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FINANCE COMMITTEE
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SARAH ANTHONY
BRYAN CRENSHAW
TODD TENNIS
CAROL KOENIG
THOMAS MORGAN
RANDY SCHAFFER

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, OCTOBER 3, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [September 12, 2018](#) and [September 19, 2018](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2018 Local [JAG Grant](#)
2. Law & Courts Committee – Resolution Authorizing 2019 Agreements for [Juvenile Justice Community Agencies](#)
3. Equalization/Tax Mapping – Resolution to Approve the 2018 [Apportionment Report](#) (*Report to be Distributed at the Meeting*)
4. Ingham Health Plan – Resolution Authorizing an Amendment to the 2018 Health Services Millage Contract with the Ingham Health Plan Corporation ([IHPC](#))
5. Health Department
 - a. Resolution to Accept Funding from MDHHS for [HIV Care Coordination](#)
 - b. Resolution to Pay Wieland Deposit for Custom [Aluminum Boards](#)
 - c. Resolution to Approve a Third Five Year Extension of [Reciprocal Agreements](#)
6. Fair Office – Resolution to Amend the 2018 [Fair Fund](#) Budget
7. Parks Department
 - a. Resolution to Authorize an Amendment to [City of East Lansing and Meridian Township](#) Trails and Parks Millage Agreements
 - b. Resolution to Authorize an Amendment to [City of Lansing](#) Trails and Parks Millage Agreements
8. Innovation & Technology Department – Resolution to Approve Extension of an Agreement for [Data and Voice Wiring Services](#)

9. Controller/Administrator's Office
 - a. Resolution Authorizing [Adjustments](#) to the 2018 Ingham County Budget
 - b. Resolution to Authorize Participation in a Regional Health Insurance [MEWA](#)

10. Board Referral – Resolution from the Antrim County Board of Commissioners in Opposition to [Senate Bill 1031](#)

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
September 12, 2018
Draft Minutes

Members Present: Grebner, Anthony, Crenshaw, Morgan (arrived at 6:04 p.m.), Koenig, Tennis and Schafer

Members Absent: None.

Others Present: Clerk Barb Byrum, Ryan Buck, Shauna Dunnings, Andy Bouck, Lisa McCormick, Teri Morton, Jill Bauer, Jared Cypher, Tim Dolehanty, Michael Townsend, Lindsey LaForte, and others

The meeting was called to order by Chairperson Grebner at 6:03 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the August 22, 2018 Meeting Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THE AUGUST 22, 2018 FINANCE COMMITTEE MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioner Morgan.

Commissioner Morgan arrived at 6:04 p.m.

Limited Public Comment

None.

1. Overview of Liaison Committee Recommendations

Michael Townsend, Budget Director, stated that the Standing Committees had met and the total budget was \$239,649,352 with the General Fund amounting to \$85,900,793 had been approved by all three of the committees. He further stated that the committees had established a Z-List in the amount of \$562,326 of which there was \$300,000 in the budget.

Mr. Townsend stated that County Services Committee had chosen three items for the Z-List including the County Clerk’s Office Deputy County Clerk positions and IT Programmer Analyst. He further stated that the Human Services Committee had approved the recommended budget without any additions.

Mr. Townsend stated that the Law & Courts Committee had recommended three items for the Z-List including the Prosecutor’s Office Assistant Prosecuting Attorney (APA), the Circuit Court request for Security at Mason Historical Courthouse, and the Prosecutor’s Office Audio Visual (AV) position. He further stated that based on the Law & Courts Committee discussion about the security at the Mason Historical being divided between all of the departments that there was a memo from Controller’s Office about the recommendations provided to the Committee.

Mr. Townsend stated that the IT position funding estimate had been reduced to a total cost of \$97, 464 from the General Fund as some of that position would be funded through other mechanisms.

Commissioner Schafer stated that he would like to see a print out of what came from the various committees.

Terri Morton, Deputy Controller, stated that it was emailed out on Friday but she had copies that Committee members may have.

Discussion.

Commissioner Crenshaw asked about the process for approving the budget.

Chairperson Grebner stated that the Committee would talk about this, create a Z-List, and then move the Controller's approved budget and include the Z-List items as amendments to that motion.

Discussion.

MOVED BY COMM. TENNIS TO PUT ALL THE ITEMS RECOMMENDED FOR THE Z-LIST BY THE STANDING COMMITTEES ON THE Z-LIST.

Chairperson Grebner stated that he wanted the Committee to take up one item at a time for the Z-List after a general discussion.

COMMISSIONER TENNIS WITHDREW HIS MOTION.

Discussion.

Chairperson Grebner asked how the County was faring overall. He asked how much was drawn down from the reserves in the last five years.

Commissioner Schafer stated that six million dollars were drawn down since 2017.

Ms. Morton stated that in 2015 the County used \$1.8 million, and in 2016 the County used \$4.4 million, and in 2017 the County used \$315,000. She further stated that during the current 2018 budget year at the rate that the County was going, it was estimated for the fund balance to be \$6.4 million which was still above the minimum required.

Chairperson Grebner stated that it was the policy to budget more than was needed. He further stated that for various reasons this worked well.

Chairperson Grebner stated that over the last five years the reserve fund had been reduced by about six million dollars.

Ms. Morton stated that was correct.

Chairperson Grebner stated that this budget drew down on the reserves again and it was not sustainable to run the County like this.

Commissioner Koenig asked about the budgeted use of reserve funds for 2018.

Ms. Morton stated that she was not sure.

Mr. Townsend stated that it totaled \$1.4 million.

Chairperson Grebner stated that the reserves which had been built up in the 1990s had been drawn upon for some time. He further stated that the County was living on savings.

Commissioner Koenig stated that it was more like \$10 million if this year was included.

Chairperson Grebner stated that it might not be that bad by the end of the year. He further stated that there was not a great theory behind this budget process but they continued to do a bunch of things that kind of worked.

Chairperson Grebner stated that the strategic fund was there because without it, the Controller's recommended budget was law. He further stated that this gave the Board of Commissioners some work to do concerning the budget and they had about 1/3 of 1% of the budget to change unlike some other counties.

2. Review and Action on County Services Committee Recommendations

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. CRENSHAW, TO ADD THE DEPUTY COUNTY CLERK POSITION IN THE AMOUNT OF \$75,513 TO THE Z-LIST.

Barb Byrum, Ingham County Clerk, stated that she would like to withdraw one of the two Deputy Clerk's positions requested. She further stated that in 2019 she would like to discuss a new position in her office using the Concealed Pistol License (CPL) restricted funds.

Clerk Byrum stated that it was also important to her that the Information and Technology (IT) Department's position was funded. She further stated that she was happy to discuss any of this further.

Commissioner Koenig stated that she would like to hear more about the CPL restricted funds.

Clerk Byrum stated that there were CPL restricted funds based on CPL applications, but she had always been leery about dedicating these funds because they may be removed by the State Legislature at any time if they stopped allowing CPLs. She further stated that after the State Legislature's lame duck session, if they did not remove the CPL restricted funding, she would be interested in discussing adding another position to her Office.

Clerk Byrum stated that perhaps this new position could be an assistant position, which could help with things such as paying bills, and back up UAW employees without causing the conflicting with the contract. She further stated that her Office had been doing things to save the County money such as taking on all of the election programming.

Clerk Byrum stated that it took one staff person over 40 hours to program for the election and she also had a person trained to back up the Election Clerk/Coordinator.

Chairperson Grebner asked about the CPL Fund Balance.

Clerk Byrum stated that the CPL Fund balance was \$172,415.

Ryan Buck, Deputy County Clerk, stated that annually there was about \$82,000 in revenue from CPLs.

Ms. Morton stated that annually there was about \$69,000 revenue over expenses when it came to CPLs.

Clerk Byrum stated that she used that fund to pay for a portion of the Recording Secretary salary costs and also to purchase supplies to provide the CPLs. She further stated that for example, the State had one approved vendor for special license cards and she had to purchase from that vendor, rather than the least expensive vendor.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW, TO ADD THE IT PROGRAM ANALYST POSITION IN THE AMOUNT OF \$97,464 TO THE Z-LIST.

Commissioner Koenig stated that she needed more clarification about this position as this was not security-related because that position was already added to the budget.

Deb Fett, IT Director, stated that this position would support all of the positions in IT. She further stated that right now, the Circuit Court was moving to having e-records on a program called On Base which required extra attention.

Ms. Fett stated that there was one programmer and someone to back that person up for On Base, and one programmer for the website, and so on who could all use someone to support them. She further stated that they did not have the depth to support the County effectively and with this position they could increase efficiencies of the Departments.

Ms. Fett stated that this was a move in the right direction and would help to serve the constituents better.

Chairperson Grebner asked how many employees IT had.

Ms. Fett stated that IT had 21 employees.

Clerk Byrum stated that it was not anywhere near a sufficient number.

Commissioner Morgan asked about the type of support this person would provide.

Ms. Fett stated that for example, the Clerk's Office had a request in for years to streamline their Tyler software and email orders and IT had not had time to do this. She also stated that Ingham County Animal Control needed a way to track medication, feeding, and track animal care which could be done with technology but needed someone to program it

Ms. Fett stated that some of this work could be done by hiring consultants but that cost more than adding this position.

Chairperson Grebner stated that a lot of these software packages needed to be customized to the Department and then integrated into the current County systems.

Discussion.

Commissioner Crenshaw asked if there were any other ways to reduce the cost of this position from the General Fund.

Tim Dolehanty, Controller, stated that it could not be done as it had been reduced as much as possible.

Chairperson Grebner stated that they could direct the person to work at the Road Department more. He further stated that the more work done at departments not funded with General Fund dollars, the less it would cost the General Fund.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

Chairperson Grebner asked Clerk Byrum if she would like to discuss her vision for the future.

Clerk Byrum stated that she looked forward to discussing this more before the entire Board of the Commissioners meeting later.

Commissioner Schafer asked Clerk Byrum about security at the Mason Historical Courthouse.

Clerk Byrum stated that as Clerk of the Court, security was a great concern and she asked Shauna Dunnings, 30th Circuit Court Administrator, to join her for this conversation.

Ms. Dunnings stated that this was a recommendation based on a State Court Administrative Office (SCAO) assessment. She further stated that the Court had asked for Sheriff Deputies and security screeners at the Mason Historical Courthouse.

Ms. Dunnings stated that they had looked for a way to reduce the cost which was how the recommendation was reduced to asking for just the security screeners. She further stated that she had spoken with the other departments and offices in the Mason Historical Courthouse and there was a consensus that security was needed.

Ms. Dunnings stated that even though additional security was needed they had conceded to asking the Board of Commissioners to fund only the screener positions.

Clerk Byrum stated that she would like to describe what happened when a screener came into contact with a person with a knife or a gun. She further stated that if the screeners discovered someone had a weapon, they did not confiscate it, but they did ask the person to put it back in their car.

Clerk Byrum stated that often people just walked out of the Courthouse and deposited the weapon into the bushes where any child may find it. She further stated that the screeners could not touch the individuals in order to confiscate their weapon or stop someone who was determined to enter.

Clerk Byrum stated that someone with a gun could still enter her office, and as someone who has had threats of violence against her, that was a valid concern. She further stated that it was a concern for other offices such as the Treasurer's Office which held a large amount of cash.

Clerk Byrum stated that there had been a security risk recently, of which she can only give vague details in an open meeting, where the whole building went on lockdown until law enforcement could respond. She further stated that this was a large county and it was ludicrous that it the Mason Historical Courthouse did not have security.

Clerk Byrum stated that she felt that Judges did not want to serve in Mason because of security concerns. She further stated that the County was one horrible incident away from not having a choice about providing security.

Ms. Dunnings stated that she would agree with that. She further stated that the amount of funding needed for the screeners who provided the minimum amount of security was way less than the cost of a serious security incident.

Clerk Byrum stated that an actual Sheriff Deputy would be even better since they could make contact with a person who was a threat.

Commissioner Crenshaw asked about exploring the option for retired Sheriff Deputy to do this work. He further stated that he remembered a discussion about this a while ago.

Mr. Dolehanty stated that the cost was not the issue with hiring retired law enforcement offices, but it was the personnel was not available.

Andy Bouck, Ingham County Sheriff Office Undersheriff, stated that it was discussed under the previous Sheriff. He further stated that it was not an ideal way to provide security.

Undersheriff Bouck stated that Sheriff Scott Wriggelsworth supported having additional security at the Mason Historical Courthouse and the more security there was, the better off it would be. He further stated that without a sense of security, there was no security at all.

Undersheriff Bouck stated that uniformed, sworn Sheriff Deputies would be ideal.

Commissioner Anthony stated that it might be worth exploring this issue again. She further stated that the Michigan Legislature hired retired law enforcement offices for security all the time.

Commissioner Anthony stated that there had been a discussion at the Law & Courts Committee about those in the Mason Historical Courthouse sharing the cost for the security.

Commissioner Crenshaw asked Clerk Byrum if it would be possible to share the cost.

Clerk Byrum stated that she would be willing to share the cost for a sworn Sheriff Deputy. She further stated that she would like that to be shared proportionally as she had a small office on the first floor and others took up more of the building.

Chairperson Grebner stated that no matter which department it came from the \$100,000 to fund a Sheriff Deputy would be General Fund money. He further stated that the Mason Historical Courthouse was less active than the Veterans Memorial Courthouse (VMC).

Chairperson Grebner stated that the Mason Historical Courthouse was mostly a very sleepy place and there was a lot less likely hood of security issues especially since there was not a Friend of the Court office and less court hearings.

Clerk Byrum stated that a lot of people who had their gun rights revoked were in her Office every day. She further stated that her office also dealt with people who were upset or had issues with Child Protective Services.

Chairperson Grebner stated that more people went in and out of the VMC each day.

Clerk Byrum stated that VMC was located where the County's population was concentrated.

Commissioner Crenshaw asked if there were any grants from SCAO or any other organization that would help with this.

Ms. Dunnings stated that she was not aware of any. She further stated that after the courtroom

incident in Berrien County, there had been a lot of discussion about courtroom security but that it never included ways to fund the increased security.

Commissioner Koenig stated that 54A District Court had retired law enforcement as security. She further stated that this needed to be discussed.

Commissioner Koenig stated that the question was what was the best security that the County could currently afford. She further stated that this issue had not received the focus that it required.

Commissioner Koenig stated that the County needed to look at all the options for security. She asked who had done the assessment for the Court.

Ms. Dunnings stated that SCAO had done the assessment in 2016.

Commissioner Koenig asked if they looked at the District Courts also.

Ms. Dunnings stated that it was only for the Circuit Court.

Commissioner Koenig stated that the 55th District Court had a SCAO assessment separately.

Ms. Dunnings stated that the Chief Judge had responded to the assessment by reducing the risk a bit by not having people in custody routinely at court proceedings, as there may be some civil court matters in which they would need to appear. She further stated that the docket change helped to reduce risks but did not eliminate them.

Commissioner Morgan left the room at 6:50 p.m.

Chairperson Grebner asked if Judge Garcia was now only handling civil cases.

Ms. Dunnings stated that he was still handling criminal cases, but the only cases heard at the Mason Courthouse were civil cases.

Discussion.

Commissioner Schafer stated that he supported security at the Mason Historical Courthouse. He further stated that retired law enforcement officers were used at the high school for security.

3. Review and Action on Human Services Committee Recommendations

None.

4. Review and Action on Law & Courts Committee Recommendations

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO ADD THE ASSISTANT PROSECUTING ATTORNEY POSITION IN THE AMOUNT OF \$149,841 TO THE Z-LIST.

Commissioner Morgan returned to the room at 6:53 p.m.

Chairperson Grebner stated that he would like to articulate something about the Ingham County Prosecutor's Office (ICPO). He further stated that the Committee had previously heard from Assistant Prosecuting Attorneys (APAs) that they received less pay less than APAs in other counties.

Chairperson Grebner stated that the ICPO had a larger budget than counties of comparable size because they had more APAs for hard events like homicide than Wayne, Oakland, Macomb, and Washtenaw. He further stated that he used homicide as the bar to measure because it was not charged differently between counties.

Chairperson Grebner stated that the County had been underpaying APAs and they now have more of them by adding this position. He further stated that if the County ever increased APA salaries, it would be an even larger amount of funding needed.

