

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE  
TODD TENNIS, CHAIR  
RYAN SEBOLT  
DERRELL SLAUGHTER  
CHRIS TRUBAC  
ERIN GRAHAM  
ROBIN NAEYAERT  
RANDY MAIVILLE

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, MAY 3, 2021 AT 6:30 P.M.  
THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/88643183432>.

### Agenda

Call to Order

Approval of the [April 19, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Health Services Millage – Ingham Health Plan Corporation [2020 Annual Millage Report](#)  
(Presentation/Discussion)
2. Health Department – Resolution to Authorize the Acceptance of [Grant Funds](#) from the National Association of City and County Health Officials and to Authorize Agreements with Voces De La Comunidad, Action of Greater Lansing, the Village Lansing, and Salus Center
3. Controller's Office – Resolution to Authorize [Adjustments](#) to the 2021 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 on line at [www.ingham.org](http://www.ingham.org).

## HUMAN SERVICES COMMITTEE

April 19, 2021

Draft Minutes

The meeting was called to order by Chairperson Tennis at 6:30 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act and State of Emergency declared by the Board of Commissioners for Ingham County. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Tennis (Ingham County, Michigan), Sebolt (Ingham County, Michigan), Slaughter (Wayne County, Michigan), Trubac (Ingham County, Michigan), Graham (Ingham County, Michigan), Naeyaert (Ingham County, Michigan), and Maiville (Ingham County, Michigan).

Members Absent: None.

Others Present: Commissioner Peña, Jared Cypher, Linda Vail, Richard Terrill, Cynthia Wagner, Lindsey McKeever, Joan Nelson, Nicole Wallace, Brian Collins, and Michael Tanis.

### Approval of the April 5, 2021 Minutes

CHAIRPERSON TENNIS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE APRIL 5, 2021 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

### Additions to the Agenda

Late –

6. Human Services Committee – Resolution to Condemn Hate Crimes, Hateful Rhetoric, and Hateful Acts Against Asian Pacific Islander Desi Americans and to Designate May as Asian Pacific Islander Desi American Heritage Month

### Limited Public Comment

None.

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

1. Potter Park Zoo – Resolution to Amend Resolution #17-068 Visitation Hours of the Potter Park Zoo
2. Ingham County Fairgrounds – Resolution to Authorize a Contract with Cold Box Films

3. Facilities Department – Resolution to Authorize an Agreement with Reith-Riley Construction Company, Inc., for the East Side Asphalt Replacement at the Ingham County Fairgrounds
4. Parks Department – Resolution to Authorize a Calendar/Schedule for Lifeguards at Ingham County Park Beaches
5. Health Department
  - a. Resolution to Authorize an Amended Lease Agreement with Holy Cross Services
  - b. Resolution to Authorize an Agreement with Great Lakes Empowerment Services Inc.
  - c. Resolution to Authorize the Acceptance of Funds from the Illinois Public Health Institute for the Dash Program
  - d. Resolution to Authorize an Agreement with 340B Technologies, Inc. D/B/A Assent Consulting Services for Specialty Referral Eligibility Documentation
  - e. Resolution to Authorize Acceptance of American Rescue Act Funds from HRSA
  - f. Resolution to Authorize Acceptance of State and Federal Funds through Michigan Primary Care Association for Vaccine Clinics
  - g. Resolution to Authorize an Agreement with Cardinal Health Pharmaceutical Distribution
  - h. Resolution to Authorize an Agreement for 0.1 FTE Psychiatry Services with Dr. Afiah Ahsan
  - i. Resolution to Authorize an Agreement with MPHI
  - k. Resolution Honoring Felicia Finch
6. Human Services Committee – Resolution to Condemn Hate Crimes, Hateful Rhetoric, and Hateful Acts Against Asian Pacific Islander Desi Americans and to Designate May as Asian Pacific Islander Desi American Heritage Month

THE MOTION CARRIED UNANIMOUSLY.

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

5. Health Department
  - j. Resolution to Allocate American Rescue Plan Funds for Development of a Federally Qualified Health Center and Pharmacy Within Allen Place Complex

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Commissioner Maiville stated that while he was in support of the resolution, the question was what could be done for the out-County.

Commissioner Naeyaert stated that the tremendous outpouring of people who came to the Ingham County Fairgrounds to receive their COVID-19 vaccinations was an example of the multitude of people who would be available if there was a rural option for residents. She further stated that she had talked about rural care for residents, and believed they had the numbers to prove it was needed.

Commissioner Sebolt stated that reading the memo attached to the resolution made him unhappy.

Commissioner Sebolt asked if the \$4,255,626 awarded in funding from the American Rescue Plan Act of 2021 (ARPA) through the Coronavirus State and Local Fiscal Recovery Funds was separate and distinct from the funding being directly allocated to the County.

Jared Cypher, Deputy Controller, stated yes.

Commissioner Sebolt asked if he was correct that the allocation of \$750,000 in funding from the ARPA for the development of a Federally Qualified Health Center (FQHC) and Pharmacy would not impact the conversation being had regarding the ARPA funding being directly allocated to the County.

Mr. Cypher stated that the allocation of \$750,000 would be coming from the ARPA funding being directly allocated to the County.

Commissioner Sebolt asked what the County would be cutting from the ARPA funding proposals.

