

FINANCE COMMITTEE
October 4, 2017
Draft Minutes

Members Present: Anthony, Grebner, Hope, Tennis (arrived at 6:06 pm) and Naeyaert

Members Absent: McGrain and Schafer

Others Present: Michael Townsend, Rick Terrill, Tim Morgan, Tim McCafferty, Doug Stover, Wendy Langpre, Lance Langdon, Barb Frazier and others

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

Approval of the September 13, 2017 and September 20, 2017 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THE SEPTEMBER 13, 2017 AND SEPTEMBER 20, 2017 FINANCE COMMITTEE MINUTES WERE APPROVED AS PRESENTED.

Absent: Commissioners McGrain, Schafer and Tennis.

Additions to the Agenda

Substitutes –

5. Law & Courts Committee – Resolution Authorizing 2018 Agreements for Juvenile Justice Community Agencies

This resolution was amended by the Law & Courts Committee.

7. Facilities

- a. Resolution to Award a Contract for the Removal and Replacement of Boilers

The County Services Committee rejected the proposal and referred back to staff.

12. Controller/Administrator’s Office

- a. Resolution to Amend Suspension of Operations Policy

This item was tabled to the next County Services Committee meeting.

Late –

4. 9-1-1 Center

- b. Resolution to Authorize a Reorganization of the 9-1-1 Center

Limited Public Comment

None.

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

1. Homeland Security and Emergency Management – Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant (EMPG) for FY 2017
2. Circuit Court – Juvenile Division
 - a. Resolution to Authorize a Three Year Contract with Various Residential Placements
 - b. Resolution to Authorize Acceptance of a Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court
 - c. Resolution to Authorize a Contract for Attorney Services for the Juvenile Division
3. Animal Control – Resolution to Accept a Bissell Pet Foundation Empty the Shelters Free Adoption Grant
4. a. 9-1-1 Center – Resolution to Approve the Purchase of Tritech Inform Browser for Use of 9-1-1 Central Dispatch Center and Public Safety Partners
5. Law & Courts Committee – Resolution Authorizing 2018 Agreements for Juvenile Justice Community Agencies
6. Innovation and Technology
 - a. Resolution to Approve the Purchase of Multi-Factor Authentication Solution
 - b. Resolution to Approve the Contract for ASE with Nod Service from AT&T
7. Facilities
 - b. Resolution to Authorize Initiation of a Process to Negotiate a Purchase Agreement
8. Road Department – Resolution to Approve a Cost Sharing Agreement with Meridian Township
11. Health Department
 - a. Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program
 - b. Resolution to Authorize an Agreement with Kresge Foundation
12. Controller/Administrator's Office
 - b. Resolution to Approve an Economic Development Service Contract

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners McGrain, Schafer and Tennis.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners McGrain, Schafer and Tennis.

Upon Commissioner Tennis' arrival, Chairperson Grebner did not suspend the rules to allow Commissioner Tennis to vote on the items on the consent agenda. However, he did ask what his position was on the items. Commissioner Tennis stated that he would have voted "yes" on the items.

4. b. Resolution to Authorize a Reorganization of the 9-1-1 Center

MOVED BY COMM. HOPE, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION.

Commissioner Anthony asked why this resolution was being presented as an urgent matter and for additional background on the matter.

Lance Langdon, 9-1-1 Director, stated that the sense of urgency is due to the amount of work. He added that they are currently at the lowest amount of staffing with 15 positions currently open. Mr. Langdon stated that he consulted with the Controller's Office and that the Union was in favor.

Discussion.

Commissioner Anthony asked how this reorganization would impact Mr. Langdon's work.

A discussion then took place regarding the day-to-day hiring and also the daily "fires" to put out.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners McGrain and Schafer

9. Parks Department
 - a. Resolution to Authorize an Amendment to City of East Lansing Trails and Parks Millage Agreements
 - b. Resolution to Authorize an Amendment to City of Mason Trails and Parks Millage Agreements

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTIONS.

Discussion.

Chairperson Grebner stated the proposals by the two jurisdictions were approved based on the estimates they provided, however, after bids came back, they were over by a significant amount.

Discussion.

Tim Morgan, Parks Director, stated that initially, preliminary estimating was used, not fully

engineered. Mr. Morgan went on to detail the specific situation with each jurisdiction.

Discussion.

Chairperson Grebner stated that the County needs to supply more help for municipalities with expertise on how to bid and he would like to see more involvement with county staff.

Discussion.

Commissioner Hope asked how do overages affect the local match.

Chairperson Grebner stated that there would be no local match on these.

Discussion.

Chairperson Grebner stated that if future projects come in overbid that there should be a requirement for the match to go up by 10%. He further stated that this would encourage aligned incentives.

Discussion.

Chairperson Grebner stated that as of August 31st, 25% of the money collected for the millage has been expended.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners McGrain and Schafer

10. Equalization/Tax Mapping – Resolution to Approve the 2017 Apportionment Report

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION.

Doug Stover, Equalization Director, stated that nothing on the November ballot, if approved, would result in a revision of the report. He said that would only be necessary if an error was found.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners McGrain and Schafer

13. Board Referrals

- a. Report from the County Treasurer as Requested by the Board of Commissioners
- b. Notice of Public Hearing for the City of East Lansing to Amend Brownfield Plan #11 and Replace Brownfield Plan #26 for the Park District Property Specified
- c. Letter from the Michigan Department of Treasury Regarding the Order of Revocation for Holt Products Company

Announcements

Commissioner Anthony announced that on October 11, 2017, there will be an informal coffee time for the public to speak with the Board of Commissioners regarding the county-wide ballot question from 5:30-7 pm in Conference Room D&E of the Human Services Building.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:33 p.m.

**OCTOBER 18, 2017 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

- 1a.** **Sheriff's Office** – *Resolution to Accept the 2017 Risk Avoidance Grant (RAP) from the Michigan Municipal Risk Management Authority (MMRMA)*

This resolution will authorize the acceptance of a 2017 MMRMA RAP Grant of \$8,000 toward the purchase a new Jail Live Scan Fingerprinting System. The total cost to Ingham County is \$48,260. The remaining cost of the project will come from the Inmate Commissary fund, as authorized by Resolution 17-335.

- 1b.** **Sheriff's Office** – *Resolution to Authorize an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2017 Local JAG Grant*

This resolution will authorize entering into the Interlocal agreement between Ingham County and the City of Lansing and the City of East Lansing to accept the \$111,513 allocated portion of the 2017 Local JAG grant for the time period of October 2017 through September 2020. The City of Lansing is the fiduciary for this grant. The Lansing Police Department will allocate from this grant \$10,253 to the Ingham County Sheriff's Office to be spent on upgrades to duty side arms.

- 1c.** **Sheriff's Office** – *Resolution to Authorize an Agreement with the Michigan State University School of Psychiatry to Provide Psychiatric Services for Inmates at the Ingham County Jail*

This resolution will authorize the renewal of an agreement with the Michigan State University School of Psychiatry to provide psychiatry services for inmates at the Ingham County Jail. The renewal would include an hourly pay rate increase from \$140.00 to \$145.00 per hour, at a total cost of up to \$58,240. This will be funded by the Health Services Millage for those inmates who are health services millage eligible. \$16,000 is also included in the Health Department budget to cover the cost for inmates who are not health services millage eligible. This will be the second year for this agreement.

- 2.** **Friend of the Court** – *Resolution to Authorize an Agreement with Tel Systems to Upgrade Technology and Provide Maintenance Support for the Friend of the Court Referee Hearing Rooms*

This resolution will approve entering into a contract and service agreement with TEL Systems for the purchase, installation, and support of a replacement audio recording system in the three Friend of the Court hearing rooms, at a cost not to exceed \$6,962 per hearing room. Funding for the project is included in the 2017 capital budget.

See attached memo for additional information.

3a. 55th District Court – Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Continue a Probation Officer Position, and Enter Into Subcontracts

This resolution will authorize the acceptance of \$389,468 in grant funding from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO). The District Court has received MMHCGP funding for Mental Health Court since 2014. This resolution will also authorize \$49,825 Ingham County In-Kind funding and acknowledge \$26,916 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed \$466,209.

Additionally, the resolution authorizes continuation of a probation officer position and the following subcontracts:

1. Electronic Monitoring Services with Sentinel Offender Services and/or Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$35,000
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties: not to exceed \$270,957 (\$244,041 grant funding + \$26,916 CMHA-CEI Local In-Kind Contributions)

See attached memo for additional information.

3b. 55th District Court – Resolution to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP) and Enter into Subcontracts

This resolution will authorize the acceptance of \$137,471 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO). The District Court has received MDCGP funding for Sobriety Court since 2004. The resolution will also authorize \$132,939.40 Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of \$270,410.40.

The resolution will also authorize the continuation of one full time and one part time probation officer and the following subcontracts:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$12,288
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$50,000

See attached memo for additional information.

4a. Health Department - Resolution to Authorize an Agreement with Language Line Solutions for Interpreter Services

This resolution authorizes an agreement with Language Line Solutions for over-the-phone interpreting service to ensure clients have access to care regardless of language barriers. This is a continuation of an agreement that has been in place since 2004. The agreement will take effect upon execution; the term will be two years and the agreement will automatically renew unless terminated by either party. The rate the County pays for this service has been reduced from \$1.59 per minute to \$1.05 per minute to mirror the state of Michigan's contract and terms. The new agreement will also include options for video interpretation.

4b. Health Department - Resolution to Authorize an Agreement with MIHP EMR, LLC

This resolution authorizes an agreement to utilize the MIHP EMR, LLC electronic medical record system, a web and mobile based platform that includes a messaging system, computer files/document manager, electronic medical record management/tracking functionality, and user management, in addition to other features. The existing NextGen software available to MIHP is not capable of providing the same degree of cost and time efficiency as the MIHP EMR, LLC system. The monthly subscription fee for this software is \$500; this would include processing for up to 500 medical claims related to MIHP each month. There is also an initial startup cost of \$1000 which includes the first and last monthly subscription fees. Funds for this service have been included in the FY 2018 budget. The agreement will be effective October 1, 2017 and continue until terminated by either party.

4c. Health Department - Resolution to Extend Agreement with Michigan State University for Psychiatric Services

This resolution approves an amendment to extend the agreement with MSU to provide psychiatric services for Ingham Community Health Center patients from September 1, 2017 through September 30, 2018 for an additional amount not to exceed \$178,464. Funds for this agreement have been included in the FY 2018 budget.

4d. Health Department - Resolution to Amend NextGen/QSI Agreement

This resolution amends the QSI/NextGen agreement to include an upgrade to the Electronic Dental Record software for a one-time cost of \$5,737.50. Funding to cover the cost of these upgrades is covered by Quality Improvement funds awarded to ICHD through the Health Resources and Service Administration.

4e. Health Department - Resolution to Accept 2017 AIM Funds

This resolution accepts a one-time supplemental award of \$175,700 from 2017 Access Increases to Mental Health and Substance Abuse Services (AIMS) funds. These funds were awarded to ICHD to support mental health service expansion and substance abuse services focusing on the treatment, prevention, and awareness of opioid abuse. Funds will be available through January 31, 2019.

5. Facilities Department – Resolution to Award a Contract for the Removal and Replacement of Boilers

The two boilers that service the Tri County Office on Aging and Human Resource areas at the North end of the Human Services Building have outlived their life expectancy and repairs are no longer cost effective. Upon review of four proposals received to replace the boilers, the Facilities Department recommends the Board award a contract to CSM Mechanical, LLC of Fenton who submitted the lowest responsive and responsible bid amount of \$122,000.

As requested by the Committee on October 3, the Facilities Director and Purchasing Director reevaluated submitted proposals based on additional factors such as local hiring preferences, not just local business preferences. Communications with CSM Mechanical and Aladdin are included with documents submitted by the Facilities Department. However, the Directors note that the standing Purchasing Procedures policy is silent on the issue of “local hiring preference” and neither vendor qualifies as a “registered local vendor.”

To clarify advice provided at the October 3 meeting, the Purchasing Procedures policy compels that “The Committee shall approve awarding of the contract to the lowest qualified bidder provided funds are available” (Policy 412.K.21, with emphasis added, noting that the terms “bid” and “proposal” become intertwined in Section K.21). Award is a bid/proposal based on employee or subcontractor residency would require that the Committee:

- 1) Formally reject all bids/proposals consistent with Section K.21.j;
- 2) Amend the Purchasing Procedures Policy to include a statement of preference for vendors who employ Ingham County residents; and
- 3) Rebid the project and evaluate responses based on the new criteria.

It would likely take at least 90 days to accomplish all of these tasks in a best-case scenario. Therefore, the recommended action to award a contract to CSM Mechanical, LLC is unchanged based on standing policy.

