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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 17, 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 [October 3, 2018 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Authorize an Agreement with [Delhi Township](#) for Police Services from January 1, 2019 through December 31, 2022
2. 55th District Court
 - a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program ([SCAO-MMHCGP](#)), Continue a Probation Officer Position, and Enter into Subcontracts
 - b. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office -Michigan Drug Court Grant Program ([SCAO-MDCGP](#)) and Enter into Subcontracts
3. Health Department
 - a. Resolution to Accept [Substance Use Disorder Funding](#) Award
 - b. Resolution to Authorize the First Year of a New Funding Cycle of the [Americorps*Vista Grant](#) 2018-2019
 - c. Resolution to Authorize Agreements with [Wayne Children's Healthcare](#) Access Program to Act as the Fiduciary/Payee for Agency Funding
4. Indigent Defense Collaborative Committee – Resolution Creating an [Administrator Position and an Executive Assistant Position](#) for the Public Defenders Office
5. Innovation & Technology Department
 - a. Resolution to Approve the Purchase of an Additional License for [Netbrain Software](#)
 - b. Resolution to Approve the Contract for Renewing [Courtview](#) Support Services
 - c. Resolution to Approve Renewal of Training from [ITProTV](#)

6. Financial Services
 - a. Resolution to Waive the [Public Act 152](#) Health Care Requirements for 2019
 - b. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for [Employee Benefits](#) for 2019 and Authorizing Letters of Agreement with Bargaining Units

7. Purchasing Department – Resolution to Approve the Disposal of County-Owned [Surplus Property](#)

8. Road Department
 - a. Resolution to Authorize the Purchase of Single Tungsten Carbide Inserted [Grader Blades](#)
 - b. Resolution to Approve a Restrictive Covenant for the Kerns Road [Salt Storage Site](#) Closure Project

9. Controller/Administrator’s Office – Ingham County [2019 General Appropriations](#) Resolution

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
October 3, 2018
Draft Minutes

Members Present: Grebner, Crenshaw, Morgan, and Anthony

Members Absent: Tennis, Koenig, and Schafer.

Others Present: Tim Dolehanty, Melissa Buzzard, Lori Noyer, Lisa McCormick, Michael Townsend, Lindsey LaForte, and others.

The meeting was called to order by Chairperson Grebner at 6:05 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

Approval of the September 12, 2018 Meeting Minutes and September 19, 2018 Open and Closed Session Meeting Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THE SEPTEMBER 12, 2018 MEETING MINUTES AND SEPTEMBER 19, 2018 FINANCE COMMITTEE OPEN AND CLOSED SESSION MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioners Tennis, Koenig, and Schafer.

Additions to the Agenda

11. Prosecutor's Office – Resolution to Approve a Consultant Services Agreement Between Lisa McCormick and the Ingham County Prosecuting Attorney's Office

Substitutes –

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

Limited Public Comment

None.

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

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
11. Prosecutor's Office – Resolution to Approve a Consultant Services Agreement Between Lisa McCormick and the Ingham County Prosecuting Attorney's Office

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

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

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:07 p.m.

OCTOBER 17, 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 Authorize an Agreement with Delhi Township for Police Services from January 1, 2019 through December 31, 2022*

This resolution would authorize an agreement with Delhi Township for Police Services for the time period January 1, 2019 through December 31, 2022. This agreement includes 20 full-time equivalents and associated costs, including an 8.5% administrative fee to cover the County's indirect costs. The Sheriff's Office and Delhi Township have enjoyed this mutually beneficial partnership since 1990.

- 2a. **55th District Court** – *Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Continue a Probation Officer Position, and Enter into Subcontracts*

This resolution would authorize a grant award in the amount \$369,000 from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO). This resolution would also accept an additional \$72,048 from the MMHCGP mid-year if offered, or authorize that amount in additional Ingham County In-Kind Funding if additional funding is unavailable through the MMHCGP mid-year.

The grant funding supports one full-time probation officer assigned to the program, which is included in the 2019 budget.

The resolution would also authorize up to \$126,681 in Ingham County In-Kind funding (\$54,633 initially and an additional \$72,048 if additional funding is unavailable through the MMHCGP mid-year) and acknowledge \$28,313 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed \$523,994.

Subcontracts would also be authorized as follows:

1. Electronic Monitoring Services with Sentinel Offender Services and/or Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$53,524
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties - not to exceed \$267,861.

See memo for details.

2b. 55th District Court –Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP) and Enter into Subcontracts

This resolution would authorize the acceptance of \$140,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO).

The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. Both positions are included in the 2019 budget.

The resolution would also authorize \$151,687 in Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of \$291,687.

The resolution would also authorize subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$13,080
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$53,850

See memo for details.

3a. Health Department -Resolution to Accept Substance Use Disorder Funding Award

This resolution accepts a funding award of \$201,317 provided through the U.S. Department of Health Resources and Services Administration to expand access to integrated substance use disorder and mental health services effective September 1, 2018 through August 31, 2019.

3b. Health Department -Resolution to Authorize the First Year of s New Funding Cycle of the Americorps*Vista Grant 2018-2019

This resolution accepts a first year of a new funding cycle for the AmeriCorps*VISTA Program budget in the amount of \$142,413, effective September 6, 2018 through September 4, 2019.

3c. Health Department - Resolution Authorize Agreements with Wayne Children’s Healthcare Access Program to Act as the Fiduciary/Payee for Agency Funding

This resolution authorizes the acceptance of funds from WCHAP in the amount of \$487,290 where ICHD will act as their fiduciary/payee. This agreement will be effective October 1, 2018 through September 30, 2019. As the Medicaid Outreach Match Partner for WCHAP, ICHD will:

1. Receive funds from WCHAP in the amount of \$487, 290
2. Set up a system to provide quarterly reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Match Funds.
4. Perform on site monitoring of WCHAP.
5. Forward any required reports as provided by WCHAP.

WCHAP will:

1. Provide quarterly financial reports of all expenses.
2. Provide quarterly reports for Medicaid Outreach.
3. Keep ICHD up-to-date on any changes in funding.

4. Indigent Defense Collaborative Committee – Resolution Creating an Administrator Position and an Executive Assistant Position for the Public Defenders Office

This resolution would authorize the creation of two positions, an Administrator and an Executive Assistant, for the Public Defenders Office, along with the associated budget. These positions are included in Ingham County's Michigan Indigent Defense Commission (MIDC) compliance plan to provide quality defense to indigent people who are accused of crimes. The position of Chief Public Defender has previously been approved by the Board of Commissioners, and the remaining 33.5 full-time equivalents will be brought before the Board for approval at a later date.

The Human Resources Department has recommended that these positions be classified as follows:

- Administrator, MCF11 (salary range \$67,209 to \$80,671), with a long-term (topped out) cost of \$134,521
- Executive Assistant, MCF05 (salary range \$40,880 to \$49,072), with a long-term (topped out) cost of \$89,493

This resolution will also authorize a budget of \$10,000 to fund any necessary furnishings and equipment associated with the positions.

See memo for details.

5a. Innovation and Technology Department – Resolution to Approve the Purchase of an Additional License for Netbrain Software

On June 28, 2016 the Board of Commissioners approved Resolution 16-284 to approve the purchase of Netbrain software, a network analysis tool used to monitor the IT network and all connections that are part of the network. The Innovation and Technology Department seeks approval of a resolution to add an additional user license for Netbrain software to allow internal use by more than one Network Administrator. This tool provides greater visibility into network configurations which increases the ability to catch vulnerabilities or changes that may introduce risk to the network. The total cost for an additional license is \$11,783.33.

5b. Innovation and Technology Department – Resolution to Approve the Contract for Renewing Courtview Support Services

CourtView software is used in various criminal justice areas including our Courts and Prosecuting Attorneys' office. The annual maintenance agreement to maintain the application, receive support, and receive needed software updates will expire on December 31. A support agreement has been purchased every year since Ingham County first owned the application. Last year's total maintenance cost was \$154,255. The total cost proposed by CourtView for 2019 is \$158,278, a 2.6% increase. The Chief Information Officer recommends approval of this contract renewal.

5c. Innovation and Technology Department – Resolution to Approve Renewal of Training from ITProTV

ITProTV provides training in easy to understand videos on various topics. Innovation and Technology (IT) Department staff determined that users could be trained very efficiently through ITProTV. Training programs relate to IT software applications as well as business, web design, and programming concepts. Training is reinforced by way of virtual labs and practice exams offered through an online subscription format. The IT Department recommends approval of a resolution to allow renewal of a one-year subscription for ITProTV user training in an amount not to exceed \$6,640.75.

6a. Financial Services Department – Resolution to Waive the Public Act 152 Health Care Requirements for 2019

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

6b. Financial Services Department – Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2019 and Authorizing Letters of Agreement with Bargaining Units

The Health Care Coalition has agreed to recommend that no changes be made to County health insurance benefits in 2019, but has agreed to make changes to the premium sharing agreement. Current bargaining agreements use savings from the previous year to reduce cost in premiums in the succeeding years. With the continued cost increases for both the employees and the County, it was determined that the County would use a \$1 million of fund balance from the employee benefit fund in 2018 to reduce both employee and County contributions for health insurance premiums. Since the 2018 rates were much lower based on this subsidy, the employee's increase for 2019 was substantial. It was determined that there was still excess fund balance in the Employee Benefit Fund which could be available in 2019. To offset the major increase and bridge the cost increase, it was recommended that we use \$300,000 of fund balance in the Employee Benefit Fund to help absorb the cost increase for 2019. A resolution is offered to adopt these changes.

