

CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

HUMAN SERVICES COMMITTEE  
TERI BANAS, CHAIR  
TODD TENNIS  
RYAN SEBOLT  
DEB NOLAN  
CAROL KOENIG  
ROBIN NAEYAERT

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, AUGUST 27, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

**NOTE CHANGE IN TIME**

Agenda

- Call to Order
- Approval of the [August 20, 2018 Minutes](#)
- Additions to the Agenda
- Limited Public Comment

	<u>Budget Book</u>
	<u>Section-Page</u>
1. <u>Budget Hearings</u>	
a. Community Agencies.....	4-1
b. Community Mental Health .....	4-2
c. Cooperative Extension .....	4-5
d. Department of Human Services .....	4-21
e. Fair .....	4-29
f. Health Department.....	4-39
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j. Mid-Michigan 2-1-1 Alliance.....	4-91
k. MSHN Substance Abuse.....	4-92
l. Parks.....	4-94
m. Transportation Millage .....	4-105
n. Tri-County Aging Consortium.....	4-107
o. Veteran Affairs.....	4-109
p. Capital Area Mentoring Partnership (CAMP)	

2. Final Ranking

- Announcements
- Public Comment
- Adjournment

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

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

HUMAN SERVICES COMMITTEE  
August 20, 2018  
Draft Minutes

Members Present: Banas, Nolan, Koenig (left the meeting at 6:52 p.m.), Sebolt, Tennis and Naeyaert

Members Absent: None

Others Present: Commissioner Grebner, Gene Wriggelsworth Jeffrey Brown, Dwayne Riley, Elsa Heenan, Todd Heywood, Linda Vail, Tanya Moore, Tim Morgan, Melissa Buzzard, Jared Cypher, Lindsey LaForte, and others.

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 July 16, 2018 Minutes

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE MINUTES OF THE JULY 16, 2018 HUMAN SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

Gene Wriggelsworth, former Sheriff, stated that he was before the Committee in order to speak about the Ingham County Trail System. He further stated that signage on the trails was necessary and important.

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

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
  - 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/Geocko, Inc. for Software as a Service System
  - g. Resolution Authorizing an Agreement with Ingham Health Plan Corporation
  - h. Resolution to Authorize an Agreement with Redhead Design Studio
  - i. Resolution to Authorize a Temporary Emergency Preparedness Consultant Position
  - j. Resolution Honoring Barbra Monroe

THE MOTION CARRIED UNANIMOUSLY.

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

1. Community Health Center Board – Interviews

Commissioner Tennis stated that as the liaison for the Community Health Center Board he wanted to share that all of the candidates had been approved by the Community Health Center Board.

Dwayne Riley interviewed for a position on the Community Health Center Board.

Elsa Heenan interviewed for a position on the Community Health Center Board.

Jeffrey Brown interviewed for a position on the Community Health Center Board.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. KOENIG, TO APPOINT DWAYNE RILEY, ELSA HEENAN, AND JEFFREY BROWN TO THE COMMUNITY HEALTH CENTER BOARD.

THE MOTION CARRIED UNANIMOUSLY.

5. Parks Department

- 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

Tanya Moore, Spicer Group Project Manager, stated that about a year ago the County had started to meet with the stakeholders for the wayfinding signage. She further stated that from very early on, the consensus was that they would like to model the wayfinding to the Traverse Area Recreation and Transportation (TART) Trails.

Ms. Moore stated that there was a need for wayfinding on the trails to know where you started, the distances and mile markers, and to establish a sense of place on the trail. She further stated that they had a wayfinding plan and now needed to decide how to implement the plan.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION.

Ms. Moore stated that Michigan Department of Transportation (MDOT) provided grants in order to fund projects such as this. She further stated that if they were to use the grant they would need to meet certain criteria and provide 50% match funds.

Ms. Moore stated that the Spicer Group and Parks Department had worked with the communities to establish what type of signs they had already established and what they needed. She further stated that they received feedback from the community about their needs along with maps to compile for the grant.

