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VICTOR CELENTINO

VICE-CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

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

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, AUGUST 20, 2014 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 [July 16, 2014](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Financial Services
 - a. Presentation of the December 31, 2013 Audit (*Please Bring the Comprehensive Annual Financial Report and Management Letter Previously Distributed at the July 22, 2014 Board of Commissioners' Meeting*)
 - b. Resolution to Authorize [Plante Moran](#) to Assist the Treasurers Office and Financial Services in Preparing Bank Reconciliations
2. Drain Commissioner - Resolution Providing Additional Funding for the Revolving Drain Fund ([Fund 802](#))
3. Sheriff's Office
 - a. Resolution Authorizing the Ingham County Sheriff's Office to Extend a Contract with the Michigan Department of Corrections to Rent [190 Beds](#) to the Michigan Department of Corrections
 - b. Resolution to Accept Gift Cards for the 2014 "[Shop with a Hero Program](#)"
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](#) Matters
5. 55th District Court - Resolution Authorizing the Purchase and Installation of a Video [Surveillance System](#) in the 55th District Court
6. Innovation and Technology Department - Resolution to Approve the Purchase of Additional [San Storage](#) of the DR SAN
7. Human Resources Department - Resolution Certifying [Representatives](#) for the MERS Annual Meeting

8. Facilities Department
 - a. Resolution Authorizing an Amendment to Resolution #14-088 with Hobbs & Black to Provide [Architectural and Engineering Services](#) for the Ingham County Community Health Center (ICCHC) Renovation Project
 - b. Resolution Awarding a Contract to [Rieth-Riley](#) Construction to Provide Asphalt Parking Lot Replacement at the Ingham County Sheriff's Office
 - c. Resolution Authorizing a Lease Agreement with [Capitol Walk Parking](#) for the Use of 98 Parking Spaces by Employees of the Veteran's Memorial Courthouse and Grady Porter Building
 - d. Resolution Authorizing a Contract with [Bornor Restoration Inc.](#) for Big Cat Holding Cell Repairs at the Potter Park Zoo

9. Health Department
 - a. Resolution to Authorize an Amendment to Resolution #14-270 and Establish Two [Community Health Worker](#) Positions
 - b. Resolution to Amend Agreement with the [School-Community Health Alliance](#) of Michigan
 - c. Resolution to Accept Child and Adolescent Health Center [Program Funding](#) from the Michigan Department of Community Health through the Michigan Primary Care Association and Amend the Agreement with the School-Community Health Alliance of Michigan
 - d. Resolution to Accept \$50,000 in [Carry Over Funds](#) from the Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members Aids Healthcare Grant
 - e. Resolution to Accept [Funding](#) from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members Aids Healthcare Grant
 - f. Resolution to Enter an Agreement with [Cross County Staffing, Inc.](#) for Per Diem Professional Staffing for Medication Passing Services at the Ingham County Jail
 - g. Resolution to Enter into an Agreement with [Erika Oliver, MPA](#)
 - h. Resolution to Authorize an Agreement with [Health Stream, Inc.](#) for an Online Learning Management System
 - i. Resolution to Authorize a 2014-2015 [AmeriCorps](#) Grant
 - j. Resolution to Authorize Subcontract to [GAMALIEL](#) of Michigan with Funds from the National Association of County and City Health Officials (NACCHO)

10. Road Department
 - a. Resolution Authorizing the Purchase of the 2014/2015 Seasonal Requirement of [Liquid De-Icer](#) for the Ingham County Road Department
 - b. Resolution Authorizing the Purchase of [Propane](#) Used for Heating at the Eastern District of the Ingham County Road Department
 - c. Resolution Authorizing a Revised Subcontract with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of Crumb Rubber Modified [Asphalt Paving Mixture](#) for the Road Department

11. Controller/Administrator's Office - Resolution Authorizing the [Fourth Amendment](#) to the Agreement with the Capital Area Transportation Authority dated January 1, 2011 through December 31, 2015

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

July 16, 2014

Draft - Minutes

Members Present: Carol Koenig (arrived at 6:25 p.m.), Sarah Anthony, Rebecca Bahar-Cook (arrived at 6:10 p.m.), Brian McGrain, Randy Schafer, Todd Tennis and Don Vickers.

Members Absent: None.

Others Present: Tim Dolehanty, Teri Morton, Willis Bennett, Desiree Kirkland, Maureen Winslow, Sara Deprez, Robin Reynolds, Sherrie Coraham, Michelle Rutkowski, Missy Challiss, Ryan Buck, and others.

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

Approval of the June 18, 2014 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE MINUTES OF THE JUNE 18, 2014 MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Koenig and Comm. Bahar-Cook.

Vice Chairperson Anthony renumbered Agenda Item #2 as Agenda Item #2a.

Additions to the Agenda

None.

Lates –

2. Treasurer
 - b. Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property
3. Circuit Court - Family Division
 - c. Resolution Terminating Transitional Female Residential Program Agreement with Clarinda Youth Corporation and Sequel Youth Services, LLC

Substitutes –

3. Circuit Court - Family Division
 - b. Resolution for Authorization to Enter into a Three Year Contract with Various Residential Placements

16. Board of Commissioners - Resolution to Submit to the Electorate a Special Millage Question for a Countywide System of Trails and Parks
17. Controller/Administrator's Office
 - b. Resolution to Adopt the 2015 Juvenile Justice Community Agency Process Calendar
 - c. Resolution to Amend a Legal Services Agreement with Cohl, Stoker and Toskey, P.C.

Limited Public Comment

None.

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

1. Sheriff's Office
 - a. Resolution Authorizing Participation with the Michigan Department of Human Services for a One Year Pilot Project for the Transportation of Specific Juveniles
 - b. Resolution to Authorize a Contract with G & L Process Services, Inc. to Provide Civil Process Service for the Ingham County Sheriff's Office
 - c. Resolution to Amend the Delhi Township Police Services Contract by Continuing a School Resource Officer
2. Treasurer
 - b. Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property
3. Circuit Court - Family Division
 - a. Resolution Authorizing an Amendment to the 30th Circuit Court 2014/15 Child Care Fund Budget for the First Step Program and Subcontracting with Highfields, Inc. for the Parenting Wisely Curriculum
4. Prosecutor's Office - Resolution to Authorize a Juvenile Accountability Grant from the Capital Region Community Foundation and Subcontract with the Resolution Services Center of Central Michigan
5. Community Corrections Advisory Board - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into Program Subcontracts for FY 2014-2015
8. Health Department
 - a. Resolution to Authorize a 2014-2015 Agreement with the City of Lansing
 - b. Resolution to Renew the Lease Agreement for the WIC Satellite Clinic Located at the Head Start Site at 1107 East Grand River Avenue
 - c. Resolution to Authorize an Agreement with Ingham Health Plan Corporation to Provide Outreach and Enrollment to the Uninsured through the Registration and Enrollment Unit

- d. Resolution to Authorize an Amendment to the Healthy Start Grant
- 10. Economic Development Department - Resolution Authorizing Submission of a Community Development Block Grant Application for \$300,000 for the Training of New Employees at Orchid Orthopedic Solutions, LLC
- 11. Farmland and Open Space Preservation Board - Resolution Amending Resolution #13-302 Authorizing a Continued Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland and Open Space Preservation Board
- 12. Facilities Department
 - b. Resolution Awarding a Contract to Clark Construction for the Installation of a Protective Barrier Wall between the Clerk's Counter and the Public Area at the Veteran's Memorial Courthouse
- 13. Potter Park Zoo
 - a. Resolution Authorizing the 2014 Potter Park Zoo Seasonal Employee Wage Schedule
 - b. Resolution Authorizing a Transfer of Funds for the New Red Panda Exhibit
- 14. Road Department
 - a. Resolution Authorizing a Contract with Gallagher Asphalt Corporation for Item I of the 2014 Local Road Program Bid Packet #82-14 Hot In Place Recycling of Various Streets, Meridian Township
 - b. Resolution Authorizing a Contract with Michigan Paving and Materials Co. for Item II of the 2014 Local Road Program Bid Packet #82-14 Asphalt Overlay & Miscellaneous Repairs of Various Meridian Township Local Roads
 - c. Resolution Authorizing a Contract with Gallagher Asphalt Corp. for Item III of the 2014 Local Road Program Bid Packet #82-14 Hot In Place Recycling of Boynton Street, Lansing Township
 - d. Resolution Authorizing a Contract with Michigan Paving and Materials Co. for Item IV of the 2014 Local Road Program Bid Packet #82-14 Asphalt Overlay & Miscellaneous Repairs of Various Lansing Township Local Roads
 - e. Resolution to Reject Bid Received from Gallagher Asphalt Corp. for Item V of Bid Packet #82-14 Hot In Place Recycling of Kinawa Road, Okemos to Dobie Roads, Meridian Township
 - f. Resolution Authorizing a Contract with Michigan Paving and Materials Co. for Item VI of Bid Packet #82-14 Asphalt Recycling & Overlay and Miscellaneous Repairs of Kinawa Road, Okemos to Dobie Roads, Meridian Township
 - g. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item VII of the 2014 Local Road Program Bid Packet #82-14 Asphalt Crushing, Shaping, Resurfacing & Repairs of the Streets of Lamoreaux No. 3 Subdivision, Delhi Township
 - h. Resolution to Approve Local Road Agreement with Leslie Township for the Ingham County Road Department

- i. Resolution to Approve Local Road Agreement with Lansing Township for the Ingham County Road Department
 - j. Resolution to Approve Local Road Program Agreement with Delhi Township for the Ingham County Road Department
 - k. Resolution to Approve Local Road Agreement with Alaiedon Township for the Ingham County Road Department
 - l. Resolution to Approve Local Road Agreement with Aurelius Township for the Ingham County Road Department
 - m. Resolution to Approve Local Road Agreement with Ingham Township for the Ingham County Road Department
 - n. Resolution to Approve Local Road Agreement with Meridian Township for the Ingham County Road Department
 - o. Resolution to Approve Local Road Agreement with Williamstown Township for the Ingham County Road Department
 - p. Resolution to Approve Local Road Agreement with Locke Township for the Ingham County Road Department
15. Human Resources Department
- a. Resolution Authorizing and Clarifying Pension Benefits for the Fraternal Order of Police, Capital City Lodge No.141 – 911 Non-Supervisory Unit
 - b. Resolution Approving a Collective Bargaining Agreement with Local 512 Office and Professional Employees International Union - Supervisory Unit
 - c. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under Local 512 Office and Professional Employees International Union - Supervisory Unit
17. Controller/Administrator's Office
- a. Resolution to Authorize Budget Adjustments for 2014 Based on the Annual Evaluation of the County's Financial Reserve Policy
 - b. Resolution to Adopt the 2015 Juvenile Justice Community Agency Process Calendar

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Koenig and Comm. Bahar-Cook.

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

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Koenig and Comm. Bahar-Cook.

- 7. Big Brothers Big Sisters - Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Community Coalition for Youth Capital Area Mentoring Partnership Program for 2014

COMM. MCGRAIN MOVED, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO AUTHORIZE A CONTRACT WITH BIG BROTHERS BIG SISTERS MICHIGAN CAPITAL REGION TO PROVIDE ADMINISTRATIVE OVERSIGHT AND

PROGRAMMING LEADERSHIP TO THE COMMUNITY COALITION FOR YOUTH
CAPITAL AREA MENTORING PARTNERSHIP PROGRAM FOR 2014.

Commissioner McGrain stated that he pulled this item from the consent agenda for the purposes of disclosure. He further stated that the director of his day job chaired the Big Brothers Big Sisters board and that he believed that the director still served on the board.

Commissioner McGrain stated that he would likely disclose this again at the Board of Commissioners meeting next week.

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Koenig and Comm. Bahar-Cook.

2. Treasurer

- a. Resolution to Apply for the Community Development Block Grant Funding from the Michigan State Housing Development Authority in the Amount of \$280,000

COMM. MCGRAIN MOVED, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION TO APPLY FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY IN THE AMOUNT OF \$280,000.

Commissioner McGrain stated that he was aware that there had been discussions regarding this resolution before. He asked if the homes involved were owner-occupied.

Desiree Cook, Chief Deputy Treasurer, stated that the houses were owner-occupied.

Commissioner McGrain asked for an overview of the application process.

Discussion.

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Koenig and Comm. Bahar-Cook.

3. Circuit Court - Family Division

- b. Resolution for Authorization to Enter into a Three Year Contract with Various Residential Placements

COMM. MCGRAIN MOVED, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION FOR AUTHORIZATION TO ENTER INTO A THREE YEAR CONTRACT WITH VARIOUS RESIDENTIAL PLACEMENTS.

Commissioner McGrain asked for a refresher on the residential placement per diem rates.

Sara Deprez, Circuit Court Juvenile Services Director, stated that there were many factors considered in arriving at the per diem rates proposed in this resolution. She further stated that once a facility charges at a \$300 or higher per diem rate, there was a higher level of care and security utilized at the facility. Ms. Deprez stated that some of the lower rates were governed by

the state. She further stated that rates negotiated with out-of-state facilities do not have to comply with state restrictions.

Commissioner McGrain requested an overview of Abraxis.

Ms. Deprez stated that this facility was primarily for sex offenders.

Commissioner McGrain asked if there was an upward trend in the number of increasingly difficult or dangerous cases.

Ms. Deprez stated that she had seen an upward trend in the number of dangerous cases.

Commissioner Bahar-Cook arrived at approximately 6:10 p.m.

Commissioner Bahar-Cook stated that she had a meeting with Judge Garcia regarding this issue and the Court had previously been responsive to the questions asked by commissioners. She further stated that the Law & Courts Committee was keeping a watchful eye on this issue.

Ms. Deprez stated that they were looking at their offenders in the 16 to 17 age range and considering whether they could be waived to the adult system.

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Koenig.

3. Circuit Court - Family Division

- c. Resolution Terminating Transitional Female Residential Program Agreement with Clarinda Youth Corporation and Sequel Youth Services, LLC

COMM. MCGRAIN MOVED, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TERMINATING TRANSITIONAL FEMALE RESIDENTIAL PROGRAM AGREEMENT WITH CLARINDA YOUTH CORPORATION AND SEQUEL YOUTH SERVICES, LLC.

Maureen Winslow, Deputy Circuit Court Administrator, provided an overview of the prospective budget cuts the Court was facing, including whether to close a girls-only temporary group home.

Commissioner Tennis asked what would be happen to the girls who resided at or would be residing at the group home.