7. Purchasing Department – Resolution to Approve the Disposal of County-Owned Surplus Property

The Purchasing Department has determined that the County has a number of surplus items that have exceeded their useful life and/or are no longer useful for County operations. County policy requires the Purchasing Director to create a list of surplus items for presentation to the Controller and County Services Committee for their respective approvals. The Purchasing Director recommends approval of the proposed resolution. (Please note that, per County policy, County Commissioners are prohibited from purchasing any surplus County-owned personal property.)

8a. Road Department – Resolution to Authorize the Purchase of Single Tungsten Carbide Inserted Grader Blades

The Road Department requests authorization purchase single tungsten carbide insert grader blades from Shults Equipment. The Road Department has been using tungsten insert grader blades for road maintenance in all seasons for over 20 years and periodically replaces the cutting edges of the underbody plow blades for winter and gravel road maintenance. The Road Department seeks Board authorization to purchase blades from Shults Equipment at a total cost not to exceed \$47,000.

Consideration of the Shults Equipment proposal became necessary when Valk Manufacturing Company withdrew from their three-year bid accepted by the County last year (see Resolution 17-350). Valk cited costs associated with a new tariff assessed against foreign steel as their reason for backing out on their commitment. Valk's bid, submitted on August 18, 2017 in response to Invitation to Bid #145-17, did not provide any qualification with respect to potential price increases in the cost of steel or otherwise. The purchase order issued to Valk at \$115,700 (38,567 annually) included the County's standard terms and conditions and did not include a cancellation clause. Valk's vendor privileges were subsequently revoked and the company is no longer eligible to bid on County proposals.

8b. Road Department – Resolution to Approve a Restrictive Covenant for the Kerns Road Salt Storage Site Closure Project

Many decades ago the Road Department stored deicing materials at a location on Kerns Road. Hazardous substances, including sodium and chloride were released on the property due to the storage of deicing salt, resulting in environmental contamination. Remedial activities were employed to remove most of the contamination from the mid 1980's through 2006. Post-remedial action evaluations indicate that the source area has been mitigated. The final step in the process is for the Board of Commissioners to approve, sign, and record a restrictive covenant on a small rectangle of Ingham County land located within the Kerns Road water tower property in the City of Mason. The Road Department recommends approval of a resolution to authorize the Board Chair to sign the restrictive covenant on behalf of the County.

9. Controller/Administrator's Office – Ingham County 2019 General Appropriations Resolution

This resolution will adopt the 2019 operating and capital budgets and millage rates as recommended by the Finance Committee at its budget meeting held on September 12, 2018.

Agenda Item 1

TO: Law & Courts Committee
and Finance Committee

FROM: Undersheriff Andrew R. Bouck

DATE: October 2, 2018

**RE: RESOLUTION TO ENTER INTO AN AGREEMENT WITH
DELHI TOWNSHIP FOR POLICE SERVICES FROM
JANUARY 1, 2019 THROUGH DECEMBER 31, 2022**

This is a resolution requesting the Ingham County Sheriff's Office be allowed to enter into a new agreement with Delhi Charter Township for police services for the period of January 1, 2019 through December 31, 2022.

Since 1990, the Sheriff's Office and Delhi Township have enjoyed this mutually beneficial partnership that both parties seek to continue.

AGREEMENT FOR POLICE SERVICES
Between THE INGHAM COUNTY SHERIFF'S OFFICE and DELHI TOWNSHIP
2019 - 2022

SERVICE CATEGORIES	2019	2020	2021	2022
PERSONNEL SERVICES	\$2,470,499.00	\$2,547,589.00	\$2,617,143.00	\$2,690,439.00
TOTAL SUPPLIES	\$72,950.00	\$74,500.00	\$76,050.00	\$77,600.00
PROFESSIONAL SERVICES	\$62,550.00	\$64,650.00	\$66,750.00	\$68,850.00
MISCELLANEOUS EXPENSES	\$21,500.00	\$22,250.00	\$23,000.00	\$23,750.00
CAPITAL OUTLAY	\$117,800.00	\$120,400.00	\$123,000.00	\$125,600.00
TOTAL	\$2,745,299.00	\$2,829,389.00	\$2,905,943.00	\$2,986,239.00

PERCENT INCREASE OVER PRIOR YEAR

1%

3%

3%

3%

TOTAL SUPPLIES	2019	2020	2021	2022
SUPPLIES	\$22,200.00	\$22,700.00	\$23,200.00	\$23,700.00
UNIFORMS & ACCESSORIES	\$9,150.00	\$9,600.00	\$10,050.00	\$10,500.00
GAS & OIL	\$41,600.00	\$42,200.00	\$42,800.00	\$43,400.00
TOTAL	\$72,950.00	\$74,500.00	\$76,050.00	\$77,600.00

PROFESSIONAL SERVICES	2019	2020	2021	2022
MEMBERSHIPS	\$550.00	\$550.00	\$550.00	\$550.00
COURIER SERVICE	\$1,000.00	\$1,050.00	\$1,100.00	\$1,150.00
DATA PROCESSING	\$57,000.00	\$59,000.00	\$61,000.00	\$63,000.00
TELEPHONE	\$4,000.00	\$4,050.00	\$4,100.00	\$4,150.00
TOTAL	\$62,550.00	\$64,650.00	\$66,750.00	\$68,850.00

MISCELLANEOUS EXPENSES	2019	2020	2021	2022
EQUIPMENT REPAIR	\$4,000.00	\$4,250.00	\$4,500.00	\$4,750.00
VEHICLE REPAIR	\$17,500.00	\$18,000.00	\$18,500.00	\$19,000.00
TOTAL	\$21,500.00	\$22,250.00	\$23,000.00	\$23,750.00

CAPITAL OUTLAY	2019	2020	2021	2022
MACHINERY/CARS	\$112,500.00	\$115,000.00	\$117,500.00	\$120,000.00
TELEPHONE SYSTEM	\$5,300.00	\$5,400.00	\$5,500.00	\$5,600.00
TOTAL	\$117,800.00	\$120,400.00	\$123,000.00	\$125,600.00

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DELHI TOWNSHIP FOR
POLICE SERVICES FROM JANUARY 1, 2019 THROUGH DECEMBER 31, 2022**

WHEREAS, the Ingham County Sheriff's Office/Delhi Township Police Services Agreement expires in 2018;
and

WHEREAS, the Ingham County Sheriff's Office has worked with the Budget Office and the Controller's Office
to establish budget figures for a new contract with Delhi Township for the years 2019, 2020, 2021 and 2022;
and

WHEREAS, officials from the Ingham County Sheriff's Office and Controller's Office have met with officials
from Delhi Township and have agreed upon the services and costs to be provided.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a four-year
contract for Police Services from January 1, 2019 through December 31, 2022 between Ingham County, the
Ingham County Sheriff's Office, and Delhi Township for the annual contractual amounts as indicated by the
attached budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the
Controller/Administrator to incorporate the attached expenses and revenues into the Ingham County Sheriff's
Office 2019 - 2022 Budgets.

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

TO: Ingham County Law & Courts and Finance Committees
FROM: Da'Neese Wells
DATE: 9/27/18
SUBJECT: Mental Health Court Resolution for Fiscal Year 2019

Attached please find a Resolution requesting authorization for the 55th District Court Mental Health Court to accept \$369,000 in grant funding from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO) and accept an additional \$72,048 from the MMHCGP mid-year if offered, or to authorize that amount in additional Ingham County In-Kind Funding if additional funding is are unavailable through the MMHCGP mid-year.

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

The grant funding supports one full-time probation officer assigned the program. This position has already been approved in the 2019 Ingham County budget.

The resolution also authorizes up to \$126,681 Ingham County In-Kind funding (\$54,633 initially and an additional \$72,048 if additional funding is unavailable through the MMHCGP mid-year) and acknowledges \$28,313 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed \$523,994.

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

1. Electronic Monitoring Services with Sentinel Offender Services and/or Judicial Services Group – not to exceed a total of \$1,500,
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$53,524,
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties - not to exceed \$267,861.

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM (SCAO-MMHCGP), CONTINUE A PROBATION OFFICER POSITION, AND ENTER INTO SUBCONTRACTS

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

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

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

WHEREAS, the 55th District Court has received a grant from the State Court Administrative Office - Michigan Mental Health Court Grant Program in the amount of \$369,000 to continue a Mental Health Court at the 55th District Court; and

WHEREAS, there is the possibility of an additional mid-year grant funding disbursement from the State Court Administrative Office - Michigan Mental Health Court Grant Program in the amount of \$72,048; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State Court Administrative Office - Michigan Mental Health Court Grant Program for a total budget not to exceed \$523,994 to include SCAO/MMHCGP grant funds in the amount of \$369,000, possible mid-year SCAO/MMHCGP grant funds in the amount of \$72,048, Ingham County In-Kind matching funds not to exceed \$126,681 (\$54,633 initially and an additional \$72,048 if additional funding is unavailable through the MMHCGP mid-year) with no local hard cash matching funds, and Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contributions not to exceed \$28,313 for the time period of October 1, 2018 through September 30, 2019.

