THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, JUNE 6, 2016 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 May 16, 2016 Minutes
Additions to the Agenda
Limited Public Comment

1. Facilities Department
   a. Resolution to Proceed with Plans to Renovate the Second Floor of the Human Services Building, Authorizing a Contract with Laux Construction to Provide Interior Renovations, and Amending Resolution #15-124 to Adjust the Cost of the Project
   b. Resolution Authorizing Entering into a Contract with RNA Facilities Management for Janitorial Services at the Human Services Building, Grady Porter Building, Veterans Memorial Courthouse, The Willow Clinic, Ingham County Family Center, Well Child Clinic, The 911 Dispatch Center, Forest Community Health Center, 55th District Court, Drain Office and the Road Department

2. Health Department
   a. Resolution to Enter into an Agreement with Community Mental Health Authority of Clinton-Eaton-Ingham Counties (CMHA-CEI) for Psychiatric Consultation Services at the Ingham County Jail
   b. Resolution Authorizing an Agreement with ERG Environmental for Hazardous Waste Hauling Services
   c. Resolution to Authorize Amendment #4 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services
   d. Resolution to Authorize Conversion of Three Health Center Nurse Positions to two Health Center Nurse Practitioner Positions

3. Controller’s Office
   a. Selection of Representative to Serve on Ingham Health Plan Board of Directors
   b. Resolution Supporting the Greater Lansing Homeless Resolution Network
   c. Discussion and Approval of Ingham County Strategic Plan
4. **Board of Commissioners**
   a. Resolution Authorizing a **Supplemental Appropriation** to the 2016 Agreement with Volunteers of America for the New Hope Day Shelter Program
   b. Resolution Honoring **Don Jacot** on his Induction into France’s Legion of Honor

Announcements
Public Comment
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).
Members Present: McGrain, Banas, Tennis, Nolan, Koenig (Arrived at 6:36 p.m.), Hope, and Case-Naeyaert

Members Absent: None

Others Present: Jared Cypher, Linda Vail, Rusell Kolski, Jill Rhode, Henry Rojas, and others

The meeting was called to order by Chairperson McGrain at 6:32 p.m. in the Personnel Conference Room “D&E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the May 2, 2016 Minutes

MOVED BY COMM. BANAS, SUPPORTED BY COMM. HOPE, TO APPROVE THE MINUTES OF THE MAY 2, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

Late –

2. Controller’s Office
d. Discussion: Volunteers of America Request

Limited Public Comment

Millard Hasbrook, Resident House Owner, addressed the committee regarding services for the homeless throughout the County.

Commissioner Koenig arrived at 6:36 p.m.

MOVED BY COMM. CASE-NAEYAERT, SUPPORTED BY COMM. TENNIS, TO ADOPT A CONSENT AGENDA OF THE FOLLOWING ACTION ITEMS:

1. Health Department
   a. Resolution to Authorize an Extension to the Agreement with Cross Country Staffing, Inc.
   b. Resolution to Enter into an Agreement with Mary Kushion Consulting, LLC
   c. Resolution Honoring Lori Mugford
   d. Resolution Honoring Charlyn Stratton
2. Controller’s Office
   a. Resolution Approving Criteria for Evaluating 2017 Applications for Community Agency Funding

3. Board Referral – Letter from the Capital Area United Auto Workers (UAW) Cap Council Endorsing the Work of the Volunteers of America (VOA) in the Greater Lansing Community

THE MOTION CARRIED UNANIMOUSLY.

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

1. Health Department
   e. Discussion: Community Health Centers Position Conversion

Russell Kolski, Deputy Health Officer, addressed the committee regarding the request to convert three nurse practitioner positions to two.

Commissioner Tennis stated that the County would not only save money in regards to the salary, but it would also generate revenue from the positions.

Mr. Kolski stated that $280,000 would be generated.

Commissioner Nolan stated that the County had trouble finding nurse practitioners. She asked if he anticipated finding people to fill the positions.

Mr. Kolski answered that two recent positions were filled and that it was a good time of the year to find people, but there was no guarantee.

Commissioner Banas asked how the savings would help the current financial crunch in the current year.

Mr. Kolski stated that there could be a loss in the first year depending on when the nurses were hired, but after several months, the positions would start to generate revenue. He further stated that by converting three positions to two it would help revenue generate over a long-term.

Commissioner Nolan stated that she wanted to hear the overall plan for what community health centers would be doing to make the County profitable or revenue neutral.

Chairperson McGrain asked when a plan could be presented.

Linda Vail, Health Officer, stated that she and her staff had been working hard to fill vacant positions. She further stated that the deficit was related to personnel and revenue.

Commissioner Nolan asked if it could be outlined in more details.
Ms. Vail answered yes. She stated that she could present it at the second meeting of June.

Discussion.

Chairperson McGrain asked when the position conversions would presented as a resolution.

Jared Cypher, Deputy Controller, stated that it could come back next meeting.

2. **Controller’s Office**
   b. Discussion: Update on Human Services Building Renovations

Mr. Cypher provided an update on the Human Services Building renovations.

Discussion.

Jill Rhode, Finance Director, addressed the committee regarding the history of the Public Health fund balance.

Commissioner Koenig asked what the original cost for the Forest Health Center was.

Mr. Cypher stated that the original was about $1 million but it ended up costing $1.8 million.

Commissioner Koenig asked if the renovation could be bonded.

Ms. Rhode stated that bonding was expensive but that another option would be to include it with another bond.

Commissioner Koenig asked for more background on the renovations.

Ms. Vail stated that it was part of an overall facility. She further stated that the renovations were going to create some efficiencies as well as space.

Chairperson McGrain asked if there were consequences to delaying the renovations.

Ms. Vail indicated that it was part of a larger project, so things would need to be changed in order to accommodate it. She stated that most furniture needs would be taken care of and that space had been emptied out at cedar point.

Chairperson McGrain asked if there was a cost to delay.

Ms. Vail stated that she wasn’t familiar with how much it would cost Facilities to move people, but that it would be the main delay cost.

Commissioner Banas asked how long it might take to build the fund balance back up.

Ms. Vail stated that a conservative estimate would be a couple years.
Commissioner Koenig stated that the renovations would cost more than $50,000 to do it more than a year from now. She suggested bonding with Community Mental Health.

Discussion.

Chairperson McGrain asked if Commissioners were comfortable with it as an option.

Commissioner Nolan stated that she was not comfortable because of the amount of different building proposals presented, but staff could take a look at it.

Chairperson McGrain asked that a proposal come back in two weeks.

   c. Discussion: Ingham County Strategic Plan

Discussion.

Chairperson McGrain stated that the draft would be discussed next round of meetings.

   d. Discussion: Volunteers of America Request

Commissioner Tennis and Mr. Cypher addressed the committee regarding the Volunteers of America’s (VOA) request for additional funding.

Commissioner Tennis asked for clarification on the Controller’s recommendation.

Mr. Cypher stated that the letter sent by the VOA could be considered for 2017 budget.

Commissioner Nolan stated that the County was struggling as well. She further stated that she would like to look at all requests in their entirety for the next year.

Commissioner Case-Naeyaert stated that she did not see how anybody else could be denied if the VOA request was approved.

Discussion.

Commissioner Tennis stated that funding had been provided for the VOA for over ten years, but their client base had doubled since then.

Commissioner Banas stated that she would consider giving some money if it really helped the homeless population.

