Agenda

Call to Order
Approval of the July 16, 2018 Minutes
Additions to the Agenda
Limited Public Comment

1. Community Health Center Board – Interviews

2. Mid State Health Network – Resolution Authorizing an Extension of the Substance Abuse Coordinating Agency Agreement with Mid State Health Network

3. Community Agencies – Resolution to Terminate a Community Agency Contract with Greater Lansing Housing Coalition and Authorize a New Contract with Cinnaire

4. Tri-County Office on Aging – Resolution Approving Tri-County Office on Aging’s Fiscal Year 2019 Annual Implementation Plan

5. Parks Department
   a. Resolution to Authorize a Contract with L. J. Trumble Builders, LLC
   b. Resolution to Adopt the Ingham County Trail Wayfinding Signage Plan and to Authorize an Application for a Michigan Department of Transportation Alternatives Program Grant
   c. Resolution to Authorize an Amendment to City of Lansing Trails and Parks Millage Agreements
   d. Resolution Honoring Jonathan Schelke

6. Health Department
   a. Resolution to Accept FY 2019 Child and Adolescent Health Center Program Funds
   b. Resolution to Amend Nextgen EMR Services Agreement
   c. Resolution to Authorize a 2018-2019 Americorps State Grant
   d. Resolution to Extend Agreement with Capital Area Community Services for WIC Satellite Clinic
   e. Resolution to Authorize a 2018 -2019 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
f. Resolution to Extend Agreement with Livestories/Gecko, Inc. for Software as a Service System

7. Board Referrals
   a. Letter from the Latino Leaders for the Enhancement of Advocacy and Development (LLEAD) Seeking a Sponsorship for Their 2018 LLEAD Conference
   b. Resolution from Washtenaw County Board of Commissioners Opposing Extraction of Michigan’s Waters by Nestle and Banning the Purchase of Nestle Brand Bottled Water by Washtenaw

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
July 16, 2018
Draft Minutes

Members Present: Banas, Nolan, Koenig (arrived at 6:46 p.m.), Louney, Sebolt, Tennis and Naeyaert

Members Absent: None


The meeting was called to order by Chairperson Banas at 6:31 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the June 18, 2018 Minutes

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE MINUTES OF THE JUNE 18, 2018 HUMAN SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

Additions to the Agenda

Substitute –
4. Health Department
   g. Resolution to Fund Support Staff for the Ingham County Youth Commission

Limited Public Comment

None.

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

2. Community Agencies
   a. Resolution to Terminate a Community Agency Contract with Greater Lansing Housing Coalition and Authorize a New Contract with Capital Area Housing Partnership

3. Parks Department
   a. Resolution to Authorize a Contract with Moore Trosper Construction Company
   b. Resolution to Authorize a Contract With L. J. Trumble Builders, LLC
   c. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant
   d. Resolution to Authorize a Contract with Bornor Restoration, Inc.
4. **Health Department**
   a. Resolution to Amend Resolution #16-233 Agreement with Cross Country Staffing, Inc.
   b. Resolution to Amend to Resolution #18 – 158
   c. Resolution to Authorize Amendment #3 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services
   d. Resolution to Enter Agreement with Reglantern™
   e. Resolution to Enter Agreement with Messagemakers
   g. Resolution to Fund Support Staff for the Ingham County Youth Commission
   h. Resolution to Convert Two Part-Time Nurse Positions
   i. Resolution to Amend Resolution #18-159 to Authorize an Agreement with University of Michigan-Flint for Implementation of the Engaged Father Program
   j. Resolution Honoring Lisa Doutherd

6. **Board Referral – Letter from the Michigan Department of Treasury Regarding the Tri-County Convention Facilities Tax/4% State-Wide Liquor Tax**

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

Linda Vail, Health Officer, introduced Jaclynn Lloyd, Native American Outreach Program Advocate, to the Committee. She further stated that Ms. Lloyd was interested in working with the Youth Commission.

Ms. Vail stated that Ms. Lloyd worked with the Native American Outreach Program at the Health Department. She further stated that Ms. Lloyd was also pursuing a Master of Social Work degree.

Ms. Lloyd stated that she looked forward to working with the youth in Ingham County. She further stated that she had experience working with youth through a program for Indigenous Youth that she volunteered her time to.

1. **Medical Examiner – Annual Report (Presentation)**

Dr. Michael Markey, Medical Examiner, presented the Office of the Medical Examiner 2017 Annual Report.

Commissioner Sebolt asked if they had a breakdown of the death numbers from year-to-year rather than percentages.

Luke Vogelsberg, Chief Investigator, stated that there was a breakdown of the number of deaths toward the back of the report.
Chairperson Banas asked about the deceased people who were unclaimed. She further stated that she wanted to know why they were not claimed and if there was a trend in the manner of death for those people.

Dr. Markey stated that there were a number of reasons why the bodies remained unclaimed, but the majority of the time the families were not able to afford a burial.

Commissioner Koenig arrived at 6:46 p.m.

Chairperson Banas stated that financial hardship seemed to be the biggest reason for families to not claim some of the deceased.

Mr. Vogelsberg stated that there was not a trend in the manner of death and it truly seemed to be an issue of the cost of funeral services.

Dr. Markey continued his presentation.

Dr. Markey stated that the majority of drug-related deaths were from illicit drugs. He further stated that when he started, 16 years ago, that was not the case, the majority of drug-related deaths were from prescription drug use.

Chairperson Banas asked if the numbers had flipped.

Dr. Markey stated that the numbers had flipped, and quite heavily so.

Commissioner Naeyaert stated that funeral expenses were quite high, so it was understandable that some people were not able to take on that cost. She asked if there was any explanation or trend for the dramatic increase in illicit drug-related deaths.

Dr. Markey stated that there was not a concrete explanation. He further stated that for some cases, opioid prescriptions had been tightened down and not those people who had become addicted to prescription medications now needed another way to satisfy their addiction.

Mr. Markey stated that he was not in the field to see this problem as it was happening. He further stated that the Ingham County Health Department had a better idea of the problem and root causes than his office did.

Dr. Markey stated that the opioid crisis was a twofold problem. He further stated that one issue was that there were addicts who needed help negotiating addiction and access to the medication in order to not have withdrawal issues.

Dr. Markey stated that the second problem was there needed to be a restriction to access for these medications. He further stated that the solutions to those two problems did not necessarily work well together.

Commissioner Nolan thanked Dr. Markey and Mr. Vogelsberg for presenting the report.
2. **Community Agencies**
   b. **Advent House Request for Assistance**

Susan Cancro, Advent House Ministries Executive Director, stated that there were many needs in the community for funding for funeral services. She further stated that Advent House Ministries had helped a number of people with those costs.

Ms. Cancro stated that Advent House Ministries was able to help many people with the day shelter program and it was amazing how far a little bit of help could go. She further stated that when people found their place, it made their lives worthwhile.

Ms. Cancro stated that they provided over 30,000 meals per year to about 2,500 adults and children. She further stated that many of these people had been making steps to come out of poverty.

Ms. Cancro stated that she had seen success stories where the children who they had helped in the past returned as adults wanting to help others. She further stated that the influence and impression of the programs benefits clients throughout their lives.

Ms. Cancro stated that they had a number of faith-based partners and other agencies that they worked with. She further stated that weekends were a time where help was really important, especially for children who were not in school.

Ms. Cancro stated that the people who were repeat clients were often moving toward stability and they often reached a point where they no longer needed services at all. She further stated that there was an increase in the number of people over the age of 60 needing help.

Ms. Cancro stated that there was a lot of cooperation between agencies. She further stated that they would like to be able to reach out to the housing projects nearby to let them know what services were available.

Chairperson Banas stated that this was important background on the homeless in our community. She asked what brought the agency before the Committee tonight.

Ms. Cancro stated that Advent House Ministries had some financial stresses because they had taken on more expenses to keep the building running. She further stated that the church membership was aging and shrinking; however, the Presbyterian Church was committed to allowing Advent House Ministries to continue to use the church for the foreseeable future.

Ms. Cancro stated that they were seeking more grants and to expand donor funding in order to cover these additional costs.

Chairperson Banas asked if the $40,000 was a shortfall or if that was the amount needed to cover these new expenses.
Ms. Cancro stated that part of the $40,000 they were in need of was to cover a shortfall due to the new expenses and part was money needed to move forward. She further stated that she did not expect the Board of Commissioners to handle all of the cost, but would appreciate any way they could help.

Commissioner Tennis asked if the church would be closing.

Ms. Cancro stated that they are still running as a church, but their congregation was aging and not able to handle all the upkeep for the building. She further stated that Advent House Ministries occupied 80% of the building, so it was fairer that they take on more of the caretaking of the building.

Commissioner Tennis asked what the total program costs had been before the rent costs went up.

Ms. Cancro stated that their operating costs were about $20,000 less without the costs of adding the utilities and upkeep. She further stated that Advent House Ministries started out as a mission project that became a non-profit.

Ms. Cancro stated that they needed to increase fundraising and it was an area which they needed to improve.

Commissioner Koenig asked if the funding was mostly from small donors.

Ms. Cancro stated that they received a number of smaller donations but their base was aging and it had been difficult to maintain. She also stated that they received some other grant funding as well.

Debbie Horrock, Advent House Ministries Board Chair, stated that there had been an increase in those needing services, especially children. She further stated that the cost of helping families was higher.

Ms. Horrock stated that there was a combination of factors that were increasing costs.

Commissioner Koenig stated that this was outside of the normal process.

Ms. Cancro stated that they would be applying for funding during the community-agency grant funding process, but they were looking for additional help now. She further stated that in the past the Board of Commissioners helped with a one-time instance of funding when they had lost a grant and needed additional funds to maintain services.

Ms. Cancro stated that she was interested in knowing if there was any money other than the community-agency grants.

Commissioner Sebolt asked how much emergency funding they had received in the past.

Stated that it was about $10,000 given to them about 20 years ago.
Commissioner Sebolt stated that this was another one-time ask as they made changes to their model. He asked if they had reached out to anyone else for funding.

Ms. Cancro stated that they had reached out to the City of Lansing, but the City was not able to give any more funding at the time.

Commissioner Sebolt asked about the Board of Commissioners funding a few large dollar projects versus many low dollar projects.

Chairperson Banas stated that there was a focus on giving money to those agencies providing basic services.

Commissioner Louney asked about funding through the Capital Area United Way.

Ms. Cancro stated that there was some issue with the way their funding was allocated in the past that did not work for them to seek money from the Capital Area United Way, but the allocation processed had been changed, so they were looking into it again.

Commissioner Louney stated that Capital Area United Way also changed their funding cycle and it may be helpful to approach them. He further stated that Advent House Ministries did great work.

Ms. Cancro stated that Lansing was a great area to do this work because a small amount of help went a long way. She further stated that the children living below the poverty line in Lansing was about 49% and that was too high.

Commissioner Naeyaert asked if there was a breakdown in cost to be the only shelter to provide weekend meals since the Volunteers of America stopped providing weekend meals.

Ms. Cancro stated that they had seen an increase, especially in the cold weather. She further stated that the largest cost was the staffing which cost about $40,000 per year.

Ms. Cancro stated that with the death of Mark Bozzo, the late Lansing City Outreach Director, there was an additional need since that population was needing additional help.

Chairperson Banas stated that she was interested in knowing how to best work with homelessness in the County. She further stated that there needed to be a systemic approach to getting people in homes.

Chairperson Banas stated that she would like to hear ideas from Committee members.

Commissioner Nolan asked if there was extra funding from any source and how much was available.
Jared Cypher, Deputy Controller, stated that there was $73,000 in the contingency fund for this budget year.

Commissioner Koenig asked what would happen if the agency did not get funding from the County, because the Greater Lansing Housing Coalition recently came before the Committee to announce they were closing. She further stated that it was unfortunate to find out that an organization that had operated for so long was closing.

Ms. Cancro stated that the agency was not going to close down and they have never had extra money. She further stated that they would have to make cuts in staff and food but they would not be closing down.

Ms. Horrock stated that they would have to start saying no to more people. She further stated that Ms. Cancro never wanted to say no to anyone but it might have to happen.

Commissioner Koenig stated that they would use this funding for staff and food.

Commissioner Nolan stated that she would like to propose a onetime $15,000 grant from the contingency fund. She further stated that she appreciated the work that they had done and would like to see that work continue.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. SEBOLT, TO PROVIDE $15,000 TO THE ADVENT HOUSE MINISTRIES FROM THE CONTINGENCY FUND.

Commissioner Tennis asked, on average, what was the need for the contingency fund at this point in the year.

Mr. Cypher stated that there was a year they did use the entire contingency fund. He further stated that less and less money was budgeted for contingency.

Commissioner Tennis asked if there could be a way for the funds to be moved around in order to cover any additional costs if the contingency fund was depleted.

Mr. Cypher stated that they would be able to do that.

Commissioner Koenig stated that she was a bit concerned about process and it was not a good precedent to set by allowing people to ask before the true process takes place.

Mr. Cypher stated that this was for the current fiscal year.

Discussion.

Commissioner Naeyaert stated that this was a specific case where it was more acceptable to move outside the normal process because people were in need and this agency was picking up the slack for other agencies that were closing or no longer filling the needs. She further stated that she supported the motion.
THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

Mr. Cypher asked for clarification, if a resolution should be sent to the Finance Committee on Wednesday.

Chairperson Banas stated that should happen. She thanked Advent House Ministries for the work that they were doing in the County.

Ms. Cancro stated that this Committee was wonderful because they truly listened to the needs of the community.

4. Health Department
   f. Resolution to Authorize a Short Term Lease with VOA-MI Dental Clinic

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION.

Ms. Vail stated that they had opened the Volunteers of America (VOA) medical clinic about 18 months ago and this allowed them to continue services and combine with the dental clinic.

Commissioner Tennis stated that operating the dental clinic was a bit different than the medical clinic. He further stated that he was concerned that the number of dental visits did not warrant this action.

Ms. Vail stated that she had similar concerns but that was why this would be a temporary fix. She further stated that Delta Dental had made major contributions to this clinic and they approached the County to continue this clinic.

Ms. Vail stated that there were many things to consider about this change, but this would be a temporary solution.

Commissioner Naeyaert stated that at the start of the health clinic, there were some concerns about the County running the clinic.

Ms. Vail stated that when they had first talked about opening the medical clinic, the VOA had wanted the County to become an intergovernmental fund transfer but they did not enter into that agreement. She further stated that Commissioner Tennis was correct and patient visits may prove that this was not the prudent thing to do.

Ms. Vail stated that Forest Health Center was only a couple miles up the road and may be a better way to serve the community.

Commissioner Naeyaert stated that she did not originally support opening the medical clinic because it baffled her that they were not going into this in the best way.
Ms. Vail stated that they had a lot of issues because they had suggested that there may be a better way two years ago, but the VOA had not listened.

Commissioner Nolan stated that the whole VOA had come before the Committee to present the idea of the clinic and the Committee had been perplexed why they would set it up when the County already provided similar services nearby.

Commissioner Nolan stated that she was sorry that this had not worked out for the VOA and she would support it for three months, but would be hesitant to support this again.

Ms. Vail stated that there were some good points to providing services to the homeless population in one place, but perhaps there would be other solutions such as transportation to Forest Health Center and mobile bus.

Commissioner Louney asked if this population could be serviced in other County facilities.

Commissioner Tennis stated that there was some merit to offering medical service at the shelter, but the dental clinic concerned him. He further asked about staffing levels for the dentists.

Ms. Vail stated that there were some staffing issues with the dentists.

Commissioner Tennis stated that he would support this for the next three months but was reticent to continue beyond that.

Ms. Vail stated that there was language to that effect in the resolution.

Discussion.

Commissioner Koenig asked why they were doing this.

Ms. Vail stated that they would like to continue services since there was already a lot of interruption in that community but they would not do this at financial risk to the County. She further stated that this was not what they had planned.

THE MOTION CARRIED. Yeas: Sebolt, Tennis, Koenig, Nolan, and Banas Nays: Louney and Naeyaert Absent: None

Discussion.

4. Health Department
   k. Sewer/Septic Systems (Discussion)

Chairperson Banas stated that at the last discussion they had asked about expanding this program and perhaps assisting people with making needed upgrades.
Ms. Vail stated that they still did not have an answer about how to assist people in making upgrades for fixing their septic field.

Ms. Vail presented information on Septic Inspection Programs.

Commissioner Nolan asked if this program would be taking business from private business.

Ms. Vail stated that she did not anticipate that to be a problem, but they would be able to work with all the stakeholders to make sure this was not an issue.

Commissioner Nolan asked if this fee would include testing of the well.

Ms. Vail stated that this did not include the testing of wells, because the state-wide sanitary code only included septic systems. She further stated that they could come up with a fee for both to be tested.

Commissioner Tennis asked about the difference between point-of-sale amount, which was 25, and they were anticipating 1,400 annual inspections with the new program.

Ms. Vail stated that there would be additional staff and a phase-in period, so there would not be a huge jump at one time.

Commissioner Naeyaert asked about the transition for those homes that have sold recently. She further stated that there was a proposed state-wide sanitary code that would come with funding, so perhaps the County should wait to see that.

Ms. Vail stated that one concern for the state-wide code changes was local preemptions. She further stated that with the clean-air law they had been ahead of the game.

**Commissioner Nolan thanked Ms. Vail for this information and asked to receive it electronically.** She further stated that she was concerned with the costs.

Ms. Vail stated that she did not think they would need any general fund funding. She further stated that she would look into it more if this was something that wanted to be done, but the phase-in should help avoid extra expense without extra revenue.

Chairperson Banas stated that given the depth of this information, this would warrant another discussion another night.

Ms. Vail stated that the project revenues would cover the increased costs.

Commissioner Tennis stated that he appreciated this proposal and it was a much better way to ensure all septic inspections were equitably inspected.
Commissioner Naeyaert stated that most of these were in the rural, out-county areas and often homeowners were not able to sell a home because of septic and well issues, so they would decide not to sell or walk away from the home due to the cost.

Commissioner Naeyaert stated that the Realtors would support this as they wanted the point-of-sale program to end.

Commissioner Nolan stated that this was exactly what she wanted. She further stated that she looked forward to discussing this further.

Commissioner Naeyaert asked how far the County should move if the State would be making changes to the code, especially if those changes came with funding.

Commissioner Koenig stated that she was unsure if the State would move quickly on this issue and if there would be funding. She further stated that the County should move on their own schedule.

Commissioner Koenig stated that she thought this was an excellent proposal. She further stated that she appreciated the stressed systems component and that it may allow people a chance to plan for repairs.

Commissioner Louney stated that tying in the well inspections would really help to protect clean water.

Ms. Vail stated that right now, the point-of-sale program required wells to also be exempted but it was optional in this proposal, but they could include that as a requirement.

Discussion.

Chairperson Banas stated that the Committee would like to see this again at the August meeting.

Discussion.

5. Special Transportation Millage – Resolution Authorizing the Fourth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020

Chairperson Banas stated that Commissioner Grebner sat on the CATA Board and requested that they not move forward on this at this time.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. NAEYAERT, TO TABLE THE RESOLUTION.

THE MOTION CARRIED UNANIMOUSLY.
Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 8:28 p.m.
ACTION ITEMS:
The Deputy Controller is recommending approval of the following resolutions

2. Mid State Health Network – Resolution Authorizing an Extension of the Substance Abuse Coordinating Agency Agreement with Mid State Health Network

Section 6226(1) of Public Act 368 of 1978, as amended, provides for designation of a Coordinating Agency to administer substance use disorder services subject to the approval of the affected county board or boards of commissioners. Resolution 14-386 designated the Mid-State Health Network as the substance abuse coordinating agency for Ingham County, and authorized a 3-year agreement for the distribution of liquor tax funds in an amount not to exceed one-half of liquor tax revenues received by Ingham County. That agreement has expired. This resolution authorizes a 3-year extension. The total liquor tax distribution is anticipated (budgeted) to be $1,407,051 in 2018, of which 50% or $703,526 is allocated to Mid-State Health Network.

3. Community Agencies – Resolution to Terminate a Community Agency Contract with Greater Lansing Housing Coalition and Authorize a New Contract with Cinnaire

This resolution terminates the 2018 Ballentine community agency contract with Greater Lansing Housing Coalition and authorizes a new contract for Ballentine with Cinnaire. Cinnaire has been operating the Tuesday Toolmen program since July 1, 2018. The original contract for 2018 was $8,000. The first payment of $4,000 was already made to Greater Lansing Housing Coalition, so this contract will be for the remaining $4,000 through December 31, 2018.

4. Tri-County Office on Aging – Resolution Approving Tri-County Office on Aging’s Fiscal Year 2019 Annual Implementation Plan

This resolution approves the Tri-County Office on Aging’s Fiscal Year 2019 Annual Implementation Plan. This planning document is required under the Older Americans Act and Older Michiganders Act. The Michigan Aging and Adult Services Agency (AASA) requires Tri-County Office on Aging to ask county commissioners to approve the plan. This plan was endorsed by the Tri-County Office on Aging’s Administrative Board on July 16, 2018.

