

CHAIRPERSON
MARK GREBNER

VICE-CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM
DON VICKERS

FINANCE COMMITTEE
ANDY SCHOR, CHAIR
PENELOPE TSEBNOGLOU
DEB NOLAN
REBECCA BAHAR-COOK
BRIAN McGRAIN
STEVE DOUGAN

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, NOVEMBER 16, 2011 AT 5:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 2, 2011 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution Authorizing Participation with the [Meridian Township Police Department Highway Safety Grant](#)
2. 55th District Court - Resolution Authorizing the Ingham County 55th District Court to Accept Two Grant Awards from the Michigan Supreme Court's: State Court Administrative Office-Michigan Drug Court Grant Program ([SCAO-MDCGP](#)) and the Office of Highway Safety (SCAO-OHSP)
3. Human Services Committee - Resolution to Authorize a [Cooperative Cash Match Agreement](#) with the Michigan Department of Licensing and Regulatory Affairs - Michigan Rehabilitation Services
4. Health Department
 - a. Resolution to Authorize an Amendment to the Administrative Services Agreement with [Blue Cross Blue Shield](#) for Services at the Ingham County Jail
 - b. Resolution Authorizing Extension of Training Agreement with Michigan State University [Extension Services](#)
 - c. Resolution to Amend an Agreement with [Capital Area Community Services](#) to Serve Early Head Start Children Through the Family Outreach Services Program
 - d. Resolution to Authorize Contracts with Four [Local Health Departments](#) to Carry Out Social Justice Dialogue Projects
 - e. Resolution to Authorize Acceptance of Funds Related to the Development of a Patient Centered [Medical Home](#) and to Authorize a New Position
5. Parks Department
 - a. Resolution Authorizing the Amendment of the Low Income Park Vehicle Fee Policy and the "Free Monday" Resolutions for [Vehicle Entrance Fees](#)
 - b. Resolution Approving a Special [Deer Hunt](#) at Lake Lansing Park-North

6. Controller/Administrator
 - a. Resolution Authorizing 2012 Agreements for [Community Agencies](#)
 - b. Resolution Approving [Various Contracts](#) for the 2012 Budget Year

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
November 2, 2011
Minutes

Members Present: Andy Schor, Penelope Tsernoglou, Deb Nolan, Rebecca Bahar-Cook, Brian McGrain, Steve Dougan, and Board Chairperson Grebner

Members Absent: None

Others Present: Teri Morton, Rick Terrill, Mike Hughes, Maureen Winslow, Mike Pathfinder, Jim Hudgins, Willis Bennett, Mary Sabaj, Kevin Feuka, and others.

The meeting was called to order by Chairperson Schor at 5:33 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the October 19, 2011 Minutes and Closed Session Minutes

The October 19, 2011 Minutes and Closed Session Minutes were approved as submitted.

Additions to the Agenda

8c. Late - Resolution Authorizing a Contract Increase for Laux Construction on the Feline Shift Door Replacement Project at the Potter Park Zoo. **The Resolution failed at the County Services meeting with a 3-3 vote.**

Limited Public Comment

None.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

1. Sheriff's Office - Resolution to Use Approved 2011 Capital Improvement Funds to Purchase Paperless and Imaging Software Programs and Hardware for Central Records of the Ingham County Sheriff's Office

3. Ingham County Office of Homeland Security and Emergency Management
 - a. Resolution to Accept the Michigan State Police 2011 Hazard Mitigation Grant & Enter into Subcontract with the Tri-County Regional Planning Commission to Update the Hazard Mitigation Plan
 - b. Resolution to Enter into a Contract with the City of Lansing and to Accept the FY 2010 Homeland Security Grant Program Funds

4. Community Corrections Advisory Board - Resolution Authorizing Entering into a Subcontract with Northwest Initiative for Day Reporting Program Services for FY 2011-2012

Comm. McGrain disclosed that Ms. Peggy Vaughn-Payne, who is the Executive Director of the Northwest Initiative, is also the Treasurer on the Board of the organization where he works.

5. Circuit Court/Family Division
 - a. Resolution for Authorization to Enter into a Three Year Contract with Various Residential Placements
 - b. Resolution to Authorize a Michigan Community Service Commission AmeriCorps Grant Position Placement for the Family Division of Circuit Court
6. Probate Court - Resolution to Approve Contracts for Attorney Services for Probate Court in Guardian Ad Litem Matters
7. Financial Services - Resolution to Authorize a Contract for Self Funded Worker's Compensation Third Party Administration
8. Facilities
 - a. Resolution Authorizing a Contract with Pleune Service Company for the Replacement of the Chiller at the Hilliard Building in Mason as Well as Authorizing a Line Item Transfer to Ensure Appropriate Funds are Available
 - b. Resolution to Request Authorization to Purchase Equipment Materials Needed to Retro Fit the Lighting at the Human Services Building

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

2. Controller/Administrator's Office - Resolution Authorizing the Ingham County Sheriff's Office to Transfer the Assignment of Granted Easement and the Sale of Existing Radio Tower to the Ingham County Road Commission

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING THE INGHAM COUNTY SHERIFF'S OFFICE TO TRANSFER THE ASSIGNMENT OF GRANTED EASEMENT AND THE SALE OF EXISTING RADIO TOWER TO THE INGHAM COUNTY ROAD COMMISSION.

Comm. Dougan asked if there was opportunity to lease the tower. Comm. Nolan was also interested in leasing the tower. Mr. Terrill stated that is a question for the MIS Department. Ms. Morton will follow-up with Comm. Dougan.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO AMEND THE RESOLUTION BY ADDING A BE IT FURTHER RESOLVED "IF THERE SHOULD BE REVENUE THROUGH PRIVATE SECTOR LEASES, OR TELECOMMUNICATION PROVIDERS THE PROCEEDS SHALL BE SHARED EQUALLY BETWEEN THE INGHAM COUNTY GENERAL FUND AND THE ROAD COMMISSION".

AS FOLLOWS:

BE IT FURTHER RESOLVED, if there should be revenue through private sector leases or telecommunication providers the proceeds shall be shared equally between the Ingham County General Fund and the Road Commission.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

8. Facilities

- c. Resolution Authorizing a Contract Increase for Laux Construction on the Feline Shift Door Replacement Project at the Potter Park Zoo

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT INCREASE FOR LAUX CONSTRUCTION ON THE FELINE SHIFT DOOR REPLACEMENT PROJECT AT THE POTTER PARK ZOO.

Comm. Dougan suggested filing against the company's errors and omissions policy. Mr. Terrill explained he had sought legal counsel. He further explained that the project is in the design development phase. Comm. Dougan expressed his concern that there have been County Employee costs incurred because of the error.

Mr. Terrill explained to the Committee that the original design was inaccurate, the engineering firm terminated the original architect and employed new architect who also found errors. The increased costs are mostly because of material changes. Mr. Terrill stated that after much thought, it is important to follow through with the project because it is a safety issue for the Zoo Keepers.

There was a discussion of errors and omissions, the consultant's history and using this consultant for future projects. There was a discussion of purchase orders and signed contracts to determine which is better and how either could be better written.

Comm. Bahar-Cook reminded the Committee this is about wild animals that the Zoo Keepers come in close contact with while feeding them; it's about lives.

Comm. McGrain asked if it was necessary to pay the balance. Mr. Terrill explained that they are working nights and weekends at no charge to make this right and he feels the County has an obligation to pay the balance due. Comm. McGrain noted that the County has also put in above and beyond.

Comm. Schor summarized the discussion from the County Services meeting.

The Commissioners agreed this needs to be done; however they were unhappy with the increased costs. Mr. Terrill stated he would make sure that the general contractor is not paid more than should be or appropriate.

MOTION CARRIED UNANIMOUSLY.

9. Parks Department

- a. Resolution Authorizing Changes to the Scope of the Hawk Island Snow Boarding Hill and Supporting the Formation of a Partnership Between Urban Snowparks, LLC and the Friends of Ingham County Parks
- b. Resolution Approving Amendment #4 with the Department of Natural Resources to Develop a Snow Tubing Hill at Hawk Island Park

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION a. AUTHORIZING CHANGES TO THE SCOPE OF THE HAWK ISLAND SNOW BOARDING HILL AND SUPPORTING THE FORMATION OF A PARTNERSHIP BETWEEN URBAN SNOWPARKS, LLC AND THE FRIENDS OF INGHAM COUNTY PARKS AND b. RESOLUTION APPROVING AMENDMENT #4 WITH THE DEPARTMENT OF NATURAL RESOURCES TO DEVELOP A SNOW TUBING HILL AT HAWK ISLAND PARK.

Mr. Bennett informed the Committee of the participants and the opportunity to provide a higher class facility which will bring in more people. Comm. Nolan thanked the Committee for their continued support from conception. She informed the Committee that Ryan Neptune, a professional snowboarder has provided many hours of his time and assistance. Comm. Tsernoglou stated that she toured Hawk Island and was pleased to see it will accommodate all levels of snowboarders. She felt that attendance will be more than anticipated and there will be many opportunities (ex. annual passes). Comm. Nolan stated that many MSU students are donating their time and they will be snowboarding this weekend.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TSERNOGLOU, TO AMEND THE RESOLUTION (AGENDA ITEM 9b) BY ADDING “the BOARD OF COMMISSIONERS APPROVES” TO THE THEREFORE BE IT RESOLVED AND STRIKING “BE RECOMMENDED TO THE BOARD OF COMMISSIONERS FOR APPROVAL”.

