approval; and

**WHEREAS**, the Consortium Administrative Board received updates on the ***Fiscal Year 2017-2019 Multi-Year Plan Needs Assessment*** on April 18 and May 16, 2016 with comments from the public hearing; and

**WHEREAS**, the Consortium Administrative Board finds that the ***Fiscal Year 2017-2019 Multi-Year Plan*** addresses the needs of the Public Service Area VI of Clinton, Eaton and Ingham counties; now therefore, be it

**RESOLVED**, that the Consortium Administrative Board hereby approves the draft ***Fiscal Year 2017-2019 Multi-Year Plan*** and authorizes the submission to the Michigan Aging and Adult Services Agency for their approval.



# FY 2017 AREA PLAN GRANT BUDGET

Agency: Tri County Office on Aging

Budget Period: 10/01/16 to 09/30/17

Rev. 4/2016

PSA: 6

Date: 06/08/16

Rev. No.: Original

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SERVICES SUMMARY			
FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	359,552		359,552
2. Fed. Title III-C1 (Congregate)		452,658	452,658
3. State Congregate Nutrition		9,081	9,081
4. Federal Title III-C2 (HDM)		234,696	234,696
5. State Home Delivered Meals		398,209	398,209
8. Fed. Title III-D (Prev. Health)	24,921		24,921
9. Federal Title III-E (NFCSP)	154,814		154,814
10. Federal Title VII-A	11,525		11,525
10. Federal Title VII-EAP	6,181		6,181
11. State Access	27,105		27,105
12. State In-Home	212,271		212,271
13. State Alternative Care	106,702		106,702
14. State Care Management	215,913		215,913
16. St. ANS & St. NHO	60,946		60,946
17. Local Match			
a. Cash	23,990		23,990
b. In-Kind	130,841	115,087	245,928
18. State Respite Care (Escheat)	71,403		71,403
19. MATF & St. CG Support	139,943		139,943
20. TCM/Medicaid & MSO	9,485		9,485
21. NSIP		373,616	373,616
22. Program Income	3,100	410,000	413,100
<b>TOTAL:</b>	<b>1,558,692</b>	<b>1,993,347</b>	<b>3,552,039</b>

ADMINISTRATION			
Revenues	Local Cash	Local In-Kind	Total
Federal Administration	136,293	21,690	157,983
State Administration	23,747		23,747
MATF & St. CG Support Administration	10,859		10,859
Other Admin			
<b>Total AIP Admin:</b>	<b>170,899</b>	<b>21,690</b>	<b>192,589</b>

Expenditures	
	FTEs
1. Salaries/Wages	2.50
2. Fringe Benefits	40,932
3. Office Operations	18,306
<b>Total:</b>	<b>189,889</b>

Cash Match Detail	
Source	Amount
Clinton County	3,226
Eaton County	5,360
Ingham County	5,934
City of Lansing	7,080
City of East Lansing	90
<b>Total:</b>	<b>21,690</b>

In-Kind Match Detail	
Source	Amount
Clinton County	3,226
Eaton County	5,360
Ingham County	5,934
City of Lansing	7,080
City of East Lansing	90
<b>Total:</b>	<b>21,690</b>

I certify that I am authorized to sign on behalf of the Area Agency on Aging. This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.

*J. R. Rens*

Signature

Finance Director

06/30/16  
Date

FY 2017 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL																
Agency: Tri County Office on Aging				Budget Period: 10/01/16 to 09/30/17				Rev. 4/2016		Rev. No.:		Original		page 2 of 3		
PSA: 6				Date: 06/08/16												
SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII	State Access	State In-Home	St. Alt. Care	State Care Mgmt	St. ANS	St. Respite (Escheat)	MATF & St. CG Sup.	TCM/Medicaid	Program Income	Cash Match	In-Kind Match	TOTAL
1. Access																
a. Care Management																
b. Case Coord/supp	4,168							215,913	15,600					23,990	2,196	239,903
c. Disaster Advocacy																21,964
d. Information & Assis	85,916		26,997						26,668							155,090
e. Outreach			23,817													56,580
f. Transportation	4,781															5,312
2. In-Home																
a. Chore	1,000														111	1,111
b. Home Care Assis																-
c. Home Injury Cntrl																-
d. Homemaking	67,617						106,702									193,688
e. Home Health Aide																-
f. Medication Mgt																-
g. Personal Care	50,353															-
h. Assistive Device&Tech						197,271										275,137
i. Respite Care			44,622												27,513	-
j. Friendly Reassure																-
3. Legal Assistance	23,400									30,146	46,084		200		13,450	134,502
4. Community Services																-
a. Adult Day Care													1,200		2,734	27,334
b. Dementia ADC																-
c. Disease Prevent	16,000	24,921								41,257	67,630		1,700		12,287	122,874
d. Health Screening											15,370				1,707	17,077
e. Assist to Deaf															4,547	45,468
f. Home Repair																-
g. LTC Ombudsman	6,678			11,525												-
h. Sr Ctr Operations																-
i. Sr Ctr Staffing																-
j. Vision Services																-
k. Elder Abuse Prevnt				6,181												-
l. Counseling															687	6,868
m. Creat Conf.CC@ CCC	7,021														780	7,801
n. Caregiver Supplmt																-
o. Kinship Support			7,741												860	8,601
q. Caregiver E.S.T																-
5. Program Develop	71,910														8,045	79,955
6. Region Specific																-
Crisis Services	14,610	-	-	-	-	15,000	-	-	-	-	-	-	-	-	3,290	32,900
CLS	5,098	-	51,637	-	-	-	-	-	-	-	-	-	-	-	6,304	63,039
Care Transitions	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	111	1,111
d.																-
e.																-
7. CLP/ADRC Services																-
8. MATF & St CG Sup Adm																-
SUPPRT SERV TOTAL	359,552	24,921	154,814	17,706	27,105	212,271	106,702	215,913	60,946	71,403	139,943	9,485	3,100	23,990	130,841	1,558,692

# FY 2017 NUTRITION / OMBUDSMAN / RESPITE / KINSHIP - PROGRAM BUDGET DETAIL

Rev. 4/2016

Agency: Tri County Office on Aging  
PSA: 6

Budget Period: 10/01/16 to 9/30/17  
Date: 06/08/16 Rev. Number Original

page 3 of 3

## FY 2017 AREA PLAN GRANT BUDGET - TITLE III-C NUTRITION SERVICES DETAIL

SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP	Program Income	Cash Match	In-Kind Match	TOTAL
Nutrition Services									
1. Congregate Meals	452,658		9,081		74,723	160,000		35,332	731,794
2. Home Delivered Meals		234,696		398,209	298,893	250,000		79,755	1,261,553
3. Nutrition Counseling									-
4. Nutrition Education									-
5. AAA RD/Nutritionist*									-
Nutrition Services Total	452,658	234,696	9,081	398,209	373,616	410,000	-	115,087	1,993,347

\*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by OSA.

## FY 2017 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL

SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
LTC Ombudsman Services									
1. LTC Ombudsman	6,678	11,525		18,678	9,485	-	-	5,152	51,518
2. Elder Abuse Prevention	-		6,181			-	-	687	6,868
3. Region Specific	-	-	-	-	-	-	-	-	-
LTC Ombudsman Ser. Total	6,678	11,525	6,181	18,678	9,485	-	-	5,839	58,386

## FY 2017 AREA PLAN GRANT BUDGET- RESPITE SERVICE DETAIL

SERVICES PROVIDED AS A FORM OF RESPITE CARE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Award Trust Fund	Program Income	Cash/In-Kind Match	TOTAL
1. Chore	-	-	-	-	-	-	-	-	-
2. Homemaking	-	-	-	-	-	-	-	-	-
3. Home Care Assistance	-	-	-	-	-	-	-	-	-
4. Home Health Aide	-	-	-	-	-	-	-	-	-
5. Meal Preparation/HDM	-	-	-	-	-	-	-	-	-
6. Personal Care	-	-	-	-	-	-	-	-	-
Respite Service Total	-	-	-	-	-	-	-	-	-

## FY 2017 AREA PLAN GRANT BUDGET-TITLE E- KINSHIP SERVICES DETAIL

SERVICE CATEGORY	Title III-B	Title III-E	Program Income	Cash Match	In-Kind Match	TOTAL
Kinship Ser. Amounts Only						
1. Caregiver Sup. Services	-	-	-	-	-	-
2. Kinship Support Services	-	7,741	-	-	860	8,601
3. Caregiver E,S,T	-	-	-	-	-	-
4.	-	-	-	-	-	-
Kinship Services Total	-	7,741	-	-	860	8,601

Planned Services Summary Page for FY 2017			PSA: 6		
Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
ACCESS SERVICES					
Care Management	\$ 239,903	6.75%			x
Case Coordination & Support	\$ 21,964	0.62%			x
Disaster Advocacy & Outreach Program	\$ -	0.00%			
Information & Assistance	\$ 155,090	4.37%		x	x
Outreach	\$ 56,580	1.59%			x
Transportation	\$ 5,312	0.15%		x	
IN-HOME SERVICES					
Chore	\$ 1,111	0.03%	x		
Home Care Assistance	\$ -	0.00%			
Home Injury Control	\$ -	0.00%			
Homemaking	\$ 193,688	5.45%	x		
Home Delivered Meals	\$ 1,261,553	35.52%			x
Home Health Aide	\$ -	0.00%			
Medication Management	\$ -	0.00%			
Personal Care	\$ 275,137	7.75%	x		
Personal Emergency Response System	\$ -	0.00%			
Respite Care	\$ 134,502	3.79%	x		
Friendly Reassurance	\$ -	0.00%			
COMMUNITY SERVICES					
Adult Day Services	\$ 122,874	3.46%		x	
Dementia Adult Day Care	\$ 17,077	0.48%			
Congregate Meals	\$ 731,794	20.60%		x	x
Nutrition Counseling	\$ -	0.00%			
Nutrition Education	\$ -	0.00%			
Disease Prevention/Health Promotion	\$ 45,468	1.28%		x	x
Health Screening	\$ -	0.00%			
Assistance to the Hearing Impaired & Deaf	\$ -	0.00%			
Home Repair	\$ -	0.00%			
Legal Assistance	\$ 27,334	0.77%		x	
Long Term Care Ombudsman/Advocacy	\$ 51,518	1.45%		x	
Senior Center Operations	\$ -	0.00%			
Senior Center Staffing	\$ -	0.00%			
Vision Services	\$ -	0.00%			
Programs for Prevention of Elder Abuse,	\$ 6,868	0.19%		x	
Counseling Services	\$ -	0.00%			
Creating Confident Caregivers® (CCC)	\$ 7,801	0.22%			x
Caregiver Supplemental Services	\$ -	0.00%			
Kinship Support Services	\$ 8,601	0.24%		x	
Caregiver Education, Support, & Training	\$ -	0.00%			
AAA RD/Nutritionist	\$ -	0.00%			
PROGRAM DEVELOPMENT	\$ 79,955	2.25%			
REGION-SPECIFIC					
Crisis Services	\$ 32,900	0.93%			x
CLS	\$ 63,039	1.77%	x		x
Care Transitions	\$ 1,111	0.03%			x
d.	\$ -	0.00%			
e.	\$ -	0.00%			
CLP/ADRC SERVICES	\$ -	0.00%			
MATF & ST CG ADMINISTRATION	\$ 10,859	0.31%			x
TOTAL PERCENT		100.00%	18.64%	13.69%	67.67%
TOTAL FUNDING	\$ 3,552,039		\$661,770	\$486,610	\$2,403,659

Note: Rounding variances may occur between the Budgeted Funds column total and the Total Funding under the Method of Provision columns due to percentages in the formula. Rounding variances of + or (-) \$1 are not considered material.

**FY 2017 BUDGET REVIEW SPREADSHEET**

Rev. 4/2016

<b>Agency:</b>	Tri County Office	<b>6</b>		<b>Fiscal Year:</b>	<b>FY 2017</b>
<b>Date of SGA:</b>		<b>SGA No.</b>		<b>Date Reviewed by AASA:</b>	
<b>Date of Budget:</b>	06/08/16	<b>Revision No.</b>	Original	<b>Initials of Field Rep Approving:</b>	
<b>SGA CATEGORY</b>	<b>SGA AWARD</b>	<b>C/O AMOUNT</b>	<b>TOTAL</b>	<b>AAA COMMENTS</b>	
Title III Administration	\$ 136,293		\$ 136,293		
State Administration	\$ 23,747		\$ 23,747		
Title III-B Services	\$ 359,552		\$ 359,552		
Title III-C-1 Services	\$ 452,658		\$ 452,658		
Title III-C-2 Services	\$ 234,696		\$ 234,696		
Federal Title III-D (Prev. Health)	\$ 24,921		\$ 24,921		
Title III-E Services (NFCSP)	\$ 154,814		\$ 154,814		
Title VII/A Services (LTC Ombuds)	\$ 11,525		\$ 11,525		
Title VII/EAP Services	\$ 6,181		\$ 6,181		
St. Access	\$ 27,105		\$ 27,105		
St. In Home	\$ 212,271		\$ 212,271		
St. Congregate Meals	\$ 9,081		\$ 9,081		
St. Home Delivered Meals	\$ 398,209		\$ 398,209		
St. Alternative Care	\$ 106,702		\$ 106,702		
St. Aging Network Srv. (St. ANS)	\$ 42,268		\$ 42,268		
St. Respite Care (Escheats)	\$ 71,403		\$ 71,403		
Merit Award Trust Fund (MATF)	\$ 124,573		\$ 124,573		
St. Caregiver Support (St. CG Sup.)	\$ 15,370		\$ 15,370		
St. Nursing Home Ombuds	\$ 18,678		\$ 18,678		
MSO Fund-LTC Ombudsman	\$ 9,485		\$ 9,485		
St. Care Mgt.	\$ 215,913		\$ 215,913		
NSIP	\$ 373,616		\$ 373,616		
			\$ -	<b>AASA COMMENTS</b>	
			\$ -		
<b>SGA TOTALS:</b>	<b>\$ 3,029,061</b>	<b>\$ -</b>	<b>\$ 3,029,061</b>		
<b>Administrative Match Requirements</b>					
<b>ADMINISTRATION</b>	<b>BUDGET</b>	<b>SGA</b>	<b>DIFFERENCE</b>		
Federal Administration	\$ 136,293	\$ 136,293	\$ -	Minimum federal administration match amount	\$45,431
State Administration	\$ 23,747	\$ 23,747	\$ -	Administration match expended (State Adm. + Local Match)	\$45,437
				Is the federal administration matched at a minimum 25%?	Yes
				Does federal administration budget equal SGA?	Yes
<b>Sub-Total:</b>	<b>\$ 160,040</b>	<b>\$ 160,040</b>	<b>\$ -</b>	Does state administration budget equal SGA?	Yes
MATF & St. CG Sup. Administration	\$ 10,859				
<b>Local Administrative Match</b>					
Local Cash Match	\$ 21,690			Merit Award Trust Admin. & St. Caregiver Support Admin must be expended at or below 9% of	
Local In-Kind Match	\$ -			Total Merit Award Trust Fund & St. Caregiver Support Admin. Funds budgeted:	8%
<b>Sub-Total:</b>	<b>\$ 21,690</b>			Is Merit Award Trust Fund & St CG Support Admin. budgeted at 9% or less?	Yes
Other Admin	\$ -	<b>AIP TOT ADMIN</b>	<b>DIFFERENCE</b>	Amount of MATF Funds budgeted on Adult Day Care	\$ 83,000
				Is at least 50% of MATF budgeted on Adult Day Care services?	Yes
<b>Total Administration:</b>	<b>\$ 192,589</b>	<b>\$ 192,589</b>	<b>\$ -</b>	<b>Title III-E Kinship Services Program Requirements</b>	
<b>SERVICES:</b>	<b>BUDGET</b>	<b>SGA</b>	<b>% BUDGETED</b>		
Federal Title III-B Services	\$ 359,552	\$ 359,552	100.00%	Are kinship services budgeted at > 5% of the AAA's Title III-E funding?	Yes
Fed. Title III C-1 (Congregate)	\$ 452,658	\$ 452,658	100.00%	Are kinship services budgeted at < 10% of the AAA's Title III-E funding?	Yes
State Congregate Nutrition	\$ 9,081	\$ 9,081	100.00%	[note: see TL #369 & TL#2007-141]	
Federal C-2 (HDM)	\$ 234,696	\$ 234,696	100.00%	For Agencies required to budget a minimum of \$25,000 of Title III-E requirement met?	N/A
State Home Delivered Meals	\$ 398,209	\$ 398,209	100.00%	<b>Title III-B Long Term Care Ombudsman Maintenance of Effort Requirements</b>	
Federal Title III-D (Prev. Health)	\$ 24,921	\$ 24,921	100.00%	Amount required from Transmittal Letter #428. (see cell L 42)	\$4,086
Federal Title III-E (NFCSP)	\$ 154,814	\$ 154,814	100.00%	Budgeted amount Title III-B for LTC Ombudsman.	\$6,678
St. Access	\$ 27,105	\$ 27,105	100.00%	Is required maintenance of effort met?	Yes
St. In Home	\$ 212,271	\$ 212,271	100.00%		
St. Alternative Care	\$ 106,702	\$ 106,702	100.00%	<b>Service Match Requirements</b>	
St. Care Mgt.	\$ 215,913	\$ 215,913	100.00%	Minimum service match amount required	\$253,371
St. LTC Ombudsman	\$ 18,678	\$ 18,678	100.00%	Service matched budgeted: (Local Cash + In-Kind)	\$269,918
St ANS	\$ 42,268	\$ 42,268	100.00%	Is the service allotment matched at a minimum 10%?	Yes
<b>Sub-Total:</b>	<b>\$ 2,256,868</b>	<b>\$ 2,256,868</b>	<b>100.00%</b>		
<b>Local Service Match</b>				<b>Miscellaneous Budget Requirements / Constraints</b>	
Local Cash Match	\$ 23,990			Amounts budgeted for OAA / AASA Priority Services:	
Local In-Kind Match	\$ 245,928			Access:	\$94,865
				In-Home:	\$118,970
				Legal:	\$23,400
<b>Sub-Total:</b>	<b>\$ 269,918</b>			Total Budgeted for Priority Services:	\$237,235
Title VII/A Services (LTC Ombuds)	\$ 11,525	\$ 11,525	100.00%	Are Access Services budgeted at minimum 10% of Original ACL Title III-B	Yes
Title VII/EAP Services	\$ 6,181	\$ 6,181	100.00%	Are In Home Services budgeted at minimum 10% of Original ACL Title III-B	Yes
NSIP	\$ 373,616	\$ 373,616	100.00%	Are Legal Services budgeted at minimum 6.5% of Original ACL Title III-B	Yes
St. Respite Care (Escheats)	\$ 71,403	\$ 71,403	100.00%	(Actual % of Legal)	6.51%
MATF + St. CG Support	\$ 139,943	\$ 129,084	108.41%	Title III-B award w/o carryover or Transfers in current SGA	\$359,552
MSO Fund-LTC Ombudsman	\$ 9,485	\$ 9,485	100.00%	Amount budgeted for Program Development:	\$71,910
TCM-Medicaid / CM	\$ -			% of Title III-B Program Development (must be 20% or less):	19.0%
Program Income	\$ 413,100			Is Program Development budgeted at 20% or less?	Yes
				Title III-D allotment with carryover:	\$24,921
<b>Total Services:</b>	<b>\$ 3,552,039</b>			Amount budgeted for EBDP Activities, per TL#2012-244:	\$24,921
<b>Grand Total: Ser.+ Admin.</b>	<b>\$ 3,744,628</b>			Is 100% of Title III-D budgeted on APPROVED EBDP?	Yes

