THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, OCTOBER 1, 2018 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the September 17, 2018 Minutes

Additions to the Agenda

Limited Public Comment

1. **Youth Commission** – Interviews

2. **Medical Care Facility** – Update on Additions/Renovations

3. **Ingham Health Plan** – Resolution Authorizing an Amendment to the 2018 Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)

4. **Sheriff’s Office/Health Department** – Jail Medical (*Discussion*)

5. **Health Department**
   a. Resolution to Accept Funding from MDHHS for HIV Care Coordination
   b. Resolution to Pay Wieland Deposit for Custom Aluminum Boards
   c. Resolution to Approve a Third Five Year Extension of Reciprocal Agreements

6. **Fair Office** – Resolution to Amend the 2018 Fair Fund Budget

7. **Parks Department**
   a. Resolution to Authorize an Amendment to City of East Lansing and Meridian Township Trails and Parks Millage Agreements
   b. Resolution to Authorize an Amendment to City of Lansing Trails and Parks Millage Agreements
   c. Resolution Honoring the Service of John Veenstra

8. **Controller’s Office** – Resolution Authorizing Adjustments to the 2018 Ingham County Budget
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 online at www.ingham.org.
HUMAN SERVICES COMMITTEE
September 17, 2018
Draft Minutes

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

Members Absent: None

Others Present: Commissioner Mark Grebner, Commissioner Randy Maiville, Matt Nordfjord, Rick Terrill, Linda Vail, Joy Gleason, Shelly Neal, Greta Win, Carolyn Beaune, Lori Noyer, Melissa Buzzard, David Mittleman, Paul Novak, Mark McCorkle, Michael Townsend, Jared Cypher, Lindsey LaForte, and others.

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

Approval of the August 27, 2018 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE MINUTES OF THE AUGUST 27, 2018 HUMAN SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Additions to the Agenda

Chairperson Banas offered a resolution from the Parks Commission which would pass along funding from Meridian Township and the Friends of Ingham County Parks for a sidewalk at Lake Lansing Park South. She further stated that this project was started without going through the proper channels.

Chairperson Banas stated that the project had been stopped because it needed the approval by the Board of Commissioners and if it was not approved tonight it would wait until November. She further stated that it presented a safety hazard because it was currently under construction.

Chairperson Banas stated that she was familiar with the area and that a lot of senior citizens and others frequently use that entrance to the park and it was important to move this along.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. KOENIG TO ADD THE RESOLUTION TO AUTHORIZE CONSTRUCTION OF A SIDEWALK AT LAKE LANSING PARK SOUTH TO THE AGENDA AS AGENDA ITEM NO. 3c.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.
Limited Public Comment

Commissioner Mark Grebner presented a wayfinding sign for the Lansing River Trail. He further stated that at a previous meeting he had pointed out that signs could be made for $200 rather than $800.

Commissioner Grebner stated that he used the graphics from the Parks Department report and had this sign made. He further stated that this was changed a bit from the original request as this was using a standard size and cut.

Commissioner Grebner stated that this sign cost $200.00. He further stated that this was standard 15/100 of an inch aluminum rather than what was specified by the Parks Department.

Commissioner Grebner stated that this was a vinyl sheet on a blank, which could be replaced, if needed. He further stated that he would be happy to take questions.

Chairperson Banas invited Commissioner Grebner to take his sign to the next Wayfinding Taskforce meeting. She thanked him for coming.

Discussion.

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

2. Fair Office
   a. Resolution to Authorize an Agreement with Spicer Group to Develop Specifications for the Improvements to the Four Pole/Horse Barns on the Ingham County Fairgrounds

3. Parks Department
   a. Resolution to Authorize an Application to the Ingham County Trails and Parks Millage Fund for Accessibility Improvements to Hawk Island
   b. Resolution to Authorize an Application to the Ingham County Trails and Parks Millage Fund for Accessibility Improvements to Lake Lansing South
   c. Resolution to Authorize Construction of a Sidewalk at Lake Lansing Park South

4. Health Department
   a. Resolution to Accept 2018 Health Center Quality Improvement Funds
   b. Resolution to Extend Agreement with MDHHS with Additional Funds to Provide Refugee Health Assessments
   c. Resolution to Amend Clean Sweep Agreement
   d. Resolution to Authorize a Purchase and Services Agreement with Otech Group LLC
   f. Resolution to Authorize an Agreement with Southeastern Michigan Health Association
   g. Resolution to Convert WIC Family/Child/Infant Advocate Position to Medical Assistant I Position
5. **Human Services Committee**
   a. Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

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

1. **Ingham Health Plan** – Health Services Millage (*Discussion*)

Lori Noyer, Ingham Health Plan (IHP) Executive Director, read a statement which is included in the minutes as Attachment A.

Commissioner Nolan stated that she was a member of the IHP Board of Directors as the Board of Commissioner’s representative. She further stated that at one time, IHP had a $12 million fund balance and now it was going down to nearly $4 million.

Commissioner Nolan stated that she supported this additional funding and that it was time to move forward. She further stated that the County should help them complete these payments with millage dollars starting as soon as possible.

Commissioner Koenig asked how many members IHP had.

Ms. Noyer stated that they serviced about 1,750 members with 1,220 being millage, and about 530 Bridge members. She further stated that they had a fluid membership and sometimes people were only members for 60 to 90 days.

Ms. Noyer stated that they had served about 2,000 people this year.

Commissioner Koenig asked how many employees IHP had and what they did.

Ms. Noyer stated that IHP employed six people and they performed a variety of functions including processing claims, maintaining community relationships, and more which had been included in the information provided to the Committee.

Commissioner Tennis arrived at 6:46 p.m.

Commissioner Koenig stated that she was asking specific questions to find out what the IHP Board of Directors might see as their future. She further stated that as of now, Ingham County was the sole funder of IHP and it was a strange position to be in.

Commissioner Koenig stated that Ingham County used to manage health plans for other counties which was profitable. She further stated that going forward the County could not be the sole supporter as it was not sustainable.
Commissioner Koenig asked what they planned to do to gain other funding sources.

Ms. Noyer stated that managing other health plans was one opportunity to receive funding as well as grants.

Carolyn Beaune, Ingham Health Plan Associate Director, stated that the County made money managing the other counties’ health plans, IHP did not make money on that. She further stated that the administration of the plans was done by the Ingham County Health Department (ICHD).

Commissioner Koenig stated that it was profitable for the County but IHP was not.

Ms. Noyer stated that she was looking for different sources of funding but there were very few sources. She further stated that they were lucky to have the support of the community and the taxpayers who supported a millage that provides funding to their organization.

Commissioner Koenig stated that it was County millage. She further stated that Ingham County and IHP were two separate entities.

Commissioner Koenig stated that it was Ingham County who asked for the millage and support from the voters. She further stated that it was not the IHP millage.

Ms. Noyer stated that she was not clear on all of the history, but that she had felt it was an IHP millage.

Commissioner Koenig stated that Community Mental Health (CMH) also received millage funds from the Ingham Health Millage. She further stated that the County operated the millage.

Commissioner Koenig stated that she wanted to know why the County should be partners with IHP. She further stated that she wanted to see what could happen to improve IHP because it was needed more now than ever.

Ms. Noyer stated that their fund balance was to sustain services if the millage funding had been eliminated.

Commissioner Koenig stated that going forward the millage was the sole source of funding and it would be like that for the foreseeable future. She further stated that she would like to see more funding than that and for IHP to be more sustainable.

Chairperson Banas asked about the additional funds that were being requested. She further stated that she wanted to know where the money would go and if it would cover administrative costs or member services.

Ms. Noyer stated that the additional funding would go toward a 20% administrative cost and the rest would be for services for their members for this year and 2019.
Commissioner Tennis stated that he had to apologize for coming in late. He further stated that it sounded like there had been some hostility toward the IHP at this meeting.

Commissioner Tennis stated that IHP had been in existence for longer than any of the Committee members had been on the Board of Commissioners. He further stated that he had to learn about it when he joined the Board of Commissioners in 2007.

Commissioner Tennis stated that at its peak, IHP served 15,000 residents but most residents were able to get health care other places after the Affordable Care Act (ACA) was implemented. He further stated that the Ingham Health Millage was established about that same time.

Commissioner Tennis stated that the impetus for that millage was to provide more health care coverage for County residents. He further stated that after the number of people dropped from IHP due to the ACA, then some funding from the Ingham Health Millage was dedicated to CMH and the millage rate was lowered.

Commissioner Tennis stated that he would like to know what the per-person, per-year cost for primary care services was under IHP, because it seemed amazingly low.

Ms. Noyer stated that it cost $82.82 per member, per month.

Commissioner Tennis stated that the County was getting an amazing value for what they spent. He further stated that he did not understand some of the hostility he sensed in this Committee.

Commissioner Tennis stated that in this political climate, it was hard to tell what would happen to the Healthy Michigan program and the ACA. He further stated that he liked having the additional funds to sustain this program when needed.

Commissioner Tennis stated that the number of residents needing this program might go up someday. He further stated that he appreciated being able to have a low millage rate, fund some CMH programs, and continue to fund over 1,000 residents’ insurance coverage at a low rate.

Chairperson Banas stated that at the last conversation, everyone seemed to agree that IHP was something that was needed and were interested in continuing to fund it. She further stated that there was an agreement that the vulnerable population in Ingham County needed this coverage but it was a debate about where the funding came from.

Commissioner Tennis stated that he had entered at a time when IHP was being treated as a hostile witness during the questioning.

Discussion.

Commissioner Nolan stated that she agreed and disagreed with both colleagues. She further stated that the Ingham Health Millage was a County millage which meant that the Board of Commissioners decided how to spend those funds.
Commissioner Nolan stated that it was never intended to be only an IHP millage. She further stated that IHP was an organization that used millage funding, but the County also had the ICHD that may need funding.

Commissioner Nolan stated that these things were never simple which was why needed. She further stated that at the time the millage was voted in, there was bad information given to the County by IHP.

Commissioner Nolan stated that IHP had given bad information that 13,000 people needed health care coverage which was why the millage went through. She further stated that she was grateful to pick up those who needed the services.

Commissioner Nolan stated that there was a fund balance issue because the economies of scale could no longer be reduced any further and still get the job done. She further stated that IHP staff was as small as could be.

Ms. Noyer stated that IHP did administer the Washtenaw Health Plan also.

Commissioner Nolan stated that there were only two county health plans remaining in Michigan.

Ms. Noyer stated that there six total county health plans in Michigan, which also included Genesee, Bay Area, and Muskegon.

Commissioner Nolan stated that she stood corrected. She further stated that they needed IHP to serve residents in need of health insurance in the County.

Commissioner Nolan stated that was how the County had set the millage up. She further stated that she supported the concept of paying for Bridge people to help with fund balance.

Commissioner Nolan stated that this would still be needed down the road, especially if this Committee and the Board of Commissioners decided to change the name of the millage and the allocation of funds.

Ms. Noyer stated that they needed to keep in mind that because they had a fund balance that it was harder to apply for some grants. She further stated that it would be self-defeating to spend down their fund balance only to qualify for more funding.

Commissioner Naeyaert stated that every time this issue came up it was baffling. She further stated that Commissioner Nolan used to not be supportive of IHP but had changed.

Commissioner Naeyaert asked why there was 6 employees, not the 9.5 listed on their information.

Ms. Noyer stated that they had a staff reduction since this information had been printed.
Commissioner Naeyaert stated that when the County had lowered the millage rate because there had been less members, IHP did not lower their spending. She further stated that it was difficult in the past to receive information from IHP.

Commissioner Naeyaert asked how the DHHS contract to send out a mailing for IHP had been achieved.

Ms. Noyer stated that she reached out to her DHHS contact because they were working with people who had emergency only services only or spend down plans that may be eligible for IHP. She further stated that DHHS said that these people could not be automatically enrolled into IHP but that DHHS could send mailing to inform them of this program.

Ms. Noyer stated that these were people with limited Medicaid benefits.

Commissioner Naeyaert asked if the Ingham County Health Department could service these people.

Ms. Noyer stated that often IHP were insuring these residents and the ICHD was able to provide the services. She further stated that they provided the coverage and their member choose their use providers.

Ms. Noyer stated that essentially IHP took millage funds and passed them through to providers including ICHD.

Commissioner Naeyaert asked how many members utilize ICHD.

Ms. Noyer stated that about 70% of their members use ICHD. She further stated that a large number of the remainder use Cristo Rey because of their Spanish language services.

Commissioner Naeyaert asked if IHP provided an interpreter.

Ms. Noyer stated that they had an interpreter on contract.

Commissioner Naeyaert asked if they made money on being the administrators for Washtenaw County’s health plan. She asked how many enrollees they had.

Ms. Noyer stated that they have about 1,700 members.

Commissioner Naeyaert how does it cost them less only $132,000 for their program.

Ms. Beaune stated that was only their administrative cost and not the cost for their services.

Commissioner Naeyaert asked why they provided that service and how IHP benefitted from the agreement.
Ms. Noyer stated that they have the infrastructure available and it made more sense to use that for more than one plan.

Commissioner Naeyaert asked if IHP reached out to other counties offering their administrative services.

Ms. Noyer stated that they had reached out to other counties, specifically Genesee County but they were happy with their third-party administrator.

Commissioner Naeyaert stated that at one time about 22 counties that had health plans but now that number was down to six counties. She asked what other counties were doing with their residents who had been using their health plan.

Ms. Noyer stated that many members qualified for ACA or Healthy Michigan, but those who did not qualify did not have coverage.

Commissioner Naeyaert stated that it seemed strange to her that other counties did not need this extra funding.

Ms. Beaune stated that some Counties had a fund balance and used it up over the last few years before closing their health plans.

Commissioner Naeyaert stated that it was concerning that they never lowered their budget during lean times when the number of members was down to about 400. She further stated that the per-person cost was much higher at the time as she remembered it being about $1,000 per person.

Commissioner Tennis stated that it was $1,000 per-year, per-member, not per-month. He further stated that if you multiplied out the $82.82 per-person, per-month cost over 12 months it was about $1,000.

Commissioner Koenig asked what Wayne, Oakland, and Macomb counties did without health plans.