Mr. Cypher stated that the Ingham County Health Department (ICHHD) had submitted a proposal to Gregg Todd, County Controller, for a portion of the ARPA funding. He further stated that it was nearly \$2.7 million for expanded COVID-19 vaccination clinics, mobile vaccinations, testing, and contract tracing.

Mr. Cypher stated that in staff review, he indicated that this proposal for the Allen Neighborhood Center (ANC) was not included in ICHHD's original proposal. He further stated that the Controller's Office view was that the allocation of \$750,000 counted toward their \$2.7 million proposal.

Commissioner Sebolt stated that he asked because it was unclear if this allocation in funding came from the separate and distinct funding of ARPA funding to ICHHD. He further stated that he found it to be upsetting to learn that, since the Board of Commissioners already approved two resolutions to move forward, at this point in the game, if this resolution was not passed, the two resolutions would have been for an effort that was not fruitful.

Chairperson Tennis stated that the County had already committed to this project. He further stated that by using these funds for the buildout, the County saved money over time in terms of interest costs.

Chairperson Tennis stated that all Ingham Community Health Centers were in partnership with the Health Center Board. He further stated that any possible new sites were generated starting with the Health Center Board based on Medicare rates and opportunities.

Chairperson Tennis stated that in this instance, ANC created a space and had asked the County to participate in their space. He further stated that it would be helpful to raise those concerns of rural care with the Health Center Board to assist them in expanding into more rural parts of the County.

Chairperson Tennis stated that the County already agreed to move forward with the ANC project. He further stated that this was an opportunity to use federal funding the save County dollars from interest costs in the future.

Commissioner Trubac stated that he appreciated the concerns raised by his colleagues.

Commissioner Maiville stated that he appreciated the explanation provided by Chairperson Tennis. He further stated that this might be an opportunity to look at having mobile clinics.

Commissioner Naeyaert stated that she had discussed this with Linda Vail, County Health Officer, for the past few years, but the numbers were not there. She further stated that today, Ms. Vail had been able to see what availability the people in the rural part of the County need.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:47 p.m.

## **MAY 3, 2021 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY**

### **ACTION ITEMS:**

**The Deputy Controller is recommending approval of the following resolutions**

2. *Health Department – Resolution to Authorize the Acceptance of Grant Funds from the National Association of City and County Health Officials and to Authorize Agreements with Voces De La Comunidad, Action of Greater Lansing, the Village Lansing, and Salus Center*

Ingham County Health Department (ICHD) wishes to accept \$25,000 in grant funds from the National Association of City and County Health Officials (NACCHO), effective April 1, 2021 through September 30, 2021. This award will be used to support COVID-19 outreach partnerships with organizations and grassroots partners that are led by and/or provide services to Ingham County residents who are predominantly Black, Indigenous, and other People of Color (BIPOC).

Additionally, ICHD wishes to sub-contract with Voces de la Comunidad, ACTION of Greater Lansing, The Village Lansing, and Salus Center to co-host, promote, and schedule vaccination appointments at pop-up vaccination clinics and mass vaccination sites, and to co-host and promote virtual town halls that help residents learn more about COVID-19 vaccines. In addition, these organizations will conduct other outreach strategies such as phone banking, door canvassing, literature drops door-to-door, and other proven outreach strategies for engaging with residents regarding health-related topics. Subcontracts under this award will total an amount not to exceed \$6,250 depending on the activities undertaken by each organization and the accompanying labor, supplies, materials, and advertising costs associated with the project activities effective April 1, 2021 through September 30, 2021.

3. *Controller's Office – Resolution to Authorize Adjustments to the 2021 Ingham County Budget*

This resolution authorizes adjustments to the Ingham County budget for the first quarter of fiscal year 2021. The total increase to the General Fund is \$10,764. The majority of adjustments this quarter are re-appropriations of funds budgeted but not spent in 2020. Some of the larger projects associated with the Human Services Committee are as follows:

- Health Department Cubicles - \$100,000
- Fair Paved Surfaces - \$260,000
- Trails & Parks Projects - \$17,982,094

The current contingency fund amount is \$252,425.

### **OTHER ITEMS:**

1. *Health Services Millage – Ingham Health Plan Corporation 2020 Annual Millage Report (Presentation/Discussion)*



*A Licensed Third Party Administrator*

February 2, 2021

Gregg Todd, Controller  
Ingham County  
PO Box 319  
Mason, MI 48854

Dear Gregg:

Enclosed is the annual report that details member enrollment and expenditures over the January 1, 2020 to December 31, 2020 term of the health services millage agreement between Ingham County and Ingham Health Plan Corporation (IHPC). The funds assisted Ingham Health Plan Corporation in our efforts to continue to offer a community health benefit to the uninsured residents of Ingham County whose annual income is at or below 219% of the Federal Poverty Level or \$28,000 for 1 person.

The Ingham Health Plan (IHP) community benefit was provided to a total of 1,863 residents (unduplicated users) over the course of the year. On average, the length of enrollment on IHP is about 19 months as residents may go on and off the plan due to changes in coverage, residency, income, etc. Our average monthly enrollment was 1,599 members.

