

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE  
VICTOR CELENTINO, CHAIR  
EMILY STIVERS  
MARK GREBNER  
RYAN SEBOLT  
CAROL KOENIG  
RANDY MAIVILLE  
ROBIN NAEYAERT

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, OCTOBER 15, 2019 AT 6:00 P.M., IN CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [October 1, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Innovation & Technology Department
  - a. Resolution to Approve the Renewal of [Box File Sharing](#) Subscription from CDW-G
  - b. Resolution to Approve the Renewal of [Remote Access Software](#) from CDW-G
  - c. Resolution to Approve the Invoice for Renewing [Courtview](#) Support Services
  - d. Resolution Honoring the Ingham County Innovation and Technology Department as Recipient of the Michigan Government Management Information Sciences [IT Security Project](#) of the Year Award
  - e. Resolution Honoring the Ingham County Innovation and Technology Department as Recipient of the Michigan Government Management Information Sciences [IT Project](#) of the Year Award
2. Facilities Department – Resolution to Authorize an Agreement with Safety Systems Inc. for the Installation and Monitoring of the [Intrusion System](#) at the 911 Center’s Radio Project Warehouse
3. Road Department
  - a. Resolution to Approve Stop Sign [Traffic Control Order](#) for Olmsted Court at Belvedere Avenue in Central Park Estates Subdivision Section 22, Meridian Township
  - b. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
4. Health Department – Resolution to Convert [Charge Nurse](#) Position
5. Human Resources Department
  - a. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for [Employee Benefits](#) for 2020 and Authorizing Letters of Agreement with Bargaining Units
  - b. Resolution to Waive the Public Act 152 [Health Care](#) Requirements for 2020
  - c. Resolution to Authorize Renewal of a Contract for [Job Recruitment](#) Services

6. Controller's Office
  - a. Resolution to Authorize Positions, Contracts and Other Expenses to Increase Treatment Programming as Authorized by the [Justice Millage](#)
  - b. Quarterly Settlement of [Claims Report](#)
7. Board of Commissioners Office – Resolution [Amending Resolution #15-221](#) to Modify Ingham County's Freedom of Information Operational Procedures
8. Board Referral – Resolution 2019-10 from [Arenac County](#) Board of Commissioners Opposing Legislation to Prevent County Commissioner Candidates from Disclosing Their Party Affiliation on Ballots Provided to Michigan Voters

Announcements  
Public Comment  
Adjournment

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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).

COUNTY SERVICES COMMITTEE

October 1, 2019

Draft Minutes

Members Present: Celentino, Grebner, Maiville, Naeyaert, Sebolt, and Stivers.

Members Absent: Koenig.

Others Present: Judge Thomas Boyd, Julie Pingston, Jack Schripsema, Ryan Buck, Bill Fowler, Tim Dolehanty, Bill Conklin, Sue Graham, Becky Bennett, Liz Noel, and others.

The meeting was called to order by Chairperson Celentino at 6:00 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the September 17, 2019 Meeting Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE MINUTES OF THE SEPTEMBER 17, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

7. Road Department

- b. Resolution to Approve Stop Sign Traffic Control Order for Olmsted Court at Belvedere Avenue in Central Park Estates Subdivision Section 22, Meridian Township

Substitutes –

8. Health Department – Resolution to Accept Grant Funds through Mid-State Health Network

9. Human Resources Department – Resolution to Approve Reclassification Appeal of the Administrative Analyst Position

Limited Public Comment

None.

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

2. Probate Court – Resolution to Authorize the Part-Time Deputy Probate Register III Position to be Converted to a Full Time Position

3. 55<sup>th</sup> District Court – Resolution to Authorize the Reorganization of the 55<sup>th</sup> District Court
5. Equalization Office – Resolution to Authorize Participation in the 2020 Michigan Statewide Authoritative Imagery and Libar (MiSAIL) Intergovernmental Agreement for Data Exchange Between Ingham County and State of Michigan Department of Technology, Management & Budget (DTMB)
6. Facilities Department – Resolution Honroing Kent Larson
7. Road Department
  - a. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
  - b. Resolution to Approve Stop Sign Traffic Control Order for Olmsted Court at Belvedere Avenue in Central Park Estates Subdivision Section 22, Meridian Township
8. Health Department – Resolution to Accept Grant Funds through Mid-State Health Network
9. Human Resources Department – Resolution to Approve Reclassification Appeal of the Administrative Analyst Position
10. Controller’s Office – Resolution Authorizing Adjustments to the 2019 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

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

1. Greater Lansing Convention and Visitors Bureau – Initiatives for Promoting the Region as a Destination (*Presentation*)

Julie Pingston, Greater Lansing Convention and Visitors Bureau (GLCVB) Executive Vice President/Chief Operating Officer, introduced herself and the GLCVB initiatives that were bringing visitors to the Lansing area. She stated that the GLCVB had initially begun working with the Wharton Center to promote sensory-friendly performances three years ago, and there were now a variety of sensory-friendly programs offered in the area.

Ms. Pingston stated that the GLCVB also worked with the Potter Park Zoo and other area partners to promote sensory-friendly events. She further stated that the GLCVB had created a webpage to highlight the programs, and many of the attractions had sensory-friendly toolkits available.

Ms. Pingston stated that virtual tours of local attractions were also available on the GLCVB website to assist in planning visits. She further stated that the GLCVB had trained over 850

people from businesses and organizations in the Lansing area on how to better serve their neurodiverse guests.

Ms. Pingston stated that the GLCVB was partnering with the Capital Region International Airport in 2020 to offer a sensory-friendly experience of going through the check-in and boarding process to prepare for trips. She further stated that the GLCVB planned to work with restaurants more to promote sensory-friendly experiences.

Commissioner Sebolt stated he was excited about this opportunity in the Lansing area. He asked if there was a special designation from national groups that the GLCVB or Lansing area could receive to promote their sensory-friendly offerings.

Ms. Pingston stated that she had received a Certified Autism Travel Professional designation through the International Board of Credentialing and Continuing Education Standards (IBCCES), but more options for the area were being explored.

Commissioner Maiville asked if the GLCVB could provide an update on occupancy rates for hotels and motels in the area.

Jack Schripsema, GLCVB President and CEO, stated that the region had seen hotel and motel occupancy growth since 2012, and 2018 saw historic numbers for the region. He further stated that the area had gone from the bottom of the occupancy rate list in Michigan, to close to the top.

Mr. Schripsema stated that because of the growth in the hotel and motel occupancy, the region had seen a lot of development in the past three years, including eight new hotels in the area. He further stated that the average daily rate for hotels and motels in the area had increased to about \$100 per night, which indicated the profitability of the businesses and led to reinvestment in those properties.

Commissioner Grebner stated that “sensory-friendly” seemed like a specialized designation for tourism. He asked if there were other areas in the Midwest that were pushing that same market.

Mr. Schripsema stated that the Lansing area was leading the way.

Ms. Pingston stated she could not think of any other Midwest cities that promoted sensory-friendly programs. She further stated that there were some cities in other parts of the country that had special designations, but the GLCVB was focusing more on programming rather than certifications.

Discussion.

Chairperson Celentino thanked the presenters for coming.

4. County Clerk's Office – Resolution to Promote Enrollment in Permanent Absent Voter Lists by Qualified Registered Voters of Ingham County

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

Commissioner Grebner stated he recalled that not all jurisdictions in the County had a Permanent Absent Voter (AV) List. He asked if White Oak Township had a Permanent AV List.

Ryan Buck, Chief Deputy County Clerk, stated that White Oak Township did have a Permanent AV List.

Commissioner Grebner stated that the estimated number of voters targeted with the mailing appeared to be less than the amount of registered voters in the County that were not currently on a Permanent AV List.

Mr. Buck stated that the estimate did not include any Lansing voters, as Lansing City Clerk Chris Swope had already done a mailing to this effect to voters in his jurisdiction.

Commissioner Grebner stated that he thought there would likely be a lot of voters that were not currently living at their registered address, such as students from Michigan State University that registered to vote in 2016.

Discussion.

Chairperson Celentino asked if this project was spurred by the passage of State Proposal 18-3.

Mr. Buck stated that the project was driven by the passage of State Proposal 18-3, as it greatly expanded voting rights in Michigan, including the adoption of no-reason AV voting.

Discussion.

Chairperson Celentino asked if State Proposal 18-3 changed the number of voting booths needed at each precinct.

Mr. Buck stated that that figure was unrelated to State Proposal 18-3, but the County did experience an uptick in AV voting since the passage of the proposal.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:27 p.m.

# OCTOBER 15, 2019 COUNTY SERVICES AGENDA

## STAFF REVIEW SUMMARY

### AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

**1a. Innovation and Technology Department** – *Resolution to Approve the Renewal of Box File Sharing Subscription from CDW-G*

Ingham County currently uses Box to share large files with vendors, citizens, and other outside entities. A pilot project was initiated in 2016 with the Purchasing and Roads Departments to test the first year subscription. It has expanded over the following years and now other departments and users are using Box as well. The Chief Information Officer recommends approval of a resolution to cover those additional users and to extend the Box subscription for an additional year at a total cost not to exceed \$13,500.

**1b. Innovation and Technology Department** – *Resolution to Approve the Renewal of Remote Access Software from CDW-G*

On December 11, 2018 the Board of Commissioners approved Resolution #18-511 to approve purchase of enhanced security software. IT staff searched for a software solution to enable remote access to the County computer network in a more efficient manner while maintaining an enhanced level of security. Current licensing and support on this software will expire at the end of 2019, and renewal of the agreement was anticipated in the 2019 budget. The Chief Information Officer recommends approval of a resolution to renew the remote access software agreement from CDW-G at a cost not to exceed \$9,600.