Ms. Winslow stated that the group home was already temporary arrangement so the current residents would have left by the time the group home would be closed. She further stated that if they decided to close the group home, they would stop placing girls in the group home now so that there would be no occupancy by the official close date. Ms. Winslow stated that they would have to work creatively to find new alternative placements for all the girls.

Commissioner Tennis asked for information about the costs involved with the alternative placements option.

Ms. Winslow stated that the cost would be a little less than operating the group home.

Commissioner McGrain asked where the group home was located and how many people were served by it.

Ms. Winslow stated that the group home was a six-bed facility and it was located near Sparrow Hospital on Eighth Street in Lansing. She further stated that these girls were high risk and many were involved in gangs or with gang members. Ms. Winslow stated that these girls do not have high criminality, but did have high recidivism.

Commissioner McGrain asked how many girls went through the group home this year.

Ms. Deprez gave a detailed overview of the number of girls who utilized the group home over that last two years.

Ms. Winslow stated that if the Court did not face budget cuts, they would not be recommending the closure of the group home.

Teri Morton, Budget Director, provided an overview of the Juvenile Justice Millage, forecasts, and likely budget deficits that would need to be addressed.

Discussion.

Ms. Morton stated that there would be budget problems in 2016, which might require the general fund to pick up the slack in the Court budget.

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Koenig.

COMM. SCHAFER MOVED, SUPPORTED BY COMM. MCGRAIN, TO SUSPEND THE RULES TO ALLOW COMM. BAHAR-COOK TO VOTE.

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Koenig.

Commissioner Bahar-Cook voted “aye” on all items on the consent agenda.

6. 9-1-1 Center - Resolution Authorizing an Equipment Maintenance Contract Amendment with Harris Corporation for the Ingham County Public Safety Radio System Microwave Equipment

COMM. MCGRAIN MOVED, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING AN EQUIPMENT MAINTENANCE CONTRACT AMENDMENT WITH HARRIS CORPORATION FOR THE INGHAM COUNTY PUBLIC SAFETY RADIO SYSTEM MICROWAVE EQUIPMENT.

Vice Chairperson Anthony offered the following amendment:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract amendment to the existing Harris Corporation Public Safety Radio System maintenance contract for an additional \$10,315.55 for the time period of August 1, 2014 through September 30, 2015 for the costs associated with the maintenance of the MDR800 Alcatel Microwave from the 9-1-1 Center to the **Lansing** Board of Water and Light (**LBWL**) prime site including annual preventative maintenance and equipment repair (no tower services).

This was considered a friendly amendment.

MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Chairperson Koenig.

9. Ingham Health Plan - Resolution to Submit to the Electorate a Special Millage for Continuing Health Services for Low Income Uninsured Families and Adults Living in Ingham County

COMM. TENNIS MOVED, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE FOR CONTINUING HEALTH SERVICES FOR LOW INCOME UNINSURED FAMILIES AND ADULTS LIVING IN INGHAM COUNTY.

Commissioner Vickers stated that he beat this program up pretty bad last night so he was going to refrain from doing so tonight. He further stated that there were many millages on the ballot this election.

Commissioner Schafer stated that he would be voting against this resolution. He further stated that the Health Department was sitting on a large amount of money which could be reallocated to address this issue.

Commissioner Tennis stated the millage was passed prior to the passage of the Federal Affordable Care Act. He also gave a history of the resolution's past.

Discussion.

MOTION CARRIED. **Yeas:** Anthony, Bahar-Cook, McGrain, and Tennis. **Nay:** Vickers and Schafer. **Absent:** Koenig.

Chairperson Koenig arrived at 6:25 p.m.

COMM. MCGRAIN MOVED, SUPPORTED BY COMM. BAHAR-COOK, TO SUSPEND THE RULES TO ALLOW CHAIRPERSON KOENIG TO VOTE.

MOTION CARRIED UNANIMOUSLY.

Chairperson Koenig voted "aye" for all items on the consent agenda.

12. Facilities Department
 - a. Memo Regarding Emergency Water Heater Replacement at the Human Services Building

There was no action on this agenda item.

13. Potter Park Zoo
 - c. Resolution Authorizing Potter Park Zoo Funding for the Moose Exhibit

COMM. TENNIS MOVED, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING POTTER PARK ZOO FUNDING FOR THE MOOSE EXHIBIT.

Commissioner McGrain requested background information on this resolution.

Sherrie Graham, Potter Park Zoo Director, stated that the Zoo was seeking to create a moose exhibit and acquire a total of three moose. She provided an overview of the budgetary considerations that needed to be considered. Ms. Graham stated that the moose habitat needed to be renovated to better provide for the health and welfare of the moose.

Ms. Graham stated that they have requested two females and one male moose. She further stated that they intended to breed the moose.

Chairperson Koenig asked about the bat issue.

Ms. Graham stated that nothing could be done on this project until after the Indiana bat migration was complete.

Ms. Graham stated that the Zoo's Master Plan included the acquisition of moose. She further stated that the Zoo would be one of only a few zoos in the country to have moose.

Discussion.

Commissioner Vickers asked whether the Zoo would own the moose.

Ms. Graham answered in the affirmative.

Commissioner Vickers stated that he had a constituent who visited the Zoo and they enjoyed it.

Ms. Graham gave a history of Zoo attendance fluctuations over the years.

Discussion.

Ms. Graham stated that charging a \$1 admission fee had kept the "riff-raff" out.

Chairperson Koenig asked for more information on the Alaska policy for moose ownership.

Ms. Graham stated that the new policy was to not allow zoos to “own” moose, but Potter Park Zoo was grandfathered in under the old policy that allowed for ownership.

Chairperson Koenig asked about the Master Plan.

Ms. Graham stated that they used the Master Plan that was developed prior to her tenure at the Zoo. She further stated that one of the big missteps in developing the current Master Plan was in not including Facilities in the drafting process.

Discussion.

MOTION CARRIED UNANIMOUSLY.

16. Board of Commissioners - Resolution to Submit to the Electorate a Special Millage Question for a Countywide System of Trails and Parks

COMM. MCGRAIN MOVED, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR A COUNTYWIDE SYSTEM OF TRAILS AND PARKS.

Chairperson Koenig provided an overview of the work that had already been performed on the millage proposal. She further stated that the substitute language was the language that would be considered.

Discussion.

Commissioner Vickers stated that the trails were not going to connect to one another based on the map he was provided by Willis Bennett, Parks Department Director.

Chairperson Koenig stated that the Lake-to-Lake Trail was being constructed near Stockbridge.

Discussion.

Commissioner McGrain asked why the original millage language was changed resulting in the substitute resolution. He further stated that the substitute resolution’s millage language did not make sense.

Chairperson Koenig stated that it was previously one long run-on sentence.

Commissioner McGrain asked whether there was a discussion about what portion of the money would be dedicated to creation versus maintenance of trails.

Chairperson Koenig stated that the County had not set the ratio yet, however she had done some personal review of possible ratios and would be happy to provide the information to Commissioner McGrain.

Commissioner Bahar-Cook provided a historical perspective on the Juvenile Justice Millage as it would relate to the proposed millage here. She further stated that it was better to have the money in the bank before making a plan.

Commissioner Anthony asked for clarification on how the trails would connect.

Mr. Bennett stated that the current map does not completely represent the fully interconnected trail system and he was working at developing a map that properly reflects the connections.

Discussion.

Commissioner Schafer asked for information regarding the required specifications of the trails.

Mr. Bennett stated that Michigan, through MDOT and the DNR, set pretty strict specifications as to sizing and materials that could be utilized. He further stated that there were ADA considerations that had to be made as well.

Commissioner Schafer asked for more information on the specifications.

Mr. Bennett stated that he could provide that information to Commissioner Schafer.

Commissioner Vickers asked if there was any concern about right-of-way leases and easements.

Mr. Bennett stated that that issue was already addressed in the plan, but the millage revenue might have to be used to purchase easements.

Commissioner Vickers stated that it would be difficult to get easements near the mobile home community in south Mason.

Discussion.

Commissioner Vickers stated that he had concerns about millage money being directed to the maintenance of trails that were not owned by the County. He further stated that this millage should not be used for non-County trails, including the City of Leslie's trails. Commissioner Vickers stated that it did not make sense that millage money should be used to maintain Lansing's River Trail. He stated that the Lansing City Income Tax should be used to maintain the River Trail.

There was a discussion about why the proposed millage was called a "special" millage.

Tim Dolehanty, Controller/Administrator, stated that the word "special" was used to distinguish this millage from the operating millage.

Commissioner Vickers stated that he would like to see a budget breakdown of how the millage money would be spent.

Commissioner Schafer stated that he had reviewed the millage rates in Michigan. He further stated that the County had the highest rates in the state. Commissioner Schafer stated that this millage would pull \$21 million out of residents' pocket books. He further stated that this millage would tax people too much with very little return. Commissioner Schafer stated that this millage would not create economic development. He further stated that he did not support the millage and would vote against this resolution.

Discussion.

Chairperson Koenig stated that the millage would lead to economic development, it would help to stop the brain drain, and would increase property values and thus property tax revenue.

Discussion.

Commissioner Tennis stated that similar conflicts existed over the Zoo, but now the entire county was proud of the Zoo. He further stated that the voters would get a chance to decide.

Commissioner Vickers stated that there were people who were still against the Zoo. He further stated that eminent domain was going to be a huge issue in the farmland areas.

Discussion.

Commissioner Vickers stated that he was disappointed that the economic development data was from 1997.

Commissioner McGrain stated that he was happy to have participated in the Pro-Zoo parade in Leslie.

Discussion.

Commissioner McGrain stated that he supported this resolution, but he did have concerns regarding the cost. He further stated that he wanted more definite numbers provided to him.

Discussion.

Commissioner Bahar-Cook stated that the Task Force discussed the need to provide new things to justify a request for more money. She further stated that the Master Plan called for the linking of the trail system.

Commissioner Anthony asked which entity would make the decisions for what would happen.

Chairperson Koenig stated that the Board of Commissioners would have ultimate control.

Discussion.

Chairperson Koenig stated that the details cannot be included in the millage language because people would not read it.

Commissioner McGrain stated that the millage amount was too high and he still had questions.

Chairperson Koenig stated that the Board of Commissioners could not advocate for the passage of the millage and that was why some questions Commissioner McGrain had could not be answered here.

Discussion.

Commissioner Vickers stated that he was happy to see that the new parks language was removed from the millage language. He further stated that it was important to keep properties on the tax rolls.

Commissioner Schafer stated the Committee acted very civilly in its deliberations over this millage issue.

There was a discussion regarding the language of the millage.

COMM. MCGRAIN MOVED, SUPPORTED BY COMM. TENNIS TO AMEND THE MILLAGE LANGUAGE STATED IN THE SUBSTITUTE RESOLUTION.

The proposed amendment reads as follows:

~~Shall the following millage be approved for~~ For the purpose of creating and maintaining a countywide system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing ~~trails~~ trails, ~~Shall~~ shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be increased by up to 50/100 (0.50) of one (1) mill, \$0.50 per thousand dollars of state taxable valuation, for a period of six (6) years (2014-2019) inclusive? If approved and levied in full, this Millage will raise an estimated additional \$3,519,041 for the system of recreational trails and adjacent parks in the first calendar year of the levy based on state taxable valuation.

There was a discussion about whether the millage language should be amended or not.

MOTION TO AMEND THE SUBSTITUTE RESOLUTION CARRIED. **Yeas:** Koenig, Anthony, Bahar-Cook, McGrain, and Tennis. **Nays:** Schafer and Vickers.

MOTION TO APPROVE THE SUBSTITUTE RESOLUTION, AS AMENDED, CARRIED. **Yeas:** Koenig, Anthony, Bahar-Cook, McGrain, and Tennis. **Nays:** Schafer and Vickers.

17. Controller/Administrator's Office

c. Resolution to Amend a Legal Services Agreement with Cohl, Stoker and Toskey, P.C.

COMM. MCGRAIN MOVED, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO AMEND A LEGAL SERVICES AGREEMENT WITH COHL, STOKER AND TOSKEY, P.C.

Commissioner McGrain requested information on what was happening with this resolution.

Mr. Dolehanty stated that Cohl, Stoker and Toskey, P.C. sought reimbursement for certain research costs and further sought to amend the current legal services agreement to remove the cap for computer research services.

Discussion.

MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

The meeting was adjourned at approximately 7:15 p.m.

AUGUST 20, 2014 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

- 1b. Resolution to Authorize Plante Moran to Assist the Treasurer's Office and Financial Services in Preparing Bank Reconciliations*

This resolution would authorize Plante Moran, which is the County's current auditor, to assist in improving our system in the preparations of bank reconciliation. Ingham County received an audit comment concerning the preparation of bank reconciliations and it needs to be addressed. The cost to perform these services is estimated at \$25,000.00.

- 2. Drain Commissioner – Resolution Providing Additional Funding for the Revolving Drain Fund (Fund 802)*

Additional funds (\$6 million) are sought for the Revolving Drain Fund (Fund 802) to fund necessary work undertaken in response to duly authorized petitions for new or improved drain projects. Petition-related work has expanded dramatically in the past four years, resulting in higher working capital needs. Funds are repaid when permanent bonding is obtained for a drain project as required by statute (MCL 280.303) with interest at a rate equal to 1.50% greater than the yield on a one year U. S. Treasury obligation. Other terms and conditions of this proposal are unchanged from those approved in 2010 (Resolution 10-159).

- 3a. Sheriff's Office - Resolution Authorizing the Ingham County Sheriff's Office to Extend a Contract with the Michigan Department of Corrections to Rent 190 Beds to the Michigan Department of Corrections*

This resolution authorizes Ingham County and the Ingham County Sheriff's Office to renew the contract with the Michigan Department of Corrections to rent 190 beds at a cost of \$36.00 per day per bed for an additional two years effective October 1, 2012 through September 30, 2014. The revenue received from the renting of the beds is anticipated in the 2014 and 2015 budget with a two year total for revenue of \$4,993,200. This contract has been in place since August of 2004.

Financial Implications:

2014/2015 Budgeted annual revenue from this contract.

190 beds x \$36 per day = \$6,840 per day x 365 days = \$2,496,600

2015/2016 Annual Revenue from this contact.