The COVID-19 pandemic required IHPC to respond and adapt to ensure members were able to access services during this challenging time. However, even with broadened access to services like telehealth and 90-day supply to medications, IHP utilization felt the impact of the pandemic. Provider offices put general appointments for routine and preventive services on hold while prioritizing COVID-19 testing and treatment. Even as opportunities for face-to-face interaction increased, appointments were limited and members hesitant to venture outside their homes. Another area of impact for IHP was enrollment. IHP depends on community partners to enroll eligible clients. Since sites were closed, restricting access or working remotely, the volume of eligible people coming through sites were reduced. For example, in 2019, Ingham County Registration & Enrollment and Community Health Centers completed 486 enrollments (77%) compared to just 93 (31%) in 2020. Fortunately, pre-COVID, IHPC implemented an on-line application to provide an alternate method for enrollment. In 2020, sixty percent of our enrollment was through the online application. Another factor to affect enrollment was that Medicaid suspended renewals for all programs effective in June 2020. Often during this annual renewal process, Medicaid beneficiaries are determined to no longer be eligible for Medicaid and thus transition to IHP. Since redetermination is on hold, people are not being disenrolled from Medicaid, which is a good thing for them, but has an impact on IHP.

As we begin, 2021, IHP continues to monitor the impacts of COVID-19 on Ingham County residents and adjust to meet emerging needs. We know that small businesses have been particularly hit hard. Employee work schedules may have been reduced, employee sponsored health plan might not be affordable for family members or plans may have been dropped due to economic toll on small businesses. In addition to the Marketplace, IHP can be a resource to fill the gap for those that don't qualify for Medicaid and otherwise find themselves uninsured.

If you have any questions or need any clarification, please feel free to contact me at 517-336-3778 or email at [Lnoyer@ihpmi.org](mailto:Lnoyer@ihpmi.org).

Sincerely,

Lori Noyer, MA  
Executive Director

cc: IHPC Board of Directors & Jared Cypher



## INGHAM COUNTY HEALTH SERVICES MILLAGE FINAL REPORT

JANUARY 1, 2020 – DECEMBER 31, 2020

The Ingham Health Plan Corporation (IHPC) is pleased to submit the 2020 Annual Report identifying how Ingham Health Services Millage funds were used by IHPC. These funds assist IHPC in our efforts to continue to offer a community health benefit to the uninsured residents of Ingham County whose annual income is at or below **219%** of the Federal Poverty Level (FPL) or \$28,000 for 1 person.

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In 2020 overall residents served and utilization by the Ingham Health Plan decreased compared to subsequent years due to the impacts of the pandemic.

Total number individuals enrolled during the year was 1,863 (unduplicated users).

Average monthly enrollment was 1,599 with an average of 25 new enrollments & 37 terminations per month



### Medical Services

\$815,997 was paid in claims to community health care providers for eligible benefits which includes primary care, urgent care, out-patient hospital, immunizations, laboratory, radiology services, physical therapy, etc.



### Pharmacy

- ✓ \$174,878 was the total cost IHP paid for covered prescriptions
- ✓ 17,702 Prescriptions were paid
- ✓ 93.32% Prescriptions were generic



### Dental

- ✓ 2,312 dental services were provided
- ✓ 884 preventative cleanings and exams
- ✓ Delta Dental provides the dental benefit with the EPO Service Delivery Network. Sixty Eight dental providers were utilized by members.

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## 2020 TOTAL IHPC MILLAGE INVOICE SUMMARY

2020 HEALTH SERVICE MILLAGE INVOICES TO INGHAM COUNTY						
	Eligible Members	Medical Expenses	Pharmacy Expenses	Dental Expenses	Admin	TOTAL
January	1655	\$ 84,524.45	\$ 13,988.09	\$ 22,989.11	\$ 18,225.25	\$ 139,726.90
February	1655	\$ 106,503.89	\$ 17,875.98	\$ 23,129.07	\$ 22,126.34	\$ 169,635.28
March	1678	\$ 76,822.04	\$ 15,907.70	\$ 24,347.39	\$ 17,561.57	\$ 134,638.70
April	1645	\$ 82,655.21	\$ 16,838.12	\$ 22,603.49	\$ 18,314.52	\$ 140,411.34
May	1639	\$ 29,743.98	\$ 16,375.54	\$ 23,160.01	\$ 10,391.93	\$ 79,671.46
June	1605	\$ 48,381.06	\$ 12,713.16	\$ -	\$ 9,164.13	\$ 70,258.35
July	1593	\$ 70,523.65	\$ 15,578.39	\$ 19,948.55	\$ 15,907.59	\$ 121,958.18
August	1587	\$ 73,306.80	\$ 13,442.35	\$ 18,802.26	\$ 15,832.71	\$ 121,384.12
September	1572	\$ 61,599.49	\$ 14,503.51	\$ 23,070.90	\$ 14,876.09	\$ 114,049.99
October	1548	\$ 57,618.58	\$ 15,010.55	\$ 19,051.63	\$ 13,752.11	\$ 105,432.87
November	1524	\$ 61,588.54	\$ 10,799.45	\$ 19,893.21	\$ 13,842.18	\$ 106,123.38
December	1480	\$ 62,729.42	\$ 11,845.45	\$ 18,761.43	\$ 14,000.45	\$ 107,336.75
<b>TOTAL</b>		<b>\$ 815,997.11</b>	<b>\$ 174,878.29</b>	<b>\$ 235,757.05</b>	<b>\$ 183,994.87</b>	<b>\$ 1,410,627.32</b>
Contract Amount:						\$ 1,958,634.00
Unused Funds:						\$ 548,006.68

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## Demographics 2020

### Age of Membership

0-20 yrs	21-30 yrs	31-40 yrs	41-50 yrs	51-64 yrs	Over 65
167	244	423	434	465	130
9%	13%	23%	23%	25%	7%

