AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. TIME FOR MEDITATION

IV. APPROVAL OF THE MINUTES FROM APRIL 28, 2020

V. ADDITIONS TO THE AGENDA

VI. PETITIONS AND COMMUNICATIONS

VII. LIMITED PUBLIC COMMENT

VIII. CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIRS

IX. CONSIDERATION OF CONSENT AGENDA

X. COMMITTEE REPORTS AND RESOLUTIONS

1. RESOLUTION TO AUTHORIZE THE CONTINUATION OF THE DECLARATION OF THE STATE OF EMERGENCY FOR THE COUNTY OF INGHAM

2. RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ADAMS OUTDOOR FOR THE RENTAL OF BILLBOARD SPACE TO DISTRIBUTE COVID-19 INFORMATION

3. COUNTY SERVICES COMMITTEE – RESOLUTION ADOPTING THE INGHAM COUNTY COVID-19 PREPAREDNESS AND RESPONSE PLAN

4. COUNTY SERVICES COMMITTEE – RESOLUTION AMENDING THE PURCHASING POLICY TO INCLUDE LABOR, EMPLOYMENT, AND ENVIRONMENTAL CRITERIA IN EVALUATING BIDS AND PROPOSALS

5. COUNTY SERVICES COMMITTEE – RESOLUTION TO APPROVE AGREEMENT FOR WORK IN COUNTY ROAD RIGHT OF WAY BY NEMOKA DRAIN DRAINAGE DISTRICT

6. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION PLEDGING FULL FAITH AND CREDIT TO NEMOKA DRAIN DRAINAGE DISTRICT BONDS

7. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE THE SUPPORT PURCHASE OF VIDEO SERVER HARDWARE THROUGH AVALON TECHNOLOGIES
8. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS PROPERTY

9. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE THE PURCHASE OF 2020 SEASONAL REQUIREMENT OF HOT MIX ASPHALT (HMA) MIXTURES FOR THE INGHAM COUNTY ROAD DEPARTMENT

10. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE AGREEMENTS BETWEEN INGHAM COUNTY AND THE CITY OF LESLIE, CITY OF MASON, CITY OF WILLIAMSTON AND THE VILLAGE OF WEBBERVILLE FOR THE 2020 PAVEMENT MARKING PROGRAM

11. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE A FIRST PARTY AGREEMENT BETWEEN INGHAM COUNTY AND HOFFMAN BROS., INC. AND A SECOND PARTY AGREEMENT BETWEEN INGHAM COUNTY AND MICHIGAN STATE UNIVERSITY FOR BID PACKET #54-20 MERIDIAN ROAD FROM HOWELL ROAD TO LINN ROAD BEAUMONT ROAD FROM BENNETT ROAD TO MT HOPE ROAD FOREST ROAD FROM FARM LANE TO BEAUMONT ROAD

12. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN ENGINEERING DESIGN SERVICES CONTRACT FOR THE OKEMOS ROAD BRIDGE PROJECT WITH FISHBECK

13. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AMEND THE ECONOMIC DEVELOPMENT SERVICE CONTRACT WITH LANSING ECONOMIC AREA PARTNERSHIP (LEAP)

14. FINANCE COMMITTEE – RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2020 INGHAM COUNTY BUDGET

15. HUMAN SERVICES COMMITTEE – RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH BROCK & ASSOCIATES INC. FOR A NEW DOCK AT LAKE LANSING SOUTH PARK

16. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH JOHNSON SIGN COMPANY FOR WAYFINDING SIGN INSTALLATION

17. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING A TRANSFER FROM THE INGHAM COUNTY DELINQUENT TAX REVOLVING FUND TO THE INGHAM COUNTY GENERAL FUND TO SUPPORT THE GREATER LANSING FOOD BANK

18. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERAN AFFAIRS TO ACCEPT 2020 COUNTY VETERAN SERVICE GRANT IN THE AMOUNT OF $102,074.07
19. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH THE IONIA COUNTY HEALTH DEPARTMENT FOR MEDICAL DIRECTION AND PROGRAM CONSULTATION

20. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING A CONTRACT EXTENSION WITH MALANNOYE CONSULTING, LLC TO REVIEW MEMBER ELIGIBILITY AND EXPENSES RELATIVE TO THE HEALTH SERVICES MILLAGE CONTRACTS WITH INGHAM HEALTH PLAN CORPORATION

21. LAW & COURTS COMMITTEE – RESOLUTION AUTHORIZING BOARD CHAIRPERSON TO SIGN NECESSARY DOCUMENTS RELATED TO 2017 DODGE CARAVAN

22. LAW & COURTS COMMITTEE – RESOLUTION TO HONOR ROXANN WILKINSON, VOLUNTEER AT THE INGHAM COUNTY ANIMAL CONTROL & SHELTER FOR HER OUTSTANDING CONTRIBUTION TO ANIMAL FOSTERING

23. LAW & COURTS, COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO CONVERT A SENIOR ASSISTANT PUBLIC DEFENDER TO A DEPUTY CHIEF PUBLIC DEFENDER

XI. SPECIAL ORDERS OF THE DAY

XII. PUBLIC COMMENT

XIII. COMMISSIONER ANNOUNCEMENTS

XIV. CONSIDERATION AND ALLOWANCE OF CLAIMS

XV. 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
APRIL 28, 2020 REGULAR MEETING

Virtual Meeting held via Zoom at: https://zoom.us/j/96531009924
Mason, Michigan – 6:30 p.m.
April 28, 2020

CALL TO ORDER

Chairperson Crenshaw called the April 28, 2020 Regular Meeting of the Ingham County Board of Commissioners to order at 6:30 p.m. in accordance with the Governor’s Executive Order 2020-48 regarding the Open Meetings Act.

Members Present at Roll Call: Crenshaw, Celentino, Grebner, Koenig, Maiville, Morgan, Naeyaert, Polsdofer, Schafer, Sebolt, Slaughter, Stivers, Tennis, and Trubac

Members Absent at Roll Call: None.

A quorum was present.

TIME FOR MEDITATION

Chairperson Crenshaw asked those present for a moment of silence.

APPROVAL OF THE MINUTES

Commissioner Naeyaert moved to approve the minutes of the April 14, 2020 meeting. Commissioner Maiville supported the motion.

The motion to approve the minutes carried unanimously.

ADDITIONS TO THE AGENDA

Chairperson Crenshaw stated that Board rules state resolutions would ordinarily be referred to a committee unless there was a 2/3 vote to allow the resolution to be considered by the Board immediately. He further stated that Agenda Items No. 3 – 14 had not been through a committee.

Commissioner Naeyaert moved to allow the following resolutions be considered by the Board immediately:

RESOLUTION TO AUTHORIZE A TEMPORARY AMENDMENT TO THE AGREEMENT WITH TIGG’S CANTEEN SERVICES, INC. FOR INMATE MEALS TO INCLUDE A MEAL PRICE INCREASE DURING THE COVID-19 PANDEMIC

RESOLUTION TO COMMEMORATE WORKERS MEMORIAL DAY

RESOLUTION TO AUTHORIZE THE CONTINUATION OF THE DECLARATION OF THE STATE OF EMERGENCY FOR THE COUNTY OF INGHAM

RESOLUTION AUTHORIZING A GRANT AGREEMENT WITH MICHIGAN HEALTH ENDOWMENT FUND FOR RAPID-RESPONSE TELEHEALTH SERVICES
RESOLUTION TO ACCEPT COVID-19 FUNDING AWARD FROM HRSA

RESOLUTION TO ACCEPT CARES FUNDING AWARD FROM HRSA

AUTHORIZATION TO ENTER AGREEMENT WITH LUMA HEALTH

RESOLUTION FOR ROOF REPLACEMENT AT THE ROAD DEPARTMENT WESTERN DISTRICT GARAGE

RESOLUTION TO APPROVE AN AGREEMENT BETWEEN INGHAM COUNTY AND M&M PAVEMENT MARKING, INC. FOR BID PACKET #19-20 2020 COUNTYWIDE WATERBORNE PAVEMENT MARKING & COLD PLASTIC COMMON TEXT & SYMBOL PAVEMENT MARKING PROGRAM

RESOLUTION TO AUTHORIZE NOTICE TO JSG MONITORING THAT JUSTICE COMPLEX MILLAGE FUNDS HAVE BEEN ALLOCATED AND ARE AVAILABLE TO CONTINUE ELECTRONIC MONITORING SERVICES FOR INDIGENT USERS THROUGH DECEMBER 31, 2020

RESOLUTION TO AMEND RESOLUTION #19 – 044

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH AIR QUALITY CONSULTANTS, LLC

Commissioner Slaughter supported the motion.

The motion carried unanimously.

Chairperson Crenshaw stated that without objection, the following substitutes would be added:

6. RESOLUTION AUTHORIZING A GRANT AGREEMENT WITH MICHIGAN HEALTH ENDOWMENT FUND FOR RAPID-RESPONSE TELEHEALTH SERVICES

9. RESOLUTION TO AUTHORIZE AN AUTHORIZATION TO ENTER AGREEMENT WITH LUMA HEALTH

PETITIONS AND COMMUNICATIONS

A LETTER FROM LANSING REGIONAL CHAMBER OF COMMERCE PRESIDENT AND CEO TIM DAMAN REGARDING THE FULL FAITH AND CREDIT ON COUNTY PROJECTS. Chairperson Crenshaw instructed that this matter be placed on file.

A MEMO FROM PROBATE COURT ADMINISTRATOR/REGISTER MORGAN COLE REGARDING A REQUEST FOR APPROVAL OF A STEP INCREASE OF A MANAGERIAL-CONFIDENTIAL EMPLOYEE TO A STEP 3.

Commissioner Naeyaert moved to approve the request. Commissioner Slaughter supported the motion.
The motion carried unanimously.

**LIMITED PUBLIC COMMENT**

None.

**CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIRS**

None.

**CONSIDERATION OF CONSENT AGENDA**

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

The motion carried unanimously.

Those agenda items that were on the consent agenda were adopted by unanimous roll call vote.
INTRODUCED BY THE: INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A TEMPORARY AMENDMENT TO THE AGREEMENT WITH TIGG’S CANTEEN SERVICES, INC. FOR INMATE MEALS TO INCLUDE A MEAL PRICE INCREASE DURING THE COVID-19 PANDEMIC

RESOLUTION #20 – 171

WHEREAS, the Ingham County Sheriff’s Office, contracts with Tigg’s Canteen Services, Inc. for meal services for the inmates of the Ingham County Sheriff’s Office Jail; and

WHEREAS, the daily inmate population meal count has been averaging 452 meals served each meal; and

WHEREAS, the daily inmate population meal count has dropped below the daily average of 384 meals served due to the COVID-19 pandemic; and

WHEREAS, the current inmate meal rate is $.99 per inmate and $1.25 per medical inmate meal; and

WHEREAS, the temporary inmate meal rate will be increased by $.20 per meal; and

WHEREAS, the amended contract is only valid during the COVID-19 pandemic and/or until the daily meal count returns to a daily average of 384 meals served per meal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff’s Office to enter into a temporary, amended contract for a daily meal price increase of $.20 per meal provided to the inmates of the Ingham County Sheriff’s Office Jail ($1.19 meal rate, $1.45 for medical inmate meal rate) with the additional funds to be taken from the Jail Food Service / Meal Provisions line item #10135102-750000.

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

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution 20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 et seq or MCL 10.31 et seq if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.

ADOPTED AS PART OF THE CONSENT AGENDA.
Introduction by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO COMMEMORATE WORKERS MEMORIAL DAY

RESOLUTION #20 – 172

WHEREAS, every year on April 28, communities and worksites around the world honor friends, family members, and colleagues who have been killed or injured on the job; and

WHEREAS, in 2018, the Federal Bureau of Labor Statistics estimated that 5,250 workers were killed by traumatic injuries on the job. On average, more than 100 workers died every week, at roughly 14 workplace deaths a day; and

WHEREAS, in 2018, 155 workers were lost through fatal workplace accidents in Michigan; and

WHEREAS, it is appropriate to honor the memory of the courageous and dedicated members of Michigan's labor force who have been injured or disabled or have died as a result of workplace accidents; and

WHEREAS, we remember those who have died in workplace catastrophes, suffered occupational-related diseases, or have been injured due to dangerous conditions; and

WHEREAS, recognition of the integrity of Michigan's workforce and its achievements on behalf of the economic growth of our state is necessary; and

WHEREAS, the Ingham County Board of Commissioners wishes to pay tribute to the workers who have died or been injured or disabled in workplace accidents. We honor the contributions of Michigan's workforce and call for increased workplace safety.

WHEREAS, the Ingham County Board of Commissioners renews our efforts to seek stronger workplace safety and health protections, better standards and enforcement, and fair and just compensation; and by rededicating ourselves to improving safety and health in every city workplace.

THEREFORE BE IT RESOLVED, by the Ingham County Board of Commissioners, that the members of this body declare April 28, 2020, as Workers Memorial Day in the County of Ingham, Michigan.

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution 20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 et seq or MCL 10.31 et seq if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.

Adopted as part of the consent agenda.
Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CONTINUATION OF THE DECLARATION OF THE STATE OF EMERGENCY FOR THE COUNTY OF INGHAM

RESOLUTION #20 – 173

WHEREAS, on March 12, 2020, the County of Ingham sustained one of the first confirmed cases of COVID-19 within the State of Michigan; and

WHEREAS, any widespread outbreak within the County of Ingham could hinder and/or cease most daily operations within the entire County and overwhelm, Emergency Medical Services, Hospitals and Urgent Cares; and

WHEREAS, as of March 13, 2020 a State of Emergency was declared for Ingham County which was subsequently extended through April 13, 2020; and

WHEREAS, it is necessary to extend the Declaration of the State of Emergency through April 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, in accordance with Section 10 of 1976 PA 390, as amended, hereby declares that a “state of emergency” exists within our jurisdiction as of March 13, 2020, and that local resources and funding are being utilized to the fullest possible extent. The response and recovery elements of our emergency operations plan have been activated.

BE IT FURTHER RESOLVED, that this Declaration replaces the initial Declarations submitted on March 16, 2020 and March 25, 2020 and will expire on April 30, 2020.

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution 20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 et seq or MCL 10.31 et seq if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.

Adopted as part of the consent agenda.
WHEREAS, Ingham County Health Department’s (ICHD’s) Community Health Centers (CHCs) wish to enter into a grant agreement to accept $39,230 of Blue Cross Blue Shield of Michigan (BCBSM) funds for the Rapid Response to Implementation of Telehealth for Meeting Community Needs during the COVID-19 Crisis; and

WHEREAS, these funds are awarded on a competitive basis and will be used to support the implementation and scale up of a Telehealth infrastructure to support the delivery of medical and behavioral health services through the COVID-19 Pandemic; and

WHEREAS, the CHCs will use the funds to purchase equipment necessary for rapid implementation of Telehealth, including:

- 4 Ergotron Tele-stations not to exceed $12,000
- 2 large screen monitors not to exceed $2,400
- Luma Health Telehealth service and platform integration into the EHR, not to exceed $7,240
- Computer network server not to exceed $7,000
- 41 Zoom licenses not to exceed $9,840
- 10 Hot spots on Cell Phones-cradlepoint series router networking platform for connectivity not to exceed $750

funded by BCBSM, with Michigan Health Endowment Fund acting as fiduciary; and

WHEREAS, this funding will cover the costs of necessary telehealth infrastructure and capacity to support the provision of remote medical services for patients of the Ingham Community Health Centers; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support the acceptance of $39,230.00 of Blue Cross Blue Shield funds through the Michigan Health Endowment Funds to support the rapid implementation of telehealth services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the Health Department to enter a grant agreement with Michigan Health Endowment Fund to accept $39,230 of Blue Cross Blue Shield of Michigan funds for the Rapid Response to Implementation of Telehealth for Meeting Community Needs during the COVID-19 Crisis.