190 beds x \$36 per day = \$6,840 per day x 365 days = \$2,496,600

- 3b. Sheriff's Office - Resolution to Accept Gift Cards for the 2014 "Shop with a Hero Program"*

This resolution authorizes the Ingham County Sheriff's Office to accept one hundred twenty-one \$10 Meijer gift cards and one \$25 Best Buy Gift card to be donated to the "Shop with a Hero Program" in 2014 for a total dollar value of \$1,235. The gift cards have been donated by Meijer, Best Buy, and Capital One Bank. The "Shop with a Hero" program pairs Law Enforcement Officers with low income children so they can jointly shop for gifts for the child.

4a. Circuit Court - Family Division - Resolution Authorizing Entering into a Contract for Attorney Services for Juvenile Delinquency and Truancy Matters

This resolution authorizes a contract renewal with Mr. Peter Brown at a cost not to exceed \$25,000 (\$15,000 for delinquency matters and \$10,000 for truancy cases) to represent juvenile respondents in delinquency matters assigned to the Honorable Richard J. Garcia and to represent juvenile respondents in truancy matters brought to the Ingham County Circuit Court Family Division. The time period is September 1, 2014 through August 31, 2015 and funds are available within the Family Division's existing 2014 and proposed 2015 budgets.

4b. Circuit Court - Family Division - Resolution Authorizing Entering into a Contract for Attorney Services for Juvenile Delinquency Matters

This resolution authorizes entering into a contract with Ms. Michelle Shannon at a cost not to exceed \$12,000 to represent juvenile respondents in delinquency matters assigned to the Honorable George Economy. The time period is September 1, 2014 through August 31, 2015 and funds are available within the Family Division's existing 2014 and proposed 2015 budgets.

5. 55th District Court - Resolution to Authorize the Purchase and Installation of a Video Surveillance System in the 55th District Court

This resolution authorizes the purchase and installation of additional video surveillance cameras at the 55th District Court from VIDCOM Solutions at a cost not to exceed \$40,000. Security will be improved primarily for the holding cells area and was recommended by SCAO after a security audit of the Court. Sufficient funds are available in the 2014 CIP Budget for this purpose.

6. Innovation & Technology – Resolution to Approve the Purchase of Additional San Storage of the DR SAN

Work on the system readiness phase of the Computer Aided Dispatch (CAD) upgrade project led to a discovery of need for additional storage area network (SAN) space at the 9-1-1 Data Center. SAN is a dedicated network that provides access to consolidated, block level data storage. SANs are primarily used to enhance storage devices, such as disk arrays, tape libraries, and optical jukeboxes, accessible to servers so that the devices appear like locally attached devices to the operating system. A SAN typically has its own network of storage devices that are generally not accessible through the local area network (LAN) by other devices. IT recommends purchase of additional storage shelves for County SANs at a total cost not to exceed \$97,000.

7. Human Resources Department - Resolution Certifying Representatives for the MERS Annual Meeting

Municipal Employees' Retirement System (MERS) will hold its 67th Annual Meeting at the Detroit Renaissance Center Marriott from September 24 to September 26, 2014. Governing bodies of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members and appoint an officer delegate of the governing body. Prosecuting Attorney Intake Coordinator and UAW President Sally Auer was nominated as employee delegate, and Financial Services Director Jill Rhode was nominated as officer delegate. Expenses associated with the Annual Meeting will not exceed \$1,400.

8a. Facilities Department - Resolution Authorizing an Amendment to Resolution #14-088 with Hobbs & Black to Provide Architectural and Engineering Services for the Ingham County Community Health Center (ICCHC) Renovation Project

The resolution before you authorizes an amendment to Resolution #14-088 which approved a contract with Hobbs & Black to provide architectural and engineering services for the ICCHC renovation project for a cost of \$58,380.00. After completion of the preliminary design, the estimated construction cost of \$900,000.00 has increased to \$1,366,600.33. Based on the estimated increase in construction costs, the approved architectural and engineering cost of \$58,380.00 has increased by \$14,236.92, bringing the cost to a not to exceed total of \$72,616.92. At the meeting, staff will distribute copies of the latest renderings of the building. Following this round of meetings the plan is to move forward with phase II of the renovation process.

8b. Facilities Department - Resolution Awarding a Contract to Rieth-Riley Construction to Provide Asphalt Parking Lot Replacement at the Ingham County Sheriff's Office

The southeast portion of the secured employee parking area of the Ingham County Sheriff's office lot has deteriorated over time. The proposed resolution would authorize awarding a contract to Rieth-Riley Construction to provide asphalt parking lot replacement at amount not to exceed \$67,613, inclusive of a \$1,000 contingency for unforeseen conditions that may arise. Funding for this project is available in the approved CIP which has a balance of \$77,501

8c. Facilities Department - Resolution Authorizing a Lease Agreement with Capitol Walk Parking for the Use of 98 Parking Spaces by Employees of the Veteran's Memorial Courthouse and Grady Porter Building

A plan to renovate the old YMCA building in Lansing necessitates removal of all parking spaces. Capitol Walk Parking expressed a willingness to enter into a lease agreement with Ingham County to accommodate our parking needs in a lot adjacent to the current YMCA location at a cost of \$6,000.00 per month (\$61 per month, per space). Funds for parking have already been allocated for each department.

8d. Facilities Department – Resolution Authorizing a Contract with Bornor Restoration Inc. for Big Cat Holding Cell Repairs at the Potter Park Zoo

Currently, the big cat holding cells at Potter Park Zoo require repairs in order to pass USDA inspections. Bornor Restoration Inc. was recommended to remove existing paint from the holding cells and install new sealers to the masonry walls and concrete ceilings. The proposed resolution authorizes awarding a contract at an amount not to exceed \$36,920, inclusive of a \$1,000 contingency for unforeseen conditions that may arise. Funds for this project are available in the approved CIP fund.

9a. Health Department - Resolution to Authorize an Amendment to Resolution #14-270 and Establish Two Community Health Worker Positions

In Resolution #14-270, additional funding in the amount of up to \$1,719,425 was accepted and an agreement was authorized with the Michigan Public Health Institute (MPHI) for the period of July 1, 2014 through June 30, 2015. This resolution authorized the continuation of funding support for the position authorized in Resolution #13-245. The attached resolution will establish two Community Health Worker positions for the duration of the grant. The Human Resources Department has reviewed this request and supports the establishment of the two positions.

9b. Health Department - Resolution to Amend Agreement with the School-Community Health Alliance of Michigan

The attached resolution will amend the current agreement to \$21,000 from \$30,000 for the term of October 1, 2013 through September 30, 2014. The Scope of Services for the establishment and maintenance of the required local community advisory boards shall remain the same.

9c. Health Department - Resolution to Accept Child and Adolescent Health Center Program Funding from the Michigan Department of Community Health through the Michigan Primary Care Association and Amend the Agreement with the School-Community Health Alliance of Michigan

This resolution will authorize the Health Department to accept \$760,000 in funding for the term of October 1, 2014 through September 30, 2015 for the current School-based/School-linked health centers: Willow, Eastern and Sexton. This resolution will also amend the agreement with the School-Community Health Alliance of Michigan (SCHAMI) Agreement, authorized through Resolution #12-199. In this amendment, SCHAMI is to provide the establishment and maintenance of local community advisory committees, for an amount not to exceed \$21,000 over the October 1, 2014 through September 30, 2015.

9d. Health Department – Resolution to Accept \$50,000 in Carry Over Funds from the Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members Aids Healthcare Grant

This resolution authorizes the acceptance of \$50,000 of Carry Over funds from the U. S. Department of Health Resources and Services Administration (HRSA) for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant award for the period of August 1, 2013 through July 31, 2014.

Funds will be used for a subcontract with Dr. Lauren Hall-Tate, DDS for the provision of major dental restorative and lab services including root canals, crowns, dentures and partials as well as periodontal treatment to referred patients be amended to reflect an increase from the amount of \$15,112 to \$65,112 for the period of August 1, 2013 through July 31, 2014.

9e. Health Department – Resolution to Accept Funding from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members Aids Healthcare Grant

This resolution accepts funding for year three from of the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare (WICY) grant award in the amount of \$436,190. The funding period will be August 1, 2014 through June 30, 2015 and the Health Department will provide family centered care involving outpatient and ambulatory care for women, infant, children and youth with HIV/AIDS. In addition, the attached resolution will authorize the renewal of the agreement with Dr. Lauren Hall-Tate, DDS/East Lansing Dental for the provision of up to \$6,992 of fee-for-service major dental restorative and lab services from August 1, 2014 through June 30, 2015.

9f. Health Department – Resolution to Enter an Agreement with Cross County Staffing, Inc. for Per Diem Professional Staffing for Medication Passing Services at the Ingham County Jail

In Resolution #14-091, the Agreement with Medical Staffing Network Healthcare, LLC to provide per diem medication passing services at the Ingham County Jail was extended through April 22, 2015. During the course of contract negotiations, Medical Staffing Network Healthcare, LLC was purchased by Cross Country Staffing, Inc. Cross Country Staffing, Inc. has offered to provide the same services at the same terms as the prior agreement that was authorized with Medical Staffing Network Healthcare, LLC.

9g. Health Department – Resolution to Enter into an Agreement with Erika Oliver, MPA

This resolution authorizes an agreement with Erika Oliver to provide two 1.5 hour training sessions and 300 copies of her book to Health Department employees. Cost for the training sessions and materials will be \$6,500. The scheduled date will be in September, 2014. Ms. Oliver teaches positive communication tactics to develop leadership skills and build positive teams at work and at home.

9h. Health Department – Resolution to Authorize an Agreement with Health Stream, Inc. for an Online Learning Management System

This resolution authorizes the purchase of the HealthStream, Inc. Learning Center, LMS for an initial fee of \$4,000 and annual licensing of \$8,697.50 for 350 users. The per FTE cost to the department would be less than \$25/year for access to over 70 courses. The one-time fee will be funded in Fiscal Year 2014 through a line item transfer, and the annual fees will be managed within the professional development funds of the department.

9i. Health Department – Resolution to Authorize a 2014-2015 AmeriCorps Grant

This resolution authorizes an AmeriCorps Program grant of \$168,134 for the 2014-2015 fiscal year. Of this \$168,134, the Michigan Community Service Commission will withhold \$1,749 as an administrative fee. The net grant to Ingham County will be \$166,385. This is the third program year of a new three-year funding cycle, with competitive funding for the 2015-2016 program year. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process. The grant amount offered by DHS includes \$59,984 (salary and fringe) for the full-time coordinator, plus staff training/travel; and partial AmeriCorps member support.

The grant requires a match.

The match is drawn from:

- 1) cash contributions from the external host sites totaling \$98,614;
- 2) existing salary and fringe used as match of \$3,628; and
- 3) indirect costs used as match of \$6,996.

9j. Health Department – Resolution to Authorize Subcontract to GAMALIEL of Michigan with Funds from the National Association of County and City Health Officials (NACCHO)

This resolution authorizes utilization of \$10,000 funds from NACCHO for a subcontract with GAMALIEL of Michigan to 1) assist in building and sustaining the Michigan Power to Thrive network's effort to promote "Health in All Policies"; 2) develop new organizing entities in Michigan Power to Thrive counties where they currently do not exist; and 3) provide training and technical assistance to organizers and public health personnel participating in the network. Work will be complete by September 30, 2015.

10a. *Road Department - Resolution Authorizing the Purchase of the 2014/2015 Seasonal Requirement of Liquid De-Icer for the Ingham County Road Department*

The Road Department recommends awarding a contract for seasonal liquid de-icer to Roadway Solutions Inc. (RSI) in an amount not to exceed \$9,360. RSI did not submit the lowest responsive price proposal, but did offer a corn based de-icer like that currently in storage. By contrast, the lowest responsive bidder proposed a well-brine product. It is the opinion of the Road Department that mixing a different solution in with the stored solution might be unwise.

10b. *Road Department – Resolution Authorizing the Purchase of Propane Used for Heating at the Eastern District of the Ingham County Road Department*

Ingham County sought competitive sealed proposals from qualified and experienced firms for the purpose of furnishing propane to the Eastern Garage for the Ingham County Road Department for a period of one year. The Evaluation Committee recommended awarding a contract to Avery Oil and Propane in an amount not to exceed \$1.599 per gallon.

10c. *Road Department – Resolution Authorizing a Revised Subcontract with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture for the Road Department*

Michigan State University (MSU) entered into an agreement with MDEQ to research and develop the Crumb Rubber Modified Asphalt (CRMA) paving mixture and to be the prime recipient of the MDEQ CRMA grant funds. In turn, MSU wishes to subcontract with Ingham County to implement field trial of the CRMA. Road Department officials understand that CRMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement. For these reasons, the Road Department recommends entering into a revised subcontract with Michigan State University to replace that authorized by Resolution #14-217 for the placement of the CRMA research test strips on the Bennett and Kinawa Roads projects. MDEQ CRMA grant funds available for this purpose total \$356,500.

11. *Controller/Administrator's Office- Resolution Authorizing the Fourth Amendment to the Agreement with the Capital Area Transportation Authority dated January 1, 2011 through December 31, 2015*

This resolution authorizes the fourth 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, 2014 through September 30, 2015. For the period October 1, 2014 through September 30, 2015 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 \$3,099,307 will be used to pay the actual expenses of operating, administering and marketing Spec-Tran. A maximum of \$748,013 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of \$113,530 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 2015 Fiscal Year.

PRESENTATION:

1a. *Financial Services - Presentation of the December 31, 2013 Audit (Please Bring the Comprehensive Annual Financial Report and Management Letter Previously Distributed at the July 22, 2014 Board of Commissioners' Meeting)*

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PLANTE MORAN TO ASSIST THE TREASURERS OFFICE AND FINANCIAL SERVICES IN PREPARING BANK RECONCILIATIONS

WHEREAS, Ingham County received an audit comment concerning preparation of bank reconciliations; and

WHEREAS, the County has determined it needs assistance to implement this comment and improve our system; and

WHEREAS, Plante Moran is the County's current auditor and familiar with the internal control operations of the County and has given the County an estimated cost of \$25,000 to perform this service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Plante Moran to assist in the preparations of bank reconciliation and the review of the County system at a cost of \$25,000.

BE IT FURTHER RESOLVED, that the funding for this service will come from the 2014 General Fund contingency account.

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.