5. Parks Department
   a. Resolution to Authorize a Contract with L.J. Trumble Builders, LLC

This resolution authorizes a contract with L.J. Trumble Builders in the amount not to exceed $197,426 to develop McNamara Landing and make it more accessible. The scope of this project includes supplying and installing EzDock™ Kayak Launch, CXT Vault Toilet Building, bituminous paving and concrete walks, recycled plastic bollards, and native seeding. The EzDock™ canoe/kayak launch will accommodate all people with varying abilities. A 60” gangway with a concrete approach will provide easy access and ample turning clearance for all users with a watercraft to the floating dock. A built-in adjustable transfer bench and overhead grab bars will provide ease and stability for lowering or lifting into or out of the watercraft. Funding for the project is available from a mix of grant funds, local match and trails and parks millage funds.

   b. Resolution to Adopt the Ingham County Trail Wayfinding Signage Plan and to Authorize an Application for a Michigan Department of Transportation Transportation Alternatives Program Grant

This resolution adopts the Ingham County Trail Wayfinding Signage Plan prepared by Spicer Group. The resolution also authorizes the submission of a Michigan Department of Transportation Transportation Alternatives Program grant for $594,500 for implementing the wayfinding plan in Ingham County. The project would include $849,800 from the Trails and Parks Millage for a local match for a total $1,444,300 project cost.
c. Resolution to Authorize an Amendment to City of Lansing Trails and Parks Millage Agreements
This resolution authorizes amendments to several trails & parks millage agreements with the City of Lansing. The City of Lansing is requesting an amendment to the agreements because due to unforeseen trail conditions and an additional needed DEQ study the actual bids for the projects came in higher than the amount originally requested and awarded. Based on these unforeseen circumstances, an additional $270,318.14 is needed to complete the work. Additionally the City of Lansing would like an extension to July 1, 2019 to complete their final report as well as an extension to December 31, 2019 for the Moores River Drive River Trail repair project. This resolution requests authorizing using $270,318.14 from the 2018 millage fund leaving a remainder of $44,684 in 2018 millage funds. The additional funds would be dispersed as follows $40,000 to TR001, $120,140.16 to TR005 and $85,603.60 to TR016. The Park Commission also requested that a 10% contingency be added as a buffer which equals $24,574.38 of the total ask that can be used as a buffer for any of the three projects mentioned above.

d. Resolution Honoring Jonathan Schelke
This resolution honors Mr. Schelke for his service on the Ingham County Parks Commission.

6. Health Department
a. Resolution to Accept FY 2019 Child and Adolescent Health Center Program Funds
This resolution accepts funding from the Child and Adolescent Health Center (CAHC), which will be used to promote the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services. The funding will support continued operations of ICHD’s school-based/school-linked health centers. The CAHC funding award for the term of October 1, 2018 through September 30, 2019 is as follows:
- Eastern Health Center - $195,000
- Sexton Health Center - $195,000
- Willow Health Center - $225,000

b. Resolution to Amend Nextgen EMR Services Agreement
This resolution authorizes an amendment to the NextGen EMR Services Agreement for the purchase of required medical and behavioral health provider licenses and user fees for the Sparrow-VOA Community Health Center (S-VOA CHC). The total cost of this amendment is $41,411.00 with an additional $1,888.13 in quarterly fees for the purchase of the required medical and behavioral health provider licenses and user fees for one physician, two mid-level medical providers and behavioral health providers delivering services through the S-VOA CHC. The cost of the EMR licenses will be offset by the reduction in the current user fees for EPIC Community Connect, and by integrating S-VOA CHC quality improvement data into NextGen, which will increase capture of meaningful use and quality improvement incentive funds.

c. Resolution to Authorize a 2018-2019 Americorps State Grant
This resolution authorizes a 2018-2019 AmeriCorps State Grant of $160,515, as the first year of a new three year funding cycle. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process. These AmeriCorps members work to increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies to adopt healthy diets, and promote safe, affordable exercise options.

This grant requires a local Match of 50%.

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<tr>
<td>Grant</td>
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The match is drawn from:
1) cash contributions from the external host sites totaling $155,470;
2) indirect costs used as match- $6,754.

d. Resolution to Extend Agreement with Capital Area Community Services for WIC Satellite Clinic
This resolution authorizes an extension of the agreement with CACS for space to conduct WIC Services effective October 1, 2018 through September 30, 2021 in an amount not to exceed $10,800.

e. Resolution to Authorize a 2018-2019 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
This resolution authorizes a Comprehensive Agreement with the Michigan Department of Health and Human Services (MDHHS) for the delivery of public health services. ICHD currently receives funding from MDHHS via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The agreement serves as a vehicle for accepting slightly more than $5.2 million in state and federal grant and formula funding to support multiple public health services. The public health services to be delivered under this agreement include Essential Local Public Health Operations and categorical programs including:

AIDS/HIV Prevention and Care
Bioterrorism Emergency Preparedness
Breast & Cervical Cancer Control Navigation Program
Children Special Health Care Services
Communicable Disease Prevention
Family Planning
Food Vendors and Restaurant Inspections
Immunizations

Lead Safe Homes
Maternal & Child Health Programs
Tobacco Reduction
Tuberculosis Control
Sexually Transmitted Disease Ctrl
Vision & Hearing Screening
The WIC Program
WISEWOMAN

f. Resolution to Extend Agreement with LiveStories/Gecko, Inc. for Software as a Service System
This resolution extends the agreement with LiveStories/Gecko, Inc. effective September 8, 2018 through September 7, 2019 in an amount not to exceed $13,500. ICHD has a current agreement with LiveStories/Gecko, Inc. effective March 7, 2018 through September 7, 2018 and is utilizing the software to complete the Healthy! Capital Counties Community Health Assessment, Surveillance Book, and Behavioral Risk Factor & Social Capital Survey Report. The ability for users to convert customized digital content to PDF documents. The total cost of $13,500 will be covered through funds received from Barry-Eaton Health Department in support of the Healthy! Capital Counties Community Health Assessment project and was authorized via Resolution #18-156.

g. Resolution Authorizing an Agreement with Ingham Health Plan Corporation
This resolution authorizes a provider agreement with Ingham Health Plan Corporation (IHPC) for the period of October 1, 2018 through September 30, 2019. IHPC has historically contracted with ICHD to provide members of the Ingham Health Plan with services from physicians and other professional healthcare providers, and to provide funding for healthcare services to support low-income populations in Ingham County. This provider agreement will allow IHPC to pay on a fee-for-services basis for primary care services provided to IHPC members assigned to ICHD’s Community Health Centers (CHCs). ICHD will receive the same fee-for-service payment as other IHPC medical providers. The reimbursement amount will be no less than Medicaid reimbursement rates, minus co-payments, deductibles and other similar amounts.
h. Resolution to Authorize an Agreement with Redhead Design Studio
This resolution authorizes a contract with Redhead Design Studio (RDS) for the layout and graphic design of the 2018 Healthy Capital Counties (H!CC) report on behalf of the H!CC team. ICHD has partnered with capital area hospitals and local health departments to work on a community health assessment (CHA) project, Healthy! Capital Counties, for a third cycle. The H!CC project is a partnership between four local hospital systems and the three local health departments serving Ingham, Eaton, and Clinton counties, collaborating to develop and produce a comprehensive, high quality Community Health Assessment (CHA) for the region. The amount of this agreement will not exceed $7,000. The Barry-Eaton District Health Department (BEDHD) has agreed to reimburse ICHD for some costs associated with the Community Health Assessment (accepted through Resolution #18-156). These funds will cover the entire cost of the agreement. This agreement with Redhead Design Studio will be effective June 27, 2018 through September 30, 2018 in an amount not to exceed $7,000.

i. Resolution to Authorize a Temporary Emergency Preparedness Consultant Position
This resolution authorizes a temporary Emergency Preparedness Consultant (EPC) to assist in the development, implementation, and evaluation of a just-in-time training program for ICHD staff and volunteers, regarding their role during a public health emergency involving mass prophylaxis. This temporary EPC employee will assist in developing, conducting, and evaluating exercises to test emergency plans and also assist in recruiting and training community partners on the closed Point of Dispensing (POD) program.

Ingham County’s Human Resources Department has approved this position description. The cost of this temporary EPC will be a total of $11,700 and this position will be filled within ICHD’s FY19 and be effective for a term not to exceed 26 weeks. Funding for this temporary position was included in the proposed FY 2019 Comprehensive Agreement with the Michigan Department of Health and Human Services (MDHHS) for the delivery of public health services, including Emergency Preparedness. This temporary position was included in ICHD’s proposed FY19 budget.

j. Resolution Honoring Barbra Monroe
This resolution honors Barbra Monroe for 15 years of dedicated service to the community and for contributions she has made to Ingham County Health Department and Office for Young Children.

OTHER ITEMS:
1. Community Health Center Board – Interviews

6. Health Department
   k. Sanitary Code and Septic Inspection Programs
TO:       Board of Commissioners Human Services and Finance Committees
FROM:    Jared Cypher, Deputy Controller
DATE:    August 8, 2018
SUBJECT: Extension of Substance Abuse Coordinating Agency Agreement with Mid-State Health Network
         For the meeting agenda of 8/20/18 Human Services Committee and 8/22/18 Finance Committee

BACKGROUND
Section 6226(1) of Public Act 368 of 1978, as amended, provides for designation of a Coordinating Agency to
administer substance use disorder services subject to the approval of the affected county board or boards of
commissioners.

Resolution #14-386 designated the Mid-State Health Network as the substance abuse coordinating agency for
Ingham County, and authorized a 3-year agreement for the distribution of liquor tax funds in an amount not to
exceed one-half of liquor tax revenues received by Ingham County. That agreement has expired. This
resolution authorizes a 3-year extension.

ALTERNATIVES
Each year the County’s general appropriations resolution states that in accordance with PA 2 of 1986, 50% of
the Convention Facility Tax revenue not used to reduce the County’s operating tax rate shall be transmitted to
the Mid-State Health Network, with the remaining revenues to be deposited in the County’s General Fund.
Otherwise, the County’s operating millage would need to be reduced as defined by PA 2 of 1986.

FINANCIAL IMPACT
The total liquor tax distribution is anticipated (budgeted) to be $1,407,051 in 2018, of which 50% or $703,526
is allocated to Mid-State Health Network.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of promoting accessible healthcare.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN EXTENSION OF THE SUBSTANCE ABUSE COORDINATING AGENCY AGREEMENT WITH MID STATE HEALTH NETWORK

WHEREAS, Section 6226(1) of Public Act 368 of 1978, as amended, provides for designation of a Coordinating Agency to administer substance use disorder services subject to the approval of the affected county board or boards of commissioners; and

WHEREAS, the Mid-State Health Network is a Pre-Paid inpatient Health Plan/Regional Entity and new Medicaid Managed Care Organization for Michigan’s behavioral health and substance use disorder services for twenty one counties including Ingham County; and

WHEREAS, Resolution #14-386 designated Mid-State Health Network as Ingham County’s substance abuse coordinating agency; and

WHEREAS, Resolution #14-386 designated the Mid-State Health Network as the substance abuse coordinating agency for Ingham County, and authorized a 3-year agreement for the distribution of liquor tax funds in an amount not to exceed one-half of liquor tax revenues received by Ingham County; and

WHEREAS, that agreement has expired.

THEREFORE BE IT RESOLVED, that the substance abuse coordinating agency agreement with Mid-State Health Network is extended through December 31, 2020.

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

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

FROM: Jared Cypher, Deputy Controller

DATE: August 8, 2018

SUBJECT: Ballentine Community Agency Contract

For the meeting agendas of August 20 and August 22

BACKGROUND
This resolution terminates the 2018 Ballentine community agency contract with Greater Lansing Housing Coalition and authorizes a new contract for Ballentine with Cinnaire. Cinnaire has been operating the Tuesday Toolmen program since July 1, 2018.

ALTERNATIVES
N/A

FINANCIAL IMPACT
The original contract for 2018 was $8,000. The first payment of $4,000 was already made to Greater Lansing Housing Coalition, so this contract will be for the remaining $4,000 through December 31, 2018.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long term objective of assisting in meeting basic needs.

OTHER CONSIDERATIONS
The Ballentine Apartments program is for low-income families who are homeless, chronically homeless, disabled, and/or survivors of domestic violence. County funds are used to fund a case manager responsible for providing direct support services, guidance, and direction to adult residents in Ballentine Apartments on how to reach their goals.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
RESOLUTION TO TERMINATE A COMMUNITY AGENCY CONTRACT WITH GREATER LANSING HOUSING COALITION AND AUTHORIZE A NEW CONTRACT WITH CINNAIRE

WHEREAS, the Greater Lansing Housing Coalition is closing after approximately 30 years of serving the Lansing area; and

WHEREAS, Ingham County has a 2018 community agency contract with the Greater Lansing Housing Coalition for the Ballentine program; and

WHEREAS, effective July 1, 2018 the Ballentine program is now being managed and operated by Cinnaire.

THEREFORE BE IT RESOLVED, that the 2018 community agency contract for Ballentine with Greater Lansing Housing Coalition is terminated.

BE IT FURTHER RESOLVED, that a contract with Cinnaire is authorized not to exceed $4,000 for the Ballentine program for the period of July 1, 2018 through December 31, 2018.

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.
TO: Board of Commissioners Human Services Committee
FROM: Jared Cypher, Deputy Controller
DATE: July 25, 2018
SUBJECT: TCOA FY 2019 Annual Implementation Plan
For the meeting agenda of 8/20/18 Human Services Committee

BACKGROUND
This resolution approves the Tri-County Office on Aging’s Fiscal Year 2019 Annual Implementation Plan. This planning document is required under the Older Americans Act and Older Michiganders Act. The Michigan Aging and Adult Services Agency (AASA) requires Tri-County Office on Aging to ask county commissioners to approve the plan.

This plan was endorsed by the Tri-County Office on Aging’s Administrative Board on July 16, 2018.

ALTERNATIVES
NA

FINANCIAL IMPACT
There are no direct financial impacts.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long term objective of “meeting basic needs” and the action plan’s key implementation task “ensure there is no waiting list for the TCOA meals on wheels program in Ingham County”.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution.
July 16, 2018

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

Dear Ingham County Board of Commissioners:

Enclosed is a copy of Tri-County Office on Aging's (TCOA) Fiscal Year 2019 Annual Implementation Plan. This planning document is required under the Older Americans Act and Older Michiganians Act.

The Michigan Aging and Adult Services Agency (AASA) requires TCOA to ask major cities and county commissions to approve the plan. We are requesting that this plan be approved by August 17, 2018. A resolution endorsing the plan would be appreciated. If the Board of Commissioners does not respond by August 17, 2018, TCOA will consider this passive approval of the plan.

Ingham County, along with Eaton and Clinton counties and the Cities of Lansing and East Lansing, is a member of the Tri-County Aging Consortium. The Consortium members appoint representatives to serve on TCOA’s Administrative Board, which has the responsibilities of agency operations, and must endorse and recommend approval of the Plan to AASA. Kara Hope, Bryan Crenshaw, and Robin Naeyaert were appointed to represent Ingham County on the Administrative Board. The Board endorsed the plan on July 16, 2018. Three older adults appointed by the Ingham County Board of Commissioners, Susann Baker, June Morse and Jane Wallin, serve on the Advisory Council that reviewed and recommended approval to the Consortium Administrative Board.

The plan and sample resolution are enclosed in this mailing. Please email the resolution to LemmerT@tcou.org at your earliest convenience. If you have further questions, please feel free to contact me. I can be reached at 517-887-1382.

Thank you for your attention to this issue.

Sincerely,

Tammy S. Lemmer
Community Relations and Grants Manager

Enclosure

CC: Tri-County Aging Consortium Board Members Kara Hope, Robin Naeyaert, and Brian Crenshaw
Planning and Service Area
Clinton, Eaton, Ingham

Tri-County Office on Aging
5303 S. Cedar Street
Suite 1
Lansing, MI 48911-3800
517-887-1440 (phone)
800-405-9141 (toll-free)
517-887-3071 (fax)
Marion Owen, Executive Director
www.tcoa.org

Field Representative Sherri King
Kings1@michigan.gov
517-264-0167
## Table of Contents

- Approved Multi-Year Plan Highlights
- 2019 AIP Highlights
- Regional Service Definitions
- Access Services
- Direct Service Request
- Regional Direct Service Request
- Approved MYP Program Development Objectives
- 2019 AIP Program Development Objectives
1. A brief history of the area agency and respective PSA that provides a context for the MYP. It is appropriate to include the area agency's vision and/or mission statements in this section.

Tri-County Office on Aging (TCOA) is the Area Agency on Aging for Region 6 serving Clinton, Eaton and Ingham Counties. The Consortium is a regional Administrative Board governing TCOA and consists of elected officials representing the three counties and the cities of Lansing and East Lansing. The Consortium was established in 1974 through a regional cooperative agreement under the Michigan Urban Cooperation Act of 1967. TCOA was designated the Area Agency on Aging through the Michigan Aging and Adult Services Agency as a response to the 1973 amendments of the federal Older Americans Act. TCOA’s mission is to promote and preserve the independence and dignity of the aging population. This mission is at the core of all programs and services the agency provides in its service area and the foundation of the agency's 2017-2019 Multi-Year Plan. This plan was created using the input of local seniors and persons with disabilities, staff members and members of the agency’s Advisory Council and Administrative Board.

2. A summary of the area agency's service population evaluation from the Scope of Services section.

In 2004, the Tri-Counting Aging Consortium Charter was amended to include adults with disabilities in addition to older adults as a target population. Although the funds through the Older Americans Act and the Older Michiganians Act are directed to persons over age 60, TCOA has administered the Michigan Medicaid Home and Community Based Services Waiver to the Aged and Disabled since 1992 and was one of the first three pioneer agencies for the Waiver.

Between the 2000 national census and the 2014 national census estimate, the three counties that make up TCOA’s service area have seen a significant increase in the 60 and older population. In 2000 the tri-county population of adults age 60 and older was 59,807. In 2014 this population had grown to 85,737, just over 18% of the total tri-county population. This is an increase of over 25,000 seniors. TCOA has continued prioritizing services to focus on serving individuals considered high risk and needing the most assistance.

3. A summary of services to be provided under the plan which includes identification of the five service categories receiving the most funds and the five service categories with the greatest number of anticipated participants.

Proposed services to be provided under the area plan include Supportive Services, Congregate Meals, Home Delivered Meals, Caregiver Supports, Preventative Health, Elder Abuse Prevention, Access Services, In-Home Services, Respite Care, Ombudsman Services and work to secure a Community For a Lifetime in the tri-county area. The priorities identified in this Plan were developed with input from consumers, Board Members, Advisory Council and a team of staff members including directors from various departments. The Multi-Year Plan proposes to provide a blueprint for what TCOA intends to accomplish over the next three years.

Five Service Categories Receiving the Most Funds:
1. Home Delivered Meals (Meals on Wheels)
Tri-County Office on Aging

2. Congregate Meals (Senior Dining Sites)
3. Personal Care
4. Care Management
5. Homemaking

Five Service Categories with the Greatest Number of Anticipated Participants:
1. Outreach
2. Home Delivered Meals (Meals on Wheels)
3. Congregate Meals (Senior Dining Sites)
4. Information and Assistance
5. Legal Assistance

4. Highlights of planned Program Development Objectives.
With the hopes that more communities in the tri-county area will conduct an aging-friendly community assessment and apply for recognition to Aging and Adult Services Agency as a Communities For a Lifetime (CFL), TCOA would like to work to secure the City of Lansing as a recognized CFL by September 2019 and increase the number of CFLs in TCOA's Planning and Service Area.

In order to ensure older adults have access to information and services to improve their ability to make an educated decision regarding their independence, TCOA hopes to improve access to programs and services for underserved populations, expand housing assistance to increase access to community housing options, provide information about benefits and help people solve problems with health benefit programs and related insurance products, improve transportation options and usability, focusing on TCOA's consumer demographic needs, increase access to kinship care services in the tri-county area, work to advance community integration and outreach efforts and work to advance advocacy efforts in the tri-county area.

By continuing to expand access to evidence-based disease prevention programs in the tri-county area, providing access to healthy and affordable meals to nutritionally at risk older adults, reducing unnecessary re-admittance to hospitals for high-risk adults and exploring opportunity to assist community members in securing a Senior Millage for vital unmet needs, TCOA is hoping to improve access to health, wellness and nutrition supports.

Raising awareness of domestic abuse, physical and sexual abuse and financial exploitation occurring in the older adult population and how to better respond to these situations will help the community and TCOA to protect older adults from abuse and exploitation.

With the hopes to better support individuals with dementia living in the community, as well as their caregivers, TCOA would like to work to expand access to programs and services available for individuals with Alzheimer's Disease and other forms of dementia who are residing in the community, as well as their formal and informal caregivers.

5. A description of planned special projects and partnerships.
* AARP - Partner with AARP to advance efforts to help people live easily and comfortably in their homes and communities as they age. As a result of the partnership, TCOA hopes aid in the recognition of the City of Lansing as an Age-Friendly Community by September 2019.
Tri-County Office on Aging  

* Capital Area Collaborative for Care Transitions: Attend meetings with this cross-provider collaborative to reduce unnecessary hospital readmissions. Work with local hospitals, health plans and community providers on the Capital Area Community-Based Care Transitions Program to reduce hospital readmissions for high-risk Medicare beneficiaries by 20%.

* Medicare/Medicaid Assistance Program – Continue to partner with Capital Area Community Services and Disability Network Capital Area to provide MMAP services in the tri-county area. Recruit and train new MMAP volunteers including using social media and outreach to obtain new volunteers to keep up with growing demand from the changing health care system.

* Evidence-based programs – Strengthen partnerships with health plans, physician groups and community organizations to expand implementation of evidence-based programs.

6. A description of specific management initiatives the area agency plans to undertake to achieve increased efficiency in service delivery, including any relevant certifications or accreditations the area agency has received or is pursuing.

TCOA is continually searching out methods to improve efficiency and save money. Some ways the agency is working on improving efficiency include:

* Careful shopping of all agency purchases and holding off on non-essential purchases
* Negotiating better contract with vendors
* Continue with lower cost IT service provider
* Migration to internal file servers
* Convert telephones lines to fiber connection

Although TCOA is not intentionally seeking the various accreditations, in FY 2015 TCOA worked through an outside vendor to promote and provide Matter of Balance and Personal Action Toward Health classes. The program also moved forward with the Medicare application process and securing a dietitian in order for TCOA to become accredited.

7. A description of how the area agency’s strategy for developing non-formula resources (including utilization of volunteers) will support implementation of the MYP and help address the increased service demand.