6. Economic Development – Resolution to Approve Ingham County’s Participation in the Lansing Regional Brownfield Coalition for the Purpose of Submitting an Application to the United States Environmental Protection Agency for a Brownfield Assessment Grant

In order to accept an assessment grant of \$600,000, the EPA requires approval of a Memorandum of Agreement (MOA) between all members of the Lansing Regional Brownfield Coalition and the City of Lansing Brownfield Redevelopment Authority (acting as “Lead Member”). Similar resolutions were approved in 2015 (Resolution 15-336) and 2016 (Resolution 16-519). The Economic Development Department recommends approval of a resolution to authorize execution of such an agreement.

7a. Innovation and Technology Department – Resolution to Approve Purchase of Training from ITProTV

The Innovation and Technology (IT) Department requests that the Board consider purchase of a training subscription from ITProTV. Training software under consideration addresses IT software applications as well as business, web design, and programming concepts. Training is offered through an online subscription purchased in yearly increments at an annual cost not to exceed \$6,791.

7b. Innovation and Technology Department – Resolution to Approve a Contract for Phone System Upgrade and E911 Addition

It has become necessary to upgrade the County phone system in order to ensure peak operational efficiency, the most secure and feature-rich experience possible, and compliance with E911 location requirements. E911 systems automatically provide to emergency service personnel a call back number and, in most cases, location information. The IT Department recommends approval of a resolution to authorize a contract with Sentinel Technologies to assist with the upgrade of the phone system and setup of the E911 service in an amount of \$57,013 plus travel expenses.

8a. Financial Services Department – Resolution to Authorize the Purchases of Services to Upgrade the MUNIS Accounting Software System to Version 11

The MUNIS application is the heart of the County’s Finance, Budgeting, Human Resources, and Purchasing operations. As with most software platforms, MUNIS periodically issues software upgrades. The software upgrade is not optional and failure to do so will result in diminished assistance from MUNIS after April 2018. This service reduction would directly impact issuance of 2018 W-2s and 1099s. The Financial Services Department recommends approval of an agreement with Tyler Technologies to provide a MUNIS software upgrade at a cost not to exceed \$12,100.

8b. Financial Services Department – Resolution to Waive the Public Act 152 Health Care Requirements for 2018

Section 8 of the Publicly Funded Health Insurance Contribution Act (MCL 15.568) permits a local unit of government to exempt itself from employer contribution limitations of the Act for the next succeeding year by a 2/3 vote of a governing body. The County began a partially self-insured health insurance program in 2015 that resulted in substantial savings. Uncertainty associated with the savings amount in the coming fiscal year makes it very difficult to determine if the County will be in compliance with the 80% maximum funding requirement. Therefore, the County administration recommends that this requirement of Public Act 152 be waived for 2017 as allowed by statute.

8c. Financial Services Department – Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2018 and to Authorize Letters of Agreement with Bargaining Units

The Health Care Coalition has agreed to recommend that no changes be made to County health insurance benefits in 2018, but has agreed to make changes to the premium sharing agreement. Current bargaining agreements use savings from the previous year to reduce cost in premiums in the succeeding years. This practice has allowed accumulation of approximately \$1 million in the Employee Benefit Fund. With the continued cost increases for both the employees and the County, it was determined by the Health Care Coalition that this additional savings of \$1 million should be applied in 2018 to reduce both employee and County contributions for health insurance premiums. The proposed formula will distribute a larger portion of savings to employees enrolled in the PHP Standard Plan in hopes the more employees will move from the more costly PHP High Plan. A resolution is offered to adopt these changes.

9. County Fair Office – Resolution to Amend the 2017 Fair Fund Budget

Revenue received from the Ingham County Fair was approximately \$65,000 less than budgeted, and expenses for Fair week exceeded the approved budget by approximately \$100,000. Upon review of the Fair Budget in total (including non-Fair activities) it is clear that a transfer from the General Fund, Fund Balance to the Fair Fund in the amount of \$165,000 is necessary to avoid a deficit.

The 2017 General Appropriations Resolution (Resolution 16-444) clearly and unambiguously states that “expenditures shall not be incurred in excess of the individual budgets adopted herein without first amending the budget pursuant to the budgetary procedures established by the Board of Commissioners.” County policy requires approval of the full Board of Commissioners, acting upon the recommendation of the Controller, Liaison and Finance Committees, is required to increase the total budget (Policy 401.F).

10. Potter Park Zoo – Resolution to Authorize Potter Park Zoological Society Membership Fee Retention

The Potter Park Zoological Society (PPZS) is a support organization that actively raises funds for Potter Park Zoo. An agreement between Ingham County and PPZS allows for a revenue sharing formula for memberships, education programs, and events. The Potter Park Zoo Director recommends approval of a resolution that would allow PPZS to sell Society memberships and retain all revenue collected from membership sales until December 31, 2018 which may include unlimited admissions to the Zoo and admission to all special events. Approval of the proposed resolution would continue a practice implemented in 2017.

11a. Controller's Office – Resolution Authorizing Adjustments to the 2017 Ingham County Budget

This proposed resolution would authorize adjustments to the Ingham County budget for the third quarter of fiscal year 2017. The total increase to the General Fund is \$249,873. Also included is an update of contingency fund spending so far this year. The current contingency amount is \$96,621.

11b. Controller's Office – Resolution to Amend the Suspension of Operations Policy

Department Heads possess authority to suspend any or all of department operations under the Suspension of Operations Policy. Currently, employees not working during a period of suspended operations and who are regularly scheduled to work during the period can choose to go unpaid for those hours or receive pay via utilization of compensatory, vacation, or sick time. Following a closure incident on May 8, the County Services Committee asked for policy changes that would not compel use of compensatory, vacation, or sick time for compensation of work hours missed because of a department closure. Suggested policy amendments would result in employees receiving normal compensation for hours missed when a department head suspends department operations and provides clarification that states employees not scheduled to work during the period of operational suspension would receive no additional compensation.

DISCUSSION ITEM:

8d. Financial Services Department - Treasurer's Office Concerns Special Funds

BOARD REFERRALS:

- 12a.** Letter from the Lansing Economic Area Partnership Announcing a Public Hearing for the City of Lansing Regarding Property Located at 629 W. Hillsdale Street
- 12b.** Letter from the Lansing Economic Area Partnership Announcing a Public Hearing for the City of Lansing Regarding Property Located at 1800 Bassett Street
- 12c.** 2017 Assessing Officers Report for Industrial Facility Exemption Certificates for the City of East Lansing

Agenda Item 1a

TO: Law & Courts Committee
Finance Committee

FROM: Undersheriff Andrew R. Bouck

DATE: October 3, 2017

RE: 2017 MMRMA RAP Grant

This is a resolution requesting the Ingham County Sheriff's Office, be allowed to accept \$8,000.00 from a 2017 MMRMA RAP Grant to purchase a new Jail Live Scan Fingerprinting System. The total cost to Ingham County is \$48,260.00 with MMRMA reimbursing agency 50% with a maximum of \$8,000.00 of the project.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2017 RISK AVOIDANCE GRANT (RAP) FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY (MMRMA)

WHEREAS, the Ingham County Sheriff's Office, have applied for, and have been approved to receive, a Risk Avoidance Grant (RAP Grant) from the Michigan Municipal Risk Management Authority; and

WHEREAS, the purpose of this grant is to utilize the approved funding from the RAP Grant MMRMA to assist in purchasing a new Jail Live Scan Fingerprinting System; and

WHEREAS, the new Live Scan Fingerprinting System is replacing the current computer and software application due to the Ingham Sheriff's Office transitioning records management systems; and

WHEREAS, the cost of the new Live Scan Fingerprinting System is \$48,260.00; and

WHEREAS, the grant requires a 50% in-kind match with a maximum award amount to be approved of \$8,000.00 per application; and

WHEREAS, the Ingham County Sheriff's Office was approved for the full grant request of \$8,000.00; and

WHEREAS, this grant will allow the Ingham County Sheriff's Office to utilize the new fingerprint system for all individuals requiring fingerprinting per State of Michigan Laws.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the 2017 Risk Avoidance Grant (RAP) from the Michigan Municipal Risk Management Authority (MMRMA) in the amount of \$8,000.00, with Ingham County's match requirement of \$40,260.00 to come from the Ingham County Sheriff's Office Inmate Commissary Fund with a 50% refund from this RAP grant.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make any necessary budget adjustments in the Ingham County Sheriff's Office 2017 budget.

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

Agenda Item 1b

TO: Law & Courts Committee
Finance Committee

FROM: Undersheriff Andrew R. Bouck

DATE: October 3, 2017

RE: 2017 Local JAG Grant

This is a resolution requesting the Ingham County Sheriff's Office be allowed to enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2017 Local JAG Grant.

The Ingham County Sheriff's Office will receive a 2017 Local JAG grant of \$10,253.00 to be used for upgrades to duty side arms.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING AND CITY OF EAST LANSING FOR THE 2017 LOCAL JAG GRANT

WHEREAS, the City of Lansing Police Department, the City of East Lansing, and the Ingham County Sheriff's Office were allocated \$111,513.00 from the 2017 Local JAG grant from the Department of Justice; and

WHEREAS, the City of Lansing is the fiduciary of this grant; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$10,253.00; and

WHEREAS, as part of the application process to receive this funding from the 2017 Local JAG grant, the Ingham County Sheriff's Office must enter into an Interlocal agreement with the City of Lansing and the City of East Lansing allowing for disbursement of allocated funds to both government police agencies; and

WHEREAS, the portion allocated for the Ingham County Sheriff's Office will be spent on upgrades to duty side arms.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the Interlocal agreement between Ingham County and the City of Lansing to accept the \$111,513.00 allocated portion of the 2017 Local JAG grant for the time period of October 2017 through September 2020.

BE IT FURTHER RESOLVED, that the Lansing Police Department will allocate from this grant \$10,253.00 to the Ingham County Sheriff's Office to be spent on upgrades to duty side arms.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make the necessary adjustments to the 2017-2020 Sheriff's Office budgets consistent with this resolution.

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

Agenda Item 1c

TO: Law & Courts Committee
Human Services Committee
Finance Committee

FROM: Undersheriff Andrew R. Bouck

DATE: October 5, 2017

RE: Agreement with the Michigan State University School of Psychiatry to provide psychiatry services for inmates at the Ingham County Jail

This is a resolution requesting the Ingham County Sheriff's Office, be allowed to renew an Agreement with the Michigan State University School of Psychiatry to provide psychiatry services for inmates at the Ingham County Jail. The renewal would include an hourly pay rate increase of \$5.00, making the rate \$145.00 an hour.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN STATE UNIVERSITY SCHOOL OF PSYCHIATRY TO PROVIDE PSYCHIATRIC SERVICES FOR INMATES AT THE INGHAM COUNTY JAIL

WHEREAS, effective May 27, 2016 psychiatric assessments and treatment plans were no longer being offered by the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) at the Ingham County Jail; and

WHEREAS, the Ingham County Jail recognizes the need to appropriately address the psychiatric needs of all inmates in the interest of maintaining inmate and staff safety, and in protecting inmates' Eighth Amendment rights against cruel and unusual punishment; and

WHEREAS, the United State Supreme Court has ruled on numerous occasions that the failure to provide appropriate mental health and medical care may constitute a violation of the Eighth Amendment (*Estelle v Gamble*, 429 U.S. 97 (1976) (deliberate indifference to prisoners' serious medical needs constitutes cruel and unusual punishment); see, e.g., *Hunt v Uphoff*, 199 F.3d 1220 (10th Cir. 1999) (prison officials violated Eighth Amendment by providing such inadequate medical treatment for inmate's diabetes and hypertension that inmate consequently suffered heart attack); *LaFaut v Smith*, 834 F.2d 389 (4th Cir. 1987) (prison officials violated Eighth Amendment by failing to provide disabled inmate with needed physical therapy and adequate access to facilities); *Madrid v Gomez*, 889 F. Supp. 1146, 1265-66 (N.D. Ca. 1995) (continued confinement of mentally ill inmates in the facility's security housing unit violated the Eighth Amendment); and

WHEREAS, beginning November 1, 2016, the Michigan State University Department of Psychiatry agreed to extend its existing arrangement with 55th District Court Mental Health Court to contract with the Ingham County Jail to assign one senior-level resident psychiatrist to provide psychiatric services to any inmate at the Ingham County Jail for up to eight hours weekly and contract the services of one attending psychiatrist to supervise the resident psychiatrist, or provide psychiatric services to any inmate at the Ingham County Jail in the absence of a resident; and

WHEREAS, the Health Services Millage funding has been identified to fund this contract to the extent the services are Health Services Millage eligible; and

WHEREAS, certain inmates of the Ingham County jail are eligible for services funded by the Health Services Millage as Ingham County residents that have no access to private or third party paid services, and are ineligible for Medicaid by virtue of their status as inmates, and have income of less than \$28,000 annually; and

WHEREAS, for those inmates who are not health services millage eligible, up to \$16,000 has been included in the Health Department's FY2018 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the Michigan State University Department of Psychiatry to assign one senior-level resident psychiatrist to provide psychiatric services to any inmate at the Ingham County Jail for up to eight hours weekly and contract the services of one attending psychiatrist to supervise the resident psychiatrist, or provide

psychiatric services to any inmate at the Ingham County Jail in the absence of a resident, for up to eight hours weekly at the rate of \$145 an hour for a total budget not to exceed \$58,240 with up to \$58,240 from the Health Services Millage and up to \$16,000 from the Health Department Budget for the time period of November 1, 2017 through October 31, 2018.