## PRIORITY SERVICE SECTION

Access Services	III-B Budget Amount
a. Care Management	\$0
b. Case Coord/supp	\$4,168
c. Disaster Advocacy	\$0
d. Information & Assis	\$85,916
e. Outreach	\$0
f. Transportation	\$4,781
<b>Access Total:</b>	<b>\$94,865</b>

(AAA Regional Access Service)

(AAA Regional Access Service)

In Home Services	III-B Budget Amount
a. Chore	\$1,000
b. Home Care Assis	\$0
c. Home Injury Cntrl	\$0
d. Homemaking	\$67,617
e. Home Health Aide	\$0
f. Medication Mgt	\$0
g. Personal Care	\$50,353
h. Assistive Device&Tech	\$0
i. Respite Care	\$0
j. Friendly Reassure	\$0
<b>In Home Services Total:</b>	<b>\$118,970</b>

(AAA Regional In-Home Service)

(AAA Regional In-Home Service)

Kinship Services	III-E Budget Amount
1. Caregiver Supplmt - Kinship Amount Only	\$0
2. Kinship Support	\$7,741
3. Caregiver E,S,T - Kinship Amount Only	\$0
4.	\$0
<b>Kinship Services Total:</b>	<b>\$7,741</b>

(Other Title III-E Kinship Service)

(Other Title III-E Kinship Service)

Title III-B Transfers reflected in SGA	Title III-B Award
Title III-B award w/o carryover in SGA	\$359,552
a. Amt. Transferred into Title III-B	
b. Amt. Transferred out of Title III-B	
<b>AoA Title III-B Award Total:</b>	<b>\$359,552</b>

(Use ONLY If SGA Reflects Transfers)

(Always Enter Positive Number)

(Always Enter Positive Number)

**NOTE: AoA Title III Part B award for the current FY means total award from AoA without carryover or transfers.**

FY 2017 Annual Implementation Plan Direct Service Budget Detail #1									
AAA: Tri County Office on Aging - Region 6				FISCAL YEAR: FY 2017					
SERVICE: Care Management									
LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted	
					Cash	In-Kind			
Wages/Salaries			111,455					111,455	
Fringe Benefits			33,150					33,150	
Travel			4,000					4,000	
Training			300					300	
Supplies			1,300					1,300	
Occupancy			19,157					19,157	
Communications			2,500					2,500	
Equipment								0	
Other:			9,025					9,025	
Service Costs			11,146					11,146	
Purchased Services			23,880		23,990			47,870	
								0	
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>215,913</b>	<b>0</b>	<b>23,990</b>	<b>0</b>	<b>0</b>	<b>239,903</b>	

**SERVICE AREA:** \_\_\_\_\_  
(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?  
If yes, please describe: \_\_\_\_\_ No \_\_\_\_\_

SCHEDULE OF MATCH & OTHER RESOURCES #1						FY 2017	
SOURCE OF FUNDS	MATCH		VALUE		OTHER RESOURCES		
	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind	
Fund Raising Program		23,990					

FY 2017 Annual Implementation Plan Direct Service Budget Detail #2									
AAA: Tri County Office on Aging - Region 6				FISCAL YEAR: FY 2017					
SERVICE: Crisis Services									
LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted	
					Cash	In-Kind			
Wages/Salaries								0	
Fringe Benefits								0	
Travel								0	
Training								0	
Supplies								0	
Occupancy								0	
Communications								0	
Equipment								0	
Other:	14,324		15,000		3,258			32,582	
Service Costs								0	
Purchased Services								0	
Totals	14,324	0	15,000	0	3,258	0	0	32,582	

**SERVICE AREA:**

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?  
If yes, please describe: No

**SCHEDULE OF MATCH & OTHER RESOURCES #2**

FY 2017

SOURCE OF FUNDS	MATCH		VALUE		OTHER RESOURCES	
	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind
TCOA			3,258			



**FY 2017 Annual Implementation Plan  
Direct Service Budget Detail #3**

AAA: Tri County Office on Aging - Region 6

FISCAL YEAR: FY 2017

SERVICE: Case Coordination and Support

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	2,985		12,001			1,740		16,726
Fringe Benefits	1,101		3,300			381		4,782
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services								0
<b>Totals</b>	<b>4,086</b>	<b>0</b>	<b>15,301</b>	<b>0</b>	<b>0</b>	<b>2,121</b>	<b>0</b>	<b>21,508</b>

**SERVICE AREA:**

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?

If yes, please describe:

No

**SCHEDULE OF MATCH & OTHER RESOURCES #3**

**FY 2017**

SOURCE OF FUNDS	MATCH		OTHER RESOURCES	
	VALUE		VALUE	
	Cash	In-Kind	Cash	In-Kind
TCOA		2,121		

**FY 2017 Annual Implementation Plan  
Direct Service Budget Detail #4**

AAA: Tri County Office on Aging - Region 6 FISCAL YEAR: FY 2017

SERVICE: Outreach

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	16,674		19,282			3,995		39,951
Fringe Benefits	7,143		7,823			1,663		16,629
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services								0
<b>Totals</b>	<b>23,817</b>	<b>0</b>	<b>27,105</b>	<b>0</b>	<b>0</b>	<b>5,658</b>	<b>0</b>	<b>56,580</b>

SERVICE AREA: \_\_\_\_\_  
(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?  
If yes, please describe: \_\_\_\_\_ No

**SCHEDULE OF MATCH & OTHER RESOURCES #4**

SOURCE OF FUNDS	MATCH	VALUE		OTHER RESOURCES	
		Cash	In-Kind	Cash	In-Kind
TCOA			5,658		

**FY 2017 Annual Implementation Plan  
Direct Service Budget Detail #5**

AAA: Tri County Office on Aging - Region 6

FISCAL YEAR: FY 2017

SERVICE: Information and Assistance

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	17,840		18,311			4,017		40,168
Fringe Benefits	7,650		7,844			1,722		17,216
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services								0
								0
<b>Totals</b>	<b>25,490</b>	<b>0</b>	<b>26,155</b>	<b>0</b>	<b>0</b>	<b>5,739</b>	<b>0</b>	<b>57,384</b>

**SERVICE AREA:**

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY 2014 AIP?

If yes, please describe:

No

**SCHEDULE OF MATCH & OTHER RESOURCES #5**

FY 2017

SOURCE OF FUNDS	MATCH		OTHER RESOURCES	
	VALUE		VALUE	
	Cash	In-Kind	Cash	In-Kind
TCOA		5,739		

**FY 2017 Annual Implementation Plan  
Direct Service Budget Detail #6**

AAA: Tri County Office on Aging - Region 6 FISCAL YEAR: FY 2017

SERVICE: Congregate Meals

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	283,053							283,053
Fringe Benefits	125,736							125,736
Travel	22,502							22,502
Training								0
Supplies	7,320							7,320
Occupancy						35,332		35,332
Communications			9,081					9,081
Equipment								0
Other:	14,047	74,723		170,000				258,770
Service Costs								0
Purchased Services								0
								0
<b>Totals</b>	<b>452,658</b>	<b>74,723</b>	<b>9,081</b>	<b>170,000</b>	<b>0</b>	<b>35,332</b>	<b>0</b>	<b>741,794</b>

**SERVICE AREA:** \_\_\_\_\_  
(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? No  
If yes, please describe: \_\_\_\_\_

**SCHEDULE OF MATCH & OTHER RESOURCES #6** FY 2017

SOURCE OF FUNDS	MATCH	VALUE		OTHER RESOURCES	
	Cash	In-Kind	VALUE	Cash	In-Kind
TCOA		35,332			

**FY 2017 Annual Implementation Plan  
Direct Service Budget Detail #7**

AAA: Tri County Office on Aging - Region 6

FISCAL YEAR: FY 2017

SERVICE: Home Delivered Meals

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	161,878		225,268					387,146
Fringe Benefits	69,377		96,542					165,919
Travel						79,755		79,755
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:	3,441	298,893	76,399	231,000				609,733
Service Costs								0
Purchased Services								0
								0
<b>Totals</b>	<b>234,696</b>	<b>298,893</b>	<b>398,209</b>	<b>231,000</b>	<b>0</b>	<b>79,755</b>	<b>0</b>	<b>1,242,553</b>

**SERVICE AREA:**

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?

If yes, please describe:

No

**SCHEDULE OF MATCH & OTHER RESOURCES**

FY 2017

SOURCE OF FUNDS	MATCH		OTHER RESOURCES	
	VALUE		VALUE	
	Cash	In-Kind	Cash	In-Kind
TCOA		79,755		

**FY 2017 Annual Implementation Plan  
Direct Service Budget Detail #8**

AAA: Tri County Office on Aging - Region 6 FISCAL YEAR: FY 2017

SERVICE: SAVVY, Creating Confident Care Givers

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	4,820					535		5,355
Fringe Benefits	2,063					230		2,293
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services								0
								0
<b>Totals</b>	<b>6,883</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>765</b>	<b>0</b>	<b>7,648</b>

SERVICE AREA: \_\_\_\_\_  
(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?  
If yes, please describe: \_\_\_\_\_ No \_\_\_\_\_

**SCHEDULE OF MATCH & OTHER RESOURCES**

SOURCE OF FUNDS	MATCH		OTHER RESOURCES	
	VALUE		VALUE	
	Cash	In-Kind	Cash	In-Kind
TCOA		765		

**FY 2017 Annual Implementation Plan  
Direct Service Budget Detail #9**

AAA: Tri County Office on Aging - Region 6

FISCAL YEAR: FY 2017

SERVICE: CLP

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	39,708					4,412		44,120
Fringe Benefits	17,027					1,892		18,919
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services								0
<b>Totals</b>	<b>56,735</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,304</b>	<b>0</b>	<b>63,039</b>

**SERVICE AREA:**

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?

If yes, please describe:

No

**SCHEDULE OF MATCH & OTHER RESOURCES**

FY 2017

SOURCE OF FUNDS	MATCH		OTHER RESOURCES	
	VALUE		VALUE	
	Cash	In-Kind	Cash	In-Kind
TCOA				

**FY 2017 Annual Implementation Plan  
Direct Service Budget Detail #10**

AAA: Tri County Office on Aging - Region 6 FISCAL YEAR: FY 2017

SERVICE: Disease Prevention\Health Promotion(D-PATH)

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	5,400							5,400
Fringe Benefits	600							600
Travel								0
Training								0
Supplies								0
Occupancy						667		667
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services								0
<b>Totals</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>667</b>	<b>0</b>	<b>6,667</b>

SERVICE AREA: \_\_\_\_\_  
(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY 2014 AIP?  
If yes, please describe: \_\_\_\_\_ No \_\_\_\_\_

**SCHEDULE OF MATCH & OTHER RESOURCES**

SOURCE OF FUNDS	MATCH	VALUE		OTHER RESOURCES	
		Cash	In-Kind	Cash	In-Kind
TCOA			667		



**FY 2017 Annual Implementation Plan  
Direct Service Budget Detail #11**

AAA: Tri County Office on Aging - Region 6

FISCAL YEAR: FY 2017

SERVICE: Care Transitions Program - CTP

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	700					76		776
Fringe Benefits	300					35		335
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services								0
<b>Totals</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>111</b>	<b>0</b>	<b>1,111</b>

**SERVICE AREA:**

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?  
If yes, please describe:

No

**SCHEDULE OF MATCH & OTHER RESOURCES**

FY 2017

SOURCE OF FUNDS	MATCH	VALUE		OTHER RESOURCES	
		Cash	In-Kind	Cash	In-Kind
TCOA			111		

**FY 2017 Annual Implementation Plan  
Direct Service Budget Detail #12**

AAA: Tri County Office on Aging - Region 6 FISCAL YEAR: FY 2017

SERVICE: \_\_\_\_\_

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match			Other Resources	Total Budgeted
					Cash	In-Kind			
Wages/Salaries									0
Fringe Benefits									0
Travel									0
Training									0
Supplies									0
Occupancy									0
Communications									0
Equipment									0
Other:									0
Service Costs									0
Purchased Services									0
									0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

SERVICE AREA: \_\_\_\_\_  
(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?  
If yes, please describe: \_\_\_\_\_ No

