THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, APRIL 7, 2014
AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the March 17, 2014 Minutes
Additions to the Agenda
Limited Public Comment

1. Presentation - CATA Bus Rapid Transit Route Update

2. Michigan State University Extension - Resolution Amending the 2014 Agreement with Michigan State University for Extension Services

3. Health Department
   a. Resolution to Amend Resolution #13-486 to Change the Date for the Elimination of a Position
   b. Resolution to Authorize an Amendment to the NextGen Agreement for Technical Assistance and Training for EHR and EPM Systems Upgrades
   c. Resolution to Authorize Agreements with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center
   d. Resolution to Authorize an Amendment to the Agreement with the National Association of County and City Health Officials (NACCHO) to Coordinate “Building Networks” Initiative in Michigan

4. Controller’s Office - First Quarter 2014 Budget Adjustments and Contingency Fund Update

5. Board Referral - Letter from Capital Area Community Services Regarding the Need for a Potential Human Services Millage

Announcements
Public Comment
Adjournment

PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING
Members Present: Todd Tennis, Dianne Holman, Brian McGrain, Sarah Anthony and Don Vickers

Members Absent: Kara Hope and Deb Nolan

Others Present: Jared Cypher, Nancy Hayward, Barb Mastin, Krista Haven, Bridget Burns, Carol Salisbury, Margaret Keeler, Jennifer Shuster and others.

The meeting was called to order by Commissioner Tennis at 6:00 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the March 3, 2014 Minutes

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE MINUTES OF THE MARCH 3, 2014 MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Hope and Nolan.

The minutes of the March 3, 2014 meeting were approved as presented.

Additions to the Agenda

Commissioner Tennis clarified with the Committee before action was taken, that while the resolution for agenda item no. 2 is correct, the accompanying documents may be incorrect. He advised that when the Committee votes on the resolution that it is with the understanding that those documents will be changed before the resolution goes to the Finance Committee for consideration.

Limited Public Comment

None.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. ANTHONY, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

2. **Ingham Health Plan** - Resolution Authorizing the Sale of Office Furniture and Computer Equipment to the Ingham Health Plan

3. **Health Department**
   a. Resolution to Authorize the Establishment of an Electronic Health Records Analyst Position Classification
b. Resolution to Extend the Lease Agreement with Sparrow Health Systems at 901 East Mount Hope - Well Child Health Center

c. Resolution to Extend the Physician Services Agreement with Michigan State University’s College of Human Medicine to Provide a Part-Time Family Medicine Physician for the Provision of Primary Medical Services

d. Resolution to Distribute County Urban Redevelopment Funds Through a Contract with REACH Studio Art Center

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Hope and Nolan.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Hope and Nolan.

1. Presentation - Role of Ingham County Nurse Practitioners (additional information)

Nurse Practitioners Bridget Burns, Carol Salisbury and Margaret Keeler addressed the Committee and presented information regarding the role of Ingham County nurse practitioners.

The overview included the number of nurse practitioners in the county and their areas of medical concentration. They also clarified the difference and similarities between a physician’s assistant and a nurse practitioner.

Discussion.

Ms. Burns stated that she is very proud of the work they do in Ingham County.

3. Health Department

e. Overview of Jail Medical Program - Barb Mastin and Krista Haven (No Material)

Barb Mastin, Deputy Health Officer/Executive Director, and Krista Haven, Community Health Center Supervisor, addressed the Committee and gave an overview of the Jail Medical Program.

Ms. Mastin stated that at the request of Commissioner Deb Nolan, they would be giving an overview of the Jail Medical Program to both the Law & Courts Committee and the Human Services Committee.

Ms. Mastin stated that currently, there are five RN’s, one LPN, two medical assistants, a contractual dentist and a nurse practitioner who provide services to the inmates at the Ingham County Jail. She said there is capacity for provider coverage for after hours as well.

Ms. Haven stated that they tend to almost 11,000 cases per year with the inmates and that includes acute and chronic needs. She said inmates needing further care are transported to either McClaren, Sparrow or Urgent Care. Ms. Haven also pointed out that there has been a 50% savings in pharmaceuticals over the past year as well.
Commissioner Tennis expressed his gratitude to both Ms. Mastin and Ms. Haven for their efforts to make this arrangement work.

Announcements

Commissioner McGrain addressed that the Resolution to Reorganize Financial Services Department will be pulled from an upcoming County Services Committee agenda. He stated that he hopes this potential future resolution will also come before the Human Services Committee as that is the right place to discuss it.

Public Comment

None.

The meeting was adjourned at approximately 7:04 p.m.
ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

2. **Michigan State University Extension - Resolution Amending the 2014 Agreement with Michigan State University for Extension Services**
   This resolution authorizes an amendment to the 2014 agreement with Michigan State University for Extension services. Due to a retirement, a Clerk/Typist position in the MSU Extension office is vacant. Currently the MSU Extension assessment provides funds that support 1.5 FTEs of 4-H Program Coordination. There is currently .5 FTE 4-H Program Coordination position vacant. In an effort to provide better service to Ingham county residents, MSU Extension would like to utilize half of the clerical funds towards a full-time Ingham County 4-H Program Coordinator position to replace the half-time 4-H Program Coordinator. This would leave half the funds remaining to hire a part-time Clerk/Typist. This position would remain a County employee. The long term annual cost increase for this change is about $715 for the part-time Clerk/Typist at step 1, and about $4,000 at step 5.