Each year over 1,600 individuals volunteer with TCOA and contribute over 43,000 hours of service. These hours are the equivalent of over 28 full time employees. TCOA’s Meals on Wheels program could not run without the generosity of these volunteers. The local Medicare/Medicaid Assistance Program also is a beneficiary of many of these service hours and was able to assist over 2,300 tri-county residents last year because of this support. Finally, TCOA supplements its state and local funding with grant writing and fundraising activities throughout the year. New fund development staff will build on the success of FY 2016 by continuing to identify and explore additional funding opportunities. These activities help to pay for additional client services and office supplies and equipment that the agency could not otherwise afford.
8. Highlights of strategic planning activities.
Strategic planning and prioritizing is essential in continuing to provide quality, person-centered programs and services in an efficient and effective way. All strategies to reduce agency expenditures are explored while reducing services, primarily in-home supports, would be the last avenue. TCOA prides itself on putting the client’s need above all else and recognizes that seniors are aging in place, want to be more active, and are using or wanting to use technology more. The agency hopes to always be relevant and timely with technology upgrades and implementations. Contingency plans are continually reviewed and revised as new challenges and opportunities arise throughout the year. TCOA will utilize community partnerships and interactions with the Advisory Council and county Human Service Collaborations/Interagency councils to continually gather input and feedback as the agency moves forward with considering new ideas and proposed new initiatives.

9. FY 2018 AIP Highlights: Description of any significant new priorities, plans or objectives.
In relation to the 2017-2019 MYP Goal to improve access to health, wellness and nutrition supports by expanding access to evidence-based disease prevention programs, TCOA plans to offer and expand Medical Nutrition Therapy (MNT) and the Chronic Pain PATH that began in FY 2017. Chronic Pain PATH and MNT are two new services TCOA is offering. Because these programs are new, TCOA has started promoting the programs to TCOA’s current community partners along with a local university and local physician offices, including offices that specialize in pain management. Engagement with county substance abuse coalitions is also a possibility.

TCOA was asked to partner with researchers at Michigan State University on two separate projects funded by the Michigan Health Endowment Fund. The first is the Integrated Model for Personal Assistant Research and Training (IMPART) project, which aims to build and strengthen the personal care provider workforce and establish and a strong coalition in support of a high-quality personal aide workforce. The second is called Partners in Aging Strategies and Training (PAST.) The overarching goal of PAST is to train primary care healthcare providers in evidence-based programs and community educational opportunities available in their communities for older adult patients and caregivers. Specific roles and responsibilities are being determined and active participation will continue in FY 2018.

TCOA was notified in December 2016 that Sparrow Hospital would not be renewing the contract to continue Care Transitions. Discussions are still underway with McLaren Hospital to reinitiate the program there, and the local Care Transitions Collaborative is looking at a “Patient Activation Model.” No new clients were received after December 2016. Clients were followed through January 2017 to close out the program.

An initiative to increase awareness of elder abuse through community education is being explored. TCOA is looking at partnering with current contractors and local community-based organizations to execute plans.

In order to develop greater capacity to serve individuals with dementia and their families in our community, in FY18 TCOA will offer staff the opportunity for small group discussion on dementia and related issues as a follow-up to the FY17 all staff training held April 25. TCOA will post-test staff knowledge with the assessment tool that was used as a pre-test prior to the original all staff training. TCOA also plans to identify individuals in the community who might benefit from further assessment by their physician and provide referral information to those identified. TCOA staff who have direct contact with clients through I&A, MOW and MMAP will be trained to utilize a dementia screening tool such as the AD8 in order to accomplish this. TCOA will develop a plan to provide evidence-informed dementia care training for secondary caregivers, first responders and direct care workers.
TCOA will work collaboratively with AASA and other participating AAAs to identify appropriate training. TCOA will continue to offer Options Counseling that includes information on dementia care and futures planning.
A. All area plan goals, objectives and activities will remain the same for AIP 2019. However, some priorities for the year include:

**Elder Abuse Prevention Efforts**
TCOA received funding from AASA in October 2017 for the Prevent Elder and Vulnerable Adult Abuse, Exploitation, Neglect Today (PREVNT) Initiative. TCOA has relaunched the Abuse Later in Life (ALL) project to enhance and strengthen the awareness, prevention and response to elder abuse in Ingham County, with a special focus on minority communities and the LGBTQ community. Key partners include the local domestic violence program for Ingham County, RSVP-Lansing and their Senior Companion volunteers, and Legal Services of South Central Michigan. Efforts begun in FY 2018 will continue in 2019, including discussion of a possible SAGE affiliate in Greater Lansing.

**Community Health Worker/Resource Navigator**
TCOA is in discussion regarding a partnership opportunity with local neuro-gerontologist Dr. Andrea Bozoki and the MSU Department of Neurology. This partnership could offer funding for a portion of a Community Health Worker/Resource Navigator position. State dollars would fund the remaining amount. The focus of the position would be on information sharing, referral and community outreach, with an emphasis on providing resources for patients and their families early in their diagnosis.

**Crisis Services for the Elderly**
With rate increases proposed by both major utility companies in the service area (Consumers Energy and Lansing Board of Water and Light,) TCOA anticipates an even greater volume of calls for financial assistance to avoid utility shut off. A need for increased financial resources as well as continued partnerships in the community will be critical in 2019.

**Evidence-based Mental Health Program**
In relation to the 2017-2019 MYP Goal to improve access to health, wellness and nutrition supports by expanding access to evidence-based disease prevention programs, TCOA plans to explore an evidence-based mental health program serving older adults. Senior Reach is a program that has proven clinical results for older adults in urban, suburban, and rural areas and promotes inter-agency cooperation and collaboration. The program provides a path to educate community members in addition to meeting the needs of seniors. This will be particularly important due to the impending closure of two Community Mental Health Program locations.

**Opioid Crisis – TCOA involvement in Substance Abuse Coalitions**
TCOA is connected with several community based organizations through multiple workgroups and coalitions. Specifically, TCOA participates in coalitions across the service area: Clinton County Substance Abuse Coalition, Eaton County Substance Awareness Advisory Group and Ingham County Substance Abuse Coalition. The TCOA Evidence Based Programs Manager primarily attends to connect and partner with different organizations who have a vested interest in alternative pain management to connect them to the Chronic Pain PATH workshop. The organizations help promote and market the program. Chronic Pain PATH workshops are also part of Eaton County Substance Awareness Advisory Group’s strategic plan.

**Powerful Tools for Caregivers**
TCOA is training two new facilitators in order to offer Powerful Tools for Caregivers, a 6-week program designed to help nonprofessional caregivers take care of themselves while caring for a relative or friend. This will fill a gap in caregiver support for individuals not eligible to participate in the SAVVY/Creating Confident Caregiver workshops. The facilitator training will occur over the summer of 2018, with a workshop scheduled to begin in September 2018.

NCQA Accreditation for the MI Choice Waiver
The National Committee for Quality Assurance (NCQA) is a private, 501(c)(3) not-for-profit organization that develops standards and accreditation processes aimed at improving health care quality. The Long-Term Services and Supports (LTSS) accreditation targets community-based organizations (CBOs) that provide case management services and/or coordinate LTSS for participants. The accreditation process for NCQA's LTSS, like any other, is lengthy and can take several months to year or more. The process involves several steps, including a desk review and an onsite visit to the organization. Once all the data has been collected, NCQA will review the findings and issue a decision. NCQA LTSS Accreditation would be a benefit to TCOA because NCQA is one of the largest, nationally recognized quality accrediting bodies and thus, uses the most up to date evidence based-practices to determine quality indicators. Accreditation through NCQA would further legitimize the TCOA Waiver program on a national level. The national accreditation seal would reiterate to potential entities that may want to partner with TCOA the agency's dedication to quality and that specific minimum standards have already been met. As of right now, TCOA is only choosing to pursue the accreditation in relation to the MI Choice Waiver program. However, this provides an opportunity for the agency to bring multiple programs, such as Care Management or Case Coordination, forward in the future.

B. Contingency planning efforts:
Strategic planning and prioritizing is essential in continuing to provide quality person-centered programs and services in an efficient and effective way. All strategies to reduce agency expenditures would be explored while reducing services, primarily in-home supports, would be the last avenue. A reduction in funding could result in shifting funds from one program to another, where allowable. The Nutrition program through TCOA could require a reduction in operations and the possibility of contracting or partnering with outside vendors. Additionally, employees would not receive a cost of living wage adjustment, as has been done in the past. Contingency plans are continually reviewed and revised as new challenges and opportunities arise throughout the year. See the attached Administrative Board approved Policy for Government Shutdown Contingency Plan for details.

C. Advocacy efforts and progress:
TCOA is active with the Michigan Senior Advocates Council (MSAC), with staff and appointed delegates attending monthly meetings and coordinating office visits with state legislators.
TCOA is also a member of the Silver Key Coalition, whose goal is to make Michigan a “No Wait State” for senior in-home services by advocating for increased funding. The FY 2018 state budget included the full $3.6 million increase for in-home services requested by the Silver Key Coalition. Efforts in FY 2019 will continue to focus on the need for increases to in-home services funding levels. TCOA is also monitoring potential changes to the Medicaid Waiver program and discussions related to a shift to a managed care model.
TCOA is a member of the Older Michiganders Day committee and active in developing the annual platform which also promoted an increase in both AASA services and the MI Choice program for FY 2018.
TCOA is also a member of the Olmstead Coalition which has been active in improving the wages, training and recognition of direct care workers in the MI Choice program and the Adult home Help program. These efforts will continue into FY 2019.
## Regional Service Definitions

### Service Name/Definition

Rationale (Explain why activities cannot be funded under an existing service definition.)

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<th>Service Category</th>
<th>Fund Source</th>
<th>Unit of Service</th>
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<td>Other</td>
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### Minimum Standards
**Access Services**

**Care Management**

Starting Date: 10/01/2018  |  Ending Date: 09/30/2019
Total of Federal Dollars: $0.00  |  Total of State Dollars: $215,913.00

Geographic area to be served
Clinton, Eaton and Ingham Counties

**Specify the planned goals and activities that will be undertaken to provide the service.**

Goals for the program, including timeline and expected outcome

- Provide Care Management services to a minimum of 52 clients in Region 6 (Clinton, Eaton and Ingham Counties) from 10/01/18 through 9/30/19.
- Conduct a minimum of 400 initial assessments from 10/01/18 through 9/30/19.
- Develop a minimum of 52 care plans from 10/01/18 through 9/30/19.
- Conduct reassessments every 3 months on all active clients or every 6 months if a client is on maintenance from 10/01/18 through 9/30/19.
- Arrange and monitor services as needed from 10/01/18 through 9/30/19.
- Transition eligible Care Management clients to the MI Choice program as funding allows from 10/01/18 through 9/30/19.
- Comply with all minimum standards and quality assurances from 10/01/18 through 9/30/19.

Expected Outcome: A minimum of 52 individuals will be able to remain in their own home. Individuals not eligible for Home and Community Based Waiver (MI Choice) will have services to assist them in remaining in the community, if funding allows. There will be a seamless system for older adults going from Case Coordination and Support to Care Management/ MI Choice Waiver.

Number of client pre-screenings:
- Current Year: 425  |  Planned Next Year: 435

Number of initial client assessments:
- Current Year: 400  |  Planned Next Year: 410

Number of initial client care plans:
- Current Year: 52  |  Planned Next Year: 57

Total number of clients (carry over plus new):
- Current Year: 52  |  Planned Next Year: 57

Staff to client ratio (Active and maintenance per Full time care:
- Current Year: 1:38  |  Planned Next Year: 1:38

**Outreach**

Starting Date: 10/01/2018  |  Ending Date: 09/30/2019
Total of Federal Dollars: $23,817.00  |  Total of State Dollars: $27,105.00

Geographic area to be served
Clinton, Eaton and Ingham Counties

**Specify the planned goals and activities that will be undertaken to provide the service.**

Goals for the program, including timeline and expected outcome:

Printed On: 7/19/2018
Tri-County Office on Aging

- Provide outreach services to a minimum of 1000 individuals sixty years of age and older living in Clinton, Eaton and Ingham counties from 10/01/18 through 9/30/19.
- Provide a minimum of 24 presentations to senior, caregiver or community groups regarding agency services, averaging two per month, from 10/01/18 through 9/30/19.
- Participate in a minimum of 10 planning meetings regarding disaster preparedness from 10/01/18 through 9/30/19.
- Participate in a minimum of 6 health and information fairs in the community from 10/01/18 through 9/30/19.

Expected Outcome: Greater community awareness of TCOA resources for older adults, their family members and agencies that assist older adults and persons with disabilities. TCOA will be more prepared to assist the community in case of emergency and/or disaster. Older adults with utility or prescription crises will have access to assistance with paying utility bills by hearing about the Crisis Services for the Elderly program. Kinship caregivers will be better equipped to handle caregiving responsibilities because of access to self-care resources and information on avoiding burnout.

### Information and Assistance

<table>
<thead>
<tr>
<th>Starting Date</th>
<th>Ending Date</th>
<th>Total of Federal Dollars</th>
<th>Total of State Dollars</th>
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Geographic area to be served

Clinton, Eaton and Ingham Counties

Specify the planned goals and activities that will be undertaken to provide the service.

Goals for the program, including timeline and expected outcome:

- Provide Information and Assistance services throughout Clinton, Eaton and Ingham Counties.
- Provide I&A services to a minimum of 2,000 older adults, family members or community members each fiscal year.
- Secure signed contracts for general I&A services that were selected through a Request for Proposal process.
- Monitor I&A contracts with service providers for compliance, including person centered approaches, annually.
- Monitor the number of individuals assisted through I&A, including individuals who are considered minority, each quarter.
- Provide Caregiver I&A services to a minimum of 450 caregivers each fiscal year.
- Refer caregivers to identified services through a person-centered process.
- Adhere to all AASA minimum standards.

Expected Outcome: There will be a more informed population through Information and Assistance services available in Clinton, Eaton and Ingham counties. Caregivers will receive needed assistance to reduce the stress associated with their caregiving role.

### Case Coordination and Support

<table>
<thead>
<tr>
<th>Starting Date</th>
<th>Ending Date</th>
<th>Total of Federal Dollars</th>
<th>Total of State Dollars</th>
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Geographic area to be served
Specify the planned goals and activities that will be undertaken to provide the service.

Goals for the program, including timeline and expected outcome:

- Provide Case Coordination and Support services to a minimum of 75 clients in Region 6 from 10/01/18 through 9/30/19.
- Conduct assessments for all new clients and reassessments every 6 months for a minimum of 75 clients from 10/01/18 through 9/30/19.
- Secure and monitor appropriate in-home services from 10/01/18 through 9/30/19.
- Refer clients to other services as needed from 10/01/18 through 9/30/19.
- Adhere to all minimum standards from 10/01/18 through 9/30/19.

Expected Outcome: Individuals not eligible for Medicaid Home and Community Based Waiver (MI Choice) will have services to assist them in remaining in the community, if funding allows. There will be a seamless system for older adults going from Case Coordination and Support to Care Management or MI Choice Waiver services.
Tri-County Office on Aging

Direct Service Request

<table>
<thead>
<tr>
<th>Total of Federal Dollars</th>
<th>Total of State Dollars</th>
</tr>
</thead>
</table>

Geographic Area Served

Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).

(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

(B) Such services are directly related to the Area Agency’s administrative functions.

(C) Such services can be provided more economically and with comparable quality by the Area Agency.

Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency’s efforts to secure services from an available provider of such services; or a description of the area agency’s efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).
Regional Direct Service Request

| Total of Federal Dollars | Total of State Dollars |

Geographic Area Served

Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).

(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.
(B) Such services are directly related to the Area Agency’s administrative functions.
(C) Such services can be provided more economically and with comparable quality by the Area Agency.

Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency’s efforts to secure services from an available provider of such services; or a description of the area agency’s efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).
Approved MYP Program Development Objectives

Area Agency on Aging Goal

A. More communities in the tri-county area will conduct an aging-friendly community assessment and apply for recognition to Aging and Adult Services Agency as a Communities For a Lifetime (CFL).

State Goal Match: 1, 3, 5

Narrative
TCOA’s mission to promote and preserve the independence and dignity of the aging population aligns with the desire to have at least one community in the PSA to receive recognition as a CFL. TCOA hopes to retain and attract residents, particularly seniors, to assist the communities to thrive and have access to goods, services and opportunities for quality living across the lifespan.

Objectives

1. Work to secure a community in the tri-county area as a recognized CFL by September 2019, such as the City of Lansing.
   Timeline: 10/01/2016 to 09/30/2019

Activities
- Partner with AARP to advance efforts to help people live easily and comfortably in their homes and communities as they age.

Conduct an aging-friendly community assessment for the City of Lansing and apply for recognition to Aging and Adult Services Agency as a CFL.

Expected Outcome
City of Lansing will be recognized as a Communities for a Lifetime and help them to retain and attract residents of all ages so the communities can thrive and have access to goods, services and opportunities for quality living across the lifespan.

Progress
- Attended AARP Forums and work group meetings to support efforts, provide input and promote a partnership to advance the aging friendly communities initiative.
- Provided CFL information and documentation on the process to become recognized as a CFL to the City of Lansing.

2. Increase the number of CFL’s in TCOA’s Planning and Service Area.
   Timeline: 10/01/2016 to 09/30/2019

Activities
Explore other communities in the tri-county area that may be willing to align their efforts with the qualifications and requirements to become a CFL.

Expected Outcome
Additional communities in the tri-county area will work to align their efforts with the qualifications and requirements
Tri-County Office on Aging

FY 2019

to become a CFL and potentially complete the assessment to be recognized as a CFL.

**Progress**
- Provided CFL information and documentation on the process to become recognized as a CFL to Delhi Township and offered information sharing to other local communities, including the City of East Lansing and Dewitt Township. Efforts include highlighting progress already made that align with the qualifications and requirements to become a CFL.

**B. Ensure older adults have access to information and services to improve their ability to make an educated decision regarding their independence.**

State Goal Match: 2, 3, 4, 5, 6

**Narrative**
TCOA holds the independence and dignity of the aging population to high regard and hopes to improve the ability for local residents to access information. Feedback from the needs assessments and community forums will help the agency get information about available programs and services to the target population and their families and caregivers through the preferred avenues expressed by the attendees of those events, as well as additional methods implemented by the agency.

**Objectives**

1. Improve access to programs and services for underserved populations.
   - **Timeline:** 10/01/2016 to 09/30/2019

**Activities**
- Secure services of a Community Health Worker/Resource Navigator.
- Facilitate connections with culturally and/or linguistically specific community based organizations.
- Provide access to assistance with MMAP and other public benefits.
- Connect with medical community, physician organizations, and health plans.
- Connect with neighborhood organizations.
- Promote cultural competency issues impacting underserved local seniors and persons with disabilities, including non-English speaking and Lesbian, Gay, Bisexual and Transgender individuals.

**Expected Outcome**
Tri-county residents will have greater access to available information and services.

**Progress**
- Received denial from MHEF to fund a Community Health Worker/Resource Navigator. Discussions and exploration of alternate funding source continue.
- Community Relations and Grants Manager attends City of Lansing Diversity Committee meetings (includes Peckham, Disability Network Capital Area, Refugee Services, etc.) to connect with culturally and/or linguistically...
specific community based organizations.
- Made a connection with Capital Area Commission for the Blind and attended a meeting of the National Black Caucus on Aging.
- Provided MMAP services to 80 area minorities as of 2nd quarter FY 2017 and did three presentations for community members, including one event at the MSU International Center.
- Resource Link and 4AM continue to pursue Health Plan contracts to provide sustainability to evidence-based programs. Contact has been made with pain management clinics to promote Chronic Pain PATH. We continue to work with physician offices to help promote the workshops.
- Outreach efforts to connect with neighborhood organizations included presentations at Mason First United Methodist for the Alzheimer Association Caregiver Support Group, Allen Neighborhood Center for the Senior Discovery group and at the Charlotte Library for the Eaton County Retired Educational Employees meeting.
- Other outreach efforts to connect with diverse communities included TCOA info in the Allen Neighborhood Center newsletter, attendance at the National Black Caucus on Aging at Letts Community Center, a presentation at the Islamic Center of Greater Lansing (conducted in English and Arabic), attendance at a community event at Allen Neighborhood Center, presentations at Service Club meetings, attendance at a Health Fair for Housing Services of Mid Michigan, presentation at a Soup Supper at Knights of Columbus in St. Johns and Grace Lutheran church, and presentations at the Meridian and Eaton Area Senior centers.
- Community Relations and Grants Manager is seeking information from SE MI AAA’s on their grant from MHEF on LGBT needs, as well as their efforts to form a SAGE Affiliate for Metro-Detroit. Meetings have also been held with staff and Board members of the Lansing Association for Human Rights (LBGTQ Advocacy organization) and Salus Center (new LBGTQ Community Center) about the needs of LBGTQ seniors, and the possibility of forming a Greater Lansing SAGE Affiliate.
- Staff also secured braille resources, and a resource accessibility review is underway to help promote improved cultural competency in underserved populations.

2. Expand housing assistance to increase access to community housing options.
   Timeline: 10/01/2016 to 09/30/2017

Activities
- Create/distribute directory of all senior housing, low income and accessible housing options in the tri-county area.

Convene/facilitate regular meetings for Managers of Senior Complexes and Landlords.

Create/distribute directory of Private Landlords

Expected Outcome
Tri-county residents will have increased access to community housing options.

Progress
- The Housing Specialist is in the process of converting an old housing spreadsheet into a user-friendly, more comprehensive list while confirming information is current and updated, as needed. The Housing Specialist also developed detailed information sheets for individual complexes.
- To improve communication and information sharing with Senior Complexes and Landlords, the Housing Specialist is meeting individually with landlords and apartment managers.
Tri-County Office on Aging

- The Housing Specialist added private landlords to the housing database spreadsheet.