Commissioner Crenshaw stated that this APA position was added last year.

Chairperson Grebner stated that it was true that this was not a new position.

Commissioner Koenig stated that the position was only 4 months old.

Chairperson Grebner stated that it was important to articulate these things when spending a quarter million dollars. He further stated that the County had more Circuit Court Judges than anyone else because of the past agreement to take State cases.

Chairperson Grebner stated that the County had seven Circuit Court judges, 10 District Court Judges and 2 Probate Court Judges and they all needed to be staffed. He further stated that the County system ran at a higher caseload than other counties of a similar size.

Chairperson Grebner stated that there was a valid argument about underpay or critical need, but other counties did not prosecute as many cases.

Commissioner Morgan stated that they needed more APAs as women were becoming more empowered to speak up about assaults. He further stated that with a Big Ten university in the County, there were an increased amount of rapists and sexual assaults.

Commissioner Morgan stated that he was not sure that murders was the best bellwether because there were other types of crimes that exist.

Chairperson Grebner stated that he did not refer to murder because it was best bellwether, but because it could not be charged in several different ways. He further stated that Detroit had very few crimes for a time because they just did not report or prosecute crimes.

Chairperson Grebner stated that they could not look at sexual assaults because other counties did not prosecute at the same rate as Ingham.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MORGAN, TO ADD THE OFFICE ADMINISTRATOR POSITION IN THE AMOUNT OF \$128,876 TO THE Z-LIST.

Lisa McCormick, Chief Assistant Prosecuting Attorney, stated that she wanted to speak to the APA position first. She further stated that the ICPO did not fill that position until August because it was difficult to find someone with the experience.

Ms. McCormick stated that they had moved someone internally to fill the vacancy and then hired a general APA. She further stated that with the sexual assault APA, it allowed a victim to have attention from one APA from the start of a case to the finish.

Ms. McCormick stated that the need for an Audio Visual Specialist was real also, as she had talked about at a previous budget hearing. She further stated that they had a recent case when a victim of a sexual assault was filmed by a body camera and was naked, bleeding from her eyes, and exposed.

Ms. McCormick stated that because of a Detroit News FIOA, a local law enforcement agency examined how many sexual assault cases they had investigated and how many were referred to the ICPO. She further stated that the agency found that there had been 69 sexual assault cases and only three had been forwarded to the ICPO.

Ms. McCormick stated that they had inquired about why so many cases were never forwarded, and the agency stated that for a number of the cases they did not have suspects so maybe half could be reduced that way. She further stated that they had a need for a dedicated person to receive and review all of the cases and give a quick response.

Ms. McCormick stated that the ICPO needed to improve the response for sexual assault cases and that was at the top of Z-List needs.

Commissioner Morgan asked how there was not a suspect for so many of these cases when many people knew their assailant.

Ms. McCormick stated that the numbers were staggering and a concern but she was hoping for the report next week to show more information about why more cases were not given to the ICPO. She further stated that this was just one agency out of all in Ingham County.

Ms. McCormick stated that the agencies had changed their polices and sent more information for the ICPO to review because of the Larry Nassar case. She further stated that in that case, there had been one agency that forwarded a case and another that had not, but if both had, there may have been a different outcome and a pattern would have been more evident.

Ms. McCormick stated that at the least, the ICPO needed to review those cases.

Commissioner Koenig asked about changing the request from the AV Specialist to the Office Manager.

Ms. McCormick stated that the APA was the top priority. She further stated that the Law & Courts Committee had placed the AV specialist on the Z-List per the ICPO request.

Ms. McCormick stated that these body camera videos needed to be protected from discovery in order to protect victims. She further stated that since the last meeting, she had resigned from the Prosecutor's Office.

Ms. McCormick stated that with her resignation there was now the concern that an office administrator would be needed. She further stated that she had been doing the job of the office administrator.

Commissioner Koenig asked Ms. McCormick to clarify what she was asking for.

Ms. McCormick stated that the ICPO would like the APA and office manager if they could only have two of the positions funded.

Commissioner Tennis asked what amount of funding was needed for the office manager position.

Ms. McCormick stated that it topped out at \$128,876.

Ms. Morton stated that this was technically an Office Administrator position.

Chairperson Grebner stated that the APA positions would provide a bit of relief to the other APAs.

Ms. McCormick stated that there were 5 APAs with one per Circuit Court Judge and 2 for Judge Aquilina since she had a full time criminal docket and no civil cases. She further stated that there had been a change made in the dockets because the Mason Courthouse was no longer having criminal cases.

Discussion.

Commissioner Schafer stated that he was confused because they had heard previously about APA salary amounts being very low. He asked if they had not included benefits in those figures.

Ms. McCormick stated that included benefits in the amount.

Commissioner Schafer stated that he remembered being told that the salary was about \$70,000.

Ms. McCormick stated that APAs started at about \$40,000 but with benefits, that was worth about \$70,000 as the topped out salary. She further stated that the whole County had no increases in wages for some time.

Ms. McCormick stated that salaries had stayed stagnant across the board. She further stated that it was difficult to find good people who had the same level of experience when there not good benefits and less salary.

Ms. McCormick stated that the ICPO had difficulty recruiting people.

Commissioner Schafer thanked Ms. McCormick for her work in the ICPO.

Commissioner Koenig asked what Prosecutor Siemon wanted funded.

Ms. McCormick stated that the APA was the position that was filled already and that the office administrator position was also important.

Commissioner Koenig stated that Ms. McCormick was leaving the ICPO and that she had done that job.

Ms. McCormick stated that it would be difficult to fill her position because they may not find someone qualified to do the job that she was currently doing. She further stated that she did many jobs because she had taken a lot on because during the budget problems when the County could not afford an office administrator.

Ms. McCormick stated that now it was different and office administrator was needed for an office the size of the ICPO. She further stated that with her departure it needed to be addressed as no one could pick that up easily.

Commissioner Koenig asked if there was anyone who could take this position.

Ms. McCormick stated that it was posted for the public and someone could be in a smaller county and looking to move up. She further stated that her job had been reclassified to include compensation for the extra work that she had been doing.

Ms. McCormick stated that it would have to be looked at and perhaps a lot of duties in the Chief Deputy job description that would not apply anymore. She further stated that the main funding needed was for the APA position because cases needed to be prosecuted and victims deserved to have someone to help them.

Ms. McCormick stated that the office administrator was needed and so was the AV Specialist. She further stated that maybe there would be a way to work around the AV Specialist involving IT.

Ms. McCormick stated that the Sheriff also needed AV help because they used many cameras, although they did not have body cameras. She further stated that there was only so much money, but Prosecutor Siemon had stated that the APA was the highest priority.

Commissioner Koenig stated that she would like to thank Ms. McCormick for her work for the ICPO and presenting this information.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Tennis asked if he should make a motion about security at the Mason Historical Courthouse.

Commissioner Grebner stated that the Committee would address that later.

Commissioner Tennis asked how much the current Z-List totaled.

Ms. Morton stated that the Z-List total came to \$451,604.

Commissioner Tennis stated that with adding the Deputy Clerk, IT Analyst, and APA still about \$22,000 over the budget for the Z-List. He further stated that he wanted to be in the position to fund the extra cost beyond the \$300,000 marked for the Z-List.

Commissioner Tennis stated that he would rather fund three out of the four positions than not fund them all.

Chairperson Grebner stated that it was unimaginable to him that they would not fund at least three of the positions. He further stated that the Z-List ranking was not the end.

5. Action to Incorporate Strategic Planning Initiative Funds into Recommended Budget

Committee members ranked the Z-List items.

The meeting was at ease at 7:22 p.m.

The meeting was called back to order at 7:33 p.m.

6. Adoption of Finance Recommended Budget

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MORGAN, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHAFFER, TO AMEND BY ADDING THE TOP 3 Z-LIST POSITIONS, ASSISTANT PROSECUTING ATTORNEY, DEPUTY COUNTY CLERK, AND IT PROGRAM ANALYST, IN THE AMOUNT OF \$322,818 TO THE CONTROLLER'S RECOMMENDED BUDGET AND TAKE THE EXTRA FUNDING NEEDED FROM THE FUND BALANCE.

THE AMENDMENT CARRIED UNANIMOUSLY.

MOVED BY TENNIS, SUPPORTED BY COMM. ANTHONY, AMEND THE
CONTROLLER'S RECOMMENDED BUDGET TO USE FUND BALANCE FOR SECURITY
AT THE MASON HISTORICAL COURTHOUSE.

THE AMENDMENT CARRIED UNANIMOUSLY.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Discussion.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:36 p.m.

FINANCE COMMITTEE
September 19, 2018
Draft Minutes

Members Present: Grebner, Crenshaw, Tennis, Morgan, Anthony, Koenig (arrived at 6:02 p.m.), and Schafer

Members Absent: None.

Others Present: Sue Graham, Bonnie Toskey, Shelly Neal, Melissa Buzzard, Jessy Gregg, Andy Bouck, Michael Townsend, Lindsey LaForte, and others.

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

Additions to the Agenda

10. Human Services Committee
 - b. Resolution to Amend Resolution #18-113 Authorizing an Agreement with Weitz & Luxenberg, P.C. to Represent Ingham County in Litigation Against Manufacturers and Wholesale Distributors of Opioids

8. Parks Department
 - c. Resolution to Authorize Construction of a Sidewalk at Lake Lansing Park South

17. Board of Commissioners - Consideration of a Written Legal Opinion within Attorney-Client Privilege (*Closed Session*)

Limited Public Comment

None.

Commissioner Koenig arrived to the meeting at 6:02 p.m.

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

1. Homeland Security & Emergency Management – Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant (EMPG) for FY 2019

2. Sheriff's Office
 - a. Resolution to Authorize Various Transfers within the Sheriff's Office Budget
 - b. Resolution to Authorize a Contract to Purchase and Train a New Corrections K-9 Dog

3. Circuit Court – General Trial Division
 - a. Resolution to Continue the Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court – Court Services Coordinator Position; Add a Full-Time ICEA Court Professional 5 Mental Health Court – Case Coordination Specialist, and Enter into Subcontracts for Fiscal Year 2018-2019
 - b. Resolution to Accept the FY 2019 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position, and Enter into Subcontracts

4. Circuit Court – Juvenile Division
 - a. Resolution to Amend Contract for Attorney Services for the Juvenile Division
 - b. Resolution to Amend Contract with Ingham Intermediate School District for Educational Instruction
 - c. Resolution to Continue the Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court

5. 9-1-1 Dispatch Center
 - a. Resolution to Amend a Contract Renewal for Pre-Employment Testing
 - b. Resolution to Authorize Purchase of an ESRI ArcGIS Software License for the 9-1-1 Center
 - c. Resolution to Authorize a Contract with EG Workforce Solutions for Recruiting Services for Ingham County 9-1-1
 - d. Resolution to Authorize Software Purchase Agreement with TriTech for Inform CAD API to Enhance the 9-1-1 Center Computer Aided Dispatch (CAD) System
 - e. Resolution to Authorize Software Purchase Agreement with TriTech for Inform CAD/Mobile Test Systems to Enhance the 9-1-1 Center Computer Aided Dispatch (CAD) and Public Safety Mobile Systems
 - f. Resolution to Authorize a Contract for Software Support and Services for the NICE 9-1-1 Recorder System for the Ingham County 9-1-1 Center

6. Animal Control
 - a. Resolution to Increase Oversight of Spay/Neuter Vouchers Purchased
 - b. Resolution to Accept a Bissell Pet Foundation Empty the Shelters Free Adoption Grant

8. Parks Department
 - a. Resolution to Authorize an Application to the Ingham County Trails and Parks Millage Fund for Accessibility Improvements to Hawk Island
 - b. Resolution to Authorize an Application to the Ingham County Trails and Parks Millage Fund for Accessibility Improvements to Lake Lansing South
 - c. Resolution to Authorize Construction of a Sidewalk at Lake Lansing Park South

9. Health Department
 - a. Resolution to Accept 2018 Health Center Quality Improvement Funds
 - b. Resolution to Extend Agreement with MDHHS with Additional Funds to Provide Refugee Health Assessments
 - c. Resolution to Amend Clean Sweep Agreement

- d. Resolution to Authorize a Purchase and Services Agreement with Otech Group LLC
 - e. Resolution to Create Staff Positions for Sparrow-VOA
 - f. Resolution to Authorize an Agreement with Southeastern Michigan Health Association
 - g. Resolution to Convert WIC Family/Child/Infant Advocate Position to Medical Assistant I Position
10. Human Services Committee
- a. Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services
12. Innovation & Technology Department
- a. Resolution to Approve the Renewal of Darktrace
 - b. Resolution to Approve the Purchase of Additional Microsoft Software Licenses through CDWG
 - c. Resolution to Approve the Contract for Network Access Control Implementation
 - d. Resolution to Approve the Contracts for Network Redesign Project for Sentinel Technologies
 - e. Resolution to Approve the Purchase of a Wireless Site Survey from Sentinel Technologies, Inc.
13. Road Department – Resolution to Authorize the Purchase of Truck Hoist Repair Parts
14. Human Resources – Resolution to Authorize a Contract for Job Recruitment Services
15. Controller/Administrator’s Office – Resolution to Proceed with Plan for Constructing, Equipping and Financing a New Combined Justice Complex Facility
16. Board Referrals
- a. Resolution from the Sanilac County Board of Commissioners Regarding Their Opposition to Senate Bill 1031
 - b. Resolution from the Van Buren County Board of Commissioners Regarding Their Opposition to Senate Bill 1031
 - c. Resolution from the Tuscola County Board of Commissioners Regarding Their Opposition to Senate Bill 1031
 - d. Resolution from the Tuscola County Board of Commissioners Regarding Their Opposition to House Bill 6049 and Senate Bill 1025
 - e. City of East Lansing Assessing Officers Report for Industrial Facility Exemption Certificates

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

- 7. Fair Office – Resolution to Authorize an Agreement with Spicer Group to Develop Specifications for the Improvements to the Four Pole/Horse Barns on the Ingham County Fairgrounds

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

Commissioner Schafer stated that he remembered a time when there was an architect who was on the staff for the County. He further stated that perhaps they needed to examine having one again because it seemed like they used the Spicer Group a lot.

Chairperson Grebner stated that they used the same architect a lot but they had not been on staff. He further stated that perhaps that was something that could be looked at again.

Chairperson Grebner stated that it would be helpful to have an architect who worked for four-figure money instead of 5-figure money. **He further stated that it would be helpful to suggest this to Purchasing.**

THE MOTION CARRIED UNANIMOUSLY.

10. Human Services Committee

- b. Resolution to Amend Resolution #18-113 Authorizing an Agreement with Weitz & Luxenberg, P.C. to Represent Ingham County in Litigation Against Manufacturers and Wholesale Distributors of Opioids

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

Commissioner Schafer stated that this seemed like a money grab similar to the tobacco lawsuits a few years ago. He further stated that if they wanted to go after industries that were harmful to residents, then they should go after the alcohol industry too based on damage caused.

Commissioner Tennis stated that he would disagree that this was a money grab. He further stated that there had been an increased cost for law enforcement, medical examiner and other departments directly related to the increase in opioid use over the last six years.

Commissioner Tennis stated that the misuse of opioids was a direct result of manufacturers not following their own guidelines and ignoring government guidelines. He further stated that this was seeking fair compensation for cost of their behavior.

Commissioner Crenshaw left the room at 6:08 p.m.

Commissioner Schafer stated that he did not disagree with Commissioner Tennis. He further stated that he felt that there were other industries that the County could pursue litigation against such as alcohol or food.

Chairperson Grebner stated that he agreed with Commissioner Schafer to some extent. He further stated that once an industry lost legal protection, everyone goes after that industry like piranhas.

Chairperson Grebner stated that these problem industries were not dealt through legislation, but by releasing the piranhas.

Commissioner Morgan stated that it was discussed in the Human Services Committee that Weitz & Luxenberg had stripped out various County purchasing policies from the contract. He further stated that the Committee had decided to include some of the policies.

Commissioner Crenshaw returned to the room at 6:11 p.m.

