AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. TIME FOR MEDITATION

V. APPROVAL OF THE MINUTES FROM JANUARY 24, 2017

VI. ADDITIONS TO THE AGENDA

VII. PETITIONS AND COMMUNICATIONS

1. AN EMAIL FROM JULIE POWERS REGARDING HER RESIGNATION FROM THE INGHAM COUNTY WOMEN’S COMMISSION

2. AN EMAIL FROM STEWART STOVER REGARDING HIS RESIGNATION FROM THE ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS

3. AN EMAIL FROM JANE SHERZER REGARDING HER RESIGNATION FROM THE ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AND BROWNFIELD REDEVELOPMENT AUTHORITY

VIII. LIMITED PUBLIC COMMENT

IX. CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIR

X. CONSIDERATION OF CONSENT AGENDA

XI. COMMITTEE REPORTS AND RESOLUTIONS

4. COUNTY SERVICES COMMITTEE – RESOLUTION CONGRATULATING DELHI TOWNSHIP ON ITS 175TH ANNIVERSARY

5. COUNTY SERVICES COMMITTEE – RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS FOR THE INGHAM COUNTY ROAD DEPARTMENT

6. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A $10.00 FEE TO ACCOMPANY APPROVED FEES FOR CERTIFIED COPIES OF STATE-ONLY RECORDS ISSUES BY THE COUNTY
CLERK’S OFFICE FROM THE MICHIGAN CENTRALIZED BIRTH CERTIFICATION SYSTEM (MICBCS)

7. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE THE RENEWAL OF THE IMAGESOFT AND ONBASE ANNUAL SUPPORT

8. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE THE RENEWAL OF THE CYFIN SOFTWARE LICENSING AGREEMENT

9. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE THE RENEWAL OF THE OCULARIS SOFTWARE LICENSING AGREEMENT FROM VIDCOM

10. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE THE RENEWAL OF THE VMWARE SUPPORT AGREEMENT FROM CDWG

11. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE THE RENEWAL OF THE SEAMLESS DOCS LICENSING SUBSCRIPTION

12. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING PURCHASE OF FOUR POLE BARN KITS FROM THE BIG L CORPORATION

13. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZER AN ADDENDUM TO THE RESIDENTIAL LEASE AGREEMENT FOR THE LAKE LANSING PARK SOUTH RENTAL HOUSE

14. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING THE REORGANIZATION OF POTTER PARK ZOO

15. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING THE AMENDMENT OF THE POTTER PARK ZOO 2017 BUDGET

16. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO RECLASSIFY AND RETITLE THE BOARD COORDINATOR POSITION

17. HUMAN SERVICES COMMITTEE – RESOLUTION HONORING FORD LEE

18. HUMAN SERVICES AND COUNTY SERVICES – RESOLUTION TO AMEND THE CLEAN AIR POLICY
19. HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2016-2017 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

20. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING A HEALTH SERVICES MILLAGE CONTRACT WITH THE INGHAM HEALTH PLAN CORPORATION (IHPC)

21. LAW & COURTS COMMITTEE – RESOLUTION MAKING AN APPOINTMENT TO THE ANIMAL CONTROL SHELTER ADVISORY COMMITTEE

22. LAW & COURTS COMMITTEE – RESOLUTION TO HONOR CHIEF DEPUTY GREG S. HARLESS OF THE INGHAM COUNTY SHERIFF’S OFFICE

23. LAW & COURTS COMMITTEE – RESOLUTION HONORING CAROL READ

24. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION AMENDING RESOLUTION #16-546 AUTHORIZING THE INGHAM COUNTY SHERIFF’S OFFICE TO ENTER AN INTER-AGENCY AGREEMENT WITH WAYNE COUNTY TO RENT A MINIMUM OF 50 UP TO 70 BEDS TO THE WAYNE COUNTY SHERIFF’S OFFICE

25. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO PURCHASE SIDE SCAN SONAR FOR THE SHERIFF’S OFFICE DIVE TEAM AND MARINE PATROL DIVISION, USING 2017 CAPITAL IMPROVEMENT FUNDS

26. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO PURCHASE PORTABLE UNDERWATER CAMERA FOR THE SHERIFF’S OFFICE DIVE TEAM, USING 2017 CAPITAL IMPROVEMENT FUNDS

27. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING A CONTINGENCY FUND APPROPRIATION TO EXTEND THE TEMPORARY SPECIAL ASSISTANT PROSECUTING ATTORNEY

XIII. SPECIAL ORDERS OF THE DAY

XIV. PUBLIC COMMENT

XV. 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
CALL TO ORDER

Chairperson Anthony called the January 24, 2017 Regular Meeting of the Ingham County Board of Commissioners to order at 6:30 p.m.

Members Present at Roll Call: Anthony, Case-Naeyaert, Celentino, Crenshaw, Grebner, Hope, Koenig, Maiville, McGrain, Nolan, Schafer, Sebolt and Tennis

Members Absent: Banas

A quorum was present.

PLEDGE OF ALLEGIANCE

Chairperson Anthony asked Ingham County Sheriff Scott Wriggelsworth to lead the Board in the Pledge of Allegiance.

TIME FOR MEDITATION

Chairperson Anthony 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 December 13, 2016 and January 3, 2017 meetings. Commissioner Maiville supported the motion.

The minutes were amended to change “Canvasser Anthony” to “Commissioner Anthony”.

This was considered a friendly amendment.

The motion to approve the minutes, as amended, carried unanimously. Absent: Commissioner Banas.

ADDITIONS TO THE AGENDA

Chairperson Anthony stated that without objection, a substitute resolution would be added for Agenda Item 9.

Chairperson Anthony stated that there was a substitute attachment for Agenda Item 14.

Chairperson Anthony stated that the Consideration and Allowance of Claims would be added to the agenda after Commissioner Announcements.

FOIA APPEAL
Chairperson Anthony stated that there was a recommendation from the FOIA Appeals Review Board, and asked Commissioner Maiville to present the recommendation.

Commissioner Maiville stated that a quorum was not present at the FOIA Appeals Review Board, but the members present discussed the appeal and based on a review of the items exempted from FOIA appeals, they recommended upholding the denial. He further stated that the information requested was clearly in line with the list of items exempted from FOIA requests.

Chairperson Anthony asked whether Steven R. Harry was present.

Chairperson Anthony stated that no person identified himself as Mr. Harry.

Commissioner Maiville moved to approve the denial of appeal. Commissioner Crenshaw supported the motion. The motion carried unanimously. Absent: Commissioner Banas.

PETITIONS AND COMMUNICATIONS

A LETTER DATED DECEMBER 13, 2016 FROM THE DEPARTMENT OF ENVIRONMENTAL QUALITY REGARDING THE AIR QUALITY DIVISION’S PENDING NEW SOURCE REVIEW APPLICATION REPORT. Chairperson Anthony accepted the letter and placed it on file.

A LETTER DATED JANUARY 10, 2017 FROM THE DEPARTMENT OF ENVIRONMENTAL QUALITY REGARDING THE AIR QUALITY DIVISION’S PENDING NEW SOURCE REVIEW APPLICATION REPORT. Chairperson Anthony accepted the letter and placed it on file.

A LETTER FROM THE CITY OF LANSING REGARDING A NOTICE OF PUBLIC HEARING ON THE ESTABLISHMENT OF AN OBSOLETE PROPERTY REHABILITATION DISTRICT. Chairperson Anthony referred the letter to the Finance Committee.

A LETTER FROM THE CITY OF LANSING REGARDING A NOTICE OF PUBLIC HEARING ON THE APPROVAL OF AN OBSOLETE PROPERTY REHABILITATION CERTIFICATE. Chairperson Anthony referred the letter to the Finance Committee.

LIMITED PUBLIC COMMENT

Michelle Belosker, Ingham County Conservation District Executive Director, thanked the Board for their continued support, and announced several free training sessions on invasive species that were available for County officials.

Todd Cadesle addressed the board regarding issues with CATA services being provided in Williamston and the difficulties it created for him when he used CATA to commute to his job at Kroger in Okemos.

Chairperson Anthony recommended addressing Commissioner Grebner, CATA liaison, regarding the issue.

Richard Smith announced his support of Mr. Cadesle’s concerns with CATA.

Scott Wriggelsworth, Ingham County Sheriff, thanked the Board and introduced himself.
Andy Bouck, Undersheriff, thanked the Board and introduced himself.

**CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIR**

None.

**CONSIDERATION OF CONSENT AGENDA**

Commissioner Maiville moved to adopt a consent agenda consisting of all action items. Commissioner Case Naeyaert supported the motion.

The motion carried unanimously. Absent: Commissioner Banas.

Those agenda items that were on the consent agenda were adopted by unanimous roll call vote. Absent: Commissioner Banas.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING BLACK HISTORY/CULTURAL DIVERSITY MONTH IN INGHAM COUNTY

RESOLUTION # 17 – 001

WHEREAS, each February “National African American History Month” also known as “Black History Month” is observed to celebrate and honor the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter Godwin Woodson founded the Association for the Study of Negro Life and History and through that Association, he began pressing for the establishment of Negro History Week as a way to bring national attention to the accomplishments of African Americans; and

WHEREAS, Dr. Woodson's dream became a reality in 1926, he chose the second week of February for the observance because of its proximity to the birthdays of Abraham Lincoln and Frederick Douglass, two individuals whom Dr. Woodson felt had dramatically affected the lives of African Americans; and

WHEREAS, in the early 1970's the event was called Black History Week, and in 1976, the Association succeeded in expanding the observance, which then became Black History Month; and

WHEREAS, the United States is a diverse nation comprised of citizens from various ethnic groups and cultures; and

WHEREAS, it is important to promote a greater awareness of the history and culture of all ethnic groups across our country.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of February, 2017 as “Black History/Cultural Diversity Month” in Ingham County.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Grebner, Nolan, Maiville
Nays: None Absent: Koenig, Sebolt Approved 1/17/2017

Adopted as part of a consent agenda.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION MAKING AN APPOINTMENT TO THE
FARMLAND AND OPEN SPACE PRESERVATION BOARD

RESOLUTION # 17 – 002

WHEREAS, a vacancy exists on the Farmland and Open Space Preservation Board; and

WHEREAS, the County Services Committee interviewed applicants interested in serving on this Board.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints

Todd Eldred, 2777 Ingalls, Leslie, MI  49251

as a township representative to the Farmland and Open Space Preservation Board for a term expiring February 8, 2019.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Grebner, Nolan, Maiville
Nays: None   Absent: Koenig, Sebolt   Approved 1/17/2017

Adopted as part of a consent agenda.
WHEREAS, Winston O’Neal joined Phi Beta Sigma Fraternity, Incorporated on May 18, 1979, and has served his fraternity with great distinction; and

WHEREAS, Winston, a founding member of Central Michigan University’s Lambda Gamma Chapter, has served in the capacities of President, Vice-President, Chairman of Membership Intake, and Treasurer; and

WHEREAS, additionally Winston assisted with the founding of the University of Detroit, Rho Nu Chapter; and

WHEREAS, after graduating from college and returning to his hometown of Detroit, Michigan, Winston continued as an active member with XI Beta Sigma; and

WHEREAS, under the direction and tutelage of the Honorable Carl J. Turner, Ruben Vaughn, Robert Wolf and Wade K. Davis, he served as Chairman of the Sigma Week, Sigma Beta Club Director, Director of Collegiate Affairs and Alumni Advisor; and

WHEREAS, appointed by Curtis Clingman, Charles Talbert, and Arnold Beckwith from 1988 to 1998, Winston was the longest serving State Director for Michigan, he was then elected to the position of Regional Director for the Great Lakes Region of Phi Beta Sigma Fraternity, in April 1998 where he served two terms; and

WHEREAS, as Regional Director, Winston served as a member of the General Board for Phi Beta Sigma Fraternity, Incorporated and developed the model membership campaign entitled “Mission Possible” that is currently being used by the International team and he, along with his Board, increased the Great Lakes regional membership from 400 to 1000 financial members; and

WHEREAS, during this time the Great Lakes Regional Board developed and established the fraternity’s first Alumni Advisers Institute and Membership Recruitment Kits developed under the Great Lakes Board Theme Recruitment, Retention and Reactivation; and

WHEREAS, on March 28, 2002, Winston along with 10 other members organized and founded the Nu Alpha Sigma Chapter where he currently serves as Chapter President, in addition he is a Proud Life Member (1425) of Phi Beta Sigma Fraternity, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Winston O’Neal for his numerous contributions and wishes him continued success in the years to come.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Grebner, Nolan, Maiville
JANUARY 24, 2017 REGULAR MEETING

Nays: None  Absent: Koenig, Sebolt  Approved 1/17/2017

Adopted as part of a consent agenda.
Introduces 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 # 17 – 004

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 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 January 5, 2017 as submitted.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Grebner, Nolan, Maiville
Nays: None  Absent: Koenig, Sebolt  Approved 1/17/2017

Adopted as part of a consent agenda.
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</tbody>
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MANAGING DIRECTOR: ______________________________
WHEREAS, the former Ingham County Road Commission, now Ingham County Road Department (ICRD) stored deicing materials within the Kerns Road site many decades ago; and

WHEREAS, hazardous substances, including sodium and chloride were released on the property due to the storage of deicing salt resulting in environmental contamination; and

WHEREAS, response activities have been taken to remove most of the contamination by removing the underground brine collection tank, capturing and disposing of impacted groundwater, and allowing natural processes to attenuate sodium and chloride concentrations; and

WHEREAS, recent legislation and rule changes have renewed our desire to reconstitute the site closure effort, pursuant to the relevant portions of MCL 324.20114 and Michigan Department of Environmental Quality rules; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced environmental consulting firms to provide environmental services for the Kerns Road Salt Storage Site Closure Project and received four (4) proposals; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain the low proposer, EnviroSolutions, Inc. of Westland, Michigan, to provide the requested professional services.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a professional services contract with EnviroSolutions, Inc., 38115 Abruzzi Drive, Westland, Michigan, based on its Kerns Road Salt Storage Site Closure Project Professional Engineering Services Proposal dated November 16, 2016, with an actual bid of $13,049.98, for the not-to-exceed fee of $20,000.00.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents, on behalf of the County, after approved as to form by the County Attorney.
COUNTY SERVICES:  Yeas:  Celentino, Crenshaw, Grebner, Nolan, Koenig, Maiville  
   Nays:  None  Absent:  Sebolt  Approved 1/17/2017

FINANCE:  Yeas:  Grebner, McGrain, Tennis, Hope, Anthony, Schafer, Case Naeyaert  
   Nays:  None  Absent:  None  Approved 1/18/2017

Adopted as part of a consent agenda.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A FIRST PARTY CONSTRUCTION CONTRACT WITH
RIETH-RILEY CONSTRUCTION CO., INC.
A SECOND PARTY AGREEMENT WITH THE
MICHIGAN DEPARTMENT OF TRANSPORTATION AND
A THIRD PARTY AGREEMENT WITH
DART CONTAINER CORPORATION
IN RELATION TO A ROAD RECONSTRUCTION PROJECT FOR
CEDAR STREET FROM COLLEGE ROAD TO LEGION DRIVE

RESOLUTION # 17 – 006

WHEREAS, the Ingham County Road Department (ICRD) received a State of Michigan, Transportation Economic Development Fund, Category A grant to reconstruct Cedar Street from College Road to Legion Drive; and

WHEREAS, the road work is needed to address severely deteriorated concrete pavement, improve property access, and to accommodate traffic generated as a result of Dart Container Corporation’s facility expansion project; and

WHEREAS, the project will be undertaken pursuant to a contract between Ingham County, on behalf of the Road Department, and the responsible low bidder; and

WHEREAS, the County in turn, must enter into an associated second party agreement with the State of Michigan/MDOT, consistent with the requirements for the Transportation Economic Development Fund, Category A grant requirements; and

WHEREAS, the Road Department and Dart Container Corporation agree that Dart Container Corporation will administer construction of the project, and be responsible for $483,300 of the project’s local match costs, by way of a third party agreement; and

WHEREAS, the project is a State-Aid Highway project, and as such, Dart Container Corporation has agreed to comply with all applicable and appropriate ICRD, MDOT, AASHTO design standards, and to fully administer construction of the project, complying with all ICRD and MDOT construction requirements; and

WHEREAS, the estimated (rounded) project costs are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Responsible Bid</td>
<td>$2,026,200</td>
</tr>
<tr>
<td>TEDF-A Grant Funding:</td>
<td>- $1,750,000</td>
</tr>
<tr>
<td>Local (Hard) Match Amount:</td>
<td>$ 276,200</td>
</tr>
<tr>
<td>Local (Soft) Match Amount:</td>
<td>$ 270,300</td>
</tr>
</tbody>
</table>
Total Match Contribution: $ 546,500

WHEREAS, all of the amounts listed above have been “rounded” to the nearest $100 because the low responsible bid was based on a summation of estimated work quantities multiplied by the bidder’s unit price for dozens of pay items that comprises the project work. That is the nature of unit price contracts, which is the standard of the road construction industry. Actual project costs can only be determined after construction has been completed and mutually agreed upon by ICRD and the contractor. The second party agreement between MDOT and Ingham County, when sent for execution, will illustrate rounded amounts. The same “rounding” of amounts approach should be employed when considering the Ingham County and Dart Container Corporation third party agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a first party (construction) contract with Rieth-Riley Construction Co., Inc., Mason, Michigan to effect reconstruction of Cedar Street from College Road to Legion Drive for a total estimated cost of $2,026,200, to be paid for using $1,750,000 in State of Michigan, Transportation Economic Development Fund, Category A funding, $213,000 of Dart Container Corporation local (hard) match, and $63,200 of local (hard) match from the Road Department.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a second party agreement with State of Michigan/MDOT to secure the $1,750,000 in State of Michigan, Transportation Economic Development Fund, Category A funds, to define our (Requesting Agency) responsibilities, and to administer the construction contract on MDOT’s behalf.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third party agreement with Dart Container Corporation to undertake administration of the construction contract, per Ingham County and the State of Michigan/MDOT requirements, provide soft match (Early Preliminary Engineering, Preliminary Engineering, Construction Engineering) estimated to total $270,300, and provide the $213,000 of hard match to fund the project. Said match requirements are to be met utilizing $483,300 pledged by Dart Container Corporation.

