

CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE
BRIAN McGRAIN, CHAIR
TERI BANAS
TODD TENNIS
CAROL KOENIG
DEB NOLAN
KARA HOPE
ROBIN CASE NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, NOVEMBER 7, 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 [October 17, 2016 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Interviews
 - a. Youth Commission
 - b. Board of Health

2. Health Department
 - a. Resolution Authorizing an Agreement with Volunteers of America Michigan to Provide [Dental Services](#) for Poor and Uninsured Individuals Who Reside in Ingham County
 - b. Resolution to Appoint [Dr. Patrick Hansma](#) as a Deputy Medical Examiner for Ingham County

3. Community Agencies - Resolution Authorizing [2017 Agreements](#) for Community Agencies

4. Controller's Office
 - a. Resolution Authorizing [Third Quarter Adjustments](#) to the 2016 Ingham County Budget
 - b. Child Care Fund Update

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.

HUMAN SERVICES COMMITTEE
October 17, 2016
Draft Minutes

Members Present: McGrain, Hope, Koenig, Nolan and Tennis

Members Absent: Banas and Case-Naeyaert

Others Present: Jared Cypher, Russell Kolski, Loria Sabin, and others.

The meeting was called to order by Chairperson McGrain at 6:30 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the October 03, 2016 Minutes

MOVED BY COMM. NOLAN SUPPORTED BY COMM. TENNIS TO APPROVE THE MINUTES OF THE OCTOBER 03, 2016 HUMAN SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Banas and Case-Naeyaert.

Additions to the Agenda

2. Health Department
 - f. Resolution Authorizing an Amendment to the with Edward W. Sparrow Hospital Association for Physician and Medical Direction Services for Women's Health

Substitutions

2. Health Department
 - a. Resolution to Authorize an Amendment to the Agreement for Behavioral Health Services between the Ingham County Health Department and the Community Mental Health Authority of Clinton, Eaton and Ingham Counties
3. Sheriff's Office - Resolution to Enter into an Agreement with the Michigan State University School of Psychiatry to Provide Psychiatric Services for Inmates at the Ingham County Jail

Removed from Agenda

1. Interviews - Board of Health
2. Health Department
 - b. Resolution to Approve a Policy Prohibiting the Use of Electronic Smoking Devices within Ingham County Offices

Limited Public Comment

None.

MOVED BY COMM. NOLAN SUPPORTED BY COMM. TENNIS TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. Health Department
 - a. Resolution to Authorize an Amendment to the Agreement for Behavioral Health Services between the Ingham County Health Department and the Community Mental Health Authority of Clinton, Eaton and Ingham Counties
 - c. Resolution to Authorize a FY 2017 Subcontract with Refugee Development Center
 - d. Resolution to Enter into a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD)
 - e. Resolution to Accept Child and Adolescent Health Center Program Funding from the Michigan Department of Health and Human Services through the Michigan Primary Care Association

3. Sheriff's Office - Resolution to Enter into an Agreement with the Michigan State University School of Psychiatry to Provide Psychiatric Services for Inmates at the Ingham County Jail

THE MOTION CARRIED UNANIMOUSLY. Absent: Banas and Case-Naeyaert.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Banas and Case-Naeyaert.

2. Health Department
 - f. Resolution Authorizing an Amendment to the with Edward W. Sparrow Hospital Association for Physician and Medical Direction Services for Women's Health

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING AN AMENDMENT TO THE WITH EDWARD W. SPARROW HOSPITAL ASSOCIATION FOR PHYSICIAN AND MEDICAL DIRECTION SERVICES FOR WOMEN'S HEALTH.

Russell Kolski, Ingham County Health Department Deputy Health Officer/Executive Director, explained that the resolution was needed due to a staffing crisis. He stated that this would continue the services that are currently being provided along with an addition of contract services for a Nurse Practitioner which would allow them to continue seeing patients in the Women's Health area.

Commissioner Nolan asked if there was a way that an applicant for the position could get a feel for the position before accepting an offer.

Mr. Kolski replied that there are a few practices currently in place, but that this instance was unique and that recruitment was a challenge. He further stated that the salary being offered was

not competitive with surrounding counties. He continued to explain that after the current Nurse Practitioner went on maternity leave there would not be another one to take her place.

Discussion.