**1c. Innovation and Technology Department** – *Resolution to Approve the Invoice for Renewing Courtview Support Services*

CourtView software is used in various criminal justice areas including our Courts and Prosecuting Attorneys' office. The annual maintenance agreement to maintain the application, receive support, and receive needed software updates will expire on December 31. A support agreement has been purchased every year since Ingham County first owned the application. Last year's total maintenance cost was \$158,278. The total cost proposed by CourtView for 2020 is \$161,585, a 2.1% increase. The Chief Information Officer recommends approval of this contract renewal.

**1d. Innovation and Technology Department** – *Resolution Honoring the Ingham County Innovation and Technology Department as Recipient of the Michigan Government Management Information Sciences IT Security Project of the Year Award*

A resolution is offered to congratulate the Innovation and Technology Department as recipient of the Michigan Government Management Information Sciences 2019 IT Security Project of the Year award.

**1e. Innovation and Technology Department** – *Resolution Honoring the Ingham County Innovation and Technology Department as Recipient of the Michigan Government Management Information Sciences IT Project of the Year Award*

A resolution is offered to congratulate the Innovation and Technology Department as recipient of the Michigan Government Management Information Sciences 2019 IT Project of the Year award.



2. **Facilities Department** – *Resolution to Authorize an Agreement with Safety Systems Inc. for the Installation and Monitoring of the Intrusion System at the 911 Center’s Radio Project Warehouse*

On August 17, 2019 the Board of Commissioners approved Resolution #19-361 to authorize an agreement to lease space for storage of equipment for the new public safety radio system. An intrusion system will be needed for the space during the lease agreement of December 1<sup>st</sup> 2019 thru May 31<sup>st</sup> 2021 with a six month option to renew. The Facilities Director recommends approval of a resolution to authorize and agreement with Safety Systems, Inc. for devices and installation of an intrusion alert system at a cost of \$1,491, plus a monthly cost of \$40 and an annual increase limited to 1%.

3a. **Road Department** – *Resolution to Approve Stop Sign Traffic Control Order for Olmsted Court at Belvedere Avenue in Central Park Estates Subdivision*

The Road Department is responsible for placing, maintaining, and when conditions warrant, upgrading road intersection control signs and devices based on traffic volumes, sight distance, topography and other conditions present at public road intersections. In the spirit of this mission, the Department seeks approval of a resolution to approve a Traffic Control Order in the Central Park Estates Subdivision in Meridian Township. After executed Traffic Control Orders are filed with the County Clerk, new stop signs will be placed to stop northbound Olmsted Court for eastbound and westbound traffic on Belvedere Avenue.

3b. **Road Department** – *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 16 projects (see attachment for permit list).

4. **Health Department** – *Resolution to Convert Charge Nurse Position*

The Health Department recommends approval of a resolution to convert a vacant Charge Nurse Position to a Health Center Nurse position. The vacant Charge Nurse position at River Oak Community Health Center recently moved its primary care operations to Forest Health Center, where a Charge Nurse is already in place. The former River Oak clinical team is in need of a Health Center Nurse in order to support patient care at Forest. This change would result in savings of \$7,184 - \$8,635.

5a. **Human Resources Department** – *Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2020 and Authorizing Letters of Agreement with Bargaining Units*

The Health Care Coalition has agreed to recommend that no changes be made to County health insurance benefits in 2019, but has agreed to make changes to the premium sharing arrangement. In summary those changes are as follows:

- As allowed by Resolution #14-436, current bargaining agreements call for 50 percent of any net savings in health care costs to be used toward reduction of the employee premium cost share. After much study and debate, the Coalition determined that the County should apply these funds toward an employer contribution to employee health savings accounts for those enrolled in the base plan in 2020. The Coalition reasoned that this change would encourage employees to enroll in the more-affordable base plan while easing concerns about exposure to high deductibles early in the coverage year.

- Set employee premium rates for the base, standard and high plan options for 2020. Premium rates are based on a revised base plan formula that more realistically reflects contemporary experience in health insurance premium rate changes.
- Resets the waiver rate for eligible employees who opt out of the County health insurance benefit.

A resolution is offered to adopt these changes.

**5b. Human Resources Department** – *Resolution to Waive the Public Act 152 Health Care Requirements for 2020*

Section 8 of the Publicly Funded Health Insurance Contribution Act (MCL 15.568) permits a local unit of government to exempt itself from employer contribution limitations of the Act for the next succeeding year by a 2/3 vote of a governing body. The County began a partially self-insured health insurance program in 2015 that resulted in substantial savings. Uncertainty associated with the savings amount in the coming fiscal year makes it very difficult to determine if the County will be in compliance with the 80% maximum funding requirement. Therefore, the County administration recommends that this requirement of Public Act 152 be waived for 2020 as allowed by statute.

**5c. Human Resources Department** – *Resolution to Authorize Renewal of a Contract for Job Recruitment Services*

On September 25, 2018 the Board of Commissioners approved Resolution #18-376 to authorize a contract for job recruitment services with Trillium Staffing Solutions to perform job recruitment services for the Financial Services Director position. Renewal of the agreement with Trillium Staffing Solutions would provide much-needed assistance of a professional recruiting firm in filling this vacancy. The Human Resources Director recommends renewal and execution of an agreement with Trillium Staffing Solutions to perform job recruitment services for the Financial Services Director position in an amount not to exceed \$15,000.

**6a. Controller's Office** – *Resolution to Authorize Positions, Contracts and Other Expenses to Increase Treatment Programming as Authorized by the Justice Millage*

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc. The agreement will not exceed \$444,444 (\$120,000 local match). The agreement with Michigan Rehabilitation Services will be for the time period of October 1, 2019 through September 30, 2020.

**6b. Controller's Office** – *Quarterly Settlement of Claims Report*

On June 13, 2017 the Board of Commissioners approved the Settlement of Claims, Litigation and Separation Agreements Policy (Policy No. 222). Section D.3 of the policy requires that “The Controller shall report to the County Services Committee and provide each member of the Board of Commissioners a written quarterly report of the settlements of claims and litigation, and all separation agreements (e.g. department/type/amount) authorized under this Policy during the fiscal year.” This report is intended to satisfy that requirement for the third quarter of 2019 (July 1 through September 30).

7. **Board of Commissioners Office** – *Resolution Amending Resolution #15-221 to Modify Ingham County’s Freedom of Information Operational Procedures*

On June 9, 2015 the Board of Commissioners approved Resolution #15-221 to establish Freedom of Information Act (FOIA) Policies and Guidelines, a public summary of Procedures and Guidelines, and FOIA operational procedures. A resolution is offered to modify the FOIA policy to state requests for Email communications shall be referred to the FOIA Coordinator, who will then work with the Innovation and Technology Department to secure the requested Email documents.

**Agenda Item 1a**

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Deb Fett, Chief Information Officer  
**DATE:** October 1, 2019  
**SUBJECT:** Box File Sharing Subscription Renewal

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**BACKGROUND**

Ingham County currently uses Box to share large files with vendors, citizens, and other outside entities. In 2016 we started a pilot project with Purchasing and Roads Departments to test the first year subscription. It has expanded over the following years and now other departments and users are using it as well. This is to cover those additional users and extend our subscription for an additional year.

**ALTERNATIVES**

Other file sharing programs were evaluated for both price and performance last year and Box was the most cost effective and functional of the group.

**FINANCIAL IMPACT**

The funding for the \$13,500.00 total will come from the County's Innovation and Technology Department's Network Fund #636-25810-932030.

**OTHER CONSIDERATIONS**

CDWG was used as the vendor to take advantage of state contract pricing through the MiDeal program, (071B6600110)

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of a purchase order for renewing the Box subscription through CDWG in the amount of \$13,500.00.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF BOX FILE SHARING SUBSCRIPTION  
FROM CDW-G**

WHEREAS, Ingham County has a need to share files with outside entities securely; and

WHEREAS, the application chosen to facilitate external sharing has been embraced by departments; and

WHEREAS, the current licensing and support on this software will expire in November, 2019; and

WHEREAS, this expenditure has been planned for and budgeted and will continue to address Ingham County's need for elevated security practices.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the Box file sharing subscription from CDW-G in the amount not to exceed \$13,800.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund (#636-25810-932030).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Deb Fett, Chief Information Officer  
**DATE:** October 1, 2019  
**SUBJECT:** Remote Access Software License Renewals

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**BACKGROUND**

In 2017, Ingham County experienced a security breach that affected County services for several days. Reflecting industry best practices, changes were made to our remote connectivity which caused inefficiencies to our staff and cumbersome access processes for our contracted vendors. To remedy that situation, a new software was purchased last year under Resolution #18-511. This application has been working well but it is time to renew that software licensing.

**ALTERNATIVES**

We could search for another application or deny remote access but ITD feels those are impractical given the needs of our departments.

**FINANCIAL IMPACT**

The funding for this support renewal will come from the County's Innovation and Technology Department's Network Fund #636-25810-932030.

**OTHER CONSIDERATIONS**

Our current software is CJIS certified which is beneficial in our LEIN access requirements and favorable in our LEIN audit. Pricing from the recommended vendor is off the competitively bid Michigan Master Computing-MiDEAL (071B6600110) contract.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to renew via purchase order the remote software from CDW-G in the amount of \$9,511.89.