1,863 Unduplicated Members Enrolled During 2020

### Race/Ethnicity



White	Black	Hispanic	Indian	Asian	Other	Unknown
577	314	718	1	211	18	24
31%	17%	39%	0%	11%	1%	1%



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## Demographics 2020



Key: Conversion of FPL to 5-Family Size 1

0%-138% FPL	\$0-\$17,829
139%-150% FPL	\$17,810-\$19,140
151%-200% FPL	\$19,141-\$28,820
201%-219% FPL	\$28,821-\$38,000

Household Size	0-138% FPL	139-150% FPL	151-200% FPL	201-219% FPL
1	251	76	293	85
2	199	25	110	47
3	142	18	61	17
4	216	17	57	19
5+	182	12	32	4
<b>Total</b>	<b>990</b>	<b>148</b>	<b>553</b>	<b>172</b>



### Enrollment by zip code

Members Served from 1/1/20-12/31/20			
Location	Zip Code	Members	%
Dannville	48875	3	0%
Demondale	48821	1	0%
E. Lansing	48823	351	30%
E. Lansing	48826	2	0%
Hadley	48840	51	3%
Hill	48842	63	4%
Mason	48854	30	2%
Olemiss	48864	58	5%
Webberville	48892	6	0%
Villamont	48895	25	1%
Lansing	48901	6	0%
Lansing	48906	203	18%
Lansing	48909	1	0%
Lansing	48910	368	20%
S. Lansing	48911	455	24%
Lansing	48912	148	8%
Lansing	48915	34	5%
M. Lansing	48917	53	3%
Lansing	48919	20	1%
Leslie	48921	8	0%
Onondaga	48924	5	0%
Stockbridge	48926	6	0%
Moved out of County		16	1%
<b>Total</b>		<b>1,063</b>	<b>100%</b>

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## PARTNERSHIPS

### 2020 Enrollment

#### Community Enrollment Partners

- Online Application (60%)
- Ingham Co Health Dept. (19%)
- Ingham Community Health Centers (13%)
- Allen Neighborhood Center (5%)
- South Side Community Coalition (2%)
- Northwest Initiative (1%)



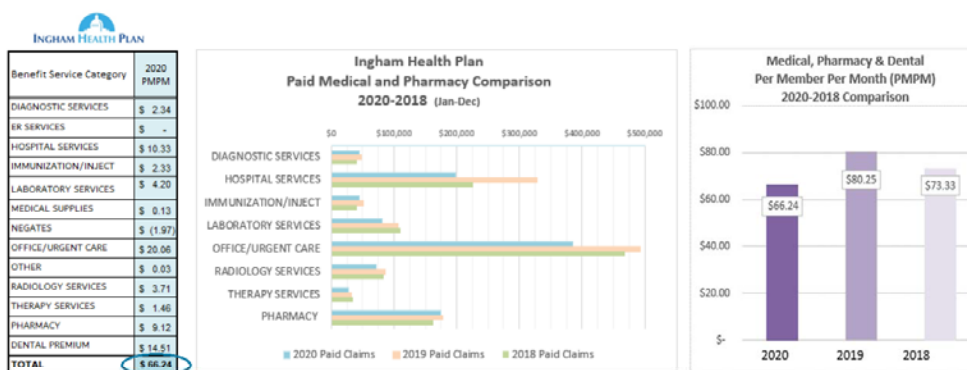
#### 2020 Primary Care Provider Assignment

Provider Assignment	Members
Ingham Health Centers	41%
Cristo Rey	33%
Sparrow Medical Group	9%
Michigan State University	6%
McLaren Greater Lansing	6%
CareFree	3%
Other	2%

45 Different Primary Care Provider Offices/sites have IHP members assigned in the community.

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## 2020 UTILIZATION

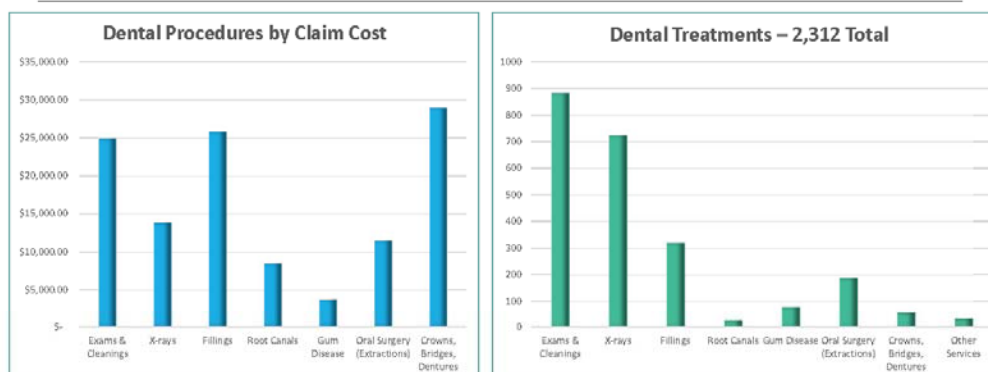


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## 2020 DENTAL STATISTICS

Delta Dental administers the IHP dental plan.

The fully-insured premium cost per person per month was \$14.51 for a total of \$235,757.