BE IT FURTHER RESOLVED, that the Health Services Millage shall be used to fund eligible services, and the Controller/Administrator is directed to make the necessary adjustments to the 2017 and 2018 Sheriff's Office and Health Department budgets.

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

MEMORANDUM

TO: LAW & COURTS AND FINANCE COMMITTEES

FROM: HARRY MOXLEY, DEPUTY COURT ADMINISTRATOR/FOC

RE: RECOMMENDATION OF TEL SERVICES PROPOSAL FOR FOC HEARING ROOM RECORDING EQUIPMENT AND SOFTWARE

DATE: SEPTEMBER 26, 2017

CC: SHAUNA DUNNINGS, ROBERT HOTCHKISS, TERI MORTON

For the FY 2017 FOC budget, \$20,000 was approved for replacement/upgrade of the existing “For the Record” digital recording system for three Friend of the Court Referee hearing rooms, due to the existing equipment being seven years old, and therefore approaching its end-of-life with regards to being supportable.

This memo is being written as a follow-up to our meeting of last month, which was held to review the two responses received for RFP packet #32-17 (Recording System for FOC), from TEL systems and Business Information System, Inc. (BIS).

Following our review, TEL systems clearly appears to be the better option. Their total quote of \$20,886 was the lowest (BIS quote was \$34,022). The BIS quote included reference to video capability, which we did not request, as FOC is only looking to replace/upgrade its current audio recording equipment and software. TEL systems is a Michigan vendor who would presumably have better capacity to support this product, as they are based in Ann Arbor, and BIS is based in Fort Lauderdale, FL. TEL is also already the Circuit Court’s current vendor for courtroom technology upgrades (approved following issuance of RFP packet #10-17 (Courtroom Technology Upgrades for 30th Judicial Circuit Court and Probate Court) and passage of Resolution 17-215).

Finally, the TEL systems quote incorporates usage of FTR (“For The Record”) Gold recording software. FTR is the software currently in use at FOC, and is familiar to our IT technicians and Referees who will be using the software on a day-to-day basis. BIS uses their own proprietary software package for which Ingham County does not, to my knowledge, have any experience or familiarity with.

Agenda Item 2

TO: Harry Moxley, Deputy Court Administrator/FOC Director

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: July 11, 2017

RE: Memorandum of performance for RFP No. 32-17: Recording System for the Ingham County Friend of the Court

Per your request, the Purchasing Department sought proposals from experienced and qualified vendors for the purchase and installation of a turnkey new digital recording system that will be used by the Ingham County Friend of the Court (FOC).

The RFP was advertised in the Lansing State Journal and City Pulse, as well as, posted on the and Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

| Function | Overall Number of Vendors | Number of Local Vendors |
|----------------------------|---------------------------|-------------------------|
| Vendors invited to propose | 17 | 4 |
| Vendors responding | 2 | 0 |

The following grid is a summary of the vendors’ costs:

| Vendor Name | Local Pref | Hearing Room #1 Total Cost | Hearing Room # 2 Total Cost | Hearing Room #3 Total Cost |
|-------------|------------------------|-------------------------------|--------------------------------|-------------------------------|
| TEL SYSTEMS | No: Ann Arbor, MI | \$6,962.00 | \$6,962.00 | \$6,962.00 |
| B.I.S. Inc. | No: Ft. Lauderdale, FL | \$11,340.92 | \$11,340.92 | \$11,340.92 |

Preconstruction meetings are required when the construction cost exceeds \$10,000. A preconstruction meeting may be required depending on the pricing options chosen. Please make sure the Purchasing Department is invited and is able to attend the preconstruction meeting to ensure that all contractors are in compliance with the Prevailing Wage Policy and proper bonding.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TEL SYSTEMS TO
UPGRADE TECHNOLOGY AND PROVIDE MAINTENANCE SUPPORT FOR THE
FRIEND OF THE COURT REFEREE HEARING ROOMS**

WHEREAS, the Ingham County Friend of the Court needs to replace Referee hearing room recording equipment and software that is approaching its end-of-life with regards to being supportable by Ingham County Information Technology staff; and

WHEREAS, the Ingham Friend of the Court secured Capital Improvement Project funding for the replacement and upgrade of recording equipment in three hearing room for the Fiscal Year 2017 budget in the amount of \$20,000; and

WHEREAS, a Request for Proposal (RFP packet #32-17) for the purchase, installation, and maintenance of a replacement audio recording system in the three FOC hearing rooms was issued by the Purchasing Department in May, 2017; and

WHEREAS, the RFP evaluation team reviewed and evaluated responses from two vendors; and

WHEREAS, TEL Systems (Thalner Electronics, Inc.) had the lowest bid per hearing room, while meeting all of the requirements set forth in the RFP; was the only Michigan vendor to respond to the RFP, and would therefore have better capacity to support its product; has experience with installing courtroom technology, along with positive references from past customers to support their qualifications; and has been the past provider of the court's courtroom technology maintenance, and are known to be providers of timely and effective service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract and service agreement with TEL Systems for the purchase, installation, and support of a replacement audio recording system in the three FOC hearings rooms, at a cost not to exceed \$6,962 per hearing room.

BE IT FURTHER RESOLVED, that funding for this purchase will be paid from 2017 CIP Equipment Revolving Fund line item 664-14299-735100.

BE IT FURTHER RESOLVED, that if the project is not completed prior to December 31, 2017, the balance of the budget will be carried forward to the 2018 budget.

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

BE IT FURTHER RESOLVED, 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.

Resolution Memo

To: Ingham County Law & Courts and Finance Committees
From: Da'Neese Wells
Date: 9/26/17
Subject: Mental Health Court Resolution for Fiscal Year 2018

Attached please find a Resolution requesting authorization for the 55th District Court Mental Health Court to accept \$389,468 in grant funding from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO).

We have received Michigan Mental Health Court Grant Program funding for Mental Health Court since FY2014. The basic premise of the program is a collaborative relationship between the 55th District Court and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) designed to link mentally ill criminal defendants to appropriate treatment in hopes of better addressing the needs of individuals with mental illness, reducing recidivism and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. This position has already been approved in the 2018 Ingham County budget.

The resolution also authorizes \$49,825 Ingham County In-Kind funding and acknowledges \$26,916 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed \$466,209.

Additionally, the resolution authorizes continuation of a probation officer position, and subcontracts as follows:

1. Electronic Monitoring Services with Sentinel Offender Services and/or Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$35,000
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties: not to exceed \$270,957 (\$244,041 grant funding + \$26,916 CMHA-CEI Local In-Kind Contributions)

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT
STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN MENTAL HEALTH COURT
GRANT PROGRAM (SCAO-MMHCGP), CONTINUE A PROBATION OFFICER POSITION,
AND ENTER INTO SUBCONTRACTS**

WHEREAS, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) estimates there are over 5,000 seriously mentally ill adults in our region; and

WHEREAS, the 55th District Court has identified a need for specialized case handling for mentally ill defendants; and

WHEREAS, research indicates such specialized case handling results in lower recidivism rates, increased public safety, and more efficient public sector spending; and

WHEREAS, the 55th District Court and CMHA-CEI have received a grant from the State Court Administrative Office - Michigan Mental Health Court Grant Program in the amount of \$389,468 to continue a Mental Health Court at the 55th District Court; and

WHEREAS, continuation of the Mental Health Court will require continuing to employ a probation officer to provide staffing for the program; and

WHEREAS, sources of Mental Health Court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the SCAO-Michigan Mental Health Grant Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State Court Administrative Office - Michigan Mental Health Court Grant Program for a total budget not to exceed \$466,209 to include SCAO/MMHCGP grant funds in the amount of \$389,468, Ingham County In-Kind matching funds not to exceed \$49,825 with no local hard cash matching funds, and Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contributions not to exceed \$26,916 for the time period of October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes continuation of one FTE Grant-funded Probation Officer, an ICEA Court Professional, Grade 7, contingent upon the availability of grant funds.

BE IT FURTHER RESOLVED, that grant funded Mental Health Court program direct service subcontracts for the following services in the following amounts are authorized:

1. Electronic Monitoring Services with Sentinel Offender Services and/or Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$35,000

3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties: not to exceed \$270,957 (\$244,041 grant funding + \$26,916 CMHA-CEI Local In-Kind Contributions)

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2017 and 2018 55th District Court budget and Position Allocation List.

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

Resolution Memo

To: Ingham County Law & Courts and Finance Committees
From: Da'Neese Wells
Date: 9/25/17
Subject: Sobriety Court Resolution for Fiscal Year 2018

Attached please find a resolution requesting authorization for the 55th District Court Sobriety Court to accept \$137,471 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO).

We have received grant funding administered by SCAO for Sobriety Court since FY2004. Our program targets OWI 2nd and OWI 3rd offenders found dependent on alcohol or other drugs who are not violent offenders (as defined in MCL 600.1062). Research suggests case handling should be expedited for these defendants. Prior to the implementation of Sobriety Court we had no specific mechanisms for this purpose. Now, potential Sobriety Court participants are identified at arraignment and placed on Sobriety Court bond conditions, which include testing and reporting. Compliance with these conditions is monitored throughout the pre-adjudication process. We've found that the combination of pretrial supervision and Sobriety Court motivates participants to remain sober during the period of supervision and after graduation, reducing recidivism, and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. These positions have already been approved in the 2018 Ingham County budget.

The resolution also authorizes \$132,939.40 Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of \$270,410.40.

The resolution also authorizes subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$12,288
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$50,000

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT'S
STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN DRUG COURT GRANT PROGRAM
(SCAO-MDCGP) AND ENTER INTO SUBCONTRACTS**

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

WHEREAS, continuation of the Sobriety Court will require continuing to employ two probation officers to provide staffing for the program; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a State Court Administrators Office grant including the SCAO-MDCGP grant in the amount of \$137,471 to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of donations from the Ingham County Sobriety Court Foundation as well as other organizations, groups and individuals to the Ingham County 55th District Court Sobriety Court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby expresses its appreciation to the Ingham County Sobriety Court Foundation for any future possible donations to the 55th District Court Sobriety Court Program.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget of \$270,410.40 to include SCAO/MDCGP grant funds in the amount of \$135,000, Ingham County In-Kind matching funds of \$132,939.40 with no local hard cash matching funds, and future possible donations from the Ingham County Sobriety Court Foundation, all of which are required to continue the Sobriety Court Program.

BE IT FURTHER RESOLVED, that grant-funded Sobriety Court program direct service subcontracts for the following services in the following amounts are authorized:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$12,288
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$50,000

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2017 and 2018 55th District Court budget and Position Allocation List.

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

Agenda Item 4a

TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 28, 2017
SUBJECT: Agreement with Language Line Solutions for Interpreter Services
For the meeting agendas of October 16 & 18, 2017

BACKGROUND

Ingham County Health Department (ICHHD) has maintained an agreement with Language Line Solutions (formerly known as Teleinterpreters, Inc.) since 2004 for over-the-phone interpreting service to ensure clients have access to care regardless of language barriers. Language Line Solutions has presented an updated service agreement which reduces ICHHD's rate to mirror the state of Michigan's contract and terms. The new agreement will also include options for video interpretation.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The new agreement's rate reduction from \$1.59 per minute for telephone interpretation to \$1.05 per minute will decrease the cost for ICHHD to provide interpretation services for families and individuals.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with Language Line Solutions for a two-year initial term upon execution, with the agreement to renew automatically on an annual basis thereafter until terminated by either organization.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LANGUAGE LINE SOLUTIONS
FOR INTERPRETER SERVICES**

WHEREAS, Ingham County Health Department (ICHHD) has maintained an agreement with Language Line Solutions (formerly known as Teleinterpreters, Inc.) since 2004 for over-the-phone interpreting service to ensure clients have access to care regardless of language barriers; and

WHEREAS, Language Line Solutions has presented an updated service agreement which reduces ICHHD's rate to mirror the state of Michigan's contract and terms; and

WHEREAS, the new agreement will also include options for video interpretation; and

WHEREAS, the new agreement's rate reduction from \$1.59 per minute for telephone interpretation to \$1.05 per minute will decrease the cost for ICHHD to provide interpretation services for families and individuals; and

WHEREAS, the Health Officer recommends authorization of an agreement with Language Line Solutions for a two-year initial term upon execution, with the agreement to renew automatically on an annual basis thereafter until terminated by either organization.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with Language Line Solutions for a two-year initial term upon execution at a rate of \$1.05 per minute, with the agreement to renew automatically on an annual basis thereafter until terminated by either organization.