Ms. Noyer stated that many of their residents qualified for the ACA or Healthy Michigan.

Commissioner Koenig asked if Ingham County did not also have many residents who qualified for ACA or Healthy Michigan.

Ms. Noyer stated that Ingham County had a number of people without residency.

Commissioner Koenig stated that Wayne County also had that population of people. She asked why the administrative fee doubled last year.

Ms. Noyer stated that it was an administrative fee on services provided and it was 20% which was double over previous years.
Commissioner Koenig asked what it was on average.

Jared Cypher, Deputy Controller, stated that it was about 10% on average.

Chairperson Banas asked why it doubled.

Ms. Noyer stated that it was before her time.

Commissioner Tennis stated that IHP had asked for Ingham County to coverage Bridge members but they did not want to fully fund that and in order to make up for some of the cost the County had decided to go up to 20%.

Commissioner Koenig stated that now IHP was asking for the Bridge members to be funded Commissioner Tennis they always asked for that funding and he always supported it.

Commissioner Koenig stated that she was a little hostile and Commissioner Tennis was right about that. She further stated that there was a high percentage of people could be going to the ICHD anyway and receive services.

Commissioner Koenig stated that they could cut out the middle man and fund ICHD directly for those services. She further stated that the ICHD stated that they could do that.

Ms. Noyer stated that ICHD was providing primary care, but the clients sometimes needed specialty care like pharmacy, labs, radiology, and more.

Commissioner Koenig maybe IHP should provide specialty services on their own and just send everyone to the ICHD for primary care.

Ms. Noyer stated that they were working really closely with the ICHD. She further stated that the IHP was payer of last resort and they were coordinating with them.

Commissioner Tennis stated that the Recording Secretary should take good minutes because this came up every year and it could save time to read them back next year. He further stated that he did not support ICHD taking over all of the IHP members because a lot of specialty care was not covered and it would take away choice.

Commissioner Tennis stated that he did not like the idea that if you “can’t afford to pay you have to go here only.” He further stated that some members already go to Care Free medical or have relationship with another physician, and although most people should go to ICHD because it was the best care, he did not want to wipe out choice.

Commissioner Sebolt stated that the Committee should pay full attention to these details. He further stated that IHP was asking for $300,000 for this year was for people that the Board of Commissioners had asked them to cover, and it did not include the Bridge people.
Commissioner Sebolt stated that this funding helped to cover the people they traditionally covered. He further stated that he was fully supportive of covering the Bridge people and was happy to vote on that tonight if this was not discussion only.

Mr. Cypher stated that even though there was no resolution tonight he would appreciate some direction on what the Committee would like to see brought forward later.

Commissioner Morgan stated that he was new to this Committee but not new to this issue as he spent four or five years consulting for Genesee and Bay Area Health Plans. He further stated that he brought up a bunch of articles via Google and it was evident that the millage was sold to voters as Ingham Health Plan millage although named Ingham Health Services.

Commissioner Morgan stated that even if the County took everything in-house, it needed to be taken back and resold.

Chairperson Banas stated that the County did collect the millage funds and they were the ones who put it on the ballot.

Commissioner Nolan asked Linda Vail, Ingham County Health Officer, to speak to this briefly. She further stated that she would like to know what would happen if the County took the IHP members and brought them to the ICHD.

Chairperson Banas what could happened if IHP just covered specialty services.

Ms. Vail stated that IHP was a payer and the ICHD was a provider which were two different things. She further stated that the ICHD could see the vast majority of these patients, but Commissioner Tennis made valid point about choice.

Ms. Vail stated that not every physician or provider contracted with IHP, so choice was already limited somewhat. She further stated that she had pointed out in conversations about why not do this in-house that it would be just as expensive to do in-house as it was to go through IHP.

Ms. Vail stated that if IHP were to close it down, then there would have to be some rebuilding and that it was not cheap to 1,800 patients. She further stated that she was not sure how it would work to refer to IHP for specialty services only, since patients would have no connection with IHP.

Ms. Vail asked how they could work together if patients did not have the service. She further stated that she was unsure how it would all work.

Ms. Vail stated that ICHD received the reimbursement for their services from IHP but it was not near the wrap around cost. She further stated that the ICHD was always there to serve no matter what and could work with a sliding scale or reduced costs, if needed.
Commissioner Naeyaert stated that Ms. Vail always made things easy to understand and she appreciated that. She asked what happened if a patient came into the ICHD and needed a specialty services such as an MRI.

Ms. Vail stated that they referred the patient to a specialty provider.

Commissioner Naeyaert asked if the cost were covered for the patient.

Mr. Vail stated that she was unsure if the specialty provider had the ability to cover those costs.

Commissioner Naeyaert asked if a specialty doctor would take anyone.

Ms. Vail stated that was not the case.

Commissioner Naeyaert stated that insurance told her who to see and not see so choices were limited. She further stated that she did not think that it was a big deal to tell IHP members where to go for care even if it was not under one umbrella.

Commissioner Naeyaert stated that specialty care could be given elsewhere.

Ms. Noyer stated that there was a network of providers within an insurance plan, so choices are limited, but choice was not eliminated.

Commissioner Naeyaert stated that was true. She asked if someone came in and could not afford care what would happen to the people who needed specialty services.

Chairperson Banas stated that it was now 7:30 p.m. and there were more items on the agenda, so they should move along. She further stated that there was interest in fashioning a resolution for the next meeting.

Mr. Cypher stated that the millage fund had a fund balance of about $800,000. He further stated that it was not totally sustainable to keep paying more, but there was some room for an increase.

Mr. Cypher stated that the amount levied in the millage could also be increased.

Chairperson Banas asked if the Committee acted on the request for 2018 and did not take action for 2019 would that be sufficient.

Ms. Noyer stated that they would take it back to the IHP Board of Directors and ask.

Chairperson Banas asked if taking an incremental approach would cause duress.

Ms. Noyer stated that if they did not take action on 2019 there would be time to further discuss that. She further stated that they would be appreciate acting on 2018 as soon as possible.
Chairperson Banas stated that it could be done in incremental steps. She asked if this additional funding would go toward medical needs and not additional staff.

Commissioner Morgan stated that taking this incrementally was a good solution and gave them some time to see what was happening politically.

Commissioner Sebolt stated that he agreed with Commissioner Morgan. He asked if the Board of Commissioners could increase millage by various amounts or if it was an all or nothing increase.

Mr. Cypher stated that it can be increased in any amount as long as it did not exceed the top amount of .52 mills per year.

Ms. Noyer asked to clarify what the timeframe would be to determine 2019 funding.

Chairperson Banas stated that it would have to be looked at every month until a determination were to be made.

Mr. Cypher stated that if the Committee wanted to increase the millage they would need to address that soon because it needed to be done with the approval of the budget.

Discussion.

MOVED BY COMM. NOLAN, SUPPORT BY COMM. TENNIS. TO BRING FORWARD A RESOLUTION AT THE NEXT COMMITTEE MEETING.

Commissioner Koenig stated that this was a discussion item so action could not be taken.

Chairperson Banas stated that they would not vote on the motion. She further stated that Mr. Cypher could prepare a resolution for the 2018 funding increase for the next Committee meeting.

2. Fair Office
   b. Fair Budget Projection (Discussion)

Chairperson Banas stated that there had been a deficit for this year for the Fair Budget. She further stated that the Committee could have a discussion about possibly covering the balance and thoughts about how to best move forward.

Discussion.

Mr. Cypher stated that the Controller’s Office had been working with the Budget Office and Fair Office to examine the Fair fund. He further stated that it was short by about $700,000 this year.

Mr. Cypher stated that they had looked to fill the gap and believe that it is possible to use CIP funds, which was hotel/motel tax money. He further stated that with direction from the Committee they could bring back a resolution.
Mr. Cypher stated that they could skip the paving project that the CIP funds were slated for and plug the budget hole. He further stated that it was not sustainable to continue to operate this way.

Mr. Cypher stated that CIP money was to be used for capital improvements and if it was not put back in venue, the venue suffered. He further stated that keeping the venue up-to-date was important to attracting people to use the venue.

Mr. Cypher stated that this was a bad cycle to get into. He further stated that he had presented three options in his memo, although he did not recommend the third option.

Mr. Cypher stated that there was a structural deficit in this budget. He further stated that he needed additional time to complete a thorough analysis of the Fair budget.

Mr. Cypher stated that in the memo there was a chart which showed the off season of the budget was in a deficit of $45,000 in 2011 and it increased linearly to $200,000 in 2017. He further stated that the week of the Ingham County Fair was a consistent moneymaker, except for in 2017 which was an anomaly.

Mr. Cypher stated that there had been a revenue problem for the non-fair weeks and he was performing a line item analysis to identify areas where that could be improved. He further stated that they did not know what the problem was, but he was looking for it.

Mr. Cypher stated that there were some things that he identified as being able to change in order to increase revenue, such as winter storage fees. He further stated that the Fairgrounds had 6,000 linear feet of winter storage and the charge was $9/linear foot.

Mr. Cypher stated that it was about as cheap as you could get for covered storage and the rates had not been raised the since 2010. He further stated that by bringing it up to $11/linear foot they would raise $12,000 more annually.

Mr. Cypher stated that he would have more specific recommendations at a later date.

Chairperson Banas stated that she was happy to hear that there were not revenue problems during the Ingham County Fair. She further stated that she wanted to examine line items to increase revenue.

Chairperson Banas stated that the Committee could have a discussion on how to restructure and eliminate the deficit. She further stated that Mark McCorkle, Fair Board Director, was new to this position and she looked forward to them looking ahead progressively.

Commissioner Nolan stated that she had an opportunity to speak to a friend in Kalamazoo County where they just finished their fair, and their fair director was a part-time position. She further stated that the Committee needed to look at other counties of comparable size and examine how they organized their fairs and their staff.
Commissioner Nolan stated that there was a need for real change in how the Fair was organized. She further stated that she did not want it to go away, but thought that it might include a reduction in the Director’s position to half-time.

Commissioner Naeyaert stated that she thought they needed to hear from the Fair Director for his ideas and thoughts on this situation. She further stated that she was not sure how many people drove by Fairgrounds, but there was something going on there every weekend.

Commissioner Naeyaert stated that she would like to go line-by-line to see if there were other ways to make changes with how much was being charged for use of the facilities. She further stated that Mr. McCorkle had not have time to examine this yet.

Commissioner Naeyaert stated that she thought that the average person had no idea of how much the Fairgrounds were utilized.

Chairperson Banas asked the Fair Director to comment.

Mr. McCorkle stated that he came on board with a true passion for the Fair and 4-H. He further stated that he had grown up in a 4-H family and was still involved in 4-H. He further stated that they provided services for people nearly every weekend of the year.

Mr. McCorkle stated that the next year was the 165th year of the Ingham County Fair and that this was an aging facility. He further stated that the maintenance of over 25 buildings was not inexpensive.

Mr. McCorkle stated that there were also high utility costs. He further stated that he would like the Fairgrounds to be self-sustaining.

Mr. McCorkle stated that he would like to have improvements, like bringing in a composter to take care of waste and solar panels for electricity, and LED lights to lower costs. He further stated that they were down to three employees right now and it was tough to lower costs and get things done at the same time.

Mr. McCorkle stated that he would like to bring in an expo center or a grandstand to also improve the venue.

Chairperson Banas asked if Mr. McCorkle was prepared to work with the Controller and Facilities Director to look at ways of improving this.

Mr. McCorkle he was willing to do that and work with partners such as ITC and Consumers for funding for something like an expo center or grandstand.

Michael Townsend, Budget Director, stated that annually the County examined the fees for everything but not the Fair. He further stated that it was important to look at the revenue and fees too.
Commissioner Naeyaert asked about charging for entrance fees and rides. She further stated that there was a time when the County sold the wrist bands and ride tickets themselves and the Fair was more profitable then.

Mr. McCorkle stated that they made over $100,000 on the carnival with Skerbecks Carnival this year. He further stated that given more time he could have raised more funds during fair week by seeking more sponsors.

Mr. Cypher stated that they had only charged an entrance fee and separated out the carnival cost for a very long time.

Mr. McCorkle stated that there had been a switch with the collection of livestock money in 2011.

Commissioner Sebolt asked why they did not look at Fair fees annually.

Mr. Cypher stated that the authority to look at Fair fees had been given to the Fair Board years ago.

Commissioner Sebolt asked if the Controller’s Office could make recommendations to the Fair Board directly.

Mr. Cypher stated that the Fair Director could make those recommendations.

Commissioner Sebolt knew that the Fair Director was going to need help because he was hired not long before the Ingham County Fair took place. He asked how much additional support was given this year.

Mr. Cypher stated that there was quite a bit of additional support, but Mr. McCorkle did not start until May and that was about the worst time to bring on a new Fair Manager. He further stated that because everything had been gearing up for the Ingham County Fair, it was difficult to even meet with Mr. McCorkle because he was playing catch up so much.

Commissioner Sebolt asked if there had been an offer of help and taking things off his plate.

Mr. Cypher stated that there were offers of help and support. He further stated that structural help was needed.

Mr. McCorkle stated that some the needed change was asking for sponsorship and such.

Mr. Cypher stated that it was important to point out that even with the low sponsorship rates at this year’s Ingham County Fair, it had still made money.

Commissioner Sebolt stated he understood the difficulty that Mr. McCorkle was in and mainly had questions for the Controller’s Office.
Commissioner Maiville stated that revenues were down and that he wondered why that was that not recognized earlier in the year.

Mr. Cypher stated that after Fair Week was when he took a look at the Fair budget.

Commissioner Maiville stated that there was a lot of activities at the Fairgrounds every weekend, but looking at this as a business model there were ways to address the expenses. He further stated that 3-4 venues there could be better utilized.

Commissioner Maiville stated that the new Fair Manager needed some time to work on these changes. He further stated that this was not Kalamazoo County, so a part-time fair manager would not work as well.

Commissioner Maiville stated a lot that can happen at the Fairgrounds every weekend and possibly weeknights too, which could bring additional revenue.

Commissioner Sebolt asked if the expenses at the Fairgrounds really changed if they did not do these events every week as the maintenance and some other cost would remain the same. He further stated that even if fee increases were kept as part of the Fair Board activities, maybe the Controller’s Office could keep an eye on them.