3. **Health Department**
   a. **Resolution to Amend Resolution #13-486 to Change the Date for the Elimination of a Position**
      This resolution amends resolution #13-486 to change the date of elimination for position #601042. Originally, this position was listed to be eliminated effective April 1, 2014 due to a retirement. The employee in the position will now be retiring effective May 30, 2014.

   b. **Resolution to Authorize an Amendment to the NextGen Agreement for Technical Assistance and Training for EHR and EPM Systems Upgrades**
      This resolution authorizes an amendment to the existing agreement and/or the establishment of a separate agreement as required with NextGen in an amount not to exceed $45,100 from the Health Center services revenue funds for Professional Service Consulting to provide technical assistance and training throughout the Project Planning and Go-Live phases of the EHR and EPM systems upgrade in order to meet required federal reporting, medical billing, PCMH and Meaningful Use of Data standards.

   c. **Resolution to Authorize Agreements with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center**
      This resolution authorizes agreements with the Midland County Educational Services Agency (MCESA) to implement the Great Start to Quality Work Plan for the periods of October 1, 2013 – December 31, 2013 and January 1, 2014 – September 30, 2014 to continue the scope of services in the Central Region. Through these proposed agreements, MCESA will pay Ingham County up to $403,810. Details of the scope of services are provided in the Health Department’s memorandum that accompanies the resolution.
d. Resolution to Authorize an Amendment to the Agreement with the National Association of County and City Health Officials (NACCHO) to Coordinate “Building Networks” Initiative in Michigan

This resolution authorizes an amendment to an existing agreement with National Association of City and County Health Officials (NACCHO) to coordinate the development of a network of local health departments and community organizers in Michigan (Michigan Power to Thrive). NACCHO has informed ICHD that it would like to amend this agreement to include an additional $70,000, and extend the period of the agreement through September 30, 2014. The activities covered in the scope of work for the amended agreement

4. Controller’s Office – First Quarter 2014 Budget Adjustments and Contingency Fund Update

This resolution authorizes adjustments to the Ingham County budget for the first quarter of fiscal year 2014. The total increase to the General Fund is $1,161,004. There are no major adjustments for any of the departments and agencies that report to the Human Services Committee.

OTHER ITEMS:

1. Presentation – CATA Bus Rapid Transit Route Update
What is Bus Rapid Transit (BRT)?
BRT is a transportation system that operates somewhat like a light-rail system, except that it uses high-capacity buses that operate in dedicated center-running bus lanes. It will operate along the Michigan Avenue – Grand River Avenue corridor.

What are the benefits of BRT?
- Faster travel along the corridor
- Improved boarding efficiency
- Stimulates economic development

Community Conversation
Charrettes encourage the exchange of dialogue, allowing residents and other stakeholders to reach design solutions for BRT, cars, pedestrians and bicycles, all of which travel along the corridor between East Lansing’s downtown businesses and Michigan State University.

There will be additional opportunities for business and community members throughout the BRT corridor to provide input and join the conversation April 14 – 17. Visit www.cata-brt.org for meeting dates and locations.

East Lansing Charrette
March 19 – 23, 2014

Charrette Kick-off and Hands-on Design Session
work alongside your neighbors to share your ideas
Wed, Mar 19 • 6pm – 9pm
East Lansing High School
509 Burcham Drive, East Lansing

Visit the Open Design Studio
stop by to talk to the design team as concepts evolve
Thurs, Mar 20 • 10am – 6pm | Fri, Mar 21 • 10am – 8pm
Sat, Mar 22 • 10am – 6pm
Michigan Energy Options Building
405 Grove Street, East Lansing

Work-in-Progress Presentation
see the draft design concepts and share your feedback
Sun, Mar 23 • 6:30pm – 9pm
International Center, Room 115
MSU Campus (427 N Shaw Lane)

for more information: www.cata-brt.org
facebook.com/rideCATA | twitter.com/rideCATA
Every area along the BRT corridor is a special place. The BRT design will address the distinctive transportation needs of each location. This is a pivotal time for community input.

As part of the Environmental Assessment (EA), CATA will host a series of stakeholder group conversations for nine areas along the corridor. These meetings are for residents, business owners, employees and community members throughout the BRT corridor. We want to know what you think about:

- Station locations
- Pedestrian and bicycle facilities
- On-street parking
- Landscaping
- Left turns

Design decisions will be shaped by input from these sessions and carried forward for evaluation in the EA.

Stakeholder Groups
Join the conversation about your area(s) of interest. Visit www.cata-brt.org for meeting dates and locations.