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

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

1. Electronic Monitoring Services with Sentinel Offender Services and/or Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$53,524
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties—not to exceed \$267,861

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2018 and 2019 55th District Court budget and Position Allocation List.

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

Agenda Item 2b

TO: Ingham County Law & Courts and Finance Committees
FROM: Da'Neese Wells
DATE: 9/27/18
SUBJECT: Sobriety Court Resolution for Fiscal Year 2019

Attached please find a resolution requesting authorization for the 55th District Court Sobriety Court to accept \$140,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO).

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

The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. These positions have already been approved in the 2019 Ingham County budget.

The resolution also authorizes \$151,687 Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of \$291,687.

The resolution also authorizes subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$13,080
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$53,850

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT'S STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN DRUG COURT GRANT PROGRAM (SCAO-MDCGP) AND ENTER INTO SUBCONTRACTS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a State Court Administrative Office grant including the SCAO-MDCGP grant in the amount of \$140,000 to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2018 through September 30, 2019.

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

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget of \$291,687 to include SCAO/MDCGP grant funds in the amount of \$140,000, Ingham County In-Kind matching funds of \$151,687 with no local hard cash matching funds, and future possible donations from the Ingham County Sobriety Court Foundation, all of which are required to continue the Sobriety Court Program.

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

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$13,080
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$53,850

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2018 and 2019 55th District Court budget and Position Allocation List.

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

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 25, 2018
SUBJECT: Accept Substance Use Disorder Funding Award
For the meeting agenda of October 15th, 16th, and 17th, 2018

BACKGROUND

Ingham County Health Department’s (ICHD’s) Community Health Centers (CHCs) wish to accept a funding award in the amount of \$201,317.00 provided through the U.S. Department of Health Resources and Services Administration (HRSA). This award will be used to implement and advance evidence-based strategies to expand access to integrated substance use disorder (SUD) and mental health services and will be effective September 1, 2018 through August 31, 2019. Subsequent year funding will be contingent upon implementation of the proposed project within eight months of the award.

In order to expand access to integrated substance use disorder and mental health services, this award will include the following creation of positions and purchases:

- 1.0 FTE Community Health Worker at \$38,572.55 (UAW Grade D, Step 5).
- 1.0 FTE Behavioral Health Consultant (Licensed Clinical Social Worker) at \$80,000.00 via an amendment to ICHD’s existing services agreement with Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH-CEI).
- A one-time funding purchase of \$36,555.00 for supplies to equip the operational space at the Sparrow-VOA Health Center to accommodate the 1.0 FTE Ingham County Employee and the 1.0 Contractual Employee.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

This acceptance of this award will be an increase in funding by \$201,317.00 for evidence-based strategies to expand access to integrated substance use disorder and mental health services in ICHD’s CHCs.

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 on the information presented, I respectfully recommend authorizing ICHD to accept a funding award of \$201,317.00 provided through the U.S. Department of Health Resources and Services Administration to expand access to integrated substance use disorder and mental health services effective September 1, 2018 through August 31, 2019.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT SUBSTANCE USE DISORDER FUNDING AWARD

WHEREAS, the Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept a funding award in the amount of \$201,317.00; and

WHEREAS, the funds are provided through the U.S. Department of Health Resources and Services Administration (HRSA); and

WHEREAS, this award will be used to implement and advance evidence-based strategies to expand access to integrated substance use Disorder (SUD) and mental health services; and

WHEREAS, this award will be effective September 1, 2018 through August 31, 2019; and

WHEREAS, subsequent year funding will be contingent upon implementation of the proposed project within 8 months of the award; and

WHEREAS, in order to expand access to integrated substance use disorder and mental health services, this award will include the following creation of positions and purchases:

- 1.0 FTE Community Health Worker at \$38,572.55 (UAW Grade D, Step 5).
- 1.0 FTE Behavioral Health Consultant (Licensed Clinical Social Worker) at \$80,000.00 via an amendment to the ICHD's existing services agreement with Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH-CEI).
- A one-time funding purchase of \$36,555.00 for supplies to equip the operational space at the Sparrow-VOA Health Center to accommodate the 1.0 FTE Ingham County Employee and the 1.0 Contractual Employee; and

WHEREAS, this acceptance of this award will be an increase in funding by \$201,317.00 for evidence-based strategies to expand access to integrated substance use disorder and mental health services in ICHD's CHCs; and

WHEREAS, the Ingham Community Health Center Board recommends accepting the award of the \$201,317.00 from HRSA effective September 1, 2018 through August 31, 2019; and

WHEREAS, the Health Officer recommends accepting the award of the \$201,317.00 from HRSA effective September 1, 2018 through August 31, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the award of the \$201,317.00 from HRSA effective September 1, 2018 through August 31, 2019.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the creation of 1.0 FTE Community Health Worker position (\$38,572.55 UAW Grade D, Step 5).

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes amending the existing agreement with CMH-CEI to add a 1.0 FTE Behavioral Health Consultant at \$80,000.00.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a one-time funding purchase of \$36,555.00 for supplies to equip the operational space at the Sparrow-VOA Health Center to accommodate these additional 2.0 FTE positions.

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.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 28, 2019
SUBJECT: Resolution to accept the first year of a new funding cycle of the AmeriCorps*VISTA Project
For the meeting agendas of October 15 and October 17, 2018

BACKGROUND

Ingham County Health Department (ICHD) wishes to accept the first year of a new FY18-19 funding cycle from the Corporation for National and Community Services (CNCS) to be used for the AmeriCorps *VISTA Program. This cycle of funding will allow 16 AmeriCorps *VISTA members to perform national services for strengthening and supplementing efforts to eliminate poverty and poverty-related human, social, and environmental issues. On behalf of the Power of We Consortium (PWC), ICHD was the recurring recipient of grant funds in support of the AmeriCorps* VISTA Project from 2006-2010, and annual renewal of such funding was accepted by resolution (#06-333, #07-307, #08-321, #09-159, #10-055, #10-396). Through Resolution # 17-358, ICHD was the recipient of grant funds in support of the AmeriCorps*VISTA Project from the CNCS, used for the FY17-18 funding cycle. This first year of a new FY18-19 funding cycle from CNCS totaling \$142,413 will be effective September 6, 2018 through September 4, 2019.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

CNCS has granted ICHD the first year of funding for the AmeriCorps*VISTA Program with a total budget of \$142,413 for the 2018-2019 fiscal year comprised of \$10,000 of CNCS funds and \$132,413 local resources, and authorizes a grant agreement with the CNCS for the time period of September 6, 2018 through September 4, 2019. Out of a total of 12 FTE AmeriCorps*VISTA members, 11 FTE will be placed in host sites selected through an RFP process and 1 FTE AmeriCorps*VISTA Leader will be placed with the ICHD AmeriCorps* VISTA program.

The Local Resources are drawn from:

- 1) Cash contributions from the external host sites totaling \$110,340
- 2) General funds from Ingham County \$22,073

From the local resources, CNCS is requiring payment of the VISTA Cost Share in the amount of \$49,244.

Separate from the \$142,413 budget, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: For living allowances, CNCS will pay \$150,134, for education and end of service awards, CNCS will pay \$94,720, and for health insurance CNCS will pay \$43,200, for a total of \$288,054. All funding for the AmeriCorps VISTA Program was included in the FY2018-19 budget.

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.

This resolution also supports Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept a first year of a new funding cycle for the AmeriCorps*VISTA Program budget in the amount of \$142,413, effective September 6, 2018 through September 4, 2019.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE FIRST YEAR OF A NEW FUNDING CYCLE
OF THE AMERICORPS*VISTA GRANT 2018-2019**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept the first year of a new FY18-19 funding cycle from the Corporation for National and Community Services (CNCS) to be used for the AmeriCorps *VISTA Program; and

WHEREAS, this cycle of funding will allow 16 AmeriCorps *VISTA members to perform national services for strengthening and supplementing efforts to eliminate poverty and poverty-related human, social, and environmental issues; and

WHEREAS, ICHD was the recurring recipient of grant funds in support of the AmeriCorps* VISTA Project from 2006-2010, and annual renewal of such funding was accepted by resolution (#06-333, #07-307, #08-321, #09-159, #10-055, #10-396); and

WHEREAS, through Resolution # 17-358, ICHD was the recipient of grant funds in support of the AmeriCorps*VISTA Project from the CNCS, used for the FY17-18 funding cycle; and

WHEREAS, this first year of a new FY18-19 funding cycle from CNCS totaling \$142,413 will be used for the AmeriCorps *VISTA Program and will be effective September 6, 2018 through September 4, 2019; and

WHEREAS, CNCS has granted ICHD the first year of funding for the AmeriCorps*VISTA Program with a total budget of \$142,413 for the 2018-2019 fiscal year comprised of \$10,000 of CNCS funds and \$132,413 of local resources, and authorizes a grant agreement with the CNCS for the time period of September 6, 2018 through September 4, 2019; and

WHEREAS, out of a total of 12 FTE AmeriCorps*VISTA members, 11 FTE will be placed in host sites selected through an RFP process and 1 FTE AmeriCorps*VISTA Leader will be placed with the ICHD AmeriCorps* VISTA program; and

WHEREAS, the local resources are drawn from:

- 1) Cash contributions from the external host sites totaling \$110,340
- 2) General funds from Ingham County \$22,073

WHEREAS, from the Local Resources, CNCS is requiring payment of the VISTA Cost Share in the amount of \$49,244; and

WHEREAS, separate from the \$142,413 budget, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: For living allowances, CNCS will pay \$150,134, for education and end of service awards, CNCS will pay \$94,720, and for health insurance CNCS will pay \$43,200, for a total of \$288,054; and

WHEREAS, all funding for the AmeriCorps VISTA Program was included in the FY2018-19 budget; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the first year of a new FY18-19 funding cycle from the Corporation for National and Community Services (CNCS) to be used for the AmeriCorps *VISTA Program effective September 6, 2018 through September 4, 2019.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accept the first year of a new FY18-19 funding cycle from the Corporation for National and Community Services (CNCS) to be used for the AmeriCorps *VISTA Program effective September 6, 2018 through September 4, 2019.

