

CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON
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, SEPTEMBER 18, 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 [August 22, 2013 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner's Office - Discussion Item: Drain Financing Review & Discussion
2. Circuit Court/Family Court
 - a. Resolution to Accept FY 2014 Swift and Sure Sanctions Probation Program ([SSSPP](#)) Grant Funds; Continue the Grant Funded Special Part-Time Position of a SSSPP Assistant Prosecuting Attorney; and Create a Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position for FY 2013-2014
 - b. Resolution Requesting an Amendment to the Family Division 2012/13 [Child Care](#) Fund for Additional Funds Necessary for Payments to the State Institution Budget
3. Special Transportation Millage - Resolution Authorizing the Third [Amendment](#) to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015
4. Ingham Health Plan - Resolution to Authorize the Intergovernmental Transfer of Ingham County Funds to Support [DSH Payments](#) to Ingham Regional Medical Center and Sparrow Health System
5. Health Department
 - a. Resolution to Authorize a 2013-2014 [AmeriCorps* VISTA](#) Grant
 - b. Resolution to Convert a Community Health Representative II Position to a Billing & Reporting Clerk I and Increase a Health Plan Management Assistant to Full Time in [Health Plan Management](#) Services
 - c. Resolution to Authorize an Amendment to the Contract with the [Ionia County](#) Health Department for Medical Direction and Program Consultation
 - d. Resolution to Authorize an Agreement with [Southeast Michigan Health](#) Association
 - e. Resolution to Authorize a 2013-2014 Agreement with the Michigan Department of Community Health for the Delivery of [Public Health Services](#) Under the Comprehensive Agreement

6. MIS - Resolution to Authorize [PTD Technology](#) to Secure the HPMS Application
7. Department of Human Services - Resolution to Establish a Trust and Agency [Account](#) for the Ingham County Department of Human Services
8. Fair - Resolution Authorizing Entering into a Contract with [Laux Construction, LLC](#) for General Contractor Services to Repair the Main Arena Roofing, Install New Eaves Troughs, and Upgrade the Heating System of the Main Arena at the Ingham County Fairgrounds
9. Facilities - Resolution Authorizing Entering into a Contract with [D.C. Byers Co. / Detroit Inc.](#) for Improvements to the Aviary & Reptilian House at Potter Park Zoo
10. Farmland and Open Space Preservation Board - Resolution to Amend Resolution #13-38, Approving Proceeding to Close Permanent Conservation [Easement Deed](#) on Thorburn, Schwab and Nussdorfer Properties
11. Ingham County Road Department - Resolution to Authorize an Emergency [Traffic Signal Maintenance Agreement](#) with the Lansing Board of Water & Light
12. Parks
 - a. Resolution to Accept a Charitable [Donation](#) from the Friends of Ingham County Parks
 - b. Resolution Approving the Transfer of Approved Capital Improvement Funds for Construction of a [Cabana](#) at Hawk Island County Park
 - c. Resolution Amending User [Fees](#) for the Hawk Island Snowpark
13. Controller's Office
 - a. Resolution to Authorize the Replacement of Leased [Copiers](#) with Purchased Copiers and to Setup Copier Replacement Chargebacks for Ingham County Departments
 - b. Resolution to Authorize Participation in U.S. Geological Survey Enhanced [Flood Warning System](#)
14. Board Referral - Notice of Hearing from Delhi Charter Township for an Application for Industrial Facilities Exemption Certificate by [Fibertec, Inc.](#)

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
August 22, 2013
Minutes

Members Present: Brian McGrain, Sarah Anthony, Rebecca Bahar-Cook, Carol Koenig, and Don Vickers

Members Absent: Todd Tennis and Randy Schafer

Others Present: Teri Morton, Jill Rhode, Travis Parsons, Bill Conklin, Chuck Gray, Stacy Byers, Sandy Gower, Michael Ashton and others

The meeting was called to order by Chairperson McGrain at 6:04 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the July 17, 2013 Minutes

The July 17, 2013 Minutes were approved as submitted.

Additions to the Agenda

1. Pulled - City of Lansing - Funding Request for Enhanced Flood Warning Project
Additional Information: City of Lansing - Funding Request for Enhanced Flood Warning Project. *Revised Information attached. The County Services Committee took no action on this item. The Committee requested that a resolution be drafted with a specific dollar amount and that it be brought back to the next meeting.*

9a. Amended - Financial Services - Resolution to Reaffirm that Health Insurance Benefits will be Provided to Employee's Other Qualified Adults. *The County Services Committee amended the resolution as follows:*

WHEREAS, the Ingham County has traditionally provided health insurance benefits to employee's other qualified adults; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners grants authorization to the immediate ~~restatement~~ reinstatement of health insurance benefits for other qualified adults using the same criteria in place prior to the passage of PA 297.

9b. Late - Resolution to Authorize Plante Moran to Conduct an Audit of Ingham County for 2013, 2014 and 2015

10d. Amended - Health Department - Resolution to Authorize an Amendment to Resolution #13-320 to Correct the Rate to be Consistent with the Lease Amendments with Sparrow Health Systems. *The Human Services Committee amended the 4TH WHEREAS of the resolution as follows:*

WHEREAS, the correct basis for calculating the rental rate is \$20.21 \$20.16 per square foot per year; and

- 13c. Late - Resolution to Authorize Comlink to Provide Voice, Internet, and Network Redundancy
- 13d. Late - Resolution Approving Cooperative Agreement Between United States and Ingham County to Accept \$75,115

Limited Public Comment

None.

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

- 2. Sheriff's Office - Resolution to Authorize Renewal of a Three Year Contract with WideOpen West Mid-Michigan for Cable Television Services at the Ingham County Jail
- 3. Office of Homeland Security & Emergency Management - Resolution Authorizing Ingham County Sheriff's Office to Accept a Trailer and Equipment from the Michigan State Police Meth Investigation Unit
- 4. Circuit Court/Family Division
 - a. Resolution Authorizing Entering into a Contract for Attorney Services for Juvenile Delinquency and Truancy Matters
 - b. Resolution Authorizing Entering into a Contract for Attorney Services for Juvenile Delinquency
- 5. Probate Court - Resolution Authorizing Contract Change Orders 002 and 003 with ImageSoft Corporation for the Probate Court Imaging Project
- 6. Special Transportation Millage - Resolution Authorizing the Third Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015
- 7. Human Resources - Resolution Certifying Representatives for the MERS Annual Meeting
- 8. Economic Development - Resolution Authorizing the Execution of Agreements for the Implementation of a Community Development Block Grant for Public Infrastructure Improvements for the Jackson National Life Insurance Company Expansion Project
- 10. Health Department
 - a. Resolution to Authorize a 2013-2014 AmeriCorps Grant and Establish a Position
 - b. Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program

- c. Resolution to Amend Resolution #12-285 and Authorize Subcontract Agreements and Computer Purchases in Support of the Healthy Start Project
 - d. Resolution to Authorize an Amendment to Resolution #13-320 to Correct the Rate to be Consistent with the Lease Amendments with Sparrow Health Systems
 - e. Resolution Authorizing the Approval of a Five Year Extension of the Voluntary Funding Agreements
 - f. Resolution to Authorize an Agreement with Alliance Biomedical dba RS Biomedical, Inc.
 - g. Resolution to Authorize Amendment #6 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health
11. Fair Board and Fair Manager - Resolution Authorizing the Memorial Designation of the Poultry Barn on the Ingham County Fairgrounds as the Louis Bauer Poultry Barn
13. Controller's Office /MIS
- a. Resolution to Authorize Engaging Dewpoint to Review and Provide Project Management of the Deployment of the Jail Communications and Control System
 - b. Resolution to Authorize FD Hayes to Install New Fiber to the 911 Center
 - d. Resolution Approving Cooperative Agreement Between United States and Ingham County to Accept \$75,115

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Bahar-Cook, Tennis, and Schafer

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. KOENIG, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Bahar-Cook, Tennis, and Schafer

9. Financial Services

- b. Resolution to Authorize Plante Moran to Conduct an Audit of Ingham County for 2013, 2014 and 2015

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO AUTHORIZE PLANTE MORAN TO CONDUCT AN AUDIT OF INGHAM COUNTY FOR 2013, 2014 AND 2015.

Ms. Rhode apologized for the late resolution stating a decision is needed by September 30, 2013 for the Departments with upcoming fiscal year ends.

Ms. Rhode stated that the County has not been unhappy with the services provided by Rehmann; however, because they have been providing the service for so many years the County felt it was time for a fresh pair of eyes.

Ms. Rhode informed the Committee of who was on the selection committee then reviewed the proposals and qualifications of the three vendors considered. She stated that Plante Moran was selected primarily because of their experience working with governments. She noted Plante Moran is the second largest auditor of the Single Audit Act Compliance in the country.

Ms. Rhode stated that the resolution is for the County portion but is an inclusive proposal including the Medical Care Facility and the Joint Building Authority. She stated that the Land Bank is included in the proposal; however, the Treasurer decided for 2013 the Land Bank will continue with Rehmann because of a grant coming to a close that Rehmann is familiar with. She provided the total cost and County only cost. Comm. Anthony asked for a breakdown of costs. Ms. Rhode will provide the Committee with a breakdown of costs.

Chairperson McGrain pointed out that the auditors work directly for the Board of Commissioners and was pleased with all the proposals. Ms. Rhode stated that the auditor's report directly to the Board of Commissioners unlike other vendors who report to the County.

(Comm. Bahar-Cook arrived at 6:12 p.m.)

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis and Schafer

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. KOENIG, TO SUSPEND THE BOARD RULES TO ALLOW COMM. BAHAR-COOK TO VOTE ON THE MINUTES AND CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis and Schafer

Comm. Comm. Bahar-Cook voted yes to approve the minutes and the consent agenda.

- a. Resolution to Reaffirm that Health Insurance Benefits will be Provided to Employee's Other Qualified Adults

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO REAFFIRM THAT HEALTH INSURANCE BENEFITS WILL BE PROVIDED TO EMPLOYEE'S OTHER QUALIFIED ADULTS.

The Committee discussed the definition of qualified adult as a household member that is not a dependent or spouse. Chairperson McGrain noted an affidavit is required. Ms. Rhode described the stringent requirements to qualify. Ms. Rhode stated that there are only three families participating and provided the cost to the employee and County. The Committee discussed the County's health insurance benefit contributions, employee taxable income and benefit costs.

MOVED BY COMM. VICKERS, TO AMEND THE RESOLUTION 1ST WHEREAS, CHANGE "TRADITIONALLY" TO "PREVIOUSLY"; as follows:

WHEREAS, the Ingham County has ~~traditionally~~ previously provided health insurance benefits to employee's other qualified adults; and

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comms. Tennis and Schafer

Comm. Anthony asked for clarification on what will happen if there are any changes as a result of the injunction. She referenced the resolution: WHEREAS, The State of Michigan passed PA297 in 2011 which no longer allowed municipalities to provide these benefits; and WHEREAS, on July 1, 2013 a federal judge issued a preliminary injunction against the enforcement of PA 297.

Comm. Anthony expressed her concern that employees do not have expectations that cannot be met. Ms. Rhode stated after reviewing the legal opinion from the attorney she has made it clear with the employees that this is not permanent and they could lose the benefit again.

Comm. Vickers stated that he will be voting no.

MOTION, AS AMENDED, CARRIED with Comm. Vickers Voting “no”. Absent: Comms. Tennis and Schafer

(Comm. Koenig left at 6:21 p.m.)

12. Road Department

- b. Resolution to Approve a Cost Agreement for Traffic Signal Control with the Michigan Department of Transportation
- c. Resolution to Approve Revising the Local Road Program Agreement with Meridian Township for the Rehabilitation and Resurfacing of Cornell Road, M-43 to Orlando Drive, for the Ingham County Road Department
- d. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Bid Packet #100-13 Recycling & Asphalt Resurfacing Cornell Road Meridian Township

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE (b) RESOLUTION TO APPROVE A COST AGREEMENT FOR TRAFFIC SIGNAL CONTROL WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION, (c) RESOLUTION TO APPROVE REVISING THE LOCAL ROAD PROGRAM AGREEMENT WITH MERIDIAN TOWNSHIP FOR THE REHABILITATION AND RESURFACING OF CORNELL ROAD, M-43 TO ORLANDO DRIVE, FOR THE INGHAM COUNTY ROAD DEPARTMENT, AND (d) RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO. FOR BID PACKET #100-13 RECYCLING & ASPHALT RESURFACING CORNELL ROAD MERIDIAN TOWNSHIP.