Areas:
1: Downtown Lansing
2: Stadium District
3: Sparrow Hospital area
4: 2000 block & environs
5: Red Cedar/ Frandor area
6: Chesterfield Hills to Delta
7: Hagadorn to Park Lake Road
8: Park Lake to Okemos Road
9: Meridian Mall & Meijer

* The downtown East Lansing area meetings will be held during the March 19-23 charrette.

for more information: www.cata-brt.org
facebook.com/rideCATA | twitter.com/rideCATA
MEMORANDUM

Date: March 28, 2014

To: Human Services County Services and Finance Committees

From: Jared Cypher, Deputy Controller

Re: Resolution Amending the 2014 Agreement with Michigan State University for Extension Services

This resolution authorizes an amendment to the 2014 agreement with Michigan State University for Extension services. Due to a retirement, a Clerk/Typist position in the MSU Extension office is vacant. Currently the MSU Extension assessment provides funds that support 1.5 FTEs of 4-H Program Coordination. There is currently .5 FTE 4-H Program Coordination position vacant. In an effort to provide better service to Ingham county residents, MSU Extension would like to utilize half of the clerical funds towards a full-time Ingham County 4-H Program Coordinator position to replace the half-time 4-H Program Coordinator. This would leave half the funds remaining to hire a part-time Clerk/Typist. This position would remain a County employee. The long term annual cost increase for this change is about $715 for the part-time Clerk/Typist at step 1, and about $4,000 at step 5. The 2014 agreement will increase by $14,165 to bring the total amount to $202,770.
INTRODUCED BY THE HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE 2014 AGREEMENT WITH MICHIGAN STATE UNIVERSITY FOR EXTENSION SERVICES

WHEREAS, due to a retirement effective March 31, 2014 a Clerk/Typist position in the Michigan State University Extension (MSUE) office will become vacant; and

WHEREAS, the current MSUE assessment provides funds that support 1.5 FTE of 4-H Program Coordination; and

WHEREAS, due to a relocation, .5 FTE of a 4-H Program Coordinator position will be vacant; and

WHEREAS, in an effort to provide better service to Ingham County residents, MSUE is proposing to utilize funding that supports the Clerk/Typist position and increase the .5 FTE Program Coordinator position to full time.

THEREFORE BE IT RESOLVED, that the Clerk/Typist position (Position #731005) is reduced to .5 FTE effective April 1, 2014.

BE IT FURTHER RESOLVED, that the 2014 agreement with Michigan State University for Extension services shall be amended and increased to $202,770 to reflect the following change:

1) $14,165 to increase the .5 FTE Program Coordinator position to full time.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.
Amended Agreement for Extension Services provided by Michigan State University to INGHAM County Annual Work Plan FY 2014 (Exhibit A)

A. Specific Contributions by MSUE:
1. At least 1.0 FTE Extension Educator whose primary office of operation will be the county Extension office included in the assessment.

2. .8 FTE additional extension educators. Areas of Expertise: $73,336

3. 1.5 FTE - 4-H program coordinator(s) included in assessment whose primary office of operation will be the county Extension office.

4. .5 FTE - additional 4-H program coordinators/other paraprofessional, from 7/01/14 – 12/31/14.

5. Administrative oversight included in annual assessment.

6. Access to Extension Educators with expertise in each of the MSUE Institutes included in annual assessment.

7. Supervision of University provided academic and paraprofessional staff. Supervision of county clerical staff and/or county staff upon request. Supervision is included in the annual assessment.

8. Annual reporting of services provided, audiences served, and impact of programs in the county.

B. Specific Contributions by the County:

1. Office space for a County Extension office. The office will include space for at least one Extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. Office space will be available for additional MSUE and/or county staff as mutually agreed. The office must be provided high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in Appendix A. The office space must be at least comparable to the average office space used by County employees.

2. Clerical staff for the Extension office that will perform clerical functions, including assisting county residents in accessing MSUE resources by office visit, telephone, email, internet and media. This can be a county employee or the county can contract with MSU for their services.

3. General operating expenses for the office and non-MSU Personnel.

4. The Assessment Fee and costs for additional personnel, as described above in Section A. If MSUE receives at least a 2% increase in appropriations from the State of Michigan (SOM), the County will be given a 3% credit, thereby leaving the assessment at the 2013 level.
C. **Assessment to County:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>MSU Assessment</td>
<td>$125,958</td>
</tr>
<tr>
<td>Credit to county from SOM appropriations</td>
<td>minus $10,689</td>
</tr>
<tr>
<td><strong>2014 TOTAL Assessment</strong></td>
<td><strong>$115,269</strong></td>
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**ADDITIONAL PERSONNEL**

1. Educator (.8 FTE) at $73,336
   - $9,167 per 0.1 FTE
   - **$73,336.00**

2. 4-H Program Coordinators
   a. 1.0 FTE at $56,650
   - **$56,650.00**
   b. 0.5 FTE at $28,325 (07/01/14 - 12/31/14)
   - **$14,165**

3. Other Staff included in MOA
   a. Title and rate
   - **$_____**

4. Other:
   - **$_____**

**TOTAL COUNTY PAYMENT FOR 2014**

- **$202,770.00**

For the period, January 2014 to December 2014, INGHAM County shall pay to MSUE $202,770 which is the cost of the assessment (minus the credit) plus any additional personnel costs. Payment will be made the first month of each quarter of the county fiscal year. (Quarterly payments 1 & 2 will be $47,151.25, and quarterly payments 3 & 4 will be $54,233.75). Payments should be sent to

MSUE Extension Budget Office
446 W. Circle Dr.
160 Agriculture Hall
East Lansing, MI 48824

**MICHIGAN STATE UNIVERSITY**

By: ____________________________________________
Daniel T. Evon, Director,
Contract & Grant Administration

**INGHAM COUNTY**

By: ____________________________________________

Title: __________________________________________

Date: __________________________________________

Date: __________________________________________
MEMORANDUM

TO: Human Services Committee
    County Services Committee
    Finance Committee

FROM: Nancy Hayward, Acting Health Officer

DATE: March 27, 2014

RE: Resolution to Amend Resolution #13-486 to Change the Date for the Elimination of a Position

In Resolution #13-486, the Board of Commissioners authorized a reorganization to adjust Health Department Capacity in response to Federal Requirements.