FY 2017

**SCHEDULE OF MATCH & OTHER RESOURCES**

SOURCE OF FUNDS	MATCH		OTHER RESOURCES		
	VALUE		VALUE		
	Cash	In-Kind	Cash	In-Kind	

## Attachment

		Federal Funds				State Funds						
Op Std	Access Services	Title III-B	Title III-D **	Title III-E	Title VII	St. Access	St. Care Management	St. Respite Care (Escheats)	St. In-Home	St. Merit Award Trust Fund (MATF)	St. Caregiver Support (St. CG Sup.)	St. Aging Network Services (St. ANS)
A-1	Care Management	X		X		X	X					X
A-2	Case Coordination & Support	X		X		X	X					X
A-3	Disaster Advocacy & Outreach Program	X										
A-4	Information & Assistance	X		X		X						X
A-5	Outreach	X		X		X						X
A-6	Transportation (For MATF & St. CG Sup. only) - adult day service and respite related transport of service recipients including related medical and shopping assistance is allowed.	X		X						X	X	

[illegible]

**COMMUNITY SERVICES**

Op Std	Community Services	Federal Funds				State Funds						
		Title III-B	Title III-D **	Title III-E	Title VII	St. Nursing Home Ombudsman	St. Alternative Care	St. Respite Care (Escheats)	St. In-Home	St. Merit Award Trust Fund (MATF)	St. Caregiver Support (St. CG Sup.)	St. Aging Network Services (St. ANS)
C-1	Adult Day Service	X		X			X	X		X	X	X
C-2	Dementia Adult Day Care	X		X			X	X		X	X	X
C-6	Disease Prevention/Health Promotion	X	X	X								
C-7	Health Screening	X										
C-8	Assistance to Hearing Impaired & Deaf	X										
C-9	Home Repair	X										
C-10	Legal Assistance	X		X								
C-11	Long Term Care Ombudsman	X			Title VII A X	X						
C-12	Senior Center Operations	X										
C-13	Senior Center Staffing	X										
C-14	Vision Services	X										
C-15	Prevention of Elder Abuse, Neglect & Exploitation	X			Title VII A & EAP X							
C-16	Counseling Services	X		X								
C-17	Creating Confident Caregivers® (CCC)	X	X	X								
C-18	Caregiver Supplemental Services	X		X								
C-19	Kinship Support Services	X		X								
C-20	Caregiver Education, Support & Training	X		X								

**NUTRITION SERVICES**

Op Std	Nutrition Service	Title III-C1 & State Congregate	Title III-C2 & State Home Delivered Meals	Title III-E	*NSIP	Requirements from AASA Transmittal letters that establish Fundable Service Categories  Replaces: TL 367, 2005-102 & 2007-142  See TL343 & TL2006-111 for guidance re St. MATF  See TL 2012-244 for guidance re Title D  See TL 2012-256 for guidance re St. ANS	
C-3	Congregate Meals	X			X		
B-5	Home Delivered Meals		X	X	X		
C-4	Nutrition Counseling	X	X	X			
C-5	Nutrition Education	X	X	X	X		

\*NSIP funds are designated for actual food costs for OAA Title III eligible meals.

\*\* Note for Title III D – All funds have to be used for Evidence-Based programs.

Rev Date 5/5/15

Full Program Title Name

Title III Administration	Federal
State Administration	State
Title IIIB Supportive Services	Federal
Title IIIC-1 Services Congregate Meals	Federal
Title IIIC-2 Services Home Delivered Meals	Federal
Title IIID Services (Preventive Health)	Federal
Title IIIE Services (NFCSP) National Family Caregiver Support	Federal
Title VII/A Services (LTC Ombudsman)	Federal
Title VII/EAP Services Elder Abuse Prevention	Federal
State Access Services	State
State In-Home Services	State
State Congregate Meals	State
State Home Delivered Meals	State
State Alternative Care	State
State Aging Network Services (St. ANS)	State
State Caregiver Support	State
State Respite Care	State
State Merit Award (Tobacco Respite Care)	State
State Nursing Home Ombs	State
Michigan State Ombudsman (MSO)	State
State Care Management	State
Nutrition Services Incentive Program (NSIP)	Federal

# MATCHING REQUIREMENTS

Page 2

Revision date 1/26/2016

Revision to Transmittal Letter #2016-320

## FEDERAL ADMINISTRATION TOTAL - MATCH REQUIRED: 25%

STATE 15%<sup>[2]</sup> (AASA)

LOCAL 10% (AAAs)

## FEDERAL & STATE SERVICES TOTAL - MATCH REQUIRED: 15%

STATE 5% (AASA)

LOCAL 10% (AAAs)

Table 1 below describes these requirements by source of funds.

**Table 1 AAA Local Matching Requirement by Fund Source**

Funding Source	Fund Source Name	AAA Local Match Requirement	Reference
Federal	Administration	15% (a)	OAA of 1965 (d)
Federal	B	10%	OAA of 1965
Federal	C1	10%	OAA of 1965
Federal	C2	10%	OAA of 1965
Federal	D	10%	OAA of 1965
Federal	E	10%	OAA of 1965
Federal	EAP	No Match Required	ACL CFDA
Federal	VII-A	No Match Required	AoA Fiscal Guide (b)
Federal	NSIP	No Match Required	AoA Fiscal Guide
State	Administration	No Match Required	AASA
State	Access	10%	AASA
State	In-Home	10%	AASA
State	Congregate Meals	10%	AASA
State	Home Delivered Meals	10%	AASA
State	State Nursing Home Ombudsman	10%	AASA
State	Alternative Care	10%	AASA
State	State Ombudsman Funds (MSO)	10%	AASA
State	Merit Award Trust Fund	No Match Required	AASA TL #1006 (7/28/09)
State	State Caregiver Support	10%	AASA
State	Respite Escheats	No Match Required	Public Act 171 of 1990
State	Care Management	10%	AASA
State	State Aging Network Services Grant	10%	AASA

(a) 15% is an approximate amount and may vary slightly after applying the state match amount.

(b) AoA is the acronym for the federal Administration on Aging

(c) Michigan Office of Long Term Care Supports and Services (OLTCSS)

(d) OAA is the acronym for the Older Americans Act

**Per AoA requirements, if the required non-federal share is not provided by the completion date of the funded project period, to meet the match percentage, AoA will reduce the Federal dollars awarded when closing out the award, which may result in a requirement to return Federal funds. AASA verifies compliance with local matching requirements based upon a review of AAA FSRs.**

[2] The exact percentage amount may vary slightly in order to meet the federal requirement.

# AREA AGENCY ON AGING--OPERATING BUDGET

PSA: 6      Budget Period: 10/01/16      Date of Budget: 06/28/16      Original      Page 1 of 2  
 Agency: TCOA      to: 09/30/17      Rev. No.:

Operations		Program Services/Activities											
Admin	Program Develop	Congregate Nutrition	Home Del Meals	Care Mgmt	HCBS Waiver	Merit Award Trust Fund	Care Giver	CLP/ADRC	Outreach	Information & Assistance	Case Coordination	Other	TOTAL
REVENUES													
	136293	71910	527381	533589		20065378		6883	56735	23817	25490	4168	21451644
	23747		9081	398209	215913		10859			27105	26155	15600	726669
	21690												21690
		8045	35332	79755			765	6304	5658	5739	2197		143795
	16000												16000
	350000		160000	250000	23990							591360	1375350
	547730	79955	731794	1261553	239903	20065378	10859	7648	63039	56580	57384	21965	23735148
	TOTAL												

<b>EXPENDITURES</b>													
Contractual Services													25000
Purchased Services	25000		25000			23990		16693078					16742068
Wages and Salaries	309757	43100	188767	575368	114600		6900	43860	42475	41750	16410	382400	3639667
Fringe Benefits	83634	16805	50967	154865	30942		450	16109	12742	12525	4923	114720	1002577
Payroll Taxes	21683	3100	6215	40275	8022		298	3070	1363	3109	632	26768	245175
Professional Services	15000	2350	7850	8500	5700			75000					114400
Accounting & Audit Services	5000	750	42500	43500	12500			17500				7500	140109
Legal Fees	400							5000					5400
Occupancy	75400		94000	25000	7039			146873					348312
Insurance	1800	750						5000					7550
Office Equipment								32500					32500
Equip Maintenance & Repair			5500	24500				185000					215000
Office Supplies	1000	750	21000		1500			58000				7500	89750
Printing & Publication	750	5500			24500							1500	32250
Postage	500	450						36000				1000	37950
Telephone	1250	650	11500	23500	3000			135000				1200	176100
Travel	900	500	27500	47500				45000				12500	133900
Conferences	1500	1250			350			17500					20600
Memberships	3000	1500						2000				750	7250
Miscellaneous	1156	2500	45000	15000	5500			78612				5000	152768
Food			205995	303545									509540
Contractor Services					26760							30522	57282
<b>TOTAL</b>	522730	79955	706794	1261553	215913	3372300	10859	63039	56580	57384	21965	591360	6968080





## DUAL SERVICE COORDINATION CONTINUUM

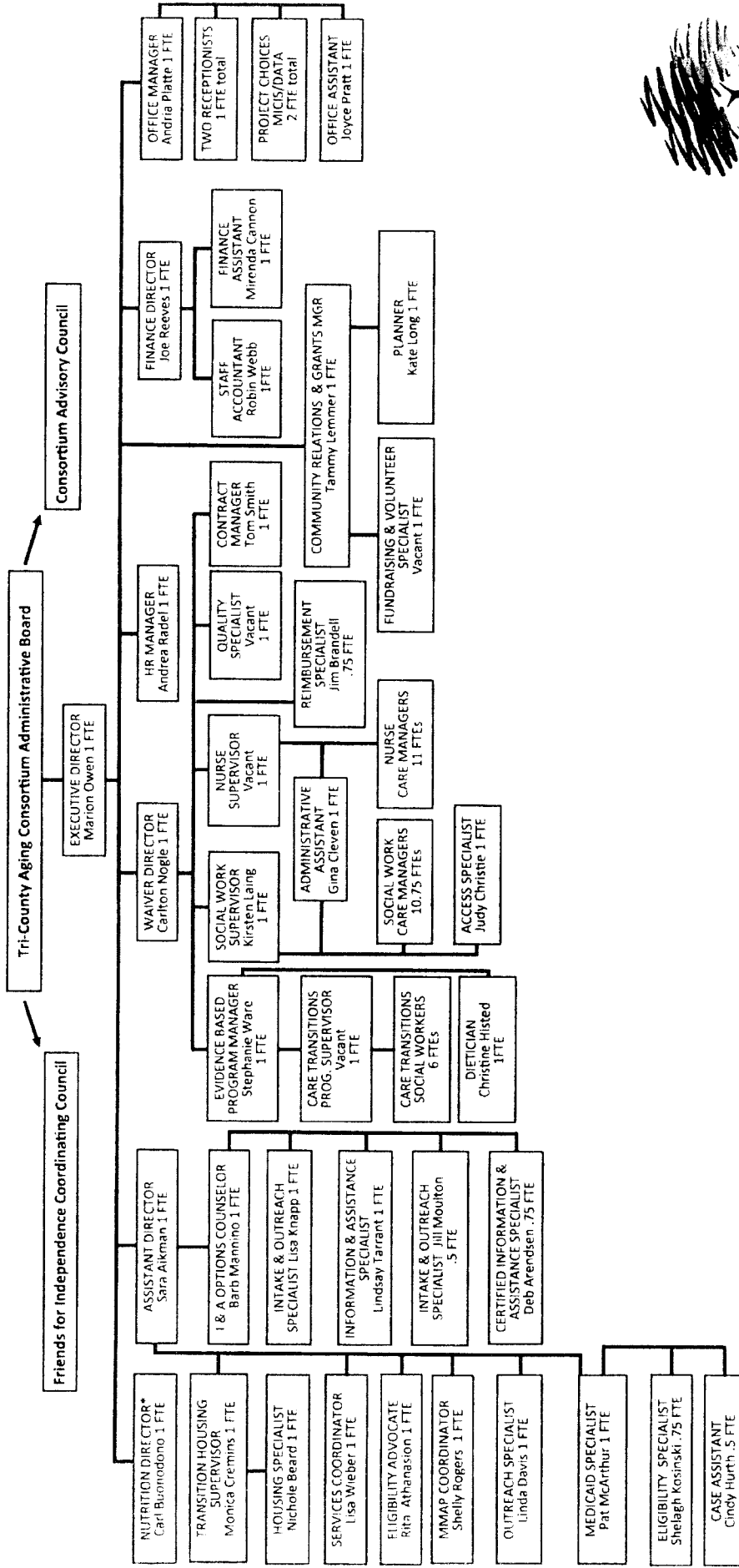
### Community-Based Aging and Health Care System

The Dual Service Coordination Continuum serves as a way to graphically represent two service coordination continuums. The upper continuum represents health care services and the lower continuum represents community-based services. Together they show the entire range of service coordination options available to the consumer. Area agency-related options are primarily reflected on the community-based continuum. Boxes 2-5 are to describe service coordination program options. Box 1, Education and Prevention, describes early-on options that can help avoid premature use of more costly service coordination options.

Enter specific information in the continuum boxes provided to show the coordination of service program options available in the planning and service area. If you cannot fit all area programs in the space provided, list only the primary ones. Upload your completed continuum under the Budget and Other Documents tab. (For technical assistance, see completed sample in the Documents Library.)

Planning & Service Area	Region 6				
Type of Continuum	Education and Prevention	Access I&A	Options Counseling	Case Coordination & Support	Care Management
Healthcare and Medical Continuum	Hospital wellness classes, County Health Department wellness classes	Sparrow Senior Health Center, Family Assistance Center (veterans), County Veteran offices	Sparrow Senior Health Center, County Veteran offices	Skilled Home Health Care	Skilled Home Health Care
Community-Based Support Continuum	AAA EBDP Programs; PATH, MOB, CCC, AAA Nutrition Counseling, AAA Options Counseling, RSVP, Poverty Law Center	AAA I & A Services, 211 Systems, LTCC/ADRCs, Senior Resource Directory, Web-Based senior information, CACS, Senior Preferences publication, AAA Care Transitions Social Workers, CMH, AAA Long-term Services and Supports Guide, Disability Network Capital Area	AAA Options Counseling services, LTCC/ADRC's, AAA Care Transitions Social Workers, NFT Supports Coordinators and AAA Housing Specialists, CMH and Disability Network Capital Area	AAA Case Coord., Senior Companion Program, DHHS Adult Services, CMH, In-Home Respite programs, Disability Network Capital Area	AAA Care Mgt., DHHS Adult Services, MI Choice Waiver Program, NFT Services, DHHS Adult Services, CMH and Private Care Management

# Tri-County Aging Consortium



June 2016

\* See Nutrition Organization Chart for further detail on TCOA's Nutrition Program staffing



# Tri-County Office on Aging - Nutrition Program

Executive Director  
Marion T. Owen  
1 FTE

Nutrition  
Director  
Carl Buonodono  
1 FTE

Community Nutrition  
Manager  
Tasha Steller  
1 FTE

Food Production  
Manager  
Antoine Johnson  
1 FTE

CC MOW  
Supervisor  
Carrie Hartenbourg  
1 FTE

EC MOW  
Supervisor  
Alicia Davis  
1 FTE

GL MOW  
Home Delivered Meals  
Operations Manager  
Ruth Pelt  
1 FTE

RI MOW  
Supervisor  
Melissa Lamb  
1 FTE

10 Dining Site  
Coordinators  
2.26 FTE

Food Production  
Supervisor  
Rachel Whetstone  
Dana Milosavljevic  
2 FTE

Food Production  
Assistant  
Shelby Schaefer  
1 FTE

Stockperson  
1 FTE

Office Assistant  
Shirley Valin  
.5 FTE

Office Assistant  
Linda Lovaas  
.5 FTE

Office Assistants  
Vicki Watson 1 FTE  
Jana Locke 1 FTE  
2 FTE

Office Assistant  
Mary Riehl  
.5 FTE

Van Drivers  
4 FTE

Senior Cook  
1 FTE

Cooks  
1.5 FTE

Kitchen Porters  
3.75 FTE

Kitchen  
Coordinator  
Karen Terpening  
.5 FTE

Kitchen  
Coordinator  
Marcy Menlink  
.5 FTE

November 2015

## EVIDENCE-BASED PROGRAMS PLANNED FOR FY 2017

Funded Under Disease Prevention Health Promotion Service Definition

Provide the information requested below for Evidence-Based Programs (EBDP) to be funded under Title III-D.