- (b) Chairperson McGrain asked for clarification on the cost agreement for the traffic signal control. Mr. Conklin stated the traffic signal will change from the three approaches (legs) at Rosemary Street (Ingham County) and M-43 or Saginaw Street (MDOT) to four approaches (legs) that will now include Windemere Park Academy, private entity. He explained that each jurisdiction or entity is responsible for their share of the equipment modifications, maintenance and operations. This project will be split between MDOT (50%), Windemere Park Academy (25%), and Ingham County (25%). He noted the County is paying for two legs at the corner of Grand River and Zimmer.

(c & d) Chairperson McGrain asked if this is the final agreement on the Cornell Road project and assumes everyone is content. Mr. Conklin answered yes, stating this was the best fit for everyone involved. He described the work that will and will not be done. Comm. Bahar-Cook thanked Mr. Conklin for his work on the project and finding an agreement that satisfies the vast majority.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis, Schafer and Koenig

- a. Resolution Authorizing an Agreement for Cost Sharing for Norwood Drainage Improvements, Delhi Township

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AUTHORIZING AN AGREEMENT FOR COST SHARING FOR NORWOOD DRAINAGE IMPROVEMENTS, DELHI TOWNSHIP.

Comm. Vickers stated in his years of experience as a Township Supervisor and County Commissioner that he does not remember the Road Commission being involved in what appears to be a maintenance project on a drain that the County Drain Commissioner has jurisdiction over. Mr. Conklin explained that the County at large does pay annual maintenance assessments. This is a small improvement project to run a branch into a rear yard area and the streets around that yard area do contribute to this. He stated theoretically this could have gone as a petition in the normal process; however, this is more cost efficient. Comm. Vickers agreed the cost would be less than going through the Drain Commissioner. He then expressed his concern of annual maintenance fees to the County, Road Department and property owners. Mr. Conklin stated 25% is the County and/or Road Department; however, he still does not have the breakdown of the 75% between the Township and property owners.

Chairperson McGrain asked for clarification that this is not new or precedence setting. Mr. Conklin stated it is relatively new in Ingham County but is done often in Oakland County. He explained normally the Road Department pays annual maintenance for the County at large, half by the County and half by the Road Department or is paid in a multi-year improvement project bond for several years. This is more like the multi-year improvement bond only very small (1 or 2 years of payments). Mr. Conklin clarified that this is not an improvement project this is an expansion project, an extension of the drain, into a rear yard area. Chairperson McGrain asked how often the Road Department expects to see projects like this. Mr. Conklin stated there could be others if the roads are contributing and it is better to see these types of projects rather than the more costly formal process. Mr. Conklin stated this could become the normal process.

Comm. Vickers complimented the Road Department on their response to a Plains Road drain issue.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis, Schafer and Koenig

13. Controller's Office /MIS

- c. Resolution to Authorize Comlink to Provide Voice, Internet, and Network Redundancy

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO AUTHORIZE COMLINK TO PROVIDE VOICE, INTERNET, AND NETWORK REDUNDANCY.

Mr. Ashton, MIS, explained the need to upgrade from copper phone lines to an Internet IP based phone service along with the savings. He further explained the need for redundant network connectivity and the 911 Center fiber. He provided a projected time of completion for the upgrades.

Comm. Bahar-Cook questioned if the choice of equipment and vendors is similar to others in the state and further questioned if the equipment is adequate. Mr. Ashton stated that the system is different than what the State of Michigan uses, and is not aware of what is used by all the other counties in the state. However, Grand Rapids recently upgraded their system (which is different than Ingham County) and they are encountering the same transition issues as Ingham County.

The Committee discussed equipment, vendors, network connectivity, sharing resources, and number of calls the 911 Center receives. Mr. Ashton informed the Committee that Mr. Dolehanty has assigned the MIS Department to work directly with the 911 Center and their vendors. He stated that the intent is to fix immediate issues working into long term solutions. He noted that there is one vendor that is not right for the 911 Center and that will be changed. Mr. Ashton stated that the MIS Department spent a day at the 911 Center so they could better understand the process from when a call comes in to dispatching emergency responders. He further stated that it was important that the MIS staff understand 911 jargon.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis, Schafer and Koenig

14. Board Referrals

- a. Letter from Rehmann with the Report of their Independent Audit of Ingham County, Year Ending December 2013
- b. Letter and Resolution from the County of Marquette Regarding their Concern Over Reduced Revenue Sharing and Unfunded Mandates

The Board Referrals were received and placed on file.

Ms. Morton pointed out the elimination of various positions due to vacancies or loss of grant funding, unexpected revenues, increasing the fund balance, child care and millage funds, and MIS charge backs. The Committee briefly discussed various Budget items. Ms. Morton informed the Committee that she had not heard any complaints regarding the Budget.

Announcements

Chairperson McGrain reminded the Committee that Budget Hearings begin next week and asked the Committee to read the Executive Summary prior to the meetings:

Law & Courts, Monday August 26th at 6:00 pm
County Services, Wednesday, August 28th at 5:00 pm
Human Services, Thursday, August 29th at 6:00 pm.

Chairperson McGrain informed the Committee that although Item #6 (Special Transportation Millage - Resolution Authorizing the Third Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015) was on the Consent Agenda he will be asking to have it pulled at the Regular Board Meeting and sent back to Committee. The reason for this is because he would like a presentation from CATA on how the funds are being used and a complete explanation of the scope of services.

Public Comment

Chuck Gray, UAW, commented on positions being eliminated from the Health Department and described the increase in work to the remaining employees. He explained that even when a grant goes away the services do not. He stated he will comment further at the Budget Hearings. Chairperson McGrain stated on behalf of the Committee that the Board of Commissioners' they appreciate the Health Department employees, their service and commitment.

The meeting adjourned at approximately 6:57 p.m.

Respectfully submitted,

Julie Buckmaster

SEPTEMBER 18, 2013 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

- 2a. *Circuit Court - Resolution to Accept FY 2014 Swift and Sure Sanctions Probation Program (SSSPP) Grant Funds; Continue the Grant Funded Special Part-Time Position of a SSSPP Assistant Prosecuting Attorney; and Create a Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position for FY 2013-2014*

This resolution will authorize accepting a Grant Award Contract in the amount of up to \$416,944 from the State Court Administrative Office (SCAO) for continuation of the Swift and Sure Sanctions Probation Program (SSSPP); continue the special part-time SSSPP Assistant Prosecuting Attorney position authorized in Resolution 13-24; and authorize the creation of a grant-funded three-quarter time SSSPP Case Management Coordinator position at the ICEA CRT05 salary grade for the 2014 grant fiscal year which runs from October 1, 2013 through September 30, 2014. (See attached memo.)

- 2b. *Family Court - Resolution Requesting an Amendment to the Family Division 2012/13 Child Care Fund for Additional Funds Necessary for Payments to the State Institution Budget*

This resolution approves the request of the 30th Circuit Court Family Division and authorizes:

- 1) adding up to \$225,000 to the Family Division's 2012/13 Child Care Fund Payment for State Institution budget.
- 2) amending the 2012/13 Child Care Fund budget and an appropriation up to \$225,000 to cover overruns in the Payment for State Institution budget.

The Controller's Office is recommending that the 2013 property tax revenue be increased by \$225,000, from \$41,058,229 to \$41,283,229 in order to pay for these additional costs with new revenue. The Court has committed to having this cost overrun as a topic on an upcoming Judges Meeting in order to bring awareness to this issue and to identify ways to mitigate this type of problem in the future. (See attached memo.)

3. *Special Transportation Millage - Resolution Authorizing the Third Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015*

This resolution authorizes the third amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2011 through December 31, 2015; specifically the scope of services which will be effective from October 1, 2013 through September 30, 2014. For the period October 1, 2013 through September 30, 2014 the County will reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$3,110,763 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of \$645,000 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of \$107,646 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2014 Fiscal Year.

NOTE: THIS RESOLUTION WAS SENT BACK TO THE HUMAN SERVICES COMMITTEE BY THE BOARD OF COMMISSIONERS AT THE AUGUST MEETING. CATA WILL HAVE REPRESENTATIVES AT THE HUMAN SERVICES MEETING TO DISCUSS THE RESOLUTION AND ANSWER QUESTIONS.

4. *Ingham Health Plan –Resolution to Authorize the Intergovernmental Transfer of Ingham County Funds to Support DSH Payments to Ingham Regional Medical Center and Sparrow Health System*

This resolution authorizes the FY 2013/2014 transfer of Health Care Services Millage funds for the purpose of providing access to basic health care services to Ingham County residents whose individual income is less than two and half times the Federal Poverty Level, and who are not eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance. The millage is expected to generate just under \$3.4 million for FY 2014; however the resolution authorizes the transfer of up to \$3.6 million just in case there is an unforeseen increase in the amount of millage revenue. One major change for this year is that this resolution authorizes any remaining funds to be transferred directly to the Ingham Health Plan in the event that a local hospital does not have the capacity to accept the maximum amount of millage funds.

5a. *Health Department - Resolution to Authorize a 2013-2014 AmeriCorps*VISTA Grant*

This resolution authorizes a new AmeriCorps*VISTA Program grant of \$143,952 for the 2013-2014 fiscal year. A total of 8 FTE AmeriCorps*VISTA members will be placed in host sites selected through an RFP process. Additional dollars offered by MSU Extension totaling \$22,182 and cash contributions from the external host sites totaling \$30,875 will be used to cover the \$34,254 (salary and fringe) for the part-time coordinator, plus \$18,803 for training/travel, supplies; and partial AmeriCorps* VISTA member support. The VISTA Deferred Revenue Cost Share Fund totaling \$50,412 is available for current or future years use if needed.

5b. *Health Department - Resolution to Convert a Community Health Representative II Position to a Billing & Reporting Clerk I and Increase a Health Plan Management Assistant to Full Time in Health Plan Management Services*

This resolution authorizes the conversion of a vacant Community Health Representative II (UAW/D), to a limited term Billing and Reporting Clerk I (UAW/E) and that a vacant Health Plan Management Assistant (UAW/E), be increased to full-time in Health Plan Management Services. Both the Billing and Reporting Clerk I and the Health Plan Management Assistant positions will be posted as limited term. The total additional cost is estimated to be \$12,150. However, Health Plan Management Services received 9,000 additional Plan A members through the April 2013 Adult Benefit Waiver open enrollment and anticipates \$175,000 additional revenue from August 2013 through January 2014, and these funds will be utilized to cover the increased cost.

5c. *Health Department - Resolution to Authorize an Amendment to the Contract with the Ionia County Health Department for Medical Direction and Program Consultation*

This resolution authorizes a 3-year contract to provide approximately 20% of the Deputy Medical Director's time to the Ionia County Health Department, including a commitment to being on site at least 16 hours during each month. This commitment will be fulfilled primarily by Dr. Lowhim. Additionally, the agreement provides that the administrative staff of the Health Department occasionally consults with the staff of Ionia County. Ionia County will compensate Ingham County at the rate of \$51,999 for medical direction and program consultation services during 2014; \$52,519 for services during 2015; and \$53,044 for services during 2016.

5d. Health Department – Resolution to Authorize an Agreement with Southeast Michigan Health Association

This resolution authorizes an agreement for a mini grant with the Southeast Michigan Health Association in the amount of \$10,000 to conduct outreach services. The purpose of the grant is to engage new families and connect them with the CSHCS Program. The term of the agreement shall be September 1, 2013 through August 31, 2014.

5e. Health Department – Resolution to Authorize a 2013-2014 Agreement with the Michigan Department of Community Health for the Delivery of Public Health Services under the Comprehensive Agreement

This resolution authorizes a 2013-2014 agreement with the Michigan Department of Community Health for the Delivery of Public Health Services under the Comprehensive Agreement. The agreement serves as the vehicle for accepting slightly more than \$5.0 million in state and federal grant and formula funding to support a number of public health services. Please see the attached memorandum for more details.

6. MIS – Resolution to Authorize PTD Technology to Secure the HPMS Application

This resolution authorizes PTD Technology to secure the web application side of the Health Plan Management database at a cost not to exceed \$9,025. Funds are available in the Health Department budget.

7. Department of Human Services – Resolution to Establish a Trust and Agency Account for the Ingham County Department of Human Services

This resolution establishes a trust and agency account for the Ingham County Department of Human Services to allow the Department of Human Services (DHS) to receive funds through their letter of understanding with Caring About Kids. Caring About Kids raises money and provides DHS with approximately \$10,000 per quarter to purchase things for Ingham County Foster Care children such as YMCA memberships, school trips, birthday parties and gifts. The expenditures are not covered under other funding sources and are designed to enrich the lives of the children receiving the items and services.