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: Celentino, Crenshaw, Grebner, Nolan, Maiville
Nays: None  Absent: Koenig, Sebolt  Approved 1/17/2017

FINANCE: Yeas: Grebner, McGrain, Tennis, Hope, Anthony, Schafer, Case Naeyaert
Nays: None  Absent: None  Approved 1/18/2017

Adopted as part of a consent agenda.
WHEREAS, the Road Department uses the two Bentley Systems products to generate digital road and bridge construction plans and facilitate construction staking for our contractors; and

WHEREAS, using sophisticated software, such as Bentley Systems products, is the only efficient way to generate road and bridge plans for the road and bridge construction industry; and

WHEREAS, the authorization requested amounts to a renewal of last year’s service contract and the costs are 6% more than last year’s service contract; and

WHEREAS, Bentley Systems, Incorporated is the sole source for this service; and

WHEREAS, the Road Department, Director of Engineering recommends that the Board of Commissioners authorize a contract with Bentley Systems, Incorporated.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Bentley Systems, Incorporated, 685 Stockton Drive, Exton, Pennsylvania, based on its Renewal Advice document dated January 4, 2017, for road design (GEOPAK) and graphics (MicroStation) software license and technical support.

BE IT FURTHER RESOLVED, that the agreement shall be in affect from February 17, 2017 through February 17, 2018.

BE IT FURTHER RESOLVED, that for the term of this agreement, the Bentley GEOPAK software license and technical support fees shall be $4,510.00 for two seats and the Bentley MicroStation software license and technical support fees shall be $3,884.40 for five seats.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Purchasing Department to issue a Purchase Order in an amount not to exceed $8,394.40 to Bentley Systems, Incorporated for the purchase of the Bentley road design (GEOPAK) and graphics (MicroStation) software license and technical support.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents after approval as to form the County Attorney.
COUNTY SERVICES: Yeas: Celentino, Crenshaw, Grebner, Nolan, Maiville
   Nays: None    Absent: Koenig, Sebolt    Approved 1/17/2017

FINANCE: Yeas: Grebner, McGrain, Tennis, Hope, Anthony, Schafer, Case Naeyaert
   Nays: None    Absent: None    Approved 1/18/2017

Adopted as part of a consent agenda.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A LETTER OF UNDERSTANDING BETWEEN COUNTY OF INGHAM (Employer) AND OPEIU LOCAL #512 (Union) REGARDING INITIAL RECLASSIFICATION OR PROMOTION SALARY STEP FOR THE INGHAM COUNTY ROAD DEPARTMENT

RESOLUTION # 17 – 008

WHEREAS, the COUNTY OF INGHAM, (the “Employer”) and the OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, TECHNICAL CLERICAL UNIT (OPEIU or the “Union”) have agreed to a collective bargaining agreement from January 1, 2016, through December 31, 2017 (the “CBA”); and

WHEREAS, per resolution 15-220, adopted June 9, 2015, the Employer authorized reclassifying one Engineering Technician I position (OPEIU Grade 3) to one Engineering Technician II position (OPEIU Grade 5) for the Ingham County Road Department; and

WHEREAS, Article 15—Vacancy/Posting, of the previous, 2014-2015 CBA, in place at the time of the above mentioned reclassification was silent on the initial salary step placement in positions into which existing employees may be promoted; and

WHEREAS, Article 15—Vacancy/Posting, Section 2.D., of the current, 2016-2017 CBA provides in pertinent part that Employees promoted to a position will be compensated at a step minimally equal to their current rate of pay; and

WHEREAS, the above mentioned, new Engineering Technician II position (OPEIU Grade 5) position was posted per Article 15—Vacancy/Posting, of the previous, 2014-2015 CBA, and the then incumbent in the previous Engineering Technician I position (OPEIU Grade 3) has hired or promoted into the new Engineering Technician II position (OPEIU Grade 5) position to be effective at the start of a payroll period on June 29, 2015; and

WHEREAS, the above mentioned incumbent was due a step increase in the previous Engineering Technician I position, OPEIU Grade 3, from step 2 (then $39,409 per year) to step 3 (then $43,637 per year) on June 17, 2015, but was never given this step increase as he was promoted to the Engineering Technician II position (OPEIU Grade 5) in the next full pay period on June 29, 2015; and

WHEREAS, the above mentioned incumbent was placed at step 1 (then $45,097 per year) of the new Engineering Technician II position, OPEIU Grade 5, an increase of 3.34% over the previous Engineering Technician I position, OPEIU Grade 3, step 3 (then $43,637 per year) at which he should have been at the date of this promotion; and
WHEREAS, per resolution 12-324, adopted October 9, 2012, the Employer authorized reclassifying two Finance Clerk positions in the OPEIU, among several other non-OPEIU positions then reclassified in the Road Department, with the provision in the second “Resolved” paragraph that the salaries of the reclassified incumbents were authorized to be placed in a step in the reclassified grade that provided at least a 5% increase from their pay step that existed on the effective date of reclassification; and

WHEREAS, the Employer and the Union agree "Current annual wage" is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion and that employees who are reclassified or promoted within their career field within the OPEIU bargaining unit to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners agrees to the following:

1. "Current annual wage" is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion.

2. Employees who are reclassified or promoted within their career field within the OPEIU bargaining unit to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.

3. To recognize the above mentioned incumbent’s step increase in his previous Engineering Technician I position, OPEIU Grade 3, from step 2 (then $39,409 per year) to step 3 (then $43,637 per year) as existing prior to his promotion to the new Engineering Technician II position (OPEIU Grade 5) position.

4. To place the above mentioned incumbent’s salary in the new Engineering Technician II position (OPEIU Grade 5) position at step 2 (then $47,654) to have been effective at the start of the payroll period on June 29, 2015 and adjust the above mentioned incumbent’s salary and subsequent salary step increases accordingly.

5. All other aspects of the CBA will remain unchanged.

BE IT FURTHER RESOLVED, 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: Celentino, Crenshaw, Grebner, Nolan, Maiville
Nays: None Absent: Koenig, Sebolt Approved 1/17/2017

FINANCE: Yeas: Grebner, McGrain, Tennis, Hope, Anthony, Schafer, Case Naeyaert
Nays: None Absent: None Approved 1/18/2017
Adopted as part of a consent agenda.
LETTER OF UNDERSTANDING BETWEEN
COUNTY OF INGHAM (Employer)
AND
OPEIU LOCAL #512 (Union)

WHEREAS, the COUNTY OF INGHAM, (the “Employer”) and the OFFICE
AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, TECHNICAL
CLERICAL UNIT (OPEIU or the “Union”) have agreed to a collective bargaining agreement
from January 1, 2016, through December 31, 2017 (the “CBA”);

WHEREAS, Per resolution 15-220, adopted June 9, 2015, the Employer
authorized reclassifying one Engineering Technician I position (OPEIU Grade 3) to one
Engineering Technician II position (OPEIU Grade 5);

WHEREAS, Article 15—Vacancy/Posting, of the previous, 2014-2015 CBA, in
place at the time of the above mentioned reclassification was silent on the initial salary
step placement in positions into which existing employees may be promoted;

WHEREAS, Article 15—Vacancy/Posting, Section 2.D., of the current, 2016-
2017 CBA provides in pertinent part that Employees promoted to a position will be
compensated at a step minimally equal to their current rate of pay;

WHEREAS, The above mentioned, new Engineering Technician II position
(OPEIU Grade 5) position was posted per Article 15—Vacancy/Posting, of the previous,
2014-2015 CBA, and the then incumbent in the previous Engineering Technician I
position (OPEIU Grade 3) has hired or promoted into the new Engineering Technician II
position (OPEIU Grade 5) position to be effective at the start of a payroll period on
June 29, 2015;

WHEREAS, The above mentioned incumbent was due a step increase in the
previous Engineering Technician I position, OPEIU Grade 3, from step 2 (then $39,409
per year) to step 3 (then $43,637 per year) on June 17, 2015, but was never given this
step increase as he was promoted to the Engineering Technician II position (OPEIU Grade
5) in the next full pay period on June 29, 2015;

WHEREAS, The above mentioned incumbent was placed at step 1 (then $45,097
per year) of the new Engineering Technician II position, OPEIU Grade 5, an increase of
3.34% over the previous Engineering Technician I position, OPEIU Grade 3, step 3 (then
$43,637 per year) at which he should have been at the date of this promotion;

WHEREAS, Per resolution 12-324, adopted October 9, 2012, the Employer
authorized reclassifying two Finance Clerk positions in the OPEIU, among several other
non-OPEIU positions then reclassified in the Road Department, with the provision in the
second “Resolved” paragraph that the salaries of the reclassified incumbents were
authorized to be placed in a step in the reclassified grade that provided at least a 5%
increase from their pay step that existed on the effective date of reclassification;
WHEREAS, the Employer and the Union agree "Current annual wage" is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion and that employees who are reclassified or promoted within their career field within the OPEIU bargaining unit to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.

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

1. "Current annual wage" is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion.

2. Employees who are reclassified or promoted within their career field within the OPEIU bargaining unit to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.

3. To recognize the above mentioned incumbent’s step increase in his previous Engineering Technician I position, OPEIU Grade 3, from step 2 (then $39,409 per year) to step 3 (then $43,637 per year) as existing prior to his promotion to the new Engineering Technician II position (OPEIU Grade 5) position.

4. To place the above mentioned incumbent’s salary in the new Engineering Technician II position (OPEIU Grade 5) position at step 2 (then $47,654) to have been effective at the start of the payroll period on June 29, 2015 and adjust the above mentioned incumbent’s salary and subsequent salary step increases accordingly.

5. All other aspects of the CBA will remain unchanged.

COUNTY OF INGHAM

Sarah Anthony, Chairperson
Board of Commissioners

William Conklin
Managing Director – Road Department

UNION REPRESENTATIVE

Mark J. Swanson
Chief Steward, OPEIU Local #512

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

Martin D. Nordfjord, Esq.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF MASON REGARDING RAYNER PARK

RESOLUTION # 17 – 009

WHEREAS, on November 28, 2016, the City acquired Rayner Park from the County for public park purposes; and

WHEREAS, in its conveyance of Rayner Park to the City, the County reserved an easement over the premises for vehicle parking purposes in conjunction with the annual Ingham County Fair; and

WHEREAS, the reserved parking use by the County includes all appropriate areas for parking, including but not limited to gravel areas and grass fields, allowing for the parking of approximately 584 vehicles, together with ingress and egress, and any fencing erected on the premises shall not interfere with vehicle ingress and egress for parking; and

WHEREAS, the City desires that the County be responsible for repairing changes to the ground surface caused by the vehicle parking for the County Fair; and

WHEREAS, the parties are agreeable to entering this Memorandum of Understanding that will address the County’s responsibilities toward Rayner Park under its reserved easement for Fair parking.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves a memorandum of understanding with the City of Mason addressing the County’s responsibilities toward Rayner Park under its reserved easement for Fair parking, by repairing changes to the ground surface caused by the vehicle parking for the County Fair.

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.

COUNTY SERVICES:  Yeas:  Celentino, Crenshaw, Grebner, Nolan, Maiville  
Nays:  None   Absent:  Koenig, Sebolt   Approved  1/17/2017

FINANCE:  Yeas:  Grebner, McGrain, Tennis, Hope, Anthony, Schafer, Case Naeyaert  
Nays:  None   Absent:  None   Approved  1/18/2017

Adopted as part of a consent agenda.
Approved - January 24, 2017
Agenda Item No. 12

Introduced by the County Services and Finance Committees of the:

Ingham County Board of Commissioners

Resolution Authorizing an Agreement with
The Ingham Conservation District

Resolution # 17 – 010

Whereas, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

Whereas, the Ingham Conservation District was established in 1946; and

Whereas, the role of Conservation Districts has expanded to be protective of all natural resources including soil, water, wildlife, etc.; and

Whereas, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support; and

Whereas, the 2017 Ingham County budget includes $8,354 for the Ingham Conservation District.

Therefore be it resolved, the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support.

Be it further resolved, this agreement shall be for the period of January 1, 2017 through December 31, 2017 in an amount not to exceed $8,354.

Be it further resolved, 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.

County Services: Yeas: Celentino, Crenshaw, Grebner, Nolan, Maiville
              Nays: None   Absent: Koenig, Sebolt   Approved 1/17/2017

Finance: Yeas: Grebner, McGrain, Tennis, Hope, Anthony, Schafer, Case Naeyaert
           Nays: None   Absent: None   Approved 1/18/2017

Adopted as part of a consent agenda.
INGHAM CONSERVATION DISTRICT
2017 SCOPE OF WORK

Thank you for supporting the work of the Ingham Conservation District (ICD). In 2017 the ICD will use the $8,354.00 in operational funding from the Ingham County Board of Commissioners to support ICD staff and operations, natural resource education, outreach materials and conservation oriented events. The following narrative and table detail how funds will be divided between these purposes.

Staff Support
$5,354.00 is budgeted for support of staff. ICD staff will manage existing projects and pursue and develop new projects and programs beneficial to the environmental and economic health of Ingham County. Please reference the ICD Annual Plan of Work for a list of current programs and new programs being pursued for 2017.

Educational/Outreach Materials and Events
$1,000.00 is earmarked for education and outreach activities. Funding will provide printed outreach materials as well as supplies for ICD events. Events planned for 2017 to date include the ICD Annual Meeting, a spring Garlic Mustard Pull, a county-wide Tire Recycling Event, a Forest and Farm Stewardship Education Day for landowners, a Native Shrub Planting with local youth and our spring and fall Volunteer Stream Monitoring.

Vehicle and Property Maintenance
$1,000.00 is budgeted for maintenance activities. This amount will support the ICD’s 200 acre publically accessible green space, trail system, vehicles and buildings.

Office Support
$1,000.00 is budgeted for general office support. Funds will be used to support office operations and purchase supplies.

If you have questions about the ICD’s activities and service to Ingham County please contact the ICD Executive Director, Michelle Beloskur, at (517) 676-2290 or visit the newly updated ICD website at www.inghamconservation.com.

Ingham County Operations Funding for the Ingham Conservation District in 2017

<table>
<thead>
<tr>
<th>Item</th>
<th>County Funds Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Support</td>
<td>$5,354.00</td>
</tr>
<tr>
<td>Educational and Outreach</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Vehicle and Property Maintenance</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Office Support</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Total Funding Amount</td>
<td>$8,354.00</td>
</tr>
</tbody>
</table>
WHEREAS, under the direction of the Health Officer, the leadership team recognizes the need to have a strategic plan in place to inform and guide their activities for the foreseeable future; and

WHEREAS, the department desires to submit its application to the Public Health Accreditation Board (PHAB) to become nationally accredited and one of the three pre-requisites for the PHAB application is a department-specific strategic plan approved by its governing body; and

WHEREAS, in July of 2016, the Ingham County Health Department embarked on its strategic planning process; and

WHEREAS, the strategic plan is the result of multiple in-person planning sessions and surveys in which more than 90 percent of ICHD employees shared their experiences, opinions and expertise to shape and inform this plan; and

WHEREAS, a draft of the Strategic Plan was made available for public comment from December 1st-December 31st, 2016 and was supported by the Board of Health in its January 3rd, 2017 meeting; and

WHEREAS, the plan identified five strategic directions, updated the department’s core values, and crafted a new mission and vision:

- Communication
- Culture and Vision
- Funding
- Information Technology
- Workforce Development

Core Values:

Service Excellence
We are here to serve people to the best of our ability, seeing beyond our own needs to meet theirs.

Accountability
We are accountable for the quality, integrity and validity of our work.

Respect for Others
We see the value of all people, and express this through respectful attention to their unique strengths and challenges.

**Continuous Mutual Learning**
We are committed to learning through the experience and insight of others.

**Health Equity & Social Justice**
We improve the health of the entire community by working toward a fair and just distribution of the social opportunities needed to achieve well-being, challenging inequities and barriers to social, economic, and environmental opportunity.

**Innovation**
We seek new approaches and progressive solutions to problems, embracing change and accepting reasonable risk.

**Mission:** To protect, improve, and advocate for the health and well-being of our community by identifying and advancing the conditions under which all people can achieve optimum health.

**Vision:** Excellence in health and well-being for all, honoring our diverse community.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the attached Strategic Plan for the Health Department for 2017-2019.

**HUMAN SERVICES:** **Yeas:** Tennis, Sebolt, Nolan, McGrain, Anthony, Case Naeyaert  
**Nays:** None  
**Absent:** Banas  
**Approved** 1/23/2017

Adopted as part of a consent agenda.
Ingham County Health Department
2017-2019 Strategic Plan
Dear employees, county commissioners and community members:

A strategic plan is an opportunity. It allows us to reexamine and set priorities, focus our energy and resources, and strengthen operations. This strategic plan builds upon the strengths of the Ingham County Health Department (ICHID) and its many programs, health centers and employees. It is a plan to move forward together in service to the county.

Like many opportunities, the Ingham County Health Department’s strategic plan is beget by change. Over the past three years, there have been transitions among ICHD’s leadership team, changes in facilities and more focus on the new national local public health accreditation program. The time was apt for strategic planning this year.

Our strategic plan is the result of multiple in-person planning sessions and surveys. More than 90 percent of ICHD employees shared their experiences, opinions and expertise to shape and inform this plan. I am proud of the work ICHD employees contributed to the process. We have identified five strategic directions, refined our core values and crafted a new vision.

I look forward to implementing this plan. Together, we will position the Ingham County Health Department as a model, 21st century local health department. I am pleased to present the Ingham County Health Department’s 2017-2019 Strategic Plan and appreciate your partnership in moving Ingham County towards better health.

Sincerely,

[Signature]

Linda S. Vail
Ingham County Health Officer
Ingham County Health Department

Mission: To protect, improve, and advocate for the health and well-being of our community by identifying and advancing the conditions under which all people can achieve optimum health.

Vision: Excellence in health and well-being for all, honoring our diverse community.

Core Values: 

Service Excellence 
We are here to serve people to the best of our ability, seeing beyond our own needs to meet theirs.