MEMO TO THE INGHAM COUNTY BOARD OF COMMISSIONERS

FROM DRAIN COMISSIONER PATRICK E. LINDEMANN

AUGUST 7, 2014

I am requesting additional monies be added to the Revolving Drain Fund (Fund 802) under the same terms and conditions as was done in 2010. I use this money primarily to fund work necessary to respond to duly authorized petitions for new or improved drains. Petition-related work has expanded dramatically in the past 4 years, resulting in higher working capital needs.

The money is repaid to the fund when permanent bonding is obtained for the drain that borrows the money. The agreed-upon interest benchmark means that the County receives more interest than it would from a bank while the drains pay less than they might from a bank.

I will attend the August 19 and 20 Committee meetings to answer questions.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PROVIDING ADDITIONAL FUNDING
FOR THE REVOLVING DRAIN FUND (FUND 802)**

WHEREAS, the County of Ingham, State of Michigan (the "County"), established a Revolving Drain Fund (the "Revolving Drain Fund," "Fund 802") in 1975 pursuant to Chapter 12 of the Drain Code of 1956 (Act 40, Public Acts of Michigan, 1956, as amended) (the "Drain Code") and appropriated money to the Revolving Drain Fund; and

WHEREAS, the amount attributable to the Revolving Drain Fund is \$1,000,000 currently; and

WHEREAS, this amount was last increased in 2010; and

WHEREAS, the Ingham County Drain Commissioner (the "Drain Commissioner") has proposed that the Board of Commissioners appropriate an additional amount not to exceed \$6,000,000 to the Revolving Drain Fund, making the total balance \$7,000,000; and

WHEREAS, the Drain Commissioner has agreed to pay interest to the general fund on any funds that are withdrawn from the Revolving Drain Fund until repaid to the Revolving Drain Fund.

THEREFORE BE IT RESOLVED, that pursuant to Chapter 12 of the Drain Code, the Ingham County Board of Commissioners shall increase the cash advance from the general fund of the County to the Revolving Drain Fund in the amount of \$6,000,000, making the entire advance \$7,000,000.

BE IT FURTHER RESOLVED, the amount in the Revolving Drain Fund is available for use by the Drain Commissioner as provided in Chapter 12 of the Drain Code. The Drain Commissioner will notify the Financial Services Department of any transfer needed and the funds will be transferred.

BE IT FURTHER RESOLVED, The County Treasurer shall account for these funds in a separate account or subaccount in the Revolving Drain Fund (the "Account").

BE IT FURTHER RESOLVED, the Drain Commissioner will pay the County Treasurer interest on any balance withdrawn on the Account. The interest will be paid on a monthly basis using an interest rate determined annually. The interest will be calculated on the outstanding balance of the Account as of the end of each month.

BE IT FURTHER RESOLVED, the interest rate will be the determined each January at a rate calculated at a rate per annum equal to 150 basis points (1.50%) greater than the yield on a one year U. S. Treasury obligations (the "Interest Rate"). The Interest Rate shall be based upon the information regarding yields on U. S. Treasury obligations published in the "Market Data" section of Bloomberg.com, or its successor, or such other source as is mutually agreed by the County Treasurer and the Drain Commissioner.

BE IT FURTHER RESOLVED, the Drain Commissioner can repay any full or partial portion of the outstanding balance at any time. The Drain Commissioner will notify the Financial Services Department, and the funds will be returned to the Revolving Fund.

BE IT FURTHER RESOLVED, this arrangement may be rescinded by the Board of Commissioners at the request of either the Drain Commissioner or the County Treasurer, and the \$6,707,500 in cash will be returned to the County's General Fund with the understanding that the Treasurer will provide the Drain Commissioner with ample time to borrow funds from an outside source.

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

TO: Law & Courts and Finance Committees
FROM: Under Sheriff Allan Spyke
DATE: July 14, 2014
RE: MDOC Bed Contract

Commissioners,

This resolution will authorize Ingham County and the Ingham County Sheriff's Office to extend the contract with the Michigan Department of Corrections to rent 190 beds at a cost of \$36.00 per day per bed for an additional two years effective the fiscal years October 1, 2014 through September 30, 2016.

The funds received by the county for leasing these contractual beds are used to reduce the general fund cost of operating the jail. In addition, these funds are used to finance the operational costs for six deputies and the construction and debt cost of the Low Security 90 bed wing at the Jail that the County opened in 2004.

Financial Implications:

2014/2015 Budgeted annual revenue from this contract.

190 beds x \$36 per day = \$6,840 per day x 365 days = \$2,496,600

2015/2016 Annual Revenue from this contact.

190 beds x \$36 per day = \$6,840 per day x 365 days = \$2,496,600

The revenue received from the renting of the beds is anticipated in the 2015 budget.

Other Implications: This contract has been in place since August 2, 2004.

I recommend your approval.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE INGHAM COUNTY SHERIFF'S OFFICE TO EXTEND
A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS
TO RENT 190 BEDS TO THE MICHIGAN DEPARTMENT OF CORRECTIONS**

WHEREAS, the Ingham County Board of Commissioners has established a design rated capacity of 665 beds, (601 beds are currently utilized due to the previous closure of Post 3) which includes 472 County beds (401 County beds are being utilized as a result of the previous closure) and 190 contractual beds; and

WHEREAS, the funds received by the county for leasing these contractually are used to reduce the general fund cost of operating the jail; and

WHEREAS, the Ingham County Board of Commissioners has approved renewing the contract through September 30, 2014; and

WHEREAS, the Ingham County Sheriff's Office has negotiated a two year extension of the agreement with the Michigan Department of Corrections to rent 190 beds as a cost of \$36.00 per day per bed effective October 1, 2014 through September 30, 2016; and

WHEREAS, the revenue received from the renting of the beds is anticipated in the 2015 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Ingham County and the Ingham County Sheriff's Office to extend the contract with the Michigan Department of Corrections to rent 190 beds at a cost of \$36.00 per day per bed effective October 1, 2014 through September 30, 2016 for an additional revenue of up to \$4,993,200.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the Sheriff to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.

M E M O R A N D U M

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: July 14, 2014

RE: Accepting Donations from Meijer, Best Buy, and Capital One Bank

This resolution requests permission for the Ingham County Sheriff's Office to accept, then donate to the 2014 "Shop with a Hero Program", one hundred and twenty one ten dollar (\$10) Meijer gift cards and a twenty five dollar (\$25) Best Buy gift card.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT GIFT CARDS FOR THE 2014 “SHOP WITH A HERO PROGRAM”

WHEREAS, on December 20, 2012 the Ingham County Sheriff’s Office investigated a gift card fraud against the Meijer store in Mason, Michigan; and

WHEREAS, on the same date Deputy Andy Daenzer stopped the suspect’s vehicle shortly after the call went out on the Meijer’s fraud, arrested the suspect, and recovered one hundred twenty-one \$10 dollar Meijer gift cards and a \$25 Best Buy Gift card; and

WHEREAS, due to Deputy Daenzer’s traffic stop and subsequent investigation the suspect pled guilty to felony fraud charges in Ingham County Circuit Court; and

WHEREAS, the victims in this case, Meijer and Capital One Bank, have offered to donate the above gift cards to the Ingham County “Shop with a Hero” program to distribute to the needy children of Ingham County which the program serves.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff’s Office’s acceptance of the one hundred twenty-one \$10 Meijer gift cards and one \$25 Best Buy Gift card to be donated to the “Shop with a Hero Program” in 2014 for a total dollar value of \$1,235.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners and the Sheriff would like to thank Meijer, Best Buy, and Capital One Bank for their generous donation to the Ingham County “Shop with a Hero” program.

MEMORANDUM

TO: Law and Courts and Finance Committees

FROM: Maureen Winslow, Deputy Court Administrator

DATE: August 5, 2014

RE: **Resolution to Extend Contract for Attorney Services**

The resolution presented with this memo is requesting the authority to enter into a contract with Mr. Peter Brown for another year to provide legal representation on juvenile delinquency cases on Judge Richard J. Garcia's docket as well as truancy matters assigned to the Family Division.

Attorney Peter Brown has provided the above stated services since September 1, 2010. In addition to budget savings, the cases have been handled in an appropriate and efficient manner.

The contract will be in effect from September 1, 2014 through August 31, 2015 and all funds will be taken out of the Family Division's existing 2014 and 2015 budgets.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT
FOR ATTORNEY SERVICES FOR JUVENILE DELINQUENCY
AND TRUANCY MATTERS**

WHEREAS, the Ingham County Circuit Court Family Division, by statute and Constitution, must provide legal counsel to juvenile respondents in juvenile delinquency cases who are indigent; and

WHEREAS, the Ingham County Circuit Court Family Division, in an attempt to reduce costs for attorney fees, has provided required legal representation to indigent juveniles on a contractual basis for all juvenile delinquency cases assigned to the Honorable Richard J. Garcia and all truancy matters assigned to the Family Division; and

WHEREAS, the attorney who has been under contract to perform the legal duties on the above stated cases is Mr. Peter Brown who has provided the legal services in an appropriate and efficient manner; and

WHEREAS, the Circuit Court Family Division would like to extend the contract for Attorney Peter Brown to provide legal representation on juvenile delinquency cases assigned to Judge Richard J. Garcia for one year in the amount of \$15,000 as well as truancy matters assigned to the Family Division in the amount of \$10,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Mr. Peter Brown at a cost not to exceed \$25,000 to represent juvenile respondents in delinquency matters assigned to the Honorable Richard J. Garcia and to represent juvenile respondents in truancy matters brought to the Ingham County Circuit Court Family Division.

BE IT FURTHER RESOLVED, the contract duration will be for the time period of September 1, 2014 through August 31, 2015.

BE IT FURTHER RESOLVED, the contract amounts of \$15,000 for delinquency matters and \$10,000 for truancy cases shall be taken out of the Family Division's existing 2014 and 2015 budgets.

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

MEMORANDUM

TO: Law and Courts and Finance Committees

FROM: Maureen Winslow, Deputy Court Administrator

DATE: August 5, 2014

RE: **Resolution to Enter Into a Contract for Attorney Services**

The resolution presented with this memo is requesting the authority to enter into a contract with Ms. Michelle Shannon for another year to provide legal representation on juvenile delinquency cases on Judge George Economy's docket in the Family Division. It is believed having one attorney perform this legal service adds to the efficiency of cases as they are fully aware of the services and resources available through this Court and in the community that are useful for the clients.

The amount of the one year contract would be \$12,000.

The contract will be in effect from September 1, 2014 through August 31, 2015.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT
FOR ATTORNEY SERVICES FOR JUVENILE DELINQUENCY MATTERS**

WHEREAS, the Ingham County Circuit Court Family Division, by statute and Constitution, must provide legal counsel to juvenile respondents in juvenile delinquency cases who are indigent; and

WHEREAS, the Ingham County Circuit Court Family Division, in an attempt to reduce costs for attorney fees and provide appropriate and efficient legal services, proposes entering into a contract with Attorney Michelle Shannon for all juvenile delinquency matters assigned to the Honorable George Economy; and

WHEREAS, the term of the contract with Ms. Michelle Shannon would be for one year, beginning September 1, 2014 and expiring on August 31, 2015; and

WHEREAS, the payment provided to Attorney Michelle Shannon for providing legal representation on juvenile delinquency cases assigned to Judge George Economy would be at a cost not to exceed \$12,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Ms. Michelle Shannon at a cost not to exceed \$12,000 to represent juvenile respondents in delinquency matters assigned to the Honorable George Economy.

BE IT FURTHER RESOLVED, the contract duration will be for the time period of September 1, 2014 through August 31, 2015.

BE IT FURTHER RESOLVED, the contract amount of \$12,000 shall be taken out of the Family Division's existing 2014 and 2015 budgets.

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

Ingham County Innovation and Technology Department

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

To: Law & Courts and Finance Committees

From: Michael Ashton – Chief Information Officer
Mike Dillon - 55th District Court Administrator

Date: July 31st, 2014

Re: Video Surveillance System

A video surveillance system is designed to monitor behavior and serves as an identification system. In addition, the system can be a deterrent to anti-social and/or criminal activity within the courthouse. The installation of a video surveillance system in the courthouse will significantly enhance court security measures.

In 2012 the State Court Administrative Office conducted a security audit and recommended the installation of a video surveillance system in the courthouse.

\$40,689 has been allocated in the 2014 budget for the purchase and installation of a video surveillance system in the court.

We respectfully request that the Board of Commissioners adopt a resolution authorizing the purchase and installation of a video surveillance in the 55th District Court, in the amount not to exceed \$40,000 from VIDCOM Solutions. VIDCOM is the current vendor the county wide Video Surveillance system and is the authorized vendor for serving the county's video surveillance system.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE AND INSTALLATION OF
A VIDEO SURVEILLANCE SYSTEM IN THE 55th DISTRICT COURT**

WHEREAS, in 2012 the State Court Administrative Office conducted a security audit and recommended the installation of a video surveillance system in the courthouse; and

WHEREAS, a video surveillance system entails the strategic placement of security cameras for instant viewing and/or later recall for detection, recognition, and identification of incidents and the movement of people in the courthouse; and

WHEREAS, a video surveillance system can be a deterrent to anti-social and/or criminal activity within the courthouse; and

WHEREAS, a video surveillance system will allow for a quicker response to a security incident by court security personnel; and

WHEREAS, a video surveillance system allows for court security personnel to continuously monitor the behavior of inmates who are being held waiting in the holding area of the courthouse; and

WHEREAS, a video surveillance system will allow for the court to produce video evidence to refute any allegations of misconduct made against court personnel; and

WHEREAS, a video surveillance system greatly enhances the security measures of the court; and

WHEREAS, the Ingham County Board of Commissioners have approved funding (2014 Budget) in the amount of \$40,689 for the purchase and installation of a video surveillance system.

THEREFORE BE IT BE RESOLVED, that the Board of Commissioners authorizes the County to purchase and have installed additional video surveillance cameras at the 55th District Court from VIDCOM Solutions at a cost not to exceed of \$40,000 from the 2014 CIP Account # 66413799 97800066413799 978000.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments related to this resolution.

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

Ingham County Innovation and Technology Department

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

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: July 28th, 2014
Re: Additional SAN Space for 911 Computer Aided Dispatching (CAD)

Dear Commissioners,

While working thru the system readiness phase of the 911 project it has been discovered that there is a need for more SAN space at the 911 Data Center. We are recommending purchasing additional storage shelves for the County's SAN.

The addition of 24 new disks provides 24 additional spindles. More spindles produce greater IO performance which would help alleviate some of the issues we have had at night during our backup and replication windows as well as likely reduce the potential to see performance issues in the new CAD system.