8. Fair – Resolution Authorizing Entering into a Contract with Laux Construction, LLC for General Contractor Services to Repair the Main Arena Roofing, Install New Eaves Troughs, and Upgrade the Heating System of the Main Arena at the Ingham County Fairgrounds

The (original) existing roof and eaves troughs on the Main Arena have deteriorated over time and are in need of repair. In addition, the current mechanical heating system is inefficient in its current state and requires upgrading to allow for the system to modulate internal air temperatures within the Main Arena. The Purchasing and Facilities Departments both concur that a contract should be awarded to Laux Construction, LLC who submitted the lowest responsive and responsible bid in the amount not to exceed \$165,996.00. This resolution will authorize entering into a contract with Laux Construction, LLC for general contractor services to repair the Main Arena roofing, install new eaves troughs, and upgrade the heating system of the Main Arena at the Ingham County Fairgrounds.

9. *Facilities – Resolution Authorizing Entering into a Contract with D.C. Byers Co. / Detroit Inc. for Improvements to the Aviary and Reptilian House at Potter Park Zoo*

Potter Park Zoo seeks improvements to the Aviary and Reptilian House. The scope of work includes, but is not limited to, removal and replacement of approximately 160 square feet of exterior wall with new 8"x8"x4" glass block, and tuck pointing of approximately 84 square feet of exterior face brick veneer. Proposals were sought from 69 vendors, with three responding by the established deadline date. The Evaluation Committee recommends awarding a contract to D.C. Byers Co./Detroit Inc. at a total not to exceed cost of \$37,840. This resolution will authorize a contract with D.C. Byers Co. / Detroit Inc. for improvements to the aviary and reptilian house at Potter Park Zoo.

10. *Farmland and Open Space Preservation Board – Resolution to Amend Resolution #13-38, Approving Proceeding to Close Permanent Conservation Easement Deed on Thorburn, Schwab and Nussdorfer Properties*

Revised appraisals were required for the Schwab and Nussdorfer properties by the Federal Farm and Ranchland Protection Program because previous appraisals were more than 12 months old. The new appraisals resulted in an increased value for the properties. This resolution will authorize proceeding to close the permanent conservation easement deed on Thorburn, Schwab and Nussdorfer properties.

11. *Ingham County Road Department – Resolution to Authorize an Emergency Traffic Signal Maintenance Agreement with the Lansing Board of Water and Light*

The Road Department seeks an agreement with Lansing Board of Water and Light (LBW&L) for emergency traffic signal maintenance, continuing a practice in place since May 2002. Under the agreement, LBW&L will provide back-up when the Road Department Signal Technician is unavailable to fulfill assigned work duties. The Ingham County Road Department maintains traffic signals at 68 intersections as well as numerous red/yellow flashers and school zone signals. This resolution will authorize an Emergency Traffic Signal Maintenance Agreement with the Lansing Board of Water and Light.

12a. *Parks – Resolution to Accept a Charitable Donation from the Friends of Ingham County Parks*

The Parks Department seeks formal acceptance of a \$5,000 donation from the Friends of Ingham County Parks to be used to offset construction costs of a Cabana at Hawk Island. This resolution will authorize the acceptance of the donation.

12b. *Parks – Resolution Approving the Transfer of Approved Capital Improvement Funds for Construction of a Cabana at Hawk Island County Park*

Park officials wish to transfer \$6,000 from the 2013 Ingham County Parks Capital Improvement budget to the Cabana project at Hawk Island. Commissioners originally earmarked \$8,000 for purchase of soccer goals, but these goals are no longer needed. Addition of a Cabana at Hawk Island will allow better service to park guests and create a new revenue source for the Department. This resolution will authorize the transfer.

12c. Parks – *Resolution Amending User Fees for the Hawk Island Snowpark*

The Parks Department proposes to amend the Snowpark fee schedule approved in 2012 (Resolution #12-366). Revenue earned from the fee schedule was not sufficient to cover the operational expenses of the facility. The goal of park officials was to increase fees by a reasonable amount, but not to the point of negatively affecting use. Ingham County park fees remain much lower than other facilities around the state even with the proposed increases. This resolution allows for incentive programs as approved by the Controller. These incentives could include the use of Groupons, weekday or late season discounts. The Parks and Recreation Commission officially supported this amendment at their August meeting. This resolution will authorize the amendments to the Hawk Island Snowpark user fees.

13a. Controller's Office – *Resolution to Authorize the Replacement of Leased Copiers with Purchased Copiers and to Set up Copier Replacement Chargebacks for Ingham County Departments*

Ingham County currently leases 81 copy machines and many of these leases are due to expire. Rather than simply renew the leases, the Purchasing and MIS departments evaluated the option of purchasing copy machines. It was determined that replacing leased copy machines with purchased machines will result in a minimum annual savings of \$39,500. This resolution will authorize the replacement of leased copiers with purchased copiers and establish copier replacement chargebacks for Ingham County departments.

13b. Controller's Office– *Resolution to Authorize Participation in U.S. Geological Survey Enhanced Flood Warning System*

City of Lansing Emergency Management Chief Michael R. Hamel seeks a financial contribution of \$30,000 from Ingham County to offset expenses for a proposed Enhanced Flood Warning System developed by the U.S. Geological Survey (USGS). Citing unique problems associated with the configuration of rivers and dams in the Lansing area, Mr. Hamel asserts implementation of the USGS model will result in more accurate forecasts that will enable local officials, residents, and critical infrastructure managers to take protective actions in a flood emergency. This resolution will authorize participation in the U.S. Geological Survey Enhanced Flood Warning System including a County contribution of \$30,000 to be paid over 3 years.

OTHER ITEM:

1. Drain Commissioner's Office – Discussion Item: Drain Financing Review & Discussion

BOARD REFERRAL:

14. Notice of Hearing from Delhi Charter Township for an Application for Industrial Facilities Exemption Certificate by Fibertec, Inc.

MEMORANDUM

To: Law & Courts and Finance Committees

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

Date: September 5, 2013

Re: 2014 Swift and Sure Sanctions Probation Program Grant Application

On August 30, 2013, the Circuit Court submitted an application to receive grant funds in the amount of \$416,944 from the State Court Administrative Office (SCAO) to continue the Swift and Sure Sanctions Probation Program (SSSPP). The award of this grant would continue our current Swift and Sure Sanctions program.

The SSSPP is an intensive supervision probation program that focuses on high-risk felony probationers with a demonstrated history of probation failures due to behavioral noncompliance or three or more probation violations. The primary goal is to increase compliance with probation terms by imposing certain, swift, and consistent sanctions for probation violations which is consistent with the County's long term objective of providing appropriate sanctions for adult offenders.

The enclosed resolution requests that the Ingham County Board of Commissioners accepts a grant amount of up to \$416,944; continues the special part-time position of SSSPP Assistant Prosecuting Attorney which was initially approved in Resolution 13-24; and authorizes the creation of a three-quarter time ICEA Court Professional 5, SSSPP Case Management Coordinator position. In anticipation of the grant being awarded, approval of these requests will allow us to continue staffing the program without incurring a break in service.

cc: Hon. Clinton Canady
Hon. Joyce Draganchuk
Shauna Dunnings
Stuart Dunnings
Hon. Janelle A. Lawless
Lisa McCormick

MEMORANDUM

TO: Rhonda Swayze, Deputy Court Administrator/GTD

FROM: Beth Bliesener, Employment Specialist
Michelle Rutkowski, Human Resources Specialist

DATE: August 30, 2013

RE: Support of creating a new classification

Regarding your upcoming new classification, HR can confirm the following information:

1. *The newly classified position Swift and Sure Sanctions Probation Program Case Management Coordinator will be ¾ time position.*
2. *The position is funded through September 2014.*
3. *A Swift and Sure Sanctions Probation Program Case Management Coordinator has been newly classified to be compensated at an ICEA Court Professionals 5.*
4. *I have sent the ICEA Court Professionals notice regarding the addition of a Swift and Sure Sanctions Probation Program Case Management Coordinator. I anticipate their support will follow shortly.*

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposal. You are now ready to complete the final step in the creating a new classification process: contact Budgeting, write a memo of explanation and prepare a resolution.

If I can be of further assistance, please email or call me (887-4375).

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FY 2014 SWIFT AND SURE SANCTIONS PROBATION PROGRAM (SSSPP) GRANT FUNDS; CONTINUE THE GRANT FUNDED SPECIAL PART-TIME POSITION OF A SSSPP ASSISTANT PROSECUTING ATTORNEY; AND CREATE A GRANT FUNDED THREE-QUARTER TIME SSSPP CASE MANAGEMENT COORDINATOR POSITION FOR FY 2013-2014

WHEREAS, the 30th Circuit Court has submitted an application to receive grant funds in the amount of \$416,944 from the State Court Administrative Office (SCAO) to continue the Swift and Sure Sanctions Probation Program (SSSPP); and

WHEREAS, \$79,722 of the grant award is for the grant funded salaries of a three-quarter time SSSPP Case Management Coordinator position, ICEA CRT05 (\$53,680) and a special part-time position of a SSSPP Assistant Prosecuting Attorney (\$26,024); and

WHEREAS, the primary goal of the SSSPP is to increase compliance with probation terms by imposing certain, swift and consistent sanctions for probation violations which is consistent with Ingham County's long term objective of providing appropriate sanctions for adult offenders; and

WHEREAS, creating a grant funded SSSPP Case Management Coordinator position will assist the Circuit Court in achieving the primary grant goal by acting as a liaison between the Ingham County Circuit Court, the Ingham County Sheriff's Office, Ingham County Adult Probation, and various community service agencies; and

WHEREAS, the SSSPP Case Management Coordinator would also assist in identifying, assessing and tracking participants in the program; supervise participants as requested; monitor drug and alcohol screening and tests; and be responsible for collection, compilation, and entry of data tracking participants, expenditure of funds, and recidivism rates which are conditions of maintaining the grant award; and

WHEREAS, the SSSPP Assistant Prosecuting Attorney will assist the Ingham County Prosecuting Attorney's Office by attending stakeholder meetings, the initial program hearings, and subsequent violation hearings of the participants; and

WHEREAS, the employee group for the ICEA Court Professionals having an opportunity to review the request for the creation of the SSSPP Case Management Coordinator and raising no objections; and

WHEREAS, the SSSPP Assistant Prosecuting Attorney position having previously been approved in Resolution 13-24 making this a request for continuation of service.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts an Grant Award Contract in the amount of up to \$416,944 from the State Court Administrative Office (SCAO) for continuation of the SSSPP; continues the special part-time SSSPP Assistant Prosecuting Attorney position authorized in Resolution 13-24; and authorizes the creation grant-funded three-quarter time SSSPP Case Management Coordinator position at the ICEA CRT05 salary grade for the 2014 grant fiscal year which runs from October 1, 2013 through September 30, 2014.

BE IT FURTHER RESOLVED, that filling and maintaining the three-quarter time SSSPP Case Management Coordinator and the special part-time SSSPP Assistant Prosecuting Attorney positions are contingent upon the availability of the grant funds described above being awarded by the SCAO.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2013 or 2014 budget and position allocation list consistent with this resolution.

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

Agenda Item 2b

To: Law & Courts and Finance Committees

From: Maureen Winslow
Deputy Court Administrator

Date: September 5, 2013

Re: Payments for State Institution Budget

The Resolution presented with this memo is requesting up to \$225,000 from County Funds to offset the anticipated shortage projected in the Family Division's Payments for State Institution budget.

This portion of the budget is used to pay the 50% reimbursement to the State of Michigan for the costs associated with the care and placement of any youth made a ward of the state under Public Act 150 or Public Act 220.

A youth who is committed to the Department of Human Services under Public Act 220 is one who was brought to the attention of the Family Division of the Circuit Court due to a petition charging the parent(s) with child abuse and/or neglect. During the proceedings, the parental rights to the child are terminated making the child eligible for adoption. The money in this budget pays for half of the child's placement and care until the finalization of an adoption, if one occurs.

A commitment under Public Act 150 can occur in two different ways. A juvenile under the jurisdiction of the Court for delinquency matters can be committed to the state for care and supervision under Act 150 by a Family Division Judge generally to access the state institution placements, such as Maxey Boys Training School. The state's residential placements can be very expensive (Maxey is \$475.00 per day) and therefore only 1 juvenile has been committed in the last 5 years. The Family Division has 2 other juveniles currently still under Act 150 from their commitment made several years ago due to the extreme severity of their crimes.