Ms. Moore stated that the stakeholder group had come up with a cost, which was a bit conservative, but they did not want to have it be too low. She further stated that no one benefitted from a low bid and there was a need to plan for inflation.

Ms. Moore stated that they had spoken with the sign company that the TART Trail used and based on their sign costs she was able to figure out an estimate cost for the Ingham County Trails signage. She further stated that this project would be almost 500 signs and it would be an average of \$2,000 per sign for the sign, design, and installation.

Ms. Moore stated that with MDOT there was a requirement for full time construction oversight, so when the project was built there would need to be someone watching over the work.

Commissioner Koenig left the meeting at 6:52 p.m.

Chairperson Banas asked for the difference between the first estimate given to the Committee and the current estimate.

Ms. Moore stated that the first estimate was almost \$1.5 million and this estimate was about \$972,000.

Chairperson Banas asked what the percentage difference in price was.

Ms. Moore stated that it was about a third of the cost originally estimated. She further stated that the current figures were based on the costs of the TART trail signs.

Ms. Moore stated that the TART trail signs were more of a vandal-proof sign, which was aluminum, 1/8 inch thick, with an auto finish. She further stated that there was a need for signs which were vandal-proof along the trails.

Chairperson Banas stated that the current estimates were about 1/3 of the original estimates. She further stated that this particular MDOT grant was available three times a year, so there was not a rush to decide on this tonight.

Commissioner Naeyaert stated that there was nothing in this proposal for Mason.

Melissa Buzzard, Trails and Parks Millage Coordinator, stated that Mason did have a need for signs but had opted out this time.

Commissioner Nolan asked how much was being requested for this MDOT grant.

Ms. Moore stated that the County would be asking for about \$400,000.

Commissioner Nolan stated that they would have to match \$400,000. She further stated that they could ask for a smaller amount.

Ms. Moore stated that it was a possibility to ask for less. She further stated that the County could also ask for nothing and fund it themselves.

Discussion.

Tim Morgan, Parks Department Director, stated that there were participating costs and non-participating costs considered when applying for a MDOT grant.

Ms. Moore stated that with an MDOT grant there was participating funds that apply to the match such as the signs, but non-participating funds were things like engineering and interpretive signage.

Ms. Moore stated that the non-participating costs were fully the County's cost.

Commissioner Grebner stated that he thought that the images that went on the signs were different than the per-sign cost. He asked if the costs were broken down for the graphic design.

Ms. Moore stated that the design costs were in the per-sign cost.

Commissioner Grebner stated that it did not seem to be a part of the sign. He further stated that the mapping, image, and design could also be a part of the brochure and that work could be done elsewhere.

Ms. Moore stated that a graphic artist could be employed elsewhere but could also work at the sign company.

Commissioner Grebner stated that it seemed that this was a separate problem. He further stated that each municipality should not have to find a person to do this graphic work.

Ms. Moore stated that with the MDOT grant this would be put out to bid for one contractor. She further stated that MDOT would not allow this to be separate.

Mr. Morgan stated that the benefit of doing the signs through one contractor was that there would be some uniformity throughout the trails. He further stated that each community could keep their branding on each individual trail.

Ms. Moore stated that the smaller signs would all be uniform like highway signs, but the larger signs would allow for each community to change colors and make them more customized for the top portion of the sign.

Mr. Morgan stated that it was important to the communities to be able to customize the signs on their trails.

Chairperson Banas stated that the numbers had changed for this project a few times. She further stated that the Board of Commissioners were carefully considering all spending.

Chairperson Banas stated that they had done a lot of work and it would be nice to have a good way to mark the trails.

Commissioner Grebner stated that it was good to have some of this clarified. He further stated that the County would be choosing the vendor and making the purchase.

Commissioner Grebner asked why the design and fabrication needed to be linked.

Ms. Moore stated that the two did not have to be linked.

Mr. Morgan stated that there could perhaps be a partnership with the design person and sign fabricator in order to put a bid in for the RFP.

Commissioner Grebner stated that the design cost was a one-time cost and the fabrication costs were more variable. He further stated that these did seem to be something that you would bid together.