AS FOLLOWS:

THEREFORE BE IT RESOLVED, that **the Board of Commissioners approves** Amendment #4 of the agreement with the Department of Natural Resources extending the project period completion deadline from October 31, 2011 to December 31, 2011. ~~be recommended to the Board of Commissioners for approval.~~

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

- c. Resolution Authorizing a Contract Amendment with the Potter Park Zoological Society to Appoint Sherrie Graham as the Interim Zoo Director

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT AMENDMENT WITH THE POTTER PARK ZOOLOGICAL SOCIETY TO APPOINT SHERRIE GRAHAM AS THE INTERIM ZOO DIRECTOR.

Chairperson Schor noted that County Services removed the 3rd WHEREAS.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TSERNOGLOU, TO AMEND THE RESOLUTION BY STRIKING THE 2ND BE IT FURTHER RESOLVED.

~~BE IT FURTHER RESOLVED, that the Parks and Recreation Commission recommends the Board of Commissioners approve the negotiation of a contract amendment with the Potter Park Zoological Society for its Executive Director Sherrie Graham to also serve as the Interim Director of the Potter Park Zoo, under mutually agreeable terms and conditions to both parties, effective upon the approval of this resolution by the Ingham County Board of Commissioners.~~

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

Comm. Dougan stated that the County Services Committee was concerned no number was provided. He noted that when pressured Mr. Feuka provided an estimate per month from the County. Mr. Feuka reiterated it was an estimate and that the fee would not begin until Mr. Brady retired. He explained there is a need to sit down and negotiate the fee and responsibilities associated with the position. Comm. Dougan stated he was comfortable waiting until Tuesday to receive an accurate number. Comm. Tsernoglou stated the need for an amount was also discussed at the Parks meeting.

There was a discussion of the need for a director or curator and obtaining the accreditation.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BAHAR-COOK, TO AMEND THE RESOLUTION BY ADDING A NOT TO EXCEED COST OF \$4,000 PER MONTH.

Comm. Dougan stated he was not in favor of the amendment. Comm. McGrain stated he was not comfortable assigning a number in the resolution. Chairperson Schor stated this was setting up the bottom line for the negotiations.

Comm. Tsernoglou asked how a director and curator would be paid for. Comm. Bahar-Cook explained that the Zoo Staff and Zoo Board members are working on a needs assessment, looking into how other zoos use their directors and curators, as well as, expenses. Mr. Feuka acknowledged that there is no intention to impact the County's budget.

(Comm. Dougan left at 6:22 p.m.)

COMM. NOLAN WITHDREW HER MOTION. COMM. BAHAR-COOK WITHDREW HER SUPPORT OF THE MOTION.

Board Chairperson Grebner suggested setting up policy now to avoid future problems.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.
Absent: Comm. Dougan

10. Board Referrals

- a. Resolution from Van Buren County Board of Commissioners Regarding the Elimination of Personal Property Taxes

The Board Referral was received and placed on file.

- b. Letter from Department of Planning and Neighborhood Development Board Regarding City of Lansing Notice of Public Hearing on the Design Lansing Comprehensive Plan

The Board Referral was received and placed on file.

Announcements

Comm. Bahar-Cook encouraged the Committee to attend Design Lansing Comprehensive Plan. Comm. McGrain stated this will be held on the 9th at 6:00 pm at the Southside Community Center and invited Commissioners to attend or send him with questions he may present. He noted the plan is online. Comm. Bahar-Cook stated she would loan her color maps.

Comm. Nolan informed the Committee that the Mayor's appointment to the Zoo Board resigned last night because he no longer lives in the city. She asked the Committee to let people know about the vacancy.

Comm. McGrain expressed his concern that not enough people are becoming involved and the Commissioners should encourage involvement.

Public Comment

None.

The meeting adjourned at approximately 6:31 p.m.

Respectfully submitted,

Julie Buckmaster

NOVEMBER 16, 2011 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Controller's Office is recommending approval of the following resolutions:

1. *Sheriff's Office - Resolution Authorizing Participation with the Meridian Township Police Department Highway Safety Grant*

This resolution authorizes participation with the Meridian Township Police Department for the annual Traffic Enforcement and Compliance Grant, for the amount up to \$54,000.00 for the time period October 1, 2011 through September 30, 2012.

Meridian Township Police Department and the Township will be the fiduciary on this annual State grant. They will reimburse Ingham County Sheriff's Deputies and other area police agencies in Ingham County for overtime spent working on this Traffic Enforcement grant.

The Ingham County Sheriff's Office overtime budget will be increased up to \$54,000.00 for the FY 2011/12 fiscal year.

2. *55th District Court - Resolution Authorizing the Ingham County 55th District Court to Accept Two Grant Awards from the Michigan Supreme Court's: State Court Administrative Office-Michigan Drug Court Grant Program (SCAO-MDCGP) and the Office of Highway Safety (SCAO-OHSP)*

This resolution authorizes the 55th District Court Sobriety Court to accept \$44,500 in grant funding from the Michigan Drug Court Grant Program (MDCGP) and \$20,000 from the Office of Highway Safety Planning (OHSP), administered by the State Court Administrative Office (SCAO). The resolution also authorizes \$142,141 Ingham County In-Kind funding, resulting in a total Sobriety Court budget of \$206,641. This is a grant the Court has received for several years, although it was decreased this year and the Court is attempting to identify new grant sources to make up the shortfall. (See attached memo.)

3. *Human Services Committee - Resolution to Authorize a Cooperative Cash Match Agreement with the Michigan Department of Licensing and Regulatory Affairs - Michigan Rehabilitation Services*

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with the Michigan Department of Licensing and Regulatory Affairs – 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. and no county funds will be used. See the attached memorandum for more details.

4a. *Health Department - Resolution to Authorize an Amendment to the Administrative Services Agreement with Blue Cross Blue Shield for Services at the Ingham County Jail*

This resolution amends the Administrative Services Agreement with BCBS of Michigan for Services to the Jail Inmates. The scope of service will be clarified by providing for monthly and quarterly reports on billings that were not received in the past, and claims funding transfers through the Parent Agreement, the Monthly Wire Agreement, the Schedule A and the Non-disclosure Statement. The administrative service fee will remain at 11%. The 2011-2012 claims funding amount is established at \$660,000, based on ICHD's claims experience.

4b. *Health Department - Resolution Authorizing Extension of Training Agreement with Michigan State University Extension Services*

The attached resolution authorizes a third amendment to the 2007 Training Agreement for MSU Extension to provide a third Facilitator Training. The Amendment will authorize new social justice facilitator training activities in the amount of up to \$9,000, which will be supported by the W.K. Kellogg grant, which will expire on December 31, 2011.

4c. *Health Department - Resolution to Amend the Agreement with Capital Area Community Services to Serve Early Head Start Children Through the Family Outreach Services Program*

This resolution authorizes an agreement with Capital Area Community Services (CACS) to expand home visiting outreach services to the Early Head Start population through the Health Department's Family Outreach Services Program. CACS is proposing to expand its agreement with Ingham County with funds from the American Recovery and Reinvestment Act (ARRA) of 2009, utilizing \$20,089 to support an existing position at the Health Department. The term of this proposed agreement is October 1, 2011 to March 31, 2012. The agreement requires the Department to provide in-kind support valued at \$5,023 (October 1, 2011 thru March 31, 2012) in the form of supervisor salary and benefits, indirect costs, and facilities.

4d. *Health Department - Resolution to Authorize Contracts with Four Local Health Departments to Carry Out Social Justice Dialogue Projects*

This resolution authorizes contracts in the amount of \$40,000 each to: Genesee County Health Department, Kent County Health Department, and Washtenaw County Public Health, and a contract in the amount of \$41,200 to the Berrien County Health Department utilizing a W.K. Kellogg Foundation grant to fund social justice dialogue processes in other health departments in Michigan.

4e. *Health Department - Resolution to Authorize Acceptance of Funds Related to the Development of a Patient Centered Medical Home and to Authorize a New Position*

This resolution authorizes the acceptance of \$35,000 from Health Resources and Services Administration (HRSA) and \$65,000 per year over three years from The Centers for Medicare and Medicaid Services (CMS), to assist the ICHD CHCN to achieve Patient Centered Medical Home (PCMH) recognition. The resolution also creates a Billing and Customer Service Coordinator position (ICEA Pro 8 - \$94,254.00).

5a. Parks Department - Resolution Authorizing the Amendment of the Low Income Park Vehicle Fee Policy and the "Free Monday" Policy for Vehicle Entrance Fees

The resolution establishes new guidelines for the vehicle free entrance fee waiver and hardship passes for low income residents. The resolution also replaces "Monday Free Day" with "Wednesday Free Day" each week with regard to vehicle entry fees at Burchfield Park, Lake Lansing Park-South, Hawk Island, and Lake Lansing Park-North. Also, the resolution stipulates that the vehicle free entrance fees and hardship passes shall be made available only to Ingham County residents and will take effect on January 1, 2012.

5b. Parks Department - Resolution Approving a Special Deer Hunt at Lake Lansing Park-North

The resolution authorizes a special white tail deer hunt at Lake Lansing Park-North in January or February of 2012 and directs the Parks Department to apply to the Michigan Department of Natural Resources for the necessary permit

6a. Controller/Administrator - Resolution Authorizing 2012 Agreements for Community Agencies

This resolution approves community agency funding for FY 2012. Each application was evaluated based on the "meeting basic needs" criteria as approved in Board of Commissioners resolution #11-199.

