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DEB NOLAN

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REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
BRIAN McGRAIN, CHAIR
SARAH ANTHONY
REBECCA BAHAR-COOK
TODD TENNIS
CAROL KOENIG
DON VICKERS
RANDY SCHAFFER

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 20, 2013 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 6, 2013 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer - Discussion Item: Tax Collection System (*No Materials*)
2. Equalization/Tax Mapping - Resolution to Amend the 2013 [Apportionment Report](#)
3. Circuit Court
 - a. Resolution to Acknowledge Review of the Financial Implications and Approve Implementation of the Proposed Plan of Concurrent Jurisdiction for the 30th Circuit Court, Ingham County Probate Court, 54A District Court, 54B District Court and 55th District Court for Concurrent [Jurisdiction Plan](#)
 - b. Resolution to Enter into Subcontracts for the SCAO Swift and Sure Sanctions [Probation Program Grant - 2013](#)
 - c. Resolution to Enter into Subcontracts for the SCAO Swift and Sure Sanctions [Probation Program Grant - 2014](#)
4. Circuit Court/Friend of the Court - Resolution to Authorize Entering into a Contract with [Graphic Sciences](#) and to Hire Temporary Employees to Complete Imaging Friend of the Court Case Files
5. Circuit Court/Family Division
 - a. Resolution Authorizing Entering into a Contract with Peckham Inc. for the Peckham [Crossroads Program](#)
 - b. Resolution Authorizing Entering into a Contract with Peckham Inc. for Peckham [Footprints Group Home](#)
6. Human Resources - Resolution to Extend the Temporary Assignment and Salary for the Interim [Chief Executive Officer](#), Community Health Centers and the Amendment of the Related Agreement

7. Health Department
 - a. Resolution to Authorize the 2013 - 2014 [Schedule A Addendum](#) to the Blue Cross Blue Shield Administrative Services Agreement for Services to Ingham County Jail Inmates
 - b. Resolution to Extend the [Cooperative Operational Agreement](#) with the Ingham Community Health Center Board of Directors
 - c. Resolution to Authorize an Agreement with [Michigan Consumers](#) for Health Care to Serve as a Local Community Navigator for Ingham County and Surrounding Communities
 - d. Resolution to Authorize Amendments to the [Service Contracts](#) for Outreach Services Authorized in the 2013-2014 Comprehensive Agreement
 - e. Resolution to Authorize a Contract with [David Hunt and Associates](#)

8. Controller/Administrator's Office
 - a. Resolution Approving [Various Contracts](#) for the 2014 Budget Year
 - b. Resolution to Establish Timetables for Transfer of Funds from the City of Lansing for [911 Employees](#)
 - c. Resolution to Accept a State of Michigan Court of Appeals [Letter of Agreement](#) to Provide Court of Claims Transition Cost Reimbursement to the 30th Circuit Court

9. Board Referral - Letter from the Office of Inspector General Regarding the [County Audit Report](#)

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 6, 2013
Minutes

Members Present: Brian McGrain, Sarah Anthony, Rebecca Bahar-Cook, Todd Tennis, Carol Koenig, Don Vickers and Randy Schafer.

Members Absent: None

Others Present: William E. Brickey, Leslie J. Pulver, Michelle Rutkowski, Travis Parsons, Timothy Dolehanty, Sherrie Graham and others.

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

Approval of the October 16, 2013 Minutes

The October 16, 2013 Minutes were approved as presented.

Additions to the Agenda

1. Late – Resolution authorizing 2014 Agreements for Community Agencies
The Human Services Committee approved the 2014 Controller recommended amounts as attached.

- 10a. Late – Resolution to restructure Controller/Administrator office positions.
The County Services Committee amended the resolution.

Limited Public Comment

None.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

2. Human Services Committee – Resolution to Authorize a Cooperative Cash Match Agreement with the Michigan Department of Human Services – Michigan Rehabilitation Services

3. Ingham Health Plan – Resolution to Amend Resolution #13-163 Authorizing the Intergovernmental Transfer of Ingham County Funds to Support DSH Payment to McLaren Greater Lansing and Sparrow Health System

4. Health Department
 - a. Resolution to Authorize Dental Services Contracts with Licensed Dentists for 2014

- b. Resolution to Accept Funding from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members Aids Healthcare Grant
- 6. Economic Development - Resolution to Submit an Application to the United States Environmental Protection Agency for a Brownfield Assessment Grant and Establish a Tri-County Regional Brownfield Coalition
- 7. Road Department
 - a. Resolution Extending Purchase Authorization of 2013-2014 Winter Season Supply of Cold Patch Binder Oil and Mixing Services for the Road Department
 - b. Resolution Authorizing the Purchase of 2013-2014 Winter Season Supply of Plow/Grader Blade Cutting Edges for the Road Department
- 8. Human Resources
 - a. Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police - Supervisory Officers
 - b. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees in the Fraternal Order of Police - Supervisory Officers

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

- 1. Community Agencies – Resolution Authorizing 2014 Agreements for Community Agencies

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AUTHORIZING 2014 AGREEMENTS FOR COMMUNITY AGENCIES.

Discussion

Commissioner Bahar-Cook disclosed that the Greater Lansing Food Bank is a client.

Commissioner Tennis disclosed that his firm has a contractual relationship with the State YMCA Alliance.

MOTION CARRIED UNANIMOUSLY.

5. Financial Services

- a. Discussion: Plante Moran's Approach to Ingham County's December 31, 2013 Audit (*No Materials*)

William E. Brickey and Leslie J. Pulver from Plante Moran distributed a letter to serve as a pre-audit communication.

Commissioner Anthony requested that the auditors follow up on any issues from last year's audit.

Chairperson McGrain confirmed with the auditors that they expect full cooperation with the firm that was used last year.

- b. Resolution to Un-Commit General Fund Balance Currently Committed for Property Tax Adjustments

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO UN-COMMIT GENERAL FUND BALANCE CURRENTLY COMMITTED FOR PROPERTY TAX ADJUSTMENTS.

Discussion

MOTION CARRIED UNANIMOUSLY

- c. Resolution to Transfer Funding to MERS for 911 Employees who Transferred from the City of Lansing

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO TRANSFER FUNDING TO MERS FOR 911 EMPLOYEES WHO TRANSFERRED FROM THE CITY OF LANSING.

Discussion

Commissioner Vickers said he will be voting "no" on item 5c. He stated that the employees will get their pension no matter what.

Timothy Dolehanty stated that he will be contacting City of Lansing staff the next day to get an update.

After lengthy discussion among the committee, Chairperson McGrain requested that a communication be sent out to the Pension Board and the affected employees to let them know that this item will be on the agenda at the Board of Commissioners meeting on November 12, 2013.

MOTION CARRIED with Comm. Vickers voting "no."

9. Potter Park Zoo
a. Resolution Recommending Potter Park Zoological Society Reimbursement for Administrative Support

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION RECOMMENDING POTTER PARK ZOOLOGICAL SOCIETY REIMBURSEMENT FOR ADMINISTRATIVE SUPPORT.

Discussion

The committee discussed the transfer process for item 9a and effects on future budget(s).

Chairperson McGrain requested the following amendment to the resolution:

THEREFORE BE IT RESOLVED, that the Zoo Board **recommends and the Ingham County Board of Commissioners** authorizes the transfer \$108,922 from Potter Park Zoo to Potter Park Zoological Society to provide equity between the two entities.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

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

- b. Resolution to Affirm Architectural and Engineering Design Services Procurement through Potter Park Zoological Society

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO AFFIRM ARCHITECTURAL AND ENGINEERING DESIGN SERVICES PROCUREMENT THROUGH POTTER PARK ZOOLOGICAL SOCIETY.

Discussion

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. VICKERS TO AMEND THE RESOLUTION, THEREFORE BE IT RESOLVED, BY STRIKING THE SENTENCE: "THEREFORE BE IT RESOLVED, THAT THE INGHAM COUNTY BOARD OF COMMISSIONERS HEREBY WAIVES NORMAL PROCUREMENT POLICY REQUIREMENTS IN FAVOR OF THE PROCESS FOLLOWED BY THE SOCIETY IN SELECTION OF C2AE."; AS FOLLOWS:

~~THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby waives normal procurement policy requirements in favor of the process followed by the Society in selection of C2AE.~~

~~BE IT FURTHER RESOLVED~~, THEREFORE BE IT RESOLVED, that the Society shall assume all responsibility for expenses associated with procurement of services through C2AE, and that the Society shall secure all necessary licenses and permits associated with this project.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

Discussion

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

Commissioner Koenig left the meeting at 6:42 p.m.

10. Controller/Administrator's Office

a. Resolution to Restructure Controller/Administrator Office Positions

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO RESTRUCTURE CONTROLLER/ADMINISTRATOR OFFICE POSITIONS.

Discussion

Chairperson confirmed with Timothy Dolehanty that his is comfortable with item 10a.

Commissioner Tennis requested the following amendment to the resolution:

~~Position number 223005/Deputy Controller is reclassified from MCF15, \$85,145-\$102,200 to MCF16, \$91,846-\$110,242.~~

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT

Discussion

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Comm. Koenig absent.

b. Resolution to Approve a One-Time Lump Sum Wage Supplement to Certain Employees of Ingham County

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO APPROVE A ONE-TIME LUMP SUM WAGE SUPPLEMENT TO CERTAN EMPLOYEES OF INGHAM COUNTY.

Discussion

Chairperson McGrain said he would be voting “no” on item 10b. He said while he appreciates the employees, he doesn’t think the county has the money to spend.

MOTION CARRIED with Chairperson McGrain voting “no.”

- c. Review and Evaluation of Policy on Cost Increases for Service Related Contracts

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TENNIS TO REVIEW AND EVALUATE THE POLICY ON COST INCREASES FOR SERVICE RELATED CONTRACTS.

Discussion

MOTION CARRIED UNANIMOUSLY. Comm. Koenig absent.

Announcements

None.

Public Comment

None.

The meeting was adjourned at approximately 7:07 p.m.

Respectfully submitted,

Jennifer Shuster

**NOVEMBER 20, 2013 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

2. *Equalization - Resolution to Amend the 2013 Apportionment Report*

This resolution will amend the 2013 Apportionment Report originally adopted by Resolution #13-397. It is necessary to amend the Apportionment Report due to election results. The amended report will be distributed at the Finance Committee meeting.

3a. *Circuit Court - Resolution to Acknowledge Review of the Financial Implications and Approve Implementation of the Proposed Plan of Concurrent Jurisdiction for the 30th Circuit Court, Ingham County Probate Court, 54 A District Court, 54 B District Court and 55th District Court for Concurrent Jurisdiction Plan*

This resolution authorizes the Board of Commissioners to approve a plan of concurrent jurisdiction pursuant to recent new state legislation MCL 600.401(1). The attached plan has been drafted by the Ingham County judicial circuit and includes the 30th Circuit Court, Ingham County Probate Court, 54A District Court, 54B District Court and the 55th District Court. Although the Courts have worked cooperatively together for a long time and have had concurrent agreements administratively through the State Court Administrative Office (SCAO), MCL 600.425 now requires that the proposed plan be submitted to the local funding units for their review of the plan's financial implications prior to submission of the proposed plan to the Michigan Supreme Court. The proposed plan must be submitted to the Michigan Supreme Court by December 31, 2013. Furthermore, the statute requires that the cost of implementing a plan of concurrent jurisdiction is subject to approval by the funding units of the Courts participating in the plan. Therefore Lansing and East Lansing will also be asked to adopt this plan.

There is no additional costs to Ingham County over and above what is contained within the current adopted 2014 budgets for the 30th Circuit Court, Ingham County Probate Court and the 55th District Courts. (See attached memo and Plan for details.)

3b. *Circuit Court - Resolution to Enter into Subcontracts for the SCAO Swift and Sure Sanctions Probation Program Grant – 2013*

This resolution authorizes subcontracts for grant eligible costs through the 2013 SCAO Swift and Sure Sanctions Probation Program Grant. This was a new grant this year and was approved by the Board of Commissioners in April. What is unusual is that because it is new and started late (August of 2013), it took the Court some time to gear up to operate the program and get RFP's out and vendors selected. Therefore the County Board is being asked to approve these grant subcontracts retroactively after the grant year has expired. (See attached memo for details.)

3c. Circuit Court - Resolution to Enter into Subcontracts for the SCAO Swift and Sure Sanctions Probation Program Grant – 2014

This resolution authorizes subcontracts for grant eligible costs through the 2014 SCAO Swift and Sure Sanctions Probation Program Grant. This is the second year of this grant program and the main grant contract was approved earlier this year. As discussed earlier, it took the Court some time to gear up administratively to operate these programs. (See attached memo for details.)

4. Circuit Court/Friend of the Court - Resolution to Authorize Entering into a Contract with Graphic Sciences and to Hire Temporary Employees to Complete Imaging Friend of the Court Case Files

This resolution authorizes the Ingham County Friend of the Court to enter into a contract with Graphic Sciences in the amount of \$19,220, for the scanning of Friend of the Court case files opened prior to January 1, 1990.