Chairperson McGrain asked what the plan was beyond March 31, 2017.

Mr. Kolski responded that he hoped they would have some people hired and that they will have someone back from maternity leave at that time. He further stated that there would probably be a new contract from Sparrow.

THE MOTION CARRIED UNANIMOUSLY. Absent: Banas and Case-Naeyaert.

4. Controller's Office - Child Care Fund Update (*Discussion*)

Jared Cypher, Deputy Controller, stated that there were two payments received in October and that they were now up to date on the Child Care Fund reimbursement through July which was normal for this time of year. He further stated that the two cases that were challenged and discussed at a previous meeting had both been overruled. He stated that the Guardian ad Litem did not attend the hearing because they had a pre-scheduled vacation and was able to provide satisfactory evidence.

Commissioner Koenig asked how much the two complaints were worth.

Mr. Cypher responded that the two cases combined were worth an approximate \$113,000.00 to the general fund. He further stated that in regards to the lawsuit in other counties, the Michigan Association of Counties was pursuing a legislative solution.

Commissioner Tennis asked if other counties were also meeting with their legislators.

Mr. Cypher responded that he could not say specifically.

Discussion.

Chairperson McGrain asked Mr. Cypher to provide data such as case limits and expenditures over the previous years at the next meeting.

Discussion.

Commissioner Nolan requested an update regarding the Ingham Health Plan (IHP) and for staff to provide a range of the possible increase in administrative costs in two weeks. She stated that IHP was requesting an increase from 10% to 35% and she would like to know a rational value.

Mr. Cypher stated that a meeting would be taking place tomorrow and would include discussion on the topic.

Discussion.

Chairperson McGrain asked if Mr. Cypher would have a determination in two weeks.

Mr. Cypher stated that it would depend on how the meeting tomorrow went.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:50 p.m.

NOVEMBER 7, 2016 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

2. Health Department

- a. *Resolution Authorizing an Agreement with Volunteers of America Michigan to Provide Dental Services for Poor and Uninsured Individuals Who Reside in Ingham County*

This resolution authorizes an agreement with Volunteers of America Michigan (VOAMI) for dental services. The amount of the agreement to be paid by VOAMI to the County will be determined quarterly, and paid quarterly commencing the fourth month of clinic operations, based upon the volume of Dental Clinic Services provided by VOAMI and Public Dental Programs services provided by Ingham County Health Department (ICHHD). The Agreement will be effective from the date of execution for one year with the option to renew for one year upon mutual agreement between ICHHD and VOAMI.

- b. *Resolution to Appoint Dr. Patrick Hansma as a Deputy Medical Examiner for Ingham County*

This resolution appoints Dr. Patrick Hansma as a Deputy Medical Examiner for Ingham County.

3. Community Agencies - Resolution Authorizing 2017 Agreements for Community Agencies

This resolution approves community agency funding for FY 2017. Each application was evaluated making the “meeting basic needs” criteria a priority as approved in Board of Commissioners Resolution #16-235. For 2017, Thirty (30) applications were received, requesting a total of \$342,512; and \$220,000 is included in the 2017 Budget for community agency funding. Every returning agency is recommended for funding at what they asked for, or what they received last year, with the exception of the new agencies, all of whom receive some level of funding, even if it is not the full request.

4. Controller's Office

- a. *Resolution Authorizing Third Quarter Adjustments to the 2016 Ingham County Budget*

This resolution authorizes third quarter adjustments to the 2016 Ingham County Budget. The only adjustment affecting Human Services departments/agencies is the transfer of \$949 from supplies to temporary salaries to pay for extra coverage provided by the replacement transportation officer in Veterans Affairs.

OTHER ITEMS:

1. Interviews

- a. *Youth Commission*
b. *Board of Health*

4. Controller's Office

- b. *Child Care Fund Update*

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 5, 2016

SUBJECT: Resolution to enter into an Agreement with Volunteers of America Michigan
For the meeting agenda of November 8, 2016

BACKGROUND

Ingham County Health Department (ICHHD) has the purpose of endeavoring to prevent disease, prolong life, and promote public health through organized programs, including the prevention and control of health problems of particularly vulnerable groups and the development of health care facilities and health services delivery systems. ICHHD intends to enter into an agreement with Volunteers of America Michigan (VOAMI) to provide certain dental clinic services to poor and uninsured individuals.