For 2012, twenty nine agencies applied for funding, and those agencies requested a total of \$192,720. The 2012 budget allocates \$185,720 for community agencies. This resolution includes funding for 20 of the 29 applicant agencies, totaling \$145,320. The nine agencies that have a \$0 recommendation for 2012 submitted applications that did not satisfy the "meeting basic needs" criteria. As we did last year, we would support returning any unallocated funds to the Contingency Fund.

6b. Controller/Administrator - Resolution Approving Various Contracts for the 2012 Budget Year

The resolution approves a list of contracts that are included in the 2012 budget. In compliance with Board established policy, only contracts with cost increases of 1% or less are included on the list. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board for approval.

M E M O R A N D U M

TO: Law Enforcement Committee
Finance Committee

FROM: Major Joel Maatman

DATE: November 1, 2011

RE: Traffic Enforcement and Compliance Grant

This resolution requests permission to participate with the Meridian Township Police Department for the Traffic Enforcement and Compliance Grant, for the amount up to \$54,000.00 for the time period October 1, 2011 through September 30, 2012.

Meridian Township Police Department will reimburse Ingham County Sheriff's Deputies overtime spent working on this grant.

The financial implications for participating in this grant for the county will be to increase Ingham County Sheriff's Office overtime budget up to \$54,000.00 for reimbursement of overtime wages for participating with Meridian Township Police Department in this grant.

This is an annual grant Ingham County Sheriff's Office participates with Meridian Township Police Department and other area police agencies in Ingham County.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING PARTICIPATION WITH THE
MERIDIAN TOWNSHIP POLICE DEPARTMENT HIGHWAY SAFETY GRANT**

WHEREAS, the Meridian Township Police Department entered into a Traffic Enforcement Grant Agreement with the Michigan Department of State Police's Office of Highway Safety Planning; and

WHEREAS, the purpose is to provide enforcement action to decrease the number of drunk driving violations and seatbelt violations by conducting random patrols, specifically for enforcement against those violations within Ingham County; and

WHEREAS, the Ingham County Sheriff's Office wishes to participate with the Meridian Township Police Department in the operation of the Traffic Enforcement Grant acquired by the Meridian Township Police Department; and

WHEREAS, Meridian Township Police Department shall reimburse Ingham County from the grant funds for the Sheriff Deputy's overtime wages and personnel costs not to exceed \$54,000.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to participate with the Meridian Township Police Department in the Traffic Enforcement grant for an amount up to \$54,000.00 for the time period of October 1, 2011 through September 30, 2012.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Ingham County Sheriff's Office 2012 budget in accordance with this resolution.

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

Agenda Item 2

To: Ingham County Judiciary and Finance Committees
From: Da'Neese Wells
Date: 11/4/11
Subject: Sobriety Court Resolution for Fiscal Year 2012

Attached, please find a resolution requesting authorization for the 55th District Court Sobriety Court to accept \$44,500 in grant funding from the Michigan Drug Court Grant Program (MDCGP) and \$20,000 from the Office of Highway Safety Planning (OHSP), administered by the State Court Administrative Office (SCAO). The resolution also authorizes \$142,141 Ingham County In-Kind funding, resulting in a total Sobriety Court budget of \$206,641.

The 55th District Court has received grant funding from these programs for several years and seeks to continue. The program serves an average of 100 participants at any time, graduates an average of 30 participants annually and is staffed by four employees (one full-time, three part-time).

Thank you for your consideration.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT TWO GRANT AWARDS FROM THE MICHIGAN SUPREME COURT'S: STATE COURT ADMINISTRATIVE OFFICE-MICHIGAN DRUG COURT GRANT PROGRAM (SCAO-MDCGP) AND THE OFFICE OF HIGHWAY SAFETY (SCAO-OHSP)

WHEREAS, the 55th District Court Sobriety Court Program ("Sobriety Court") has since 2004 provided quality services to the citizens of Ingham County; and

WHEREAS, capacity of the program has grown past its original stated capacity of 70 offenders; and

WHEREAS, the increased caseloads seriously threaten the level and quality of services; and

WHEREAS, sources of sobriety court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to, the SCAO-Michigan Drug Court Grant Program and the SCAO-Office of Highway Safety Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of two State Court Administrators Office grants including the SCAO-MDCGP grant in the amount of \$44,500 and the SCAO-OHSP grant in the amount of \$20,000, to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2011 through September 30, 2012.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget of \$206,641 to include SCAO-OHSP grant funds in the amount of \$20,000, SCAO-MDCGP grant funds in the amount of \$44,500 and Ingham County in-kind matching funds of \$142,141, with no local hard cash matching funds required to continue the Sobriety Court Program.

BE IT FURTHER RESOLVED, grant funded Sobriety Court program direct service subcontracts with the following vendors is approved in the following amounts:

ADAM: not to exceed \$12,225

Dr. Douglas J. Ruben, Psychologist: not to exceed \$2,500

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2011 and 2012 55th District Court Budget and Position Allocation List.

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

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Jared Cypher, Assistant Deputy Controller

RE: Cash Match Agreement with Michigan Department of Licensing and Regulatory Affairs – Michigan Rehabilitation Services

DATE: November 3, 2011

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with the Michigan Department of Licensing and Regulatory Affairs – 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.

This agreement is similar to another agreement the Board of Commissioners approved in 2008, whereby Ingham County replaced the Ingham County Department of Human Services in this role, because the prior arrangement came under scrutiny because match dollars may not be federal, and the agreement between two state agencies raised that concern.

The agreement will not exceed \$333,333 (\$90,000 local match). The agreements with Michigan Department of Licensing and Regulatory Affairs – Michigan Rehabilitation Services and United Way, Peckham, Inc., and Capital Area Center for Independent Living will be for the time period of October 1, 2011 through September 30, 2012.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A COOPERATIVE CASH MATCH AGREEMENT WITH THE
MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS - MICHIGAN
REHABILITATION SERVICES**

WHEREAS, Michigan Rehabilitation Services (MRS) engages in cash match agreements which require contributions from partner organizations; and

WHEREAS, prior to 2008 the Ingham County Department of Human Services (DHS) had a long-standing agreement with MRS to act as a pass through entity for match funding provided by local agencies; and

WHEREAS, the agreement between DHS and MRS came under scrutiny because match dollars may not be federal, and this agreement between two state agencies raises that concern; and

WHEREAS, MRS finds it preferable to establish this agreement with a local government agency to avoid the appearance and confusion of inter-departmental agreements at the state; and

WHEREAS, Ingham County was identified as an appropriate pass through entity to help maintain this agreement, and the agreement was authorized through Resolution 08-265; and

WHEREAS, MRS wishes to enter into another, similar cash match agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a cash match agreement not to exceed \$333,333 (\$90,000 local match) with Michigan Department of Licensing and Regulatory Affairs – 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.

BE IT FURTHER RESOLVED, that this agreement is contingent upon Ingham County's local match portion (\$90,000) being provided by Peckham, Inc., and no county funds will be used for this purpose.

BE IT FURTHER RESOLVED, the term of this agreement shall be October 1, 2011 through September 30, 2012.

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

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

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Renee B. Canady, PhD., Health Officer

Date: November 10, 2011

Subject: Resolution to Amend the Administrative Services Agreement with BCBS of Michigan for Services to the Jail Inmates

Ingham County entered into an Administrative Services Agreement with Blue Cross Blue Shield of Michigan, effective December 1, 1996, to pay health care providers for health care services to Ingham County Jail inmates. This agreement was amended per Resolution #10-056, which executed the Schedule A Attachments.

This year, Blue Cross and Blue Shield of Michigan and the Ingham County Health Department (ICHHD) have agreed to amend the Parent Agreement and clarify the scope of service and claims funding transfers through the Parent Agreement, the Monthly Wire Agreement, the Schedule A and the Non-disclosure Statement. The administrative service fee will remain at 11%. The 2011-2012 claims funding amount is established at 660,000, based on ICHHD's claims experience.

The Health Officer recommends that the Board of Commissioners authorize the proposed Parent Agreement, Monthly Wire Agreement, Schedule A and Non-disclosure Statement with BCBSM to continue processing jail medical claims.

Attachment

c: Debra A. Brinson, w/ attachment
Barb Mastin, w/attachment
John Jacobs, w/attachment
Jayson Welter, w/attachment
Carolyn Redman, w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE
ADMINISTRATIVE SERVICES AGREEMENT WITH BLUE CROSS BLUE SHIELD
FOR SERVICES AT THE INGHAM COUNTY JAIL**

WHEREAS, Ingham County has an Administrative Services Agreement with Blue Cross Blue Shield of Michigan to support medical services for Jail inmates, dating from December 1, 1996; and

WHEREAS, Blue Cross and Blue Shield of Michigan and the Ingham County Health Department (ICHHD) have agreed to amend the Administrative Services Agreement by amending the Parent Agreement to provide for monthly and quarterly reports on billings that were not received in the past, providing clarity to the scope of service, and claims funding transfers through the Parent Agreement, the Monthly Wire Agreement, the Schedule A and the Non-disclosure Statement; and

WHEREAS, the administrative service fee will remain at 11%; and

WHEREAS, the 2011-2012 claims funding amount is established at \$660,000, based on ICHD's claims experience; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize these agreements as amendments to the BCBSM Administrative Services Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Administrative Services Agreement for services provided to Ingham County Jail inmates by adopting the amended Parent Agreement, Monthly Wire Agreement, Schedule A and Non-disclosure Statement.