Commissioner Morgan stated that he would oppose this resolution, not because he was against the litigation, but because not all County policies were included. He further stated that the County should include all policies all the time and if one was not worth having, then the policy should be removed from the County policies.

Commissioner Tennis stated that there was a long discussion on Monday night's Human Services Committee. He further stated that Weitz & Luxenberg asked to stick to their pro-forma agreement which they had also made with 50 other counties.

Commissioner Tennis stated that the key issue was indemnification. He further state that the Board of Commissioners had been in discussion prior to the first resolution.

Commissioner Tennis stated that Weitz & Luxenberg had a clause stating that they would not charge for costs unless there was a settlement, but after a case in Florida they decided that it was not something they could agree to have in a contract. He further stated that Weitz & Luxenberg asked if the County could stick to their standard contract.

Commissioner Tennis stated that on Monday night the Committee decided to leave off the indemnification piece of the original contract because Weitz & Luxenberg's history was that they did not seek cost unless a there was a recovery. He further stated that the Committee felt that the important piece was to leave in the Vendor Code-of-Conduct, Non-Discrimination, Living Wage policies.

Commissioner Tennis stated that the vote approving this resolution was not unanimous in the Human Services Committee. He further stated that what was left out of the contract were small clauses that were not as important.

Commissioner Tennis stated that the County Attorney pointed out that this was a unique situation.

Chairperson Grebner stated that there was a class-action suit that the County had been involved in in the past. He further stated that perhaps it had happened a few times.

Commissioner Tennis stated that the Human Services Committee decided to put some of the County policies back into the contract and Weitz & Luxenberg seemed to be ok with it too. He further stated that the Human Services Committee had done their best to keep the spirit of policy the best that they could.

Commissioner Koenig stated that she voted against the resolution in the Human Services Committee because she did not like going outside of the normal County policy. She further stated that it was unnecessary to remove the policy.

Commissioner Koenig stated that she thought that Weitz & Luxenberg would have agreed to the County's terms. She further stated that she thought that when the County has advice from the County Attorney, they should take the advice.

Commissioner Koenig stated that they were citing a Florida case and not a Michigan case. She further stated that if you were to think about all the no-fee lawyer advertisements you heard on late night televisions, it becomes evident that this happened all the time.

Commissioner Koenig stated that it bothered her a little bit that they agreed on the terms and then changed their minds which she found unfair and a bit of bad faith. She further stated that she would also be voting no on the resolution tonight.

Chairperson Grebner stated that they can guarantee not to charge a fee on those commercials but these are costs and there was technically a difference.

Commissioner Koenig stated that the situation seemed a bit off to her.

THE MOTION CARRIED. Yeas: Grebner, Crenshaw, Tennis, Anthony, and Schafer **Nays:** Morgan and Koenig **Absent:** None.

11. Equal Opportunity Committee – Resolution to Adopt a Revised Equal Opportunity Employment Plan

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

Commissioner Schafer asked if the Equal Opportunity Committee (EOC) had helped determine County Policy in the past.

Commissioner Anthony stated that the EOC had made recommendations to the Board of Commissioners in the past.

Commissioner Schafer stated that he felt that item number 7 in the proposed plan should include that the person if offended needed to let the other party that it was offensive.

Commissioner Crenshaw asked Sue Graham, Human Resources Director, to speak about the plan.

Ms. Graham stated that the EOC felt that if someone was not comfortable speaking up, then they should not be forced to speak up.

Commissioner Schafer asked if it should be added.

Ms. Graham stated that it was implicit in the plan that people may speak up for themselves.

Commissioner Schafer stated that he thought it was needed because someone could be doing something they did not see as offensive.

Commissioner Anthony asked Ms. Graham to thank the EOC for their work on this policy. She further stated that there had been a time when the County annually verified with banks and other contractors that they were still compliant to the policy.

Commissioner Anthony stated that they had been told that there was a lack of staff and that verification had not been happening. She asked if Ms. Graham knew if the verification was happening.

Ms. Graham stated that in her short time with the County that had not been discussed. She further stated that vendor agreements had those requirements.

Commissioner Anthony stated that she was looking at the verification side of it.

Ms. Graham stated that she could bring it to the EOC.

Commissioner Anthony asked if Ms. Graham could follow up with the EOC concerning verification and also provide the last few years of verification reports.

Commissioner Morgan asked why the requirement for salary reporting was problematic.

Ms. Graham stated that it was linked with discrimination toward women and minorities. She further stated that people should be compensated based upon what they were worth in the job, and not what they made at their last position.

Chairperson Grebner stated that this committee was set up in the 1970s when several department heads were outwardly racist and as a historic matter the tenor had changed over time. He asked if the LGBTQ clause was in the contracts under the Sheriff.

Bonnie Toskey, County Attorney, stated that Chairperson Grebner was incorrect because there was a basic gender and sex clause in bargaining contracts.

Chairperson Grebner asked if that included sexual orientation.

Ms. Graham stated that the clause may include other protected classes.

Chairperson Grebner stated that they were not a protected class. He further stated that he thought that some bargaining units' contracts included that clause, but not Sheriff's Office.

Ms. Toskey stated that there was an argument that Title 7 of the Federal law may provide protection.

Commissioner Anthony stated that this policy did not bind County-wide elected officials.

Chairperson Grebner stated that the Board of Commissioners could not force an elected official to sign a contract but the Board of Commissioners could encourage it.

Commissioner Tennis read a portion of the UAW contract which included protections based on sexual preference.

Chairperson Grebner stated that maybe the County could include sexual preference in the Sheriff's bargaining contracts. He further stated that since there was a new Sheriff, perhaps this was the time to encourage it.

Commissioner Anthony thanked the Board of Commissioners for having the EOC because there was some discussion in 2012 about the lack of need for this committee. She further stated that it was clear that the work was still very present.

Chairperson Grebner stated that in the original existence of the EOC was to hold hearings for specific complaints, but he believed that no such hearing ever had happened. He further stated that it was not how Ingham County handled those complaints.

Commissioner Tennis stated that nothing in the Road Patrol contract that he could see with the title of Non-Discrimination but it may be buried.

Chairperson Grebner asked for a spreadsheet showing the Non-Discrimination clauses in contracts for the County.

Commissioner Koenig stated that sounded like a lot of work but it was helpful and this was time to make these changes.

THE MOTION CARRIED UNANIMOUSLY.

17. Board of Commissioners - Consideration of a Written Legal Opinion within Attorney-Client Privilege (*closed session*)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, AT 6:29 P.M., TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING ATTORNEY-CLIENT PRIVILEGE.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: None.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW, TO RETURN TO OPEN SESSION AT APPROXIMATELY 7:04 P.M.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO ACCEPT THE RECOMMENDATIONS OF THE COUNTY ATTORNEY.

THE MOTION CARRIED UNANIMOUSLY.

Discussion.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:05 p.m.

**OCTOBER 3, 2018 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller’s Office recommends approval of the following resolutions:

1. **Sheriff’s Office** – *Resolution to Allow the Ingham County Sheriff’s Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2018 Local JAG Grant*

This resolution would authorize the Ingham County Sheriff’s Office to enter into an Interlocal Agreement with the City of Lansing for the 2018 Local JAG Grant. The Sheriff’s Office will receive a grant of \$11,018 to be used for the replacement of duty weapon retention belts. This is part of a larger grant totaling \$117,648.

2. **Law and Courts Committee** – *Resolution Authorizing 2019 Agreements for Juvenile Justice Community Agencies*

This resolution would authorize contracts for the 2019 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$125,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth consistent with the provisions of the millage.

The Law and Courts Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners. For 2019 the individual agency requests for funds are:

Child and Family Charities – Nexus	\$ 39,600
Child and Family Charities - Teen Court	\$ 26,114
Resolution Services Center of Central Michigan	\$ 37,500
Small Talk Children’s Assessment Center	<u>\$ 19,000</u>
	\$122,214

The requests total \$2,786 less than the \$125,000 available for this purpose.

3. **Equalization Department** – *Resolution to Approve the 2018 Apportionment Report (Report to be Distributed at the Meeting)*

This resolution will approve the millages to be apportioned and spread on taxable valuations of real and personal property within the county, as required by State Law.

4. **Ingham Health Plan** – *Resolution Authorizing an Amendment to the 2018 Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)*

This resolution authorizes an amendment to the 2018 contract with Ingham Health Plan Corporation (IHPC) to provide additional Health Services Millage funds for millage eligible services, including medical, pharmacy, dental, and detox services. The county will also reimburse IHPC for administrative expenses (further details in financial impact section below) at the same rate as already included in the 2018 contract. This resolution authorizes an additional appropriation not to exceed \$300,000 to come from the fund balance of the Health Services Millage fund. That will bring the contract amount to a not to exceed total of \$1.3 million. All other terms and conditions of the original contract remain unchanged.

5a. Health Department - *Resolution to Accept Funding from MDHHS for HIV Care Coordination*

This resolution accepts a grant totaling \$581,172 from the Michigan Department of Health and Human Services (MDHHS) for HIV Care Coordination for the period of October 1, 2018 through September 30, 2019. This funding will support the Ryan White program at Forest Community Health Center and allow ICHD to create new positions for HIV care. Through this funding, the Ryan White Program will close gaps in care for some of the most underserved people living with HIV/AIDS and reach some of the most difficult populations to engage and retain in care. This funding will also allow ICHD to enhance support and coordination services across the continuum of care, from detection to viral load suppression, through the following changes:

- Create the following new positions:
A 1.0 FTE Nurse Case Manager (ICEA PHN level 3), a 1.0 FTE Outreach & Linkage Specialist (ICEA Pro level 7), a 1.0 FTE Data and Eligibility Specialist (UAW Tops level F), and a 1.0 FTE Consumer Support Specialist (ICEA Pro level 5)
- Convert position #601399 by .50 FTE to 1 FTE
- Amend the current agreement with Michigan State University Health Team to include a .10 FTE Psychiatrist for Psychiatric Services.
- Contract with Telehealth equipment to support TelePsych Services effective October 1, 2018 through September 30, 2019 in an amount not to exceed \$8,000.00.
- Designate \$108,000 of the total grant funding to support the contracting of Substance Abuse Counseling through community partners.

5b. Health Department - *Resolution to Pay Wieland Deposit for Custom Aluminum Boards*

This resolution authorizes the Health Department to pay a deposit of 45% to Wieland for the installation of custom aluminum boards, totaling \$19,200 and payable upon execution.

5c. Health Department - *Resolution to Approve a Third Five Year Extension of Reciprocal Agreements*

On January 1, 2003, Ingham County entered into voluntary Solid Waste Disposal Funding Agreements with Granger III and Associates, L.L.C. (Granger), Waste Management of Michigan (Waste Management) and C&C Landfill, Inc. & Adrian Landfill, Inc. (Allied). Under the Voluntary Funding Agreements, the three principal providers of solid waste disposal services in Ingham County (i.e. Granger, Waste Management and Allied), which at that time, collectively, disposed of more than 95 percent of Ingham County solid waste agreed to fund fifty percent of the County's current household hazardous waste, solid waste regulation, and solid waste and recycling education programs (other than the actual collection or maintaining of offsite facilities for recyclables) on a voluntary contractual basis. The Voluntary Funding Agreements will expire, by the terms of the contract, on December 31, 2018. However, the Voluntary Funding Agreements expressly provide the County the option to extend these agreements for successive additional five year terms. The Ingham County Board of Commissioners has previously authorized two extensions of the Voluntary Funding Agreements in 2008 (the First Extension) and 2013 (the Second Extension). The contractually required notice to extend the Voluntary Funding Agreements for a third time must be delivered prior to November 30, 2018. The extension shall commence on January 1, 2019 and continue through December 31, 2023.

Granger, Waste Management, and Allied fund fifty percent of the County's household hazardous waste, solid waste regulation, and solid waste and recycling education program. Without this funding, these services and programs may be impacted.

6. Fair Office – Resolution to Amend the 2018 Fair Fund Budget

Due to what appears to be a structural budget problem resulting in shrinking off-season revenues in the Fair Fund, the Controller/Administrator is projecting a 2018 shortfall of approximately \$107,000. When looking at the Fair Budget in total it is clear that a transfer from the Hotel/Motel Fund, Fund Balance to the Fair Fund of an amount up to \$120,000 is necessary to avoid a deficit fund situation. This resolution authorizes the County Controller/Administrator to transfer up to \$120,000 from the 2018 Hotel/Motel Fund to the Fair Fund in order to avoid a deficit fund situation. Since Hotel/Motel funds are used for Fair capital improvement projects (CIP), the Fair will amend its 2018 CIP 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. The south end asphalt project will be eliminated.

7a. Parks Department - Resolution to Authorize an Amendment to City of East Lansing and Meridian Township Trails and Parks Millage Agreements

The City of East Lansing and Meridian Township are requesting an amendment to the Agreements because due to unforeseen circumstances regarding bid estimates, weather conditions and an influx in road projects and a shortage of asphalt contractors the contracted work will not be completed by the original deadline. These two communities would like to extend their original deadlines to June 30, 2019.

7b. Parks Department - Resolution to Authorize an Amendment to City of Lansing Trails and Parks Millage Agreements

Board of Commissioners Resolution #16-257 and #16-328 authorized entering into contracts with the City of Lansing to fund the following projects:

Contract Title	Project #	Begins	Ends	Resolution
COL - Overlay and Partial Reconstruction of Lansing	TR001	09/22/16	07/01/19	16-257
CL-26-LT-GR (Lansing Center)	TR014	09/21/16	07/01/19	16-328
CL-16-LTE-RC (Potter's Zoo Creek Bridge)	TR015	09/21/16	07/01/19	16-328
CL-20-LTE-RC (Under RR North of Crego Park)	TR016	09/21/16	07/01/19	16-328

The City of Lansing is requesting an amendment to the Agreements because due to unforeseen trail conditions and an additional needed DEQ study the actual bids for the projects came in higher than the amount originally requested and awarded and this has impacted the original deadline for these projects. Based on these unforeseen circumstances, an additional \$270,318.14 was awarded in Resolution #18-346.

The City of Lansing has spent \$1,484,890.00 out of the awarded \$1,806,000.00 for project TR015 Potter's Zoo Creek Bridge and would like to reallocate this fund balance to their additional three projects that require additional funding.

8. Innovation and Technology Department – Resolution to Approve Extension of an Agreement for Data and Voice Wiring Services

The Innovation and Technology (IT) Department seeks authorization to extend a contract with the FD-Hayes Electric Company for the purpose of on-gong telecommunications data and voice wiring for an additional two years. The County has utilized FD-Hayes for all county wiring projects since January 2010 and has extensive knowledge of County facilities.

9a. Controller's Office – Resolution Authorizing Adjustments to the 2018 Ingham County Budget

This resolution would authorize adjustments to the Ingham County budget for the third quarter of 2018. The total increase to the General Fund is \$212,720. The quarterly budget amendment process is necessary to make adjustments to the adopted budget, usually as a result of updated revenue and expenditure projections, grant revenues, re-appropriations, accounting and contractual changes, and general housekeeping issues. Also included is an update of contingency fund spending so far this year. The current contingency amount is \$58,471.

9b. Controller's Office – Resolution to Authorize Participation in a Regional Health Insurance MEWA

A Multiple Employer Welfare Arrangement (MEWA) is defined as a single health insurance plan that covers the employees of two or more unrelated employers. The Michigan Association of Counties (MAC) has tentatively agreed to oversee a MEWA health plan pool, leveraging the purchasing power of combined public agency membership and cost containment strategies to provide members with a low cost, high value health insurance plan. A proposal offered by Physicians Health Plan (PHP, the current Ingham County carrier) was best-suited to the needs of the pool. Immediate benefits to Ingham County include:

- Capped rate increase of 4% or less for two years
- Self-funded prescription drug program
- Economy of scale from participation in a larger group

The Controller recommends approval of a resolution to authorize participation in a regional health insurance MEWA

PRESENTATION/DISCUSSION/OTHER ITEM:

- 10. Board Referral - Resolution from the Antrim County Board of Commissioners Opposition to Senate Bill 1031**

Agenda Item 1

TO: Law & Courts Committee
Finance Committee

FROM: Captain Greg Harris

DATE: September 7, 2018

RE: 2018 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 for the 2018 Local JAG Grant.