BE IT FURTHER RESOLVED, that the Chairperson of the 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.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 28, 2017
SUBJECT: Software Use Agreement with MIHP EMR, LLC
For the meeting agendas of October 16 & 18, 2017

BACKGROUND

The Ingham County Health Department (ICHHD) Maternal Infant Health Program (MIHP) provides Medicaid reimbursed preventive services to pregnant women and their infants, with the intention of supplementing traditional prenatal/infant care in order to help reduce maternal and infant mortality and morbidity. In an effort to provide more cost efficient and environmentally friendly services, ICHHD would like to utilize the MIHP EMR, LLC electronic medical record system, a web and mobile based platform that includes a messaging system, computer files/document manager, electronic medical record management/tracking functionality, and user management, in addition to other features. The existing NextGen software available to MIHP is not capable of providing the same degree of cost and time efficiency as the MIHP EMR, LLC system.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The monthly subscription fee for this software is \$500; this would include processing for up to 500 medical claims related to MIHP each month. There is also an initial startup cost of \$1000 which includes the first and last monthly subscription fees. Funds for this service have been included in the FY 2018 budget.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with MIHP EMR, LCC effective October 1, 2017. This agreement will remain in effect until amended or terminated by either agency.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MIHP EMR, LLC

WHEREAS, the Ingham County Health Department (ICHD) Maternal Infant Health Program (MIHP) provides Medicaid reimbursed preventive services to pregnant women and their infants, with the intention of supplementing traditional prenatal/infant care in order to help reduce maternal and infant mortality and morbidity; and

WHEREAS, in an effort to provide more cost efficient and environmentally friendly services, ICHD would like to utilize the MIHP EMR, LLC electronic medical record system, a web and mobile based platform that includes a messaging system, computer files/document manager, electronic medical record management/tracking functionality, and user management, in addition to other features; and

WHEREAS, the existing NextGen software available to MIHP is not capable of providing the same degree of cost and time efficiency as the MIHP EMR, LLC system; and

WHEREAS, the monthly subscription fee for this software is \$500 which includes processing for up to 500 medical claims related to MIHP each month, with an initial startup cost of \$1000 which includes the first and last monthly subscription fees; and

WHEREAS, funds for this service have been included in the FY 2018 budget; and

WHEREAS, the Health Officer recommends authorization of an agreement with MIHP EMR, LCC effective October 1, 2017, which will remain in effect until amended or terminated by either agency.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with MIHP EMR, LCC effective October 1, 2017, which will remain in effect until amended or terminated by either agency.

BE IT FURTHER RESOLVED, the monthly subscription fee for this software is \$500 which includes processing for up to 500 medical claims related to MIHP each month, with an initial startup cost of \$1000 which includes the first and last monthly subscription fees.

BE IT FURTHER RESOLVED, that the Chairperson of the 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.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 26, 2017
SUBJECT: Resolution To Extend Agreement With Michigan State University For Psychiatric Services
For the meeting agenda of October 24, 2017

BACKGROUND

Resolutions #15-375 and #17-140 authorized a continuing agreement between Michigan State University (MSU) and Ingham County Health Department (ICHHD) to provide psychiatric services for Ingham Community Health Center patients. This agreement enables the scope of behavioral health services to include the provision of mental health services to new and existing patients with severe and complex needs. The agreement was effective from September 1, 2015 through August 31, 2017 and ICHHD wishes to extend this agreement for an additional year and one month to coincide with the fiscal year. The amended agreement will remain in effect through September 30, 2018 for an additional amount not to exceed \$178,464 with all other terms of the agreement remaining the same.

ALTERNATIVES

There are no alternatives to consider.

FINANCIAL IMPACT

The amount of the agreement shall be \$178,464 for the term of September 1, 2017 through September 30, 2018 for 1,248 service hours at \$143.00/hr. The funds for this amendment are included in the FY 2017 and 2018 budgets.

OTHER CONSIDERATIONS

Ingham Community Health Center Board of Directors supports this resolution to extend the agreement with MSU for psychiatric services through September 30, 2018.

RECOMMENDATION

I respectfully recommend that the Ingham County Board of Commissioners approves an amendment to extend the agreement with MSU for psychiatric services from September 1, 2017 through September 30, 2018 for an additional amount not to exceed \$178,464.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND AGREEMENT WITH MICHIGAN STATE UNIVERSITY
FOR PSYCHIATRIC SERVICES**

WHEREAS, Resolutions #15-375 and #17-140 authorized a continuing agreement between Michigan State University (MSU) and Ingham County Health Department (ICHD) to provide psychiatric services for Ingham Community Health Center patients; and

WHEREAS, this agreement enables the scope of behavioral health services to include the provision of mental health services to new and existing patients with severe and complex needs; and

WHEREAS, the agreement was effective from September 1, 2015 through August 31, 2017 and ICHD wishes to extend this agreement for an additional year and one month to coincide with the fiscal year; and

WHEREAS, the amended agreement would remain in effect through September 30, 2018 for an additional amount not to exceed \$178,464 with all other terms of the agreement remaining the same; and

WHEREAS, the \$178,464 in additional funds for this amendment has been included in the FY 2017 and 2018 budgets; and

WHEREAS, the Health Officer and the Ingham Community Health Center Board of Directors recommend approval of this resolution to extend the agreement with MSU for psychiatric services through September 30, 2018 for an additional amount not to exceed \$178,464.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to extend the agreement with MSU for psychiatric services from September 1, 2017 through September 30, 2018 for an additional amount not to exceed \$178,464.

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.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 21, 2017
SUBJECT: Amendment to NextGen/QSI Agreement
For the meeting agenda of October 16, 2017 and October 18, 2017

BACKGROUND

The Ingham County Health Department (ICHD) uses the QSI Electronic Dental Record (EDR) system. The EDR system has not been upgraded for two years. The next upgrade will integrate the EDR into the NextGen suite of medical record systems. NextGen is ICHD's Electronic Health Record system. Once this integration occurs, ICHD can upgrade the NextGen suite of software as a whole. Without this integration, ICHD's dental information will not be integrated into future NextGen suite upgrades and efficiencies between the medical team and dental team will be lost, impacting the level of integrated care provided to patients.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

This upgrade does not increase the number of licenses or increase maintenance costs. It is a one-time cost of \$5,737.50 for the upgrade and consulting hours from NextGen, including project management hours, training hours, and installation hours. Funding to cover the cost of these upgrades is covered by Quality Improvement funds awarded to ICHD through the Health Resources and Service Administration.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend the QSI/NextGen agreement to include an upgrade to the Electronic Dental Record software for a one-time cost of \$5,737.50.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND NEXTGEN/QSI AGREEMENT

WHEREAS, the Ingham County Health Department (ICHHD) uses the QSI Electronic Dental Record (EDR) system; and

WHEREAS, the EDR system has not been upgraded for two years; and

WHEREAS, the next upgrade will integrate the EDR into the NextGen suite of medical record systems; and

WHEREAS, NextGen is ICHHD's Electronic Health Record system; and

WHEREAS, once this integration happens, ICHHD can upgrade the NextGen suite of software as a whole; and

WHEREAS, without this integration, ICHHD's dental information will not be integrated into future NextGen suite upgrades and efficiencies between the medical team and dental team will be lost, impacting the level of integrated care provided to patients; and

WHEREAS, this upgrade does not increase the number of licenses or increase maintenance costs; and

WHEREAS, it is a one-time cost of \$5,737.50 for the upgrade and consulting hours from NextGen, including project management hours, training hours, and installation hours; and

WHEREAS, funding to cover the cost of these upgrades is covered by Quality Improvement funds awarded to ICHHD through the Health Resources and Service Administration; and

WHEREAS, the Ingham Community Health Center Board of Directors supports the upgrade of the EDR with integration into the NextGen suite of medical record systems.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners authorizes an amendment to the QSI/NextGen agreement to include an upgrade to the Electronic Dental Record software at a one-time cost of \$5,737.50.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 26, 2017
SUBJECT: *Acceptance of 2017 AIMS Funds*
For the meeting agenda of October 24, 2017

BACKGROUND

Ingham County Health Department (ICHHD) is the recipient of Health Center Program funding through the U. S. Department of Health and Human Services Health Resources and Services Administration to support its community health center operations. ICHHD has been granted a one-time supplemental award of \$175,700.00 from 2017 Access Increases to Mental Health and Substance Abuse Services (AIMS) funds. These funds were awarded to ICHHD to support mental health service expansion and substance abuse services focusing on the treatment, prevention, and awareness of opioid abuse.

ALTERNATIVES

There are no alternatives to consider.

FINANCIAL IMPACT

The award of \$175,700.00 from 2017 AIMS funds will be available for use through January 31, 2019.

OTHER CONSIDERATIONS

Ingham Community Health Center Board of Directors supports the acceptance of the 2017 AIMS funds.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the supplemental award of \$175,700.00 from 2017 Access Increases to Mental Health and Substance Abuse Services (AIMS) funds.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT 2017 AIM FUNDS

WHEREAS, Ingham County Health Department (ICHD) is the recipient of Health Center Program funding through the U. S. Department of Health and Human Services Health Resources and Services Administration to support its community health center operations; and

WHEREAS, ICHD has been awarded a one-time grant supplement of \$175,700.00 from 2017 Access Increases to Mental Health and Substance Abuse Services (AIMS) funds; and

WHEREAS, these funds were awarded to ICHD to support mental health service expansion and substance abuse services focusing on the treatment, prevention, and awareness of opioid abuse; and

WHEREAS, the award of \$175,700.00 from 2017 AIMS funds will be available for use through the end of the FY 2018 Health Center Program budget period, which ends January 31, 2019; and

WHEREAS, the Health Officer and the Ingham Community Health Center Board of Directors supports the acceptance of 2017 AIMS funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the acceptance of the supplement of \$175,700.00 from 2017 Access Increases to Mental Health and Substance Abuse Services (AIMS) funds, which shall be available through January 31, 2019.

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

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

Agenda Item 5

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 19, 2017

SUBJECT: Resolution awarding a contract to CSM Mechanical, LLC, for the removal and replacement of two boilers at the Human Services Building

For the meeting agendas of: October 3 & 4

BACKGROUND

The two boilers that service the Tri County Office on Aging and Human Resource areas at the North end of the building are old and in need of replacement as they have outlived their life expectancy and repairs are no longer cost efficient. The Purchasing Department solicited proposals from qualified, experienced vendors and both the Purchasing and Facilities Departments agree that a contract be awarded to CSM Mechanical, LLC, who submitted the lowest responsive and responsible bid amount of \$122,000.00.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

The Facilities Department is asking for an \$8,000.00 contingency for any unforeseen circumstances that may arise.

Funds are available in the approved Human Services Building boiler CIP line item # 631-23304-976000-5FC06 which has a balance of \$131,185.00.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, both the Purchasing and Facilities Departments agree that a contract be awarded to CSM Mechanical LLC, to remove and replace two boilers at the Human Services Building for a not to exceed total cost of \$130,000.00 which includes an \$8,000.00 contingency.

Agenda Item 5

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: August 30, 2017
RE: Memorandum of Performance for RFP No. 153-17 Mechanical Improvements

Per your request, the Purchasing Department sought proposals from qualified and experienced mechanical contractors for mechanical improvements at the Human Services Building.

The project scope includes, but is not limited to, removal replacement of two (2) Lochinvar Power FN Boilers, boiler pumps, trim and secondary pumps with installation of two condensing boilers and associated vents, emergency boiler shut downs, new fire rated partition walls and door, insulated partition wall infill of existing wall louver, and existing electrical equipment relocation.

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

| Function | Overall Number of Vendors | Number of Local Vendors |
|--|---------------------------|-------------------------|
| Vendors invited to propose | 61 | 23 |
| Vendors attending pre-bid/proposal meeting | 13 | 3 |
| Vendors responding | 4 | 1 |

The following grid is a summary of the vendors’ costs:

| VENDOR NAME | LOCAL PREFERENCE | ADD'S | BONDS | TOTAL COST |
|-------------------------------|----------------------|-------|-------|--------------|
| CSM Mechanical LLC | No, Fenton MI | Yes | Yes | \$122,000.00 |
| Aladdin Electric Inc. | No, Jackson MI | Yes | Yes | \$122,800.00 |
| Myers Plumbing & Heating Inc. | No, Clinton MI | Yes | Yes | \$129,580.00 |
| John E. Green Company | Yes, East Lansing MI | Yes | Yes | \$166,000.00 |

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

From: Jesse Sanders [<mailto:jesse@aladdinjackson.com>]

Sent: Wednesday, October 4, 2017 12:09 PM

To: Buckmaster, Julie

Subject: Ingham County DHS

Hello Julie,

We intend to use as many people as possible from Ingham County to do the work. Aladdin will use 4 employees in which 3 live in Ingham County. Our sub-contractors will use 5 employees that are all from Ingham County. This means 8 of the 9 total employees will be from Ingham County.