**Agenda Item 1b**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF REMOTE ACCESS SOFTWARE FROM CDW-G**

WHEREAS, Ingham County has increased security on remote connectivity; and

WHEREAS, the application chosen to allow remote access has been working well; and

WHEREAS, the current licensing and support on this software will expire at the end of 2019; and

WHEREAS, this expenditure has been planned for and budgeted and will continue to address Ingham County's need for elevated security practices.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of remote access software from CDW-G in the amount not to exceed \$9,600.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund (#636-25810-932030).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

TO: Board of Commissioners, County Services, & Finance Committees  
FROM: Deb Fett, CIO  
DATE: 10/01/2019  
SUBJECT: Renew CourtView Support Services

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**BACKGROUND**

Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys' office. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates that expires on December 31st, 2019. This support has been purchased every year since Ingham County has owned the application. Last year's total maintenance cost was \$158,278.00, this year's cost proposed by CourtView is \$161,585.00, a 2.1% increase which is the Consumer Price Index (CPI) amount. Although this is over the Board's policy of increases, the contract currently in place with CourtView allows an annual increase equal to the CPI but not to exceed 4%.

**ALTERNATIVES**

There is no reasonable alternative.

**FINANCIAL IMPACT**

The funding for the \$161,585.00 total will come from the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the invoice renewal for CourtView Justice Solutions' support of the CourtView software in the amount of \$161,585.00.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE INVOICE FOR RENEWING  
COURTVIEW SUPPORT SERVICES**

WHEREAS, Ingham County currently utilizes CourtView Software as our criminal justice application; and

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$161,585.00 for annual support is due for the support from January 1<sup>st</sup>, 2020-December 31<sup>st</sup>, 2020; and

WHEREAS, the annual support amount proposed by CourtView includes an increase from the prior year equal to the Consumer Price Index of 2.1% as spelled out in our contract; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize payment of the invoice for the renewal of support from CourtView in the amount not to exceed \$161,585.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's LOFT Fund (636-25820-932050).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING THE INGHAM COUNTY INNOVATION AND TECHNOLOGY  
DEPARTMENT AS RECIPIENT OF THE MICHIGAN GOVERNMENT MANAGEMENT  
INFORMATION SCIENCES  
IT SECURITY PROJECT OF THE YEAR AWARD**

WHEREAS, the Michigan Government Management Information Sciences (MiGMIS) presented their 2019 IT Security Project of the Year award to Ingham County Innovation and Technology Department (ITD); and

WHEREAS, MiGMIS recognized ITD for excellence in recognizing the ever present threat to our infrastructure and the need for creative solutions for Information Technology Security, supports a new way of working and pioneers a change in the business processes, and measurably and substantially improves the organization's ability to achieve its core goals; and

WHEREAS, Ingham County ITD was recognized for crafting such a project to ensure the security, integrity, and confidentiality of Criminal Justice Information used from the Law Enforcement Information Network (LEIN) without the need to purchase expensive applications or apply tedious processes; and

WHEREAS, Ingham County ITD Department Security Analyst Hiram Miller was able to create a solution utilizing open-source software to replicate many of the processes in software commercially available thus saving County funds and resources while meeting compliance requirements; and

WHEREAS, Hiram has ably served Ingham County and its IT clients for the past 3 years, including recently being promoted to the Security Analyst position; and

WHEREAS, Hiram was presented with the award at the MiGMIS Annual Conference at Boyne Mountain Resort in Boyne Falls on September 17, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners congratulates the Ingham County Innovation and Technology department as the recipient of the 2019 MiGMIS IT Security Project of the Year award and joins the IT staff, administrators and members of MiGMIS in applauding the Innovation and Technology department for their exemplary service and commitment to serving the IT needs of Ingham County.

BE IT FURTHER RESOLVED, that the Board also extends its sincere appreciation to the entire IT team for their commitment to providing exemplary service to staff and citizens of Ingham County.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING THE INGHAM COUNTY INNOVATION AND TECHNOLOGY  
DEPARTMENT AS RECIPIENT OF THE MICHIGAN GOVERNMENT MANAGEMENT  
INFORMATION SCIENCES  
IT PROJECT OF THE YEAR AWARD**

WHEREAS, the Michigan Government Management Information Sciences (MiGMIS) presented their 2019 IT Project of the Year award to Ingham County Innovation and Technology Department (ITD); and

WHEREAS, MiGMIS recognized ITD as providing an outstanding project which advances and supports the use of technology within the government workplace, supports a new way of working and pioneers a change in the business processes, and measurably and substantially improves the organization's ability to achieve its core goals; and

WHEREAS, Ingham County ITD was recognized for a new web application created by Sam Rudloff in response to needs expressed by the Animal Control team which will assist the public in reuniting lost pets with their owners while also minimizing the need to contact the shelter directly to report such pets; and

WHEREAS, this project puts more control of the process in the hands of our citizens rather than on Animal Control both increasing efficiency and freeing up resources within the department; and

WHEREAS, Sam has capably served Ingham County and its IT clients this past year; and

WHEREAS, The Ingham County ITD Department Chief Information Officer Deb Fett accepted the award for Sam and the department at the MiGMIS Annual Conference at Boyne Mountain Resort in Boyne Falls on September 17, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners congratulates Sam Rudloff and the Ingham County Innovation and Technology department as the recipient of the 2019 MiGMIS IT Project of the Year award and joins the IT staff, administrators and members of MiGMIS in applauding Sam for his exemplary service and commitment to serving the IT needs of Ingham County.

BE IT FURTHER RESOLVED, that the Board also extends its sincere appreciation to the entire IT team for their commitment to providing exemplary service to staff and citizens of Ingham County.

## Agenda Item 2

**TO:** Board of Commissioners, County Services & Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** October 1, 2019

**RE:** Resolution Authorizing an agreement with Safety Systems for the Installation and Monitoring of the Intrusion System at the 911 Center's Radio Project Warehouse

For the meeting agendas of: October 15 & 16

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### **BACKGROUND**

Warehouse space was approved in Resolution 19-361 for the 911 Center's Radio Project. An intrusion system will be needed for the space during the lease agreement of December 1<sup>st</sup> 2019 thru May 31<sup>st</sup> 2021 with a six month option to renew. Safety Systems quoted \$1,491.00 for the devices and installation and \$40 per month for 12 months with an annual increase limited to 1%.

### **ALTERNATIVES**

There are no alternatives for this project.

### **FINANCIAL IMPACT**

Funds are available in the 9-1-1 Emergency Telephone Fund.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Safety Systems for the installation and monitoring of the leased warehouse space for the 911 Center's radio project.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SAFETY SYSTEMS INC.  
FOR THE INSTALLATION AND MONITORING OF THE INTRUSION SYSTEM AT THE  
911 CENTER'S RADIO PROJECT WAREHOUSE**

WHEREAS, the lease space was approved for the 911 Center's radio project in Resolution 19-361; and

WHEREAS, an intrusion system, is needed for the space during the occupancy of the space beginning December 1<sup>st</sup> 2019 through May 31<sup>st</sup> 2021 with a six month option to renew; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Safety Systems, Inc. for the installation and monitoring of the intrusion systems for the 911 Center's warehouse space for \$1,491.00 for the devices and installation and \$40.00 per month for 12 months with an annual increase limited to 1%; and

WHEREAS, funds are available in the 9-1-1 Emergency Telephone Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Safety Systems Inc., 2075 Glenn St., Lansing, Michigan 48906 for the installation and monitoring of the intrusion system located at 4215 Legacy Parkway Lansing, Michigan 48911, for \$1,491.00 for the devices and installation and \$40.00 per month for 12 months with an annual increase limited to 1%.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

**Agenda Item 3a**

TO: Board of Commissioners, County Services Committee

FROM: Thomas Husby, Sign and Signal Supervisor, Road Department

DATE: September 27, 2019

SUBJECT: Traffic Control Order for Olmsted Court at Belvedere Avenue  
in the Central Park Estates residential subdivision in Section 22 of Meridian Township.

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This memo and the accompanying resolution are offered to recommend intersection control signage to be placed at the subject location. Upon Board approval of the attached resolution, a Traffic Control Order (TCO) will be prepared as required by law for execution by the Board Chair, and then filed with the County Clerk so the new signs will be lawful. The Road Department will then install the signs.

For newer subdivisions, such as Central Park Estates, the cost of the signs and installation is covered from funds the subdivision developers have paid the Road Department for this purpose. In older subdivisions, intersections are revisited as yard improvements and/or landscape growth affect sight distances. In many instances the old intersection controls need to be upgraded, typically from yield signs to stop signs, or from unsigned to stop controlled. Lastly, urban fill-in and redevelopment can greatly change the traffic patterns at an existing intersection. Staff evaluates the new traffic patterns and may recommend changes to the intersection control. Costs to upgrade signs in an older subdivision or modify existing intersection signage, warranted by redevelopment, is typically absorbed by the Road Department budget.

Road Department engineering staff reviews intersections to determine and recommend traffic control signs appropriate for the conditions of each intersection. Reviewed conditions including, but are not limited to, available sight distance, individual approach traffic volumes, directional approach volumes, and crash history. Typically traffic control signs are placed on the approach(es) which motorists would more naturally feel the need to stop, such as on the base leg of a T-intersection, or on any side-street approach to the main, or more heavily traveled (collector) street. Control signs should never be placed where not warranted, or for speed control, as this fosters disrespect and lack of compliance for all traffic control signs, thus violating directives provided by the traffic control manual Michigan statute requires (MCL 257.610).