The other way a juvenile can be committed to the state under Act 150 is through the Automatic Waiver process. When the Prosecutor's office makes the decision to pursue an Automatic Waiver on a juvenile due to the charges, no action is taken in the Family Division. Instead, the defendant's case is heard through the General Trial Division of the Court. Once the defendant is found guilty, the Judge has an option of sentencing the defendant as an adult or as a juvenile. If the Judge decides to sentence as a juvenile, a commitment to the state under Act 150 is required by law. The costs of the placements are taken from the Family Division's Payments for State Institution budget. In the fiscal year of 2012/13, the placement costs of 3 defendants have been charged to this account.

The Court Administrator will be informing the General Trial Judges of the budgetary issues surrounding the costs associated with the Act 150 placements at the next Judges meeting.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION REQUESTING AN AMENDMENT TO THE FAMILY DIVISION 2012/13 CHILD CARE FUND FOR ADDITIONAL FUNDS NECESSARY FOR PAYMENTS TO THE STATE INSTITUTION BUDGET

WHEREAS, the Family Division of the 30th Circuit Court is statutorily charged with the duty to provide for the children who come within the jurisdiction of the court to meet their treatment and placement needs; and

WHEREAS, the Payment for State Institution budget reimburses the State of Michigan 50% of the cost of placements for youth committed to the State's Department of Human Services under Public Act 220 and Public Act 150; and

WHEREAS, the Public Act 220 commitment is for youth brought to the attention of the Court due to the parent(s) neglectful and/or abusive behavior, the parental rights have been terminated and the youth are awaiting adoption finalization; and

WHEREAS, the Public Act 150 commitment is for delinquent youth who are placed with the Department of Human Services by a division of the Circuit Court for care and supervision; and

WHEREAS, the Family Division is projecting a shortage of approximately \$225,000 in the 2012/13 budget in this line item; and

WHEREAS, the Family Division is requesting up to \$225,000 in additional general fund dollars believed to be needed to offset the budget shortage; and

WHEREAS, based on the 2013 Equalization Report, current property tax revenue can be increased by \$225,000.

THEREFORE BE IT RESOLVED, that the budget for current property tax revenue be increased by \$225,000, from \$41,058,229 to \$41,283,229.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the request of the 30th Circuit Court Family Division to add up to \$225,000 to the Family Division's 2012/13 Child Care Fund Payment for State Institution budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes amending the 2012/13 Child Care Fund budget and an appropriation up to \$225,000 to cover overruns in the Payment for State Institution budget.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2012/13 Family Court Child Care Fund budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners are authorized to sign any budget amendment/contract documents as prepared by or approved as to form by the County Attorney consistent with this resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE THIRD AMENDMENT TO THE AGREEMENT WITH THE
CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2011 THROUGH
DECEMBER 31, 2015**

WHEREAS, an agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2015; and

WHEREAS, in August 2010, the electorate approved a countywide public transportation millage level of 48/100 (.48) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, in August 2012, the electorate approved an additional 12/100 (.12) of one mill to ensure that the current level of service can still be provided; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and be used to provide the transportation service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the countywide public transportation millage.

BE IT FURTHER RESOLVED, that for the period October 1, 2013 through September 30, 2014 the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, the Chairperson of the Board is hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.

EXHIBIT “A”

SCOPE OF SERVICES

For October 1, 2013, through September 30, 2014

CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$645,000 of the funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.
3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum of \$3,110,763 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administrating and marketing Spec-Tran.
4. The amount of \$107,646 shall be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County’s 2013 Fiscal Year. CATA has no responsibility for this service and does not participate in its operation or funding.

MEMORANDUM

TO: Ingham County Board of Commissioners
FROM: Robin Reynolds, Executive Director
DATE: August 29, 2013
SUBJECT: Authorization of Health Care Service Millage Funds

Attached is the resolution for your consideration that authorizes the transfer of funds to the State of Michigan and the Ingham Health Plan Corporation. Funds shall be used for the purpose of providing access to basic health care services to Ingham County residents who individual income is less than two and half times the Federal Poverty Level, and who are not eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance.

The authorization to transfer funds to the State of Michigan is for the purpose of supporting Disproportionate Share Hospital (DSH) payments to McLaren Greater Lansing and Sparrow Health System. The Federal government approved Michigan's Medicaid State Plan Amendment TN No.05-13, effective June 1, 2006 which created an "Indigent Care Agreement Pool" for hospitals which qualified for Medicaid Disproportionate Share ("DSH") payments and allowed them to receive DSH payments under the Indigent Care Agreements Pool so long as: (a) the hospital had an Indigent Care Agreement with a local health care entity, such as Ingham Health Plan Corporation; and (b) the Indigent Care Agreement stipulated that direct or indirect health care services be provided to low-income patients with special needs who are not covered under other public or private health care programs. Both McLaren Greater Lansing and Sparrow Health System are qualified to receive these special payments.

An increase against all the taxable real and personal property in Ingham County of 0.52 mills was approved by voters on November 6, 2012, for the purposes of providing access to basic health care services to Ingham County resident. The County has assessed 0.52 mills (\$0.52 per thousand dollars of state taxable valuation). It is recommended that the Board of Commissioners authorize the intergovernmental transfer up to \$3.6 million from the health care service millage funds. In the event that a hospital does not have the capacity to accept the maximum number of millage funds, the Controller recommends that the Board of Commissioners authorize the payment for the balance of the health care service millage funds directly to the Ingham Health Plan Corporation for the purpose of providing access to health care services to low income, uninsured residents of Ingham County.

The Ingham Health Plan Corporation requests your authorization of the attached resolution. We look forward to a continued partnership with Ingham County as the ever-changing landscape of healthcare changes.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INTERGOVERNMENTAL TRANSFER OF INGHAM COUNTY FUNDS TO SUPPORT DSH PAYMENTS TO INGHAM REGIONAL MEDICAL CENTER AND SPARROW HEALTH SYSTEM

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

WHEREAS, the Federal government has approved Michigan's Medicaid State Plan Amendment TN No. 05-13, effective June 1, 2006, which created an "Indigent Care Agreements Pool" for hospitals qualifying for Medicaid Disproportionate Share ("DSH") payments to receive DSH payments under the Indigent Care Agreements Pool so long as: (a) the hospital has an Indigent Care Agreement with a local health care entity, such as Ingham Health Plan Corporation; and (b) the Indigent Care Agreement stipulates that direct or indirect health care services be provided to low-income patients with special needs who are not covered under other public or private health care programs; and

WHEREAS, Ingham Health Plan Corporation purposes include promoting, organizing, managing and administering programs to create a system for providing or arranging and paying for health care services in a cost effective manner for persons unable to pay for such health care services; and

WHEREAS, Ingham Health Plan Corporation will enter into an Indigent Care Agreement with McLaren Greater Lansing and/or Sparrow Health System, requiring Ingham Health Plan Corporation to directly or indirectly operate a program of arranging and paying for health care to low-income individuals with special needs who are not covered under other public or private health care programs and who are unable to pay for such services; and

WHEREAS, both the Federal government and the State of Michigan participate in the financing of the Indigent Care Agreements Pool, with the Federal government matching the State's portion pursuant to the Federal medical assistance percentage formula; and

WHEREAS, certain intergovernmental transfers of public funds from Ingham County may be made to the State of Michigan to be used as the State's share in claiming the Federal match; and

WHEREAS, an increase against all the taxable real and personal property in Ingham County of 0.52 mills was approved by voters on November 6, 2012, for the purpose of providing basic health care services to Ingham County residents; and

WHEREAS, Ingham County has assessed 0.52 mills (\$0.52 per thousand dollars of state taxable valuation) for the taxable year 2013 for such services; and

WHEREAS, the Controller/Administrator recommends that the Board of Commissioners authorize the intergovernmental transfer of up to \$3.6 million from the Health Care Services millage.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County Treasurer and the County Controller/Administrator to implement intergovernmental transfers of up to \$3.6 million from the Health Care Service millage to the State of Michigan for the purpose of contributing to Disproportionate Share Hospital payments made through the Indigent Care Agreements Pool to McLaren Greater Lansing and Sparrow Health System.

BE IT FURTHER RESOLVED, in the event that a local hospital does not have the capacity to accept the maximum amount of millage funds, the Board of Commissioners authorizes the payment of the balance of the Health Care Millage funds directly to the Ingham Health Plan Corporation for the purpose of providing access to healthcare services to low income, uninsured residents of Ingham County.

BE IT FURTHER RESOLVED, that the intergovernmental transfers are authorized once the following conditions are in place:

- McLaren Greater Lansing and/or Sparrow Health System have signed Indigent Care Agreement(s) with the Ingham Health Plan Corporation for the time period of October 1, 2013 through September 30, 2014.
- The State has indicated via the Michigan Department of Community Health website or another mechanism that McLaren Greater Lansing Center and/or Sparrow Health System are eligible to receive Indigent Care Agreement-based DSH payments in the amount that would be supported by the Ingham County intergovernmental transfer.
- Funds shall be used for the purpose of providing access to basic health care services to Ingham County residents whose individual income is less than two and half times the Federal Poverty Level, and who are not eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance.

BE IT FURTHER RESOLVED, that this Resolution shall be effective October 1, 2013 through September 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.

MEMORANDUM

TO: Human Services Committee
 County Services Committee
 Finance Committee

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

DATE: September 5, 2013

RE: Resolution to Authorize a 2013-2014 AmeriCorps* VISTA Grant

This is a recommendation to authorize an agreement with the Corporation for National and Community Services (CNCS) to operate an AmeriCorps* VISTA project in Ingham County.

AmeriCorps* VISTA is a federal program operating under the Corporation for National and Community Service (CNCS), with management in Michigan at the State CNCS office in Detroit. The Corporation for National and Community Service (CNCS) has granted the Ingham County Health Department, on behalf of the Power of We Consortium, a new AmeriCorps* VISTA Program grant of \$143,952 for the 2013-2014 fiscal year. A total of 8 FTE AmeriCorps* VISTA members will be placed in host sites selected through an RFP process.

Our pool of VISTA members will support projects that target low-income populations and will provide greatly needed capacity-building at a low cost for our community- and faith-based organizations. The list of those agencies is attached.

Additional dollars offered by MSU Extension totaling \$22,182 and cash contributions from the external host sites totaling \$30,875 will be used to cover the \$34,254 (salary and fringe) for the part-time coordinator, plus \$18,803 for training/travel, supplies; and partial AmeriCorps* VISTA member support. The VISTA Deferred Revenue Cost Share Fund totaling \$50,412 is available for current or future years use if needed.

The grant requires a match.

	Amount	Percent
Grant	\$143,952	73%
Match	\$ 53,057	27%*
Total	\$197,009	

The match is drawn from:

- 1) Cash contributions from the external host sites totaling \$30,875;
- 2) Dollars offered by MSU Extension totaling \$22,182

I recommend that the Board of Commissioners adopt the attached resolution to accept this grant from the National Corporation for Community Service for the first year of this AmeriCorps* VISTA Program.

c: Debbie Edokpolo w/attachment
 John Jacobs w/attachment
 Isaias Solis w/attachment

AmeriCorps* VISTA Project

Community- and faith-based organizations who are approved (as of 09/05/13) to receive a VISTA member are:

Capital Area College Access Network

Center for Financial Health

Greater Lansing Housing Coalition

Ingham Change Initiative

Ingham Great Start Collaborative- Lansing Early Childhood Equity Project

REACH Studio Art Center

Northwest Initiative

Tri-County Office on Aging

County of Ingham

HUMAN RESOURCES DEPARTMENT

5303 S. Cedar Street, Suite 2102
Lansing, MI 48911-3895

Administration: 517. 887.4327
Employee Services: 517.887.4373
Internet: www.ingham.org

Employment: 517.887.4328
FAX Number: 517.887.4396

TO: Debbie Edokpolo, Assistant Deputy Health Officer
FROM: Michelle Rutkowski, Human Resources Specialist
DATE: 9/5/13
RE: HR Analysis to establish a new position—AmeriCorps State Specialist, position number=TBD

Regarding your request to establish a new position, Human Resources can confirm the following:

1. The recently created classification of AmeriCorps State Specialist appears to meet your operational needs.
2. The AmeriCorps State Specialist position is compensated at an ICEA PRO 5 salary level.
3. The ICEA PRO has been notified of this new position. I anticipate their full support will follow shortly.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final steps in the process: contacting Budgeting, writing a memo of explanation and preparing a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2013-2014 AMERICORPS* VISTA GRANT

WHEREAS, the Ingham County Health Department on behalf of the Power of We Consortium was the recurring recipient of grant funds in support of the AmeriCorps* VISTA Project from 2006-2010; and

WHEREAS, annual renewal of such funding was accepted by resolution (#06-333, #07-307, #08-321, #09-159, #10-055, #10-396); and

WHEREAS, the Corporation for National and Community Services (CNCS) has provided Ingham County with up to eight (8) AmeriCorps* VISTA members to perform volunteer services to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems; and

WHEREAS, VISTA members provide expanded capacity to community-based organizations that are engaged in work that helps meet Ingham County's long-term goals of fostering economic well-being, assisting in meeting basic needs and fostering appropriate youth development; and

WHEREAS, a mechanism has been established for collecting cost share from each VISTA host site for the purpose of paying for cost-shared members in future years (Resolution #06-333); and

WHEREAS, the Health Department has successfully collected required funds from host sites to cover the costs of AmeriCorps* VISTA members; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award; and

WHEREAS, a part-time AmeriCorps* VISTA Specialist (ICEA/5) is established to function as the coordinator, train staff and attend trainings for the duration of the grant; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept an AmeriCorps* VISTA grant in the amount of \$143,952 from the Corporation for National and Community Services for the period of October 1, 2013 through November 15, 2014.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps*VISTA grant in the \$143,952, and authorizes an agreement from the Corporation for National and Community Services for the period of October 1, 2013 through November 15, 2014.