BE IT FURTHER RESOLVED, that the term of this agreement be effective April 7, 2020 through March 31, 2021.
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments consistent with this resolution.

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

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution 20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 et seq or MCL 10.31 et seq if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.

Adopted as part of the consent agenda.
WHEREAS, Ingham County Health Department’s (ICHD’s) Community Health Centers (CHCs) wish to accept a funding award totaling $69,743.00 from the U.S. Department of Health Resources and Services Administration (HRSA); and

WHEREAS, this is an increase to the current HRSA award for January 20, 2020 through March 31, 2021; and

WHEREAS, this is one time funding to support ICHD’s CHCs prevention and preparation for and response to coronavirus disease 2019 (COVID-19); and

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

WHEREAS, the Ingham Community Health Center Board of Directors supports acceptance of a funding award totaling $69,743.00 from HRSA effective January 20, 2020 through March 31, 2021; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize acceptance of a funding award totaling $69,743.00 from HRSA effective January 20, 2020 through March 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a funding award totaling $69,743.00 from HRSA effective January 20, 2020 through March 31, 2021.

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

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

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution 20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 et seq or MCL 10.31 et seq if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.

Adopted as part of the consent agenda.
WHEREAS, Ingham County Health Department’s (ICHD’s) Community Health Centers (CHCs) wish to accept a funding award totaling $952,970.00 from the U.S. Department of Health Resources and Services Administration (HRSA); and

WHEREAS, this funding is part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act; and

WHEREAS, this funding is to support the detection of coronavirus and/or the prevention, diagnosis, and treatment of COVID-19, including maintaining or increasing health center capacity and staffing levels during a coronavirus-related public health emergency; and

WHEREAS, this is a one-time only HRSA award for April 1, 2020 through March 31, 2021; and

WHEREAS, the Health Center Board and the Health Officer recommend that the Board of Commissioners authorize acceptance of a CARES funding award totaling $952,970.00 from HRSA effective April 1, 2020 through March 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a CARES funding award totaling $952,970.00 from HRSA effective April 1, 2020 through March 31, 2021.

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

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

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution 20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 et seq or MCL 10.31 et seq if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.

Adopted as part of the consent agenda.
Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AUTHORIZATION TO ENTER AGREEMENT WITH LUMA HEALTH

RESOLUTION #20 – 177

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Luma Health for COVID-19 patient broadcasting, messaging and Telehealth effective April 14, 2020 through June 12, 2020; and

WHEREAS, Luma Health offers broadcast patient messaging and telehealth services to help communicate with patients and facilitate delivery of health care during COVID-19; and

WHEREAS, Michigan Primary Care Association (MPCA), through a competitive bid process, selected Luma Health as the sole vendor to provide patient broadcasting, messaging and Telehealth services to its entire network of Federally Qualified Community Health Centers (FQ CHCs); and

WHEREAS, these services to Ingham Community Health Centers (ICHC) are at no-cost for 60 days upon execution of this agreement; and

WHEREAS, this agreement requires a Business Associate Agreement (BAA); and

WHEREAS, the Health Officer recommends entering into an agreement with Luma Health for COVID-19 patient broadcasting, messaging and Telehealth services effective April 14, 2020 through June 12, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Luma Health for COVID-19 patient broadcasting, messaging and Telehealth services and the associated BAA effective April 14, 2020 through June 12, 2020 at no cost.

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

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

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution 20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 et seq or MCL 10.31 et seq if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.
Adopted as part of the consent agenda.
RESOLUTION FOR ROOF REPLACEMENT AT THE ROAD DEPARTMENT WESTERN DISTRICT GARAGE

RESOLUTION #20 – 178

WHEREAS, the Ingham County Road Department (ICRD) Western District Garage has a 35 year old roof, with many temporary repairs that has exceeded its life expectancy and is in need of replacement; and

WHEREAS, the Road Department’s adopted 2020 budget includes controllable expenditures, for this roof project and other equipment purchases; and

WHEREAS, the Purchasing Department recently released bid packet #10-20 and received competitive bid proposals for the purpose of the removal and replacement of ICRD Western Garage roof, with all the required upgrades to meet Local, State and Federal building code standards; and

WHEREAS, bids were solicited and evaluated by the Ingham County Road and Purchasing Departments, and the architectural consultant hired for the project, Spalding DeDecker (per Resolution 19-276) and it is their recommendation, to award the roof project to the lowest qualified bidder, Bloom Roofing Systems, Inc. 12238 Emerson Drive Brighton, Michigan.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the lowest qualified bid of $248,750, plus the cost of any additional required metal decking replacement at $8.50 per square foot with funds to be taken from the Road Department’s 2020 budget and authorizes an agreement with Bloom Roofing Systems, Inc. 12238 Emerson Drive Brighton, Michigan 48116; to remove the existing roof and install a new roof to be compliant with current building codes at the ICRD Western District Garage.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution on behalf of the County after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution 20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 et seq or MCL 10.31 et seq if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.

Adopted as part of the consent agenda.
Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN AGREEMENT BETWEEN INGHAM COUNTY AND M&M PAVEMENT MARKING, INC. FOR BID PACKET #19-20 2020 COUNTYWIDE WATERBORNE PAVEMENT MARKING & COLD PLASTIC COMMON TEXT & SYMBOL PAVEMENT MARKING PROGRAM

RESOLUTION #20 – 179

WHEREAS, the Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program; and

WHEREAS, these programs are funded by the Ingham County Road Department and are included in the 2020 Road Fund Budget; and

WHEREAS, the County on behalf of the Road Department, will enter into an agreement with the vendor, which ensures requirements and responsibilities are defined; and

WHEREAS, the Ingham County Purchasing Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #19-20; and

WHEREAS, the Ingham County Purchasing Department received three bids for each of the pavement marking programs, where Item #1 = Waterborne Pavement Markings and Item #2 = Cold Plastic Common Text & Symbols, with the bid results as follows:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Item #1</th>
<th>Item #2</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&amp;M Pavement Marking</td>
<td>$415,675.00</td>
<td>$33,489.91</td>
<td>$449,164.91</td>
</tr>
<tr>
<td>Michigan Pavement Marking</td>
<td>$490,025.00</td>
<td>$37,737.50</td>
<td>$527,762.50</td>
</tr>
<tr>
<td>P. K. Contracting</td>
<td>$435,565.00</td>
<td>$40,054.40</td>
<td>$475,619.40</td>
</tr>
</tbody>
</table>

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

WHEREAS, M&M Pavement Markings, Inc. of Grand Blanc, MI, submitted the lowest responsive and responsible bid for each of the pavement marking programs, totaling $449,164.91; and

WHEREAS, a 10% contingency is being requested in the amount of $44,916.49, as may be needed for any additional work deemed necessary by Road Department staff.
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with M&M Pavement Markings, Inc. for $494,081.40, which includes a 10% contingency from the 2020 Road Fund Budget.

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.

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution 20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 et seq or MCL 10.31 et seq if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.

Adopted as part of the consent agenda.
WHEREAS, in Resolution #19-393 the Board of Commissioners authorized entering a contract with JSG Monitoring Services to provide electronic monitoring services for indigent users for an initial three (3) year performance period effective December 1, 2019 through December 1, 2022 followed by two, one (1) year automatic renewal periods not to exceed December 31, 2024; and

WHEREAS, this contract provides that upon exhaustion of the annual budgeted funds during any given year, JSG Monitoring is required to cease performing services for the remainder of the year, unless or until JSG notified in writing that additional funding is available to continue services for indigent users; and

WHEREAS, on November 26, 2019 the Board of Commissioners adopted Resolution #19-519 that included Justice Complex Millage funds in an amount up to $20,000 to supplement the General Fund allocation of $50,000 for Electronic Monitoring services for indigent users; and

WHEREAS, due to overall high utilization this fiscal year and additional services needed due to COVID-19 the FY 2019-2020, the County General Fund allocation and supplemental Justice Complex Millage funds totaling $70,000 is nearly exhausted; and

WHEREAS, additional electronic monitoring funds up to $115,000 are needed to ensure that services continue through December 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes providing JSG written notice that additional funds in an amount not to exceed $115,000 are available through December 31, 2020.

BE IT FURTHER RESOLVED, that funds to supplement the FY 2019-2020 General Fund allocation will come from the Justice Complex Millage passed in 2018.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2020 budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.
APRIL 28, 2020 REGULAR MEETING

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution 20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 *et seq* or MCL 10.31 *et seq* if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.

Adopted as part of the consent agenda.
INTRODUCED BY:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #19 – 044

RESOLUTION #20 – 181

WHEREAS, Board of Commissioners Resolution #19-044 authorized a contract with Vermont Systems Inc. in the amount not to exceed $234,060 for the zoo and $242,646 for the parks for the purpose of purchasing a revenue management system; and

WHEREAS, the Trip module was not purchased as part of the original contract, but has become necessary for the zoo to provide additional safety measures when it reopens following the Health Advisory Closure; and

WHEREAS, there are funds available in zoo line item 25869200 730000 31200 for the $3,120.00 first year costs; and

WHEREAS, the annual reoccurring cost of $1,620.00 will be budgeted during the annual Ingham County budget process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes amending Resolution #19-044 to include the purchase of the trip module in an amount not to exceed $3,120.00 the first year and $1,620.00 annually for the remainder of the seven year contract with Vermont Systems.

BE IT FURTHER RESOLVED, that all other terms and conditions of the contract shall remain unchanged.

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

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

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution 20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 et seq or MCL 10.31 et seq if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.

Adopted as part of the consent agenda.
INTRODUCED BY THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH
AIR QUALITY CONSULTANTS, LLC

RESOLUTION #20 – 182

WHEREAS, a short form authorized a contract with Air Quality Consultants, LLC in an amount of $1,850 to enter into a contract for the purpose of completing an asbestos inspection and sampling of the Lake Lansing South rental house prior to its demolition; and

WHEREAS, the original contract needs to be extended to complete the project due to a delay caused by COVID-19.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the contract with Air Quality Consultants, LLC to extend the term until August 1, 2020 at no additional cost.

BE IT FURTHER RESOLVED, that all other terms and conditions of the contract shall remain unchanged.

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.

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution 20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 et seq or MCL 10.31 et seq if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.

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

None.

PUBLIC COMMENT

None.

COMMISSIONER ANNOUNCEMENTS

Commissioner Sebolt thanked the Board of Commissioners for the passage of the resolution to commemorate Workers Memorial Day, which was on April 28, 2020. He further stated that there were plenty of workers who were on the job right now who never thought they would be essential workers performing life-sustaining duties, and unfortunately some of them had contracted COVID-19 and passed away because of it.

CONSIDERATION AND ALLOWANCE OF CLAIMS

Commissioner Tennis moved to pay the claims in the amount of $2,946,107.90. Commissioner Morgan supported the motion.

The motion carried unanimously.

ADJOURNMENT

The meeting was adjourned at 6:42 p.m.
MAY 12, 2020
ADOPTED – APRIL 30, 2020
AGENDA ITEM NO. 1

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CONTINUATION OF THE DECLARATION OF THE STATE OF EMERGENCY FOR THE COUNTY OF INGHAM

RESOLUTION #20 – 183

WHEREAS, on March 12, 2020, the County of Ingham sustained one of the first confirmed cases of COVID-19 within the State of Michigan; and

WHEREAS, any widespread outbreak within the County of Ingham could hinder and/or cease most daily operations within the entire County and overwhelm, Emergency Medical Services, Hospitals and Urgent Cares; and

WHEREAS, as of March 13, 2020 a State of Emergency was declared for Ingham County which was subsequently extended through April 13, 2020, and again through April 30, 2020; and

WHEREAS, it is necessary to extend the Declaration of the State of Emergency through May 15, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, in accordance with Section 10 of 1976 PA 390, as amended, hereby declares that a “state of emergency” exists within our jurisdiction as of March 13, 2020, and that local resources and funding are being utilized to the fullest possible extent. The response and recovery elements of our emergency operations plan have been activated.

BE IT FURTHER RESOLVED, that this Declaration replaces the initial Declarations submitted on March 16, 2020, March 25, 2020 and April 13, 2020 and will expire on May 15, 2020.

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution 20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 et seq or MCL 10.31 et seq if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.
WHEREAS, Ingham County Health Department (ICHD) is a recipient of Michigan Department of Health & Human Services (MDHHS) COVID-19 Response funds; and

WHEREAS, ICHD would like to contract for the use of billboard space to disseminate COVID-19 public education; and

WHEREAS, Adams Outdoor can provide these services; and

WHEREAS, the costs of these services will not exceed $3,500 for the period of May 11, 2020 – May 24, 2020; and

WHEREAS, the cost of these services will be funded from the MDHHS COVID-19 Response grant; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement between ICHD and Adams Outdoor for the period of May 11, 2020 – May 24, 2020 not to exceed $3,500.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract between the ICHD and Adams Outdoor for the period of May 11, 2020 – May 24, 2020 at a cost not to exceed $3,500.

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

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

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution 20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 et seq or MCL 10.31 et seq if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.
WHEREAS, in order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, Ingham County has prepared the attached COVID-19 Preparedness and Response Plan (“Plan”); and

WHEREAS, Executive Orders 2020-42 and 2020-59 prohibit businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (i.e. critical infrastructure workers) or to conduct minimum basic operations; and

WHEREAS, the plan identifies essential workers, protective safety measures that will be implemented, what the county will do if an employee tests positive, and requires the identification of a COVID-19 Workplace Coordinator to ensure that departments have a business continuity plan in place; and

WHEREAS, the implementation of a COVID-19 Preparedness and Response Plan is a requirement of Executive Orders 2020-42 and 2020-59.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the attached COVID-19 Preparedness and Response Plan.

BE IT FURTHER RESOLVED, that the Controller/Administrator is designated as Ingham County’s COVID-19 Workplace Coordinator.

COUNTY SERVICES:  Yeas: Sebolt, Celentino, Grebner, Koenig, Stivers, Maiville, Naeyaert  
Nays: None  Absent: None  Approved 05/05/2020
Ingham County
COVID-19 Preparedness and Response Plan

Date Implemented: May XX, 2020
Ingham County
COVID-19 Preparedness and Response Plan
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In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, Ingham County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

**Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations**

Executive Order 2020-42 and subsequent Executive Order 2020-59 prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (i.e., critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Orders 2020-42 and 2020-59.

Under Executive Orders 2020-42 and 2020-59, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

**Protective Safety Measures**

**Sick Leave**
Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Ingham County’s Health Advisory Leave Policy. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

**Remote Work**
All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely.

**Employee Screening Before Entering the Workplace**
A sample Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she should be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.
**Personal Protective Equipment**
Ingham County shall provide and make available to all Critical Infrastructure Workers (CIW) personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the CIW. Any CIW able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space.

**Enhanced Social Distancing**
Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break room, restroom or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

**Enhanced Hygiene**
Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

**Enhanced Cleaning and Disinfecting**
Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly to Clean and disinfect all “touch points” which includes but not limited to the following:

- Push/panic bars
- Door handles
- Handrails
- Elevator control buttons (by spraying the disinfectant on a rag first then clean the surfaces)
- Drinking fountains
- Handicap buttons (door opening devices)
- Tubs, X-ray machines, wands (things associated with screening)
- Bathrooms and fixtures
- Break rooms
- All hard services in common areas

using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, we have established several pre-approved vendors for an emergency cleaning/sanitizing response in the event we have an environmental issue requiring the entire department and/or building to be cleaned and disinfected.
**Tools and Equipment**

Ingham County limits the sharing of tools and equipment among CIWs; should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. Ingham County will provide CIWs with disinfectant wipes and other disinfecting products for this purpose.