Commissioner Case-Naeyaert stated that there were numerous organizations throughout the County that provided their services. She further stated that she had not seen a budget from the VOA and that she did not see how the County could provide the money.
Commissioner Nolan expressed concern regarding the amount of community agencies that would request immediate funding if the VOA’s request was approved.

Commissioner Koenig suggested putting the request on the next agenda.

Commissioner Tennis stated that he added it as a late to start a discussion.

Chairperson McGrain stated that it would be on the next agenda.

Announcements

Commissioner Banas announced that there would be an online questionnaire for the Parks Department and that Commissioners could submit questions they wanted on it to her.

Public Comment

Patrick Patterson, Director of Lansing’s VOA, addressed the committee regarding the VOA’s need for additional funding.

Adjournment

The meeting was adjourned at 7:47 p.m.
ACTION ITEMS:
The Deputy Controller is recommending approval of the following resolutions:

1. **Facilities Department**
   a. **Resolution to Proceed with Plans to Renovate the Second Floor of the Human Services Building, Authorizing a Contract with Laux Construction to Provide Interior Renovations, and Amending Resolution #15-124 to Adjust the Cost of the Project**
   This resolution authorizes proceeding with renovations to the Health Department space at the Human Services Building, and an agreement with Laux Construction to provide interior renovations to the second floor of the Human Services Building. The Building Authority will oversee the project. The project will be bonded in conjunction with the CMH expansion/renovation project. The estimated costs are $263,000 per year over 10 years. The General Fund will pick up the payment until the Community Health Center Fund is in a position to do so. The costs of the project are estimated as follows:

   **HSB Renovation Costs**
   - Construction: $1,829,400
   - Furniture: $260,725
   - IT: $65,040
   - **TOTAL**: $2,155,165

   b. **Resolution Authorizing Entering into a Contract with RNA Facilities Management for Janitorial Services at the Human Services Building, Grady Porter Building, Veterans Memorial Courthouse, The Willow Clinic, Ingham County Family Center, Well Child Clinic, The 911 Dispatch Center, Forest Community Health Center, 55th District Court, Drain Office and the Road Department**
   This resolution authorizes a contract with RNA Facilities Management for janitorial services at various County buildings. RNA Facilities Management submitted the lowest responsive and responsible bid of $2,132,523.37 for a three (3) year contract beginning August 1, 2016 through July 31, 2019 with an optional two (2) year renewal. Funds for said services are available within the appropriate 931100 and 818000 contractual line items.

2. **Health Department**
   a. **Resolution to Enter into an Agreement with Community Mental Health Authority of Clinton-Eaton-Ingham Counties (CMHA-CEI) for Psychiatric Consultation Services at the Ingham County Jail**
   This resolution an agreement with CMHA-CEI to provide telephone psychiatric consultation for the Ingham County Jail, in an annual amount not to exceed $16,000 for the period of June 1, 2016 through September 30, 2017. Funds are available in the Jail Medical budget.

   b. **Resolution Authorizing an Agreement with ERG Environmental for Hazardous Waste Hauling Services**
   This resolution authorizes a contract with ERG Environmental for disposal of hazardous waste collected by the ICHD HHW program, for the period of August 1, 2016 through July 31, 2018, with a two (2) year period renewal option at the prices outlined in their proposal. The new agreement with ERG could save the County over $70,000 annually if the total pounds of hazardous waste collected remains at the current level.
c. Resolution to Authorize Amendment #4 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services

This resolution will increase the agreement for Comprehensive Local Health Services from $5,209,376 to $5,376,168, an increase of $166,792. The amendment makes the following specific changes in the budget:

- **Michigan Colorectal Cancer Screening Program**: $10,000 new funding
- **BCCCP Coordination**: increase of $3,000 from $229,375 to $232,375
- **Family Planning Services**: increase of $13,000 from $256,395 to $269,392
- **WIC Resident Services**: increase of $76,047 from $1,205,640 to $1,281,687
- **WISEWOMEN**: increase of $29,450 from $20,100 to $49,550
- **Public Health Emergency Preparedness (PHEP) 7/01/16-9/30/16**: $35,295 – funding was included in FY 16 Board of Commissioners’ approved budget

d. Resolution to Authorize Conversion of Three Health Center Nurse Positions to two Health Center Nurse Practitioner Positions

This resolution authorizes three current vacant Health Center Nurse (RN) positions be converted to two Health Center Nurse Practitioner positions. The proposed position conversion would allow the generation of approximately $560,000 in revenue during the 2017 fiscal year – an improvement of $260,000 over the current practice. This improvement would be expected to increase during the second year of employment. This position conversion would be funded from within current operations. The budget analysis performed by the Controller’s office shows this to be a budget neutral position exchange.

3. Controller’s Office
   c. Resolution Supporting the Greater Lansing Homeless Resolution Network

This is a resolution in support of the Greater Lansing Homeless Resolution Network (GLHRN). The resolution also commits the Board of Commissioners to making an appointment of someone to serve on the GLHRN Board.

4. Board of Commissioners
   b. Resolution Honoring Don Jacot on his Induction into France’s Legion of Honor

The Deputy Controller is not recommending approval of the following resolution:

4. Board of Commissioners
   a. Resolution Authorizing a Supplemental Appropriation to the 2016 Agreement with Volunteers of America for the New Hope Day Shelter Program

This resolution authorizes a $60,000 supplemental appropriation to the Volunteers of America New Hope Day Shelter Program. If approved, the agreement would be increased to a total of $90,000. Funds would likely be appropriated from the contingency fund to cover the cost, and about $345,000 remains in the contingency fund for 2016. Requests such as this would preferably be considered as a part of the budget process, so it can be weighed in the totality of the other requests received from County departments and agencies.
OTHER ITEMS:

3. Controller’s Office
   a. Discussion: Update on Human Services Building Renovations
   b. Selection of Representative to Serve on Ingham Health Plan Board of Directors
   d. Discussion and Approval of Ingham County Strategic Plan
TO: Board of Commissioners Human Services, County Services and Finance Committees

FROM: Jared Cypher, Deputy Controller & Richard Terrill, Facilities Director

DATE: May 20, 2016

SUBJECT: Human Services Building Renovations

For the meeting agendas: June 6, June 7, and June 8

BACKGROUND
The resolution before you authorizes proceeding with renovations to the Health Department space at the Human Services Building, and an agreement with Laux Construction to provide interior renovations to the second floor of the Human Services Building. Renovations include selective demolition / replacement of existing walls, doors, casework, finishes and associated mechanical and electrical devices in addition to new appliances, door frames and hardware, appliances, lighting, power, fire alarm, mechanical sheet metal, VAV boxes, plumbing and fire suppression.

ALTERNATIVES
Continuing this project is important to the transition of adult services and realigning its women’s and children’s services in the Human Services Building. Inaction will result in a waste of time and money already spent for professional Architectural and Engineering services as well as result in the incompletion of the Ingham County Health Department Community Health Center consolidation.