In addition, up to \$10,780 is authorized to hire temporary employees to assist in the preparation of Friend of the Court case files prior to their being scanned by Graphic Sciences. \$30,000 has been approved in the 2014 FOC budget for back scanning these remaining hard copy files and approved through the CRP grant reimbursement process. (\$30,000 Total Cost, \$10,200 County 34% and \$19,800 CRP Grant funds 66%). This is the same process and vendor that has been used previously for the back scanning of FOC hard copy inactive files opened between 1990-2010 which has now been completed. (See attached memo and Statement of Work for details.)

5a. Circuit Court/Family Division – Resolution Authorizing Entering into a Contract with Peckham Inc. for the Peckham Crossroads Program

This resolution authorizes renewing a contract with Peckham Inc. for the Crossroads Program. The Crossroads program provides vocational training and employment opportunities for 30 juveniles who are court adjudicated youth and attend the Ingham Academy. The recommended amount of \$319,542 was approved in the 2014 Budget for the time period of October 1, 2013 through September 30, 2014.

This is a 4% increase over the last fiscal year and therefore is before you as an individual resolution. The Circuit Court Family Division supports this increase as Peckham Inc. has not had an increase in the Crossroads budget since 2009. Peckham Inc. agreed to a 4% reduction in the 2010 budget which has had their contract frozen at that amount through 2013. (See attached memo for details.)

5b. Circuit Court/Family Division – Resolution Authorizing Entering into a Contract with Peckham Inc. for Peckham Footprints Group Home

This resolution authorizes renewing a contract with Peckham Inc. for the Peckham Footprints Group Home. This group home provides shelter and services for up to 6 adolescent females who are under court jurisdiction. The recommended amount of \$447,319 was approved in the 2014 Budget for the time period of October 1, 2013 through September 30, 2014. This is a 3% increase over the last fiscal year and therefore is before you as an individual resolution. The Circuit Court Family Division supports this increase as Peckham Inc. has not had an increase in the Footprints budget since 2009. Peckham Inc. agreed to a 3% reduction in the 2010 budget which has had their contract frozen at that amount through 2013. (See attached memo for details.)

6. Human Resources – Resolution to Extend the Temporary Assignment and Salary for the Interim Chief Executive Officer, Community Health Centers and the Amendment of the Related Agreement

The proposed resolution seeks to extend the temporary assignment of Ms. Barbara Mastin to perform the additional responsibilities resulting from the departure of the Chief Executive Officer through June 30, 2014. The Human Resources Department and Community Health Center Board support extension of this assignment.

7a. Health Department - Resolution to Authorize the 2013 – 2014 Schedule A Addendum to the Blue Cross Blue Shield Administrative Services Agreement for Services to Ingham County Jail Inmates

This resolution updates the agreement between Ingham County and Blue Cross Blue Shield (BCBS) of Michigan wherein BCBS of Michigan would pay the claims of health care services provided to inmates of the Ingham County Jail. This agreement is updated annually by executing a Schedule A Addendum to the Administrative Services Contract. The current agreement was last amended in Resolution #12-435. The proposed Schedule A Addendum authorized through the attached resolution will cover the period of December 1, 2013 through November 30, 2014. The 2013-14 Schedule A Addendum proposed by BCBS remains the same as the 2012-13 agreement, with the exception of a change in the Additional Administrative Compensation as a percent of paid claims which is proposed to be not less than 10.00% or greater than 10.61% for the agreement period.

7b. Health Department – Resolution to Extend the Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors

This resolution extends the County’s current cooperative operational agreement with the Ingham Community Health Center Board through January 31, 2014. The Board of Commissioners will be asked to approve a new agreement as soon as HRSA gives their approval.

7c. Health Department - Resolution to Authorize an Agreement with Michigan Consumers for Health Care to Serve as a Local Community Navigator for Ingham County and Surrounding Communities

This resolution accepts a \$15,000 grant from Michigan Consumers for Healthcare (MCH) to serve as an initial point of contact and support for the Ingham County area as a Local Community Navigator (LCO) organization. The Coalition will be working closely with Enroll America and other grassroots organizations to ensure that outreach and education efforts are tied closely into the local navigator. MCH will provide compensation to the Health Department to support a staff member to be certified and made available on at least a part time basis to assist local consumers in understanding their enrollment options. The Registration and Enrollment Unit will provide community members with navigation services. Nancy Diawara, Project Specialist is designated as the certified Navigator for the Health Department.

7d. Health Department - Resolution to Authorize Amendments to the Service Contracts for Outreach Services Authorized in the 2013-2014 Comprehensive Agreement

This resolution authorizes amendments to the service contracts for outreach services authorized in the 2013-2014 Comprehensive Agreement. The Ingham Health Plan Corporation is providing an additional \$25,000 to support the outreach activities in these service contracts for the first quarter (October to December) of FY 2014. The remaining increase is funded by a redetermination of Medicaid Administration (Federal Share). There is no increase in General Fund dollars.

These services contracts shall be increased as followed:

Allen Neighborhood Center – from \$88,087 to \$98,626
NorthWest Initiative – from \$88,087 to \$98,626

Carefree Medical – from \$3,780 to \$6,480
South Side Community Coalition – \$85,586 to \$92,317
Greater Lansing African American Health Institute – from \$67,204 to \$71,320
Family and Community Development Services – from \$100,000 to \$126,190

7e. Health Department - Resolution to Authorize a Subcontract with David Hunt and Associates

This resolution authorizes a contract with David Hunt and Associates utilizing grant funding in the amount of \$7,900 to provide introductory workshops in community organizing to the staff, clients, and community members involved in Healthy Start. The workshops will contribute to the creation of a strong and supportive community network dedicated to reversing the conditions that sustain infant mortality disparities in Ingham County. All but one of the workshops will be provided before the end of 2013. The final, culminating workshop will take place before March 31, 2014.

8a. Controller/Administrator's Office – Resolution Approving Various Contracts for the 2014 Budget Year

This resolution will approve the attached list of contracts for the 2014 budget year. The list consists only of contracts that are included in the 2014 Adopted Budget. Please see the attached memorandum for more details.

8b. Controller/Administrator's Office – Resolution to Establish Timetables for Transfer of Funds from the City of Lansing for 911 Employees

Ingham County officials continue to work with the City of Lansing to establish the value of retirement proceeds attributed to Central Dispatch employees under the 911 Legacy Agreement. After more than a year of discussions, we do not believe this issue will be resolved in the immediate future. This resolution seeks to establish a timetable to conclude negotiations, establish a payment timeline, and to authorize legal action in the event of impasse.

8c. Controller/Administrator's Office – Resolution to Accept a State of Michigan Court of Appeals Letter of Agreement to Provide Court of Claims Transition Cost Reimbursement to the 30th Circuit Court

This resolution will accept a letter of agreement with the State of Michigan Court of Appeals to provide Court Of Claims transition cost reimbursement. Ingham County will be fully compensated for any costs that will be incurred by the Court and Ingham County during the transition process. The agreement will last through January 10, 2014, and can be extended upon mutual agreement by both parties.

DISCUSSION ITEM:

1. Treasurer - Discussion Item: Tax Collection System (*No Materials*)

BOARD REFERRAL:

9. Letter from the Office of Inspector General Regarding the County Audit Report

Agenda Item 2

To: Finance Committee

From: Douglas A. Stover, Director
Ingham County Equalization/Tax Mapping

Date: November 6, 2013

Subject: 2013 Ingham County Amended Apportionment Report

The Board of Commissioners approved the 2013 Apportionment Report at its meeting on October 8, 2013, Resolution #13-397.

Election results make it necessary to amend the Apportionment Report. The Apportionment Report as amended will be distributed to the Finance Committee prior to the meeting on Wednesday, November 20, 2013.

Please feel free to contact me with any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE 2013 APPORTIONMENT REPORT

WHEREAS, the 2013 Apportionment Report was approved by Resolution #13-397 on October 8, 2013; and

WHEREAS, as a result of the election held on November 5, 2013 it is necessary to amend the Apportionment Report.

THEREFORE BE IT RESOLVED, that Resolution #13-397 is amended by substituting the attached statement of taxable valuations and mills apportioned to the various units in Ingham County for the year 2013.

Agenda Item 3a

TO: Law and Court and Finance Committees

FROM: Rhonda K. Swayze, Deputy Court Administrator/General Trial Division

DATE: November 6, 2013

SUBJECT: Concurrent Jurisdiction Plan for the 30th Circuit Court, Ingham County Probate Court, 54A District Court, 54B District Court and 55th District Court

MCL 600.401(1) requires that each judicial circuit adopt a plan of concurrent jurisdiction. The plan drafted for the Ingham County judicial circuit includes the 30th Circuit Court, Ingham County Probate Court, 54A District Court, 54B District Court and the 55th District Court.

MCL 600.425 requires that the proposed plan be submitted to the local funding units for their review of the plan's financial implications 30 day before submission of the proposed plan to the Michigan Supreme Court. The proposed plan must be submitted to the Michigan Supreme Court by December 31, 2013. Furthermore, the statute requires that the cost of implementing a plan of concurrent jurisdiction is subject to approval by the funding units of the Courts participating in the plan.

The components of the concurrent jurisdiction plan that would potentially carry financial implications are the Felony Sobriety Court and Veterans Court programs. These programs were implemented in 2007 and 2010, respectively, and have not required a change in budget processing or revenue allocation since their implementation.

We respectfully request that the Board of Commissioners review the financial implications of the proposed concurrent jurisdiction plan and that if they find adoption of the proposed concurrent jurisdiction plan doesn't change current budget processes or revenue allocation, approve the implementation of the concurrent jurisdiction plan for the 30th Circuit Court, Ingham County Probate Court, and 55th District Court.

Introduced by the Law and Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACKNOWLEDGE REVIEW OF THE FINANCIAL IMPLICATIONS AND APPROVE IMPLEMENTATION OF THE PROPOSED PLAN OF CONCURRENT JURISDICTION FOR THE 30TH CIRCUIT COURT, INGHAM COUNTY PROBATE COURT, 54A DISTRICT COURT, 54B DISTRICT COURT AND 55TH DISTRICT COURT

WHEREAS, MCL 600.401(1) requires that each judicial circuit adopt a plan of concurrent jurisdiction; and

WHEREAS, the 30th Circuit Court, Ingham County Probate Court, 54A District Court, 54B District Court and the 55th District Court intend to adopt the attached proposed concurrent jurisdiction plan by majority vote of all of the judges of the trial courts in the plan; and

WHEREAS, pursuant to MCL 600.425 the cost of implementing a plan of concurrent jurisdiction is subject to approval by the funding units through the funding units' budgeting process; and

WHEREAS, MCL 600.425 requires that the proposed plan be submitted to the local funding units for their review of the plan's financial implications 30 days before submission of the proposed plan to the Michigan Supreme Court; and

WHEREAS, the proposed plan must be submitted to the Michigan Supreme Court for its approval by December 31, 2013; and

WHEREAS, the proposed plan's financial implications are described on page 6, in paragraph 6 of the attached concurrent jurisdiction plan; and

WHEREAS, the financial implications of the Sobriety Court and Veterans Court as described in the proposed concurrent jurisdiction plan have not changed since implementation of the programs and require no change in budget processing or revenue allocation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners acknowledge review of the financial implications of the proposed concurrent jurisdiction plan for the 30th Circuit Court, Ingham County Probate Court, and 55th District Court.

BE IT FURTHER RESOLVED, that based on its review of the financial implications of the proposed concurrent jurisdiction plan and finding that adoption of the plan requires no change in current budget processing or revenue allocation for the 30th Circuit Court, Ingham County Probate Court, and 55th District Court approves implementation of the plan.

II. CONCURRENT JURISDICTION PLAN APPLICATION

A. APPLICANT SUMMARY

1. Applicant: Ingham County Judicial Circuit Court		
Address: 313 W. Kalamazoo Street		
City: Lansing	State: MI	Zip: 48933
2. Contact Person: Hon. Janelle A. Lawless Title: Chief Judge		
Address: 313 W. Kalamazoo Street Lansing, Michigan 48933		
Phone: (517) 483-6436		
Fax: (517) 483-6530		
E-Mail: jlawless @ingham.org		
3. Concurrent Jurisdiction Type		
<input checked="" type="checkbox"/> Circuit, Probate, and District Court Jurisdictions		
<input type="checkbox"/> Circuit and Probate Court Jurisdictions		
<input type="checkbox"/> Circuit and District Court Jurisdictions		
<input type="checkbox"/> District and Probate Court Jurisdictions		
Multi-court Chief Judge (Name) ¹	Signature	Date
Chief Circuit Court Judge (Name): Hon. Janelle A. Lawless	Signature:	Date:
Chief Probate Court Judge (Name): Hon. R. George Economy	Signature:	Date:
Chief District Court Judge(s) (Name): Hon. Frank J. DeLuca, 54A District Court	Signature:	Date:

¹ If applicable

Chief District Court Judge (Name): Hon. Richard D. Ball, 54B District Court	Signature:	Date:
Chief District Court Judge (Name): Hon. Thomas P. Boyd, 55 th District Court	Signature:	Date:

**INGHAM COUNTY JUDICIAL CIRCUIT
CONCURRENT JURISDICTION PLAN**

1. CONCURRENT JURISDICTION PLAN GOAL(S)

- A. **Greater flexibility in assigning judges** allows us to match a defendant's treatment and service needs with the appropriate Specialty Court or Family Court Judge.
- B. **Assignment of judicial resources based on need and workload** provides litigants with contested PPO matters a static hearing day each week before a Family Division Circuit Court Judges or one of the 54B District Court Judges.
- C. **Coverage of absences and disqualifications** is achieved through blanket assignments between the courts and through language found in the Family Plan. This provides the litigants with uninterrupted access to justice.
- D. **Reduce delay, duplication, and unnecessary appearance by litigants** by utilizing the felony plea program.
- E. **Maximum utilization of staff and facilities** is achieved by deputizing district court clerks to act as circuit court clerks in Sobriety Court cases and providing litigants the ability to file their Sobriety Court records at the district court they will be reporting to. We further realize a maximization of staff and facilities by conducting case evaluations for 54A District Court in the Circuit Court ADR hearing room and using jurors from the Circuit Court jury pool to fulfill Probate Court jury requests.