**Visitors**

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the building shall be screened prior to entering the building. A screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

Ingham County further requires that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space.
Coronavirus Disease (COVID-19) Workplace Checklist

Ingham County businesses and entities may remain open if they provide essential services to sustaining or protecting life. Under the Ingham County Health Officer’s Order, these businesses and entities must take the following actions to ensure the safety of employees and customers.

☐ Screen staff reporting to work sites

Ask all staff these questions when they report for work for each shift:

1. Do you have symptoms of fever, cough, shortness of breath, sore throat or diarrhea?
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
3. Have you traveled on an airplane internationally or domestically in the last 14 days?

If an employee answers YES to any of the screening questions:

Send the employee home immediately. The employee should self-isolate/self-quarantine at home for:

- If symptoms are present, a minimum of 7 days since symptoms first appear. Must also have 3 days without fevers and improvement in respiratory symptoms.
- 14 days if the employee had close contact with an individual diagnosed with COVID-19.
- 14 days following international or domestic travel.

Screening Guidance:

Create and implement an active screening plan that will work best for your facility. Determine where and how this screening will take place. You can use this form to record answers. You are not required to record answers to the 3 screening questions, or record employee temperature results. We recommend it, but you are not required to do so.

Items to consider: Stagger shift starting times so employees do not arrive at the same time. Have one person asking staff these questions directly. Or, staff could do a “self-check-in” by entering their information on a computer, tablet, or sheet of paper. Be sure to instruct employees on properly disinfecting equipment or writing utensils. Provide alcohol-based hand sanitizer at the screening station, if possible.

If a touchless/contactless thermometer is available, a temperature check is strongly recommended at the worksite. We understand it may be difficult to get a thermometer at this time. Employees can also take their temperature at home and report it to their employer. A fever is considered a temperature at 100.4°F or above.

If your facility is already following other appropriate or more-stringent infection control procedures (like CDC guidelines), please continue to use those procedures.

Note that the 14-day quarantine period does not apply to hospitals, healthcare facilities, EMS, other organizations that employ healthcare workers in the inpatient or outpatient setting, all providers and support staff involved in patient care, and public health staffing actively involved in the COVID-19 response (local or state).
Develop and implement a social distancing plan

Determine how you will maintain 6 feet of distance between people. This 6-foot distance applies to employees working in shared spaces, and to customers waiting for services inside or outside the business. Options include using signs, contact barriers, entrance limits, and specialized hours. You may also need to limit capacity inside facilities to provide for social distancing between customers and employees.

Post the Ingham County Order

Hang the Ingham County March 25, 2020 Public Health Order at all facility entrances so that it is visible to all employees and customers. For questions, visit hd.ingham.org/coronavirus or contact Ingham County Health Department at (517) 887-4517.

Business Continuity Plans

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.
APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors:

a. Health care and public health.
b. Law enforcement, public safety, and first responders.
c. Food and agriculture.
d. Energy.
e. Water and wastewater.
f. Transportation and logistics.
g. Public works.
h. Communications and information technology, including news media.
i. Other community-based government operations and essential functions.
j. Critical manufacturing.
k. Hazardous materials.
l. Financial services.
m. Chemical supply chains and safety.
n. Defense industrial base.

For purposes of Executive Orders 2020-42 and 2020-59, critical infrastructure workers also include:

a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.

b. Workers at suppliers, distribution centers, or service providers, as described below.

   i. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business’s or operation’s critical infrastructure work may designate their workers

---

1 Under Executive Orders 2020-42 and 2020-59, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business’s or operation’s critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.
as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in subprovision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

3. Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.

c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.

d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.

e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.

f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.

g. Workers at laundromats, coin laundries, and dry cleaners.

h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.

i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.
Coronavirus Disease (COVID-19) Workplace Health Screening

Company Name: ____________________________________________
Employee Name: ____________________________________________
Date: ___________ Time In: ________

In the past 24 hours, have you experienced:

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subjective fever (felt feverish)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New or worsening cough</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shortness of breath</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sore throat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diarrhea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current temperature</td>
<td></td>
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</tr>
</tbody>
</table>

If you answer “yes” to any of the symptoms listed above, or your temperature is **100.4°F or higher**, please do not go to work. Self-isolate at home and contact your primary care physician’s office for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

In the past 14 days, have you:

- Had close contact with an individual diagnosed with COVID-19?  
  □ Yes □ No
- Traveled via airplane internationally or domestically?  
  □ Yes □ No

If you answer “yes” to either of these questions, please do not go into work. Self-quarantine at home for 14 days.
For questions, visit [hd.ingham.org/ coronavirus](http://hd.ingham.org/coronavirus) or contact Ingham County Health Department at (517) 887-4517.
APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved and 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (e.g., police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.
APPENDIX D

CORONAVIRUS DISEASE (COVID-19)
VISITOR HEALTH SCREENING

---

Court/Office Visiting: ________________________________
Visitors Name: ________________________________
Appointment Date: _____________ Time In: _____________

**In the past 24 hours, have you experienced any of the following symptoms:**

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever? (100.0°F or above)</td>
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<td></td>
</tr>
<tr>
<td>Atypical Cough?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Atypical Shortness of Breath</td>
<td></td>
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</table>

Current temperature:

If the visitor answered “yes” to any of the symptoms listed above visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

**In the past 14 days, have you:**

- Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19?
  - Yes  | No

- Traveled via airplane internationally or domestically?
  - Yes  | No

If visitor answered “yes” to either of these questions visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

---

Security Officer or Employee:

Contacted Court/Office and informed them the visitor was not allowed into the building.

Date: ___________ Time: _________ Spoke to: ____________________________
APPENDIX E

SIGNS FOR BUILDINGS
Please keep your social distance.

Social distancing means keeping 6 feet apart from others.
APPENDIX F

OTHER RESOURCES

Governor Whitmer’s Executive Orders 2020-42 and 2020-59:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--.00.html
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--.00.html

FAQs from Governor Whitmer on Executive Order 2020-42 and 2020-59:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--.00.html
https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-527027--.00.html

Helpful CDC Guidance:


CDC Handwashing Fact Sheet:


CDC Fact Sheet and Poster on Preventing the Spread of Germs:


CDC Fact Sheet on What to Do if You Are Sick:


CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

Appendix G: Health Advisory Leave Policy

ADOPTED – MARCH 24, 2020
AGENDA ITEM NO. 4

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING A HEALTH ADVISORY LEAVE POLICY

RESOLUTION #20 – 112

WHEREAS, the recent outbreak of the COVID-19 virus pandemic emphasizes the need for policies and procedures in response to public health advisories; and

WHEREAS, in light of this need, a policy is warranted to govern paid leave for Ingham County employees unable to work due to illness, caregiving responsibilities and/or voluntary or mandatory self-quarantine requirements issued by state, local or federal health officials related to a health advisory; and

WHEREAS, adoption of a Health Advisory Leave Policy is supported by County Labor Representatives to address this need.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Health Advisory Leave Policy, retroactive to March 10, 2020, the date of commencement of the current state of emergency declaration made by Michigan Governor Gretchen Whitmer in response to the COVID-19 outbreak.

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

The purpose of this policy is to provide the framework for interim and short-term action and response during a Health Advisory period and is applicable to all County employees. In the event of a suspension of County operations, the provisions of this policy are superseded by any conflicting provisions contained in General Administrative Management and Operations Policy No. 221, Suspension of County Operations, except that otherwise eligible temporary and seasonal employees will be provided with Health Advisory Leave to the extent they are not eligible for leave under the federal Emergency Family and Medical Leave Act and the Emergency Paid Sick Leave Act and to the extent previously scheduled hours of work are otherwise uncompensated.

B. Authority and Responsibility

In the event of an outbreak or potential outbreak of disease determined and declared by Ingham County, in consultation with the Ingham County Health Department, to be a severe communicable disease, the Ingham County Board of Commissioners authorizes the County Controller/Administrator, Judges and Elected Officials, or their designees, to appropriately monitor and coordinate actions and implement measures to safeguard the welfare of its employees and residents while maintaining operations in an effective and efficient manner.

The Controller/Administrator is responsible for periodically reviewing this policy and submitting recommended changes to the County Services Committee for approval. Recommended changes may include, but are not limited to, alteration in the maximum number of paid Health Advisory Leave hours authorized for use by employees, expansion of the definition of family member, compliance and coordination with laws, regulations, executive or operative orders, etc.

C. Procedure

Before declaring a Health Advisory, the County Controller/Administrator will consult with the Board Chairperson, Health Officer, Information Technology Director, Human
Resources Director, and any other pertinent County Government leaders.

If a Health Advisory has been issued by the County Controller/Administrator (or their designee) the following procedure applies.

**EMPLOYEES REQUIRED TO REPORT TO WORK:** During a Health Advisory, employees will be required to work as directed.

**An Elected Official/Department Head** (or designee) may authorize a request for Health Advisory Leave for employees who are directed to report to work. This may include circumstances where the employee has been infected with a severe communicable disease, is reasonably likely to spread a severe communicable disease to coworkers or residents through the performance of the employee's regular job duties, and/or is unable to perform the essential functions of their job without possible harm to themselves or others. Supporting documentation from a health care provider may or may not be required for authorization (see Medical Documentation below).

**EMPLOYEES REQUIRED TO BE AVAILABLE TO WORK:** Employees required to be available to work must continue to be available for work as directed and will be provided further guidance by their Elected Official/Department Head (or designee).

An Elected Official/Department Head (or designee) may authorize a request for Health Advisory Leave for employees required to be available to work but are not eligible for, not yet eligible for, or exempted from the paid leave provisions of the Emergency Family and Medical Leave Act, the Emergency Paid Sick Leave Act. This may include circumstances where the employee has been infected with a severe communicable disease, is reasonably likely to spread a severe communicable disease to coworkers or residents through the performance of the employee's regular job duties, and/or is unable to perform the essential functions of their job without possible harm to themselves or others. Supporting documentation from a health care provider may or may not be required for authorization (see Medical Documentation below).

**ALL OTHER EMPLOYEES:** Depending on the nature and severity of the situation, an Elected Official/Department Head (or designee) may authorize a request for Health Advisory Leave for employees who are not required to report to work and who are not required to be available to work. These employees:

1. May not be required to report to work or may be directed to stay away from their work sites.
2. May be instructed not to report until contacted by their Elected Official/Department Head (or designee) with further directions.
3. May be instructed not to report to work if they are reasonably believed to have been exposed to, or infected with, the severe communicable disease.
4. May be instructed not to report to work if the employee is showing symptoms of the severe communicable disease (for example, coughing, sneezing, fever, diarrhea, nausea, etc.) until they are free of fever (100.4 degrees or greater) and/or free of any other symptoms (coughing, sneezing, etc.) for at least the minimum period of time recommended by qualified health officials prior to the start of their shift, without the use of fever-reducing or other symptom altering medicines (cough suppressants). “Symptoms of the severe communicable disease” are defined as those identified by qualified medical professionals and/or health officials. Supporting documentation from a health care provider may or may not be required (see Medical Documentation below).

HEALTH ADVISORY LEAVE: Employees who are currently eligible for, or upon becoming eligible for, paid leave under the provisions of the Suspension of County Operations Policy, the Emergency Family and Medical Leave Act and/or the Emergency Paid Sick Leave Act or (any other special and temporary law or regulation to provide temporary or emergency paid leave during a pandemic) are not eligible for this temporary emergency Health Advisory Leave nor eligible for continuation Health Advisory Leave after becoming eligible under such laws or regulations. Note: In 2020, employees who will be eligible for paid leave under the provisions of the Emergency Family and Medical Leave Act and/or the Emergency Paid Sick Leave Act are eligible for Health Advisory Leave up to, and not extending past, April 2, 2020 (the effective date of the EFMLA and EPSLA) only to the extent employees were not eligible for paid leave under the Suspension of County Operations Policy in effect beginning March 17, 2020 through April 5, 2020.

If the Elected Official/Department Head (or designee) authorizes an eligible employee to take Health Advisory Leave, the employee:

1. May use up to 120 hours of paid Health Advisory Leave per year to care for themselves or their family member during a Health Advisory period. This paid leave is separate and distinct from any other category of paid leave, including but not limited to paid sick leave. “Care for a family member” includes care required due to closure of schools, day care facilities, or other care facilities.

2. May not use Health Advisory Leave for previously scheduled unrelated medical appointments/procedures, vacation or other leaves of absence unrelated to the Health Advisory.

3. Paid Health Advisory Leave hours are available for use to provide paid leave for hours an employee is regularly scheduled to work.
4. Must follow established call-in/reporting procedures to notify supervision of their absence in the event Health Advisory leave is taken.

**Extension:** If an eligible employee has been infected with a severe communicable disease, is reasonably likely to spread a severe communicable disease to coworkers or customers through the performance of the employee’s regular job duties, and/or is unable to perform the essential functions of their job without possible harm to themselves or others, the employee may request an extension of Health Advisory leave. After consulting the Controller/Administrator, and appropriate Elected Official or Department Head, the Human Resources Director will determine whether additional hours of Health Advisory Leave will be granted, taking into consideration the recommendation of the employee’s health care provider.

**FAMILY MEMBER:** The definition of a family member in this policy is:

- Biological, adopted or foster child, stepchild or legal ward, or child to whom the employee stands in loco parentis.
- Employee or their spouse's biological parent, foster parent, stepparent, adoptive parent, or legal guardian.
- An individual who stood in loco parentis to the employee when they were a minor child.
- Spouse, significant other with whom the employee resides or other cohabitant.
- Grandparent or grandchild.
- Biological, foster, or adopted sibling.

An employee who may otherwise be eligible for paid leave coverages pursuant to the Emergency Family and Medical Leave Act and/or the Emergency Paid Sick Leave Act may, nonetheless, be eligible for Health Advisory Leave under the expanded “family member” definition of this Policy if the individual being cared for is not within the definition of “family member” under the Emergency Family Act and/or Paid Sick Leave Act. There shall be no duplication of benefits under this policy and applicable laws.

**RETURN FROM HEALTH ADVISORY LEAVE:** Employees may report to work if the employee is not showing any symptoms of the severe communicable disease (for example, coughing, sneezing, fever, diarrhea, nausea, etc.), they are free of fever (100.4 degrees or greater) and/or free of any other symptoms (coughing, sneezing) for at least the minimum period of time recommended by qualified health officials prior to the start of their shift, without the use of fever-reducing or other symptom altering medicines (cough suppressants). Supporting documentation from a health care provider may or may not be required (see Medical Documentation below).
UNSCHEDULED ABSENCE: Absences using an approved Health Advisory Leave will not be counted as an unscheduled or unexcused absence unless an employee does not follow established call-in/reporting procedures to notify supervision of their absence except under exigent circumstances or does not provide required medical documentation (see Medical Documentation below).

PRECAUTIONARY MEASURES: During a Health Advisory period, employees should undertake all recommended measures to address the nature of the disease. This may include:

- Washing hands frequently with soap and water.
- Avoid touching your nose, mouth and eyes.
- Frequently clean all work surfaces, telephones, and computer equipment.
- Limit guests in “employee only” areas.
- Refrain from using another employee’s phone, desk, office, or other work tools and equipment.
- Avoid contact with others (i.e., handshakes). Wash hands after contact with others.
- Reduce face-to-face contact (e.g., conduct conference calls rather than traditional meetings).

TELEWORK: If authorized by the Elected Official/Department Head (or designee), employees in essential or critical positions may be permitted to engage in telework during a Health Advisory period. Telework is work performed away from the employee’s customary work location.