In this resolution, position #601042 was listed to be eliminated effective April 1, 2014 due a retirement. The employee in this position will be retiring effective May 30, 2014.

I am requesting that the Board authorize an amendment to Resolution #13-486 to change the effective date to eliminate position #601042 to May 30, 2014.
Agenda Item 3a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #13-486 TO CHANGE THE DATE FOR THE ELIMINATION OF A POSITION

WHEREAS, in Resolution #13-486 the Board of Commissioners authorized a resolution for reorganization to adjust Health Department capacity in response to federal requirements; and

WHEREAS, in this resolution Position #601042 was approved to be eliminated effective April 1, 2014 due to a retirement; and

WHEREAS, the employee in this position will retire effective May 30, 2014; and

WHEREAS, the Acting Health Officer recommends that Resolution #13-486 be amended to change the effective date to eliminate position #601042 to May 30, 2014.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to Resolution #13-486 to change the effective date to eliminate position #601042 to May 30, 2014.

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

To: Human Services Committee
    Finance Committee

From: Nancy Hayward, MPH, RN, Acting Health Officer

Date: April 1, 2014

Subject: Resolution to Authorize an Amendment to the NextGen Agreement for Technical Assistance and Training for EHR and EPM Systems Upgrades

Attached is a resolution to authorize an amendment to the NextGen Electronic Health Record and Patient Management Systems (Next Gen) Agreement for additional technical assistance and training for its Electronic Patient Management (EPM) and Electronic Health Records (EHR) systems upgrade.

The Health Department plans to upgrade its NextGen EPM and EHR systems by June 1, 2014 in order to maintain compliance with the Health Resources and Services Administration (HRSA)’s mandate that all Federally Qualified and Look Alike Health Centers implement ICD-10-CM diagnostic code use by October 1, 2014. This upgrade will also to satisfy Patient Centered Medical Home (PCMH) and Meaningful Use of Data requirements and ensure accuracy in medical billing and HRSA’s Uniform Data System (UDS) reporting.

Health Department staff will require technical assistance and training in order to ensure compliance, quality patient care, and accurate medical billing through the upgraded EHR and EPM systems. NextGen offers a suite of services (Professional Service Consulting) to provide technical assistance and training throughout the Project Planning and Go-Live phases of the upgrade. The cost of the Professional Service Consulting would be dependent on the suite of services selected by the Health Department for a total cost not to exceed $45,100.00. This cost will be spread across the Community Health Centers and be paid through the revenue generated by Community Health Center services.

I recommend that the Ingham County Board of Commissioners authorize this amendment to the agreement between Next Gen and the Health Department at a cost not to exceed $45,100 from the Health Center services revenue for Professional Service Consulting to provide technical assistance and training throughout the Project Planning and Go-Live phases of the EHR and EPM systems upgrade to ensure that the required federal reporting, medical billing, PCMH and Meaningful Use of Data standards are met.

c: John Jacobs, CPA, w/attachment
   Barbara Watts Mastin, w/attachment
   Eric Thelen, w/attachment
Resolutions of the:\n
INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE NEXTGEN AGREEMENT FOR
TECHNICAL ASSISTANCE AND TRAINING FOR EHR AND EPM SYSTEMS UPGRADES

WHEREAS, in Resolution #12-275 the Board of Commissioners authorized the Health Department to enter
into an agreement with NextGen Electronic Health Record and Patient Management Systems (NextGen) for
Electronic Patient Management (EPM) and Electronic Health Records (EHR); and

WHEREAS, it is necessary that the Health Department maintain EPM and EHR systems that meets Patient
Center Medical Home (PCMH) and Meaningful Use of Data standards, support medical billing accuracy and
reporting to the Health Resources and Services Administration’s (HRSA) Health Center Program’s Uniform Data
System (UDS), and are fully compliant with required ICD-10-CM diagnostic code use requirements from HRSA
by October 1, 2014; and

WHEREAS, the Health Department plans an upgrade of its NextGen EPM and EHR systems from application
level 5.7 to 5.8 and from Knowledge Based Model (KBM) 7.9 to 8.3 by June 1, 2014; and

WHEREAS, these upgrades are necessary in order to maintain compliance with the ICD-10-CM diagnostic
code requirement, PCMH and Meaningful Use of Data standards and ensure accuracy in UDS reporting and
medical billing; and

WHEREAS, staff technical assistance and training will be necessary to facilitate the upgrade, compliance with
state and federal requirements, ensure high quality patient care, and accurate medical billing; and

WHEREAS, NextGen offers a suite of services (Professional Service Consulting) to provide technical
assistance and training throughout the Project Planning and Go-Live phases of the upgrade, which can include
the following services:

- Project planning and guidance
- Gap analysis and workflow template guidance
- Training activities
- 8.3 Go-Live Support

WHEREAS, the cost of the Professional Service Consulting would be dependent on the suite of services
selected by the Health Department for a total cost not to exceed $45,100, which will be allocated across the
Health Centers and paid through the revenue generated by Community Health Centers services; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the Health Department in
amending the NextGen Agreement to include Professional Service Consulting to facilitate the upgrade and Go-
Live of the NextGen EHR and EPM systems; and
WHEREAS, the Acting Health Officer recommends that the Board of Commissioners authorize an amendment to the Agreement with NextGen Professional Services Consulting to facilitate the upgrade and Go-Live of the NextGen EHR and EPM systems.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amendment to the existing agreement and/or the establishment of a separate agreement as required with NextGen in an amount not to exceed $45,100 for Professional Service Consulting as described above.

BE IT FURTHER RESOLVED, that the period of this amendment or agreement shall be from April 1, 2014 through December 31, 2014.

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

TO: Human Services Committee
   Finance Committee

FROM: Nancy Hayward, MPH, Acting Health Officer

DATE: March 27, 2014

RE: Resolution to Authorize Agreements with the Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center

Since 2009, the Office for Young Children (OYC) has contracted with Midland County Educational Services Agency (MCESA) to services to develop the Great Start Central Region Child Care Quality Implementation Plan. New agreements are proposed by MCESA to implement the Great Start to Quality Work Plan for the periods of October 1, 2013 – December 31, 2013 and January 1, 2014 – September 30, 2014 to continue the scope of services in the Central Region.

The scope of work assures that performance meets expectations and the implementation of the Great Start to Quality Work Plan is carried out in accordance with agreed upon outcomes and objectives. It shall include the following services:

• Coordinate regional communication and outreach
• Perform the duties and responsibilities of the Central Resource Program Director
• Coordinate professional development opportunities for licensed and registered child care providers and relative and day care aide (unlicensed) providers
• Provide assistance to child care programs with the use of Great Start to Quality STARS and the rating system
• Provide assistance to families choosing quality childcare and to navigate Great Start Connect
• Provide data and evaluation reports as specified in the agreement

The services listed in the scope of work will be funded by a Great Start to Quality Resource Center grant MCESA has received from the Early Childhood Investment Corporation (ECIC). Through these proposed agreements, MCESA will pay Ingham County Health Department up to $403,810.00. The terms of these Agreements shall be October 1, 2013 – December 31, 2013 ($100,910.00) and January 1, 2014 through September 30, 2014 ($302,900.00). The budget and work plan for these agreements were finalized with MCESA and ECIC in late January, 2014.

The Health Department’s FY14 budget anticipated the provision of these services and receipt of these funds. I recommend the Board of Commissioners adopt the attached resolution and authorize these agreements with Midland County Educational Services Agency.

c: John Jacobs w/attachment
   Eric Thelen w/attachment
   Karen Jennings w/attachment
   Barb Monroe w/attachment
WHEREAS, since 2009 an agreement was authorized with Midland County Educational Services Agency (MCESA) to develop the Great Start Central Region Child Care Quality Implementation Plan (the Plan); and

WHEREAS, MCESA has proposed two new agreements (October 1 – December 31, 2013 and January 1 – September 30, 2014) to continue the administration of the Central Region and the work of the GREAT START TO QUALITY RESOURCE CENTER; and

WHEREAS, MCESA shall pay Ingham County up to $403,810.00 ($100,910.00 + $302,900.00) for this work; and

WHEREAS, the terms of the Agreements shall be October 1 through December 31, 2013 and January 1 through September 30, 2014; and

WHEREAS, the Health Department’s 2014 Budget anticipates providing these services and receiving these funds; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners authorize agreements with Midland County Educations Services Agency (MCESA) for the periods October 1 through December 30, 2013, and January 1, 2014 through September 30, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes two agreements with Midland County Educational Services Agency (MCESA) to administer the Central Region Great Start to Quality Work Plan.

BE IT FURTHER RESOLVED, that MCESA shall reimburse Ingham County up to $403,810.00 for these services.

BE IT FURTHER RESOLVED, that the terms of the Agreements shall be October 1 through December 31, 2013 and January 1, 2014 through September 30, 2014.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the County Attorney.
MEMORANDUM

TO:   Human Services Committee
      Finance Committee

FROM:   Nancy Hayward, Acting Health Officer

DATE:   March 27, 2014

RE:   Recommendation to Amend the Agreement with the National Association of City and County Health Officials and Accept Additional Funding

The Health Department’s Social Justice Initiative has developed significant expertise in health equity and social justice. This expertise has received broad recognition at the state and national level. In 2013, Ingham County Health Department entered into an agreement with National Association of City and County Health Officials (NACCHO) to coordinate the development of a network of local health departments and community organizers in Michigan (Michigan Power to Thrive). This agreement, for $10,000, was authorized with Resolution #13-285 for the period of May 1, 2013 to April 30, 2014.