**2. COMPONENTS OF THE INGHAM COUNTY JUDICIAL CIRCUIT'S
CONCURRENT JURISDICTION PLAN**

- A. Ingham County Circuit Court Family Plan dated June 19, 2003 (30th Circuit Court and Ingham County Probate Court; **Attachment A**)
- B. District Court Judges Accepting Pleas in Felony Cases dated February 3, 2005 (30th Circuit Court, 54A District Court, 54B District Court and 55th District Court; LAO 2005-02J; **Attachment B**)
- C. Felony Sobriety Court dated July 24, 2012 (30th Circuit Court, 54A District Court, and 55th District Court; LAO 2012-02J; **Attachment C**)
- D. Veterans' Treatment Court dated August 20, 2013 (30th Circuit Court, 54A District Court, 54B District Court and 55th District Court; LAO 2013-03J; **Attachment D**)

- E. PPO Hearings (30th Circuit Court and 54B District Court)
- F. Central Coordination of ADR Services (30th Circuit Court and 54A District Court)
- G. Central System for Appointment of Counsel for Felony Cases (30th Circuit Court, 54A District Court, 54B District Court and 55th District Court)
- H. Single System for Juror Qualification and Shared Juror Pool (Qualification – 30th Circuit Court, Ingham County Probate Court, 54A District Court, 54B District Court and 55th District Court; Shared Juror Pool – 30th Circuit Court and Ingham County Probate Court)

The individual components listed above will only be addressed in the headings which follow if applicable.

3. JUDICIAL RESOURCES

The details of judicial assignment of cases for Components A – D listed above can be found in the supporting Plans and Local Administrative Orders for each component. (Attachments A - D).

PPO hearings are assigned to the 54B District Court Judges as the Judge's schedules allow. Assignments are served pursuant to a blanket judicial assignment order that is renewed each year.

We do not anticipate that additional orders will be necessary to implement the provisions of this plan.

4. COURT GOVERNANCE AND ADMINISTRATION

Adoption of the components of the concurrent jurisdiction plan will not require a change to the court governance structure.

5. HUMAN RESOURCES

Adoption of the Sobriety Court components of the concurrent jurisdiction plan will require that district court clerks in 54A and the 55th District Courts be deputized as circuit court clerks so they can accept Sobriety Court related records for filing. Circuit Court representatives have already met with union representatives who approved implementation of this portion of the plan providing that a follow-up meeting is scheduled six months after implementation to assess the impact on represented employees. The County Clerk approved the deputization of district court clerks as circuit court clerks on February 27, 2013.

6. BUDGET AND FISCAL MANAGEMENT

As the 54A and 55th District Courts have been collecting fines, costs and district court oversight fees in Sobriety Court cases and 54B District Court has been collecting fines and costs in Veterans Court cases since the implementation of these programs, adoption of the concurrent jurisdiction plan does not require a change in current budget processing or revenue allocation. The 30th Circuit Court will continue to collect state mandatory assessments, crime victim assessments, and attorney fees for Sobriety and Veterans Court cases.

7. FUNDING UNIT

As required by MCL 600.425, this proposed plan will be submitted to the Ingham County, City of Lansing and City of East Lansing funding units at least 30 days prior to submission of the plan to the Michigan Supreme Court for review of the financial implications and approval of costs, if any, associated with implementing the plan.

8. RECORDS MANAGEMENT

Adoption of the Sobriety Court component will require changes in records management for Sobriety Court records. Once a felony Sobriety Court case has been bound over, a circuit court case number assigned, and a file jacket prepared, the file jacket will be sent to the appropriate district court. After that point, Sobriety Court records will be filed and kept in a separate file cabinet at the District Courts until: 1) successful completion of the Sobriety Court program; 2) termination from the program resulting in jail/prison time only or 3) completion of Circuit Court probation following termination. The legal file will then be returned to the Circuit Court for maintenance and storage.

Pursuant to MCL 600.420, we have attached an email from Ingham County Clerk Barb Byrum dated November 5, 2013 which acknowledges concurrence of the alternate method of record maintenance described in the paragraph above. **Attachment E.**

9. INFORMATION SYSTEMS

Adoption of the Sobriety Court component of the concurrent jurisdiction plan will require that the 54A and 55th District Court clerks use the 30th Circuit Court's case management plan, CourtView, for maintenance of the electronic register of actions, to schedule hearing events, to record adjudication and disposition actions and to record costs, fines and assessments. CourtView is supported by the Ingham County Management Information System Department.

The 30th Circuit Court and all District Courts use the Xerox ACS jury program. The program is maintained by the Ingham County Management Information Systems Department.

10. FACILITIES AND INFRASTRUCTURE

Adoption of the components of the concurrent jurisdiction plan will not require significant changes to facilities or infrastructure.

11. JURY MANAGEMENT

Juror qualification for all courts within the Ingham County Judicial Circuit has been consolidated under the Circuit Court since 2009. When the Ingham County Probate Court needs jurors it shares the 30th Circuit Court's jury pool.

12. EXTERNAL RELATIONS AND ACCESS TO JUSTICE

Meetings involving affected judges, court staff and other persons that provide court services were scheduled throughout the development of the various plans and programs to allow the exchange of ideas and feedback on resolution of problems. Post implementation meetings are held and will continue to be held to assess the continued viability of the plans and programs and to discuss implementation of suggested changes.

External agencies and clients are informed of changes in court policies, procedures and processes through notice generation, publication in the local legal newspaper, and personal information exchange.

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13. TRAINING

Adoption of the Sobriety Court component of the concurrent jurisdiction plan will require training of 54A and 55th District Court clerks in the use of the 30th Circuit Court's case management system and in the circuit court's case processing procedures for OWI III's. A training manual has been developed by the Circuit Court and will be presented to the District Court Clerks on November 19 and 22, 2013.

The 54A and 55th District Court Judges have been provided with a circuit court sentencing primer and will be trained in working with Adult Probation in cases where a defendant is terminated from the Sobriety Court program and placed on probation after being sentenced to the III.

As of November 7, 2013

MEMORANDUM

To: Resolutions

From: Rhonda K. Swayze
Deputy Court Administrator, General Trial Division

Date: November 7, 2013

Re: 2013 and 2014 Swift and Sure Sanctions Probation Program Grant -
Subcontracts

In April, 2013, the FY 2013 SCAO Swift and Sure Sanctions Probation Program Grant was approved. As it was a new program for the Court, planning, staffing, and identification of treatment and service providers had to occur before we could begin accepting participants. Consequently, we did not accept our first participant until August 16, 2013 and I am submitting the Resolution identifying specific subcontract providers after the close of the 2013 grant period (September 30, 2013). I respectfully request that the Board accept this late request for authorization to enter into subcontracts for the 2013 SCAO Swift and Sure Sanctions Probation Program Grant.

As I have rounded the learning curve of grant application, I am also submitting a resolution requesting authorization to enter into subcontracts for the 2014 SCAO Swift and Sure Sanctions Probation Program Grant and request that the Board authorize entering into subcontracts for the 2014 SCAO Swift and Sure Sanctions Probation Program treatment and service providers.

cc: Hon. Clinton Canady III
Hon. Joyce Draganchuk
Shauna Dunnings
Hon. Janelle A. Lawless

Introduced by the Law and Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO SUBCONTRACTS FOR THE SCAO SWIFT AND SURE
SANCTIONS PROBATION PROGRAM GRANT – 2013**

WHEREAS, the Ingham County Board of Commissioners accepted an award of \$206,531 for the 2013 SCAO Swift and Sure Sanctions Probation Program Grant in Resolution 13-24; and

WHEREAS, the 2013 SCAO Swift and Sure Sanctions Probation Program Grant provides for grant implementation services and participant treatment and services as follows: representation by a defense attorney (\$23,826); substance abuse evaluations to be provided by Wellness, Inx. (\$5,000); day reporting services to be provided by NorthWest Initiative – ARRO (\$24,997); and drug testing services to be provided by A.D.A.M. (\$37,000); and

WHEREAS, pursuant to the FY 2013 grant award and Resolution 13-24, the County may enter into subcontracts for the purpose of implementing the grant and providing treatment and services to the participants; and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2013 SCAO Swift and Sure Sanctions Probation Program Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for the 2013 SCAO Swift and Sure Sanctions Probation Program Grant from August 1, 2013 – September 30, 2013 with General Trial Division C-Level Court Appointed Counsel not to exceed \$23,826; with Wellness, Inx. not to exceed \$5,000; with NorthWest Initiative – ARRO not to exceed \$24,997; and with A.D.A.M. not to exceed \$37,000.

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

Introduced by the Law and Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO SUBCONTRACTS FOR THE SCAO SWIFT AND SURE
SANCTIONS PROBATION PROGRAM GRANT – 2014**

WHEREAS, the Ingham County Board of Commissioners accepted an award of \$257,000 for the 2014 SCAO Swift and Sure Sanctions Probation Program Grant in Resolution 13-390; and

WHEREAS, the 2014 SCAO Swift and Sure Sanctions Probation Program Grant provides for grant implementation services and participant treatment and services as follows: representation by a defense attorney (\$18,480); substance abuse evaluations to be provided by Wellness, Inx. (\$7,500); day reporting services to be provided by NorthWest Initiative – ARRO (\$11,999); detoxification services to be provided by CEI-CMH (\$3,000); drug treatment and other services to be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, Cristo-Rey, and CEI-CMH House of Commons (\$35,550); mental health, anger management and domestic violence counseling service to be provided by Freedom Through Counseling and Cristo-Rey (\$5,000) and drug testing services to be provided by A.D.A.M. (\$69,384); and

WHEREAS, pursuant to the FY 2014 grant award and Resolution 13-390, the County may enter into subcontracts for the purpose of implementing the grant and providing treatment and services to the participants; and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2014 SCAO Swift and Sure Sanctions Probation Program Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for the 2014 SCAO Swift and Sure Sanctions Probation Program Grant from October 1, 2013 – September 30, 2014 with General Trial Division C-Level Court Appointed Counsel not to exceed \$18,480; with Wellness, Inx. not to exceed \$7,500; with NorthWest Initiative – ARRO not to exceed \$11,999; with CEI-CMH not to exceed \$3,000; with Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, Cristo-Rey, and CEI-CMH House of Commons not to collectively exceed \$35,550; with Freedom Through Counseling and Cristo-Rey not to exceed \$5,000 and A.D.A.M. not to exceed \$69,384.

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

MEMORANDUM

TO: LAW & COURTS COMMITTEE, FINANCE COMMITTEE

FROM: HARRY MOXLEY, ASS'T FOC/OPERATIONS

**RE: REQUEST TO CONTRACT WITH GRAPHIC SCIENCE TO
COMPLETE SCANNING OF FOC HARD COPY FILES
OPENED 1967-1989**

DATE: NOVEMBER 4, 2013

CC: SHAUNA DUNNINGS, COURT ADMINISTRATOR/ACTING FOC

The backscanning of FOC hard copy in active files opened between 1990-2010 has been completed, and we believe that it has been a great success both in terms of purging old files of duplicate/redundant hard copy, and in allowing for quick, simultaneous retrieval of files by staff without time consuming searches for hard copy in employee offices, or sending last minute "lost file alert" emails for hearings, joint meetings, or other client inquiries.

Remaining on the shelves are approximately 1,300 hard copy FOC files opened between 1967 and 1989. As these are all out-of-compliance "arrears only" cases, a high proportion are subject to enforcement action. In 2012, 224 of these cases (17%) received an Order to Show Cause, and 124 (almost 10%) were issued a new Bench Warrant. Given that the average FOC hourly wage is \$38 (including fringes), and that each of the above 348 actions would take at least one hour of manual handling (the result of pulling the file from the shelf and creating an out card by clerical staff, sorting through hard copy documents by FOC Attorneys, Investigative and/or Enforcement staff, and Order entry and replacing the file on the shelf by clerical staff), we estimate 348 hours of lost productivity annually, or \$13,224 in salary and fringe benefits (348 hours x \$38/hour = \$13,224).

\$30,000 has been approved in the 2014 FOC budget for backscanning these remaining hard copy files. From this amount, we would propose \$19,220 be committed to the auxiliary Statement of Work we have received from Graphic Science (attached), and \$10,780 be budgeted for the employment of several retired FOC employees in a temporary capacity to "prep" files for backscanning, and who have been utilized by FOC for prior backscanning efforts. As approval has already been received from the Michigan Office of Child Support for reimbursement of these items under CRP, the net general fund cost of this project would be \$10,200 (\$30,000 x 34%). We have also received confirmation that FOC is once again able to contract with Graphic Science outside the RFP process, as they continue to be the State of Michigan contractor for scanning hard copy through 11/30/17.