The reason for this memo is to recommend approval of the attached resolution for Traffic Control Order action listed in the resolution and to request authorization for the Board Chairperson to execute the prepared Traffic Control Orders. After the executed Traffic Control Order is filed with the County Clerk, the new traffic control signs will be installed and will have the force of law.

Approval of the attached resolution is recommended.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE  
STOP SIGN TRAFFIC CONTROL ORDER FOR  
OLMSTED COURT AT BELVEDERE AVENUE  
IN CENTRAL PARK ESTATES SUBDIVISION  
SECTION 22, MERIDIAN TOWNSHIP**

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed Olmsted Court at Belvedere Avenue in the Central Park Estates residential subdivision in Section 22 of Meridian Township and find that a Traffic Control Order as necessary and placement of a stop sign to stop northbound Olmsted Court for eastbound and westbound traffic on Belvedere Avenue is now warranted.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound Olmsted Court for eastbound and westbound traffic on Belvedere Avenue in the Central Park Estates residential subdivision in Section 22 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated October 1, 2019 as submitted.



**INGHAM COUNTY ROAD DEPARTMENT**

DATE October 1, 2019

LIST OF CURRENT PERMITS ISSUED

<b>ROW PERMIT#</b>	<b>APPLICANT/ CONTRACTOR</b>	<b>WORK</b>	<b>LOCATION</b>	<b>CITY/ TWP</b>	<b>SECTION</b>
2019-482	GA HUNT EXCAVATING	SANITARY	EAGLES WAY	MERIDIAN	
2019-484	CONSUMERS ENERGY	ELECTRIC – OH	OKEMOS RD	MERIDIAN	
2019-480	CONSUMERS ENERGY	ELECTRIC – OH	OLDS RD	LESLIE	
2019-471	CONSUMERS ENERGY	ELECTRIC – OH	SHERWOOD RD	MERIDIAN	
2019-470	CONSUMERS ENERGY	ELECTRIC – UG	MCCUE RD	DELHI	
2019-435	ARCADIS OF MICH	SOIL BORINGS	MAIN ST	LANSING	
2019-254	CONSUMERS ENERGY	GAS- ROAD CUT	MT HOPE RD	MERIDIAN	
2019-393	CONSUMERS ENERGY	ELECTRIC – OH	KANSAS RD	MERIDIAN	
2019-488	EVERSTREAM	CABLE – UG BORE	BELLE CHASE WAY	DELHI	
2019-486	HAYHOE ASPHALT	PUBLIC ROAD CONSTRUCTION	FIVE OAKS DR	DELHI	
2019-496	RICHARD FOGLE	BORE	OKEMOS RD	ALAIEDON	
2019-506	BLW	WATERMAIN/ ROAD CUT	BLAKE AVE	LANSING	
2019-509	MERIDIAN TWP	WATERMAIN	MARTINUS ST	MERIDIAN	
2019-511	BARNHART & SON	SANITARY/ ROAD CUT	GRACE ST	LANSING	
2019-514	MERIDIAN TWP	WATERMAIN	WESTMINSTER WAY	MERIDIAN	
2019-485	GOODWILL	MISC	HULL RD	VEVAY	
			MANAGING DIRECTOR:	_____	

## Agenda Item 4

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** September 25, 2019  
**SUBJECT:** Authorization to Convert Charge Nurse Position

For the meeting agendas of October 14, October 15, and October 16, 2019

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### **BACKGROUND**

Ingham County Health Department's (ICHDs) Ingham Community Health Centers (IHCs) wish to convert the vacant Charge Nurse Position #601214 to a Health Center Nurse position. The vacant Charge Nurse position affiliated with the River Oak Community Health Center location, has moved its primary care operations to Forest Community Health Center, where a Charge Nurse is already in place. The former River Oak clinical team is in need of a Health Center Nurse in order to support patient care at Forest. Thus, ICHD seeks to convert this position to a Health Center Nurse to meet operational needs at Forest Community Health Center.

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

The salary cost of a 1.00 FTE Charge Nurse (MNA Grade 3) ranges from \$58,582 - \$70,326 and the cost of a 1.00 FTE Health Center Nurse (MNA Grade 1) ranges from \$51,398 - \$61,691. The cost savings of converting this position will be \$7,184 - \$8,635.

### **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 Ingham County Board of Commissioners authorize converting Charge Nurse Position #601214 to a Health Center Nurse position for a cost savings of up to \$8,635 and will be effective upon approval.

Introduced by the Human Services, County Services, and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT CHARGE NURSE POSITION**

WHEREAS, Ingham County Health Department's (ICHDs) Ingham Community Health Centers (ICHCs) wish to convert the vacant Charge Nurse Position #601214 to a Health Center Nurse position; and

WHEREAS, the vacant Charge Nurse position affiliated with the River Oak Community Health Center location has moved its primary care operations to Forest Community Health Center, where a Charge Nurse is already in place; and

WHEREAS, the former River Oak clinical team is in need of a Health Center Nurse to support patient care at Forest; and

WHEREAS, ICHD seeks to convert this position to a Health Center Nurse in order to meet operational needs at Forest Community Health Center; and

WHEREAS, the salary cost of a 1.00 FTE Charge Nurse (MNA Grade 3) ranges from \$58,582 - \$70,326 and the cost of a 1.00 FTE Health Center Nurse (MNA Grade 1) ranges from \$51,398 - \$61,691; and

WHEREAS, the cost savings of converting this position will be \$7,184 - \$8,635; and

WHEREAS, the Ingham Community Health Center Board of Directors supports converting Charge Nurse Position #601214 to a Health Center Nurse position for a cost savings of up to \$8,635 and will be effective upon approval; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize converting Charge Nurse Position #601214 to a Health Center Nurse position for a cost savings of up to \$8,635 and will be effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting Charge Nurse Position #601214 to a Health Center Nurse position for a cost savings of up to \$8,635 and will be effective upon approval.

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 contract documents on behalf of the county after approval as to form by the County Attorney.

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** October 8, 2019  
**SUBJECT:** Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2020 and Authorizing Letters of Agreement with Bargaining Units

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**BACKGROUND**

The Ingham County Health Care Coalition investigated options for the County’s health care plan and has agreed to changes in the premium sharing agreement for 2020. On October 28, 2014 the Board of Commissioners approved Resolution 14-436 which resolved, in part, to dedicate 50 percent of any net savings in health care costs to reduction of the employee premium cost share, applied to all employee groups that agree to implement the comprehensive healthcare management program.

It was determined by the Health Care Coalition that 50 percent of the net savings from 2019 should be used to fund an employer contribution to employee health savings accounts in the amount of \$600 single/\$1,200 or full-family coverage for employees enrolled in the base health insurance option. In addition, it was determined by the Health Care Coalition that the premium rates should be calculated and established as shown on the calculation sheet attached to the enclosed proposed resolution and it was determined by the Health Care Coalition that the health insurance waiver rate should be made consistent for all eligible employees as follows, without respect to date of hire:

Full Family	=	\$249.66
2-Person	=	\$222.22
Single	=	\$131.22

**ALTERNATIVES**

The Board of Commissioners may elect to approve or not approve the Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2020 and Authorizing Letters of Agreement with Bargaining Units.

**FINANCIAL IMPACT**

The financial impact will vary dependent upon actual experience during 2020 based upon employee election of benefits.

**STRATEGIC PLAN CONSIDERATIONS**

The reclassification recommendations are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2020 and Authorizing Letters of Agreement with Bargaining Units.

Introduced by the County Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY HEALTH CARE COALITION FOR EMPLOYEE BENEFITS FOR 2020 AND AUTHORIZING LETTERS OF AGREEMENT WITH BARGAINING UNITS**

WHEREAS, the Ingham County Health Care Coalition investigated options for the County's health care plan and has agreed to changes in the premium sharing agreement for 2020; and

WHEREAS, on October 28, 2014 the Board of Commissioners approved Resolution 14-436 which resolved, in part, to dedicate 50 percent of any net savings in health care costs to reduction of the employee premium cost share, applied to all employee groups that agree to implement the comprehensive healthcare management program; and

WHEREAS, it was determined by the Health Care Coalition that 50 percent of the net savings from 2019 should be used to fund an employer contribution to employee health savings accounts in the amount of \$600 single/\$1,200 or full-family coverage for employees enrolled in the base health insurance option; and

WHEREAS, it was determined by the Health Care Coalition that the premium rates should be calculated and established as shown on the attached calculation sheet; and

WHEREAS, it was determined by the Health Care Coalition that the health insurance waiver rate should be made consistent for all eligible employees as follows, without respect to date of hire:

Full Family	=	\$249.66
2-Person	=	\$222.22
Single	=	\$131.22

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the recommendations of the Health Care Coalition and authorizes the use of up to 50 percent of the net savings from 2019 to fund an employer contribution to employee health savings accounts in the amount of \$600 single/\$1,200 two-person or full-family coverage for employees enrolled in the base health insurance option.

BE IT FURTHER RESOLVED, that funds remaining of the 50 percent net savings from 2019 after distribution to health savings accounts shall be held in reserve for future employee premium cost share reduction initiatives as recommended by the Ingham County Health Care Coalition.

BE IT FURTHER RESOLVED that, beginning on January 1, 2020 the health insurance waiver rate for all eligible employees shall be as follows, without respect to date of hire:

Full Family	=	\$249.66
2-Person	=	\$222.22
Single	=	\$131.22

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the applicable bargaining unit letters of agreement and any other appropriate documents after review and approval as to form by the County Attorney.