FINANCIAL IMPACT
The project will be bonded in conjunction with the CMH expansion/renovation project. The estimated costs are $263,000 per year over 10 years. The General Fund will pick up the payment until the Community Health Center Fund is in a position to do so. The costs of the project are estimated as follows:

<table>
<thead>
<tr>
<th>HSB Renovation Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>$1,829,400</td>
</tr>
<tr>
<td>Furniture</td>
<td>$260,725</td>
</tr>
<tr>
<td>IT</td>
<td>$65,040</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,155,165</strong></td>
</tr>
</tbody>
</table>

OTHER CONSIDERATIONS
N/A

RECOMMENDATION
Based on the information presented, we respectfully recommend approval of the attached resolution to support renovations at the Human Services Building.
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROCEED WITH PLANS TO RENOVATE THE SECOND FLOOR OF THE HUMAN SERVICES BUILDING, AUTHORIZING A CONTRACT WITH LAUX CONSTRUCTION TO PROVIDE INTERIOR RENOVATIONS, AND AMENDING RESOLUTION #15-124 TO ADJUST THE COST OF THE PROJECT

WHEREAS, the Ingham County Health Department (ICHD) Community Health Centers are consolidating so they are prepared to meet the increased demand for services in the coming years and provide economies of scale; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Laux Construction for a cost of $1,669,400.00 which includes the base bid and alternates #1 and #2; and

WHEREAS, the Facilities Department would like to ask for a $160,000.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, bond payments for the interior renovations, furniture, and information technology will be supported by the General Fund until the Community Health Center Fund can assume payment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Building Authority to proceed with the financing and renovation of the Ingham County Human Services Building through bonding in conjunction with the Community Mental Health expansion project.

BE IT FURTHER RESOLVED, Resolution #15 – 124 is hereby amended to set the total cost of the project to an amount not to exceed $2,155,165 as follows:

<table>
<thead>
<tr>
<th>HSB Renovation Costs</th>
<th></th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,155,165</strong></td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes a contract with Laux Construction, 4218 Charlar Drive, Holt, Michigan 48842 to provide interior renovations to the second floor of the Human Services Building for a total not to exceed cost of $1,829,400.00 which includes a $160,000.00 contingency.

BE IT FURTHER RESOLVED, that the purchase of any furniture necessary to complete the renovation project is authorized in an amount not to exceed $260,000 from DBI.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, Human Services, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: May 23, 2016
SUBJECT: RNA Facilities Management for janitorial services

For the meeting agendas of: June 6, June 7 and June 8

BACKGROUND
The Facilities Departments janitorial contract will expire July 31, 2016. The Purchasing Department solicited proposals from qualified, experienced vendors who are familiar with providing janitorial services for office buildings and medical facilities.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
RNA Facilities Management submitted the lowest responsive and responsible bid of $2,132,523.37 for a three (3) year contract beginning August 1, 2016 through July 31, 2019 with an optional two (2) year renewal. Funds for said services are available within the appropriate 931100 and 818000 contractual line items.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with RNA Facilities Management to provide janitorial services at various county buildings.
Per your request, the Purchasing Department issued a request for proposal from interested and qualified vendors experienced with cleaning commercial office buildings and medical facilities for the purpose of entering into a three-year agreement to provide janitorial services at the Human Services Building, Grady Porter Building, Veterans Memorial Courthouse, 9-1-1 Dispatch Center, Ingham County Family Center, Willow Clinic, Well Child Clinic, and Ingham County Road Department which has three locations and five buildings.

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>46</td>
<td>17</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

The grid on the next page summarizes the vendors’ costs:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Total Cost Year 1</th>
<th>Total Cost Year 2</th>
<th>Total Cost Year 3</th>
<th>Actual 3 Year Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copeland Building Maintenance Inc.</td>
<td>No, Westland</td>
<td>$648,600.00</td>
<td>$648,600.00</td>
<td>$648,600.00</td>
<td>$1,945,800.00</td>
</tr>
<tr>
<td>RNA Facilities Management</td>
<td>No, Ann Arbor</td>
<td>$706,593.09</td>
<td>$710,832.64</td>
<td>$715,097.64</td>
<td>$2,132,523.37</td>
</tr>
<tr>
<td>Du-All Cleaning Inc.</td>
<td>No, Shelby Township</td>
<td>$838,086.96</td>
<td>$845,888.96</td>
<td>$853,546.95</td>
<td>$2,537,522.87</td>
</tr>
<tr>
<td>Dietz Janitorial Service Inc.</td>
<td>Yes, Lansing</td>
<td>$912,722.00</td>
<td>$921,849.00</td>
<td>$935,313.00</td>
<td>$2,769,884.00</td>
</tr>
<tr>
<td>Romanow Building Services</td>
<td>Yes, Lansing</td>
<td>$980,132.21</td>
<td>$1,000,570.06</td>
<td>$1,021,620.99</td>
<td>$3,002,323.26</td>
</tr>
<tr>
<td>Boling Janitorial Service Inc</td>
<td>Yes, Lansing</td>
<td>$1,012,572.00</td>
<td>$1,027,760.00</td>
<td>$1,043,176.00</td>
<td>$3,083,508.00</td>
</tr>
</tbody>
</table>

Attached are electronic copies of the vendors’ responses, as well as, an evaluation grid for your use. One hard copy will be sent to each department.
You are now ready to complete the final steps in the process: 1) Coordinate with all departments involved in the decision process to evaluate the submissions based on the criteria established in the RPF; 2) confirm funds are available; 3) submit a joint evaluation to the Purchasing Department with the recommendation for award; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the “resolutions group” as an acknowledgement of the Purchasing Department’s participation in the proposal process.

If you require further assistance please let me know.
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH RNA FACILITIES MANAGEMENT FOR JANITORIAL SERVICES AT THE HUMAN SERVICES BUILDING, GRADY PORTER BUILDING, VETERANS MEMORIAL COURTHOUSE, THE WILLOW CLINIC, INGHAM COUNTY FAMILY CENTER, WELL CHILD CLINIC, THE 911 DISPATCH CENTER, FOREST COMMUNITY HEALTH CENTER, 55th DISTRICT COURT, DRAIN OFFICE AND THE ROAD DEPARTMENT

WHEREAS, the current janitorial contract expires in July 31, 2016; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors who are familiar with providing janitorial services for office buildings and medical facilities; and

WHEREAS, after review of the bids both the Purchasing and Facilities Departments agree that a three (3) year contract be awarded to RNA Facilities Management who submitted the lowest responsive bid of $2,132,523.37, with a two (2) year renewal option for the following listed annual costs:

Year 1: 2016 – 2017 $706,593.09
Year 2: 2017 – 2018 $710,832.64
Year 3: 2018 – 2019 $715,097.64
Total cost for 3 years $2,132,523.37

WHEREAS, funds for said services are located within the appropriate 931100 and 818000 contractual line items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to RNA Facilities Management, 4722 S. State Road, Ann Arbor, Michigan 48108 to provide janitorial services for the Human Services Building, Grady Porter Building, Veteran’s Memorial Courthouse, Willow Health, Ingham County Family Center, Well Child Clinic, the 911 Dispatch Center, Forest Community Health Center, 55th District Court, Drain Office and the Road Department for three (3) years with a (2) year renewal option, for a not to exceed cost of $2,132,523.37.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Finance & Human Services Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 17, 2016
SUBJECT: PSYCHIATRIC CONSULTATION SERVICES AT THE INGHAM COUNTY JAIL

For the meeting agenda of June 6, 2016

BACKGROUND
The Ingham County Jail houses an average daily population of 600 inmates, many of whom have medical, dental, and psychiatric needs which must be treated. Currently, a Community Mental Health Authority – Clinton, Eaton and Ingham (CMHA-CEI) psychiatrist practices one day a week at the Ingham County Jail to assess and prescribe psychotropic medications to those inmates with a diagnosis of mental health needs. Due to budgetary and staffing constraints, CMHA-CEI will no longer be staffing this position effective May 27, 2016. In order to continue providing psychiatric care, the Ingham County Health Department (ICHD) would like to contract with CMHA-CEI to provide up to two (2) hours of psychiatric telephone consultation services per week for nurse practitioners working to assess inmates not already diagnosed with a mental health disorder. This consultation will allow the nurse practitioners to obtain a professional recommendation for treatment based upon presenting symptoms. This contract would be in effect for the period of June 1, 2016 through September 30, 2017.