BE IT FURTHER RESOLVED, that a non-federal match of \$53,057 is authorized, obtained through cash contributions of up to \$3,860 from each of the AmeriCorps* VISTA host sites, as selected through a Request for Proposal process, and \$22,182 offered by MSU Extension.

BE IT FURTHER RESOLVED, that a part-time AmeriCorps* State Specialist (ICEA/5) position is established as the coordinator, to train staff and attend trainings for the duration of the grant.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget and position allocation adjustments to the Health Department's budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any host site and member agreements, after review by the county attorney.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

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

DATE: September 12, 2013

RE: Resolution to Convert a Vacant Community Health Representative II Position to a Billing & Reporting Clerk I and Increase a Vacant Health Plan Management Assistant from Part-time to Full-time

The Health Plan Management Services (HPMS) Unit currently serves 14 health plans with over 38,000 members and 28 different benefits. These increased member numbers reflect an addition of 9,000 new Plan A members resulting from the April 2013 Adult Benefit Waiver open enrollment. Over the past twelve months, a total of seven positions have either been eliminated or become vacant in HPMS.

There is now an immediate need for additional staff in order for HPMS to continue to meet their contractual obligations and provide services at the required levels.

In November, 2012, the Claim Services Coordinator position (601066) became vacant. The billing and reporting duties from this position were reassigned to a Community Health Representative II, UAW/D, (601081). After evaluation by Human Resources, the employee was paid Out of Class at the Community Health Representative IV (UAW/F) rate. The employee resigned her position effective August 1, 2013. We are requesting that the vacant CHR II (601081) be converted to a Billing & Reporting Clerk I, UAW/E – limited term. The Budget Office has calculated that this conversion will cost an additional \$2,415 (2012 rates). Claims processing and Customer service are key components of the current HPMS business model.

The Health Plan Management Assistant position (601082), UAW/E, was established as a shared time position. When half of this position became vacant, the ICHD continued fund it as a part-time position. The employee in this position resigned effective July 26, 2013. We are requesting that this position be increased to full-time. The Budget Office has calculated that this increase will cost an additional \$9,735 (2012 rates).

The additional cost of these position conversions will be fully funded through increase Health Plan member revenues collected from August 2013 through January 2014 of approximately \$175,000.

Human Resources and the UAW support these position changes.

I recommend that the Board of Commissioners adopt the attached resolution to convert a CHR II position to a Billing & Reporting Clerk I and increase the Health Plan Management Assistant to full-time, to allow HPMS to continue to provide services to outside agencies on a contractual basis. Both positions will be posted as limited term.

c: Nancy Hayward w/attachments
John Jacobs w/attachments
Travis Parsons, w/attachments
Chuck Gray, w/attachments

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT A COMMUNITY HEALTH REPRESENTATIVE II POSITION TO A BILLING & REPORTING CLERK I AND INCREASE A HEALTH PLAN MANAGEMENT ASSISTANT TO FULL TIME IN HEALTH PLAN MANAGEMENT SERVICES

WHEREAS, Health Plan Management Services, under the Ingham County Health Department, is funded through contracts for services which includes administrative oversight of 14 County Health Plans in 29 counties; and

WHEREAS, Health Plan Management Services received 9,000 additional Plan A members through the April 2013 Adult Benefit Waiver open enrollment; and

WHEREAS, Health Plan Management Services has reviewed the current operational needs and determined the unit lacks the staff resources to adequately fulfill its contractual obligations; and

WHEREAS, Human Resources has evaluated two positions in Health Plan Management Services and supports the conversion of a vacant CHR II (UAW/D), Position #601081, to a Billing & Reporting Clerk I (UAW/E) and to increase the vacant Health Plan Management Assistant (UAW/E), Position #601082 to full-time status; and

WHEREAS, the Budget Office has calculated that the funding of the Health Plan Assistant position will cost an additional \$9,735 (2012 rates) and the conversion of the Community Health Representative II will cost an additional \$2,415 (2012 rates); and

WHEREAS, the additional cost of these position changes will be fully funded through increased Health Plan member revenues collected from August 2013 to January 2014 of an approximate amount of \$175,000; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the conversion of the vacant Community Health Representative II (UAW/D), Position #601081 to a limited term Billing and Reporting Clerk (UAW/E) position and that the vacant Health Plan Management Assistant (UAW/E), Position #601082 to be increased to full-time in Health Plan Management Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the vacant Community Health Representative II (UAW/D), Position #601081 to a limited term Billing and Reporting Clerk I (UAW/E) and that the vacant Health Plan Management Assistant (UAW/E), Position #601082 to be increased to full-time in Health Plan Management Services.

BE IT FURTHER RESOLVED, the Billing and Reporting Clerk I and the Health Plan Management Assistant positions will be posted as limited term.

BE IT FURTHER RESOLVED, that Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments and changes to the position allocation list consistent with this resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

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

Date: September 12, 2013

Subject: Ionia County Health Department - Contract for Medical Direction

Since the mid-1980's, the Ingham County Health Department has provided medical direction and consultation to the Ionia County Health Department. The current agreement will expire on December 31, 2013. This is a recommendation to authorize an amendment to extend that relationship through 2016.

Through this agreement Ingham County agrees to provide approximately 20% of the Deputy Medical Director's time to the Ionia County Health Department, including a commitment to being on site at least 16 hours during each month. This commitment will be fulfilled primarily by Dr. Lowhim. Additionally, the agreement provides that the administrative staff of the Health Department occasionally consults with the staff of Ionia County.

This relationship has worked well for both Ingham County and the Ionia County. For the year 2013, Ionia County is paying Ingham County \$50,979 for this service. This compensation represents about 20% of the cost of supporting one full time physician. I am recommending an increase of 2%, to an annual rate of \$51,999 for services in 2014; an increase of 1% to an annual rate of \$52,519 for services in 2015; and an increase of 1 % to an annual rate of \$53,044 for services in 2016.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the amendment to the contract with the Ionia County Health Department.

c: John Jacobs w/attachment
Dr. Suganda Lowhim w/attachment
Ken Bowen w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH THE
IONIA COUNTY HEALTH DEPARTMENT FOR MEDICAL DIRECTION AND
PROGRAM CONSULTATION**

WHEREAS, the Ionia County Health Department has purchased medical direction and program consultation from Ingham County since the mid-1980's; and

WHEREAS, the arrangement has worked well for Ionia County and for Ingham County, with Ionia County compensating Ingham County for approximately 20% of the cost of supporting the Medical Director of the Ingham County Health Department; and

WHEREAS, the Health Officer/Medical Director recommends that the Board of Commissioners authorize the extension of the relationship with Ionia County through December 31, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the contract with the Ionia County Health Department to provide medical direction and program consultation services for the period January 1, 2014 through December 31, 2016.

BE IT FURTHER RESOLVED, that Ionia County shall compensate Ingham County at the rate of \$51,999 for medical direction and program consultation services during 2014; \$52,519 for services during 2015; and \$53,044 for services during 2016.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: September 5, 2013

RE: Resolution to Authorize an Agreement with Southeastern Michigan Health Association

The Health Department's Children's Special Health Care Services (CSHCS) Program has been awarded a mini grant in the amount of \$10,000 to conduct outreach services. The purpose of the grant is to engage new families and connect them with the CSHCS Program.

CSHCS provides services to individuals with special health care needs in order to demonstrate improved health outcomes and an enhanced quality of life through the appropriate use of the CSHCS system of care. CSHCS has been a core program of the Health Department.

Southeastern Michigan Health Association will provide \$10,000 to support these services. The term of the agreement shall be September 1, 2013 through August 31, 2014.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with Southeastern Michigan Health Association.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SOUTHEAST MICHIGAN
HEALTH ASSOCIATION**

WHEREAS, the Children's Special Health Care Services Program (CSHCS) has been a core program of the Ingham County Health Department; and

WHEREAS, CSHCS strives to enable individuals with special health care needs to have improved health outcomes and an enhanced quality of life through the appropriate use of the CSHC system of care; and

WHEREAS, the Ingham County Health Department CSHCS program supports care coordination and case management services, connects families to community based services, and focuses on family centered care; and

WHEREAS, the CSHCS provides services to 820 enrolled individuals from birth to age 21; and

WHEREAS, the Health Department's CSHCS submitted and received a grant in the amount of \$10,000 for outreach services from Southeastern Michigan Health Association to connect individuals with the CSHCS program; and

WHEREAS, the term of the agreement shall be September 1, 2013 through August 31, 2014; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Southeastern Michigan Health Association for the CSHCS outreach services program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Southeastern Michigan Health Association in the amount of \$10,000 for the period of September 1, 2013 through August 31, 2014 for CSHCS outreach services.

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 Branch Canady, PhD, MPA, Health Officer

DATE: September 10, 2013

RE: 2013-2014 Agreement for the Delivery of Public Health Services under the Comprehensive Agreement Process

Under the Public Health Code, the State of Michigan and the 83 counties share responsibility for the protection of the public health of the citizens of Michigan. The agreement for the delivery of public health services under the Comprehensive Agreement Process is the principal mechanism for clarifying the role and responsibilities of the state and local governments. The agreement serves as the vehicle for accepting slightly more than \$5.0 million in state and federal grant and formula funding to support a number of public health services. The public health services to be delivered under this Agreement include Essential Local Public Health Operations, Community Health Assessment activities and categorical programs including:

- AIDS/HIV Prevention and Care
- Bioterrorism Emergency Preparedness
- Breast and Cervical Cancer Control
- Children's Special Health Care Services
- Communicable Disease Prevention
- Family Planning
- Food Vendor and Restaurant Inspection
- Immunizations
- Lead Safe Homes
- Maternal and Child Health Programs
- Tobacco Reduction
- Tuberculosis Control
- Sexually Transmitted Disease Control
- Vision and Hearing Screening
- Well and Septic Inspection
- The WIC Program

The attached resolution will authorize the 2013-2014 Agreement. The Michigan Department of Community Health has set grant and formula funding levels based on its appropriation act for FY 2014. These levels are included in the Health Department's FY 2014 budget. The resolution also authorizes subcontracts in the Breast and Cervical Cancer Control Program and Nurse Family Partnership programs. These all consist of state and federal funds and are included in the Department's FY 2014 budget request.

The resolution includes authorization for a number of service contracts to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medical Services
- Referral, Coordination, and Monitoring of Medicaid Services
- Medicaid-specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Translation

This strategy of contracting for outreach services is a key part of the Health Department's 2013 budget request. During 2004-2005 the State promulgated a Medicaid policy to establish the procedures for utilizing this outreach funding arrangement. The Medicaid policy guides the way in which the department builds relationships with neighborhood and community agencies. The contracts are established in conformance with the state policy and reporting is required to demonstrate that services are consistent.

The Comprehensive Agreement process—and all contracts with the Michigan Department of Community Health—are entirely electronic. Therefore, in the proposed resolution, the Board authorizes Renee Canady, PhD, Health Officer and John Jacobs, Chief Financial Officer to submit the 2013-2014 grant electronically.