BUSINESS AND PERSONAL TRAVEL: Non-essential business travel is suspended during a Health Advisory period. Employees are strongly encouraged to discontinue non-essential personal travel during a Health Advisory period. Traveling employees may be subject to voluntary or mandatory (as determined by their supervisor) self-quarantine upon return from travel in accordance with state, local or federal recommendations. Health Advisory leave may be used during a period of voluntary or mandatory self-quarantine.

FLMA LEAVE OF ABSENCE: During a Health Advisory period, employees may or may not be required to submit documentation from a health care provider required during non-Health Advisory periods to support any need for leave due to a qualifying circumstance under the Family and Medical Leave Act (FMLA), Emergency Family and Medical Leave Act and/or the Emergency Paid Sick Leave Act (see Medical Documentation below). The Human Resources Department will continue to issue Notice of FLMA Rights to employees where notice of a potential need for FMLA/EFMLA leave is identified and communicated to Human Resources personnel.
MEDICAL DOCUMENTATION: During a Health Advisory period, employees may or may not be required to submit supporting documentation from a health care provider customarily required during non-Health Advisory periods. Circumstances including, but not limited to, the nature of the health advisory, recommendations of qualified health officials and availability of health care resources will be some of the considerations used to determine whether to waive, grant a delay in providing, or not waive the customary documentation requirement.

APPLICATION OF LEGAL REQUIREMENTS: The legal requirements of leave granted or extending past April 2, 2020 for eligible and/or non-exempted County employees shall be defined by the requirements of applicable law including, but not limited to, the Emergency Family and Medical Leave Act, the Emergency Paid Sick Leave Act, the Family and Medical Leave Act, County policies and/or the parties’ collective bargaining agreement.

RESOURCES:

Ingham County Health Department – hd.ingham.org

Michigan Department of Health and Human Services – michigan.gov/dhhs

Centers for Disease Control – cdc.gov

EmployeeConnect Employee Assistance Program – Lincoln4Benefits.com or 888-628-4824.
APPENDIX H

INGHAM COUNTY
COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible Public Official

This is to certify that I have reviewed the Ingham County COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1.) It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020.

2.) The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID-19.

3.) The plan is available on the Ingham County website www.ingham.org and at each Ingham County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: ______________________________
Signature: ______________________________
Name of Official: ______________________________
Title: ______________________________
Date: ______________________________
WHEREAS, the Ingham County Board of Commissioners (Board) purchases goods and services from a multitude of vendors; and

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

WHEREAS, the Board expects that, as a condition for doing business with the County, all vendors place value on the importance of creating good-paying jobs and are good stewards of the environment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amending the purchasing policy to include the following criteria in evaluating formal bids and proposals:

- The potential vendor’s history of compliance with labor and employment laws and regulations, including the Workforce Opportunity Wage Act, MCL 408.411 et seq., the Fair Labor Standards Act of 1938, 29 USC 201 et seq., and the National Labor Relations Act, 29 USC 151 et seq.; and

- The potential vendor’s environmental track record and sustainability practices, including the potential vendor’s history of compliance with environmental laws and regulations such as the Natural Resources and Environmental Protection Act, MCL 324.101 et seq., the Clean Water Act, 33 USC 1251 et seq., and the Clean Air Act, 42 USC 7401 et seq.

BE IT FURTHER RESOLVED, that all vendors, as a condition for registering to do business with the County, shall self-certify to the County regarding any violations of environmental, labor, and employment laws and regulations of the State of Michigan or any other regulatory agency.

BE IT FURTHER RESOLVED, that all vendors shall notify the Purchasing Department of any subsequent violation of this Policy within ten (10) years after becoming a vendor; failure to do so may result in the vendor being barred from doing business with the County for a period of up to five (5) years.

BE IT FURTHER RESOLVED, that a local vendor claiming the local purchasing preference in accordance with the Local Purchasing Preference Policy, may not be afforded the preference if it is verifiably proven that the local vendor is found to have violated any provisions of this amended policy.

BE IT FURTHER RESOLVED, that a point ranking system may be used in the evaluation of the bids and proposals.
BE IT FURTHER RESOLVED, that if it is discovered that a vendor performing work under a contract with the County is in violation of this policy, that vendor shall be found to have committed a material breach of the contract and that vendor shall make restitution payment to the County in the amount of $500 per day for every day that the violation occurred since signing the contract.

BE IT FURTHER RESOLVED, that upon being notified in writing by the County of violating this policy, vendors who do not agree to make such restitution shall be barred from doing business with the County for a period of not less than ten (10) years.

BE IT FURTHER RESOLVED, that the vendor may appeal any such decision to the Ingham County Board of Commissioners who shall have the final say in all matters and appeals.

BE IT FURTHER RESOLVED, that the amended policy shall be incorporated into the County’s vendor registration process so that vendors are fully informed as to the County’s expectations regarding vendor conduct.

BE IT FURTHER RESOLVED, that the Purchasing Department shall include in all formal solicitations and purchase orders, and legal counsel shall include in all contracts, language requiring compliance with the provisions of the amended policy.

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

COUNTY SERVICES:  Yeas:  Sebolt, Celentino, Grebner, Koenig, Stivers, Maiville, Naeyaert
     Nays:  None    Absent:  None    Approved 05/05/2020
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AGREEMENT FOR WORK IN COUNTY ROAD RIGHT OF WAY BY NEMOKA DRAIN DRAINAGE DISTRICT

RESOLUTION #20 –

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on ______________ 2020, at ___:___ a.m./ p.m., local time.

PRESENT:

ABSENT:

The following resolution was offered by Commissioner ______________ and supported by Commissioner ______________:

WHEREAS, as a result drainage problems and flooding in the Nemoka Drain Drainage District (“Drainage District”), a Petition dated June 30, 2009, requesting improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, providing structures, adding lands, adding branches and relief drains (the “Maintenance and Improvements”) to the Nemoka Drain (the “Drain”) was filed with the Drain Commissioner; and

WHEREAS, an Order of Necessity was entered on October 19, 2009, determining that the Maintenance and Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and that the Maintenance and Improvements to the Drain are necessary for the protection of the public health in Meridian Charter Township; and

WHEREAS, the Drainage District is developing plans and specifications for the Maintenance and Improvements to the Drain within the Drainage District, and has secured easements necessary therefore; and

WHEREAS, the Maintenance and Improvements are intended to relieve drainage problems and flooding, providing cause for the Petition previously filed, in a manner consistent with now-existing federal and state statutes and regulations, and local ordinances; and

WHEREAS, said Maintenance and Improvements entail work to be performed in the public road rights-of-way under the control and jurisdiction of the Ingham County Road Department (“ICRD”), for which
permission must be obtained from the ICRD pursuant to Section 321 of the Michigan Drain Code of 1956, MCL 280.321; and

WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD; and

WHEREAS, the ICRD and the Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and that the roads are left in equal, or better, condition once construction is completed in accordance with the terms of this Agreement to be executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, on behalf of the ICRD approves entering into an agreement with the Ingham County Drain Commissioner, on behalf of the Nemoka Drain Drainage District, to grant license and permission to said Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed in the roads rights-of-way as permitted by the ICRD.

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.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

COUNTY SERVICES: Yeas: Sebolt, Celentino, Grebner, Koenig, Stivers, Maiville, Naeyaert

Nays: None

Absent: None

Approved 05/05/2020

RESOLUTION DECLARED ADOPTED.

____________________________
Barb Byrum, Clerk
County of Ingham

[Clerk Certification Next page]
I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on _______________ 2020, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of ____________, 2020.

____________________________
Barb Byrum, Clerk
County of Ingham
AGREEMENT FOR WORK IN ROAD RIGHT OF WAY BY
NEMOKA DRAIN DRAINAGE DISTRICT

This Agreement is made and entered into on this _____ day of __________ 2020 by and between the Nemoka Drain Drainage District (the “Drainage District”), a public body corporate, administered by the Ingham County Drain Commissioner (the “Drain Commissioner”) of 707 Buhl St, Mason, MI 48854-0220, and the County of Ingham on behalf of the Ingham County Road Department (hereinafter, the “ICRD”) of 301 Bush Street, P.O. Box 38, Mason, Michigan 48854.

WITNESSETH:

WHEREAS, as a result drainage problems and flooding experienced in the Nemoka Drain (the “Drain”), a Petition dated June 30, 2009, requesting improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, providing structures, adding lands, adding branches and a relief drain to the drain known as the Nemoka Drain, to improve flow and add pumping equipment necessary to assist or relieve flow (the “Improvements”) to the Drain was filed with the Drain Commissioner; and

WHEREAS, an Order of Necessity was entered on October 19, 2009, determining that the Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and that the Improvements to the Drain are necessary for the protection of the public health in Aurelius Township and Delhi Charter Township; and

WHEREAS, the Drainage District is developing plans and specifications for the Improvements to the Drain within the Drainage District, and has secured easements necessary therefore; and

WHEREAS, the Improvements are intended to relieve flooding drainage problems and flooding providing cause for the Petition previously filed, in a manner consistent with now-existing federal and state statutes and regulations, and local ordinances; and

WHEREAS, said Improvements entail work to be performed in the public road rights-of-way under the control and jurisdiction of the ICRD, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321; and

WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD; and,

WHEREAS, the ICRD and the Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and that the roads are left in equal, or better, condition once construction is completed in accordance with the terms of this Agreement.

NOW THEREFORE, it is agreed by and between the parties as follows:
1. The ICRD does hereby grant license and permission to the Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed in the road rights-of-way as permitted by the ICRD and as marked on the map attached hereto as Exhibit A.

2. The Drainage District is solely responsible for, and shall maintain, all Drainage Structures installed within the road right-of-way for storm water drainage purposes, as depicted in the attached Exhibit A.

3. The term “Drainage Structures” as used herein shall mean all storm sewer pipes, open ditches, tiles, culverts, trench drains, planting material, manholes, catch basins, vegetation and bio-retention areas residing within the Drainage District for drainage and storm water management purposes.

4. The ICRD shall not be obligated in the future to repair and maintain any Drainage Structures that are within the road right-of-way that are also within the drainage route and course that have been installed, improved and/or maintained, arising out of or as a result of this Agreement.

5. The Drainage District shall be responsible, without cost to the ICRD, for repairing any portion of a road or ICRD property located within the road rights-of-way, as depicted on the attached Exhibit A, that is damaged during or as a result of construction, repair or maintenance work on the Drain performed by the Drainage District under this Agreement. Such repair shall reasonably restore any damaged portion to the same general condition as it was prior to such damage.

6. Except as specifically set forth herein, this Agreement does not otherwise alter the ICRD’s obligations, or rights to governmental immunity as may be provided by law, for road administration, repair and maintenance of roads and road rights-of-way under its control and jurisdiction as provided by law.

7. Except as specifically set forth herein, this Agreement does not otherwise alter the Drainage District’s obligations for maintenance and repair of the Drain as provided by law.

8. This Agreement shall not be construed as obligating the ICRD or the Drain Commissioner to expend funds in excess of appropriations or assessments authorized by law or otherwise commit the Drain Commissioner or the ICRD to actions for which they lack statutory authority.

9. For the Improvements to be performed pursuant to this Agreement, and for any future maintenance and/or repair work, the Drain Commissioner, on behalf of the Drainage District, shall obtain any and all necessary permits from the ICRD required to perform said construction, maintenance and/or repair work. Any subsequent changes in the Plans and
Specifications during construction for work under the roads or within the road rights-of-way must first receive a permit amendment. Subsequent to completion of construction, the Drainage District shall provide the ICRD with construction record drawings illustrating all Improvements and their details constructed under the roads and within the public road rights-of-way and identifying the Drainage Structures to be maintained by the Drainage District.

10. This Agreement is entered specific to the construction, improvements and maintenance of the Drain set forth in the above-referenced Plans and Specifications and shall not otherwise be applicable beyond said Drain and Drainage District, and does not otherwise modify existing Drain Commissioner and ICRD authorities or transfer any authority, on to the other. The ICRD and the Drain Commissioner do not waive any claims, positions and/or interpretations that may have with respect to the applicability and/or enforceability of any law, regulation or ordinance.

11. This Agreement incorporate by reference the ICRD Right-of-Way Permit Rules and Regulations as revised on June 8, 2006.

12. This Agreement does not confer or grant an easement or other rights or interests in the roads or road right-of-way to the Drain Commissioner or Drainage District other than as necessary for the construction, maintenance and repair of the Drain, unless otherwise stated herein.

13. This Agreement is not intended to create, nor does it create, any third-party rights, but has been entered into for the sole benefit of the parties hereto.

14. The parties signing this Agreement on behalf of each party are, by said signatures, affirming that they are authorized to enter into this Agreement for and on behalf of the respective parties to this Agreement.

[Signatures and Acknowledgments on following pages]
NEMOKA DRAIN DRAINAGE DISTRICT

By: __________________________
    Patrick E. Lindemann
    Ingham County Drain Commissioner

STATE OF MICHIGAN    )
    SS
COUNTY OF INGHAM    )

    The foregoing was acknowledged by me on this ____ day of __________, 2020 by Patrick E Lindemann, Ingham County Drain Commissioner on behalf of the Nemoka Drain Drainage District.

________________________
_______________________ Notary Public
State of Michigan, County of Ingham
My Commission Expires: _______________
Acting in the County of: _______________

COUNTY OF INGHAM FOR
INGHAM COUNTY ROAD DEPARTMENT

By: __________________________
    Bryan Crenshaw
    Chairperson, County Board of Commissioners

    The foregoing was acknowledged by me on this ____ day of __________, 2020 by Brian Crenshaw, Chairperson, County Board of Commissioners, on the behalf of the Ingham County Road Department.

________________________
_______________________ Notary Public
State of Michigan, County of Ingham
My Commission Expires: _______________
Acting in the County of: _______________

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

By: __________________________
    Robert D. Townsend
Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on __________, 2020, at _____ p.m., local time.

PRESENT: Commissioners

ABSENT: Commissioners

The following resolution was offered by Commissioner ________________ and supported by Commissioner: ________________

WHEREAS pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the “Drain Commissioner”), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain intra-county drain improvements referred to as the Nemoka Drain Maintenance and Improvement Project (the “Project”), which is being undertaken by the Nemoka Drain Drainage District (the “Drainage District”) in a Special Assessment District (the “Special Assessment District”) established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed Nine-Million Five Hundred Thousand Dollars ($9,500,000) pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District (the “Special Assessments”); and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the Drainage District, has analyzed the Special Assessments and the proposed Bonds; and informed the County that there is no other indebtedness of the Drainage District secured by the Special Assessments, and that the Special Assessments will be levied in an amount equal to or greater than the par amount of the Bonds, assuring the County that there is a sufficient amount of Special Assessments levied, which together with interest thereon is projected to be sufficient to make payments of the principal of and interest on the Bonds as they become due; and

WHEREAS, PFM Financial Advisors LLC has been engaged by the Drainage District to review such projections and to assist the Drainage District as registered municipal advisor for the issuance of the Bonds; and
WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the Drain Commissioner has informed the County that the pledge of the full faith and credit of the County to the Bonds will reduce the interest cost of financing the Project thus reducing the interest cost of the County and the property owners in the Drainage District for the Project; and

WHEREAS, if the County has advanced funds pursuant to its full faith and credit pledge and the Drainage District does not have funds to reimburse the County, the Act requires the Drain Commissioner to levy an additional assessment in such an amount as is required to reimburse the County for its advance; and

WHEREAS, the Drain Commissioner recommends that the Board adopt a resolution to pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds; and

WHEREAS, based on the recommendation of the Drain Commissioner, the Board agrees to pledge the full faith and credit of the County to the Bonds.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed Nine-Million Five Hundred Thousand Dollars ($9,500,000). The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer, the County Finance Director and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.
YEAS: Commissioners

NAYS: Commissioners

ABSTAIN: Commissioners

COUNTY SERVICES: Yeas: Sebolt, Celentino, Grebner, Koenig, Stivers, Maiville, Naeyaert
Nays: None  Absent: None  Approved 05/05/2020

FINANCE: Yeas: Tennis, Grebner, Polsdofer, Schafer, Maiville
Nays: Morgan, Crenshaw  Absent: None  Approved 05/06/2020

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham
CERTIFICATION

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on __________, 2020, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

__________________________________________

Barb Byrum, Clerk

Date: ____________, 2020

County of Ingham
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE SUPPORT PURCHASE OF VIDEO SERVER HARDWARE THROUGH AVALON TECHNOLOGIES

RESOLUTION #20 –

WHEREAS, Ingham County stores captured video footage on our main storage device in our primary datacenter; and

WHEREAS, this method utilizes a great deal of bandwidth on our network as well as a large amount of space on our central storage; and

WHEREAS, Innovation and Technology Department (ITD) budgeted to decentralize the storage and move to a newer, more robust model.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of video server hardware from Avalon Technologies in the amount not to exceed $66,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology’s Network Hardware Fund (#636-25810-932032).