BE IT FURTHER RESOLVED, that the Parent Agreement, Monthly Wire Agreement, Schedule A and Non-disclosure Statement shall be effective upon execution and shall continue in effect until amended or terminated by the two parties.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée Canady, Ph.D., Health Officer

DATE: November 3, 2011

RE: Recommendation to Authorize a Training Agreement Amendment with MSU Extension

An objective of the ICHD Social Justice Project is to expand our community's capacity to facilitate dialogue on issues of health equity and social justice. In 2007, following a competitive bidding process, ICHD contracted with MSU Extension Services to provide the first Social Justice Facilitator Training with funds from two grants from the W.K. Kellogg Foundation. MSU Extension provided a second Facilitator Training in 2010 through an amendment to the original Training Agreement, again with funds from the W.K. Kellogg Foundation.

The attached resolution authorizes a third amendment to the 2007 Training Agreement for MSU Extension to provide a third Facilitator Training. The Amendment will authorize new training activities in the amount of up to \$9,000, which will be supported by the W.K. Kellogg grant, which will expire on December 31, 2011.

I recommend that the Board of Commissioners authorize a third amendment to the Training Agreement.

c: John Jacobs w/attachment
Doak Bloss w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING EXTENSION OF TRAINING AGREEMENT WITH
MICHIGAN STATE UNIVERSITY EXTENSION SERVICES**

WHEREAS, the Health Department has identified health equity as one of its core values; and

WHEREAS, in 2004 and 2006, the Health Department received grant support from the W. K. Kellogg Foundation (Resolutions #04-074 and #06-015) to launch a social justice initiative to advance health equity; and

WHEREAS, in 2007, following a competitive bidding process, the Health Department entered into a Training Agreement with MSU Extension to develop and deliver a Social Justice Train-the-Facilitator program to develop the Health Department's capacity to facilitate dialogues and workshops focusing on health equity and social justice; and

WHEREAS, staff from MSU Extension successfully completed the services described in the Training Agreement in 2008, and a subsequent Facilitator Training as described in a 2010 Amendment to the Training Agreement in Resolution #10-137; and

WHEREAS, there is a growing demand for trained facilitators to continue to provide these workshops and dialogues both internally within the Health Department and in the community; and

WHEREAS, the Project Manager for the W.K. Kellogg Foundation Grant has approved the use of current grant funds to further expand and improve the capacity of the Health Department's Social Justice Facilitator Team to facilitate health equity dialogues and workshops; and

WHEREAS, the new Facilitator Training will be fully funded through the existing W.K. Kellogg Foundation Grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Health Department's Training Agreement with MSU Extension to provide a third Social Justice Facilitator Training to Health Department staff and community members, the total amount authorized by the amendment being up to \$9,000.

BE IT FURTHER RESOLVED, that the amendment will authorize the completion of new training activities by December 31, 2011.

BE IT FURTHER RESOLVED, the grant period authorized in Resolutions #04-074 and #06-015 is hereby extended through December 31, 2011.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's Budget in order to implement this resolution.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renee Branch Canady, Ph.D., Health Officer

DATE: November 7, 2011

RE: Resolution to Amend the Agreement with Capital Area Community Services to Provide Additional Early Head Start Home Visits

This is a recommendation to authorize an amendment to our agreement with Capital Area Community Services (CACS) to expand home visiting outreach services to the Early Head Start population through the Health Department's Family Outreach Services Program.

CACS has developed programming for low-income, at-risk children through Federal grants and has contracted with the Family Outreach Services Program to deliver home-based services to these children and their families since the program's inception. Our 2011-12 agreement with CACS was authorized in resolution #11-281.

CACS is proposing to expand its agreement with Ingham County with \$20,089 in funds from the American Recovery and Reinvestment Act (ARRA) of 2009. These funds will be used to support an existing position at the Health Department. The additional services will be delivered between October 1, 2011 and March 31, 2012. We have been told that these funds are likely to be followed by additional funding for the period April 1, 2012 to September 30, 2012.

The amendment requires the Department to provide in-kind support valued at \$5,023 in the form of a portion of a supervisor's salary and benefits, indirect costs, and facilities. This requirement is identical to previous contracts. Experience has demonstrated our ability to support the in-kind requirements outlined in the agreement.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the amendment.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND AN AGREEMENT WITH CAPITAL AREA COMMUNITY SERVICES
TO SERVE EARLY HEAD START CHILDREN THROUGH THE FAMILY OUTREACH
SERVICES PROGRAM**

WHEREAS, Ingham County Health Department provides services to high risk families; and

WHEREAS, Capital Area Community Services (CACS) manages the Early Head Start Program to provide education and support to high risk families with children from birth through the child's third year of life; and

WHEREAS, since 2002, CACS has contracted with Ingham County to incorporate an Early Head Start home visiting outreach component to the programming provided by Family Outreach Services (FOS); and

WHEREAS, the current agreement with CACS was authorized in Resolution #11-281; and

WHEREAS, CACS has proposed to utilize American Recovery and Reinvestment Act funds to provide additional Early Head Start services through FOS during the period of October 1, 2011 to March 31, 2012; and

WHEREAS, these funds will be used to support an existing position; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the expansion of the agreement with Capital Area Community Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with Capital Area Community Services authorized in Resolution #11-281 to provide additional home visiting outreach services to support the Early Head Start Program.

BE IT FURTHER RESOLVED, that CACS will provide Ingham County with up to \$20,089 to support home visiting outreach services between October 1, 2011 and March 31, 2012.

BE IT FURTHER RESOLVED, that the Health Department is required by the amendment to provide, as a non-federal share, an in-kind match in an amount of at least \$5,023 which shall constitute staff wages and benefits, indirect, facilities, advisory committee participation and parent participation.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the amendment after review by the County Attorney

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renee B. Canady, Ph.D., Health Officer

DATE: November 3, 2011

RE: Recommendation to Authorize Agreements with Berrien County Health Department, Genesee County Health Department, Kent County Health Department, and Washtenaw County Public Health

The Ingham County Health Department Social Justice Project has developed significant expertise in health equity and social justice. This expertise has received broad recognition at the state and national level. In 2009, the W.K. Kellogg Foundation awarded a grant to the Health Department to fund social justice dialogue processes in other health departments in Michigan. In August 2011, the County issued a Request for Proposals for grants in the amount of \$40,000 each (plus an additional amount to cover travel and lodging costs for departments located more than 60 miles from Lansing). Health Department staff have reviewed and scored the six proposals received, and recommended awarding the funds to health departments in Berrien, Genesee, Kent, and Washtenaw Counties.

The attached resolution authorizes contracts in the amount of \$40,000 each to: Genesee County Health Department, Kent County Health Department, and Washtenaw County Public Health, and a contract in the amount of \$41,200 to the Berrien County Health Department.

The additional \$1,200 awarded to Berrien County is covered by the W.K. Kellogg grant, and will be used to allow staff to attend a four-day workshop and four grant meetings in Lansing.

I recommend that the Board of Commissioners adopt the attached resolution to authorize these contracts.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS WITH
FOUR LOCAL HEALTH DEPARTMENTS TO CARRY OUT
SOCIAL JUSTICE DIALOGUE PROJECTS**

WHEREAS, health equity – which is the elimination of the root causes of health disparity is one of the core values for the Ingham County Health Department; and

WHEREAS, in 2004 and 2006 the Health Department received grant support from the W. K. Kellogg Foundation (Resolutions #04-074 and #06-015) to launch a social justice network to advance health equity; and

WHEREAS, the Health Department has been awarded additional funding by the W. K. Kellogg Foundation (Resolution #09-198) to expand the social justice network to other local health departments in Michigan and allow four additional health departments to explore the use of dialogue as a vehicle for transforming public health practice within a health equity framework; and

WHEREAS, in August 2011, the Ingham County issued a Request for Proposals to Michigan local health departments; and

WHEREAS, proposals received from local health departments were reviewed and scored by Health Department staff, who in turn recommended the awarding of contracts in the amount of \$40,000 each to Genesee County Health Department, Kent County Health Department, and Washtenaw County Public Health, and a contract in the amount of \$41,200 to Berrien County Health Department.

THEREFORE BE IT RESOLVED, that subcontracts utilizing grand funding from the W. K. Kellogg Foundation in the amount of \$40,000 each, are authorized with Genesee County Health Department, Kent County Health Department, Washtenaw County Public Health, and a subcontract in the amount of \$41,200 is authorized with Berrien County Health Department to carry out social justice dialogue processes.

BE IT FURTHER RESOLVED, that these dialogues shall take place between November 1, 2011, and December 31, 2012.

BE IT FURTHER RESOLVED, the grant period authorized in Resolution #09-198 is hereby extended through December 31, 2012.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign these contracts after review by the County Attorney.