Beginning October 1, 2016 (FY 2017), Title III-D funds can only be used on health promotion programs that meet the highest level criteria as determined by the Administration for Community Living (ACL) Administration on Aging (AoA). Please see the "List of Approved EBDP Programs for Title III-D Funds" in the Document Library. Only programs from this list will be approved beginning in FY 2017.

Program Name	Provider Name	Anticipated No. of Participants	Funding Amount
Matter of Balance (MOB)	TBD	150	\$4,378
Diabetes Personal Action Toward Health (D-PATH)	TBD	75	\$2,156
Enhanced Fitness	YMCA	330	\$20,882



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



DAN WYANT  
DIRECTOR

RECEIVED

JUL 10 2016

July 13, 2016

Dear Interested Party:

Pursuant to Act 451, Section 5511, the Michigan Department of Environmental Quality, Air Quality Division's Pending New Source Review Application Report is enclosed. This report lists all of the pending applications submitted for sources within your county.

The Pending New Source Review Applications Report includes the following information: county, city, date received, applicant's name, site address, application permit number, and a brief description of the nature of the source or process.

This report will be sent to you on a monthly basis unless you request that your name be deleted from our mailing list. Please note that this information is updated weekly and is also available on the Internet. A query is accessible on the Permits page at the following address: <http://www.deq.state.mi.us/aps>. Click on "NSR Pending Application Query," select the county name from the drop down list, then click the "Submit Query" button. You may obtain information on sources located in neighboring counties by accessing the above query or by contacting me.

Thank you for your interest in this matter.

Sincerely,

Sue Thelen  
Permit Section  
Air Quality Division  
517-284-6804

Enclosure

## MDEQ Air Quality Pending Permit to Install Applications

### District: Lansing

<u>County</u>	<u>City</u>	<u>SRN</u>	<u>Site Address</u>	<u>Applicant</u>	<u>Permit No.</u>	<u>Received</u>	<u>Application Reason</u>
GENESEE	FLINT		2178 S DYE ROAD	MACKENZIE CRUSHING, LLC	116-16	6/30/2016	CONCRETE RECYCLING
GENESEE	FLINT	B6179	4302 JAMES P COLE BLVD	LOCKHART CHEMICAL COMPANY	26-16	2/8/2016	CONSOLIDATE EXISTING PERMITS & HAPS OPT-OUT
GENESEE	FLINT	N7256	5204 ENERGY DRIVE	UNIVERSAL COATING, INC	96-03D	4/26/2016	VARIOUS COATING LINES
GENESEE	MONTROSE	N5987	8335 W VIENNA ROAD	GRANGER ELECTRIC OF BRENT RUN, LLC	78-16	5/13/2016	INTERNAL COMBUSTION ENGINES
GRATIOT	ALMA	M3582	1965 WILLIAMS ROAD FKA LEAR CORPORATION	IAC GROUP - ALMA, LLC	170-79I	5/31/2016	RAISE THE VOC CONTENT FROM 3.0 TO 3.5 LBS PER GALLON
INGHAM	EAST LANSING	K3249	426 AUDITORIUM ROAD BOARD OF TRUSTEES ROOM 405	MICHIGAN STATE UNIVERSITY	95-12A	4/29/2016	INCREASE IN SULFUR DIOXIDE EMISSIONS FROM THE FLARE

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING ROBERT F. SELIG**

**RESOLUTION # 16 –**

WHEREAS, Robert F. Selig began serving as the President-CEO of the Capital Region Airport Authority on November 18, 2002; and

WHEREAS, following a tour of duty with the U.S. Air Force, Bob spent his entire 40 year career in management and development of public airports, he began his career in Kalamazoo, Michigan, then relocated to Columbia, Missouri; followed by Grand Forks, North Dakota, Grand Island, Nebraska, Columbus, Ohio, and will finish his career in Lansing, Michigan upon his retirement in September; and

WHEREAS, he is one of approximately 500+ Accredited Airport Executives (AAE) in the United States through the American Association of Airport Executives (AAAE); and

WHEREAS, Bob's career passion has been promoting airport/economic development and encouraging airport organizations to meet their maximum potential; and

WHEREAS, under Bob's leadership, the Capital Region Airport Authority experienced several major accomplishments such as the establishment of an air service development program that resulted in the recruitment of nine (9) new airlines serving twelve (12) new domestic and international destinations; and

WHEREAS, Bob led the conversion of the airport into the Capital Region International Airport through the establishment of U.S. Port of Entry #3883 (Port Lansing) and established Port Lansing Foreign Trade Zone #275 at the Airport; and

WHEREAS, the development of the international airport program stimulated a capital investment of over \$27 million in the construction of new and expanded airport facilities; and

WHEREAS, during Bob's tenure the Authority's air cargo program was expanded through the recruitment of 747 and 767 freighter charter flights through Kalitta Air, Amerijet Air Freight, and Atlas Air Freight and a designated Container Freight Station in the Port Lansing Global Logistics Centre was established for the processing of international ocean freight containers; and

WHEREAS, Bob was instrumental in charting a course of financial survival for the Authority through the significant reduction of air service associated with the Delta – Northwest Airline merger.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates Robert F. Selig on the event of his retirement and extends its sincere appreciation to Bob for his dedication and his many contributions as President-CEO of the Capital Region International Airport.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in all of his future endeavors.

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None    **Absent:** Nolan, Tsernoglou    **Approved 7/19/2016**



Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING JOHN ELIAS**

**RESOLUTION # 16 –**

WHEREAS, John Elias began his employment with the Ingham County Parks Department in 1989 as a Park Ranger I; and

WHEREAS, John has been instrumental in the development of the Ingham County Parks; and

WHEREAS, throughout his career he was responsible for routine building maintenance along with more complex maintenance responsibilities such as plumbing, electrical work, carpentry, and equipment maintenance within the park system; and

WHEREAS, John has assisted in many significant construction projects including picnic shelters, the Band Shell, playgrounds, and land improvement projects at Lake Lansing Parks and Hawk Island; and

WHEREAS, John's commitment to high work quality and a sense of ownership has proven to be a great asset to the County Parks Department and Ingham County; and

WHEREAS, during his career John was professional, dedicated, knowledgeable and loyal to the Parks Department mission to provide quality outdoor recreation opportunities and facilities for all segments of our population and to enhance the quality of life for park visitors and county residents through active citizen involvement, planned acquisition, preservation, and professional management of park lands.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby honors John Elias for his outstanding quality of work and extends its sincere appreciation for his contributions during his years of dedicated service to the Ingham County Parks Department.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends to Mr. Elias its best wishes for continued success in all his future endeavors.

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

**RESOLUTION # 16 –**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated July 5, 2016 as submitted.

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

# INGHAM COUNTY ROAD DEPARTMENT

DATE: July 5, 2016

## LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2016-320	AT & T	CABLE / UG	HOLT RD & CEDAR ST	DELHI	14
2016-339	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2016-341	AT & T	CABLE / UG	MARSH RD & HASLETT RD	MERIDIAN	10
2016-346	DELHI TOWNSHIP	SANTIARY	MCCUE RD & WAVERLY RD	DELHI	30
2016-351	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	VARIOUS	
2016-358	COMCAST	CABLE / UG	CEDAR ST & WILLOUGHBY RD	DELHI	15
2016-359	INGHAM TOWNSHIP	SPECIAL EVENT	VARIOUS	INGHAM	
2016-368	COMCAST	CABLE / UG	MOORE ST & HAMILTON RD	MERIDIAN	21
2016-370	CONSUMERS ENERGY	GAS	BENNETT RD & HAGADORN RD	MERIDIAN	31
2016-378	G.A. HUNT	SANITARY	SHAW ST & LAKE LANSING RD	MERIDIAN	10
2016-379	CONSUMERS ENERGY	GAS	WENTLAND DR & HARPER RD	DELHI	25
2016-380	FRONTIER	CABLE / UG	COLUMBIA RD & SEARLS RD	WHITE OAK	1
2016-381	FRONTIER	CABLE / UG	DIEZT RD & COLUMBIA RD	WHITE OAK	3, 4, 9, 10
2016-383	FRONTIER	CABLE / UG	GRAMER RD & HUSCHKE RD	LEROY	23
2016-388	JAMES EDWARD BUILDERS	SIDEWALK	MARSH RD & LAKE DR	MERIDIAN	11
2016-394	DELHI TOWNSHIP	MANHOLE	CARTAGO DR	DELHI	8
2016-395	DELHI TOWNSHIP	SANITARY	PINE TREE RD & PINE DELL DR	DELHI	11, 14
2016-399	INGHAM CO DRAIN COMM	MISCELLANEOUS	VARIOUS	DELHI	
2016-401	CN RAILROAD	DETOUR	VARIOUS	MERIDIAN	
2016-402	DUNN COMPANY	ROAD CONST.	VARIOUS	VARIOUS	
2016-403	AT & T	CABLE / UG	FRENWOOD LN & HOMER ST	LANSING	14
2016-407	AT & T	CABLE / UG	ALAMO DR & WAVERLY RD	DELHI	7
2016-408	FRONTIER	CABLE / UG	ALLEN RD & WEBBERVILLE RD	LOCKE	35
2016-409	FRONTIER	CABLE / UG	ALLEN RD & MORRICE RD	LOCKE	35
2016-411	PENDERGAST EXCAVATING	STORM	CORNELL RD & TIHART RD	MERIDIAN	23
2016-412	COMCAST	CABLE / UG	E END DR & PARK LAKE RD	MERIDIAN	8
2016-414	COMCAST	CABLE / OH	WOOD ST	LANSING	3

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING UPDATING MUNICIPAL EMPLOYEES RETIREMENT SYSTEM  
(MERS) OF MICHIGAN DIVISION NAMES**

**RESOLUTION # 16 –**

WHEREAS, the County Board of Commissioners has authorized the establishment of MERS Defined Benefit (DB) and Hybrid Pension Plan divisions; and

WHEREAS, the MERS Plan Adoption Agreements for each pension division provides the descriptive name of the division; and

WHEREAS, there have been several changes in the Union representation requiring changes in the naming convention of the pension division; and

WHEREAS, the Board of Commissioners recognizes the need to maintain accurate and up to date records for each pension division.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes updating the names of the impacted division through new Plan Adoption Agreements for each division requiring a name change.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Human Resources Director to sign and execute the MERS documents on behalf of the County to effectuate and finalize this change, subject to approval as to form, by the County Attorney.

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT A NEW HIRE DRIVING RECORD CHECK POLICY**

**RESOLUTION # 16 –**

WHEREAS, the Ingham County Board of Commissioners desires to follow risk management best practices; and

WHEREAS, best practices for risk management include running driver record checks to assure maintenance of responsible driving records and to determine a Candidate's suitability for employment; and

WHEREAS, this policy and procedure establishes a practice of driving record checks on all covered applicants following a conditional offer of employment; and

WHEREAS, the Human Resources Department and County Attorney worked together to evaluate and codify a policy and procedure for driving record checks for newly hired employees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached policy for New Hire Driving Record Checks.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs that all departments and agencies under the jurisdiction of the Board of Commissioners shall be bound by this personnel policy and work to further the achievement of the stated goals.

BE IT FURTHER RESOLVED, this resolution shall not apply to positions under the authority of County elected officials unless the elected official assents to application of this resolution to such positions.

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

**Personnel Policy No.**

## **New Hire Driving Record Check Policy**

**Approved:  
Resolution No.**

### **A. Purpose**

Employees assigned to driving duties must at all times meet, at a minimum, the following criteria:

1. Drivers must have a current, valid Michigan driver's license
2. Drivers must maintain a clean driving record and have a driving history reflecting lawful, prudent and safe operation of a motor vehicle; and,
3. Drivers must be, and remain, insurable under the County's liability insurance policy.

Specific positions may have different and more rigorous standards or employee requirements either by law/regulation, or such standards/requirements established in the discretion of the County or applicable elected official for the position.

This Policy sets forth the requirement and use of history and current status of driving record in the employment process and normal procedure upon hire.

### **B. Applicability**

Except as set forth below, this Policy applies to: all individuals to whom an offer of part-time, full-time, temporary, special part-time or seasonal employment is made on or after \_\_\_\_, 2016. This includes former employees rehired by the County after a separation from the County service of more than ninety calendar days (Collectively referred to as "Covered Applicants").

Individuals applying for positions in the offices of the County Treasurer, County Clerk, Register of Deeds, Drain Commissioner, Prosecuting Attorney, Sheriff and the Courts are subject to this Policy if the appropriate elected official or Chief Judge has agreed in writing, in whole or in part, to this Policy.

### **C. Policy**

The County conducts driving record checks on all Covered Applicants following a conditional offer of employment. After conducting an individualized assessment, exceptions or accommodations may be made as contemplated by law, or for positions in which operating a motor vehicle is not an essential job duty.

The new hire driving record check will normally include the following:

- a. Verification of driver's license number;
- b. Verification of a Michigan driver's license;
- c. Examination of driver's past and current history;
- d. Examination of any moving violation points put on a driving record;

The County or elected officials may require additional record checks based upon the nature or level of responsibility and requirements of the position. Such decision is within the sole discretion of the County or applicable elected official.

All driving record checks will be conducted in compliance with applicable Federal and State statutes. It is not currently anticipated that driving record checks will require or be by means of a Consumer Report, as defined by the Fair Credit Reporting Act ("FCRA"). However, the County reserves the right to require, with consent, an investigative Consumer Report. If a Consumer Report is required, the County will adhere to requirements of the FCRA and the portions of the Policy addressing the FCRA.

#### **D. Procedure**

Covered Applicants must complete and sign any disclosure, release authorization form required by the County or applicable elected official for a driving record check to be conducted. A Covered Applicant's failure to complete, sign and submit the form will constitute a withdrawal from the applicant pool.

Only a conditional offer may be made to a finalist for the position/appointment (the "Candidate"). Written offers of employment extended to the candidate should state that the offer is contingent on a satisfactory driving record check, if relevant.

Prior to commencement of work/services by the Candidate, Human Resources must be notified to undertake a driving check and be informed whether the nature/responsibility/sensitivity of the Candidate's position requires additional screening. The driving check will be initiated by the Human Resources Department once a contingent offer of employment has been issued and an appropriate disclosure, release and authorization form is completed.

The results of the driving record check will be sent to an authorized individual in the Human Resources Department. Prior moving or driving violations do not automatically preclude employment.

In consultation with the applicable department director(s) or elected official, the Human Resources Department will conduct an individualized assessment of the Candidate's driving record as it relates to the position the Candidate is seeking. The Human Resources Department may also seek advice and guidance from the Ingham County Sheriff's Office, County Counsel, the Prosecuting Attorney, and/or Administrator/Controller's Office, etc... The driving record check must be completed and results verified before any employee begins work.

In determining a Candidates suitability for employment, consideration will be given to the nature and specific duties of the position; the type, nature and gravity of the violation(s); number of violations and circumstances of each, the length of time since the violation(s) and the accuracy of the explanation. The County reserves the right to conduct a further review of any points or violations. Certain positions within Ingham County are subject to State and/or Federal statutory and/or regulatory requirements that may prohibit or limit individuals with certain driving records from holding particular positions or engaging in certain functions. Nothing set forth in the Policy shall in anyway restrict full compliance with State and Federal laws and regulations.

Ingham County may decline to hire or appoint any Candidate whose driving record the County or the applicable elected official deems incompatible, its sole discretion, to the position the Candidate is seeking. Ingham County reserves the right to make the sole determination concerning information or any employment/appointment decision arising out of the driving record check.