3. Provide information about benefits and help people solve problems with health benefit programs and related insurance products.
   Timeline: 10/01/2016 to 09/30/2019

   **Activities**
   - Recruit and train new MMAP volunteers.

   Utilize traditional and social media to outreach and obtain new volunteers.

   **Expected Outcome**
   Tri-county residents will be more informed about health benefit programs and insurance products.

   **Progress**
   - MMAP continues to provide information regarding benefits and helps people solve problems with health benefit programs and related insurance products.
   - A new volunteer was recruited and efforts to recruit more volunteers continue.

4. Improve transportation options and usability, focusing on TCOA’s consumer demographic needs.
   Timeline: 10/01/2016 to 09/30/2019

   **Activities**
   - Waiver program staff to schedule appointments and fund non-emergency medical transportation for waiver clients.

   Maintain supply of bus passes on hand for non-waiver clients.

   Promote Michigan Transportation Connection partnership.

   **Expected Outcome**
   Tri-county residents will have improved access to transportation options.

   **Progress**
   - Waiver Administrative Assistant and Care Managers on-going task includes scheduling appointments for non-emergency medical transportation.
   - A supply of bus passes are kept on hand for non-waiver clients. A new supply was just secured for the remainder of 2018.
   - TCOA staff are reviewing resource materials of Michigan Transportation Connection.
   - TCOA has been active in participating in Regional Planning Commission needs assessment activities, including a request for a hard copy survey rather than on-line only options for providing feedback.

5. Increase access to kinship care services in the tri-county area.
   Timeline: 10/01/2016 to 09/30/2019
Tri-County Office on Aging

**Activities**
Strengthen partnership with Kinship Care Coalition

**Expected Outcome**
Tri-county residents will have increased access to kinship care services.

**Progress**
- TCOA posts information about local Kinship resources to the Facebook page of the MSU Kinship Care Coalition and related groups.
- TCOA successfully released an RFP in late 2017 to identify a new Kinship Care provider. MSU Kinship Care Coalition received the contract, and began activities in January 2018.
- Outreach has been conducted with Intermediate School Districts and Regional Educational Service Agencies, as well as other youth-serving organizations.

6. Work to advance community integration and outreach efforts. (also fits agency Goals C, D and E)
   Timeline: 10/01/2016 to 09/30/2019

**Activities**
- Expand public awareness and education efforts.
- Maintain Long Term Care Collaborative/Aging and Disability Resource Center partnership.
- Develop TCOA Newsletter and communication materials.
- Expand partnerships with doctors’ offices, physician groups, health plans and community based organizations.

**Expected Outcome**
There will be increased community partnerships and collaboration efforts that will benefit tri-county residents.

**Progress**
- Efforts to expand public awareness and education efforts thus far have included multiple volunteer recruitment attempts, a nutrition presentation at NorthWest Initiative, attendance and input at AARP Caregiver forums, multiple health fairs, local radio broadcasts, presence at community events, presentations at local churches and senior centers, a press release on MOW volunteer needs and a presentation at Lansing Community College to nursing students on elder abuse. The Options Counselor participates in Vulnerable Adult Network (VAN) (all 3 counties), Capital Area Aging Network (CAAN), and Lansing Area Veterans Coalition (LAVC). Additional efforts included several media interviews, which contributed to a human interest column in the Lansing State Journal. An extensive volunteer recruitment campaign & Kinship Care outreach continue. Outreach efforts included TCOA info in Allen Neighborhood Center newsletter, attendance at the National Black Caucus on Aging at Letts Community Center, attendance at a Health Fair for Housing Services of Mid Michigan and several other community events and presentations.
- TCOA helps plan and participates in ADRC/LTC Collaborative Meetings. Recruitment of potential new attendees is ongoing. The Alzheimer’s Association and Grace Hospice have recently joined the collaboration.
- Communication efforts included brainstorming ideas for monthly email to all constituents, updated talking points document and TCOA general brochure, discussed options for Matters of Interest and News Corner pages on website and linking TCOA blog through website, launched monthly e-newsletter and developed a new Kinship...
Tri-County Office on Aging

Care brochure and flyer.

- In hopes of expanding partnerships with doctors’ offices, physician groups, health plans and community based organizations, efforts led to SMG Okemos to hold a Diabetes PATH workshop at their office. TCOA and Sparrow Care Network are partnering to expand Diabetes PATH into their physician offices across the tri-county area and other regions. TCOA is also contracting with Sparrow Care Network to provide leader training to their staff who will then conduct workshops in their offices. TCOA is also connecting with Pain Management physicians to expand Chronic Pain PATH. Attempts to contact Bridge to Wellness grantees to partner have been made, but no response.

- Met with Dr. Graham of Physicians Health Plan to discuss services provided to clients and community regarding Care Transitions options.

7. Work to advance advocacy efforts in the tri-county area.
   Timeline: 10/01/2016 to 09/30/2019

Activities
   · Have local seniors represent the tri-county area on the Michigan Senior Advocates Council to advocate for older Michiganders.

Continue to have Tri-County Office on Aging staff and Advisory Council representation on the planning committee for Older Michiganders Day.

Encourage Advisory Council members and other local advocates to meet with local state legislators to advocate on issues impacting older adults and persons with disabilities as identified in the Older Michiganders Day Platform.

Expected Outcome
Advocacy efforts will improve existing avenues and provide new opportunities for tri-county residents' opinions and concerns to be heard at the local, state and federal levels.

Progress
- Local seniors represent TCOA on the Michigan Senior Advocates Council and regularly conduct office visits. A new member was recruited and started attending meetings in May of 2017.
- Several staff members participate on Steering Committee for Older Michiganders Day (OMD) and the Community Relations and Grants Manager and Executive Director are on the OMD Platform Committee.
- The Advisory Council has been briefed and encouraged to meet with local state legislators to advocate on issues impacting older adults and persons with disabilities as identified in the Older Michiganders Day Platform.
- Approximately 40 older adults from the PSA attended OMD 2017 and 2018, personally interacting with at least four of the area's legislators.

C. Improve access to health, wellness and nutrition supports.
   State Goal Match: 3, 5

Narrative
The needs assessments conducted in early 2016 indicated a great deal of interest in fitness and wellness classes in the tri-county area. Evidence-based disease prevention programs will help to fill this local need. This may also assist in retaining and attracting residents so the communities can thrive across the lifespan.
Objectives

1. Continue to expand access to evidence-based disease prevention programs in the tri-county area.
   Timeline: 10/01/2016 to 09/30/2019

Activities
  · Work with the Area Agencies on Aging Association of Michigan as well as location providers to increase the number of Enhanced Fitness, A Matter of Balance (MOB), Personal Action Toward Health (PATH), Diabetes PATH (D-PATH) and Creating Confident Caregivers (CCC/SAVVY) classes offered in the tri-county area.

  Explore alternative and additional fund sources available to expand and sustain evidence-based programs.

  Seek out community partners and train new Coaches, Lay Leaders and Master Trainers for these programs.

  Seek out community organizations that serve minorities and underserved populations as partners to offer these programs to otherwise overlooked individuals.

  Maintain Medicare certification and explore the possibility of expanding to Medicaid and other health plans for reimbursement.

  Work to provide oral health programs in partnership with nutrition and dental organizations.

Expected Outcome
Tri-county residents will have greater access to evidence-based disease prevention programs in the agency's PSA.

Progress
-A contract with Priority Health was approved to formalize referrals to Matter of Balance and Diabetes PATH.
-Chronic Pain PATH and Medical Nutrition Therapy (MNT) are two new services TCOA is now offering. TCOA is promoting these programs to current community partners along with a local university and local physician offices, including offices that specialize in pain management. TCOA has billed and received payment from Medicare for Medical Nutrition Therapy (MNT) and is an active Medicare provider. New referrals are being accepted for MNT.
-TCOA has also applied for and received multiple grants to help sustain and expand Evidence Based Programs.
-TCOA has recruited six new coaches/leaders for Diabetes PATH, nine new coaches/leaders for Chronic Pain PATH, six new facilitators for Matter of Balance (MOB) and one new master trainer for MOB. Two TCOA staff are also being trained as Powerful Tools for Caregivers facilitators.
-The Community Nutrition Manager has been working with Delta Dental, MDHHS, Area Agencies on Aging Association of Michigan, and Ingham County Health Department to provide oral hygiene education and information about where to get care, and staff attend Eaton County and Michigan Oral Health Coalition meetings.

2. Provide access to healthy and affordable meals to nutritionally at risk older adults.
   Timeline: 10/01/2016 to 09/30/2019

Activities
  · Continue and work to expand Project Fresh.
Explore expansion of frozen food pantry to improve participant choice and variety.

Explore additional funding sources.

**Expected Outcome**
Tri-county residents who are older adults nutritionally at risk will have increased access to healthy and affordable meals.

**Progress**
- TCOA is in contact with Sherri King from AASA on expansion efforts for Project Fresh. TCOA is the lead agency for Project Fresh in Ingham County.
- The Nutrition Director has reached out to Dan Ponteous, the Nutrition Program Manager at Senior Services of Southwest Michigan, to seek information on their frozen food option program.
- The Nutrition Director and Community Relations and Grants Manager prepared a grant for Consumers Energy foundation for kitchen equipment to expand capacity.
- Collaboration with Capital Area Community Services and Greater Lansing Food Bank is well underway with assistance from two AmeriCorps members for the Senior Proxy Project. Client enrollment and deliveries have begun with multiple new referrals received each week.

3. Reduce unnecessary re-admittance to hospitals for high-risk adults.
   **Timeline:** 10/01/2016 to 09/30/2019

**Activities**
- Expand partnership to more hospitals for the Care Transitions Program.

Work to expand reimbursement sources to Medicare Advantage Plans, Medicaid and private insurances.

Sustain Advanced Care Planning training.

**Expected Outcome**
Unnecessary re-admittance to hospitals will be reduced and the Care Transitions Program will expand hospital partnerships.

**Progress**
- TCOA was notified in December 2016 that Sparrow Hospital would not be renewing the contract to continue Care Transitions. Discussions were held with McLaren Hospital to reinitiate the program, and the local Care Transitions Collaborative is looking at a “Patient Activation Model (PAM).” No new clients were received after December 2016. Clients were followed through January 2017 to close out the program.
- TCOA hosted an Advanced Care Planning training in December with participants from Sparrow & TCOA. However, with the close of the Care Transitions program, there are no longer sufficient or appropriate staff to provide Advanced Care Planning trainings at this time.

4. Explore the opportunity to assist tri-county community members in securing a Senior Millage for vital unmet needs.
Tri-County Office on Aging

Timeline: 10/01/2016 to 09/30/2019

Activities
Support possible millage planning committee, including providing data and information to inform campaign.

Expected Outcome
Ingham, Eaton and Clinton counties will each secure a Senior Millage for additional funding for vital unmet needs.

Progress
- TCOA's Planner reached out to other area agencies to research how other organizations were involved in their local millage development process, if at all. At least one local municipality is considering a millage proposal, and TCOA is involved with those conversations.
- A current millage funding the Ingham Health Plan is being reviewed for possible changes to allow support for senior health and wellness initiatives. TCOA is monitoring progress and remaining in communication with Ingham County Commissioners.

D. Protect older adults from abuse and exploitation.
State Goal Match: 5, 3, 2, 6

Narrative
TCOA's mission to "promote and preserve the independence and dignity of the aging population." Protecting the health and safety of older adults and persons with disabilities is of the highest importance to TCOA. This agency goal is directly tied to the agency's mission.

Objectives
1. Raise awareness of domestic abuse, physical and sexual abuse and financial exploitation occurring in the older adult population and how to better respond to these situations.
   Timeline: 10/01/2016 to 09/30/2019

Activities
- Continue to participate in the Ingham County Coordinated Community Response team.
- Explore funding for domestic and sexual violence prevention and response.
- Continue to participate in county vulnerable adult networks in the tri-county area.
- Utilize social media to assist in publicizing information about current scams and fraud occurrences that are being reported locally.

Expected Outcome
Awareness of domestic abuse, physical abuse, sexual abuse and financial exploitation will be increased and tri-county residents will be better equipped to respond to and potentially prevent these situations.

Progress
- Staff attend Vulnerable Adult Network meetings in all three counties regularly. The Intake and Outreach Specialist attends the Ingham County Coordinated Community Response team regularly.
- TCOA posts any current and relevant scams on the agency Facebook page, including posts on local phone scams, Attorney General's anti-fraud efforts, and an OIG Hotline scam.
- The PREVNT grant has enabled TCOA to conduct several community forums on elder abuse, raising awareness and promoting access to resources. A symposium event in June featured community members and service provider agencies as panelists and exhibitors. Community partners are also more engaged.

E. Support individuals with dementia living in the community, as well as their caregivers.

State Goal Match: 3, 5, 6, 1

Narrative
The 2016 needs assessments and community forums indicated interest in expanding services to support individuals with dementia living in the community, as well as their caregivers.

Objectives

1. Work to expand access to programs and services available for individuals with Alzheimer’s Disease and other forms of dementia who are residing in the community, as well as their formal and informal caregivers.
   Timeline: 10/01/2016 to 09/30/2019

Activities
   · Expand SAVVVY/Creating Confident Caregivers training to reach more caregivers of minority populations.
   · Maintain the Resource Directory for Caregivers with an emphasis on dementia supports in partnership with other community organizations.
   · Create opportunities for persons with dementia to receive personal music therapy.
   · Partner with AASA and AAAAM to secure funding for Evidence-Based Programs relating to dementia.

Expected Outcome
There will be a decreased rate of caregiver burn-out in the tri-county area and persons with dementia will have increased access to programs and services specific to their disease.

Progress
- In partnership with Sally Steiner with MDHHS/AASA and Carey Sherman of University of Michigan, efforts have been made to establish a SAVVVY/CCC class for the Latino/a community. Outreach is underway to identify potential new facilitators from the community.
- Caregiver Resource Directory packets have been assembled and are being distributed, as needed.
- TCOA is partnering with AASA and five other AAAs for the Dementia Dexterity grant. Included in the partnership is participation in a learning collaborative, developing evidence informed training for individuals not eligible for CCC, and participating in the pilot training of first responders and direct care workers.
- TCOA also plans to identify individuals in the community who might benefit from further assessment by their physician and provide referral information to those identified. TCOA staff who have direct contact with clients through I&A, MOW and MMAP will be trained to utilize a dementia screening tool such as the AD8 in order to accomplish this. TCOA will work collaboratively with AASA and other participating AAAs to identify appropriate training. TCOA will continue to offer Options Counseling that includes information on dementia care and futures
Tri-County Office on Aging planning.
2019 AIP Program Development Objectives

Area Agency on Aging Goal

A.

State Goal Match:

Narrative

Objectives

1.

Timeline: to

Activities

Expected Outcome
WHEREAS, the Tri-County Aging Consortium, known as Tri-County Office on Aging, produced the Fiscal Year 2019 Annual Implementation Plan as required by the Older Americans Act and the Older Michiganians Act; and

WHEREAS, the Ingham County Board of Commissioners has reviewed the Tri-County Office on Aging’s Fiscal Year 2019 Annual Implementation Plan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Tri-County Office on Aging’s Fiscal Year 2019 Annual Implementation Plan.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: July 17, 2018
SUBJECT: Contract with L. J. Trumble Builders, LLC for the McNamara Landing Construction Project
For the meeting agenda of 8/20/18 Human Services and 8/22/18 Finance

BACKGROUND
With the growing popularity in paddle sports, the Parks Department identified a need for developing and improving facilities at McNamara Landing with a universally accessible canoe/kayak launch dock on the Grand River, adjacent accessible bathrooms, ADA parking improvements, walkways and drinking fountains.

Currently, the site has wooden steps and an alternate 6ft. wide concrete walkway leading to the water. However, the set of steps at the water’s edge, used for landing and launching water craft, does not meet universally accessible guidelines. The rented portable privy and parking area are also in need of updates to meet accessibility standards.

Board of Commissioners Resolution #17-313 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement in the amount of $105,800, plus a local match of $45,400 for a total project amount of $151,200 to develop McNamara Landing and make it more accessible.

The scope of this project includes supplying and installing EzDock™ Kayak Launch, CXT Vault Toilet Building, bituminous paving and concrete walks, recycled plastic bollards, and native seeding. The EzDock™ canoe/kayak launch will accommodate all people with varying abilities. A 60” gangway with a concrete approach will provide easy access and ample turning clearance for all users with a watercraft to the floating dock. A built-in adjustable transfer bench and overhead grab bars will provide ease and stability for lowering or lifting into or out of the watercraft.

ALTERNATIVES
This project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. It would also help facilitate access for all to the canoe/kayak livery operation at Burchfield County Park by easing the entrance and exit of paddlers to and from their watercraft at McNamara Landing. This accessible dock/canoe/kayak launch can be utilized for accessible fishing on the Grand River as well.

The growing state-wide trend is to designate navigable rivers into water trails and connect communities on a regional basis. This development project would help with future collaboration with other local units of government in connecting “destination points” on the Grand River and could foreseeably benefit the area economically from increased public use, due to improved accessibility. The only alternative is to not complete the project.

FINANCIAL IMPACT
Board of Commissioners Resolution #17-313 authorized the acceptance of a project agreement in the amount of $105,800, plus a local match of $45,400 for a total project amount of $151,200.
Board of Commissioners Resolution #18-033 authorized a contract with the prime professional, M.C. Smith Associates & Architectural Group, Inc., in the amount of $14,396 leaving a remaining balance of $136,804 for the project.

The Evaluation Committee recommends that a contract be awarded to the local vendor, L. J. Trumble Builders, LLC with a low bid in the amount of $195,533 plus the cost of including Alternate No. 1 (concrete for the kiosk) in the amount of $1,893 for a total construction cost not to exceed $197,426.

This leaves a shortage of $60,622. This resolution authorizes an additional $60,622 from the Trails and Parks Millage fund balance to be able to complete this project.

**STRATEGIC PLANNING IMPACT**
This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**
The Ingham County Park Commission supported this resolution at their July 16, 2018 meeting.

**RECOMMENDATION**
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with L. J. Trumble Builders, LLC.
July 11, 2018

Tim Morgan, CPRP
Director, Ingham County Parks
121 E. Maple St., Suite 102
Mason, Michigan 48854

RE: McNamara Landing Canoe Launch Project @ Burchfield Park

Dear Tim,

Bids for the McNamara Landing Canoe Launch Project @ Burchfield Park were received and opened at the Ingham County Offices on Monday, July 9, 2018 at 11:00 a.m. There were four (4) bids received on the project. Bids were received from Moore Trosper, Laux Construction, E.T. MacKenzie Company and L J Trumble Builders LLC.

Improvements for this project include an EzDock™ Kayak Launch, CXT Vault Toilet Building, Bituminous Paving and Concrete Walks, Recycled Plastic Bollards, and Native Seeding.

L J Trumble Builders LLC was the low bidder with a base bid $195,533.00. L J Trumble Builders provided a cost of $1,893.00 for Alternate No. 1 for the Concrete for the Kiosk.

We recommend that L J Trumble Builders LLC of Lansing, Michigan be awarded the project with a low bid of $195,533.00 including Alternate’s No. 1 for a total construction cost of $197,426.00.

I spoke with Leo Trumble of L J Trumble Builders LLC, and he indicated he was excited continue working with Ingham County. L J Trumble Builders has completed several projects with both Ingham County and MCSA Group, Inc.
MCSA Group’s Engineering Estimate including construction contingency (attached) was $197,070.65. This is within 1% of the bid.

If you have any questions or need additional information concerning this recommendation, please feel free to contact me.

Sincerely,

MCSA Group, Inc.

Tiffany Smith
President

cc:  Melinda Whitten
# Burchfield Park - McNamara Landing Improvements

**Ingham County**

**Construction Cost Estimate**

**May 21, 2018**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>No. of Units</th>
<th>Price</th>
<th>Extension</th>
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</thead>
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<td>Simple Pump™ ADA Hand Pump for Well</td>
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Burchfield Park - McNamara Landing Improvements
Ingham County
Construction Cost Estimate
May 21, 2018

<table>
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<tr>
<th>Description</th>
<th>Unit</th>
<th>No. of Units</th>
<th>Price</th>
<th>Extension</th>
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<tr>
<td><strong>CANOE / KAYAK LAUNCH</strong></td>
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<td>EZ Dock</td>
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<td>Rip Rap</td>
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<td>Restoration Seeding</td>
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<td>Design and Bidding Contingency (6%)</td>
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<td>Construction Contingency (4%)</td>
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<td>Professional Fees Including Soil Boring and Site Survey</td>
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<td>Recycle and Trash Bins</td>
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<td>MNRTF Sign</td>
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<td><strong>TOTAL</strong></td>
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<td>Concrete Pavement at Kiosk</td>
<td>SF</td>
<td>239</td>
<td>$4.50</td>
<td>$1,236.83</td>
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</tbody>
</table>

Evaluations of the Project Budget and Estimates of Construction Cost prepared by M.C. Smith Associates represents their judgment as design professionals. It is recognized, however, M.C. Smith Associates has no control over the cost of labor, materials or equipment, nor a contractor's methods of determining bid prices, or over competitive bidding, or market conditions. Accordingly, M.C. Smith Associates cannot and does not warrant or represent that bids or negotiated prices will not vary from the Project Budget or from any estimate of construction cost or evaluation prepared by M.C. Smith Associates.
TO: Tim Morgan, Parks Director
FROM: James Hudgins, Director of Purchasing
DATE: July 9, 2018
RE: Memorandum of Performance for RFP No. 140-18: McNamara Landing Canoe Launch Project at Burchfield Park

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors for the McNamara Canoe Launch Project at Burchfield Park.

The scope of this project includes, but is not limited to, supplying and installing a kayak launch, vault toilet building, bituminous paving and concrete walks, recycled plastic bollards, and seeding.