Commissioner Maiville stated that the County allocated a large amount of General Fund money support the MSU Extension, or the Parks Department, and a smaller amount of money given to the to the Fair was not wasted. He further stated that to shut down the Fairgrounds off-season would be a huge impact to the 4-H program.

Commissioner Naeyaert stated that there was a new hotel being built in Mason because of the Fairgrounds and the need for accommodations nearby.

Chairperson Banas stated that there would be a resolution before the Committee at the next meeting and she would like to continue these conversations.

Commissioner Koenig stated that she had experience as a member of the Fair Board. She further stated that the last Director stated that the Fairgrounds were busy every weekend and that could not possibly be true.

Commissioner Koenig stated that this was not limited to the current revenue solely, but there was a need to look at the numbers to find out.

4. **Health Department**
   e. Resolution to Create Staff Positions for Sparrow-VOA

Commissioner Morgan left the room at 8:07 p.m.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE RESOLUTION.
THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Morgan.

5. Human Services Committee
   b. Resolution to Amend Resolution #18-113 Authorizing an Agreement with Weitz & Luxenberg, P.C. to Represent Ingham County in Litigation Against Manufacturers and Wholesale Distributors of Opioids

Mr. Cypher stated that this was approved earlier this year and the attorneys were in negotiations about this contract and that several versions of agreements were in the committee packet. He further stated that there had been an agreement signed and waiting for the Board of Commissioners Chairperson’s signature when it was pulled back.

Mr. Cypher stated that the County Attorney was not able approve the standard agreement because this was a business decision of the Board of Commissioners. He further stated that this contract did not match up with what the Board of Commissioners had told them they wanted in the first place.

Chairperson Banas asked why it took so long to come back with the difference between the Request for Proposal (RFP) and this contract.

Paul Novak, Weitz & Luxenberg Managing Attorney, stated that there was an intervening event that occurred.

Chairperson Banas what that event was.

Mr. Novak stated that in the spring of 2018, an indemnification clause was identified in a Florida contract and the Florida Bar stated that was against the rules of professional conduct. He further stated that in their view, it violated rules of professional conduct.

Mr. Novak stated that similar language that was included in the Ingham County agreement that was not included in the other 50 Counties in Michigan. He further stated that he understood if the County wanted to insist it be in the agreement but he did not want to agree to it.

Commissioner Morgan returned to the room at 8:14 p.m.

Mr. Novak stated that the ethical issue arose and they did not want anything to do with it.

Matt Nordfjord, County Attorney, stated that he and the law firm’s attorneys get along well professionally and he was confident that they could handle the work. He further stated that they had just reached an impasse on this issue.

Mr. Nordfjord stated that he could not substitute his judgment for the Board of Commissioners’ judgment. He further stated that this also struck things like the County Vendor Policy and the Living Wage Policy.
Mr. Nordfjord stated that this was a business decision for the Board of Commissioners to decide.

Commissioner Koenig stated that they had asked the Michigan State Bar about this before.

Mr. Nordfjord stated that they had asked a few times and were still waiting on an answer.

David Mittleman, Church Wyble Attorney, stated that there was an opinion from the Michigan State Bar dating back to 1986. He read a portion of the opinion.

Mr. Mittleman stated that the Florida Bar opinion was spot-on to avoid the ethical violations.

Commissioner Nolan left the room at 8:17 p.m.

Commissioner Koenig stated that opinion was in Florida and not Michigan.

Mr. Mittleman stated that it was basically the same policy.

Mr. Novak stated that in some states, there was language added to those provisions. He further stated that it was their intent that they would not come back to the County for these expenses, but he could not contractually commit himself to this.

Commissioner Koenig asked what Mr. Novak proposed.

Mr. Novak stated that they have language that met the provisions of professional conduct. He further stated that he was not trying to be difficult and they were Living Wage compliant and he appreciated that policy and the Non-Discrimination policy.

Mr. Novak stated that these additional policies could be included as side letter agreements.

Commissioner Nolan returned to the room at 8:19 p.m.

Commissioner Koenig asked the County Attorney what he proposed.

Mr. Nordfjord stated that he just wanted an answer on how they should move forward. He further stated that he was comfortable with the law firm and their ability to do the work, but he could not recommend that the County go against their policies.

Commissioner Koenig stated that they could move the County Policy portion to a side letter. She asked Mr. Nordfjord what he preferred.

Mr. Nordfjord stated that the preferred the language he had drafted.

Commissioner Koenig stated that it gave the County a certain amount of protection financially.

Mr. Nordfjord stated that it did and without going outside of the rules.
MOVED BY COMM. NOLAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION.

Commissioner Koenig stated that Mr. Nordfjord thought they should have that language in there and it did not violate the rules.

Mr. Nordfjord stated that he was trying to accomplish the same thing and all of the lawyers saw the issue but had different solutions.

Commissioner Sebolt stated that he was a bit frustrated because they had this conversation before. He further stated that if there was no problem with things like Non-Discrimination and Living Wage policies, why not keep them in.

Mr. Mittleman stated that they wanted to keep things uniform and have essentially the same basic agreement with every county.

Commissioner Sebolt stated that the Board of Commissioners had been told that they could include specific contract language by Mr. Mittleman. He further stated that he was frustrated because now they were told that it would not be ok.

Commissioner Sebolt stated that this was not good faith negotiations.

Mr. Mittleman stated that to be fair he did agree to include specific contract language and then circumstances changed and they needed to follow the code of ethics.

Commissioner Sebolt stated that he understood the ethical issue about nonpayment but there were other things that were in the contract to protect County residents that had been struck. He further stated that if the County Attorney thought that the side letter were as strong as a signed contract that he would like them all to be signed at the same time.

Commissioner Tennis asked the County Attorney if he thought that the side letter agreements were just as having those items in the contract.

Mr. Nordfjord stated that these things are not that uncommon. He further stated that it was difficult structurally for county governments to enter into side agreements so this would be more of a side contract that the Chairperson would also sign.

Commissioner Tennis stated that the indemnification issue was something that had been discussed from the start of this issue. He further stated that he had felt all along after reading the ethics key point, that there could not be an agreement where the attorney says you did not have to pay.

Commissioner Tennis stated that he could see what County Attorney was saying, but if it was phrased like that then it was the same thing as not having it in there. He further stated that if it was the same as not having it in there then why have it in there.
Commissioner Tennis stated that this was like statue that had zero effect.

Mr. Nordfjord stated that there was more than just cost to consider and that this was a much broader issue. He further stated that it included things such as someone coming to County property and falling down the stairs while moving files from the Health Department.

Mr. Nordfjord stated that he felt comfortable modifying the contract but he could not approve it.

Commissioner Tennis asked if the County had indemnification clauses with everyone that had contracts.

Mr. Nordfjord stated that the County had them for everything.

Commissioner Koenig stated that he had never been Board Chair if he had not noticed them.

Commissioner Tennis stated that he did not feel any less comfortable with that left out of the contract and he did not know why they needed it. He further stated that he had an issue with the Non-Discrimination, Living Wage, and Code-of-Conduct policies being left out.

Commissioner Tennis stated that he was surprised other counties did not require that language also. He further stated that he hoped that Weitz & Luxenberg could make that exception since the County required this of all vendors.

Commissioner Tennis stated that he could not understand this being a sticking piece.

Mr. Novak stated that these contracts had been a bit of a concern for them because when other counties noticed that the Ingham County contract included these policies then they also wanted to negotiate more things. He further stated that they did not want to modify the contract, if possible.

Mr. Novak stated that he was comfortable with those things being understood.

Commissioner Tennis stated three things, Living Wage, Code-of-Conduct, Non-Discrimination policies needed to be included.

Commissioner Nolan stated that this was a conundrum, because there were three smart guys and a smart Committee, but no resolution. She asked Mr. Nordfjord what could be done.

Mr. Nordfjord stated that that this was a business decision.

Commissioner Nolan asked what the options were.

Mr. Nordfjord stated that they could reject the contract, accept the contract, or accept with criteria and he would work with that. Mr. Nordfjord stated that it did not happen a lot here but it happened a lot that with other clients needed to make a business decision.
Commissioner Koenig stated that this had been out for bid and had two qualified bids. She further stated that Weitz & Luxenberg was not only game in town and other firms may accept the policies.

Mr. Nordfjord stated that he was not sure.

Commissioner Koenig stated that the contract requests were fairly standard.

Mr. Nordfjord stated that that was standard, but this was a unique contract, and he did not want to blow this apart, but he could not make a recommendation on the business policy.

Chairperson Banas asked Mr. Cypher to explain this.

Mr. Cypher stated that the resolution allowed the have Board Chair to approve this policy. He further stated that if it was accepted or amended it could be Mr. Nordfjord’s marching orders.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. NOLAN, TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County.

BE IT FURTHER RESOLVED, that all other terms and conditions set forth in resolution #18-113 remain unchanged.

BE IT FURTHER RESOLVED, that the following applicable County Policies are to be included in the contract: Living Wage, Non-Discrimination, and Vendor Code-of-Conduct.

THIS WAS CONSIDERED A FRIENDLY AMENDMENT.

Discussion.

Commissioner Koenig asked if it they were likely to agree with this change to the contract.

Mr. Novak stated that they would be likely to agree to those terms.

Discussion.

Mr. Nordfjord stated that it would be helpful to him if one more clause was added waiving all other material terms of the RFP.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. NOLAN, TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County.
BE IT FURTHER RESOLVED, that the following applicable County Policies are to be included in the contract: Living Wage, Non-Discrimination, and Vendor Code-of-Conduct.

BE IT FURTHER RESOLVED, that all other material terms in the RFP are hereby waived.

THIS WAS CONSIDERED A FRIENDLY AMENDMENT.

THE MOTION, AS AMENDED, CARRIED BY ROLL CALL VOTE. **Yeas:** Banas, Nolan, Sebolt, Tennis, and Naeyaert **Nays:** Morgan and Koenig **Absent:** None.

Announcements

None.

Public Comment

Joy Gleason, Ingham County Fair Board, stated that she would like to speak about the Fair Budget. She further stated that looking through the budget line-by-line, nearly everything was in order.

Ms. Gleason stated that the Fair Board had voted in June to raise campground fees because that had been out of line with what they should have been charging. She further stated that they noticed that there was zero advertising of the facility.

Ms. Gleason stated that there were three new Fair Board members in 2018 and they were getting some new ideas and new blood to make significant change. She further stated that she liked to hear about getting the budget boost and as positive as that sounded as a group the Fair Board would like to become more financially independent.

Ms. Gleason stated that the new Fair Manager had some good ideas about what he could do with a full year prior to the Fair. She further stated that they would like to work toward becoming self-sustaining in the next five to seven years.

Ms. Gleason stated that Kalamazoo County had a part time part-time fair manager, but they did not have the same facilities. She further stated that if they ran the Fairgrounds in a business manner they needed a full-time executive.

Ms. Gleason stated that she was a bit dismayed that Mr. McCorkle did not have an executive assistant for the next several months. She further stated that he needed to concentrate on sponsorships and other high-volume tasks.

Ms. Gleason stated that she looked forward to positive change. She further stated that they have a new two-tier sponsorship program for the arena and Fair Week.
Ms. Gleason stated that the Fair Board was moving progressively and aggressively.

**Adjournment**

The meeting was adjourned at 8:47 p.m.
attachment a – submitted by lori noyer, ingham health plan

ihpc statement of millage funds request

to ingham county board of commissioners, human services committee mtg

9/17/18

provided by lori noyer, executive director

we are requesting additional health services millage funds to cover medical expenses for 2018 related to our “millage eligible” members. as i’ve shared previously, our membership is growing and so does utilization of services. i anticipate we will continue to see this trend. in fact, in october, dhhs will be sending an ihp promotional mailing out to 1800 spenddown and eso members. currently we have about 1/3 of that population as active members so there’s potential we could see quite an increase in members. plus, everyday our enrollment sites are busy with enrolling new members.

we are also requesting an increase in funds for 2019 as well as the usage of funds to support all ihp members. the millage language states that to qualify for health services millage funds, ingham health plan members must be uninsured ingham county residents, be within income guidelines (under $28k annually for 1 person), and not be eligible for public insurance such as healthy michigan, medicaid, or medicare. the “bridge” members meet the millage eligible language. our total membership has already surpassed the estimated number of members presented in the budget request. and of course, in 2019 we face the implementation of work requirements which could potentially drive more people into an “uninsured” status.

i know the question keeps coming back to why ihp doesn’t use our fund balance to cover the additional expenses and the additional members. we aren’t opposed to spending some (and we are), but the voters overwhelming voted to support the collection of funds to provide these services. if we use the funds that are designated for this purpose, then ihp can use our fund balance to cover services that aren’t covered by millage. if we continue to spend down our fund balance at the current rate instead of using the mileage funds that were specifically collected for this purpose, then ihp would cease to exist in 3-5 years. if our funds are conserved, then we could continue to provide services if another millage isn’t approved in nov 2020. without a millage and without our fund balance, then what happens to the community partners that are currently benefitting from these funds not to mention the members that are benefitting from the services? we should leverage our resources to maximize the impact of services in the community.

so in conclusion, i ask that our 2018 contract be amended to reflect an increase of $300,000 and our 2019 budget request of $1.6 be reconsidered.

thank you.

- as of 8/31/18, we have 1746 members (1219 “millage”; 527 “bridge”); ytd served 1956
- reinvesting the funds into community providers; top paid providers- sparrow, mclaren, ingham county, cristo rey
- members assigned: ingham county health centers – 822; cristo rey - 570
ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

3. **Ingham Health Plan – Resolution Authorizing an Amendment to the 2018 Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)**

   This resolution authorizes an amendment to the 2018 contract with Ingham Health Plan Corporation (IHPC) to provide additional Health Services Millage funds for millage eligible services, including medical, pharmacy, dental, and detox services. The county will also reimburse IHPC for administrative expenses (further details in financial impact section below) at the same rate as already included in the 2018 contract. This resolution authorizes an additional appropriation not to exceed $300,000 to come from the fund balance of the Health Services Millage fund. That will bring the contract amount to a not to exceed total of $1.3 million. All other terms and conditions of the original contract remain unchanged.