If a driving record check of a Candidate is returned with any violation history incompatible with the position, the Human Resources Department will notify affected Department. The Human Resources Department will contact the Candidate to inform him/her that Ingham County may rescind its conditional offer of employment. The County will adhere to the any requirements of the Fair Credit Reporting Act if a specific driving record check falls within the scope and requirements of that law.

Driving record checks will be maintained pursuant to the applicable Ingham County Retention and Disposal Schedule.

Any Candidate who provides incomplete, false or misleading information in the Candidate's application or disclosure will be eliminated from further consideration and/or will have any conditional offer revoked. If false or misleading information is discovered after an individual has been appointed in the position, the individual's employment shall be terminated pursuant to the appropriate dismissal procedures, if any.

This Policy addresses pre-employment/re-employment driving record checks only. Nothing in this Policy should be interpreted to exclude or limit circumstances in which a driving record check may be required for existing employee.



Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION FOR APPROVAL OF THE PRELIMINARY PLAT OF EMBER OAKS**

**RESOLUTION # 16 –**

WHEREAS, the Board of Ingham County Commissioners last approved the Preliminary Plat for the residential subdivision called Ember Oaks on November 19, 2013; and

WHEREAS, the subdivision is part of the Northwest ¼ of Section 35, Meridian Township, Ingham County, Michigan; and

WHEREAS, Phases 1 through 3 of Ember Oaks was subsequently built and the roads accepted into the county road system; and

WHEREAS, the two-year Preliminary Plat approval period, dictated by state statute, has expired and the proprietor, Ember Oaks Company, requested re-approval of the Ember Oaks Preliminary Plat.

THEREFORE BE IT RESOLVED, that upon the recommendation of Road Department staff, the Ingham County Board of Commissioners re-approves the Ember Oaks Preliminary Plat for a period of two years, in accordance with state statute.

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CHANGE THE PLAN ADMINISTRATOR AND PLAN NAME OF THE  
FORMER ROAD COMMISSION'S NATIONWIDE POST EMPLOYMENT HEALTH PLAN  
TO INGHAM COUNTY**

**RESOLUTION # 16 –**

WHEREAS, the Ingham County Road Commission and Ingham County merged in June 2012; and

WHEREAS, the former Road Commission has post-employment health plans with Nationwide for the collectively bargained employees and retirees and another plan for the non-collectively bargained employees and retirees; and

WHEREAS, the County no longer contributes to this plan but employees and retirees still have money invested through the plan; and

WHEREAS, it was recently discovered that the plan and plan administrator was never changed from the Ingham County Road Commission; and

WHEREAS, Nationwide is requiring a resolution authorizing the change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Nationwide to change the plan name and the plan administrator for both the collectively bargained and non-collectively bargained post-employment health plans from the Ingham County Road Commission to Ingham County.

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN INCREASE IN FUNDING FOR  
THE REVOLVING DRAIN FUND (FUND 802)**

**RESOLUTION # 16 –**

WHEREAS, the County of Ingham, State of Michigan (the "County"), established a revolving drain fund (the "Revolving Drain Fund," "Fund 802") in 1975 pursuant to Chapter 12 of the Drain Code of 1956 (Act 40, Public Acts of Michigan, 1956, as amended) (the "Drain Code") and appropriated money to the Revolving Drain Fund; and

WHEREAS, the amount attributable to the Revolving Drain Fund was \$1,000,000 in 2010; and

WHEREAS, this amount was increased to \$7,000,000 in 2014; and

WHEREAS, this amount was decreased to \$1,000,000 in 2015; and

WHEREAS, Ingham County Drain Commissioner (the "Drain Commissioner") has proposed that the Board of Commissioners increase the Revolving fund amount by \$5,000,000 to a total of \$6,000,000; and

WHEREAS, the Drain Commissioner has agreed to continue to pay interest to the general fund on any funds that are borrowed from the Revolving Drain Fund until repaid to the Revolving Drain Fund.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to Chapter 12 of the Drain Code, the Ingham County Board of Commissioners shall set the cash advance from the general fund of the County to the Revolving Drain Fund in the amount of \$6,000,000. The additional \$5 million authorized by this Resolution is for a period of one year ending July 31, 2017. This limitation is an exception to the general rules for Fund 802 outlined in the rest of this Resolution.
2. The amount in the Revolving Drain Fund is available for use by the Drain Commissioner as provided in Chapter 12 of the Drain Code. The Drain Commissioner will notify the Financial Services Department of any transfer needed and the funds will be transferred.
3. The County Treasurer shall account for these funds in a separate account or subaccount in the Revolving Drain Fund (the "Account").
4. The Drain Commissioner will pay the County Treasurer interest on any balance withdrawn on the Account. The interest will be paid on a monthly basis using an interest rate determined annually. The interest will be calculated on the outstanding balance of the Account as of the end of each month.

5. The interest rate will be determined each January at a rate calculated at a rate per annum equal to 150 basis points (1.50%) greater than the yield on a one-year U. S. Treasury obligations (the "Interest Rate"). The Interest Rate shall be based upon the information regarding yields on U. S. Treasury obligations published in the "Market Data" section of Bloomberg.com, or its successor, or such other source as is mutually agreed by the County Treasurer and the Drain Commissioner.

6. The Drain Commissioner can repay any full or partial portion of the outstanding balance at any time. The Drain Commissioner will notify the Financial Services Department, and the funds will be returned to the Revolving Fund.

7. This arrangement may be rescinded by the Board of Commissioners at the request of either the Drain Commissioner or the County Treasurer, and the amount in excess of the original \$292,500 in cash provided in 1975 will be returned to the County's General Fund with the understanding that the Treasurer will provide the Drain Commissioner with ample time to borrow funds from an outside source.

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AMENDING THE COSTS ON RESOLUTION #16-251  
FOR A ONE YEAR CONTRACT EXTENSION WITH PM TECHNOLOGIES  
TO PROVIDE GENERATOR SERVICES FOR VARIOUS BACKUP GENERATORS  
THROUGHOUT THE COUNTY**

**RESOLUTION # 16 –**

WHEREAS, Resolution #16-251 contained incorrect compensation amounts; and

WHEREAS, PM Technology has agreed to hold their current pricing for a one year contract extension; and

WHEREAS, funds for the county back-up generators located at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center, Potter Park Zoo and the Youth Center, totaling \$4,695.00 are available within the appropriate contractual line items; and

WHEREAS, funds for the four (4) Emergency 911 back-up generators, located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites, totaling \$1,310.00, are available in Line Item #261-32500-818000; and

WHEREAS, load bank testing will be provided for an additional cost of \$450.00 per generator, on an as needed basis only.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a one year contract extension with PM Technologies, 29395 Wall Street, Wixom, Michigan 48393 to provide generator services for various backup generators throughout Ingham County for a total cost of \$6,005.00.

BE IT FURTHER RESOLVED, load bank testing will be provided for an additional cost of \$450.00 per generator, on an as needed basis only.

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

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH MYERS PLUMBING  
& HEATING, INC. TO REPLACE THE TWO YOUTH CENTER BOILERS**

**RESOLUTION # 16 –**

WHEREAS, the Facilities Department has experienced several maintenance issues with the Youth Center boilers which have exceeded their life expectancy; and

WHEREAS, although not a local vendor, the Purchasing and Facilities Departments both agree that a contract be awarded to Myers Plumbing and Heating, Inc. who submitted the lowest responsive and responsible bid of \$71,566.00 to replace the two boilers; and

WHEREAS, a \$6,000.00 contingency is being requested for any unforeseen circumstances that may arise; and

WHEREAS, funds are available in the approved CIP line item # 245-66299-976000-5FC05 which has an available balance of \$95,100.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Myers Plumbing & Heating, Inc. 16825 Industrial Parkway Lansing, Michigan 48906 to replace the two Youth Center boilers for a not to exceed cost of \$77,566.00 which includes a \$6,000.00 contingency.

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

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM IMAGESOFT**

**RESOLUTION # 16 –**

WHEREAS, Ingham County relies heavily on our OnBase system; and

WHEREAS, in the past, Imagesoft has provided training to Ingham County staff; and

WHEREAS, a subscription for an entire year of Premium OnBase Training will be \$6,800.00 and available to all Ingham County OnBase users.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from Imagesoft in the amount not to exceed \$6,800.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Development and Training Fund #63695800-960080.

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.

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE RIGHTFAX SUPPORT AGREEMENT**

**RESOLUTION # 16 –**

WHEREAS, Ingham County currently utilizes RightFax for faxing which requires ongoing support; and

WHEREAS, ITD obtained contract pricing from Konica Minolta for our ongoing support and licensing needs; and

WHEREAS, our current existing support agreement is expired and ITD recommends renewing this agreement; and

WHEREAS, our previous annual cost was \$7,500.00 and the new annual cost will be \$7,326.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the support agreement from Konica Minolta in the amount not to exceed \$7,326.00.

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

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

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

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH DIETZ JANITORIAL  
FOR AS NEEDED CLEANING SERVICES AT THE  
INGHAM COUNTY FAIRGROUNDS COMMUNITY HALL**

**RESOLUTION # 16 –**

WHEREAS, The Ingham County Fair Community Hall continues to experience accelerated booking throughout 2016 and well into 2017; and

WHEREAS, fifty out of fifty-two weekends are booked on the grounds and most every weekend is booked in the Community Hall; and

WHEREAS, the maintenance team is no longer capable of continuing to simultaneously clean the Community Hall and maintain the level of service to the events on the grounds; and

WHEREAS, the Community Hall rentals are tied to the Fair Board's long-range strategic plan to ensure the diversification of the Fair's off-season revenue stream and it is highly important to ensure that the facility is clean and presentable prior to events booked in the Community Hall; and

WHEREAS, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to Dietz Janitorial who submitted the most qualified bid in the amount of \$8,928.00 for as-needed cleaning services at the Ingham County Fair Community Hall and \$62.00 an additional cleaning; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2016 operational budget account numbers account 56176013 – 818080, and 56176014 – 818080.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract for one year, with an additional two year extension option, to Dietz Janitorial Services, 6910 S. Cedar St., Ste. 3, Holt, MI 48842 for as-needed cleaning services at the Ingham County Fairgrounds Community Hall at a cost not to exceed \$8,928.00.00, and an a rate for any additional as-needed cleaning services at a cost not to exceed \$62.00 per cleaning.

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

BE IT FURTHER RESOLVED, the 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.

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville  
**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
**Nays:** None **Absent:** None **Approved 7/20/2016**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO CONTRACTS  
FOR THE TRAILS AND PARKS MILLAGE APPLICATIONS**

**RESOLUTION # 16 –**

WHEREAS, Board of Commissioner resolution 16-105 authorized all bridges identified within the Ingham County Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), were eligible for millage funds with the total amount not to exceed \$4,500,000; and

WHEREAS, Board of Commissioners resolution 16-257 authorized the application titled River Trail West (Near Elm St) - Wall and Pavement Repair and the application titled Moores River Drive Trail Repair from the City of Lansing that dealt primarily with sea wall and bank stabilization and limited asphalt repairs be considered for the bridge application round and to be first priority under the bridge application round; and

WHEREAS, 11 applications were received for the bridge round from the City of East Lansing (1 application/6 bridges), the City of Lansing (6 application/6 bridges), the City of Mason (3 applications/3 bridges), and Meridian Township (1 application/7 bridges) with a total amount including the two items from round one for a total of \$5,760,872.30 for a total of 22 bridges; and

WHEREAS, after careful review and evaluation of the applications, the Park Commission recommends funding all of the bridges listed below with a total amount of \$4,736,872.30 with the exception of bridge CL-18-LTE-RC, East of Crego Park Access - \$1,024,000 of the City of Lansing.

<b>Entity</b>	<b>Project Title</b>	<b>Total</b>
City of East Lansing	EL-07-NTT-SWL, South County Line, West of Abbot Road	\$229,450
City of East Lansing	EL-04-NTT-SWL, Whitehills Park	\$204,100
City of East Lansing	EL-03-ELT-RC, Hagadorn Road	\$206,050
City of East Lansing	CL-22-ELT-RC, Kalamazoo Street	\$128,700
City of East Lansing	EL-05-NTT-SWL, Harrison Meadows	\$61,100
City of East Lansing	EL-06-NTT-SWL, East of Abbey Road	\$61,100
City of Lansing	CL-29-LT-GR, Oakland Avenue	\$86,000
City of Lansing	CL-26-LT-GR, Lansing Center	\$281,000
City of Lansing	CL-16-LTE-RC, Potter's Zoo Creek Bridge	\$1,806,000
City of Lansing	CL-20-LTE-RC, Under RR North of Crego Park	\$335,000
City of Lansing	CL-09-LTW-GR, East of Moores Park	\$50,000
<b><u>City of Lansing Priority Applications from the Asphalt Round Moved Forward for the Bridge Round:</u></b>		
City of Lansing	River Trail West (Near Elm St) - Wall and Pavement Repair	\$215,393
City of Lansing	Moores River Drive Trail Repair	\$368,160
City of Mason	CM-03-HAY-SC, Maple Grove Cemetery to Mason Community Gardens	\$21,057.30

	*Reimbursement request for bridge work completed in 2015	
City of Mason	CM-01-HAY-SC, Near West S. Street	\$54,381
City of Mason	CM-02-HAY-SC, North of West Elm Street	\$54,381
Meridian Township	MT-07-MIP-DR, East of Okemos Road	\$140,000
Meridian Township	MT-03-PK-DR, Central Park South	\$101,000
Meridian Township	MT-05-PK-DR, Nancy L. Moore Community Park Trail End	\$50,000
Meridian Township	MT-04-PK-DR, Nancy L. Moore Community Park	\$70,000
Meridian Township	MT-02-MP-DR, West of Okemos Road	\$68,000
Meridian Township	MT-01-PK-SWL, Hartrick Park	\$136,000
Meridian Township	MT-06-MIP-DR West of Okemos Road, Meridian Interurban Pathway	\$10,000
<b>TOTAL FUNDED</b>		<b>\$4,736,872.30</b>

THEREFORE BE IT RESOLVED, that bridge CL-18-LTE-RC, East of Crego Park Access - \$1,024,000 of the City of Lansing will not be funded in this round.

BE IT FURTHER RESOLVED, bridge CL-18-LTE-RC of the City of Lansing is eligible to be considered for a future round if the City of Lansing re-applies in a future round which would be subject to the subsequent approval by the Board of Commissioners in a future resolution.

BE IT FURTHER RESOLVED, per Board of Commissioner Resolution 16-257 that the remaining dollars from the Asphalt round (\$211,137) was placed with the 4.5 million already approved for the bridge round of applications bringing the total of the bridge round to \$4,711,137.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize an additional \$25,735.30 be funded from the millage reserve for the bridge round for the overage.

BE IT FURTHER RESOLVED, the total request to be funded for the bridge round is \$4,736,872.30.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with the City of East Lansing to fund the below projects in an amount not to exceed a total of \$890,500.

<b>Entity</b>	<b>Project Title</b>	<b>Total</b>
City of East Lansing	EL-07-NTT-SWL, South County Line, West of Abbot Road	\$229,450
City of East Lansing	EL-04-NTT-SWL, Whitehills Park	\$204,100
City of East Lansing	EL-03-ELT-RC, Hagadorn Road	\$206,050
City of East Lansing	CL-22-ELT-RC, Kalamazoo Street	\$128,700
City of East Lansing	EL-05-NTT-SWL, Harrison Meadows	\$61,100
City of East Lansing	EL-06-NTT-SWL, East of Abbey Road	\$61,100

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with the City of Lansing to fund the below projects in an amount not to exceed a total of \$3,141,553.