ALTERNATIVE
N/A

FINANCIAL IMPACT
The annual amount of the agreement for CMHA-CEI to provide telephone psychiatric consultation services shall not exceed $16,000 per year at a rate of $144.40 per hour, billable in 15 minute increments. The prorated amount for the FY 2016 contract period shall not exceed $5,333. The funds to cover this expense already exist within the Jail Medical budget and will be managed by a line item transfer.

OTHER CONSIDERATIONS
MCL 791.262 and 16.377 of Act 380 of the Public Acts of 1965, Michigan Department of Corrections Administrative Rules for Jail and Lockups requires:

R 791.728 Health care.
A facility shall establish and maintain written policy, procedure, and practice which provide that all medical, psychiatric, and dental inmate matters involving medical judgment are the sole province of the responsible physician, dentist or other qualified health professional.

RECOMMENDATION
Based upon the information presented, I respectfully recommend approval of the attached resolution to support entering into an agreement with CMHA-CEI to provide telephone psychiatric consultation for the Ingham County Jail, in an annual amount not to exceed $16,000 for the period of June 1, 2016 through September 30, 2017.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO AN AGREEMENT WITH COMMUNITY MENTAL HEALTHY AUTHORITY OF CLINTON-EATON-INGHAM COUNTIES (CMHA-CEI) FOR PSYCHIATRIC CONSULTATION SERVICES AT THE INGHAM COUNTY JAIL

WHEREAS, effective May 27, 2016 there will no longer be psychiatric assessments and treatment plans offered by Community Mental Health Authority of Clinton, Eaton, Ingham (CMHA-CEI) at the Ingham County Jail; and

WHEREAS, the Ingham County Health Department (ICHD) Family Practice Nurse Practitioners providing general health treatment to the incarcerated patient population will continue to assess all inmates requiring medical and mental health care; and

WHEREAS, CMHA-CEI has proposed an agreement allowing for up to two (2) hours of psychiatric telephone consultation services per week for nurse practitioners working to assess inmates not already diagnosed with a mental health disorder; and

WHEREAS, the annual amount of the agreement shall not exceed $16,000 per year at a rate of $144.40 per hour, billable in 15 minute increments, with the prorated amount for the FY 2016 contract period not to exceed $5,333; and

WHEREAS, funds to cover this expense already exist within the Jail Medical budget; and

WHEREAS, the Health Officer recommends entering into a contract with CMHA-CEI to provide psychiatric telephone consultation services for the Ingham County Jail for the period of June 1, 2016 through September 30, 2017 at an annual amount not to exceed $16,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with CMHA-CEI to provide telephone psychiatric consultation services for the Ingham County Jail for the period of June 1, 2016 through September 30, 2017 at an annual amount not to exceed $16,000.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 19, 2016
SUBJECT: HAZARDOUS WASTE HAULING CONTRACT WITH ERG ENVIRONMENTAL

For the meeting agenda of June 6, 2016

BACKGROUND

The Ingham County Health Department (ICHD) Household Hazardous Waste Program (HHW) serves as an outlet for Ingham County residents to dispose of various hazardous chemicals that should not be disposed of in landfills or by way of the sanitary or storm sewer systems. The service is free to all Ingham County residents and accepts many types of wastes including unknown chemicals, pesticides, and mercury. Waste collected is temporarily stored on site at ICHD, then hauled away several times throughout the year by a licensed hazardous waste hauler. A request for proposals for a hazardous waste hauler was drafted by the Ingham County Purchasing Department; after review of all submissions, ERG Environmental was selected as the preferred contractor by both the Purchasing Department and ICHD. ERG currently provides this service to several other local health departments across Michigan.

ALTERNATIVES

N/A

FINANCIAL IMPACT

Funds for this purpose are included in the FY 2016-17 budget. The RFPs received were evaluated based on the total pounds of hazardous waste collected in 2015 and each responding company’s proposed per pound pricing. Based on this evaluation model, the new agreement with ERG could save the County over $70,000 annually if the total pounds of hazardous waste collected remains at the current level.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to contract with ERG Environmental for disposal of hazardous waste collected by the ICHD HHW program, for the period of August 1, 2016 through July 31, 2018, with a two (2) year period renewal option at the rates outlined in ERG’s proposal.
<table>
<thead>
<tr>
<th>Waste Category</th>
<th>Flat Rate Price Per Pound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerosols</td>
<td>$0.85</td>
</tr>
<tr>
<td>Propane Cylinders – One Pound</td>
<td>$0.65</td>
</tr>
<tr>
<td>Flammable Liquids – Loose Packed</td>
<td>$0.35</td>
</tr>
<tr>
<td>Oil Based Paint – Loose Packed</td>
<td>$0.36</td>
</tr>
<tr>
<td>Flammable Solids</td>
<td>$0.35</td>
</tr>
<tr>
<td>Pesticide Liquid</td>
<td>$0.85</td>
</tr>
<tr>
<td>Pesticide Solid</td>
<td>$0.85</td>
</tr>
<tr>
<td>PCBs</td>
<td>$0.85</td>
</tr>
<tr>
<td>Acids</td>
<td>$0.65</td>
</tr>
<tr>
<td>Bases</td>
<td>$0.65</td>
</tr>
<tr>
<td>Reactive</td>
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<tr>
<td>Polonsa, N. O. S.</td>
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</tr>
<tr>
<td>Oxidizing Substances</td>
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<td>PCB Light Ballast</td>
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</tr>
<tr>
<td>PCB Transformers</td>
<td>$0.65</td>
</tr>
<tr>
<td>Mercury</td>
<td>$7.50</td>
</tr>
<tr>
<td>Non-Controlled Medications (current system combines liquid, solid, patch, and inhalers) Costs may be broken down in to specific streams:</td>
<td>$0.65</td>
</tr>
<tr>
<td>Meds Liquid</td>
<td>$0.85</td>
</tr>
<tr>
<td>Meds Solids</td>
<td>$0.85</td>
</tr>
<tr>
<td>Meds Patch</td>
<td>$0.85</td>
</tr>
<tr>
<td>Meds Inhalers</td>
<td>$0.85</td>
</tr>
<tr>
<td>Meds Other</td>
<td>$0.85</td>
</tr>
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</table>

**ADDITIONAL COSTS**

<table>
<thead>
<tr>
<th>Cost of Additional materials: Cost of additional material, such as: vermiculite, oil soaked pads, Tyvek suits, cloth gloves, (for use by Ingham County Staff) should be listed separately</th>
<th>Flat Rate Price Per Pound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vermiculite</td>
<td>$30.00 per bag</td>
</tr>
<tr>
<td>Oil Soaked Pads                                                           (100 pads per bundle)</td>
<td>$50.00 per bundle</td>
</tr>
<tr>
<td>Tyvek Suits</td>
<td>$5.00 per suit</td>
</tr>
<tr>
<td>Cloth Gloves</td>
<td>$2.00 per pair</td>
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<tr>
<td>Hauling event costs such as: transportation, fuel surcharge, energy surcharge, etc., listed separately.</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>$450.00 per trip</td>
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<tr>
<td>Fuel Surcharge</td>
<td>See Below*</td>
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<tr>
<td>Energy Surcharge</td>
<td>None</td>
</tr>
<tr>
<td>Other:</td>
<td>None</td>
</tr>
<tr>
<td>Personnel cost listed by an hourly rate</td>
<td>$35.00 per hour/ person, billed for ONSITE time only.</td>
</tr>
</tbody>
</table>

*8% fuel surcharge ONLY billed if cost of diesel exceeds $3.00 per gallon.
TO: Human Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: May 2, 2016
SUBJECT: Household Hazardous Waste (HHW) Collection & Disposal Services

Project Description:
Proposals were sought from qualified and experienced hazardous waste collection and disposal firms for the purpose of entering into an agreement to provide household hazardous waste (HHW) services for the Ingham County Health Department (ICHD) for a period of 2-years with the option of a 2-year renewal.