MEMORANDUM

To: Human Services Committee
Finance Committee
County Services Committee

From: Renee B. Canady, PhD., Health Officer

Date: November 1, 2011

Subject: Resolution to authorize acceptance of funds related to the development of a Patient Centered Medical Home and to authorize a new position

The Patient Centered Medical Home (PCMH) certification provides for a standardized reimbursement structure, which takes into account administrative and operational structures in conjunction with outcomes. Qualification as a PCMH is extensive with different levels of certification and can take years to achieve the highest level of certification. As a health center achieves higher levels of certification, reimbursement also increases. As a Federally Qualified Health Center (FQHC), the ICHD CHCN is strongly encouraged by the Health Resources and Services Administration (HRSA) to achieve PCMH recognition. HRSA recently issued an opportunity for supplemental funding for current Section 330 grantees to improve the quality of care, access to services, and reimbursement opportunities for health centers by supporting the costs associated with enhancing quality improvement (QI) systems and becoming PCMHs. The ICHD CHCN responded to this opportunity and was awarded one time funding of \$35,000 effective November 1, 2011.

The Centers for Medicare and Medicaid Services (CMS) feel the PCMH certification is so vital that it joined with HRSA to conduct a three year Demonstration project to evaluate the effect of the advanced primary care practice model, commonly referred to as PCMH, in improving care, promoting health, and reducing the cost of care provided to Medicare beneficiaries served by FQHCs. The ICHD CHCN applied to participate in this Demonstration. The Demonstration will provide an estimated \$65,000 for three years to help the ICHD CHCN achieve PCMH recognition.

In order to successfully achieve the outcomes of these two projects, the ICHD CHCN requests that the Board of Commissioners authorize the creation of one full time Billing and Customer Service Coordinator position at (ICEA Pro 8) – 1.0 FTE - \$94,254.00.

The ICHD CHCN Board of Directors, as the Board of Commissioners co-applicant Board, has approved the acceptance of the funds for the above listed projects and the creation of a Billing and Customer Service Coordinator position.

I recommend that the Board of Commissioners authorize the acceptance of \$35,000 from HRSA and authorize the participation of ICHD CHCN in the CMS Demonstration. I also recommend the creation of a Billing and Customer Service Coordinator position at (ICEA Pro 8) – 1.0 FTE - \$94,254.00. Due to the time sensitive nature of these funds, I recommend that the hiring freeze and hiring delay are waived for this position.

cc: Debra Brinson, M.P.A., Deputy Health Officer, w/attachment
John Jacobs, C.P.A., Chief Financial Officer, w/attachment
Lynn Kiter, Billing and Collections Manager, w/attachment
Barbara Mastin, M.A., Chief Operating Officer, w/attachment
Carolyn Redman, Project Specialist, w/ attachment
Jayson Welter, J.D., Director of Policy, Programs and Compliance, w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ACCEPTANCE OF FUNDS RELATED TO THE DEVELOPMENT OF A PATIENT CENTERED MEDICAL HOME AND TO AUTHORIZE A NEW POSITION

WHEREAS, the Patient Centered Medical Home (PCMH) certification provides for a standardized reimbursement structure, which takes into account administrative and operational structures in conjunction with outcomes; and

WHEREAS, qualification as a PCMH is extensive with different levels of certification, which can take years to achieve the highest level of certification; and

WHEREAS, as a health center achieves higher levels of certification, reimbursement increases; and

WHEREAS, as a Federally Qualified Health Center (FQHC), the ICHD CHCN is strongly encouraged by the Health Resources and Services Administration (HRSA) to achieve PCMH recognition; and

WHEREAS, HRSA recently issued an opportunity for supplemental funding for current Section 330 grantees to improve the quality of care, access to services, and reimbursement opportunities for health centers by supporting the costs associated with enhancing quality improvement (QI) systems and becoming PCMHs; and

WHEREAS, the ICHD CHCN responded to this opportunity and was awarded one time funding of \$35,000 effective November 1, 2011; and

WHEREAS, the Centers for Medicare and Medicaid Services (CMS) feel the PCMH certification is so important that it joined with HRSA to conduct a three year Demonstration project to evaluate the effect of the advanced primary care practice model, commonly referred to as PCMH, in improving care, promoting health, and reducing the cost of care provided to Medicare beneficiaries served by FQHCs; and

WHEREAS, the ICHD CHCN applied to participate in this Demonstration; and

WHEREAS, ICHD CHCN was chosen to participate; and

WHEREAS, the Demonstration will provide an estimated \$65,000 for three years to help the ICHD CHCN achieve PCMH recognition; and

WHEREAS, in order to successfully achieve the outcomes of these two projects, the ICHD CHCN requests that the Board of Commissioners authorize the creation of one full time Billing and Customer Service Coordinator position at ICEA Pro 8 – 1.0 FTE; and

WHEREAS, the ICHD CHCN Board of Directors, as the Board of Commissioners co-applicant Board, has approved the acceptance of the funds for the above listed projects and the creation of the Billing and Customer Service Coordinator position; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of \$35,000 from HRSA and authorize the participation of ICHD CHCN in the CMS Demonstration, which will provide approximately \$65,000 over three years; and

WHEREAS, the Health Officer recommends the creation of the Billing and Customer Service Coordinator position at ICEA Pro 8 – 1.0 FTE.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts up to \$35,000 in supplemental funding from the Health Resources and Services Administration to improve the quality of care, access to services, and reimbursement opportunities by supporting the costs associated with enhancing quality improvement (QI) systems and becoming a PCMH.

BE IT FURTHER RESOLVED, that the Board of Commissioners accepts up to \$65,000 for three years to help the ICHD CHCN achieve PCMH recognition.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the creation of a Billing and Customer Service Coordinator position at ICEA Pro 8 – 1.0 FTE.

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay are hereby waived for this position.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson and the County Clerk are authorized to sign these contracts after review by the County Attorney.

INGHAM COUNTY JOB DESCRIPTION

Billing and Customer Service Coordinator, Health Dept

General Summary: Under the direction of the Billing and Collections Manager, responsible for coordinating the enrollment and credentialing activities for the community health center network. Provides support for administrative functions within front office operations of the community health center network, including customer support. Responsible for enrolling health care professionals with various insurance plans, maintaining credentialing and enrollment status for all providers and will work with internal and external vendors to secure and maintain group insurance participation contracts. Assist with completing cost related reports and UDS. Perform site enrollment with Medicaid, Medicare and commercial carriers. Supervises Billing & Reporting and Patient Management staff and serves as primary contact in the absence of the Billing and Reporting Manager.

Essential Functions

1. Initiates and maintains group practice contracts with various insurance companies, negotiating favorable terms and compensation. Maintains good relationships with carriers.
2. Enrolls and maintains health care professionals' participation with various insurance companies. Processes all provider additions, changes and terminations; ensuring complete information and accurate and timely updates of health care professional files. Inputs and maintains provider database to provide timely access to current network status and participation.
3. Maintains licensing keys and related data bases for health center staff, contractors and serves as liaison with licensing entities.
4. Responsible for the credentialing initially and annually of providers by assuring required documentation on practice and site visits are complete and accurate. Serves as primary contact for primary source credential verification. Interacts with state agencies and NCQA to stay current on licensing and full credentialing requirements, where applicable. Incorporates credential verification data into provider paperwork file and/or provider database; quality review for completion; submit applications for approval or further investigation when needed.
5. Responsible for working with contract providers to ensure all credentialing and enrollment requirements are met and documentation is secured and maintained.
6. Assists with developing and monitoring of billing and front office processes to determine improvement opportunities and encourages team based results. Including coordinating on-going trainings and development of training materials. Works with staff on ways to improve customer service.
7. Assists with special projects, such as enrollment and reporting of Patient Centered Medical Home and FQHC Advanced Primary Care Practice activities and EPM related activities.
8. Assists with completing reports for funding and cost settlement.
9. Initiates and maintains site enrollment with Medicaid, Medicare, and Commercial Carriers.
10. Supervises Billing & Reporting and Patient Management staff. Interviews, trains and disciplines staff as needed.
11. Conducts and develops administrative reviews and related processes.

Other Functions:

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

(The above statements are intended to describe the general nature and level of work being performed by the people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: A minimum of a Bachelor's Degree is required. Preference for Business Administration, Medical Office Management or a related field.

Experience: A minimum of two years experience in medical insurance billing including Medicaid, Medicare and commercial insurances is required.

Other Requirements: Experience with FFS, HMO, PPO, POS and capitation. Experience with patient financial service operations with a specific focus in outpatient managed care and commercial payers. Experience with CPT, CDT and ICD9 codes. Experience with provider credentialing and enrollment process.

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

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to maneuver uneven terrains and climb stairs to access work site locations.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Occasionally, travel to other sites is required and exposure to unusual elements such as smoke, unpleasant odors, loud noises and extreme temperatures rises.

INGHAM COUNTY PARKS DEPARTMENT

121 E. Maple Street, P.O. Box 178, Mason, MI 48854
(517) 676-2233; Fax (517) 244-7190

MEMO

DATE: November 2, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: **RESOLUTION AUTHORIZING THE AMENDMENT OF THE LOW INCOME PARK VEHICLE FEE POLICY AND THE “FREE MONDAY” RESOLUTIONS FOR VEHICLE ENTRANCE FEES**

This resolution authorizes the amendment of Resolution #02-285 to establish the following guidelines to continue to provide entrance into the parks for low income residents.