NACCHO has informed ICHD that it would like to amend this agreement to include an additional $70,000, and extend the period of the agreement through September 30, 2014. The activities covered in the scope of work for the amended agreement include providing or arranging for the provision of consultation to 1) develop new community organizing groups to work with local departments, technical assistance; 2) provide technical assistance to local health departments and organizers working collaboratively in Michigan; and 3) educate and familiarize health department personnel with the tools, methods, and strategies used by organizers to achieve policy victories that improve health equity in communities; 4) provide networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments; and 5) coordinate community dialogues that use the documentary series *The Raising of America* to develop a regional or statewide issue campaign for health equity;

The attached resolution authorizes an amendment to the agreement with NACCHO to accept additional funds in the amount of $70,000 to support this work and to extend the agreement through September 30, 2014.

c:   John Jacobs, w/attachment
     Eric Thelen, w/attachment
     Debbie Edokpolo w/attachment
WHEREAS, health equity – which is the elimination of the root causes of health disparity—is one of the core values for the Ingham County Health Department; and

WHEREAS, since 2011 representatives of the Health Department have been building relationships with local, state, and national organizations about promising ways to align the objectives of public health practitioners with community organizers; and

WHEREAS, In Resolution #13-285 the Board of Commissioners authorized an agreement between the Health Department and the National Association of County and City Health Officials (NACCHO) to coordinate the “Building Networks” activity in Michigan; and

WHEREAS, NACCHO has proposed to amend this agreement with the Health Department to assume additional responsibilities in building a network of local health departments and community organizers in Michigan; and

WHEREAS, these responsibilities include subcontracting with other departments and organizations to 1) develop new community organizing groups to work with local departments, technical assistance; 2) provide technical assistance to local health departments and organizers working collaboratively in Michigan; and 3) educate and familiarize health department personnel with the tools, methods, and strategies used by organizers to achieve policy victories that improve health equity in communities; 4) provide networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments; and 5) coordinate community dialogues that use the documentary series The Raising of America to develop a regional or statewide issue campaign for health equity; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners authorize an amendment to the agreement with NACCHO to accept an additional amount up to $70,000, to coordinate “Building Networks” activity in Michigan.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to the agreement with NACCHO to accept an additional amount of up to $70,000, to coordinate “Building Networks” activity in Michigan.

BE IT FURTHER RESOLVED, that the agreement period shall be extended through September 30, 2014.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the County Attorney.
Agenda Item 4

MEMORANDUM

March 28, 2014

TO:   Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE:   First Quarter 2014 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2014. The total increase to the General Fund is $1,161,004.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2013. Some of the larger projects carried over from the 2013 budget include $100,000 for the new 9-1-1 phone system, $96,425 for pavilion roof repair at the Potter Park Zoo, and two major imaging/scanning projects, $191,953 for Probate Court and $228,702 for Circuit Court. There is also $85,000 carried over for roof replacement at Animal Control. Although Animal Control is planning on the construction of a new facility, the old building will likely be used as a county storage facility, so the roof will still need to be replaced. All of these capital budget carryover funds are reserved within the funds where the projects are budgeted.

The largest adjustment this quarter is the transfer of the Minimum Security Facility Fund (F103) budget into the General Fund. This merger was approved in 2013, but the 2014 budget also needs to be adjusted. This will transfer $915,690 to the Sheriff’s General Fund budget.

The use of fund balance in the general fund is increased $221,448 to purchase Sheriff vehicles budgeted but not purchased in 2013 and to reappropriate funds for participation in the U.S. Geological Survey Enhanced Flood Warning System approved by Resolution 13-412, and for the remaining portion a Veterans Awareness grant approved by Resolution 13-416. Also reappropriated is the balance of funds approved by Resolution 13-438 for the one-time wage supplement. Some employees were not eligible for payment in 2013 because their collective bargaining agreements had not yet been ratified.

The Road Department budget will be increased $825,000 by increasing the use of unrestricted fund balance for primary and local road maintenance. This is an annual adjustment done after analysis of the prior year’s fund balance that will bring the road maintenance budget up to the amount that is traditionally spent. The Road Department budget is will also be increased by $795,000 to recognize additional Motor Vehicle Highway Fund revenue from the State of Michigan.

This resolution will also amend the 2014 Approved Position List to increase a part-time position in Facilities to full-time and decrease a full-time position to part-time.
There are also some increases for replacement computer equipment where costs are recouped through chargebacks to user departments.

Also included is an update of contingency fund spending so far this year. The current contingency amount is $313,953. If this resolution is passed as recommended, the contingency amount will be reduced to $305,231. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of $350,000.