The Ingham County Sheriff's Office will receive a 2018 Local JAG grant of \$11,018.00 to be used for the replacement of duty weapon retention belts.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF'S OFFICE TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING AND CITY OF EAST LANSING FOR THE 2018 LOCAL JAG GRANT

WHEREAS, the City of Lansing Police Department and the Ingham County Sheriff's Office were allocated \$117,648.00 from the 2018 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 \$11,018.00; and

WHEREAS, as part of the application process to receive this funding from the 2018 Local JAG grant, the Ingham County Sheriff's Office must enter into an interlocal agreement with the City of 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 the replacement of duty weapon retention belts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an interlocal agreement between Ingham County and the City of Lansing to accept the \$117,648.00 allocated portion of the 2018 Local JAG grant for the time period of October 2018 thru September 2021.

BE IT FURTHER RESOLVED, that the Lansing Police Department will allocate from this grant \$11,018.00 to the Ingham County Sheriff's Office to be spent on the replacement of duty weapon retention belts.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary adjustments to the 2018-2021 Sheriff's Office budgets consistent with this resolution.

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

Agenda Item 2

TO: Law & Courts and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: September 18, 2018
SUBJECT: Resolution Authorizing 2019 Agreements for Juvenile Justice Community Agencies

For the meeting agendas of September 27 and October 3

BACKGROUND

This resolution would authorize contracts for the 2019 Juvenile Justice Community Agency Process. The Board of Commissioners has reserved around \$100,000 annually of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth consistent with the provisions of the millage.

The Law and Courts Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications, Resolution #18-319 “Resolution to Adopt the 2019 Juvenile Justice Community Agency Process Calendar” and other background material will be distributed to the Board of Commissioners at its September 25 meeting per the adopted calendar.

The current 2018 allocation is as follows:

Child and Family Charities –Nexus Program	\$ 39,600
Child and Family Charities – Teen Court	\$ 26,114
Resolution Services Center of Central Michigan	\$ 32,500
Small Talk Children’s Assessment Center – Sexual Trauma Recovery	<u>\$ 19,000</u>
	\$117,214

FINANCIAL IMPACT

For 2019, \$125,000 is available for this purpose.

For 2019 the individual agency requests for funds are:

Child and Family Charities – Nexus	\$ 39,600
Child and Family Charities - Teen Court	\$ 26,114
Resolution Services Center of Central Michigan	\$ 37,500
Small Talk Children’s Assessment Center	<u>\$ 19,000</u>
	\$122,214

The requests total \$2,786 less than the \$125,000 available for this purpose.

OTHER CONSIDERATIONS

Attached is some additional historical background information on the last four years of JJM funding for these organizations.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING 2019 AGREEMENTS
FOR JUVENILE JUSTICE COMMUNITY AGENCIES**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002, then renewed in 2006, 2012, and 2016 for the purpose of funding an increase to Ingham County’s capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners established a Juvenile Justice Community Agency Process, through Resolution #18-319, reserving a pool of Juvenile Justice Millage funds, to seek and fund proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage proposal approved by the voters; and

WHEREAS, the County has received applications for the 2019 Juvenile Justice Community Agency process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2019 through December 31, 2019, for each Community Agency listed below in accordance with the dollar amounts allocated in the 2019 Budget as stated below, and for the services to Ingham County residents previously approved by the Law & Courts Committee:

- Child and Family Charities – Nexus Program \$ _____
- Child and Family Charities – Teen Court \$ _____
- Resolution Services Center of Central Michigan \$ _____
- Small Talk Children’s Assessment Center \$ _____

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 3

To: Finance Committee
Ingham County Board of Commissioners

From: Robert Francis, Deputy Director
Equalization/Tax Mapping

Date: September 17, 2018

Re: 2018 County Apportionment Report

Attached please find the resolution approving the 2018 apportionment report for presentation at the Finance Committee meeting on October 3, 2018. The Apportionment Report is not complete at this time. I will distribute the report to you prior to the meeting.

It is to be understood that the 2018 Apportionment Report will not be certified, as no employee currently within the Equalization/Tax Mapping Department holds the State Certification Level required for Ingham County.

Also be aware that results from the upcoming November election will most likely result in an amended 2018 apportionment report.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE 2018 APPORTIONMENT REPORT

WHEREAS, State Law requires that the Board of Commissioners approve on or before October 31st of each year the annual Apportionment Report stating millages to be apportioned and spread on taxable valuations of real and personal property within the county.

THEREFORE BE IT RESOLVED, that the attached statement of taxable valuations and millages apportioned to the various units in Ingham County for the year 2018 is hereby approved.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: September 18, 2018
SUBJECT: Resolution Authorizing an Amendment to the 2018 Health Services Millage Contract with IHPC
For the meeting agendas of October 1 and October 3

BACKGROUND

This resolution authorizes an amendment to the 2018 contract with Ingham Health Plan Corporation (IHPC) to provide additional Health Services Millage funds for millage eligible services, including medical, pharmacy, dental, and detox services. The county will also reimburse IHPC for administrative expenses (further details in financial impact section below) at the same rate as already included in the 2018 contract.

ALTERNATIVES

The Ingham Health Plan Corporation could utilize their own fund balance to cover the additional expenses.

FINANCIAL IMPACT

This resolution authorizes an additional appropriation not to exceed \$300,000 to come from the fund balance of the Health Services Millage fund. That will bring the contract amount to a not to exceed total of \$1.3 million.

All other terms and conditions of the original contract remain unchanged.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of ‘promoting accessible healthcare’ and the specific task in the action plan of ‘expand access to health care for County residents, with an emphasis on the uninsured and under-insured’.

OTHER CONSIDERATIONS

Prior to implementation of the Affordable Care Act (ACA), IHPC had roughly 12,000 members in Ingham County. Currently IHPC has about 1,746 members in total. However, the uncertain future of the ACA may bring about unforeseen changes to the number of millage eligible Ingham County residents needing IHPC services.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a Health Services Millage contract with IHPC.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AMENDMENT TO THE 2018 HEALTH SERVICES MILLAGE CONTRACT WITH THE INGHAM HEALTH PLAN CORPORATION (IHPC)

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

WHEREAS, Resolution #17-503 authorized a contract with IHPC which authorized the County to pay IHPC an amount not to exceed \$1,000,000 annually for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage; and

WHEREAS, the number of IHPC members eligible to be covered under the contract has been increasing; and

WHEREAS, projections show that Ingham Health Plan's expenses on members eligible to be covered under the contract are projected to exceed the \$1 million cap by approximately \$300,000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an amendment to the 2018 Health Services Millage contract with IHPC which authorizes the County to pay IHPC an additional amount not to exceed \$300,000 for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage, bringing the contract amount to a not to exceed total of \$1.3 million.

BE IT FURTHER RESOLVED, all other terms and conditions set forth in resolution #17-503 and in the original 2018 contract remain unchanged.

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

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

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 13, 2018
SUBJECT: Authorization to Accept Grant from MDHHS for HIV Care Coordination

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept a grant totaling \$581,172 from the Michigan Department of Health and Human Services (MDHHS) for HIV Care Coordination for the period of October 1, 2018 through September 30, 2019. This funding will support the Ryan White program at Forest Community Health Center and allow ICHHD to create new positions for HIV care. Through this funding, the Ryan White Program will close gaps in care for some of the most underserved people living with HIV/AIDS and reach some of the most difficult populations to engage and retain in care. This funding will also allow ICHHD to enhance support and coordination services across the continuum of care, from detection to viral load suppression, through the following changes:

- Create the following new positions:
A 1.0 FTE Nurse Case Manager (ICEA PHN level 3), a 1.0 FTE Outreach & Linkage Specialist (ICEA Pro level 7), a 1.0 FTE Data and Eligibility Specialist (UAW Tops level F), and a 1.0 FTE Consumer Support Specialist (ICEA Pro level 5)
- Convert position #601399 by .50 FTE to 1 FTE
- Amend the current agreement with Michigan State University Health Team to include a .10 FTE Psychiatrist for Psychiatric Services.
- Contract with Telehealth equipment to support TelePsych Services effective October 1, 2018 through September 30, 2019 in an amount not to exceed \$8,000.00.
- Designate \$108,000 of the total grant funding to support the contracting of Substance Abuse Counseling through community partners.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The acceptance of this grant will be increase funding by \$581,172 for the Ryan White HIV/AIDS program.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically Goal A – with an emphasis on providing easy access to quality, innovative, cost-effective services that promote well-being and quality of life for residents of Ingham County, Strategy 1 – to make facilities and services user friendly, Goal C – to maintain and enhance county health and to develop options for service levels depending on the county fiscal health, and finally Strategy 3 - to build capacity to meet growing demands to investigate, educate and control the incidence of STIs in our community.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to accept \$581,172 in grant funds from MDHHS for HIV Care Coordination effective October 1, 2018 through September 30, 2019.

Agenda Item 5a

TO: Anne Scott, Deputy Health Officer & Executive Director of CHC
FROM: Joan Clous, Human Resources Specialist
DATE: May 10, 2018
RE: Memo of Analysis for the creation of new positions for Ryan White Funding

Regarding the creation of new positions, HR can confirm the following information:

1. The newly created position of Outreach and Linkage Specialist has been determined to fall within the scope of the ICEA Pro jobs and was classified at an ICEA Pro level 7 (\$52,116.49 to \$62,564.08)
2. The newly created position of Nurse Case Manager has been determined to fall within the scope of the ICEA PHN jobs and was classified at an ICEA PHN level 3 (\$56,859.25 to \$68,258.35)
3. The ICEA Pro union is in agreement with this placement (see attachment)
4. The ICEA PHN union is in agreement with this placement (see attachment)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

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

Agenda Item 5a

TO: Anne Scott, Deputy Health Officer & Executive Director of CHC

FROM: Joan Clous, Human Resources Specialist

DATE: September 13, 2018

RE: Memo of Analysis for the creation of new position for Ryan White Data & Eligibility Specialist

Regarding the creation of a new position, Human Resources can confirm the following information:

1. The newly created position of Ryan White Data and Eligibility Specialist has been determined to fall within the scope of the UAW Tops jobs and was classified at an UAW Level F (\$36,476.27 to \$43,469.48)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

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

1. INGHAM COUNTY

JOB DESCRIPTION

COMMUNICABLE DISEASE INVESTIGATOR

General Summary:

Under the supervision of the Disease Control Supervisor and the HIV/AIDS Coordinator, interviews, educates, and counsels clients who seek services at the Sexually Transmitted Infection (STI) clinic. Obtains names of sexual partners of those infected with Gonorrhea, Syphilis, Chlamydia, or HIV and searches for these partners in the community to encourage them to seek care. Prepares reports of investigations and completes and monitors reports from physicians to ensure that patients have been adequately treated for infections. Conducts classes on sexually transmitted diseases for individuals contemplating marriage and for other community based organizations and groups needing STI education.

2. **Essential Functions:**

1. Assesses clients during face to face interviews for their risk of contracting HIV and other sexually transmitted infections and records relevant information in client charts and disease control forms.
2. Counsels clients how to prevent risks concerning sexually transmitted diseases and may refer them to social service agencies that can aid them in this process. Assists patients in the development of a plan to cope with the lifelong infections of HIV, hepatitis B, herpes, and genital warts.
3. Conducts field and office investigations to seek out sexual partners of infected individuals including phone calls, letter writing, records searches, and face-to-face notifications of persons in homes, hospitals, jails, and street corners.
4. Elicits required statistical and demographic data from patients for Center for Disease Control for monitoring of HIV infection and records required data on scanner forms and HIV positive report forms.
5. Persuades infected patients to give names of sexual partners and completes interview forms and field record forms on those partners.
6. Develops and maintains working relationships with medical providers advising them regarding current laws, diagnostic procedures, and proper medications for sexually transmitted infections and disease reporting procedures.
7. Completes reports on Gonorrhea, and Chlamydia for Michigan Department of Community Health.
8. Reviews medical charts for appropriate STI testing and treatment and documents on daily logs. Reviews current medical information and literature on sexually transmitted diseases.
9. Conduct educational classes on sexually transmitted infections.

10. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.

3. Other Functions:

- Performs other duties as assigned
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employees may be expected to perform.)

4. Employment Qualifications:

Education: Possession of a Bachelor's Degree in a Social Science or a health related field.

Experience: One year of experience which provided familiarity with Community and Public Health Programs. HIV and STI experience preferred.

Other Requirements: Possession of a valid Michigan driver's license.

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

5. Physical Requirements:

- Ability to walk over uneven terrain and climb stairs.
- Ability to lift charts, slide projectors, and boxes of educational materials.
- Ability to access departmental files.
- Ability to enter and retrieve information in a computer.
- Ability to travel throughout the County to various locations.

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

6. Working Conditions:

- Works in office conditions.
- Travels throughout the County to conduct investigations, attend meetings, and make educational presentations.

7. INGHAM COUNTY

JOB DESCRIPTION

Consumer Support Specialist – Ryan White

8. General Summary:

Under the supervision of the Community Health Center Supervisor, the Consumer Support Specialist – Ryan White will be responsible for supporting patients living with HIV and affected families to navigate and access community resources by providing medical and non-medical case management services. Assess the social needs of clients to identify risk areas and assist them in obtaining assistance to meet those needs. Assists eligible clients in applying for publicly sponsored health care insurance plans and other available programs. Conduct outreach in the community that promote, maintain, and improve individual and community health. Provide information on available resources, provide social support and informal counseling, and advocate for individuals and community health needs. May assist with community resource coordination, data collection, and report writing. Works with community resources and represents the department by servicing on community coalitions.

9. Essential Functions:

1. Provides case management (medical and non-medical) for clients with complex and multiple psychosocial and medical needs. Performs client assessment and reassessment to obtain information concerning their economic condition and community and family support systems. Performs crisis intervention and determines what resources are needed to promote health management and medical care adherence. Monitors implementation of service plans, providing follow-up and assessment of services in relation to goals and objectives of the service plan.
2. Performs client assessment and reassessment to obtain information concerning their economic condition and community and family support systems. Performs crisis intervention and determines what resources are needed to promote health management and medical care adherence. Monitors implementation of service plans, providing follow-up and assessment of services in relation to goals and objectives of the service plan.
3. Determines eligibility to programs and coordinates support services to address unmet needs (i.e. shelter, transportation, insurance, finances, food etc.) Initiates referral to programs within the Health Department or other agencies in the community as needed. Provides necessary follow-up, tracking and data collection to assure continuous enrollment.
4. Provides education for clients on subjects such as health management, risk reduction, health care system navigation, and program benefits.
5. Helps clients effectively communicate with health care providers: meanwhile assisting clients in understanding their health conditions, develop strategies to improve their health conditions and provide informal counseling, support and follow-up procedures.
6. Participates actively as a member of an interdisciplinary team composed of health professionals from various disciplines by reviewing cases, leading or participating in case conferences, providing client progress updates, and participating in the development of care plans.
7. May provide outreach services to access individuals lost to care.
8. May provide psychosocial support services and education to families of eligible clients as needed.
9. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.
10. Maintains case records and completes reports as required by department standards and the requirements of third party funding sources.

11. May provide HIV counseling and testing, and follow the state and agency protocols for completing forms and giving test results.
12. Maintains records and statistics on program activities and prepares activity and financial reports as required by grant funding sources.
13. Manages and compiles data related to case management services in the clinic and participates in writing proposals to enhance clinic funding.
14. Markets and interprets the goals and objectives of programs to community groups, schools, professionals, and other interested people. Promotes and conducts local activities that are part of statewide campaigns.
15. Participates in specific health department programs by assisting with the planning, coordination, and implementation of programs, community workshops and events.

10. Other Functions:

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

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

11. Employment Qualifications:

Education: Associate's degree in social sciences

Experience: Two to three years working with underserved populations. Prior experience in crisis management, case management experience and experience with the Ryan White program preferred.