- A low income daily pass will be issued to a person who signs a form listing their name, address, and stating that paying the vehicle fee would be a hardship
- Park visitors requesting a Vehicle Entrance Fee Waiver would pay a \$1 administrative fee at the time the hardship form is submitted
- The park visitor requesting the Vehicle Entrance Fee Waiver would later provide to the Parks Office a copy of their, WIC, Medicaid, Bridge or SSI card, or a letter from SSI using directions provided at the time they submitted the hardship form
- Following receipt of the above documentation an annual pass will be mailed
- Daily passes will also continue to be made available free of charge through agencies recognized by the Ingham County Board of Commissioners and the Ingham County Parks Commission as serving low-income residents

Additionally, the resolution authorizes the amendment of Resolution #09-263 and replaces “Monday Free Day” with “Wednesday Free Day” each week with regard to vehicle entry fees at Burchfield Park, Lake Lansing Park-South, Hawk Island, and Lake Lansing Park-North. Finally, this resolution authorizes free vehicle entrance fees and hardship passes be made available only to Ingham County Residents and will take effect on January 1, 2012.

The Ingham County Board of Commissioners passed Resolution #02-285, Approving Implementation of a Low Income Park Vehicle Fee Policy. In 2002 the Parks Department issued 122 low income annual passes under the program and in 2010 issued 1,107 low income annual passes. Despite the \$2,400 cost of administering this program staff wishes to continue to make the parks available to all Ingham County residents regardless of income and have worked with members of the Parks & Recreation Commission to develop new low income park fee guidelines.

The Parks & Recreation Commission will continue offering numerous complimentary recreational opportunities, such as free shelters for non-profit youth organizations, a safe swimming environment, free days at the individual parks, scholarships to Nature Day Camp, and free concerts for the residents of Ingham County.

The Board of Commissioners passed Resolution #09-263 Restructuring the Revenue Collection of Parks Vehicle Entrance Fees and established seven day per week vehicle entrance fees and “Monday Free Days” at Lake Lansing Park South, Wm. Burchfield and Hawk Island Park. Staff has determined that as much as \$10,000 would be gained by changing the “Monday Free Days” to “Wednesday Free Days” with regard to the vehicle entrance fee due to increased park visitation on holidays throughout the year.

The Parks & Recreation Commission supported this amendment with the passage of a resolution at their October meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE AMENDMENT OF THE LOW INCOME PARK VEHICLE FEE POLICY AND THE “FREE MONDAY” RESOLUTIONS FOR VEHICLE ENTRANCE FEES

WHEREAS, the Ingham County Board of Commissioners passed Resolution #02-285 Approving Implementation of a Low Income Park Vehicle Fee Policy; and

WHEREAS, in 2002 the Parks Department issued 122 low income annual passes under the program and in 2010 issued 1,107 low income annual passes; and

WHEREAS, despite the \$2,400 cost of administering this program staff wishes to continue to make the parks available to all Ingham County residents regardless of income and have worked with members of the Parks & Recreation Commission to develop new low income park fee guidelines; and

WHEREAS, the Parks & Recreation Commission will continue offering numerous complimentary recreational opportunities, such as free shelters for non-profit youth organizations, a safe swimming environment, free days at the individual parks, scholarships to Nature Day Camp, and free concerts for the residents of Ingham County; and

WHEREAS, the Board of Commissioners passed Resolution #09-263 Restructuring the Revenue Collection of Parks Vehicle Entrance Fees and established seven day per week vehicle entrance fees and “Monday Free Days” at Lake Lansing Park South, Wm. Burchfield and Hawk Island Park; and

WHEREAS, staff has determined that as much as \$10,000 would be gained by changing the “Monday Free Days” to “Wednesday Free Days” with regard to the vehicle entrance fee due to increased park visitation on holidays throughout the year.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the amendment of Resolution #02-285 to establish the following guidelines to continue to provide entrance into the parks for low income residents.

- A low income daily pass will be issued to a person who signs a form listing their name, address, and stating that paying the vehicle fee would be a hardship
- Park visitors requesting a Vehicle Entrance Fee Waiver would pay a \$1 administrative fee at the time the hardship form is submitted
- The park visitor requesting the Vehicle Entrance Fee Waiver would later provide to the Parks Office a copy of their, WIC, Medicaid, Bridge or SSI card, or a letter from SSI using directions provided at the time they submitted the hardship form
- Following receipt of the above documentation an annual pass will be mailed
- Daily passes will also continue to be made available free of charge through agencies recognized by the Ingham County Board of Commissioners and the Ingham County Parks Commission as serving low-income residents

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the amendment of Resolution #09-263 and replaces "Monday Free Day" with "Wednesday Free Day" each week with regard to vehicle entry fees at Burchfield Park, Lake Lansing Park-South, Hawk Island, and Lake Lansing Park-North.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes free vehicle entrance fees and hardship passes be made available only to Ingham County Residents.

BE IT FURTHER RESOLVED, this resolution will take effect on January 1, 2012.

INGHAM COUNTY PARKS DEPARTMENT

121 E. Maple Street, P.O. Box 178, Mason, MI 48854
(517) 676-2233; Fax (517) 244-7190

MEMO

DATE: November 1st, 2011

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

RE: RESOLUTION APPROVING A SPECIAL DEER HUNT AT
LAKE LANSING PARK-NORTH

This resolution approves a special white tail deer hunt at Lake Lansing Park-North in January or February of 2012 and directs staff to apply for the necessary permit. Additionally, the resolution states deer hunts will go forward only after a public hearing is held and the passage of a resolution by the Parks & Recreation Commission giving final authorization.

The Michigan Department of Natural Resources suggests that minimizing impacts to natural communities and associated wildlife may require managing herds at <20 deer per square miles and Ingham County Parks Staff estimates deer numbers in Lake Lansing Park-North to be approximately 50 deer per square mile. The Michigan Department of Natural Resources further states that an abundant deer population may lead to deer in poor physical condition which may increase their susceptibility to disease and overbrowsing of plant life can lead to the deer population being susceptible to disease and starvation.

Deer/car accidents have increased over the last five years especially on roads adjacent to Lake Lansing Park North. Out of 6,736 deer/car accidents in Ingham County in the past five years 745 (11%) took place in Meridian Township alone. Ingham County Parks has been contacted by over 45 Lake Lansing area residents regarding continued deer damage to their own personal property.

Local Michigan Department of Natural Resources biologists have stated that damage to vegetation, incidents of deer/vehicle accidents, and simple observations provide direct evidence and measures of the impacts of deer populations intended to be managed and suggest Park Staff monitor/survey the vegetation and car/vehicle accident rates.

Ingham County Parks staff will work with Michigan Department of Natural Resources staff to develop a working deer management plan for the future which will include items such as education, fencing, and recommended landscape plantings. In addition, Ingham County Parks staff will work in cooperation with the local Michigan Department of Natural Resources biologist to evaluate the success/failure of the Ingham County Parks deer management program in order to determine whether future hunts in 2013 and 2014 would be necessary.

The Ingham County Parks & Recreation Commission will continue to work in cooperation with Meridian Township on solutions to deer overpopulation. All deer harvested will be donated to Sportsmen Against Hunger for processing and given to local charities designated by the Parks & Recreation Commission.

The Parks & Recreation Commission supported the concept of a deer hunt at Lake Lansing Park-North with the passage of a resolution at their October meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A SPECIAL
DEER HUNT AT LAKE LANSING PARK-NORTH**

WHEREAS, Michigan Department of Natural Resources suggest that minimizing impacts to natural communities and associated wildlife may require managing herds at <20 deer per square miles and Ingham County Parks Staff estimates deer numbers in Lake Lansing Park-North to be approximately 50 deer per square mile; and

WHEREAS, the Michigan Department of Natural Resources states that an abundant deer population may lead to deer in poor physical condition which may increase their susceptibility to disease; and

WHEREAS, the Michigan Department of Natural Resources states overbrowsing of plant life can lead to the deer population being susceptible to disease and starvation; and

WHEREAS, deer/car accidents have increased over the last five years especially on roads adjacent to Lake Lansing Park North; and

WHEREAS, out of 6,736 deer/car accidents in Ingham County in the past five years 745 (11%) took place in Meridian Township alone; and

WHEREAS, Ingham County Parks has been contacted by over 45 Lake Lansing area residents regarding continued deer damage to their own personal property; and

WHEREAS, all deer harvested will be donated to Sportsmen Against Hunger for processing and given to local charities designated by the Parks & Recreation Commission; and

WHEREAS, local Michigan Department of Natural Resources biologists have stated that damage to vegetation, incidents of deer/vehicle accidents, and simple observations provide direct evidence and measures of the impacts of deer populations intended to be managed and suggest Park Staff monitor/survey the vegetation and car/vehicle accident rates.

THEREFORE BE IT RESOLVED, the Board of Commissioners approves a special white tail deer hunt at Lake Lansing Park-North in January or February of 2012 and directs staff to apply for the necessary permit.

BE IT FURTHER RESOLVED, deer hunts will go forward only after a public hearing is held and the passage of a resolution by the Parks & Recreation Commission giving final authorization.

BE IT FURTHER RESOLVED, the Board of Commissioners directs Ingham County Parks staff to work with Michigan Department of Natural Resources staff to develop a working deer management plan for the future which will include items such as education, fencing, and recommended landscape plantings.

BE IT FURTHER RESOLVED, the Board of Commissioners directs Ingham County Parks staff to work in cooperation with the local Michigan Department of Natural Resources biologist to evaluate the success/failure of the Ingham County Parks deer management program in order to determine whether future hunts in 2013 and 2014 would be necessary.