ICHHD must provide or demonstrate the provision of priority health services and may enter into contracts necessary or appropriate to provide such services. This agreement will allow ICHHD to meet the provision of priority health services by providing certain dental services to Ingham County residents with income at or below 300% of the federal poverty level and who do not have dental insurance or who are covered by Medicaid, Healthy Michigan Plan, MICHild, and Delta Healthy, Kids, or other public assistance programs.

ALTERNATIVES

VOAMI built the dental facility anticipating opening in May 2016. VOAMI is now in the process of hiring a provider as well. For these reasons, there are no alternatives.

FINANCIAL IMPACT

VOAMI will pay ICHHD for Public Dental Program services provided by ICHHD. The amount to be paid by VOAMI to ICHHD will be determined quarterly, and paid quarterly commencing the fourth month of clinic operations, based upon the volume of Dental Clinic Services provided by VOAMI and Public Dental Programs services provided by ICHHD.

OTHER CONSIDERATIONS

Pursuant to MCL 333.2433(1), ICHHD has the purpose of endeavoring to prevent disease, prolong life, and promote the public health through organized programs, including the prevention and control of health problems of particularly vulnerable groups and the development of health care facilities and health services delivery systems.

RECOMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement between ICHHD and VOAMI for dental services the amount of the agreement to be paid by VOAMI to ICHHD will be determined quarterly, and paid quarterly commencing the fourth month of clinic operations, based upon the volume of Dental Clinic Services provided by VOAMI and Public Dental Programs services provided by ICHHD. The Agreement will be effective from the date of execution for one year with the option to renew for one year upon mutual agreement between ICHHD and VOAMI.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH VOLUNTEERS OF AMERICA
MICHIGAN TO PROVIDE DENTAL SERVICES FOR POOR AND UNINSURED INDIVIDUALS
WHO RESIDE IN INGHAM COUNTY**

WHEREAS, Ingham County Health Department (ICHHD) has the purpose of endeavoring to prevent disease, prolong life, and promote the public health through organized programs, including the prevention and control of health problems of particularly vulnerable groups and the development of health care facilities and health services delivery systems; and

WHEREAS, ICHHD wishes to enter into an agreement with Volunteers of America Michigan (VOAMI) pursuant to which VOAMI will provide dental clinic services for poor and uninsured individuals who reside within Ingham County on behalf of ICHHD; and

WHEREAS, VOAMI will pay ICHHD for Public Dental Program services provided by ICHHD; and

WHEREAS, the amount to be paid by VOAMI to ICHHD will be determined quarterly, and paid quarterly commencing the fourth month of clinic operations, based upon the volume of Dental Clinic Services provided by VOAMI and Public Dental Program services provided by ICHHD; and

WHEREAS, this agreement will be effective from the date of execution for the term of one year with the option to renew for one year upon mutual agreement of ICHHD and VOAMI; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with VOAMI.

THEREFORE BE IT RESOLVED, ICHHD will enter into an agreement with VOAMI to provide certain dental services for poor and uninsured individuals who reside within Ingham County.

BE IT FURTHER RESOLVED, VOAMI will pay the ICHHD for Public Dental Program services provided by the ICHHD.

BE IT FURTHER RESOLVED, the amount to be paid by VOAMI to ICHHD will be determined quarterly, and paid quarterly commencing the fourth month of clinic operations, based upon the volume of Dental Clinic Services provided by VOAMI and Public Dental Program services provided by ICHHD.

BE IT FURTHER RESOLVED, this agreement will be effective from the date of execution for one year with the option to renew for one year upon mutual agreement of ICHHD and VOAMI.

BE IT FURTHER RESOLVED, that the Controller 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 Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 20, 2016
SUBJECT: Appointment of Deputy Medical Examiner for Ingham County
For the meeting agenda of November 9, 2016

BACKGROUND

Ingham County's Chief Medical Examiner has formally requested the appointment of Patrick Hansma, M.D. as a Deputy Medical Examiner for Ingham County.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

There are no financial impacts.