This will provide an addition of 33.22 TB of usable storage at the 911 site. This will help address our unprecedented storage consumption growth rates. Consumption of free storage has been substantially higher than what was forecasted two years ago when we initially started looking for a SAN replacement. Additional storage at the 911 site specifically will provide us with more options for a locally housed Virtual Desktop implementation when we get to that point in our IT strategic plans.

Additionally we need to address future concerns regarding our capacity at the Hilliard datacenter which is currently sitting at 77.42% consumed. If we address that upcoming issue at the same time, substantial savings can be realized by adding it to this project, allowing us to take advantage of volume discounts. The new CAD project is requesting 4 TB of additional storage. Typically, we would replicate that to the Hilliard site for redundancy. Consuming 4 TB more at Hilliard would put us over 80% utilization which is the point where Compellent recommends looking at expanding. Going much over 80% will affect performance of the SAN. Based on this information **I recommend adding an additional 33.2TB of usable storage at 911 and 25 TB on the primary (HSB) SAN** which will put it more in-line with the total capacity of the primary SAN which it is designated to backup. This also includes double the hard disk spindles, which greatly enhances the performance benefits of the upgrade. We would be increasing over capacity by 58 TB.

I am requesting this even though it was not originally budgeted for this year. The capacity growth has expanded greatly over predictions this year mainly to due electronic document imaging done at Probate Court and Friend of the Court. We also have Circuit Court looking at moving over next year. I feel it would make sense to use fund balance reserves in the Imaging Project to cover the cost as the disk usage increase is result of the additional storage requirements of document imaging. Between Probate Court and the Friend of the Court alone scanned in an additional 2 million pages of documents this past year and number continues to grow.

The total cost of this upgrade as a bundle is \$96,878.00 which is a savings of \$43,036 compared to buying three separate times the required storage of 16TB at \$46,638 each time.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE
OF ADDITIONAL SAN STORAGE OF THE DR SAN**

WHEREAS, it was discovered the DR SAN at the 911 Center is low on storage space; and

WHEREAS, the new INFORM CAD system requires an additional 4 TB of data storage; and

WHEREAS, consumption of free storage has been substantially higher than what was forecasted two years ago when the IT Department initially began looking for a SAN replacement; and

WHEREAS, it is recommended for performance, cost efficiency, and long term stability to purchase an additional 33.2TB of disk capacity for the DR (911) SAN and 25TB for the Primary SAN; and

WHEREAS, additional storage at both sites will provide more options and growth of the Electronic Records Management (On Base) and continue moving the county to a paperless county; and

WHEREAS, AVALON Technologies installed the previous SAN and is on the MHEC cooperative contract (No. MHEC-09C701.02); and

WHEREAS, it is the recommendation of the IT Chief Information Officer that the County continue to utilize AVALON for or expansion of the DELL Compellent Storage Center.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase of an additional 58.2 TB of disk shelves from AVALON Technologies at a cost not to exceed of \$96,878.00.

BE IT FURTHER RESOLVED, the total cost of \$96,878.00 will be paid from the Innovation and Technology Network and Imaging funds.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments related to this resolution.

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.

**TO: County Services Committee
Finance Committee**

FROM: Travis Parsons, Human Resources Director

**RE: MERS Annual Convention
Funding for Ingham County Representatives for the MERS Annual Meeting**

DATE: July 30, 2014

In regards to the 2014 MERS Annual Meeting to be held at the Detroit Marriott at the Renaissance Center in Detroit, Michigan on Wednesday, September 24 through Friday, September 26, 2014. The appointment of an Employee Delegate was accomplished through the Employee Nomination and Employee Voting process. The attached resolution names Sally Auer the 2014 MERS Employee Delegate and with your approval, Jill Rhode will be the Officer Delegate this year.

The requested funding for the two delegates to attend this year’s MERS Annual Meeting is as follows:

All charges will be posted against the Human Resources Line Item 101-22600-863000
(Travel and attendance for the Annual MERS Conference)

MERS Annual Meeting Registration	\$200.00 per person (Employee Delegate and Officer Delegate). This registration includes all scheduled meetings and meals. Total MERS registration fee is \$400.00
Detroit Marriott at the Renaissance Center Annual Meeting Group room rate is \$152.00. All taxes for Detroit Marriott at the Renaissance Center total 15%. Because Ingham County is tax exempt only the 9% Occupancy taxes apply. These break down to convention, tourism, and county taxes/fees).	\$152.00 per night plus 9% occupancy tax brings room total to \$165.68. Two nights needed for each delegate is \$331.36 per delegate. Total hotel stay is \$662.72
Detroit Marriott at the Renaissance Center Parking	Parking available at a rate of \$25.00 per night. Total parking is \$100.00
Detroit Marriott at the Renaissance Center Mileage Charge	2014 mileage charge is 56 cents per mile. Round trip miles Lansing-Detroit-Lansing is 176.20 or \$98.67 per delegate. Total estimated mileage charge is \$197.34

Registration, accommodation, parking and mileage expense for travel are paid by the County. The Human Resources Department has reviewed and approves these expenses. Total estimated expenses for the Officer Delegate and the Employee Delegate are \$1360.06 not to exceed a maximum of \$1400.00.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CERTIFYING REPRESENTATIVES FOR THE MERS ANNUAL MEETING

WHEREAS, the Municipal Employees' Retirement System will hold the 67th Annual Meeting at the Detroit Marriott at the Renaissance Center in Detroit, MI during the time period of September 24 – September 26, 2014; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members and appoint an officer delegate of the governing body.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Meeting:

Officer Delegate: Jill Rhode, Director - Finance

Employee Delegate: Sally Auer, Intake Coordinator-Prosecutor's Office

BE IT FURTHER RESOLVED, Ingham County will pay the estimated expenses of the Officer Delegate and Employee Delegate pursuant to the County's travel policy of \$1,360.06, not to exceed a maximum of \$1,400.00.

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 28, 2014

SUBJECT: **RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION #14-088 WITH HOBBS & BLACK TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE INGHAM COUNTY COMMUNITY HEALTH CENTER (ICCHC) RENOVATION PROJECT**

The resolution before you authorizes an amendment to Resolution #14-088 which approved a contract with Hobbs & Black to provide architectural and engineering services for the ICCHC renovation project for a cost of \$58,380.00. After completion of the preliminary design, the estimated construction cost of \$900,000.00 has increased to \$1,366,600.33.

Based on the estimated increase in construction costs, the approved architectural and engineering cost of \$58,380.00 has increased by \$14,236.92, bringing the cost to a not to exceed total of \$72,616.92.

The funds for the increased cost remain available within the approved CIP Line Item 511-60000-975000.

I recommend approval of this resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION #14-088 WITH
HOBBS & BLACK TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE
INGHAM COUNTY COMMUNITY HEALTH CENTER (ICCHC) RENOVATION PROJECT**

WHEREAS, Resolution #14-088 approved a contract with Hobbs & Black to provide architectural and engineering services for the ICCHC renovation project for a cost of \$58,380.00; and

WHEREAS, after completion of the preliminary design the estimated construction cost of \$900,000.00 has increased to \$1,366,600.33; and

WHEREAS, based on the estimated increase in construction cost, the approved architectural and engineering cost of \$58,380.00 has increased by \$14,236.92, bringing the cost to a not to exceed total of \$72,616.92; and

WHEREAS, funds for the increased cost remain available in the approved CIP line item 511-60000-975000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes amending the contract with Hobbs and Black, 117 East Allegan Street, Lansing, Michigan 48933 to provide additional architectural and engineering services for the Ingham County Community Health Center renovation project for a total cost not to exceed \$72,616.92.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents 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: August 6, 2014

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO RIETH-RILEY
CONSTRUCTION TO PROVIDE ASPHALT PARKING LOT
REPLACEMENT AT THE INGHAM COUNTY SHERIFF'S OFFICE**

The resolution before you authorizes awarding a contract to Rieth-Riley Construction to provide asphalt parking lot replacement at the Ingham County Sheriff's Office, for an amount not to exceed \$67,613, which includes an amount of \$1,000 contingency for unforeseen conditions that may arise.

The scope of this project is to replace the southeast portion of the employee parking in the secured area of the Ingham County Sheriff's office lot which has deteriorated over time.

Rieth-Riley Construction, who submitted the lowest responsive and responsible bid, was chosen after going through a competitive bidding process and has the recommendation of both the Purchasing and Facilities Departments. We are confident that Rieth-Riley Construction will provide the quality of service needed to complete this project successfully.

The funds for this project are available in the approved CIP Line Item 245-30199-976000-4FC14 which has a balance of \$77,501 for the Ingham County Sheriff's Office parking lot replacement.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: August 7, 2014
SUBJECT: Asphalt Parking Lot Replacement at the Ingham County Sheriff's Office

Project Description:

Ingham County sought proposals from experienced and qualified asphalt vendors for the Asphalt Parking Lot Replacement Project at the Ingham County Sheriff's Office.

The scope of this project is to replace the southeast portion of the employee parking of the secured area of the Ingham County Sheriff's office lot which has deteriorated over time.

Proposal Summary:

Vendors contacted: 18 Local: 09
Pre-bid Attendance: 06 Local: 02
Vendors responding: 03 Local: 02

Table with 3 columns: Vendor Name, Local Preference, Bid Total. Rows include Rieth-Riley Construction Co., Perfitt Excavating, and Mike & Son Asphalt.

Recommendation:

The Evaluation Committee recommends awarding the contract to Rieth-Riley Construction Company in an amount not to exceed \$67,613.00, which includes an amount of \$1,000 contingency for unforeseen conditions that may arise.

In addition to submitting the lowest responsive proposal, Rieth-Riley Construction Company is a local vendor, licensed, bonded and insured. This company has years of experience working on projects of similar size and scope, as well as, highly trained employees with a focus on safety.

Advertisement:

The RFP was advertised in the Lansing State Journal, The Chronicle and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AWARDING A CONTRACT TO RIETH-RILEY CONSTRUCTION
TO PROVIDE ASPHALT PARKING LOT REPLACEMENT AT
THE INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, the Ingham County Sheriff's Office southeast corner of the secured employee parking lot is in need of replacement due to deterioration over time; and

WHEREAS, after careful review of the bids, the Purchasing and Facilities Departments both agree that a contract be awarded to Rieth-Riley Construction who submitted the lowest responsive and responsible bid in the amount of \$66,613; and

WHEREAS, a contingency amount of \$1,000 for unforeseen conditions that may arise is being requested; and

WHEREAS, funds for this project are available within the approved CIP Line Item 245-30199-976000-4FC14 which has a balance of \$77,501 for the Ingham County Sheriff's Office parking lot replacement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Rieth-Riley Construction to provide asphalt parking lot replacement in the southeast corner of the Sheriff's Office secured employee parking lot, for a not to exceed cost of \$67,613, which includes the contingency amount of \$1,000.

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: July 31, 2014

SUBJECT: **RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH CAPITOL WALK PARKING FOR THE USE OF 98 PARKING SPACES TO BE USED BY EMPLOYEES OF THE VETERAN'S MEMORIAL COURTHOUSE AND GRADY PORTER BUILDING**

The resolution before you authorizes a lease agreement with Capitol Walk Parking to accommodate 98 parking spaces that will need to be removed from the current Y-Site location.

With plans to renovate the old YMCA building, all parking spaces must be removed and Capitol Walk Parking is willing to enter into a lease agreement with Ingham County to accommodate our parking spaces in the lot adjacent to the current Y-Site location and have agreed to the same cost of \$6,000.00 per month, which is approximately \$61.00 per month, per space.

The lease between Capitol Walk Parking and Ingham County would be as follows:

- Length of Lease- 98 spaces, for 3 years with an optional 2 year extension including a cancelation clause that is mutually agreed upon by both parties.
- Maintenance- Ingham County will be responsible for snow removal, salting and minor repairs to the parking lot.

The funds for parking have already been accounted for and approved for in each department's individual line items.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A LEASE AGREEMENT
WITH CAPITOL WALK PARKING FOR THE USE OF 98 PARKING SPACES
BY EMPLOYEES OF THE VETERAN'S MEMORIAL COURTHOUSE
AND GRADY PORTER BUILDING**

WHEREAS, the County's Veteran's Memorial Courthouse and Grady Porter Building employees currently occupy approximately 98 parking spaces at the Y-Site; and

WHEREAS, with plans to renovate the old YMCA building all parking spaces must be removed; and

WHEREAS, Capitol Walk Parking is willing to enter into a lease agreement with Ingham County to accommodate our parking spaces in the lot adjacent to the current Y-Site location; and

WHEREAS, Capitol Walk Parking has agreed to the same cost of \$6,000.00 per month, which is approximately \$61.00 per month, per space; and

WHEREAS, funds for parking have already been accounted for and approved for in each departments individual line items; and

WHEREAS, the lease between Capitol Walk Parking and Ingham County would be as follows:

- Length of Lease - 98 spaces for 3 years with a 2 year extension including a cancelation clause that is mutually agreed upon by both parties
- Maintenance - Ingham County will be responsible for snow removal, salting and minor repairs to the parking lot.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a lease with Capitol Walk Parking of 2152 Commons Parkway Okemos, MI 48864 to lease 98 parking spaces in the lot adjacent to the Y-Site on the corner of Lenawee and Walnut Streets for a cost of \$6,000.00 per month.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 6, 2014

SUBJECT: Potter Park Zoo - Big Cat Holding Project

The resolution before you authorizes awarding a contract to Bornor Restoration Inc., for an amount not to exceed \$36,920 which includes an amount of \$1,000 contingency for unforeseen conditions that may arise. The scope of this project is to remove existing paint from the holding cells and install new sealers to the masonry walls and concrete ceilings. Currently, the holding cells are detrimental to the health of the animals and the repairs are required in order to pass USDA inspections.

Bornor Restoration Inc., who submitted the lowest responsive and responsible bid, was chosen after going through a competitive bidding process and the recommendation of the Purchasing Department. Due to the scope and size of this project, it is necessary to contract with a qualified and experienced firm. We are confident that Bornor Restoration, Inc. will provide the quality service needed to complete this project successfully.

The funds for this project are available in the approved CIP Line Item 258-69900-977000-1401Z which has a remaining balance of \$45,900 for the Big Cat Holding repairs and the Zoological Society.