BE IT FURTHER RESOLVED, the Board of Commissioners directs the Ingham County Parks & Recreation Commission to continue to work in cooperation with Meridian Township on solutions to deer overpopulation.

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Jared Cypher, Assistant Deputy Controller

RE: Resolution Authorizing 2012 Agreements for Community Agencies

DATE: November 3, 2011

Attached is the resolution approving community agency funding for FY 2012. Each application was evaluated based on the “meeting basic needs” criteria as approved in Board of Commissioners resolution #11-199.

For 2012, twenty nine agencies applied for funding, and those agencies requested a total of \$192,720. The 2012 budget allocates \$185,720 for community agencies. This resolution includes funding for 20 of the 29 applicant agencies, totaling \$145,320. The nine agencies that have a \$0 recommendation for 2012 submitted applications that did not satisfy the “meeting basic needs” criteria. As we did last year, we would support returning any unallocated funds to the Contingency Fund.

Binders containing the applications of each agency have been previously distributed to you. Please bring those with you to the meeting, as they will provide helpful information for your discussions.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING 2012 AGREEMENTS FOR COMMUNITY AGENCIES

WHEREAS, the 2012 Ingham County Budget has been approved by the Board of Commissioners; and

WHEREAS, under the Community Agency Program a number of agencies have been allocated funds to provide important services that are consistent with the County's Strategic Planning objective to Ingham County residents; and

WHEREAS, the 2012 budget includes \$185,720 allocated for community agencies; and

WHEREAS, the Controller/Administrator has provided recommended funding levels for each agency that were determined using the criteria set forth in Resolution #11-199.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2012 through December 31, 2012, in the amount specified for each community agency listed on the attached, for the services to Ingham County residents previously approved by the Human Services and Finance Committees.

BE IT FURTHER RESOLVED, any funds included in the 2012 budget for community agencies that are not allocated through this resolution will be re-appropriated to the 2012 contingency fund, and the Controller/Administrator is authorized to make the necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary documents after review by the County Attorney.

ORGANIZATION	PROGRAM	2012 REQUEST	2011 AMT. RECEIVED	2012 CONTROLLER RECOMMENDATION	2012 HUMAN SERVICES COMMITTEE RECOMMENDATION	2012 FINANCE COMMITTEE RECOMMENDATION
Addiction Relief & Supported Recovery, Inc.	ARSR Support Services: Assist recovering homeless addicts and alcoholics by providing safe, sober housing and support services.	\$5,000.00	\$5,000.00	\$5,000.00		
Advent House Ministries (formerly New Way In, Inc.)	Weekend Day shelter Program: Food, shelter, educational and employment services to homeless people.	\$5,000.00	\$3,012.00	\$5,000.00		
Boys & Girls Club of Lansing	Food Program: To provide Food to Youth throughout the year. Also, Lansing School District's "summer Food Nutrition Program" to provide school lunches for 5 weeks in the summer. Emergency food packages to families on Fridays for weekend food.	\$5,200.00	\$3,948.00	\$5,200.00		
Capital Area Community Services, Inc.	Low Income Heating Assistance: Direct home heating assistance for low income individuals in rural Ingham County with an emphasis on seniors 60+ in age.	\$8,500.00	\$8,500.00	\$8,500.00		
Capital Area Literacy Coalition	Literacy Services for Adults and Children: Free, confidential literacy diagnosis, children's books, mentoring and one-on-one tutoring resulting in increased literacy skills.	\$3,500.00	\$2,250.00	\$0.00		
Cristo Rey Community Center	Roots & Wings Strengthening Families: Program Supplies for six sessions for 120 parents and youth, of structured intervention and educational program for families with DHS and/or CPS and adolescents in the juvenile justice system or at risk of behavioral problems including substance abuse.	\$1,800.00	\$1,000.00	\$0.00		
Cristo Rey Community Center	Prescription Assistance Program: Guide low income, uninsured individuals to access needed medications for chronic diseases free of charge from pharmaceutical companies' patient assistance programs, and vouchers for emergency medications.	\$4,000.00	\$4,000.00	\$4,000.00		
EVE, Inc.	Services for Victims of Domestic Violence and Their Children: Meeting basic needs of domestic violence victims including shelter, food, clothing, transportation, legal protections, crisis intervention, emotional support, access to safe housing resources, and utilities.	\$14,000.00	\$14,000.00	\$14,000.00		
Gateway Community Services	Crossroads Homeless Youth Shelter: Personnel costs associated with the Crossroads Shelter for homeless teenagers.	\$15,300.00	\$15,300.00	\$15,300.00		

Greater Lansing Food Bank - Garden Project	Gardening and Gleaning Program: 600 Low-income households in the Lansing area grow their own vegetables in home gardens and community plots, low-income residents receive fruits and vegetables through gleaning efforts.	\$6,500.00	\$6,500.00	\$6,500.00		
Habitat for Humanity of Greater Ingham County	Construction Truck: Purchase a reliable truck for construction.	\$7,500.00	\$10,000.00	\$0.00		
Haven House	Emergency Shelter for Homeless Families with Children: Temporary shelter for homeless families with children, providing a place to sleep, job and housing search assistance, food, goal setting, and referrals to community services.	\$8,000.00	\$8,000.00	\$8,000.00		
Lansing Area Aids Network	HIV/AIDS Care and Prevention Services: Funding to supplement current program funding levels and to continue the level of medical case management, client assistance, support services, early intervention services and prevention services that have been provided in the past.	\$5,000.00	\$5,000.00	\$5,000.00		
Lansing Area Parents' Respite Center, Inc.	Lifespan Respite Programs: Provide 421 hours of respite for caregivers to sustain the provision of respite services and enhance the quality of life for family members and care-givers of individuals affected by life altering conditions.	\$8,000.00	\$3,000.00	\$0.00		
Lansing Area Safety Council	Infant Car Seats for Low-income Expectant Mothers: Infant carseats for expectant mothers in Ingham County.	\$2,400.00	\$1,500.00	\$0.00		
Leslie Outreach, Inc.	Food Pantry: Provide services to low-income families including food assistance, medical referrals/assistance, blankets, clothing, housing referrals/assistance, transportation and other services.	\$1,000.00	\$1,000.00	\$1,000.00		
Listening Ear of East Lansing, Inc.	Ongoing Crisis Intervention: Ongoing crisis intervention counseling; short term, paraprofessional counseling and advocacy for survivors of sexual assault and their significant others.	\$7,000.00	\$3,175.00	\$0.00		
MSU Detroit College of Law Clinical Programs - Rental Housing Clinic	Affordable Housing Initiatives for Economically Disadvantaged People in Ingham County: legal services, insuring compliance with locals, monitoring new laws for housing, understand ing of law.	\$10,000.00	\$5,500.00	\$0.00		

Northwest Initiative / dba Northwest Lansing Healthy Communities	NWI ARRO Outreach Assistance Program: Continue to offer supportive wrap-around services to any ex-offender living in or returning to Ingham County from a correctional facility.	\$7,500.00	\$6,500.00	\$7,500.00		
Refugee Development Center	Bridges: Adult Vocational English as a Second Language program, Teen weekend programming, and Basic Needs Outreach and Referral.	\$8,000.00	\$7,914.00	\$8,000.00		
Retired Senior and Volunteer Program	Capital Area Interfaith Respite (CAIR): Serves families of the frail elderly and chronically ill seniors by providing free in-home respite and friendly visiting.	\$2,700.00	\$1,350.00	\$0.00		
Rural Family Services of Ingham County	2011 Rural Family Services Grant: Emergency food, personal needs, and emergency shelter and utility payments for low-income county residents.	\$12,000.00	\$12,000.00	\$12,000.00		
Southside Community Coalition	Providing Basic Needs to Low Income Families: Food, clothing, housing.	\$6,000.00	\$6,000.00	\$6,000.00		
Southside Community Kitchen	Feeding the Hungry: Provide nutritious lunches, free of charge, four days per week to anyone who is hungry.	\$3,500.00	\$3,000.00	\$3,500.00		
St. Vincent Catholic Charities	St. Vincent Catholic Charities: Mental health counseling to homeless people in the Permanent Supportive Housing Program.	\$5,000.00	\$5,000.00	\$5,000.00		
Stockbridge Community Outreach	Stockbridge Outreach: Ingham County Grant: Food, utility payments, assistance, prescriptions, and transportation.	\$3,000.00	\$2,000.00	\$3,000.00		
Westside Community YMCA	"Y" Achievers Program: Assisting youth in making a successful transition from high school to college.	\$4,500.00	\$1,000.00	\$0.00		
TOTAL:		\$192,720.00	\$168,269.00	\$145,320.00	\$0.00	\$0.00

DATE: November 3, 2011
TO: Finance and Liaison Committees
FROM: Mary A. Lannoye, Controller/Administrator
RE: Resolution Approving Various Contracts for the 2012 Budget Year

Commissioners:

This resolution will approve the attached list of contracts for the 2012 budget year. The list consists only of contracts that are included in the 2012 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

In the past, a limited amount of contract renewals have been included in the annual appropriations resolution. With the amendment of the county contract approval process authorized by Resolution 09-095, which reduced the maximum amount allowed for short form authorizations from \$25,000 to \$5,000, it was decided two years ago to expand this list and have the Board of Commissioners consider these contracts as a separate resolution. The liaison committees may decide that there are some contracts included on the list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on the policy on cost increases for service related contracts authorized by Board Resolution 10-357, expenditure contracts with a 2012 increase of 1% or less are the only ones included in this resolution.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2012 BUDGET YEAR