This resolution and the corresponding Agreement represent important financial support for the Health Department programs established through the County budget process. I recommend the adoption of this resolution and the authorization of the Agreement, contracts and subcontracts. The MDCH will propose future amendments to the Agreement should appropriation levels and/or formulas change.

Attachment

c: John Jacobs w/attachment
Bob Townsend w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 2013-2014 AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH FOR
THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER
THE COMPREHENSIVE AGREEMENT**

WHEREAS, the responsibility for protecting the public health is a shared responsibility between the State and county governments in Michigan; and

WHEREAS, the Michigan Department of Community Health and Ingham County have historically entered into contracts to clarify the role and responsibility of each party in protecting the public's health; and

WHEREAS, the Michigan Department of Community Health is in the process of establishing tentative grant funding levels for 2013-2014; and

WHEREAS, the Michigan Department of Community Health has proposed a 2013-2014 Agreement for the delivery of public health services under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relationships; and

WHEREAS, the Health Officer recommends that the 2013-2014 Comprehensive Agreement be authorized and executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2013-2014 Agreement with the Michigan Department of Community Health for the delivery of public health services under the Comprehensive Agreement Process.

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

BE IT FURTHER RESOLVED, that the scope of services included in this Agreement shall include Essential Local Public Health Services, and several categorical public health programs identified in the attachments to the Agreement.

BE IT FURTHER RESOLVED, that approximately \$5.1 million of state/federal funds will be made available to Ingham County through the Comprehensive Agreement, and that Ingham County's contribution to expenditures associated with the Agreement and budget shall not exceed levels appropriated in the County's 2014 Budget for these purposes.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontracts for the period October 1, 2013 through September 30, 2014 with specialty physicians, laboratories, and health care institutions and other service providers necessary to implement the Breast and Cervical Cancer Control Program in Clinton, Gratiot, Ingham, Ionia, Jackson, Livingston, Oakland and Washtenaw Counties, which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontract for the period October 1, 2013 through September 30, 2014 with the Nurse Family Partnership Program; to provide technical support, training and materials specific to the Nurse Family Partnership model which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that service contracts are authorized with the providers named below to support outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medicaid Services
- Referral, Coordination and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Provision of Medicaid-related Translation

These service contracts braid together requirements and funds from multiple sources including the County and Medicaid Administration (Federal Share). The braided service contracts shall be authorized up to the amounts identified below for the period October 1, 2013 through September 30, 2014:

- Allen Neighborhood Center \$88,087
- NorthWest Initiative \$88,087
- Carefree Medical Clinic \$3,780
- South Lansing Community Development Association \$24,952
- South Side Community Coalition \$85,586
- Child Abuse Prevention Services \$52,250
- Catholic Charities St. Vincent Home \$128,250
- Cristo Rey \$61,750
- Family and Community Development Services \$100,000
- Greater Lansing African American Health Institute \$67,204

BE IT FURTHER RESOLVED, that the Health Officer, Renee Branch Canady, PhD, and John Jacobs, Chief Financial Officer of the Health Department, are authorized to submit the 2013-2014 Comprehensive Agreement grant documents electronically through the Mi-E Grants system.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2014 Budget as necessary upon its adoption in order to implement this Resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign contracts, subcontracts and lease agreements associated with the CPBC agreement after review by the County Attorney.

Ingham County Management Information Services

Michael E. Ashton, Chief Information Officer - Email: mashton@ingham.org

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: September 3rd, 2013
Re: Ingham County Health Department Health Plan application

Dear Commissioners,

Management Information Systems (MIS) has been requested to have the software re-written for the Ingham County Health Plan Management system (HPMS) due to security concerns. The application contains over 300,000 database records that contain sensitive information. PTD technology wrote the program for Ingham County Health Department in 2007/2008 time frame.

Management Information Systems (MIS) became aware of potential security issues in May 2013. MIS database unit secured the most vulnerable concerns with the database side of the application in May and June 2013. PTD Technology was requested to provide a quote for securing the web application side of the database and as such has provided a quote of \$9,025.

Since the application was not supported or written by MIS staff previously it is recommended that we have PTD technology complete the security enhancements. It is also recommended that MIS staff assume responsibility for the department to ensure it is kept up-to-date and appropriate security patches are applied. PTD Technology complete the following task; Apply patches to mitigate Oracle Exploits, Create Separate connections strings to isolate User Management functions, Upgrade the website forms from ASP.Net 2.0 to ASP.Net 4.5, and Encrypt web configuration files.

The cost of the updates would come for the Ingham County Health Department contractual services fund account# 22160060-818000-01180.

Thank you in advance for your consideration. If you have any questions, please feel free to contact me at 517-676-7371.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PTD TECHNOLOGY TO SECURE THE HPMS APPLICATION

WHEREAS, the Management Information Systems current staff do not possess the skills sets or knowledge to secure the HPMS application; and

WHEREAS, PTD Technology originally wrote and configured the HPMS database and is supported by the Ingham County Health Department staff; and

WHEREAS, it is recommended that the MIS department assume responsibility of monitoring, and updating and patching the application from a central security perspective; and

WHEREAS, the cost for securing the application is quoted at \$9,025; and

WHEREAS, the Chief Information Officer recommends utilizing PTD Technology to implement the security changes request by the Department of Management Information Systems.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes Management Information Services to utilize PTD Technology to implement security changes at cost to not exceed a total of \$9,025 from account 22160060-818000-01180.

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

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

MEMORANDUM

TO: Human Services and Finance Committees
FROM: Jared Cypher, Assistant Deputy Controller
DATE: September 9, 2013
RE: Trust and Agency Account for the Ingham County Department of Human Services

Checks from county funds are currently issued to Ingham County DHS clients from an Accounting Service Center in Genesee County. The County of Ingham will be reassuming responsibility for checks effective October 1, 2013.

DHS currently has an account that consists of donated funds that are earmarked specifically for Ingham County children in Foster Care to provide for extra-curricular activities. It is necessary to set up a Trust and Agency Account and also get the Board of Commissioners to approve the account/spending plan.

Ingham County DHS has a letter of understanding with an organization called Caring About Kids (CAK). CAK raises money and provides Ingham County DHS with approximately \$10,000 per quarter to purchase things for Ingham County Foster Care children such as YMCA memberships, school trips, birthday parties and gifts. These expenditures are not appropriate for any other funding sources and are designed to enrich the lives of the children that receive the items and services. Each expenditure must go through an approval process. Expenses up to \$25 can be authorized by supervisors, expenses of \$26-\$250 have to be approved by the director or designee; anything above \$250 must be approved by the CAK Board.

The requests are tracked and entered into a database. Ingham County DHS would like to get Board approval in September, as the transition to the County check writing system is going to happen October 1, 2013 and at that time local access the funds will be needed.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH A TRUST AND AGENCY ACCOUNT FOR THE
INGHAM COUNTY DEPARTMENT OF HUMAN SERVICES**

WHEREAS, checks are currently issued to DHS clients from the Accounting Service Center in Genesee County; and

WHEREAS, Ingham County will be reassuming that responsibility effective October 1, 2013; and

WHEREAS, DHS currently has an account that consists of donated funds that are earmarked specifically for Ingham County kids in Foster Care and extra-curricular activities; and

WHEREAS, it is necessary to set up a Trust and Agency Account and also get the Board of Commissioners to approve the account/spending plan.

THEREFORE BE IT RESOLVED, that effective October 1, 2013 a Trust and Agency account will be established for the Ingham County Department of Human Services to accept funds through a letter of understanding DHS has with an organization called Caring About Kids (CAK) to purchase things for Ingham County Foster Care children such as YMCA memberships, school trips, birthday parties and gifts.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Ingham County Department of Human Services to accept any and all future donations to the Trust and Agency account.

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

Memorandum

To: County Services & Finance Committees

From: Sandra Dargatz, Manager, Ingham County Fair

Date: September 9, 2013

RE: Authorization to Enter into a Contract with Laux Construction, LLC for Repair of the Main Arena Roof, Installation of New Eaves Troughs, and Upgrading of the Heating System of the Main Arena at the Ingham County Fairgrounds

The Main Arena at the Ingham County Fairgrounds was constructed in 1984 with the intent of being used as an enclosed pavilion, however as the Fairgrounds has continued to develop its book of business and the Main Arena has evolved to keep pace. In the late 1990's, the Main Arena was upgraded with the current heating system to accommodate the year-round usage of that facility for both animal and people-based events. Currently, the Main Arena hosts over 70 events throughout the year; having become the site for most of the major events on the Fairgrounds on an annual basis.

The current condition of the (original) existing roof and eaves troughs on the Main Arena have failed and have deteriorated over time and are in need of repair and the current mechanical heating system is inefficient in its current state and requires upgrading to allow for the system to modulate internal air temperatures within the Main Arena.

Funding for this project has been budgeted and approved in the 2013 CIP account number 56176900-976000 for \$80,000.00. There is an additional \$253,300.00 in Hotel/Motel reserve funds available to the Fair for capital improvements on the Fairgrounds, of which the Fairgrounds would like to have \$85,996.00 transferred to account number 65176900-976000 to assist with the completion of this capital project.

The Purchasing and Facilities Departments both concur that a contract be awarded to Laux Construction, LLC who submitted the lowest responsive and responsible bid in the amount not to exceed \$153,700.00, plus a contingency of \$12,296.00 for any unforeseen circumstances that may arise with this type of repair and upgrading; for a total cost of \$165,996.00.

The construction phase would be October 24, 2013, through November 15, 2013, to ensure that the Main Arena roofing, eaves troughs, and heating system are adequate to withstand the forces placed upon it by the coming winter months.

Sincerely,

Sandra Dargatz
Manager, Ingham County Fair
(517) 676-2857

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: September 9, 2013
SUBJECT: Proposal Summary for Ingham County Fairgrounds Main Arena Improvements

Project Description:

Proposals were sought from experienced and qualified general contractors for the Fairgrounds Main Arena Improvements Project at the Ingham County Fairgrounds. The scope of work includes, but is not limited to, replacing existing exhaust fans; installing new gas fired radiant heaters in entrance vestibule; installing new temperature sensors and carbon monoxide sensors; modifying temperature controls; and, upgrading existing make-up air units as outlined by manufacturers’ assessment and recommendations. The scope of work also includes Alternate 1A – making roofing repairs utilizing a coatings system that covers penetrations and seams.

Proposal Summary:

A total of 7 vendors attended the mandatory pre-proposal meeting.

Vendors contacted: 42 Local: 15
 Vendors responding: 2 Local: 2

Company Name	Base Bid	Alternate 1A – Roof Repairs	Total	Local
Laux Construction LLC	\$46,000	\$107,700	153,700	Y
Moore Trospen Construction Co.	\$135,600	\$104,200	239,800	Y

Recommendation:

The Evaluation Committee recommends awarding a contract to Laux Construction LLC. The cost of the project is \$153,700 which is reflective of the payment of prevailing wages plus a \$12,296 contingency for any unseen circumstances that may arise for a total not to exceed cost of \$165,996. An 8% contingency was recommended by the County’s consultant. In addition to submitting the lowest responsive and responsible proposal, Laux Construction LLC is a registered local vendor, bonded, insured, and has previous experience working with Ingham County.

Advertising:

The Request for Proposals was advertised in the Lansing State Journal, City Pulse, various construction plan houses, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LAUX CONSTRUCTION, LLC FOR GENERAL CONTRACTOR SERVICES TO REPAIR THE MAIN ARENA ROOFING, INSTALL NEW EAVES TROUGHS, AND UPGRADE THE HEATING SYSTEM OF THE MAIN ARENA AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the current condition of the existing roof and eaves troughs on the Main Arena have failed and have deteriorated over time and are in need of repair; and

WHEREAS, the current mechanical heating system is inefficient in its current state and requires upgrading to allow for the system to modulate internal air temperatures within the Main Arena; and

WHEREAS, the funds for this project have been budgeted and approved in the 2013 CIP account number 56176900-976000 for \$80,000.00; and

WHEREAS, there is \$253,300.00 in Hotel/Motel reserve funds available to the Fair for capital improvements; and

WHEREAS, after careful review of bids, the Purchasing and Facilities Departments both concur that a contract be awarded to Laux Construction, LLC who submitted the lowest responsive and responsible bid in the amount not to exceed \$153,700.00; and

WHEREAS, a contingency of \$12,296.00 is being requested by the Facilities Department for any unforeseen circumstances that may arise with this type of repair and upgrading.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Laux Construction, LLC 4218 Charlar Dr., Holt, MI 48842, for general contractor services to repair the existing roof with a coating system, install new eaves troughs, and upgrade the current mechanical heating system for a not to exceed cost of \$153,700.00 plus a contingency of \$12,296.00 for a total cost of \$165,996.00.