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For questions on the 2020 Millage Report Contact:

Lori Noyer, MA  
Executive Director

Phone: 517-336-3778

[Lnoyer@ihpmi.org](mailto:Lnoyer@ihpmi.org)

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## Agenda Item 2

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** April 14, 2021  
**SUBJECT:** Authorization to Accept Grant Funds from the National Association of City and County Health Officials and to enter into Sub-Agreements with Voces de la Comunidad, ACTION of Greater Lansing, The Village Lansing, and Salus Center

For the meeting agendas of May 3, 2021 and May 5, 2021

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### **BACKGROUND**

Ingham County Health Department (ICHD) wishes to accept \$25,000 in grant funds from the National Association of City and County Health Officials (NACCHO), effective April 1, 2021 through September 30, 2021. This award will be used to support COVID-19 outreach partnerships with organizations and grassroots partners that are led by and/or provide services to Ingham County residents who are predominantly Black, Indigenous, and other People of Color (BIPOC).

Additionally, ICHD wishes to sub-contract with Voces de la Comunidad, ACTION of Greater Lansing, The Village Lansing, and Salus Center to co-host, promote, and schedule vaccination appointments at pop-up vaccination clinics and mass vaccination sites, and to co-host and promote virtual town halls that help residents learn more about COVID-19 vaccines. In addition, these organizations will conduct other outreach strategies such as phone banking, door canvassing, literature drops door-to-door, and other proven outreach strategies for engaging with residents regarding health-related topics. Subcontracts under this award will total an amount not to exceed \$6,250 depending on the activities undertaken by each organization and the accompanying labor, supplies, materials, and advertising costs associated with the project activities effective April 1, 2021 through September 30, 2021.

### **ALTERNATIVES**

ICHD could find other organizations to partner with to reach the BIPOC community.

### **FINANCIAL IMPACT**

ICHD will accept \$25,000 in grant funds from NACCHO and partner with Voces de la Comunidad, ACTION of Greater Lansing, The Village Lansing, and Salus Center for an amount not to exceed \$6,250 for each agreement depending on the activities undertaken by each organization and the accompanying labor, supplies, materials, indirect and advertising costs associated with the project activities. All costs of these agreements will be covered by the grant funds from NACCHO.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the acceptance of \$25,000 in grant funds from NACCHO, effective April 1, 2021 through September 30, 2021, and authorization to enter into sub-contracts with Voces de la Comunidad, ACTION of Greater Lansing, The Village Lansing, and the Salus Center up to \$6,250, effective April 1, 2021 through September 30, 2021.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF GRANT FUNDS FROM THE NATIONAL ASSOCIATION OF CITY AND COUNTY HEALTH OFFICIALS AND TO ENTER INTO AGREEMENTS WITH VOCES DE LA COMUNIDAD, ACTION OF GREATER LANSING, THE VILLAGE LANSING, AND SALUS CENTER**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept \$25,000 in grant funds from the National Association of City and County Health Officials (NACCHO), effective April 1, 2021 through September 30, 2021; and

WHEREAS, this award will be used to support COVID-19 outreach partnerships with organizations and grassroots partners that are led by and/or provide services to Ingham County residents who are predominantly Black, Indigenous, and other People of Color (BIPOC); and

WHEREAS, additionally, ICHD wishes to subcontract with Voces de la Comunidad, ACTION of Greater Lansing, The Village Lansing, and Salus Center to co-host, promote, and schedule vaccination appointments at pop-up vaccination clinics and mass vaccination sites, and to co-host and promote virtual town halls that help residents learn more about COVID-19 vaccines; and

WHEREAS, in addition, these organizations will also conduct other outreach strategies such as phone banking, door canvassing, literature drops door-to-door, and other proven outreach strategies for engaging with residents regarding health-related topics; and

WHEREAS, these subcontracts will be for an amount not to exceed \$6,250 each depending on the activities undertaken by each organization and the accompanying labor, supplies, materials, and advertising costs associated with the project activities effective April 1, 2021 through September 30, 2021; and

WHEREAS, all costs of these subcontracts will be covered in the grant funds accepted from NACCHO; and

WHEREAS, the Health Officer recommends the acceptance of \$25,000 in grant funds from NACCHO, effective April 1, 2021 through September 30, 2021 and the authorization of subcontracts with Voces de la Comunidad, ACTION of Greater Lansing, The Village Lansing, and Salus Center for an amount not to exceed \$6,250 each, effective April 1, 2021 through September 30, 2021.

THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of \$25,000 in grant funds from NACCHO and authorizes subcontracts with Voces de la Comunidad, ACTION of Greater Lansing, The Village Lansing, and Salus Center for an amount not to exceed \$6,250 each, effective April 1, 2021 through September 30, 2021.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any 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 3

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: April 19, 2021

RE: First Quarter 2021 Budget Adjustments, Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2021. The total increase to the General Fund is \$10,764.

The quarterly budget amendment process, as authorized by the Board of Commissioners, is necessary to adjust 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.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2020. Some of the larger projects are as follows:

- Jail Chiller Replacement - \$225,832
- Clock Tower - \$168,714
- Circuit Court Courtroom Technology - \$242,631
- Circuit Court Imaging/Scanning Project - \$331,025
- Probate Court Imaging/Scanning Project - \$121,268
- Clerk Imaging/Scanning Project - \$236,432
- DHHS Carpet Replacement - \$240,000
- HSB Parking Lot Repairs - \$124,200
- Health Department Cubicles - \$100,000
- Fair Paved Surfaces - \$260,000
- Drain Hydro Hoe - \$150,000
- IT Department Network Design - \$320,900
- IT Department Microsoft Licensing - \$203,700
- IT Department Other Projects - \$190,400
- Trails & Parks Projects - \$17,982,094

The 9-1-1 Center budget is increased \$2,927,641 for the Motorola lease purchase payment that was not included in the budget and decreased \$100,000 to correct a data entry error for the on-call budget. The Hotel/Motel projected revenue budget is being requested to be amended down by \$1,664,000 based on the revised projection.