The ICHD currently collects household hazardous waste during the course of the year, stores these materials at the ICHD HHW storage facility, and contracts with a private waste hauler for disposal.

Proposal Summary:
Vendors contacted: 22 Local: 0
Vendors responding: 5 Local: 0

Recommendation:
ERG Environmental, a licensed hazardous waste contract, submitted the most responsible and responsive proposal that will provide a significant savings over the past contract. The Environmental Health Department recommends awarding a contract to ERG Environmental at the prices quoted in their proposal submission.

Advertisement:
The RFP was advertised in the Lansing State Journal, City Pulse, and posted on the Purchasing Department Web Page.
INTRODUCED BY THE FINANCE AND HUMAN SERVICES COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH ERG ENVIRONMENTAL FOR HAZARDOUS WASTE HAULING SERVICES

WHEREAS, the Ingham County Health Department (ICHD) operates a Household Hazardous Waste (HHW) program to accept residential household hazardous wastes free of charge from Ingham County residents; and

WHEREAS, a licensed hazardous waste hauler is necessary to haul away and dispose of the hazardous wastes collected; and

WHEREAS, a request for proposals for a hazardous waste hauler was created by the Ingham County Purchasing Department; and

WHEREAS, after review of all submissions ERG Environmental was selected as the preferred contractor for this service based on the significant cost savings they will provide over the past contract; and

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

WHEREAS, the Health Officer and the Ingham County Purchasing Department recommend entering into a contract with ERG Environmental for disposal of hazardous waste collected by the ICHD HHW program, for the period of August 1, 2016 through July 31, 2018, with a two (2) year period renewal option at the rates outlined in ERG’s proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with ERG Environmental, located at 13040 Merriman Rd. #200, Livonia, MI 48150 for disposal of hazardous waste collected by the ICHD HHW program, for the period of August 1, 2016 through July 31, 2018, with a two (2) year period renewal option at the rates included in the bid response received.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: May 20, 2016
SUBJECT: FY16 MDHHS CPBC Amendment #4
For the meeting agenda of June 6, 2016

BACKGROUND
The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners authorized the 2015-2016 Agreement in Resolution #15-413, Amendment #1 in Resolution 15-479, Amendment #2 in Resolution 16-048 and Amendment #3 in Resolution 16-146.

ALTERNATIVES
N/A

FINANCIAL IMPACT
The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from $5,209,376 to $5,376,168, an increase of $166,792. The amendment makes the following specific changes in the budget:
• Michigan Colorectal Cancer Screening Program: $10,000 new funding
• BCCCP Coordination: increase of $3,000 from $229,375 to $232,375
• Family Planning Services: increase of $13,000 from $256,395 to $269,392
• WIC Resident Services: increase of $76,047 from $1,205,640 to $1,281,687
• WISEWOMEN: increase of $29,450 from $20,100 to $49,550
• Public Health Emergency Preparedness (PHEP) 7/01/16-9/30/16: $35,295 – funding was included in FY 16 Board of Commissioners’ approved budget

OTHER CONSIDERATIONS
N/A

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment #4 with MDHHS.
Agenda Item 2c

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #4 TO THE 2015-2016 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

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

WHEREAS, MDHHS and Ingham County have entered into a 2015-2016 Agreement authorized in Resolution #15-413, Amendment #1 in Resolution 15-479, Amendment #2 in Resolution 16-048, and Amendment #3 in Resolution 16-146; and

WHEREAS, the MDCH has proposed Amendment #4 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #4 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from $5,209,376 to $5,376,168, an increase of $166,792.

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

- Michigan Colorectal Cancer Screening Program: $10,000 new funding
- B CCCP Coordination: increase of $3,000 from $229,375 to $232,375
- Family Planning Services: increase of $13,000 from $256,395 to $269,392
- WIC Resident Services: increase of $76,047 from $1,205,640 to $1,281,687
- WISEWOMEN: increase of $29,450 from $20,100 to $49,550
- Public Health Emergency Preparedness (PHEP) 7/01/16-9/30/16: $35,295 – funding was included in FY 16 Board of Commissioner’s approved budget

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 Health Officer, Linda S. Vail, MPA, Health Officer is authorized to submit Amendment #4 of the 2015-2016 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 24, 2016
SUBJECT: HEALTH CENTER NURSE POSITIONS CONVERSION TO NURSE PRACTITIONER POSITIONS

For the meeting agenda of June 6, 2016

BACKGROUND
The Ingham Community Health Centers (ICHC) most recent financial projections predict a shortfall for FY 2016. Three Health Center Nurse positions have been vacated in recent months and all non-essential position replacements have been frozen. Recent analysis of ICHC staffing has shown the capacity to flex staff responsibilities to continue the current level of care without immediately replacing the vacant positions. These positions reflect a $300,000 annual cost to ICHC and do not generate revenue. ICHC is requesting that three current vacant Health Center Nurse (RN) positions be converted to two Health Center Nurse Practitioner positions.

All three positions are represented by the Michigan Nurses Association (MNA). A meeting with the MNA to review the proposed position conversion resulted in their support (see attached). The Ingham County Human Resources Department is also supportive of this conversion. The position conversion was included as a discussion item at the relevant Board of Commissioners’ subcommittee meetings.

ALTERNATIVES
N/A

FINANCIAL IMPACT
The proposed position conversion would allow the generation of approximately $560,000 in revenue during the 2017 fiscal year – an improvement of $260,000 over the current practice. This improvement would be expected to increase during the second year of employment. This position conversion would be funded from within current operations. The budget analysis performed by the controller office shows this to be a budget neutral position exchange. The detailed analysis is attached.

OTHER CONSIDERATIONS
N/A

RECOMMENDATION
Based on the information presented, I respectfully recommend conversion of three Health Center Nurse positions (#601231, #601390, and #601187) to two Health Center Nurse Practitioner positions.
Hello Travis and Russell,

As a follow-up to our meeting earlier today, this email is confirmation that the MNA is supportive of the decision to convert three vacant RN positions to NP positions.

In turn, Management has agreed to prepare a letter to the RN’s in the MNA bargaining unit, and follow up with a meeting on either June 10 or June 24 to discuss the reorganization.

This agreement is only to convert the three frozen RN positions to NP positions. This agreement is not a waiver of the duty to bargain any future changes to the existing RN’s job descriptions or the duty to bargain the transfer of work traditionally done by RN’s in the MNA bargaining unit to MA’s outside of the MNA bargaining unit.