Accountability 
We are accountable for the quality, integrity and validity of our work.

Respect for Others 
We see the value of all people, and express this through respectful attention to their unique strengths and challenges.

Continuous Mutual Learning 
We are committed to learning through the experience and insight of others.

Health Equity & Social Justice 
We improve the health of the entire community by working toward a fair and just distribution of the social opportunities needed to achieve well-being, challenging inequities and barriers to social, economic, and environmental opportunity.

Innovation 
We seek new approaches and progressive solutions to problems, embracing change and accepting reasonable risk.

Strategic Directions: 
- Communication 
- Culture and Vision 
- Funding 
- Information Technology 
- Workforce Development
Background

Under the direction of the Health Officer, the department’s leadership team identified the need to have a strategic plan in place to inform and guide their activities for the foreseeable future. They also desire to submit their application to the Public Health Accreditation Board (PHAB) to become nationally accredited. One of the 3 pre-requisites for the PHAB application is a department-specific strategic plan and as such, in July of 2016, the Ingham County Health Department embarked on its strategic planning process.

The Strategic Planning Process

We held our first planning session on July 14, 2016 with the health department’s leadership team. During the initial session, which was facilitated by an outside consultant, the team received an overview of the strategic planning process, learned what the Public Health Accreditation Board’s requirements are for a strategic plan and reviewed the proposed plan development timeline. Various documents were reviewed in preparation for the initial meeting and included the following:

- Annual Reports (2013, 2014 and 2015)
- ICHD Mission/Vision and Values
- ICHD Activity Indicators
- ICHD Performance Measures
- Controller’s Annual Request
- CHIP Core Groups
- Ingham County Health Center’s Homeless Needs Assessment
- Ingham County Strategic Plan (2016 Working Draft)

The leadership team reviewed its mission and vision statements. The agency’s mission statement, being relatively new, was not amended, but the group worked to review and revise its vision statement. The team also conducted a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. (See Table 1) As a result of the SWOT analysis and documentation review, the team, through an affinity diagram process, came up with the initial 5 strategic directions:

- Communication
- Information Technology
- Workforce Development
- Funding
- Culture and Vision

Also, it should be noted that the Community Health Center Network is included in the strategic planning process, but also has a requirement to conduct a strategic planning process with its board of directors as required by the federal government. To address the primary care needs of the medically underserved residents of Ingham County, ICHD formed the Community Health Care Services unit in the 1970s. This unit is home to the Ingham Community Health Centers (ICHIC), which operate nine primary care centers in locations throughout the City of Lansing. ICHD was the first public-entity administered FQHC in the state. ICHC services are designed
and coordinated to serve the area’s most vulnerable populations. It also stands as a testament to the Health Department and the community’s commitment to improve health, reduce health disparities, and address a multitude of significant health and social issues, including access to quality health care. (Source: Performance Measures for the Health Department)
Table 1: Weaknesses, Opportunities and Threats (SWOT)

<table>
<thead>
<tr>
<th>STRENGTHS</th>
<th>WEAKNESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ability to work quickly in crisis</td>
<td>- Bureaucracy</td>
</tr>
<tr>
<td>- Administrative support</td>
<td>- Changes in funders</td>
</tr>
<tr>
<td>- An array of funding sources</td>
<td>- CHIC turnover</td>
</tr>
<tr>
<td>- Collaboration and teamwork</td>
<td>- Communication</td>
</tr>
<tr>
<td>- Communication between departments</td>
<td>- Data systems</td>
</tr>
<tr>
<td>- Community partners</td>
<td>- Employee centered vs. client focus</td>
</tr>
<tr>
<td>- Compassion</td>
<td>- Frontline staff are experiencing culture change with a lot of administrative turnover</td>
</tr>
<tr>
<td>- Comprehensive programming and services</td>
<td>- H.R.</td>
</tr>
<tr>
<td>- Creativity</td>
<td>- I.T.</td>
</tr>
<tr>
<td>- Culture</td>
<td>- Infrastructure</td>
</tr>
<tr>
<td>- Diverse programs</td>
<td>- Lack of accountability</td>
</tr>
<tr>
<td>- Diverse programs enable cooperation among themselves</td>
<td>- Lack of assessment into policy procedure and function</td>
</tr>
<tr>
<td>- Diverse skill sets</td>
<td>- Lack of career ladder</td>
</tr>
<tr>
<td>- Diversity in expertise, health equity, and social justice</td>
<td>- Lack of comprehensive training</td>
</tr>
<tr>
<td>- Diversity of disciplines</td>
<td>- Lack of funding</td>
</tr>
<tr>
<td>- Education level</td>
<td>- Lack of public health passion</td>
</tr>
<tr>
<td>- Employee willingness to serve a diverse community</td>
<td>- Lack of universal communicating tool - HER</td>
</tr>
<tr>
<td>- Forward-looking</td>
<td>- Marketing</td>
</tr>
<tr>
<td>- Forward thinking</td>
<td>- Multiple locations</td>
</tr>
<tr>
<td>- FQHC is part of health department</td>
<td>- Political environment</td>
</tr>
<tr>
<td>- Good reputation community and state</td>
<td>- Priorities change</td>
</tr>
<tr>
<td>- Great staff</td>
<td>- Productivity</td>
</tr>
<tr>
<td>- Innovative</td>
<td>- QI</td>
</tr>
<tr>
<td>- Integrity</td>
<td>- Readiness of change</td>
</tr>
<tr>
<td>- Invested</td>
<td>- Rewarding good employees and reprimanding bad</td>
</tr>
<tr>
<td>- Location</td>
<td>- Sanitary code is old</td>
</tr>
<tr>
<td>- Looking at best outcomes</td>
<td>- Separation of public health and health services</td>
</tr>
<tr>
<td>- Mission driven</td>
<td>- Size of staff</td>
</tr>
<tr>
<td>- Motivated</td>
<td>- Stagnant employee skill level</td>
</tr>
<tr>
<td>- Resources</td>
<td>- Technology</td>
</tr>
<tr>
<td>- Staff</td>
<td>- Turnover</td>
</tr>
<tr>
<td>- Staff involved in decision-making</td>
<td>- Universal referral tool system</td>
</tr>
<tr>
<td>- Strong billing department</td>
<td>- Vaccine rates in 19-36m and adults</td>
</tr>
<tr>
<td>- Strong leaders</td>
<td></td>
</tr>
<tr>
<td>- Strong leadership</td>
<td></td>
</tr>
<tr>
<td>- Support of commissioners</td>
<td></td>
</tr>
<tr>
<td>- Understanding of community we serve</td>
<td></td>
</tr>
<tr>
<td>- Willingness of staff</td>
<td></td>
</tr>
<tr>
<td>- Workforce longevity</td>
<td></td>
</tr>
<tr>
<td>- Workforce skills</td>
<td></td>
</tr>
<tr>
<td>OPPORTUNITIES</td>
<td>THREATS</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>- Awareness of public health</td>
<td>- Budgetary constraints federal state and local</td>
</tr>
<tr>
<td>- Change in payment structure</td>
<td>- Changes regarding funding</td>
</tr>
<tr>
<td>- Collaboration with outside agencies</td>
<td>- Changes in auditing requirements</td>
</tr>
<tr>
<td>- Collaborate health department services to other departments</td>
<td>- Changes in payment system</td>
</tr>
<tr>
<td>- Community collaboration</td>
<td>- Changes in political leaders</td>
</tr>
<tr>
<td>- Community partners</td>
<td>- Changes on grant reporting requirements</td>
</tr>
<tr>
<td>- Credible presence</td>
<td>- Choice of service provider</td>
</tr>
<tr>
<td>- Facilities contributing to perceptions</td>
<td>- Create threat for me to effectively do my job</td>
</tr>
<tr>
<td>- Federal funding</td>
<td>- Decreased state funding and program support</td>
</tr>
<tr>
<td>- Feedback from people served</td>
<td>- Demographics</td>
</tr>
<tr>
<td>- Greater awareness of social injustices</td>
<td>- Demographics with retirement and recruitment</td>
</tr>
<tr>
<td>- Increase training towards health equity and Social justice</td>
<td>- Describing work</td>
</tr>
<tr>
<td>- Integrating PHS and CHC</td>
<td>- Different reporting requirements at different agencies</td>
</tr>
<tr>
<td>- Location (capitol, state departments, and MSU)</td>
<td>- Difficult to determine return on investment</td>
</tr>
<tr>
<td>- Maintain and expand services</td>
<td>- Facilities contributing to perceptions</td>
</tr>
<tr>
<td>- MI State</td>
<td>- Federal funding</td>
</tr>
<tr>
<td>- Neutral convener</td>
<td>- Fewer E.H. specific programs</td>
</tr>
<tr>
<td>- Opportunities for recognition</td>
<td>- Fewer qualified applicants</td>
</tr>
<tr>
<td>(accreditation)</td>
<td>- Funding</td>
</tr>
<tr>
<td>- Required registration</td>
<td>- Implicit biases</td>
</tr>
<tr>
<td>- Stronger internal collaborations</td>
<td>- IT (external systems)</td>
</tr>
<tr>
<td>- Supportive board</td>
<td>- Lack of affordable rent (housing)</td>
</tr>
<tr>
<td>- Various environmental crises have created higher public awareness</td>
<td>- Lack of awareness and branding of what public health is</td>
</tr>
<tr>
<td>- Work in colleges and universities</td>
<td>- Lack of funding</td>
</tr>
<tr>
<td>- Work in schools</td>
<td>- Lack of providers</td>
</tr>
<tr>
<td>- Work with other partners in community to enhance the community</td>
<td>- Lack of public health knowledge of county administration</td>
</tr>
<tr>
<td></td>
<td>- National narrative of exclusion</td>
</tr>
<tr>
<td></td>
<td>- Payment reform</td>
</tr>
<tr>
<td></td>
<td>- Political environment</td>
</tr>
<tr>
<td></td>
<td>- Poor certification or accreditation review</td>
</tr>
<tr>
<td></td>
<td>- Price on prevention</td>
</tr>
<tr>
<td></td>
<td>- Public perception</td>
</tr>
<tr>
<td></td>
<td>- Reimbursement</td>
</tr>
<tr>
<td></td>
<td>- Required registration</td>
</tr>
<tr>
<td></td>
<td>- Staff layoffs</td>
</tr>
<tr>
<td></td>
<td>- Stigma of public health as a last resort</td>
</tr>
</tbody>
</table>
Alignment with Ingham County Health Department Plans

Connection to the Healthy! Capital Counties Health Improvement Plan

The Ingham County Health Department is an active participant in the Healthy! Capital Counties which is convened and co-facilitated by three local health departments (Ingham County Health Department, Barry-Eaton District Health Department and Mid-Michigan District Health Department). The Community Health Improvement Plan (CHIP) currently has 4 priority areas: Access to Primary Care, Quality Health Care, Chronic Illness, Mental Health, and Financial Stability.

The ICHD has responsibilities in 4 of the priority areas and although we do not have a primary role or responsibility to implement the strategies for the Mental Illness priority area, we serve a supportive role through collaborative efforts with Community Mental Health and through the Community Health Center’s Behavioral Health Services.

The specific responsibilities assigned to the ICHD within the CHIP are included in the strategic plan and are identified by notation.

Connection to Quality Improvement, Workforce Development and Performance Management

As a governmental public health agency accountable to the local and state authorities, but also to the taxpayers, it is important to be good stewards and to utilize our resources as effective and efficient as possible. The strategic plan outlines our process to improve and enhance our operations.

The agency’s QI Council will work with agency staff and provide assistance with identified quality improvement initiatives. We will consistently monitor our progress and identify opportunities for quality improvement initiatives. The strategic plan is the foundation for our performance management system which is monitored through our internal performance dashboard. We have already identified opportunities for QI initiatives at the outset of our plan. We recognize additional QI opportunities will present themselves as the strategic plan’s activities such as surveys and improvement efforts are identified.

The strategic plan has devoted one of its strategic directions to Workforce Development and we are making it a priority to develop and implement our Workforce Development Plan.

The “Admin + Division Directors Team” will oversee the implementation, monitoring, and revisions of the strategic plan and is committed to sharing the progress, barriers and successes with our staff, our stakeholders, and our constituents.
Staff Involvement

The front-line staff of the department were provided the opportunity to attend 1 of the 2-hour sessions to provide their input into the strategic planning process. A community café model was used to gather the staff ideas on potential strategies for the objectives with the agency’s supervisory and administrative staff members serving as table hosts. A few weeks after the meetings, the staff were asked to prioritize the strategies to assist the leadership team with the timelines of the plan through an online Survey Monkey process. The meetings were held on July 18 and 26, 2016. A total of 234 front-line staff members attended the sessions. (see sign-in sheets in Appendix A). A total of 204 surveys were returned and 76.1% of the respondents identified as non-supervisory staff, 16.1% as supervisory staff and 7.7% indicated they were an ICHD administrator. The Survey Monkey results were distributed to staff in November, 2016 and are available upon request.

External Trends and Events that Impact Our Work

As evidenced in the SWOT analysis, the ICHD has multiple factors that potentially impact our work. Changing in funding, billing and payment reform are on-going and budgetary constraints at all levels of government is a trend continuing well into the foreseeable future.

At the time of the strategic plan development, the presidential campaign was still underway, but the outcome of the election could certainly impact our work as the new administration will have new, yet unknown priorities that could affect public health and the work we do as well as the services we provide.

The demographics in Ingham County are changing and it has placed a large burden on our agency to increase the level of interpretation services available to migrant and immigrant populations who are coming to the health department for service.

Additionally, the demographics within the agency will impact our work as many of our health department employees will be retiring and finding new qualified candidates will be a recruitment challenge. If we cannot attract competent employees who reflect the population we serve, the impact on our ability to provide services will be diminished.

Strategic Plan Outline

The plan outlined on the following pages, is displayed in a table format to assist the reader and users in easing readability. The tables indicate the Strategic Direction highlighted in dark blue, the Objectives are highlighted in light blue and the column titles for the strategies are shaded in yellow. Each strategy includes the identified champion(s), and the metric/measure to be used to monitor progress. The designated champion will determine the metric/measure to be used to monitor progress. Each strategy also references alignment with both the 10 essential public health services and the 12 PHAB domains to illustrate alignment with national priorities. We are proud to recognize that all 10 of the essential services and all 12 of the domains are tied into the
plan. For reference, the 10 Essential Public Health Services and the 12 PHAB Domains (V. 1.5) are included at the end of the report.
Strategic Direction 1: Communications both internally and externally will be improved and enhanced to assure timely transmission and feedback of messages.

Objective 1.1: By March 31, 2017, the Ingham County Health Department will determine its baseline employee satisfaction rate related to internal communications and will improve the score each year by a minimum of 5%.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERNAL COMMUNICATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Promotion of the “What If” suggestion generator to be able to receive input and feedback from front-line staff by March 2017.</td>
<td>What If Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Provide a centralized “Communication Area” that has paper copies of the newsletter and upcoming events by June 2017.</td>
<td>Communication Committee</td>
<td>Communication Area created in break room.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Review the employee satisfaction survey to measure satisfaction with internal and external communication to determine the baseline measure and create goals and objectives by March 2017.</td>
<td>Communication Committee</td>
<td>Baseline and benchmark scores are determined; goals and objectives established</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Redesign the monthly newsletters across the health department that includes success stories, training opportunities, new staff and upcoming changes in policies and procedures.</td>
<td>Communication Committee</td>
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</tr>
<tr>
<td>5. Host an all-staff yearly meeting to highlight accomplishments and promote our vision by December 2018.</td>
<td>Communication Committee</td>
<td>8</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>6. Creation of a photo directory of staff to improve name recognition and position within agency by December 2017.</td>
<td>Communication Committee</td>
<td>Creation of photo directory</td>
<td>8</td>
<td>8,11</td>
</tr>
<tr>
<td>7. Establish and disseminate the rotation schedule of locations for Brown Bag meetings by January 31, 2017</td>
<td>Communication Committee</td>
<td>Rotation schedule established and disseminated to staff</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td><strong>EXTERNAL COMMUNICATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Conduct a client survey to receive suggestions on how to enhance the website so it shares comprehensive information about all programs and services, and is easy to navigate by December 2017 and to develop a plan to implement enhancements in 2018 and 2019.</td>
<td>Website Sub-committee</td>
<td>7, 9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>2. Creation of at least 3 community</td>
<td></td>
<td>3</td>
<td>2,3,7</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Task Description</td>
<td>Responsible Committee</td>
<td>Committee</td>
<td>Sub-Committee</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------</td>
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</tr>
<tr>
<td>3.</td>
<td>Develop and publish an annual agency marketing/communication plan that includes free public service announcements, radio and TV interview opportunities, newspaper articles, and social media/website by December of each year for the following year.</td>
<td>Communication Committee</td>
<td>Health</td>
<td>Communication Specialist</td>
</tr>
<tr>
<td>4.</td>
<td>Sustain and review agreements with partners to create and share messaging about services and emerging issues on an annual basis.</td>
<td>Communication Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Document the process and options available to front-line staff to provide input into community messaging efforts by December 2017.</td>
<td>Communication Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Document the process to seek input into community messaging efforts from target populations by December 2017.</td>
<td>Health Communication Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Seek out opportunities to share agency service information with</td>
<td>Communication Committee</td>
<td></td>
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</tr>
<tr>
<td>8.</td>
<td>Continue the creation of an annual report that is distributed to Ingham County residents via the agency website to showcase services by July of each year.</td>
<td>Communication Committee</td>
<td>3.9</td>
<td>3</td>
</tr>
<tr>
<td>9.</td>
<td>Provide an annual open house for health department activities by December 2019.</td>
<td>Communication Committee</td>
<td>3.7</td>
<td>3.7</td>
</tr>
<tr>
<td>10.</td>
<td>Partner with providers to develop a set of client education and communication tools on quality healthcare and follow up on using the tools. (CHIP: Access to Quality Healthcare Priority Area)</td>
<td>CHIP HealthCare Workgroups</td>
<td>3.7,9</td>
<td>3.4,9</td>
</tr>
<tr>
<td>11.</td>
<td>Create messaging on the website and social media to educate about public health laws and regulations in the County.</td>
<td>Environmental Health Division And Communications Committee</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
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</tr>
</tbody>
</table>
Strategic Direction 2: The Ingham County Health Department will recognize and acknowledge the diverse culture of our community and will honor that culture in our interactions with the people we serve and with each other.