Additionally, we are buying 90% of all materials from Lansing companies. Macomb and Graybar.

Hope this helps!

Jesse A. Sanders
Mechanical Services Manager

Aladdin

4809 James McDivitt
Jackson, MI 49201

Jesse@AladdinJackson.com

517.750.9955

From: Craig Mortz [<mailto:craig.mortz@csmechanical.com>]
Sent: Sunday, October 08, 2017 3:30 PM
To: Buckmaster, Julie; Terrill, Richard
Cc: Hudgins, Jim; Richard Buckley
Subject: Re: 153-17 Mechanical Improvements at the Human Services Building

Mr. Terrill,

It was a pleasure speaking to you on Friday.

CSM Mechanical currently employs 22 people.

We expect to utilize 5-6 of our own personnel on this project with 4 additional personnel as sub-contractors.

At this time, CSM Mechanical only has 1 employee that lives in Ingham County that will be placed on this project periodically.

CSM Mechanical expects to purchase and/or procure all piping materials, equipment and supplies from our wholesalers **WITHIN** the Ingham County jurisdiction on this project.

As you may also be aware, we provide factory-certified boiler start-ups across five (5) states for Lochinvar and LAARS. Both of which have been approved for this project.

I hope this additional information confirms your previous Letter of Intent to utilize my company's services for this project.

If you have any questions, please do not hesitate to contact me directly.



Sincerely,
Craig S. Mortz

7400 Hickory Valley Drive
Fenton, Michigan 48430
Tel: 248.521.0981
Fax: 517.540.9704
Email: Craig.Mortz@CSMMechanical.com

On Oct 4, 2017, at 10:06 AM, Buckmaster, Julie <JBuckmaster@ingham.org> wrote:

Mr. Mortz, good morning.

The Board of Commissioners reviewed the recommendation to award the contract for Mechanical Improvements at last night's meeting. The decision to award was pulled from the agenda pending the Commissioners request for additional information.

REQUEST FOR ADDITIONAL INFORMATION

Please provide the total number of people working on this project, and the number of those people that live in Ingham County. This includes any subcontractors and their employees. Send the information to: jbuckmaster@ingham.org by noon, Friday,

October 6, 2017. Thank you in advance for your assistance in this matter.

Example:

Total number working for CSM, subcontractors and their employees: 10
Of the 10: 5 work in Ingham county.

You may contact Rick Terrill in the Facilities Department at 517-676-7310 to discuss this matter.

Julie Buckmaster
Ingham County Purchasing Department
121 E. Maple St., Room 203
Mason MI 48854

Current Bids: <http://pu.ingham.org/Home/CurrentBids.aspx>
Bid Archives: <http://pu.ingham.org/Home/BidArchives.aspx>

From: Buckmaster, Julie
Sent: Monday, September 25, 2017 2:41 PM
To: 'jeffdaigle@johnegreen.com'; 'craig.mortz@csmmechanical.com'; 'eric@myersmech.com'; 'jesse@aladdinjackson.com'
Cc: Pathfinder, Mike; Terrill, Richard
Subject: 153-17 Mechanical Improvements at the Human Services Building

Good afternoon,

The purpose of this email is to inform you that the Ingham County Purchasing Department appreciates the amount of time and work each of you spent on your proposal. Proposal/bid opening summaries and results can be viewed online at: <http://pu.ingham.org/Home/BidArchives.aspx>.

After evaluation of the proposals submitted the decision was made to recommend the contract to: _CSM MECHANICAL LLC_.

For those vendors who were not recommended the contract, Ingham County will certainly be inviting your firm to bid on our future projects. Thank you again for your participation in the proposal process. Current bids are listed online at: <http://pu.ingham.org/Home/CurrentBids.aspx>.

CSM MECHANICAL LLC,

This recommendation is not to be construed as the final award of the contract or a Notice to Proceed with the work. Final award is subject to the review and approval by the Board

of Commissioners followed by Legal Counsel's review of your proposal submission for compliance with purchasing procedures, funding availability, insurance coverage, and legal sufficiency. Upon approval from the Board of Commissioners and Legal Counsel the County will notify you when the contract documents are ready for signatures.

- VENDOR REGISTRATION: If you are not a registered Ingham County vendor please register at: <https://apps.ingham.org/vendorreg/>. You will be asked to upload your W9 and certificate of insurance.
 - W9: The W-9 must match the invoice you will be submitting, Legal Business Name and if applicable DBA Name. If you have a different remit to address please include that in the online vendor registration process. The W9 must be signed.
 - CERTIFICATE OF INSURANCE: The Certificate of Insurance you submit must align with the terms and conditions of the Request for Proposal (RFP) and may be different than the minimum insurance requirements posted online: <http://pu.ingham.org/Home/TermsConditions/InsuranceRequirements.aspx>.

Ingham County's risk management requires the following:

The certificate must indicate Ingham County as an additional insured, and specifically by having the "ADDL INSD" box on the form checked. Automotive Liability is required. In addition, the following statement must be in the Description of Operations "The County of Ingham, all elected officials, all employees, and volunteers, all boards, commissions and/or authorities and board member, employees and volunteers, thereof. The coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage is primary, contributing or excess".

Julie Buckmaster
Ingham County Purchasing Department
121 E. Maple St., Room 203
Mason MI 48854

Current Bids: <http://pu.ingham.org/Home/CurrentBids.aspx>

Bid Archives: <http://pu.ingham.org/Home/BidArchives.aspx>

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD FOR THE REMOVAL AND REPLACEMENT OF BOILERS

WHEREAS, the two boilers that service the Tri County Office on Aging and Human Resource areas at the North end of the building are old and in need of replacement as they have outlived their life expectancy and repair costs are no longer cost efficient; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors and both the Purchasing and Facilities Departments agree that a contract be awarded to CSM Mechanical, LLC who submitted the lowest responsive and responsible bid amount of \$122,000.00; and

WHEREAS, the Facilities Department is asking for an \$8,000.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, funds are available in the approved Human Services Building boiler CIP line item # 631-23304-976000-5FC06 which has a balance of \$131,185.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with CSM Mechanical, LLC, 7400 Hickory Valley Drive, Fenton, Michigan 48430, for the removal and replacement of two boilers at the Human Services Building for a not to exceed total cost of \$130,000.00 which includes an \$8,000.00 contingency.

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

Agenda Item 6

TO: Board of Commissioners County Services and Finance Committees

FROM: Sandra Gower, Economic Development Coordinator

DATE: October 3, 2017

SUBJECT: EPA Brownfield Assessment Grant Application

BACKGROUND

In December 2014, the Board of Commissioners approved Resolution 14-500 approving the County's participation in the Lansing Regional Brownfield Coalition for the purpose of applying for a brownfield assessment grant from the Environmental Protection Administration. (EPA).

The grant application was successful and the Coalition was awarded the grant in the April 2015. This was a \$600,000 grant with a three year period to spend the money. By June 2016 most of the funds had been spent and the rest were allocated to projects that were in process. There is still demand for this funding. In 2016 the Lansing Regional Brownfield Coalition applied for another grant from EPA. We were not awarded a grant in that cycle of funding.

LEAP administered the program. The program ran very smoothly and we had a very equitable distribution of funding.

The EPA has announced another round of funding. The Coalition would like to apply for another \$600,000 grant. Based on past years, if successful the grant would be awarded in the spring of 2018 with the funds being available by late 2018.

ALTERNATIVES

The alternative would be for the County to apply on its own for funding. The County has been awarded these grants in the past. The application process has become much more competitive since our last award. EPA also views coalition applications much more favorably. If we were to apply on our own we would be competing against the Coalition and/or the City of Lansing.

FINANCIAL IMPACT

This grant does not require any matching dollars. The only cost to the County is the time the Economic Development Coordinator spends working with the coalition.

OTHER CONSIDERATIONS

The Board of Commissioners established the Ingham County Brownfield Redevelopment Authority to assist with cleanup and redevelopment of contaminated sites in Ingham County. This grant facilitates the goal by being able to provide properties owners with funding to help pay for the environmental assessment on a property at no cost to the County.

RECOMMENDATION

Based on the success of the program and the remaining demand for funding I respectfully recommend approval of the attached resolution to support Ingham County's participation in the Lansing Regional Brownfield Coalition for the purpose of submitting an application to the United States Environmental Protection Agency for a Brownfield Assessment Grant.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE INGHAM COUNTY'S PARTICIPATION IN THE LANSING REGIONAL BROWNFIELD COALITION FOR THE PURPOSE OF SUBMITTING AN APPLICATION TO THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY FOR A BROWNFIELD ASSESSMENT GRANT

WHEREAS, the Ingham County Board of Commissioners has established a Brownfield Redevelopment Authority whose charge is to support the cleanup and redevelopment of environmentally contaminated and previously used development sites that promote Economic Development in Ingham County; and

WHEREAS, the Ingham County Board of Commissioners and the Ingham County Brownfield Redevelopment Authority have determined a need to continue to identify, assess and implement the cleanup and redevelopment or reuse of brownfield sites in our region in order to encourage economic development; and

WHEREAS, the cleanup and revitalization of brownfield sites can provide many other community benefits including protection of public health and environment, neighborhood improvements, opportunities for creation of parks and community spaces and elimination of blight and dangerous structures; and

WHEREAS, Ingham County faces the challenge of many brownfield sites throughout the community such as former industrial sites, closed gas stations, dumps and other contaminated properties; and

WHEREAS, the Lansing region, which includes the City of Lansing, the City of East Lansing, Clinton County, Eaton County, and Ingham County, seeks to collaborate to revitalize brownfield sites and secure more resources for redevelopment of these sites for both the individual communities and the broader region; and

WHEREAS, these five local governments desire together to form the Lansing Regional Brownfield Coalition (Coalition); and

WHEREAS, the Lansing Economic Area Partnership (LEAP), a non-profit economic development entity with members that include Ingham County and the other governmental entities who will be part of the Coalition, will seek, administer and implement new funding to support the Coalition and its local government participants; and

WHEREAS, the U.S. Environmental Protection Agency (EPA) is now soliciting applications for grants in its Brownfield Assessment program and allows for coalitions to seek funding in the amount of \$600,000 to be used for assessment and reuse planning of brownfield sites.

THEREFORE BE IT RESOLVED, that Ingham County is a collaborative partner in the Lansing Regional Brownfield Coalition and supports the development and submission of an application to the Environmental Protection Agency Brownfield Assessment Grant Program in the amount of \$600,000 by LEAP on behalf of the Lansing Regional Brownfield Coalition.

BE IT FURTHER RESOLVED, that Ingham County designates the Economic Development Coordinator to work in collaboration with LEAP and the other Coalition members on the development, submission and implementation of an EPA Brownfield Assessment Grant.

Agenda Item 7a

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 9/22/2017
SUBJECT: ITProTV Training ITD staff

BACKGROUND

ITProTV is a company that provides training in easy to understand videos on various topics. The training we are interested in pertains to IT software applications as well as business, web design, and programming concepts. The training is reinforced by virtual labs and practice exams. This training is an online subscription format that is purchased in yearly increments.

ITProTV is listed under the GSA contract #GS-35F-474DA.

ALTERNATIVES

Although ITProTV is under the GSA contract, alternatives were investigated to ensure we were both getting the best available and getting a fair price. As you can see, it is definitely the lowest cost:

| | |
|-------------|-------------------|
| ITProTV | \$264.18 per user |
| Pluralsight | \$499.00 per user |
| CBT Nuggets | \$999.00 per user |

FINANCIAL IMPACT

The funding for the \$6,790.68 total will come from the County's Innovation and Technology Department's Staff Development and Training Fund #636-95800-960000.

OTHER CONSIDERATIONS

Ongoing training is an important part of ensuring our ITD staff are best able to serve our citizens.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for ITProTV training in the amount of \$6,790.68.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM ITPROTV

WHEREAS, ITProTV is a company that provides IT training in easy to understand videos along with virtual labs and practice exams; and

WHEREAS, ongoing training is an important part of ensuring our ITD staff are best able to serve our citizens; and

WHEREAS, the subscription for a year of training will be for our entire ITD staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from Lynda.com in the amount not to exceed \$6,800.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Staff Development and Training Fund #63695800-960000.

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

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

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

FROM: Deb Fett, CIO

DATE: 9/28/2017

SUBJECT: Upgrade Phone System Version and add E911 requirements

BACKGROUND

Resolution #13-154 was to purchase and install our Cisco phone system. The version of software our phone system uses has not been updated since then. In order to ensure our phone system operates at peak efficiency, provides us with the most secure and feature rich experience possible, and complies with the E911 location requirements, we must upgrade to a newer version.