<b>Entity</b>	<b>Project Title</b>	<b>Total</b>
City of Lansing	CL-29-LT-GR, Oakland Avenue	\$86,000
City of Lansing	CL-26-LT-GR, Lansing Center	\$281,000
City of Lansing	CL-16-LTE-RC, Potter's Zoo Creek Bridge	\$1,806,000

City of Lansing	CL-20-LTE-RC, Under RR North of Crego Park	\$335,000
City of Lansing	CL-09-LTW-GR, East of Moores Park	\$50,000

**City of Lansing Priority Applications from the Asphalt Round Moved Forward for the Bridge Round:**

City of Lansing	River Trail West (Near Elm St) - Wall and Pavement Repair	\$215,393
City of Lansing	Moores River Drive Trail Repair	\$368,160

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with the City of Mason to fund the below projects in an amount not to exceed a total of \$129,819.30.

<b>Entity</b>	<b>Project Title</b>	<b>Total</b>
City of Mason	CM-03-HAY-SC, Maple Grove Cemetery to Mason Community Gardens	\$21,057.30
	*Reimbursement request for bridge work completed in 2015	
City of Mason	CM-01-HAY-SC, Near West S. Street	\$54,381
City of Mason	CM-02-HAY-SC, North of West Elm Street	\$54,381

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with Meridian Township to fund the below projects in an amount not to exceed a total of \$575,000.

<b>Entity</b>	<b>Project Title</b>	<b>Total</b>
Meridian Township	MT-07-MIP-DR, East of Okemos Road	\$140,000
Meridian Township	MT-03-PK-DR, Central Park South	\$101,000
Meridian Township	MT-05-PK-DR, Nancy L. Moore Community Park Trail End	\$50,000
Meridian Township	MT-04-PK-DR, Nancy L. Moore Community Park	\$70,000
Meridian Township	MT-02-MP-DR, West of Okemos Road	\$68,000
Meridian Township	MT-01-PK-SWL, Hartrick Park	\$136,000
Meridian Township	MT-06-MIP-DR West of Okemos Road, Meridian Interurban Pathway	\$10,000

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

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

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

BE IT FURTHER RESOLVED, 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.

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
**Nays:** None **Absent:** None **Approved 7/20/2016**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENTS WITH  
STOCKBRIDGE, BUNKER HILL, WILLIAMSTON, LOCKE,  
LESLIE, LEROY, AURELIUS, AND ALAIEDON TOWNSHIPS  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

**RESOLUTION # 16 –**

WHEREAS, eight 2016 Local Road Program Agreements are proposed for the following Townships with details as to the proposed road improvements and funding provided in the following attachments:

Stockbridge Township (Attachment A)  
Bunker Hill Township (Attachment B)  
Williamston Township (Attachment C)  
Locke Township (Attachment D)  
Leslie Township (Attachment E)  
Leroy Township (Attachment F)  
Alaiedon Township (Attachment G)  
Aurelius Township (Attachment H)

WHEREAS, each attachment describes the proposed road improvements and funding for each Township; and

WHEREAS, total Road Department funding matches indicated in each attachment are included in the adopted/amended 2016 Road Department budget; and

WHEREAS, each respective Township shall pay excess costs associated with road improvements as described in Attachments A through H, or may reduce the scope of described road improvement projects in proportion to its available budget.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified in the attachments A through H to be performed by Road Department crews during the construction season of the 2016 calendar year subject to final approval by, or as modified by each Township.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Stockbridge Township (Attachment A), Bunker Hill Township (Attachment B), Williamston Township (Attachment C), Locke Township (Attachment D), Leslie Township (Attachment E), Leroy Township (Attachment F), Alaiedon Township (Attachment G), and Aurelius Township (Attachment H) to effect the road improvements as described in each attachment.

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.

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**



**STOCKBRIDGE TOWNSHIP  
ATTACHMENT A**

Stockbridge Township and the Ingham County Road Department have agreed that asphalt wedging where needed, single course chip sealing and related repairs are needed on the following local roads in Stockbridge Township due to normal deterioration over time:

- Kinsey, Brogan to M-36
- Green, M-52 to Kane
- Milner, Dexter Trail to Brogan
- O'Brien, Parman to Chapman
- Chapman, Heeney to O'Brien
- Main, Stockbridge Village Limit to Dexter Trail
- Budd, Milner to Oakley
- Oakley, Budd to Burden
- Burden, Oakley to M-36
- Stilson, Catholic Church to Dexter Trail

at an estimated cost of \$310,000 for materials only on above projects with labor to be provided by the Road Department without charge to the project.

Stockbridge Township and the Ingham County Road Department have also agreed to gravel and place culverts where needed on Oakley Road, Budd Rd to north Township limit at an estimated cost of \$75,000 for materials only with labor to be provided by the road department without charge to the project.

Stockbridge Township has also agreed to split the cost of materials for placing an estimated 800 tons of asphalt wedging and commensurate shoulder gravel on Parman Road, a Township line road, with Bunker Hill Township, for \$34,000 total estimated cost, \$17,000 each for both Bunker Hill and Stockbridge Townships;

Total estimated cost of Stockbridge portion of all above 2016 local road program projects is 402,000.

Stockbridge Township may need to reduce the scope of this project to fit available budget.

The Road Department is willing to cause said improvements to be undertaken by Road Department crews and to pay for a portion of the cost of said improvements from the County Road Fund.

In 2013 the Road Department negotiated a non-refundable permit fee of \$900,500 paid by Enbridge Energy Company, Inc., in consideration for Enbridge and/or its contractors building a petroleum pipeline through Stockbridge and other Townships at that time to use certain local, spring weight restricted roads in Stockbridge and other Townships at normal legal loading, with approximately one third, or \$300,000, of this fee related to, and thus held for use on, local roads in Stockbridge Township, to be used as agreed upon between Stockbridge Township and the Road Department, of which \$29,306 remains for use in 2016.

The Township is willing to pay the remaining portion of the cost of said improvements up to the extent of their budget available for this purpose.

In the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, plus the above mentioned remaining Enbridge funds, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by Road Department crews during the construction season of the 2016 calendar year subject to final approval by, or as modified by Stockbridge Township.

For 2016, the Road Department has allocated to Stockbridge Township's local roads, a maximum sum of \$66,600 from the County Road Fund, including \$44,400 left from prior years and \$22,200 for the 2016 allocation, which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute up to \$66,600 from the County Road fund and \$29,306 from the above mentioned remaining Enbridge permit fee toward the cost of said improvement.

In the event the final cost of the improvements is less than the estimate, the savings shall first accrue to the Township for any final costs down to \$162,506 (being the amount of match from both the road department and Township plus the Enbridge revenue) and then be split evenly between the Township and the Road Department for any final cost down to \$29,306, being the remaining Enbridge revenue, below which any savings shall accrue to the Road Department to be held for use on future local road work in Stockbridge Township.

**BUNKER HILL TOWNSHIP  
ATTACHMENT B**

Bunker Hill Township and Ingham County Road department agree that the following improvements are needed on the following local roads in Bunker Hill Township:

- Parman Rd, Baseline to Fitchburg Roads, to include an estimated 800 tons asphalt wedging and commensurate gravel shouldering, with cost of work on Parman Road being on a township line road to be split with Stockbridge Township, \$34,000 total estimated cost, \$17,000 each for both Bunker Hill and Stockbridge Townships;
- Baseline Rd, Bunker Hill Rd to Friermuth Rd, to include an estimated 200 tons asphalt wedging where needed and single course chip-sealing, \$35,000 estimated cost;
- Friermuth Rd, Fitchburg to Holland Roads, to include an estimated 1000 tons asphalt wedging and commensurate gravel shouldering, \$42,000 total estimated cost;

Total of above estimated costs \$111,000 for materials to be applied by Road Department crews, \$94,000 for Bunker Hill Township, \$17,000 for Stockbridge Township.

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

The Township is willing to pay the remaining portion of the cost of said improvements.

In the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2016 calendar year.

For 2016, the County on behalf of the Road Department, has allocated to Bunker Hill Township's local roads, a maximum sum of \$22,200.00 from the county Road Fund, which shall be matched equally by the Township to the extent used.

The County on behalf of the Road Department agrees to contribute \$22,200.00 toward the cost of said improvements from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

In the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to \$44,400, and then be split evenly between the parties for any final costs below \$44,400.00.

**WILLIAMSTON TOWNSHIP  
ATTACHMENT C**

Williamstown Township desires that improvements be performed on the following local roads in the 2016 local road program:

- Lounsbury between Barry and Haslett
- Shoesmith between the Township line and Shoeman
- Gulick between Shoeman and Zimmer
- Foster between Barry and the Township line
- To include asphalt wedging and skip-paving as necessary, single course chip-sealing, and on Shoesmith Road between the Township line and Shoeman, to include approximately 2-3 foot grade raise over approximately 600 foot length and related repaving to reduce frequent flooding in this low area, for a total estimated cost for materials only on all of the above of \$230,000.00; and

The Road Department is willing to cause said improvements to be undertaken by road department crews, to contribute labor without charge to the project, and to pay for a portion of the cost of said improvements.

The Township is willing to pay the remaining portion of the cost of said improvements.

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

The Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by road department crews during the construction season of the 2016 calendar year.

For 2016, the County on behalf of the Road Department has allocated to Williamstown Township's local roads, a maximum sum of \$30,000.00, plus carry-over of \$3,616.66 from 2015, for a total available in 2016 of \$33,616.66 shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute labor and up to one half of the final cost of this project to a maximum of \$33,616.66 toward the cost of said project, whichever is less.

In the event the final cost of the improvements is less than the estimate provided above, the savings shall first accrue to the Township for any final cost down to twice the above indicated Road department contribution (\$67,233.32), and then for any lower final costs, be split evenly between the Township and the Road Department.

**LOCKE TOWNSHIP  
ATTACHMENT D**

Locke Township desires that improvements be performed on various Locke Township local roads throughout the Township as part of the 2016 local road program to include asphalt leveling and maintenance pads where necessary including on the Locke Township portion of Glendor Subdivision streets, approximately 2360 tons of asphalt paving total for all roads, at a total estimated cost on all of the roads of \$94,400.00 for material only.

The Road Department is willing to cause said improvements to be undertaken by road department crews, to pay for a portion of the cost of said improvements from the County Road Fund, and to contribute labor without additional charge to the Township.

The Township is willing to pay the remaining portion of the cost of said improvements.

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

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2016 calendar year.

For 2016 the County, on behalf of the Road Department, has allocated to Locke Township's local roads, a maximum sum of \$22,200 plus carry-over from 2015 of \$22,200, for a total available in 2016 of \$44,400.00 from the County Road Fund, which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute one half the final project cost, up to a maximum of \$44,400.00, toward the cost of said improvement from the County Road Fund, and to contribute labor where indicated above without additional charge to the Township.

In the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to \$88,800 (2 times the maximum match available of \$44,400), and then be split evenly between the parties for any final costs below \$88,800.

**LESLIE TOWNSHIP  
ATTACHMENT E**

Leslie Township desires that improvements be performed on Churchill Road between Covert and Plains Roads, 2 miles, to include asphalt leveling and maintenance paving where necessary and single course chip-sealing, at an estimated cost for materials only of \$81,430.

The Road Department is willing to cause said improvements to be undertaken with road department crews, to contribute labor at no cost to the project, and to pay for a portion of the cost of said improvements from the County Road Fund.

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

In the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost shall be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2016 calendar year.

For 2016, the County, on behalf of the Road Department, has allocated to Leslie Township's local roads, a maximum sum of \$24,000 plus carryover from 2015 of \$16,715.29 for a total available in 2016 of \$40,715.29 from the County Road Fund, which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute labor and one half up to a maximum of \$40,715.29 toward the cost of said improvement from the County Road Fund.

In the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.

**LEROY TOWNSHIP  
ATTACHMENT F**

Leroy Township desires that improvements be performed on various Leroy Township local roads throughout the Township to be chosen between the Township and Road department as part of the 2016 local road program to include asphalt leveling, skip-paving and maintenance pads where necessary, approximately 1800 tons of asphalt paving total for all roads, at a total estimated cost for materials on all the roads of \$72,200.00.

The Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund and to provide labor on this work at no cost to Leroy Township for Road Department labor.

The Township is willing to pay the remaining portion of the cost of said improvements.

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

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2016 calendar year.

For 2016, the County on behalf of the Road Department has allocated to Leroy Township's local roads, a maximum sum of \$22,200.00, which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute up to \$22,200.00 toward the cost of said improvement and labor on these four projects at no cost to Leroy Township for Road Department labor.

In the event the final cost of the improvements is less than the estimate provided above, for any final cost amount greater than twice the maximum Road Department match amount set forth above (\$44,400), the savings shall first accrue to the Township, and then, shall be split evenly between the Township and the Road Department for any final cost amount below \$44,400.

**ALAIEDON TOWNSHIP  
ATTACHMENT G**

Alaiedon Township desires that improvements be performed on the following local roads:

- Wirt Road, East of College Road
  - Replacement of 12" X 46' cross-culvert
  - 200 ton of asphalt wedging through-out
  - 1300 ft of single course chip-sealing
- Willoughby Road, College to Hagadorn Roads
  - 1 mile of single course chip-sealing
- Willoughby Road, Dobie rd. to just East of Button Creek Bridge
  - 20 ton of asphalt repairs
  - 1 mile of single course chip-sealing
- Willoughby Road, Every to Meridian Roads
  - 1 mile of single course chip-sealing
- Lamb Road, Walline to Every Roads
  - 1 mile of single course chip-sealing
- Harper Road, College to Okemos Roads
  - 160 ton of asphalt repairs
  - Double seal 600 feet of the east bound lane under trees mid mile
  - 2.5 miles of single course chip-sealing
- Harper Road, Wolverine to Every Roads
  - 100 ton of asphalt repairs.
  - 1 mile of single course chip-sealing

for a total estimated cost for materials of \$137,500.00.

The Road Department is willing to cause said improvements to be undertaken, to contribute Road Department labor without charge where used on the above projects, and to pay for a portion of the cost of said improvements from the County Road fund.

The Township is willing to pay the remaining portion of the cost of said improvements.

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

The Road Department shall cause the improvements identified above and incorporated herein by reference to be performed during the construction season of the 2016 calendar year.

For 2016, the County on behalf of the Road Department has allocated to Alaiedon Township's local roads, a maximum sum of \$30,000.00, from the county road fund which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute up to \$30,000.00 toward the cost of said improvement from the County Road fund and to provide labor by road department crews without charge to the project.



In the event the final cost of the improvements is less than the estimate provided above, for any final cost amount greater than twice the maximum Road Department match amount set forth above (\$60,000), the savings shall first accrue to the Township, and then, shall be split evenly between the Township and the Road Department for any final cost amount below \$60,000.

**AURELIUS TOWNSHIP  
ATTACHMENT H**

Aurelius Township desires that improvements be performed on Kipp Road, College to Edgar Roads, a distance of approximately 1.0 mile, as part of the 2016 local road program, to include asphalt maintenance skip-paving and wedging where necessary, at a total estimated cost of \$28,000.00 for materials to be applied by Road Department crews.

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

The Township is willing to pay the remaining portion of the cost of said improvements.

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

The Road Department shall cause the improvements identified above at a total estimated material cost of \$28,000.00 and incorporated herein by reference to be performed by Road Department crews during the 2016 construction season.