12. Other Requirements:

- Certified Application Counselor or will acquire within six months of hire

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

13. Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to communicable diseases, blood, other body fluids, etc.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

14. Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling and pinching.
- This position's physical requirements require regular stamina in walking, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

(a)ICEA PRO

***Pay Grade 5
August 2017***

15. INGHAM
COUNTY JOB DESCRIPTION

HEALTH EDUCATOR II

(a) General Summary:

Under the supervision of the Health Department Supervisor, develops and presents health education programs to modify current behavior and improve the health of County residents. Informs residents of health risk factors and wellness programs and evaluates, organizes, promotes, and implements health risk reduction and wellness programs such as smoking cessation and community wellness promotion. Activities include screening, advocacy, and education in community, work site, and school settings. Creates an awareness in the community about many of the health disparities that exist among people of color and brings together community organizations and individuals to begin to dialogue about strategies to reduce or eliminate these disparities.

(b) Essential Functions:

1. Develops and conducts health education/promotional presentations on health related topics and health department services in community, work site, and school settings.
2. Plans and implements special community events and other programs including arranging for speakers, facilities, resources, and staffing.
3. Conducts community cholesterol and blood pressure screening clinics through the Cardiovascular Disease Risk Reduction Program. Obtains blood sample, measures blood pressures, and, educates clients on their results. Provides information on ways to lower high levels through diet and exercise and refers high risk clients to their physician for follow-up.
4. Serves as the health department's smoking cessation counselor and receives referrals from department clinics, local hospitals, and community agencies. Provides individual counseling, phone counseling, and self help materials to insured, uninsured, Medicaid, and Ingham Health Plan (IHP) patients. Works with clinic physicians, nurse practitioners, and nursing staff to coordinate services and makes prescription recommendations. Serve as a liaison between patients, insurance companies and pharmacies for patient prescription coverage, including enrolling patients in the Glaxo Wellcome Patient Assistance Program.
5. Implements the Ingham County Tobacco Regulation by conducting tobacco compliance checks. Recruits and trains underage youth to attempt to purchase tobacco products. Writes citations to retailers in violation of the regulation and explains the penalties on site. Completes compliance check report forms after each retail visit. Prepares correspondence to retailers and clerks who are in violation of the regulation. Coordinates and testifies at appeal hearings.

6. Assists the Lansing Chapter of the African American Health Institute (AAHI) in creating awareness of the health disparities that exist for people of color in Ingham County by educating the community, and stimulating dialogue. Works closely with the Director of AAHI and its members to plan and publicize AAHI activities. Assists in connecting AAHI to community entities, organizations, and individuals through presentations, meetings, and media interviews to build support and community recognition of the AAHI.
7. Engages community organizations such as churches and neighborhood associations to stimulate dialogue about the health disparities that exist for people of color in Ingham County and attempt to develop solutions within the community.
8. Compiles and organizes information and recruits community individuals for planning of reports regarding African American health issues. Conducts focus groups, assembles information, and disseminates and publicizes results through media interviews and community presentations and contacts.
9. Serves as administrative and staff support to committees which serves to create an awareness and educate the community about the health problems that exist for African Americans in Ingham County. Co-chairs meetings, records minutes, schedules meeting locations, organizes paper and electronic files, communicates with committee members, and notifies members about meetings.
10. Assists in planning health fair events and activities, recruits other agencies and individuals for the planning committee, and publicizes the health fair.
11. Designs and develops brochures, reports, manuals, newsletters, pamphlets, resource packets, posters, and various training materials promoting public health issues and health department activities.
12. Assists in publicizing various events related to the W.K. Kellogg Foundation's 'Community Voices' initiative, which focuses on access to health for the underinsured and uninsured residents in Ingham County.
13. Operates as a Webmaster for various other health department clinics. Edits web pages as needed, inputs new information, and maintains and creates web pages as requested. Designs, posts and edits internet-version of the Community Health Newsletter.
14. Assists other staff in other related programs, such as conducting employee health risk appraisals, tobacco reduction coalition activities, health fairs, and general health education issues.
15. May provide administrative support to the Ingham County Board of Health by notifying members of upcoming monthly meetings, attending meetings, recording minutes, scheduling

meeting rooms and catering, communicating with Board members and staff support person, and organizing paper and electronic files.

(c) **Other Functions:**

- Performs other duties as assigned.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employees may be expected to perform.)

(d) **Employment Qualifications:**

Education: Possession of a Bachelor's Degree in Health Education, Public Health or a related health field.

Experience: Two years of experience in public health, preferably in a health promotion/education capacity. Prefer some marketing experience and experience with window based computer programs.

(e) **Other Requirements:**

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

(f) **Physical Requirements:**

- Walks over uneven terrain and climbs stairs to gain access to work site locations.
- Ability to enter and retrieve information from the computer.
- Lifts and carries boxes, display cases, audiovisual equipment, and other materials weighing up to 15 lbs.
- Places materials in and retrieves from a vehicle.
- Bending, stooping, and reaching to access office files, materials, and equipment.

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

(g) **Working Conditions:**

- Works in office conditions and travels throughout the county, state, and out-of-state to attend meetings and other activities related to health education.

Ingham County Job Description

Nurse Case Manager

General Summary:

Under the direct supervision of the Community Health Center Supervisor, will identify high-risk patients and provide ongoing clinical case management and targeted intervention services within the Community Health Center Network. The Nurse Case Manager will develop and carry out case management protocols and procedures to ensure compliance with the Patient-Centered Medical Home designation and grant requirements. The Nurse Case Manager will assist staff in identifying at risk and non-compliant patients and will conduct a variety of prevention activities to decrease risk factors, perform and/or coordinate psychosocial risk assessments, facilitate and/or participate on multidisciplinary teams, and act as a liaison with internal departments and external agencies.

Essential Functions:

1. Works with health center staff and other key stakeholders to determine high-risk and non-compliant patients in need of nursing case management services.
2. Accepts referral of high-risk patients from medical team who meet the criteria for nurse case management and will track referrals, services and outcomes.
3. Maintains a caseload as identified by the Senior Nurse Program Manager to provide ongoing nurse case management and targeted intervention services, including medication adherence.
4. Conducts nurse home visits to provide assessment and education on disease management and medication adherence. Assists patients in medication management by targeting specific interventions to address barriers.
5. Develops and implements nurse case management protocols to ensure compliance with Patient-Centered Medical Home designation and grant requirements.
6. Conducts and coordinates a variety of prevention activities, both individual and group services aimed at decreasing risk factors while increasing compliance.
7. Performs nursing assessments and coordinates with internal case management and external community resources to address reported psychosocial barriers.
8. Facilitates and participates on multidisciplinary teams. Leads population management activities during morning huddles.
9. Acts as a liaison with internal departments and external agencies.
10. Works with electronic health records by accurately documenting tasks and orders within the patient chart.

11. Identifies community resources which can provide appropriate assistance for high-risk patients. Assists in developing resources and guides.
12. May assist with medications and prescription refills for high-risk patients.
13. Ensures timely completion of data entry and reports and meets grant deadlines.
14. Attends and participates in monthly Clinical Quality Management meetings as led by the Senior Nurse Program Manager.

Other Functions:

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

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in Nursing or an Associate's Degree in Nursing and a Bachelor's Degree in a health related field is required.

Experience: A minimum of two years of nursing experience in a community health, public health, or home care setting is required.

Other Requirements: Possession of a current license to practice as a Registered Nurse in the State of Michigan. Possession of a valid Michigan Driver's license.

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

Physical Requirements:

Working Conditions:

Ingham County Job Description

Outreach and Linkage Specialist

General Summary:

Under the supervision of the HIV/STI Prevention Coordinator and the Senior Nurse Program Manager, interviews, educates, and counsels clients who have been newly identified as HIV-positive or are HIV positive and not engaged in medical care. The Outreach component will entail identifying those individuals unaware of their HIV status through counseling, education, and HIV testing. Obtains names of sexual partners of those in contact with the identified HIV-positive individual. Prepares reports of investigations and completes and monitors reports from physicians to ensure that patients have been adequately linked to medical care and support services. Conducts classes on sexually transmitted diseases for individuals needing education.

Essential Functions:

1. Conducts outreach activities to identify, locate, and interview individuals newly identified as HIV-positive or are HIV-positive and not engaged in medical care using State of Michigan tracking databases.
2. Generates client list of individuals who have not engaged in care since diagnosis or within the past six months to a year. Reviews medical records for appropriate medical history.
3. Performs outreach activities which includes rapid-HIV testing for target populations.
4. Assesses clients during face to face interviews for their risk of contracting HIV and other sexually transmitted infections and records relevant information in client charts and disease control forms.
5. Counsels clients regarding HIV status and refers them to medical care and support services. Assists patients in the development of a plan to cope with the lifelong infections of HIV, hepatitis B, herpes, and genital warts.
6. Collaborates with the Consumer Support Specialist and other clinical staff to ensure successful linkage. Communicates client reported barriers to the Consumer Support Specialist and nursing staff for early care plan development.
7. Conducts field and office investigations to seek out sexual partners of infected individuals including phone calls, letter writing, record searches, and face to face notifications of persons in homes, hospitals, jails, and street corners.
8. Elicits required statistical and demographic data from patients for Centers for Disease Control and Prevention, for monitoring of HIV infections and records required data on scanner forms and HIV-positive report forms.
9. Educates and encourages HIV-positive individuals to provide names of sexual partners. Completes interview forms and field record forms on the identified partners.

10. Develops and maintains working relationships with medical providers advising them regarding current laws and the appropriateness of medical care.
11. Conducts education classes on sexually transmitted infections, including HIV.
12. Ensures clinical documentation regarding clients is kept secure and confidential and maintained in accordance with the Health Department's policies and procedures.
13. Attends monthly Clinical Quality Management meetings as led by the Senior Nurse Program Manager and provides updates on the status of newly identified cases.
14. Required to attend HIV-related trainings and meetings as required by State and Federal programs.

Other Functions:

- Performs other duties as assigned
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in Social Science or a health related field.

Experience: Two years of experience which provided familiarity with Community and Public Health Programs. HIV and STI experience required.

Other Requirements: Possession of a valid Michigan Driver's license.

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

Physical Requirements:

Working Conditions:

Ingham County
Job Description
Ryan White Data and Eligibility Specialist

General Summary:

Under the supervision of the Health Center Supervisor and direction of the Senior Nurse Program Manager, with Human Immunodeficiency Virus (HIV) knowledge, assists the Ryan White Program with data management according to program, State, and Federal guidelines. Upon direction of the Senior Nurse Program Manager, determines Ryan White Program eligibility for health center medical and support services. Additional program tasks include assisting in the implementation and monitoring of clinical quality improvement projects. Assists health care providers with examinations and procedures to ensure expeditious flow of patients through the clinic. Tasks include conducting initial interview, preparing patients for examinations, administering medications, injections and standardized tests, and recording results.

Essential Functions:

1. Responsible for inputting timely patient data (i.e. patient demographics, laboratory test results, prescribed medications, and rendered services) into the Ryan White Program's central database, CAREWare, in accordance with State and Federal guidelines.
2. Generates CAREWare client-level reports to monitor patient medical adherence.
3. Utilizes CAREWare client-level data to report program performance (i.e. viral suppression, appointment adherence, and screening compliance) with the Senior Nurse Program Manager in determination of quality improvement projects.
4. Initially assesses all HIV-positive patients for Ryan White Program eligibility by collecting and reviewing documentation of HIV confirmation, State of Michigan residency, income requirements, and insurance status. Recertifies program eligibility bi-annually to ensure program compliance.
5. Responsible for attending routine Clinical Quality Management meetings as determined by the Senior Nurse Program Manager. Actively participates in quality improvement initiatives and assists in the implementation of quality improvement measures.
6. With the Senior Nurse Program Manager, attends external quality collaborative meetings as directed by local, State, and Federal programs.
7. Receives patients and their families at a health center screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications. Answers routine questions regarding operations and related services.
8. Prepares patients for examination by escorting them to examination rooms, documenting complaint and symptoms, Taking vital signs including temperature, blood pressure, pulse and pulse oximetry. Measures height, weight, and pediatric head circumference. Records vital statistics and relevant visit information in patient electronic health record (EHR).
9. Arranges for specialized testing, medical procedures, and specialist referrals. Completes necessary paperwork and EHR documentation, contacts specialist's offices, hospitals, labs or other facilities to

make appointments as needed. Contact patients or caregivers to inform them appointments. Completes paperwork, notifies patients or caregivers and assists in tracking of referrals to ensure necessary care is completed. Forwards to proper personnel to complete referral authorizations as needed.

10. Administers standardized tests or performs procedures ordered by providers such as developmental screening, EKGs, peak flow meter testing, ear irrigations and vision/hearing tests.
11. Assists health care professionals who are conducting medical examinations as required.
12. Collects specimens such as blood, urine, and throat swabs per provider and/or standing order upon proof of competency. Collects or receives samples and conducts CLIA Waived tests per Ingham Community Health Center (ICHC) quality assurance training and documents within HER. May prepare specimens to be sent to outside laboratories.
13. Administers medications and injections safely following established standards, policies and procedures.
14. Documents all care and communication within HER per training and established procedure
15. Provides care following established procedure under the Patient-Centered Medical Home model of care.
16. Prepares assigned clinic area for daily activities to meet provider and patient needs according to established protocols and established checklists. Order materials, supplies, medications, vaccines, test kits and other items needed.
17. Assists other support staff as necessary and performs a variety of clerical, record keeping, and account keeping assignments.
18. Provides all care and communication according to the Health Department Core Values.
19. Attends staff meetings and trainings as assigned.

Other Functions:

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

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Possession of a high school diploma or equivalent. Graduation from a recognized Medical Assistant program and certification as a Medical Assistant such that they meet the federal guidance for Meaningful Use compliance. Current CPR training must be maintained during employment.

Experience: Prefer one year of experience in a clinical setting. HIV knowledge and experience in working with People Living With HIV (PLWH) is highly recommended.

Other Requirements:

- This position requires the ability to communicate and respond to inquiries both in persona and over the phone
- This position requires the ability to operate a PC/laptop and to enter and retrieve information from a computer
- This position requires the ability to handle varying and often high levels of stress

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

Working Conditions:

Physical Requirements:

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FUNDING FROM MDHHS FOR HIV CARE COORDINATION

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a grant totaling \$581,172 from the Michigan Department of Health and Human Services (MDHHS) for HIV Care Coordination funding for the period of October 1, 2018 through September 30, 2018; and

WHEREAS, this funding will support the Ryan White program at Forest Community Health Center and allow ICHD to create new positions for HIV care; and

WHEREAS, through this funding, the Ryan White Program will close gaps in care for some of the most underserved people living with HIV/AIDS and reach some of the most difficult populations to engage and retain in care; and

WHEREAS, this funding will also allow ICHD to enhance support and coordination services across the continuum of care, from detection to viral load suppression, through the following changes:

- Create the following new positions:
A 1.0 FTE Nurse Case Manager (ICEA PHN level 3), a 1.0 FTE Outreach & Linkage Specialist (ICEA Pro level 7), a 1.0 FTE Data and Eligibility Specialist (UAW Tops level F), and a 1.0 FTE Consumer Support Specialist (ICEA Pro level 5)
- Convert position #601399 by .50 FTE to 1 FTE
- Amend the current agreement with Michigan State University Health Team to include a .10 FTE Psychiatrist for Psychiatric Services.
- Contract with Telehealth equipment to support TelePsych Services effective October 1, 2018 through September 30, 2019 in an amount not to exceed \$8,000.00.
- Designate \$108,000 of the total grant funding to support the contracting of Substance Abuse Counseling through community partners; and

WHEREAS, the acceptance of this grant will increase funding by \$581,172 for the Ryan White HIV/AIDS program; and

WHEREAS, the Ingham Community Health Centers Board recommends acceptance of this grant totaling \$581,172 in HIV Care Coordination Funding from MDHHS to support Forest Health Center's Ryan White program effective October 1, 2018 through September 30, 2019; and

WHEREAS, the health officer recommends acceptance of this grant totaling \$581,172 in HIV Care Coordination funding from MDHHS to support Forest Health Center's Ryan White program effective October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the grant totaling \$581,172 in HIV Care Coordination Funding from MDHHS to support Forest Health Center's Ryan White program effective October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that this funding will also allow ICHD to enhance support and coordination services across the continuum of care, from detection to viral load suppression, through the following changes:

- Create the following new positions:
A 1.0 FTE Nurse Case Manager (ICEA PHN level 3), a 1.0 FTE Outreach & Linkage Specialist (ICEA Pro level 7), a 1.0 FTE Data and Eligibility Specialist (UAW Tops level F), and a 1.0 FTE Consumer Support Specialist (ICEA Pro level 5)
- Convert position #601399 by .50 FTE to 1 FTE
- Amend the current agreement with Michigan State University Health Team to include a .10 FTE Psychiatrist for Psychiatric Services.
- Contract with Telehealth equipment to support TelePsych Services effective October 1, 2018 through September 30, 2019 in an amount not to exceed \$8,000.00.
- Designate \$108,000 of the total grant funding to support the contracting of Substance Abuse Counseling through community partners; and

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit the agreement electronically through the MI – E Grants System after approval as to form by the County Attorney.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 12, 2018
SUBJECT: Purchase of Aluminum Boards
For the meeting agendas of October 1 and October 3, 2018

BACKGROUND

In 2016, Ingham County Health Department (ICHHD) was awarded a grant through Resolution #16-204 which authorized the acceptance of Invest Health Initiative Grant Funds. ICHHD wishes to use the remaining balance of the Reinvestment Fund grant for a 45% deposit required to order custom aluminum boards for the Beacon Southwest soccer arena, totaling \$19,200 and payable upon execution. Beacon Southwest is an outdoor, artificial turf, sided, open-play soccer arena being constructed in Southwest Lansing, is surrounded by walking paths and other early learning equipment, and provides fitness and recreational spaces for people of all ages and abilities. The attached letter from Wieland explains why these boards were sole-sourced from Athletica Sports System and that the deposit totaling \$19,200, is completely funded by the Reinvestment Fund grant.