The FCC requires that providers of interconnected VoIP telephone services using the Public Switched Telephone Network (PSTN) meet Enhanced 911 (E911) obligations. E911 systems automatically provide to emergency service personnel a 911 caller's call back number and, in most cases, location information.

ALTERNATIVES

Although we did receive the WSCA-NASPO contract price with Sentinel, we verified pricing with three qualified vendors for this project:

| | |
|-----------|----------------------|
| Sentinel | \$57,013.00 + travel |
| Logicalis | \$59,347.75 + travel |
| Presidio | \$70,757.25 + travel |

FINANCIAL IMPACT

The funding for the \$57,013.00 plus travel total will come from the County's Innovation and Technology Department's Network Contracted Services Fund #636-25810-818000.

OTHER CONSIDERATIONS

WSCA-NASPO Master Agreement number AR233, Contract Number 071B4300133.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the contract for Sentinel Technologies to assist with the upgrade of the phone system and setup of the E911 service in the amount of \$57,013.00 plus travel expenses.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE CONTRACT FOR PHONE SYSTEM UPGRADE
AND E911 ADDITION**

WHEREAS, Ingham County currently utilizes Cisco for our phone system; and

WHEREAS, the current version is older and needs to be updated in order to ensure our system operates at peak efficiency, provides us with the most secure and feature rich experience possible, and complies with the E911 location requirements; and

WHEREAS, IT requests assistance from a vendor to ensure the upgrade goes smoothly and the E911 portion operates properly; and

WHEREAS, the contract amount proposed by Sentinel Technologies is \$57,013.00 plus travel.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for support from Sentinel Technologies in the amount not to exceed \$59,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Contracted Services Fund (636-25810-818000).

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

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

TO: Ingham County Board of Commissioners
FROM: Jill Rhode, Director of Financial Services
DATE: October 1, 2017
RE: MUNIS Software Upgrade

BACKGROUND

Periodically, the County's accounting software (MUNIS) purchased from Tyler Technology is required to be upgraded to a new version. We need to perform an upgrade since our current version (10) will not be maintained after April 2018. The conversion from Version 10 to 11 requires building a new server and transferring the software and database to this new server. The County's IT Department determined many years ago, that it was in the County's best interest to purchase services from Tyler as needed rather than to purchase the annual package for technical assistance. Additional services are needed for this server transfer at a cost of \$12,100.

ALTERNATIVE

The software must be upgraded or we will not receive full assistance from MUNIS after April 2018. This includes the issuances of 2018 W-2s and 1099s. If this upgrade does not occur, there will be severe issues with the County's financial and payroll systems. The IT staff may be able to conduct the upgrade and transfer but given the complexity of this system, it would not be done as efficiently as it would be with Tyler's guidance.

FINANCIAL IMPACT

The cost to the Information and Technology Fund will be \$12,100.

RECOMMENDATION

The County administration strongly recommends we contract with Tyler Technologies to perform the software upgrade and server transfer.

Please let me know if you have any questions.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF SERVICES TO UPGRADE THE
MUNIS ACCOUNTING SOFTWARE SYSTEM TO VERSION 11**

WHEREAS, the County is currently using MUNIS Software from Tyler Technologies for its accounting needs;
and

WHEREAS, the system is in need of an upgrade which will require transferring of the software and database to
a new server; and

WHEREAS, the County has not purchased the annual technical maintenance agreement with MUNIS but has
chosen to purchase services as needed; and

WHEREAS, the cost of MUNIS to assist with this process totals \$12,100 and the funding for this purchase is
available in the Information Technology Fund's 2017 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with
Tyler Technologies to provide technical assistance in upgrading the MUNIS software and in transferring the
software and database to a new server at a cost of \$12,100.

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

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

TO: Board of Commissioners County Service and Finance Committee

FROM: Jill Rhode, Director of Financial Services

DATE: October 9, 2017

SUBJECT: Waiving of Act 152 for 2018 Health Insurance

BACKGROUND

We have finalized the agreements with the employee groups concerning the health insurance benefits to be offered in 2018. This includes an estimate of cost sharing and a determination of how the savings will be shared with employees. Since the dollar amount for the actual cost savings will be an estimate, it is very difficult to determine with 100% certainty whether the County will be in compliance with both the hard cap or 80/20% premium share requirements of Public Act 152.

While we will make every effort to comply with the law, we believe it is in the County's best interest to waive all requirements of Public Act 152. This can be accomplished with a 2/3rds approval of the Board. The attached resolution will authorize this waiver. We have approved a similar resolution for the past few years.

ALTERNATIVES

The County could require that the employee pay 20% of the premiums but this has not been agreed to with the employee groups.

FINANCIAL IMPACT

If the waiver was not approved and the County did not meet the hard caps or 80% test, this would have a substantial impact on the County's annual revenue sharing payment.

RECOMMENDATION

In accordance with past practice, the County administration recommends approval of the resolution waiving the requirement of Public Act 152 for 2018.

Introduced by the County Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO WAIVE THE PUBLIC ACT 152 HEALTH CARE REQUIREMENTS FOR 2018

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

WHEREAS, all requirements of the act can be waived with a 2/3 vote of the governing body; and

WHEREAS, in 2018, the County will be continue with the current plan for self-insuring a portion of the health insurance cost; and

WHEREAS, the uncertainty associated with the savings from this change makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements and therefore the County administration is recommending that this requirement of Public Act 152 be waived for 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby elects to waive all requirements of Public Act 152 of 2011 for 2018 yet attempt to meet all of the requirements of the act.

TO: Board of Commissioners County Service and Finance Committee
FROM: Jill Rhode, Director of Financial Services
DATE: October 9, 2017
SUBJECT: 2018 Health Insurance

BACKGROUND

The Health Care Coalition has agreed that no changes will be made to the County's health insurance benefits in 2018 but we have agreed to make changes to the premium sharing agreement.

The current bargaining agreements use the previous year's savings from the self-insured portion of the plan to reduce the next years' premiums which leaves one year of savings of approximately \$1 million in the Employee Benefit Fund. With the continued cost increases for both the employees and the County, it was determined by the Health Care Coalition that this additional savings of \$1 million will be used in 2018 to reduce both employee and County contributions for health insurance premiums.

In addition, it was determined that a larger portion of the savings would be applied to the PHP Standard Plan which will hopefully encourage more employees to move from the more costly PHP High Plan.

ALTERNATIVES

Any option other than approval of this resolution will delay the County's open enrollment process and make it difficult to have everything in effect by January 1st since we will need to renegotiate a new agreement with the employee's bargaining groups.

FINANCIAL IMPACT

This will spent \$1 million of fund balance in the Employee Benefit Fund which is available for this purpose. If this does not occur, the \$1 million will continue to move forward as a part of the fund balance in the Employee Benefit Fund.

RECOMMENDATION

Both the Health Care Coalition and the County Administration recommend approval of this resolution.

Introduced by the County Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY
HEALTH CARE COALITION FOR EMPLOYEE BENEFITS FOR 2018 AND TO AUTHORIZE
LETTERS OF AGREEMENT WITH BARGAINING UNITS**

WHEREAS, the Ingham County Health Care Coalition investigated options for the County's health care plan and have agreed to making changes to the premium sharing agreement for 2018; and

WHEREAS, the current bargaining agreements use the previous year's savings from the self-insured portion of the plan to reduce the next years' premiums which leaves one year of savings of approximately \$1 million in the Employee Benefit Fund; and

WHEREAS, with the continued cost increases for both the employees and the County, it was determined by the Health Care Coalition that this additional savings of \$1 million will be used in 2018 to reduce both employee and County contributions for health insurance premiums; and

WHEREAS, it was also determined that a larger portion of the savings would be allocated to the PHP Standard Plan in an attempt to encourage employees to choose this plan rather than the more costly PHP High Plan; and

WHEREAS, the County and the Unions will make it clear to employees that this is a one year only reduction and will not be available in the future.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the recommendations of the Health Care Coalition for 2018 and authorizes the use of the \$1 million of Employee Benefit Fund's fund balance.

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

Agenda Item 9

TO: Board of Commissioners County Services and Finance Committees
FROM: Sandra Dargatz, Executive Director, Ingham County Fair
DATE: October 3, 2017
SUBJECT: Resolution Authorizing the Amendment of the 2017 Fair Fund
For the meeting agenda of October 17, 2017 and October 18, 2017

BACKGROUND

Revenues for the Ingham County Fair were approximately \$58,000 less than budgeted. Additionally, expenses for Fair week exceeded what was approved in the 2017 budget by approximately \$94,000. When looking at the Fair Budget in total (including non-Fair) it is clear that a transfer from the General Fund, Fund Balance to the Fair Fund in the amount of \$120,000 is necessary to avoid a deficit fund situation.

ALTERNATIVES

The Board of Commissioners could let the Fair Fund end the year in a deficit and then approve a deficit elimination plan, which must be filed with the State of Michigan.

FINANCIAL IMPACT

This resolution authorizes the County Controller/Administrator to transfer up to \$120,000 from the 2017 General Fund, Fund Balance account to the Fair Fund in order to avoid a deficit fund situation.

The Fair will amend its 2018 its expense budget to stay within the revised revenue projections to ensure that no general fund appropriation is required to avoid a deficit fund balance in 2018.

OTHER CONSIDERATIONS

The Fair is taking steps to contain costs for the remainder of 2017, including not filling a vacant maintenance worker position, and utilizing existing staff to clean the community hall instead of relying on contractors. This is expected to save about \$20,000.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE 2017 FAIR FUND BUDGET

WHEREAS, 2017 revenues for the Ingham County Fair came in significantly under budget, primarily due to a decrease in fair revenue; and

WHEREAS, 2017 expenses for the Ingham County Fair significantly exceeded the approved budget; and

WHEREAS, the current unrestricted fund balance in the Fair Fund (F561) is not sufficient to cover this shortfall; and

WHEREAS, a transfer from the General Fund to the Fair Fund is necessary to avoid a deficit fund situation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to transfer up to \$120,000 from the fund balance of the General Fund to the Fair Fund in order to avoid a deficit fund situation.

BE IT FURTHER RESOLVED, that the Fair will amend its 2018 its budget to stay within the revised revenue and expense projections to ensure that no general fund appropriation is required to avoid a deficit fund balance in 2018.

TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner
DATE: 10-01-17
SUBJECT: Potter Park Zoological Society Contract with the County
For the meeting agenda of 10-17-17

BACKGROUND

The Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society’s mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programing, volunteerism, public relations services, special events and fundraising. By Resolution # 17-069 a new agreement was adopted between Ingham County and the Potter Park Zoological Society for services at the Potter Park Zoo effective March 14th, 2017.

ALTERNATIVES

The agreement states that if the County and the Society cannot agree on a revenue sharing formula for memberships, education programs and events by November 1, 2017 that the Society will pay 15% of the membership revenues collected. The Zoological Society budget cannot sustain a payment of 15% of revenues at this time and services including education programming would be negatively impacted.

FINANCIAL IMPACT

The Zoological Society as a support organization has the potential to raise significant funds for Potter Park Zoo. The new operational structure adopted in the contract with the Zoological Society resulted in Potter Park Zoo operating the Zoo gift shop and concessions which both increased revenue for the Zoo budget in 2017 and will continue in 2018.

OTHER CONSIDERATIONS

The Zoological Society has met or exceeded all financial obligations to the County in 2017 and is working with the Zoo Director to continue improvements at the Zoo through fundraising in 2018.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Potter Park Zoological Society to retain revenue monies from services provided at Potter Park Zoo in 2018.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE POTTER PARK ZOOLOGICAL SOCIETY FEE RETENTION

WHEREAS, the electorate of Ingham County approved the millage to fund the operation and improvement of Potter Park and the Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society, a 501(c)(3) organization including staff and volunteers, has raised the quality and success of public relations, events, marketing and educational programs, all while fostering team partnership with, and providing additional assistance to Ingham County to achieve a Zoo experience that meets the goals of both parties; and

WHEREAS, a contract between the County and the Society was adopted on March 14, 2017, Resolution #17-069; and

WHEREAS, sections 1E and 3 of the contract state a reasonable revenue sharing formula must be agreed upon for membership, education and events revenue on or before November 1, 2017 by the County Controller/Administrator, Society Director and Zoo Director or 15% of membership revenue will be paid to the County; and

WHEREAS, the Zoological Society has invested in a Communications Director and also fundraised for Potter Park Zoo in 2017; and

WHEREAS, the Zoological Society has developed proposals for continued fundraising in 2018; and

WHEREAS, the County Controller, Zoo Director, and Society Director are in agreement and recommend the Society retain all monies for services provided in 2018 including memberships, events and education.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Potter Park Zoological Society to sell Society memberships and retain the revenues collected from membership sales until December 31, 2018.

BE IT FURTHER RESOLVED, that Society memberships may include unlimited admissions to the Zoo and admission to all special events unless otherwise noted.