BE IT FURTHER RESOLVED, the Ingham County Board authorizes the transfer of \$85,996.00 in Hotel/Motel reserve funds to the 2013 CIP account number 56176900-976000.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 4, 2013

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH D.C. BYERS CO. /DETROIT, INC. FOR IMPROVEMENTS TO THE AVIARY & REPTILIAN HOUSE AT POTTER PARK ZOO**

The resolution before you authorizes entering into a contract with D.C. Byers Co. / Detroit, Inc. for improvements to the Aviary and Reptilian House at Potter Park Zoo.

The glass block is broken and the tropical species are very susceptible to the cold, the house is outdated and in need of improvements.

D.C. Byers Co. / Detroit, Inc., who submitted the lowest responsive and responsible bid in the amount of \$32,880.00, were chosen after going through a competitive bidding process and have the recommendation of both the Purchasing and Facilities Departments.

The bid amount does not include two alternates, if required, alternate #1 for payment and performance bonds in the amount of \$460.00 and alternate #2 for cost for winter conditions in the amount of \$1,000.00 for a total cost not to exceed \$34,340.00.

The Facilities Department would like to ask for a \$3,500.00 contingency for any unseen circumstances that may arise with this type of project. This will bring the project total to a not to exceed cost of \$37,840.00.

Funds for this project are available in the approved Potter Park Zoo Millage Funded CIP # 258-69900-977000-1301Z, which has a balance of \$29,887.00.

Improvements to the Aviary and Reptilian House are a high priority and therefore to complete this project, the Facilities Department is asking for a line item transfer in the amount of \$8,000.00 from the approved Potter Park Zoo Millage Funded CIP # 258-69900-977000-1302Z for the Bongo Barn Door Project which has a balance of \$10,000.00.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: September 5, 2013

SUBJECT: Proposal Summary for the Improvements to the Aviary and Reptilian House at Potter Park Zoo

Project Description:

Proposals were sought from experienced and qualified contractors for improvements to the Aviary and Reptilian House at Potter Park Zoo. The scope of work includes, but is not limited to, removal and replacement of approximately 160 square feet of exterior wall with new 8"x8"x4" Glass Block (Pittsburgh Glass Style Essex AA), and tuck pointing of approximately 84 square feet of exterior face brick veneer.

Proposal Summary:

A total of 10 vendors attended the mandatory pre-proposal meeting.

Vendors contacted: 69 Local: 22

Vendors responding: 3 Local: 0

Company Name	Base Bid	Alternate #1 – Payment and Performance Bonds	Alternate #2 – Cost for Winter Conditions	Total	Local
D.C. Byers Co./Detroit Inc.	\$32,880	\$460	\$1,000	\$34,340	No - East Lansing (Clinton County)
Ram Construction Services	\$27,800	\$450	\$6,500	\$34,750	No - Wyoming
Boss Construction, Inc.	\$35,510	\$1,390	\$2,500	\$39,400	No - Taylor

Vendors Not Responding

Cusack’s Masonry Restoration, Inc., Hubbardston – No bid submitted due to insufficient time to respond.

Cherry Ridge Construction, Fremont– No bid submitted, no reason provided.

Recommendation:

The Evaluation Committee recommends awarding a contract to D.C. Byers Co./Detroit Inc. The cost of the project is \$34,340 which is reflective of the payment of prevailing wages plus a \$3,500 contingency for any unseen circumstances that may arise for a total not to exceed cost of \$37,840. In addition to submitting the lowest responsive and responsible proposal, D.C. Byers Co./Detroit Inc. is a registered vendor, bonded, insured, and highly referenced.

Advertising:

The Request for Proposals was advertised in the Lansing State Journal, City Pulse, various construction plan houses, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH D.C. BYERS CO. /
DETROIT INC. FOR IMPROVEMENTS TO THE AVIARY & REPTILIAN HOUSE AT
POTTER PARK ZOO**

WHEREAS, the glass block is broken and the tropical species are very susceptible to the cold, the house is outdated and in need of improvements; and

WHEREAS, D.C. Byers Co. / Detroit, Inc. who submitted the lowest responsive and responsible bid in the amount of \$32,880.00, were chosen after going through a competitive bidding process and have the recommendation of both the Purchasing and Facilities Departments; and

WHEREAS, the bid amount does not include two alternates, if required, alternate #1 for payment and performance bonds in the amount of \$460.00 and alternate #2 for cost for winter conditions in the amount of \$1,000.00 for a total cost not to exceed \$34,340.00; and

WHEREAS, the Facilities Department would like to ask for a \$3,500.00 contingency for any unseen circumstances that may arise with this type of project; and

WHEREAS, funds for this project are available in the approved Potter Park Zoo Millage Funded CIP # 258-69900-977000-1301Z which has a balance of \$29,887.00; and

WHEREAS, improvements to the Aviary and Reptilian House are a high priority and therefore the Facilities Department is asking for a line item transfer in the amount of \$8,000.00 from the approved Zoo Millage Funded CIP # 258-69900-977000-1302Z for the Bongo Barn Door Project which has a balance of \$10,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorize entering into a contract with D.C.Byers Co. / Detroit, Inc. 16429 Upton Road Suite #3, East Lansing, MI. 48823-4315 for the improvements to the Aviary and Reptilian House at Potter Park Zoo for a not to exceed cost of \$37,840.00.

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

MEMO

To: County Board of Commissioners
 Date: September 5, 2013
 From: Stacy Byers, Director, Ingham County Farmland and Open Space Preservation Board
 Re: Amendment to Resolution #13-38 approving closing on the Thorburn, Schwab and Nussorder properties.

The appraisals for the Schwab and Nussdorfer properties were required by the Federal Farm and Ranchland Protection Program to be updated due to them being more than 12 months old. The new appraisals reflected approximately two new sales of comparable agricultural land which caused an increase in the value from the March 12, 2012 appraisal date. The Farmland and Open Space Board is pleased with the new sales data now available, and is seeking approval to close at the new values.

Based on March 12, 2012 accepted values

<u>Name</u>	<u>Appraisal</u>	<u>CE Price</u>	<u>Landowner</u>	<u>County</u>	<u>Federal</u>
Schwab	\$87,000.00	\$85,000.00	\$2000.00	\$51,850.00	\$33,150.00
Nussdorfer	\$83,000.00	\$83,000.00	\$0.00	\$50,630.00	\$32,370.00

Based on August 10, 2013 values

<u>Name</u>	<u>Appraisal</u>	<u>CE Price</u>	<u>Landowner</u>	<u>County</u>	<u>Federal</u>
Schwab	\$157,419.00	\$155,419.00	\$2000.00	\$103,167.00	\$52,252.00
Nussdorfer	\$124,000.00	\$124,000.00	\$0.00	\$86,794.00	\$37,206.00

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #13-38, APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEED ON THORBURN, SCHWAB AND NUSSDORFER PROPERTIES

WHEREAS, the Ingham County Board of Commissioners passed Resolution #13-38 approving closing on the Thorburn, Schwab and Nussdorfer Properties; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board was required to update the appraisals of the Nussdorfer and Schwab properties by the Federal Farm and Ranchland Protection Program; and

WHEREAS, the updated Nussdorfer and Schwab property appraisals, conducted by a State Certified Appraiser, showed an increase in value from the March 12, 2012 appraisal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Nussdorfer and Schwab properties at a price not to exceed the amount listed in the chart below:

Based on August 10, 2013 values

<u>Name</u>	<u>Appraisal</u>	<u>CE Price</u>	<u>Landowner</u>	<u>County</u>	<u>Federal</u>
Schwab	\$157,419.00	\$155,419.00	\$2000.00	\$103,167.00	\$52,252.00
Nussdorfer	\$124,000.00	\$124,000.00	\$0.00	\$86,794.00	\$37,206.00

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Department of Transportation & Roads

DATE: August 26, 2013

SUBJECT: Emergency Traffic Signal Maintenance Agreement

The Ingham County Road Department (ICRD) has 68 signalized intersections, for which we maintain the traffic regulating signal equipment. We also maintain numerous red/yellow flashers and school zone installations. Our traffic regulating signals are located in Delhi Township, Lansing Township, Leslie Township, Meridian Township, and Vevay Township. We also maintain traffic regulating signals, by contract, within the City of Mason and the Village of Webberville.

The former Ingham County Road Commission has arranged for emergency traffic regulating signal maintenance help from the Lansing Board of Water & Light (LBW&L) since May 2002. The agreement is intended to give us “back-up” when our only Signal Technician is unavailable to fulfill his work duties, such as FMLA leave, vacation leave, etc.

The reason for this memo and resolution is to execute a new Emergency Traffic Signal Maintenance Agreement. The agreement would start when executed by both parties and run through April 30, 2016.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EMERGENCY TRAFFIC SIGNAL MAINTENANCE
AGREEMENT WITH THE LANSING BOARD OF WATER & LIGHT**

WHEREAS, the former Road Commission, now Ingham County Department of Transportation and Roads (ROAD DEPARTMENT) has 68 signalized intersections with traffic regulating signal equipment, which are maintain by ROAD DEPARTMENT staff; and

WHEREAS, the ROAD DEPARTMENT has arranged for emergency traffic regulating signal maintenance help from the Lansing Board of Water & Light (LBW&L) since May 2002; and

WHEREAS, the agreement with the LBW&L is intended to provide “back-up” when the ROAD DEPARTMENT’s only Signal Technician is unavailable to fulfill his duties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the Lansing Board of Water & Light, Lansing, Michigan, to provide emergency traffic signal maintenance from the date of execution though April 30, 2016.

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

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: August 30, 2013
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution accepting a charitable donation from the Friends of Ingham County Parks

This resolution authorizes the acceptance of a \$5,000 donation from the Friends of Ingham County Parks towards the construction of a Cabana at Hawk Island.

The Friends applied for and received a grant from a local foundation that requests to remain anonymous. The Friends have become more active in fundraising and promotion of the Parks and this is a great example of their success.

The Parks & Recreation Commission approved the acceptance of this donation with the passage of a resolution at their August 2013 meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A CHARITABLE DONATION FROM
THE FRIENDS OF INGHAM COUNTY PARKS**

WHEREAS, The Friends of Ingham County Parks whose mission, since the year 1999, is to support the Ingham County Parks through fundraising and volunteerism and have received a \$5,000 grant, which will be donated to the Ingham County Parks; and

WHEREAS, the Friends of Ingham County Parks financially supported Friday evening band shell concerts at Lake Lansing Park-South, stewardship efforts in the parks, and miscellaneous expenditures for the parks, for a total 2012 donation of \$31,000 to the Ingham County Parks; and

WHEREAS, over the course of more than a decade of service to the Ingham County Parks, this group of supportive citizens have now raised over \$591,000; and

WHEREAS, the Friends of Ingham County Parks are a private, 501c(3) nonprofit, fundraising organization that raises funds to support the Ingham County Parks; and

WHEREAS, the intent of this charitable gift is that the funds are to be used solely and exclusively to benefit the Ingham County Parks.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the acceptance of a donation of \$5,000 from the Friends of Ingham County Parks to the Ingham County Parks, to support the construction of a Cabana at Hawk Island County Park.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: August 30, 2013
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: **RESOLUTION APPROVING THE TRANSFER OF APPROVED CAPITAL IMPROVEMENT FUNDS FOR CONSTRUCTION OF A CABANA AT HAWK ISLAND COUNTY PARK**

This resolution authorizes the transfer of \$6,000 from the 2013 Ingham County Parks Capital Improvement budget, “purchase of soccer goals” to the Cabana project at Hawk Island. \$8,000 was approved for the purchase of soccer goals which is no longer necessary.

Park Staff has identified the need for more picnic shelter space at Hawk Island, our busiest park. With the addition of this cabana, we will be able to better serve our guests and create a new revenue source for the Department.

Staff has researched many different options and found a shade structure similar to the shade kites already located at Hawk Island. By using this option, staff can provide all of the labor necessary for construction, which makes this project cost effective. The revenue from rentals will offset the cost of the project in less than 3 years.

Our intention is to add up to two more shade structures at Hawk Island and if practical, in other parks when funding is available.

I have detailed information about the design of the shade structure and location in the park which I will have available at the Committee meeting.