In the General Fund, \$2,679 was re-appropriated for Cultural Diversity and Youth Commission funds not spent in 2020. The County Clerk is requesting a re-appropriation of \$8,085 for the fingerprinting system not received in 2020. The use of fund balance uncommitted will be increased to balance these changes.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$252,425. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$411,075.

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

**2021 CONTINGENCY**

Adopted Contingency Amount	\$411,075
R20-578: Additional Community Agency Funding	(12,450)
R21-027: Additional Community Agency Funding – Rural Family Services	(14,000)
R21-089: Human Resource Davenport University COM Program	(47,200)
R21-190: Equalization funding Deputy Director	(85,000)
<b>Current Contingency Amount</b>	<b>\$252,425</b>

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ADJUSTMENTS TO THE 2021 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2021 Budget on October 27, 2020 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2021 BUDGET 04/19/21</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$85,920,217	10,764	\$85,930,981
208	Parks	\$2,597,693	121,771	\$2,719,464
215	Friend of Court	\$6,351,342	32,730	\$6,384,072
221	Health	\$23,137,949	14,203	\$23,152,152
228	Trails & Parks Millage	\$962,379	18,400,161	\$19,362,540
230	Hotel/Motel	\$3,264,000	-1,220,752	\$2,043,248
245	Public Improvements	\$503,000	1,208,757	\$1,711,757
261	911 Emergency Phone	\$9,119,708	3,057,006	\$12,176,714
264	Juvenile Justice Millage	\$5,298,623	25,000	\$5,323,623
511	Community Health Center	\$27,836,864	13,500	\$27,850,364
561	Fair	\$1,374,664	443,248	\$1,817,912
595	Jail Commissary Fund	\$885,374	38,640	\$924,014
631	Building Authority Operating	\$2,643,969	674,903	\$3,318,872
636	Innovation & Technology	\$5,385,264	1,072,700	\$6,457,964
639	Drain Revolving	\$1,872,876	406,215	\$2,279,091
664	Mach. & Equip. Revolving	\$607,856	1,291,430	\$1,899,286

**GENERAL FUND REVENUES**

	<u>2021 Budget –</u> <u>04/19/21</u>	<u>Proposed</u> <u>Changes</u>	<u>2021 Proposed</u> <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	55,385,100	0	55,385,100
Property Tax Adjustments	(50,000)	0	(50,000)
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	13,500	0	13,500
 <b>Intergovernmental Transfers</b>			
State Revenue Sharing	6,366,473	0	6,366,473
Convention/Tourism Tax - Liquor	1,356,030	0	1,356,030
Court Equity Funding	1,511,000	0	1,511,000
Personal Property Tax Replacement	575,000	0	575,000
Use of Fund Balance - Uncommitted	57,856	10,764	68,620
 <b>Department Generated Revenue</b>			
Animal Control	1,371,984	0	1,371,984
Circuit Court - Family Division	1,409,572	0	1,409,572
Circuit Court - Friend of the Court	626,045	0	626,045
Circuit Court - General Trial	1,590,183	0	1,590,183
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	791,675	0	791,675
District Court	1,798,783	0	1,798,783
Drain Commissioner/Drain Tax	495,500	0	495,500
Economic Development	47,465	0	47,465
Elections	83,000	0	83,000
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	6,532	0	6,532
Financial Services	56,249	0	56,249
Health Department	120,000	0	120,000
Human Resources	56,249	0	56,249
Probate Court	432,877	0	432,877
Prosecuting Attorney	896,510	0	896,510
Register of Deeds	2,127,500	0	2,127,500
 Remonumentation Grant	85,000	0	85,000

Sheriff	4,476,243	0	4,476,243
Treasurer	3,379,040	0	3,379,040
Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	444,355	0	444,355
<b>Total General Fund Revenues</b>	<b>85,920,217</b>	<b>10,764</b>	<b>85,930,981</b>

#### **GENERAL FUND EXPENDITURES**

	<u>2021 Budget – 03/26/21</u>	<u>Proposed Changes</u>	<u>2021 Proposed Budget</u>
Board of Commissioners	669,738	0	669,738
Circuit Court - General Trial	8,374,643	0	8,374,643
District Court	3,517,331	0	3,517,331
Circuit Court - Friend of the Court	1,683,058	0	1,683,058
Jury Board	1,190	0	1,190
Probate Court	1,887,272	0	1,887,272
Circuit Court - Family Division	5,809,997	0	5,809,997
Jury Selection	177,055	0	177,055
Elections	366,483	0	366,483
Financial Services	1,032,605	0	1,032,605
County Attorney	486,044	0	486,044
County Clerk	1,266,322	8,085	1,274,407
Controller	1,064,007	0	1,064,007
Equalization/Tax Services	762,416	0	762,416
Human Resources	847,932	2,679	850,611
Prosecuting Attorney	7,468,758	0	7,468,758
Purchasing	286,018	0	286,018
Facilities	2,172,364	0	2,172,364
Register of Deeds	863,849	0	863,849
Remonumentation Grant	85,000	0	85,000
Treasurer	904,536	0	904,536
Drain Commissioner	1,113,601	0	1,113,601
Economic Development	115,636	0	115,636
Community Agencies	218,950	0	218,950
Ingham Conservation District Court	10,500	0	10,500
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	107,446	0	107,446
Jail Maintenance	218,600	0	218,600
Sheriff	22,328,089	0	22,328,089
Metro Squad	60,000	0	60,000