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

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

COUNTY SERVICES: Yeas: Sebolt, Celentino, Grebner, Koenig, Stivers, Maiville, Naeyaert
Nays: None Absent: None Approved 05/05/2020

FINANCE: Yeas: Morgan, Tennis, Grebner, Crenshaw, Poldsofer, Schafer, Maiville
Nays: None Absent: None Approved 05/06/2020
MAY 12, 2020
AGENDA ITEM NO. 8

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS PROPERTY

RESOLUTION #20 –

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

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

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

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

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

BE IT FURTHER RESOLVED, that proceeds from the sale of surplus items will be deposited in the General Fund 10130101 673000 or appropriate account.

COUNTY SERVICES: Yeas: Sebolt, Celentino, Grebner, Koenig, Stivers, Maiville, Naeyaert
Nays: None Absent: None Approved 05/05/2020

FINANCE: Yeas: Morgan, Tennis, Grebner, Crenshaw, Polsdofer, Schafer, Maiville
Nays: None Absent: None Approved 05/06/2020
<table>
<thead>
<tr>
<th>MAKE / MODEL/YEAR</th>
<th>COLOR</th>
<th>VIN</th>
<th>DEFICIENCIES</th>
<th>MILES</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dodge Ram 2500 / 2002</td>
<td>Blue</td>
<td>3B7KC26Z42M308080</td>
<td>Runs poorly / repairs costly</td>
<td>Unknown - Dead battery</td>
<td>Parks</td>
</tr>
<tr>
<td>Ford E-350 Van / 2001</td>
<td>Silver</td>
<td>1FTSS34LX1HB15829</td>
<td>Rust all along bottom</td>
<td>Unknown - Dead battery</td>
<td>Facilities</td>
</tr>
<tr>
<td>Jeep Liberty / 2005</td>
<td>Gray/Silver</td>
<td>1J4GL48K15W678385</td>
<td>Rust along bottom of doors</td>
<td>Unknown - Dead battery</td>
<td>SO</td>
</tr>
<tr>
<td>Chevy Impala / 2013</td>
<td>White</td>
<td>2G1WD5E3OD1165757</td>
<td>Runs poorly / repairs costly</td>
<td>Unknown - Dead battery</td>
<td>SO</td>
</tr>
<tr>
<td>Ford Taurus SE / 2005</td>
<td>Silver</td>
<td>1FAFP53U65A163079</td>
<td>Rust on rear passenger wheel well</td>
<td>Unknown - Dead battery</td>
<td>ITD</td>
</tr>
<tr>
<td>Chevy Impala / 2009</td>
<td>White</td>
<td>2G1WS57M891314645</td>
<td>Runs poorly / repairs costly</td>
<td>Unknown - Dead battery</td>
<td>ITD</td>
</tr>
<tr>
<td>Ford E-350 Van / 2008</td>
<td>White</td>
<td>1FBSS31L48DA72003</td>
<td>Bad suspension. Must sell grant funds</td>
<td>53,634.60</td>
<td>Family Center (Grant)</td>
</tr>
<tr>
<td>Ford E-350 Van / 2008</td>
<td>White</td>
<td>1FBSS31L58DA71636</td>
<td>None noted. Must sell grant funds</td>
<td>49,075.50</td>
<td>Family Center (Grant)</td>
</tr>
<tr>
<td>Dodge Charger / 2006</td>
<td>Black</td>
<td>2B3KA43RX6H479301</td>
<td>Some rust, will not shift</td>
<td>109,792</td>
<td>Parks</td>
</tr>
<tr>
<td>Ford F-350 / 2002</td>
<td>Grey</td>
<td>1FTSF31L42EC14772</td>
<td>Rear passenger wheel well rusted. Rear bumper rusted. Bed is completely rusted out in numerous</td>
<td>38,652.00</td>
<td>Facilities</td>
</tr>
<tr>
<td>Dodge Grand Caravan SXT / 2010</td>
<td>Silver</td>
<td>2D4RN5D18AR238665</td>
<td>None noted. Must sell grant funds</td>
<td>Unknown - Dead battery</td>
<td>Courts</td>
</tr>
<tr>
<td>Dodge Grand Caravan SXT / 2010</td>
<td>Silver</td>
<td>2D4RN5D17AR169418</td>
<td>Flat tire on front passenger and drivers side</td>
<td>Unknown - Dead battery</td>
<td>Family Center (No-Grant)</td>
</tr>
<tr>
<td>Ford Explorer / 2015</td>
<td>White</td>
<td>1FM5K8AR3FGC51943</td>
<td>Severe front end damage. Rear passenger tire flat. Not driveable</td>
<td>Unknown - Dead battery</td>
<td>SO</td>
</tr>
<tr>
<td>Dodge Ram 2500 / 2003</td>
<td>Blue</td>
<td>3D7KA26D83G792884</td>
<td>Rust/dents drivers side, Inoperable: heater, airbags</td>
<td>97,000±</td>
<td>Parks</td>
</tr>
<tr>
<td>Chevy Impala /2004</td>
<td>White</td>
<td>2G1WF55K449381789</td>
<td>Some rust, small dent in front fender. Front seat is cloth and back seat is vinyl. Tires are in good shape.</td>
<td>Dead battery, unknown</td>
<td>SO</td>
</tr>
<tr>
<td>Ford, F-Super Duty Class A Motorhome Chassis/1994</td>
<td>White/Multi</td>
<td>3FCMF53G2RJB10176</td>
<td>Old and unfunctional, no longer cost effective. Removed from Health Center Program Scope of Service Sites. Rust, worn treads on tears, engine replacement recommended by Dean Transportation.</td>
<td>27,158.80</td>
<td>HD</td>
</tr>
<tr>
<td>GOODS</td>
<td>BRAND NAME</td>
<td>Describe item / Color</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>------------------------</td>
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<tr>
<td>Paddle Boat</td>
<td>Paddler Wheeler - DMM Industries</td>
<td>Green - used for parts</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Paddle Boat</td>
<td>Pedal Crusier - Kay Park Recreation Corp</td>
<td>Blue - used for parts</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kayak</td>
<td>Old Town</td>
<td>Orange/Red</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truck Box Topper</td>
<td>Wolverine Coach</td>
<td>White</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trailer</td>
<td>No idea, looks homemade</td>
<td>Very Rusty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mower attachment for tractor</td>
<td>Woods</td>
<td>Gear box leaks, and tires shot.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF
2020 SEASONAL REQUIREMENT OF HOT MIX ASPHALT (HMA) MIXTURES
FOR THE INGHAM COUNTY ROAD DEPARTMENT

RESOLUTION #20 –

WHEREAS, the Road Department annually purchases approximately 50,000 to 55,000 tons of various Hot Mix Asphalt (HMA) mixtures 13A, 13A Top, 1100T, 36A, with assistants by the supplier with furnished Flowboy and Quad axle trucking, for placement by Road Department crews in various road maintenance operations and in the Local Road Program; and

WHEREAS, the Road Department’s adopted 2020 budget included in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for maintenance HMA and related trucking by the asphalt suppliers were solicited and evaluated by the Ingham County Purchasing Department per ITB #35-20, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase HMA on an as-needed, unit price per ton basis from all three responding bidders; Michigan Paving & Materials, Reith Riley, and Capital Asphalt with trucking provided at a cost when requested by ICRD staff and to award bid and purchase on an as-needed, unit price per ton and per an hourly basis; and

WHEREAS, a blanket PO shall be processed with HMA purchases from the 3 vendors, based on availability of required material, trucks and location, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed $2,700,000; and

WHEREAS, this decision will be based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material and trucks.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids, and authorizes the purchase of HMA, with furnished trucking on an as-needed, unit price per ton and on an hourly trucking rate basis from all three respondents to ITB #35-20.

BE IT FURTHER RESOLVED, that purchases will be based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three listed suppliers and purchase HMA as needed and budgeted.
COUNTY SERVICES: Yea: Sebolt, Celentino, Grebner, Koenig, Stivers, Maiville, Naeyaert  
Nays: None  Absent: None  Approved 05/05/2020

FINANCE: Yea: Morgan, Tennis, Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
Nays: None  Absent: None  Approved 05/06/2020
MAY 12, 2020
AGENDA ITEM NO. 10

Introduced by the County Services and Finance Committees of the:

INGERHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AGREEMENTS
BETWEEN INGHAM COUNTY AND THE CITY OF LESLIE, CITY OF MASON,
CITY OF WILLIAMSTON AND THE VILLAGE OF WEBBERVILLE
FOR THE 2020 PAVEMENT MARKING PROGRAM

RESOLUTION #20 –

WHEREAS, the Road Department solicited and received bids in accordance with Ingham County Purchasing policies for the 2020 Pavement Marking Program per Bid Packet #19-20; and

WHEREAS, both the Purchasing and Road Departments were in agreement that the low bidder’s proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, the Board of Commissioners adopted a resolution to enter into an agreement with M&M Pavement Markings, Inc. on April 21, 2020 (Resolution #20-179) for the 2020 Pavement Marking Program; and

WHEREAS, the Road Department annually invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the Pavement Marking Program as an economical solution to place pavement markings on roads within their jurisdiction; and

WHEREAS, the estimated 2020 pavement marking costs for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as follows, based on actual bid prices obtained from Bid Packet #19-20:

<table>
<thead>
<tr>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Leslie</td>
<td>$1,644.57</td>
</tr>
<tr>
<td>City of Mason</td>
<td>$3,240.92</td>
</tr>
<tr>
<td>City of Williamston</td>
<td>$1,383.03</td>
</tr>
<tr>
<td>Village of Webberville</td>
<td>$1,449.57</td>
</tr>
</tbody>
</table>

WHEREAS, the Road Department will invoice the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for all costs for work performed on the roads within their jurisdictions, at no additional cost to the Road Department budget; and

WHEREAS, the County on behalf of the Road Department, will enter into individual agreements with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville if they choose to participate in the 2020 Pavement Marking Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into individual agreements with the City of Leslie for an estimated cost of $1,644.57, the City of Mason for an estimated cost of $3,240.92, the City of Williamston for an estimated cost of $1,383.03, and the Village of
Webberville for an estimated cost of $1,449.57 if they choose to participate in the Road Department’s 2020 Pavement Marking Program and at no additional cost to the Road Department.

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: Sebolt, Celentino, Grebner, Koenig, Stivers, Maiville, Naeyaert  
Nays: None  Absent: None  Approved 05/05/2020

FINANCE: Yeas: Morgan, Tennis, Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
Nays: None  Absent: None  Approved 05/06/2020
MAY 12, 2020
AGENDA ITEM NO. 11

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A FIRST PARTY AGREEMENT
BETWEEN INGHAM COUNTY AND HOFFMAN BROS., INC.
AND
A SECOND PARTY AGREEMENT
BETWEEN INGHAM COUNTY AND MICHIGAN STATE UNIVERSITY
FOR
BID PACKET #54-20
MERIDIAN ROAD FROM HOWELL ROAD TO LINN ROAD
BEAUMONT ROAD FROM BENNETT ROAD TO MT HOPE ROAD
FOREST ROAD FROM FARM LANE TO BEAUMONT ROAD

RESOLUTION #20 –

WHEREAS, the Ingham County Road Department has determined that pavement recycling, asphalt resurfacing and other repairs are needed on various county primary and local roads due to normal deterioration over time; and

WHEREAS, the Road Department has programmed the resurfacing of Meridian Road from Howell Road to Linn Road, Beaumont Road from Bennett Road to Mt Hope Road, and Forest Road from Farm Lane to Beaumont Road; and

WHEREAS, these projects are funded by the Ingham County Road Department and Michigan State University; and

WHEREAS, the County on behalf of the Road Department, will enter into a first party agreement with the contractor, which ensures construction requirements and responsibilities are defined; and

WHEREAS, the County, on behalf of the Road Department, will enter into a second party agreement with Michigan State University to define funding responsibilities for the work performed on Beaumont Road and Forest Road; and

WHEREAS, the Ingham County Purchasing Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #54-20; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing Department, Ingham County Road Department and Michigan State University, and all parties were in agreement the low bidders’ proposals met all necessary qualifications, specifications and requirements; and

WHEREAS, Hoffman Bros., Inc. of Battle Creek, MI, submitted the lowest responsive and responsible bid; and

WHEREAS, a contingency is being requested in the amount of 10% of the low bid costs for each project location, as may be needed for any additional work deemed necessary by Road Department staff; and
WHEREAS, the estimated project costs are as follows:

Meridian Road from Howell Road to Linn Road:
Hoffman Bros., Inc. (As-Bid): $3,129,337.14
Hoffman Bros., Inc. (10% Contingency): $312,933.71
Meridian Road Subtotal: $3,442,270.85

Beaumont Road (Bennett Rd to Mt Hope Rd) and Forest Road (Farm Lane to Beaumont Rd):
Hoffman Bros., Inc. (As-Bid): $515,571.10
Hoffman Bros., Inc. (10% Contingency): $51,557.11
Beaumont Road and Forest Road Total: $567,128.21

Grand Total of Combined Projects (With 10% Contingency): $4,009,399.06; and

WHEREAS, the funding responsibility for the Meridian Road Project is distributed as follows:

Meridian Road from Howell Road to Linn Road:
Ingham County Road Department (As-Bid): $3,129,337.14
Ingham County Road Department (10% Contingency): $312,933.71
Ingham County Road Department Total: $3,442,270.85

Meridian Road Project Grand Total: $3,442,270.85
The Ingham County Road Department has included $3,442,270.85 for the Meridian Road project in their 2020 Road Fund Budget; and

WHEREAS, the funding responsibility for the Beaumont Road and Forest Road Project is distributed as follows:

Beaumont Road (Bennett Rd to Mt Hope Rd) and Forest Road (Farm Lane to Beaumont Rd):
Ingham County Road Department (As-Bid Road Work, split 50/50): $231,690.50
Ingham County Road Department (Road Work, 10% Contingency): $23,169.05
Ingham County Road Department Subtotal: $254,859.55

Michigan State University (As-Bid Road Work, split 50/50): $231,690.50
Michigan State University (Road Work, 10% Contingency): $23,169.05
Michigan State University (As-Bid Drain Work, 100% Responsibility): $52,190.10
Michigan State University (Drain Work, 10% Contingency): $5,219.01
Michigan State University Subtotal: $312,268.66

Beaumont Road and Forest Road Project Grand Total: $567,128.21
The Ingham County Road Department has included $254,859.55 for the Beaumont Road and Forest Road project in their 2020 Road Fund Budget. Michigan State University has included $312,268.65 for the Beaumont Road and Forest Road project in their 2020 Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a first party agreement with Hoffman Bros., Inc. for $4,009,399.06, which includes a 10% construction contingency, acknowledging funding will be provided by the Ingham County Road Department and Michigan State University.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a second party agreement with Michigan State University for $312,268.66, which includes a 10% construction contingency, acknowledging funding will be provided by the Ingham County Road Department and Michigan State University.