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>13</td>
</tr>
<tr>
<td>Vendors attending pre-bid/proposal meeting</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

The following grid is a summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Total Lump Sum</th>
<th>Alternate Concrete for Kiosk</th>
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</thead>
<tbody>
<tr>
<td>L J Trumble Builders LLC</td>
<td>Yes, Lansing, MI</td>
<td>$195,533.00</td>
<td>$1,893.00</td>
</tr>
<tr>
<td>Laux Construction</td>
<td>Yes, Holt, MI</td>
<td>$274,625.60</td>
<td>$1,661.80</td>
</tr>
<tr>
<td>E.T. MacKenzie Company</td>
<td>No, Grand Ledge, MI</td>
<td>$288,746.95</td>
<td>$5,566.00</td>
</tr>
<tr>
<td>Moore Trosper</td>
<td>Yes, Holt, MI</td>
<td>$302,091.00</td>
<td>$2,662.00</td>
</tr>
</tbody>
</table>

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds $10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH L. J. TRUMBLE BUILDERS, LLC

WHEREAS, Board of Commissioners Resolution #17-313 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement in the amount of $105,800, plus a local match of $45,400 for a total project amount of $151,200 for the McNamara Landing project; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced general contractors; and

WHEREAS, the scope of this project includes, but is not limited to, supplying and installing an EzDock™ Kayak Launch, CXT Vault Toilet Building, bituminous paving and concrete walks, recycled plastic bollards, and native seeding; and

WHEREAS, the Evaluation Committee recommends that a contract be awarded to the low and local bidder L. J. Trumble Builders, LLC; and

WHEREAS, Board of Commissioners Resolution #18-033 authorized a contract with the prime professional, M.C. Smith Associates & Architectural Group, Inc., in the amount of $14,396 which will leave a remaining balance of $136,804 for the project’s construction in line item 228-75999-976000-7P11; and

WHEREAS, the actual cost for the construction exceeds the original budget by $60,622; and

WHEREAS, additional funds need to be appropriated for the project from the Trails and Parks Millage fund balance; and

WHEREAS, the Parks Department would like to request a line item transfer of $60,622 from the Trails and Parks Millage fund balance for the McNamara Landing project into line item #228-75999-976000-7P11.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into a contract with L. J. Trumble Builders, LLC in an amount not to exceed $197,426 for the McNamara Landing project.

BE IT FURTHER RESOLVED, that $136,804 is available in line item 228-75999-976000-7P11 for the project’s construction.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional $60,622 from the Trails and Parks Millage fund balance for the McNamara Landing project and the Controller is authorized to transfer $60,622 from the Trails and Parks Millage fund balance into line item #228-75999-976000-7P11.

BE IT FURTHER RESOLVED, that the term of the contract shall be from the date of execution until June 28, 2019.
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: 08/07/2018
SUBJECT: Resolution to Adopt the Ingham County Trail Wayfinding Signage Plan and to Authorize an Application for a Transportation Alternative Program Grant
For the meeting agenda of 8/20/18 Human Services and 8/22/18 Finance

BACKGROUND
Ingham County hired Spicer Group to complete an Ingham County Trail Wayfinding Signage Plan and Spicer Group has completed their plan with the assistance of communities and stakeholders across Ingham County. Five stakeholder meetings were held on the following dates: 5/5/17, 6/29/17, 8/10/17, 10/5/17 and 3/9/18. Stakeholders that were in attendance consisted of: City of Lansing, Friends of Lansing Regional Trails, Tri-County Bicycle Association, Meridian Township, Delhi Township, Spicer, Out Your Backdoor LLC., Aurelius Township, City of East Lansing, Huron Waterloo Pathways Initiative, City of Mason, REO Town, Michigan Trails and Greenways Initiative. Village of Leslie, Michigan Department of Natural Resources, Ingham County 911, Tri-County Regional Planning Commission, 5 Healthy Towns and Ingham County Parks.

By adopting this plan, it will allow the Parks Department to apply for a Michigan Department of Transportation Transportation Alternatives Program grant to fund the wayfinding signage for the communities that have participated in the compilation of the wayfinding plan (See Attached).

ALTERNATIVES
A wayfinding system is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Wayfinding signs are needed by Ingham County visitors and residents to navigate their land and water trail systems that can often disorient the user, even when they are familiar with the area. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT
The Ingham County Trails and Park Millage may be used as leverage for State/Federal funds through a Michigan Department of Transportation Transportation Alternatives Program grant for Wayfinding Signage for all trails within the County. The steps for funding wayfinding signs are as follows:

1. Each municipality will determine their wayfinding sign locations, type and quantity for each type of sign.
2. Each municipality will communicate their sign needs to the County.
3. Ingham County Parks will develop and submit a grant application for all signs for each trail systems countywide.
4. If the grant is awarded, the County will oversee construction documents, bidding and contract installation.
5. After the initial funding and installation, signs should be included as a scope item in each municipality’s future grant application.
The Parks Department is requesting the Ingham County Board of Commissioners to authorize the use of $118,900 in 2019 funds (leaving a balance of $1,261,924 for 2019) and $730,900 in 2020 funds (leaving a balance of $1,543,975 for 2020) for a total of $849,800 from the Trails and Parks Millage for a local match for a Michigan Department of Transportation Alternatives Program grant which would generate $594,500 for a total $1,444,300 project cost.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution with the passage of a motion at their July 23, 2018 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
RESOLUTION TO ADOPT THE INGHAM COUNTY TRAIL WAYFINDING SIGNAGE PLAN AND TO AUTHORIZE AN APPLICATION FOR A MICHIGAN DEPARTMENT OF TRANSPORTATION TRANSPORTATION ALTERNATIVES PROGRAM GRANT

WHEREAS, to assist the Board of Commissioners in developing a plan for wayfinding, Ingham County hired Spicer Group to complete an Ingham County Trail Wayfinding Signage Plan; and

WHEREAS, Spicer Group has completed their plan to the satisfaction of the Ingham County Park Commission and community stakeholders; and

WHEREAS, the Parks and Recreation Commission recommends the adoption of the plan and the submission of a grant application to the Michigan Department of Transportation Transportation Alternatives Program grant for implementing recommendations set forth in the plan; and

WHEREAS, the Michigan Department of Transportation is accepting grant applications for the year’s grant cycle through October 24, 2018; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of $849,800 from the Trails and Parks Millage for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the Ingham County Trail Wayfinding Signage Plan prepared by Spicer Group.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the submission of a Michigan Department of Transportation Transportation Alternatives Program grant for $594,500 for implementing the wayfinding plan in Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes $849,800, from the Trails and Parks Millage for a local match for a total $1,444,300 project cost.

BE IT FURTHER RESOLVED, that funds are available in the Trails and Parks Millage fund.

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

BE IT FURTHER RESOLVED, that the 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.
ACKNOWLEDGEMENTS

Ingham County Board of Commissioners
Victor Celentino, District 1
Ryan Sebolt, District 2
Sarah Anthony, District 3
Bryan Crenshaw, District 4
Todd Tennis, District 5
Randy Maiville, District 6
Kara Hope, District 7
Mark Grebner, District 8
Carol Koenig, District 9
Brian McGrain, District 10
Teri Banas, District 11
Deb Nolan, District 12
Randy Schafer, District 13
Robin Naeyaert, District 14

Ingham County Staff
Jared Cypher, Deputy Controller
Tim Morgan, Parks Director
Melissa Buzzard, Trails & Parks Millage Program Coordinator
Brian Collins, Hawk Island Park Manager
Coe Emens, Hawk Island Assistant Park Manager
Jeff Gehl, Burchfield Park Manager
Chris Washer, Burchfield Park Assistant
Pat Witte, Lake Lansing Park Manager
Tim Buckley, Burchfield/Lake Lansing Asst. Park Manager
Nicole Wallace, Executive Assistant
Karen Fraser, Financial Coordinator

Ingham County Parks and Recreation Commission
Commissioner Teri Banas
Commissioner Carol Koenig
Sarah Nicholls, Chair
Matthew Bennett, Vice-Chair
Jonathan Schelke, Secretary
Pat Lindemann, Drain Commissioner
Paul Pratt, Drain Commissioner Designee
Cherry Hamrick
Jessy Gregg
Ryan Earl
Shirley Rodgers

Adopted by the Ingham County Board of Commissioners on _________________.

Prepared by:
Spicer Group
230 S. Washington Ave., Saginaw, MI 48607, (989) 754-4717
www.spicergroup.com
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<th>Page Nos.</th>
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<tr>
<td>Sign Design Guidelines</td>
<td>3</td>
</tr>
<tr>
<td>Map / Trailhead Sign</td>
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<tr>
<td>Trailblade Sign</td>
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“Wayfinding provides guidance and the means to help people feel at ease in their surroundings.”

- Gibson
INTRODUCTION

A wayfinding system is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Good wayfinding design fits and even enhances the unique character of an area.

The first trail systems in Ingham County were developed in the mid-1970’s in the City of Lansing. Lansing has been expanding sections of its River Trail ever since. Other communities started planning and developing trail systems starting in the 1990’s. These trail systems have connected to each other and to trail systems beyond the county limits.

Wayfinding signs are needed by Ingham County visitors and residents to navigate their land and water trail systems that can often disorient the user, even when they are familiar with the area. Good wayfinding signs make directional information clear through sign placement, content, graphic design and text clarity. Consistent design elements are essential to the success of wayfinding signs. When a user can easily identify wayfinding information through the visual cues of color and type continuity, content information can be comprehended more quickly.

Currently there is a lack of wayfinding on most trails in the County and where it is present there is no consistency in physical design and frequency of signs along the trails. Some communities have signage and some do not. Existing signage has gaps in terms of destinations (that should be signed to, but aren’t), routes (that are important travel routes but don’t have signs), and branding (current signs represent a hodgepodge of designs). For trail users, there is no consistent look and feel that helps them get from place to place or that makes them feel that they are in a place that is pleasant and that cares to make traveling easier and more enjoyable.

Working with stakeholders throughout the Ingham County communities, a trail wayfinding system was developed. The wayfinding signs were designed to be cost effective and adaptable, and to maintain the unique visual identity established within the Ingham County Trail system.
This plan develops a family of wayfinding signage that creates a visual identity for the system and presents a consistent, unifying graphic style to enhance the branding or image of the Ingham County trails. Ingham County is home to Michigan State University, Lansing Community College and the State Capitol and draws visitors from all areas of the country and from international locales. Student populations bring a high rate of turnover of residents adding to the need for an effective wayfinding system.

The wayfinding system will be organized throughout each community’s trail system and to major attractions and destinations within Ingham County. Visitors and residents, whether travelling by bike or on foot, will be directed to these places through an attractive signage system. The design of the wayfinding system, inherent to the character of the region and the uniqueness of the people, culture, history and natural environment, will support the development of a sense of place as one moves along the trails.

The Ingham County Trail Wayfinding Signage Plan develops a wayfinding system for all trails within the County and lays the foundation of the system for pedestrians and bicyclists. A consistent wayfinding system on all trails within Ingham County will enhance the use of the public amenities, especially the parks, trails and downtown areas, providing, aesthetic, safety, health and economic benefits to the community.
The Ingham County Trails Wayfinding Sign Design Guidelines were developed to create a consistent message for the land and water trails within Ingham County. The consistent visual elements will inform residents and visitors that they are using a trail within Ingham County.

The guidelines outlined in this manual will help partners develop signs that can be customized for individual sites. The purpose of this sign system is to provide a flexible framework for Ingham County’s Trail partners to help tell the story of their site(s). After the signs are installed their information will be entered into the Ingham County database.

The Wayfinding system developed for the Ingham County Trails consists of three tiers of different signs as follows (detailed drawings can be found in appendix A):

### MAP / TRAILHEAD SIGNS

Map and Trailhead signs are large signs designed to be placed at trailhead locations or major entry locations along the trail system. The signs are designed to stand vertically so they attract attention. The signs can be mounted simply on 2 posts, or a more decorative structure. The map shown on the sign will inform trail users about their location, local attractions, trail amenities such as restrooms and parking and trail distances. The sign would also include any regulations. Regulations should be worded in a positive manner. For example, instead of saying “No littering”, say “Please leave the park as you would like to find it.”, or “Please help keep the Parks and Trails Clean.”

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.
TRAIL BLADES

Trailblades serve multiple functions depending on their placement. They can identify mileage, upcoming trailheads, trailside amenities and points of interest. These signs should be placed at key decision points along the trail so that trail users can easily determine which direction they would like to travel.

When installed along the trail, signs will need to meet MMUTCD (Michigan Manual on Uniform Traffic Devices) requirements for placement and height. These requirements can be found on Figure 9B-1 (Sign Placement on Shared Use Paths) in the MMUTCD manual. A link to the manual can be found in the “Regulatory / Warning Signage” section of this report.

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.

MILE MARKERS

Two types of mile marker signs have been developed. The first, displays the mileage, street name or location and amenities that can be found at that location. The second type displays only the mileage and street name or location.

The Lansing River Trail system currently has had 1/4 mile markers in place for over 20 years. The stakeholders thought it would be best to keep 1/4 mile increments for the mile markers, however each individual community can determine the increments that best fit their trail system or community. In densely populated areas where access points are numerous, it may be more advantageous to have 1/4 mile increments. Where the trail is straight with few access points, it may work with larger increments, like 1/2 mile.

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.
РЕГУЛЯТОРНЫЕ / ОПОЗНАЮЩИЕ ОБЪЯВЛЕНИЯ

Any regulatory signage placed on the Ingham County trail system will meet the requirements of the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). The MMUTCD manual can be found at:


На дороге

Some of the trail routes in Ingham County will be on-road routes where users will “share the road” with vehicular traffic. Where an on-road system is present, the wayfinding should consist of road signs to identify the trail and/or pavement markings to guide users to their destinations. Signs are typically placed at decision points along the route – typically at the intersection of two or more roads or trail systems and at other key locations.

These signs must meet MMUTCD (Michigan Manual on Uniform Traffic Devices) standards and will require approval by the local or state road authority.

PAVEMENT MARKINGS

Pavement markings can be installed to help reinforce routes and directional signage and to provide bicyclist positioning and route branding benefits. Under urban conditions, pavement markings may often be more visible than signs to users of the route. Pavement markings may be especially useful where signs are difficult to see (due to vegetation or parked cars). They can also help bicyclists navigate difficult turns.

Pavement markings need to be strategically placed as they can create slippery conditions on the trail surface.

These pavement markings must meet MMUTCD (Michigan Manual on Uniform Traffic Devices) standards and, if on road, will require approval by the local or state road authority. A link to the manual can be found in the “Regulatory / Warning Signage” section of this report.

BRIDGE MARKING

For both the land and water trails, there are numerous road bridges which span across the rivers, or that the trail crosses over/under. These bridges should be signed with the road name and the river name. The river name should be signed with the river name from the view of the water trail user and the land trail user. The bridge signs are designed to provide locational information. No logos or extraneous information are included on the bridge signs. The lettering size will be determined on a case by-case basis and is based on several factors. The distance of the bridge deck to the water surface, the span of the river at the bridge location, and the speed of the water flow are all considered. These calculations are based on accepted letter sizing guidelines for maximum visibility ranges.

WATER TRAIL SIGNS

Ingham County contains the Grand River, the Sycamore Creek and the Red Cedar River. Water Trails have been identified along the Grand and Red Cedar rivers, in the Trails and Parks Comprehensive Report completed in 2016.
Signing of the water trails is a major priority in Ingham County and safety is the primary focus of these signs. Water landing trailhead and trailblade signs will follow the templates laid out in the Land Trail section. Smaller scale landings may use water landing trailblades to inform users. The side of the trailblade facing the river identifies the landing name and available amenities, such as restrooms, parking, or picnic facilities. The side of the trailblade facing land shows the landing name and the next two significant points of interest downriver. The signs provide a unifying element that identifies the landing as part of the overall trail system.

It was determined that it would be difficult to use mile markers along the river corridors due to the large amount of the land being privately owned. Design and installation of all signs along the water corridors needs to take into consideration the flooding and ice conditions that occur.

**WATER TRAIL WARNING SIGNS**

There are areas on the river that require portages or should only be attempted by experienced paddlers. Warning signs are designed to alert paddlers of upcoming situations that may require caution or portage. These signs must be sited far enough upstream to allow for action, but not so far upstream as to lose correlation to the significant point on the river. The ideal site will most often be the nearest bridge upstream due to the instability of the shoreline or excessive vegetation at the river's edge. If shoreline installations are unavoidable, installation details must be carefully planned due to the corrosive action of the river during high water events. It is desirable that shoreline warning signs are standardized due to the increased possibility of sign loss and the costs associated with replacement. Warning sign text must be as concise as possible so that font size can be maximized. No logos or extraneous information are included on the warning signs.

**INTERPRETIVE SIGNS**

Interpretive Signs tell a story about the historical, cultural, educational or natural resources. The ultimate goal in telling a story is to personally connect with visitors-something they value and wish to preserve for their children and grandchildren. Good interpretive signs do more than provide information. They are rich, evocative stories presented in a graphically pleasing composition. Since some visitors may have a limited amount of time to take in all the elements of a site, partners should avoid the temptation to “information-overload.” Identify the points of information you wish to convey and prioritize the most relevant. Thought must also be given to the siting of interpretive signs. Partners will want to provide interpretation without obscuring or detracting from the views to the resource. Interpretive signs should be available, but should not dominate the setting. Communities are encouraged to creatively tell the story of their site with as
little graphic limitations as possible. Each community will be responsible for formulating the content and layout of the interpretive material about the particular site. There are many sources for obtaining information and developing sign content. One local source to the Ingham County region is the Michigan History Center through the Heritage Trail Coordinator, Daniel Spegel, (517) 420-6029, spegeld@michigan.gov.

All interpretive signs should be accessible to people of all abilities with access to and around them, adequate maneuvering space and options for receiving the information (i.e. QR codes). The National Park Service has developed a document, Programmatic Accessibility Guidelines for National Park Service Interpretive Media, which is a great resource and can be found at: https://www.nps.gov/hfc/pdf/accessibility/access-guide-aug2009.pdf

Interpretive Signs are available in many styles and mounting options.

- Low Profile
- Rail Mount
- Wall Mount
- Upright
- Multi-Panel Upright
- Tri-Angular Kiosk
The Ingham County Trail Wayfinding signage system strives to allow design flexibility for partners developing signage for their specific sites. Consistent design elements signal that these signs are part of a larger system. To maintain the visual continuity throughout the county’s trail area-wide sign system, elements like fonts (typefaces) and color must be consistent.

**FONTS**

Typography is fundamental to graphic design standards. Consistency in typography throughout the sign system aids the user in identifying and comprehending the information presented.

The font has been chosen for readability, ADA compliance, and accessibility, and as such, must not be changed. **Myriad Pro** is the preferred font for all Ingham Trails Wayfinding signs.

If the **Myriad Pro** font is unavailable, **Arial** may be used with specific substitution standards.

**COLORS**

The blue colored background was chosen for its compatibility with other colors. The colors have been tested for color blindness and have passed in all areas of this testing.

It is important that partners adhere to these colors. The integrity of these base colors provides a visual cue that the viewed sign is part of the Ingham Trails area-wide sign system.

**Background Color, Top portion of Sign:** (shown green) C:63, M:0, Y:57, K:28; Each community can choose to use the standard green color, or may substitute any color of their choice to individualize the sign, only on this top portion of the sign.

**Background Color, Bottom portion of Sign:** (Dark Blue) C:85, M:58, Y:0, K:69

**Lines / Arrows Color:** (Orange) C:0, M:63, Y:89, K:0

**Font Color:** White
**INTERNATIONAL SYMBOLS**

The Ingham County Wayfinding Sign system will utilize the internationally accepted sign symbols, as defined by the Bureau of Land Management, which were derived from the Manual of Uniform Traffic Control Devices (MUTCD), and adaptations from symbols from the National Science Center for Technology (NSTC) and the U.S. Forest Service.

These symbols can be found in the appendix of the National Sign Handbook developed by the Bureau of Land Management. The handbook can be found at:

IMPLEMENTATION

The implementation strategy presented here is a plan for realizing the wayfinding signage system on all Ingham County trails.

Implementation of the wayfinding and interpretive signage system is proposed to occur initially on the entire developed trail systems, both water and land, within Ingham County. This will require each community to provide a list of the desired signs, quantity and type, to the County. The initial phase of the sign implementation will be funded with the Ingham County Trails and Park Millage and a possible state grant through MDOT and/or the DNR.

After the initial phase of implementation on all the developed trails, each community will be required to include wayfinding in their future trail projects.

FUNDING

The Ingham County Trails and Park Millage may be used as leverage for State/Federal funds through grant programs in Michigan, such as programs administered by MDOT and/or the DNR.

The steps for funding wayfinding signs are as follows:

1. Each municipality will determine their wayfinding sign locations, type and quantity for each type of sign.
2. Each municipality will communicate their sign needs to the County.
3. Ingham County Parks will develop and submit a grant application for all signs for each trail systems county-wide.
4. If the grant is awarded, the County will oversee construction documents, bidding and contract installation.
5. After the initial funding and installation, signs should be included as a scope item in each municipality’s future grant application.

Each municipality will be responsible for any interpretive signs they choose to install.
CONSTRUCTION / INSTALLATION

The drawings for each type of sign can be found on the following pages.

INSTALLING SIGNS

In order to maintain a consistent level of quality and longevity, sign partners must comply with the minimum standards in construction detailing and specifications.

Partners and/or their contractors are responsible for obtaining any and all permits required by law regarding the installation of signs and shall comply with all legal and safety requirements governing the work shown in the details.

Contractors shall notify Ingham County Parks and/or FLRT (Friends of the Lansing Regional Trails) of any discrepancies in the details or design templates.