Objective 2.1: By December 31, 2019 we will create an office environment that reflects the diversity of the people we serve.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric/Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Development and distribution of user-friendly maps of health department locations.</td>
<td>Communication Committee</td>
<td></td>
<td>7</td>
<td>3,7</td>
</tr>
<tr>
<td>2. Assure the pictures in main areas to reflect community we serve on regular rotation</td>
<td>Communication Committee</td>
<td></td>
<td>7, 9</td>
<td>3,7,11</td>
</tr>
<tr>
<td>3. Sustain the practice and environment of allowing a client’s support system to participate in appointments.</td>
<td>Community Health Centers</td>
<td></td>
<td>5,9</td>
<td>7</td>
</tr>
<tr>
<td>4. Assess how to create more effective services for non-English speaking clients by working with our provider partners to create improved feedback tools to increase the visibility of client satisfaction forms on website and in the clinics in multiple languages. (CHIP Priority Area: Access to Quality Healthcare)</td>
<td>LEP Taskforce</td>
<td></td>
<td>4,5,9</td>
<td>3,9,11</td>
</tr>
<tr>
<td>5. Development of a centralized check-in for services to reduce the</td>
<td>CHC-DHO Call Center</td>
<td></td>
<td>5</td>
<td>7</td>
</tr>
</tbody>
</table>
**Objective 2.2:** By December 31, 2017 we will assess the availability of interpretation services and seek opportunities to improve access to interpreters.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conduct an assessment of the types, languages, availability and cost of interpretation services to determine if/where gaps exist.</td>
<td>LEP Taskforce</td>
<td></td>
<td>1</td>
<td>3.11</td>
</tr>
<tr>
<td>2. Seek out interpretation services that are available through the local colleges and universities and other community resources. Invest in in-person interpretations services when possible.</td>
<td>LEP Taskforce</td>
<td></td>
<td>1,7</td>
<td>3.11</td>
</tr>
<tr>
<td>3. Seek out the availability of bilingual volunteers within the community to provide directions to proper office locations.</td>
<td>LEP Taskforce</td>
<td></td>
<td>1,7</td>
<td>3.11</td>
</tr>
</tbody>
</table>

**Objective 2.3:** Integrate and Expand Health Equity into our daily routines by December 31, 2018

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conduct regular manager and supervisor round table and tool sharing to support staff in advancing health equity and social</td>
<td>Health Equity Resource Group</td>
<td></td>
<td>1,5</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>---</td>
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</tr>
<tr>
<td>2. Improve our hiring practices to include a social justice component.</td>
<td>Health Equity Resource Group</td>
<td>8</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>3. Continue social justice courses for staff with a focus on change management and creating a permanent change.</td>
<td>Health Equity Resource Group</td>
<td>8</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>4. Provide examples and possible site visits to other progressive health departments.</td>
<td>Health Equity Resource Group</td>
<td>5,10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>5. Provide a quarterly staff brown bag on health equity and social justice.</td>
<td>Health Equity Resource Group</td>
<td>8</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>6. Review the content of the health equity and social justice trainings provided and make revisions if necessary.</td>
<td>Health Equity Resource Group</td>
<td>8</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>7. Increase heart disease screening for at-risk women to allow for early detection and increase the connection and navigation to healthcare for underserved population. (CHIP Priority Area: Chronic Disease)</td>
<td>CHIP Chronic Disease/Health Promotion and Prevention</td>
<td>7</td>
<td>2,3,7</td>
<td></td>
</tr>
<tr>
<td>8. Increase diabetes screening for at-</td>
<td>CHIP Chronic</td>
<td>7</td>
<td>2,3,7</td>
<td></td>
</tr>
<tr>
<td>Objective 2.4. Engage all staff in the creation of a positive work environment by December 2017</td>
<td></td>
<td></td>
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<td>-----------------------------------------------</td>
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<td></td>
</tr>
<tr>
<td>Strategies</td>
<td>Champion(s)</td>
<td>Metric/Measure</td>
<td>Essential Service(s)</td>
<td>PHAB Domain(s)</td>
</tr>
<tr>
<td>1. Using the Employee Satisfaction survey, consider where quality improvement initiatives to improve can be implemented.</td>
<td>Recognition Committee</td>
<td>8.9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>2. Development of an employee recognition system</td>
<td>Recognition Committee</td>
<td>8</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>3. Create opportunities for staff at all levels to be engaged with each other to learn names, interests, etc.</td>
<td>Recognition Committee</td>
<td>8</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>4. Explore options for improved employee break room areas and enhancing the physical built environment to promote healthier eating. (CHIP Priority Area: Chronic Disease)</td>
<td>Recognition Committee</td>
<td>4,10</td>
<td>10,11</td>
<td></td>
</tr>
</tbody>
</table>
**Strategic Direction 3:** The Ingham County Health Department will promote fiscal responsibility to assure, to the extent possible, that we have the financial resources to adequately provide services and pay competitive wages.

**Objective 3.1:** By December 31, 2018, the Ingham County Health Department will conduct an internal analysis of its current financial practices to ensure organizational efficiency and adopting and utilizing best practices to maximize generation of revenue while controlling costs.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conduct an internal analysis and consider consulting with outside consultants to explore and implement best practices.</td>
<td>CFO</td>
<td></td>
<td>9,10</td>
<td>11</td>
</tr>
<tr>
<td>2. Conduct an analysis of fees charged in each program to assure they are covering the cost of the services provided. Consider charging for additional services.</td>
<td>CFO</td>
<td></td>
<td>9,10</td>
<td>9,11</td>
</tr>
<tr>
<td>3. Consider the implementation of a fee for appointment “no-shows”.</td>
<td>CFO/DHOs</td>
<td></td>
<td>5, 6</td>
<td>5, 11</td>
</tr>
<tr>
<td>4. Consider the elimination of non-essential services</td>
<td>CFO/DHOs/Health Officer</td>
<td></td>
<td>9, 10</td>
<td>5.9, 10</td>
</tr>
</tbody>
</table>

**Objective 3.2:** The ICID will provide an annual statement, in May of each year, on the need to invest in governmental public health and the
<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide the annual statement to county administration about the need for more general fund support and to state and federal legislators about the need for public health funding.</td>
<td>Health Officer/DHO</td>
<td></td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>2. Consider working with partners within the community for fund raising activities.</td>
<td>CHC Board</td>
<td></td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>3. Designate staff to work with commissions to advocate for public health funding.</td>
<td>Health Officer/DHOs</td>
<td></td>
<td>4</td>
<td>4.12</td>
</tr>
</tbody>
</table>

Objective 3.3: Annually, the Ingham County Health Department will actively pursue grant funding for its programs.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create a team/ individual that identifies and applies for applicable funding opportunities</td>
<td>Grants Workgroup</td>
<td></td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>2. Create one comprehensive grants system</td>
<td>Grants Workgroup</td>
<td></td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>3. Communication of the various grant sources with the greater community and consider joint applications</td>
<td>Grants Workgroup</td>
<td></td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>
where applicable

| 4. Look for grant opportunities utilizing multiple county departments | Grants Workgroup | 4 | 4 |

**Objective 3.4:** By December 31, 2018, the ICHD will develop a plan to evaluate alternative sources of funding.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Seek out alternate revenue possibilities from private funding sources such as local and national foundations.</td>
<td>Grants Workgroup</td>
<td></td>
<td>5</td>
<td>11</td>
</tr>
<tr>
<td>2. Provide patient assistance with insurance enrollment</td>
<td>Registration and Enrollment</td>
<td>5,7</td>
<td>na</td>
<td></td>
</tr>
<tr>
<td>3. Create a quality improvement initiative to improve the collection of client co-pays and insurance information.</td>
<td>CFO/QI Council</td>
<td></td>
<td>5,9,10</td>
<td>9</td>
</tr>
</tbody>
</table>

**Objective 3.5:** By December 31, 2017, ICHD will have a plan to advocate for competitive wages for its workforce.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ICHD Leadership will share the results of salary surveys conducted at the local, state and national level with county commissioners and administration.</td>
<td>Health Officer/DHO/CFO</td>
<td></td>
<td>8</td>
<td>11</td>
</tr>
</tbody>
</table>

**Strategic Direction 4:** By December 31, 2019, the Ingham County Health Department will have a reliable information technology system that
includes an obsolescence plan for equipment replacement and upgrades, timely responses to technology related issues, a reliable server system with adequate connection speeds and a plan to convert to paperless where applicable.

**Objective 4.1:** By May 31, 2017 and then on an annual basis, the Ingham County Health Department will have an Information Technology Plan that includes an inventory of the available hardware and software replacement timeframes and supports the public health and administrative functions of the agency.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Assess the software and technology required for both office and field operations. Complete a comprehensive assessment to share with “county” to help them understand challenges we face with inadequate or poor IT support and timelines</td>
<td>IT Committee</td>
<td></td>
<td>9,10</td>
<td>11</td>
</tr>
<tr>
<td>2. Inventory system (hardware and software) and create an obsolescence plan for upgrades and replacements</td>
<td>IT Committee</td>
<td></td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>3. Research the infrastructure required to enhance the reliability of server capacity, software solutions and connectivity.</td>
<td>IT Committee</td>
<td></td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>4. Develop/revise the process for system upgrades and back-ups to occur during non-working hours.</td>
<td>IT Committee</td>
<td></td>
<td>9</td>
<td>11</td>
</tr>
</tbody>
</table>

**Objective 4.2:** The Ingham County Health Department will propose a list of innovations to incorporate into the agency on an annual basis.
<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Evaluate the internal-centralized EHR to determine possible solutions that will reduce delays to clients and allow it to “speak” to outside systems.</td>
<td>IT Committee</td>
<td></td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>2. Well-designed user-friendly website with smartphone app</td>
<td>IT Committee</td>
<td></td>
<td>3</td>
<td>3, 7</td>
</tr>
<tr>
<td>3. Consider the option of texting clients to confirm appointments</td>
<td>IT Committee</td>
<td></td>
<td>9</td>
<td>na</td>
</tr>
<tr>
<td>4. Develop a plan to convert paper forms/systems to electronic forms (supply orders, forms, referrals)</td>
<td>IT Committee</td>
<td></td>
<td>9</td>
<td>NA unless it is a QI project</td>
</tr>
<tr>
<td>5. Expand the use of the patient portal</td>
<td>IT Committee</td>
<td>1, 2, 7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>6. Creation or promotion of phone apps for clients</td>
<td>IT Committee</td>
<td>7, 9</td>
<td>NA unless it is a QI project and that is questionable with clinical</td>
<td></td>
</tr>
<tr>
<td>7. Organize S drive to make it user-friendly</td>
<td>IT Committee</td>
<td></td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>8. Create an electronic information board in patient/client waiting areas</td>
<td>IT Committee</td>
<td></td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>
Objective 4.3: The Ingham County Health Department will work with the County’s IT department to improve response times for IT support and repairs by 10% by December 31, 2017.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric/Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conduct an assessment of the current response times of IT staff and the common issues in need of resolution.</td>
<td>IT Committee</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>2. Based on the assessment results, conduct a QI initiative to improve IT support and repair response times.</td>
<td>IT Committee/QI Council</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>3. Development of an IT Frequently Asked Questions Guide and short videos/webinars to resolve common, minor issues</td>
<td>IT Committee</td>
<td>5</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>4. Develop an IT Training Request Process for programs such as Outlook, Excel, the EHR, and Google Docs, S Drive</td>
<td>IT Committee/Workforce Development Committee</td>
<td>5</td>
<td>8,11</td>
<td></td>
</tr>
<tr>
<td>5. Include IT training in employee orientation</td>
<td>IT Committee/Workforce Development Committee</td>
<td>5,8</td>
<td>8,11</td>
<td></td>
</tr>
</tbody>
</table>

Strategic Direction 5: The Ingham County Health Department will create a Workforce Development Plan to ensure a competent workforce that fosters the education and mentoring of staff and creates a supportive work environment.

Objective 5.1: By December 31, 2017, the Ingham County Health Department will have a comprehensive Workforce Development Plan.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric/Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
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<td></td>
</tr>
<tr>
<td>1. Formation of a committee to compile the relevant information necessary to develop and implement a Workforce Development Plan that meets the PHAB standards and measures.</td>
<td>DHO-Admin</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>2. Conduct an assessment of current staff competencies against the adopted core competencies</td>
<td>Workforce Development Committee</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>3. Provide training schedules and a description of the material or topics to be addressed in the training curricula to address gaps in staff competencies</td>
<td>Workforce Development Committee</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>4. Conduct an assessment of the cultural competency of staff and develop a training schedule to address the areas of weakness, include a social justice module.</td>
<td>Workforce Development Committee</td>
<td>8</td>
<td>8,11</td>
<td></td>
</tr>
<tr>
<td>5. Identify opportunities for career advancement within the organization</td>
<td>Workforce Development Committee</td>
<td>5,8</td>
<td>8,11</td>
<td></td>
</tr>
<tr>
<td>6. Encourage and support membership in diverse associations host</td>
<td>Workforce Development Committee</td>
<td>8,10</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Strategies</td>
<td>Champion(s)</td>
<td>Metric Measure</td>
<td>Essential Service(s)</td>
<td>PIIAB Domain(s)</td>
</tr>
<tr>
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</tr>
<tr>
<td>7. Business/organization/sociology reading club (broad categories)</td>
<td>Workforce Development Committee</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Objective 5.2: The Ingham County Health Department will develop a plan to promote a supportive work environment by December 31, 2017.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. The agency will develop and administer an annual Employee Satisfaction Survey to learn of and develop activities and policies to retain staff. Such policies could include employee recognition, employee wellness, collaborative learning opportunities, and advancement opportunities.</td>
<td>Workforce Development Committee</td>
<td>5.8</td>
<td>9.11</td>
<td></td>
</tr>
<tr>
<td>2. Establish a mentor program for all new employees based on new hires’ goals and desired career trajectory.</td>
<td>Workforce Development Committee</td>
<td>8</td>
<td>8.11</td>
<td></td>
</tr>
<tr>
<td>3. Foster an environment of collegial support for all staff.</td>
<td>Workforce Development Committee</td>
<td>3</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>4. Sustain the formal system of employee recognition</td>
<td>Recognition Committee</td>
<td>8</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>5. Creation of a process to provide ongoing feedback on performance that supports professional development.</td>
<td>Workforce Development Committee</td>
<td>8</td>
<td>11</td>
<td></td>
</tr>
</tbody>
</table>
Objective 5.3: By December 31, 2017, the Ingham County Health Department will have formalized agreements to accept interns into the department.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric/Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a formal internship program to provide experiences and</td>
<td>Workforce Development Committee</td>
<td></td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>exposure of public health as a career option.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Create job shadow and internship opportunity for Lansing-area high</td>
<td>Workforce Development Committee</td>
<td></td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>schools; especially in clinics and environmental health.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Objective 5.4: By December 31, 2017, the Ingham County Health Department will have a formalized recruitment and hiring process that reflects the activities associated with hiring qualified individuals who reflect the demographics of the population served.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric/Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Coordinate with the County Human Resources Dept. to develop enhanced</td>
<td>Workforce Development Committee</td>
<td></td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>recruitment practices to attract diverse workforce.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Coordinate with the County Human Resources Dept. to develop a</td>
<td>Workforce Development Committee</td>
<td></td>
<td>8</td>
<td>8,11</td>
</tr>
<tr>
<td>monitoring system to be able to conduct a workforce analysis of Health</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department employees to demonstrate that the employees hired reflects the</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>community that</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Develop a process to document that qualifications have been verified and that a tracking log is available for required recertification.
   
   Workforce Development Committee
   
   5, 8
   
   11

4. Assure position descriptions are available to all staff through the internet/intranet, in print or through the human resource department upon request.
   
   Workforce Development Committee
   
   5, 8
   
   11

Objective 5.5: By December 31, 2017, the Ingham County Health Department will have a formalized, internal orientation and exit process for all employees that will be reviewed on an annual basis.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric/Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Creation of a committee to develop orientation/on-boarding and exit process.</td>
<td>DHO-Admin</td>
<td>5, 8</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>2. Include in the employee orientation process an educational component on the diverse roles in the Health Dept. and the value they add to each department.</td>
<td>Workforce Development Committee</td>
<td>5, 8</td>
<td>na</td>
<td></td>
</tr>
<tr>
<td>3. Develop on-line educational resources for new employees such as training manuals, FAQ guides,</td>
<td>Workforce Development Committee</td>
<td>5, 8</td>
<td>11</td>
<td></td>
</tr>
</tbody>
</table>
Objective 5.6: The Ingham County Health Department will provide a schedule of available training and leadership development opportunities to staff on at least an annual basis.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric/Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a formalized Employee Exit process of the steps and information required when an employee leaves the agency.</td>
<td>Workforce Development Committee</td>
<td></td>
<td>5</td>
<td>na</td>
</tr>
<tr>
<td>2. Develop efficient mechanisms to conduct agency mandated trainings such as CLIA, HIPAA and Bloodborne Pathogens and other relevant topics that address identified competency gaps.</td>
<td>Workforce Development Committee</td>
<td></td>
<td>8</td>
<td>8,11</td>
</tr>
<tr>
<td>3. Require health equity-related objectives in all professional development plans.</td>
<td>Workforce Development Committee</td>
<td></td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>4. Periodic reviews and updates of the agency Operations Manual that includes training modules for staff.</td>
<td>Workforce Development Committee</td>
<td></td>
<td>5</td>
<td>11</td>
</tr>
<tr>
<td>5. Provide opportunities for staff to</td>
<td>Workforce Development</td>
<td></td>
<td>8</td>
<td>8,11</td>
</tr>
<tr>
<td></td>
<td>Committee</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>---</td>
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<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Provide educational opportunities for staff to learn about other divisions and the community through job shadowing and community field trips.</td>
<td>Workforce Development Committee</td>
<td>8</td>
<td>8.11</td>
</tr>
</tbody>
</table>
10 Essential Public Health Services

1. Monitor health status to identify community health problems.

2. Diagnose and investigate health problems and health hazards in the community.

3. Inform, educate, and empower people about health issues.

4. Mobilize community partnerships to identify and solve health problems.

5. Develop policies and plans that support individual and community health efforts.

6. Enforce laws and regulations that protect health and ensure safety.

7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable.