Nicole D. Jackson, Esq.
Labor Relations Representative
MINURSES Association
2210 Jolly Oak Rd, Okemos, MI 48864
888.MINUSRE | Office: 517.349.6640 | Direct: 517.853.9514 | Fax: 517.349.5818
minurses.org | facebook.com/minurses | twitter.com/minurses

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# Conversion Financial Analysis

## Health Center Nurse - 2016 MNA

### Step 5

<table>
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<th>Item</th>
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<td>Wages</td>
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<tr>
<td>Unemployment</td>
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<tr>
<td>FICA</td>
<td>4,536</td>
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<tr>
<td>Health</td>
<td>13,190</td>
</tr>
<tr>
<td>Current Retiree Hlth</td>
<td>3,043</td>
</tr>
<tr>
<td>Future Retiree Hlth</td>
<td>2,668</td>
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<tr>
<td>Dental</td>
<td>886</td>
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<tr>
<td>Vision</td>
<td>122</td>
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<tr>
<td>Life</td>
<td>79</td>
</tr>
<tr>
<td>Disability</td>
<td>77</td>
</tr>
<tr>
<td>MERS Hybrid DC</td>
<td>593</td>
</tr>
<tr>
<td>MERS Hybrid DB</td>
<td>2,911</td>
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<tr>
<td>Workers Comp</td>
<td>273</td>
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<tr>
<td>CARES</td>
<td>33</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$57,997</strong></td>
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</table>

$263,889.71 3 HEALTH CENTER NURSES

## Nurse Practitioner - 2016 MNA

### Step 1

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<th>Item</th>
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<td>Unemployment</td>
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<td>FICA</td>
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<td>Health</td>
<td>13,190</td>
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<tr>
<td>Current Retiree Hlth</td>
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<td>Future Retiree Hlth</td>
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<td>Dental</td>
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<td>Vision</td>
<td>122</td>
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<td>Life</td>
<td>79</td>
</tr>
<tr>
<td>Disability</td>
<td>93</td>
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<tr>
<td>MERS Hybrid DC</td>
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<td>MERS Hybrid DB</td>
<td>3,506</td>
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<tr>
<td>Workers Comp</td>
<td>328</td>
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<tr>
<td>CARES</td>
<td>33</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$102,432 Per Nurse Prac</strong></td>
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### Step 5

<table>
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<tr>
<td>Wages</td>
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<td>Unemployment</td>
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<td>FICA</td>
<td>6,557</td>
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<td>Health</td>
<td>13,190</td>
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<tr>
<td>Current Retiree Hlth</td>
<td>3,043</td>
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<tr>
<td>Future Retiree Hlth</td>
<td>3,857</td>
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<td>Dental</td>
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<td>Vision</td>
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<td>Life</td>
<td>79</td>
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<tr>
<td>Disability</td>
<td>111</td>
</tr>
<tr>
<td>MERS Hybrid DC</td>
<td>857</td>
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<td>CARES</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$110,480 Per Nurse Prac</strong></td>
</tr>
</tbody>
</table>

$204,864.52 2016 MNA

### Long Term Cost

Eliminating three health center nurses and replacing with 2 nurse practitioners would be a yearly decrease of -$25,029.23

### 2016 Cost

Savings for 2016 for vacancies per Russ’ dates given in email 4/28/2016 $112,459.00

Step 1 cost for 2 nurse practitioners from July-September $51,216.13

Cost savings for 2016 $61,242.87
Introduces by the Human Services, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONVERSION OF THREE HEALTH CENTER NURSE POSITIONS TO TWO HEALTH CENTER NURSE PRACTITIONER POSITIONS

WHEREAS, the Ingham Community Health Centers (ICHC) most recent financial projections predict a shortfall for FY 2016; and

WHEREAS, three Health Center Nurse positions have been vacated in recent months, presenting an opportunity to convert the positions to Health Center Nurse Practitioner positions; and

WHEREAS, the proposed position conversions would allow the generation of approximately $560,000 in revenue during the 2017 fiscal year – an improvement of $260,000 over the current practice; and

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

WHEREAS, the Michigan Nurses Association (MNA) union has reviewed the proposed changes and have no objections.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves conversion of three Health Center Nurse positions (#601231, #601390, and #601187) to two Health Center Nurse Practitioner positions.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the budget and position allocation list in accordance with this resolution.
TO: Human Services Committee
FROM: Jared Cypher, Deputy Controller
DATE: May 18, 2016
SUBJECT: Resolution in Support of the Greater Lansing Homeless Resolution Network

For the meeting agenda of June 6

BACKGROUND
This is a resolution in support of the Greater Lansing Homeless Resolution Network (GLHRN). The resolution also commits the Board of Commissioners to making an appointment of someone to serve on the GLHRN Board.

Joan Jackson Johnson attended a prior Human Services meeting to present on homelessness in Ingham County. It was indicated that more representation from the County was necessary, to show its commitment and support for federal funds received by the City of Lansing.

ALTERNATIVES
N/A

FINANCIAL IMPACT
There is no direct financial impact to Ingham County.

OTHER CONSIDERATIONS
N/A.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Adopted by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION SUPPORTING THE GREATER LANSING HOMELESS RESOLUTION NETWORK

WHEREAS, the Greater Lansing Homeless Resolution Network (GLHRN) is a group of over 25 agencies devoted to ending homelessness in the Lansing area by working collectively to address its causes; and

WHEREAS, GLHRN is the continuum of care for Ingham County, meaning that GLHRN is where local agencies come together to collaborate and coordination information, services, and resources; and

WHEREAS, in a presentation made to the Human Services Committee it was indicated that increased commitment and support from the Ingham County Board of Commissioners was necessary to leverage the maximum amount of federal funding for the region.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners supports the efforts of the Greater Lansing Homeless Resolution Network to end homelessness in the Lansing area.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners intends to make an appointment to represent Ingham County on the GLHRN Board.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
Agenda Item 3c

To: Mr. Tim Dolehanty, Controller/Administrator

From: Management Partners Representatives:
Jacquelyn McCray, Senior Manager
Amy Paul, Corporate Vice President
Susan Hoyt, Special Advisor

Subject: Ingham County Draft Strategic Plan

Date: April 19, 2016

The attached draft Strategic Plan reflects the input received from members of the Commission at their workshop on March 24. The draft incorporates the vision and mission along with goals and strategies for the future. Prior to completing the strategic plan you and the Commissioners should review the document to make sure it accurately reflects the correct language and intent.

Additionally, there are three areas requiring decisions by the Commissioners, as listed below:

1. **Vision statement** – While there was extensive discussion about the wording of the vision, we discouraged wordsmithing so we have two versions for consideration. The Commissioners will need to determine which of the two statements (or another to their liking) best reflects their desired future for the County.
2. **Goals** – Please review the wording of the goals and indicate any desired revisions or changes. Any edits or changes to the wording should reflect a consensus or majority of the Commission members.
3. **Strategies** – Please review the wording of the strategies and indicate any desired revisions. Changes and edits should reflect a consensus or majority of the Commission members.
4. **Performance Indicators** – Please review the performance indicators and provide any desired revisions. Changes and edits should reflect a consensus or majority of the Commission members.

You will notice that pages 6 and 14 of the document are missing photographs. I have requested a few pictures from Becky. We will add those to the final plan.