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:  Sebolt, Celentino, Grebner, Koenig, Stivers, Maiville, Naeyaert
   Nays:  None  Absent:  None  Approved 05/05/2020

FINANCE:  Yeas:  Morgan, Tennis, Grebner, Crenshaw, Polsdofer, Schafer, Maiville
   Nays:  None  Absent:  None  Approved 05/06/2020
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN ENGINEERING DESIGN SERVICES CONTRACT FOR THE OKEMOS ROAD BRIDGE PROJECT WITH FISHBECK

RESOLUTION #20 –

WHEREAS, the Ingham County Road Department (ICRD) received state and federal funding to replace both of the Okemos Road Bridges over the Red Cedar River in Section 21 of Meridian Township; and

WHEREAS, these programs are funded by the Ingham County Road Department and are included in the 2020 and 2021 Road Fund Budgets; and

WHEREAS, the County on behalf of the Road Department, will enter into an agreement with the Consultant, which ensures requirements and responsibilities are defined; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, subsequently approved by the Ingham County Board of Commissioners in Resolution #19-299; and

WHEREAS, pursuant to Board Resolution #19-299, the Purchasing Department solicited detailed scope of services proposals from the as-needed consultants for the Okemos Road Bridge Project; and

WHEREAS, Road Department staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with Fishbeck to provide professional engineering services on the Okemos Road Bridge Project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 20% contingency for currently unidentified costs, such as additional stakeholder meetings that may become necessary throughout the design process to achieve a successful design project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract with Fishbeck, 5913 Executive Drive, Suite 100, Lansing, MI 48911, for the not to exceed fee of $234,000, which includes a 20% contingency from the 2020 and 2021 Road Fund budgets.

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:  Sebolt, Celentino, Grebner, Koenig, Stivers, Maiville, Naeyaert  
Nays:  None  Absent:  None  Approved  05/05/2020

FINANCE:  Yeas:  Morgan, Tennis, Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
Nays:  None  Absent:  None  Approved  05/06/2020
MAY 12, 2020
AGENDA ITEM NO. 13

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE ECONOMIC DEVELOPMENT SERVICE CONTRACT WITH LANSING ECONOMIC AREA PARTNERSHIP (LEAP)

RESOLUTION #20 –

WHEREAS, as authorized by Resolution #17-478, the Board of Commissioners approved an economic development service agreement in the amount of $115,636 per year with Lansing Economic Area Partnership (LEAP) for the time period January 1, 2018 through December 31, 2020; and

WHEREAS, this agreement includes support for six local Economic Development Services Agreements with Ingham County municipalities; and

WHEREAS, as of January 1, 2020, the City of Mason Local Development Financing Authority is no longer participating; and

WHEREAS, LEAP and Ingham County wish to decrease the amount of the contract by $10,636 for the time period of January 1, 2020 to December 31, 2020 to reflect the decrease in service.

THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby authorize an amendment to the economic development service agreement with the Lansing Economic Development Partnership for the time period of January 1, 2020 to December 31, 2020 from $115,636 to $105,000.

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

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

COUNTY SERVICES: Yeas: Sebolt, Celentino, Grebner, Koenig, Stivers, Maiville, Naeyaert
Nays: None  Absent: None  Approved 05/05/2020

FINANCE: Yeas: Morgan, Tennis, Grebner, Crenshaw, Polsdofer, Schafer, Maiville
Nays: None  Absent: None  Approved 05/06/2020
AGENDA ITEM NO. 14

MAY 12, 2020

INTRODUCED BY THE FINANCE COMMITTEE OF THE:

HINGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2020 INGHAM COUNTY BUDGET

RESOLUTION #20 –

WHEREAS, the Board of Commissioners adopted the 2020 Budget on October 22, 2019 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2020 BUDGET 04/22/20</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
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FINANCE: Yeas: Morgan, Tennis, Grebner, Crenshaw, Polsdofer, Schafer, Maiville

Nays: None Absent: None Approved 05/06/2020
**GENERAL FUND REVENUES**

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<th>Proposed Changes</th>
<th>2020 Proposed Budget</th>
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### General Fund Revenues

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<th>Proposed Changes</th>
<th>2020 Proposed Budget</th>
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<td><strong>Total General Fund Revenues</strong></td>
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<td><strong>97,189</strong></td>
<td><strong>88,155,689</strong></td>
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### General Fund Expenditures

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<th>Proposed Changes</th>
<th>2020 Proposed Budget</th>
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<td><strong>97,189</strong></td>
<td><strong>88,155,689</strong></td>
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**General Fund Revenues**

Use of Fund Balance-Uncommitted Increase of use of fund balance $97,189 due to revenue and expense changes.

**General Fund Expenditures**

Board of Commissioners Increase of $5,000 for CAPCOG Membership.

Human Resources Re-appropriate operating funds of $295 for IC Cultural Diversity Luncheon.

Prosecuting Attorney Additional funds of $5,000 requested due to cut in 2020 Crime Victim Rights Grant.

Department of Human Services Additional funds of $50,000 requested for unlicensed relative child care which is Ingham County expense.

Sheriff Re-appropriate operating funds of $16,268 for purchase of vehicles not expensed in 2019.
Animal Control
Re-appropriate operating funds of $20,626 for purchase of vehicle not expensed in 2019.

Non-General Fund Adjustments

Parks
Re-appropriate funds for the following 2019 CIP projects:
($5,000) LL Roofs, ($693) ATV/Gator LL, ($970) Roof Peregrine Hawk,
($645) Roof Kestrel Hawk, and ($560) Roof Sandhill LL.

(F208)

Friend of Court
Re-appropriate funds for the following CIP projects;
Reinforcement of Doors ($12,730) for CIP 2018 and Vehicle ($20,000) from 2019.

(F215)

Health
Re-appropriate funds for the following 2019 CIP projects;
Swipe Card Readers in HSB Building ($22,500).

(F221)

Trails & Parks Millage
Re-appropriate remaining funds for Trails & Parks projects
approved by Resolutions 16-257, 16-328, 17-109, 18-110, 18-186, 18-533,
19-047, 19-215, 19-284 and 19-504 ($9,272,041). Re-appropriate funds
for 2019 CIP projects, Path Replacement Hawk ($13,694), Crack Seal LL
($7,185), Retaining Wall LL ($11,500), Drinking Fountains Hawk
($3,512), Roof Red Trail Hawk ($4,365), Roof Boat Hawk ($575), Roof
Boat LL ($790). Re-appropriate funds for 2019 Crannie and Johnson
Contracts ($95,400).

(F228)

Hotel/Motel
Re-appropriate funds for the transfer to Fund 561 for
following 2019 CIP; Cement Placement ($90,000), Replace Paved
Surfaces ($120,000).

(F230)

Public Improvement
Re-appropriate funds for gravel road maintenance
Lake Lansing South ($7,000) and Burchfield ($7,000) from CIP 2016.
Re-appropriate funds for the following capital improvement projects:
Replace Insulation Rooftop ($15,000) from CIP 2015, Rooftop Duct
Insulation ($14,459), and Steam Repairs VMC ($164,105) from CIP 2017,
Indoor Firearms Range ($3,781), Lock Replacement Jail ($7,632), and Jail
Plumbing Repairs ($8,714) from CIP 2016, Jail Plumbing Study
($15,200), Jail Roof Repairs ($46,148), Training Center Roof ($21,096),
all from CIP 2017, Jail Heat Pumps/Piping ($29,292), and Replace Jail
Water Softener ($25,000) from CIP 2016, Rooftop Duct Insulation
($23,160) from CIP 2017, Jail Chiller Replacement ($238,774), FCHC
Drain Repairs ($12,000), YC Tuck pointing ($29,615), and Clock Tower
Repairs ($168,714) from CIP 2018. Re-appropriate funds for 2019 CIP:
VMC Parking Lot ($61,000), ISCO General Heating ($32,700), Work
Office Station ($29,148), Jail Shower Floor ($55,016), Receiving Split
System ($7,000), Compressor Replacement ($35,000), Roof Replacement
($35,000), Concrete Replacement Mason ($48,000), and Tuck PT Repairs
To appropriate additional funds ($34,272) for office modifications to PA office.

911 Emergency Phone (F261)  Re-appropriate funds for the following projects; Office Remodel ($90,000) from CIP 2019

Health Clinic (F511)  Re-appropriate funds for the following project; Cabinets in the Forest Clinic ($13,500).

Fair (F561)  Re-appropriate funds for the following projects; Cement Placement ($90,000), Replace Paved Surfaces ($120,000),

Jail Commissary Fund (F595)  Re-appropriate funds for the following projects for Circuit Court; Floor Key Card Access, Court Room Gates, and Main Interior Security Door ($18,640) for CIP 2018. Re-appropriate funds for the following project for Jail; Kitchen Tray Conveyor Replacement ($20,000) for CIP 2018.

Bldg. Authority Operating (F631)  Re-appropriate funds for the following projects at HSB; Replace Entrance Door ($13,215) from CIP 2016, Concrete Repairs ($22,600), Parking Lot Repairs ($91,709), Door Replacement ($21,685), from CIP 2018. New Blower Shaft ($10,019), Parking Lot Repair ($124,200), Drinking Fountain Replacement ($5,975), Carpet Replacement ($25,000), DHHS Carpet Replacement ($240,000) and Office Renovate ($41,800) from 2019 CIP.

Innovation & Technology (F636)  Re-appropriate remaining funds for the following projects: Probate Court scanning project ($121,268) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project ($236,432) approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate unspent network funds for the following projects budgeted but not completed in 2019; Network Redesign ($150,000), wireless project ($9,775), Microsoft Licensing ($190,400), Web Site Revamp ($15,380), Network Security Assessment ($48,520), and Wiring Project ($3,400).

Mach./Equip. Revolving (F664)  Re-appropriate Circuit Court’s imaging/scanning project ($331,025), and E-filing software ($10,000) from CIP 2014 and R18-190, courtroom tech replacements ($10,923), and phonic ear ($750) from 2017. Courtroom Technology Replacements ($249,417) from 2018, Rolling File Storage ($243,850), Document Management System ($50,000), Projectors Jury Room ($5,000) from 2019. Animal Control’s bullet proof vest ($5,085) 2018 and 2019 CIP and New Shelter Desktops ($4,134) from CIP 2019. Equalization’s Software for Online Mapping ($4,118) from 2018 CIP. District Court’s Backup Audio System ($7,210) from 2019. FOC Scanner ($7,500) from 2019. Probate Court E Filing Case ($30,000), Courtroom Updates ($48,160) and Clerk’s Electric Doc System ($30,000) To re-appropriate ($44,798) for scanners and Image subpoenas for PA Office R19-192. Re-appropriate Facilities’ Pump Out Vacuum ($3,000), and Truck Plow Replacement ($8,500) from CIP 2018. Re-appropriate
Sheriff’s Replacement of Bullet Resistant Vest ($13,391) from R19-192. Re-appropriate 2019 CIP Mason CH UPS Replacement ($35,050), County Wide Fall Protection ($25,000), Mason CH Client Room Tables ($8,000), Delhi Office Chairs ($11,000) and VA Trans Vehicle ($17,115).
MAY 12, 2020
AGENDA ITEM NO. 15

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH BROCK & ASSOCIATES INC. FOR A NEW DOCK AT LAKE LANSING SOUTH PARK

RESOLUTION #20 –

WHEREAS, Board of Commissioners Resolution #20-103 authorized a contract with Brock & Associates Inc. in the amount of $450,400 plus a contingency of $22,520 (5%) for a total construction cost not to exceed $472,920 to enter into a contract for the purpose of making accessible improvements to Lake Lansing South Park; and

WHEREAS, the original contract expires on June 1, 2020 and needs to be extended to complete the project due to COVID19.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the contract with Brock & Associates Inc. to extend the term until September 1, 2020.

BE IT FURTHER RESOLVED, that all other terms and conditions contract shall remain unchanged.

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:  Trubac, Stivers, Tennis, Koenig, Morgan, Slaughter, Naeyaert
Nays:  None   Absent:  None   Approved 05/04/2020
MAY 12, 2020
AGENDA ITEM NO. 16

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH JOHNSON SIGN COMPANY FOR WAYFINDING SIGN INSTALLATION

RESOLUTION #20 –

WHEREAS, Board of Commissioners Resolution 20-283 authorized a contract with Johnson Sign Company in the amount of $65,390 plus a contingency of $6,539 (10%) for a total construction cost not to exceed $71,929 to enter into a contract for the purpose of installing 307 custom wayfinding signs across the County; and

WHEREAS, the original contract states that payment be received upon completion of the project; and

WHEREAS, the contract end date needs to be extended to complete the project due to COVID-19.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the contract with Johnson Sign Company to allow payment of the project of up to the 60% of the completed project cost which is $39,234.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the contract with Johnson Sign Company to extend the term until September 1, 2020.

BE IT FURTHER RESOLVED, that all other terms and conditions contract shall remain unchanged.

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:  Trubac, Stivers, Tennis, Koenig, Morgan, Slaughter, Naeyaert
Nays:  None  Absent:  None  Approved  05/04/2020

FINANCE:  Yeas:  Morgan, Tennis, Grebner, Crenshaw, Polsdofer, Schafer, Maiville
Nays:  None  Absent:  None  Approved  05/06/2020
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A TRANSFER FROM THE INGHAM COUNTY DELINQUENT TAX REVOLVING FUND TO THE INGHAM COUNTY GENERAL FUND TO SUPPORT THE GREATER LANSING FOOD BANK

RESOLUTION #20 –

WHEREAS, the COVID-19 pandemic has caused historic levels of unemployment and emergency food needs that will persist throughout 2020; and

WHEREAS, the Greater Lansing Food Bank (the “GLFB”) provides food to our citizens and supports broad local food security efforts in Ingham County; and

WHEREAS, Section 87b(7) of Act No. 206, Michigan Public Acts of 1893, as amended (“Act 206”) authorizes the Ingham County Board of Commissioners to transfer to the County General Fund any surplus in the Delinquent Tax Revolving Fund (the “DTRF”) by appropriate action of the Board; and

WHEREAS, the Ingham County Treasurer has reviewed the amounts which are currently available in the DTRF and has determined that $100,000 may be transferred to the General Fund as of April 30, 2020; and

WHEREAS, Ingham County Treasurer hereby declares that a surplus of at least $100,000 exists in the DTRF.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a transfer not to exceed $100,000 from the DTRF to the General Fund for support of the GLFB.

BE IT FURTHER RESOLVED, that the purpose of this transfer is to help ensure resources at the GLFB for nutritional programs within the County, for the benefit of Ingham County residents including seniors and children.

BE IT FURTHER RESOLVED, that a contract is authorized with GLFB, in an amount not to exceed $100,000 effective upon the date of execution through December 31, 2020.

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

HUMAN SERVICES:  Yeas:  Trubac, Stivers, Tennis, Koenig, Morgan, Slaughter, Naeyaert
  Nays:  None  Absent:  None  Approved  05/04/2020

FINANCE:  Yeas:  Morgan, Tennis, Grebner, Crenshaw, Polsdofer, Schafer, Maiville
  Nays:  None  Absent:  None  Approved  05/06/2020
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERAN AFFAIRS TO ACCEPT 2020 COUNTY VETERAN SERVICE GRANT IN THE AMOUNT OF $102,074.07

RESOLUTION #20 –

WHEREAS, House Bill 5536 has passed and The Michigan Veterans Affairs Agency has accepted the Ingham County Application for the 2019 County Veteran Service Fund Grant for the project title “Empowerment Initiative”; and

WHEREAS, grant award will be funded for up to $102,074.07 of approved costs during the grant period; and

WHEREAS, Ingham county will receive a direct payment of $50,000 and the remaining $52,074.07 will be paid on a reimbursement basis.