Community Corrections	122,374	0	122,374
Animal Control	2,561,347	0	2,561,347
Emergency Operations	259,623	0	259,623
Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,557,605	0	5,557,605
CHC	2,490,495	0	2,490,495
Jail Medical	2,245,656	0	2,245,656
Medical Examiner	716,504	0	716,504
Substance Abuse	681,260	0	681,260
Community Mental Health	2,139,950	0	2,139,950
Department of Human Services	2,033,754	0	2,033,754
Tri-County Aging	71,683	0	71,683
Veterans Affairs	645,586	0	645,586
Cooperative Extension	428,385	0	428,385
Parks and Recreation	1,845,697	0	1,845,697
Contingency Reserves	252,425	0	252,425
Attrition	-1,500,000		-1,500,000
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	32,500	0	32,500
Capital Improvements	848,383	0	848,383
<b>Total General Fund Expenditures</b>	<b>85,920,217</b>	<b>10,764</b>	<b>85,930,981</b>

### **General Fund Revenues**

Use of Fund Balance-Uncommitted    Increase of use of fund balance \$10,764 due to revenue and expense changes.

### **General Fund Expenditures**

Board of Commissioners    Re-appropriate Cultural Diversity and Youth Commission funds of \$2,679.

County Clerk    Re-appropriate operating funds of \$8,085 for Fingerprinting System not received in 2020.

## **Non-General Fund Adjustments**

Parks (F208)	Re-appropriate funds for the following 2019 CIP projects: (\$5,000) LL Roofs, Revenue Management System (\$12,723) and 2020 CIP projects: LLS Rental House Dem (\$18,150), HI Fence (\$33,827), BUR Gates (\$45,109), LLS Doors (\$6,962).
Friend of Court (F215)	Re-appropriate funds for the following CIP projects; Reinforcement of Doors (\$12,730) for CIP 2018 and Vehicle (\$20,000) from 2019.
Health (F221)	Re-appropriate funds for the following 2019 CIP projects; Swipe Card Readers in HSB Building (\$14,203).
Trails & Parks Millage (F228)	Re-appropriate remaining funds for Trails & Parks projects approved by Resolutions 16-257, 16-328, 17-109, 18-110, 18-186, 18-533, 19-047, 19-215, 19-284, 19-504 and 20-562 (\$17,982,094). Re-appropriate funds for 2019 CIP projects, Path Replacement Hawk (\$8,058), Crack Seal LL (\$7,185), Retaining Wall LLS (\$11,500), Roof Red Trail Hawk (\$4,365), LLS TOPO Survey (\$11,970), and CIP 2020 projects: HI Snowcat Building (\$75,000), LLN Maintenance Facility (\$75,000), HI Permeable Trail (\$20,132), BUR Solo Pedal (\$6,137), LLN Main Shelter Roof (\$28,200), BUR Park ADA Improvements (\$95,130) Re-appropriate funds for 2020 Spicer, Crannie and Johnson Contracts (\$75,390).
Hotel/Motel (F230)	Re-appropriate funds for the transfer to Fund 561 for following 2019 and 2020 CIP; Cement Placement (\$90,000), Replace Paved Surfaces (\$260,000), and Building Maintenance (\$43,248). To re-project revenue and expenses for the projected loss revenue due to Pandemic (\$1,664,000). To appropriate funding for transfer to Fund 561 for CIP Building Maintenance (\$50,000) that was left out of the 2021 budget.
Public Improvement (F245)	Re-appropriate funds for gravel road maintenance Lake Lansing South (\$7,000) and Burchfield (\$7,000) from CIP 2016. Re-appropriate funds for the following capital improvement projects: Replace Insulation Rooftop (\$15,000) from CIP 2015, Rooftop Duct Insulation (\$14,459), from CIP 2017, Indoor Firearms Range (\$3,781), Lock Replacement Jail (\$7,632), from CIP 2016, Jail Roof Repairs (\$9,568), all from CIP 2017, Jail Heat Pumps/Piping (\$26,433), from CIP 2016, Rooftop Duct Insulation (\$23,160) from CIP 2017, Jail Chiller Replacement (\$225,832), FCHC Drain Repairs (\$12,000), YC Tuck pointing (\$29,615), and Clock Tower Repairs (\$168,714) from CIP 2018. Re-appropriate funds for 2019 CIP: VMC Parking Lot (\$61,000), ISCO General Heating (\$32,700), Work Office Station (\$29,148), Receiving Split

System (\$7,000), Compressor Replacement (\$35,000), Roof Replacement (\$35,000), Concrete Replacement Mason (\$48,000), and Tuck PT Repairs (\$62,407). Re-appropriate funds for 2020 CIP: Probate Data Cable (\$3,310), VMC Card Readers (\$9,000) CC Courtroom Carpet (\$78,000), Probate Courtroom Carpet (\$2,540), VMC Gate (\$35,000), Muffin Monster Sensor (\$12,500), Jail Dryer Replacement (\$27,000), HSB Gate Replacement (\$3,000), FCHC Cement Repairs (\$5,000), FCHC Tuck Point Chimney (\$9,500), TCOA Furniture (\$16,536), ICFC Sink (\$4,500), YC Tuck Pointing Phase 2 (\$50,000), YC Security Gate (\$12,000), Mason CH Benches (\$2,422), Mason CH Door Refinishing (\$18,000), Mason Fountain Replacement (\$40,000), HRB Print Shop Humidification (\$15,000), Mason CH Swing Gates (\$5,000).