The Parks & Recreation Commission approved this transfer with the passage of a resolution at their August 2013 meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE TRANSFER OF APPROVED CAPITAL IMPROVEMENT FUNDS
FOR CONSTRUCTION OF A CABANA AT HAWK ISLAND COUNTY PARK**

WHEREAS, park staff has identified the need for additional picnic shelters at Hawk Island County Park, as well as additional revenue sources; and

WHEREAS, constructing a new structure at Hawk Island would provide the much needed and requested picnic site and additional revenue for the Department; and

WHEREAS, park staff has researched appropriate shade structures, identified a location and provided a cost estimate of \$11,000 for construction; and

WHEREAS, the Friends of Ingham County Parks has applied for and received a \$5,000 grant in support of the construction of a new cabana; and

WHEREAS, funds approved in the 2013 Capital Improvement Budget for the purchase of soccer goals for the Hope Soccer Complex in the amount of \$8,000, are no longer needed and are available to be transferred to this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the transfer of \$6,000 from line 508-75940-735100 in the approved 2013 Ingham County Parks Capital Improvement funds for the purchase of soccer goals to the cabana construction project at Hawk Island.

BE IT FURTHER RESOLVED, that the Controller/Administrator be authorized to make the necessary fund transfers.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: September 4, 2013

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

RE: Resolution Approving Amended User Fees for the Hawk Island Snowpark

This resolution amends the Snowpark fee schedule approved in 2012, Resolution #12-366. The revenue received from that fee schedule was not sufficient to cover the operational expenses of the facility.

There is a contract in place with Superparks for the management of the Snowpark, which will be amended to provide clearer direction for both Superparks and the County. The revenue collected at the Snowpark is split with Superparks with the County receiving 25% of the gross ticket sales.

Last winter, we were pleased with the approximately 8,000 visits to the park, considering there was no advertising and it was our first year of operation. Even with that reasonable visitation, we did not collect enough revenue to cover our expenses.

By working with the Assistant Deputy Controller and Superparks, the attached fee schedule has been developed in an effort to increase revenue yet not have fees so high that guests are discouraged from using the facility.

As part of the clarification of the contract language, the County will be staffing the revenue collection areas along with the lift operations. Based upon the visitation last winter and the new fee schedule, we anticipate collecting enough revenue to offset our labor costs, but not much more. In addition to the labor, the County is responsible for utilities and some minor maintenance costs.

To collect enough revenue to cover the utilities, we would need to raise the fees to a level that would likely discourage use. There will be some additional revenue this winter, as Superparks will provide equipment rentals and lessons and we anticipate higher visitation with the addition of advertising. This will bring us closer to the breakeven point. Our goal was to increase fees in a reasonable amount but not to the point of negatively affecting use. Even with these increases, we are still much lower than other facilities around the state.

In addition, this resolution allows for the ability to offer incentive programs as approved by the Controller. These incentives could include the use of Groupons, weekday or late season discounts.

The Parks & Recreation Commission supported this amendment of the Hawk Island Snow Park fee structure with a resolution passed at their August meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING USER FEES FOR THE HAWK ISLAND SNOWPARK

WHEREAS, user fees developed for the Hawk Island Snowpark, as approved by the Ingham County Board of Commissioners in Resolution #12-366, were not sufficient to cover operational costs and an increase in fees will aid in attaining a breakeven status; and

WHEREAS, Ingham County has contracted with Superparks, LLC for the operation of the Snowpark and their professional staff worked cooperatively with County staff during the 2012-13 winter season; and

WHEREAS, fees approved for the 2012-13 season were approximately 67% below the industry standard for facilities of this size; and

WHEREAS, upon discussion between County staff and Superparks, LLC, adjustments to the Snowpark user fees are recommended.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Hawk Island Snow Park fees be amended as shown below.

BE IT FURTHER RESOLVED, that reasonable discount programs will be offered periodically through the 2013-14 season as recommended by a joint decision of County staff and Superparks, LLC and approved by the Ingham County Controller/Administrator.

BE IT FURTHER RESOLVED, that staff is directed to collect user demographic information.

BE IT FURTHER RESOLVED, that this fee structure becomes effective upon passage of this resolution by the Ingham County Board of Commissioners.

Rates During Operational Hours	Tubing Hill 2 hours		Terrain Park	
	M-F	S, S & Holidays	M-F	S, S & Holidays
Adult (age 13 and up)	\$10	\$12	\$15	\$20
Child (age 12 and under)	\$5	\$8	\$12	\$15
Family (2 adults & 2 children)	\$25	\$35	N/A	
	\$5 each additional child			
Season Pass – Adult (age 13 and up)	\$149			
Season Pass – Child (age 12 and under)	\$99			
Rates During Non-Operational Hours (By Reservation Only)				
Group (1 – 50 people)	Normal fee per person, plus \$50			
Group (50 + people)	Normal fee per person, plus \$100			
Each additional hour	\$10/ each adult, \$5/ each child			

MEMORANDUM

September 4, 2013

TO: County Services and Finance Committees

FROM: Teri Morton, Budget Director

RE: **Resolution to Authorize the Replacement of Leased Copiers with Purchased Copiers and to Set Up Copier Replacement Chargebacks for Ingham County Departments**

Ingham County currently leases 81 copiers. Many of these leases are currently up for renewal. Rather than simply renew the leases, the Purchasing and MIS departments have evaluated the option of purchasing copiers. It has been determined that replacing the leasing of copiers with purchased machines will result in a minimum annual savings of \$39,500.

In 2013, 35 copiers are in need of replacement. Funds are available within the Equipment Revolving Fund for this purpose. This resolution would authorize the purchase of these 35 copiers at a cost of up to \$175,000.

In order to provide for future replacement of the purchased copiers, departments will be charged back for the cost over 5 years. Funds will be made available in department budgets by decreasing their budgets for copier rental. These chargebacks will begin in 2014.

Purchase of copiers identified as being in need of replacement in 2014 will be authorized as part of the 2014 quarterly adjustment process. In future years, copier replacement will be included as part of the capital budget process.

Approval of this resolution is recommended. Feel free to contact me if you have any questions or if you require any additional information.

cc: Mike Ashton, MIS Director
Jim Hudgins, Purchasing Director

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE REPLACEMENT OF LEASED COPIERS WITH
PURCHASED COPIERS AND TO SET UP COPIER REPLACEMENT CHARGEBACKS FOR
INGHAM COUNTY DEPARTMENTS**

WHEREAS, Ingham County currently leases 81 copiers and many of these leases are currently up for renewal; and

WHEREAS, current leases vary in length from three to five years and the projected need for replacement is a minimum of five years, in many cases longer; and

WHEREAS, replacing these leases with purchased copiers would save a minimum of \$39,500 annually; and

WHEREAS, funds are available within the Equipment Revolving Fund to purchase up to 35 copiers in 2013 and departmental chargebacks will be established in order to accumulate funds for future replacement of these copiers as necessary; and

WHEREAS, the number of copiers to be replaced in 2014 will be identified and the budget will be amended in a quarterly budget adjustment resolution in 2014, and copier replacement will become part of the capital budget process in future years.

THEREFORE BE IT RESOLVED, that the purchase of up to 35 copiers is authorized for an amount of up to \$175,000 from the Equipment Revolving Fund, in accordance with County Purchasing Policies.

BE IT FURTHER RESOLVED, that departmental copier replacement chargebacks will be established beginning in 2014 to allow for replacement of copiers every five years.

BE IT FURTHER RESOLVED, that departmental replacement chargebacks will be funded by the reduction of copier lease expenses within department budgets.

BE IT FURTHER RESOVLED, that the Controller is authorized to make any necessary adjustments to the 2013 and 2014 budgets consistent with the resolution.

LANSING FIRE DEPARTMENT

815 Marshall St.
Lansing, Michigan 48912
(517) 483-4186
FAX (517) 483-7641
mhamel@lansingmi.gov

August 29, 2013

To: Ingham County Comptroller

From: Lansing Emergency Management Chief
Michael R. Hamel

Project: Enhanced flood Warning Project

Dear Mr. Dolehanty

Last summer the Lansing office of emergency management started meeting with our partners to support with an enhanced flood warning study (three year study). This study will be completed by the USGS and will create a set of complex predictive models that will give us the ability to accurately forecast flood levels. This will also benefit Ingham County through the Ingham County office of Emergency Management who will also have access to the models.

To complete this project the total cost is \$240,000 plus the installation of a river gauge on the sycamore creek in Ingham County (Holt Road and 127). The cost of the gauge is \$15,700 with an annual maintenance fee of \$5000 per year for three years. The cost of the project is divided up by three agencies, USGS (Federal Grant), USACE (Federal Grant), and the City of Lansing. Each agency is responsible for \$80,000 of the \$240,000 and the City is also responsible for the river gauges. This brings our share up to \$109,700.

Over the past eight months we have met with Meridian Township, LBWL, MaClaren of greater Lansing, Accident fund, Lansing officials, Ingham County officials and MSU. These meeting were in regards to partnering with a request of support to pay for this project. So far we have the following toward this project:

Lansing \$32,000
BWL \$15,000

Other support has come from Williamston, East Lansing, MSU and Meridian in support of the river gauges being installed in Williamston to support this project. They have all chipped in to pay the \$19,700 or equipment and the annual \$15,500 annual fee required in Williamston. This was completed in 2012.

The remaining agencies are working through their process to determine their contribution to support this important project. We have made it clear to all supporters that this project will last three years and that support can come in any one or all of the years.

We are asking Ingham County to support this project and are requesting \$10,000 each year for the current budget year and the next two for a total of \$30,000.

Thank you from Lansing Emergency Management for your consideration and support of this project. Together we can achieve a disaster resilient community.

Michael R. Hamel
City of Lansing Emergency
Management Chief

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PARTICIPATION IN U.S. GEOLOGICAL SURVEY
ENHANCED FLOOD WARNING SYSTEM**

WHEREAS, the configuration of rivers and dams in the Lansing area creates unique problems for flood forecasters and the National Weather Service cannot accurately predict flooding in our area; and

WHEREAS, the United States Geological Survey (USGS) Enhanced Flood Warning project will develop complex models that will more accurately forecast flood events thereby enabling local officials, residents, and those managing critical infrastructure to take the best possible protective actions; and

WHEREAS, this project will address a critical need in Lansing, East Lansing, Delhi Township, Alaiedon Township and Lansing Township; and

WHEREAS, the total project cost of \$240,000 is divided equally among USGS, Army Corps of Engineers and the City of Lansing; and

WHEREAS, the City of Lansing is also responsible for maintenance of river gages at an additional annual cost of \$29,700; and

WHEREAS, financial commitments of \$47,000 toward implementation of an enhanced flood warning system were received from the City of Lansing (\$32,000) and the Lansing Board of Water and Light (\$15,000); and

WHEREAS, \$35,200 in financial support for other flood monitoring projects was received in 2012 from the City of Williamston, City of East Lansing, Meridian Township and Michigan State University; and

WHEREAS, the Ingham County Board of Commissioners desires to participate in the enhanced flood warning system.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes County participation in the USGS Enhanced Flood Warning System for the years 2013, 2014 and 2015 at a total annual cost not to exceed \$10,000 each year.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make necessary budget adjustments to reflect this participation in the USGS Enhanced Flood Warning System.

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

RECEIVED
AUG 27 2013

AGENDA ITEM # 14

DELHI CHARTER TOWNSHIP

NOTICE OF HEARING

APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE
BY FIBERTEC, INC.

TO THE DELHI TOWNSHIP ASSESSOR AND THE LEGISLATIVE BODY OF EACH
TAXING UNIT THAT LEVIES AD VALOREM PROPERTY TAXES WITHIN THE
TOWNSHIP:

FIBERTEC, INC.
DELHI TOWNSHIP ASSESSOR
CATA
CAPITAL AREA DISTRICT LIBRARY
CAPITAL CITY AIRPORT AUTHORITY
HOLT BOARD OF EDUCATION
INGHAM COUNTY BOARD OF COMMISSIONERS
INGHAM INTERMEDIATE SCHOOL BOARD
LANSING COMMUNITY COLLEGE BOARD OF TRUSTEES
STATE TAX COMMISSION

PLEASE TAKE NOTICE, that on July 23, 2013, Delhi Charter Township received an Application for Industrial Facilities Exemption Certificate from FIBERTEC, INC. A complete copy of the Application and attachments may be obtained upon request from the Delhi Township Community Development Department by calling 517-694-8281 or by e-mail at: tracy.miller@delhitownship.com.

PLEASE TAKE FURTHER NOTICE, that the Township Board of Delhi Charter Township shall afford an opportunity for hearing on the referenced Application on the 17th day of September 2013, at 7:45 p.m., held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan, in the Charter Township of Delhi, Ingham County.

Evan Hope, Township Clerk