We will be in attendance at the November 13, 2013 Law & Courts Committee meeting and the November 20, 2013 Finance Committee meeting to answer any questions regarding this request.

Statement of Work
for
Conversion Services
Ingham County Friend of the Court
Active Court Files for 1967-1989
November 14, 2013
LG Ingham FOC 3
Version 1.0

Conversion services can begin following the signing of this document by all involved parties in compliance with the procedures outlined in this statement of work.

SIGNATURES:

AGENCY: Ingham County Friend of the Court
303 W. Kalamazoo
Lansing, Mi.48933
Harry Moxley

Graphic Sciences, Inc.
1551 E. Lincoln Ave
Madison Hgts, Mi 48071
Greg Colton

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Department of Technology, Management and Budget
Records Management Services
Lindsay Moyer, Contract Administrator

By: _____

Title: Contract Administrator _____

Date: _____

STATEMENT OF WORK

I. General

A. Purpose

The purpose of this statement of work is to establish the parameters of the work to be performed and the responsibilities of the parties involved in this conversion. The parties involved in this conversion are the Ingham County Friend of the Court (AGENCY) and Graphic Sciences, Inc. (GSI) as the services provider. This Statement of Work is not to be interpreted as a commitment to perform any set or fixed amount of work. Should the (AGENCY) elect to proceed with this work, this Statement of Work will be used to direct the efforts of the (AGENCY) and of the service provider (GSI). Commitment to service is established by the submission of a Source Document Job Order form with the documents to be scanned.

B. Scope/objective

The objective of this work effort is to prepare, scan and index the files for the years between 1967 and 1989 of the Ingham County Friend of the Court. Upon completion of the preparation, scanning and indexing of the records, the results will be loaded into the Ingham County document imaging system, On-Base. The AGENCY will perform a pre scanning purge of the unwanted or unnecessary documents within each file. This activity will reduce the total number of current pages by approximately 30%. There are a total of approximately 1500 individual files involved in this work effort and it is estimated that there will be approximately 288,000 individual images in the collection. The work performed in this Statement of Work will be governed by the terms and conditions of State of Michigan contract number 071B3200035.

C. Contact Information

- 1) The AGENCY has elected Harry Moxley at 517-483-6190 as Project Manager and point of contact for this project.
- 2) Graphic Sciences, Inc. has elected Greg Colton @ 1-800-397-6620 as Project Manager and point of contact.

D. Pickup Schedule

- 1) Following AGENCY approval and acceptance of this agreement, production conversion will begin on the agreed upon start date.
- 2) The AGENCY will pack any material that requires scanning into shipping boxes and will contact Graphic Sciences when ready for pickup.
- 3) Graphic Sciences, Inc. will pick up documents from 303 W. Kalamazoo Ave, Lansing, Mi. on a scheduled basis to be agreed upon.
- 4) Each pickup will be assigned a production work order number. A copy of the work order will be left with the agency at the time of material pickup.

II. Scan Test Sample (to be completed prior to the completion of this statement)

The purpose of the scan test is to establish the scanner settings necessary to obtain the optimum image in a collection of documents.

A. Selection of Test Documents

- 1) The AGENCY shall be responsible for selecting a diverse sampling of documents from the collection of records to be scanned.
- 2) The selection of documents shall be no more than 1000 documents or 1% of the entire collection (which ever is less) unless it is determined and agreed upon by both parties that a larger sample is necessary.
- 3) Graphic Sciences shall assist the AGENCY in the selection of sample documents if requested.

B. Performance of Test

- 1) Graphic Sciences shall perform and deliver free of charge as many test samples as reasonably necessary to obtain the optimum scan settings. Unnecessary scan tests requested by the agency may be subject to charge as determined by the State of Michigan, Department of Technology, Management and Budget Contract Manager.

- 2) Graphic Sciences shall re-test the collection if new or different scanners are used in mid-production. The re-test shall be compared to the original test. If the quality of the re-test cannot meet or exceed the quality of the original test, Graphic Sciences shall stop all production and notify the AGENCY and Contract Administrator for further instruction.

C. Review and Documentation of Test

- 1) The AGENCY shall review and approve a test scan prior to the production scanning of any documents. The approval of a test scan is documented by the signing of this Statement of Work.
- 2) The AGENCY shall be responsible for, maintaining the documents used in the test sample as well as any documentation (including test images) created in the testing process as evidence of this conversion unless prohibited by law or its Records Retention and Disposal Schedule. Test sample and documentation shall be retained for the life cycle of the records for which they refer unless otherwise documented on a Records Retention and Disposal Schedule.

III. Document Preparation

A. Non Scanner Ready Documents

- 1) Graphic Sciences will perform any required document preparation functions necessary to make the documents ready for scanning and indexing. This will include but may not be limited to; the removal of all staples or other fastening devices or photocopying of documents necessary to create the best possible image
- 2) Graphic Sciences will maintain the documents in the order received from the AGENCY.
- 3) Documents containing Post-it notes or other attachments covering parts of a page shall be copied as is. The Post-it note or attachment shall then be removed and discarded. The copy containing the Post-it note information shall be placed in front of the original for imaging.
- 4) The AGENCY will provide an electronic listing of the files to be scanned.
- 5) GSI will print a bar code containing the case number for each record provided by the AGENCY. GSI will deliver the printed bar codes to the AGENCY. The AGENCY will insert the correct bar code page as the first page of the file. The information contained in the bar code will be machine read and used as the index identification. The AGENCY will also insert the correct document type bar code as the first page of the appropriate document type.
- 6) The AGENCY will purge unwanted or unnecessary pages from each case file. Only those documents that require scanning will be sent to GSI for scanning.

IV. Document Scanning

- A.** All documents will be scanned on a Bell and Howell 80100 document scanner. Graphic Sciences will scan all surfaces of the documents that contain any information. Blank pages will be electronically identified as having less than 2%_pixel ratio.
- B.** All documents will be scanned in black & white at a resolution of 200 DPI.
- C.** Images will be single page images stored in a TIFF group 4 image file format.
- D.** Graphic Sciences will select a single scanner setting that optimizes the appearance of the digital images. All documents will be captured using that optimum scanner setting.

V. Document Re-assembly- None Required

VI. Product Finishing

A. Indexing

See Attachment B.

B. Product Media

- 1) Final image product will be delivered on DVD-R's contained in plastic jewel cases

C. Labeling

- 1) Graphic Sciences will create CD labels according to AGENCY provided information.

FACE LABEL

Ingham County Friend of the Court

Active case Files

File Number – File Number

VII. Quality Control

- A. Following the document scanning process, Graphic Sciences will randomly examine 10% of the images from each batch to ensure that the legibility and reproducibility of images are in compliance with the approved test sample. Any poor quality images detected will be re-scanned and replaced. If 2 % of the QC test contains poor images, the entire batch will be re-analyzed and re-scanned.
- B. Graphic Sciences shall follow all quality control measures agreed upon by the Department of Management and Budget, Records Management Division as well as any applicable AIIM/ANSI standards.

VIII. Product Delivery

- A. Graphic Sciences will deliver all final products to Harry Moxley or someone designated by the Friend of the Court at 303 W. Kalamazoo Ave, Lansing, Mi.
- B. A production schedule will be established that will include the frequency of the material pick up and the turnaround time for that material.

IX. Product Acceptance

- A. Upon receipt of the images, the AGENCY will have 30 days to review and inspect the delivered images to determine any quality issues.
- B. The delivered product will be deemed acceptable, unless AGENCY otherwise notifies Graphic Sciences within this 30 day time period.
- C. Graphic Sciences will correct problems identified as the vendors responsibility within a schedule agreeable to both parties.
- D. If quality issues are found, the 30-day holding period will restart after the issues are resolved and the work is delivered back to the AGENCY.
- E. After a one year holding period and unless otherwise instructed, all scanned documents will be delivered to the Record Center to be destroyed.

F. Pricing Schedule

- A.** Project costs will be invoiced monthly to the Department of Management and Budget.
- B.** All invoicing will be generated utilizing the State of Michigan pricing schedule contract.
- C.** Invoices will reflect the number of units billed in accordance with the requirements of the Department of Management and Budget pricing structure.
- D.** The AGENCY will incur the cost of scanning bar codes used for identification or indexing purposes. These bar codes will be removed from the image collection prior to the actual delivery. The AGENCY will not be charged for scanning images that have been removed from the collection which were identified as having less than the threshold specified in the test results section of this Statement of Work.

X. Acceptance of Statement of Work

With the signing of this document which represents that the AGENCY accepts Graphic Sciences, Inc's procedures and pricing, Graphic Sciences, Inc will begin the conversion services that have been outlined within this Statement of Work.

XI. Amendments

Either party can initiate a review of this Statement of Work and can request revisions to it. The AGENCY, the DMB Contract Administrator and Graphic Sciences must agree to any changes in writing. Any revision made to the Statement of Work will be tracked. If an amendment is found necessary, production will continue unless there is a critical change needed. In this instance, all necessary steps will be taken by all parties to ensure there is minimal interruption in workflow.

State of Michigan

Quality Control Levels of Inspection

Inspection

GRAPHIC SCIENCES, INC. will perform the following inspection procedures:

Open and View the first middle and last image of each batch or box of material.

In addition to viewing the first middle and last page no less than 10% of all of the images, randomly selected will be opened and viewed to ensure that the capture of the image is compliant with the initial test results.

Inspect images for clarity, reproducibility, proper sequence and correct image orientation and proper and accurate indexing.

If failure is due to improper prepping, scanning or indexing by GRAPHIC SCIENCES, INC. such as if the files are out of alphabetical, numerical or chronological order, the scanner settings are incorrect or the images are incorrect, the project will be redone at GRAPHIC SCIENCES, INC.'s expense.

If images are determined to be non-compliant with the established test results the work will be redone at Graphic Sciences, Inc's expense.

Defects detected with this inspection process

- Improper Image Contrast
- Incorrect scanner settings
- Incorrect resolution
- Incorrect or inaccurate indexing
- Image file format
- Incorrect naming convention
- Textual loss
- Image skewing
- Information distortion caused by folds or creases in the documents
- Image Polarity
- Image Orientation
- Image Overlap caused by multiple document feed.
- Failure to maintain correct document sequencing.

Attachment “A”

Production Test results

No additional testing for this collection has been performed nor is it necessary. The work performed for this Statement of Work is identical in nature to the work previously performed for the Ingham County Friend of the Court files for the years between 2000 and 2010.

Attachment B
Indexing Requirements

Field Name	Data Type	Example
Case/Docket Number	Character	030017390A
Name	Character	Smith, Robert
Document Type	Character	As required

Each file will be indexed using a bar code. The collection of bar codes will be printed using the file list provided by the (AGENCY). This process will eliminate the need to manually index each case file.

DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET - RECORDS MANAGEMENT SERVICES				
PRICE LIST OF IMAGING/MICROFILM SERVICES EFFECTIVE DECEMBER 2012				
DESCRIPTION	DOCUMENT SIZE	PRICE PER UNIT	# OF UNITS	CHARGE
200 DPI PAPER SCANNING - BLACK AND WHITE IMAGE				
PAPER DOCUMENTS	UP TO 5.5 X 8.5	\$ 0.0459 PER IMAGE		\$ -
PAPER DOCUMENTS	UP TO 8.5 X 14	\$ 0.0661 PER IMAGE	288,000	\$ 19,036.80
ENGINEERING DRAWINGS	ANY	\$ 0.7080 PER IMAGE		\$ -
E-LOGS	ANY	\$ 0.0826 PER LINEAR F.I.		\$ -
600 DPI SCANNING	UP TO 5.5 X 8.5	\$ 0.0468 PER IMAGE		\$ -
600 DPI SCANNING	UP TO 8.5 X 14	\$ 0.0674 PER IMAGE		\$ -
200 DPI SCANNING - FLATBED				
B&W, GREY SCALE OR COLOR IMAGE	UP TO 11 X 14	\$ 0.4295 PER IMAGE		\$ -
200 DPI MICROFILM SCANNING - BLACK AND WHITE IMAGE				
16MM ROLL		\$ 0.0533 PER IMAGE		\$ -
35MM ROLL		\$ 0.0817 PER IMAGE		\$ -
35MM APERTURE CARDS		\$ 0.9086 PER IMAGE		\$ -
16MM 5-CHANNEL JACKET or non uniform fiche		\$ 0.1086 PER IMAGE		\$ -
105MM MICROFICHE highspeed scan - uniform layout		\$ 0.0602 PER IMAGE		\$ -
DELIVERY MEDIA				
CD-R / DVD		\$ 12.21 PER CD/DVD	15	\$ 183.15
DATA TRANSMISSION				
VPN, I-T ETC.		N/C PER MEG		
MICROFILM FROM DIGITAL IMAGE (TIFF)				
SILVER 16MM ROLL		\$ 0.0413 PER IMAGE		\$ -
SOURCE DOCUMENT FILMING				
ROTARY CAMERA	ALL	\$ 0.0460 PER IMAGE		\$ -
16MM PLANETARY	ALL	\$ 0.1050 PER IMAGE		\$ -
35MM PLANETARY (ENGINEERING)	ALL	\$ 0.4130 PER IMAGE		\$ -
T05 STEP & REPEAT FICHE	ALL	\$ 0.1416 PER IMAGE		\$ -
DUPLICATION				
	FILM THICKNESS	TYPE	PRICE PER UNIT	# OF UNITS
100 FT 16MM ROLL FILM	5 MIL.	DIAZO	\$ 7.93 PER ROLL	\$ -
215 FT 16MM ROLL FILM	2.5 MIL.	DIAZO	\$ 10.24 PER ROLL	\$ -
100 FT 35MM ROLL FILM	5 MIL.	DIAZO	\$ 10.24 PER ROLL	\$ -
100 FT 16MM ROLL FILM	5 MIL.	SILVER	\$ 16.95 PER ROLL	\$ -
215 FT 16MM ROLL FILM	2.5 MIL.	SILVER	\$ 31.03 PER ROLL	\$ -
100 FT 35MM ROLL FILM	5 MIL.	SILVER	\$ 33.98 PER ROLL	\$ -
105MM CUT FICHE OR JACKETS	5 MIL.	DIAZO	\$ 0.40 PER FICHE	\$ -
FILM PROCESSING (EXCLUDES CAMERA WORK)				
		TYPE	PRICE PER UNIT	# OF UNITS
100 FT 16MM	5 MIL.	SILVER	\$ 7.93 PER ROLL	\$ -
215 FT 16MM	2.5 MIL.	SILVER	\$ 11.62 PER ROLL	\$ -
LOADING - CARTRIDGES - APERTURE CARDS - JACKETS				
			PRICE PER UNIT	# OF UNITS
CARTRIDGE LOADED & LABELED			\$ 3.60 PER CARTRIDGE	\$ -
TYPE "A" ANSI CLIP LOADED & LABELED			\$ 1.71 PER CLIP	\$ -
16 MM 5 CHANNEL JACKET			\$ 0.82 PER JACKET	\$ -
35MM APERTURE CARD			\$ 0.28 PER CARD	\$ -
MISCELLANEOUS SERVICES				
		TYPE	PRICE PER UNIT	# OF UNITS
DOCUMENT PREPARATION			\$ 20.41 PER HOUR	\$ -
DATA ENTRY FOR INDEXING (heads down)			\$ 0.0085 PER CHARACTER	\$ -
DATA ENTRY FOR INDEXING (by the hour)			\$ 20.41 PER HOUR	\$ -
ADDITIONAL QC7 SPECIALIZED IMAGE FINISHING			\$ 30.98 PER HOUR	\$ -
COMPUTER RUN TIME			\$ 14.10 PER HOUR	\$ -
FULL TEXT OPTICAL CHARACTER RECOGNITION			\$ 14.10 PER HOUR	\$ -
CD/DVD SELF CONTAINED RETRIEVAL SOFTWARE			\$ 55.46 PER LICENSE	\$ -
CUSTOM PROGRAMMING			\$ 147.50 PER HOUR	\$ -
BOX STORAGE			\$ 0.2950 PER CU FT/MONTH	\$ -
COMMERCIAL SHIPPING (UPS, FEDEX, AIRBORN, ETC.)			\$ - @ CURRENT RATE	\$ -
PAPER PRINTS FROM 35MM ROLL OR APERTURE CARD			\$ 0.7080 PER PRINT	\$ -
PAPER PRINTS FROM JACKETS, FICHE, 16MM ROLL			\$ 0.1682 PER PRINT	\$ -
PAPER PRINTS FROM DIGITAL IMAGES			\$ 0.0767 PER PRINT	\$ -
MICROFICHE ENVELOPES			\$ 0.0826 EACH	\$ -
			Total:	\$ 19,219.95

ATTACHMENT "C"

For billing purposes the AGENCY will provide the following information the State of Michigan, Department of Technology, Management and Budget, Records Management Division. This information will be used to issue invoices for the work performed.

Name of Municipal Government _____

Department _____

Division _____

Billing Address _____

Contact Name for billing purposes _____

Purchase order number (if necessary) _____

Please provide any other information that may be necessary in order to facilitate the billing process.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENTERING INTO A CONTRACT WITH GRAPHIC SCIENCES
AND TO HIRE TEMPORARY EMPLOYEES TO COMPLETE IMAGING FRIEND OF THE COURT
CASE FILES**

WHEREAS, the scanning of prior year Ingham County Friend of the Court case files opened since January 1, 1990, through May 31, 2010, has been completed; and

WHEREAS, this conversion of hard copy files to digital images has been a great success both in terms of purging old files of duplicate or redundant hard copy, and in allowing for the quick, simultaneous retrieval of files by staff without time consuming searches for hard copy; and

WHEREAS, \$30,000 has been approved in the Ingham County Friend of the Court 215 Fund to pay for the imaging of Friend of the Court case files opened prior to January 1, 1990; and

WHEREAS, because they are a current State of Michigan contractor, the Purchasing Director has confirmed that Graphic Sciences is exempt from the county's purchasing policy requiring competitive bidding; and

WHEREAS, upon review and approval by the Michigan Office of Child Support, the expenditure of \$30,000 to pay for the imaging of Friend of the Court files has been determined to be eligible for 66% direct reimbursement through the Cooperative Reimbursement Program (CRP).

THEREFORE BE IT RESOLVED, that the Ingham County Friend of the Court is hereby authorized to enter into a contract with Graphic Sciences in the amount of \$19,220, for the scanning of Friend of the Court case files opened prior to January 1, 1990.

BE IT FURTHER RESOLVED, that the Ingham County Friend of the Court is hereby authorized to spent \$10,780 to hire temporary employees to assist in the preparation of Friend of the Court case files prior to their being scanned by Graphic Sciences.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments necessary to properly budget and account for these expenditures.

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

Memo

To: Law and Courts/Finance Committees

From: Maureen Winslow, Deputy Court Administrator

Date: November 6, 2013

Re: **Peckham Crossroads Program**

The resolution that accompanies this memo requests authorization to enter into a contract with Peckham Inc. for the Peckham Crossroads Program. The Crossroads program provides vocational training and employment opportunities for 30 juveniles who are court adjudicated youth and attend the Ingham Academy.

The amount approved in the 2014 Budget is a 4% increase over the last fiscal year and therefore, there is the need to come before the Board to present this resolution. The Circuit Court Family Division supported this increase, though a larger one was requested by Peckham last spring. Peckham Inc. has not had an increase in the Crossroads budget since 2009 and in fact, agreed to a 4% reduction in the 2010 budget which remained consistent until the 2014 Budget process. This increased figure restores the budgeted amount set forth in fiscal year 2009.

Introduced by the Law and Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PECKHAM INC. FOR
THE PECKHAM CROSSROADS PROGRAM**

WHEREAS, Peckham Inc. provides vocational training services and employment opportunities for up to 30 Ingham Academy students who are under the jurisdiction of the 30th Judicial Circuit Court Family Division; and

WHEREAS, the Ingham County Board of Commissioners approved an amount of \$319,542 in the 2014 Budget for the Peckham Crossroads Program which is also in the Child Care Fund; and

WHEREAS, the approved budget amount is approximately a 4% increase from the previous budget year; and

WHEREAS, Peckham Inc. has not had an increase in their contractual amount in the last 3 fiscal years and, in fact, accepted a reduction in the contractual amount in the 2009/2010 fiscal year; and

WHEREAS, this increase was the budgeted amount that was in the 2009 Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes renewing a contract with Peckham Inc. to operate the Peckham Crossroads program the amount of \$ 319,542 as approved in the 2014 Budget for the time period of October 1, 2013 through September 30, 2014.

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

Memo

To: Law and Courts/Finance Committees

From: Maureen Winslow, Deputy Court Administrator

Date: November 6, 2013

Re: **Peckham Footprints Group Home**

The resolution that accompanies this memo requests authorization to enter into a contract with Peckham Inc. for the Peckham Footprints Group Home. This group home provides shelter and services for up to 6 adolescent females who are under court jurisdiction.

Due to the fact the approved amount in the 2014 Budget is a 3% increase over last fiscal year, there is the need to come before the Board to present this resolution. A request for a more significant increase was made by Peckham Inc. for the 2014 Budget. Though the Family Division did not feel it could support the request for the larger amount, the proposed and ultimately approved amount in the 2014 Budget is the same that was in the 2009 Budget.

It should also be noted that in 2010, Peckham Inc. agreed to a 3% reduction in their contract and have maintained that same decrease until the 2014 Budget.

Introduced by the Law and Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PECKHAM INC. FOR
PECKHAM FOOTPRINTS GROUP HOME**

WHEREAS, Peckham Inc. has provided short term residential placement and services, known as Peckham Footprints Group Home, for adolescent females adjudicated under the 30th Judicial Circuit Court Family Division; and

WHEREAS, the Ingham County Board of Commissioners approved an amount of \$447,319 in the 2014 Budget for the Peckham Footprints Group Home; and

WHEREAS, the approved budgeted amount is approximately a 3% increase from the previous budget year; and

WHEREAS, Peckham Inc. has not had an increase in their contractual amount in the last 3 fiscal years and, in fact, accepted a reduction in the contractual amount in the 2009/2010 fiscal year; and

WHEREAS, this increase restores the budgeted amount from the 2009/2010 fiscal year; and

WHEREAS, the Peckham Footprints Group Home is included in Ingham County's Child Care Fund Budget.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a continuation contract with Peckham Inc. to operate the Peckham Footprints Group Home program in the amount of \$447,319 as approved in the 2014 Budget for the time period of October 1, 2013 through September 30, 2014.

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

Introduced by County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE TEMPORARY ASSIGNMENT AND SALARY
FOR THE INTERIM CHIEF EXECUTIVE OFFICER,
COMMUNITY HEALTH CENTERS AND THE EXECUTION OF THE RELATED AGREEMENT**

RESOLUTION # 13 - 306

WHEREAS, the Ingham County Board of Commissioners, the Ingham Community Health Center Board, and the Ingham County Health Department have entered into an agreement to provide for operation, administration and provision of certain primary care services in Ingham County, Michigan; and

WHEREAS, due to the recent departure of the Chief Executive Officer (Position No. 601003) for the Federally Qualified Health Center Look Alike Entity and the network of Community Health Centers, the County seeks to temporarily transfer most the job duties for that position to the Chief Operating Officer (Position No. 601382); and

WHEREAS, the Managerial and Confidential employee involved, being Barb Mastin, Chief Operating Officer, is qualified for and willing to temporarily assume these additional job duties and responsibilities; and

WHEREAS, the County has recognized that adjusting the employee's salary for temporarily assuming the assigned additional duties and responsibilities during this extended period is justified, and the Human Resources staff has conducted a review with the distribution of additional duties and responsibilities that has been recommended by the Health Department to the Board of Commissioners; and

WHEREAS, the County and the Community Health Center Board are agreeable to this temporary staffing arrangement and temporary salary increase.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the additional duties and responsibilities for the primary management and operations of the Community Health Center to be temporarily assigned to the Chief Operating Officer Barb Mastin (Position No. 601382), effective April 29, 2013 through December 31, 2013.

BE IT FURTHER RESOLVED, that while Ms. Mastin is temporarily assigned to perform the additional responsibilities from April 29, 2013 through December 31, 2013, Ms. Mastin's annual salary level shall be adjusted to \$93,283; and upon Ms. Mastin's ceasing to be assigned such additional duties and responsibilities, but no later than December 31, 2013, her salary shall be returned to the Chief Operating Officer MCF Pay Grade 13, Step 5 level.

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.

COUNTY SERVICES: Yeas: De Leon, Koenig, Celentino, Holman, Nolan, Tsernoglou, Maiville
Nays: None **Absent:** None **Approved 7/16/13**

FINANCE: Yeas: McGrain, Anthony, Tennis, Vickers, Schafer
Nays: None **Absent:** Bahar-Cook, Koenig **Approved 7/17/13**

Introduced by County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND THE TEMPORARY ASSIGNMENT AND SALARY
FOR THE INTERIM CHIEF EXECUTIVE OFFICER,
COMMUNITY HEALTH CENTERS AND THE AMENDMENT OF THE RELATED AGREEMENT**

WHEREAS, in Resolution #13-306, the Ingham County Board of Commissioners authorized the temporary assignment of Ms. Barbara Mastin to perform the additional responsibilities resulting from the departure of the Chief Executive Officer for the period of April 29, 2013 through December 31, 2013; and

WHEREAS, Ms. Mastin's annual salary level was adjusted to \$93,283 for the period of April 29, 2013 through December 31, 2013; and

WHEREAS, it is proposed that this temporary assignment be extended through June 30, 2014; and

WHEREAS, the Human Resources and the Community Health Center Board are in support of the extension of this assignment; and

WHEREAS, the Health Officer recommends that the temporary assignment and additional duties and responsibilities for the primary management and operations of the Community Health Center assigned to the Chief Operating Officer Barb Mastin (Position No. 601382), shall be extended through June 30, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the extension of the temporary assignment and additional duties currently being performed by the Chief Operating Officer, Ms. Mastin, through June 30, 2014.