BE IT FURTHER RESOLVED, that this cycle of funding will allow 16 AmeriCorps *VISTA members to perform national services for strengthening and supplementing efforts to eliminate poverty and poverty-related human, social, and environmental issues.

BE IT FURTHER RESOLVED, that CNCS has granted ICHD the first year of funding for the AmeriCorps*VISTA Program with a total budget of \$142,413 for the 2018-2019 fiscal year comprised of \$10,000 of CNCS funds and \$132,413 of local resources, and authorizes a grant agreement with the CNCS for the time period of September 6, 2018 through September 4, 2019.

BE IT FURTHER RESOLVED, that out of a total of 12 FTE AmeriCorps*VISTA members, 11 FTE will be placed in host sites selected through an RFP process and 1 FTE AmeriCorps*VISTA Leader will be placed with the ICHD AmeriCorps* VISTA program.

BE IT FURTHER RESOLVED, that the local resources are drawn from:

- 1) Cash contributions from the external host sites totaling \$110,340
- 2) revenue from Ingham County \$22,073

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit the 2018-2019 budget electronically through the CNCS E-Grants system, and tentatively electronically approve the Memorandum of Agreement, and after approval as to form by the County Attorney, the Memorandum of Agreement is final.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 21, 2018
SUBJECT: Fiduciary/Payee Agreements with Wayne Children's Healthcare Access Program
For the meeting agendas of October 15 and October 17, 2018

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Wayne Children's Healthcare Access Program (WCHAP) to act as the Medicaid Outreach Match Partner. ICHD has partnered with WCHAP since 2014, acting as a Medicaid Match Partner whereby WCHAP offers a pediatric medical home implementation program now in its eighth year. WCHAP coordinates an integrated system of early childhood support services that is voluntary, accessible, and culturally competent for families with children who are on Medicaid or are Medicaid eligible. WCHAP provides this service through a variety of avenues including telephone consultation, education, transportation, home visits, interpretation services, and asthma case management services. WCHAP sustainability is dependent upon receiving Medicaid Outreach Match funds. This agreement would be effective October 1, 2018 through September 30, 2019.

As the Medicaid Outreach Match Partner for WCHAP, ICHD will:

1. Receive funds from WCHAP in the amount of \$487, 290
2. Set up a system to provide quarterly reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Match Funds.
4. Perform on site monitoring of WCHAP.
5. Forward any required reports as provided by WCHAP.

WCHAP will:

1. Provide quarterly financial reports of all expenses.
2. Provide quarterly reports for Medicaid Outreach.
3. Keep ICHD up-to-date on any changes in funding.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

ICHD will retain a 10% administrative fee of the total funds received during the duration of these agreements; this includes the Medicaid Match funds.

STRATEGIC PLANNING IMPACT

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 b. Expand Medicaid enrollment activities throughout Ingham County.e. Expand access to health care for County residents, with an emphasis on the uninsured and the under-insured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the acceptance of funds from WCHAP in the amount of \$487,290 where ICHD will act as their fiduciary/payee. This agreement will be effective October 1, 2018 through September 30, 2019.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH WAYNE CHILDREN'S HEALTHCARE ACCESS PROGRAM TO ACT AS THE FIDUCIARY/PAYEE FOR AGENCY FUNDING

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Wayne Children's Healthcare Access Program (WCHAP) to act as the Medicaid Outreach Match Partner; and

WHEREAS, ICHD has partnered with WCHAP since 2014, acting as a Medicaid Match Partner whereby WCHAP offers a pediatric medical home implementation program now in its eighth year; and

WHEREAS, WCHAP coordinates an integrated system of early childhood support services that is voluntary, accessible, and culturally competent for families with children who are on Medicaid or are Medicaid eligible; and

WHEREAS, WCHAP provides this service through a variety of avenues including telephone consultation, education, transportation, home visits, interpretation services, and asthma case management services; and

WHEREAS, WCHAP sustainability is dependent upon receiving Medicaid Outreach Matching funds; and

WHEREAS, this agreement would be effective October 1, 2018 through September 30, 2019; and

WHEREAS, as the fiduciary/payee of the WCHAP funds, ICHD will:

1. Receive funds from WCHAP up to \$487,290
2. Set up a system to provide an initial payment to WCHAP and subsequent reimbursement of costs
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds
4. Perform on-site monitoring of WCHAP
5. Forward any required reports as provided by WCHAP; and

WHEREAS, WCHAP will:

1. Provide quarterly financial reports of all expenses
2. Provide quarterly reports for Medicaid Outreach
3. Keep ICHD up-to-date on any changes in funding; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the acceptance of funds up to \$487,290, from WCHAP for ICHD to act as its fiduciary/payee for the period of October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of funds from WCHAP up to \$487,290 Medicaid Match Partner for the period of October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that ICHD will retain a 10% administrative fee of the total funds received during the duration of this agreement including the Medicaid Match funds.

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

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

Agenda Item 4

TO: Law & Courts, County Services and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: October 3, 2018

SUBJECT: Resolution Creating an Administrator Position and an Executive Assistant Position for the Public Defenders Office

For the meeting agendas of October 11, 16 and 17

BACKGROUND

Every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes. In November 2017, as approved by Resolution 17-445, the Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee. The State of Michigan has approved full funding of the plan effective October 1, 2018.

The plan recommended a Public Defenders Office to be administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court. Resolution 18-355 authorized the Chief Public Defender position for this office. This resolution would create the next two positions for the office, an Administrator and an Executive Assistant. The Human Resources Department is recommending these positions be classified as MCF11 (salary range \$67,209 to \$80,671) and as MCF05 (salary range \$40,880 to \$49,072), respectively.

FINANCIAL IMPACT

The long-term (topped out) cost of the Administrator position, based on 2018 rates and including wages and fringes, would be \$134,521. The long-term cost of the Executive Assistant position would be \$89,493. This resolution will also include \$10,000 to fund any necessary furnishings and equipment associated with the position.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC)

OTHER CONSIDERATIONS

These positions will be posted upon approval, but will not be hired until after the Board of Commissioners has appointed a Chief Public Defender. That individual will be responsible for the hiring decision.

The Public Defenders Office will include a total of 36.5 full-time equivalents. Additional resolutions will be brought to the Board of Commissioners for approval of the total budget and additional positions. These two positions will assist the Chief Public Defender in the creation of the Public Defenders Office.

RECOMMENDATION

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

Agenda Item 4

TO: Teri Morton, Deputy Controller
FROM: Joan Clous, Human Resources Specialist
DATE: September 27, 2018
RE: Memo of Analysis for the creation of new positions for the Public Defender's Office

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

1. The newly created position of Administrator – Public Defender has been determined to fall within the scope of the MCF jobs and was classified at an MCF 11 (\$67,208.62 to \$80,671.27)
2. The newly created position of Executive Assistant-Public Defender has been determined to fall within the scope of the MCF jobs and was classified at an MCF 5 (\$40,880.03 to \$49,071.88)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your 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).

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATOR/PUBLIC DEFENDER

General Summary:

As Administrator of the department, reports to the Chief Public Defender with respect to the day-to-day operations of the department for administrative support personnel, statistical information and the computer system. Supervises and coordinates above activities utilizing prepared regulations, procedures and practices.

Essential Functions:

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

1. Supervises support and professional personnel, includes interviewing and making recommendations in the employment process, disciplinary action and terminations; preparing appropriate employment forms; and scheduling.
2. Attends Department Head / Managers' meetings and County-wide committees as assigned. Serves as liaison for the Public Defender's Office to other County departments and outside agencies as assigned. Drafts resolutions for appropriate Board of Commissioner Committees.
3. Receives and responds to grievances of administrative support personnel at the Step 1 level. Attends hearings as required. May involve meeting with legal counsel and corporation counsel.
4. Receives, reviews and responds to reclassification requests from support personnel. Attends reclassification meetings as required.
5. Acts on job-related accidents and injuries. Ensures all necessary forms are completed and directs employees appropriately.
6. Approves payroll, accounts payable, personnel forms, petty cash accounts, etc., processed by the Administrative Assistant. Serves as back-up for payroll processing.
7. Updates and maintains the policy manual for the Public Defender's Office. Responsible for enforcement of same.
8. Coordinates the preparation of and compiles division reports into a consistent format for the annual report.
9. Recommends and implements changes to general policies and procedures for support and professional personnel.
10. Responsible for selection, purchasing and maintenance of office equipment.
11. Coordinates Freedom of Information Request processing.
12. Responsible for preparation, reviewing and directly working with/on the annual budget.