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** October 1, 2019  
**SUBJECT:** Resolution to Waive the Public Act 152 Health Care Requirements for 2020

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**BACKGROUND**

Public Act 152 of 2011 places limits on public employers' contributions toward their employees' health benefits and requires that the employer cost be no more than 80% of the cost or no more than a certain dollar amount detailed in the law (hard caps). The requirements of the act can be waived with a 2/3 vote of the governing body prior to the beginning of a medical benefit plan coverage year.

Commencing January 1, 2020, the County will continue with the current plan medical benefits and will self-insure a portion of the health insurance cost. As the uncertainty associated with the savings from this makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements, the County administration is recommending that Ingham County Board of Commissioners exempt the County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2019 as permitted by MCL 15.568.

**ALTERNATIVES**

The Board of Commissioners may elect to waive or not waive the Public Act 152 health care requirements for 2020.

**FINANCIAL IMPACT**

The financial impact will vary dependent upon actual experience during 2020.

**STRATEGIC PLAN CONSIDERATIONS**

The reclassification recommendations are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to Waive the Public Act 152 Health Care Requirements for 2020.



Introduced by the County Service and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO WAIVE THE PUBLIC ACT 152 HEALTH CARE REQUIREMENTS FOR 2020**

WHEREAS, Public Act 152 of 2011 places limits on public employers' contributions toward their employees' health benefits and requires that the employer cost be no more than 80% of the cost or no more than a certain dollar amount detailed in the law (hard caps); and

WHEREAS, the requirements of the act can be waived with a 2/3 vote of the governing body prior to the beginning of a medical benefit plan coverage year; and

WHEREAS, commencing January 1, 2020, the County will continue with the current plan medical benefits and will self-insure a portion of the health insurance cost; and

WHEREAS, the uncertainty associated with the savings from this makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements and therefore the County administration is recommending that Ingham County Board of Commissioners exempt the County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2019 as permitted by MCL 15.568.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby exempts Ingham County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2020 as permitted by MCL 15-568.

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** October 1, 2019  
**SUBJECT:** Resolution to Authorize Renewal of a Contract for Job Recruitment Services

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**BACKGROUND**

The Financial Services Director position is currently vacant. This key central services position is responsible for oversight of accounting functions, payables, payroll, grant and insurance reporting for the County. The Board of Commissioners has previously authorized execution of an agreement with Trillium Staffing Solutions to perform job recruitment services for the Financial Services Director position in an amount not to exceed \$14,974.38 pursuant to Resolution 18-376. The renewal of the agreement with Trillium Staffing Solutions to perform job recruitment service for the Financial Services Director position would provide warranted assistance of a professional recruiting firm in filling this vacancy in concert with internal recruiting capabilities. We propose that the Board of Commissioners authorizes renewal and execution of an agreement with Trillium Staffing Solutions to perform job recruitment services for the Financial Services Director position in an amount not to exceed \$15,000.00.

**ALTERNATIVES**

The Board of Commissioners may elect to authorize or not authorize the recommended agreement renewal.

**FINANCIAL IMPACT**

The financial impact is not to exceed \$15,000.00.

**STRATEGIC PLAN CONSIDERATIONS**

The reclassification recommendations are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to Authorize Renewal of a Contract for Job Recruitment Services.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE RENEWAL OF A CONTRACT  
FOR JOB RECRUITMENT SERVICES**

WHEREAS, the Financial Services Director position is currently vacant; and

WHEREAS, this key central services position is responsible for oversight of accounting functions, payables, payroll, grant and insurance reporting for the County; and

WHEREAS, that the Board of Commissioners has previously authorized execution of an agreement with Trillium Staffing Solutions to perform job recruitment services for the Financial Services Director position in an amount not to exceed \$14,974.38 pursuant to Resolution 18-376; and

WHEREAS, the renewal of the agreement with Trillium Staffing Solutions to perform job recruitment service for the Financial Services Director position in an amount not to exceed \$15,000.00 would provide warranted assistance of a professional recruiting firm in filling this vacancy in concert with internal recruiting capabilities.

THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby authorize renewal and execution of an agreement with Trillium Staffing Solutions to perform job recruitment services for the Financial Services Director position in an amount not to exceed \$15,000.00.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

## Agenda Item 6a

**TO:** Board of Commissioners Law & Courts, County Services and Finance Committees  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** October 3, 2019  
**SUBJECT:** Resolution to Authorize Positions, Contracts and Other Expenses to Increase Treatment Programming for 2020 as Authorized by the Justice Millage  
For the meeting agendas of October 10, 15 and 16

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### **BACKGROUND**

On August 7, 2018, Ingham County voters approved the Justice Millage. In addition to providing funding for a new Justice Complex, the millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons.”

Resolution 18-497 authorized the expenditure of up to \$911,242 in millage funds for the time period January 1 through December 31, 2019.

Programs funded in 2019 included \$452,650 to expand Community Mental Health Correctional Assessment and Treatment Services (CATS) by funding three full time mental health therapists, one full time nurse case manager, and one full time mental health secretary; \$120,600 to fund Community Based Programs; \$95,000 to continue the Ingham County Health Department Pathways to Care Program; \$99,000 to expand Jail Programming Services’ and \$175,377 to expand Circuit Court/Pretrial Services by funding a Pretrial Services Clerk and a Pretrial Services Investigator.

Attached for your information is R18-497, which provides additional information for each program.

At the July 11 Law and Courts Committee meeting, The Committee directed that 2019 programs be continued in 2020. Staff was to prepare costs for the current programs and recommend proposals to the committee for the use of any funds from the 2020 allocation of \$1,024,000.

The cost of continuing current programs at \$891,853. This leaves an additional \$132,147 to use for new or expanded programming.

New requests were received from CATS and Circuit Court/Pretrial Services, and are detailed under “Financial Impact.”

### **ALTERNATIVES**

There are many beneficial services and programs that could qualify under the millage language to treat substance addictions, mental illness, and reduce recidivism. After much consideration, the programs presented here address the priorities developed by the Law and Courts Committee and the work group at this time.

### **FINANCIAL IMPACT**

Continuation of current programs will total \$891,853, with all costs to be paid from proceeds of the Justice Millage.

The 2020 costs are as follows:

- Community Mental Health Correctional Assessment and Treatment Services (CATS): \$451,963 to fund three full time mental health therapists to provide mental health therapy and case management services and to coordinate care and increase collaboration at the Ingham County Jail, one full time nurse case manager to work directly in partnership with the Ingham County Health Department/Jail Medical, to integrate behavioral health and physical health care, and one full time mental health secretary to provide clerical support for these services.
- Community Based Programs: \$100,600 to fund electronic monitoring, substance abuse assessment and psychological evaluation, day reporting, and MRT – Cognitive Behavioral Change.
- Ingham County Health Department Pathways to Care Program: \$91,810 to continue previously grant funded services in a client-centered approach to inmates who have a current or past history of opioid use.
- Ingham County Sheriff's Office/Jail: \$99,000 to fund Break Out/MRT, trauma centered yoga, restorative justice, inmate garden initiative, educational DVDs, and seeking safety.
- Circuit Court/Pretrial Services: \$148,480 to fund a Pretrial Services Clerk and a Pretrial Services Investigator.

New requests for 2020 are as follows:

- Community Mental Health Correctional Assessment and Treatment Services (CATS): \$104,651 be used to fund a full time Program Manager to assist in the direct management of Jail Re-entry; inclusion in the Ingham County Health Department Medication Assisted Treatment initiative; and manage Jail Diversion activities, both of which include community liaison and development of the services necessary for re-entry purposes. This position will also include management of a to-be-developed outpatient program in the Holt/Lansing area, which would serve Re-entry consumers and individuals initiated on MAT who require ongoing substance use disorder therapy. (Attachments #1 and #B2)
- Circuit Court/Pretrial Services program enhancements totaling \$12,977. (Attachment #3)

Total costs for continuation of current programs and new requests would be \$1,009,481 which is within the 2020 allocation of \$1,024,000.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of providing user friendly, accessible facilities and quality infrastructure, specifically section E 1. (b) of the Action Plan – Develop strategies to finance with new revenue a modern new Ingham County Jail this is more humane, efficient and cost effective with appropriate security levels, programming and staffing.

### **OTHER CONSIDERATIONS**

The allocated funds for programming from the millage are subject to approval and appropriation by the Board of Commissioners each year. Programs created in this first year will not necessarily be continued in upcoming years.

### **RECOMMENDATION**

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

Introduced by the Law & Courts, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE POSITIONS, CONTRACTS AND OTHER EXPENSES TO  
INCREASE TREATMENT PROGRAMMING AS AUTHORIZED BY THE JUSTICE MILLAGE**

**RESOLUTION # 18 – 497**

WHEREAS, on August 7, 2018 the electorate of Ingham County approved the Justice Millage; and

WHEREAS, in addition to providing funding for a new Justice Complex, the millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons”; and

WHEREAS, the Law and Courts Committee held several discussions at meetings in 2017 and 2018 concerning the types of treatment programming to be authorized; and

WHEREAS, a workgroup consisting of representatives from 30<sup>th</sup> Circuit Court, 55<sup>th</sup> District Court, Community Corrections, Community Mental Health, Ingham County Health Department, Ingham County Sheriff’s Office, the Board of Commissioners Office and the Controller’s Office have developed a proposed budget for the expenditure of up to \$911,242 in millage funds for the time period January 1 through December 31, 2019; and

WHEREAS, the workgroup recommended to leave a small portion of the entire allocated amount of \$1 million unallocated, providing budget flexibility to allow possible changes or additions once the new programming is underway; and

WHEREAS, this budget proposal is consistent with the direction of the Law and Courts Committee and the millage language.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a budget of up to \$911,242 for the following treatment programs:

- Community Mental Health Correctional Assessment and Treatment Services (CATS): \$452,650 to fund three full time mental health therapists to provide mental health therapy and case management services and to coordinate care and increase collaboration at the Ingham County Jail, one full time nurse case manager to work directly in partnership with the Ingham County Health Department/Jail Medical, to integrate behavioral health and physical health care, and one full time mental health secretary to provide clerical support for these services. (See attachment #1 and attachment #B2)
- Community Based Programs: \$120,600 to fund electronic monitoring, substance abuse assessment and psychological evaluation, day reporting, and MRT – Cognitive Behavioral Change. (See attachment #2)
- Ingham County Health Department Pathways to Care Program: \$95,000 to continue previously grant funded services in a client-centered approach to inmates who have a current or past history of opioid use. (See attachment #3).