5. **Health Department**
   a. **Resolution to Accept Funding from MDHHS for HIV Care Coordination**

      This resolution accepts a grant totaling $581,172 from the Michigan Department of Health and Human Services (MDHHS) for HIV Care Coordination for the period of October 1, 2018 through September 30, 2019. This funding will support the Ryan White program at Forest Community Health Center and allow ICHD to create new positions for HIV care. Through this funding, the Ryan White Program will close gaps in care for some of the most underserved people living with HIV/AIDS and reach some of the most difficult populations to engage and retain in care. This funding will also allow ICHD to enhance support and coordination services across the continuum of care, from detection to viral load suppression, through the following changes:

      - Create the following new positions:
        A 1.0 FTE Nurse Case Manager (ICEA PHN level 3), a 1.0 FTE Outreach & Linkage Specialist (ICEA Pro level 7), a 1.0 FTE Data and Eligibility Specialist (UAW Tops level F), and a 1.0 FTE Consumer Support Specialist (ICEA Pro level 5)
        - Convert position #601399 by .50 FTE to 1 FTE
        - Amend the current agreement with Michigan State University Health Team to include a .10 FTE Psychiatrist for Psychiatric Services.
        - Contract with Telehealth equipment to support TelePsych Services effective October 1, 2018 through September 30, 2019 in an amount not to exceed $8,000.00.
        - Designate $108,000 of the total grant funding to support the contracting of Substance Abuse Counseling through community partners.

   b. **Resolution to Pay Wieland Deposit for Custom Aluminum Boards**

      This resolution authorizes the Health Department to pay a deposit of 45% to Wieland for the installation of custom aluminum boards, totaling $19,200 and payable upon execution.

   c. **Resolution to Approve a Third Five Year Extension of Reciprocal Agreements**

      On January 1, 2003, Ingham County entered into voluntary Solid Waste Disposal Funding Agreements with Granger III and Associates, L.L.C. (Granger), Waste Management of Michigan (Waste Management) and C&C Landfill, Inc. & Adrian Landfill, Inc. (Allied). Under the Voluntary Funding Agreements, the three principal
providers of solid waste disposal services in Ingham County (i.e. Granger, Waste Management and Allied), which at that time, collectively, disposed of more than 95 percent of Ingham County solid waste agreed to fund fifty percent of the County’s current household hazardous waste, solid waste regulation, and solid waste and recycling education programs (other than the actual collection or maintaining of offsite facilities for recyclables) on a voluntary contractual basis. The Voluntary Funding Agreements will expire, by the terms of the contract, on December 31, 2018. However, the Voluntary Funding Agreements expressly provide the County the option to extend these agreements for successive additional five year terms. The Ingham County Board of Commissioners has previously authorized two extensions of the Voluntary Funding Agreements in 2008 (the First Extension) and 2013 (the Second Extension). The contractually required notice to extend the Voluntary Funding Agreements for a third time must be delivered prior to November 30, 2018. The extension shall commence on January 1, 2019 and continue through December 31, 2023.

Granger, Waste Management, and Allied fund fifty percent of the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education program. Without this funding, these services and programs may be impacted.

6. **Fair Office – Resolution to Amend the 2018 Fair Fund Budget**

Due to what appears to be a structural budget problem resulting in shrinking off-season revenues in the Fair Fund, the Controller/Administrator is projecting a 2018 shortfall of approximately $107,000. When looking at the Fair Budget in total it is clear that a transfer from the Hotel/Motel Fund, Fund Balance to the Fair Fund of an amount up to $120,000 is necessary to avoid a deficit fund situation. This resolution authorizes the County Controller/Administrator to transfer up to $120,000 from the 2018 Hotel/Motel Fund to the Fair Fund in order to avoid a deficit fund situation. Since Hotel/Motel funds are used for Fair capital improvement projects (CIP), the Fair will amend its 2018 CIP budget to stay within the revised revenue projections to ensure that no general fund appropriation is required to avoid a deficit fund balance in 2018. The south end asphalt project will be eliminated.

7. **Parks Department**

a. **Resolution to Authorize an Amendment to City of East Lansing and Meridian Township Trails and Parks Millage Agreements**

The City of East Lansing and Meridian Township are requesting an amendment to the Agreements because due to unforeseen circumstances regarding bid estimates, weather conditions and an influx in road projects and a shortage of asphalt contractors the contracted work will not be completed by the original deadline. These two communities would like to extend their original deadlines to June 30, 2019.

b. **Resolution to Authorize an Amendment to City of Lansing Trails and Parks Millage Agreements**

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<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>07/01/19</td>
<td>16-257</td>
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<tr>
<td>CL-26-LT-GR (Lansing Center)</td>
<td>TR014</td>
<td>09/21/16</td>
<td>07/01/19</td>
<td>16-328</td>
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<tr>
<td>CL-16-LTE-RC (Potter’s Zoo Creek Bridge)</td>
<td>TR015</td>
<td>09/21/16</td>
<td>07/01/19</td>
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<tr>
<td>CL-20-LTE-RC (Under RR North of Crego Park)</td>
<td>TR016</td>
<td>09/21/16</td>
<td>07/01/19</td>
<td>16-328</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 and this has impacted the original deadline for these projects. Based on these unforeseen circumstances, an additional $270,318.14 was awarded in Resolution #18-346.

The City of Lansing has spent $1,484,890.00 out of the awarded $1,806,000.00 for project TR015 Potter’s Zoo Creek Bridge and would like to reallocate this fund balance to their additional three projects that require additional funding.

c. Resolution Honoring the Service of John Veenstra
This resolution honors John Veenstra for his service to Ingham County Parks.

8. Controller’s Office – Resolution Authorizing Adjustments to the 2018 Ingham County Budget
This resolution authorizes 3rd quarter adjustments to the budget. Adjustments impacting Human Services departments and agencies include:

- The Parks Department requested the remaining funds, $4,393, of a 2017 CIP Trails and Parks Fund completed magic carpet project be transferred to the Park Fund to enable the purchase of tubes for the snow hill.

- The Community Mental Health Building project also needs a budget in the Capital Project Fund in the amount of $4,588,189. The Capital Project Fund is a government fund and is required to have a budget.

- Two underground pipes at the Fairgrounds burst incurring extra expenses that are being replaced by insurance proceeds. Therefore, an increase is being made to both revenue and expense in the Fair’s budget of $7,400.

- The Health Department is requesting an additional copier/printer at a cost of $7,208 from the Machine and Equipment Fund. This is request for an additional copier due to the change in location of departments that previously shared a copier.

OTHER ITEMS:
1. Youth Commission – Interviews

2. Medical Care Facility – Update on Additions/Renovations

4. Sheriff’s Office/Health Department – Jail Medical (Discussion)
TO: Board of Commissioners Human Services and Finance Committees  
FROM: Jared Cypher, Deputy Controller  
DATE: September 18, 2018  
SUBJECT: Resolution Authorizing an Amendment to the 2018 Health Services Millage Contract with IHPC  
For the meeting agendas of October 1 and October 3

**BACKGROUND**
This resolution authorizes an amendment to the 2018 contract with Ingham Health Plan Corporation (IHPC) to provide additional Health Services Millage funds for millage eligible services, including medical, pharmacy, dental, and detox services. The county will also reimburse IHPC for administrative expenses (further details in financial impact section below) at the same rate as already included in the 2018 contract.

**ALTERNATIVES**
The Ingham Health Plan Corporation could utilize their own fund balance to cover the additional expenses.

**FINANCIAL IMPACT**
This resolution authorizes an additional appropriation not to exceed $300,000 to come from the fund balance of the Health Services Millage fund. That will bring the contract amount to a not to exceed total of $1.3 million.

All other terms and conditions of the original contract remain unchanged.

**STRATEGIC PLANNING IMPACT**
This resolution supports the overarching long-term objective of ‘promoting accessible healthcare’ and the specific task in the action plan of ‘expand access to health care for County residents, with an emphasis on the uninsured and under-insured’.

**OTHER CONSIDERATIONS**
Prior to implementation of the Affordable Care Act (ACA), IHPC had roughly 12,000 members in Ingham County. Currently IHPC has about 1,746 members in total. However, the uncertain future of the ACA may bring about unforeseen changes to the number of millage eligible Ingham County residents needing IHPC services.

**RECOMMENDATION**
Based on the information presented, I respectfully recommend approval of the attached resolution to support a Health Services Millage contract with IHPC.
Agenda Item 3

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AMENDMENT TO THE 2018 HEALTH SERVICES MILLAGE CONTRACT WITH THE INGHAM HEALTH PLAN CORPORATION (IHPC)

WHEREAS, Ingham County has an objective to assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care; and

WHEREAS, Resolution #17-503 authorized a contract with IHPC which authorized the County to pay IHPC an amount not to exceed $1,000,000 annually for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage; and

WHEREAS, the number of IHPC members eligible to be covered under the contract has been increasing; and

WHEREAS, projections show that Ingham Health Plan’s expenses on members eligible to be covered under the contract are projected to exceed the $1 million cap by approximately $300,000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an amendment to the 2018 Health Services Millage contract with IHPC which authorizes the County to pay IHPC an additional amount not to exceed $300,000 for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage, bringing the contract amount to a not to exceed total of $1.3 million.

BE IT FURTHER RESOLVED, all other terms and conditions set forth in resolution #17-503 and in the original 2018 contract remain unchanged.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 13, 2018
SUBJECT: Authorization to Accept Grant from MDHHS for HIV Care Coordination

BACKGROUND
Ingham County Health Department (ICHD) wishes to accept a grant totaling $581,172 from the Michigan Department of Health and Human Services (MDHHS) for HIV Care Coordination for the period of October 1, 2018 through September 30, 2019. This funding will support the Ryan White program at Forest Community Health Center and allow ICHD to create new positions for HIV care. Through this funding, the Ryan White Program will close gaps in care for some of the most underserved people living with HIV/AIDS and reach some of the most difficult populations to engage and retain in care. This funding will also allow ICHD to enhance support and coordination services across the continuum of care, from detection to viral load suppression, through the following changes:

- Create the following new positions:
  - A 1.0 FTE Nurse Case Manager (ICEA PHN level 3), a 1.0 FTE Outreach & Linkage Specialist (ICEA Pro level 7), a 1.0 FTE Data and Eligibility Specialist (UAW Tops level F), and a 1.0 FTE Consumer Support Specialist (ICEA Pro level 5)
- Convert position #601399 by .50 FTE to 1 FTE
- Amend the current agreement with Michigan State University Health Team to include a .10 FTE Psychiatrist for Psychiatric Services.
- Contract with Telehealth equipment to support TelePsych Services effective October 1, 2018 through September 30, 2019 in an amount not to exceed $8,000.00.
- Designate $108,000 of the total grant funding to support the contracting of Substance Abuse Counseling through community partners.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The acceptance of this grant will be increase funding by $581,172 for the Ryan White HIV/AIDS program.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically Goal A – with an emphasis on providing easy access to quality, innovative, cost-effective services that promote well-being and quality of life for residents of Ingham County, Strategy 1 – to make facilities and services user friendly, Goal C – to maintain and enhance county health and to develop options for service levels depending on the county fiscal health, and finally Strategy 3 - to build capacity to meet growing demands to investigate, educate and control the incidence of STIs in our community.
OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached Resolution to accept $581,172 in grant funds from MDHHS for HIV Care Coordination effective October 1, 2018 through September 30, 2019.
Regarding the creation of new positions, HR can confirm the following information:

1. The newly created position of Outreach and Linkage Specialist has been determined to fall within the scope of the ICEA Pro jobs and was classified at an ICEA Pro level 7 ($52,116.49 to $62,564.08)
2. The newly created position of Nurse Case Manager has been determined to fall within the scope of the ICEA PHN jobs and was classified at an ICEA PHN level 3 ($56,859.25 to $68,258.35)
3. The ICEA Pro union is in agreement with this placement (see attachment)
4. The ICEA PHN union is in agreement with this placement (see attachment)

Please use this memo as acknowledgement of Human Resources’ participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

If I can be of further assistance, please email or call me (887-4374).
TO: Anne Scott, Deputy Health Officer & Executive Director of CHC
FROM: Joan Clous, Human Resources Specialist
DATE: September 13, 2018
RE: Memo of Analysis for the creation of new position for Ryan White Data & Eligibility Specialist

Regarding the creation of a new position, Human Resources can confirm the following information:

1. The newly created position of Ryan White Data and Eligibility Specialist has been determined to fall within the scope of the UAW Tops jobs and was classified at an UAW Level F ($36,476.27 to $43,469.48)

Please use this memo as acknowledgement of Human Resources’ participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

If I can be of further assistance, please email or call me (887-4374).
1. INGHAM COUNTY

JOB DESCRIPTION

COMMUNICABLE DISEASE INVESTIGATOR

General Summary:
Under the supervision of the Disease Control Supervisor and the HIV/AIDS Coordinator, interviews, educates, and counsels clients who seek services at the Sexually Transmitted Infection (STI) clinic. Obtains names of sexual partners of those infected with Gonorrhea, Syphilis, Chlamydia, or HIV and searches for these partners in the community to encourage them to seek care. Prepares reports of investigations and completes and monitors reports from physicians to ensure that patients have been adequately treated for infections. Conducts classes on sexually transmitted diseases for individuals contemplating marriage and for other community based organizations and groups needing STI education.

2. Essential Functions:

1. Assesses clients during face to face interviews for their risk of contracting HIV and other sexually transmitted infections and records relevant information in client charts and disease control forms.

2. Counsels clients how to prevent risks concerning sexually transmitted diseases and may refer them to social service agencies that can aid them in this process. Assists patients in the development of a plan to cope with the lifelong infections of HIV, hepatitis B, herpes, and genital warts.

3. Conducts field and office investigations to seek out sexual partners of infected individuals including phone calls, letter writing, records searches, and face-to-face notifications of persons in homes, hospitals, jails, and street corners.

4. Elicits required statistical and demographic data from patients for Center for Disease Control for monitoring of HIV infection and records required data on scanner forms and HIV positive report forms.