Pursuant to the grant agreement, the balance of the funds were used for expenses related to participating in the Invest Health Initiative, and all grant funds were to be spent or committed by December 31, 2017. The final budget report accepted by Reinvestment Fund from ICHHD on January 30, 2018, committed the unspent balance as of that date to “*Pre-development & construction costs: Leverage for other fundraising with match requirements to create public spaces and increase civic engagement and healthy activities.*” This final expenditure ICHHD wishes to make for Beacon Southwest supports this commitment to pre-development and/or development costs related to the creation of public spaces that increase civic engagement and healthy activities in under-resourced neighborhoods.

The planning team for Beacon Southwest includes Capital Area Soccer League, Lansing Economic Area Partnership, Southside Community Coalition and ICHHD. Construction management services for Beacon Southwest are being donated by Wieland, a construction management firm based in Lansing, MI. The total budget for the Beacon Southwest project is approximately \$500,000, which is being raised by Capital Area Soccer League and Southside Community Coalition through philanthropic and corporate gifts including grants from Capital Region Community Foundation, McClaren Health System and other local organizations.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

There is no financial impact as all costs associated with this agreement are covered by the Reinvestment Fund.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based upon the information presented, I respectfully recommend approval of the attached resolution to pay a deposit of 45% to Wieland for the installation of custom aluminum boards, totaling \$19,200 and payable upon execution.



INVOICE

WIELAND
4162 ENGLISH OAK DRIVE
LANSING, MICHIGAN 48911

Ingham County Health Department
5303 S Cedar St
Lansing, MI 48911

DATE: 8/9/2018
INVOICE NO#: 2180750
JOB #: 18420

THIS INVOICE FOR: Beacon Field Southwest

Aluminum Boards - Athletica Sport Systems 45% Deposit

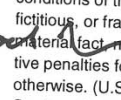
19,760.72

TOTAL DUE

\$ 19,760.72

EZ

Eric Zimny
Project Manager


"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."



MICHIGAN

4162 English Oak Drive
Lansing, Michigan 48911
P 517.372.8650

FLORIDA

6900 Tavistock Lakes Boulevard
Suite 130
Orlando, FL 32827
P 407.566.2606

LOUISIANA

528 Commerce Street
Suite 101
Shreveport, Louisiana 71101
P 318.212.0475

TEXAS

2600 East End Boulevard
Suite 108
Marshall, Texas 75672
P 903.705.6212

CALIFORNIA

5151 Shoreham Place
Suite 185
San Diego, California 92122
P 858.635.5501

NORTH CAROLINA

555 Fayetteville Street
3rd Floor
Raleigh, North Carolina 27601
P 800.633.5488

August 21, 2018

Jessica Yorko
Ingham County Health Department
5303 S. Cedar St.
Lansing, MI 48915

Dear Ms. Yorko,

This letter is to certify that the reason Wieland sole source purchased aluminum boards from Athletica Sports System is that this is a custom system that is not provided by other vendors.

We worked with Capital Area Soccer League (CASL) and other project partners to thoroughly investigate potential vendors of the custom system that we need to construct the Beacon Southwest soccer arena. Athletica is the only vendor that provides the custom product that meets the needs of this unique outdoor recreational space.

Beacon Southwest will be only the second outdoor, artificial turf, sided, open-play soccer space of its kind (the first being Beacon Field in downtown Lansing).

We are honored to continue working with CASL, Lansing Economic Area Partnership, Ingham County and the other community partners who have joined together to construct Beacon Southwest to develop this new community asset in Southwest Lansing.

Sincerely,

Eric Zimny
Project Manager

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PAY WIELAND DEPOSIT FOR CUSTOM ALUMINUM BOARDS

WHEREAS, Ingham County Health Department (ICHD) was awarded a grant through Resolution #16-204 which authorized the acceptance of Invest Health Initiative Grant Funds; and

WHEREAS, ICHD wishes to use the remaining balance of the Reinvestment Fund grant for a 45% deposit totaling \$19,200 required to order custom aluminum boards for the Beacon Southwest soccer arena; and

WHEREAS, Beacon Southwest is an outdoor, artificial turf, sided, open-play soccer arena being constructed in Southwest Lansing, is surrounded by walking paths and other early learning equipment, and provides fitness and recreational spaces for people of all ages and abilities; and

WHEREAS, the attached letter from Wieland explains why these boards were sourced from Athletica Sports System, and that the 45% deposit for the boards totaling \$19,200 is completely funded by the Reinvestment Fund grant; and

WHEREAS, pursuant to the grant agreement, the balance of the funds have been used for expenses related to participating in the Invest Health Initiative, and all grant funds were to be spent or committed by December 31, 2017; and

WHEREAS, the final budget report accepted by Reinvestment Fund from ICHD on January 30, 2018 committed the unspent balance as of that date to *“Pre-development & construction costs: Leverage for other fundraising with match requirements to create public spaces and increase civic engagement and healthy activities;”* and

WHEREAS, this final expenditure ICHD wishes to make for Beacon Southwest supports the commitment to pre-development and/or development costs related to the creation of public spaces that increase civic engagement and healthy activities in under-resourced neighborhoods; and

WHEREAS, the planning team for Beacon Southwest includes Capital Area Soccer League, Lansing Economic Area Partnership, Southside Community Coalition and ICHD; and

WHEREAS, construction management services for Beacon Southwest are being donated by Wieland, a construction management firm based in Lansing, MI; and

WHEREAS, the total budget for the Beacon Southwest project is approximately \$500,000, which is being raised by Capital Area Soccer League and Southside Community Coalition through philanthropic and corporate gifts including grants from Capital Region Community Foundation, McClaren Health System and other local organizations; and

WHEREAS, there is no financial impact as all costs associated with this agreement will be completely funded by the Reinvestment Fund; and

WHEREAS, the Health Officer recommends payment of the 45% deposit for custom aluminum boards needed to construct Beacon Southwest, totaling \$19,200 and payable upon execution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes approval of a deposit payment to Wieland for custom aluminum boards in an amount not to exceed \$19,200 and payable upon execution.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign 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 19, 2018
SUBJECT: Resolution to Authorize an Extension of the Voluntary Funding Agreements

BACKGROUND

On January 1, 2003, Ingham County entered into voluntary Solid Waste Disposal Funding Agreements with Granger III and Associates, L.L.C. (Granger), Waste Management of Michigan (Waste Management) and C&C Landfill, Inc. & Adrian Landfill, Inc. (Allied). Under the Voluntary Funding Agreements, the three principal providers of solid waste disposal services in Ingham County (i.e. Granger, Waste Management and Allied), which at that time, collectively, disposed of more than 95 percent of Ingham County solid waste agreed to fund fifty percent of the County's current household hazardous waste, solid waste regulation, and solid waste and recycling education programs (other than the actual collection or maintaining of offsite facilities for recyclables) on a voluntary contractual basis. The Voluntary Funding Agreements will expire, by the terms of the contract, on December 31, 2018. However, the Voluntary Funding Agreements expressly provide the County the option to extend these agreements for successive additional five year terms.

The Ingham County Board of Commissioners has previously authorized two extensions of the Voluntary Funding Agreements in 2008 (the First Extension) and 2013 (the Second Extension). The contractually required notice to extend the Voluntary Funding Agreements for a third time must be delivered prior to November 30, 2018. The extension shall commence on January 1, 2019 and continue through December 31, 2023.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

Granger, Waste Management, and Allied fund fifty percent of the County's household hazardous waste, solid waste regulation, and solid waste and recycling education program. Without this funding, these services and programs may be impacted.

STRATEGIC PLANNING IMPACT

This resolution supports the following items in the county's strategic plan: Goal A. Service to Residents- Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Strategy 1-Strive to make facilities and services user-friendly. k. Provide for collection and proper disposal of household hazardous waste through the Health Department environmental health division.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorization of the extension of the Voluntary Funding Agreements for an additional five year term under the current terms and conditions of the Voluntary Funding Agreements.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A THIRD FIVE YEAR EXTENSION OF
RECIPROCAL AGREEMENTS**

WHEREAS, on or about January 1, 2003, Ingham County (the “County”) entered into voluntary Solid Waste Disposal Funding Agreements (collectively, the “Voluntary Funding Agreements”) with Granger III and Associates, L.L.C. (“Granger”), Waste Management of Michigan (“Waste Management”) and C&C Landfill, Inc. & Adrian Landfill, Inc. (collectively, “Allied”); and

WHEREAS, pursuant to the Voluntary Funding Agreements, the three principal providers of solid waste disposal services in Ingham County (i.e. Granger, Waste Management and Allied), which at that time, collectively, disposed of more than 95 percent of Ingham County solid waste agreed to fund fifty percent of the County’s current household hazardous waste, solid waste regulation, and solid waste and recycling education programs (other than the actual collection or maintaining of offsite facilities for recyclables) on a voluntary contractual basis; and

WHEREAS, the Voluntary Funding Agreements will expire, by the terms of the contract, on December 31, 2018. However, the Voluntary Funding Agreements expressly provide the County the option to extend these agreements for successive additional five (5) year terms:

It is expressly understood and agreed by the parties that the County shall have the option of extending this Agreement for successive additional five (5) year periods. The County’s option to extend this Agreement for additional five year periods may be exercised by delivering written notification of the exercise of the option to each VPF Participant not later than 30 days prior to the expiration of this Agreement or any extension of this Agreement; and

WHEREAS, the Ingham County Board of Commissioners has previously authorized two extensions of the Voluntary Funding Agreements in 2008 (the “First Extension”) and 2013 (the “Second Extension”); and

WHEREAS, the contractually required notice to extend the Voluntary Funding Agreements for a third time must be delivered prior to November 30, 2018; and

WHEREAS, the Health Officer, Environmental Health Director and County Administrator recommend extension of the Voluntary Funding Agreements for an additional five (5) year term under the current terms and conditions of the Voluntary Funding Agreements; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a third five year extension of the Voluntary Funding Agreements under the terms and conditions set forth in the Voluntary Funding Agreements.

BE IT FURTHER RESOLVED, that County Board of Commissioners approves extension of the voluntary contractual Solid Waste Program funding arrangement.

BE IT FURTHER RESOLVED, that County Corporation Counsel is authorized and directed to provide the required contractual notice of the extension of the Voluntary Funding Agreements.

Agenda Item 6

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: September 19, 2018
SUBJECT: Resolution Authorizing the Amendment of the 2018 Fair Fund
For the meeting agendas of October 1 and October 3

BACKGROUND

Due to what appears to be a structural budget problem resulting in shrinking off-season revenues in the Fair Fund, the Controller/Administrator is projecting a 2018 shortfall of approximately \$107,000. When looking at the Fair Budget in total it is clear that a transfer from the Hotel/Motel Fund, Fund Balance to the Fair Fund of an amount up to \$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 2018 Hotel/Motel Fund, Fund to the Fair Fund in order to avoid a deficit fund situation.

Since Hotel/Motel funds are used for Fair capital improvement projects (CIP), the Fair will amend its 2018 CIP 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. The south end asphalt project will be eliminated.

STRATEGIC PLANNING IMPACT

This resolution supports Goal C, strategy seven, section c. of the strategic planning action plan – Support regional and local convention and tourism activities.

OTHER CONSIDERATIONS

The Fair is taking steps to contain costs for the remainder of 2018, while working with the Controller's Office to develop solutions to this structural budget problem.

Last year, the Controller/Administrator's Office received opinions from the County Attorney affirming the County's ability to use Hotel/Motel funds to cover costs for building repair and maintenance, as well as entertainment at the Fair.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE 2018 FAIR FUND BUDGET

WHEREAS, the Controller/Administrator is projecting a shortfall of approximately \$107,000 in the Fair Fund for 2018; 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 Hotel/Motel Fund to the Fair Fund is necessary to avoid a deficit fund situation.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: September 19, 2018
SUBJECT: Amendment to City of East Lansing and Meridian Township Millage Agreements
 For the meeting agenda of 10/01 Human Services and 10/03 Finance

BACKGROUND

Board of Commissioners Resolution 16-257 and 16-328 authorized entering into contracts with the City of East Lansing and Meridian Township to fund the following projects:

Contract Title	Project #	Begins	Ends	Resolution
City of EL-N. Tier Trail Repair and Maintenance	TR003	08/25/2016	08/25/18	16-257
City of EI-07-NTT-SWL-(S. County Line, W. of Abbot Rd.)	TR007	09/20/16	09/20/18	16-328
City of EI-04-NTT-SWL-(Whitehills Park)	TR008	09/20/16	09/20/18	16-328
City of EI-03-ELT-RC-(Hagadorn Rd.)	TR009	09/20/16	09/20/18	16-328
City of EI-22-ELT-RC (Kalamazoo St.)	TR010	09/20/16	09/20/18	16-328
City of EI-05-NTT-SWL-(Harrison Meadows)	TR011	09/20/16	09/20/18	16-328
City of EI-06-NTT-SWL-(East of Abbey Rd.)	TR012	9/20/16	09/20/18	16-328
MT-Asphalt Trail Rehabilitation	TR002	8/29/16	8/29/18	16-257
MT-07-MIP-DR (East of Okemos Road)	TR021	10/18/16	10/18/18	16-328
MT-03-PK-DR (Central Park South)	TR022	10/18/16	10/18/18	16-328
MT-05-PK-DR (Nancy L. Moore Community Park)	TR023	10/18/16	10/18/18	16-328
MT-04-PK-DR (Nancy L. Moore Community Park)	TR024	10/18/16	10/18/18	16-328
MT-02-MP-DR (West of Okemos Road)	TR025	10/18/16	10/18/18	16-328
MT-01-PK-SWL (Hartrick Park)	TR026	10/18/16	10/18/18	16-328
MT-06-MIP-DR (West of Okemos Road, Meridian Interurban)	TR027	10/18/16	10/18/18	16-328

The City of East Lansing and Meridian Township are requesting an amendment to the Agreements because due to unforeseen circumstances regarding bid estimates, weather conditions and an influx in road projects and a shortage of asphalt contractors the contracted work will not be completed by the original deadline. These two communities would like to extend their original deadlines to June 30, 2019.

ALTERNATIVES

The Park Commission approved this approach at their September 17, 2018 meeting.