8. Assure a competent public health and personal healthcare workforce.

9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services.

10. Research for new insights and innovative solutions to health problems.

Source: APHA 2014©

PHAB Domains

1. Conduct and disseminate assessments focused on population health status and public health issues facing the community

2. Investigate health problems and environmental public health hazards to protect the community

3. Inform and educate about public health issues and functions
4. Engage the community to identify and address health problems

5. Develop public health policies and plans

6. Enforce public health laws

7. Promote strategies to improve access to health care services

8. Maintain a competent public health workforce

9. Evaluate and continuously improve health department processes, programs, and interventions

10. Contribute to and apply the evidence base of public health

11. Maintain administrative and management capacity

12. Maintain capacity to engage the public health governing entity

Source: PHAB www.phaboard.org Version 1.0
Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE HEALTH DEPARTMENT’S PLAN OF ORGANIZATION

RESOLUTION # 17 – 012

WHEREAS, the Ingham County Health Department will be undergoing Local Public Health Accreditation in 2017; and

WHEREAS, the Board of Commissioners approves the Plan of Organization for the Health Department to be submitted to the Michigan Department of Health and Human Services as part of the accreditation process; and

WHEREAS, in Resolution #16-535, the Board of Commissioners approved a reorganization of the Health Department; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an amendment to the Health Department’s Plan of Organization to reflect the changes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Ingham County Health Department Plan of Organization, effective December 13th, 2016, as attached.

HUMAN SERVICES:  Yeas:  Tennis, Sebolt, Nolan, McGrain, Anthony, Case Naeyaert
Nays:  None  Absent:  Banas  Approved  1/23/2017

Adopted as part of a consent agenda.
The Ingham County Health Department exists as a unit of Ingham County government. The Department is one of many departments/offices/units which operate under the direction of the Ingham County Board of Commissioners.  

**Governing Entity Relationship with the ICHD**

ICHD is a unit of government in Ingham County. Ingham County is governed by a fourteen-member Board of Commissioners, elected to two-year terms. The Board of Commissioners appoints the Health Officer to serve as the Director of ICHD and establishes through its annual budget process the personnel and other resources available to ICHD to carry out its statutory mission and any other duties assigned to it by the Board of Commissioners. ICHD’s primary point of contact with elected officials is the Human Services Committee of the Board of Commissioners which oversees the Department’s strategic and financial planning and contracting, and guides the Department on legislative matters.

The Board of Commissioners has established administrative policies for the operation of all County departments. These include the operation of the personnel functions and the financial management functions (i.e. budgeting, general ledger, and purchasing). These functions are overseen by the County Controller, who is appointed by the Board of Commissioners as the County’s Chief Administrative Officer. ICHD is bound by these policies and utilizes the resources of the Controller’s Office (i.e. Human Resources Department, Financial Services Department, Purchasing Department, Budget Office, and IT Department) to implement all such functions.

Through its administrative processes, the Board of Commissioners negotiates agreements with several collective bargaining units and establishes a compensation plan for managers and confidential employees. Through these mechanisms, the job titles, classifications, wages and other terms of employment are established for all positions in ICHD. The Board of Commissioners charges the Human Resources Director, via the Controller, with the responsibility of implementing the collective bargaining agreements and the managerial compensation plan. The Health Officer utilizes these documents to employ and direct the staff of ICHD.

PA 30 of 1978 permits Counties to establish budget stabilization funds equal to fifteen percent of their budget. Ingham County utilizes this mechanism to the fullest extent possible in order to ensure continuation of County services, including public health services, in the event of a crisis.

Ingham County Board of Commissioners (2016-2017)
Kara Hope, District No. 7, Chairperson
Sarah Anthony, District No. 3, Vice-Chairperson
Randy Mayville, District No. 6, Vice-Chairperson Pro Tem
Victor G. Celentino, District No. 1
Rebecca Bahar-Cook, District No. 2
Bryan Crenshaw, District No. 4
Todd Tennis, District No. 5
Penelope Tsernoglou, District No. 8
Carol Koenig,

Brian McGrain, District No. 10
Terri Banas, District No. 11
Deb Nolan, District No. 12
Randy Schafer, District No. 13
Robin Case Naeyaert, District No. 14
District No. 9

2016-2017 Human Services Committee (Board of Commissioners)
  Brian McGrain, District No. 10, Chairperson
  Teri Banas, District No. 11, Vice-Chairperson
  Todd Tennis, District No. 5
  Deb Nolan, District No. 12
  Robin Case Naeyaert
  District No. 14
  Carol Koenig, District No. 9
  Kara Hope, District No. 7

The Board of Commissioners appoints the Ingham County Board of Health. The Board of Health serves as an advisory body, assisting ICHD staff and the Board of Commissioners.

Ingham County Board of Health
  Molly Polverento, Chairperson
  Martha Adams, Chairperson Pro Tem
  Christina Dokter, Vice Chairperson
  Carol Callaghan
  Nigel Paneth
  Garry Rowe
  Derrell Slaughter
  Denise Chrysler
  Nino Rodriguez
  Lynn Stauff

ICHD operates a network of Federally Qualified Health Centers (FQHC) with eight sites. The sites are Community Health Centers funded under section 330(e) of the Public Health Services Act and one site is funded through the Act’s Health Care for the Homeless provision, section 330(h). This designation is important because it enables these Health Centers to obtain grants made available only through the Act.

Under the Public Health Services Act, federally funded Community Health Centers must be governed by a Community Health Center Board. As a public entity FQHC, Ingham County is a co-applicant for HRSA funding with the CHC Board. The majority of the members of the CHC Board must be clients of the Community Health Center. This CHC Board oversees the implementation of the Section 330 grants and the operation of the network of Community Health Centers operated by ICHD. The Community Health Center Board partners with ICHD and the Board of Commissioners to implement health services for Ingham County residents through the network of community health centers. These services provide assurance that uninsured, under-insured, and low-income Ingham County residents have access to an organized system of health care.

Ingham Community Health Center Board
  Jon Villasurda, Chairperson
  Todd Heywood, Vice Chairperson
  Flesia McClurkin, Secretary
  Phillip Bergquist
  Margaret Brown
  Mary Molloy
  Todd Tennis, Commissioner
  Bryanna Brown
  Thomas Curtis
Health Department Mandate

The Constitution of the State of Michigan includes the following declaration:

"The public health and general welfare of the people of the State are hereby declared to be matters of primary public concern. The Legislature shall pass suitable laws for the protection and promotion of public health."

In 1978, the Public Health Code was passed by the Legislature and signed by the Governor. The "Code" establishes a State/Local system to carry out the responsibility to protect and promote public health.

The Code establishes the Michigan Department of Public Health with the responsibility to:
"...continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs, including prevention and control of environmental health hazards; prevention and control of diseases; prevention and control of health problems of particularly vulnerable population groups; development of health care facilities and health services delivery systems; and regulation of health care facilities and health services delivery systems to the extent provided by law."

The Michigan Department of Public Health is charged in the Public Health Code to:
"...promote an adequate and appropriate system of local health services throughout the state."

The Public Health Code requires every county to provide for a local health department. County Boards of Commissioners are required to organize county or district health departments.

The Public Health Code charges the local health departments with the same basic responsibilities as are given to the State:
"A local health department shall continually and diligently endeavor to prevent disease, prolong life and promote the public health through organized programs, including prevention and control of environmental health hazards, prevention and control of disease; prevention and control of health problems of particularly vulnerable population groups; development of health care facilities and health services delivery systems; and regulation of health care facilities and health care delivery systems to the extent provided by law."

The Ingham County Board of Commissioners has responded to this mandate by establishing the Ingham County Health Department as a Department of Ingham County Government. Each year, through the County budget process and through contracts established with the State, the Board of Commissioners determines which programs and services will be established and maintained to respond to the legal requirements to promote and protect the public health of the citizens of Ingham County.

Chain of Command

The Health Officer of a local health department is appointed by the governing board of the jurisdiction she or he serves. The Michigan Department of Health & Human Services verifies that a health officer meets the minimum qualifications outlined in the Administrative Code (325.13001). The Health Officer acts as the chief administrative officer of the local health department and must “Have powers necessary or appropriate to perform the duties and exercise the powers given by law to the local health officer and which are not otherwise prohibited by law.” The most serious of these powers relate to the declaration of “imminent danger to health or lives” which could lead to orders to restrain a condition, practice or person, and the issuance of emergency orders and procedures to include involuntary detention and treatment of persons in the event of an epidemic. Linda S. Vail, MPA, was appointed Health Officer on April 7, 2014. Sugandha Lowhim, MD, MPH was approved by MDHHS as the Medical Director on May 30, 2012.
To assure that a proper representative of ICHD is always available to exercise the powers and duties of the Health Officer, the following Chain of Command is established in ICHD’s Continuity of Operations Plan and through the adoption of this Plan of Organization supported by the Ingham County Board of Commissioners and by the Director of the MDHHS:

a. Debbie Edokpolo, MSW, Deputy Health Officer - Public Health Services
b. Joel D. Murr, MPA, Deputy Health Officer - Administration
c. Russell Kolski, MSA, Deputy Health Officer - Executive Director for Community Health Centers

In the event that the chain of command is activated, there will be no official Acting Health Officer. However, the above list identifies the person authorized to act with the authority vested in the Health Officer via statute, rule or policy.

(SEE NEXT PAGE FOR ORGANIZATION CHART.)
Organizational Structure

Health Department Administrative Staff:
Linda S. Vail, MPA, Health Officer
Debbie Edokpolo, MSW, Deputy Health Officer-Public Health Services
Russ Kolski, MSA, RN, Deputy Health Officer-Executive Director Ingham Community Health Centers
Joel D. Murr, MPA, Deputy Health Officer-Administration
Eric Thelen, MBA, Chief Financial Officer
Sugandha Lowhim, MD, MPH, Medical Director
Erik Wert, DO, Medical Director-Ingham Community Health Centers
Sarah Bryant, MPH, RN, Health Promotion & Prevention Manager
Rod McNeill, MHA, Environmental Health Director
Ruby Rodgers, BSN, RN Communicable Disease Control Manager
Regina Traylor, MSN, RN, Maternal & Child Health Director

Medical Direction
Sugandha Lowhim, MD, MPH, serves as the Medical Director providing medical direction and support to ICHD’s administrative operations. Eric Wert, DO, MPH is the Medical Director for the Community Health Centers and oversees the Health Center’s quality assurance program, standing orders and laboratories.

The position of Medical Examiner has been part of the functions of ICHD for many years. Since 2011, the Medical Examiner services for the county have been sub-contracted to Sparrow Hospital and are under the oversight of Michael Markey, MD. Dr. Markey is the Medical Director of Sparrow Forensic Pathology Services and now serves as the Medical Examiner for Ingham County.

Department Structure
ICHD is organized into three overarching branches. One branch is Public Health Services where traditional and contemporary public health activities are located as well as Registration and Enrollment. The second division is Community Health Center Services, which houses our network of Federally Qualified Health Centers. Community Health, Planning, and Partnerships is the third division and provides services and programs that bridge both Public Health and Community Health Center services.

The Deputy Health Officer for Public Health Services is Debbie Edokpolo, MSW. Public Health Services contains most of the public health functions that would be found in any other Health Department. There are approximately 132 FTEs working in Public Health Services which has a budget of nearly $15 million dollars and is divided into four divisions: Health Promotion and Prevention; Environmental Health; Communicable Disease Control; and Maternal and Child Health.

Sarah Bryant, MPH, RN, directs the Health Promotion and Prevention division which include the Breast and Cervical Cancer Control Navigation Program (BCCCPN), the Office for Young Children (OYC), Pathways to Care, and Registration and Enrollment services.

Rod McNeill, MHA, directs the department’s Environmental Health division and oversees programs to prevent health and safety issues as they relate to the total environment. It has approximately 22 FTEs working in Public Health Services which has a budget of nearly $2.5 million dollars. Environmental Health operates three program areas: Food and Facilities Programs (which includes the food service sanitation program), Land and Water Programs (including the water supply services and on-site sewage programs), and Prevention and Response programs.
Ruby Rodgers, RN, manages the Communicable Disease Control division which includes Immunizations, the HIV/STI Prevention Program, and the TB/LTBI programs.

Regina Traylor, MSN, RN, directs the Maternal and Child Health Division which includes Children’s Special Health Care Services, Family Outreach Services, Native American Outreach Program, Nurse Family Partnership, Strong Start, Healthy Start, Vision and Hearing, Maternal Infant Health Program, Childhood Lead, and Women, Infants, and Children (WIC).

Russ Kolski, MSA, RN, serves as the Deputy Health Officer/Executive Director of the Ingham Community Health Centers. The Ingham Community Health Centers operate the network of Federally Qualified Health Centers described above and the supportive services related to them. The health centers serve approximately 24,000 unduplicated individuals per year with a budget of approximately $20.5 million dollars. There are 170 FTEs of County employees, including 23 FTE directly employed and 38 contractual providers (physicians, dentists, nurse practitioners, and physician assistants). Erik Wert, DO, MPH, is the Medical Director for the Health Centers. Dr. Wert also serves as the director for the clinical laboratories. The Health Centers provide primary care, OB/GYN and pediatric health care services, adolescent health care, infectious disease specialty services as well as adult and pediatric oral health care, and medical services at the Ingham County Jail and Youth Center. Most of those served are people who are eligible for Medicaid; people who do not have health insurance; or people who are enrolled in the Ingham Health Plan. Krista Haven, RN, Clinical Services Manager, oversees medical records, jail medical, and the call center within ICHD. The health centers must remain compliant with federal, state, and local funding sources and guidelines.

Joel D. Murr, MPA, serves as the Deputy Health Officer-Administration and oversees ICHD’s Community Health, Planning, and Partnerships (CHPP) programs. CHPP has a total operating budget of $4.8 million and 23 FTEs. CHPP works to power data-informed decision-making and to address social determinants of health, while developing partnerships and engaging in planning to promote wellness and health equity throughout Ingham County. Programs include: Community Health Assessment (CHA), Public Health Emergency Preparedness, Environmental Justice, Health Equity and Social Justice, Healthy Communities and the Power of We, which includes AmeriCorps. This branch also oversees ICHD’s Public Information, Grants administration, and Information Technology programs that are supported by a team of Analysts and Electronic Health Records trainers.
Introducing the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING SHARON MORGAN

RESOLUTION # 17 – 013

WHEREAS, Sharon Morgan began her career with Ingham County Health Department (ICHD) in July 16, 1973 as a full time Public Health Nurse in the Nursing Department; and

WHEREAS, in the role of Public Health Nurse, Sharon provided comprehensive and professional community health nursing services to high risk populations throughout the community; and

WHEREAS, in 1982, Sharon transitioned to a part time Public Health Nurse and Program Coordinator role in the Hypertension Control Program in Public Health Nursing (PHN) where she provided education and guidance to patients who currently had hypertension or were at risk; and

WHEREAS, in 1987 Sharon assumed a part time/shared time Public Health Nurse II position in PHN, later transitioning to full time in 1993; and

WHEREAS, Sharon was promoted to the Children’s Special Care Services (CSHCS) Coordinator position in 2007; and

WHEREAS, during her tenure Sharon ensured departmental, state, and federal guidelines were followed and met for the Ingham County CSHCS program and in response to the needs of the community also provided case management, acquired a grant from the State of Michigan to support the work of CSHCS by hiring a CSHCS parent liaison, served on various committees, and committed time to outreach in the community to promote the CSHCS program; and

WHEREAS, Sharon coordinated and taught CPR classes for the ICHD staff and mentored nursing and medical residents while emphasizing the importance of public health services and their role in serving the community; and

WHEREAS, through years of devoted work and supportive enthusiasm Sharon established strong relationships with her colleagues, staff, and community partners and will be greatly missed by those who have had an opportunity to work with her; and

WHEREAS, after 42 years of dedicated service to the citizens of Ingham County, Sharon Morgan retired on June 30, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Sharon Morgan for her 42 years of dedicated service to the community and for the contributions she has made to ICHD.
BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.

HUMAN SERVICES: Yeas: Tennis, Sebolt, Nolan, McGrain, Anthony, Case Naeyaert  
Nays: None    Absent: Banas Approved 1/23/2017

Adopted as part of a consent agenda.
INTRODUCED BY THE HUMAN SERVICES AND COUNTY SERVICES COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A POLICY PROHIBITING THE USE OF ELECTRONIC SMOKING DEVICES WITHIN INGHAM COUNTY OFFICES

RESOLUTION #17 - 014

WHEREAS, Section 333.12603 of the Michigan Public Health Code prohibits a person from smoking tobacco products in a public place or the meeting of a public body; and

WHEREAS, this statute was developed shortly after the introduction of electronic smoking devices (ESDs) in the United States, prior to their increased popularity; and

WHEREAS, now that use of ESDs has become more prevalent, the Ingham County Health Department (ICHD) is proposing that Ingham County prohibit their use within all county buildings; and

WHEREAS, early research indicates that ESDs can serve as an introduction to tobacco products, especially among youth, as well as cause confusion among the public about smoking in public places; and

WHEREAS, the Health Officer recommends approval of the attached policy prohibiting the use of ESDs in Ingham County buildings.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the attached policy prohibiting the use of ESDs in Ingham County buildings.

HUMAN SERVICES: Yeas: Tennis, Sebolt, Nolan, McGrain, Anthony, Case Naeyaert
  Nays: None  Absent: Banas Approved 1/23/2017

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Grebner, Nolan, Maiville
  Nays: None  Absent: Koenig, Sebolt Approved 1/17/2017

Adopted as part of a consent agenda.
Policy Prohibiting the Use of Electronic Smoking Devices within Ingham County

- Electronic Smoking Device (ESD): a noncombustible product designed to contain a vapor cartridge or containing nicotine or other substance that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine or other substance in a solution or other form. Electronic smoking devices include an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device, and also include a vapor cartridge or other container of nicotine or other substance in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.