BE IT FURTHER RESOLVED, that all other terms and conditions of the Agreement as to the assignment and salary for the Interim Chief Executive Officer, Community Health Centers are unchanged.

BE IT FURTHER RESOLVED, that 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 Branch Canady, PhD, MPA, Health Officer

Date: November 5, 2013

Subject: Resolution to Authorize the 2013-14 Schedule A Addendum to the Blue Cross Blue Shield Administrative Services Agreement for Services to Ingham County Jail Inmates

Ingham County and Blue Cross Blue Shield (BCBS) of Michigan entered into an agreement in 1996 wherein BCBS of Michigan would pay the claims of health care services provided to inmates of the Ingham County Jail. This agreement is updated annually by executing a Schedule A Addendum to the Administrative Services Contract. The currently agreement was amended in Resolution #12-435. The proposed Schedule A Addendum authorized through the attached resolution will cover the period of December 1, 2013 through November 30, 2014.

The 2013-14 Schedule A Addendum proposed by BCBS remains the same, with the exception of a change in the Additional Administrative Compensation as a percent of paid claims which is proposed to be not less than 10.00% or greater than 10.61% for the agreement period.

I recommend that the Board of Commissioners authorize the 2013 - 2014 Schedule A Addendum to the BCBSM Administrative Services Agreement for the 2013-14 agreement period in order to maintain BCBS services for paying claims for health care services provided to inmates of the Ingham County Jail.

c: John Jacobs, w/ attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE 2013 – 2014 SCHEDULE A ADDENDUM TO THE BLUE CROSS BLUE SHIELD ADMINISTRATIVE SERVICES AGREEMENT FOR SERVICES TO INGHAM COUNTY JAIL INMATES

WHEREAS, Ingham County and Blue Cross Blue Shield (BCBS) of Michigan entered into an agreement in 1996 wherein BCBS of Michigan would pay the claims of health care services provided to inmates of the Ingham County Jail; and

WHEREAS, that agreement is updated by executing a Schedule A attachment; and

WHEREAS, the current agreement was authorized in Resolution #12-435 for the period of December 1, 2012 through November 30, 2013; and

WHEREAS, BCBS of Michigan has proposed a 2013 – 2014 Schedule A Addendum to the Administrative Services Agreement; and

WHEREAS, proposed 2013 – 2014 Schedule A Addendum to the Administrative Services Agreement remains the same as the 2012-13 Schedule A Addendum with exception of the Additional Administrative Compensation as a percent of paid claims which will not be less than 10.00% or greater than 10.61% for the 2013-14 agreement period; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the 2013 - 2014 Schedule A Addendum to the BCBSM Administrative Services Agreement for inmates of the Ingham County Jail.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the attached Schedule A Addendum to the Administrative Services Agreement with Blue Cross and Blue Shield of Michigan for paying claims for health care services provided to inmates of the Ingham County Jail.

BE IT FURTHER RESOLVED, that the Schedule A Addendum shall be effective December 1, 2013 through November 30, 2014.

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

SCHEDULE A - Renewal Term Dec 2013 to Nov 2014)
 Administrative Services Contract (ASC)

1. Group Name: Ingham County Inmates
2. Group Number/Cluster: 007004013
3. Contract Effective Date: December 1, 2007
4. ASC Funding Arrangement: Monthly Wire
5. Line(s) of Business:

<input checked="" type="checkbox"/> Facility	<input checked="" type="checkbox"/> Prescription Drugs
<input type="checkbox"/> Facility Foreign	<input type="checkbox"/> Dental
<input type="checkbox"/> Facility Domestic	<input type="checkbox"/> Vision
<input checked="" type="checkbox"/> Physician	<input type="checkbox"/> Hearing
<input type="checkbox"/> Master Medical	

*Domestic Facility Code(s):

6. Administrative Fees:

	<u>Percent of Paid Claims</u>	<u>Monthly Contracts</u>
A. Administrative Fee	11.00%	575
B. Additional Agent Fee		
TOTAL	11.00%	
C. Additional Administrative Compensation:		
Nine percent (9%) of the BCBSM discounts on Michigan hospital claims, but the Additional Administrative Compensation as a percent of paid claims will not be less than 10.00% or greater than 10.61%		

7. Stop-loss Coverage(s):

- A. Stop-loss Coverage Purchased

<input type="checkbox"/> Standard	<input type="checkbox"/> Specific Only
<input type="checkbox"/> Specific and Aggregate	<input type="checkbox"/> Aggregate Only
<input checked="" type="checkbox"/> None	
- B. Coverage Lines of Business

<input type="checkbox"/> Facility	<input type="checkbox"/> Master Medical
<input type="checkbox"/> Facility Foreign Payment	<input type="checkbox"/> Prescription Drugs
<input type="checkbox"/> Facility Domestic Charge	<input type="checkbox"/> All Lines of Business (Aggregate Only)
<input type="checkbox"/> Physician	
- C. Attachment Point(s) (per contract) Specific: N/A Aggregate: N/A

	<u>Cost Per Contract</u>	<u>Monthly Contracts</u>	<u>Monthly Premium</u>
D. Total Stop-loss Premium	N/A	N/A	N/A

Blue Cross Blue Shield of Michigan is an independent licensee of the Blue Cross and Blue Shield Association.

Ingham County Inmates Group 007004013

- 8 Late Payment Charges/Interest:

A. Weekly Late Payment Charge	2%
B. Yearly Statutory Interest Charge (Simple Interest)	12%
C. Provider Contractual Interest	

9 BCBSM Account: 1840-09397-3 Comerica 0720-00096

Wire Number

Bank

American Bank Assoc

- 10 In the event the Schedule A in the form as submitted to Group by BCBSM ("this Schedule A") is not signed by Group and delivered to BCBSM on or before the 15th day after the Renewal Date, Group's administrative fee shall increase by \$2 per contract per month during the Term until the first day of the month following BCBSM's receipt of this Schedule A as signed by Group. Notwithstanding the foregoing, Group's total increase in its administrative fee shall not exceed \$10,000 per month.
- 11 BCBSM will charge an additional administrative fee of \$4.00 per contract per month if an ASC customer obtains stop-loss coverage from a third-party stop-loss vendor.
- 12 Your rate does not include taxes or assessments under consideration by federal and state governments that, if enacted, would be added to your bill.

BCBSM:

THE GROUP:

BY: _____
(Signature)

BY: _____
(Signature)

NAME: _____
(Print)

NAME: _____
(Print)

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

BY: _____
(Signature)

BY: _____
(Signature)

NAME: _____
(Print)

NAME: _____
(Print)

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

Blue Cross Blue Shield of Michigan is an independent licensee of the Blue Cross and Blue Shield Association.

Ingham County Inmates

MEMORANDUM

TO: Human Services Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: November 8, 2013

RE: Resolution to Extend the Cooperative Operations Agreement between the Health Department and the Ingham Community Health Center Board of Directors

Attached is a resolution to authorize the extension of the Cooperative Operational Agreement with the Ingham County Community Health Center Board of Directors. The current agreement expires on November 30, 2013. This resolution would extend this agreement through January 31, 2014.

As a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA), the Health Department is required by Section 330 of the Public Health Services (PHS) Act to maintain a governing board composed of individuals, a majority of who are being served by the center and, who as a group, represent the individuals being served by the center in terms of demographic factors such as race, ethnicity and sex. The Health Department may fulfill this requirement with two separate boards. Each board's responsibilities must be specified in writing so that responsibilities for carrying out the governance functions are clearly understood. The health center board's functions must include the selection of services to be provided by the centers, determination of hours during which such services will be provided, approval of the center's annual budget and grant application, and approval of the selection and dismissal of the chief executive of the health center.

In Resolution #13-337, the Cooperative Agreement was extended through November 30, 2013 to satisfy these requirements. The terms and conditions of a new Cooperative Agreement are currently under reviewed and must be approved by HRSA before a new resolution for a revised Cooperative Agreement can be brought forth to the Ingham County Board of Commissioners and the Ingham Community Health Center Board of Directors.

In order to remain in compliance as a HRSA grantee during the interim from November 30, 2013 to the time that a revised Cooperative Agreement is established, the term of the current Cooperative Agreement must be extended through January 31, 2014.

I recommend that the Board of Commissioners authorize an extension of the terms and duration of the current Cooperative Operational Agreement with the Ingham County Community Health Center Board of Directors through January 31, 2014.

Attachment

c: John Jacobs w/attachment
Barbara Mastin, w/attachment

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND THE COOPERATIVE OPERATIONAL AGREEMENT WITH THE
INGHAM COMMUNITY HEALTH CENTER BOARD OF DIRECTORS**

WHEREAS, In Resolution #13-337, the Cooperative Operational Agreement between Ingham County and the Ingham County Community Health Center Board of Directors was extended for the period of October 1, 2013 through November 30, 2013; and

WHEREAS, as a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration, Ingham County is required by Section 330 of the Public Health Services (PHS) Act to maintain a governing board composed of individuals, a majority of who are being served by the center and, who as a group, represent the individuals being served by the center in terms of demographic factors such as race, ethnicity and sex; and

WHEREAS, as a public entity health department, Ingham County may fulfill this requirement with two separate boards; and

WHEREAS, when two boards exist, each board's responsibilities must be specified in writing so that responsibilities for carrying out the governance functions are clearly understood; and

WHEREAS, the health center board's functions must, at a minimum, include the:

- selection of services to be provided by the center;
- determination of hours during which such services will be provided;
- approval of the center's annual budget and grant application, and
- approval of the selection and dismissal of the chief executive of the health center; and

WHEREAS, Ingham County fulfills this requirement through a Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors; and

WHEREAS, the current Cooperative Operational Agreement ends November 30, 2013; and

WHEREAS, in order to maintain compliance, the term of this agreement must be extended; and

WHEREAS, the Ingham Community Health Center Board of Directors has reviewed and supports the agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize and extension of the Cooperative Operational Agreement through January 31, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an extension of the Cooperative Operational Agreement with the Ingham Community Health Center Board through January 31, 2014.

BE IT FURTHER RESOLVED, that all terms conditions of the Cooperative Operational Agreement are unchanged.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is 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 Branch Canady, PhD, MPA, Health Officer

DATE: November 14, 2013

RE: Resolution to Authorize the Michigan Consumers for Healthcare Grant

The Michigan Consumers for Healthcare (MCH) coalition has been selected by the federal government to be a Navigator assisting the uninsured in making their enrollment decisions. The coalition will be Michigan's only statewide Navigator program, engaging more than 120 partner agencies in the important work of reaching out to and assisting hard to reach populations everywhere.

MCH would like to contract with the Health Department to serve as an initial point of contact and support for the Ingham County area as a Local Community Navigator (LCO) organizations. The Coalition will be working closely with Enroll America and other grassroots organizations to ensure that outreach and education efforts are tied closely into the local navigator.

MCH will provide \$15,000 in compensation to the Health Department to support a staff member to be certified and made available on at least a part time basis to assist local consumers in understanding their enrollment options. The Registration and Enrollment Unit will provide community members with navigation services. Nancy Diawara, Project Specialist is designated as the certified Navigator for the Health Department.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with MCH.

Attachment

c: Nancy Hayward w/attachment
Debbie Edokpolo w/attachment
John Jacobs w/attachment
Jane Noice w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN CONSUMERS FOR HEALTH CARE TO SERVE AS A LOCAL COMMUNITY NAVIGATOR FOR INGHAM COUNTY AND SURROUNDING COMMUNITIES

WHEREAS, Michigan Consumers for Healthcare (MCH) coalition has been selected by the federal government to be a Navigator assisting the uninsured in making their enrollment decisions; and

WHEREAS, The coalition will be Michigan's only statewide Navigator program, engaging more than 120 partner agencies in the important work of reaching out to and assisting hard to reach populations everywhere; and

WHEREAS, MCH would like to contract with the Health Department to serve as an initial point of contact and support for the Ingham County area as a Local Community Navigator (LCO) organizations; and

WHEREAS, MCH will provide \$15,000 in compensation to the Health Department to support a staff member to assist local consumers in understanding their enrollment options; and

WHEREAS, a Program Specialist in the Registration and Enrollment Unit is designated as the certified Navigator for the Health Department; and

WHEREAS, the Health Officer recommends that the Board authorize an agreement with Michigan Consumers for Healthcare for the period of October 1, 2013 to September 30, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Michigan Consumers for Healthcare to provide the Health Department up to \$15,000 to support the salary of a Program Specialist to provide Navigation services to consumers in Ingham County and surrounding communities.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2013 to September 30, 2014.

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée B. Canady, PhD, MPA, Health Officer

DATE: November 5, 2013

RE: Resolution to Amend the Services Contracts for Outreach Services Authorized in the 2013-14 Comprehensive Agreement

In Resolution #13-384, the 2013-14 Agreement for Delivery of Public Health Services under the Comprehensive Process with the Michigan Department of Community Health for the period of October 1, 2013 through September 30, 2014.

This resolution authorized service contracts with the providers named below to support outreach activities to potential and current Medicaid beneficiaries. These service contracts braided together with requirements and funds from multiple sources, including County and Medicaid Administration (Federal Share):

The Ingham Health Plan Corporation is providing an additional \$25,000 to support the outreach activities in these service contracts for the first quarter (October to December) of FY 2014. The remaining increase is funded by a redetermination of Medicaid Administration (Federal Share). There is no increase in General Fund dollars.