911 Emergency Phone  
(F261)

Re-appropriate funds for the following projects; Office Remodel (\$90,000), Curb and Gutter (\$50,000) from CIP 2019. Re-appropriate funds from 2020 CIP: Entry Doors Ballistic Glass (\$5,000), Internal Hallway Cameras (\$5,000), Parking Lot Drainage (\$50,000), Repainting Administration Area (\$10,000) and Backup Center Fiber (\$19,365). To appropriate additional fund for the Motorola lease purchase (\$2,927,641) that was not included in the 2021 budget. To decrease 2021 budgeted on-call (\$100,000) to correct amount.

Juvenile Justice Millage  
(F264)

Re-appropriate funds for the following project; Youth Center Gym Ceiling Tiles (\$25,000).

Health Clinic  
(F511)

Re-appropriate funds for the following project; Cabinets in the Forest Clinic (\$13,500).

Fair  
(F561)

Re-appropriate funds for the following projects; Cement Placement (\$90,000), Replace Paved Surfaces (\$260,000), Building Maintenance (\$43,248). To appropriate funding from Fund 230 for CIP Building Maintenance (\$50,000) that was left out of the 2021 budget.

Jail Commissary Fund  
(F595)

Re-appropriate funds for the following projects for Circuit Court; Floor Key Card Access, Court Room Gates, and Main Interior Security Door (\$18,640) for CIP 2018. Re-appropriate funds for the following project for Jail; Kitchen Tray Conveyor Replacement (\$20,000) for CIP 2018.

Bldg. Authority Operating  
(F631)

Re-appropriate funds for the following projects at HSB; Replace Entrance Door (\$13,215) from CIP 2016, Concrete Repairs (\$22,600), Parking Lot Repairs (\$91,709), Door Replacement (\$21,685), from CIP 2018. New Blower Shaft (\$10,019), Parking Lot Repair (\$124,200), Drinking Fountain Replacement (\$5,975), Carpet Replacement (\$25,000), DHHS

Carpet Replacement (\$240,000) from 2019 CIP. Re-appropriate funds from 2020 CIP projects: 20 Cubicle Workstations (\$100,000), TCOA Auto Doors (\$5,500) and 2 Office Spaces (\$15,000).

Innovation & Technology  
(F636)

Re-appropriate remaining funds for the following projects: Probate Court scanning project (\$121,268) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project (\$236,432) approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate unspent network funds for the following projects budgeted but not completed in 2020; Network Redesign (\$320,900), wireless project (\$30,000), Microsoft Licensing (\$203,700), Maintenance (\$85,500), Network Security Assessment (\$58,000), and Wiring Project (\$16,900).

Drain Office  
(F639)

Re-appropriate remaining funds for the following projects: Computer Replacement (\$20,000), Drain Camera (\$20,000), Pickup Truck (\$45,000), Hydro Hoe (\$150,000), Overhead Garage Door (\$17,000), Community Security Cameras (\$16,000), Garage Walls (\$40,000) from 2020 CIP and Vactor Truck (\$98,215) from R19-177.

Mach./Equip. Revolving  
(F664)

Re-appropriate Circuit Court's imaging/scanning project (\$331,025), and E-filing software (\$10,000) from CIP 2014 and R18-190, courtroom tech replacements (\$10,923), and phonic ear (\$750) from 2017. Courtroom Technology Replacements (\$242,631) from 2018, Rolling File Storage (\$243,850), Document Management System (\$50,000), Projectors Jury Room (\$5,000) from 2019, Courtroom Gates (\$40,000), AED (\$1,400) from 2020. Animal Control's bullet proof vest (\$5,085) 2018. Equalization's Software for Online Mapping (\$4,118) from 2018 CIP. District Court's Backup Audio System (\$7,210) from 2019. FOC Scanner (\$7,500) from 2019. Probate Court E Filing Case (\$30,000), Courtroom Updates (\$48,160), 2020 CIP Courtroom Gates (\$10,000), Office Cameras (\$6,000) and Clerk's Electric Doc System (\$30,000), Clerk's Scanners (\$2,000) To re-appropriate (\$44,798) for scanners and Image subpoenas for PA Office R19-192, 2020 CIP Terabyte Server (\$9,879). Re-appropriate Facilities' Pump Out Vacuum (\$3,000), and Truck Plow Replacement (\$8,500) from CIP 2018. Re-appropriate Sheriff's Replacement of Bullet Resistant Vest (\$1,986) from R19-192. Re-appropriate 2019 CIP: County Wide Fall Protection (\$25,000), Mason CH Client Room Tables (\$8,000), Delhi Office Chairs (\$11,000) and VA Trans Vehicle (\$17,115). Re-appropriate 2020 CIP Projects: CC Tables (\$3,000), CC Briefcase Licenses (\$3,500) CC Scanners (\$12,000), VMC/GPB Tracer Upgrades (\$15,000), VMC Exterior Cameras (\$20,000), and Jail Oven (\$23,000).