- Section 333.12603 of the Michigan Public Health Code prohibits a person from smoking tobacco products in a public place or the meeting of a public body. This statute was developed shortly after the introduction of electronic smoking devices (ESDs) in the United States, prior to their increased popularity.

- Ingham County prohibits the use of ESDs within all county buildings.

- Although the potential harm of ESDs is still unknown, early research indicates that they can serve as an introduction to tobacco products, especially among youth.

- The use of ESDs in public places also causes confusion among the public about smoking in public places.
Introduces by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH BIG BROTHERS BIG SISTERS MICHIGAN CAPITAL REGION TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE CAPITAL AREA MENTORING PARTNERSHIP PROGRAM FOR 2017

RESOLUTION # 17 – 015

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

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

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

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

WHEREAS, the Ingham County budget included $25,000 as the County’s share of funding for CAMP in the fiscal year 2017.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Big Brothers Big Sisters Michigan Capital Region for the period January 1, 2017 through December 31, 2017 in an amount not to exceed $25,000 as Ingham County’s share of funding to provide administrative oversight and programmatic leadership for the CAMP.

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

HUMAN SERVICES: Yeas: Tennis, Sebolt, Nolan, McGrain, Anthony, Case Naeyaert
Nays: None    Absent: Banas Approved 1/23/2017

FINANCE: Yeas: Grebner, McGrain, Tennis, Hope, Anthony, Schafer, Case Naeyaert
Nays: None    Absent: None    Approved 1/18/2017

Adopted as part of a consent agenda.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT FOR MICHIGAN STATE UNIVERSITY EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY APPROVING THE ANNUAL WORK PLAN FOR 2017

RESOLUTION # 17 – 016

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into the attached annual Work Plan that includes a county assessment of $233,641 with MSU Extension for the period of January 1, 2017 through December 31, 2017 for delivery of Extension services and education.

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

HUMAN SERVICES:  Yeas:  Tennis, Sebolt, Nolan, McGrain, Anthony, Case Naeyaert
Nays:  None  Absent:  Banas  Approved  1/23/2017

FINANCE:  Yeas:  Grebner, McGrain, Tennis, Hope, Anthony, Schafer, Case Naeyaert
Nays:  None  Absent:  None  Approved  1/18/2017

Adopted as part of a consent agenda.
AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into this 22nd day of December, 2016 by and between Ingham County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION ("MSUE").

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

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

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

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

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

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

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

A. MSUE will provide:

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

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

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


5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").
6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.

7. Administrative oversight of MSUE office operations.

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

B. The County will Provide:

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

2. Office and meeting space meeting the following requirements:

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

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

   0 FTE County employed Clerical Support Staff

Optional:

4. Funding for additional Extension educators at $78,580. (.8 FTE * $98,225.) assigned to County and reporting to Agriculture and Agribusiness Institute.

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

6. Funding for additional paraprofessional(s) at 0 FTE
7. Total Annual Assessment in the amount of $233,641.

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

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

C. Staffing and Financial Summary
   A. Base Assessment (includes 1.5 FTE 4-H Program Coordination) $124,711.

   ADDITIONAL PERSONNEL
   
   B. 0 FTE Clerical Support Staff to be employed by MSU $0.

   C. 0.8 FTE Educator (Program Area Horticulture) $78,580.

   D. 0.5 FTE Additional 4-H Program Coordination $30,350.

   E. 0.5 FTE Additional paraprofessional staff $0.

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2017: $233,641.

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2017 the first day of the County budget year 2017 and shall terminate on the last day of such County budget year 2017. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Ingham County Administrator’s Office, 341 S Jefferson, PO Box 319, Mason, Michigan 48854, if to the County.

II. General Terms

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

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

3. **Assignment.** This agreement is non-assignable and non-transferable.

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

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

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

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

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

**BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY**

By:______________________________

Daniel T. Evon, Director,
Contract & Grant Administration

Its:______________________________

Date:______________________________

**Ingham COUNTY**

By:______________________________

Print name:________________________

Its:______________________________

(title)

Date:______________________________
Appendix A

Technical Standards for County Internet Connections

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

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

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

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

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

35.9.15.43 (80) {search.msu.edu}
35.9.160.36 (1935,443) (authentication)
35.8.201.221 & 35.8.201.212 (10020) {ProofPoint}
35.9.83.132 (all) {vpn.msu.edu}
35.9.81.150 {zoom.msu.edu}
35.9.121.189 and 190 (443) {SharePoint}
35.8.200.57 (80 and 443) {SharePoint}
35.9.121.221, 223, and 225 (443) {Exchange}
35.8.200.56 (80 and 443) {Exchange}
35.8.200.2—35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) {Lync}
35.8.201.200 (443 TCP) {Lync}
35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP - 135, 137-139, 2701-2704, 49152-65535)
35.8.200.58 (80 and 443) {Lync}
35.9.14.169 (80 and 443) {D2L – Desire to Learn}

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

Other notable web server/sites IP addresses:
CNR.msu.edu – 35.8.201.199
MSUE.anr.msu.edu – 35.8.201.199
Events.anr.msu.edu – 35.8.200.220
web2.canr.msu.edu | web2.msu.edu - 35.8.200.220
Expression Engine – 35.8.201.215
Web Hosting environment (other ANR websites) – 35.8.201.217
Master Gardener (External) – 128.120.155.54
Extension.org (External) – 152.46.27.147
Msu.zoom.us (External) – 54.165.201.102

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to support@anr.msu.edu, where they will be routed to the best person to assist you.
Introduced by the Law and Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION MAKING AN APPOINTMENT TO THE
INGHAM FAMILY CENTER ADVISORY BOARD

RESOLUTION # 17 – 017

WHEREAS, a vacancy exists on the Ingham Family Center Advisory Board; and
WHEREAS, the Law and Courts Committee interviewed applicants interested in serving on this Board.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints

Kate Sonka, 1217 S Genesee Dr, Lansing, 48915

as a community representative to the Ingham Family Center Advisory Board for a term expiring December 31, 2019.

LAW & COURTS:  Yeas: Celentino, Crenshaw, Schafer, Maiville
Nays: None  Absent: Hope, Banas, Koenig  Approved 1/12/2017

Adopted as part of a consent agenda.
WHEREAS, Michigan State University (MSU) uses Ingham County Animal Control (ICAC) to provide clinical and surgical training and experience for students in the College of Veterinary Medicine; and

WHEREAS, MSU has proposed an Agreement to set out the terms and conditions of the relationship; and

WHEREAS, Ingham County benefits from the placement of veterinary students in the ICAC animal shelter; and

WHEREAS, the Animal Control Director and Veterinarian recommend that the Board of Commissioners authorize and execute the agreement.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners authorizes an Agreement with Michigan State University for the purpose of establishing the terms and conditions for placing students of their College of Veterinary Medicine at the Ingham County Animal Shelter.

BE IT FURTHER RESOLVED, that the agreement shall commence on or around 1 February 2017 and shall remain in effect for one year, with the option to renew or terminate the agreement by mutual agreement of both parties.

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.

LAW & COURTS: Yeas: Celentino, Crenshaw, Schafer, Maiville
Nays: None Absent: Hope, Banas, Koenig Approved 1/12/2017

Adopted as part of a consent agenda.
SPECIAL ORDERS OF THE DAY

Commissioner Crenshaw moved to make the following appointments:

- Jane Sherzer to the EDC Board of Directors
- Commissioners Nolan, McGrain, Crenshaw, Hope, Anthony and Maiville to the Strategic Planning Committee

Commissioner McGrain supported the motion.

The motion carried unanimously. Absent: Commissioner Banas.

Commissioner Crenshaw moved to waive the term limits and make the following appointments:

- Paul Kindel and Kirk Heinze to the Farmland Preservation Board
- Paul Palmer to the Community Mental Health Board

Commissioner Schafer supported the motion.

The motion carried unanimously. Absent: Commissioner Banas.

PUBLIC COMMENT

None.

COMMISSIONER ANNOUNCEMENTS

Commissioner Crenshaw announced that the graduation of the Ingham County Sobriety Court took place earlier that day, and encouraged all to attend the next graduation.

Commissioner Crenshaw announced the Action of Greater Lansing 8th Annual Martin Luther King Jr. Community Prayer Breakfast was being held on February 4th at the Union Missionary Baptist Church from 9am-11am. He encouraged interested persons to visit actionofgreaterlansing.org for more information.

Commissioner Hope announced that the Tri-County Office on Aging Meals on Wheels Program needed volunteers who could donate 1 hour over the lunch time once a month. She encouraged interested persons to visit TCOA.org and fill out a volunteer application.

Chairperson Anthony announced the Health Department HIV testing event was being held in conjunction with the National Black HIV/AIDS Awareness Day on February 7 from 8:30am to 3:30pm at the Forest Community Health Center. She stated that the event was free and anonymous.

CONSIDERATION AND ALLOWANCE OF CLAIMS

Commissioner McGrain moved to pay the claims in the amount of $26,395,741.44. Commissioner Crenshaw supported the motion.
The motion carried unanimously. Absent: Commissioner Banas.

ADJOURNMENT

The meeting was adjourned at 6:52 p.m.
Kara & Becky,

Please see below.

Julie Powers has resigned from the Ingham County Women's Commission as of 2/6/17.

---

Connie:

I want to apologize for the late notice on this but due to circumstances beyond my control, I have to resign from the Ingham County Women's Commission effective immediately.

Due to health issues and a job change, I will no longer have the ability to participate in the meetings and be of assistance in any meaningful way for the next several months and it would be a disservice to the rest of the committee to continue to be there "in name only".

With deep regret,

Julie

Julie Powers
Cell: (301) 452-3693

CONFIDENTIALITY NOTICE: This email communication may contain private, confidential, or legally privileged information intended for the sole use of the designated and/or duly authorized recipient(s). If you are not the intended recipient or have received this email in error, please notify the sender immediately by email and permanently delete all copies of this email including all attachments without reading them. If you are the intended recipient, secure the contents in a manner that conforms to all applicable state and/or federal requirements related to privacy and confidentiality of such information.
From: stewart stover [mailto:ssstover53@hotmail.com]  
Sent: Wednesday, January 04, 2017 7:57 PM  
To: Becky Brimley; Gower, Sandra  
Subject: resignation  

I apologize but my schedule is just not allowing me to participate as I think I should. I likely will be moving to Jackson in the next 6 months also.  
I certainly enjoyed the group. The discussions of important questions for the development of midMichigan were always enlightening and thoughtful.  
If I can be of assistance in the future please let me know.  
Stewart Stover
From: jane sherzer [mailto:jane.k.sherzer@gmail.com]
Sent: Tuesday, February 07, 2017 4:11 PM
To: Gower, Sandra
Subject: Re: Welcome to Ingham County EDC & BRA

Sandra,

I must apologize to you. Do to some unexpected changes in my job responsibilities, Friday mornings are no longer available for me to attend these meetings.

I must withdraw my name from consideration.

Regretfully,

Jane Sherzer
FEBRUARY 14, 2017
AGENDA ITEM NO. 4

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CONGRATULATING DELHI TOWNSHIP
ON ITS 175TH ANNIVERSARY

RESOLUTION # 17 –

WHEREAS, at its annual session on February 16, 1842, the Legislature of the State of Michigan passed Act No. 57, which established Delhi Township from property that was previously part of Alaiedon Township in Ingham County; and

WHEREAS, this land was traveled and hunted by indigenous peoples for centuries; in 1837, the first white settlers arrived in the area now known as Delhi Township; these settlers cleared the heavily wooded land, which they found to be well suited to farming; and

WHEREAS, as the new community grew, it built a one-room school building from logs; the first merchant set up shop in 1857, and the first church, the First Presbyterian, was officially established in 1865; and

WHEREAS, the first post office was established in 1848 at what was then known as Delhi Center; in 1860, the community’s name was changed to Holt to avoid confusion with nearby Delhi Mills in Washtenaw County; and Holt remains one of the oldest unincorporated communities in Michigan; and

WHEREAS, like the rest of Ingham County, Delhi Township has seen considerable development and growth over the decades; in 1850, its population was 402 persons; today, the population is estimated to be 26,247 persons; and

WHEREAS, today, Delhi Township is home to the excellent Holt Public Schools district, 100 acres of public parkland, miles of recreational trails, a robust faith community of 17 churches, and approximately 400 businesses of various types and sizes; and

WHEREAS, Delhi Township was recently named one of the Top 10 Happiest Places in Michigan, and it was named one of the Top 10 Best Places in Michigan to Own a Home; and

WHEREAS, the Delhi Township Board has proclaimed that 2017 is the 175th anniversary of the establishment of the Township, and along with its residents, it is celebrating this quartoseptcentennial year with several special events throughout the year.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners congratulates the Delhi Township Board and township residents on this milestone, and it commends the Township, the Holt-Delhi Historical Society, and the many organizations and individuals who are working to give this historic anniversary the attention it deserves.

COUNTY SERVICES:  Yeas: Celentino, Crenshaw, Sebolt, Maiville
Nays: None  Absent: Grebner, Nolan, Koenig  Approved 2/07/2017
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 # 17 –

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 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 January 24, 2017 as submitted.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Sebolt, Maiville  
Nays: None  Absent: Grebner, Nolan, Koenig  Approved 2/07/2017
# INGHAM COUNTY ROAD DEPARTMENT

LIST OF CURRENT PERMITS ISSUED

<table>
<thead>
<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT / CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
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<tr>
<td>2017-001</td>
<td>CONSUMERS ENERGY GAS</td>
<td>BONNY VIEW DR &amp; MEMORY LN</td>
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<td>2017-002</td>
<td>WIDEOPENWEST CABLE / UG</td>
<td>MERIDIAN RD &amp; LINNN RD</td>
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<td>COMCAST CABLE / OH</td>
<td>HOLT RD &amp; GUNN RD</td>
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<td>WATSON AVE &amp; HOLT RD</td>
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<td>JOB SITE SERVICES MISCELLANEOUS</td>
<td>KINNEVILLE RD &amp; ONONDAGA RD</td>
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<td>2017-012</td>
<td>CONSUMERS ENERGY ELECTRIC / UG</td>
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<td>2017-013</td>
<td>MCLEOAD USA TELE. ANNUAL PERMIT</td>
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<td>2017-014</td>
<td>MERIDIAN TOWNSHIP ROAD CLOSURE / SPECIAL EVENT</td>
<td>KINAWA DR &amp; OKEMOS RD</td>
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<td>CEDAR ST &amp; WATSON AVE</td>
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<td>LANSING</td>
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<td>AT &amp; T CABLE / UG</td>
<td>JOLLY RD &amp; KANSAS RD</td>
<td>ALAIEDON</td>
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MANAGING DIRECTOR: ______________________________
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A $10.00 FEE TO ACCOMPANY APPROVED FEES FOR CERTIFIED COPIES OF STATE-ONLY RECORDS ISSUED BY THE COUNTY CLERK’S OFFICE FROM THE MICHIGAN CENTRALIZED BIRTH CERTIFICATION SYSTEM (MiCBCS)

RESOLUTION # 17 –

WHEREAS, the Ingham County Clerk has contracted with the State of Michigan for the use of the Michigan Centralized Birth Certification System (MiCBCS) to be able to quickly access, verify, and provide quality certified copies of birth records for those individuals born in Ingham County; and

WHEREAS, in Resolution #16-387, the Ingham County Board of Commissioners approved fees for using the MiCBCS; and

WHEREAS, all of the revenue from the fees approved in Resolution #16-387 are remitted to the State of Michigan; and

WHEREAS, the State charges an additional $12 fee to process same-day, in-person requests for certified copies; and

WHEREAS, the Ingham County Clerk recommends that the current fees be increased from $34 to $44 for the first copy and from $14 to $24 for the first copy issued to a senior citizen for certified copies of state-only records; and

WHEREAS, the funds generated from the recommended $10 fee would be deposited into the General Fund for Ingham County; and

WHEREAS, if the Board of Commissioners approves the fee increase, the Ingham County Clerk requests the 2017 Supplies Budget (10121500 726010) for the County Clerk’s Office be increased by $2,000 to cover costs generated from processing requests for certified copies of state-only records.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the collection of a fee of $10 for requests in addition to the fees authorized in Resolution #16-387 irrespective of the number of copies requested in the transaction.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a $2,000 increase to the County Clerk’s 2017 Supplies Budget to cover costs generated from processing requests for certified copies of state-only records.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any transfers or adjustments to the 2016, 2017, 2018 and 2019 budgets necessary to properly budget and account for these revenues, expenditures, and transfers.
COUNTY SERVICES:  Yeas: Celentino, Crenshaw, Sebolt, Maiville
  Nays: None  Absent: Grebner, Nolan, Koenig  Approved 2/07/2017

FINANCE:  Yeas: Grebner, McGrain, Tennis, Hope, Schafer, Case Naeyaert
  Nays: None  Absent: Anthony  Approved 2/08/2017
FEBRUARY 14, 2017
AGENDA ITEM NO. 7

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE IMAGESOFT AND ONBASE ANNUAL SUPPORT

RESOLUTION # 17 –

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current licensing subscription agreement expired on December 31st, 2016; and

WHEREAS, the annual contract amount is in the 2017 budget; and

WHEREAS, ITD has negotiated a substantial price decrease by using the GSA contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the OnBase and Imagesoft annual support in the amount not to exceed $153,500.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Imaging Fund (636-25870-932050).

BE IT FURTHER RESOLVED, that the Controller 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: Celentino, Crenshaw, Sebolt, Maiville
      Nays: None   Absent: Grebner, Nolan, Koenig   Approved 2/07/2017

FINANCE:  Yeas: Grebner, McGrain, Tennis, Hope, Schafer, Case Naeyaert
      Nays: None   Absent: Anthony   Approved 2/08/2017
Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE CYFIN SOFTWARE LICENSING AGREEMENT

RESOLUTION # 17 –

WHEREAS, Ingham County has been using Cyfin for web reporting for many years; and

WHEREAS, Wavecrest Computing is the company that provides licensing for Cyfin; and

WHEREAS, the renewal quote is provided under GSA contract pricing; and

WHEREAS, our current existing agreement expires on January 30, 2017 and ITD recommends renewing this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the software licensing renewal from Wavecrest Computing in the amount not to exceed $7,308.00.