OTHER CONSIDERATIONS

Section 52.201a of the Michigan Compiled Laws authorizes the Ingham County Board of Commissioners to appoint Deputy Medical Examiners who meet the required qualifications, who are licensed physicians in the State of Michigan, and who have been approved by the Chief Medical Examiner.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to appoint Patrick Hansma, M.D. as a Deputy Medical Examiner for Ingham County.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPOINT DR. PATRICK HANSMA
AS A DEPUTY MEDICAL EXAMINER FOR INGHAM COUNTY**

WHEREAS, Section 52.201a of the Michigan Compiled Laws authorizes the Ingham County Board of Commissioners to appoint Deputy Medical Examiners who meet the required qualifications, who are licensed physicians in the State of Michigan, and who have been approved by the Chief Medical Examiner; and

WHEREAS, Ingham County's Chief Medical Examiner has formally requested the appointment of Patrick Hansma, M.D. as a Deputy Medical Examiner for Ingham County; and

WHEREAS, Ingham County's Chief Medical Examiner has verified that Dr. Patrick Hansma meets the required qualifications and is licensed to practice medicine in the State of Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners confirms the appointment of Dr. Patrick Hansma as a Deputy Medical Examiner for Ingham County, effective immediately.

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 and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: October 19, 2016
SUBJECT: Resolution Authorizing 2017 Agreements for Community Agencies

For the meeting agendas of November 7 and November 16

BACKGROUND

Attached is the resolution approving community agency funding for FY 2017. Each application was evaluated making the “meeting basic needs” criteria a priority as approved in Board of Commissioners resolution #16-235.

ALTERNATIVES

N/A

FINANCIAL IMPACT

For 2017, Thirty (30) applications were received, requesting a total of \$342,512; and \$220,000 is included in the 2017 Budget for community agency funding. Every returning agency is recommended for funding at what they asked for, or what they received last year, with the exception of the new agencies, all of whom receive some level of funding, even if it is not the full request.

Binders containing the applications of each agency have been previously distributed to you. Please bring those with you to the meeting, as they will provide helpful information for your discussions.

OTHER CONSIDERATIONS

N/A.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING 2017 AGREEMENTS FOR COMMUNITY AGENCIES

WHEREAS, the 2017 Ingham County Budget has been approved by the Board of Commissioners; and

WHEREAS, under the Community Agency Program a number of agencies have been allocated funds to provide important services that are consistent with the County's Strategic Planning objective to Ingham County residents; and

WHEREAS, the 2017 budget includes \$220,000 allocated for community agencies; and

WHEREAS, the Controller/Administrator has provided recommended funding levels for each agency that were determined using the criteria set forth in Resolution #16-235.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2017 through December 31, 2017, in the amount specified for each community agency listed on the attached, for the services to Ingham County residents previously approved by the Human Services and Finance Committees.

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

ORGANIZATION	SCOPE	2016 AMT. RECEIVED	2017 REQUEST	2017 CONTROLLER RECOMMENDED	2017 HUMAN SERVICES RECOMMENDED	2017 FINANCE RECOMMENDED
Advent House Ministries, Inc.	Weekend Day Shelter	\$10,000	\$15,000	\$10,000		
Boys & Girls Club of Lansing	Food Program for youth	\$5,200	\$5,200	\$5,200		
Capital Area Community Services, Inc.	Low Income Heating Assistance Low Income Shelter/Housing Assistance	\$8,500	\$10,000	\$8,500		
Capital Area Literacy Coalition	Literacy Services for Adults and Children	\$1,300				
Capital Area United Way Capital College Access Network	College Ambassador and Advising	\$9,750	\$15,000	\$9,750		
Cristo Rey Community Center Community Kitchen	Prescription Assistance Program	\$4,250	\$4,250	\$4,250		
Cristo Rey Community Center Prescription Assistance	The Community Kitchen provides access to fresh food (warm breakfast and sack lunch) every Monday through Friday for food insecure and vulnerable populations in Ingham County	\$6,750	\$9,000	\$6,750		
Cristo Rey Community Center Direct Assistance Food Pantry Program	Direct Assistance Food Pantry Program	\$9,000	\$9,000	\$9,000		
Edgewood Village Non-Profit Housing Corp	2016 - AmeriCorps Stipend	\$2,700	\$3,700	\$2,700		