Once confirmation on a vision statement and any other changes are received, we will finalize the document and prepare the draft Implementation Action Plan. If you have questions please let us know.
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<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
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<td>Table of Contents</td>
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</tr>
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<td>Background</td>
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</tr>
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<td>Vision, Mission and Values</td>
<td>5</td>
</tr>
<tr>
<td>Values</td>
<td>6</td>
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<tr>
<td>Goals and Strategies</td>
<td>7</td>
</tr>
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<td>Service to Residents</td>
<td>8</td>
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<tr>
<td>Communication</td>
<td>10</td>
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<td>Management and Finance</td>
<td>12</td>
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<td>Information Technology</td>
<td>14</td>
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<tr>
<td>Facilities and Infrastructure</td>
<td>16</td>
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<tr>
<td>Human Resources and Staffing</td>
<td>17</td>
</tr>
<tr>
<td>Conclusion</td>
<td>19</td>
</tr>
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</table>
Background

Ingham County is governed by a 14-member Board of Commissioners elected on a partisan basis for terms of two years from single-member districts that are approximately equal in population.

Introduction

Ingham County’s Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the next five years. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County’s progress toward meeting these goals.

Strategic Planning Process and Workshops

The process for creating Ingham County’s Strategic Plan began with individual interviews with Commissioners, department heads, and elected officials. Interviewees shared their perspectives on strengths, weaknesses, opportunities and challenges (SWOC) facing the County. A summary of themes, along with data on current socio-economic trends, was provided as background information for a workshop with elected officials and department heads in January 2016. During the workshop the participants identified draft goals and strategies, which were then shared with Commissioners.

A Strategic Planning Workshop for Commissioners was held in March of 2016. The workshop began with a discussion about the County’s vision and mission, followed by discussion and prioritization of the values that provide the foundation for how the County does its work. In addition to discussing the Ingham County vision and values, the Commissioners developed goals and strategies. Together these elements comprise the Ingham County Strategic Plan.
Vision and Mission

OUR VISION
(The Commissioners discussed many concepts about vision, but did not reach consensus. Please choose one.)
Ingham County is a welcoming, inclusive area working to empower people to live well in a safe, healthy, engaged community that respects diversity.
or
Ingham County is a safe, welcoming, engaged, inclusive and just community that empowers people to live their best lives.

OUR MISSION
Ingham County is committed to assuring the identification and provision of services most important to its citizens in the achievement of its vision. County services will be of high quality, cost effective, and easily accessible and delivered in cooperation and collaboration with its citizens and other community and governmental organizations. These services will be delivered by a highly motivated, well-trained, service-oriented workforce, utilizing effective technology and guided by the highest ethical standards.
Values

OUR VALUES

While providing county services and doing our work we value:

- *Honesty, integrity and ethics;*
- *Accountability and fiscal responsibility;*
- *Creativity and innovation; and*
- *Quality constituent services*
Goals and Strategies

A goal is a statement of a specific direction and the desired outcome(s).

A strategy is an action to be taken to achieve a goal.

A success indicator is a quantifiable metric or measurement that is used over time to track progress and outcomes of programs.

The Commissioners developed goals and strategies that address six strategic issue areas:

- Service to Residents
- Communication
- Facilities and Infrastructure
- Information Technology
- Management and Finance
- Human Resources and Staffing
Service to Residents

Goal: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategies

1. Implement a public marketing campaign to promote key services through the local media, the County website and various publications.

2. Provide a forum for residents and service recipients to share their positive stories and experiences about County services.

3. Create an electronic, public directory of all County services with contact information.

4. Create a physical reception area and information desk in major and frequently used County facilities.

5. Create a virtual front desk that directs callers and electronic inquiries to the appropriate department contact.

6. Connect with local government networks to learn about innovations and new cost effective service delivery models (e.g., Alliance for Innovation. International City and County Management Association—ICMA, etc.).

7. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.
8. Conduct training that will help employees better understand and respond to customer questions and inquiries.

9. Contract with an impartial third party to survey residents and customers to evaluate the quality and accessibility of County services.

10. Hold public forums to gather feedback on County services.
Communication

Goal: Improve external and internal communication.

Strategies

1. Implement routine department head agenda review meetings to share information about upcoming County Board committee and business meetings.

2. Communicate policy and procedure changes and other updates to the Employee Handbook to department heads and employees within one week of adoption.

3. Assign an employee in each department with responsibility for keeping the intranet up to date.

4. Schedule department head meetings with the County Board once or twice a year and outside of the budget process.

5. Add a recurring item to County Board agenda for committee liaisons to provide brief updates on relevant business and actions.

6. Develop and adopt a County communication plan that includes ways to brand and unify messaging.

7. Identify financing for a dedicated position to coordinate and manage communication for the County.
8. Provide public relations and media training for Commissioners, department heads, and staff.

9. Improve the layout and ease of access to information on the County web site.

10. Create and maintain a social media presence for County programs and services.

11. Publish a quarterly newsletter for distribution to County residents with access via mail, the web and an e-news distribution system.
Management and Finance

Goal: Be an open, well-managed and collaborative government that ensures our public services are efficiently delivered to all geographic areas while preserving the County’s fiscal health.

Strategies

1. Maintain and grow the County’s financial reserves.
2. Monitor adherence to the County’s reserve policy.
3. Develop options for expanding, maintaining or reducing service levels depending on the County’s fiscal health.
4. Create a schedule for reviewing and revising internal policies and contracting procedures to reflect current best practices.
5. Train department heads how to monitor their budgets and on contracting policies and procedures.
6. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.
7. Train staff on budgeting, grant writing and finding revenue enhancement opportunities.
8. Expand tax base growth through partnerships with economic development influencers and organizations.
9. Develop a long-term millage strategy that includes a calendar of
- Percent change in average expenditure per service or program

- Percent of capital improvement projects that are funded

upcoming millage deadlines.

10. Schedule regular County Board information sessions on the use of debt service, updates on Tax Increment Financing and other financing tools.

11. Develop a policy to ensure adherence with the approved CIP when reviewing capital funding requests.

12. Develop a process for identifying funding priorities and financing options for future capital projects.

13. Develop a performance measurement system to track the success of County services (internal and external), including periodic reporting to the County Board and the public.

14. Schedule reports to the County Board on management and financial issues outside of the budget process.
Information Technology

Goal: Anticipate and meet the information technology needs of each department and effectively engage our residents through reliable platforms.

Strategies

1. Hire well-trained IT managers and staff.
2. Invest in training to keep IT managers and staff current with emerging trends and best practices.
3. Prioritize and annually budget for countywide IT projects including updates to existing software applications.
4. Establish consistent standards for department website design, information and posting and monitor.
5. Schedule quarterly face-to-face meetings with the IT director and department heads and elected officials.
6. Schedule quarterly meetings with the County Board and the IT director.
7. Promptly communicate emerging IT issues with department heads, elected officials and the County Board.
8. Prepare a comprehensive landscape review and inventory of County IT programs, vendors, hardware, IT assets, and
9. Implement a department-by-department evaluation of IT services that focuses on the needs of the end user.

10. Develop a repository of prior IT vendors’ performance for reference and use during vendor selection.

11. Develop a five-year IT growth plan with associated costs.

12. Create an up-to-date IT emergency management plan including the security of private data.

13. Develop a data retention policy.

14. Evaluate future storage capacity needs for electronic data.
Facilities and Infrastructure

Goal: Provide environmentally friendly, accessible facilities and quality infrastructure, which supports a safe and efficient pedestrian and multi-modal transportation network.