For 2016, the County, on behalf of the Road Department, has allocated to Aurelius Township's local roads, a maximum sum of \$22,200.00, plus carry-over from 2015 of \$1,753.39, for a total available in 2016 of \$23,953.39 from the County Road Fund, which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute half the final cost up to a maximum of \$23,953.39 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

In the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING CONTRACTED TRUCKING SERVICES  
TO HAUL HOT MIX ASPHALT TO THE INGHAM COUNTY ROAD DEPARTMENT**

**RESOLUTION # 16 –**

WHEREAS, the Ingham County Road Department uses approximately 15,000 to 25,000 tons of hot mix asphalt annually to maintain and improve the roads of Ingham County; and

WHEREAS, the Road Department's 2016 Pavement Maintenance Program is much larger than has been in recent years and contracted trucking services are needed to deliver hot mix asphalt to the Road Department crews for placement; and

WHEREAS, the Road Department amended 2016 budget includes controllable expenditures for this and other services; and

WHEREAS, the Purchasing Department solicited quotes for contracted trucking services from area trucking companies; and

WHEREAS, Rieth & Riley Construction Co. of Mason, Michigan was the only respondent to offer contracted trucking services to Road Department crews and is willing to continue this service at a rate of \$138.00 per hour; and

WHEREAS, it is the recommendation of Purchasing Department and Road Department to continue contracted trucking services with Rieth & Riley Construction Co. of Mason, Michigan.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the offer from Rieth & Riley Construction Co. of Mason, Michigan to continue contracted trucking service to deliver hot mix asphalt to Road Department crews at a rate of \$138.00 per hour.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute any necessary purchase documents relating to the above on behalf of the County.

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN  
THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND INGHAM COUNTY  
AND THIRD PARTY AGREEMENTS BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM  
COUNTY AND THE CHARTER TOWNSHIP OF MERIDIAN AND INGHAM COUNTY IN  
RELATION TO ROAD CONSTRUCTION PROJECTS FOR PARK LAKE ROAD FROM GRAND  
RIVER AVENUE (M-43) TO MERRITT ROAD AND IMPROVEMENTS TO HAGADORN ROAD  
AND MT HOPE ROAD INTERSECTION**

**RESOLUTION # 16 –**

WHEREAS, the Ingham County Road Department received federal funding to resurface Park Lake Road from Grand River Avenue (M-43) to Merritt Road and to reconfigure and resurface the Hagadorn Road and Mt Hope Road intersection; and

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

WHEREAS, the Ingham County Road Department also received a Michigan Department of Environmental Quality, Scrap Tire Market Development grant to study crumb rubber modified asphalt pavement and help pay for the Hagadorn Road and Mt Hope Road intersection project; and

WHEREAS, the third party agreement with Michigan State University for crumb rubber modified asphalt pavement grant funds has already been secure via Resolution No. 16-193; and

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

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

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated third party agreement Charter Township of Meridian to secure funds for township requested work; and

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

Federal STP Urban Funding	\$ 532,100
Federal CMAQ Funding	\$ 285,474
MDEQ Scrap Tire Grant:	\$ 180,000
Township Requested Sanitary Sewer Work:	\$ 59,100

Road Department Match: 
$$\frac{\$ 188,264}{\$1,244,938}$$

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect resurfacing of Park Lake Road from Grand River Avenue (M-43) to Merritt Road and to reconfigure and resurface the Hagadorn Road and Mt Hope Road intersection for a total estimated cost of \$1,244,938 consisting of \$817,574 in federal funding, \$180,000 from an MDEQ scrap tire grant, and \$247,364 in Road Department and Charter Township of Meridian funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into third party agreement with Charter Township of Meridian to secure the estimated \$59,100 of funds for township requested work.

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

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A TEMPORARY ASSIGNMENT TO THE INTERIM CHIEF  
DEPUTY REGISTER OF DEEDS  
AND THE EXECUTION OF THE LETTER OF UNDERSTANDING**

**RESOLUTION # 16 –**

WHEREAS, due to the recent retirement of the Chief Deputy – Register of Deeds (Position No. 236002), the Register of Deeds seeks to temporarily transfer the job duties for that position to the Administrative Assistant (Position No. 236004), represented by UAW – TOPS, Local 2256; and

WHEREAS, the Administrative Assistant, Trisha Gerring, is qualified for and willing to temporarily assume these additional job duties and responsibilities; and

WHEREAS, the County has recognized that adjusting the employee's salary for temporarily assuming the assigned additional duties and responsibilities during the interim period is justified; and

WHEREAS, the Ingham County Register of Deeds and the UAW-TOPS, Local 2256 are agreeable to this temporary arrangement, as reflected in the attached Letter of Understanding between the parties.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County after approval as to form by the County Attorney.

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

**LETTER OF UNDERSTANDING  
BETWEEN  
COUNTY OF INGHAM (Employer)  
AND  
INGHAM COUNTY REGISTER OF DEEDS (Employer)  
AND  
UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL  
IMPLEMENT WORKERS OF AMERICA (UAW) INGHAM COUNTY  
UNIT LOCAL #2256 (Union)**

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

**WHEREAS**, due to the recent retirement of the Chief Deputy – Register of Deeds, the Employer seeks to temporarily assign that position on an interim basis to Trisha Gerring, Administrative Assistant; and

**WHEREAS**, Ms. Trisha Gerring is qualified for and willing to temporarily assume these job duties and responsibilities on an interim basis; and

**WHEREAS**, the Employer has recognized that adjusting the salary for temporarily assuming the assigned duties and responsibilities during this period is justified; and

**WHEREAS**, the Employer and the Union are agreeable to this temporary staffing arrangement and the temporary salary increase.

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

1. The parties agree that the Chief Deputy Register of Deeds job duties and responsibilities shall be temporarily assigned to Trisha Gerring, effective from July 18, 2016, until a successor has been appointed by the Register of Deeds.
2. The parties agree that while Ms. Trisha Gerring is serving as the Interim Chief Deputy Register of Deeds, Ms. Gerring's annual salary level shall be adjusted from her current UAW - TOPS Grade G, Step 3 (\$41,283.70) to the MCF Pay Grade 9, Step 1 level (\$55,785.48).
3. The parties agree that all seniority, economic fringe benefits and contribution structures provided under the UAW - TOPS, Local 2256 Unit, Collective Bargaining Agreement, will continue.
4. The parties agree that this Agreement is intended to be temporary in duration, to be effective from July 18, 2016, through no later than January 1, 2017, unless extend in writing by mutual agreement of the parties.
5. The balance of the Agreement between the parties will remain in full force and effect for the duration of the Agreement's term.

**COUNTY OF INGHAM**

**UAW LOCAL 2256**

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Kara Hope, Chairperson      Date  
Ingham County Board of Commissioners

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Sally Auer, Chairperson      Date

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Derrick Quinney,      Date  
Register of Deeds

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Trisha Gerring      Date

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

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Mattis Nordfjord



Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE BUDGET ADJUSTMENTS FOR 2016 BASED ON THE  
ANNUAL EVALUATION OF THE COUNTY'S FINANCIAL RESERVE POLICY**

**RESOLUTION # 16 –**

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 2015 year end balances, and a report with recommendations has been given to the Finance Committee.

THEREFORE BE IT RESOLVED, that the 2016 budget be amended to authorize a transfer of \$500,000 from the General Fund unassigned balance to the Public Improvements Fund in order to provide adequate funds for infrastructure maintenance and improvements.

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

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
**Nays:** None **Absent:** None **Approved 7/20/2016**

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2016 INGHAM COUNTY BUDGET**

**RESOLUTION # 16 –**

WHEREAS, the Board of Commissioners adopted the 2016 Budget on October 27, 2015 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller's staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2016 BUDGET 7/1/16</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$80,896,808	\$22,384	\$80,919,192
208	Parks	2,279,091	2,450	2,281,541
256	ROD Automation	217,790	839	218,629
258	Potter Park/Zoo	3,672,269	84,313	3,756,582
262	Concealed Pistol Licensing	10,000	70,000	80,000
664	Mach. & Equip. Revolving	1,343,246	46,971	1,390,217

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

## GENERAL FUND REVENUES

	2016 Budget – <u>7/1/16</u>	Proposed <u>Changes</u>	2016 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	44,696,645	86,000	44,782,645
Property Tax Adjustments	(150,000)		(150,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(10,000)		(10,000)
Industrial Facility Tax	300,000		300,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	6,088,744		6,088,744
Convention/Tourism Tax - Liquor	1,395,224		1,395,224
Court Equity Fund	1,490,000		1,490,000
Use of Fund Balance	2,778,068		2,778,068
<b>Department Generated Revenue</b>			
Animal Control	708,636		708,636
Circuit Court - Family Division	1,016,625		1,016,625
Circuit Court - Friend of the Court	562,000		562,000
Circuit Crt - General Trial	2,467,390		2,467,390
Controller	3,170		3,170
Cooperative Extension	2,500		2,500
County Clerk	632,210		632,210
District Court	2,674,448		2,674,448
Drain Commissioner/Drain Tax	394,758		394,758
Economic Development	56,640		56,640
Elections	66,550		66,550
Emergency Operations	53,582		53,582

Equalization /Tax Mapping	10,100		10,100
Facilities	172,957		172,957
Financial Services	89,673		89,673
Health Department	120,000		120,000
Human Resources	42,368		42,368
Probate Court	277,178		277,178
Prosecuting Attorney	597,652	15,884	613,536
Register of Deeds	2,036,729		2,036,729
Remonumentation Grant	87,454		87,454
Sheriff	6,440,124		6,440,124
Treasurer	5,301,633	(79,500)	5,222,133
Tri-County Regional Planning	63,921		63,921
Veteran Affairs	399,829		399,829
<b>Total General Fund Revenues</b>	<b>80,896,808</b>	<b>22,384</b>	<b>80,919,192</b>

#### GENERAL FUND EXPENDITURES

	2016 Budget - <u>7/11/16</u>	Proposed <u>Changes</u>	2016 Proposed <u>Budget</u>
Board of Commissioners	556,179		556,179
Circuit Court - General Trial	8,613,169		8,613,169
District Court	3,175,311		3,175,311
Circuit Court - Friend of the Court	1,594,800		1,594,800
Jury Board	1,199		1,199
Probate Court	1,485,465		1,485,465
Circuit Court - Family Division	5,489,400		5,489,400
Jury Selection	127,967	6,500	134,467
Elections	358,257		358,257
Financial Services	771,089		771,089
County Attorney	445,143		445,143

County Clerk	953,950		953,950
Controller	937,239		937,239
Equalization/Tax Services	729,444		729,444
Human Resources	748,469		748,469
Prosecuting Attorney	6,347,069	15,884	6,362,953
Purchasing	217,271		217,271
Facilities	2,078,574		2,078,574
Register of Deeds	751,832		751,832
Remonumentation Grant	87,454		87,454
Treasurer	540,495		540,495
Drain Commissioner	964,065		964,065
Economic Development	131,524		131,524
Community Agencies	220,000		220,000
Ingham Conservation District	8,190		8,190
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	113,053		113,053
Jail Maintenance	215,600		215,600
Sheriff	20,794,155		20,794,155
Tri-County Metro Squad	75,000		75,000
Community Corrections	154,896		154,896
Animal Control	1,738,197		1,738,197
Homeland Sec./Emergency Ops.	204,115		204,115
Board of Public Works	300		300
Drain Tax at Large	430,000		430,000
Health Department	5,302,865		5,302,865
Community Health Centers	2,892,486		2,892,486

Jail Medical	1,921,190		1,921,190
Medical Examiner	359,075		359,075
Substance Abuse	701,927		701,927
Community Mental Health	1,897,161		1,897,161
Department of Human Services	1,924,769		1,924,769
Tri-County Aging	78,512		78,512
Veterans Affairs	551,795		551,795
Cooperative Extension	444,081		444,081
Library Legacy Costs	133,236		133,236
Parks and Recreation	1,566,141		1,566,141
Contingency Reserves	315,450		315,450
Legal Aid	20,000		20,000
2-1-1 Project	45,750		45,750
Community Coalition for Youth	27,000		27,000
Capital Improvements	1,654,999		1,654,999
<b>Total General Fund Expenditures</b>	<b>80,896,808</b>	<b>22,384</b>	<b>80,919,192</b>

### **General Fund Revenues**

Property Tax Revenue	Increase current year property tax revenue \$86,000 to reflect taxable value from 2016 Equalization Report.
Prosecuting Attorney	Increase State Victim Rights revenue \$4,800 for tablet purchases per grant award. Increase VOCA revenue \$11,084 for Small Talk contract per grant award.
Treasurer	Decrease interest revenue \$79,500 to reflect current projections.

### **General Fund Expenditures**

Jury Administration	Increase budget \$6,500 for transition to new jury management software.
Prosecuting Attorney	Increase State Victim Rights revenue \$4,800 for tablet purchases per grant award. Increase VOCA revenue \$11,084 for Small Talk contract per grant award.

## **Non-General Fund Adjustments**

Parks (F208)	Increase passport revenue per projections and increase expenses to purchase replacement passport camera (\$2,450).
ROD Automation (F256)	Increase use of fund balance to purchase one replacement PC (\$839).
Potter Park/Zoo (F258)	Increase revenues and expenditures \$84,313 to reflect current projection as follows: Decrease revenue control \$4,000, increase property tax related revenue \$37,900, decrease special events revenue \$1,500, increase zoo interactive site revenues \$6,875, decrease parking fees \$27,889, decrease interest revenue \$10,000, increase donations revenue \$20,000, decrease miscellaneous revenues \$25,000, increase use of fund balance \$87,927, decrease expenditure control \$5,000, decrease permanent salaries \$15,054, increase temporary salaries \$42,126, increase controllable costs \$40,241, and increase utilities \$22,000.
Concealed Pistol Licensing (F262)	Set up budget for Concealed Pistol Licensing fund. Fund was created in 2015, budget not included in 2016 budget process. (\$70,000)
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds for emergency replacement of Probate Court video conferencing equipment (\$17,601), 2 PCs (\$1,677) and a scanner (\$3,500) for Circuit Court, one tablet for Controller's Office (\$1,711), one laptop for the County Clerk (\$1,328), one PC for Prosecuting Attorney's Office (\$942), 3 PCs for Cooperative Extension (\$2,516), 4 PCs for Treasurer's Office (\$3,458), 2 PCs for Veterans Affairs (\$2,166), 3 PCs for the Youth Center (\$2,516), and 11 PCs for the Sheriff's Office (\$9,556).

**2016 CONTINGENCY**

Adopted Contingency Amount	\$350,000
R16-165: BOC Temporary Employee for FOIA	(4,550)
R16-269: VOA New Hope Day Shelter	(30,000)
<b>Current Contingency Amount</b>	<b>\$315,450</b>



Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING ROSEMARY HINCHEY**

**RESOLUTION # 16 –**

WHEREAS, after 10 years of dedicated service to Ingham County and the Ingham County Environmental Health Division Rosemary Hinchey will be retiring on July 29<sup>th</sup>, 2016; and

WHEREAS, Rosemary started her career at Ingham County in April 2006 as an Environmental Health Specialist in the Food Program; and

WHEREAS, Rosemary accepted the position of Sanitarian 1 in October of 2011; and

WHEREAS, for the past 10 years Rosemary has provided dedicated service to the Environmental Health Division including conducting food facility evaluations, pool evaluations, tattoo evaluations, and compliant investigations; and

WHEREAS, Rosemary also served as the lead Sanitarian for Michigan State University evaluations; and

WHEREAS, Rosemary has always shown dedication and compassion in the Environmental Health Division through her relationships with both coworkers and clients.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Rosemary Hinchey for her 10 years of service to the Health Department and for her commitment to protecting the safety of the public through her work.

BE IT FURTHER RESOLVED, the Board wishes her continued success in all her future endeavors.

**HUMAN SERVICES: Yeas:** McGrain, Banas, Tennis, Koenig, Hope, Case Naeyaert

**Nays:** None **Absent:** Nolan **Approved 7/18/2016**

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING TRI-COUNTY OFFICE ON AGING'S  
FISCAL YEAR 2017-2019 MULTI-YEAR PLAN**

**RESOLUTION # 16 –**

WHEREAS, the Tri-County Aging Consortium, known as Tri-County Office on Aging, produced the Fiscal Year 2017-2019 Multi-Year Plan as required by the Older Americans Act and the Older Michiganian's Act; and

WHEREAS, the Ingham County Board of Commissioners has reviewed the Tri-County Office on Aging's Fiscal Year 2017-2019 Multi-Year Plan.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the Tri-County Office on Aging's Fiscal Year 2017-2019 Multi-Year Plan.