This resolution will run concurrent with the August Potter Park Zoo Board meeting.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: August 7, 2014
SUBJECT: Big Cat Holding Enclosure Improvements Project Potter Park Zoo

Project Description:

Ingham County Purchasing Department sought proposals from experienced and qualified general contractors for the Big Cat Holding Enclosure Improvements project at the Ingham County Potter Park Zoo.

Currently the holding cells are detrimental to the health of the animals and the repairs are required in order to pass USDA inspections. The scope of work includes, but is not limited to, the removal of existing paint and installation of new sealers and paint at the basement holding cells of the Feline/Primate House.

Proposal Summary:

Vendors contacted: 132 Local: 31
Pre-bid attendance 05 Local: 02
Vendors responding: 02 Local: 01

Table with 3 columns: VENDOR NAME, Local Preference, BID TOTAL. Rows include Cusack's Masonry Rest. Inc. and Bornor Restoration Inc.

Local and Other Vendors Not Responding

Moore Trosper Construction Company, 4224 Keller Road, Holt, MI 48842, no reason provided.

Recommendation:

The Evaluation Committee recommends awarding the contract to Bornor Restoration Inc., a local vendor who has agreed to match Cusack's Masonry Restoration Inc. (non-local vendor) bid, not to exceed \$36,920, which includes an amount of \$1,000 contingency for unforeseen conditions that may arise.

In addition to submitting the lowest responsive proposal, Bornor Restoration Inc. is licensed, bonded and insured. This company is experienced, educated and comes highly recommended.

Advertisement:

The RFP was advertised in the Lansing State Journal, the New Citizens Press, 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 A CONTRACT WITH
BORNOR RESTORATION INC.
FOR BIG CAT HOLDING CELL REPAIRS AT THE POTTER PARK ZOO**

WHEREAS, the Big Cat holding cells are in need of removal of the existing paint and new sealer installation on the masonry walls and concrete ceilings to improve the health and welfare of the animals; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Bornor Restoration Inc. who submitted the lowest responsive and responsible bid in the amount of \$35,920; and

WHEREAS, a contingency amount of \$1,000 for unforeseen conditions that may arise is being requested; and

WHEREAS, the funds for this project are available within the approved CIP Line Item 258-69900-977000-1401Z which has a balance of \$45,900 for the Big Cat Holding Cell project.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Bornor Restoration, Inc., 525 Filley Street, Lansing, Michigan 48906, for the paint removal and installation of new sealer in the Big Cat holding cells at the Potter Park Zoo for a total cost not to exceed \$36,920.

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: Human Services Committee
County Services Committee
Finance Committee

FROM: Linda S. Vail, M.P.A., Health Officer

DATE: August 6, 2014

RE: Authorization to Amend Resolution #14-270 and Establish Two Community Health Worker Positions

In Resolution #12-399 and #13-245 agreements were authorized between the Health Department and MPHI for the Ingham County Pathways to Better Health Initiative. Funding was used to support two existing Family Infant Child Advocate Positions (Positions – 601155 and 601157) in the Public Health Services/Maternal Infant Outreach Unit.

In Resolution #14-270, additional funding in the amount of up to \$1,719,425 was accepted and an agreement was authorized with the Michigan Public Health Institute (MPHI) for the period of July 1, 2014 through June 30, 2015. This resolution authorized the continuation of funding support for the position authorized in Resolution #13-245.

The attached resolution will establish two Community Health Worker positions for the duration of the grant. The Human Resources Department has reviewed this request and supports the establishment of the two positions.

This project continues to be a wonderful opportunity for our community. I recommend that the Board of Commissioners adopt the attached resolution and establish two Community Health Worker Positions supported by the Michigan Pathways grant.

c: Debbie Edokpolo w/attachment
Eric Thelen w/attachment

Agenda Item 9a

TO: Debbie Edokpolo, Deputy Health Officer for Public Health
FROM: Michelle Rutkowski, Human Resources Specialist
DATE: 8/8/2014
RE: Memo of Analysis for new Pathway positions

Per your request, HR can confirm the following information:

1. A Community Health Worker position is compensated at a UAW D salary grade (\$30,681-\$36,525).
2. I have sent the UAW notice regarding your intent to add two Community Health Workers position with funds from the Pathways grant.
3. Once you secure Board approval for the two new positions, please contact Beth Bliesener. Beth will assist you with EOC requires by processing either an internal or external job posting.

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.

I can be of further assistance, please email or call me (887-4374).

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #14-270 AND ESTABLISH TWO COMMUNITY HEALTH WORKER POSITIONS

WHEREAS, in 2004 the U.S. spends more on health care than any other country in the world as a percentage of gross domestic product (15.2% in 2004) and Michigan spent 13.5% of its gross state product (GSP) on personal health care in the same year; and

WHEREAS, current rate of growth in health care spending is unsustainable and ultimately damaging to our economy and the health system; and

WHEREAS, social determinants have an undeniable effect on health and well being; and

WHEREAS, Ingham County was one of three sites selected to participate in the Michigan Pathways to Better Health project; and

WHEREAS, in Resolutions #12-399 and #13-245 agreements were authorized between the Health Department and the Michigan Public Health Institute (MPHI) for the Ingham County Pathways to Better Health Initiative; and

WHEREAS, in Resolution #13-245 funding was used to support two existing Family Infant Child Advocate positions (Positions – 601155 and 601157) in the Public Health Services/Maternal Infant Outreach Unit; and

WHEREAS, this Agreement was amended in Resolution #14-270, the Health Department was awarded funding by the Michigan Department of Community Health (MDCH) through the Michigan Public Health Institute (MPHI) to continue the Michigan Pathways to Better Health project in Ingham County and the surrounding area for the period of July 1, 2014 through June 30, 2015; and

WHEREAS, the Health Department continues the role as Lead Agency/Fiduciary for this funding to collaborate and contract with MPHI; and

WHEREAS, the Health Officer recommends that Resolution #14-270 be amended and that two Community Health Worker positions (UAW/D) – 2.0 FTE be established for the duration of the grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #14-270 and that two Community Health Worker positions (UAW/D) – 2.0 FTE be established for the duration of the grant and will be posted internally.

BE IT FURTHER RESOLVED, that all other terms and conditions authorized in Resolution #14-270 shall remain unchanged.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 30, 2014

RE: Resolution to Amend the Agreement with School-Community Health Alliance of Michigan

Attached is a resolution to amend the agreement between the Health Department and the School-Community Health Alliance of Michigan.

The Health Department receives funding through the Child and Adolescent Health Center (CAHC) Grant Program from the Michigan Department of Community Health for its School-based and School-linked Community Health Centers. To support the funded grant objectives, the Health Department maintains an agreement with the School and Community Health Alliance to establish and maintain the required local community advisory committees. This agreement was authorized in Resolution #11-235 for an amount of up to \$25,000 annually for the period of October 1, 2011 through October 31, 2016. In Resolution #12-199, the agreement was amended which increased the amount by \$5,000 annually, starting the October 1, 2013 through September 30, 2014 term for a total amount of \$30,000. The funding allocation through the CAHC Grant Program for this period included only the amount of \$21,000 for the agreement with SCHAMI. Therefore, the agreement with SCHAMI must be amended to reflect the reduced availability of funds. SCHAMI has agreed to this reduction of the total subcontracted amount with no change to the associated Scope of Services.

The attached resolution will amend the current agreement to \$21,000 for the term of October 1, 2013 through September 30, 2014. The Scope of Services for the establishment and maintenance of the required local community advisory boards shall remain the same.

I recommend that the Ingham County Board of Commissioners adopt the attached resolution to amend the agreement with SCHAMI to reduce the amount from \$30,000 to \$21,000 for the term of October 1, 2013 through September 30, 2014.

c: Eric Thelen, w/attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND AGREEMENT WITH THE
SCHOOL-COMMUNITY HEALTH ALLIANCE OF MICHIGAN**

WHEREAS, in Resolution #11-235 the Ingham County Board of Commissioners authorized the acceptance of Child and Adolescent Health Center Grant Program funds from the Michigan Department of Community Health; and

WHEREAS, in this resolution, the Health Department was authorized to enter an agreement with the School and Community Health Alliance (SCHAMI) to establish and maintain the required local community advisory committees, from October 1, 2011 through October 31, 2016, at \$25,000 annually; and

WHEREAS, in Resolution #12-199, the Ingham County Board of Commissioners authorized an amendment to the SCHAMI agreement that increased the total amount of the agreement by \$5,000 annually, beginning October 1, 2013; and

WHEREAS, the current term of the SCHAMI agreement is for an amount not to exceed \$30,000 from October 1, 2013 through September 30, 2014, and includes a scope of services for \$20,000 for the establishment and management of the required local community advisory committees and \$10,000 at the discretion of the Health Department; and

WHEREAS, the Child and Adolescent Health Center Grant Program Award for the October 1, 2013 through September 30, 2014 budget period reduced the amount of funds available for the SCHAMI subcontract to \$21,000; and

WHEREAS, SCHAMI has agreed to an amendment to the agreement that would reduce the total amount for the term of October 1, 2013 through September 30, 2014 from \$30,000 to \$21,000 with no impact to the current Scope of Services for the establishment and maintenance of the required local community advisory committees; and

WHEREAS, the Community Health Center Board has reviewed and supports the amendment to the SCHAMI agreement to reflect the reduction in funding; and

WHEREAS, the Health Officer recommends that the SCHAMI agreement be amended to reflect the reduced total amount from \$30,000 to \$21,000 for the current grant year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the amendment of the agreement between the Health Department and SCHAMI to reduce the total amount from \$30,000 to \$21,000 for the current grant year, October 1, 2013 through September 30, 2014.

BE IT FURTHER RESOLVED, that the Scope of Services for the establishment and maintenance of the required local community advisory committees shall remain the same.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 6, 2014

RE: Resolution to Accept Child and Adolescent Health Center Program Funding from the Michigan Department of Community Health and Amend the Agreement with the School-Community Health Alliance of Michigan

The attached resolution will accept \$760,000 in Child and Adolescent Health Center Program (CAHC) and Expanded Clinical Services Funding for the period of October 1, 2014 and September 30, 2015, and amend the terms of the School-Community Health Alliance of Michigan agreement.

Since the initial award accepted by the Board of Commissioners through Resolution #11-235, the school based health center sites and activities supported through these funds have changed, as the Gardner School Wellness Program and Otto Middle School have closed, and Eastern Health Center was added. This resolution will authorize the Health Department to accept \$760,000 in funding for the term of October 1, 2014 through September 30, 2015 for the current School-based/School-linked health centers: Willow, Eastern and Sexton.

This resolution will also amend the agreement with the School-Community Health Alliance of Michigan (SCHAMI) Agreement, authorized through Resolution #12-199. In this amendment, SCHAMI is to provide the establishment and maintenance of local community advisory committees, for an amount not to exceed \$21,000 over the October 1, 2014 through September 30, 2015. This aligns the agreement terms with the funding available through the CAHC and Expanded Clinical Services award.

I recommend that the Ingham County Board of Commissioners adopt the attached resolution to accept the Child and Adolescent Health Center Program (CAHC) and Expanded Clinical Services Funding for the period of October 1, 2014 and September 30, 2015 and amend the agreement with School-Community Health Alliance of Michigan.

c: Eric Thelen, w/ attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT CHILD AND ADOLESCENT HEALTH CENTER PROGRAM FUNDING FROM THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH THROUGH THE MICHIGAN PRIMARY CARE ASSOCIATION AND AMEND THE AGREEMENT WITH THE SCHOOL-COMMUNITY HEALTH ALLIANCE OF MICHIGAN

WHEREAS, in Resolution #11-235, #12-199, and #13-049 the Ingham County Board of Commissioners authorized the Health Department to accept Child and Adolescent Health Center Program and Clinical Service Expansion Funding from Michigan Department of Community Health, as administered through the Michigan Primary Care Association, for the period of October 1, 2011 through September 30, 2016; and

WHEREAS, Child and Adolescent Health Center (CAHC) Program and Clinical Service Expansion Funding supports continued operations of the Health Department's School-based/School-linked Health Centers; and

WHEREAS, the Health Department has received notification from the Michigan Department of Community Health that its proposed budgets and work plans for Fiscal Year 2015 have been reviewed and approved; and

WHEREAS, the CAHC Program and Clinical Service Expansion Funding award for the term of October 1, 2014 through September 30, 2015 are as follows:

- Eastern – \$235,000
- Sexton – \$235,000
- Willow – \$290,000

WHEREAS, the Ingham Community Health Center Board of Directors has reviewed and supports the acceptance of this award; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the acceptance of the Child and Adolescent Health Center (CAHC) Program and Clinical Service Expansion Funding award for the term of October 1, 2014 through September 30, 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the Health Department to accept up to \$760,000 in Child and Adolescent Health Center (CAHC) Program and Clinical Service Expansion Funding, as administered by the Michigan Primary Care Association, to support continued operations of its School-based/School-linked Health Centers for the term of October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that the agreement with the School-Community Health Alliance of Michigan for the establishment and maintenance of the required local community advisory committees be amended for an amount not to exceed \$21,000 for the term of October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 6, 2014

RE: Resolution to Accept \$50,000 in Carry Over Funds from the Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare Grant.

The attached resolution will accept \$50,000 in Carry Over funds from the Health Resources and Services Administration (HRSA) for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare Grant (Ryan White WICY Grant) to the budget period ending July 31, 2014.

Through Resolution #13-445, the Ingham County Board of Commissioners accepted a second year (Year 2) of Ryan White WICY grant funds in the amount of \$474,120 for the provision of family centered care involving outpatient and ambulatory care for women, infants, children and youth with HIV/AIDS for the period of August 1, 2013 through July 31, 2014. The Health Department requested to Carry Over \$50,000 of unobligated funds from the prior Ryan White WICY Grant budget period (Year 1) to support contractual dental services for WICY patients during the new budget period (Year 2).

On January 23, 2014, HRSA sent a Notification of Award granting the Carry Over Request, increasing the total authorized financial assistance provided through the Ryan White WICY Grant to the Health Department for the budget period of August 1, 2013 through July 31, 2014 (Year 2) by \$50,000 for a total of \$524,120.