Ms. Moore stated that they were producing multiple signs but no two of them would be exactly the same. She further stated that each sign's content would be different on the trail.

Ms. Moore stated that there would be a lot of cost for design up front.

Commissioner Grebner stated that if you thought about tax mapping, once they have the data set they can produce as many maps as you need for any point in the County for not very much money. He further stated that they just pull in all the information and then print.

Commissioner Grebner stated that in his mind the cost of producing a slightly customized sign was not a huge amount.

Chairperson Banas stated that much of the concept work was already done as seen in the packet.

Commissioner Tennis stated that Commissioner Grebner wanted multiple bids for each part of this process. He further stated that the Spicer Group and the Parks Department wanted one bid for everything and the bidders would be responsible for putting it together.

Commissioner Grebner stated that he saw this as three steps. He further stated that first, an image need to be produced, then that image was fabricated on an aluminum sign, and finally the signs would need to be installed.

Commissioner Grebner stated that sign installation could be done cost-effectively by the Parks Department.

Commissioner Tennis asked if MDOT would allow the Parks Department to install the signs.

Ms. Moore stated that the installation would have to be done by a prequalified contractor.

Commissioner Grebner asked if the MDOT funding was tied to every step of the project.

Mr. Morgan stated it would be start-to-finish as MDOT wants to know that the project was planned all the way through.

Ms. Moore stated that an MDOT grant was not typically a design build project. She further stated that they would complete the design upfront and go through different approvals through that process.

Ms. Moore stated that once the design was completed they would go out to bid. She further stated that they would then select a prequalified contractor.

Ms. Moore stated that the design all needed to be done up front.

Commissioner Grebner stated that Ms. Moore was not speaking of designing the signs, but rather designing the project. He asked if they were allowed to put an image on a sign and then install the sign if the image did not come from a nonqualified vendor.

Commissioner Grebner stated that someone else should look into that. He further stated that he did not believe that MDOT had ever thought about this.

Commissioner Grebner stated that it was hard to believe that MDOT would not allow someone to put up signs if it was designed by someone else, for instance, County staff.

Commissioner Sebolt stated that you would be surprised what MDOT did not allow.

Commissioner Grebner stated that it should be examined separately.

Discussion.

Commissioner Grebner stated that \$10,000 a sign was absolutely outrageous. He further stated that anyone who saw that as a cost of the sign and did not think it was outrageous was just not paying attention.

Commissioner Grebner stated that \$8,000 a sign was also outrageous. He further stated that signs should not cost that much.

Commissioner Grebner stated that when you figured in design costs, the numbers became a bit confusing and more vague. He further stated that the cost to fabricate a sign was only about \$100.

Commissioner Grebner stated that the cost of installation was not that great either. He further stated that if the County did not take the MDOT grant and allowed the Parks Department to do the installation, it would cost about \$25-30 per-sign for the installation.

Commissioner Grebner stated that the design of the signs was the largest cost. He further stated that he thought the County would put out an RFP for just the design of the signs and wait to bid out the fabrication and installation for later.

Commissioner Sebolt asked if Commissioner Grebner could produce independent verification of his cost estimates. He further stated that Commissioner Grebner was asking for that of the MDOT proposal, so he should be able to do the same.

Commissioner Grebner stated that he had emailed the information earlier in the day and he had spoken with a sign maker in Owosso. He further stated that he had purchased many signs and they did not cost so much and signs were not that expensive.

Commissioner Naeyaert asked how that would affect the MDOT grant if the County pulled out a portion of the project.

Ms. Moore stated that the County had not applied for the grant at this time. She further stated that the next deadline for the grant was in October and they were hoping to apply for it in September.

Commissioner Naeyaert asked about the cost per sign.

Ms. Moore stated that the map sign was about 4x6 feet and cost about \$300 per square foot of sign, which was about \$8000 per sign. She further stated that the trail blade sign was about \$820 per sign.

Ms. Moore stated that the directional signs were about \$728 per sign. She further stated that the trail blade sign cost seemed a bit low but the rest were reasonable.