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners, and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts, and

WHEREAS, funding for these contracts has been included within the 2012 Adopted Budget, and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part for in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

COUNTY SERVICES COMMITTEE

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2011 COST	2012 PROJECTED	Proj. Increase over 2011	% Increase over 2011
1	Equalization	AVS	Appraisal Services	Jan-12	Dec-12	\$ 80,000	\$ 80,000	\$ -	0%
2	Fair	Moss Professional Cleaning	Cleaning Community Building & Offices	Jan-12	Dec-12	\$ 10,500	\$ 10,500	\$ -	0%
3	MIS-LOFT	ACS (Omni)	Jury Systems Maintenance	Sep-11	Aug-12	\$ 11,932	\$ 11,931	\$ (1)	0%
4	MIS-LOFT	LEIN: MI State Police	LEIN user Access Fee	Jan-12	Dec-12	\$ 17,450	\$ 17,450	\$ -	0%
5	MIS-LOFT	Webtechs	Annual Maintenance	Jan-12	Dec-12	\$ 12,000	\$ 12,000	\$ -	0%
6	Parks	Advance Dust Control	Parking Lot Dust Control - LL & BUR: Project #'s 51000 & 61000	Jan-12	Dec-12	\$ 7,564	\$ 5,000	\$ (2,564)	-51%
7	Zoo	Ayles	Tree Trimming: Project #34000	Jan-12	Dec-12	\$ 20,000	\$ 20,000	\$ -	0%
TOTALS:						\$ 159,446	\$ 156,881	\$ (2,565)	\$ (1)

Revenue Contracts

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2011 COST	2012 PROJECTED	2012 PROJECTED	2012 PROJECTED
1	Equalization	State of Michigan	Annual Grant for Remonumentation Program	Jan-12	Dec-12	\$85,000	\$85,000	\$0	0%
2	Human Resources	Tri-County Office on Aging	For HR consulting services Annual renewal since 2006	Jan-12	Dec-12	\$38,686	\$40,028	\$1,342	3%
TOTALS:						\$123,686	\$125,028	\$1,342	1%

HUMAN SERVICES COMMITTEE

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2011 COST	2012 PROJECTED	Proj. Increase over 2011	% Increase over 2011	Funding Source
1	Ingham County Health	Capital Area United Way	Annual Renewal of Contract for Central Michigan 2-1-1 Services	Jan-12	Dec-12	\$ 33,750	\$ 33,750	\$0	0%	General Fund
2	Department Health	Volunteers of America	Homeless Day Center	Oct-11	Sept-12	\$ 30,000	\$ 30,000	\$0	0%	General Fund
3	Department	Our Savior Lutheran Church	Food Pantry Operation - 1515 W. Holmes Rd	Oct-11	Sept-12	\$ 7,200	\$ 7,200	\$0	0%	General Fund
TOTALS:						\$ 70,950	\$ 70,950	\$0	0%	

Revenue Contracts

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2011 COST	2012 PROJECTED	Proj. Increase over 2011	% Increase over 2011
1	VA	Michigan Veterans Trust Fund	Services Provided for Ingham County Trust Fund	Oct-11	Sep-12	\$ 7,800	\$ 7,800	\$0	0%
2	VA	Clinton County	Services Provided to Clinton County	Jan-12	Dec-12	\$ 40,007	\$ 45,211	\$5,204	13%
TOTALS:						\$ 47,807	\$53,011	\$5,204	11%

LAW ENFORCEMENT COMMITTEE

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2011 COST	2012 PROJECT ED	Proj. Increase over 2011	% Increase over 2011	Funding Source
1	Animal Control	Spay/Neuter Services	Spay/Neuter Services	Mar-12	Feb-13	\$ 41,000	\$ 33,000	-\$8,000	-20%	General Fund
2	Comm. Corr	Westaff	CCAB Administration & Data	Jan-12	Dec-12	\$ 42,863	\$ 43,291	\$428	1%	\$24,698 GF/\$12,500 State of MI/ \$5,740 from City
3	Prosecuting Attorney	Westlaw	Law Books	Jan-12	Dec-12	\$ 25,500	\$ 25,500	\$0	0%	General Fund
4	Prosecuting Attorney	Lexis	Law Books	Jan-12	Dec-12	\$ 10,500	\$ 10,500	\$0	0%	General Fund
5	Prosecuting Attorney	PAAM	PAAM Interns (2)	Jan-12	Dec-12	\$ 10,800	\$ 10,800	\$0	0%	General Fund
6	Sheriff	Lansing-Mason Ambulance	Inmate Ambulance Service	Jan-12	Dec-12	\$ 22,500	\$ 22,500	\$0	0%	General Fund
7	Sheriff	I.D. Networks	Software in Jail - Main/LiveScan	Jun-12	Jun-13	\$ 7,000	\$ 7,000	\$0	0%	General Fund
8	Sheriff	Prisoner Transport Services	Inmate Extraditions	Jan-12	Dec-12	\$ 25,000	\$ 25,000	\$0	0%	General Fund

REVENUE CONTRACTS

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2011 COST	2012 PROJECT	Proj. Increase	% Increase over 2011
1	Prosecuting Attorney	State of Michigan	Cooperative Reimbursement Program	Oct-11	Sep-12	\$1,054,775	\$976,218	-\$78,557	-7%
2	Prosecuting Attorney	State of Michigan	Anti-Drug Abuse Program	Oct-11	Sep-12	\$172,416	\$133,826	-\$38,590	-22%
3	Prosecuting Attorney	State of Michigan	Juvenile Accountability Incentive Block Grant	Oct-11	Sep-12	\$21,851	\$22,843	\$992	5%
3	Prosecuting Attorney	State of Michigan	Title IV E Grant	Oct-11	Sep-12	\$78,432	\$78,432	\$0	0%
4	Sheriff	State of Michigan	Annual Grant for Secondary Road Patrol	Oct-11	Sep-12	\$248,002	\$207,900	-\$40,102	-16%
5	Sheriff	State of Michigan	Annual Grant for Marine Safety Programs	Oct-11	Sep-12	\$4,109	\$4,109	\$0	0%
6	Sheriff	State of Michigan	Annual Grant for Emergency Management	Oct-11	Sep-12	\$45,582	\$45,582	\$0	0%
7	Sheriff	Michigan Department of Corrections	Annual Renewal of Contract for Jail beds	Oct-11	Sep-12	\$2,496,600	\$2,496,600	\$0	0%
8	Ingham County	Tri-County Metro Narcotics Squad	Annual Grant for Drug Assets Forfeiture Program	Oct-11	Sep-12	\$271,805	\$271,805	\$0	0%

JUDICIARY COMMITTEE

	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2011 COST	2012 PROJECTED	Proj. Increase over 2011	% Increase over 2011	Funding Source
1	Circuit Court	Teachout Security	Security for the Court	Jan-12	Dec-12	\$ 147,000	\$ 135,000	-\$12,000	-8%	General Fund
2	Circuit Court	TEL/Thalner	Technology Support for the Courtrooms(Excluding Courtrooms...	Jan-12	Dec-12	\$ 23,000	\$ 23,000	\$0	0%	General Fund
3	Family Court	Peckham Inc., Footprints Group Home	Short term female residential. NOTE: JJM Fund.	Oct-11	Sep-12	\$433,679	\$433,679	\$0	0%	50% GF/50% State of MI
4	Family Court	Clarinda Group Home	Female transition from long term treatment NOTE: JJM Fund.	Oct-11	Sep-12	\$511,962	\$511,962	\$0	0%	50% JJM/50% State of MI
5	Family Court	Peckham, Crossroads	Educational and vocational program for delinquent youth.	Oct-11	Sep-12	\$306,772	\$306,772	\$0	0%	50% GF/50% State of MI
6	Family Court	Ingham Intermediate School District- Day Treatment	Day Treatment Program - teachers & para-professionals.	Oct-11	Sep-12	\$479,711	\$401,055	-\$78,656	-16%	50% JJM/50% State of MI
7	FOC	MGT	CRP Contract Preparation & Billing, Time Study Employee Billing	Oct-11	Sep-12	\$ 9,750	\$ 9,750	\$0	0%	General Fund
TOTALS:						\$ 1,911,874	\$ 1,821,218	\$ (90,656)	-5%	

Revenue Contracts

	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2011 COST	2012 PROJECTED	Proj. Increase over 2011	% Increase over 2011
1	Family Court	State of Michigan	Annual Child Care Agreement	Oct-11	Sep-12	\$17,207,189	\$17,071,766	-\$135,423	-1%
2	FOC	State of Michigan	Annual Access and Visitation Grant	Oct-11	Sep-12	\$7,675	\$7,675	\$0	0%
3	FOC	State of Michigan	Cooperative Reimbursement Grant	Oct-11	Sep-12	\$4,850,300	\$4,816,058	-\$34,242	-1%
4	Work Study	Cooley Law School, Detroit College of Law, Michigan State University	Annual Work Study Grants	Continuing	Continuing	\$47,689	\$47,689	\$0	0%
TOTALS:						\$22,112,853	\$21,943,188	-\$169,665	-1%