SIGN DETAILS

The posts for all signs along the trails should be a break away post.

Where applicable along the trails, it is preferred to have each sign 2-sided instead of having signs on both sides of the trail in order for the information to be visible for users from both directions.

Clear Zone: All trail side signage will be installed a minimum of 2 feet from the edge of the trail surface.
Maintenance is an important part of any sign program.

The Friends of the Lansing Regional Trails (FLRT) through the work of the Trail Ambassador position, will work closely with each community to monitor the signs and set up a maintenance plan for cleaning, repair and replacement. As a partner in the Ingham County Trail System, these signs will be entered into a GIS-based database maintained by FLRT and Tri-County Regional Planning. This provides a storehouse of information about all wayfinding sign information. This database will include location, design, installation features and a photo of each sign. FLRT will work with partnering organizations to develop a process for keeping the database up to date.

**PEDESTRIAN BRIDGE WEIGHT LIMITS**

Pedestrian bridge weight limit signs should be maintained as part of the Ingham County 911 database.

**UNIQUE NUMBERING SYSTEM**

As the Ingham County Land and Water Trails continue to be a popular destination, the safety of users is critical. Working with Ingham County 911 and other wayfinding stakeholders, it was determined that each mile marker sign should not only have the trail system identified, but also have a unique number. This system will provide water and land trail users with reliable locating information in the event of an emergency. Each number will be unique and will be coordinated with local 911 services’ databases and will be permanently recorded in the Ingham County database along with other sign management information.
Trail Wayfinding System
Ingham County Trails & Parks

TRAILHEAD IDENTIFICATION

MILE MARKER / STREET SIGN

TRAILBLADE
INHAME COUNTY TRAILS WAYFINDING

TRAILHEAD SIGN

3'-0" MIN.

6'-0"
(CAN VARY WITH AMOUNT OF INFORMATION)
TRAILBLADE SIGN
MILE MARKER SIGN
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<tr>
<td>Strach</td>
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</table>
TO:  Board of Commissioners Human Services & Finance Committees
FROM:  Tim Morgan, Parks Director
DATE:  August 7, 2018
SUBJECT:  Amendment to City of Lansing Millage Agreements

For the meeting agenda of 08/20 Human Services and 08/22 Finance

BACKGROUND
Board of Commissioners Resolution 16-257 and 16-328 authorized entering into contracts with the City of Lansing to fund the following projects:

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Project #</th>
<th>Begins</th>
<th>Ends</th>
<th>Resolution</th>
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<tbody>
<tr>
<td>COL - Overlay and Partial Reconstruction of Lansing</td>
<td>TR001</td>
<td>09/22/16</td>
<td>09/22/18</td>
<td>16-257</td>
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<tr>
<td>COL-Wall and Pavement Repair River Trail West (Near Elm St)</td>
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The City of Lansing is requesting an amendment to the Agreements because due to unforeseen trail conditions and an additional needed DEQ study the actual bids for the projects came in higher than the amount originally requested and awarded. Based on these unforeseen circumstances, an additional $270,318.14 is needed to complete the work. Additionally the City of Lansing would like an extension to July 1, 2019 to complete their final report as well as an extension to December 31, 2019 for the Moores River Drive River Trail repair project. A detailed explanation of the amendment request is attached.

ALTERNATIVES
The Park Commission considered various alternatives with dialogue with the City of Lansing Park Director at their July 16th and July 23rd meetings. The Park Commission approved this approach at their July 23, 2018 meeting.

FINANCIAL IMPACT
This resolution requests $270,318.14 from the 2018 millage fund leaving a remainder of $44,684 in 2018 millage funds. The additional funds would be dispersed as follows $40,000 to TR001, $120,140.16 to TR005 and $85,603.60 to TR016. The Park Commission also requested that a 10% contingency be added as a buffer which equals $24,574.38 of the total ask that can be used as a buffer for any of the three projects mentioned above.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features,1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.
OTHER CONSIDERATIONS
The Ingham County Park Commission supported that staff bring forward this resolution at their July 23, 2018 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution authorizing an amendment to the Agreements with the City of Lansing.
July 18, 2018

Ms. Carol Koenig, Chairperson
Board of Commissioners
P.O. Box 319
Mason, MI 48854

Mr. Timothy Morgan, Director
Ingham County Parks
P.O. Box 178
Mason, MI 48854

Ms. Melissa Buzzard
Trails & Parks Millage Coordinator
P.O. Box 178
Mason, MI 48854

Dear Chairperson Koenig, Ms. Buzzard and Mr. Morgan:

In regard to the meeting on Monday, July 16, as requested I am providing you with a revised letter and spreadsheet to include the grant fund balance.

As previously stated, on September 21, 2016 the City entered into a two-year contract to complete several maintenance and replacement projects along the Lansing Regional Trail. We have been fortunate to have projects finish under budget, however, due to the unforeseen condition of the trail there are projects that have exceeded the original grant and matching fund amounts. A breakdown of the projects, funding amounts, construction costs and total fund balance is attached for your review.

We believe all projects will be completed, apart from the pavement and repair of the river trail along Moores River Drive, by November 30, 2018. The Moores River Drive project has been delayed due to issues with DEQ permits and the threat to endangered aquatic species. This project should be completed by the end of 2019.

The city is asking for additional funding over the awarded grant amounts to encompass the additional costs of the projects, which is estimated to exceed $245,000. As requested by the County Board, we are also including an additional 10% contingency creating a fund balance shortfall of approximately $270,318.14. To account for these adjustments, I am asking for an extension to July 1, 2019 to complete our final report. I am also requesting an extension to December 31, 2019 for the Moores River Drive River Trail repair project. All required change orders and documentation will be forthcoming.

"Equal Opportunity Employer"
The City has been entrusted with grant funds and I want to ensure the City is being a wise steward of millage dollars and performing our due diligence for long-term repair to prevent further deterioration and provide a safe regional River Trail. However, without the additional funding, the city would not have matching funds budgeted and would be unable to complete these projects this year.

Thank you for your consideration and I look forward to hearing from you should you have any questions or if I may provide any additional information.

Sincerely,

[Signature]

Andy Scher, Mayor

Attachment
<table>
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<tr>
<th>Project</th>
<th>Grant Funding</th>
<th>Consultant Cost</th>
<th>Construction Cost</th>
<th>Total Fund Balance</th>
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<td>Overlay &amp; Partial Reconstruction**</td>
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<td>$326,527.68</td>
<td>$564,878.00</td>
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<td><strong>Fund Balance Contingency 10%</strong></td>
<td>(101,354)</td>
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<td>($24,574.38)</td>
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<td><strong>Total Fund Balance</strong></td>
<td>$3,161,823.18</td>
<td>$402,500.84</td>
<td>$3,005,066.10</td>
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**Included in amounts is completed cost portion of project and consultant costs for CL-26-LT-GR totaling $108,462.16**
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO CITY OF LANSING TRAILS AND PARKS MILLAGE AGREEMENTS

WHEREAS, Board of Commissioners Resolution 16-257 and 16-328 authorized entering into contracts with the City of Lansing to fund the below projects; and

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WHEREAS, the City of Lansing is requesting an amendment to Agreement #TR001, TR005, TR006, TR014, TR015, TR016 because of unforeseen circumstances and the actual bids for the projects came in higher than the amount originally requested and awarded; and

WHEREAS, based on actual bids, an additional $270,318.14 is needed to complete the work including the already contracted consultant services for engineering and design; and

WHEREAS, the City of Lansing is requesting the funds awarded per Board of Commissioners Resolution in the amount of $270,318.14 to be allocated as follows $40,000 to TR001, $120,140.16 to TR005 and $85,603.60 to TR016 and a 10% contingency buffer which equals $24,574.38; and

WHEREAS, the City of Lansing is requesting an extension to July 1, 2019 to complete their final report and an extension of December 31, 2019 for the Moores River Drive River Trail repair project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with the City of Lansing.

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<td>09/21/18</td>
<td>16-328</td>
</tr>
<tr>
<td>CL-16-LTE-RC (Potter’s Zoo Creek Bridge)</td>
<td>TR015</td>
<td>09/21/16</td>
<td>09/21/18</td>
<td>16-328</td>
</tr>
<tr>
<td>CL-20-LTE-RC (Under RR North of Crego Park)</td>
<td>TR016</td>
<td>09/21/16</td>
<td>09/21/18</td>
<td>16-328</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes $270,318.14 from the 2018 millage funds for completion of these agreements to be allocated as follows $40,000 to TR001, $120,140.16 to TR005 and $85,603.60 to TR016 and a 10% contingency buffer which equals $24,574.38.
BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an extension to July 1, 2019 to complete their final report and an extension of December 31, 2019 for the Moores River Drive River Trail repair project.

BE IT FURTHER RESOLVED, that all other terms and conditions of the Agreement #TR001, TR005, TR006, TR014, TR015 and TR016 shall remain unchanged.

BE IT FURTHER RESOLVED, that funds are available in the Trails and Parks Millage fund.

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer $40,000 from the Trails and Parks Millage into line item #228-62800-967000-TR001.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer $120,140.16 from the Trails and Parks Millage into line item #228-62800-967000-TR005.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer $85,603.60 from the Trails and Parks Millage into line item #228-62800-967000-TR016.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the 10% contingency buffer if necessary which equals $24,574.38 into one of the line items as noted above upon the request of the Parks Department.

BE IT FURTHER RESOLVED, that 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 Committee
FROM: Tim Morgan, Parks Director
DATE: July 31, 2018
SUBJECT: Honoring Jonathan Schelke
For the meeting agenda of 8/20/18 Human Services

BACKGROUND
Jonathan Schelke was appointed by the Ingham County Board of Commissioners to serve on the Ingham County Parks & Recreation Commission in March of 2013. Jonathan served as a Park Commissioner from 2013 to 2018 and served as the Secretary of the Ingham County Parks Commission from 2016-2017 and the Vice Chair in 2018. Jonathan has helped to advance, develop, and implement effective parks policies. Park staff and the Park Commission wish to thank Jonathan for his years of service.

ALTERNATIVES
N/A

FINANCIAL IMPACT
There are no financial impacts.

OTHER CONSIDERATIONS
N/A.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING JONATHAN SCHELKE

WHEREAS, Jonathan Schelke has served the community for many years; and

WHEREAS, Jonathan was appointed by the Ingham County Board of Commissioners to serve on the Ingham County Parks Commission in March of 2013; and

WHEREAS, Jonathan served as an Ingham County Parks Commission member from 2013 to 2018; and

WHEREAS, Jonathan served as the Secretary of the Ingham County Parks Commission from 2016 to 2017; and

WHEREAS, Jonathan served as the Vice Chair of the Ingham County Parks Commission in 2018; and

WHEREAS, Jonathan not only brought to the Parks and Recreation Commission his dedication and commitment to serve the public, but also a strong work ethic with a team work philosophy; and

WHEREAS, through his persistence, consideration, and reliability, he has promoted a relationship of respect, understanding, and cooperation between the Ingham County Parks Commission, other local governmental agencies and the community at large; and

WHEREAS, through his personal knowledge of existing hiking and bicycle trails in Ingham County, he shared his knowledge with staff by guiding bike tours throughout the County; and

WHEREAS, throughout his term as a Parks and Recreation Commission member, Jonathan has helped to advance, develop, and implement effective parks policies.

THEREFORE BE IT RESOLVED, that the Board of Commissioners, by adoption of this resolution, recognizes the impact and quality of Jonathan Schelke’s work, and expresses its sincere appreciation to him for the services and benefits which have been received by the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends to Jonathan Schelke its best wishes for continued success in all his future endeavors.
TO: Board of Commissioners Human Services and Finance Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 24, 2018
SUBJECT: Resolution to Accept FY 2019 Child and Adolescent Health Center Program Funds

For the meeting agendas of August 20th and 22nd, 2018

BACKGROUND
Ingham County Health Department (ICHD) wishes to accept funding from the Child and Adolescent Health Center (CAHC), which will be used to promote the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services. The funding will support continued operations of ICHD’s school-based/school-linked health centers and will be effective October 1, 2018 through September 30, 2019. The Ingham County Board of Commissioners has authorized ICHD to accept CAHC funding from the Michigan Department of Health and Human Services (MDHHS), as administered through the Michigan Primary Care Association (MPCA), for the period of October 1, 2011 through September 30, 2018, through resolutions 11-235, 12-199, 13-049, 14-358, 15-412, 16-448, and 17-434.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The CAHC funding award for the term of October 1, 2018 through September 30, 2019 is as follows:
- Eastern Health Center - $195,000
- Sexton Health Center - $195,000
- Willow Health Center - $225,000

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

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution with MPCA to accept $615,000 in CAHC funding for the period of October 1, 2018 through September 30, 2019.
INHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FY 2019 CHILD AND ADOLESCENT HEALTH CENTER PROGRAM FUNDS

WHEREAS, Ingham County Health Department (ICHD) wishes to accept funding from the Child and Adolescent Health Center (CAHC) which will be used to promote the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services; and

WHEREAS, the CAHC funding will support continued operations of ICHD’s school-based/school-linked health centers; and

WHEREAS, the Ingham County Board of Commissioners has authorized ICHD to accept CAHC funding from the Michigan Department of Health and Human Services (MDHHS), as administered through the Michigan Primary Care Association (MPCA), for the period of October 1, 2011 through September 30, 2018, through resolutions 11-235, 12-199, 13-049, 14-358, 15-412, 16-448, and 17-434; and

WHEREAS, the CAHC funding award for the term of October 1, 2018 through September 30, 2019 is as follows: Eastern Health Center $195,000, Sexton Health Center $195,000 and Willow Health Center $225,000; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the acceptance of this funding and supports any budget adjustments necessary as part of this agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with MPCA for acceptance of the CAHC funding in the amount of $615,000 for the term of October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the agreement with MPCA for the acceptance of $615,000 in CAHC funding for the period of October 1, 2018 through September 30, 2019.

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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 24, 2018
SUBJECT: Resolution to Amend NextGen EMR Services Agreement

For the meeting agendas of August 20th and 22nd, 2018

BACKGROUND
Ingham County Health Department (ICHD) wishes to amend the NextGen EMR Services Agreement for the purchase of required medical and behavioral health provider licenses and user fees for the Sparrow-VOA Community Health Center (S-VOA CHC). ICHD uses the NextGen Electronic Medical Record (EMR) system throughout its Community Health Centers (CHC), with the exception of S-VOA CHC, which has operated on EPIC Community Connect as part of the terms of the Sparrow-VOA Transfer Agreement. Operating the S-VOA CHC on a separate EMR, has restricted it from benefiting from NextGen integrated population management and quality improvement tools available throughout the other Ingham Community Health Centers (ICHCs). These NextGen tools help to support the maximum capture of performance incentive funds. Through Resolution #18-233, ICHD was authorized to amend the transfer agreement with Sparrow Health Systems to release use of the Epic Community Connect EMR at the S-VOA CHC and to replace it with NextGen EMR Services in order to satisfy these data management compliance concerns, as cited in the Health Resources and Services Administration (HRSA) 2017 Operational Site Visit Report. The amended NextGen EMR Services Agreement totaling $37,002 with an additional $1,710 in quarterly fees, shall be effective upon execution and automatically renew on an annual basis.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The total cost of this amendment is $41,411.00 with an additional $1,888.13 in quarterly fees for the purchase of the required medical and behavioral health provider licenses and user fees for one physician, two mid-level medical providers and behavioral health providers delivering services through the S-VOA CHC. The cost of the EMR licenses will be offset by the reduction in the current user fees for EPIC Community Connect, and by integrating S-VOA CHC quality improvement data into NextGen, which will increase capture of meaningful use and quality improvement incentive funds.

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

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached amendment to the NextGen EMR Services Agreement for the purchase of the required medical and behavioral health provider licenses and user fees. This amended services agreement, costing $41,411.00 with an additional $1,888.13 in quarterly fees, shall be effective upon execution and renew automatically on an annual basis.
WHEREAS, Ingham County Health Department (ICHD) wishes to amend the NextGen EMR Services Agreement for the purchase of required medical and behavioral health provider licenses and user fees for a physician, two mid-level medical providers, and behavioral health providers delivering services through the Sparrow-VOA Community Health Center (S-VOA CHC); and

WHEREAS, ICHD uses the NextGen Electronic Medical Record (EMR) system throughout its Community Health Centers (CHCs), with the exception of S-VOA CHC, which has operated on EPIC Community Connect as part of the terms of the Sparrow-VOA Transfer Agreement; and

WHEREAS, operating the S-VOA CHC on a separate EMR, has restricted it from benefiting from NextGen integrated population management and quality improvement tools available throughout the other Ingham Community Health Centers (ICHCs), which supports maximum capture of performance incentive funds; and

WHEREAS, through Resolution #18-233, ICHD was authorized to amend the transfer agreement with Sparrow Health Systems to release use of the Epic Community Connect EMR at the S-VOA CHC and to replace it with NextGen EMR in order to satisfy these data management compliance concerns, as cited in the Health Resources and Services Administration (HRSA) 2017 Operational Site Visit Report; and

WHEREAS, in order to purchase the required medical provider and behavioral health licenses and user fees for a physician, two mid-level medical providers and behavioral health providers, offering services through the Sparrow-VOA Community Health Center, the total cost is $41,411.00 with an additional $1,888.13 in quarterly fees; and

WHEREAS, the cost of the EMR licenses will be offset by the reduction in the current user fees for EPIC Community Connect, and ICHD will increase capture of meaningful use and quality improvement incentive funds by integrating S-VOA CHC quality improvement data into the NextGen; and

WHEREAS, the Ingham Community Health Center Board supports the amendment of the NextGen EMR Agreement for the purchase of the required medical and behavioral health licenses and user fees for a physician, two mid-level medical providers and behavioral health providers, offering services through the Sparrow-VOA Community Health Center for a total cost of $41,411.00 with an additional $1,888.13 in quarterly fees; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this amendment to the NextGen EMR Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the amendment to the NextGen EMR Agreement for the purchase of the required medical and behavioral health provider licenses and user fees for a physician, two mid-level medical providers and behavioral health providers delivering services through the Sparrow-VOA Community Health Center, totaling $41,411.00 with an additional $1,888.13 in quarterly fees, and shall be effective upon execution and automatically renewed on an annual basis.
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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 29, 2018
SUBJECT: Resolution to Authorize a 2018-2019 AmeriCorps State Grant
For the meeting agendas of August 20 and 22, 2018

BACKGROUND
The Michigan Department of Health and Human Services (MDHHS) has granted Ingham County Health Department (ICHD) a 2018-2019 AmeriCorps State Grant of $160,515, as the first year of a new three year funding cycle. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process. These AmeriCorps members work to increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies to adopt healthy diets, and promote safe, affordable exercise options.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
This grant requires a local Match of 50%.

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>$160,515</td>
<td>49.7%</td>
</tr>
<tr>
<td>Match</td>
<td>$162,224</td>
<td>50.3%</td>
</tr>
<tr>
<td>Total</td>
<td>$322,739</td>
<td>100%</td>
</tr>
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The match is drawn from:
1) cash contributions from the external host sites totaling $155,470;
2) indirect costs used as match- $6,754.

These items are included in ICHD’s 2018-2019 budget.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

This resolution also supports Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to accept the $160,515 AmeriCorps State Grant for 2018-2019.
INTRODUCED BY:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2018-2019 AMERICORPS STATE GRANT

WHEREAS, Ingham County Health Department (ICHD) will soon complete a successful third year of a grant cycle supporting the AmeriCorps State Program, funded by the Michigan Department of Health and Human Services (MDHHS), on behalf of the Michigan Community Service Commission (MCSC) as part of a three year funding cycle, and authorized by Resolution #17-359; and

WHEREAS, the MCSC has approved funding for ICHD for a new three year grant cycle, in the amount of $160,155 for the time period of October 1, 2018 through September 30, 2019; and

WHEREAS, a non-federal 50% local match of cash and/or in-kind contributions is required; and

WHEREAS, these items are included in ICHD’s 2018-2019 budget; and

WHEREAS, as a condition of this grant, the health department must, at a minimum, enter into agreements with each AmeriCorps host site and with each AmeriCorps member; and

WHEREAS, under this grant, AmeriCorps members will increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies to adopt healthy diets, and promote safe, affordable exercise options; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps grant of $160,155 with MDHHS for the time period of October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that a non-federal match of $162,224 is authorized. This match consists of indirect costs used as a match of $6,714, and the remainder obtained through cash contributions of up to $12,294 for each FTE from the AmeriCorps host sites, as selected through a Request for Proposal process.

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

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: July 31, 2018
RE: Extension with Capital Area Community Services for WIC Satellite Clinic
For the meeting agendas of August 20 and 22, 2018

BACKGROUND
Ingham County Health Department (ICHD) wishes to extend the agreement with Capital Area Community Services (CACS) to continue leasing space in the Grand River Head Start building to provide services to Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) clients in the northern area of the city of Lansing. Currently over 7,500 clients are served in Ingham County. Head Start enrollees are eligible for the WIC Program, and the collaboration between Head Start and Health Department staff is beneficial to both agencies. In Resolution # 14-317, the Board of Commissioners authorized a lease agreement with Capital Area Community Services to occupy space at the Head Start building located at 1107 Grand River Avenue Room #104, for a satellite WIC Clinic. The proposed extension of the agreement will be effective October 1, 2018 through September 30, 2021.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
This agreement will cost $300.00 per month to CACS for use of space in the Grand River Head Start Building.