THEREFORE BE IT RESOLVED, that Ingham County accepts the 2020 County Veteran Service Fund Grant in the amount of $102,074.07.

BE IT FURTHER RESOLVED, that Ingham County Department of Veteran Affairs’ 2020 budget is increased by $102,074.07.

BE IT FURTHER RESOLVED, that the 2019 County Veteran Service Fund Grant will be used for the purpose of increased veteran service operations, technological advantages and marketing.

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.

HUMAN SERVICES:  Yeas:  Trubac, Stivers, Tennis, Koenig, Morgan, Slaughter, Naeyaert
Nays:  None  Absent:  None  Approved  05/04/2020

FINANCE:  Yeas:  Morgan, Tennis, Grebner, Crenshaw, Polsdofer, Schafer, Maiville
Nays:  None  Absent:  None  Approved  05/06/2020
WHEREAS, Ingham County Health Department (ICHD) wishes to amend the agreement with Ionia County Health Department for providing medical direction and consultation effective July 1, 2020 through June 30, 2023; and

WHEREAS, since the mid-1980's, ICHD has provided Medical Direction and Consultation to the Ionia County Health Department; and

WHEREAS, through the current agreement ending June 30, 2020, Ionia County is paying ICHD $57,416 on an annualized basis for services provided; and

WHEREAS, with the new agreement the recommendation includes an annual rate of 64,620 for services ending June 30, 2021; an increase of 2% to an annual rate of $65,912 for services ending on June 30, 2022; and an increase of 2% to an annual rate of $67,230 for services ending on June 30, 2023; and

WHEREAS, under this agreement ICHD agrees to provide approximately 20% of the Medical Director’s time to the Ionia County Health Department, including a commitment to being on site at least 16 hours during each month; and

WHEREAS, additionally, the agreement provides that the administrative staff of ICHD occasionally consults with the staff of Ionia County; and

WHEREAS, the Health Officer recommends authorizing an amendment to the contract for Medical Direction between ICHD and Ionia County Health Department effective July 1, 2020 through June 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an amendment to the contract for Medical Direction between ICHD and Ionia County Health Department effective July 1, 2020 through June 30, 2023.

BE IT FURTHER RESOLVED, that the new agreement recommendation includes an annual rate of $64,620 for service ending June 30, 2021; an increase of 2% to an annual rate of $65,912 for services ending June 30, 2022; and an increase of 2% to an annual rate of $67,230 for services ending June 30, 2023.

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: Trubac, Stivers, Tennis, Koenig, Morgan, Slaughter, Naeyaert  
Nays:  None  Absent:  None  Approved 05/04/2020

FINANCE:  Yeas: Morgan, Tennis, Grebner, Crenshaw, Polsdorfer, Schafer, Maiville  
Nays:  None  Absent:  None  Approved 05/06/2020
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT EXTENSION WITH MALANNOYE CONSULTING, LLC TO REVIEW MEMBER ELIGIBILITY AND EXPENSES RELATIVE TO THE HEALTH SERVICES MILLAGE CONTRACTS WITH INGHAM HEALTH PLAN CORPORATION

RESOLUTION #20 –

WHEREAS, Resolution #19-550 of the Ingham County Board of Commissioners authorized a contract with the Ingham Health Plan Corporation (IHPC) through December 31, 2020; and

WHEREAS, Resolution #19-550 stated that 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; and

WHEREAS, it is necessary to contract with an outside reviewer to review IHPC invoices and determine that IHPC members that the County is billed for are millage eligible, and to determine that the services the County is billed for are within the scope of the contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract extension with MaLannoye Consulting, LLC to review IHPC invoices and determine that IHPC members that the County is billed for are millage eligible, and to determine that the services the County is billed for are within the scope of the contract.

BE IT FURTHER RESOLVED, that the contract shall be extended through September 30, 2020 in an additional amount not exceed $3,500 from the Health Services Millage.

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:  Trubac, Stivers, Tennis, Koenig, Morgan, Slaughter, Naeyaert  
Nays:  None  Absent:  None  Approved 05/04/2020

FINANCE:  Yeas:  Morgan, Tennis, Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
Nays:  None  Absent:  None  Approved 05/06/2020
Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING BOARD CHAIRPERSON TO SIGN NECESSARY DOCUMENTS RELATED TO 2017 DODGE CARAVAN

RESOLUTION #20 –

WHEREAS, the Juvenile Division has a fleet of nine vehicles used to transport juveniles to and from the Ingham Academy as well as the Pride evening reporting program; and

WHEREAS, all vans are in a lease agreement with Highfields, Inc. who provides insurance coverage for the vehicles; and

WHEREAS, one of the nine vehicles was involved in an accident on October 30, 2019 and was determined as a total loss by the insurance company; and

WHEREAS, Highfields, Inc. will receive final payment in the amount of $17,650.80 from Great American Insurance Group for the vehicle and per the lease agreement will be turn this money over to the County; and

WHEREAS, in order to resolve this matter, the Board Chairperson needs to sign necessary documents which may include a vehicle title and Power of Attorney.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Board Chairperson to sign necessary documents related the 2017 Dodge Caravan (VIN: 2C4RDGCG6HR60238) insurance claim.

BE IT FURTHER RESOLVED, that these documents may include a vehicle title and Power of Attorney.

LAW & COURTS: Yea: Slaughter, Polsdofer, Celentino, Crenshaw, Sebolt, Trubac
    Nays: None    Absent: Schafer   Approved 04/30/2020
WHEREAS, Roxann Wilkinson has been a volunteer at the Ingham County Animal Control & Shelter (ICACS) for more than ten years; and

WHEREAS, Roxann has devoted her life to the care and training of animals; and

WHEREAS, Roxann has just fostered her 300th dog with Ingham County Animal Control & Shelter, many of them puppies, which require many hours of socialization and training; and

WHEREAS, in addition, the adult dogs that Roxann takes into foster often have many behavioral or health issues that cost her time and money; and

WHEREAS, Roxann is one of the most patient people at ICACS, always ready to lend a listening ear regarding behavior issues with their dogs; and

WHEREAS, Roxann is willing, at a moment’s notice, to drive across the state to transport an animal to a rescue or other shelter, having put thousands of miles on her personal vehicle, and spent thousands of dollars of her own money on gas; and

WHEREAS, Roxann rarely has a foster dog returned to her, because she spends a great deal of time getting to know her adopters and the animals in her care, and is able to successfully place dogs for their lifetime; and

WHEREAS, in addition, Roxann’s care of these animals doesn’t end with the adoption, as she encourages the adopters to contact her with questions as the dogs are adjusting to their new homes, offering advice and training tips; and

WHEREAS, Roxann does not accomplish this by herself; her husband Dave and son Scott, as well as Fur Kids Farkle and Feeny all assist in the raising of these many foster dogs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners recognizes Roxann Wilkinson for her outstanding efforts to foster abandoned animals and extends its sincere appreciation to her for her support of the Ingham County Animal Control and Shelter.

LAW & COURTS:  **Yeas:** Slaughter, Polsdofer, Celentino, Crenshaw, Sebolt, Trubac  
**Nays:** None  
**Absent:** Schafer  
**Approved 04/30/2020**
AGENDA ITEM NO. 23

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT A SENIOR ASSISTANT PUBLIC DEFENDER TO A DEPUTY CHIEF PUBLIC DEFENDER

RESOLUTION #20 –

WHEREAS, as part of its Fiscal Year 2020 Michigan Indigent Defense Commissioner (MIDC) Compliance Plan, the Ingham County Public Defenders Office requested, and was approved for, the conversion of a Senior Assistant Public Defender to a Deputy Chief Public Defender in order to designate an attorney to serve when the Chief Public Defender is unavailable and to assist with the administrative duties of the office; and

WHEREAS, the position of Deputy Chief Public Defender has been classified by the Human Resources Department as MC 15 within the Manager Confidential classification (salary range $93,550.80 to $112,289.53); and

WHEREAS, the long term annual cost of this change will be $22,628; and

WHEREAS, funding for this position is included in the grant budget authorized by Resolution #20-055.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of a Senior Assistant Public Defender to a Deputy Chief Public Defender effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2020 budget and position allocation list.

LAW & COURTS: Yeas: Slaughter, Polsdofer, Celentino, Crenshaw, Sebolt, Trubac
Nays: None Absent: Schafer Approved 04/30/2020

COUNTY SERVICES: Yeas: Sebolt, Celentino, Grebner, Koenig, Stivers, Maiville, Naeyaert
Nays: None Absent: None Approved 05/05/2020

FINANCE: Yeas: Morgan, Tennis, Grebner, Crenshaw, Polsdofer, Schafer, Maiville
Nays: None Absent: None Approved 05/06/2020
SUBSTITUTE RESOLUTIONS

RESOLUTION ADOPTING THE INGHAM COUNTY COVID-19 PREPAREDNESS AND RESPONSE PLAN

LATE RESOLUTIONS

RESOLUTION ADOPTING PROVISIONS OF THE CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) ACT AFFECTING RETIREMENT PLANS FOR QUALIFIED INDIVIDUALS
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING THE INGHAM COUNTY COVID-19 PREPAREDNESS AND RESPONSE PLAN

RESOLUTION #20 –

WHEREAS, in order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, Ingham County has prepared the attached COVID-19 Preparedness and Response Plan (“Plan”); and

WHEREAS, Executive Orders 2020-42 and 2020-59 prohibit businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (i.e. critical infrastructure workers) or to conduct minimum basic operations; and

WHEREAS, the plan identifies essential workers, protective safety measures that will be implemented, what the county will do if an employee tests positive, and requires the identification of a COVID-19 Workplace Coordinator to ensure that departments have a business continuity plan in place; and

WHEREAS, the implementation of a COVID-19 Preparedness and Response Plan is a requirement of Executive Orders 2020-42 and 2020-59.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the attached COVID-19 Preparedness and Response Plan.

BE IT FURTHER RESOLVED, that the Controller/Administrator is designated as Ingham County’s COVID-19 Workplace Coordinator.

BE IT FURTHER RESOLVED, this plan may be amended from time to time as necessary to remain consistent with subsequent executive orders at the concurrence of the Board Chairperson, Health Officer and Controller/Administrator.

COUNTY SERVICES: Yeas: Sebolt, Celentino, Grebner, Koenig, Stivers, Maiville, Naeyaert
Nays: None   Absent: None   Approved 05/05/2020
Ingham County
COVID-19 Preparedness and Response Plan
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Ingham County COVID-19 Preparedness and Response Plan

In order to respond to the current state of emergency related to the novel coronavirus (‘’COVID-19’’) and to comply with relevant state and local orders related to COVID-19, Ingham County has prepared the following COVID-19 Preparedness and Response Plan (‘’Plan’’). This Plan may be updated as this situation evolves, or as state or local orders related to COVID-19 are issued or amended, or due to information provided by county employees.

Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations

Executive Order 2020-42 and subsequent Executive Order 2020-59 prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (i.e., critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Orders 2020-42 and 2020-59.

Under Executive Orders 2020-42 and 2020-59, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

Ingham County employees who refuse to follow the guidelines set forth in this plan will be subject to discipline as provided in the applicable collective bargaining agreement, including being sent home by their supervisor. Methods for reporting violations will be in accordance with standard county policies and procedures.

Protective Safety Measures

Sick Leave
Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Ingham County’s Health Advisory Leave Policy. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work
All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely.

Employee Screening Before Entering the Workplace
A sample Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is
located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, they should be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

**Personal Protective Equipment**

Ingham County shall provide and make available to all Critical Infrastructure Workers (CIW) personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the CIW. Any CIW able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space.

**Enhanced Social Distancing**

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break room, restroom or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

**Enhanced Hygiene**

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

**Enhanced Cleaning and Disinfecting**

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly to Clean and disinfect all “touch points” which includes but not limited to the following:

- Push/panic bars
- Door handles
- Handrails
- Elevator control buttons (by spraying the disinfectant on a rag first then clean the surfaces)
- Drinking fountains
- Handicap buttons (door opening devices)
- Tubs, X-ray machines, wands (things associated with screening)
- Bathrooms and fixtures
- Break rooms
- All hard services in common areas using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, the County has have established several pre-approved vendors for an emergency cleaning/sanitizing response in the event have an environmental issue requires an entire department and/or building to be cleaned and disinfected.
**Tools and Equipment**
Ingham County limits the sharing of tools and equipment among CIWs; should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. Ingham County will provide CIWs with disinfectant wipes and other disinfecting products for this purpose.

**Visitors**
No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions.

Ingham County further requires that any member of the public able to medically tolerate a face covering must wear a covering over their nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space.

**Each department will be responsible for maintaining a visitor log, to assist in contact tracing if necessary.**
Ingham County businesses and entities may remain open if they provide essential services to sustaining or protecting life. Under the Ingham County Health Officer’s Order, these businesses and entities must take the following actions to ensure the safety of employees and customers.

### Ask all staff these questions when they report for work for each shift:

1. Do you have symptoms of fever, cough, shortness of breath, sore throat or diarrhea?
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
3. Have you traveled on an airplane internationally or domestically in the last 14 days?

### If an employee answers YES to any of the screening questions:

Send the employee home immediately. The employee should self-isolate/self-quarantine at home for:

- If symptoms are present, a minimum of 7 days since symptoms first appear. Must also have 3 days without fevers and improvement in respiratory symptoms.
- 14 days if the employee had close contact with an individual diagnosed with COVID-19.
- 14 days following international or domestic travel.

### Screening Guidance:

Create and implement an active screening plan that will work best for your facility. Determine where and how this screening will take place. You can use this form to record answers. You are not required to record answers to the 3 screening questions, or record employee temperature results. We recommend it, but you are not required to do so.

Items to consider: Stagger shift starting times so employees do not arrive at the same time. Have one person asking staff these questions directly. Or, staff could do a “self-check-in” by entering their information on a computer, tablet, or sheet of paper. Be sure to instruct employees on properly disinfecting equipment or writing utensils. Provide alcohol-based hand sanitizer at the screening station, if possible.

If a touchless/contactless thermometer is available, a temperature check is strongly recommended at the worksite. We understand it may be difficult to get a thermometer at this time. Employees can also take their temperature at home and report it to their employer. A fever is considered a temperature at 100.4°F or above.

If your facility is already following other appropriate or more-stringent infection control procedures (like CDC guidelines), please continue to use those procedures.

Note that the 14-day quarantine period does not apply to hospitals, healthcare facilities, EMS, other organizations that employ healthcare workers in the inpatient or outpatient setting, all providers and support staff involved in patient care, and public health staffing actively involved in the COVID-19 response (local or state).
Develop and implement a social distancing plan

Determine how you will maintain 6 feet of distance between people. This 6-foot distance applies to employees working in shared spaces, and to customers waiting for services inside or outside the business. Options include using signs, contact barriers, entrance limits, and specialized hours. You may also need to limit capacity inside facilities to provide for social distancing between customers and employees.

Post the Ingham County Order

Hang the Ingham County March 25, 2020 Public Health Order at all facility entrances so that it is visible to all employees and customers. For questions, visit hd.ingham.org/coronavirus or contact Ingham County Health Department at (517) 887-4517.