Ms. Buzzard stated that she passed out some information with the costs for some recent wayfinding signage projects in the state.

Commissioner Tennis stated that the supposition that Commissioner Grebner was making was that if this was done in-house, it could be done cheaper than if the County attempted to get the MDOT grant. He further stated that the MDOT grant required a lot of things to be done their way such as only having one bid and having prequalified contractors, and that would increase the costs.

Commissioner Tennis stated that the County could bid out the design and fabrication themselves and then use County staff to complete the installation. He further stated that the question came down to if it would cost the millage more money but cost the taxpayers less.

Commissioner Tennis stated that if the County used the MDOT grant, it would cost about \$900,000 but only half of that was millage funds as the other half was from MDOT. He further stated that if the County could complete the project for \$600,000 on their own it would be saving taxpayers \$300,000 overall, but costing an additional \$150,000 in millage funds.

Commissioner Tennis stated that there was a lot to process on this issue.

Mr. Morgan stated that the Parks Department was maxed out for the amount of work that they could handle. He further stated that putting in 500 signs would be an issue.

Mr. Morgan stated that assuming the installation and maintenance for these signs was not something the Parks Department had planned on for the regional trail system.

Jared Cypher, Deputy Controller, stated that if the Board of Commissioners wanted the Parks Department to install the signs, then the Parks Department would install the signs.

Commissioner Tennis stated that he did not assume that the Parks Department would do this with current staff. He further stated that he assumed that they would add staff.

Mr. Cypher stated that they would utilize the millage funds to hire seasonal staff in order to install the signs.

Discussion.

Chairperson Banas stated that they could have Mr. Cypher to take this back and put together some additional ideas and best accommodate this project for the least cost to the millage and the least cost to the taxpayer.

COMM. NOLAN, SUPPORTED BY COMM. TENNIS, TO TABLE THE RESOLUTION.

Commissioner Grebner stated that in the first place, they were not talking about wild estimates as the cost of installing a sign was a known amount and it was not an astronomical amount. He further stated that it was ridiculous to suggest that he did not know how much it cost to install a sign.

Commissioner Grebner stated that the cost of fabricating a reasonable sign was not unknown and it was not an astronomical amount of money.

Commissioner Grebner stated that he strongly urged the Committee to focus the cost of the design. He further stated that they did not need to write off MDOT money.

Commissioner Grebner stated that if the County put together a proposal there was still a chance that MDOT would provide a grant even if it did not include the design costs. He further stated that this was at most a \$200,000 project since there was only about 260 signs.

Commissioner Grebner stated that this could be done for about \$800 a sign. He further stated that the idea that this was a million dollar problem or that they could not take some time to discuss the squandering of a million dollars was remarkable.

Chairperson Banas stated that they had suggested that they table this and have staff come back. She further asked Ms. Moore to clarify the number of signs that this project would entail.

Ms. Moore stated that they were discussing about 460 signs.

Commissioner Grebner stated that it should be clarified correctly and he was only talking about 260 signs that were expensive and then there were an additional 200 signs that were less expensive. He further stated that he was only talking about the signs that were in the \$2,000 range.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY. Absent:  
Commissioner Koenig

6. Health Department
  - k. Sanitary Code and Septic Inspection Programs (*Discussion*)

Commissioner Nolan left the room at 7:33 p.m.

Linda Vail, Health Officer, stated that she was before the Committee to review the slideshow presentation that she had presented at an earlier meeting. She further stated that she had also brought some additional information.

Ms. Vail stated that she also had some additional information concerning the budget.

Commissioner Nolan returned to the room at 7:35 p.m.

Ms. Vail presented the slideshow and budget information.

Ms. Vail stated that the accounting staff had reviewed this proposal. She further stated that this should be cost-neutral and they did not expect to encounter expenses for the County.

Commissioner Nolan stated that she appreciated that the program would be cost-neutral and that Ms. Vail had thought of everything. She asked about phasing in the additional sanitarian staff and the clerical worker.