STRATEGIC PLANNING IMPACT
This extension supports the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1(c) of the Action Plan- Expand access to healthcare for county residents.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an extension of the agreement with CACS for space to conduct WIC Services effective October 1, 2018 through September 30, 2021 in an amount not to exceed $10,800.
RESOLUTION TO EXTEND AGREEMENT WITH CAPITAL AREA COMMUNITY SERVICES FOR WIC SATELLITE CLINIC

WHEREAS, Ingham County Health Department (ICHD) wishes to extend the agreement with Capital Area Community Services (CACS) to continue leasing space in the Grand River Head Start building to provide Special Supplemental Nutrition Program Services for Women, Infants, and Children (WIC) clients in the northern area of the city of Lansing; and

WHEREAS, ICHD WIC Program serves over 7,500 participants; and

WHEREAS, all Head Start enrollees are eligible for the WIC Program, and the collaboration between Head Start and ICHD is beneficial to both agencies; and

WHEREAS, in Resolution # 14-317, the Board of Commissioners authorized a lease agreement with CACS to occupy space at the Head Start building located at 1107 Grand River Avenue, Room #104 for a satellite WIC Clinic; and

WHEREAS, CACS proposed to extend the lease agreement for a total amount of $10,800 ($300 per month) effective October 1, 2018 through September 30, 2021; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an extension of the lease agreement to occupy space at the Head Start building located at 1107 Grand River Avenue, Room #104 for a satellite WIC Clinic to serve North Lansing.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an extension of the lease agreement with CACS to occupy space at the Head Start building located at 1107 Grand River Avenue, Room #104 for a satellite WIC Clinic to serve North Lansing.

BE IT FURTHER RESOLVED, that the term of the lease extension shall be effective October 1, 2018 through September 30, 2021 for a total amount of $10,800.

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.
BACKGROUND
Ingham County Health Department (ICHD) wishes to enter into a Comprehensive Agreement with the Michigan Department of Health and Human Services (MDHHS) for the delivery of public health services. ICHD currently receives funding from MDHHS via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The agreement serves as a vehicle for accepting slightly more than $5.2 million in state and federal grant and formula funding to support multiple public health services. The public health services to be delivered under this agreement include Essential Local Public Health Operations and categorical programs including:

AIDS/HIV Prevention and Care                  Lead Safe Homes
Bioterrorism Emergency Preparedness            Maternal & Child Health Programs
Breast & Cervical Cancer Control Navigation Program Tobacco Reduction
Children Special Health Care Services          Tuberculosis Control
Communicable Disease Prevention                Sexually Transmitted Disease Ctrl
Family Planning                                 Vision & Hearing Screening
Food Vendors and Restaurant Inspections        The WIC Program
Immunizations                                  WISEWOMAN

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The grant amounts detailed in the agreement, are included in the proposed FY 19 health department budget.

STRATEGIC PLANNING IMPACT
This resolution supports the long-term objection of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS
The resolution also authorizes subcontracts in the Breast and Cervical Cancer Control Navigation Program and Nurse Family Partnership programs. The resolution includes authorization for a number of service contracts to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

Medicaid Outreach and Public Awareness
Facilitating Medicaid Eligibility Determination
Program Planning, Policy Development and Interagency Coordination Related to Medical Svcs
Referral, Coordination, and Monitoring of Medicaid Services
Medicaid-Specific Training on Outreach Eligibility Services
Arranging for Medicaid-related Transportation and Provision of Medicaid-related Translation
RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support this Comprehensive Agreement with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2018 through September 30, 2019.
Resolutions:

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the Michigan Department of Health and Human Services (MDHHS) for the delivery of public health services; and

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

WHEREAS, MDHHS and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and Ingham County have proposed a 2018 – 2019 agreement for the delivery of public health services under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relations; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2018 – 2019 Agreement with the Michigan Department of Health and Human Services for the delivery of public health services under the Comprehensive Agreement Process.

BE IT FURTHER RESOLVED, that the period of agreement shall be October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include essential local public health services and multiple categorical public health programs identified in the attachments to the agreement.

BE IT FURTHER RESOLVED, that approximately $5.2 million of state/federal funds will be made available to Ingham County through the Comprehensive Agreement, and that Ingham County’s contribution to expenditures associated with the agreement and budget shall not exceed levels appropriated in the County’s 2019 Budget for these purposes.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes Memorandums of Understanding (MOU) and/ or subcontracts for the period of October 1, 2018 – September 30, 2019 with specialty physicians, laboratories and health care institutions and other service providers necessary to implement the Breast and Cervical Cancer Control Navigation Programs in Clinton, Gratiot, Ingham, Ionia, Jackson, Livingston, Washtenaw, Genessee, Lapeer and Shiawasee Counties, which is a program included in the Comprehensive Agreement.
BE IT FURTHER RESOLVED, that the Board of Commissioners authorize a subcontract for the period of October 1, 2018 – September 30, 2019 with the Nurse Family Partnership; to provide technical support, training and materials specific to the Nurse Family Partnership model which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that service contracts are authorized with the providers named below to support outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medical Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medicaid Services
- Referral, Coordination and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Provision for Medicaid-related Translation

These service contracts braid together requirements and funds from multiple sources including the County and Medicaid Administration (Federal Share). The braided contracts shall be authorized up to the amounts identified below for the period of October 1, 2018 – September 30, 2019:

- Allen Neighborhood Center $83,684
- Northwest Initiative $83,684
- South Side Community Coalition $81,307
- Child & Family Charities $49,638
- Catholic Charities St Vincent Home $128,250
- Cristo Rey $58,663
- Family Community Development Services $126,190

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, is authorized to submit the 2018 -2019 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 1, 2018

SUBJECT: Authorization to Extend an Agreement with LiveStories/Geocko, Inc.

For the meeting agendas of August 20 and 22, 2018

BACKGROUND
Ingham County Health Department (ICHD) wishes to extend the agreement with LiveStories/Geocko, Inc. effective September 8, 2018 through September 7, 2019 in an amount not to exceed $13,500. ICHD has a current agreement with LiveStories/Geocko, Inc. effective March 7, 2018 through September 7, 2018 and is utilizing the software to complete the Healthy! Capital Counties Community Health Assessment, Surveillance Book, and Behavioral Risk Factor & Social Capital Survey Report. LiveStories is a cloud-based Software as a Service (SaaS) solution. LiveStories provides the following set of integrated capabilities with a single interactive cloud-based, data storytelling platform:

- The capacity for users to combine interactive data (tables, graphs, maps) with rich content including video, photos, and custom text.
- A data storytelling platform that provides health departments with pre-built analysis (via LiveStories IQ). This enables health officers to conduct benchmarking and detailed analysis of civic data (including health, economic, and transportation related data).
- Local pre-built county and state data (in addition to health).
- Two billion data points across health, crime, economy, and education pre-built into the system (including Ingham County).
- The ability for users to convert customized digital content to PDF documents.
- Access to multiple pre-built design templates (e.g. fact sheet design, policy brief, etc.), as well as “smart stories” that enable the creation of localized content from a single master dataset with a single click.
- Pre-built visualizations of datasets.
- The ability for individuals in separate divisions or organizations to work together on publishing data content (discussions, publishing workflow).

Extending this agreement will allow ICHD to continue producing high quality data reports detailing the health of Ingham County’s residents, and also continue to have the capacity for data-driven decisions.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The total cost of $13,500 will be covered through funds received from Barry-Eaton Health Department in support of the Healthy! Capital Counties Community Health Assessment project and was authorized via Resolution #18-156.
STRATEGIC PLANNING IMPACT
This resolution supports Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County and the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution extending the agreement with LiveStories/Geocko, Inc. effective September 8, 2018 through September 7, 2019 in an amount not to exceed $13,500.
RESOLUTION TO EXTEND AGREEMENT WITH LIVESTORIES/GEOCKO, INC.
FOR SOFTWARE AS A SERVICE SYSTEM

WHEREAS, Ingham County Health Department (ICHD) wishes to extend the agreement with LiveStories/Geocko, Inc. effective September 8, 2018 through September 7, 2019 in an amount not to exceed $13,500; and

WHEREAS, ICHD has a current agreement with LiveStories/Geocko, Inc. effective March 7, 2018 through September 7, 2018; and

WHEREAS, ICHD is utilizing the LiveStories software to complete the Healthy! Capital Counties Community Health Assessment, Surveillance Book, and Behavioral Risk Factor & Social Capital Survey Report; and

WHEREAS, LiveStories is a cloud-based Software as a Service (SaaS) solution; and

WHEREAS, LiveStories provides the following set of integrated capabilities with a single interactive cloud-based, data storytelling platform:

- The capacity for users to combine interactive data (tables, graphs, maps) with rich content including video, photos, and custom text.
- A data storytelling platform that provides health departments with pre-built analysis (via LiveStories IQ). This enables health officers to conduct benchmarking and detailed analysis of civic data (including health, economic, and transportation related data).
- Local pre-built county and state data (in addition to health).
- Two billion data points across health, crime, economy, and education pre-built into the system (including Ingham County).
- The ability for users to convert customized digital content to PDF documents.
- Access to multiple pre-built design templates (e.g. fact sheet design, policy brief, etc.), as well as “smart stories” that enable the creation of localized content from a single master dataset with a single click.
- Pre-built visualizations of datasets.
- The ability for individuals in separate divisions or organizations to work together on publishing data content (discussions, publishing workflow); and

WHEREAS, extending this agreement will allow ICHD to continue producing high quality data reports detailing the health of Ingham County’s residents, and continue to have the capacity for data-driven decisions; and

WHEREAS, the total cost of $13,500 will be covered by funds received from Barry-Eaton Health Department in support of the Healthy! Capital Counties Community Health Assessment project and authorized through Resolution #18-156; and
WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this extended agreement with LiveStories/Geocko, Inc. effective September 8, 2018 through September 7, 2019 in an amount not to exceed $13,500.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes ICHD to enter into an extended agreement with LiveStories/Geocko, Inc. effective September 8, 2018 through September 7, 2019 in an amount not to exceed $13,500.

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

BE IT FURTHER RESOLVED, that 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.
TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 24, 2018

SUBJECT: Agreement with Ingham Health Plan Corporation
For the meeting agendas of August 20th and 22nd, 2018

BACKGROUND
Ingham County Health Department (ICHD) wishes to enter into a provider agreement with Ingham Health Plan Corporation (IHPC) for the period of October 1, 2018 through September 30, 2019. IHPC has historically contracted with ICHD to provide members of the Ingham Health Plan with services from physicians and other professional healthcare providers, and to provide funding for healthcare services to support low-income populations in Ingham County.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
This provider agreement will allow IHPC to pay on a fee-for-services basis for primary care services provided to IHPC members assigned to ICHD’s Community Health Centers (CHCs). ICHD will receive the same fee-for-service payment as other IHPC medical providers. The reimbursement amount will be no less than Medicaid reimbursement rates, minus co-payments, deductibles and other similar amounts.

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

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing ICHD to enter into a provider agreement with IHPC for the period of October 1, 2018 through September 30, 2019.
Introduce by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH
INGHAM HEALTH PLAN CORPORATION

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into a provider agreement with Ingham Health Plan Corporation (IHPC) for the period of October 1, 2018 through September 30, 2019; and

WHEREAS, IHPC has historically contracted with ICHD to provide members of the Ingham Health Plan with services from physicians and other professional healthcare providers, and to provide funding for healthcare services to support low-income populations in Ingham County; and

WHEREAS, the provider agreement will allow IHPC to pay on a fee-for-services basis for primary care services provided to IHP members assigned to the ICHD’s Community Health Centers; and

WHEREAS, ICHD will receive the same fee-for-service payment as other IHP medical providers; and

WHEREAS, the reimbursement amount will be no less than Medicaid reimbursement rates, minus co-payments, deductibles and other similar amounts; and

WHEREAS, the Ingham Community Health Center Board supports this resolution to authorize ICHD to enter into a provider agreement with IHPC for the period of October 1, 2018 through September 30, 2019; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a provider agreement with IHPC for the period of October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to enter into a provider agreement with IHPC for the period of October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 2, 2018
SUBJECT: Resolution Authorizing an Agreement with Redhead Design Studio
For the meeting agendas of August 20 and 22, 2018

BACKGROUND
Ingham County Health Department (ICHD) seeks to enter into a contract with Redhead Design Studio (RDS) for the layout and graphic design of the 2018 Healthy Capital Counties (H!CC) report on behalf of the H!CC team. ICHD has partnered with capital area hospitals and local health departments to work on a community health assessment (CHA) project, Healthy! Capital Counties, for a third cycle. The H!CC project is a partnership between four local hospital systems and the three local health departments serving Ingham, Eaton, and Clinton counties, collaborating to develop and produce a comprehensive, high quality Community Health Assessment (CHA) for the region.

ALTERNATIVES
ICHD secured four bids for this project. RDS’s bid came in lower than bids submitted by two other firms. It was matched by one firm. RDS was ultimately selected because of the strength of their work examples.

FINANCIAL IMPACT
The amount of this agreement will not exceed $7,000. The Barry-Eaton District Health Department (BEDHD) has agreed to reimburse ICHD for some costs associated with the Community Health Assessment (accepted through Resolution #18-156). These funds will cover the entire cost of the agreement. This agreement with Redhead Design Studio will be effective June 27, 2018 through September 30, 2018 in an amount not to exceed $7,000.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend that the Board of Commissioners approve the attached resolution authorizing an agreement with Redhead Design Studio effective June 27, 2018 through September 30, 2018 in an amount not to exceed $7,000.
Purpose, planning, and intent. And a very generous dose of creativity.

Those are a few of the skills Redhead brings to every problem we solve and every challenge we meet. We’re pretty keen on ensuring whatever we build is not only beautiful, but smart.

And what do our ideal clients bring? A goal oriented mindset and an openness to new ideas. An enthusiasm for working together and for creating something your audiences can really use.

Perhaps, together, we can build great things.
Agency Overview

Redhead Design Studio develops brands, campaigns and brand tools for organizations who advocate on behalf of others and contribute to the public good. We believe that through sound strategy, creativity and design, we can help improve our world and make it a smarter, more beautiful, and more equitable place.

WE SERVE
• Advocacy organizations, particularly those who care about human rights, equity, the environment, education, the arts, placemaking and health.
• Organizations who work to support their hardworking members and grow local economies.
• Artists, small businesses with a soul, and entrepreneurs who are making a difference.

Agency Overview

AGENCY NAME
Redhead Design Studio

ADDRESS
1135 N. Washington Ave
Lansing, MI 48906

URL
redhead.studio

PHONE NUMBER
517-853-3681

FAX NUMBER
517-853-3684

PRIMARY CONTACT PERSON
Racha Kardahji
Account Services Director

EMAIL
racha@redhead.studio
Proposal for Services

Redhead Design Studio’s estimates are based on a blended rate of $130/hour for all staff members and services provided.

Our proposals are based upon the value of an excellent product that’s brought to your organization and its stakeholders.

Our goal with brand development is to build and develop brand equity and a sustainable competitive advantage for your organization. We provide value to your team through planning, strategy and a goal-focused approach.

Services include strategy, writing, editing, graphic design, illustration, production, technical development, print management, content development, project management, and consultation.

In the end, it is our hope that you choose a studio based upon skill, experience, and team fit. Those are what will make or break a productive relationship—and result in the most efficient workflow and reduced costs.

You will find our rates to be competitive for established, proven, and award-winning creative shops.

TOTAL: $7,000
Proposal for Services

June 27, 2018

Amanda Darche
Ingham County Health Department

2018 HEALTHY! CAPITAL COUNTIES REPORT
Redhead Design Studio to develop, layout and design
the 2018 Community Health Profile report. This
document will be approximately 125-150 pages in
length, including cover. Design direction and layout will
take into consideration the existing brand developed for
Healthy! Capital Counties. Redhead will also provide the
following:
• Recommend a specific color palate using red,
  orange/yellow, green, and blue.
• Build up to 20 tables/graphs.
• Develop a 4-page executive summary.

Client to provide:
• Remaining maps and graphs based on recommended
  font/color palette developed.
• Photos and images.
• All content and data.

$7,000

ESTIMATE INCLUDES
• Intake meeting between teams.
• Sign off on Creative Brief before work to begin.
• Round 1 of report presented with up to 12 pages
  that represent a variety of page types for overall look
  and feel.
• One round of minor design edits to first draft.
• Up to 2 rounds of edits to the whole document.
• Technical completion of the whole report.
• All consultation time with you including meetings,
  emails and phone calls.
• All associated administrative and project
  management costs, internal team meetings, and
  internal creative direction.

PLEASE NOTE:
• All content and contact information must be proofed
  and confirmed by client.
• Some fonts used and recommended might need
to be purchased separately. Redhead will provide
  information on cost and where to purchase.
• Photos, images, and maps supplied by client.
• Additional rounds of edits will be billed at our hourly
  rate of $130.

FINAL DELIVERABLES
• Final document delivered to HICC via a PDF.
• Native files in InDesign.
Proposal for Services

June 27, 2018

Amanda Darche
Ingham County Health Department

TOTAL COST: $7,000

Hourly Rate: $130

This estimate is valid until July 30, 2018

I accept this estimate and authorize Redhead Design Studio to begin work.

_____________________________________________________________  _______________
Client Signature  Date

_____________________________________________________________  _______________
Redhead Design Studio  Date

TERMS

• A signed estimate and purchase order are required to begin work.
• Projects with a budget under $3,000 will be billed in full at start of project.
• Projects between $3,001 and $5,000 will be billed in increments of 50%. The first, at the start of the project and the second at completion.
• Projects over $5,000 will need a deposit of 25% due upon acceptance of estimate, additional billings will be made monthly or according to progress made on the project.
• If the client is unable to adhere to the approved production schedule, a new/revised schedule will be outlined, which may cause the end date of a project to change.
• Client alterations and/or additional rounds of edits above what is included in this estimate will be billed at Redhead Design Studio’s hourly rate of $130/hour.
• In the event of a client’s cancellation of project, or absence of progress or communication of more than 1 month, we will invoice for work completed to date, including expenses.

ASSUMPTIONS

• Client to provide all logos or necessary artwork as vector-based or high-resolution digital format (.tif or .eps preferred).
• Client is responsible for all proofreading, including confirming spelling of proper names and contact information (addresses, web sites, phone numbers, technical specifications, etc.).
• Client to provide necessary background material and final copy in digital format (such as MS Word document).

• Additional stock photography needed beyond stated budget, will be billed, separately.
• Domain name purchases and web hosting will be billed separately, unless outlined in the estimate.
• Plugins and additional pay to purchase features will be billed separately upon approval by client.
• All unfinished work or unused concepts remain property of Redhead Design Studio.
• Client retains rights of reproduction of all completed concepts and/or finished creative products.
• Redhead Design Studio reserves the right to use all work for our own promotional materials.
• Invoices due Net 30. 1.5 interest (compound) added to account over 30 days. Annual percentage 18%.
• A 4% surcharge applies to credit card payments.
• Copy/content and rounds of edits from the client shall be provided in aggregate. Providing copy/content and/or edits piecemeal may result in additional project management charges.
• Proofreading services can be estimated at your request.
• In-depth copywriting services can be estimated at your request.
Team Bios

JENNIFER ESTILL  
Principal & Creative Director

As Redhead’s founder with more than 20 years in marketing and creative development, Jen is a veteran brand-builder. She develops long-standing partnerships with diverse clients to help them redefine themselves and craft communications with lasting, positive impact. Jen’s wealth of experience gives her an inclusive perspective which enables her to solve any communications problem. Deep intuitive understanding of brands and audiences combined with strategic excellence results in award-winning work and success for her clients.

At her core, Jen is a grassroots activist and community developer—building neighborhoods where there are none, conceptualizing events that create a sense of place, and championing the micro-infrastructures that make a city livable and family-friendly. She serves on various placemaking boards and committees to that end.

Jen graduated from Michigan State University with a degree in journalism.

RACHA KARDAJHI  
Account Services Director

Racha revels as much in the details and planning as she does in the flawless execution. Her strategic planning expertise allows us to develop custom-fit marketing solutions for each client and her focus on finding new avenues of growth for clients provides unique value that goes far beyond beating a deadline. She challenges our team to reach personal bests while simultaneously advocating for the client’s bottom line.

A traveler and transplant from Dubai, Racha has connections both within the local community and outside of it. Speaking no less than three languages, she brings a different cultural perspective and viewpoint to all of our projects.

Her proclivity for being connected and making connections extends to her off-hours pursuits, too. She volunteers relentlessly all over town, particularly voraciously for the Tecumseh River Neighborhood, the NextGen @ Wharton Center, and Old Town Commercial Association.

Racha obtained her bachelor of arts in business administration from Northwood University and a master’s of strategic management from Davenport University.

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Principal & Creative Director

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Racha obtained her bachelor of arts in business administration from Northwood University and a master’s of strategic management from Davenport University.
Team Bios

JANICE GERVAIS
Web Strategy & Development

Janice Gervais started out as a front-end web developer back when tables and inline CSS were cool. A big-picture thinker, she has gravitated toward UX design and web strategy over the past eight years. A good day for her is a day with a stack of sticky notes and a fresh whiteboard marker, and she is not one to shy away from a good debate or a well-made donut.

Janice is our go-to person to assist clients with identifying and developing personas, continual user testing, wireframing and journey-mapping. She’s a researcher and user experience designer. Her attention always goes back to the user and their needs.

Janice lives with her family in Michigan and pretends to be a farmer on the weekends, tending her garden and chickens.

JAKE JOHNS
Web Development Director

Jake has a rare brain, versed in both art and science. He’s an incredibly intelligent and well-informed problem solver who often has poignant observations regarding equity, usability and accessibility for everything from magazines to websites. In his own words, Jake is “a big nerd.” He’s studied technology, mathematics, and the intricacies of web languages since elementary school, and is an expert in both client- and server-side solutions. From complex databases to CMS, he’s one of the best web developers around and ensures our digital work is stellar.