FINANCIAL IMPACT

No financial impact by extending these deadlines.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported that staff bring forward this resolution at their September 17, 2018 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing an amendment to the Agreements with the City of East Lansing and Meridian Township.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO CITY OF EAST LANSING AND MERIDIAN TOWNSHIP TRAILS AND PARKS MILLAGE AGREEMENTS

WHEREAS, Board of Commissioners Resolution 16-257 and 16-328 authorized entering into contracts with the City of East Lansing and Meridian Township to fund the below projects; and

Contract Title	Project #	Begins	Ends	Resolution
City of EL-N. Tier Trail Repair and Maintenance	TR003	08/25/2016	08/25/18	16-257
City of El-07-NTT-SWL-(S. County Line, W. of Abbot Rd.)	TR007	09/20/16	09/20/18	16-328
City of El-04-NTT-SWL-(Whitehills Park)	TR008	09/20/16	09/20/18	16-328
City of El-03-ELT-RC-(Hagadorn Rd.)	TR009	09/20/16	09/20/18	16-328
City of El-22-ELT-RC (Kalamazoo St.)	TR010	09/20/16	09/20/18	16-328
City of El-05-NTT-SWL-(Harrison Meadows)	TR011	09/20/16	09/20/18	16-328
City of El-06-NTT-SWL-(East of Abbey Rd.)	TR012	9/20/16	09/20/18	16-328
MT-Asphalt Trail Rehabilitation	TR002	8/29/16	8/29/18	16-257
MT-07-MIP-DR (East of Okemos Road)	TR021	10/18/16	10/18/18	16-328
MT-03-PK-DR (Central Park South)	TR022	10/18/16	10/18/18	16-328
MT-05-PK-DR (Nancy L. Moore Community Park)	TR023	10/18/16	10/18/18	16-328
MT-04-PK-DR (Nancy L. Moore Community Park)	TR024	10/18/16	10/18/18	16-328
MT-02-MP-DR (West of Okemos Road)	TR025	10/18/16	10/18/18	16-328
MT-01-PK-SWL (Hartrick Park)	TR026	10/18/16	10/18/18	16-328
MT-06-MIP-DR (West of Okemos Road, Meridian Interurban)	TR027	10/18/16	10/18/18	16-328

WHEREAS, the City of East Lansing and Meridian Township is requesting an amendment to the above Agreements because of unforeseen circumstances and past amendments that adjusted one of these construction deadlines; and

WHEREAS, the City of East Lansing and Meridian Township are requesting an extension to their agreements to June 30, 2019.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with the City of East Lansing and Meridian Township.

Contract Title	Project #	Begins	Ends	Resolution
City of EL-N. Tier Trail Repair and Maintenance	TR003	08/25/2016	06/30/19	16-257
City of El-07-NTT-SWL-(S. County Line, W. of Abbot Rd.)	TR007	09/20/16	06/30/19	16-328
City of El-04-NTT-SWL-(Whitehills Park)	TR008	09/20/16	06/30/19	16-328
City of El-03-ELT-RC-(Hagadorn Rd.)	TR009	09/20/16	06/30/19	16-328
City of El-22-ELT-RC (Kalamazoo St.)	TR010	09/20/16	06/30/19	16-328
City of El-05-NTT-SWL-(Harrison Meadows)	TR011	09/20/16	06/30/19	16-328

City of E1-06-NTT-SWL-(East of Abbey Rd.)	TR012	9/20/16	06/30/19	16-328
MT-Asphalt Trail Rehabilitation	TR002	8/29/16	06/30/19	16-257
MT-07-MIP-DR (East of Okemos Road)	TR021	10/18/16	06/30/19	16-328
MT-03-PK-DR (Central Park South)	TR022	10/18/16	06/30/19	16-328
MT-05-PK-DR (Nancy L. Moore Community Park)	TR023	10/18/16	06/30/19	16-328
MT-04-PK-DR (Nancy L. Moore Community Park)	TR024	10/18/16	06/30/19	16-328
MT-02-MP-DR (West of Okemos Road)	TR025	10/18/16	06/30/19	16-328
MT-01-PK-SWL (Hartrick Park)	TR026	10/18/16	06/30/19	16-328
MT-06-MIP-DR (West of Okemos Road, Meridian Interurban)	TR027	10/18/16	06/30/19	16-328

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an extension of the City of East Lansing and Meridian Township are requesting an extension to their agreements to June 30, 2019.

BE IT FURTHER RESOLVED, that all other terms and conditions of these Agreements shall remain unchanged.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: September 18, 2018
SUBJECT: Amendment to City of Lansing Millage Agreements
For the meeting agenda of 10/1/18 Human Services and 10/3/18 Finance

BACKGROUND

Board of Commissioners Resolution 16-257 and 16-328 authorized entering into contracts with the City of Lansing to fund the following projects:

Contract Title	Project #	Begins	Ends	Resolution
COL - Overlay and Partial Reconstruction of Lansing	TR001	09/22/16	07/01/19	16-257
CL-26-LT-GR (Lansing Center)	TR014	09/21/16	07/01/19	16-328
CL-16-LTE-RC (Potter’s Zoo Creek Bridge)	TR015	09/21/16	07/01/19	16-328
CL-20-LTE-RC (Under RR North of Crego Park)	TR016	09/21/16	07/01/19	16-328

The City of Lansing is requesting an amendment to the Agreements because due to unforeseen trail conditions and an additional needed DEQ study the actual bids for the projects came in higher than the amount originally requested and awarded and this has impacted the original deadline for these projects. Based on these unforeseen circumstances, an additional \$270,318.14 was awarded in Resolution 18-346.

The City of Lansing has spent \$1,484,890.00 out of the awarded \$1,806,000.00 for project TR015 Potter’s Zoo Creek Bridge and would like to reallocate this fund balance to their additional three projects that require additional funding.

ALTERNATIVES

The Park Commission approved this approach at their September 17, 2018 meeting.

FINANCIAL IMPACT

The City of Lansing came under budget for the Potter’s Zoo Creek Bridge and would like to reallocate the fund balance to three additional awarded projects under the Ingham County Trails and Parks Millage grant program. The City of Lansing is requesting the fund balance from TR015 be reallocated to TR001 in the amount of \$207,910.79, TR014 for \$111,983.50 and TR016 for \$1,214.87 to enable the City of Lansing to complete their projects

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported that staff bring forward this resolution at their September 17, 2018 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing an amendment to the Agreements with the City of Lansing.

Andy Schor
Mayor



City Hall - 9th Floor
124 W. Michigan Avenue
Lansing, MI 48933-1694
PH: 517.483.4141 - FAX: 517.483.6066
Lansing.Mayor@lansingmi.gov

OFFICE OF THE MAYOR
CITY OF LANSING, MICHIGAN

July 18, 2018

Ms. Carol Koenig, Chairperson
Board of Commissioners
P.O. Box 319
Mason, MI 48854

Mr. Timothy Morgan, Director
Ingham County Parks
P.O. Box 178
Mason, MI 48854

Ms. Melissa Buzzard
Trails & Parks Millage Coordinator
P.O. Box 178
Mason, MI 48854

Dear Chairperson Koenig, Ms. Buzzard and Mr. Morgan:

In regard to the meeting on Monday, July 16, as requested I am providing you with a revised letter and spreadsheet to include the 10% contingency to the grant fund balance.

As previously stated, on September 21, 2016 the City entered into a two-year contract to complete several maintenance and replacement projects along the Lansing Regional Trail. We have been fortunate to have projects finish under budget, however, due to the unforeseen condition of the trail there are projects that have exceeded the original grant and matching fund amounts. A breakdown of the projects, funding amounts, construction costs and total fund balance is attached for your review.

We believe all projects will be completed, apart from the pavement and repair of the river trail along Moores River Drive, by November 30, 2018. The Moores River Drive project has been delayed due to issues with DEQ permits and the threat to endangered aquatic species. This project should be completed by the end of 2019.

The city is asking for additional funding over the awarded grant amounts to encompass the additional costs of the projects, which is estimated to exceed \$245,000. As requested by the County Board, we are also including an additional 10% contingency creating a fund balance shortfall of approximately \$270,318.14. To account for these adjustments, I am asking for an extension to July 1, 2019 to complete our final report. I am also requesting an extension to December 31, 2019 for the Moores River Drive River Trail repair project. All required change orders and documentation will be forthcoming.

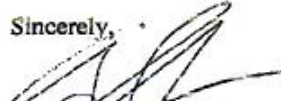
"Equal Opportunity Employer"



The City has been entrusted with grant funds and I want to ensure the City is being a wise steward of millage dollars and performing our due diligence for long-term repair to prevent further deterioration and provide a safe regional River Trail. However, without the additional funding, the city would not have matching funds budgeted and would be unable to complete these projects this year.

Thank you for your consideration and I look forward to hearing from you should you have any questions or if I may provide any additional information.

Sincerely,



Andy Scher, Mayor

Attachment

"Equal Opportunity Employer"



INGHAM COUNTY TRAILS AND PARK MILLAGE						
Project	Grant Funding	Consultant Cost	Construction Cost	Total Fund Balance	Move from CL-16	Additional Needs
CL-16-LTE-RC	\$ 1,806,000.00	\$ 138,236.84	\$ 1,346,654.00	\$ 321,109.16		
CL-20-LTE-RC	\$ 335,000.00	\$ 65,785.47	\$ 356,033.00	\$ (86,818.47)	\$ 1,214.87	\$ 85,603.60
CL-26-LT-GR	\$ 385,767.18	\$ 59,809.58	\$ 437,941.10	\$ (111,983.50)	\$ 111,983.50	
Overlay & Partial Reconstruction **	\$ 419,663.00	\$ 62,695.79	\$ 564,878.00	\$ (207,910.79)	\$ 207,910.79	
Elm Street	\$ 215,393.00	\$ 35,973.16	\$ 299,560.00	\$ (120,140.16)		\$ 120,140.16
DEQ Endangered Species Study		\$40,000		\$ (40,000.00)		\$ 40,000.00
Contingency, 10%						\$ 24,574.38
Total	\$ 3,161,823.18	\$ 402,500.84	\$ 3,005,066.10	\$ (245,743.76)		\$ 270,318.14
** Included in amounts is completed cost portion of project and consultant costs for CL-26-LT-GR totaling \$108,462.16						

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO CITY OF LANSING TRAILS AND PARKS MILLAGE AGREEMENTS

WHEREAS, Board of Commissioners Resolution 16-257 and 16-328 authorized entering into contracts with the City of Lansing to fund the below projects; and

Contract Title	Project #	Begins	Ends	Resolution
COL - Overlay and Partial Reconstruction of Lansing	TR001	09/22/16	07/01/19	16-257
CL-26-LT-GR (Lansing Center)	TR014	09/21/16	07/01/19	16-328
CL-16-LTE-RC (Potter’s Zoo Creek Bridge)	TR015	09/21/16	07/01/19	16-328
CL-20-LTE-RC (Under RR North of Crego Park)	TR016	09/21/16	07/01/19	16-328

WHEREAS, the City of Lansing is requesting an amendment to Agreement #TR001, TR014, TR015, TR016 because of unforeseen circumstances and the actual bids for the projects came in higher than the amount originally requested and awarded; and

WHEREAS, based on actual bids, TR015 is under budget and had a fund balance of \$321,109.16; and

WHEREAS, the City of Lansing is requesting the fund balance from TR015 be reallocated to TR001 in the amount of \$207,910.79, TR014 for \$111,983.50 and TR016 for \$1,214.87 to enable the City of Lansing to complete their projects.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with the City of Lansing.

Contract Title	Project #	Begins	Ends	Resolution
COL - Overlay and Partial Reconstruction of Lansing	TR001	09/22/16	07/01/19	16-257
CL-26-LT-GR (Lansing Center)	TR014	09/21/16	07/01/19	16-328
CL-16-LTE-RC (Potter’s Zoo Creek Bridge)	TR015	09/21/16	07/01/19	16-328
CL-20-LTE-RC (Under RR North of Crego Park)	TR016	09/21/16	07/01/19	16-328

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes \$321,109.16 from the project TR015 to be reallocated to TR001 in the amount of \$207,910.79, TR014 for \$111,983.50 and TR016 for \$1,214.87 to enable the City of Lansing to complete their projects.

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$207,910.79 from line item 228-62800-967000-TR015 into line item #228-62800-967000-TR001.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$111,983.50 from line item 228-62800-967000-TR015 into line item #228-62800-967000-TR014.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$1,214.87 from line item 228-62800-967000-TR015 into line item #228-62800-967000-TR016.

BE IT FURTHER RESOLVED, that all other terms and conditions of the Agreement #TR001, TR014, TR015 and TR016 shall remain unchanged.

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.

Agenda Item 8

TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 9/18/2018

SUBJECT: Resolution – FD Hayes Wiring Contract Extension

BACKGROUND

Ingham County has been utilizing FD-Hayes for all county wiring projects since January 2010. The contract approved under resolution # 09-415 was for three years with an option to extend for two (2) additional years. In 2013 resolution 13-260 was approved to extend the contract for two years. Resolution #15-259 resulted from RFP 55-15 done in May, 2015 for Voice/Data Wiring Services where FD Hayes was the only company to submit a bid proposal. That RFP and bid proposal had an option to extend for two (2) additional years.

The Innovation and Technology Department has been pleased with the workmanship completed by FD Hayes under the past contract. FD Hayes has extensive knowledge of Ingham County facilities and has completed many projects during the past eight years of this and the previous contract. The current contract expired on September 3rd, 2018.

ALTERNATIVES

As always, the option to put out a new Request for Proposal is available. Due to the upcoming needs for various projects and our expired contract, and as Ingham County had the foresight to include the option for the extension in the RFP, ITD would like to exercise that option and put forth the RFP in a timely manner before the extension expires.

FINANCIAL IMPACT

The funding for an annual amount for services is budgeted and will come from the County's Innovation and Technology Department's Network Contracted Services Fund #636-25810-818000.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the extension of our contract with FD Hayes for fixed hourly rate for labor and fixed rate for materials for two (2) additional years.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE EXTENSION OF AN AGREEMENT FOR DATA
AND VOICE WIRING SERVICES**

WHEREAS, Ingham County has a need for on-going Telecommunications Data and Voice wiring; and

WHEREAS, FD Hayes was awarded a contract for such under Resolution #15-259; and

WHEREAS, the pricing is based on a fixed hourly rate for labor and fixed rate for materials; and

WHEREAS, the current contract expired on September 3rd, 2018; and

WHEREAS, the contract contains an option to extend for an additional two (2) years;

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize extending the contract with the FD Hayes Electric Company for the purpose of on-gong Telecommunications Data and Voice wiring for an additional two (2) years; and

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.

Agenda Item 9a

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

RE: Third Quarter 2018 Budget Adjustments, Contingency Fund Update and Quarterly Statement

DATE: September 18, 2018

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2018. The total increase to the General Fund is \$212,720.

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 a few adjustments to the general fund this quarter. First, the Sheriff's Department provided extra security for the 55th District Court February 5th through February 14. The District Court has requested \$3,470.

The Circuit Court Family Division has identified that certain security expense are not reimbursable through the State Child Care Fund. A total of \$110,000 expense, budgeted in CCF, is being moved to the General Fund along with \$55,000 in revenue. This revenue is a transfer from the Juvenile Justice Fund to cover half the security expense.

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 adjustment will set up a \$100,000 revenue and expense budget in the General Fund to recognize and expense these funds in 2018.

In the Register of Deeds Department an adjustment in the amount of \$57,720, increase revenue is requested to better reflect our current projections.

The LEAP membership dues were double budgeted in 2018, we are requesting a reduction of \$15,000 in the Economic Development budget in the General Fund.

In the Homeland Security/Emergency Operations budget, the cost approved by R17-080 was not included in the 2018 budget and it is necessary to continue with the Everbridge Mass Notification System. The expense of \$28,500 is split equally between General Fund and the Emergency Telephone 911 Fund.

The Parks Department requested the remaining funds, \$4,393, of a 2017 CIP Trails and Parks Fund completed magic carpet project be transferred to the Park Fund to enable the purchase of tubes for the snow hill.

The Debt Service Fund is in need of \$63,860 from the Animal Control Millage Fund to cover the 2018 interest expense for the ICAC new shelter project. While the revenue and expense for the same project needs a budget in the Capital Project Fund in the amount of \$4,862,000. The Community Mental Health Building project also, needs a budget in the Capital Project Fund in the amount of \$4,588,189. The Capital Project Fund is a government fund and is required to have a budget.

Two underground pipes at the Fairgrounds burst incurring extra expenses that are being replaced by insurance proceeds. Therefore, an increase is being made to both revenue and expense in the Fair's budget of \$7,400.