Other Functions

Other duties as assigned

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: Bachelor's Degree in Public or Business Administration or related field of study.

Experience: Five years of progressively responsible experience in a law office, or other legal setting providing familiarity with the judicial system and office management.

(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)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

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, pushing, pulling, and pinching.
- This position's physical requirements require regular stamina in walking, lifting, carrying, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, 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.)

September 27, 2018
MCF 11

**INGHAM COUNTY
JOB DESCRIPTION**

EXECUTIVE ASSISTANT – PUBLIC DEFENDER

General Summary:

Under the supervision of the Chief Public Defender provides secretarial support such as typing correspondence, reports, and other legal documents, and maintaining files and records. Maintains the calendar and schedules appointments for the Chief Public Defender. Receives and responds to incoming calls, and refers to proper person as necessary. Monitors contracts, pays invoices relating to such contracts and prepares personnel action requests Serves as liaison between the Chief Public Defender and citizens, attorneys, local and federal government agencies, judges, and the media.

Essential Functions:

1. Schedules internal and external meetings. Assists with the meeting logistics regarding room set-up, agendas, amenities and audio-visual equipment. Records, transcribes and distributes meeting minutes. Helps manage calendar for the Chief Public Defender, schedules appointments, confirms meetings and makes corresponding travel arrangements.
2. Screens and prioritizes incoming visitors and telephone calls. Responds to general questions regarding departmental processes and projects. Handles initial complaints and problems.
3. Uses a variety of software programs to provide secretarial support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing outgoing mail and other clerical functions. Composes correspondence, documents and reports for the Chief Public Defender's review and signature.
4. Takes and transcribes dictation, including correspondence, reports, and legal documents. Handles matters of a highly sensitive nature from other Attorneys. Drafts correspondence and forms requiring standard responses.
5. Follows-up on matters assigned to staff attorneys and other staff.
6. Maintains a variety of departmental files including electronic and paper copies. Sorts and files a wide range of forms, records and documents. Serves as the departmental historian regarding past practices and procedures. Helps evaluate current processes and make recommendations to update and improve policies and procedures.
7. Organizes and processes inventories for supplies, furnishings and equipment. Serves as the liaison for internal and external vendors and coordinates repair of office furniture and technological equipment. Maintains records and receipts on office purchases and warranties. Resolves payment problems with vendors as directed by Chief Public Defender.
8. Monitors contracts and prepares payments associated with contracts, includes viewing invoice amounts as they relate to scope of service, and ensuring that invoice charges do not exceed allotted amounts.

9. Processes departmental payroll. Gathers timecards and enters information into the payroll system. Assists with monitoring time-off accruals and balances, FMLA leave hours and other leave accruals. Notifies Chief Public Defender regarding timecard and payroll discrepancies. Prepares and runs payroll reports.
10. Acts as procurement card site coordinator for Chief Public Defender's Office.

Other Functions:

1. Other duties as assigned.

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: High school graduation with advanced college-level coursework in secretarial, business, data processing, and related areas.

Experience: Four years of secretarial or related administrative experience in a law office, court, or related setting.

Other requirements: None listed.

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 views 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: *(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):*

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

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 climbing, balancing, twisting, bending, stooping/crouch, squatting, kneeling, crawling, pushing, pulling and pinching
- This position's physical requirements require regular stamina in standing, walking, lifting, and carrying
- This position's physical requirements require continuous stamina in sitting, reaching, grasping, 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,

- 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.)

September 27, 2018
MCF 5

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CREATING AN ADMINISTRATOR POSITION AND AN EXECUTIVE ASSISTANT POSITION FOR THE PUBLIC DEFENDERS OFFICE

WHEREAS, every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes; and

WHEREAS, the Ingham County Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee and funding has been approved by the State of Michigan, effective October 1, 2018; and

WHEREAS, the recommended Public Defenders Office included in this plan will be administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Board of Commissioners must authorize the staffing and budget in order to create the Public Defenders Office; and

WHEREAS, Resolution 18-355 created the Chief Public Defender position; and

WHEREAS, the next positions recommended for approval to assist in the creation of the Public Defenders Office are an Administrator and an Executive Assistant; and

WHEREAS, job descriptions have been created and point-rated by the Human Resources Department, and the recommend classification for the Administrator is MCF11 (salary range \$67,209 to \$80,671), and a classification of MCF05 (salary range \$40,880 to \$49,072) is recommended for the Executive Assistant; and

WHEREAS, the Public Defenders Office will include a total of 36.5 full-time equivalents; and

WHEREAS, the total Public Defenders Office budget and remaining staffing will be brought to the Board of Commissioners for approval at a later date; and

WHEREAS, while these positions will be posted as soon as they are approved, the hiring decision will be made by the Chief Public Defender after that appointment has been made by the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creation of an Administrator position, MCF11, and an Executive Assistant position, MCF05, for the Public Defenders Office, effective immediately.

BE IT FURTHER RESOLVED, that a budget of \$234,014 is approved for the Public Defenders Office, to include necessary funding for the wages, fringes, and equipment.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2018 and 2019 budgets and position allocation lists.

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

FROM: Deb Fett, CIO

DATE: 10/02/2018

SUBJECT: Resolution – NetBrain Software Additional License Purchase

BACKGROUND

Resolution #16-284 was for the purchase of NetBrain, a network analysis tool. NetBrain allows Ingham County ITD to have a visual representation of the network and all the connections that are part of it. It also provides infrastructure documentation, and the ability roll out configuration changes or roll them back if issues arise. It has been very beneficial so far and ITD would like to expand our use of the product.

The additional NetBrain license is available on the GSA Schedule (GS-35F-235DA) from NetBrain (Vendor #38431) for \$11,783.33 including the first year’s maintenance.

ALTERNATIVES

Our past alternative has to spend many hours doing this manually with the risk of missing some connections. The previous process also exposed us to risk of downtime while we manually reversed changes that were made to our configuration.

FINANCIAL IMPACT

The funding for the \$11,783.33 total is budgeted and will come from the County’s Innovation and Technology Department’s Network Fund #636-25810-802000.

OTHER CONSIDERATIONS

This additional software license will allow more than one Network Admin to use the tool which gives us greater visibility into our network configurations which allows better ability to catch any vulnerabilities or changes that may introduce risk into our environment.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the additional license for NetBrain Software.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF AN ADDITIONAL LICENSE
FOR NETBRAIN SOFTWARE**

WHEREAS, Ingham County currently uses NetBrain to have greater visibility into and control over our network; and

WHEREAS, an additional software license will allow great use of said software; and

WHEREAS, ITD obtained national contract pricing from NetBrain for our licensing and ongoing support needs; and

WHEREAS, the purchase price of said license will be \$11,783.33.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of NetBrain software in the amount not to exceed \$12,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-802000.

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

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

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

FROM: Deb Fett, CIO

DATE: 10/02/2018

SUBJECT: Renew CourtView Support Services

BACKGROUND

Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys' office. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates that expires on December 31st, 2018. This support has been purchased every year since Ingham County has owned the application. Last year's total maintenance cost was \$154,255.00, this year's cost proposed by CourtView is \$158,278.00, a 2.6% increase which is the Consumer Price Index (CPI) amount. Although this is over the Board's policy of increases, the contract currently in place with CourtView allows an annual increase equal to the CPI but not to exceed 4%.

ALTERNATIVES

There is no reasonable alternative.

FINANCIAL IMPACT

The funding for the \$158,728.00 total will come from the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the contract renewal for CourtView Justice Solutions' support of the CourtView software in the amount of \$158,728.00.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE CONTRACT FOR RENEWING
COURTVIEW SUPPORT SERVICES**

WHEREAS, Ingham County currently utilizes CourtView Software as our criminal justice application; and

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$158,728.00 for annual support is due for the support from January 1st, 2019-December 31st, 2019; and

WHEREAS, the annual contract amount proposed by CourtView includes an increase from the prior year equal to the Consumer Price Index of 2.6% as spelled out in our contract; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract renewal for support from CourtView in the amount not to exceed \$158,728.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's LOFT Fund (636-25820-932050).

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

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

Agenda Item 5c

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

FROM: Deb Fett, CIO

DATE: 10/01/2018

SUBJECT: ITProTV Training Renewal ITD staff

BACKGROUND

ITD has been using ITProTV for training for the past year. The training was initially approved under Resolution #17-400. The training is in easy to understand videos on various technical topics. The training we are interested in pertains to IT software applications as well as business, web design, and programming concepts. The training is reinforced by virtual labs and practice exams. This training is an online subscription format that is purchased in yearly increments.

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

ALTERNATIVES

None.