- Ingham County Sheriff's Office/Jail: \$99,000 to fund Break Out/MRT, trauma centered yoga, restorative justice, inmate garden initiative, educational DVDs, and seeking safety. (See attachment #4)
- Circuit Court/Pretrial Services: \$175,377 to fund a Pretrial Services Clerk and a Pretrial Services Investigator. (See attachment #5)

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes creation of a new Pretrial Services Investigator position, ICEA Professional 06 (salary range \$47,619, to \$57,164), and a Pretrial Services Clerk position, UAW/C (salary range \$30,391 to \$36,171), effective January 1, 2019, to be funded by proceeds of the Justice Millage.

BE IT FURTHER RESOLVED, that position number 601504, Community Health Worker, be increased from part-time to full-time effective January 1, 2019.

BE IT FURTHER RESOLVED, that 50% of funding for position 601504 will be provided from proceeds of the Justice Millage from January 1, 2019 through May 28, 2019.

BE IT FURTHER RESOLVED, that 100% of funding for position 601504 and 25% of funding for position 601502 (Program Specialist) will be provided from proceeds of the Justice Millage from May 29, 2019 through December 31, 2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$452,650 with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for services as described in Attachment #1 for the period of January 1, 2019 through December 31, 2019.

BE IT FURTHER RESOLVED, that funds for this contract with CMH will come from the Justice Millage.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2019 budget and position allocation list.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.

**LAW & COURTS: Yeas:** Crenshaw, Hope, Celentino, Banas, Slaughter, Maiville  
**Nays:** None **Absent:** Schafer **Approved 11/15/2018**

**COUNTY SERVICES: Yeas:** Nolan, Sebolt, Grebner, Celentino, Hope, Maiville  
**Nays:** None **Absent:** Naeyaert **Approved 11/20/2018**

**FINANCE: Yeas:** Grebner, Crenshaw, Tennis, Slaughter, Triplett, Schafer  
**Nays:** None **Absent:** Morgan **Approved 11/20/2018**

## Community Mental Health Millage Proposal Correctional Assessment & Treatment Services (CATS)

- **Three full time mental health therapist (approximately \$225,000)** to provide mental health therapy and case management service.
  - Provide weekly therapy to clients who are exhibiting mental health symptoms, co-occurring disorders or adjustment issues.
  - Facilitation of weekly coping skills groups to be determined based on jail need.
  - Offer weekly therapy to juveniles (14-16 yr olds) and youthfals (17 yr olds). Both juveniles and youthfals cannot access current proگرامing due to housing restrictions within the jail. Possibility to facilitate group therapy for youthfals.
  - Follow up with those whom are housed in specialized observation housing within the jail and when appropriate work with client to help integrate in general population.
  - Develop a transitional plan by linking with CMH and/or community resources upon release, increase collaboration and created a successful transition plan when exiting the jail.
  - Service client who do not currently meet behavioral health programming criteria (short jail stays, outside funding area).
  
- **One full time nurse case manager (approximately \$96,000)** to work directly in partnership with jail medical services, integrate behavioral health and physical health care between existing agencies, take orders from the psychiatrist, help manage medications for those connected with CMH and/or another mental health provider, coordinate withdrawal protocol/risk and develop transitional plan into the community.
  
- **One full time mental health secretary (approximately \$55,000)** to provide clerical support, process all needed paperwork and take referral information relating to mental health programming as well as support the collaborative efforts with jail medical in regards to the nurse case manager.

\*\*\*budget includes salary, fringe benefits, administrative and IT supports, etc. \*\*\*



PROGRAM BUDGET - COST DETAIL SCHEDULE

ATTACHMENT B.2

Use WHOLE DOLLARS Only

PROGRAM		BUDGET PERIOD		DATE PREPARED
CATS Jails Mileage		From: 1/1/2019	To: 12/31/2019	9/5/2018
CONTRACTOR NAME CMHA of Clinton-Eaton-Ingham Counties		BUDGET AGREEMENT <input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT		AMENDMENT #
				<b>GRANT COVERED COST</b>
<b>1. SALARY &amp; WAGES:</b>				
POSITION DESCRIPTION		COMMENTS	POSITIONS REQUIRED	TOTAL SALARY
MENTAL HLTH THERAPIST	22100-6046-NEW	\$ 51,793	1,000	\$ 51,793
MENTAL HLTH THERAPIST	22100-6046-NEW	\$ 51,793	1,000	\$ 51,793
MENTAL HLTH THERAPIST	22100-6046-NEW	\$ 51,793	1,000	\$ 51,793
NURSE (RN) CARE MANAGER	22100-6039	\$ 66,039	1,000	\$ 66,039
SECRETARY	22101-4062	\$ 37,857	1,000	\$ 37,857
<b>1. TOTAL SALARY &amp; WAGES:</b>			<b>5,000</b>	<b>\$ 259,275</b>
<b>2. FRINGE BENEFITS: (Specify)</b>			Composite Rate %	
<input checked="" type="checkbox"/> FICA	<input checked="" type="checkbox"/> LIFE INS	<input checked="" type="checkbox"/> DENTAL INS	<b>44.00%</b>	\$ 114,081
<input checked="" type="checkbox"/> UNEMPLOY INS	<input checked="" type="checkbox"/> VISION	<input checked="" type="checkbox"/> WORK COMP	<b>7.65%</b>	
<input checked="" type="checkbox"/> RETIREMENT	<input checked="" type="checkbox"/> HEARING INS			
<input checked="" type="checkbox"/> HOSPITAL INS	<input type="checkbox"/> OTHER:specify-			
			<b>2. TOTAL FRINGE BENEFITS:</b>	<b>\$ 114,081</b>
<b>3. TRAVEL: (Specify if category exceeds 10% of Total Expenditures)</b>				
Travel				\$981
Conferences				\$5,250
			<b>3. TOTAL TRAVEL:</b>	<b>\$ 6,231</b>
<b>4. SUPPLIES &amp; MATERIALS: (Specify if category exceeds 10% of Total Expenditures)</b>				
Supplies				\$ 700
			<b>4. TOTAL SUPPLIES &amp; MATERIALS:</b>	<b>\$ 700</b>
<b>5. CONTRACTUAL: (Subcontracts/Subrecipients)</b>				
<u>Name</u>	<u>Address</u>	<u>Amount</u>		
			<b>5. TOTAL CONTRACTUAL:</b>	<b>\$ -</b>
<b>6. EQUIPMENT: (Specify)</b>				
Amount				
LAPTOPS				\$ 2,166
			<b>6. TOTAL EQUIPMENT:</b>	<b>\$ 2,166</b>
<b>7. OTHER EXPENSES: (Specify if category exceeds 10% of Total Expenditures)</b>				
Amount				
Communication:	JAIL PHONES	\$ 2,200	\$	2,200
				\$ -
				\$ -
				\$ -
SPACE:	LICENSING FEES	\$ 600	\$	600
Licensing	PROGRAM STAFF TRAINING	\$ 1,000	\$	1,000
				\$ -
				\$ -
				\$ -
			<b>7. TOTAL OTHER EXPENSES:</b>	<b>\$ 3,800</b>
<b>8. TOTAL DIRECT EXPENDITURES: (Sum of Totals 1-7)</b>		<b>8. TOTAL DIRECT EXPENDITURES:</b>		<b>\$ 386,253</b>
<b>9. INDIRECT COST CALCULATIONS:</b>				
Rate #1	Base \$	9.40%	x Rate	\$ 386,253 = \$ 36,308
Rate #2	Base \$	7.79%	x Rate	\$ 386,253 = \$ 30,089
			<b>9. TOTAL INDIRECT EXPENDITURES:</b>	<b>\$ 66,397</b>
<b>10. TOTAL ALL EXPENDITURES: (Sum of lines 8-9)</b>				<b>\$ 452,650</b>

## **COMMUNITY BASED PROGRAMS - MILLAGE PROPOSAL**

### **Electronic Monitoring: \$20,000**

Electronic monitoring (EM) is a highly productive resource, capable of directly reducing the jail population while maintaining public safety. Offenders receive intense supervision by utilizing a variety of monitoring devices that can provide a broad range of supervision parameters based on the individual user. EM is used in pretrial supervision, as an alternative to incarceration while under the Sheriff's jurisdiction, saves jail resources that would otherwise be used for inmates who are hospitalized, and increases supervision and monitors probationers for alcohol use. These funds would supplement the annual County general fund allocation (\$50,000 for FY2018)

### **Substance Abuse Assessments and Psychological Evaluations \$10,000**

Substance Abuse Evaluations determine if the individual has a drug or alcohol addiction, the extent of the addiction, if there are any co-occurring conditions, including any physical or mental health concerns, or any other drug use, the extent the addiction affects the person's life, and provides an understanding of the person and their circumstances. Psychological Evaluations determine the severity of a specific mental health concern or to determine an individual's capacity for adequate functioning. Assessments and evaluations are required to develop a sentence that include appropriate treatment and programming.