5. Persuades infected patients to give names of sexual partners and completes interview forms and field record forms on those partners.

6. Develops and maintains working relationships with medical providers advising them regarding current laws, diagnostic procedures, and proper medications for sexually transmitted infections and disease reporting procedures.

7. Completes reports on Gonorrhea, and Chlamydia for Michigan Department of Community Heath.

8. Reviews medical charts for appropriate STI testing and treatment and documents on daily logs. Reviews current medical information and literature on sexually transmitted diseases.

9. Conduct educational classes on sexually transmitted infections.

10. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.

3. Other Functions:

- Performs other duties as assigned
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employees may be expected to perform.)
4. **Employment Qualifications:**

**Education:** Possession of a Bachelor’s Degree in a Social Science or a health related field.

**Experience:** One year of experience which provided familiarity with Community and Public Health Programs. HIV and STI experience preferred.

**Other Requirements:** Possession of a valid Michigan driver’s license.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

5. **Physical Requirements:**

- Ability to walk over uneven terrain and climb stairs.
- Ability to lift charts, slide projectors, and boxes of educational materials.
- Ability to access departmental files.
- Ability to enter and retrieve information in a computer.
- Ability to travel throughout the County to various locations.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

6. **Working Conditions:**

- Works in office conditions.
- Travels throughout the County to conduct investigations, attend meetings, and make educational presentations.

(a) ICEA County Pro-06

*Rev. 06/2011*
7. INGHAM COUNTY

JOB DESCRIPTION

Consumer Support Specialist – Ryan White

8. General Summary:
Under the supervision of the Community Health Center Supervisor, the Consumer Support Specialist – Ryan White will be responsible for supporting patients living with HIV and affected families to navigate and access community resources by providing medical and non-medical case management services. Assess the social needs of clients to identify risk areas and assist them in obtaining assistance to meet those needs. Assists eligible clients in applying for publicly sponsored health care insurance plans and other available programs. Conduct outreach in the community that promote, maintain, and improve individual and community health. Provide information on available resources, provide social support and informal counseling, and advocate for individuals and community health needs. May assist with community resource coordination, data collection, and report writing. Works with community resources and represents the department by servicing on community coalitions.

9. Essential Functions:
1. Provides case management (medical and non-medical) for clients with complex and multiple psycho-social and medical needs. Performs client assessment and reassessment to obtain information concerning their economic condition and community and family support systems. Performs crisis intervention and determines what resources are needed to promote health management and medical care adherence. Monitors implementation of service plans, providing follow-up and assessment of services in relation to goals and objectives of the service plan.
2. Performs client assessment and reassessment to obtain information concerning their economic condition and community and family support systems. Performs crisis intervention and determines what resources are needed to promote health management and medical care adherence. Monitors implementation of service plans, providing follow-up and assessment of services in relation to goals and objectives of the service plan.
3. Determines eligibility to programs and coordinates support services to address unmet needs (i.e. shelter, transportation, insurance, finances, food etc.) Initiates referral to programs within the Health Department or other agencies in the community as needed. Provides necessary follow-up, tracking and data collection to assure continuous enrollment.
4. Provides education for clients on subjects such as health management, risk reduction, health care system navigation, and program benefits.
5. Helps clients effectively communicate with health care providers: meanwhile assisting clients in understanding their health conditions, develop strategies to improve their health conditions and provide informal counseling, support and follow-up procedures.
6. Participates actively as a member of an interdisciplinary team composed of health professionals from various disciplines by reviewing cases, leading or participating in case conferences, providing client progress updates, and participating in the development of care plans.
7. May provide outreach services to access individuals lost to care.
8. May provide psychosocial support services and education to families of eligible clients as needed.
9. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.
10. Maintains case records and completes reports as required by department standards and the requirements of third party funding sources.
11. May provide HIV counseling and testing, and follow the state and agency protocols for completing forms and giving test results.
12. Maintains records and statistics on program activities and prepares activity and financial reports as required by grant funding sources.
13. Manages and compiles data related to case management services in the clinic and participates in writing proposals to enhance clinic funding.
14. Markets and interprets the goals and objectives of programs to community groups, schools, professionals, and other interested people. Promotes and conducts local activities that are part of statewide campaigns.
15. Participates in specific health department programs by assisting with the planning, coordination, and implementation of programs, community workshops and events.

10. **Other Functions:**
   - Performs other duties as assigned.
   - Must adhere to departmental standards in regard to HIPAA and other privacy issues.
   - During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

11. **Employment Qualifications:**

   **Education:** Associate’s degree in social sciences

   **Experience:** Two to three years working with underserved populations. Prior experience in crisis management, case management experience and experience with the Ryan White program preferred.

12. **Other Requirements:**
   - Certified Application Counselor or will acquire within six months of hire

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*
13. **Working Conditions:**
1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to communicable diseases, blood, other body fluids, etc.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

14. **Physical Requirements:**
- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require periodic stamina in traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling and pinching.
- This position’s physical requirements require regular stamina in walking, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position’s physical requirements require continuous stamina in sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

(a)ICEA PRO

*Pay Grade 5*

*August 2017*
15. INGHAM COUNTY JOB DESCRIPTION

HEALTH EDUCATOR II

(a) **General Summary:**
Under the supervision of the Health Department Supervisor, develops and presents health education programs to modify current behavior and improve the health of County residents. Informs residents of health risk factors and wellness programs and evaluates, organizes, promotes, and implements health risk reduction and wellness programs such as smoking cessation and community wellness promotion. Activities include screening, advocacy, and education in community, work site, and school settings. Creates an awareness in the community about many of the health disparities that exist among people of color and brings together community organizations and individuals to begin to dialogue about strategies to reduce or eliminate these disparities.

(b) **Essential Functions:**

1. Develops and conducts health education/promotional presentations on health related topics and health department services in community, work site, and school settings.

2. Plans and implements special community events and other programs including arranging for speakers, facilities, resources, and staffing.

3. Conducts community cholesterol and blood pressure screening clinics through the Cardiovascular Disease Risk Reduction Program. Obtains blood sample, measures blood pressures, and, educates clients on their results. Provides information on ways to lower high levels through diet and exercise and refers high risk clients to their physician for follow-up.

4. Serves as the health department's smoking cessation counselor and receives referrals from department clinics, local hospitals, and community agencies. Provides individual counseling, phone counseling, and self help materials to insured, uninsured, Medicaid, and Ingham Health Plan (IHP) patients. Works with clinic physicians, nurse practitioners, and nursing staff to coordinate services and makes prescription recommendations. Serve as a liaison between patients, insurance companies and pharmacies for patient prescription coverage, including enrolling patients in the Glaxo Wellcome Patient Assistance Program.

5. Implements the Ingham County Tobacco Regulation by conducting tobacco compliance checks. Recruits and trains underage youth to attempt to purchase tobacco products. Writes citations to retailers in violation of the regulation and explains the penalties on site. Completes compliance check report forms after each retail visit. Prepares correspondence to retailers and clerks who are in violation of the regulation. Coordinates and testifies at appeal hearings.

6. Assists the Lansing Chapter of the African American Health Institute (AAHI) in creating awareness of the health disparities that exist for people of color in Ingham County by educating the community, and stimulating dialogue. Works closely with the Director of AAHI and its members to plan and publicize AAHI activities. Assists in connecting AAHI to community entities, organizations, and individuals through presentations, meetings, and media interviews to build support and community recognition of the AAHI.
7. Engages community organizations such as churches and neighborhood associations to stimulate dialogue about the health disparities that exist for people of color in Ingham County and attempt to develop solutions within the community.

8. Compiles and organizes information and recruits community individuals for planning of reports regarding African American health issues. Conducts focus groups, assembles information, and disseminates and publicizes results through media interviews and community presentations and contacts.

9. Serves as administrative and staff support to committees which serves to create an awareness and educate the community about the health problems that exist for African Americans in Ingham County. Co-chairs meetings, records minutes, schedules meeting locations, organizes paper and electronic files, communicates with committee members, and notifies members about meetings.

10. Assists in planning health fair events and activities, recruits other agencies and individuals for the planning committee, and publicizes the health fair.

11. Designs and develops brochures, reports, manuals, newsletters, pamphlets, resource packets, posters, and various training materials promoting public health issues and health department activities.

12. Assists in publicizing various events related to the W.K. Kellogg Foundation's 'Community Voices' initiative, which focuses on access to health for the underinsured and uninsured residents in Ingham County.


14. Assists other staff in other related programs, such as conducting employee health risk appraisals, tobacco reduction coalition activities, health fairs, and general health education issues.

15. May provide administrative support to the Ingham County Board of Health by notifying members of upcoming monthly meetings, attending meetings, recording minutes, scheduling
meeting rooms and catering, communicating with Board members and staff support person, and organizing paper and electronic files.

(c) **Other Functions:**
- Performs other duties as assigned.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employees may be expected to perform.)*

(d) **Employment Qualifications:**

**Education:** Possession of a Bachelor’s Degree in Health Education, Public Health or a related health field.

**Experience:** Two years of experience in public health, preferably in a health promotion/education capacity. Prefer some marketing experience and experience with window based computer programs.

(e) **Other Requirements:**
*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

(f) **Physical Requirements:**
- Walks over uneven terrain and climbs stairs to gain access to work site locations.
- Ability to enter and retrieve information from the computer.
- Lifts and carries boxes, display cases, audiovisual equipment, and other materials weighing up to 15 lbs.
- Places materials in and retrieves from a vehicle.
- Bending, stooping, and reaching to access office files, materials, and equipment.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

(g) **Working Conditions:**
- Works in office conditions and travels throughout the county, state, and out-of-state to attend meetings and other activities related to health education.
Ingham County
Job Description

Nurse Case Manager

General Summary:
Under the direct supervision of the Community Health Center Supervisor, will identify high-risk patients and provide ongoing clinical case management and targeted intervention services within the Community Health Center Network. The Nurse Case Manager will develop and carry out case management protocols and procedures to ensure compliance with the Patient-Centered Medical Home designation and grant requirements. The Nurse Case Manager will assist staff in identifying at risk and non-compliant patients and will conduct a variety of prevention activities to decrease risk factors, perform and/or coordinate psychosocial risk assessments, facilitate and/or participate on multidisciplinary teams, and act as a liaison with internal departments and external agencies.

Essential Functions:

1. Works with health center staff and other key stakeholders to determine high-risk and non-compliant patients in need of nursing case management services.

2. Accepts referral of high-risk patients from medical team who meet the criteria for nurse case management and will track referrals, services and outcomes.

3. Maintains a caseload as identified by the Senior Nurse Program Manager to provide ongoing nurse case management and targeted intervention services, including medication adherence.

4. Conducts nurse home visits to provide assessment and education on disease management and medication adherence. Assists patients in medication management by targeting specific interventions to address barriers.

5. Develops and implements nurse case management protocols to ensure compliance with Patient-Centered Medical Home designation and grant requirements.

6. Conducts and coordinates a variety of prevention activities, both individual and group services aimed at decreasing risk factors while increasing compliance.

7. Performs nursing assessments and coordinates with internal case management and external community resources to address reported psychosocial barriers.

8. Facilitates and participates on multidisciplinary teams. Leads population management activities during morning huddles.

9. Acts as a liaison with internal departments and external agencies.

10. Works with electronic health records by accurately documenting tasks and orders within the patient chart.
11. Identifies community resources which can provide appropriate assistance for high-risk patients. Assists in developing resources and guides.

12. May assist with medications and prescription refills for high-risk patients.

13. Ensures timely completion of data entry and reports and meets grant deadlines.

14. Attends and participates in monthly Clinical Quality Management meetings as led by the Senior Nurse Program Manager.

Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regards to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:
Education: Possession of a Bachelor’s Degree in Nursing or an Associate’s Degree in Nursing and a Bachelor’s Degree in a health related field is required.

Experience: A minimum of two years of nursing experience in a community health, public health, or home care setting is required.

Other Requirements: Possession of a current license to practice as a Registered Nurse in the State of Michigan. Possession of a valid Michigan Driver’s license.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

Physical Requirements:

Working Conditions:
Ingham County
Job Description

Outreach and Linkage Specialist

General Summary:
Under the supervision of the HIV/STI Prevention Coordinator and the Senior Nurse Program Manager, interviews, educates, and counsels clients who have been newly identified as HIV-positive or are HIV positive and not engaged in medical care. The Outreach component will entail identifying those individuals unaware of their HIV status through counseling, education, and HIV testing. Obtains names of sexual partners of those in contact with the identified HIV-positive individual. Prepares reports of investigations and completes and monitors reports from physicians to ensure that patients have been adequately linked to medical care and support services. Conducts classes on sexually transmitted diseases for individuals needing education.

Essential Functions:

1. Conducts outreach activities to identify, locate, and interview individuals newly identified as HIV-positive or are HIV-positive and not engaged in medical care using State of Michigan tracking databases.

2. Generates client list of individuals who have not engaged in care since diagnosis or within the past six months to a year. Reviews medical records for appropriate medical history.

3. Performs outreach activities which includes rapid-HIV testing for target populations.

4. Assesses clients during face to face interviews for their risk of contracting HIV and other sexually transmitted infections and records relevant information in client charts and disease control forms.

5. Counsels clients regarding HIV status and refers them to medical care and support services. Assists patients in the development of a plan to cope with the lifelong infections of HIV, hepatitis B, herpes, and genital warts.

6. Collaborates with the Consumer Support Specialist and other clinical staff to ensure successful linkage. Communicates client reported barriers to the Consumer Support Specialist and nursing staff for early care plan development.

7. Conducts field and office investigations to seek out sexual partners of infected individuals including phone calls, letter writing, record searches, and face to face notifications of persons in homes, hospitals, jails, and street corners.

8. Elicits required statistical and demographic data from patients for Centers for Disease Control and Prevention, for monitoring of HIV infections and records required data on scanner forms and HIV-positive report forms.

9. Educates and encourages HIV-positive individuals to provide names of sexual partners. Completes interview forms and field record forms on the identified partners.
10. Develops and maintains working relationships with medical providers advising them regarding current laws and the appropriateness of medical care.