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 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:  Celentino, Crenshaw, Sebolt, Maiville
Nays:  None   Absent:  Grebner, Nolan, Koenig   Approved 2/07/2017

FINANCE:  Yeas:  Grebner, McGrain, Tennis, Hope, Schafer, Case Naeyaert
Nays:  None   Absent:  Anthony   Approved 2/08/2017
FEBRUARY 14, 2017
AGENDA ITEM NO. 9

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE OCULARIS SOFTWARE LICENSING AGREEMENT FROM VIDCOM

RESOLUTION # 17 –

WHEREAS, Ingham County has been using Ocularis for our camera management and video recording for many years; and

WHEREAS, Vidcom has been providing our licensing in the past and the ITD department is very satisfied with the service thus far; and

WHEREAS, ITD researched multiple vendors pricing and recommend continuing with Vidcom for software licensing renewal; and

WHEREAS, our current existing agreement expired on January 4, 2017 and ITD recommends renewing this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the software licensing renewal from Vidcom in the amount not to exceed $10,730.00.

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 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:  Celentino, Crenshaw, Sebolt, Maiville
   Nays:  None  Absent:  Grebner, Nolan, Koenig  Approved  2/07/2017

FINANCE:  Yeas:  Grebner, McGrain, Tennis, Hope, Schafer, Case Naeyaert
   Nays:  None  Absent:  Anthony  Approved  2/08/2017
AGENDA ITEM NO. 10

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE VMWARE SUPPORT AGREEMENT FROM CDWG

RESOLUTION # 17 –

WHEREAS, Ingham County currently utilizes VmWare for maintenance on critical virtualization software and requires ongoing support; and

WHEREAS, ITD obtained State of Michigan contract pricing from CDWG for our ongoing support and licensing needs; and

WHEREAS, our current existing support agreement expires on March 30, 2017 and ITD recommends renewing this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the VmWare support agreement from CDWG for 12 months in the amount not to exceed $26,795.72.

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 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: Celentino, Crenshaw, Sebolt, Maiville
Nays: None Absent: Grebner, Nolan, Koenig Approved 2/07/2017

FINANCE: Yeas: Grebner, McGrain, Tennis, Hope, Schafer, Case Naeyaert
Nays: None Absent: Anthony Approved 2/08/2017
FEBRUARY 14, 2017
AGENDA ITEM NO. 11

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE SEAMLESS DOCS LICENSING SUBSCRIPTION

RESOLUTION # 17 –

WHEREAS, Seamless Docs is a sole sourced comprehensive forms engine and eSignature platform heavily utilized by government entities; and

WHEREAS, utilization of the SeamlessDocs application by the County provides County constituents a higher level of service concerning response times and approvals; and

WHEREAS, the current licensing subscription agreement will expire on February 19th, 2017 unless renewed; and

WHEREAS, the annual contract amount is in the 2017 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the Seamless Docs licensing subscription in the amount not to exceed $24,000.00 per year.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Contract Maintenance Fund (636-25810-932030).

BE IT FURTHER RESOLVED, that the Controller 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: Celentino, Crenshaw, Sebolt, Maiville
Nays: None   Absent: Grebner, Nolan, Koenig   Approved 2/07/2017

FINANCE: Yeas: Grebner, McGrain, Tennis, Hope, Schafer, Case Naeyaert
Nays: None   Absent: Anthony   Approved 2/08/2017
WHEREAS, the four existing horse barns on the south end of the fairgrounds have reaching the end of their useful life; and

WHEREAS, said horse barns have historically been used for only horse events on the fairgrounds due to their height limitations; and

WHEREAS, all other horse barns on the grounds are used during the winter months for RV/vehicle storage; and

WHEREAS, the usage of the horse barns during the winter months for RV/vehicle storage creates off season revenue; and

WHEREAS, the proposed pole barn kits would have the capacity to increase the collection of winter storage revenue; and

WHEREAS, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to The Big L Corporation who submitted the lowest responsible bid in the amount not to exceed $110,242.60, for the purchase of four pole barn kits for the Ingham County Fairgrounds; and

WHEREAS, the funds for this project have been budgeted and approved in the 2017 hotel/motel CIP account number 56176900-976000 for $200,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to The Big L Corporation located at 620 S Main Street, Sheridan, MI 48884 for the purchase of four pole barn kits for the Ingham County Fairgrounds, for a total cost not to exceed $110,242.60.

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator is authorized to transfer funds from the Hotel/Motel CIP funds to the 2017 Ingham County Fair CIP account # 56176900-976000.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
COUNTY SERVICES:  Yeas: Celentino, Crenshaw, Sebolt, Maiville  
Nays: None  Absent: Grebner, Nolan, Koenig  Approved 2/07/2017

FINANCE:  Yeas: Grebner, McGrain, Tennis, Hope, Schafer, Case Naeyaert  
Nays: None  Absent: Anthony  Approved 2/08/2017
RESOLUTION TO AUTHORIZE AN ADDENDUM TO THE RESIDENTIAL LEASE AGREEMENT
FOR THE LAKE LANSING PARK SOUTH RENTAL HOUSE

RESOLUTION # 17 –

WHEREAS, the Ingham County Parks Department owns and maintains a rental house located within Lake Lansing Park-South; and

WHEREAS, Board of Commissioner Resolution 14-115 set the rental rate to $800.00 per month for the property located at 1608 Lake Lansing Road in Haslett, Michigan; and

WHEREAS, the Parks Department and the occupants of the rental house would like to extend the lease agreement through December 31, 2017; and

WHEREAS, the rate of the lease agreement will be amended to $800.00 per month for the renewal period per Resolution #14-115; and

WHEREAS, the Parks Department and the occupants have agreed that either party may terminate the lease upon no less than 90 days’ prior notice; and

WHEREAS, all other terms of the agreement shall remain the same.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an addendum to extend the lease agreement for the property located at 1608 Lake Lansing Road in Haslett, Michigan to December 31, 2017.

BE IT FURTHER RESOLVED, that the rate of the monthly lease shall be $800.00 per month for the renewal period.

BE IT FURTHER RESOLVED, that during the period of the renewal, the Parks Department or occupants may terminate the lease upon not less than 90 days’ prior notice.

BE IT FURTHER RESOLVED, that all other terms of the agreement shall remain the same.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the county after approval as to form by the County Attorney.
COUNTY SERVICES:  Yeas:  Celantino, Crenshaw, Sebolt, Maiville
  Nays:  None    Absent:  Grebner, Nolan, Koenig   Approved  2/07/2017

FINANCE:  Yeas:  Grebner, McGrain, Tennis, Hope, Schafer, Case Naeyaert
  Nays:  None    Absent:  Anthony   Approved  2/08/2017
INTRODUCED BY COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE REORGANIZATION OF POTTER PARK ZOO

RESOLUTION # 17 –

WHEREAS, the Potter Park Zoo relationship with the Potter Park Zoological Society changed in 2016; and

WHEREAS, the Potter Park Zoo is now managing several operations previously managed by the Society including the gift shop, concessions, admissions, parking, contracted encounters, payables and receivables; and

WHEREAS, the Potter Park Zoo is funded by a County millage; and

WHEREAS, the zoo budget is sufficient to cover the net increase of the reorganization; and

WHEREAS, the United Auto Workers (UAW) Local 2256 – Zoo Unit and Teamsters Local 243 – Potter Park Zoo Supervisory Unit support the proposed reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a reorganization to create a new Guest Services Manager and Lead Guest Services position as well as amend the following positions: Registrar/Clerk to Zoo Registrar, Director of Public Safety to Guest Experience Supervisor and Veterinarian/Curator to Director of Animal Health.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the 2017 budget.

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

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Sebolt, Maiville
Absent: Grebner, Nolan, Koenig  Approved 2/07/2017

FINANCE: Yeas: Grebner, McGrain, Tennis, Hope, Schafer, Case Naeyaert
Absent: Anthony  Approved 2/08/2017
Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE AMENDMENT OF THE POTTER PARK ZOO 2017 BUDGET

RESOLUTION # 17 –

WHEREAS, the Potter Park Zoo relationship with the Potter Park Zoological Society changed in 2016; and

WHEREAS, the Potter Park Zoo is now managing several operations previously managed by the Society including the gift shop, concessions, admissions, parking, contracted encounters, payables and receivables; and

WHEREAS, the 2016 budget was created in a time of transition at Potter Park Zoo; and

WHEREAS, the Potter Park Zoo is funded by a County millage; and

WHEREAS, the Potter Park Zoo is requesting to increase its revenue by a total of $509,500 and expense by $660,124.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners approves the Controller/Administrator to make the necessary transfers to adjust revenue and expenditures in the Zoo fund, as detailed below:

<table>
<thead>
<tr>
<th>Adopted Revenues</th>
<th>3,756,843</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Pony Revenue from Zoo Society</td>
<td>32,000</td>
</tr>
<tr>
<td>Increase Donation Revenue based on committed donations</td>
<td>7,500</td>
</tr>
<tr>
<td>Add Gift Shop/Concession Revenue from Zoo Society</td>
<td>470,000</td>
</tr>
<tr>
<td>Proposed Revenues</td>
<td>4,266,343</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adopted Expenditures</th>
<th>3,506,078</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Increase from proposed reorganization</td>
<td>335,103</td>
</tr>
<tr>
<td>Savings from filling Curator at lower step</td>
<td>(24,021)</td>
</tr>
<tr>
<td>Correct Temporary Budget</td>
<td>97,101</td>
</tr>
<tr>
<td>Add Overtime for AZA Inspection</td>
<td>10,000</td>
</tr>
<tr>
<td>Add on call vet fees</td>
<td>20,000</td>
</tr>
<tr>
<td>Computer replacement per capital budget</td>
<td>15,260</td>
</tr>
<tr>
<td>Correct Budget for AZA Dues</td>
<td>12,000</td>
</tr>
<tr>
<td>Eliminate payment to Zoo Society</td>
<td>(110,000)</td>
</tr>
<tr>
<td>Add funds for Rhino transport</td>
<td>10,000</td>
</tr>
<tr>
<td>Reduce Advertising budget</td>
<td>(20,000)</td>
</tr>
<tr>
<td>Add Gift Shop/Concession Expenses from Zoo Society</td>
<td>300,000</td>
</tr>
<tr>
<td>Correct Flood Insurance budget</td>
<td>25,681</td>
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<tr>
<td>Decrease Utilities budget based on current projections</td>
<td>(11,000)</td>
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<tr>
<td>Proposed Revenues</td>
<td>4,166,202</td>
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<tr>
<td>-------------------</td>
<td>-----------</td>
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<tr>
<td>Budgeted Addition to Fund Balance</td>
<td>250,765</td>
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<tr>
<td>Proposed Addition to Fund Balance</td>
<td>100,141</td>
</tr>
</tbody>
</table>

COUNTY SERVICES:  Yeas: Celentino, Crenshaw, Sebolt, Maiville  
Nays: None  Absent: Grebner, Nolan, Koenig  Approved 2/07/2017

FINANCE:  Yeas: Grebner, McGrain, Tennis, Hope, Schafer, Case Naeyaert  
Nays: None  Absent: Anthony  Approved 2/08/2017
RESOLUTION TO RECLASSIFY AND RETITLE THE BOARD COORDINATOR POSITION

RESOLUTION # 17 –

WHEREAS, Ingham County established the position of Board Coordinator with various responsibilities and duties as defined by the Board of Commissioners; and

WHEREAS, the Michigan Legislature passed legislation, subsequently signed into law by the Governor, to require municipalities to designate a Freedom of Information Act Coordinator to receive and process requests for public documents on behalf of the municipality; and

WHEREAS, based on current service needs of Ingham County and associated workload considerations of the Board Coordinator position, including new statutory responsibilities as defined in the Michigan Freedom of Information Act; and

WHEREAS, through re-evaluation of duties and responsibilities, it was determined that the position of Board Coordinator should be reclassified and retitled as Director of the Board of Commissioners Office.

THEREFORE BE IT RESOLVED, that upon approval of this resolution, the following classification change shall be implemented effective immediately:

- Position number 101001 / Board Coordinator is retitled as Director of the Board of Commissioners Office and reclassified from MCF11 ($66,543.05 to $79,872.42) to MCF12 ($71,447.16 to $85,755.29).

BE IT FURTHER RESOLVED, that the Controller/Administrator’s Office is authorized to make any necessary budget adjustments and Position Allocation List adjustments consistent with this Resolution.

COUNTY SERVICES:  Yeas:  Celentino, Crenshaw, Sebolt, Maiville  
Nays:  None  Absent:  Grebner, Nolan, Koenig  Approved 2/07/2017

FINANCE:  Yeas:  Grebner, McGrain, Tennis, Hope, Schafer, Case Naeyaert  
Nays:  None  Absent:  Anthony  Approved 2/08/2017
WHEREAS, after more than 25 years of dedicated service to Ingham County Health Department (ICHD) Ford Lee will retire on February 24, 2017; and

WHEREAS, Ford started his career in 1991 with ICHD at the Willow Teen Plaza as an Account Clerk; and

WHEREAS, as an Account Clerk, Ford was responsible for greeting and checking patients in for services at Willow including the Jean Granger Prenatal Clinic; and

WHEREAS, Ford was reclassified to a Billing and Reporting Clerk in October of 1992 while still working at Willow Plaza; and

WHEREAS, Ford accepted a position as a Billing and Reporting Clerk in the Billing and Reporting Department in June 1999 where he took on a variety of tasks including primary responsibilities for Medicare, dental, prenatal, and Maternal Infant Health Plan billing; and

WHEREAS, Ford has been instrumental in tracking prenatal caseloads to make sure that all billings were complete, ensuring that all Maternal Infant Health Plan billing and documentation followed program requirements, and has tracked prenatal and delivery outcomes necessary for year-end reports; and

WHEREAS, Ford has taken on numerous special projects over the years, acted as departmental computer technician, repair man, master of creating and maintaining forms, documents, and spreadsheets; and

WHEREAS, Ford’s positive interaction with patients and staff demonstrated his diverse knowledge of many topics and subjects which allowed him to not only perform his duties accurately and timely but also contributed to assisting many co-workers and colleagues achieve the same; and

WHEREAS, Ford’s initiative, exceptional organizational skills and attention to detail enabled him to achieve a level of accuracy and excellence that is to be commended; and

WHEREAS, Ford’s positive support of his team members will be missed by his colleagues.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honor Ford Lee for more than 25 years of dedicated service to ICHD and for his dedication and commitment to his work.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in all of his future endeavors.

HUMAN SERVICES:  Yeas: Tennis, Sebolt, McGrain, Anthony, Banas, Case Naeyaert
Nays: None  Absent: Nolan  Approved 2/06/2017
Introduced by the Human Services and County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE CLEAN AIR POLICY

RESOLUTION # 17 –

WHEREAS, pursuant provisions of the Dr. Ron Davis Law, also known as the Michigan Clean Indoor Air Act (MCL 333.12603), the Board of Commissioners established a Clean Air Policy through adoption of Resolution 86-144; and

WHEREAS, the Policy does not prescribe a distinct and measurable smoke-free zone around building entrances; and

WHEREAS, an established and measurable smoke-free zone will aid enforcement of the Clean Air Policy.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby amends the Clean Air Policy to prohibit smoking within 50 feet of any exterior wall or entrance of all County buildings.

BE IT FURTHER RESOLVED, that employees shall be made aware of smoking cessation programs available through the Health Department and other organizations. Information about assistance available through the County’s health insurance provider shall also be disseminated.

BE IT FURTHER RESOLVED, that all other provisions of the Clean Air Policy shall remain in effect.

HUMAN SERVICES: Yeas: Tennis, Sebolt, McGrain, Anthony, Banas, Case Naeyaert
Nays: None  Absent: Nolan  Approved 2/06/2017

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Sebolt, Maiville
Nays: None  Absent: Grebner, Nolan, Koenig  Approved 2/07/2017
Facilities and Equipment Management
Policy No. 303

Clean Air

Approved: June 24, 1986
Resolution No. 86-144

A. Smoking Prohibited. Smoking is prohibited in all County occupied work areas and public spaces including conference rooms, reception areas, hallways, work stations, private offices, vehicles and the County jail. Except as set forth herein, there shall be no designated smoking areas in any County occupied premises. **Smoking shall not be permitted within 50 feet of any exterior wall or entrance of all County buildings.**


B. Exceptions. This policy does not preclude smoking by residents within Carriage Lane Apartments and smoking by residents within the Medical Care Facility, to the extent permitted by law.


C. Implementation. It is intended that this policy shall be carried out in a cooperative manner; however, if there are any disputes arising from it, they shall be brought first to the Human Services Committee and second to the County Services Committee for resolution. The Board of Commissioners adopts this policy to provide clean air to all its employees.


D. Building Entrances. Smoking is banned in public entrances and main employee entrances of all County-owned and occupied buildings.

1. Designated smoking entrances or areas shall be determined on a building-by-building basis.

2. Ashtrays shall be moved to appropriate locations, and appropriate signs to alert visitors and employees to this policy shall be designed, bought and displayed.

3. Any cost incurred for signs, if not available in the building maintenance budget, are to be taken from contingency, and the Controller has the authority to amend the appropriate budgets.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2016-2017 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

RESOLUTION # 17 –

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

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

WHEREAS, the MDHHS and Ingham County Health Department (ICHD) have entered into a 2016-2017 Agreement authorized in Resolution #16-339; and Amendment #1 in Resolution # 16-494; and

WHEREAS, the MDHHS has proposed amendment #2 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #2 to the 2016-2017 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from $5,256,609 to $5,336,177, an increase of $79,568.

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

- Nutrition & Physical Activity Self-Assessment for Child Care $5,000 - new funding.
- Breast & Cervical Cancer Control Coordination; increase of $55,000 from $225,000 to $280,000
- Public Health Emergency Preparedness (PHEP); increase of $20,473 from $128,846 to $149,319
- Public Health Emergency Preparedness Ebola Virus Disease (EVD); increase of $14,095 from $29,884 to $43,979
- Local Maternal & Child Health Grant; increase of $15,000 from $224,611 to $239,611
- Wise Choices Grant; decrease of $30,000 from $52,500 to $22,500.