### **Day Reporting: \$52,000**

This program provides an additional layer of monitoring and supervision in the community; and, based on individual need, addresses a wide array of fundamental needs such as employment and housing to successful integration into the community. On-site evidence-based groups include Cognitive Behavioral Therapy, Dialectical Behavior Therapy, Seeking Safety, Anger Management, Conflict Resolution, and Financial Literacy. AA and NA groups also meet onsite. Expanding this State funded Community Corrections program will increase the number of offenders served, including those not be eligible under State MDOC approved criteria.

### **MRT – Cognitive Behavioral Change \$18,600**

Moral Reconciliation Therapy (MRT) is a systematic treatment strategy to decrease recidivism among adult criminal offenders by using 16 objectively defined steps focusing on seven basic treatment issues to promote positive change. Expanding this State funded Community Corrections program will increase the number of offenders served, including those not be eligible under State MDOC approved criteria.

<b><u>TOTAL</u></b>	<b><u>\$100,600</u></b>
---------------------	-------------------------

Ingham County Health Department Pathways to Care Program

Via our Pathways to Care program, the Ingham County Health Department provides services in a client-centered approach to inmates who have a current or past history of opioid use. A Community Health Worker (CHW) provides services during incarceration as well as after release. In the Pathways model, the CHW is supportive advocate to connect to resources and assuring transition into the community with appropriate support for recovery. The Pathways CHW is also an integral part of the case management team for the specialty courts. Currently a grant supports the positions required for this work, including a 0.5 FTE CHW, for a limited time. Our pilot project will end in 2019 unless continued funding is secured. We propose increasing the CHW to full-time to provide services to more clients as well as to continue the expansion of types of services provided. A full-time CHW might also allow us to expand our participation with the Specialty Court teams (we currently only work with the 55th District Court teams).

During incarceration, we provide:

- Support through in-person visits
- Connection to services in the jail for treatment and educational opportunities
- A plan of care for release including connection to agencies that offer support, services and treatment.
- Enrollment in health coverage
- Connection to Medically assisted treatment providers (methadone, suboxone, and Vivitrol) before you are released

After release we assist for up to 6 months by:

- Connecting to doctors, dentists, and other healthcare providers
- Finding community resources for housing, food, clothing and treatment
- Working with clients to understand basic health information needed to make quality health decisions.
- Working with clients to find resources for food, housing, employment, clothing, etc.
- Linking clients to recovery resources in your area, including treatment and counseling
- Access to naloxone for clients, their families, and/or friends.

## Ingham County Jail Education Programming

### **SEEKING SAFETY**

**Program price: \$20,800.00**

The Seeking Safety program is an evidenced-based present-focused counseling model to help people attain safety from trauma and/or substance abuse. The program will serve both male and female inmates, providing two sessions per gender per week at a rate of \$200 per session.

### **TRAUMA CENTERED YOGA**

**Program price: \$10,400.00**

Trauma Centered Yoga is a very specific protocol of evidence based treatment designed for people who have experienced 'complex trauma/PTSD', and has been found to be useful as an adjunct to Cognitive Behavioral Therapy (Seeking Safety). The program will serve both male and female inmates, providing one session per gender per week at a rate of \$200 per session.

### **BREAK OUT**

**Program price: \$42,000.00**

This program is based on Moral Reconciliation Therapy (MRT) which is a form of cognitive-behavioral programming that focuses on recovery from substance misusing, abusing and dependent behaviors, identifying thinking errors that led to criminogenic thinking and identify goals to achieve once released. The program will serve both male and female inmates, providing two sessions per gender per week at a rate of \$200 per session.

### **RESTORATIVE JUSTICE**

**Program price: \$20,800.00**

The Restorative Justice Program offers inmates an opportunity to take accountability and repair the harm done by their crimes, while teaching mediation, conflict resolution, and problem solving. The program will serve both male and female inmates, providing one session per gender per week at a rate of \$200 per session.

### **INMATE INITIATIVES**

**PROGRAM PRICE: \$2000.00**

The Inmate Garden Initiative: There is strong evidence pointing to the importance of education in reducing recidivism. In addition to the classroom programs offered at the Ingham County Jail, education will be taking place outside by way of a vegetable garden. Inmates will be taught new skills such as how to use garden tools, prepare land, plant seeds and plants, and read planting information. There are items that need to be purchased yearly in order to sustain the garden such as seeds, plants and garden tools.

### **INMATE INITIATIVES**

**PROGRAM PRICE: \$3000.00**

Educational DVD's: These DVD's would assist inmates in increasing their chances of making a successful transition to the community, overcoming barriers to employment and building their motivation and self-esteem.

PROPOSAL FOR PROGRAMMING OPTIONS AND COSTS ESTIMATES  
JAIL COMPLEX MILLAGE

Currently, approximately 40% of the inmates in the Ingham County jail are felony pretrial detainees. Expanding the current staffing to provide more risk assessment and supervision services for pretrial inmates will further promote the national movement toward using preventative detention only for individuals who are at a high risk of committing another offense or of failing to appear to court. The Ingham County Pretrial Services Division could provide these services with the addition of the following full-time positions:

Pretrial Services Clerk	\$75,398.00
Pretrial Services Investigator	<u>\$99,979.00</u>
Total	<u>\$175,195.00</u>

The costs listed are inclusive of salary, fringes, and IT costs.

Introduced by the Law & Courts, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE POSITIONS, CONTRACTS AND OTHER EXPENSES TO INCREASE TREATMENT PROGRAMMING FOR 2020 AS AUTHORIZED BY THE JUSTICE MILLAGE**

WHEREAS, on August 7, 2018 the electorate of Ingham County approved the Justice Millage; and

WHEREAS, in addition to providing funding for a new Justice Complex, the millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons”; and

WHEREAS, the Law and Courts Committee held several discussions at meetings in 2017 and 2018 concerning the types of treatment programming to be authorized; and

WHEREAS, a workgroup consisting of representatives from 30<sup>th</sup> Circuit Court, 55<sup>th</sup> District Court, Community Corrections, Community Mental Health, Ingham County Health Department, Ingham County Sheriff’s Office, the Board of Commissioners Office and the Controller’s Office developed a proposed budget for the expenditure of up to \$911,242 in millage funds for the time period January 1 through December 31, 2019, which was approved by Resolution 18-497; and

WHEREAS, the 2020 budget allocates \$1,024,000 in programming funding from the Justice Millage; and

WHEREAS, the Law and Courts Committee directed that current programs be continued and proposals be sought for the use of any additional available funding from the 2020 budgeted allocation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a 2020 budget of up to \$891,853 from the Justice Millage to continue the following treatment programs:

- Community Mental Health Correctional Assessment and Treatment Services (CATS): \$451,963 to fund three full time mental health therapists to provide mental health therapy and case management services and to coordinate care and increase collaboration at the Ingham County Jail, one full time nurse case manager to work directly in partnership with the Ingham County Health Department/Jail Medical, to integrate behavioral health and physical health care, and one full time mental health secretary to provide clerical support for these services.
- Community Based Programs: \$100,600 to fund electronic monitoring, substance abuse assessment and psychological evaluation, day reporting, and MRT – Cognitive Behavioral Change.
- Ingham County Health Department Pathways to Care Program: \$91,810 to continue previously grant funded services in a client-centered approach to inmates who have a current or past history of opioid use.
- Ingham County Sheriff’s Office/Jail: \$99,000 to fund Break Out/MRT, trauma centered yoga, restorative justice, inmate garden initiative, educational DVDs, and seeking safety.
- Circuit Court/Pretrial Services: \$148,480 to fund a Pretrial Services Clerk and a Pretrial Services Investigator.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a 2020 budget of up to \$12,977 for enhancements to the Circuit Court/Pretrial Services program as detailed in Attachment #3.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a 2020 budget of up to \$104,651 from the Justice Millage for additional funding for Community Mental Health Correctional Assessment and Treatment Services (CATS) to be used to fund a full time Program Manager to assist in the direct management of Jail Re-entry; inclusion in the Ingham County Health Department Medication Assisted Treatment initiative; and to manage Jail Diversion activities, both of which include community liaison and development of the services necessary for re-entry purposes (Attachment #1).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$556,614 with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for services as described in Attachment #B2 for the period of January 1, 2020 through December 31, 2020.

BE IT FURTHER RESOLVED, that funds for this contract with CMH will come from the Justice Millage.

BE IT FURTHER RESOLVED, that staff will provide reports in July 2020 providing information about achievements and effectiveness.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2020 budget consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.

Justice Behavioral Health Millage  
CMHA-CEI/CATS Proposed Expansion of Staffing  
January 1, 2020

**Background and current program**

- JBH added **three full time mental health therapist** (MHT) to provide mental health therapy and case management service (hire dates: 3/11/19, 5/6/19, 5/13/19).
  - JBH MHT is providing weekly therapy to current clients who are exhibiting mental health symptoms, co-occurring disorders or adjustment issues to **approximately 45 individuals**.
  - JBH MHT have added three weekly Anger Management Groups (male/female), one Positive Thinking Group (male), two Coping Skills group (male) and two Dialectical Behavioral Groups (male/female). The majority of these groups are on Sundays and evenings – allowing clients to attend more programming. Currently JBH has **eight groups with 18-20 individuals in each group**. There will be one more Coping Skills groups (male) added by the end of the year
  - JBH MHT offers weekly therapy to all juveniles and youthfals (14-17 year olds). JBH currently provides **weekly therapy to three juveniles and three youthfals**. Traditionally, these populations has not had access ongoing therapy. **JBH does consider juveniles and youthfals a priority population**.
  - JBH MHT and our Nurse Care Manager develop transitional plans by linking clients with CMH and/or community resources upon release.
  - JBH MHT are providing behavioral health services to **all of those whom may not qualify for other programming** due to short jail stays, outside funding area, etc.
  