FINANCIAL IMPACT

The funding for the \$6,604.45 total will come from the County's Innovation and Technology Department's Staff Development and Training Fund #636-95800-960000. This is down slightly from last year's amount of \$6,790.68.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for ITProTV training in the amount of \$6,640.45.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF TRAINING FROM ITPROTV

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

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

WHEREAS, ITD has been using this method for the past year and has found it to be very effective; and

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

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

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

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

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

TO: Board of Commissioners County Service and Finance Committee
FROM: Jill Rhode, Director of Financial Services
DATE: September 25, 2018
SUBJECT: Waiving of Act 152 for 2019 Health Insurance

BACKGROUND

We have finalized the agreements with the employee groups concerning the health insurance benefits to be offered in 2019. This includes an estimate of cost sharing and a determination of how the savings will be shared with employees. Since the dollar amount for the actual cost savings will be an estimate, it is very difficult to determine with 100% certainty whether the County will be in compliance with both the hard cap or 80/20% premium share requirements of Public Act 152.

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

ALTERNATIVES

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

FINANCIAL IMPACT

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

RECOMMENDATION

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

Introduced by the County Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO WAIVE THE PUBLIC ACT 152 HEALTH CARE REQUIREMENTS FOR 2019

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

WHEREAS, the requirements of the act can be waived with a 2/3 vote of the governing body prior to the beginning of a medical benefit plan coverage year; and

WHEREAS, commencing January 1, 2019, the County will continue with the current plan medical benefits and will self-insure a portion of the health insurance cost; and

WHEREAS, the uncertainty associated with the savings from this change makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements and therefore the County administration is recommending that Ingham County Board of Commissions exempt the County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2019 as permitted by MCL 15.568.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby exempts Ingham County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2019 as permitted by MCL 15-568.

TO: Board of Commissioners County Service and Finance Committee
FROM: Jill Rhode, Director of Financial Services
DATE: September 25, 2018
SUBJECT: 2019 Health Insurance

BACKGROUND

The Health Care Coalition has agreed that no changes will be made to the County's health insurance benefits in 2019 but we have agreed to make changes to the premium sharing agreement.

With the continued cost increases for both the employees and the County, it was determined that the County would use a \$1 million of fund balance from the employee benefit fund in 2018 to reduce both employee and County contributions for health insurance premiums. Since the 2018 rates were much lower based on this subsidy, the employee's increase for 2019 was substantial. It was determined that there was still excess fund balance in the Employee Benefit Fund which could be available in 2019. To offset the major increase and bridge the cost increase, it was recommended that we use \$300,000 of fund balance in the Employee Benefit Fund to help absorb the cost increase for 2019. This would provide funding for about 50% of the employee subsidy in 2018. The County will be paying 100% of their rate unlike the 2018 plan which had subsidy for both the employees and County.

ALTERNATIVES

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

FINANCIAL IMPACT

This will spend \$300,000 of fund balance in the Employee Benefit Fund which is available for this purpose. If this does not occur, the \$300,000 will continue to move forward as a part of the fund balance in the Employee Benefit Fund.

RECOMMENDATION

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

Introduced by the County Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY
HEALTH CARE COALITION FOR EMPLOYEE BENEFITS FOR 2019 AND AUTHORIZING
LETTERS OF AGREEMENT WITH BARGAINING UNITS**

WHEREAS, the Ingham County Health Care Coalition investigated options for the County's health care plan and have agreed to making changes to the premium sharing agreement for 2019; and

WHEREAS, with the continued cost increases for both the employees and the County, it was determined by the Health Care Coalition that this additional savings of \$300,000 will be used in 2019 to reduce both employee contribution for health insurance premiums.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the recommendations of the Health Care Coalition for 2019 and authorizes the use of the \$300,000 of Employee Benefit Fund's fund balance to reduce employee's contributions in 2019.

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

Agenda Item 7

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: October 2, 2018
SUBJECT: Disposal of Surplus Vehicles

This is a resolution authorizing a publically advertised auction conducted by the Purchasing Department for the disposal of certain vehicles which have been replaced or have exceeded the useful life, and therefore no longer serves the County's needs.

Sealed bids will be solicited for the surplus items and the award will be made to the highest responsive bidder. If a bidder does not claim the item(s) awarded, the item will be awarded to the next highest responsive bidder. Monies received will be deposited in the General Fund or appropriate account.

Vehicles to be auctioned are identified in Attachment "A".

I respectfully request approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS PROPERTY

WHEREAS, the Purchasing Department has determined that the County has a number of surplus vehicles that have exceeded their useful life and/or are no longer useful for County operations; and

WHEREAS, the surplus vehicles will be auctioned off through a sealed competitive, publically advertised bidding process whereby awards will be made to the highest responsive bidder; and

WHEREAS, the Director of Purchasing has reviewed the surplus items before placement on the surplus property list, and County departments will be allowed to view surplus items for usefulness before the public auction.

THEREFORE BE IT RESOLVED, that the Ingham County Purchasing Department is authorized to place in an auction those surplus vehicles in the attached listing which have no further use or value to the County of Ingham.

BE IT FURTHER RESOLVED, that any vehicle not sold at the auction may be disposed of by the Purchasing Director in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of surplus items will be deposited in the General Fund 10130101 673000 or appropriate account.

2018 SURPLUS LISTING
Attachment "A"

Year Make Model	Color	Mileage	VIN #
2011 Chevy Impala	White	Unknown	2G1WD5EM6B1285309
Department:	Additional Information		
SO	The battery is dead and the transmission is bad.		

Year Make Model	Color	Mileage	VIN #
2005 Chevy Tahoe	White	117,366	1GNEC13Z35R182820
Department:	Additional Information		
FAIR	The battery is dead and the following missing: rear hatch latch/handle, back seat door handle. The floor boards are soft.		

Year Make Model	Color	Mileage	VIN #
2009 Chevrolet Impala	White	107,813	2G1WS57M991315141
Department:	Additional Information		
SO/Road	Retired road patrol vehicle.		

Year Make Model	Color	Mileage	VIN #
2010 Chevy Impala	White	Unknown	2G1WD5EM5A1244149
Department:	Additional Information		
Road from SO	Retired road patrol vehicle. The brakes are bad and trim/moldings pieces are missing.		

Year Make Model	Color	Mileage	VIN #
2008 Chevy Impala	White	Unknown	2G1WS583581268938
Department:	Additional Information		
Potter Park Zoo	Retired road patrol vehicle. Problems include: steering, ABS brakes, reduced power, overheating, dents and scratches.		

Year Make Model	Color	Mileage	VIN #
2001 Chevrolet Impala	White	83,445	2G1WF55KX19363356
Department:	Additional Information		
SO	Retired road patrol vehicle. Overall the vehicle is in poor condition and the battery is dead because it has not been used in some time.		

Year Make Model	Color	Mileage	VIN #
2007 Chevy Impala	White	Unknown	2G1WS58R079403179
Department:	Additional Information		
Potter Park Zoo	Retired road patrol vehicle. The battery is dead and the transmission is bad. There are holes in the seats. The paint and moldings are in poor condition.		

Year Make Model	Color	Mileage	VIN #
2013 Chevy Impala	White	102,854	2GIWD5E3OD1165757
Department:	Additional Information		
SO	Retired road patrol vehicle. This vehicle is in fair condition and the battery is dead.		

Year Make Model	Color	Mileage	VIN #
2013 Chevy Impala	White	103,660	2G1WD5E3OD1247701
Department:	Additional Information		
SO	Retired road patrol vehicle.		

Year Make Model	Color	Mileage	VIN #
2009 Chevy Impala	White	125,438	2G1WS57M891314645
Department:	Additional Information		
ITD	Retired road patrol vehicle. This vehicle has faulty power steering and a hole in the driver's seat.		

Year Make Model	Color	Mileage	VIN #
1992 Pontiac Grand Am	Green	Unknown – See Additional information below	1G2NE5437NM021599
Department:	Additional Information		
SO	This vehicle has been sitting for a number of years and there are no keys. The overall condition is poor. All the tires are flat. This vehicle does not run and needs to be towed.		

Year Make Model	Color	Mileage	VIN #
1995 Buick Park Avenue	Blue	Unknown – See additional information below	1G4CU5212SH652848
Department:	Additional Information		
SO	This vehicle has been sitting for a number of years and there are no keys. The overall condition is poor. All the tires are flat. This vehicle does not run and needs to be towed.		

Year Make Model	Color	Mileage	VIN #
1975 Olds Cutlass	Green	Unknown – See additional information below	3J57K5R126917
Department:	Additional Information		
SO	This vehicle has been sitting for a number of years and there are no keys. The overall condition is poor. All the tires are flat. This vehicle does not run and needs to be towed.		

Year Make Model	Color	Mileage	VIN #
2000 Pontiac Sunfire	Black	Unknown – See additional information below	1G2JB1243Y407449
Department:	Additional Information		
SO	This vehicle has been sitting for a number of years and there are no keys. The overall condition is poor. All the tires are flat. This vehicle does not run and needs to be towed.		

Year Make Model	Color	Mileage	VIN #
1989 Chevy 1500 Pickup	Red	Unknown – See additional information below	1GCDK14K5Z100400
Department:	Additional Information		
SO	This vehicle has been sitting for a number of years and there are no keys. The overall condition is poor. All the tires are flat. This vehicle does not run and needs to be towed.		