11. Conducts education classes on sexually transmitted infections, including HIV.

12. Ensures clinical documentation regarding clients is kept secure and confidential and maintained in accordance with the Health Department’s policies and procedures.

13. Attends monthly Clinical Quality Management meetings as led by the Senior Nurse Program Manager and provides updates on the status of newly identified cases.

14. Required to attend HIV-related trainings and meetings as required by State and Federal programs.

Other Functions:
- Performs other duties as assigned
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Possession of a Bachelor’s Degree in Social Science or a health related field.

Experience: Two years of experience which provided familiarity with Community and Public Health Programs. HIV and STI experience required.

Other Requirements: Possession of a valid Michigan Driver’s license.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

Physical Requirements:

Working Conditions:
Ingham County
Job Description
Ryan White Data and Eligibility Specialist

General Summary:
Under the supervision of the Health Center Supervisor and direction of the Senior Nurse Program Manager, with Human Immunodeficiency Virus (HIV) knowledge, assists the Ryan White Program with data management according to program, State, and Federal guidelines. Upon direction of the Senior Nurse Program Manager, determines Ryan White Program eligibility for health center medical and support services. Additional program tasks include assisting in the implementation and monitoring or clinical quality improvement projects. Assists health care providers with examinations and procedures to ensure expeditious flow of patients through the clinic. Tasks include conducting initial interview, preparing patients for examinations, administering medications, injections and standardized tests, and recording results.

Essential Functions:
1. Responsible for inputting timely patient data (i.e. patient demographics, laboratory test results, prescribed medications, and rendered services) into the Ryan White Program’s central database, CAREWare, in accordance with State and Federal guidelines.

2. Generates CAREWare client-level reports to monitor patient medical adherence.

3. Utilizes CAREWare client-level data to report program performance (i.e. viral suppression, appointment adherence, and screening compliance) with the Senior Nurse Program Manager in determination of quality improvement projects.

4. Initially assesses all HIV-positive patients for Ryan White Program eligibility by collecting and reviewing documentation of HIV confirmation, State of Michigan residency, income requirements, and insurance status. Recertifies program eligibility bi-annually to ensure program compliance.

5. Responsible for attending routine Clinical Quality Management meetings as determined by the Senior Nurse Program Manager. Actively participates in quality improvement initiatives and assists in the implementation of quality improvement measures.

6. With the Senior Nurse Program Manager, attends external quality collaborative meetings as directed by local, State, and Federal programs.

7. Receives patients and their families at a health center screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications. Answers routine questions regarding operations and related services.

8. Prepares patients for examination by escorting them to examination rooms, documenting complaint and symptoms, taking viral signs including temperature, blood pressure, pulse and pulse oximetry. Measures height, weight, and pediatric head circumference. Records viral statistics and relevant visit information in patient electronic health record (EHR).

9. Arranges for specialized testing, medical procedures, and specialist referrals. Completes necessary paperwork and EHR documentation, contacts specialist’s offices, hospitals, labs or other facilities to
make appointments as needed. Contact patients or caregivers to inform them appointments. Completes paperwork, notifies patients or caregivers and assists in tracking of referrals to ensure necessary care is completed. Forwards to proper personnel to complete referral authorizations as needed.

10. Administers standardized tests or performs procedures ordered by providers such as developmental screening, EKGs, peak flow meter testing, ear irrigations and vision/hearing tests.

11. Assists health care professionals who are conducting medical examinations as required.

12. Collects specimens such as blood, urine, and throat swabs per provider and/or standing order upon proof of competency. Collects or receives samples and conducts CLIA Waived tests per Ingham Community Health Center (ICHC) quality assurance training and documents within HER. May prepare specimens to be sent to outside laboratories.

13. Administers medications and injections safely following established standards, policies and procedures.

14. Documents all care and communication within HER per training and established procedure.

15. Provides care following established procedure under the Patient-Centered Medical Home model of care.

16. Prepares assigned clinic area for daily activities to meet provider and patient needs according to established protocols and established checklists. Order materials, supplies, medications, vaccines, test kits and other items needed.

17. Assists other support staff as necessary and performs a variety of clerical, record keeping, and account keeping assignments.

18. Provides all care and communication according to the Health Department Core Values.

19. Attends staff meetings and trainings as assigned.

Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited to, those in his/her job description.

An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.

Employment Qualifications:

Education: Possession of a high school diploma or equivalent. Graduation from a recognized Medical Assistant program and certification as a Medical Assistant such that they meet the federal guidance for Meaningful Use compliance. Current CPR training must be maintained during employment.
Experience: Prefer one year of experience in a clinical setting. HIV knowledge and experience in working with People Living With HIV (PLWH) is highly recommended.

Other Requirements:

- This position requires the ability to communicate and respond to inquiries both in person and over the phone
- This position requires the ability to operate a PC/laptop and to enter and retrieve information from a computer
- This position requires the ability to handle varying and often high levels of stress

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and the responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

Physical Requirements:
WHEREAS, Ingham County Health Department (ICHD) wishes to accept a grant totaling $581,172 from the Michigan Department of Health and Human Services (MDHHS) for HIV Care Coordination funding for the period of October 1, 2018 through September 30, 2018; and

WHEREAS, This funding will support the Ryan White program at Forest Community Health Center and allow ICHD to create new positions for HIV care; and

WHEREAS, through this funding, the Ryan White Program will close gaps in care for some of the most underserved people living with HIV/AIDS and reach some of the most difficult populations to engage and retain in care; and

WHEREAS, this funding will also allow ICHD to enhance support and coordination services across the continuum of care, from detection to viral load suppression, through the following changes:

- Create the following new positions:
  A 1.0 FTE Nurse Case Manager (ICEA PHN level 3), a 1.0 FTE Outreach & Linkage Specialist (ICEA Pro level 7), a 1.0 FTE Data and Eligibility Specialist (UAW Tops level F), and a 1.0 FTE Consumer Support Specialist (ICEA Pro level 5)
- Convert position #601399 by .50 FTE to 1 FTE
- Amend the current agreement with Michigan State University Health Team to include a .10 FTE Psychiatrist for Psychiatric Services.
- Contract with Telehealth equipment to support TelePsych Services effective October 1, 2018 through September 30, 2019 in an amount not to exceed $8,000.00.
- Designate $108,000 of the total grant funding to support the contracting of Substance Abuse Counseling through community partners; and

WHEREAS, the acceptance of this grant will increase funding by $581,172 for the Ryan White HIV/AIDS program; and

WHEREAS, the Ingham Community Health Centers Board recommends acceptance of this grant totaling $581,172 in HIV Care Coordination Funding from MDHHS to support Forest Health Center’s Ryan White program effective October 1, 2018 through September 30, 2019; and

WHEREAS, the health officer recommends acceptance of this grant totaling $581,172 in HIV Care Coordination funding from MDHHS to support Forest Health Center’s Ryan White program effective October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the grant totaling $581,172 in HIV Care Coordination Funding from MDHHS to support Forest Health Center’s Ryan White program effective October 1, 2018 through September 30, 2019.
BE IT FURTHER RESOLVED, that this funding will also allow ICHD to enhance support and coordination services across the continuum of care, from detection to viral load suppression, through the following changes:

- Create the following new positions:
  A 1.0 FTE Nurse Case Manager (ICEA PHN level 3), a 1.0 FTE Outreach & Linkage Specialist (ICEA Pro level 7), a 1.0 FTE Data and Eligibility Specialist (UAW Tops level F), and a 1.0 FTE Consumer Support Specialist (ICEA Pro level 5)
- Convert position #601399 by .50 FTE to 1 FTE
- Amend the current agreement with Michigan State University Health Team to include a .10 FTE Psychiatrist for Psychiatric Services.
- Contract with Telehealth equipment to support TelePsych Services effective October 1, 2018 through September 30, 2019 in an amount not to exceed $8,000.00.
- Designate $108,000 of the total grant funding to support the contracting of Substance Abuse Counseling through community partners; and

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit the 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 budget adjustments and changes to the position allocation list consistent with this resolution.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 12, 2018
SUBJECT: Purchase of Aluminum Boards
For the meeting agendas of October 1 and October 3, 2018

BACKGROUND
In 2016, Ingham County Health Department (ICHD) was awarded a grant through Resolution #16-204 which authorized the acceptance of Invest Health Initiative Grant Funds. ICHD wishes to use the remaining balance of the Reinvestment Fund grant for a 45% deposit required to order custom aluminum boards for the Beacon Southwest soccer arena, totaling $19,200 and payable upon execution. Beacon Southwest is an outdoor, artificial turf, sided, open-play soccer arena being constructed in Southwest Lansing, is surrounded by walking paths and other early learning equipment, and provides fitness and recreational spaces for people of all ages and abilities. The attached letter from Wieland explains why these boards were sole-sourced from Athletica Sports System and that the deposit totaling $19,200, is completely funded by the Reinvestment Fund grant.

Pursuant to the grant agreement, the balance of the funds were used for expenses related to participating in the Invest Health Initiative, and all grant funds were to be spent or committed by December 31, 2017. The final budget report accepted by Reinvestment Fund from ICHD on January 30, 2018, committed the unspent balance as of that date to “Pre-development & construction costs: Leverage for other fundraising with match requirements to create public spaces and increase civic engagement and healthy activities.” This final expenditure ICHD wishes to make for Beacon Southwest supports this commitment to pre-development and/or development costs related to the creation of public spaces that increase civic engagement and healthy activities in under-resourced neighborhoods.

The planning team for Beacon Southwest includes Capital Area Soccer League, Lansing Economic Area Partnership, Southside Community Coalition and ICHD. Construction management services for Beacon Southwest are being donated by Wieland, a construction management firm based in Lansing, MI. The total budget for the Beacon Southwest project is approximately $500,000, which is being raised by Capital Area Soccer League and Southside Community Coalition through philanthropic and corporate gifts including grants from Capital Region Community Foundation, McClaren Health System and other local organizations.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
There is no financial impact as all costs associated with this agreement are covered by the Reinvestment Fund.

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 upon the information presented, I respectfully recommend approval of the attached resolution to pay a deposit of 45% to Wieland for the installation of custom aluminum boards, totaling $19,200 and payable upon execution.
INVOICE

WIELAND
4182 ENGLISH OAK DRIVE
LANSONG, MICHIGAN 48911

Ingham County Health Department
5303 S Cedar St
Lansing, MI 48911

DATE:  8/9/2018
INVOICE NO#:  2180750
JOB #:  18420

THIS INVOICE FOR: Beacon Field Southwest

Aluminum Boards - Athletica Sport Systems 45% Deposit

TOTAL DUE $ 19,760.72

EZ

Eric Zimny
Project Manager

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3722-3730 and 3801-3819)."

[Signature]
August 21, 2018

Jessica Yorko
Ingham County Health Department
5303 S. Cedar St.
Lansing, MI 48915

Dear Ms. Yorko,

This letter is to certify that the reason Wieland sole source purchased aluminum boards from Athletica Sports System is that this is a custom system that is not provided by other vendors.

We worked with Capital Area Soccer League (CASY) and other project partners to thoroughly investigate potential vendors of the custom system that we need to construct the Beacon Southwest soccer arena. Athletica is the only vendor that provides the custom product that meets the needs of this unique outdoor recreational space.

Beacon Southwest will be only the second outdoor, artificial turf, sided, open-play soccer space of its kind (the first being Beacon Field in downtown Lansing).

We are honored to continue working with CASL, Lansing Economic Area Partnership, Ingham County and the other community partners who have joined together to construct Beacon Southwest to develop this new community asset in Southwest Lansing.

Sincerely,

Eric Zimny
Project Manager
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PAY WIELAND DEPOSIT FOR CUSTOM ALUMINUM BOARDS

WHEREAS, Ingham County Health Department (ICHD) was awarded a grant through Resolution #16-204 which authorized the acceptance of Invest Health Initiative Grant Funds; and

WHEREAS, ICHD wishes to use the remaining balance of the Reinvestment Fund grant for a 45% deposit totaling $19,200 required to order custom aluminum boards for the Beacon Southwest soccer arena; and

WHEREAS, Beacon Southwest is an outdoor, artificial turf, sided, open-play soccer arena being constructed in Southwest Lansing, is surrounded by walking paths and other early learning equipment, and provides fitness and recreational spaces for people of all ages and abilities; and

WHEREAS, the attached letter from Wieland explains why these boards were sourced from Athletica Sports System, and that the 45% deposit for the boards totaling $19,200 is completely funded by the Reinvestment Fund grant; and

WHEREAS, pursuant to the grant agreement, the balance of the funds have been used for expenses related to participating in the Invest Health Initiative, and all grant funds were to be spent or committed by December 31, 2017; and

WHEREAS, the final budget report accepted by Reinvestment Fund from ICHD on January 30, 2018 committed the unspent balance as of that date to “Pre-development & construction costs: Leverage for other fundraising with match requirements to create public spaces and increase civic engagement and healthy activities;” and

WHEREAS, this final expenditure ICHD wishes to make for Beacon Southwest supports the commitment to pre-development and/or development costs related to the creation of public spaces that increase civic engagement and healthy activities in under-resourced neighborhoods; and

WHEREAS, the planning team for Beacon Southwest includes Capital Area Soccer League, Lansing Economic Area Partnership, Southside Community Coalition and ICHD; and

WHEREAS, construction management services for Beacon Southwest are being donated by Wieland, a construction management firm based in Lansing, MI; and

WHEREAS, the total budget for the Beacon Southwest project is approximately $500,000, which is being raised by Capital Area Soccer League and Southside Community Coalition through philanthropic and corporate gifts including grants from Capital Region Community Foundation, McLaren Health System and other local organizations; and

WHEREAS, there is no financial impact as all costs associated with this agreement will be completely funded by the Reinvestment Fund; and
WHEREAS, the Health Officer recommends payment of the 45% deposit for custom aluminum boards needed to construct Beacon Southwest, totaling $19,200 and payable upon execution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes approval of a deposit payment to Wieland for custom aluminum boards in an amount not to exceed $19,200 and payable upon execution.