BE IT FURTHER RESOLVED, the resolution authorizes a .75 FTE Program Coordinator (ICEA PRO Grade 9) for the remainder of FY 2017 to provide required program coordination for all services under the Breast & Cervical Cancer Control Navigation program with compensation for the position not to exceed the $55,000 in funding provided by the agreement.
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 Health Officer, Linda S. Vail, MPA, Health Officer is authorized to submit Amendment #2 of the 2016-2017 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

**HUMAN SERVICES:**  **Yeas:** Tennis, Sebolt, McGrain, Anthony, Banas, Case Naeyaert  
**Nays:** None  
**Absent:** Nolan  
**Approved** 2/06/2017

**COUNTY SERVICES:**  **Yeas:** Celentino, Crenshaw, Sebolt, Maiville  
**Nays:** None  
**Absent:** Grebner, Nolan, Koenig  
**Approved** 2/07/2017

**FINANCE:**  **Yeas:** Grebner, McGrain, Tennis, Hope, Schafer, Case Naeyaert  
**Nays:** None  
**Absent:** Anthony  
**Approved** 2/08/2017
WHEREAS, Ingham County has an objective to assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care; and

WHEREAS, in November 2012, the electorate approved a countywide health services millage level of 52/100 (.52) of one mill for a period of three years (2012-2014) to be used for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than $28,000 and who do not have medical insurance; and

WHEREAS, in November 2014, the electorate approved a renewal of the millage to ensure that the current level of service can still be provided; and

WHEREAS, IHPC provides an organized system of medical benefits utilized by county residents who are not eligible for Medicaid and do not have medical insurance.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with IHPC which authorizes the County to pay IHPC an amount not to exceed $1,000,000 annually for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage.

BE IT FURTHER RESOLVED, that for the time period January 1, 2017 through December 31, 2017 the County shall reimburse IHPC by monthly invoice for medical, pharmacy, dental, and detox services as set forth in Attachments A and B.

BE IT FURTHER RESOLVED, the annual not to exceed amount of $1,000,000 includes administrative costs, which will be capped at 20% of medical expenses paid to IHPC, with the administrative costs requested to be reimbursed by the County listed clearly on each monthly invoice.

BE IT FURTHER RESOLVED, that administrative costs include, but are not limited to: third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

BE IT FURTHER RESOLVED, that IHPC invoices will be submitted in a consistent format that is agreed upon by both the IHPC and the Ingham County Controller/Administrator.
BE IT FURTHER RESOLVED, that Health Services Millage funds will not be used to provide benefits to IHPC members who are eligible for insurance coverage under the ACA unless those individuals have been granted an income-related or hardship exemption.

BE IT FURTHER RESOLVED, that any additional services that IHPC wishes to be reimbursed for beyond what is in the attached scope of services must be approved by the Ingham County Board of Commissioners as an amendment to the contract.

BE IT FURTHER RESOLVED, the Ingham Health Plan Corporation shall appoint a representative put forth by the Ingham County Board of Commissioners to its Board of Directors.

BE IT FURTHER RESOLVED, that Ingham County reserves the right to make requests of IHPC for data that includes enrollment figures, financial reports, and other information and IHPC is obligated to provide the requested data in a timely manner.

BE IT FURTHER RESOLVED, the Ingham Health Plan Corporation shall be subject to regular review of member eligibility and expenses relative to this contract to ensure compliance with the contract and with the Health Services Millage ballot language.

BE IT FURTHER RESOLVED, that if expenses under this agreement exceed the $1 million cap, the Ingham County Board of Commissioners will consider a request from IHPC for an amendment to the agreement to cover the additional millage eligible expenses.

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: Tennis, Sebolt, Nolan, McGrain, Anthony, Case Naeyaert
                   Nays: None  Absent: Banas  Approved 1/23/2017

**FINANCE:** Yeas: Grebner, McGrain, Tennis, Hope
               Nays: Schafer, Case Naeyaert  Absent: Anthony  Approved 2/08/2017
COVERED SERVICES

PLAN B MEDICAL COVERAGE

Physician, Physician Assistant, and Nurse Practitioner Services
Office visit Copay: $5.00
Covered when provided by the member’s Primary Care Physician or provided by a Specialty Care Physician. Services must be provided in an office or outpatient setting.

- Office visits
- Annual physical exams, including breast exams, pap smears, and screening tests
- Administration of immunizations (vaccine serums not covered)
- Administration of injections
- Allergy testing and serums
- Administration of allergy extract
- Anesthesia services
- Injectable antibiotic serums (all other injectable drugs not covered)
- Diagnostic and treatment services
- Immunizations
- Oral Surgery
- Ophthalmology services provided by an Ophthalmologist or Optometrist (must be related acute or chronic medical condition)
- Podiatry services
- Physical Therapy visits (6 per year)
- Radiation therapy
- Surgery
- Observation and Inpatient hospital daily visits (CPT 99221-99239 only)

Outpatient Hospital Services
Copay: $0.00
Covered when ordered by the member’s PCP or specialist physician to whom the enrollee is appropriately referred and medically necessary

- Anesthesia
- Diabetes education
- Radiation therapy
- Practitioner charges related to diagnostic testing and treatment services/no facility fee
- Practitioner charges related to outpatient surgeries/no facility fee
- Physical Therapy (6 visits per year)
Urgent Care Services
Copay: $5.00
Covered for after-hours, non-emergency medical conditions that need to be treated before a PCP appointment can be scheduled

- Urgent care visits (facility charge not covered)
- Administration of immunizations (commonly covered - exception flu vaccine)
- Administration of injections (commonly covered - exception antibiotics)

Laboratory Services
Copay: $0.00
Covered when ordered and/or authorized in advance by the enrollee’s PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary.

Radiology Services
Copay: $0.00
Covered for diagnosis and treatment purposes when ordered and/or authorized in advance by the enrollee’s PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary.

- Diagnostic x-rays
- CT scans
- Mammograms
- MRI scans
- PET scans

Medical Supplies
Copay: $0.00
Covered with a valid prescription when ordered by the member’s PCP or specialist physician and medically necessary.

- Glucose monitors
- Medical supplies other than gradient surgical garments, formulas and feeding supplies, oxygen and related supplies, and supplies related to any non-covered durable medical equipment item
- Syringes, test strips, and lancets (Available through member’s Pharmacy Benefit)
- Limited wrist and knee orthotics

Pharmacy
Copay: $5.00 (Generic)/$10.00 (Brand)

- IHP formulary medications filled at a JHP participating pharmacy
- Diabetic supplies (insulin syringes, lancets, and test strips)
**PLAN B DENTAL COVERAGE**

<table>
<thead>
<tr>
<th>Covered Services*</th>
<th>Member Copay**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleanings</td>
<td>No</td>
</tr>
<tr>
<td>Preventative Exams</td>
<td>No</td>
</tr>
<tr>
<td>X-rays</td>
<td>No</td>
</tr>
<tr>
<td>Filings</td>
<td>Yes, for some filings (See Member Copayment Schedule for amount)</td>
</tr>
<tr>
<td>Crowns</td>
<td>Yes (See Member Copayment Schedule for amount)</td>
</tr>
<tr>
<td>Root Canals</td>
<td>Yes (See Member Copayment Schedule for amount)</td>
</tr>
<tr>
<td>Bridges &amp; Dentures</td>
<td>Yes (See Member Copayment Schedule for amount)</td>
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</tbody>
</table>

* For a list of your covered dental services and copay, see the EPO Member Copayment Schedule and certificate.
INHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION MAKING AN APPOINTMENT TO THE
ANIMAL CONTROL SHELTER ADVISORY COMMITTEE

RESOLUTION # 17 –

WHEREAS, a vacancy exist on the Animal Control Shelter Advisory Committee; and

WHEREAS, the Law & Courts Committee interviewed applicants interested in serving on this Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints

Dr. Marie Hopfensperger, 1401 Greenview Avenue, East Lansing  48823

to the Animal Control Shelter Advisory Committee, as the veterinarian representative, to a term expiring December 31, 2018.

LAW & COURTS:  Yeas:  Hope, Banas, Celentino, Koenig, Crenshaw, Schafer, Maiville
Nays:  None  Absent:  None  Approved  2/02/2017
WHEREAS, Chief Deputy Greg S. Harless started his law enforcement career in 1985 with the Ingham County Sheriff’s Office as a Deputy Sheriff/Paramedic; and

WHEREAS, Greg accepted employment with the Delhi Township Police Department in 1986 as a Deputy Sheriff where he remained until 1990 when Delhi Township closed their police operations to contract for police services with the Sheriff’s Office; and

WHEREAS, in 1990, Chief Deputy Harless returned to the Sheriff’s Office where he served as a Deputy in the County and again in the Delhi Township Division until being transferred to the Training Section in July, 1991 where he was promoted to the rank of Sergeant and acted as the Training Unit Supervisor until January, 1997. While assigned to the Training Section Chief Deputy Harless developed programs that are still in place today to include the Monthly Training Days, Precision and Emergency Vehicle Operations Programs, which have been held at the Michigan International Speedway since 1994 as well as several other programs which helped the Office keep its Law Enforcement and Correctional Deputies properly trained; and

WHEREAS, in 1997 he was assigned as a Sergeant in the Law Enforcement Division and Sergeant in charge of the Traffic Section, in February 1998 Greg was promoted to the rank of Lieutenant assigned to the Law Enforcement Division. In June of the same year he was assigned to the Detective Bureau as the Detective Lieutenant where he served until November, 2000 when he requested a transfer to the Corrections Division as a Jail Lieutenant. Greg was promoted to the rank of Corrections Captain in May, 2001 where he served until October, 2006; and

WHEREAS, in October 2006, Greg was appointed to the position of Major/Jail Administrator and in March, 2007 to Chief Deputy; and

WHEREAS, during his long distinguished career serving the citizens of Ingham County, Chief Deputy Harless served on the Ingham County Special Response Team Advisory Board, 911 Advisory Board, Vice-Chairperson of the Ingham County Friend of the Court Citizens Advisory Committee, State Advisory Committee for Mothers Against Drunk Driving, Coordinator of the Ingham County Shop with a Hero Program, Coordinator at the Mid-Michigan Police Academy, Past President and active member of the FBI National Academy Associates Michigan Chapter; and

WHEREAS, Chief Deputy Harless was a graduate of Lansing Community College and the 36th Mid-Michigan Police Academy, the FBI National Academy Session #209, Columbia Southern University where he obtained his Bachelor of Science, Magna Cum Laude in Criminal Justice Administration; and
WHEREAS, during his law enforcement career, Chief Deputy Harless was the recipient of several police awards to include Deputy of the Year 1986, 1996, Meritorious Service, Seven Unit Citations and a Departmental Physical Fitness Award; and

WHEREAS, after nearly 32 years of dedicated service to the citizens of Ingham County, Chief Deputy Greg S. Harless ending his law enforcement career on January 26, 2017.

THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners hereby honors Chief Deputy Greg S. Harless for his nearly 32 years of dedicated police service to the citizens of the great State of Michigan, and wishes him continued success in all of his future endeavors.

**LAW & COURTS: Yeas: **Hope, Banas, Celentino, Koenig, Crenshaw, Schafer, Maiville

**Nays: **None  **Absent: **None  **Approved 2/02/2017
WHEREAS, Carol Read began her employment with Ingham County in January 1987 as a Juvenile Home Attendant at the Ingham County Probate Court, currently known as Circuit Court, Family Division; and

WHEREAS, Carol Read was promoted in March 1996 to Juvenile Court Officer in the Delinquency Division; and later promoted to Senior Juvenile Court Officer in September 1999 and transferred to the Intensive Neglect Services Program; and

WHEREAS, Carol Read was again promoted in May 2007 to Intensive Neglect Services Assistant Administrator; and

WHEREAS, for over 30 years Carol Read has been dedicated to serving youth and families in the Family Division of the Circuit Court; and

WHEREAS, Carol Read not only brought to the Court her dedication and commitment to serve the public but also a strong work ethic with a team work philosophy; and

WHEREAS, Carol Read was a tremendous source of experience and knowledge in all matters relating to juvenile cases and to the administration of the Circuit Court, Family Division; and

WHEREAS, through her dedicated leadership, Carol Read enhanced the Family Dependency Treatment Court and the Truancy Court Program, and Carol was instrumental in the design and implementation of the First Step Program; and

WHEREAS, Carol Read served as President of the Child Benefit Fund which again demonstrates her commitment to the children of Ingham County; and

WHEREAS, Carol Read utilized her positive spirit to improve the office morale of her coworkers through consistent “baked goods and birthday cakes” and her sincere “You Rocks”; and

WHEREAS, Carol Read will now have time to vacation freely and enjoy her many other interests and the upcoming arrival of her grandson.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Carol Read for her many years of dedicated service to the County of Ingham and for the contributions she has made to the Circuit Court, Family Division.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.
LAW & COURTS: Yeas: Hope, Banas, Celentino, Koenig, Crenshaw, Schafer, Maiville
Nays: None  Absent: None  Approved 2/02/2017
WHEREAS, the Ingham County Jail (Jail) has an established design rated capacity of 665 beds, (511 beds are currently utilized due to the previous closure of Post 3, 6, and 7) which includes 472 County beds (412 County beds are being utilized as a result of the previous closures) 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 an agreement to rent a minimum of 50 and up to 70 beds as needed at a cost of $45.00 per day per bed; and

WHEREAS, the revenue to be received from the renting of the 50 beds, which is anticipated to be $821,250 is in the 2017 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contract with Wayne County to rent a minimum of 50 and up to 70 beds as needed, at a cost of $45.00 per day per bed, effective March 1, 2017 through December 31, 2018.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE SIDE SCAN SONAR FOR THE SHERIFF’S OFFICE DIVE TEAM AND MARINE PATROL DIVISION, USING 2017 CAPITAL IMPROVEMENT FUNDS

RESOLUTION # 17 –

WHEREAS, the Ingham County Sheriff’s Office is responsible for Underwater Search and Rescue for Ingham County; and

WHEREAS, the Ingham County Sheriff’s Office is a partner in the Regional – Capitol Area Dive Team; and

WHEREAS, the Capitol Area Dive Team is comprised of full time Deputies from Ingham, Clinton and Eaton County as well as full time Police Officers from the Lansing Police Department; and

WHEREAS, each participating Department of the Capitol Area Dive Team is responsible for providing their own members and equipment; and

WHEREAS, the Sheriff’s Office has determined the need to purchase a side scan sonar to be installed on the Sheriff’s Office Marine Patrol Boat; and

WHEREAS, the purchase order also includes installation by Grand Pointe Marina; and

WHEREAS, Grand Pointe Marina is a single source company for this equipment.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Sheriff’s Office to purchase one side scan sonar unit and installation from Grand Pointe Marina, Inc. in the amount of $2,580 using 2017 Capital Improvement Funds.

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

LAW & COURTS:  Yeas:  Hope, Banas, Celentino, Koenig, Crenshaw, Schafer, Maiville
               Nay:  None   Absent:  None   Approved  2/02/2017

FINANCE:  Yeas:  Grebner, McGrain, Tennis, Hope, Schafer, Case Naeyaert
           Nay:  None   Absent:  Anthony   Approved  2/08/2017
RESOLUTION TO PURCHASE PORTABLE UNDERWATER CAMERA FOR THE SHERIFF’S OFFICE DIVE TEAM, USING 2017 CAPITAL IMPROVEMENT FUNDS

RESOLUTION # 17 –

WHEREAS, the Ingham County Sheriff’s Office is responsible for Underwater Search and Rescue for Ingham County; and

WHEREAS, the Ingham County Sheriff’s Office is a partner in the Regional – Capitol Area Dive Team; and

WHEREAS, the Capitol Area Dive Team is comprised of full time Deputies from Ingham, Clinton and Eaton County as well as full time Police Officers from the Lansing Police Department; and

WHEREAS, each participating Department of the Capitol Area Dive Team is responsible for providing their own members and equipment; and

WHEREAS, the Sheriff’s Office has determined the need to purchase a portable underwater camera to aid in search and recovery operations; and

WHEREAS, AquaBotix Technology Corporation, Incorportate is a single source company for this equipment.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Sheriff’s Office to purchase one AquaLens PRO portable underwater camera from AquaBotix Technology Corporation, Inc. in the amount of $2,817 using 2017 Capital Improvement Funds.

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

LAW & COURTS:  Yeas:  Hope, Banas, Celentino, Koenig, Crenshaw, Schafer, Maiville  
Nays:  None  Absent:  None  Approved 2/02/2017

FINANCE: Yeas: Grebner, McGrain, Tennis, Hope, Schafer, Case Naeyaert  
Nays:  None  Absent:  Anthony  Approved 2/08/2017
Introduced by the Law & Courts and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTINGENCY FUND APPROPRIATION TO EXTEND THE TEMPORARY SPECIAL ASSISTANT PROSECUTING ATTORNEY

RESOLUTION # 17 –

WHEREAS, Carol Siemon, Ingham County Prosecuting Attorney has appointed Catherine Emerson as a Special Assistant Prosecutor to continue the audit of the property room at the Ingham County Sheriff’s Office for the sole purpose to review criminal cases in light of the issues in the property room at the Ingham County Sheriff’s Office; and

WHEREAS, it is necessary for a Special Assistant Prosecuting Attorney to continue to review our records to determine what, if any, action needs to be take on specific cases; and

WHEREAS, the money allotted to this project under Resolution # 16-421 has been exhausted; and

WHEREAS, in order to finish the project and present the findings additional time is needed; and

WHEREAS, the project will be completed no later than March 10, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorize a transfer of up to $12,656 from the 2017 Contingency Fund to the Prosecutor’s temporary salaries account to continue to fund an Assistant Prosecutor, on a temporary basis, to finish the review of the cases.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary adjustments to the 2017 budget.

LAW & COURTS:  Yeas: Hope, Banas, Celentino, Koenig, Crenshaw, Schafer, Maiville
     Nays: None    Absent: None    Approved 2/02/2017

FINANCE:  Yeas: Grebner, McGrain, Tennis, Hope, Schafer, Case Naeyaert
     Nays: None    Absent: Anthony    Approved 2/08/2017