Year Make Model	Color	Mileage	VIN #
2001 Chevy Silverado	Blue	Unknown	1GCEK19T81E140305
Department:	Additional Information		
SO	This vehicle has been sitting for a number of years and there are no keys. The overall condition is poor. All the tires are flat. This vehicle does not run and needs to be towed.		

Year Make Model	Color	Mileage	VIN #
2003 Dodge Ram 1500	Orange	260,000	1D7HA16N83J660624
Department	Additional Information		
Road (#037)	This vehicle has engine noise, uses 2 quart of oil daily, very rusty, and the battery needs to be replaced.		

Year Make Model	Color	Mileage	VIN #
1991 Ford F-800, Single axle Aerial truck	Orange	66,200	1FDXK843MVA34819
Department:	Additional Information		
Road (#191)	The vehicle has been red tagged due the safety issues. The aerial boom drifts down at random moments and batteries need replacing.		

Year Make Model	Color	Mileage	VIN #
1988 Ford F-600, former bucket truck	Orange	150,000	1FDNK64P8JVA40577
Department:	Additional Information		
Road (#200)	This vehicle is in need of multiple repairs; break lines are failing due to rust and the exterior is rusty.		

Year Make Model	Color	Mileage	VIN #
1986 International S2574, 5 yard dump truck	Orange	155,000	1HTZMKCR7GHA58173
Department:	Additional Information		
Road (#403)	This vehicle is in poor condition, batteries need replacing, undercarriage is rusty and there are multiple oil leaks.		

Year Make Model	Color	Mileage	VIN #
1978 Ford L-9000, Single axle semi- tractor	Orange	171,000	K909VDE6850
Department:	Additional Information		
Road(#405)	This vehicle is unsafe to drive. The vehicle needs a complete front-end replaced and alignment, and the undercarriage is rusty.		

Year Make Model	Color	Mileage	VIN #
1989 Volvo -GMC, 10-12 yard dump truck	Orange	275,000	4V2JCBME3IR803783
Department:	Additional Information		
Road (#523)	This vehicle is very rusty; missing tires and rims, the floor in the dump box has holes.		

Year Make Model	Color	Mileage	VIN #
1991 International 2000 Series	Orange	90,000	1HTGEBR0MH309689
Department:	Additional Information		
Road (#339)	This vehicle is no longer used by the Road Dept.; batteries need to be replaced.		

Year Make Model	Color	Mileage	VIN #
1998 Ford F-800	Orange	110,000	1FDYF80E3WVA20472
Department:	Additional Information		
Road	This vehicle is in poor condition, the undercarriage is very rusty, and the batteries need replacing.		

Year Make Model	Color	Mileage	VIN #
1996 Freightliner D11264SD	Orange	189,000	2FVX6LY82TA770167
Department:	Additional Information		
Road	This vehicle is in poor condition, the undercarriage is very rusty, and the batteries need replacing.		

Year Make Model	Color	Mileage	VIN #
1992 Freightliner D11264SD Dump Truck	Orange	196,112	1FVX6LBBXPH476611
Department:	Additional Information		
Road	This is a chassis only with no rear end/tires.		

Year Make Model	Color	Mileage	VIN #
2007 Chevrolet Impala	White	150,600	2G1WS58R879402717
Department:	Additional Information		
Road	Retired road patrol vehicle. This vehicle needs the transmission replaced.		

Agenda Item 8a

To: Ingham County Board of Commissioners

From: Tom Gamez Jr., Director of Operations, Ingham County Road Department

Date: 10/1/2018

Re: Single tungsten carbide inserted grader blades

The purpose of this correspondence is to support the attached resolution, to have single tungsten carbide inserted grader blades supplied and delivered to the ICRD, for one year, beginning from date of service agreement execution.

There was an agreement with Valk Manufacturing Company from RFP 145-17, to purchase these blades from in 2018, but Valk Manufacturing Company has withdrew their bid based on the cost of new tariff assessed to foreign steel.

The Road Department periodically needs to replace the cutting edges of the underbody plow blades for winter and gravel road maintenance.

The Road Department's adopted 2018 budget includes controllable expenditures, funds for this and other road maintenance related material purchases.

The Road Department has been using tungsten inserted grader blades for road maintenance in all seasons for over 20 years.

Bids from qualified and experienced vendors for the purpose of supplying and delivering tungsten inserted grader blades to the Road Department, were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to award this to the lowest qualified supplier Shults Equipment, LLC.

It is therefore the recommendation of the Purchasing Department, with the concurrence of ICRD staff, to award this to the lowest qualified bidder, Shults Equipment LLC.

Therefore, approval of the attached resolution is requested to authorize an agreement with Shults Equipment LLC. P.O. Box 127 Ithaca, Mich. 48847, at a cost not to exceed \$47,000.

Agenda Item 8a

TO: Tom Gamez, Director of Operations
FROM: James Hudgins, Director of Purchasing
DATE: October 2, 2018
RE: Memorandum of performance for ITB No. 212-18: Single Tungsten Carbide Insert Grader Blades.

Per your request, the Purchasing Department sought quotes from experienced and qualified vendors for the purpose of furnishing the Ingham County Road Department with single tungsten carbide grader blades for this year's seasonal requirements.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	4	0
Vendors responding	3	0

A summary of the vendors' costs below.

VENDOR NAME	LOCAL PREF	Est. Qty. Per Year - Grader Blade	Price/Blade	Total Bid Price
Truck & Trailer Specialties Inc.	No, Howell, MI	250 (+/-)	\$187.37	\$46,842.50
Chemung Supply Corp.	No, Elmira, NY	250 (+/-)	\$195.50	\$48,875.00
Shults Equipment Inc.	No, Ithaca MI	250 (+/-)	\$185.50	\$46,375.00

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF
SINGLE TUNGSTEN CARBIDE INSERTED GRADER BLADES**

WHEREAS, the Road Department periodically needs to replace the cutting edges of the underbody plow blades for winter and gravel road maintenance; and

WHEREAS, the Purchasing Department recently received 3 quotes, for single tungsten carbide insert grader blades for a 1 year period, beginning from date of agreement execution; and

WHEREAS, quotes for single tungsten carbide insert grader blades were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of the Road Department staff, to award the agreement to the lowest qualified bidder Shults Equipment, LLC.; and

WHEREAS, the Road Department's adopted 2018 budget includes controllable expenditures, funds for this and other maintenance material purchases.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of the Road Department required supply of tungsten inserted grader blades from Shults Equipment, LLC. P.O. Box 127 Ithaca, Mi. 48847, at a cost not to exceed \$47,000.

BE IT FURTHER RESOLVED, the Purchasing Department is hereby authorized to execute purchase orders with Shults Equipment, LLC. to purchase single tungsten carbide inserted as needed and budgeted, on behalf of the County.

TO: Board of Commissioners, County Services Committee
FROM: Robert Peterson, Director of Engineering, Road Department
DATE: September 24, 2018
SUBJECT: Kerns Road Salt Storage Site Closure, Restrictive Covenant

For the County Services Committee meeting on October 16, 2018
For the BOC meeting on October 23, 2018

The former Ingham County Road Commission, now Ingham County Road Department stored deicing materials within the Kerns Road site many decades ago. Hazardous substances, including sodium and chloride were released on the property due to the storage of deicing salt, resulting in environmental contamination. Remedial activities were employed to remove most of the contamination from the mid 1980's through 2006. Post-remedial action evaluations indicate that the source area has been mitigated by removing the underground brine collection tank, capturing and disposing of impacted groundwater, and allowing natural processes to attenuate sodium and chloride concentrations. The MDEQ site information is as follows:

Facility ID No.: 33000022
Site Address: 700 Acme Street
Parcel No.: 33-19-10-05-102-007
Description: 9.72 acres located east of Kerns Road, between Cedar Street (M-36) and Howell Road, NW ¼ of Section 5, T2N, R1W, Vevay Township, Ingham County, Michigan. The site is presently occupied by H & H Welding & Repair, which purchased the unimproved property in 1998.

Staff attempted to gain closure of the site from 2000 through 2009. Throughout that effort, the site was close to being eligible, but not quite eligible. Towards the end of the effort, the rules were such that closure was near impossible. Recent legislation and rule changes have restored our desire to pursue the site closure effort.

Back in March 2017, the Board of Commissioners retained EnviroSolutions, Inc. of Westland, Michigan, to provide the requested professional services for the Kerns Road Salt Storage Site Closure project. Based on communications with Michigan Department of Environmental Quality (MDEQ), the project involves development of a plan to request closure of the site via an NFA (No Further Action) Report, pursuant to the relevant portions of MCL 324.20114 and MDEQ rules.