Ms. Vail stated that the clerical staff would come in with the second sanitarian.

Commissioner Nolan asked why the staff would be phased in.

Ms. Vail stated that it would be phased in so that a high cost would be avoided at the onset when there was not as much funding coming in.

Commissioner Naeyaert asked how they may find the septic systems they did not know about.

Ms. Vail stated that a lot of times the systems that were not known about were associated with the ones that they did know about. She further stated that it was often times where people had replaced one but did so without permission.

Ms. Vail stated that they may not find every single septic system but would work toward it.

Commissioner Tennis asked about the State of Michigan cost-sharing projected revenues shown on the budget sheet.

Ms. Vail stated that they received some public health money and the amount had not been changed recently. She further stated that this was cost-sharing for all mandatory health services and a portion of it was earmarked for this project.

Ms. Vail stated that they had been talking to the State Legislature about this as it was supposed to be a 50/50 share but was more like 25/75. She further stated that this year there was a chance that there may be a small increase in local public health share.

Commissioner Naeyaert stated that last time they had questioned if they should move forward on this or wait for the State to make this mandatory.

Commissioner Tennis stated that he was ready to move forward.

Commissioner Naeyaert stated the County could be a leader in this.

Ms. Vail stated that they may end up ahead of the game if the State decided to go forward. The County could benefit from already having the program in place.

Commissioner Sebolt asked about if the State gave more money would that lead to a reduction in fees.

Ms. Vail stated that this proposal was put together with a slim margin and if they had more money, they would use that to first add staff. She further stated that having an additional sanitarian on staff would be helpful.

Commissioner Tennis stated that it would be about two inspections each day for each sanitarian.

Ms. Vail stated that was what they figured, but it would not always be easy to do that much. She further stated that they did not profit from this, so if there was extra funding they would look at lowering fees, if possible.

Commissioner Tennis asked about the revenue transfer out line item in the budget table.

Ms. Vail stated that she did not have an answer as to why that was there, but she thought that it may be for administrative costs. She further stated that she would get the answer back to the Committee.

Commissioner Tennis stated that he did not have any constituents impacted, but wanted to make sure that when rolling this out they could speak very truthfully about this cost. He further stated that \$300 seemed like a less than the current inspection costs.

Commissioner Tennis stated that performing the inspections on a larger scale would reduce cost but to reduce it by more than 50% was impressive. He further stated that not having the point of sale (POS) unless the mortgage companies required it was beneficial.

Commissioner Tennis asked how it the County could address those points.

Ms. Vail stated that part of the reason that the POS was more costly was because of the way that it was done. She further stated that POS inspections were done via private inspectors doing this for profit, not at-cost.

Ms. Vail stated that after the POS inspection, the County needed to review those reports. She further stated that the inspection was more expensive and then additional administrative costs added up.

Ms. Vail stated that they could reduce the administrative cost by doing the inspection themselves. She further stated that there were problems with POS inspections because at times they did not have proper certification and were not up to the state guidelines.

Commissioner Naeyaert stated that the Federal lenders were often the ones with the most criteria. She further stated that it would be helpful to have a resolution to send to her constituents with her response to their concerns.

Commissioner Naeyaert stated that inspections might cause some homeowners to have thousands of dollars in bills to repair.

Discussion.

Ms. Vail stated that they would have to look at that possibility.

Chairperson Banas stated that moving forward they would start to put together a committee and it would not necessarily be public hearings.

Ms. Vail stated that they could start to move toward assembling stakeholders and try to resolve some of these concerns.

Discussion.

Commissioner Nolan stated that she had received a lot of contact from her constituents. She further stated that a resolution would be helpful in being able to answer them.

Discussion.

Chairperson Banas stated that they looked forward to a resolution in September. She further stated that she would like to thank Ms. Vail and her staff for this excellent, progressive work.

#### Announcements

Commissioner Naeyaert asked about the date of the Human Services Budget Meeting.

Mr. Cypher stated that it was one week from tonight, August 27, 2018 at 6:00 p.m.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 8:11 p.m.