ORGANIZATION	SCOPE	2016 AMT. RECEIVED	2017 REQUEST	2017 CONTROLLER RECOMMENDED	2017 HUMAN SERVICES RECOMMENDED	2017 FINANCE RECOMMENDED
EVE, Inc.	Shelter and Support Svs. For Victims of Domestic Violence	\$15,500	\$16,500	\$15,500		
Gateway Community Services - Child & Family Services	Crossroads Transitional Living Program for Youth	\$15,300	\$15,300	\$15,300		
Greater Lansing Food Bank	Community Gardening and Fresh Food Access	\$11,000	\$20,000	\$11,000		
Greater Lansing Housing Coalition - Tuesday Toolmen	Supportive Apartment Program for families. Provides permanent supportive housing in an 18 Unit Family Owned by GLHC	\$3,800	\$10,862	\$3,800		
Greater Lansing Housing Coalition - Ballentine	Completes small home maintenance and repair jobs for low-income homeowners who are senior citizens or persons with disabilities in Ingham, Eaton, and Clinton counties	\$7,500	\$10,000	\$7,500		
Hosanna House of Michigan - NEW 2016	Emergency Shelter for Families	N/A	\$22,000	\$4,000		
Haven House	Provides housing for youths leaving Foster Care	\$13,000	\$20,000	\$13,000		
Lansing Area Aids Network	HIV Continuum of Care Basic Needs Assistance	\$5,000	\$5,000	\$5,000		
Leslie Outreach, Inc.	Food Pantry & Low Income Assistance	\$1,300	\$1,300	\$1,300		
Listening Ear	Crisis Intervention for Mental Health issues	\$2,000	\$3,000	\$2,000		
MSU Safe Place	Shelter , Advocacy and Support for Domestic Violence Survivors	\$12,900	\$12,900	\$12,900		
National Council on Alcoholism/Lansing Regional Area, Inc.	Housing with Supportive Svs. For Homeless Ingham County Males	\$12,000	\$24,000	\$12,000		

ORGANIZATION	SCOPE	2016 AMT. RECEIVED	2017 REQUEST	2017 CONTROLLER RECOMMENDED	2017 HUMAN SERVICES RECOMMENDED	2017 FINANCE RECOMMENDED
Northwest Initiative / dba Northwest Lansing Healthy Communities	ARRO Ex-Officer Assistance Program	\$7,250				
Oasis Family Center	Monitoring Monitors - Provides svcs. For children & families to experience safe exchanges and supervised parenting times - Most cases are referred by the Courts	\$10,000				
Refugee Development Center	Bridges: Basic Needs to Self Sufficiency	\$8,000	\$15,000	\$8,000		
RSVP	Adult Respite Svcs. & Capital Area Interfaith Respite working together to address the respite needs of those who take care of individuals that require special attention such as adults with disabilities with chronic illnesses while providing companionship and socialization for individuals	\$5,000	\$5,000	\$5,000		
Rural Family Services of Ingham County	Coalition of Food Banks - Clothing and Housing Assistance	\$14,000	\$14,000	\$14,000		
Southside Community Coalition	South Side Community Basic Needs	\$6,000	\$6,000	\$6,000		

ORGANIZATION	SCOPE	2016 AMT. RECEIVED	2017 REQUEST	2017 CONTROLLER RECOMMENDED	2017 HUMAN SERVICES RECOMMENDED	2017 FINANCE RECOMMENDED
Southside Community Kitchen	Feeding the Hungry	\$2,000				
St. Vincent Catholic Charities - NEW 2016	Provides one month rent to refugee families	N/A	\$20,000	\$4,000		
Stockbridge Community Outreach	Food Pantry, Transportation, & Prescriptions	N/A	\$6,000	\$4,550		
Tri-County Office on Aging - NEW 2016	24-hour emergency response program the provides assistance to seniors experiencing crisis that impacts basic needs including food, eviction, unsafe living conditions, and/or abuse/neglect issues	N/A	\$10,000	\$4,000		
WAI-IAM - Recovery Community	Provides housing, including utilities and household supplies for those participating in Ingham County based rehabilitation	\$10,000	\$20,000	\$10,000		
WAI-IAM Care Unit - NEW	Provides housing, including utilities and household supplies for those who have chosen to stop drug/alcohol use or have relapsed and need a safe place before re-entering the program	N/A	\$10,000	\$4,000		
YMCA Westside Community	"Y" Achievers Program	\$1,000	\$4,500	\$1,000		

Total Amount \$220,000 \$342,512 \$220,000

TO: Board of Commissioners Finance and Liaison Committees

FROM: Teri Morton, Budget Director

DATE: October 18, 2016

SUBJECT: Third Quarter 2016 Budget Adjustments and Contingency Fund Update
For the meeting agendas of 10/27/16 Law and Courts, 11/01/16 County Services
11/2/16 Finance, and 11/7/16 Human Services

BACKGROUND

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.