Business Continuity Plans

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.
APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors:

a. Health care and public health.
b. Law enforcement, public safety, and first responders.
c. Food and agriculture.
d. Energy.
e. Water and wastewater.
f. Transportation and logistics.
g. Public works.
h. Communications and information technology, including news media.
i. Other community-based government operations and essential functions.
j. Critical manufacturing.
k. Hazardous materials.
l. Financial services.
m. Chemical supply chains and safety.
n. Defense industrial base.

For purposes of Executive Orders 2020-42 and 2020-59, critical infrastructure workers also include:

a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.

b. Workers at suppliers, distribution centers, or service providers, as described below.

1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business’s or operation’s critical infrastructure work may designate their workers

---

1 Under Executive Orders 2020-42 and 2020-59, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business’s or operation’s critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.
as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in subprovision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

3. Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.

c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.

d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.

e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.

f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.

g. Workers at laundromats, coin laundries, and dry cleaners.

h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.

i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.
Coronavirus Disease (COVID-19) Workplace Health Screening

Company Name: __________________________________________________________________________
Employee Name: __________________________________________________________________________
Date: __________ Time In: ______

In the past 24 hours, have you experienced:

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subjective fever (felt feverish)</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>New or worsening cough</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Sore throat</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

Current temperature: __________

If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4°F or higher, please do not go to work. Self-isolate at home and contact your primary care physician’s office for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

In the past 14 days, have you:

- Had close contact with an individual diagnosed with COVID-19? □ Yes □ No
- Traveled via airplane internationally or domestically? □ Yes □ No

If you answer “yes” to either of these questions, please do not go into work. Self-quarantine at home for 14 days.

For questions, visit [hd.ingham.org/coronavirus](http://hd.ingham.org/coronavirus) or contact Ingham County Health Department at (517) 887-4517.
APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved and 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (e.g., police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.
APPENDIX D
CORONAVIRUS DISEASE (COVID-19)
VISITOR HEALTH SCREENING

<table>
<thead>
<tr>
<th>Court/Office Visiting: ________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitors Name: _______________________________________</td>
</tr>
<tr>
<td>Appointment Date: ____________________ Time In: ________</td>
</tr>
</tbody>
</table>

**In the past 24 hours, have you experienced any of the following symptoms:**

<table>
<thead>
<tr>
<th>Fever? (100.0°F or above)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atypical Cough?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Atypical Shortness of Breath</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Current temperature: 

If the visitor answered “yes” to any of the symptoms listed above visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

**In the past 14 days, have you:**

- Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19? Yes No
- Traveled via airplane internationally or domestically? Yes No

If visitor answered “yes” to either of these questions visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

**Security Officer or Employee:**

Contacted Court/Office and informed them the visitor was not allowed into the building.
Date: __________ Time: ________ Spoke to: ________________________
Please keep your social distance.

Social distancing means keeping ↔6 feet apart from others.
Stop the Spread

(517) 887-4517 or hd.ingham.org/coronavirus
APPENDIX F

OTHER RESOURCES

Governor Whitmer’s Executive Orders 2020-42 and 2020-59:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--,00.html

FAQs from Governor Whitmer on Executive Order 2020-42 and 2020-59:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html
https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-527027--,00.html

Helpful CDC Guidance:


CDC Handwashing Fact Sheet:


CDC Fact Sheet and Poster on Preventing the Spread of Germs:


CDC Fact Sheet on What to Do if You Are Sick:


CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

Appendix G: Health Advisory Leave Policy

ADOPTED – MARCH 24, 2020
AGENDA ITEM NO. 4

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING A HEALTH ADVISORY LEAVE POLICY

RESOLUTION #20 – 112

WHEREAS, the recent outbreak of the COVID-19 virus pandemic emphasizes the need for policies and procedures in response to public health advisories; and

WHEREAS, in light of this need, a policy is warranted to govern paid leave for Ingham County employees unable to work due to illness, caregiving responsibilities and/or voluntary or mandatory self-quarantine requirements issued by state, local or federal health officials related to a health advisory; and

WHEREAS, adoption of a Health Advisory Leave Policy is supported by County Labor Representatives to address this need.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Health Advisory Leave Policy, retroactive to March 10, 2020, the date of commencement of the current state of emergency declaration made by Michigan Governor Gretchen Whitmer in response to the COVID-19 outbreak.

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

The purpose of this policy is to provide the framework for interim and short-term action and response during a Health Advisory period and is applicable to all County employees. In the event of a suspension of County operations, the provisions of this policy are superseded by any conflicting provisions contained in General Administrative Management and Operations Policy No. 221, Suspension of County Operations, except that otherwise eligible temporary and seasonal employees will be provided with Health Advisory Leave to the extent they are not eligible for leave under the federal Emergency Family and Medical Leave Act and the Emergency Paid Sick Leave Act and to the extent previously scheduled hours of work are otherwise uncompensated.

B. Authority and Responsibility

In the event of an outbreak or potential outbreak of disease determined and declared by Ingham County, in consultation with the Ingham County Health Department, to be a severe communicable disease, the Ingham County Board of Commissioners authorizes the County Controller/Administrator, Judges and Elected Officials, or their designees, to appropriately monitor and coordinate actions and implement measures to safeguard the welfare of its employees and residents while maintaining operations in an effective and efficient manner.

The Controller/Administrator is responsible for periodically reviewing this policy and submitting recommended changes to the County Services Committee for approval. Recommended changes may include, but are not limited to, alteration in the maximum number of paid Health Advisory Leave hours authorized for use by employees, expansion of the definition of family member, compliance and coordination with laws, regulations, executive or operative orders, etc.

C. Procedure

Before declaring a Health Advisory, the County Controller/Administrator will consult with the Board Chairperson, Health Officer, Information Technology Director, Human Resources Director, and any other pertinent County Government leaders.

If a Health Advisory has been issued by the County Controller/Administrator (or their designee) the following procedure applies.
EMPLOYEES REQUIRED TO REPORT TO WORK: During a Health Advisory, employees will be required to work as directed.

An Elected Official/Department Head (or designee) may authorize a request for Health Advisory Leave for employees who are directed to report to work. This may include circumstances where the employee has been infected with a severe communicable disease, is reasonably likely to spread a severe communicable disease to coworkers or residents through the performance of the employee's regular job duties, and/or is unable to perform the essential functions of their job without possible harm to themselves or others. Supporting documentation from a health care provider may or may not be required for authorization (see Medical Documentation below).

EMPLOYEES REQUIRED TO BE AVAILABLE TO WORK: Employees required to be available to work must continue to be available for work as directed and will be provided further guidance by their Elected Official/Department Head (or designee).

An Elected Official/Department Head (or designee) may authorize a request for Health Advisory Leave for employees required to be available to work but are not eligible for, not yet eligible for, or exempted from the paid leave provisions of the Emergency Family and Medical Leave Act, the Emergency Paid Sick Leave Act. This may include circumstances where the employee has been infected with a severe communicable disease, is reasonably likely to spread a severe communicable disease to coworkers or residents through the performance of the employee's regular job duties, and/or is unable to perform the essential functions of their job without possible harm to themselves or others. Supporting documentation from a health care provider may or may not be required for authorization (see Medical Documentation below).

ALL OTHER EMPLOYEES: Depending on the nature and severity of the situation, an Elected Official/Department Head (or designee) may authorize a request for Health Advisory Leave for employees who are not required to report to work and who are not required to be available to work. These employees:

1. May not be required to report to work or may be directed to stay away from their work sites.

2. May be instructed not to report until contacted by their Elected Official/Department Head (or designee) with further directions.

3. May be instructed not to report to work if they are reasonably believed to have been exposed to, or infected with, the severe communicable disease.

4. May be instructed not to report to work if the employee is showing symptoms of the severe communicable disease (for example, coughing, sneezing, fever, diarrhea, nausea, etc.) until they are free of fever (100.4 degrees or greater) and/or free of any other symptoms (coughing, sneezing, etc.) for at least the minimum period of time recommended by qualified health officials prior to the start of their shift,
without the use of fever-reducing or other symptom altering medicines (cough suppressants). “Symptoms of the severe communicable disease” are defined as those identified by qualified medical professionals and/or health officials. Supporting documentation from a health care provider may or may not be required (see Medical Documentation below).

HEALTH ADVISORY LEAVE: Employees who are currently eligible for, or upon becoming eligible for, paid leave under the provisions of the Suspension of County Operations Policy, the Emergency Family and Medical Leave Act and/or the Emergency Paid Sick Leave Act or (any other special and temporary law or regulation to provide temporary or emergency paid leave during a pandemic) are not eligible for this temporary emergency Health Advisory Leave nor eligible for continuation Health Advisory Leave after becoming eligible under such laws or regulations. Note: In 2020, employees who will be eligible for paid leave under the provisions of the Emergency Family and Medical Leave Act and/or the Emergency Paid Sick Leave Act are eligible for Health Advisory Leave up to, and not extending past, April 2, 2020 (the effective date of the EFMLA and EPSLA) only to the extent employees were not eligible for paid leave under the Suspension of County Operations Policy in effect beginning March 17, 2020 through April 5, 2020.

If the Elected Official/ Department Head (or designee) authorizes an eligible employee to take Health Advisory Leave, the employee:

1. May use up to 120 hours of paid Health Advisory Leave per year to care for themselves or their family member during a Health Advisory period. This paid leave is separate and distinct from any other category of paid leave, including but not limited to paid sick leave. “Care for a family member” includes care required due to closure of schools, day care facilities, or other care facilities.

2. May not use Health Advisory Leave for previously scheduled unrelated medical appointments/procedures, vacation or other leaves of absence unrelated to the Health Advisory.

3. Paid Health Advisory Leave hours are available for use to provide paid leave for hours an employee is regularly scheduled to work.

4. Must follow established call-in/reporting procedures to notify supervision of their absence in the event Health Advisory leave is taken.

Extension: If an eligible employee has been infected with a severe communicable disease, is reasonably likely to spread a severe communicable disease to coworkers or customers through the performance of the employee's regular job duties, and/or is unable to perform the essential functions of their job without possible harm to themselves or others, the employee may request an extension of Health Advisory leave. After consulting the
Controller/Administrator, and appropriate Elected Official or Department Head, the Human Resources Director will determine whether additional hours of Health Advisory Leave will be granted, taking into consideration the recommendation of the employee’s health care provider.

**FAMILY MEMBER:** The definition of a family member in this policy is:

- Biological, adopted or foster child, stepchild or legal ward, or child to whom the employee stands in loco parentis.
- Employee or their spouse's biological parent, foster parent, stepparent, adoptive parent, or legal guardian.
- An individual who stood in loco parentis to the employee when they were a minor child.
- Spouse, significant other with whom the employee resides or other cohabitant.
- Grandparent or grandchild.
- Biological, foster, or adopted sibling.

An employee who may otherwise be eligible for paid leave coverages pursuant to the Emergency Family and Medical Leave Act and/or the Emergency Paid Sick Leave Act may, nonetheless, be eligible for Health Advisory Leave under the expanded “family member” definition of this Policy if the individual being cared for is not within the definition of “family member” under the Emergency Family Act and/or Paid Sick Leave Act. There shall be no duplication of benefits under this policy and applicable laws.

**RETURN FROM HEALTH ADVISORY LEAVE:** Employees may report to work if the employee is not showing any symptoms of the severe communicable disease (for example, coughing, sneezing, fever, diarrhea, nausea, etc.), they are free of fever (100.4 degrees or greater) and/or free of any other symptoms (coughing, sneezing) for at least the minimum period of time recommended by qualified health officials prior to the start of their shift, without the use of fever-reducing or other symptom altering medicines (cough suppressants). Supporting documentation from a health care provider may or may not be required (see Medical Documentation below).

**UNSCHEDULED ABSENCE:** Absences using an approved Health Advisory Leave will not be counted as an unscheduled or unexcused absence unless an employee does not follow established call-in/reporting procedures to notify supervision of their absence except under exigent circumstances or does not provide required medical documentation (see Medical Documentation below).

**PRECAUTIONARY MEASURES:** During a Health Advisory period, employees should undertake all recommended measures to address the nature of the disease. This may include:

- Washing hands frequently with soap and water.
- Avoid touching your nose, mouth and eyes.
- Frequently clean all work surfaces, telephones, and computer equipment.
- Limit guests in “employee only” areas.
- Refrain from using another employee’s phone, desk, office, or other work tools and equipment.
- Avoid contact with others (i.e., handshakes). Wash hands after contact with others.
- Reduce face-to-face contact (e.g., conduct conference calls rather than traditional meetings).

**TELEWORK**: If authorized by the Elected Official/Department Head (or designee), employees in essential or critical positions may be permitted to engage in telework during a Health Advisory period. Telework is work performed away from the employee’s customary work location.

**BUSINESS AND PERSONAL TRAVEL**: Non-essential business travel is suspended during a Health Advisory period. Employees are strongly encouraged to discontinue non-essential personal travel during a Health Advisory period. Traveling employees may be subject to voluntary or mandatory (as determined by their supervisor) self-quarantine upon return from travel in accordance with state, local or federal recommendations. Health Advisory leave may be used during a period of voluntary or mandatory self-quarantine.

**FLMA LEAVE OF ABSENCE**: During a Health Advisory period, employees may or may not be required to submit documentation from a health care provider required during non-Health Advisory periods to support any need for leave due to a qualifying circumstance under the Family and Medical Leave Act (FMLA), Emergency Family and Medical Leave Act and/or the Emergency Paid Sick Leave Act (see Medical Documentation below). The Human Resources Department will continue to issue Notice of FLMA Rights to employees where notice of a potential need for FMLA/EFMLA leave is identified and communicated to Human Resources personnel.

**MEDICAL DOCUMENTATION**: During a Health Advisory period, employees may or may not be required to submit supporting documentation from a health care provider customarily required during non-Health Advisory periods. Circumstances including, but not limited to, the nature of the health advisory, recommendations of qualified health officials and availability of health care resources will be some of the considerations used to determine whether to waive, grant a delay in providing, or not waive the customary documentation requirement.

**APPLICATION OF LEGAL REQUIREMENTS**: The legal requirements of leave granted or extending past April 2, 2020 for eligible and/or non-exempted County employees shall be defined by the requirements of applicable law including, but not limited to, the Emergency Family and Medical Leave Act, the Emergency Paid Sick Leave Act, the Family and Medical Leave Act, County policies and/or the parties’ collective bargaining agreement.

**RESOURCES:**

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APPENDIX H

INGHAM COUNTY
COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible Public Official

This is to certify that I have reviewed the Ingham County COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1.) It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020.

2.) The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID-19.
3.) The plan is available on the Ingham County website www.ingham.org and at each Ingham County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: ______________________________
Signature: ______________________________
Name of Official: ______________________________
Title: ______________________________
Date: ______________________________
WHEREAS, the COVID-19 outbreak has caused significant disruption in the normal conduct of life for many Ingham County employees and their families which may result in significant financial hardship; and

WHEREAS, Section 2202 of the federal Coronavirus Aid, Relief and Economic Security (CARES) Act passed and signed into law on March 27, 2020 in response to the COVID-19 outbreak contains provisions affecting retirement plans for qualified individuals aimed at providing certain options for financial relief to these employees and their families; and

WHEREAS, these CARES Act provisions 1) provide for tax favored coronavirus-related distributions (CRDs) up to $100,000 until December 31, 2020; 2) expanded access to loans for 180 days after enactment of the law; and 3) waiver of 2020 required minimum distributions (RMDs); and

WHEREAS, the Ingham County Board of Commissioners desires to adopt these CARES Act provisions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts these CARES Act provisions affecting retirement plans for qualified individuals.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the amendment of retirement plans necessary to include these CARES Act provisions.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to sign forms and correspondence necessary for eligible employee activity permitted by the CARES Act provisions adopted by this resolution.