These services contracts shall be increased as followed:

Allen Neighborhood Center – from \$88,087 to \$98,626
NorthWest Initiative – from \$88,087 to \$98,626
Carefree Medical – from \$3,780 to \$6,480
South Side Community Coalition – from \$85,586 to \$92,317
Greater Lansing African American Health Institute – from \$67,204 to \$71,320
Family and Com. Dev. Services – from \$100,000 to \$126,190

I recommend that the Board accept the \$25,000 from the IHP Corporation and amend the service contracts for outreach activities that were authorized in Resolution #13-384.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENTS TO THE SERVICE CONTRACTS FOR
OUTREACH SERVICES AUTHORIZED IN THE 2013-2014 COMPREHENSIVE AGREEMENT**

WHEREAS, in Resolution #13-384, the 2013-14 Agreement for Delivery of Public Health Services under the Comprehensive Process with the Michigan Department of Community Health for the period of October 1, 2013 through September 30, 2014; and

WHEREAS, this resolution authorized service contracts with the providers named below to support outreach activities to potential and current Medicaid beneficiaries; and

WHEREAS, these service contracts braided together with requirements and funds from multiple sources, including County and Medicaid Administration (Federal Share); and

WHEREAS, the Ingham Health Plan Corporation is providing an additional \$25,000 to support the outreach activities in these service contracts for the first quarter (October to December) of FY 2013; and

WHEREAS, the remaining increase is funded by a redetermination of Medicaid Administration (Federal Share); and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize these Amendments with the following agencies:

Allen Neighborhood Center – from \$88,087 to \$98,626

NorthWest Initiative – from \$88,087 to \$98,626

Carefree Medical – from \$3,780 to \$6,480

South Side Community Coalition – from \$85,586 to \$92,317

Greater Lansing African American Health Institute – from \$67,204 to \$71,320

Family and Com. Dev. Services – from \$100,000 to \$126,190

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the \$25,000 from the IHP Corporation and amends the service contracts for outreach activities that were authorized in Resolution #13-384 as follows:

Allen Neighborhood Center – from \$88,087 to \$98,626

NorthWest Initiative – from \$88,087 to \$98,626

Carefree Medical – from \$3,780 to \$6,480

South Side Community Coalition – from \$85,586 to \$92,317

Greater Lansing African American Health Institute – from \$67,204 to \$71,320

Family and Com. Dev. Services – from \$100,000 to \$126,190

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 period of the service contracts remains October 1, 2013 through September 30, 2014.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any agreements consistent with this resolution after review by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée B. Canady, PhD, MPA, Health Officer

DATE: November 5, 2013

RE: Recommendation to Authorize a Contract with David Hunt and Associates.

In 2009, the Health Department (ICHD) received a grant from the W.K. Kellogg Foundation (WKKF) to advance its Social Justice Initiative in several ways, one of which was to provide training in the discipline of community organizing to Ingham County residents with an interest in health equity. With funds from this grant, ICHD contracted with David Hunt and Associates to provide these trainings from September to November, 2012. Mr. Hunt's work was very well received by both community teams and ICHD staff, and several of the efforts launched by his trainings have continued to have an impact on the community.

The WKKF grant will end on December 31, 2013. A request to extend the grant for another year was not approved; rather, our contract manager from the foundation requested that we reprogram any remaining unobligated funds to be used by the end of 2013. ICHD staff from the Social Justice Initiative and the Healthy Start Program have recommended that a portion of these funds be used to contract with David Hunt and Associates to provide introductory workshops in community organizing to the staff, clients, and community members involved in Healthy Start. The workshops will contribute to the creation of a strong and supportive community network dedicated to reversing the conditions that sustain infant mortality disparities in Ingham County.

All but one of the workshops will be provided before the end of 2013. The final, culminating workshop will take place before March 31, 2014.

The attached resolution authorizes a contract with David Hunt and Associates in the amount of \$7,900 to support this work for the period of November 1, 2013 through March 31, 2014. Reprogrammed funds from the WKKF grant will provide \$6,900 of this amount and the remaining \$1,000 (to fund the final workshop in 2014) will be provided by a grant from ISIAAH, Inc., which is dedicated to creating an alignment between public health professionals and community organizers in Michigan.

I recommend that the Board of Commissioners adopt the attached resolution.

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 TO AUTHORIZE A CONTRACT WITH DAVID HUNT AND ASSOCIATES

WHEREAS, the Health Department has identified health equity – which is the elimination of the root causes of health disparity as one of its core values; and

WHEREAS, in 2004, 2006, and 2009, the Health Department received grant support from the W. K. Kellogg Foundation (Resolutions #04-074, #06-015, #09-198) to launch a social justice network to advance health equity; and

WHEREAS, the 2009 grant from the W. K. Kellogg Foundation included funding to support training in the principles of community organizing in Ingham County, and the Health Department entered into a contract with David Hunt and Associates to provide eight training sessions and additional professional development support to Health Department staff in the fall of 2012; and

WHEREAS, the 2009 W. K. Kellogg grant will end on December 31, 2013, and representatives of the W.K. Kellogg Foundation have advised the Health Department to reprogram any unspent funds remaining in the grant to be expended before December 31, 2013; and

WHEREAS, in Resolution #13-232, the Health Department has been awarded additional support for training in community organizing from ISALAH, Inc.; and

WHEREAS, the Health Department coordinates a Healthy Start initiative designed to reduce disparities in birth outcomes by empowering African American women and others in their social network to build a strong and supportive community network to reverse negative conditions that contribute to infant mortality disparities in their community; and

WHEREAS, the Health Department staff currently working on Healthy Start and the Social Justice initiative have determined that Healthy Start clients and staff would benefit from learning the organizing principles taught by David Hunt and Associates; and

WHEREAS, the Health Officer recommends that the Board authorize a contract with David Hunt and Associates in the amount of \$7,900 to provide four training sessions with clients and staff from the Healthy Start initiative.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract in the amount of \$7,900 with David Hunt and Associates to provide four training sessions with clients and staff from the Healthy Start initiative for the period of November 1, 2013 through March 31, 2014.

BE IT FURTHER RESOLVED, that \$6,900 of this subcontract will be supported by the W.K. Kellogg grant and \$1,000 by grant funds from ISALAH, Inc.

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

Agenda Item 8a

DATE: November 7, 2013
TO: Finance and Liaison Committees
FROM: Teri Morton, Budget Director
RE: Resolution Approving Various Contracts for the 2014 Budget Year

This resolution will approve the attached list of contracts for the 2014 budget year. The list consists only of contracts that are included in the 2014 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.

The county contract approval process, as amended by Resolution 09-095, provides that any contract over \$5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this 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 passed by the Finance Committee and scheduled to be considered by the Board of Commissioners at its November 12th meeting, expenditure contracts with a 2014 increase of 2.1% or less are the only ones included in this resolution. The one exception to this is the county's contract with the Capital Area United Way for 2-1-1 Services. An increase of \$12,000 (36%) was approved by the Board of Commissioners as part of the 2014 budget process.

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 2014 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 2014 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 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.

LAW AND COURTS COMMITTEE										
Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2013 COST	2014 PROJECTED	Proj. Increase over 2013	% Increase over 2013	Funding Source
1	Comm. Corr	Westaff	CCAB Staff Consultant Services	01/01/14	12/07/14	\$43,726	\$44,165	\$439	1%	\$37,405 GF/\$12,500 State of MI \$5,740 from City
2	Family Court	MSU Psychology Department	Diversion Program - Reduces days/cost for out of home care	10/01/13	09/30/14	\$155,398	\$157,569	\$2,171	1%	50% GF/50% State of MI
3	Family Court	Clarinda Group Home	Female transition from long term treatment	10/01/13	09/30/14	\$511,962	\$511,962	\$0	0%	50% JIM/50% State of MI
4	Family Court	Highfields	Day Treatment Program - transportation and behavioral specialists	10/01/13	09/30/14	\$646,825	\$646,825	\$0	0%	50% JIM/50% State of MI
5	Family Court	Ingham Intermediate	Day Treatment Program - teachers & para-professionals	10/01/13	09/30/14	\$434,932	\$434,932	\$0	0%	50% JIM/50% State of MI
6	Family Court	Highfields	Evening Reporting Program - transportation and behavioral specialists	10/01/13	09/30/14	\$312,650	\$312,650	\$0	0%	50% JIM/50% State of MI
7	Family Court	Four Attorneys: Skinner, Mertens, Frahzo, Eagleson	Guardian-Ad-Litem contracts to represent children in abuse and neglect hearings	10/01/13	09/30/14	\$200,000	\$200,000	\$0	0%	General Fund
8	Family Court	All Clear	Security X-Ray Machine Maintenance Agreement	10/01/13	09/30/14	\$3,800	\$3,800	\$0	0%	50% JIM/50% State of MI
9	FOC	MGT	CRP Contract Preparation & Billing, Time Study Employee Billing	10/01/13	09/30/14	\$10,290	\$10,500	\$210	2%	67% SOM, 33% GF
10	Probate Court	Michael Steake & William Metros	Legal representation for mental illness respondents.	01/01/14	12/31/14	\$10,000	\$10,000	\$0	0%	General Fund
11	Probate Court	Robert Refior & Louis Kafantaris	Attorney Services agreement for general matters w/ Robert Refior & Louis Kafantaris	01/01/14	12/31/14	\$17,000	\$17,000	\$0	0%	General Fund
12	Probate Court	Robert Refior & Louis Kafantaris	Guardian ad litem services for general Probate matters	01/01/14	12/31/14	\$48,000	\$48,000	\$0	0%	General Fund
13	Prosecuting Attorney	MGT	Applications and Billings for CRP Grant	01/01/14	12/31/14	\$5,000	\$5,000	\$0	0%	67% SOM, 33% GF
14	Prosecuting Attorney	MGT	Applications and Billings for IV-E Grant	01/01/14	12/31/14	\$1,000	\$1,000	\$0	0%	General Fund
15	Prosecuting Attorney	Safe Records	Storage of Records	01/01/14	12/31/14	\$5,827	\$5,827	\$0	0%	General Fund

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2013 COST	2014 PROJECTED	Proj. Increase over 2013	% Increase over 2013	Funding Source
16	Sheriff	Lansing-Mason Ambulance	Inmate Ambulance Service	01/01/14	12/31/14	\$22,500	\$22,500	\$0	0%	General Fund
17	Sheriff	I.D. Networks	Software in Jail - Main/LiveScan	06/01/14	05/30/15	\$7,000	\$7,000	\$0	0%	General Fund
18	Ingham County	Legal Services of South Central Michigan	Provide legal services to low-income residents of Ingham County	01/01/14	12/31/14	\$20,000	\$20,000	\$0	0%	General Fund

REVENUE CONTRACTS

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2013 REV	2014 PROJECTED	Proj. Increase	% Increase over 2013
1	Prosecuting Attorney	State of Michigan	Anti-Drug Abuse Program	10/01/13	09/30/14	\$25,249	\$21,166	-\$4,083	-16%
2	Prosecuting Attorney	State of Michigan	Domestic Violence Prevention	10/01/13	09/30/14	\$65,000	\$65,000	\$0	0%
3	Prosecuting Attorney	State of Michigan	Cooperative Reimbursement Grant	10/01/13	09/30/14	\$686,481	\$686,300	-\$181	0%
4	Prosecuting Attorney	State of Michigan	Title IV E Grant	10/01/13	09/30/14	\$33,432	\$33,432	\$0	0%
5	Prosecuting Attorney	State of Michigan	Victims Rights Grant	10/01/13	09/30/14	\$199,600	\$193,600	-\$6,000	-3%
6	Sheriff	State of Michigan	Anti-Drug Abuse Program	10/01/13	09/30/14	\$25,249	\$21,166	-\$4,083	-16%
7	Sheriff	State of Michigan	Annual Grant for Secondary Road Patrol	10/01/13	09/30/14	\$248,002	\$248,002	\$0	0%
8	Sheriff	State of Michigan	Annual Grant for Marine Safety Programs	10/01/13	09/30/14	\$4,109	\$3,402	-\$707	-17%
9	Sheriff	State of Michigan	Annual Grant for Emergency Management	10/01/13	09/30/14	\$45,582	\$45,582	\$0	0%
10	Family Court	State of Michigan	Annual Child Care Agreement	10/01/13	09/30/14	\$8,253,288	\$7,728,042	-\$525,246	-6%
11	FOC	State of Michigan	Annual Access and Visitation Grant	10/01/13	09/30/14	\$6,300	\$6,000	-\$300	-5%
12	FOC	State of Michigan	Cooperative Reimbursement Grant	10/11/12	09/30/13	\$2,815,314	\$2,798,052	-\$17,262	-1%
13	Work Study	Cooley Law School, Detroit College of Law, Michigan State University	Annual Work Study Grants	Continuing	Continuing	\$47,689	\$47,689	\$0	0%
14	Ingham County	Tri-County Metro Narcotics Squad	Annual Grant for Drug Assets Forfeiture Program	10/01/13	09/30/14	\$271,805	\$271,805	\$0	0%