Should you require any additional information or have questions regarding this process, please don’t hesitate to contact me.
Introducing proposed resolutions, amendments, or new information to the budget would be a good place to start. This will help ensure that the budget is complete and accurate. It is important to carefully review all the numbers and ensure that they are accurate. It is also important to ensure that all of the funds are included in the budget. This will help ensure that the budget is complete and accurate.
## GENERAL FUND REVENUES

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**GENERAL FUND EXPENDITURES**

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Substance Abuse 1,103,903  1,103,903
Community Mental Health 1,751,631  1,751,631
Department of Human Services 1,774,863  1,774,863
Tri-County Aging 76,225  76,225
Veterans Affairs 488,841  10,713  499,554

Cooperative Extension 474,127  474,127
Library Legacy Costs 80,148  80,148
Parks and Recreation 1,445,577  1,445,577
Contingency Reserves 313,953  (8,722)  305,231
Legal Aid 20,000  20,000
2-1-1 Project 45,750  45,750
Community Coalition for Youth 27,000  27,000
Capital Improvements 1,618,941  1,618,941

Total General Fund Expenditures 74,576,934  1,161,004  75,737,938

General Fund Revenues

Sheriff
Increase insurance proceeds revenue $20,366 to replace damaged Sheriff vehicle. Increase jail bed rental $915,690 due to merger of Minimum Security Facility Fund into Sheriff General Fund budget. Increase federal revenue from U.S. Marshals Service $3,500 for overtime reimbursement for participation with the Michigan State Police Fugitive Task Force.

Use of Fund Balance
Reappropriate funds for the following items: $10,713 in remaining funds for Veterans Awareness grant authorized by Resolution 13-416, $10,000 to participate in the U.S. Geological Survey Enhanced Flood Warning System authorized by Resolution 13-412, $83,950 in remaining funds for one-time wage supplement as authorized by Resolution 13-438, and $116,785 for Sheriff vehicles budgeted but not purchased in 2013.
**General Fund Expenditures**

**One-time Wage Supplement**  
Reappropriate $83,950 in remaining funds for one-time wage supplement as authorized by Resolution 13-438. Some collective bargaining agreements were not ratified in 2013, delaying payment until 2014.

**Drain Office**  
Transfer $10,160 from personnel services to contractual services/services fees to pay for contract accountant position while permanent position was vacant.

**Stormwater Management**  
Increase budget $8,722 for 2013 and 2014 general fund membership payments to Greater Lansing Regional Committee (GLRC) for Stormwater Management per Resolution 14-013.

**Sheriff**  
Reappropriate $116,785 for vehicles budgeted but not purchased in 2013. Increase budget $20,366 to replace damaged Sheriff vehicle, to be reimbursed from insurance proceeds. Transfer Minimum Security Facility Fund budget into Sheriff General Fund budget. Minimum Security Facility Fund was merged into the General Fund in 2013. $915,690 in expenses will be transferred to the General Fund. Increase overtime budget $3,500 for participation with the Michigan State Police Fugitive Task Force, to be reimbursed by federal revenue from U.S. Marshals Service.

**Homeland Serty/Em. Ops.**  
Reappropriate $10,000 to participate in the U.S. Geological Survey Enhanced Flood Warning System authorized by Resolution 13-412. (Contract was not finalized in 2013.)

**Veterans Affairs**  
Reappropriate $10,713 in remaining funds for Veterans Awareness grant authorized by Resolution 13-416.

**Contingency**  
Decrease contingency account $8,722 for 2013 and 2014 general fund membership payments to GLRC for Stormwater Management.

**Non-General Fund Adjustments**

**Road Department (F201)**  
Increase use of unrestricted fund balance ($825,000) to be used for road equipment ($70,000) and asphalt and tack ($755,000). This adjustment will bring the road maintenance budget up to the amount that is traditionally spent. This is an annual adjustment that is done once the prior year’s final fund balance has been analyzed. Increase Motor Vehicle Highway Fund revenue ($795,000) to recognize new revenue from the State of Michigan. Increase asphalt and tack by same amount.

**Parks (F208)**  
Transfer funds for Jail Alternative Sentencing Program (JASP) from Parks temporary salaries line item to Friend of the Court to allow funds to be matched by Cooperative Reimbursement grant. ($6,000)
911 Center (F211) Reappropriate funds for new phone system authorized by Resolution 13-419 ($100,000) and microwave project authorized by Resolution 13-192 ($31,396).

Friend of the Court (F215) Transfer funds for Jail Alternative Sentencing Program (JASP) from Parks temporary salaries line items ($6,000) to Friend of the Court to allow funds to be matched by Cooperative Reimbursement grant ($11,647) for a total JASP budget of $17,647.

Hotel/Motel (F230) Reappropriate and transfer remaining funds for Fair computer upgrades per the 2013 capital budget ($473).

Public Improvements (F245) Reappropriate funds for the following capital improvement projects: District Court power transfer switch ($20,500), replace concrete in Lansing and Mason ($15,000), Animal Control roof replacement ($85,000), Sheriff roof replacement ($32,715) and Mason Courthouse mold redemption ($28,500) per 2012 capital budget, ADA Compliant Doors ($12,000), replace Jail cooling tower ($77,399), kennel doors and frames at Animal Control ($13,322) per 2013 capital budget, and building assessment for a new Animal Shelter ($42,243) approved by Resolution 13-403.

Potter Park/Zoo (F258) Reappropriate funds for the following capital projects not completed in previous years: garden program ($4,284) approved in 2010 capital budget, admissions system ($30,000) and security cameras/wireless internet ($25,000) approved in 2011 capital budget, zoo and park graphics ($10,000), zoo and park landscaping ($8,753), pavilion #2 roof repair ($96,425), and moose & bison exhibit ($25,518) approved in 2012 capital budget, and glass block birdhouse ($2,680), replace bongo door ($8,000), tiger training chute ($2,000), storage building holding cages ($6,000), raven exhibit ($10,000) fencing between yak and clinic ($1,800) and fencing exhibit upgrade ($11,557) approved in 2013 capital budget.