BE IT FURTHER RESOLVED, that on or before November 1, 2018 the County Controller/Administrator, Zoo Director and Director of the Society shall attempt establish a reasonable revenue sharing formula for the revenues collected from membership sales commencing January 1, 2019.

BE IT FURTHER RESOLVED, that in the event the County Controller/Administrator, Zoo Director and Director are unable to reach agreement on a revenue sharing formula, the Society shall pay the County 15% of the revenues collected from membership sales as a condition of this Agreement's continuation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary contract amendment to reflect this change.

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

MEMORANDUM

October 6, 2017

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

RE: Third Quarter 2017 Budget Adjustments, Contingency Fund Update, and Quarterly Statement

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2017. The total increase to the General Fund is \$249,873.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

There are few revenue adjustments to the general fund this quarter. First, our current year property tax adjustments are trending higher which requires a \$25,000 increase.

In the Animal Control Department donations are accumulating in the liability fund 797. This fund is accounted for by the General Fund at year end. This first time adjustment will set up a \$200,000 revenue and expense budget in the General Fund to recognize and expense these funds in 2017.

Projecting out revenue has identified an increase in Real Estate revenue for 2017. Based on trends and taking a conservative approach a slight increase of \$18,595 will be added to the Register of Deeds revenue budget.

Two vehicles in the Sherriff Department budgets have been totaled and replaced by insurance proceeds. Therefore, an increase is being made to both revenue and expense in the Sherriff's budget of \$56,278.

On the expense side, due to the Separate Tax Limitation Millage Proposal on the November ballot, the Elections budget will be increased by \$180,000 to cover the cost of this special election.

In the Equalization Department, BS&A Assessing Software Support was not included in the 2017 budget and it is necessary to continue service. An adjustment of \$10,216 is being added to the Equalization's budget.

To help balance the General Fund this adjustment includes using the remaining balance of \$96,621 in the contingency funds. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

An appropriation of \$303,000 was received in 2017 from the State of Michigan in the Child Care Fund for the 2015-2016 year. The General Fund and the Juvenile Justice Fund provide a portion of the local match for the Child Care Fund. Therefore, the General Fund shall be returned its portion of these funds by decreasing the transfer in 2017 to the Child Care Fund in the amount of \$100,000. The Juvenile Justice Millage Fund's budget will also decrease its transfer to the Child Care Fund in the amount of \$203,000.

The Zoo has received donations in the amount of \$5,420 and is asking to recognize this revenue and set up the appropriate expense.

The Community Mental Health Bond was approved by County resolution in 2017; however, the capital and debt budgets have not been set up. The CMH Debt Fund budget for 2017 will be established at \$140,099. The CMH capital project fund budget will be established in the amount of \$10,065,000.

GASB 68 of 2015 required a change in the pension expense accounting for the Community Health Network Fund. The change requires the General Fund to pay for CHN employees' pension directly. Resolution #15-428 amended the 2015 and 2016 budget; this year's budget needs to be amended by \$1,431,831 by increasing pension expenses and decreasing transfer out.

The Machinery and Equipment Revolving Fund is increased by \$9,081 to complete the scheduled replacement of computer equipment in 2017 at the Sheriff Department. This was originally budgeted in 2018 but was needed in 2017.

Attached is the 3rd quarter general fund budget to actual year to date report. Our bond rating agency suggested that we present this information to Commissioners on a quarterly basis.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

Ingham County
General Fund - Budget Actual Report
Year To Date as of September 30, 2017

| | Amended Budget (Unaudited) | Actual | Percentage |
|-----------------------------------|---|-----------------------|-------------------|
| Revenues | | | |
| Taxes | \$ 46,400,675 | \$ 34,641,293 | 0.75 |
| State Revenue | 11,898,931 | 7,350,338 | 0.62 |
| Register of Deeds Revenue | 1,853,889 | 1,760,319 | 0.95 |
| Police Contract | 3,773,151 | 3,554,540 | 0.94 |
| Indirect Costs | 1,482,272 | 1,012,043 | 0.68 |
| Investment earning (loss) | 350,000 | 232,717 | 0.66 |
| Transfer In From Other Funds | 3,585,341 | 2,367,776 | 0.66 |
| Other | 7,605,309 | 4,407,172 | 0.58 |
| Total revenues | <u>76,949,568</u> | <u>55,326,198</u> | |
| Expenditures | | | |
| Wages and Fringes | 44,031,289 | 30,428,293 | 0.69 |
| Supplies and Postage | 2,181,830 | 1,359,031 | 0.62 |
| Contractual Services | 5,497,967 | 3,503,590 | 0.64 |
| Building and Equip Maintenance | 2,428,888 | 1,860,179 | 0.77 |
| Community Service | 510,005 | 451,154 | 0.88 |
| Drain Assessment | 460,000 | 491,134 | 1.07 |
| Utilities and Telephone | 1,409,864 | 904,884 | 0.64 |
| IT Services | 2,263,978 | 1,515,385 | 0.67 |
| Mental Health and Substance Abuse | 2,683,570 | 1,944,540 | 0.72 |
| Other Expenditures | 628,896 | 382,737 | 0.61 |
| Transfer Out To Other Funds | 19,186,255 | 16,782,912 | 0.87 |
| Contingency | 116,621 | | |
| Capital Outlay | 285,341 | 313,373 | 1.10 |
| Total expenditures | <u>81,684,504</u> | <u>59,937,212</u> | |
| Revenues over expenditures | <u>\$ (4,734,936)</u> | <u>\$ (4,611,014)</u> | |

Prepared October 2, 2017 - additional activity will be recorded after this date including accrual of the October 6th payroll

Notes:

1. These statements are prepared on a cash basis and have not been reviewed for accruals
2. 50% of the July 1 tax levy has been included as tax revenue
3. 75% of the transfer in from the Delinquent Tax Fund has been recognized even though the actual transfer will not occur until December
4. The majority of the transfers to other funds represents 100% of the annual appropriation since many of the receiving funds have a September year end

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2017 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2017 Budget on October 25, 2016 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

| <u>FUND</u> | <u>DESCRIPTION</u> | <u>2017 BUDGET 10/2/17</u> | <u>PROPOSED CHANGES</u> | <u>PROPOSED BUDGET</u> |
|-------------|------------------------------|--------------------------------|-----------------------------|----------------------------|
| 101 | General Fund | \$82,684,504 | (\$249,873) | \$81,934,377 |
| 258 | Zoo | 4,166,210 | 5,420 | 4,171,630 |
| 264 | Juvenile Justice Millage | 4,926,454 | (203,000) | 4,723,454 |
| 292 | Family Div. Child Care Fund | 13,836,970 | (303,000) | 13,533,970 |
| 398 | Community Mental Health Debt | 0 | 140,099 | 140,099 |
| 451 | Community Mental Health | 0 | 10,065,000 | 10,065,000 |
| 511 | Community Health Center | 20,402,626 | (1,431,831) | 18,970,795 |
| 664 | Mach. & Equip. Revolving | 1,877,799 | 9,081 | 1,886,880 |

GENERAL FUND REVENUES

| | <u>2017 Budget – 10/2/17</u> | <u>Proposed Changes</u> | <u>2017 Proposed Budget</u> |
|-------------------------------------|----------------------------------|-----------------------------|---------------------------------|
| Tax Revenues | | | |
| County Property Tax | 46,050,675 | 0 | 46,050,675 |
| Property Tax Adjustments | (50,000) | (25,000) | (75,000) |
| Delinquent Real Property Tax | 15,000 | 0 | 15,000 |
| Unpaid Personally Property Tax | 15,000 | 0 | 15,000 |
| IFT/CFT | 275,000 | 0 | 275,000 |
| Trailer Fee Tax | 15,000 | 0 | 15,000 |
| Intergovernmental Transfers | | | |
| State Revenue Sharing | 6,149,564 | 0 | 6,149,564 |
| Convention/Tourism Tax - Liquor | 1,429,396 | 0 | 1,429,396 |
| Court Equity Funding | 1,510,000 | 0 | 1,510,000 |
| Use of Fund Balance - Committed | 1,600,000 | 0 | 1,600,000 |
| Use of Fund Balance - Uncommitted | 3,134,936 | 0 | 3,134,936 |
| Department Generated Revenue | | | |
| Animal Control | 949,041 | 200,000 | 1,149,041 |
| Circuit Court - Family Division | 728,656 | 0 | 728,656 |
| Circuit Court - Friend of the Court | 587,000 | 0 | 587,000 |
| Circuit Crt - General Trial | 2,388,631 | 0 | 2,388,631 |
| Controller | 3,170 | 0 | 3,170 |
| Cooperative Extension | 2,500 | 0 | 2,500 |
| County Clerk | 569,210 | 0 | 569,210 |
| District Court | 2,673,298 | 0 | 2,673,298 |
| Drain Commissioner/Drain Tax | 415,500 | 0 | 415,500 |
| Economic Development | 63,037 | 0 | 63,037 |
| Elections | 66,550 | 0 | 66,550 |
| Homeland Security/Emergency Ops | 60,135 | 0 | 60,135 |
| Equalization /Tax Mapping | 10,100 | 0 | 10,100 |
| Facilities | 175,647 | 0 | 175,647 |
| Financial Services | 63,028 | 0 | 63,028 |
| Health Department | 178,240 | 0 | 178,240 |
| Human Resources | 43,303 | 0 | 43,303 |
| Probate Court | 277,178 | 0 | 277,178 |
| Prosecuting Attorney | 632,787 | 0 | 632,787 |
| Purchasing | 0 | | 0 |
| Register of Deeds | 2,036,729 | 18,595 | 2,055,324 |
| Remonumentation Grant | 85,000 | 0 | 85,000 |
| Sheriff | 4,726,457 | 56,278 | 4,782,735 |
| Treasurer | 4,352,133 | 0 | 4,352,133 |

| | | | |
|------------------------------------|-------------------|----------------|-------------------|
| Tri-County Regional Planning | 63,921 | 0 | 63,921 |
| Veteran Affairs | 388,682 | 0 | 388,682 |
| Total General Fund Revenues | 81,684,504 | 249,873 | 81,934,377 |

GENERAL FUND EXPENDITURES

| | <u>2017 Budget – 10/2/17</u> | <u>Proposed Changes</u> | <u>2017 Proposed Budget</u> |
|-------------------------------------|----------------------------------|-----------------------------|---------------------------------|
| Board of Commissioners | 616,391 | 0 | 616,391 |
| Circuit Court - General Trial | 8,482,036 | 0 | 8,482,036 |
| District Court | 3,225,412 | 0 | 3,225,412 |
| Circuit Court - Friend of the Court | 1,520,648 | 0 | 1,520,648 |
| Jury Board | 1,194 | 0 | 1,194 |
| Probate Court | 1,547,283 | 0 | 1,547,283 |
| Circuit Court - Family Division | 5,345,993 | (100,000) | 5,245,993 |
| Jury Selection | 128,472 | 0 | 128,472 |
| Elections | 259,378 | 180,000 | 439,378 |
| Financial Services | 804,032 | 0 | 804,032 |
| County Attorney | 456,219 | 0 | 456,219 |
| County Clerk | 957,514 | 0 | 957,514 |
| Controller | 959,550 | 0 | 959,550 |
| Equalization/Tax Services | 751,426 | 10,216 | 761,642 |
| Human Resources | 724,618 | 0 | 724,618 |
| Prosecuting Attorney | 6,622,281 | 0 | 6,622,281 |
| Purchasing | 229,397 | 0 | 229,397 |
| Facilities | 2,199,467 | 0 | 2,199,467 |
| Register of Deeds | 749,137 | 0 | 749,137 |
| Remonumentation Grant | 85,000 | 0 | 85,000 |
| Treasurer | 577,680 | 0 | 577,680 |
| Drain Commissioner | 1,011,396 | 0 | 1,011,396 |
| Economic Development | 137,519 | 0 | 137,519 |
| Community Agencies | 220,000 | 0 | 220,000 |
| Inhgam Conservation District Court | 8,354 | 0 | 8,354 |
| Equal Opportunity Committee | 500 | 0 | 500 |
| Women's Commission | 500 | 0 | 500 |
| Historical Commission | 500 | 0 | 500 |
| Tri-County Regional Planning | 113,053 | 0 | 113,053 |
| Jail Maintenance | 212,600 | 0 | 212,600 |
| Sheriff | 20,878,391 | 56,278 | 20,934,669 |
| Metro Squad | 37,500 | 0 | 37,500 |
| Community Corrections | 172,899 | 0 | 172,899 |
| Animal Control | 1,979,188 | 200,000 | 2,179,188 |

| | | | |
|--|-------------------|----------------|-------------------|
| Emergency Operations | 222,943 | 0 | 222,943 |
| Board of Public Works | 300 | 0 | 300 |
| Drain Tax at Large | 460,000 | 0 | 460,000 |
| Health Department | 5,820,200 | 0 | 5,820,200 |
| CHC | 2,769,850 | 0 | 2,769,850 |
| Jail Medical | 1,588,527 | 0 | 1,588,527 |
| Medical Examiner | 396,575 | 0 | 396,575 |
| Substance Abuse | 717,954 | 0 | 717,954 |
| Community Mental Health | 1,968,872 | 0 | 1,968,872 |
| Department of Human Services | 2,213,279 | 0 | 2,213,279 |
| Tri-County Aging | 80,867 | 0 | 80,867 |
| Veterans Affairs | 550,936 | 0 | 550,936 |
| Cooperative Extension | 454,589 | 0 | 454,589 |
| Library Legacy Costs | 0 | 0 | 0 |
| Parks and Recreation | 1,597,379 | 0 | 1,597,379 |
| Contingency Reserves | 96,621 | (96,621) | 0 |
| Legal Aid | 20,000 | 0 | 20,000 |
| 2-1-1 Project | 45,750 | 0 | 45,750 |
| Community Coalition for Youth | 28,000 | 0 | 28,000 |
| Capital Improvements | 1,636,334 | 0 | 1,636,334 |
| Total General Fund Expenditures | 81,684,504 | 249,873 | 81,934,377 |