FINANCIAL IMPACT

Detail of the the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2016 are attached. The total increase to the General Fund is \$181,127.

The largest adjustments in the general fund are recognizing reimbursements from Mason Public Schools, Lansing Public Schools and the State of Michigan for elections expenses. Both revenues and expenses in the Elections budget will be increased by \$181,127. There are also two transfers in the general fund to cover the cost of temporary employees, one within Veterans Affairs and one between the Controller’s Office and Financial Services. Transfers related to personnel costs require Board approval.

The Road Department fund is increased by \$3.1 million. \$1.5 million is an increased use of unrestricted fund balance. This adjustment is done annually after the prior year’s final fund balance has been analyzed. An additional \$1.6 million is from the Enbridge settlement funds. Various expenses will be adjusted using this available funding, the largest being \$2.05 million for contractual services – primary roads/non-federal aid.

There are also a few adjustments in the Machinery and Equipment Revolving Fund for replacement computer equipment and a copier. Funds are available for these purchases through accumulated chargebacks to departments. There is also an adjustment in the Public Improvements fund to cover the cost of an emergency replacement of the card access system at the Sheriff’s Office.

OTHER CONSIDERATIONS

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$245,450. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

RECOMMENDATION

It is recommended that the Board adopt the adjustments to the Ingham County budget for the third quarter of fiscal year 2016 as presented in the attached resolution and schedule.

2016 CONTINGENCY

Adopted Contingency Amount	\$350,000
R16-165: BOC Temporary Employee for FOIA	(4,550)
R16-269: VOA New Hope Day Shelter	(30,000)
R16-362: DHHS Additional Appropriation	(50,000)
R16-421: Temporary Assistant Prosecutor	(20,000)
Current Contingency Amount	\$245,450

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THIRD QUARTER ADJUSTMENTS TO THE
2016 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2016 Budget on October 27, 2015 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2016 BUDGET 10/15/16</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$80,977,181	\$181,127	\$81,158,308
201	Road	26,445,881	3,100,000	29,545,881
245	Public Improvements	1,216,306	8,517	1,224,823
664	Mach. & Equip. Revolving	1,390,217	13,924	1,404,141

GENERAL FUND REVENUES

	2016 Budget – <u>10/15/16</u>	Proposed <u>Changes</u>	2016 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	44,782,645		44,782,645
Property Tax Adjustments	(150,000)		(150,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(10,000)		(10,000)
Industrial Facility Tax	300,000		300,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
State Revenue Sharing	6,088,744		6,088,744
Convention/Tourism Tax - Liquor	1,395,224		1,395,224
Court Equity Fund	1,490,000		1,490,000
Use of Fund Balance	3,278,068		3,278,068
Department Generated Revenue			
Animal Control	710,636		710,636
Circuit Court - Family Division	1,016,625		1,016,625
Circuit Court - Friend of the Court	562,000		562,000
Circuit Crt - General Trial	2,467,390		2,467,390
Controller	3,170		3,170
Cooperative Extension	2,500		2,500
County Clerk	632,210		632,210
District Court	2,674,448		2,674,448
Drain Commissioner/Drain Tax	394,758		394,758
Economic Development	56,640		56,640
Elections	66,550	181,127	247,677
Emergency Operations	53,582		53,582

Equalization /Tax Mapping	10,100		10,100
Facilities	172,957		172,957
Financial Services	89,673		89,673
Health Department	120,000		120,000
Human Resources	42,368		42,368
Probate Court	277,178		277,178
Prosecuting Attorney	602,452		602,452
Register of Deeds	2,036,729		2,036,729
Remonumentation Grant	87,454		87,454
Sheriff	6,007,197		6,007,197
Treasurer	5,222,133		5,222,133
Tri-County Regional Planning	63,921		63,921
Veteran Affairs	399,829		399,829
Total General Fund Revenues	80,977,181	181,127	81,158,308