The Health Department is requesting an additional copier/printer at a cost of \$7,208 from the Machine and Equipment Fund. This is request for additional copier due to the change in location of departments that previously shared a copier.

Attached is an update of contingency fund spending so far this year. The current contingency amount is \$58,471. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

The 3rd quarter general fund budget to actual year to date report will be presented to the Commissioners after the completion of the quarter. 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.

2018 CONTINGENCY

Adopted Contingency Amount	\$350,000
R17-436: Additional Community Agency Funding	(15,650)
R18-035: Additional Funding for CATS	(10,180)
R18-084: Additional Funding for Sheriff Portable Radios	(23,747)
R18-088: Additional Funding for Jail Based Break Out from Wellness	(20,800)
R18-114: Additional Funding to Hire Assistant Prosecuting Attorney	(76,702)
R18-190: Additional Funding to Circuit Court Imagesoft	(87,450)
R18-210: SAKI Grant Funds	(40,000)
R18-302: Additional Funding Support Staff for ICYC	(2,000)
R18-316: Additional Funding Advent House Ministries	(15,000)
Current Contingency Amount	\$58,471

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2018 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2018 Budget on November 14, 2017 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>2018 BUDGET 09/11/18</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$85,914,494	212,720	\$86,127,214
205	Animal Control Millage	399,313	63,860	463,173
208	Parks Fund	2,300,107	4,393	2,304,500
228	Trails & Parks Millage	11,342,094	0	11,342,094
261	Emergency Telephone 911	8,675,306	14,250	8,689,556
264	Juvenile Justice Millage	4,804,212	0	4,804,212
292	Family Court – Child Care	13,106,043	(110,000)	12,996,043
399	Debt Service Fund	0	63,860	63,860
451	Capital Projects Fund	0	9,450,189	9,450,189
561	Fair Board Fund	1,138,291	7,400	1,145,691
664	Machine & Equipment Fund	1,695,455	7,208	1,702,663

GENERAL FUND REVENUES

	<u>2018 Budget –</u> <u>09/11/18</u>	<u>Proposed</u> <u>Changes</u>	<u>2018 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	49,994,805	0	49,994,805
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
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	6,209,651	0	6,209,651
Convention/Tourism Tax - Liquor	1,407,051	0	1,407,051
Court Equity Funding	1,486,000	0	1,486,000
Personal Property Tax Replacement	750,000	0	750,000
Use of Fund Balance - Committed	1,400,000	0	1,400,000
Use of Fund Balance - Uncommitted	2,233,231	0	2,233,231
Department Generated Revenue			
Animal Control	1,091,930	100,000	1,191,930
Circuit Court - Family Division	1,374,133	55,000	1,429,133
Circuit Court - Friend of the Court	597,000	0	597,000
Circuit Court - General Trial	2,180,032	0	2,180,032
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	622,210	0	622,210
District Court	2,495,065	0	2,495,065
Drain Commissioner/Drain Tax	445,500	0	445,500
Economic Development	63,037	0	63,037
Elections	75,550	0	75,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	0	0	0
Financial Services	39,673	0	39,673
Health Department	120,000	0	120,000
Human Resources	52,649	0	52,649
Human Services	200,000	0	200,000
Probate Court	277,178	0	277,178
Prosecuting Attorney	721,093	0	721,093
Purchasing	179,106	0	179,106
Register of Deeds	2,134,877	57,720	2,192,597
Remonumentation Grant	85,000	0	85,000

Sheriff	4,753,836	0	4,753,836
Treasurer	4,137,133	0	4,137,133
Tri-County Regional Planning	63,921	0	63,921
Veteran Affairs	393,928	0	393,928
Total General Fund Revenues	85,914,494	212,720	86,127,214

GENERAL FUND EXPENDITURES

	<u>2018 Budget – 09/11/18</u>	<u>Proposed Changes</u>	<u>2018 Proposed Budget</u>
Board of Commissioners	609,930	0	609,930
Employee Concessions	0	0	0
Circuit Court - General Trial	8,552,970	0	8,552,970
District Court	3,312,452	3,470	3,315,922
Circuit Court - Friend of the Court	1,775,438	0	1,775,438
Jury Board	1,192	0	1,192
Probate Court	1,599,196	0	1,599,196
Circuit Court - Family Division	5,613,505	110,000	5,723,505
Jury Selection	143,709	0	143,709
Elections	545,532	0	545,532
Financial Services	769,802	0	769,802
County Attorney	467,299	0	467,299
County Clerk	1,007,672	0	1,007,672
Controller	917,802	0	917,802
Equalization/Tax Services	749,902	0	749,902
Human Resources	770,400	0	770,400
Prosecuting Attorney	6,964,078	0	6,964,078
Purchasing	230,294	0	230,294
Facilities	2,121,816	0	2,121,816
Register of Deeds	763,882	0	763,882
Remonumentation Grant	85,000	0	85,000
Treasurer	573,396	0	573,396
Drain Commissioner	1,028,544	0	1,028,544
Economic Development	149,487	(15,000)	134,487
Community Agencies	230,650	0	230,650
Ingham Conservation District Court	7,954	0	7,954
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	20,298,388	0	20,298,388

Metro Squad	43,570	0	43,570
Community Corrections	161,036	0	161,036
Animal Control	2,243,788	100,000	2,343,788
Emergency Operations	224,758	14,250	239,008
Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,699,042	0	5,699,042
CHC	3,600,156	0	3,600,156
Jail Medical	1,669,946	0	1,669,946
Medical Examiner	654,820	0	654,820
Substance Abuse	706,777	0	706,777
Community Mental Health	2,024,693	0	2,024,693
Department of Human Services	2,002,229	0	2,002,229
Tri-County Aging	83,295	0	83,295
Veterans Affairs	574,096	0	574,096
Cooperative Extension	407,416	0	407,416
Library Legacy Costs	0	0	0
Parks and Recreation	1,586,857	0	1,586,857
Contingency Reserves	58,471	0	58,471
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	25,000	0	25,000
Miscellaneous Transfers	200,000		200,000
Capital Improvements	3,745,051	0	3,745,051
Total General Fund Expenditures	85,914,494	212,720	86,127,214

General Fund Revenues

Circuit Court Family Division	To change the transfer of (\$55,000) from Juvenile Justice Fund to the CCF to (\$55,000) from Juvenile Justice Fund to General Fund due to change in expense from the CCF to the General Fund for expenses now excluded from reimbursement.
Animal Control	To set up revenues in General Fund, \$100,000. This is for donations recorded in liability fund 797. This adjustment that will be done annually to set up revenue to be recognized in the General Fund at year end.
Register of Deeds	To adjust revenues to better reflect our current projections an increase in the amount of \$57,720.

General Fund Expenditures

55 th District Court	Increase \$3,470 to cover request for additional security for 55 th District Court from February 5 through February 14 provided by the Sheriff.
Circuit Court Family Division	To move Teachout expenses (\$110,000) to general fund from the State Child Care Fund for expenses now excluded from reimbursement.
Animal Control	To set up expenses in General Fund, \$100,000. This is for donations recorded in liability fund 797. This adjustment will be done annually to set up expenses to be recognized in the General Fund at year end.
Homeland Security/Emergency Ops	To set up expense in General Fund, \$14,250. Per R17-080 dated 03/14/17 for Everbridge Mass Communications System with the other half to be set up in 911 Fund.
Economic Development	To eliminate (\$15,000) in expenses for double budgeting for LEAP Membership fees that are in the BOC's budget.

Non-General Fund Adjustments

Animal Control Millage (F205)	To set up the transfer (\$63,860) for the Animal Control Millage Fund to the Debt Service Fund to cover 2018 interest expense for the ICAC new shelter project.
Parks Fund (F208)	To transfer expenses (\$4,393) from the Trail and Parks Millage Fund to the Parks Fund to purchase tubes for the snow hill.
Trail and Parks Millage (F228)	To transfer expenses (\$4,393) from the Trail and Parks Millage Fund to the Parks Fund to purchase tubes for the snow hill. This adjustment nets to zero in this fund.
Emergency Telephone 911 (F261)	To set up expense in 911 Fund, \$14,250. Per R17-080 dated 03/14/17 for Everbridge Mass Communications System with the other half to be set up in General Fund.
Family Court - CCF (F292)	To move Teachout expenses (\$110,000) to general fund from the State Child Care Fund for expenses now excluded from reimbursement.

Animal Shelter Debt (F399)	To set up to receive transfer (\$63,860) from the Animal Control Millage Fund to the Debt Service Fund to cover 2018 interest expense for the ICAC new shelter project.
Capital Projects Fund (F451)	To set up to revenue and expense (\$4,862,000) for the Animal Control Shelter project in the Capital Project Fund. To set up the revenue and expense (\$4,588,189) for the Community Mental Health Building in the Capital Project Fund. The Capital Project Fund is a government fund and is required to have a budget.
Fair Board Fund (F561)	To set up insurance proceeds in Fair budget to cover pipes that burst at Fairgrounds costing \$7,400.
Machine & Equip Fund (F664)	To set up funds from Machine and Equipment Fund balance for purchase of new copier/printer in the HSB (7,208).

TO: Board of Commissioners County Services and Finance Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: September 25, 2018
SUBJECT: Resolution to Authorize Participation in a Regional Health Insurance MEWA

BACKGROUND

A Multiple Employer Welfare Arrangement (MEWA) is defined as a single health insurance plan that covers the employees of two or more unrelated employers. A typical MEWA consists of a group of employers who seek an alternative to standard health insurance options. The MEWA option allows a group of employers to share in the overall claims risk by joining together (Wright, 2014).

The Michigan Association of Counties (MAC) has tentatively agreed to oversee a MEWA health plan pool, leveraging the purchasing power of combined public agency membership and cost containment strategies to provide members with a low cost, high value health insurance plan. MAC has partnered with Ingham County's third party administrator, 44North, to utilize their expertise and resources in experienced pooling initiatives to develop the MAC pool.

Armed with the results of an extensive feasibility study approved in March (Resolution 18-098), MAC and 44North sought health insurance proposals from health insurance carriers who service the mid-Michigan market. Subsequent negotiations with carriers lead to a conclusion that a proposal offered by Physicians Health Plan (PHP, the current Ingham County carrier) was best-suited to the needs of the pool. Immediate benefits to Ingham County include:

- Capped rate increase of 4% or less for two years
- Self-funded prescription drug program
- Economy of scale from participation in a larger group

ALTERNATIVES

The Board of Commissioners may elect to continue the past practice of securing health insurance through the fully insured market. However, the County has already exhausted most savings opportunities under this model.

FINANCIAL IMPACT

The rate increase for 2019 (4.46%) is the second-lowest since 2010. Comparatively, PHP has offered to cap any annual rate increase for pool members at 4% for two years.

The most immediate impact on Ingham County will be establishment of a self-funded prescription drug program. At an 88% usage rate, employees have already maximized use of generic drugs (PHP considers 85% as maximized). However, generic drugs accounted for just 19% of the total pharmacy cost in 2017. By contrast, specialty medications accounted for one percent of total prescriptions but accounted for 51% of the total cost. Through a self-funded MEWA prescription drug plan, the cost of specialty medications can be substantially lowered through carrier incentive programs that will also provide considerable out-of-pocket savings to employees.

The City of Lansing, Clinton-Eaton-Ingham Community Mental Health Authority and the Ingham County Medical Care Facility are in the final stages of determining their participation in the regional health insurance pool. The City of East Lansing has indicated they will give serious consideration to joining the pool at their re-enrollment period in June, 2019. Along with Ingham County, this group represents a significant block of mid-Michigan health insurance consumers large enough to offset risks that often result in higher insurance premium costs.

OTHER CONSIDERATIONS

With PHP as the insurance provider, transition to the regional health insurance pool will be seamless to employees. All benefits of the current PHP plan remain the same, and enrollment with a new carrier will not be a factor.

STRATEGIC PLAN CONSIDERATIONS

Participation in the regional health insurance MEWA is consistent with the Management, Finance and Governance strategies to identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs. Participation in the MEWA is also consistent with the purpose of the Regional Service Coordination Policy to seek out areas where local units of government are providing services that the County can enter into agreements with to also provide on behalf of the County. These agreements should be sought in order to avoid redundancy and duplicative efforts.

RECOMMENDATION

I respectfully recommend support of the attached resolution to authorize participation in a regional MEWA for health insurance.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PARTICIPATION
IN A REGIONAL HEALTH INSURANCE MEWA**

WHEREAS, it is a goal of the Ingham County Board of Commissioners Strategic Plan to maintain and enhance County fiscal health to ensure delivery of services to residents; and

WHEREAS, one strategy to attain the Board goal is to identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs; and

WHEREAS, the Michigan Association of Counties has tentatively agreed to develop a Multiple Employer Welfare Arrangement (MEWA) health plan pool, leveraging the purchasing power of combined public agency membership and cost containment strategies to provide a low cost, high value health plan for member employees; and

WHEREAS, a proposal offered by Physicians Health Plan, the current Ingham County health insurance carrier, was determined to be best-suited to the needs of the MEWA pool; and

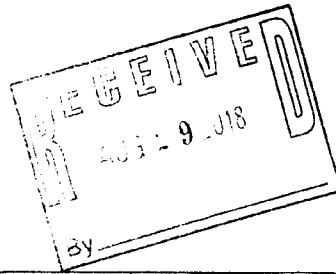
WHEREAS, joining the MEWA will benefit Ingham County through an annual rate increase cap of 4% for two years, a self-funded prescription drug program, and other economies of scale.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes participation in a regional health insurance MEWA.

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

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

ANTRIM COUNTY
BOARD OF COMMISSIONERS
P.O. Box 520
Bellaire, Michigan 49615
Phone (231) 533-6353
Fax (231) 533-6935
Chairman: EDGAR BOETTCHER, III



August 27, 2018

At the August 9, 2018 meeting of the Antrim County Board of Commissioners, the following Resolution was offered:

RESOLUTION #19-2018 By Christian Marcus, seconded David Heeres
RESOLUTION IN OPPOSITION TO SENATE BILL 1031, A BILL TO AMEND 1893 PA 206, ENTITLED, "THE GENERAL PROPERTY TAX ACT, "(MCL 211.1 to 211.155)
By adding section 9p

WHEREAS, Senate Bill (SB) 1031 seeks to amend the General Property Tax Act to exempt qualified utility personal property from the collection of taxes under the Act; and

WHEREAS, "Qualified utility personal property" under the Act would include both the following utility personal property: electric transmission and distribution systems, substation equipment, spare parts, gas distribution systems, water transmissions and distribution systems, gas storage equipment, and transmission lines of gas or oil transporting companies; that was initially installed in the State after December 31, 2017; and

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018, will impose a financial burden on Antrim County and its local units, as it will not only reduce personal property tax revenues in 2019, but every year thereafter those annual losses will continue to increase; and

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018, that the Antrim County Board of Commissioners supports the concerns of its Townships and the position taken of the Michigan Township Association; and

WHEREAS, SB 1031 was reported favorably by the Senate Committee on Finance without amendment for immediate effect to the Committee of the Whole on June 6, 2018, and

NOW, THEREFORE, BE IT RESOLVED that the Antrim County Board of Commissioners does hereby oppose SB 1031.

BE IT FURTHER RESOLVED that this resolution will be forwarded to all counties in Michigan, State Representative Tristan Cole, State Senator Wayne Schmidt, Governor Rick Snyder, the Michigan Townships Association, the Michigan Municipal League, and the Michigan Association of Counties.

YES – David Heeres, Melissa Zelenak, Karen Bargy, Ed Boettcher, Bryan Smith, Brenda Ricksgers, Dawn LaVanway, Scott Kruger, Christian Marcus;

NO – None;

ABSENT – None.

RESOLUTION #19-2018 DECLARED ADOPTED.

ANTRIM COUNTY, BELLAIRE, MI
STATE OF MICHIGAN, COUNTY OF ANTRIM, ss
I, Sheryl A. Guy, Clerk of the County of Antrim, do
certify the above is a true and exact copy of the
original record now remaining in this office.
IN TESTIMONY WHEREOF, I have set my hand
and official seal of the County of Antrim
this 27th day of August, 20 18
Sheryl A. Guy County Clerk