We are very close to submitting the Final NFA Report for MDEQ evaluation and action. The only remaining issue is for the Board of Commissioners to approve, sign, and record a restrictive covenant on a small rectangle of Ingham County land, located within the City of Mason's Kerns Road water tower property. The needed restrictive covenant is similar to one obtained from the City of Mason on July 31, 2018 for the larger Kerns Road water tower property.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and execute the needed restrictive covenant.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A RESTRICTIVE COVENANT FOR THE
KERNS ROAD SALT STORAGE SITE CLOSURE PROJECT**

WHEREAS, the former Ingham County Road Commission, now Ingham County Road Department (ICRD) stored deicing materials within the Kerns Road site many decades ago; and

WHEREAS, hazardous substances, including sodium and chloride were released on the property due to the storage of deicing salt, resulting in environmental contamination; and

WHEREAS, remedial activities were employed to remove most of the contamination from the mid 1980's through 2006 by removing the underground brine collection tank, capturing and disposing of impacted groundwater, and allowing natural processes to attenuate sodium and chloride concentrations; and

WHEREAS, recent legislation and rule changes have renewed our desire to reconstitute the site closure effort, pursuant to the relevant portions of MCL 324.20114 and Michigan Department of Environmental Quality rules; and

WHEREAS, in March 2017, the Board of Commissioners retained EnviroSolutions, Inc. of Westland, Michigan, to provide the requested professional services for the Kerns Road Salt Storage Site Closure project; and

WHEREAS, the only remaining issue is for the Board of Commissioners to approve, sign, and record a restrictive covenant on a small rectangle of Ingham County land (Parcel 33-19-10-05-102-006), located within the City of Mason's Kerns Road water tower property (Parcel 33-19-10-05-102-005); and

WHEREAS, the needed restrictive covenant will be similar to one already secured, from the City of Mason, for the larger Kerns Road water tower property (Parcel 33-19-10-05-102-005).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves and authorizes execution of a restrictive covenant on Ingham County land, Parcel 33-19-10-05-102-006, which will be included in the Kerns Road Salt Storage Site Closure request and No Further Action Report.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign said restrictive covenant, on behalf of the County, after approved as to form by the County Attorney.

Agenda Item 9

TO: Board of Commissioners Finance Committee
FROM: Michael A. Townsend, Budget Director
DATE: October 2, 2018
SUBJECT: 2019 Appropriations Resolution
For the meeting agendas of 10/17/18 Finance

BACKGROUND

Attached is the 2019 Appropriations Resolution, which will adopt the 2019 operating and capital budgets and millage rates as recommended by the Finance Committee at its budget hearing held on September 12, 2018.

ALTERNATIVES

The Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds.

FINANCIAL IMPACT

This resolution will adopt Ingham County's spending plan for 2019. The details of this budget can be found in the "2019 Ingham County Budget as Recommended by the Finance Committee" that will be distributed at the October 9 Board of Commissioners meeting.

OTHER CONSIDERATIONS

A public hearing on the 2019 Budget will be held at the Board of Commissioners meeting on Tuesday, October 23, 2018. A notice of public hearing will appear in the City Pulse on Wednesday, October 10, 2018.

RECOMMENDATION

The Controller's Office recommends the adoption of the 2019 Appropriations Resolution as recommended by the Finance Committee.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

INGHAM COUNTY 2019 GENERAL APPROPRIATIONS RESOLUTION

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds; and

WHEREAS, county offices, the courts, county departments, and others have submitted requests for a county appropriation in the 2019 budget; and

WHEREAS, the County Controller has considered these requests and has submitted a recommended budget as required by statute and Board of Commissioners’ resolution; and

WHEREAS, the various liaison committees of the Board of Commissioners have reviewed their section of the Controller's Recommended Budget and have made recommendations for approval or modification to the Finance Committee; and

WHEREAS, the Finance Committee has reviewed each liaison committees’ recommendations and together with its own Strategic Planning Initiatives Fund allotment has presented a recommended balanced budget to the Board of Commissioners and to the public; and

WHEREAS, the Board of Commissioners annually adopts a balanced budget and authorizes appropriations subject to the conditions set forth in its annual General Appropriations Resolution; and

THEREFORE BE IT RESOLVED, that the 2019 Ingham County Budget, as set forth in the Finance Committee Recommended Budget, dated September 12, 2018 and incorporated by reference herein, is hereby adopted on a basis consistent with Ingham County's Budget Adoption and Amendment Policies and subject to all county policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED, that the following tax levies are hereby authorized for the 2018 tax year/2019 budget year for a total county levy of 11.34 mills, including authorized levies for General Fund operations and special purpose millages:

2018/19 Millage Summary

<u>Purpose</u>	<u>Millage</u>
General Operations	6.7670
General Operations – Indigent Veterans Support	.0330
Special Purpose - Emergency Telephone Services	.8500
Special Purpose - County-wide Transportation	.6000
Special Purpose - Juvenile Justice	.6000
Special Purpose - Potter Park Zoo and Potter Park	.4100
Special Purpose – Farmland/Open Space Preservation	.1400
Special Purpose – Health Care Services	.3500
Special Purpose – Trails and Parks	.5000
Special Purpose – Animal Shelter	.2400
Special Purpose – Justice Millage	.8500

BE IT FURTHER RESOLVED, that the revenues received by the County under Public Acts 106 and 107, 1985 (Convention Facility Tax revenue) shall not be used to reduce the County's 2018/2019 operating millage as defined by Public Act 2, 1986.

BE IT FURTHER RESOLVED, that in accordance with Public Act 2 of 1986, that 50% of the actual Convention Facility Tax revenue not used to reduce the County's operating tax rate shall be transmitted to the Mid-State Health Network, with the remaining revenues to be deposited in the County's General Fund.

BE IT FURTHER RESOLVED, that the revenues received by the County under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the County's 2018/2019 operating millage levy, and that 11/17 of the actual Health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be appropriated to the Ingham County Health Department budget for those public health prevention programs and services whose costs are in excess of 1989 appropriation levels.

BE IT FURTHER RESOLVED, that in accordance with Public Act 264 of 1987, that 5/17 of the actual Health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be used for personnel and operating costs which are in excess of 1988 appropriation levels at the Circuit Court, Family Court, District Court, and Sheriff Department Law Enforcement with the remaining revenues generated by P.A. 264 of 1987 to be used for other General Fund expenditures.

BE IT FURTHER RESOLVED, that the adopted budget is based on current estimates of revenues and expenditures, and that the Board of Commissioners may find it necessary to adjust budgeted revenues and expenditures from time to time during the year.

BE IT FURTHER RESOLVED, that the County Controller is hereby authorized to make budgetary transfers within the various funds and authorize expenditures in accordance with the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolutions #94-93 and #04-253, a summary of which has been forwarded by the Controller to each department head, court and elected official.

BE IT FURTHER RESOLVED, that expenditures shall not be incurred in excess of the individual budgets adopted herein without first amending the budget pursuant to the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolutions #94-93 and #04-253.

BE IT FURTHER RESOLVED, that all purchases made with funds appropriated in this budget shall be made in conformance with the County's Purchasing Procedures, as adopted and amended by the Board, and that these budgeted funds are appropriated contingent upon compliance with the County's Purchasing Procedures.

BE IT FURTHER RESOLVED, that the approved Position Allocation List contained in the budget shall limit the number of permanent employees who can be employed in all departments, offices, and the courts, and no funds are appropriated for any permanent position or employee not on the approved Position Allocation List.

BE IT FURTHER RESOLVED, that the Board of Commissioners may, from time to time during the year, change the approved Position Allocation List and/or impose a hiring freeze, as circumstances warrant, and that the same limitation as to the number of permanent employees who can be employed with a revised Position Allocation List.

BE IT FURTHER RESOLVED, that certain positions contained in the Position Allocation List which are supported in some part by a grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the County receiving the budgeted revenues.

BE IT FURTHER RESOLVED, that in the event that such anticipated outside funding is not received or the County is notified that it will not be received, said positions shall be considered not funded and removed from the approved Position Allocation List.

BE IT FURTHER RESOLVED, that the policies regarding temporary employees shall remain in full force and effect.

BE IT FURTHER RESOLVED, that budgets for all funds are adopted on a January 1st fiscal year, with the following exceptions: Friend of the Court Services Fund (215), County Health Fund (221), Community Corrections Fund (267), Community Development Block Grant Fund (287), DHS - Child Care Fund (288), DHS - Social Welfare Fund (290), Family Division – Child Care Fund (292), Prosecuting Attorney Cooperative Reimbursement Grant Fund (298), and Community Health Center Network Fund (511), all of which are adopted on an October 1st fiscal year.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the use of budgeted funds for the purchase of vehicles and necessary equipment such as marking kits, light bars, sirens, prisoner transport shields, radar, etc., from the State of Michigan and other municipal cooperative purchasing programs approved by the Purchasing Department.

BE IT FURTHER RESOLVED, that the vehicles being replaced are authorized to be transferred to another county department or agency for fair-market value established by the Purchasing Director, or are authorized to be sold at state auction or to a private company; the method of disposal shall be that which is deemed to be in the best interest of the County as determined by the Purchasing Director.

BE IT FURTHER RESOLVED, that the Ingham County Sheriff's Office is authorized to sell at fair-market value any used Ingham County Patrol Vehicles to the Ingham Intermediate School District for its Law Enforcement Program.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that funds appropriated to a community agency but not spent by the end of the fiscal year may be carried over into the next fiscal year without additional Board approval, provided the Controller and Budget Office certify that the funds are available, and that the agency wishing to have said funds reappropriated provides a definitive scope of work for review by the Controller's Office and the County Attorney.

BE IT FURTHER RESOLVED, that any request for reappropriation to the 2019 budget of funds not spent in 2018 for a specific project must be received by the Budget Office no later than March 15, 2019, otherwise the request for reappropriation will not be considered.