- JBH added **one full time nurse case manager** (hire date 4/15/19).
  - JBH RN works directly in partnership with the ICHD/Jail Medical which includes weekly meeting to reduce duplication of effort and to create a more successful transition process for all interested clients exiting the jail.
  - JBH RN also integrates behavioral health and physical health care between providers, takes orders from the psychiatrist, helps manage medications for those connected with CMH and/or another mental health provider, coordinate withdrawal protocol/risk and develops transitional plan into the community.
  - JHB RN runs daily booking and release reports. RN then identifies known CMH clients upon entry to jail for coordination of medications and/or behavioral health services as well as direct follow-ups with the clients once they are released from jail.
  - JBH RN is responsible for weekly coordination of care with the MSU psychiatrist at the jail and ICHD.



- JBH added **one full time mental health secretary** (hire date 3/19/19).
  - JBH secretary is providing clerical support, processing all needed paperwork and takes referral information relating to mental health programming.
  - JBH secretary is supporting the collaborative efforts with the ICHD in regards to the nurse case manager.

**Ongoing Program Development/Needs:**

The current Supervisor, KC Brown, is responsible for; CATS Substance Use Disorder program; CATS Mental Health Crisis Services; the Justice BH Millage program (see above); Jail Re-entry Program (with staff who cover three counties); Jail Diversion activities, coordination of MSU psychiatric services; and the current Ingham County Health Department Initiative to have Medication Assisted Treatment in the Ingham County Jail. Both the JBH program and Jail Reentry programs are expected to grow substantially over the next year. The ICHD grant with the Bureau of Justice to bring MAT into the jail, is also expected to lead to increased staff and community outreach. These increased responsibilities and multiple programs resulted in KC Brown being reclassified to a Supervisor level at CMHA-CEI.

**Requested staff and Responsibilities:**

CMHA-CEI is requesting to utilize millage funds to hire a full time Program Manager (supervised by KC Brown) to assist in the direct management of Jail Re-entry; inclusion in the ICHD BJA MAT initiative; and manage Jail Diversion activities both which include community liaison and development of the services necessary for re-entry purposes. This position will also include management of a to be developed outpatient program in the Holt/Lansing area, which would serve Re-entry consumers and individuals initiated on MAT who require ongoing SUD therapy.

Attached Budget:

1 FTE Program Coordinator (with fringes) = \$104,651



**ATTACHMENT #3**

**PRETRIAL SERVICES PROGRAM REQUESTS:  
COST**

ANNUAL

**Professional Development & Training:**

\$2,000

- Annual NAPSA Conference:
  - \$1,500 [Travel / Lodging / Meals] per Employee
- Miscellaneous Pretrial Training – regional :
  - \$500

**CATA – Bus Tokens / Indigent Client Assistance:**

\$1,250

- \$1,250
  - Tokens – One Way Fare = \$1.25 per Token
  - *1,000 Tokens x \$1.25 = \$1,250*

**ADAM – Alcohol & Drug Testing / Indigent Client Assistance:**

\$4,000

(\$4,032)

- Average Referrals per Year = 140
  - 20% Indigent Clients / Financial Need = 14 Clients
- 1X per Week Testing = \$12
- (3) Month Testing Period = 12 Weeks
  
- *140 x .20 = 28 (Indigent Clients)      28 x 12 (12 Weeks Testing) x \$12 (Cost per Test) = \$4,032*

**Automated Text Notification System:**

MATTERHORN PLATFORM - Text message for court dates/reporting

\$4000

- Initial program setup =\$1000
- Monthly subscription = \$250.00/mo

**CLEAR SUBSCRIPTION**

**\$1694.52**

- CLEAR is an online investigation solution designed to assist in locating and identifying individuals, phone numbers, licenses, assets, addresses, etc. Circuit Court has a contract with CLEAR. We are requesting an additional subscription for Pretrial Services to assist in connecting with our clients.

**TO:** County Services Committee  
**FROM:** Timothy J. Dolehanty, Controller Administrator  
**DATE:** October 8, 2019  
**SUBJECT:** Quarterly Settlement of Claims Report

On June 13, 2017 the Board of Commissioners approved the Settlement of Claims, Litigation and Separation Agreements Policy (Policy No. 222). Section D.3 of the policy requires that “The Controller shall report to the County Services Committee and provide each member of the Board of Commissioners a written quarterly report of the settlements of claims and litigation, and all separation agreements (e.g. department/type/amount) authorized under this Policy during the fiscal year.” This report is intended to satisfy that requirement for the third quarter of 2019 (July 1 through September 30).

**2019 Third Quarter  
Settlements of Claims, Litigation and Separation Agreements**

<u>Date</u>	<u>Amount</u>	<u>Department</u>	<u>Type</u>
08/05/19	\$ 800.00	Road Department	Discharge of Indebtedness
08/09/19	\$ 254.39	Parks Department	Property Damage/Loss
08/13/19	\$ 78.59	Parks Department	Property Damage/Loss
08/18/19	\$ 772.04	Parks Department	Property Damage/Loss
08/20/19	\$ 82.58	Parks Department	Property Damage/Loss
08/21/19	\$ 856.48	Parks Department	Property Damage/Loss
08/26/19	\$ 29.99	Parks Department	Property Damage/Loss
08/29/19	\$ 240.00	Parks Department	Property Damage/Loss
08/29/19	\$ 260.70	Road Department	Property Damage/Loss

Please do not hesitate to contact me if you have any questions.

C: Board of Commissioners

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING RESOLUTION #15-221 TO MODIFY INGHAM COUNTY'S  
FREEDOM OF INFORMATION OPERATIONAL PROCEDURES**

WHEREAS, the Michigan legislature adopted 2014 Public Act 563 enacting numerous amendments to the Michigan Freedom of Information Act (FOIA), being MCL 15.231 *et seq*, that require revision of the current County FOIA Policy adopted in 2008 by Resolution #08-071; and

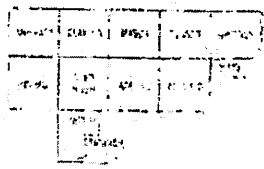
WHEREAS, Resolution #15-221 established FOIA operational procedures and guidelines for Ingham County and it is necessary to amend these procedures; and

WHEREAS, from time to time Ingham County Departments will receive Freedom of Information Act (FOIA) requests for emails; and

WHEREAS, it is necessary for departments to refer such requests to the Ingham County FOIA Coordinator, who will work with the IT department to secure the requested emails.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby modifies Resolution #15-221 to establish a policy where FOIA requests for emails shall be referred to the Ingham County FOIA Coordinator, who shall work with the Ingham County IT Department to secure the emails requested.

BE IT FURTHER RESOLVED, that when necessary, the FOIA Coordinator shall work with the appropriate department to insure that all other applicable State statutes are complied with.



**ARENAC COUNTY BOARD OF COMMISSIONERS**

PO Box 747 • 120 North Grove Street • Standish, MI 48858  
(989) 836-6188

District #1 Sally Mrozinski

District #2 Lisa Salgat

District #3 Bobbe Burke Vice-Chairperson

District #4 Harold Woolhiser

District #5 Adam Kroczaleski Chairman

**Resolution 2019-10**

**RESOLUTION OPPOSING LEGISLATION TO PREVENT COUNTY COMMISSIONER CANDIDATES FROM DISCLOSING THEIR PARTY AFFILIATION ON BALLOTS PROVIDED TO MICHIGAN VOTERS – BOARD OF COMMISSIONERS**

**WHEREAS**, on August 26, 2019 the Arenac County Board of Commissioners received a resolution from Wexford County regarding MAC which is considering supporting a change to Michigan election law; and

**WHEREAS**, this change in Michigan law would force candidates for the office of County commissioner to run as “non-partisan” candidate and would prohibit said candidate from disclosing their party affiliation on ballots provided to Michigan voters; and

**WHEREAS**, preventing disclosure of candidate’s party affiliation needlessly restricts and censors information that Michigan voters have traditionally relied upon to help them select a candidate who shares their values; and

**WHEREAS**, the proposed change to Michigan election law is not needed as current Michigan law already permits County Commissioners candidates to withhold information about their party affiliation from being printed on the ballots provided to Michigan voters; and

**WHEREAS**, under the current law, Commissioners candidates are able to run for office without being affiliated with a political party and disclosing their affiliation, by running as an independent candidate.

**THEREFORE, BE IT RESOLVED** that the Arenac County Board of Commissioners hereby supports providing Michigan voters with full information about their candidates for County Commissioners, and hereby opposes forcing a candidate for County Commissioner to run as a “non-partisan” candidate.

**BE IT FURTHER RESOLVED** that the Arenac County Board of Commissioners hereby instructs Arenac County Clerk to transmit copies of this resolution to State Senator Jim Stamas, State Representative Jason Wentworth, the Michigan Association of Counties, and all Michigan Counties within two weeks of the passage of this resolution.

September 10<sup>th</sup>, 2019