GENERAL FUND EXPENDITURES

	2016 Budget - 10/15/16	Proposed <u>Changes</u>	2016 Proposed <u>Budget</u>
Board of Commissioners	556,179		556,179
Circuit Court - General Trial	8,613,169		8,613,169
District Court	3,175,311		3,175,311
Circuit Court - Friend of the Court	1,594,800		1,594,800
Jury Board	1,199		1,199
Probate Court	1,485,465		1,485,465
Circuit Court - Family Division	5,489,400		5,489,400
Jury Selection	134,467		134,467
Elections	357,857	181,127	538,984
Financial Services	771,089	2,500	773,589
County Attorney	445,143		445,143

County Clerk	954,350		954,350
Controller	937,239	(2,500)	934,739
Equalization/Tax Services	729,444		729,444
Human Resources	748,469		748,469
Prosecuting Attorney	6,371,869		6,371,869
Purchasing	217,271		217,271
Facilities	2,078,574		2,078,574
Register of Deeds	751,832		751,832
Remonumentation Grant	87,454		87,454
Treasurer	540,495		540,495
Drain Commissioner	964,065		964,065
Economic Development	131,524		131,524
Community Agencies	220,000		220,000
Ingham Conservation District	8,190		8,190
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	113,053		113,053
Jail Maintenance	215,600		215,600
Sheriff	20,361,228		20,361,228
Tri-County Metro Squad	75,000		75,000
Community Corrections	154,896		154,896
Animal Control	1,740,197		1,740,197
Homeland Sec./Emergency Ops.	204,115		204,115
Board of Public Works	300		300
Drain Tax at Large	430,000		430,000
Health Department	5,302,865		5,302,865
Community Health Centers	2,892,486		2,892,486

Jail Medical	1,921,190		1,921,190
Medical Examiner	359,075		359,075
Substance Abuse	701,927		701,927
Community Mental Health	1,897,161		1,897,161
Department of Human Services	1,974,769		1,974,769
Tri-County Aging	78,512		78,512
Veterans Affairs	551,795		551,795
Cooperative Extension	444,081		444,081
Library Legacy Costs	133,236		133,236
Parks and Recreation	1,566,141		1,566,141
Contingency Reserves	245,450		245,450
Legal Aid	20,000		20,000
2-1-1 Project	45,750		45,750
Community Coalition for Youth	27,000		27,000
Capital Improvements	2,154,999		2,154,999
Total General Fund Expenditures	80,977,181	181,127	81,158,308

General Fund Revenues

Elections Increase elections reimbursement revenue from local school districts \$38,655 and State of Michigan \$142,472. Elections expenses are increased by the same amount.

General Fund Expenditures

Elections Increase elections expenses \$181,127. Elections reimbursement revenue is increased by the same amount.

Financial Services Transfer \$2,500 from Controller Temporary Salaries to Financial Services Temporary Salaries to pay for temporary employee working on financial software issues.

Controller Transfer \$2,500 from Controller Temporary Salaries to Financial Services Temporary Salaries to pay for temporary employee working on financial software issues.

Veterans Affairs Transfer \$949 from supplies to temporary salaries to pay for extra coverage provided by replacement transportation officer.

Non-General Fund Adjustments

Road Department (F201)	Recognize \$1.6 million Enbridge settlement funds. Increase use of previous year's fund balance \$1.5 million. Adjust expenses as follows: increase temporary salaries - \$85,000, increase overtime - \$250,000, decrease diesel fuel - \$200,000, decrease unleaded fuel - \$40,000, increase salt - \$150,000, increase contract services/primary, non-federal aid - \$2.05 million, increase asphalt and tack \$415,000, increase culverts - \$75,000, increase State contract services - \$315,000. (Net increase to fund - \$3.1 million)
Public Improvements (F245)	Increase use of Public Improvements fund balance for emergency replacement of Sheriff's Office card access system (\$8,517).
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds for replacement PC (\$839) and laptop in Clerk's Office (\$1,484), copier for Road Department (\$3,914), PC in Controller's Office (\$908), 6 PCS for Sheriff's Office (\$5,449), and laptop for Parks (\$1,330).