Success Indicators

- Percent change in annual expenditures for planned facilities upgrades
- Percent of 17-year old offenders with adequate housing
- Percent change in annual expenditures devoted to proactive maintenance

Strategies

1. Use the County space study to prioritize and budget for facility space.
2. Develop a plan for a new jail.
3. Plan for and anticipate additional housing needs to adequately accommodate 17-year old offenders.
4. Plan physical space needed for future data storage needs.
5. Evaluate alternatives for countywide “complete streets” policy.
6. Develop a proactive maintenance plan to extend the life of facilities, property and infrastructure assets.
7. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.
Human Resources and Staffing

Goal: Make Ingham County the employer of choice where employees, diversity, inclusion, and public service are valued, and our workforce reflects the community it serves.

Success Indicators

1. Percent change in employee turnover
2. Percent of employees completing job satisfaction surveys
3. Percent of survey respondents rating job satisfaction as good or excellent
4. Percent change in funding for professional development

Strategies

1. Attract and retain employees who value public service.
2. Implement policies to encourage work-life balance, including flexible work hours and mobile access to work.
3. Use job satisfaction surveys and interviews to identify employee retention risks and suggestions for improving the work environment.
4. Develop an employee succession plan with a timeline for anticipated retirements.
5. Regularly solicit employee feedback and suggestions for workflow improvements.
6. Develop formal and informal employee recognition programs to encourage and reward creativity and innovation.
7. Support employee and professional development including travel to national conferences and educational opportunities.
8. Develop a workforce that reflects the community it serves by establishing countywide diversity goals.

9. Develop a countywide training program that promotes respect for diversity.

10. Monitor compliance with policies and procedures by County employees, elected officials and Commissioners (e.g., purchasing, ethics, IT security, non-discrimination).
Conclusion

This strategic plan includes goals and strategies to accomplish six areas of importance:

- Service to Residents,
- Communication,
- Management and Finance,
- Information Technology,
- Facilities and Infrastructure, and
- Human Resources and Staffing.

An Implementation Action Plan has been developed and provided to the County under separate cover. It describes and sequences the actions required to implement each of the strategies to accomplish the goals of the Strategic Plan.

Board of Commissioners

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Carol Koenig, District 9
Brian McGrain, District 10
Teri Banas, District 11
Deb Nolan, District 12
Randy Schafer, District 13
Robin Case Naeyaert, District 14
TO: Board of Commissioners Human Services and Finance Committees  
FROM: Jared Cypher, Deputy Controller  
DATE: May 25, 2016  
SUBJECT: Supplemental Appropriation to the Volunteers of America New Hope Day Shelter Program  
For the meeting agenda of June 6, 2016

BACKGROUND  
This resolution authorizes a supplemental appropriation to the Volunteers of America (VOA) for the New Hope Day Shelter Program in 2016.

ALTERNATIVES  
One alternative would be to leave the current contract in place, and consider the increased appropriation as a part of the budget process for 2017. That way it could be considered along with any other service request submitted by a County department or agency.

FINANCIAL IMPACT  
Ingham County’s contract with VOA would be increased from $30,000 to $90,000, an increase of $60,000. Funds would likely have to come from the contingency fund, which currently has approximately $345,000. The Controller’s Office initially intended to treat VOA’s request as a service enhancement request for the 2017 budget, so that it could be considered along with other requests received from County departments and agencies.

OTHER CONSIDERATIONS  
Financial information has been requested from VOA for the New Hope Day Shelter Program. It was not received in time for inclusion in this agenda.

RECOMMENDATION  
Based on the information presented, I do not recommend approval of this resolution. The request should instead be considered as a part of the 2017 budget process.
Agenda Item 4a

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO THE 2016 AGREEMENT WITH VOLUNTEERS OF AMERICA FOR THE NEW HOPE DAY SHELTER PROGRAM

WHEREAS, the Volunteers of America has operated New Hope Day Center, Ingham County’s only weekday daytime service center, which has been funded by Ingham County in 2005 from the Contingency Fund; and

WHEREAS, New Hope Day Center is the center of 12 Volunteers of America homeless service programs and place of collaboration with other service providers; and

WHEREAS, in 2008 Ingham County entered into a $30,000 annual contract with Volunteers of America to provide services as part of the County’s budget process and that contract has been renewed at the same amount for the past eight years; and

WHEREAS, one of Volunteers of America’s community-designated roles is as Ingham County’s Housing Assessment and Resource Agency (HARA), providing a centralized homeless intake and housing assessment, community housing referral services and a coordinated housing delivery system for Ingham County citizens who use the New Hope Day Center Program as a way to gain access to those services; and

WHEREAS, according to the 2014 U.S. Census, poverty continues to rise in Ingham County and New Hope Day Center is the only shelter open in the County from 6:00 a.m. – 6:00 p.m. during the week, when other shelters are closed; and

WHEREAS, in 2005 when Ingham County first provided funding for New Hope Day Shelter, Volunteers of America served 1,974 individual clients in Lansing, and in 2015 that number has grown to 5,329 and it is expected that in 2016 that number will continue to grow; and

WHEREAS, Volunteers of America’s average annual expense per individual served at New Hope Day Shelter is $82, and Ingham County’s share of the cost has dropped from $15.20 per person in 2005 to $5.60 in 2015; and

WHEREAS, this request is consistent with the Board of Commissioners’ priorities of “Assisting in Meeting Basic Needs,” and “Fostering Economic Well Being.”

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an additional $60,000 to the 2016 contract with Volunteers of America for the New Hope Day Shelter Program for the period of January 1, 2016 – December 31, 2016 for services to Ingham County residents.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to appropriate $60,000 from the 2016 Contingency Fund for this purpose.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners agrees to consider increasing the amount paid for these services as a part of the County’s budget process in future years.
BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the necessary contracts consistent with this resolution as after approval as to form by the County Attorney.
Agenda Item 4b

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DON JACOT ON HIS INDUCTION INTO FRANCE’S LEGION OF HONOR

WHEREAS, Don Jacot, was born February 24, 1924, in Detroit, Michigan, on his 18th birthday, less than 3 months after the Pearl Harbor attack, he registered for the draft and by March 11, 1942 he was in the Army; and

WHEREAS, upon the arrival of his unit in Casablanca, Morocco, the fighting in Africa was all but over, from there he was sent to Oran, Algeria, and then Tunisia; and

WHEREAS, Don Jacot, who was originally trained as a commando, spent most of his tour of duty as a forward observer for the Army Cannon Company, 15th Army Regiment, 3rd infantry Division; and

WHEREAS, beginning in August 1944, Don spent eight to ten months fighting his way from the Mediterranean shores, north along the Rhone and into Germany; and

WHEREAS, he is the recipient of a Bronze Star, two Purple Hearts, two U.S. Presidential citations and the French Croix de Guerre, a medal awarded for valor; and

WHEREAS, in January 2016 France inducted Aurelius Township resident Don Jacot into its Legion of Honor with the level of knight, thanks to the work of friend and local historian Rex Hauser who send a petition to the French consul general last November; and

WHEREAS, the Legion of Honor “is the highest honor that France can bestow upon those who have achieved remarkable deeds for France.”

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners honors Don Jacot for his bravery and service to his country during World War II and on his induction into France’s Legion of Honor.

BE IT FURTHER RESOLVED, that the Board applauds his courage and dedication to not only his country, the United States of America, but France and Europe as well. He is a true hero.