**HUMAN SERVICES: Yeas:** McGrain, Banas, Tennis, Koenig, Hope, Case Naeyaert

**Nays:** None **Absent:** Nolan **Approved 7/18/2016**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING TWO PURCHASE ORDERS FOR THE 20 TON RTU #10  
REPLACEMENT AT FOREST COMMUNITY HEALTH CENTER**

**RESOLUTION # 16 –**

WHEREAS, the 20 ton RTU #10 at Forest Community Health Center is in need of replacement; and

WHEREAS, both Trane US Inc., and Ingham County are members of the US Community Contract Program;  
and

WHEREAS, purchasing the unit directly through the manufacturer, Trane US Inc., and the US Community Contract, the County avoids paying the mark-up cost that would apply if the unit was purchased through Nelson Trane; and

WHEREAS, the Facilities Department is asking for a \$5,000.00 contingency for any unseen circumstances that may arise during installation; and

WHEREAS, the Facilities Department is requesting approval to issue two purchase orders totaling \$74,366.00 for the following:

1. Trane US Inc., through a co-op with US Community Contract #15-JLP-023 to purchase the 20 ton rooftop unit for a cost of \$40,366.00
2. Nelson Trane for installation of the rooftop unit for a cost of \$34,000.00 which includes the requested \$5,000.00 contingency

WHEREAS, funds for the project are available in the 2015 approved CIP line item #511-61553-976000-02012.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes two purchase orders for the 20 ton RTU #10 replacement at Forest Community Health Center as follows:

1. Trane US Inc., 3600 Pammel Creek Road, LaCrosse, Wisconsin, 54601-7599, through a co-op with US Community Contract #15-JLP-023 to purchase the rooftop unit for a total cost of \$40,366.00.
2. Nelson Trane, 5335 Hill 23 Drive, Flint, Michigan, 48507-3906 for installation of the rooftop unit for a total cost of \$34,000.00 which includes the \$5,000.00 contingency.

BE IT FURTHER RESOLVED, the project will be completed for a total not to exceed total cost of \$74,366.00 which includes the \$5,000.00 contingency.

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

**HUMAN SERVICES: Yeas:** McGrain, Banas, Tennis, Koenig, Hope, Case Naeyaert  
**Nays:** None **Absent:** Nolan **Approved 7/18/2016**

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville  
**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
**Nays:** None **Absent:** None **Approved 7/20/2016**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO THE DEPARTMENT  
OF HEALTH AND HUMAN SERVICES 2016 CHILD CARE FUND BUDGET**

**RESOLUTION # 16 –**

WHEREAS, the Ingham County Department of Health and Human Services (DHHS) has identified a significant increase in projected expenses from primarily a substantial increase in institutional care placement costs for the 2016 Child Care Fund budget; and

WHEREAS, the DHHS is requesting the Ingham County Board of Commissioners to increase their 2016 budget appropriation accordingly.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an increase in the DHHS 2016 Child Care Fund budget appropriation by \$200,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to utilize \$200,000 from the fund balance of the Child Care Fund and amend the 2016 DHHS budget by increasing it in total by \$400,000 to include a match from the State of Michigan, in the amount of \$200,000 in accordance with this resolution.

BE IT FURTHER RESOLVED, that the DHHS shall continue to monitor institutional care placement costs as part of its efforts to stay within budget prior to any further appropriations being made for this purpose.

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

**HUMAN SERVICES: Yeas:** McGrain, Banas, Tennis, Koenig, Hope, Case Naeyaert

**Nays:** None **Absent:** Nolan **Approved 7/18/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A 2016 -2017 AGREEMENT WITH THE  
MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF  
PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT**

**RESOLUTION # 16 –**

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

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

WHEREAS, the MDHHS and Ingham County Health Department (ICHD) has proposed a 2016 – 2017 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 agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2016 – 2017 Agreement with the MDHHS 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, 2016 through September 30, 2017.

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 \$5.2 million of state/federal funds will be made available to ICHD through the Comprehensive Agreement, and that ICHDs contribution to expenditures associated with the agreement and budget shall not exceed levels appropriated in the County's 2017 Budget for these purposes.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontracts for the period of October 1, 2016 – September 30, 2017 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, Genessee, Lapeer and Shiawasee Counties, which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize a subcontract for the period of October 1, 2016 – September 30, 2017 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 Comprehensive 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

These service contracts braid together requirements and funds from multiple sources including the County and Medicaid Administration (Federal Share). The braided contracts shall be authorized up to the amounts identified below for the period of October 1, 2016 – September 30, 2017:

- Allen Neighborhood Center \$88,088
- Northwest Initiative \$88,088
- South Lansing Community Development Association \$24,952
- South Side Community Coalition \$85,586
- Child & Family Charities \$52,250
- Catholic Charities St Vincent Home \$128,250
- Cristo Rey Community Center \$61,750
- Family Community Development Services \$126,190

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit the 2016 - 2017 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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

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

**HUMAN SERVICES: Yeas:** McGrain, Banas, Tennis, Koenig, Hope, Case Naeyaert

**Nays:** None **Absent:** Nolan **Approved 7/18/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE APPOINTMENT OF THE MEDIA REPRESENTATIVE TO  
THE INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS ADVISORY BOARD**

**RESOLUTION # 16 –**

WHEREAS, the Ingham County Board of Commissioners authorized participation of Ingham County with the City of Lansing in a joint City/County Community Corrections Advisory Board through Resolution 90-51; and

WHEREAS, the make-up of the Community Corrections Advisory Board must represent various criminal justice and community interests as specified in Public Act 511; and

WHEREAS, the media position is currently vacant; and

WHEREAS, Jacqueline Straub, 726 Wolverine Road, Mason, 48854 is interested in being appointed to the Community Corrections Advisory Board.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners appoint Jacqueline Straub to serve on the Community Corrections Advisory Board as the media representative to a term expiring September 17, 2019.

BE IT FURTHER RESOLVED, that the County Clerk forward a copy of this resolution to the City of Lansing for consideration of this joint appointment.

BE IT FURTHER RESOLVED, that the City of Lansing is requested to review and confirm the above appointment as soon as possible.

**LAW & COURTS: Yeas:** Crenshaw, Celentino, Tsernoglou, Banas, Schafer, Maiville  
**Nays:** None **Absent:** Anthony **Approved 7/14/2016**



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH TEACHOUT SECURITY FOR  
UNIFORMED UNARMED GUARD SERVICES IN VARIOUS COUNTY BUILDINGS**

**RESOLUTION # 16 –**

WHEREAS, the current contract for guard services expired on May 31, 2016; and

WHEREAS, the Purchasing and Facilities Departments both agree that a contract be awarded to Teachout Security for uniformed unarmed guard services for a contract term of three (3) years beginning June 1, 2016 and ending May 31, 2019, with a two (2) year renewal option; and

WHEREAS, this contract requires the payment of living wages; and

WHEREAS, the funds for this contract are available within the appropriate contractual line items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Teachout Security, 416 Frandor Avenue, Ste. 103, Lansing, Michigan 48912, to provide uniformed unarmed guard services in various county buildings for three (3) years with a two (2) year contract renewal option beginning June 1, 2016 and ending May 31, 2019, at a billable rate of \$20.25/hour, an initial yearly cost of \$414,882.00. Additional years will be based on the living wage rate increase.

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

**LAW & COURTS: Yeas:** Crenshaw, Celentino, Tsernoglou, Banas, Schafer, Maiville

**Nays:** None **Absent:** Anthony **Approved 7/14/2016**

**COUNTY SERVICES: Yeas:** Koenig, Celentino, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Nolan, Tsernoglou **Approved 7/19/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT THE 2017 JUVENILE JUSTICE COMMUNITY AGENCY  
PROCESS CALENDAR**

**RESOLUTION # 16 –**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002 and renewed in 2006, 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 2017 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of \$125,000 for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby adopts the attached 2017 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.

**LAW & COURTS: Yeas:** Crenshaw, Celentino, Tsernoglou, Banas, Schafer, Maiville

**Nays:** None **Absent:** Anthony **Approved 7/14/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

## 2017 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

July 26, 2016	The Board of Commissioners adopts the 2017 Juvenile Justice Community Agency Process Calendar Resolution.
July 27, 2016	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 22, 2016 at 5:00pm.
August 26, 2016	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, 2016	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, 2016 Board of Commissioners' Meeting)
September 29, 2016	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, 2016	The Finance Committee approves the resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.
October 10, 2016	The Board of Commissioners authorizes a resolution for the 2017 Juvenile Justice Community Agency grant awards.
October 14, 2016	The Juvenile Justice Community Agency applications are sent to the County Attorney's Office for contract preparation.
October 14, 2016	Juvenile Justice Community Agencies are notified of the County grant award and informs the agency that a County contract will be forthcoming in December.
December 2016	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 2017	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 14, 2017	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.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF'S OFFICE  
TO ACCEPT (10) .38 CALIBER REVOLVER FIREARMS DONATED FROM  
SECURITAS SECURITY COMPANY**

**RESOLUTION # 16 –**

WHEREAS, the Ingham County Sheriff's Office has a Firearms Training Division; and

WHEREAS, the Firearms Training Division utilizes several different caliber of weapons during the training of Ingham County Sheriff's Office employees as well as law enforcement Officers from surrounding police agencies; and

WHEREAS, Securitas Security Company has donated (10) .38 caliber revolver firearms to the Firearms Training Division.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of (10) .38 caliber revolver firearms from Securitas Security Company to the Ingham County Sheriff's Office Firearms Training Division to be used during firearms training.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners expresses their appreciation to Securitas Security Company for their support of the Ingham County Sheriff's Firearms Training Division.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to accept the donation of (10) .38 caliber revolver firearms and directs the Firearms Training Division to maintain the weapons for training use and that they be maintained in the Ingham County Sheriff's Office armory.

**LAW & COURTS: Yeas:** Crenshaw, Celentino, Tsernoglou, Banas, Schafer, Maiville

**Nays:** None **Absent:** Anthony **Approved 7/14/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE INGHAM COUNTY SHERIFF'S OFFICE TO EXTEND  
A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS  
TO RENT 100 BEDS TO THE MICHIGAN DEPARTMENT OF CORRECTIONS**

**RESOLUTION # 16 –**

WHEREAS, the Ingham County Jail (Jail) has an established design rated capacity of 665 beds (569 beds are currently utilized due to the previous closure of Post 3 and Post 6) which includes 472 County beds (408 County beds are being utilized as a result of the previous closure) and 100 contractual beds; and

WHEREAS, the funds received by the County for leasing the contractual beds are used to reduce the general fund cost of operating the Jail; and

WHEREAS, the Ingham County Sheriff's Office has negotiated a Fourth Amendment to the Agreement with Michigan Department of Corrections to rent 100 beds as needed at a cost of \$36.00 per day per bed, up to but not to exceed \$1,314,000.00, effective October 1, 2016 through September 30, 2017, for the Michigan Department of Corrections' Intensive Detention Reentry Program (parole violators); and

WHEREAS, the revenue to be received from the renting of the 100 beds, which is anticipated to be \$1,314,000.00, is in the 2017 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entry into the Fourth Amendment to the Agreement with the Michigan Department of Corrections to continue renting 100 of the Jail's beds as needed, at a cost of \$36.00 per day per bed, up to but not to exceed \$1,314,000.00, effective October 1, 2016 through September 30, 2017, for the Michigan Department of Corrections' Intensive Detention Reentry Program.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the Sheriff to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.

**LAW & COURTS: Yeas:** Crenshaw, Celentino, Tsernoglou, Banas, Schafer, Maiville  
**Nays:** None **Absent:** Anthony **Approved 7/14/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
**Nays:** None **Absent:** None **Approved 7/20/2016**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE ASPCA ADOPTION AMBASSADOR PROGRAM GRANT**

**RESOLUTION # 16 –**

WHEREAS, the Ingham County Animal Control has applied for and has been approved to receive an Adoption Ambassador grant from the ASPCA; and

WHEREAS, the purpose of this grant is to enhance our foster program by providing animal care and marketing materials; and

WHEREAS, the award amount of this grant is \$2,000 with no match requirement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the \$2,000 Adoption Ambassador grant from the ASPCA for the time period of June 14, through December 14, of 2016.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control budget.

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

**LAW & COURTS: Yeas:** Crenshaw, Celentino, Tsernoglou, Banas, Schafer, Maiville

**Nays:** None **Absent:** Anthony **Approved 7/14/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE FUNDS FOR TWO REPLACEMENT VEHICLES  
FOR THE INGHAM COUNTY FAMILY CENTER**

**RESOLUTION # 16 –**

WHEREAS, the Family Division has a fleet of 10 vehicles to transport juveniles to and from the Ingham Academy as well as the Pride Evening Reporting Program; and

WHEREAS, two of the ten vehicles are in need of replacement (both 2010 Dodge Caravans), both with mileage exceeding 135,000 and one of the two in need of extensive transmission work; and

WHEREAS, the Family Division's budget includes a line item for van replacement. The funds deposited in this reserve come from the Child Care Fund's reimbursement for each van's usage, transporting youth to and from community programs; and

WHEREAS, as of the end of 2015, there is a balance of \$81,910 in the van replacement reserve portion of the Family Division's budget; and

WHEREAS, a request is made to purchase two new Dodge Grand Caravan minivans at a cost not to exceed \$56,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of two new Dodge Grand Caravan minivans at a cost not to exceed \$56,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary budget transfers from the van replacement reserve in the 2016 Family Division budget.

**LAW & COURTS: Yeas:** Crenshaw, Celentino, Tsernoglou, Banas, Schafer, Maiville

**Nays:** None **Absent:** Anthony **Approved 7/14/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE FUNDS FOR RENOVATION OF OFFICE SPACE  
AT THE INGHAM COUNTY FAMILY CENTER**

**RESOLUTION # 16 –**

WHEREAS, the Ingham County Family Center was purchased by the County in 2008 and is the location of the Ingham Academy and the Pride Evening Reporting Program; and

WHEREAS, these two programs are managed by the Ingham County Circuit Court Family Division, providing treatment for delinquent youth brought to the attention of the Court; and

WHEREAS, there are currently 6 Juvenile Court Officers and 2 managers sharing 4 small offices, in addition to having interns from Michigan State University; and

WHEREAS, in addition to Family Division staff, students who attend Ingham Academy and Pride meet regularly with substance abuse counselors and mental health therapists. Locating a room for these services to occur is challenging; and

WHEREAS, there is a need for expanding office space for Juvenile Court Offices and treatment providers; and

WHEREAS, a plan to remodel a large multipurpose room to accommodate the 8 Court staff by purchasing cubicles which would provide a sense of privacy in order for them to perform their job duties more effectively is requested; and

WHEREAS, by moving the 8 court staff, there would be the 4 rooms vacated by the Court staff that would be used for treatment services; and

WHEREAS, the cost of this remodel would include \$17,832.90 to be paid to DBI for office furniture and cubicles, \$5,100 to be paid to Lansing Tile and Mosaic for carpeting for the large room and \$2,050 to FD Hayes for data drops, for a total of \$24,982.90; and

WHEREAS, the Family Division is projecting a surplus of Juvenile Justice Millage dollars in the Community Programs line item (29266226 818000) which would cover the cost of this renovation.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the renovation of the multipurpose room at the Ingham County Family Center to be used for additional office space.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes this renovation would be at cost not to exceed \$25,000 to come from the Community Programs line item currently established in the 2016 Family Division budget.



BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes payments in the amount of \$17,832.90 to DBI for office furniture and cubicles, \$5,100 to Lansing Tile and Mosaic for carpeting and installation, and \$2,050 to FD Hayes for data drops.

BE IT FURTHER RESOLVED, the Controller/Administrator is directed to make the necessary budgetary adjustments from the Family Division's 2016 Budget.

**LAW & COURTS: Yeas:** Crenshaw, Celentino, Tsernoglou, Banas, Schafer, Maiville

**Nays:** None **Absent:** Anthony **Approved 7/14/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert

**Nays:** None **Absent:** None **Approved 7/20/2016**