Juv. Justice Millage (F264) Reappropriate funds for the following projects at the Ingham County Family Center; tuckpointing ($28,198) per the 2012 capital budget, and door replacement ($4,752) and gym drinking fountain ($1,600) per the 2013 capital budget.

Fam.Div. Child Care (F292) Transfer funds from contractual services to pay for Family Division’s portion of Americorps position assigned to the Ingham County Family Center ($7,916).

Fair (F561) Reappropriate remaining funds for computer upgrades per the 2013 capital budget ($473). Funds will be transferred from hotel/motel fund balance.

Bldg Authority Operating (F631) Reappropriate funds for the following capital improvement projects at the Human Services Building: signage ($10,725) per the 2009 capital budget, garage tuckpointing ($14,804) and parking lot replacement ($61,056) per the 2012 capital budget, and vestibule heaters ($8,100) per the 2013 capital budget. Reappropriate funds for a metal detector at the Veterans Memorial Courthouse/Grady Porter Building per the 2012 capital budget ($4,300).
Reappropriate remaining funds for the following projects: Probate Court scanning project ($191,953) approved by Resolution 11-120, Prosecuting Attorney imaging project ($10,554) approved in 2012 capital budget and Clerk imaging project ($10,668) approved by Resolution 13-199.

Increase CIP upgrade funds to purchase the following replacement equipment: one PC and monitor for Facilities ($1,189), one PC and monitor for Community Corrections ($853), two PCs and monitors for Financial Services ($1,710), one PC and monitor for Animal Control ($873), and a copier ($742) and 2 printers ($1,261) at Probate Court. Reappropriate funds for the following projects: Circuit Court imaging/scanning project ($228,702), backscanning for Circuit Court ($50,000), video surveillance for District Court ($4,200), and Sheriff in-car camera project ($16,500) per 2012 capital budget, phones and headsets for Parks ($4,184), Sheriff training rifles ($325), video surveillance for District Court ($15,400), and portable recording equipment for Circuit Court ($7,266) per 2013 capital budget. Increase budget for Drain Office copier ($681) and Family Division van security screen ($107). (Costs were more than budgeted.)
## 2014 CONTINGENCY

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March 21, 2014

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

RE: Ingham County Human Service Millage

Dear Commissioners:

I am writing to request an opportunity to meet and discuss a Human Services millage for our community's struggling Human Services agencies.

Capital Area Community Services, like many state and federally funded non-profits in our community, continues to face uncertainty as a result of a reduction in state and federal funding.

Areas where a Human Service millage is needed are:

1. Infrastructure Funding,
2. Weatherization GAP Funding,
3. Medical/Dental Funding,
4. Operating/Revolving Funds,
5. Food Distribution Funding, and
6. Facilities.

1. **Infrastructure Funding**

   Need for infrastructure dollars. There remains service dollars such as FEMA, DHS, and emergency service dollars which only pay for the direct client services. Limited or no funds are available for phones, stamps, staff, record keeping, etc. Without staff and office cost, local nonprofits cannot apply for or provide many of these services.

"A Community Action Agency"

Capital Area Community Services will not discriminate against any individual or group in employment or services because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. In addition, CACS will provide reasonable accommodations for access to services/employment.

101 EAST WILLOW STREET • LANSING, MICHIGAN 48906-4894
TELEPHONE (517) 482-6281 • TDD 800-649-3777
2. **Weatherization GAP Funding**
   Weatherization funds can only be used for conservation activities. Funds may not be used for roof repair, mold, lead paints, or asbestos abatement. Many homes are denied weatherization services because of these issues. Without weatherization and housing repair, we lose the chance to stabilize and improve our community's homes and neighborhoods.

3. **Medical/Dental Funding**
   There is a lack of medical and dental services for our Head Start parents and the general low-income population. While the Ingham County Health Department does an outstanding job, their resources fall far short of the need. Annually, CACS has a fundraiser to provide for these needed services. We raise between $25,000 and $30,000, but these funds only fill about ten percent of the need.

4. **Operating/Revolving Funds**
   CACS must wait between 30 and 90 days for State of Michigan reimbursement for services provided under all state contracts. We must pay our employees and bills every two weeks. There are times when CACS is owed over one million dollars by the State of Michigan. Many new contracts and services may not be available because CACS and other nonprofits do not have cash flow to wait for State reimbursement.

5. **Food Distribution Funding**
   CACS provides federal food monthly to over 3,000 individuals. We receive funding for transportation and storage of **BASE ITEMS**. We can receive additional **BONUS** food items which doubles the food available. Bonus items provide only the food at the manufacturer's site; there is not funding for storage and transportation. We must raise local money for the transportation and storage of the bonus items.

6. **Facilities**
   In the past, CACS and other community nonprofits have been provided buildings for a dollar a year. With difficult budgets, the City and school districts are looking for rent or to sell these public buildings. Funding is needed to secure and operate space for Head Start classes and other related services. This need is not only for CACS and Head Start but for many of the nonprofits in our community.

Sincerely,

[Signature]

Ivan W. Love, Jr.
Executive Director

IWL:kks