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.
Agenda Item 5c

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 19, 2018
SUBJECT: Resolution to Authorize an Extension of the Voluntary Funding Agreements

BACKGROUND
On January 1, 2003, Ingham County entered into voluntary Solid Waste Disposal Funding Agreements with Granger III and Associates, L.L.C. (Granger), Waste Management of Michigan (Waste Management) and C&C Landfill, Inc. & Adrian Landfill, Inc. (Allied). Under the Voluntary Funding Agreements, the three principal providers of solid waste disposal services in Ingham County (i.e. Granger, Waste Management and Allied), which at that time, collectively, disposed of more than 95 percent of Ingham County solid waste agreed to fund fifty percent of the County’s current household hazardous waste, solid waste regulation, and solid waste and recycling education programs (other than the actual collection or maintaining of offsite facilities for recyclables) on a voluntary contractual basis. The Voluntary Funding Agreements will expire, by the terms of the contract, on December 31, 2018. However, the Voluntary Funding Agreements expressly provide the County the option to extend these agreements for successive additional five year terms.

The Ingham County Board of Commissioners has previously authorized two extensions of the Voluntary Funding Agreements in 2008 (the First Extension) and 2013 (the Second Extension). The contractually required notice to extend the Voluntary Funding Agreements for a third time must be delivered prior to November 30, 2018. The extension shall commence on January 1, 2019 and continue through December 31, 2023.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
Granger, Waste Management, and Allied fund fifty percent of the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education program. Without this funding, these services and programs may be impacted.

STRATEGIC PLANNING IMPACT
This resolution supports the following items in the county’s strategic plan: 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. Strategy 1-Strive to make facilities and services user-friendly. k. Provide for collection and proper disposal of household hazardous waste through the Health Department environmental health division.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend authorization of the extension of the Voluntary Funding Agreements for an additional five year term under the current terms and conditions of the Voluntary Funding Agreements.
WHEREAS, on or about January 1, 2003, Ingham County (the “County”) entered into voluntary Solid Waste Disposal Funding Agreements (collectively, the “Voluntary Funding Agreements”) with Granger III and Associates, L.L.C. (“Granger”), Waste Management of Michigan (“Waste Management”) and C&C Landfill, Inc. & Adrian Landfill, Inc. (collectively, “Allied”); and

WHEREAS, pursuant to the Voluntary Funding Agreements, the three principal providers of solid waste disposal services in Ingham County (i.e. Granger, Waste Management and Allied), which at that time, collectively, disposed of more than 95 percent of Ingham County solid waste agreed to fund fifty percent of the County’s current household hazardous waste, solid waste regulation, and solid waste and recycling education programs (other than the actual collection or maintaining of offsite facilities for recyclables) on a voluntary contractual basis; and

WHEREAS, the Voluntary Funding Agreements will expire, by the terms of the contract, on December 31, 2018. However, the Voluntary Funding Agreements expressly provide the County the option to extend these agreements for successive additional five (5) year terms:

It is expressly understood and agreed by the parties that the County shall have the option of extending this Agreement for successive additional five (5) year periods. The County’s option to extend this Agreement for additional five year periods may be exercised by delivering written notification of the exercise of the option to each VPF Participant not later than 30 days prior to the expiration of this Agreement or any extension of this Agreement; and

WHEREAS, the Ingham County Board of Commissioners has previously authorized two extensions of the Voluntary Funding Agreements in 2008 (the “First Extension”) and 2013 (the “Second Extension”); and

WHEREAS, the contractually required notice to extend the Voluntary Funding Agreements for a third time must be delivered prior to November 30, 2018; and

WHEREAS, the Health Officer, Environmental Health Director and County Administrator recommend extension of the Voluntary Funding Agreements for an additional five (5) year term under the current terms and conditions of the Voluntary Funding Agreements; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a third five year extension of the Voluntary Funding Agreements under the terms and conditions set forth in the Voluntary Funding Agreements.

BE IT FURTHER RESOLVED, that County Board of Commissioners approves extension of the voluntary contractual Solid Waste Program funding arrangement.

BE IT FURTHER RESOLVED, that County Corporation Counsel is authorized and directed to provide the required contractual notice of the extension of the Voluntary Funding Agreements.
Agenda Item 6

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: September 19, 2018
SUBJECT: Resolution Authorizing the Amendment of the 2018 Fair Fund
For the meeting agendas of October 1 and October 3

BACKGROUND
Due to what appears to be a structural budget problem resulting in shrinking off-season revenues in the Fair Fund, the Controller/Administrator is projecting a 2018 shortfall of approximately $107,000. When looking at the Fair Budget in total it is clear that a transfer from the Hotel/Motel Fund, Fund Balance to the Fair Fund of an amount up to $120,000 is necessary to avoid a deficit fund situation.

ALTERNATIVES
The Board of Commissioners could let the Fair Fund end the year in a deficit and then approve a deficit elimination plan, which must be filed with the State of Michigan.

FINANCIAL IMPACT
This resolution authorizes the County Controller/Administrator to transfer up to $120,000 from the 2018 Hotel/Motel Fund, Fund to the Fair Fund in order to avoid a deficit fund situation.

Since Hotel/Motel funds are used for Fair capital improvement projects (CIP), the Fair will amend its 2018 CIP budget to stay within the revised revenue projections to ensure that no general fund appropriation is required to avoid a deficit fund balance in 2018. The south end asphalt project will be eliminated.

STRATEGIC PLANNING IMPACT
This resolution supports Goal C, strategy seven, section c. of the strategic planning action plan – Support regional and local convention and tourism activities.

OTHER CONSIDERATIONS
The Fair is taking steps to contain costs for the remainder of 2018, while working with the Controller’s Office to develop solutions to this structural budget problem.

Last year, the Controller/Administrator’s Office received opinions from the County Attorney affirming the County’s ability to use Hotel/Motel funds to cover costs for building repair and maintenance, as well as entertainment at the Fair.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Agenda Item 6

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE 2018 FAIR FUND BUDGET

WHEREAS, the Controller/Administrator is projecting a shortfall of approximately $107,000 in the Fair Fund for 2018; and

WHEREAS, the current unrestricted fund balance in the Fair Fund (F561) is not sufficient to cover this shortfall; and

WHEREAS, a transfer from the Hotel/Motel Fund to the Fair Fund is necessary to avoid a deficit fund situation.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to transfer up to $120,000 from the fund balance of the Hotel/Motel Fund to the Fair Fund in order to avoid a deficit fund situation.
Agenda Item 7a

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: September 19, 2018
SUBJECT: Amendment to City of East Lansing and Meridian Township Millage Agreements
For the meeting agenda of 10/01 Human Services and 10/03 Finance

BACKGROUND
Board of Commissioners Resolution 16-257 and 16-328 authorized entering into contracts with the City of East Lansing and Meridian Township 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>City of EL-N. Tier Trail Repair and Maintenance</td>
<td>TR003</td>
<td>08/25/2016</td>
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<td>16-257</td>
</tr>
<tr>
<td>City of El-07-NTT-SWL-(S. County Line, W. of Abbot Rd.)</td>
<td>TR007</td>
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<tr>
<td>City of El-22-ELT-RC (Kalamazoo St.)</td>
<td>TR010</td>
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<td>16-328</td>
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<tr>
<td>MT-04-PK-DR (Nancy L. Moore Community Park)</td>
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<tr>
<td>MT-02-MP-DR (West of Okemos Road)</td>
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</table>

The City of East Lansing and Meridian Township are requesting an amendment to the Agreements because due to unforeseen circumstances regarding bid estimates, weather conditions and an influx in road projects and a shortage of asphalt contractors the contracted work will not be completed by the original deadline. These two communities would like to extend their original deadlines to June 30, 2019.

ALTERNATIVES
The Park Commission approved this approach at their September 17, 2018 meeting.

FINANCIAL IMPACT
No financial impact by extending these deadlines.

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 September 17, 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 East Lansing and Meridian Township.
Agenda Item 7a

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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WHEREAS, the City of East Lansing and Meridian Township is requesting an amendment to the above Agreements because of unforeseen circumstances and past amendments that adjusted one of these construction deadlines; and

WHEREAS, the City of East Lansing and Meridian Township are requesting an extension to their agreements to June 30, 2019; and

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

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<td>16-328</td>
</tr>
<tr>
<td>MT-05-PK-DR (Nancy L. Moore Community Park)</td>
<td>TR023</td>
<td>10/18/16</td>
<td>06/30/19</td>
<td>16-328</td>
</tr>
<tr>
<td>MT-04-PK-DR (Nancy L. Moore Community Park)</td>
<td>TR024</td>
<td>10/18/16</td>
<td>06/30/19</td>
<td>16-328</td>
</tr>
<tr>
<td>MT-02-MP-DR (West of Okemos Road)</td>
<td>TR025</td>
<td>10/18/16</td>
<td>06/30/19</td>
<td>16-328</td>
</tr>
<tr>
<td>MT-01-PK-SWL (Hartrick Park)</td>
<td>TR026</td>
<td>10/18/16</td>
<td>06/30/19</td>
<td>16-328</td>
</tr>
<tr>
<td>MT-06-MIP-DR (West of Okemos Road, Meridian Interurban)</td>
<td>TR027</td>
<td>10/18/16</td>
<td>06/30/19</td>
<td>16-328</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an extension of the City of East Lansing and Meridian Township are requesting an extension to their agreements to June 30, 2019.

BE IT FURTHER RESOLVED, that all other terms and conditions of these Agreements shall remain unchanged.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this Resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: September 18, 2018
SUBJECT: Amendment to City of Lansing Millage Agreements
For the meeting agenda of 10/1/18 Human Services and 10/3/18 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>
</tr>
</thead>
<tbody>
<tr>
<td>COL - Overlay and Partial Reconstruction of Lansing</td>
<td>TR001</td>
<td>09/22/16</td>
<td>07/01/19</td>
<td>16-257</td>
</tr>
<tr>
<td>CL-26-LT-GR (Lansing Center)</td>
<td>TR014</td>
<td>09/21/16</td>
<td>07/01/19</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>07/01/19</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>07/01/19</td>
<td>16-328</td>
</tr>
</tbody>
</table>

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 and this has impacted the original deadline for these projects. Based on these unforeseen circumstances, an additional $270,318.14 was awarded in Resolution 18-346.

The City of Lansing has spent $1,484,890.00 out of the awarded $1,806,000.00 for project TR015 Potter’s Zoo Creek Bridge and would like to reallocate this fund balance to their additional three projects that require additional funding.

ALTERNATIVES
The Park Commission approved this approach at their September 17, 2018 meeting.

FINANCIAL IMPACT
The City of Lansing came under budget for the Potter’s Zoo Creek Bridge and would like to reallocate the fund balance to three additional awarded projects under the Ingham County Trails and Parks Millage grant program. The City of Lansing is requesting the fund balance from TR015 be reallocated to TR001 in the amount of $207,910.79, TR014 for $111,983.50 and TR016 for $1,214.87 to enable the City of Lansing to complete their projects.

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 September 17, 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 Koeing, 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 Koeing, 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 10% contingency to 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 Moore's River Drive, by November 30, 2018. The Moore's 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 Moore's River Drive River Trail repair project. All required change orders and documentation will be forthcoming.
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>
<thead>
<tr>
<th>Project</th>
<th>Grant Funding</th>
<th>Consultant Cost</th>
<th>Construction Cost</th>
<th>Total Fund Balance</th>
<th>Move from CL-16</th>
<th>Additional Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL-16-LTE-RC</td>
<td>$1,806,000.00</td>
<td>$138,236.84</td>
<td>$1,346,654.00</td>
<td>$321,109.16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CL-20-LTE-RC</td>
<td>$335,000.00</td>
<td>$65,785.47</td>
<td>$356,033.00</td>
<td>$(86,818.47)</td>
<td>$1,214.87</td>
<td>$85,603.60</td>
</tr>
<tr>
<td>CL-26-LT-GR</td>
<td>$385,767.18</td>
<td>$59,809.58</td>
<td>$437,941.10</td>
<td>$(111,983.50)</td>
<td></td>
<td>$111,983.50</td>
</tr>
<tr>
<td>Overlay &amp; Partial</td>
<td>$419,663.00</td>
<td>$62,695.79</td>
<td>$564,878.00</td>
<td>$(207,910.79)</td>
<td></td>
<td>207,910.79</td>
</tr>
<tr>
<td>Reconstruction **</td>
<td>$215,393.00</td>
<td>$35,973.16</td>
<td>$299,560.00</td>
<td>$(120,140.16)</td>
<td></td>
<td>$120,140.16</td>
</tr>
<tr>
<td>Elm Street</td>
<td>$40,000</td>
<td></td>
<td></td>
<td>$(40,000.00)</td>
<td></td>
<td>$40,000.00</td>
</tr>
<tr>
<td>DEQ Endangered Species</td>
<td>$24,574.38</td>
<td>$24,574.38</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency, 10%</td>
<td></td>
<td>$40,000</td>
<td></td>
<td></td>
<td></td>
<td>$40,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>$3,161,823.18</td>
<td>$402,500.84</td>
<td>$3,005,066.10</td>
<td>$(245,743.76)</td>
<td>$270,318.14</td>
<td></td>
</tr>
</tbody>
</table>

** Included in amounts is completed cost portion of project and consultant costs for CL-26-LT-GR totaling $108,462.16
Agenda Item 7b

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

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Project #</th>
<th>Begins</th>
<th>Ends</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL - Overlay and Partial Reconstruction of Lansing</td>
<td>TR001</td>
<td>09/22/16</td>
<td>07/01/19</td>
<td>16-257</td>
</tr>
<tr>
<td>CL-26-LT-GR (Lansing Center)</td>
<td>TR014</td>
<td>09/21/16</td>
<td>07/01/19</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>07/01/19</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>07/01/19</td>
<td>16-328</td>
</tr>
</tbody>
</table>

WHEREAS, the City of Lansing is requesting an amendment to Agreement #TR001, 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, TR015 is under budget and had a fund balance of $321,109.16; and

WHEREAS, the City of Lansing is requesting the fund balance from TR015 be reallocated to TR001 in the amount of $207,910.79, TR014 for $111,983.50 and TR016 for $1,214.87 to enable the City of Lansing to complete their projects; and

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

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Project #</th>
<th>Begins</th>
<th>Ends</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL - Overlay and Partial Reconstruction of Lansing</td>
<td>TR001</td>
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<tr>
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<td>09/21/16</td>
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</tr>
<tr>
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<td>TR016</td>
<td>09/21/16</td>
<td>07/01/19</td>
<td>16-328</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes $321,109.16 from the project TR015 to be reallocated to TR001 in the amount of $207,910.79, TR014 for $111,983.50 and TR016 for $1,214.87 to enable the City of Lansing to complete their projects.