General Fund Revenues

| | |
|-------------------|---|
| Property Tax | Increase current year property tax adjustments \$25,000 based on year to date trend. |
| Animal Control | To set up revenues in General Fund, \$200,000. This is for donations recorded in liability fund 797. This is the first time adjustment that will be done annually to set up revenue to be recognized in the General Fund at year end. |
| Sheriff | Increase insurance proceeds \$18,636 and \$37,642 to replace two damaged vehicles. |
| Register of Deeds | Increase Real Estate Transfer Tax revenue \$18,595 to reflect current amount received. |

General Fund Expenditures

| | |
|---------------------------|---|
| Animal Control | To set up expenses in General Fund, \$200,000. This is for donations recorded in liability fund 797. This is the first time adjustment that will be done annually to set up expenses to be recognized in the General Fund at year end. |
| Elections | Increase budget \$180,000 for special November election. |
| Sheriff | Increase due to replacement of two vehicles involved in accidents, \$18,636 and \$37,642. |
| Fam. Div. Child Care Fund | Decrease transfer to the Child Care Fund \$100,000. An appropriation of \$303,000 was received in 2017 from State of Michigan for the 2015-2016 year. The remaining \$203,000 will be used to decrease transfer from the Juvenile Justice Millage Fund to the Child Care Fund. |
| Equalization | Increase budget \$10,216 for assessing Software Support not budgeted in 2017. |
| Contingency | Decrease contingency \$96,621 to partially offset cost for Special Election. |
| Health Department | Transfer to reflect change in the pension expense accounting treatment started in 2015 per GASB 68 for the Community Health Network Fund to increase pension expenses and decrease transfer out totaling \$1,431,831. The GASB change requires General Fund to pay for CHN employees' pension directly. |

Non-General Fund Adjustments

| | |
|-------------------------------------|---|
| Zoo (F258) | Increase budget \$5,420 to recognize donations received and set up expense. |
| Juvenile Justice Millage (F264) | Decrease transfer to the Child Care Fund \$203,000. An appropriation of \$303,000 was received in 2017 from State of Michigan for the 2015-2016 year. The remaining \$100,000 will be used to decrease transfer from the General Fund. |
| Fam. Div. Child Care Fund (F292) | Decrease transfer from the General Fund \$100,000 and transfer from the Juvenile Millage fund \$203,000 to reflect \$303,000 in excess funds received from State of Michigan . |
| CMH Debt Fund (F398) | To set up Bond principal and interest requirements for the CMH bond, \$140,099. |

| | |
|---------------------------------|---|
| Community Mental Health (F451) | To set up budget for capital project fund for CMH building, \$10,065,000. Expenditures were authorized by Board when bond issuance was approved but never formally an adopted budget. |
| Community Health Network (F511) | Transfer to reflect change in the pension expense accounting treatment started in 2015 per GASB 68 for the Community Health Network Fund to increase pension expenses and decrease transfer out totaling \$1,431,831. The GASB change requires General Fund to pay for CHN employees' pension directly. |
| Mach./Equip. Revolving (F664) | Transfer \$9,081 from unreserved fund balance to accommodate Sheriff PC replacement needs in 2017 scheduled on 2018 replacement. |

TO: Board of Commissioners County Services Committee and Finance Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: September 19, 2017
SUBJECT: Amendments to Suspension of Operations Policy

BACKGROUND

Department Heads possess authority to suspend any or all of department operations under the Suspension of Operations Policy (221.C). A Department Head must notify the Controller of his/her decision to suspend some or all of their department's operations (221.D.1). Employees not working during the period of suspended operations and who are regularly scheduled to work during the period can choose to go unpaid for those hours or receive pay via utilization of compensatory, vacation or sick time (221.D.1.b).

The procedure for Department-specific closure (221.D.a) is unambiguously separate and distinct from situations where the Controller and Board Chair close departments or the entire County (221.D.2). The Controller together with Chairperson of the Board of Commissioners can declare a maximum of 16 hours per calendar year as paid administrative leave (221.D.2.d).

A wind storm on March 8, 2017 resulted in scattered electrical power outages that impacted some County facilities. Several department heads acted to suspend operations when it became clear that power would not be restored in the short term. Application of Policy standards meant employees had to choose to receive pay via utilization of compensatory, vacation or sick time, or simply go unpaid for those hours. Unions representing impacted employees challenged the fairness of this rule, and the County Services Committee agreed to reconsider its application.

If approved, amendments proposed to Section D.1.b of the Policy would result in employees receiving normal compensation for hours missed when a department head suspends department operations. Use of compensatory, vacation or sick time would not be necessary. A new Section D.1.c clarifies that employees not scheduled to work during the period of operational suspension would receive no additional compensation.

ALTERNATIVES

Existing rules could remain in place. Application of current rules requires employees to choose to receive pay via utilization of compensatory, vacation or sick time, or simply go unpaid for those hours of operational suspension.

FINANCIAL IMPACT

County operations are rarely suspended. Annual budgets already include funding for authorized positions, so no additional funds are needed to pay employees during periods of operational suspension.

OTHER CONSIDERATIONS

Offering compensation for hours not worked might result in public criticism.

RECOMMENDATION

Based on previous public discussion at the April 4, 2017 County Services Committee meeting, I recommend approval of a resolution to amend the Suspension of Operations Policy as indicated above.

Suspension of County Operations

Approved: January 26, 2016
Resolution No. 16-010

A. Purpose and Applicability

The purpose of this policy is to provide the framework for action and response when situations arise requiring the suspension of some or all of the County's functions. The policy is applicable to all permanent County employees.

B. Definitions

Chairperson of the Board of Commissioners - the Chairperson of the Board of Commissioners, the Vice-Chairperson of the Board of Commissioners, or personnel designated to fill in for the Chairperson of the Board of Commissioners or the Vice-Chairperson of the Board of Commissioners in their absence.

Controller - the Controller, Interim Controller, or personnel designated by the Controller or Interim Controller to fill in for them during an absence.

Department Head - the Department Head, Interim Department Head, or personnel designated by the Department Head or Interim Department Head to fill in for them during an absence.

Day - the 24 hour period commenced at 00:00 Eastern Time and ended 23:59 Eastern Time of a specified calendar date.

Leave of Absence – time away from work which may be paid or unpaid, e.g. FMLA leave. Vacation time and sick time are not considered leaves of absence.

Period of closure – days of closure.

Period of suspended operations - days of suspended operations.

Regularly Scheduled - the time period and day of the week for which an employee is normally scheduled to work. For employees working rotating schedules, the time period and day of the week for which an employee is scheduled to work when the schedule for the period is finalized. Employees on any type of leave of absence are not considered to be regularly scheduled.

C. Authority and Responsibility

Department Heads have the authority to suspend any or all of their department's operations.

The Controller together with the Chairperson of the Board of Commissioners may officially close departments of the County or the entire County.

The Controller is responsible for periodically reviewing this policy and submitting recommended changes to the County Services Committee for approval.

D. Procedure

1. ~~In a situation where a Department Head suspends some or all of their department's operations, they must notify the Controller as soon as reasonably feasible given the situational circumstances, but no later than one hour after the decision to suspend operations has been made.~~ ***In circumstances where a Department Head temporarily suspends some or all department operations and intends for employees to be compensated for time lost, he/she must notify and secure approval of the County Controller.***
 - a. Employees being asked to work during the period of suspended operations shall be compensated at their contractually specified rates for the hours they work.
 - ~~i. An employee who works during a period of suspended operations fewer hours than those for which they are regularly scheduled can choose to go unpaid for those hours or receive pay via the utilization of compensatory, vacation or sick time.~~
 - b. Employees not working during the period of suspended operations and who are regularly scheduled to work during the period ~~can choose to go unpaid for those hours or receive pay via the utilization of compensatory, vacation or sick time~~ ***shall be compensated for hours normally scheduled.***
 - c. ***Employees not working during the period of suspended operations and who are not scheduled to work during the period shall receive no additional compensation.***
2. In a situation where the Controller together with the Chairperson of the Board of Commissioners closes departments of the County or the entire County, and if:

- a. Notification of the closure has been made to employees via public service announcement at least one hour prior to the commencement of their regularly scheduled shift, then:
 - i. Employees being asked to work during the period of closure shall be compensated at their contractually specified rates for the hours they work and will also accrue one hour of vacation time for each hour worked.
 - 1. Vacation time accrued for working during the period of closure is subject to the contractually specified caps. An employee accruing time over the cap will lose that time and will not be compensated for it.
 - ii. An employee who works during a period of closure fewer hours than those for which they are regularly scheduled will be paid an amount of hours to bring their total hours paid equal to that of their regularly scheduled hours.
 - iii. Employees not working during the period of closure and who are normally, regularly scheduled to work during the period will be paid for their regularly scheduled hours.
- b. Notification of the closure is not made at least one hour prior to the commencement of the regularly scheduled shift and/or employees are instructed to return home, then:
 - i. Employees being asked to work during the period of closure shall be compensated at their contractually specified rates for the hours they work.
 - 1. An employee who works during a period of closure fewer hours than those for which they are regularly scheduled will be paid an amount of hours to bring their total hours paid equal to that of their regularly scheduled hours.
 - ii. Employees being instructed to return home, who do not follow the instruction and continue to work, shall be compensated at their contractually specified rates for the hours they work, but will be subject to disciplinary action.
 - iii. Employees not working during the period of closure and who are normally, regularly scheduled to work during the period will be paid for their regularly scheduled hours.

- c. Should an instance arise that falls outside of these stipulations, the overarching principal to be used to determine remuneration actions to be taken on behalf of employees is, “the actions necessary to make employees whole.” This stipulation is subject to the limitations stated in item d. below.
 - d. The Controller together with the Chairperson of the Board of Commissioners can declare a maximum of sixteen hours per calendar year as paid administrative leave. Any further loss of compensation by employees must be compensated by use of compensatory, vacation or sick time or employees will be uncompensated.
3. Employees who are reasonably prevented from reporting to work at their regularly scheduled time immediately following a period of suspended operations or period of closure under this policy may use compensatory, vacation or sick time to cover their absence.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND SUSPENSION OF OPERATIONS POLICY

WHEREAS, on January 26, 2016 the Ingham County Board of Commissioners approved Resolution 16-010 to adopt a Suspension of Operations Policy; and

WHEREAS, the Policy is intended to provide a framework for action and response when situations arise requiring the suspension of some or all of the County's functions; and

WHEREAS, the Suspension of Operations Policy is applicable to all permanent Ingham County employees; and

WHEREAS, Department Heads possess authority to suspend any or all of department operations under the Suspension of Operations Policy; and

WHEREAS, the current Policy requires that employees not working during a Department Head-ordered period of suspended operations and who are regularly scheduled to work during the period to go unpaid for those hours or receive pay via utilization of compensatory, vacation or sick time; and

WHEREAS, the Board of Commissioners wishes to compensate employees at their normal compensation rates during a Department Head-ordered period of suspended operations; and

WHEREAS, the Board of Commissioners does not wish to provide additional compensation to employees not scheduled to work during a Department Head-ordered period of suspended operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner amends Section D.1.b of the Suspension of Operations Policy to read as follows:

- b. Employees not working during the period of suspended operations and who are regularly scheduled to work during the period shall be compensated for hours normally scheduled.

BE IT FURTHER RESOLVED, that a new Section D.1.c is added to the Suspension of Operations Policy to read as follows:

- c. Employees not working during the period of suspended operations and who are not scheduled to work during the period shall receive no additional compensation.

BE IT FURTHER RESOLVED, that these policy changes shall have immediate effect upon adoption of this Resolution.