HUMAN SERVICES COMMITTEE										
Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2013 COST	2014 PROJECTED	Proj. Increase over 2013	% Increase over 2013	Funding Source
1	Ingham County Health Department	Capital Area United Way	Annual Renewal of Contract for Central Michigan 2-1-1 Services	01/01/14	12/31/14	\$ 33,750	\$ 45,750	\$12,000	36%	General Fund
2	Health Department	Volunteers of America	Homeless Day Center	10/01/13	09/30/14	\$ 30,000	\$ 30,000	\$0	0%	General Fund
3	Health Department	Our Savior Lutheran Church	Food Pantry Operation - 1515 W. Holmes Rd	10/01/13	09/30/14	\$ 7,200	\$ 7,200	\$0	0%	General Fund
Revenue Contracts										
Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2013 COST	2014 PROJECTED	Proj. Increase over 2013	% Increase over 2013	
1	VA	Michigan Veterans Trust Fund	Services Provided for Ingham County Trust Fund	10/01/13	09/30/14	\$ 7,800	\$ 7,800	\$0	0%	
2	VA	Michigan Veterans Trust Fund	Services Provided for Ingham Clinton County Trust Fund	10/01/13	09/30/14	\$ 1,700	\$ 1,700	\$0	0%	
3	VA	Clinton County	Services Provided to Clinton County	01/01/14	12/31/14	\$ 41,021	\$ 34,466	-\$6,555	-16%	

COUNTY SERVICES COMMITTEE										
Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2013 COST	2014 PROJECTED	Proj. Increase	% Increase over 2013	Funding Source
1	Board of Commissioners	Granicus	Recording Software maintenance Monthly Manage Service	01/01/14	12/31/14	\$6,000	\$5,500	-\$500	-8%	General Fund
2	Facilities - VMC	Schindler	Elevator maintenance & repair	06/01/13	06/30/14	\$ 7,500	\$ 7,500	\$0	0%	General Fund/COL
3	Facilities - Jail	Schindler	Elevator maintenance & repair	08/01/11	06/30/14	\$ 2,500	\$ 2,500	\$0	0%	General Fund
4	Facilities - HSB	Schindler	Elevator maintenance & repair	08/01/11	06/30/14	\$ 3,400	\$ 3,400	\$0	0%	HSB Fund
5	Facilities	Schindler	Elevator maintenance & repair	08/01/11	06/30/14	\$ 4,500	\$ 4,500	\$0	0%	General Fund
6	Financial Services	Eagle Claims Management	Workers' Comp Third Party Administrator	01/01/14	12/31/14	\$ 27,500	\$ 27,500	\$0	0%	Workers Comp Fund/MCF
7	Financial Services	Infinisource	Employees' Flexible Spending Account Administrator	01/01/14	12/31/14	\$ 17,500	\$ 17,500	\$0	0%	Employee Benefit Fund
8	Financial Services	BPA	Medicaid Eligible Retirees' Wraparound Plan Administrator	01/01/14	12/31/14	\$ 13,200	\$ 13,200	\$0	0%	Employee Benefit
9	MIS	Airialink	10MB Fiber Connection to Otto School	04/01/14	03/31/15	\$ 7,200	\$ 7,200	\$0	0%	Network Fund
10	MIS	Granicus	Granicus Maintenance	07/01/13	06/30/14	\$ 11,576	\$ 11,692	\$116	1%	Network Fund
REVENUE CONTRACTS										
Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2013 REV	2014 PROJECTED	Proj. Increase over 2013	% Increase over 2013	
1	Equalization	State of Michigan	Annual Grant for Remonumentation Program	01/01/14	12/31/14	\$80,444	\$107,551	\$27,107	34%	
2	Human Resources	Tri-County Office on Aging	For HR consulting services Annual renewal since 2006	01/01/14	12/31/14	\$40,028	\$40,028	\$0	0%	

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH TIMETABLES FOR TRANSFER OF FUNDS FROM THE
CITY OF LANSING FOR 911 EMPLOYEES**

WHEREAS, 34 employees transferred from the City of Lansing to Ingham County on July 1, 2012 as part of the 911 Consolidation; and

WHEREAS, the 911 Legacy agreement with the City requires the City of Lansing to transfer the accumulated pension assets for these employees; and

WHEREAS, County and City officials have not yet agreed on a dollar amount for this transfer; and

WHEREAS, the City of Lansing acknowledges owing at least \$1,070,857.88; and

WHEREAS, Ingham County provided \$1,500,000 to temporarily fund retirement accounts for impacted employees through Municipal Employees Retirement System (MERS) of Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners directs its Controller/Administrator to send written notice to the City of Lansing demanding payment of \$1,070,857.88 to the County, the amount the City believes it owes under the 911 Legacy Agreement, to be remitted on or before (insert date).

BE IT FURTHER RESOLVED, that the Controller/Administer shall continue negotiations with City officials in an attempt to secure the balance of funds owed to fully fund retirement accounts for impacted employees formerly employed by the City of Lansing.

BE IT FURTHER RESOLVED, that, should the City of Lansing fail to remit payment on or before (insert date), Corporation Counsel shall then be authorized to initiate necessary legal action against the City of Lansing for the purpose of recovering amounts owed for accumulated pension assets, as cited in the 911 Legacy Agreement.

Agenda Item 8c

TO: Ingham County Finance Committee

FROM: John L. Neilsen, Deputy Controller

DATE: November 14, 2013

RE: Resolution to Accept a State of Michigan Court of Appeals Letter of Agreement to Provide Court of Claims Transition Cost Reimbursement to the Thirtieth Circuit Court

Commissioners:

At the Law & Courts Meeting on November 13, 2013 Circuit Court Chief Judge Janelle Lawless and Shauna Dunnings, Court Administrator appeared to update the Committee on the impacts of PA 164 of 2013 which transferred jurisdiction of the Court of Claims from the Thirtieth Circuit Court to the Michigan Court of Appeals effective November 12, 2013.

We also advised the Committee of a telephone conference call that County and Court Administration held earlier in the day with representatives of the State Court Administrative Office and Court of Appeals staff to begin the planning process to have an orderly transition of these cases.

In essence we have been assured that Ingham County will be fully compensated for any costs that will be incurred by the Court and Ingham County during this transition process. Those costs have been identified as “for the reasonable and actual costs; including staff wages and benefits, supplies, and other miscellaneous costs, incurred in the handling of the Court of Claims matters during that period”.

To facilitate that process, the state has provided us with a Letter of Agreement with the Michigan Court of Appeals/State Court Administrative Office for the costs associated with providing case processing support to the Court of Claims effective November 12, 2013 for a period of sixty days through January 10, 2014. If the transition is not completed during this period, the proposed Resolution authorizes that upon mutual agreement by both parties the agreement may be extended beyond this initial sixty day period if the transition takes longer under the same terms and conditions.

The Law & Courts Committee directed me to prepare this Resolution for consideration by the Finance Committee in order for this to be approved by the full Board of Commissioners at the November 26, 2013 meeting.

I urge approval of the attached Resolution to authorize this Letter of Agreement.

State of Michigan
Court of Appeals
Lansing Office

November 13, 2013

Honorable Janelle A. Lawless
Chief Judge
Veterans Memorial Courthouse
313 W. Kalamazoo St.
Lansing, MI 48933

Re: Letter of Agreement providing for reimbursement to the 30th Circuit Court for providing case processing support to the Court of Claims

Dear Chief Judge Lawless:

This letter will serve as an agreement to reimburse the Thirtieth Circuit Court for the costs associated with providing case processing support to the Court of Claims for a period of 60 days from November 12, 2013, the effective date of 2013 PA 164, which transferred jurisdiction of the Court of Claims from the Thirtieth Circuit Court to the Michigan Court of Appeals. Concurrent with the transfer of that jurisdiction, the Clerk of the Court of Claims will authorize staff of the Thirtieth Circuit Court to accept and process any pleadings and fees filed with the Court of Claims during that 60-day period.

The State Court Administrative Office and the Michigan Court of Appeals hereby agree to reimburse the Thirtieth Circuit Court for the reasonable and actual costs; including staff wages and benefits, supplies, and other miscellaneous costs, incurred in the handling of the Court of Claims matters during that period. The Thirtieth Circuit Court shall submit the reimbursement request for those costs to the Court of Appeals and the State Court Administrative Office within thirty-five days of the end of the 60-day period.

Please indicate your approval of the terms of our agreement by signature of the appropriate parties below, and return a signed original copy to me.

If you have any questions, please contact me at (517) 373-2252.

Very truly yours,

Jerome W. Zimmer Jr.
Chief Clerk, Michigan Court of Appeals

William B. Murphy, Chief Judge
Michigan Court of Appeals

Dawn Monk, Deputy State Court Administrator
State Court Administrative Office

Janelle A. Lawless, Chief Judge
Thirtieth Circuit Court

cc: Court of Claims Chief Judge Michael J. Talbot
Thirtieth Circuit Court Administrator Shauna Dunnings

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A STATE OF MICHIGAN COURT OF APPEALS LETTER
AGREEMENT TO PROVIDE COURT OF CLAIMS TRANSITION COST REIMBURSEMENT TO
THE THIRTIETH CIRCUIT COURT**

WHEREAS, the State of Michigan enacted PA 164 of 2013 which transferred jurisdiction of the Court of Claims from the Thirtieth Circuit Court to the Michigan Court of Appeals effective November 12, 2013; and

WHEREAS, the State Court Administrative Office and Court of Appeals staff have met with the Court Administration to begin the planning process to have an orderly transition of these cases; and

WHEREAS, the Circuit Court Judiciary and Ingham County Board of Commissioners intend to work cooperatively with the Michigan Court of Appeals during this transition process in the best interests of all the parties involved in existing cases before the Court of Claims and any future cases that are filed with the Thirtieth Circuit Court on behalf of the Court of Claims during this transition period; and

WHEREAS, the Circuit Court Judiciary and Ingham County Board of Commissioners must also be assured that Ingham County will be fully compensated for any costs that will be incurred by the Court and Ingham County during this transition.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a Letter of Agreement with the Michigan Court of Appeals/State Court Administrative Office for the costs associated with providing case processing support to the Court of Claims effective November 12, 2013 for a period of sixty days through January 10, 2014.

BE IT FURTHER RESOLVED, that upon mutual agreement by both parties the agreement may be extended after this initial sixty day period if the transition takes longer under the same terms and conditions.

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



DEPARTMENT OF HEALTH AND HUMAN SERVICES

AGENDA ITEM # 9

OFFICE OF INSPECTOR GENERAL



OFFICE OF AUDIT SERVICES
NATIONAL EXTERNAL AUDIT REVIEW CENTER
1100 WALNUT STREET, SUITE 850
KANSAS CITY, MO 64106

NOV 01 2013

Report Number: A-05-14-23058

RECEIVED
NOV 04 2013

BOARD OF COMMISSIONERS
INGHAM COUNTY
121 EAST MAPLE STREET
P.O. BOX 319
MASON, MICHIGAN 48854

Dear Board Members:

We have completed our initial review of the audit report on the County for the period January 1, 2012, through December 31, 2012. The report was received by the Federal Audit Clearinghouse on July 2, 2012, (identification number 148721). Based on our initial review, we believe the audit, performed by REHMANN ROBSON, Certified Public Accountants, met Federal audit requirements.

Please refer to Attachment A, where we have summarized the findings and recommendations and identified the Federal department responsible for resolution. Final determinations with respect to actions to be taken on Department of Health and Human Services (HHS) recommendations will be made by the HHS resolution agency identified on Attachment A. Please respond to the following HHS resolution official at the address below within 30 days from the date of this letter:

HHS RESOLUTION OFFICIAL

Division of Financial Integrity
Attn: Audit Resolution
Office of Federal Assistance Management
Health Resources and Services Administration
Parklawn Building, Room 13C-05
5600 Fishers Lane
Rockville, MD 20857

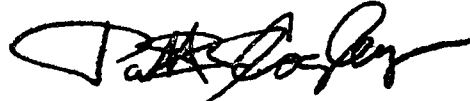
Your written response may consist of: (1) any comments or additional information that you believe may have a bearing on the final determination of actions to be taken with respect to the HHS recommendations, (2) an update of comments submitted with the report or (3) confirmation that your previous comments and corrective action plan, for the recommendations summarized in

Attachment A, remain unchanged. The above report number should be referenced in all correspondence relating to this report. All correspondence, including requests for additional time to prepare your response, should be submitted to the HHS resolution official address. Please do not send your comments or requests to the National External Audit Review Center.

In accordance with the principles of the Freedom of Information Act (Public Law No. 90-23), reports issued on the Department's grantees and contractors are made available, if requested, to members of the press and general public to the extent that information contained therein is not subject to exemptions in the Act which the Department chooses to exercise. (See 45 CFR Part 5 Section 5.21 of the Department's Public Information Regulations.)

If you have any questions, please contact our office at (800) 732-0679.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick J. Cogley", written in a cursive style.

Patrick J. Cogley
Regional Inspector General for Audit Services

Enclosure

<i>Recommendation Codes</i>	<i>Page</i>	<i>Amount</i>	<i>Resolution Agency</i>	<i>Recommendations</i>
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Single Audit Act Compliance

217908100	14	N/A	HHS/HRSA	2012-SA-01 Procurement, Suspension and Debarment. We recommend procedures be strengthened to ensure vendors are not suspended or debarred.
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