A resolution is required in order for the Fiscal Year 2014 budget to be amendment to reflect the \$50,000 increase in grant funding for the budget period. Therefore, I recommend that the Ingham County Board of Commissioners adopt the attached resolution.

c: Eric Thelen, w/attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT \$50,000 IN CARRY OVER FUNDS FROM THE HEALTH RESOURCES AND SERVICES ADMINISTRATION FOR THE RYAN WHITE TITLE IV WOMEN, INFANTS, CHILDREN, YOUTH AND AFFECTED FAMILY MEMBERS AIDS HEALTHCARE GRANT

WHEREAS, In Resolution #13-445 the Board of Commissioners authorized the acceptance of a second year (Year 2) of Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare funding in the amount of \$474,120 from the U. S. Department of Health Resources and Services Administration (HRSA) for the period of August 1, 2013 through July 31, 2014; and

WHEREAS, the Health Department did not spend \$50,000 from the previous year (Year 1) Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant award; and

WHEREAS, the Health Department requested and was granted a \$50,000 Carry Over of funds from the prior year's award to the Year 2 budget period (August 1, 2013-July 31, 2014) for the provision of major dental restorative and lab services through an agreement with Dr. Lauren Hall Tate, DDS; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the \$50,000 of Carry Over funds from the U. S. Department of Health Resources and Services Administration (HRSA) for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant award for the period of August 1, 2013 through July 31, 2014.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of \$50,000 of Carry Over funds from the U. S. Department of Health Resources and Services Administration (HRSA) for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant award for the period of August 1, 2013 through July 31, 2014.

BE IT FURTHER RESOLVED, that the subcontract with Dr. Lauren Hall-Tate, DDS for the provision of major dental restorative and lab services including root canals, crowns, dentures and partials as well as periodontal treatment to referred patients be amended to reflect an increase from the amount of \$15,112 to \$65,112 for the period of August 1, 2013 through July 31, 2014.

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 6, 2014

RE: Resolution to Accept Funding from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare Grant

Attached is a resolution to accept funding for year three from of the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare (WICY) grant award in the amount of \$436,190. The funding period will be August 1, 2014 through June 30, 2015 and the Health Department will provide family centered care involving outpatient and ambulatory care for women, infant, children and youth with HIV/AIDS.

The Ingham County Board of Commissioners previously accepted the first and second years of the Ryan White WICY fund awards through Resolutions #12-347 and #13-445 respectively.

In addition, the attached resolution will authorize the renewal of the agreement with Dr. Lauren Hall-Tate, DDS/East Lansing Dental for the provision of up to \$6,992 of fee-for-service major dental restorative and lab services from August 1, 2014 through June 30, 2015.

I recommend that the Ingham County Board of Commissioners approve the attached resolution to accept the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant award and authorize the necessary contractual agreements to complete the project requirements for the period of August 1, 2014 through June 30, 2015.

c: Eric Thelen, w/attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT FUNDING FROM THE U.S. DEPARTMENT
OF HEALTH RESOURCES AND SERVICES ADMINISTRATION
FOR THE RYAN WHITE TITLE IV WOMEN, INFANTS, CHILDREN, YOUTH
AND AFFECTED FAMILY MEMBERS AIDS HEALTHCARE GRANT**

WHEREAS, the Ingham County Board of Commissioners previously accepted the first and second years of the Ryan White Women, Infants, Children, Youth (WICY) fund awards through Resolutions #12-347 and #13-445; and

WHEREAS, the Ingham Community Health Centers has been awarded funding for the third year of Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant on behalf of Ingham County from the U.S. Department of Health Resources and Services Administration; and

WHEREAS, the amount of the award shall be \$436,190, for the period of August 1, 2014 through June 30, 2015, to provide family centered care involving outpatient and ambulatory care for women, infant, children and youth with HIV/AIDS; and

WHEREAS, the award supports the renewal of the oral health services agreement with Dr. Lauren Hall-Tate, DDS (East Lansing Dental), for the provision of up to \$6,992 of fee-for-service major dental restorative and lab services including root canals, crowns, dentures, and partials as well as periodontal treatments for the period of August 1, 2014 through June 30, 2015; and

WHEREAS, the Ingham Community Health Centers Board of Directors supports the acceptance of a third year of the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant in the amount of \$436,190 from the U.S. Department of Health Resources and Services Administration; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant in the amount of \$436,190, from the U.S. Department of Health Resources and Services Administration; and

WHEREAS, the Health Officer recommends that the Board of Commissions accept funding for year three from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare (WICY) grant award in the amount of \$436,190, for the period of August 1, 2014 through June 30, 2015 to provide family centered care involving outpatient and ambulatory care for women, infant, children and youth with HIV/AIDS.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissions accepts funding for year three from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare (WICY) grant award in the amount of \$436,190, for the period of August 1, 2014 through June 30, 2015 to provide family centered care involving outpatient and ambulatory care for women, infant, children and youth with HIV/AIDS.

BE IT FURTHER RESOLVED, that a renewal of the fee-for-service dental agreement with Dr. Lauren Hall-Tate, DDS/East Lansing Dental is authorized for the provision of up to \$6,992 in major dental restorative and lab services including root canals, crowns, dentures, and partials as well as periodontal treatments for the period of August 1, 2014 through June 30, 2015.

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 6, 2014

RE: Resolution to Enter into an Agreement with Cross Country Staffing, Inc. for Per Diem Professional Staffing for Medication Passing Services at the Ingham County Jail

The attached resolution will authorize the Health Department to enter an agreement with Cross Country Staffing, Inc. for Per Diem professional staffing for medication passing services at the Ingham County Jail.

In Resolution #14-091, the Agreement with Medical Staffing Network Healthcare, LLC to provide per diem medication passing services at the Ingham County Jail was extended through April 22, 2015. During the course of contract negotiations, Medical Staffing Network Healthcare, LLC was purchased by Cross Country Staffing, Inc. Cross Country Staffing, Inc. has offered to provide the same services at the same terms as the prior agreement that was authorized with Medical Staffing Network Healthcare, LLC.

I recommend that the Ingham County Board of Commissioners adopt the attached resolution to authorize the Health Department to enter an agreement with Cross Country Staffing, Inc. for Per Diem professional staffing for medication passing services at the Ingham County Jail.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER AN AGREEMENT WITH CROSS COUNTY STAFFING, INC.
FOR PER DIEM PROFESSIONAL STAFFING FOR MEDICATION PASSING SERVICES
AT THE INGHAM COUNTY JAIL**

WHEREAS, in Resolution #13-166 the Ingham County Board of Commissioners authorized an agreement with Medical Staffing Network Healthcare, LLC to provide medication passing services at the Ingham County Jail; and

WHEREAS, the Health Department entered into a per diem professional staffing agreement with Medical Staffing Network Healthcare, LLC for medication passing services at the Ingham County Jail; and

WHEREAS, medication passing is a necessity in the delivery of high quality and efficient health care services to jail inmates; and

WHEREAS, in Resolution #14-091 the agreement with Medical Staffing Network Healthcare, LLC was extended through April 22, 2015; and

WHEREAS, Medical Staffing Network Healthcare, LLC has been purchased by Cross County Staffing, Inc.; and

WHEREAS, the Health Officer recommends entering a new agreement with Cross County Staffing, Inc. for the same services previously provided by Medical Staffing Network Healthcare, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Cross County Staffing, Inc. for per diem professional staffing for medication passing services at the Ingham County Jail for the period of July 29, 2014 through July 28, 2015.

BE IT FURTHER RESOLVED, that the agreement with Cross County Staffing, Inc. shall be for the same services and costs as the prior agreement with Medical Staffing Network Healthcare, LLC.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 7, 2014

RE: Resolution to Authorize an Agreement with Erika Oliver

Attached is a resolution to enter into an agreement with Erika Oliver. Erika Oliver, MPA, is a Michigan-based Positive Approach Coach and the author of *Three Good Things: Happiness Every Day, No Matter What!* and *Happy Crap: 8 Tools to Choose Your Thoughts for Prosperity, Productivity and Peace*. She helps people, teams, and organizations develop and grow through positive communication and has written feature articles in *Nonprofit World* magazine and other periodicals. Ms. Oliver teaches positive communication tactics to develop leadership skills and build positive teams at work and at home.

Under this agreement Ms. Oliver will provide two 1.5 hour training sessions and 300 copies of her book to Health Department employees. Cost for the training sessions and materials will be \$6,500. The scheduled date will be in September, 2014.

I recommend that the Ingham County Board of commissioners authorize the Health Department to enter into an agreement for the services of Erika Oliver to provide training sessions and books to Health Department employees.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO AN AGREEMENT WITH ERIKA OLIVER, MPA

WHEREAS, the Health Department promotes positive communication and encourages it's employees to develop positive leadership skills; and

WHEREAS, the services of Erika Oliver, MPA will enable the Health Department to provide the necessary tools to their employees to develop these skills; and

WHEREAS, the Health Officer recommends the Board of Commissioners authorize an agreement with Erika Oliver, MPA to conduct training sessions for Health Department employees.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes an agreement with Erika Oliver, MPA, for an amount of up to \$6,500 to provide training sessions and materials.

BE IT FURTHER RESOLVED, that funds are available in the Health Department's budget to support this training.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 7, 2014

RE: Resolution to authorize an agreement with Health Stream, Inc. for an Online Learning Management System.

Attached is a resolution to authorize the Health Department to enter an agreement with HealthStream, Inc., to provide an online Learning Management System. The Health Department's Health and Safety Committee recognized a growing need to offer additional staff training to standardize and improve tracking of employee training and address changing training requirements due to Federal and State licensure and grant requirements.

Currently, the Health Department develops its own training, which requires staff time to research and maintain and yields a limited extent of offerings. The benefits of an online Learning Management System are:

- Training materials are already developed and may be customized to improve compliance and organizational culture of safety and learning;
- Online tracking of compliance and automatic notification of staff/supervisors when overdue
- Ability to view compliance for all courses and print certificates of completion
- Trainings can be assigned by individual and groups
- Ability to run report on individuals not in compliance as well as other reporting capabilities.

The Training Subcommittee of the Health Department's Health and Safety Committee, with County Human Resources staff, reviewed three (3) online Learning Management Systems (LMSs) proposals. The committee's recommendation is to purchase the HealthStream, Inc. Learning Center, LMS for an initial fee of \$4,000 and annual licensing of \$8,697.50 for 350 users. The per FTE cost to the department would be less than \$25/year for access to over 70 courses. There is no additional cost to the County, as the one-time fee will be funded in Fiscal Year 2014 through a line item transfer, and the annual fees will be managed within the professional development funds of the department.

I recommend that the Ingham County Board of Commissioners authorize the Health Department to enter into an agreement with HealthStream Inc., for the provision of an online Learning Management System for the period of September 1, 2014 through August 31, 2017.

c: Eric Thelen w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HEALTH STREAM, INC.
FOR AN ONLINE LEARNING MANAGEMENT SYSTEM**

WHEREAS, the Health Department's Health and Safety Committee recognized a growing need to offer additional staff training to standardize and improve tracking of employee training and address changing training requirements due to Federal and State licensure and grant requirements; and

WHEREAS, the Health Department currently develops its own training, which requires staff time to research and maintain compliance but yields a limited extent of offerings; and

WHEREAS, online Learning Management Systems (LMS) offer significant advantages with regard to management, expanse of content, tracking and reporting necessary for maintaining compliance with various licensure and grant requirements; and

WHEREAS, The Training Subcommittee of Health and Safety Committee has reviewed three (3) online Learning Management Systems (LMS) and recommends HealthStream, Inc.'s Learning Center LMS which offers access to over 70 courses at less than \$25.00 per FTE a year; and

WHEREAS, the Health and Safety Committee Recommends entering a three (3) year agreement with HealthStream, Inc. for Learning Center LMS at an initial one-time cost of \$4000 and an annual licensing fee of \$8697.50 for 350 users; and

WHEREAS, the one-time fee will be funded in Fiscal Year 2014 through a line item transfer and the annual fees will be managed within the professional development funds for the Health Department; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this agreement with HealthStream, Inc. to provide an online Learning Management System.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Health Department to enter an agreement with HealthStream, Inc. for the provision of an online Learning Management System.

BE IT FURTHER RESOLVED, the term of this agreement shall be from September 1, 2014 through August 31, 2017.

BE IT FURTHER RESOLVED, that the amount of the agreement shall include an initial fee of \$4,000 and annual licensing of \$8,697.50 for 350 users.

BE IT FURTHER RESOLVED, the one-time fee shall be funded in Fiscal Year 2014 through a line item transfer, and the annual fees shall be managed within the professional development funds of the Health Department.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda Vail, MPA, Health Officer

DATE: August 7, 2014

RE: Resolution to Authorize a 2014-2015 AmeriCorps Grant

Following a successful 2013-2014 grant year, the Michigan Department of Human Services has granted the Ingham County Health Department, on behalf of the Power of We Consortium, a new AmeriCorps Program grant of \$168,134 for the 2014-2015 fiscal year. Of this \$168,134 the Michigan Community Service Commission will withhold \$1,749 as an administrative fee. The net grant to Ingham County will be \$166,385. This is the third program year of a new three-year funding cycle, with competitive funding for the 2015-2016 program year. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process.

The grant amount offered by DHS includes \$59,984 (salary and fringe) for the full-time coordinator, plus staff training/travel; and partial AmeriCorps member support.

The grant requires a match.

	Amount	Percent
Grant	168,134	61%
Match	109,238	39%*
Total	277,372	

*Grant guidelines direct applicants to hold the DHS share at \$13,300 per member. Our match puts the DHS share of our application at \$13,291 per member.

The match is drawn from:

- 1) cash contributions from the external host sites totaling \$98,614;
- 2) existing salary and fringe used as match of \$3,628; and
- 3) indirect costs used as match of \$6,996.

I recommend that the Board of Commissioners adopt the attached resolution to accept this grant from the Michigan Department of Human Services for this third year of this AmeriCorps Program funding cycle.