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 $207,910.79 from line item 228-62800-967000-TR015 into line item #228-62800-967000-TR001.
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer $111,983.50 from line item 228-62800-967000-TR015 into line item #228-62800-967000-TR014.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer $1,214.87 from line item 228-62800-967000-TR015 into line item #228-62800-967000-TR016.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this Resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Human Services Committee
FROM: Tim Morgan, Parks Director
DATE: September 18, 2018
SUBJECT: Honoring John Veenstra

For the meeting agenda of 10/1/18 Human Services

BACKGROUND
The Friends of Ingham County Parks, in collaboration with the Parks Department, local bike stores including Scooter Holt Pro Cycle and Denny's Central Park Bicycles, sponsored and installed bike repair stations at Lake Lansing Boat Launch and Hawk Island. The bike repair station at Lake Lansing Boat Launch also was commemorating the long service of John Veenstra, promoter of local trails and former Park Commissioner.
ALTERNATIVES
N/A

FINANCIAL IMPACT
There is no financial impact. The Friends of Ingham County Parks and local bike stores paid for the stations.

OTHER CONSIDERATIONS
N/A

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution honoring John Veenstra.
RESOLUTION HONORING THE SERVICE OF JOHN VEENSTRA

WHEREAS, John Veenstra served the community for many years actively engaged in local public service; and

WHEREAS, he served the public in many positions from Ingham County Board of Commissioner to Ingham County Park Commissioner, and Meridian Township Trustee; and

WHEREAS, John served as an Ingham County Board of Commissioner from 1973 to 1976; and

WHEREAS, as an Ingham County Board of Commissioner, John served as a model of decorum and integrity in the conduct of public affairs; and

WHEREAS, John served as an Ingham County Parks Commission member from 2002 to 2005; and

WHEREAS, John was able to bring into the Park Commission’s deliberations relevant ideas and insights from his previous public service experience; and

WHEREAS, John’s attention to detail, persistence in many local issues, and his passion for citizen participation made him a fixture in local politics; and

WHEREAS, John was an avid proponent of the area’s public parks, and was proud to be part of the creation of the Lake Lansing parks during his time as an Ingham County Commissioner; and

WHEREAS, the Friends of Ingham County Parks and Parks Department wished to commemorate the memory of John; and

WHEREAS, the Friends of Ingham County Parks, in collaboration with the Parks Department and local bike stores including Scooter Holt Pro Cycle and Denny's Central Park Bicycles, sponsored and installed bike repair stations at Lake Lansing Boat Launch and Hawk Island. The bike repair station at Lake Lansing Boat Launch also was commemorating the long service of John Veenstra, promoter of local trails and former Park Commissioner.

THEREFORE BE IT RESOLVED, that the Board of Commissioners, by adoption of this resolution, recognizes the impact and quality of John Veenstra’s work, and expresses its sincere appreciation to his family for the services and benefits which have been received by the citizens of Ingham County.
Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2018. The total increase to the General Fund is $212,720.

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

There are a few adjustments to the general fund this quarter. First, the Sheriff’s Department provided extra security for the 55th District Court February 5th through February 14. The District Court has requested $3,470.

The Circuit Court Family Division has identified that certain security expense are not reimbursable through the State Child Care Fund. A total of $110,000 expense, budgeted in CCF, is being moved to the General Fund along with $55,000 in revenue. This revenue is a transfer from the Juvenile Justice Fund to cover half the security expense.

In the Animal Control Department donations are accumulating in the liability fund 797. This fund is accounted for by the General Fund at year end. This adjustment will set up a $100,000 revenue and expense budget in the General Fund to recognize and expense these funds in 2018.

In the Register of Deeds Department an adjustment in the amount of $57,720, increase revenue is requested to better reflect our current projections.

The LEAP membership dues were double budgeted in 2018, we are requesting a reduction of $15,000 in the Economic Development budget in the General Fund.

In the Homeland Security/Emergency Operations budget, the cost approved by R17-080 was not included in the 2018 budget and it is necessary to continue with the Everbridge Mass Notification System. The expense of $28,500 is split equally between General Fund and the Emergency Telephone 911 Fund.

The Parks Department requested the remaining funds, $4,393, of a 2017 CIP Trails and Parks Fund completed magic carpet project be transferred to the Park Fund to enable the purchase of tubes for the snow hill.
The Debt Service Fund is in need of $63,860 from the Animal Control Millage Fund to cover the 2018 interest expense for the ICAC new shelter project. While the revenue and expense for the same project needs a budget in the Capital Project Fund in the amount of $4,862,000. The Community Mental Health Building project also, needs a budget in the Capital Project Fund in the amount of $4,588,189. The Capital Project Fund is a government fund and is required to have a budget.

Two underground pipes at the Fairgrounds burst incurring extra expenses that are being replaced by insurance proceeds. Therefore, an increase is being made to both revenue and expense in the Fair’s budget of $7,400.

The Health Department is requesting an additional copier/printer at a cost of $7,208 from the Machine and Equipment Fund. This is request for additional copier due to the change in location of departments that previously shared a copier.

Attached is an update of contingency fund spending so far this year. The current contingency amount is $58,471. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of $350,000.

The 3rd quarter general fund budget to actual year to date report will be presented to the Commissioners after the completion of the quarter. Our bond rating agency suggested that we present this information to Commissioners on a quarterly basis.

Should you require any additional information or have questions regarding this process, please don’t hesitate to contact me.
### 2018 CONTINGENCY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adopted Contingency Amount</strong></td>
<td>$350,000</td>
</tr>
<tr>
<td>R17-436: Additional Community Agency Funding</td>
<td>(15,650)</td>
</tr>
<tr>
<td>R18-035: Additional Funding for CATS</td>
<td>(10,180)</td>
</tr>
<tr>
<td>R18-084: Additional Funding for Sheriff Portable Radios</td>
<td>(23,747)</td>
</tr>
<tr>
<td>R18-088: Additional Funding for Jail Based Break Out from Wellness</td>
<td>(20,800)</td>
</tr>
<tr>
<td>R18-114: Additional Funding to Hire Assistant Prosecuting Attorney</td>
<td>(76,702)</td>
</tr>
<tr>
<td>R18-190: Additional Funding to Circuit Court Imagesoft</td>
<td>(87,450)</td>
</tr>
<tr>
<td>R18-210: SAKI Grant Funds</td>
<td>(40,000)</td>
</tr>
<tr>
<td>R18-302: Additional Funding Support Staff for ICYC</td>
<td>(2,000)</td>
</tr>
<tr>
<td>R18-316: Additional Funding Advent House Ministries</td>
<td>(15,000)</td>
</tr>
<tr>
<td><strong>Current Contingency Amount</strong></td>
<td>$58,471</td>
</tr>
</tbody>
</table>
Agenda Item 8

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2018 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2018 Budget on November 14, 2017 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2018 BUDGET</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$85,914,494</td>
<td>212,720</td>
<td>$86,127,214</td>
</tr>
<tr>
<td>205</td>
<td>Animal Control Millage</td>
<td>399,313</td>
<td>63,860</td>
<td>463,173</td>
</tr>
<tr>
<td>208</td>
<td>Parks Fund</td>
<td>2,300,107</td>
<td>4,393</td>
<td>2,304,500</td>
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<tr>
<td>228</td>
<td>Trails &amp; Parks Millage</td>
<td>11,342,094</td>
<td>0</td>
<td>11,342,094</td>
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<tr>
<td>261</td>
<td>Emergency Telephone 911</td>
<td>8,675,306</td>
<td>14,250</td>
<td>8,689,556</td>
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<tr>
<td>264</td>
<td>Juvenile Justice Millage</td>
<td>4,804,212</td>
<td>0</td>
<td>4,804,212</td>
</tr>
<tr>
<td>292</td>
<td>Family Court – Child Care</td>
<td>13,106,043</td>
<td>(110,000)</td>
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<tr>
<td>399</td>
<td>Debt Service Fund</td>
<td>0</td>
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<td>63,860</td>
</tr>
<tr>
<td>451</td>
<td>Capital Projects Fund</td>
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<td>9,450,189</td>
<td>9,450,189</td>
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<tr>
<td>561</td>
<td>Fair Board Fund</td>
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<td>7,400</td>
<td>1,145,691</td>
</tr>
<tr>
<td>664</td>
<td>Machine &amp; Equipment Fund</td>
<td>1,695,455</td>
<td>7,208</td>
<td>1,702,663</td>
</tr>
</tbody>
</table>
### GENERAL FUND REVENUES

<table>
<thead>
<tr>
<th>Source</th>
<th>2018 Budget – 09/11/18</th>
<th>Proposed Changes</th>
<th>2018 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tax Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Property Tax</td>
<td>49,994,805</td>
<td>0</td>
<td>49,994,805</td>
</tr>
<tr>
<td>Property Tax Adjustments</td>
<td>(50,000)</td>
<td>0</td>
<td>(50,000)</td>
</tr>
<tr>
<td>Delinquent Real Property Tax</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unpaid Personally Property Tax</td>
<td>15,000</td>
<td>0</td>
<td>15,000</td>
</tr>
<tr>
<td>IFT/CFT</td>
<td>275,000</td>
<td>0</td>
<td>275,000</td>
</tr>
<tr>
<td>Trailer Fee Tax</td>
<td>15,000</td>
<td>0</td>
<td>15,000</td>
</tr>
<tr>
<td><strong>Intergovernmental Transfers</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Revenue Sharing</td>
<td>6,209,651</td>
<td>0</td>
<td>6,209,651</td>
</tr>
<tr>
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**GENERAL FUND EXPENDITURES**

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Metro Squad 43,570 0 43,570  
Community Corrections 161,036 0 161,036  
Animal Control 2,243,788 100,000 2,343,788  
Emergency Operations 224,758 14,250 239,008  
Board of Public Works 300 0 300  
Drain Tax at Large 520,000 0 520,000  
Health Department 5,699,042 0 5,699,042  
CHC 3,600,156 0 3,600,156  
Jail Medical 1,669,946 0 1,669,946  
Medical Examiner 654,820 0 654,820  
Substance Abuse 706,777 0 706,777  
Community Mental Health 2,024,693 0 2,024,693  
Department of Human Services 2,002,229 0 2,002,229  
Tri-County Aging 83,295 0 83,295  
Veterans Affairs 574,096 0 574,096  
Cooperative Extension 407,416 0 407,416  
Library Legacy Costs 0 0 0  
Parks and Recreation 1,586,857 0 1,586,857  
Contingency Reserves 58,471 0 58,471  
Legal Aid 20,000 0 20,000  
2-1-1 Project 45,750 0 45,750  
Community Coalition for Youth 25,000 0 25,000  
Miscellaneous Transfers 200,000 0 200,000  
Capital Improvements 3,745,051 0 3,745,051  
**Total General Fund Expenditures** 85,914,494 212,720 86,127,214  

**General Fund Revenues**  

Circuit Court Family Division  
To change the transfer of ($55,000) from Juvenile Justice Fund to the CCF to ($55,000) from Juvenile Justice Fund to General Fund due to change in expense from the CCF to the General Fund for expenses now excluded from reimbursement.  

Animal Control  
To set up revenues in General Fund, $100,000. This is for donations recorded in liability fund 797. This adjustment that will be done annually to set up revenue to be recognized in the General Fund at year end.  

Register of Deeds  
To adjust revenues to better reflect our current projections an increase in the amount of $57,720.
**General Fund Expenditures**

55th District Court

Increase $3,470 to cover request for additional security for 55th District Court from February 5 through February 14 provided by the Sheriff.

Circuit Court Family Division

To move Teachout expenses ($110,000) to general fund from the State Child Care Fund for expenses now excluded from reimbursement.

Animal Control

To set up expenses in General Fund, $100,000. This is for donations recorded in liability fund 797. This adjustment will be done annually to set up expenses to be recognized in the General Fund at year end.

Homeland Security/Emergency Ops

To set up expense in General Fund, $14,250. Per R17-080 dated 03/14/17 for Everbridge Mass Communications System with the other half to be set up in 911 Fund.

Economic Development

To eliminate ($15,000) in expenses for double budgeting for LEAP Membership fees that are in the BOC’s budget.

**Non-General Fund Adjustments**

Animal Control Millage

To set up the transfer ($63,860) for the Animal Control (F205) Millage Fund to the Debt Service Fund to cover 2018 interest expense for the ICAC new shelter project.

Parks Fund

To transfer expenses ($4,393) from the Trail and Parks (F208) Millage Fund to the Parks Fund to purchase tubes for the snow hill.

Trail and Parks Millage

To transfer expenses ($4,393) from the Trail and Parks (F228) Millage Fund to the Parks Fund to purchase tubes for the snow hill. This adjustment nets to zero in this fund.

Emergency Telephone 911 (F261)

To set up expense in 911 Fund, $14,250. Per R17-080 dated 03/14/17 for Everbridge Mass Communications System with the other half to be set up in General Fund.

Family Court - CCF

To move Teachout expenses ($110,000) to general fund (F292) from the State Child Care Fund for expenses now excluded from reimbursement.
Animal Shelter Debt   To set up to receive transfer ($63,860) from the Animal   Control Millage Fund to the Debt Service Fund to cover 2018 interest expense for the ICAC new shelter project.

Capital Projects Fund   To set up to revenue and expense ($4,862,000) for the Animal Control Shelter project in the Capital Project Fund. To set up the revenue and expense ($4,588,189) for the Community Mental Health Building in the Capital Project Fund. The Capital Project Fund is a government fund and is required to have a budget.

Fair Board Fund   To set up insurance proceeds in Fair budget to cover pipes that burst at Fairgrounds costing $7,400.

(F561)

Machine & Equip Fund   To set up funds from Machine and Equipment Fund balance for purchase of new copier/printer in the HSB (7,208).