The consummate cosmopolitan, Jake splits his time between Lansing, Chicago, and New York. In his spare time, he would happily debate the merits of capitalism with you. He can also belt out a Barry Manilow tune when the situation calls for it. But he doesn’t talk about that much.
Team Bios

**JILL ZELENSKI**  
Designer

Jill is best described by three words—elegance, style and optimism. This master of all trades is one of those rare two-sided types with both a highly conceptual and creative brain, as well as a penchant for ticking items off the to-do list. And, of course, she’s an award winning designer. Her user-centric solutions and seamless integration of concept in print and web platforms routinely results in strategic excellence.

As a fine artist and painter, Jill understands the importance of mood and fluidity in execution. She revels in exploring how individuals can have vastly different reactions to a piece of visual art, and uses that insight to inform her design solutions.

Jill holds a bachelors in fine arts from Michigan State University. Her specializations are graphic design and painting.

**ROSIE SCHRAG**  
Designer

Rosie believes the most important qualities to bring to the design process are empathy and curiosity. Powerful design speaks directly to the heart of the audience, and Rosie creates with her audience in mind.

Over the years, Rosie has experimented with a number of different visual mediums ranging from metals to painting to experimental film photography. This led her on a natural path to graphic design in college. Today, she revels in getting lost in all of the small details of each piece she creates. Feeling discontentment with her work isn’t a hindrance; it’s what drives her forward.

Rosie holds an associate’s degree from Washtenaw Community College with a specialization in graphic design and illustration. When she’s not designing, you can find her adventuring outdoors or sitting in the corner of a coffee shop with her nose in a book.
Team Bios

ALLISON RAECK
Writer

For Allison, effective writing captures a specific voice. One word can change the entire direction of a project, so Allison strives to make the most of every syllable. She carefully curates her words with purpose, matching a specific client’s tone or attitude in order to engage and excite the reader.

Allison’s writing experience ranges from public relations to journalism to technical briefs. More specifically, she has focused on writing content for large-scale public relations campaigns, contributed articles and media pitches. Allison is also passionate about using her writing to evoke positive change, which is what draws her to non-profits, the arts, and campaigns that make an impact.

Allison graduated from the University of Michigan with a bachelor’s in communications and minors in business and writing.

CINDY OCHOA
Web Development & Experience Architecture Intern

Cindy is a student at Michigan State University studying Experience Architecture. Cindy’s passion and enthusiasm for great user experience is evident in her attention to detail, million questions of why and her unique approach and outlook to websites.

Despite still being in school, Cindy has conducted human-centered design and empathy-based research, uses Sketch and Invision to create a user interface and wireframe for web and mobile applications.

Fun fact, Cindy’s brother’s girlfriend worked at Redhead before moving to Chicago.
LINDA ESTILL
Office Manager

Linda is the glue who makes sure this passel full of creative types has its head on straight. She keeps the books and ensures we all get paid. And no, it’s not a coincidence that her last name is “Estill.” She happens to be Jen’s mother-in-law, and sort of the ipso facto mom about the office. She keeps us all in line, in the black, and on top of every single detail. Trendy things that Linda excels at that she was doing long before they were cool: canning her home-grown fruits and veggies, knitting the most amazing sweaters ever, and baking pies that Martha Stewart would drool over.
CONNECT POSTSECONDARY

Many students who choose to go to college and are unable to continue past high school to college and college only due to the lack of college-educated parents or the lack of financial resources should be encouraged to complete high school. These students may be able to earn a part-time job in high school, or if they choose to go to college during the summer months, they may be able to earn higher-paying jobs. For these students, it is important to connect with the student’s counselor and other guidance counselors to ensure they are on track to graduate from high school.

MEET SOME NEW OLD FRIENDS

Meet some new old friends. Some of them you may have met before, but there are some new additions to the group. These friends are all part of the PSC team and they are ready to help you achieve your goals.

PUBLIC SECTOR CONSULTANTS

Brand Development | Strategic Consultation | Marketing | Collateral Development | Launch Plan | Post launch

pscinc.com
Wilson Talent Center

Brand Development | Brand Voice | Collateral Development | Website

WELCOME TO THE WILSON TALENT CENTER

On August 28, 2017, the former Wilson Career Center became The Wilson Talent Center. Named for former board member Ruby Wilson, the new center will offer education in 27 trades, each with its own dedicated classroom, lab, and equipment.

Students apply from all over the county, and students can earn credits toward their high school diploma or pursue a half-day schedule for 1 or 2 years depending upon your interest. Eligible students can apply from the time they are still in high school. Eligible students can apply from the time they are still in high school. Wilson Talent Center students can apply from the time they are still in high school.

Wilson Talent Center is a joint venture between Ingham Intermediate School District and Wilson Community High School. The program is designed to provide students with the skills and knowledge they need to succeed in their chosen careers. Wilson Talent Center students can apply from the time they are still in high school.

Agriculture, Food, and Natural Resources

Architectural Construction

Educate. Innovate. Accelerate.

IN-DEPTH PROGRAM GUIDE

2018-2019
Render Studios

Name & Brand Development | Brand Voice | Consultation | Marketing | Collateral Materials | Website | Launch Plan | Post launch renderstudios.com
United Dairy Industry of Michigan

Brand Development | Social Media Management | Collateral Materials | Website

conquerwithmilk.org
Firecracker Foundation

Annual Report | Conceptual Development | Writing | Design
Breastfeeding is legal. It is healthy and normal. If you see someone breastfeeding, give her your support.

If you understand more, speak up. Your voice helps her.

Ingham County Health Department
Campaign Development | Photography | Collateral Development

THE NEW NORMAL
GET REAL ABOUT BREASTFEEDING.ORG | 517-887-4322

IT GETS EASIER
GET REAL ABOUT BREASTFEEDING.ORG | 517-887-4322

SORRY NOT SORRY

DO WHAT YOU Gotta DO

TEAM EFFORT

GET REAL ABOUT BREASTFEEDING.ORG | 517-887-4322
Logos

A sampling of our award-winning brand development work
Logos

A sampling of our award-winning brand development work
References

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KAREN STEFL
Principal/Producer
Render Studios
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Lansing, MI 48906
(p) 517-484-0800
(e) karen@renderstudios.com

STACY ADADO
Communications Specialist
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JOHN TRAMONTANA
Director, Communications, PR & Marketing
Michigan Association of School Boards
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Lansing, MI 48917
(p) 517-974-6301
(e) jtramontana@masb.org
In Conclusion

Our goal as a company is to work as a partner with our clients. We want to understand your organizational model, your goals, how you need to grow. We enjoy clients who are good people, have missions we can believe in, and take pride in their contribution to society. We are capable of producing great work in all mediums—from print, to web, to radio, and beyond—and work to form lasting relationships with our clients.

Thank you for taking the time to review this proposal, and for considering Redhead Design Studio. We are very enthusiastic about the prospect of working with you. We hope you’ll choose Redhead as your partner, and we promise that we will give you the service, professionalism and creativity you deserve.

JENNIFER ESTILL
Principal & Creative Director
jennifer@redhead.studio

RACHA KARDAHJI
Account Services Director
racha@redhead.studio
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH REDHEAD DESIGN STUDIO

WHEREAS, Ingham County Health Department (ICHD) seeks to enter into a contract with Redhead Design Studio (RDS) for the layout and graphic design of the 2018 Healthy Capital Counties (H!CC) report on behalf of the H!CC team; and

WHEREAS, ICHD has partnered with capital area hospitals and local health departments to work on a community health assessment (CHA) project, Healthy! Capital Counties, for a third cycle; and

WHEREAS, capital area hospitals and health departments, including ICHD, are conducting such a Community Health Assessment (CHA), for a third cycle; and

WHEREAS, the participating hospitals are providing financial support for this work and have established the Barry-Eaton District Health Department (BEDHD) as fiduciary for the project; and

WHEREAS, the Board of Commissioners authorized acceptance of $31,841 from BEDHD (Resolution #18-156) in support of the CHA, which will cover the entire cost of this agreement; and

WHEREAS, the H!CC team seeks to work with Redhead Design Studio (RDS) to develop a professionally designed CHA report to share with stakeholders and the community; and

WHEREAS, the Health Officer recommends authorization of an agreement for graphic design services for H!CC with RDS, in an amount not to exceed $7,000 for the period of July 27, 2018 to September 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement for graphic design services for H!CC with RDS, in an amount not to exceed $7,000 for the period of July 27, 2018 to September 30, 2018.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
Agenda Item 6i

TO: Board of Commissioners Human Services, County Services, and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 2, 2018

SUBJECT: Authorization to Hire Temporary Emergency Preparedness Consultant

For the meeting agendas of August 20, 21 and 22, 2018

BACKGROUND
Ingham County Health Department (ICHD) wishes to hire a temporary Emergency Preparedness Consultant (EPC) to assist in the development, implementation, and evaluation of a just-in-time training program for ICHD staff and volunteers, regarding their role during a public health emergency involving mass prophylaxis. This temporary EPC employee will assist in developing, conducting, and evaluating exercises to test emergency plans and also assist in recruiting and training community partners on the closed Point of Dispensing (POD) program.

Ingham County’s Human Resources Department has approved this position description. The cost of this temporary EPC will be a total of $11,700 and this position will be filled within ICHD’s FY19 and be effective for a term not to exceed 26 weeks.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
Funding for this temporary position was included in the proposed FY 2019 Comprehensive Agreement with the Michigan Department of Health and Human Services (MDHHS) for the delivery of public health services, including Emergency Preparedness. This temporary position was included in ICHD’s proposed FY19 budget.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to hire a temporary EPC for a total cost of $11,700, and to fill the position within ICHD’s FY19 and be effective for a term not to exceed 26 weeks.
Introduced by the Human Services, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A TEMPORARY EMERGENCY PREPAREDNESS CONSULTANT POSITION

WHEREAS, Ingham County Health Department (ICHD) wishes to hire a temporary Emergency Preparedness Consultant (EPC) to assist in the development, implementation, and evaluation of a just-in-time training program for ICHD staff and volunteers, regarding their role during a public health emergency involving mass prophylaxis; and

WHEREAS, this temporary EPC employee will assist in developing, conducting, and evaluating exercises to test emergency plans and also assist in recruiting and training community partners on the closed Point of Dispensing (POD) program; and

WHEREAS, the Human Resources Department has approved of the position description; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) has provided ICHD with a proposed FY 2019 Comprehensive Agreement for the delivery of public health services, including Emergency Preparedness; and

WHEREAS, this temporary EPC position is included in ICHD’s proposed budget for 2019; and

WHEREAS, the cost of this temporary EPC will be an amount up to $11,700; and

WHEREAS, the temporary EPC position will be filled during ICHD’s FY19 for a term not to exceed 26 weeks; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the resolution to hire a temporary EPC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes hiring a temporary EPC within the FY19 for a term not to exceed 26 weeks and for a total cost of $11,700.

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

BE IT FURTHER RESOLVED, that the Board of Commissioners is authorized to sign any necessary contract documents on behalf of the county after approval as to form by the County Attorney.
Respected Barb Monroe began her career in November 2002 with the Ingham County Health Department (ICHD) in the Office for Young Children (OYC) as a Training Coordinator; and

WHEREAS, Barb aligned her energies and passion in Early Childhood Education and Family and Community Services by conducting professional development workshops for child care providers. Barb created a curriculum and enthusiastically educated child care providers throughout the State of Michigan on various subjects necessary for success in Early Childhood Education; and

WHEREAS, Barb exercised her passion for seeing children learn and grow in safe and encouraging environments through her knowledge and expertise in recognizing child abuse and neglect; and

WHEREAS, Barb exercised her knowledge of the laws governing the responsibilities of child care providers preparing mandated reports; and

WHEREAS, in April of 2006 Barb was promoted to Program Coordinator, where due to her belief in the abilities of those she led, she encouraged staff to pursue and receive additional certifications including CPR and First Aid Instructor Certification through the American Heart Association and the American Safety and Health Institute, Reliable Raters for CLASS, Professional Development Specialists for the Council for Professional Recognition and Child Safety Seat Technicians; and

WHEREAS, Barb’s constant innovation in diversifying services resulted in increased partnerships, grants, and revenue generating opportunities with key agencies such as the Michigan Department of Education, the Early Childhood Investment Corporation, Capital Area Community Services Head Start, St. Vincent’s Catholic Charities, Michigan State University, Lansing Community College, Michigan Works, Tomorrow’s Child, Michigan Childcare Licensing Division and many others; and

WHEREAS, Barb led many notable projects including, but not limited to, Head Start CPR, The Child Care Micro-Enterprise Project, the Early Head Start Grant, SNAP ED, and the addition of Continuing Education Unit bearing courses; and

WHEREAS, in her years of devoted work, Barb’s supportive leadership style and passion for serving as a voice for children garnered her much respect from her peers and co-workers; and

WHEREAS, she will be remembered fondly by her staff as reminding them to approach difficult decisions with the question: “Yes, but is it good for the children?”; and

WHEREAS, after 15 years of dedicated service to ICHD, Barb Monroe will retire on March 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Barb in her 15 years of dedicated service to the community and for contributions she has made to Ingham County Health Department and Office for Young Children.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.
July 11, 2018

Ingham County Board of Commissioners
Attn: Commissioner Koenig, Chairperson
P.O. Box 319,
Mason, MI 48854

Dear Chairperson Koenig and Commissioners,

This letter is to ask if you would consider becoming a sponsor for our 2018 LLEAD Conference. The “Latinx Leaders for the Enhancement of Advocacy & Development” will be having its statewide conference on Friday, October 12, 2018, at the Lansing Center, in Lansing, Michigan. Our mission is to bring together Latino communities in the state to exchange ideas on common issues so that Michigan Latinos can present unified solutions in resolving challenges confronted on the local, state, and national levels. The 2018 theme is Aqui Estamos: It's Time! which emphasizes the urgent need to have Latinos in Michigan, STAND UP and be part of working towards BEING HEARD so that we can assure a bright and promising future for our Latino children and beyond.

LLEAD is a statewide Latino organization and continues to strengthen its reach to Latinos by creating new chapters that will join those in Holland, Lansing and Saginaw. Recent activities include: Development of a LLEAD Michigan “Crisis Response System” that will react to hate and bias incidents against Latinos in the state. LLEAD has developed workshops on voter education and registration, leadership training and community engagement. We have also developed our LLEAD Michigan Website at: www.LLEAD.org.

The 2018 LLEAD Conference will include national, state and local speakers and workshop tracks that will include the following topics: 1) 2020 Census: Preventing a Latino Undercount in Michigan; 2) Latino Youth: How to Get Involved; 3) Voter Registration & Gerrymandering; 4) Immigration: Its effects on Latinos in the State.

We sincerely hope that you can sponsor our statewide conference and support the type of leadership training that can empower Latinos to take control of their own destiny. Please see enclosed a listing of the sponsor levels for the conference.

Thanking you in advance,

[Signature]
Al Flores
President
LLEAD Michigan

P.O. Box 80231, Lansing, Michigan 48908
LATINX LEADERS FOR THE ENHANCEMENT OF ADVOCACY AND DEVELOPMENT

LLEAD

2018 LLEAD CONFERENCE AD BOOKLET

Friday, October 12, 2018, Lansing Center, Lansing, Michigan

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Address: ________________________________________________________________

City: ___________________________ State: ____________ Zip: _________________

Contact Person: __________________________ Contact Number: __________________

Email Address: __________________________________________________________

**send electronic files (PDF preferred) to:**

Rudy Reyes
E-mail: castillaelva@yahoo.com
Phone: (517) 420-1084

Total Cost: ________________

Please make checks payable to: LLEAD
P.O. Box 80231
Lansing, Michigan 48908

*LLEAD is exempt from federal income tax under Internal Revenue Code (IRS) Section 501 (c) 3 and donors can deduct contributions they make to LLEAD under IRC Section 170.

Rev4/12/18
MAIL CHECK OR MONEY ORDER PAYABLE TO:

LLEAD
C/O LEROY HERNANDEZ,
STATE TREASURER
P.O. BOX 80231
LANSONG, MI 48908

FOR QUESTIONS OR CONCERNS PLEASE CONTACT:

ALBERTO FLORES
LLEAD STATE PRESIDENT
(517) 515-9800

DONATIONS CAN BE MADE TO LLEAD AND MAILED TO THE ADDRESS ABOVE.

Do not write below this line.
___ Cash ___ Check ___ Other

Date Received

10/2017

HAVING OUR VOICE HEARD
Utilizing statewide strategies and presenting them to local and state officials, businesses, corporations, and institutions in one unified voice.

CONNECTION WITH MEMBERS THROUGHOUT MICHIGAN
Members are connected to the LLEAD network, including the State LLEAD Board of Directors and all other local chapters.

GATHER Viable INFORMATION
During state and local LLEAD gatherings and meetings members have ample opportunities to communicate, learn from one another, and share best practices.

DECISION MAKING
Working together to reach consensus on issues and to advocate for the design and development of programs, policies, and systems for viable solutions.

Latinx Leaders for the Enhancement of Advocacy and Development
HISTORY

November of 2013:
Latinx leaders came together from various parts of Michigan and began a forum to create a statewide Latina/o organization. The catalyst that inspired Latinx Leaders in Michigan to create LLEAD Michigan was the need to advocate and draw awareness to Latina/o needs surrounding:

- Unlawful discrimination
- Lack of job opportunities
- Unfair employment practices
- K-12 educational dropout rates
- Post-secondary degree retention rates
- Access to health services
- Immigration
- Teenage pregnancy rates
- School to prison pipeline

The creation of a Statewide Board of Directors enabled Latinx Leaders for the Enhancement of Advocacy & Development (LLEAD) to accomplish the following:
- Continued development of a sound structure for LLEAD to continue its work into the future.
- Developing a voter registration training model for Latina/o organizations in Michigan.
- Providing accurate historical Latinx information sources for Michigan residents.
- First ever LLEAD statewide conference.
- Creation of LLEAD Chapters in Michigan.
- Obtained grant to create statewide Anti-Latina/o Crisis Response System

MISSION

To bring together Latina/o communities in the state to exchange ideas on common issues so that Michigan Latina/os can present unified solutions in resolving challenges confronted on the local, state and national levels.

PURPOSE

The purpose of LLEAD Chapters are to provide the vehicle whereby local communities can coordinate, design, develop and advocate for the creation of solutions to overcome their societal challenges in the areas of: civil and human rights, health disparities, education, employment, economic, housing, immigrant rights, and civic engagement in conjunction with support of the State Board of Directors of LLEAD.

MEMBERSHIP FORM

Payment of dues ($10.00) entitles you to membership for one year with the Latinx Leaders for the Enhancement of Advocacy and Development (LLEAD). Lifetime memberships are also available.

NAME:

ADDRESS:

CITY: __________

STATE: ___ COUNTY: ______

ZIP: ______________________

PHONE: _____________________

CELL: _____________________

E-MAIL: ____________________

CITY OR COUNTY OF LLEAD BRANCH WHERE YOU ARE APPLYING:
A RESOLUTION Opposing Extraction of Michigan’s Waters by Nestlé
And Banning the Purchase of Nestlé Brand Bottled Water by Washtenaw County

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 11, 2018

WHEREAS, the Washtenaw County Board of Commissioners is committed to serving as an effective and careful steward of our natural resources and environment, including the waters of our state, and believes that doing so is a fundamental responsibility of government at all levels; and

WHEREAS, threats to Michigan’s drinking water supply are an ongoing and serious public health concern, and include increasing problems with water scarcity and contamination due in part to overdraws from Michigan’s aquifers and groundwater; and

WHEREAS, the Washtenaw County Board of Commissioners is committed to sustaining its substantial, ongoing efforts to reduce consumption of bottled water, which include installation and maintenance of water bottle filling stations in County buildings and provision of employee water dispensers; and

WHEREAS, Nestlé has acted in an aggressive way to dominate the bottled water industry in Michigan and elsewhere, acting recklessly with regard to the environment and without fair or adequate compensation to the People of Michigan or to local communities for the extraction of resources that are a public and common good; and

WHEREAS, Nestlé extracts more than twice as much water from Michigan than from any other Midwestern state; and

WHEREAS, Nestlé sells more than $340 million annually of bottled water extracted from Michigan, while paying only nominal fees for doing so; and

WHEREAS, Nestlé has persisted in pursuing increased pumping of Michigan groundwater against the strong and demonstrated desire of local communities, most recently in Osceola Township, where opposition to Nestlé increased pumping operations was expressed in over 80,000 comments and over 330,000 petition signatures submitted to the Michigan Department of Environmental Quality;

THEREFORE BE IT RESOLVED, the Washtenaw County Board of Commissioners opposes large-scale extraction of Michigan waters by Nestlé or any other corporate entity without rigorous environmental testing and monitoring designed to ensure long-term sustainable operations that do not affect the water supply of the people of Michigan, without agreement by all potentially affected local communities; and without fair compensation; and
THEREFORE BE IT RESOLVED, the Washtenaw County Board of Commissioners is committed to ensuring that Washtenaw County does not purchase bottled water from Nestlé; and

BE IT FURTHER RESOLVED, Washtenaw County will no longer purchase Nestlé bottled water under any brand name, including but not limited to the following brand names commonly sold in Michigan: "Ice Mountain," "Pure Life," and "Poland Spring"; and

BE IT FURTHER RESOLVED, Washtenaw County will update its procurement procedures, effective no later than September 1st, 2018, to reflect and implement the Board of Commissioners' intent to end the purchase of Nestlé bottled water; and

BE IT FURTHER RESOLVED, the Washtenaw County Board of Commissioners directs the County Administrator to send copies of this Resolution to the Michigan Association of Counties, the other 82 Michigan counties; and our representatives in the Michigan State House and Michigan State Senate.

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CLERK/REGISTER’S CERTIFICATE - CERTIFIED COPY

ROLL CALL VOTE: 7 0 2

STATE OF MICHIGAN)

COUNTY OF WASHTENAW)

I, Lawrence Kestenbaum, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 11th, 2018, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this 12th day of July, 2018.

LAWRENCE KESTENBAUM, Clerk/Register

BY: Deputy Clerk

Res. No. 18-113