Attachment

- c: Joel Murr w/attachment
Eric Thelen w/attachment
Isaias Solis w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2014-2015 AMERICORPS GRANT

WHEREAS, the Power of We Consortium will soon complete a successful second-year grant-funded AmeriCorps State Program, funded by the Michigan Department of Human Services, on behalf of the Michigan Community Service Commission (MCSC) as part of a new three year funding cycle, and authorized by Resolution #13-348; and

WHEREAS, on June 20, 2014, the MCSC approved funding for the Ingham County Health Department, on behalf of the Consortium, in the amount of \$168,134 for the time period of October 1, 2014 through September 30, 2015. Of this \$168,134, the Michigan Community Service Commission will withhold \$1,749 as an administrative fee. The net grant to Ingham County will be \$166,385; and

WHEREAS, a non-federal 34% local match of cash and/or in-kind contributions is required; and

WHEREAS, as a condition of this grant, the Health Department must, at a minimum, enter into agreements with each AmeriCorps host site and with each AmeriCorps member; and

WHEREAS, under this grant, AmeriCorps members will increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies to adopt healthy diets, and promote safe, affordable exercise options; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps grant of \$168,134 with Michigan Community Service Commission withholding \$1,749 as an administrative fee for a net grant to Ingham County of \$166,385, and authorizes a grant agreement with the Michigan Department of Human Services for the time period of October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that a non-federal match of \$109,238 is authorized, cash match for 5% salary/fringe for the PWC Coordinator, and the remainder obtained through cash contributions of up to \$7,798 from each of the AmeriCorps host sites, as selected through a Request for Proposal process.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend 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
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 6, 2014

RE: Recommendation to Authorize Subcontract to GAMALIEL of Michigan to support “Michigan Power to Thrive”

Through the ICHD Social Justice Initiative, ICHD has gained recognition at the state and national level as a leader in coordinating efforts to incorporate principles of social justice and health equity into public health practice. In 2013, Ingham County Health Department entered into a contractor agreement with National Association of City and County Health Officials (NACCHO) to coordinate the development of a network of local health departments and community organizers in Michigan (Michigan Power to Thrive). This agreement, for \$10,000, was authorized by Resolution #13-285. A subsequent amendment to the agreement adding an additional \$70,000 was authorized in Resolution #14-168.

The activities covered in the scope of work for the amended agreement include providing or arranging for the provision of consultation to 1) develop new community organizing groups to work with local departments; 2) provide technical assistance to local health departments and organizers working collaboratively in Michigan; 3) educate and familiarize health department personnel with the tools, methods, and strategies used by organizers to achieve policy victories that improve health equity in communities; 4) provide networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments; and 5) coordinate community dialogues that use the documentary series *The Raising of America* to develop a regional or statewide issue campaign for health equity.

Staff of GAMALIEL of Michigan has partnered with ICHD on the creation of “Michigan Power to Thrive” since 2011, and is currently very active in accomplishing each of the above activities. Staff will also be instrumental in promoting the “Health in All Policies” approach in each of the participating counties. This agreement will enable us to reimburse GAMALIEL for some of the costs they incur between July 1, 2014, and September 30, 2015 (at which time we anticipate current funding from NACCHO will end). The funds may be used to cover costs for travel and lodging, staff time, materials, and meetings sponsored in carrying out the above activities.

The attached resolution authorizes a subcontract not to exceed \$10,000 with GAMALIEL of Michigan. All services are to be completed by September 30, 2015.

I recommend acceptance of this resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SUBCONTRACT TO
GAMALIEL OF MICHIGAN WITH FUNDS FROM THE
NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO)**

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

WHEREAS, since 2011 representatives of the Health Department have been building relationships with local, state, and national organizations about promising ways to align the health equity work of public health practitioners and community organizers; and

WHEREAS, organizers and public health personnel from eight counties in Michigan have worked together to create a new network called Michigan Power to Thrive; and

WHEREAS, in Resolutions #13-285 and #14-168 the Board of Commissioners authorized agreements between the Health Department and the National Association of County and City Health Officials (NACCHO) which accepted funding to coordinate the “Building Networks” activity in Michigan; and

WHEREAS, funds received through these agreements are to be used to subcontract with other departments and organizations to carry out any of the following activities: 1) develop new community organizing groups to work with local departments, technical assistance; 2) provide technical assistance to local health departments and organizers working collaboratively in Michigan; and 3) educate and familiarize health department personnel with the tools, methods, and strategies used by organizers to achieve policy victories that improve health equity in communities; 4) provide networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments; and 5) coordinate community dialogues that use the documentary series *The Raising of America* to develop a regional or statewide issue campaign for health equity; and

WHEREAS, GAMALIEL of Michigan (Michigan Interfaith Voice doing business as GAMALIEL of Michigan) is a statewide network of community organizing entities with affiliates in many of the counties participating in Michigan Power to Thrive, and has been instrumental to creating and sustaining the collaboration between local public health departments and community organizers; and

WHEREAS, “Health in All Policies” has proven to be a successful strategy for advancing health equity in cities, counties, and states throughout the U.S.; and

WHEREAS, the participants in Michigan Power to Thrive have decided to collaborate in promoting the adoption of a “Health in All Policies” approach to policy-making in Michigan counties and municipalities; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a subcontract with GAMALIEL of Michigan.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a subcontract not to exceed \$10,000 to GAMALIEL of Michigan to 1) assist in building and sustaining the Michigan Power to Thrive network's effort to promote "Health in All Policies"; 2) develop new organizing entities in Michigan Power to Thrive counties where they currently do not exist; and 3) provide training and technical assistance to organizers and public health personnel participating in the network.

BE IT FURTHER RESOLVED, that these funds may be applied to travel and lodging expenses, staff time, materials and meeting costs incurred in accomplishing the above activities between July 1, 2014, and September 30, 2015.

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

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

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: July 10, 2014
 SUBJECT: De-Icing Corrosion Inhibited Solution

Project Description:

Ingham County sought competitive sealed proposals from qualified and experienced firms for the purpose of furnishing and delivering de-icing solution to all three Ingham County Road Department facilities.

Proposal Summary:

Vendors contacted: 13 Local: 01
 Vendors responding: 06 Local: 01

Company Name	Solution to: 301 Bush St, Mason MI	Solution to: 1335 E. Howell Rd, Wmst	Solution to: 5613 S. Aurelius Rd, Lansing	Total Cost 1 Yr Contract	Local
	Total Amount	Total Amount	Total Amount		
Michigan Chloride Sales	\$1,524	\$1,524.00	\$1,524	\$4,572.00	No
RSI	\$3,120	\$3,120.00	\$3,120	\$9,360.00	No
Great Lakes Chloride	\$4,200	\$4,200.00	\$4,200	\$12,600.00	No
Advanced Dust Control	\$5,560	\$5,560.00	\$5,560	\$16,680.00	Yes
Bare Ground Systems	\$5,625	\$5,625.00	\$5,625	\$16,875.00	No
NASI	\$17,100	\$17,060.00	\$17,100	\$51,260.00	No

Local and Other Vendors Not Responding

Scotwood Industries, will not be bidding, no reason; however, would like to remain on list.

Recommendation:

The Road Department recommends awarding the contract to RSI (Roadway Solutions Inc.) in an amount not to exceed \$9,360.

Although RSI is not the lowest responsive proposal they provided the corn based de-icer that remains in storage. Michigan Chloride, the lowest bidder, has bid a well brine product. It is the opinion of the Road Department that mixing a different solution in with the stored solution may not be wise.

Advertisement:

The RFP was advertised in the Lansing State Journal, City Pulse 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 THE PURCHASE OF THE
2014/2015 SEASONAL REQUIREMENT OF LIQUID DE-ICER
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Road Department annually purchases approximately 10,000 to 15,000 gallons of liquid de-icer for use in winter maintenance operations; and

WHEREAS, the Road Department's adopted 2014 and requested 2015 budgets include in controllable expenditures funds for this and other maintenance material purchases; and

WHEREAS, bids for liquid de-icer were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #80-14 and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase liquid de-icer on an as-needed unit price basis from Roadway Solutions, Inc.; and

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid and authorizes the purchase of liquid de-icer on an as-needed unit price basis from Roadway Solutions, Inc. for the bid unit price of \$0.78/gallon.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders consistent with this resolution.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: August 7, 2014
 SUBJECT: Propane Service for Heating Purposes

Project Description:

Ingham County sought competitive sealed proposals from qualified and experienced firms for the purpose of furnishing propane to the Eastern Garage for the Ingham County Road Department for a period of one year.

Proposal Summary:

Vendors contacted: 10 Local: 04
 Vendors responding: 01 Local: 01

Vendor Name	Fixed Price Held Unit May 1, 2015	Annual Inspection	Repair Costs Per Hour	Local Vendor
Avery Oil & Propane, 402 North Street, Mason, MI 48854	Fixed \$1.599 per gallon	No Charge	\$75.00	Yes

Local and Other Vendors Not Responding

No reasons were provided by vendors not responding.

Recommendation:

The Evaluation Committee recommends awarding the contract to Avery Oil & Propane in an amount not to exceed \$1.599 per gallon.

In addition to submitting only responsive proposal, Avery Oil is a local vendor and comes highly recommended.

Advertisement:

The RFP was advertised in the Lansing State Journal, City Pulse 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 THE PURCHASE OF
PROPANE USED FOR HEATING AT THE EASTERN DISTRICT
OF THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Road Department uses propane to heat its Eastern District Garage which has three 1,000 gallon propane storage tanks owned by the Road Department; and

WHEREAS, the Eastern District Garage uses approximately 16,500 gallons of propane annually; and

WHEREAS, the Road and Purchasing Departments have determined that due to the quantity used and the instability of the propane market which can complicate the budget it would be advantageous for the Road Department to have a fixed price contract; and

WHEREAS, quotes for supplying propane for the next winter season were solicited and evaluated by the Purchasing Department and it is their recommendation, with the concurrence of Road Department staff, to award a propane delivery service contract to Avery for its delivered propane fixed unit price of \$1.599/gallon for the next winter season ending May 31, 2015.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the proposal to award a propane delivery service contract to Avery for its delivered propane fixed unit price of \$1.599/gallon for the next winter season ending May 31, 2015.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute any necessary purchase documents relating to the above on behalf of the County.

MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Department of Transportation & Roads

Date: May 8, 2014

RE: PROPOSED RESOLUTION AUTHORIZING A REVISED SUBCONTRACT WITH MICHIGAN STATE UNIVERSITY FOR MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY GRANT FUNDED USE OF CRUMB RUBBER MODIFIED ASPHALT PAVING MIXTURE

As noted in a previous submission, the Michigan Department of Environmental Quality (MDEQ) has made available grant funding in 2014 for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement's performance and longevity and to help foster a market for used vehicle tires.

Michigan State University (MSU) has entered into an agreement with MDEQ to research and develop the CRMA and to be the prime recipient of the MDEQ CRMA grant funds, and in turn MSU wishes to subcontract with the County on behalf of the Road Department to implement field trial of the CRMA and to pass through the related MDEQ CRMA grant funding intended for the field implementation phase of the research effort.

Per Resolution #14-217, passed May 27, 2014, the Board of Commissioners authorized entering into a subcontract with Michigan State University for the placement of the CRMA research test strips on the Bennett Road project and to receive the MDEQ CRMA grant funds intended for this purpose.

The Road Department has recently been notified additional MDEQ CRMA grant funds are available, which must be used on another road in 2014, for a total amount available of \$356,500 depending on final quantity of CRMA placed.

Per Resolution #14-296, passed July 22, 2014, the Board of Commissioners authorized a construction contract for resurfacing Kinawa, Okemos road to Dobie Road, on which the Road Department recommends to use the additional MDEQ CRMA grant funding.

The original CRMA subcontract with MSU authorized by Resolution 14-217 has not yet been executed and would be replaced by the revised subcontract now being recommended.

Road Department staff has worked with MSU research staff and has reviewed and understands MSU's research findings that the CRMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and therefore recommends approval of the attached resolution to allow entering into the revised subcontract with MSU as described above.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A REVISED SUBCONTRACT WITH
MICHIGAN STATE UNIVERSITY FOR MICHIGAN DEPARTMENT OF ENVIRONMENTAL
QUALITY GRANT FUNDED USE OF CRUMB RUBBER MODIFIED ASPHALT PAVING MIXTURE
FOR THE ROAD DEPARTMENT**

WHEREAS, the Michigan Department of Environmental Quality (MDEQ) has made available grant funding in 2014 for the Bennett Road resurfacing project for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement's performance and longevity and to help foster a market for used vehicle tires; and

WHEREAS, Michigan State University (MSU) has entered into an agreement with MDEQ to research and develop the CRMA proposed for use on the Bennett Road project and to be the prime recipient of the MDEQ CRMA grant funds, and in turn MSU wishes to subcontract with the County on behalf of the Road Department to implement field trial of the CRMA and to pass through the related MDEQ CRMA grant funding intended for the field implementation phase of the research effort; and

WHEREAS, per Resolution #14-217, passed May 27, 2014, the Board of Commissioners authorized entering into a subcontract with Michigan State University for the placement of the CRMA research test strips on the Bennett Road project and to receive the MDEQ CRMA grant funds intended for this purpose; and

WHEREAS, the Road Department has been notified additional MDEQ CRMA grant funds are available, which must be used on another road in 2014, for a total amount available of \$356,500 depending on final quantity of CRMA placed; and

WHEREAS, per Resolution #14-296, passed July 22, 2014, the Board of Commissioners authorized a construction contract for resurfacing Kinawa, Okemos Road to Dobie Road, on which the Road Department recommends to use the additional MDEQ CRMA grant funding; and

WHEREAS, the original CRMA subcontract with MSU authorized by Resolution #14-217 has not yet been executed; and

WHEREAS, the remainder of both the Bennett and Kinawa projects' proposed construction constitutes the required local match for the MDEQ CRMA grant, and no other unplanned costs are to be incurred for using the CRMA; and

WHEREAS, Road Department staff has worked with MSU research staff and has reviewed and understands MSU's research findings that the CRMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and recommends therefore that the County enter into the requested subcontract, revised as recommended herein, with MSU to allow the placement of the CRMA research test strips on both the Bennett and Kinawa Roads projects and to receive the MDEQ CRMA grant funds intended for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes, entering into a revised subcontract with Michigan State University to replace that authorized by Resolution #14-217, but not yet executed, for the placement of the CRMA research test strips on the Bennett and Kinawa Roads projects and to receive the MDEQ CRMA grant funds intended for this purpose in a total amount available of \$356,500, depending on final quantity of CRMA placed.

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

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

RE: Resolution Authorizing the Fourth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015

DATE: July 30, 2014

This resolution authorizes the fourth 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, 2014 through September 30, 2015. For the period October 1, 2014 through September 30, 2015 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 \$3,099,307 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of \$748,013 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of \$113,530 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 2015 Fiscal Year.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE FOURTH 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, 2014 through September 30, 2015 the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, the Chairperson of the Board and the County Clerk are 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, 2014, through September 30, 2015

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 \$748,013 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 \$3,099,307 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 \$113,530 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 2015 Fiscal Year. CATA has no responsibility for this service and does not participate in its operation or funding.