

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
THOMAS MORGAN  
TODD TENNIS  
BRYAN CRENSHAW  
MARK POLSDOFER  
RANDY SCHAFFER  
RANDY MAIVILLE

## **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 2, 2019 AT 6:00 P.M., IN CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [September 11, 2019](#) and [September 18, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. County Clerk's Office – Resolution to Promote Enrollment in Permanent Absent Voter Lists by [Qualified Registered Voters](#) of Ingham County
2. Sheriff's Office – Resolution to Authorize the [Renewal of a Contract](#) with the Michigan Department of Corrections to Rent Up to 50 Beds to the Michigan Department of Corrections
3. Circuit Court
  - a. Resolution to Accept the FY 2020 [Swift and Sure Sanctions](#) Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position and Enter into Subcontracts
  - b. Resolution to Accept the FY 2020 [Michigan Mental Health Court](#) Program Grant, Continue the Grant Funded Three-Quarter Time Mental Health Court-Court Services Coordinator Position and the Full-Time Mental Health Court-Case Coordination Specialist Position, and Enter into Subcontracts
4. Probate Court – Resolution to Authorize the Conversion of [Deputy Probate Register III](#) Position to Full-Time
5. Community Corrections – Resolution to Authorize Notice to [Sentinel Offender Services, LLC](#) that Justice Millage Funds Have Been Allocated and are Available to Continue Electronic Monitoring Services for Indigent Users through September 30, 2019
6. 55<sup>th</sup> District Court – Resolution to Authorize the [Reorganization](#) of the 55<sup>th</sup> District Court
7. Equalization/Tax Mapping – Resolution to Approve the [2019 Apportionment](#) Report  
(*Report to be Distributed at the Meeting*)

8. Capital Area Transportation Authority – Resolution Authorizing the Fifth Amendment to the Agreement with the [Capital Area Transportation Authority](#) Dated January 1, 2016 through December 31, 2020
9. Parks Department
  - a. Resolution to Authorize a Contract with [L. J. Trumble Builders, LLC](#)
  - b. Resolution to Authorize a Purchase Order with [Tomco Asphalt, Inc.](#)
10. Health Department
  - a. Resolution to Authorize an Extension of the Agreement with [Ionia County Health Department](#)
  - b. Resolution to Accept Grant Funds through [Mid-State Health Network](#)
  - c. Resolution to Authorize an Agreement with [Intelligent Medical Objects, Inc.](#)
  - d. Resolution to Accept [Integrated Behavioral Health Plan](#)
  - e. Resolution to Authorize an Agreement with Michigan State University’s College of [Osteopathic Medicine](#), Department of Family and Community Medicine
  - f. Resolution to Accept [Quality Improvement Funding](#) Award from HRSA
  - g. Resolution to Amend Resolution #18-385 with [Otech](#) for Usign/Ustart Software
  - h. Resolution to Authorize an Agreement with [Uber Health](#)
11. Human Resources Department – Resolution to Approve [Reclassification](#) Appeal of the Administrative Analyst Position
12. Controller/Administrator’s Office – Resolution Authorizing Adjustments to the 2019 [Ingham County Budget](#)

Announcements  
Public Comment  
Adjournment

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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](http://www.ingham.org).

FINANCE COMMITTEE  
September 11, 2019  
Draft Minutes

Members Present: Grebner, Crenshaw (left at 7:23 p.m.), Maiville, Morgan (arrived at 6:04 p.m., left at 7:23 p.m.), Polsdofer (arrived at 6:04 p.m.), Schafer, and Tennis.

Members Absent: None.

Others Present: Undersheriff Andrew Bouck, Honorable Richard J. Garcia, Honorable Thomas P. Boyd, Mike Cheltenham, Morgan Cole, Jodi Latuszek, Tim Morgan, Deb Fett, Becky Bennett, Tim Dolehanty, Teri Morton, Jared Cypher, Michael Townsend, Jill Bauer, Beth Foster, and others.

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

Approval of the August 21, 2019 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THE AUGUST 21, 2019 MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioners Polsdofer and Morgan.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Overview of Liaison Committee Recommendations

Michael Townsend, Budget Director, stated that the Liaison Committees met and approved the Controller Recommended Budget general fund of \$87,792,700 and a total Budget of \$267,187,745 which including recommendation of funding for 1,223.48 positions. He further stated that the County Services Committee met August 28, 2019 and approved their budget and recommended two Z-List items totaling \$208,331, of which \$159,664 was from the general fund.

Mr. Townsend stated that the Human Services Committee met on August 26, 2019 and approved their budget and recommended three Z List items totaling \$145,375. He further stated that two were capital improvement projects and that one was a position.

Mr. Townsend stated that the Law and Courts Committee met on August 29, 2019 and approved their budget, recommending six items totaling \$575,744. He further stated that there were six

positions: three from the Sheriff's Department, one from Probate Court, and two from the Prosecutor's Office.

Mr. Townsend stated that the total items referred to the Finance Committee cost \$929,450 of which we have \$300,000. He further stated that there were some recommended changes to the Budget.

Mr. Townsend stated that for the two Innovation & Technology positions that came out of County Services that cost \$208,331, it was recommended to use the general fund cost of \$159,664 for Committee consideration.

Chairperson Grebner asked what the two amounts were for the two positions.

Mr. Townsend stated that they were \$89,892 for the Security Analyst and \$69,689 for the Computer Technician II.

Mr. Townsend stated the two capital improvement project requests totaling \$65,000 that were recommended to the Z List in the Human Services Committee, be brought to the Board of Commissioners in October for funding in 2019 with the funds coming from contingency.

Chairperson Grebner asked what the current balance of the contingency fund was.

Mr. Townsend stated that the balance was \$326,950.

Commissioner Schafer asked if they were eliminating the dollar amounts they had.

Mr. Townsend stated that that was action the Committee would have to take but that was what the Controller's Office was recommending.

Mr. Townsend stated that the Community Mental Health request was shorted and needed to be increased by \$41,689, bringing the corrected total to \$2,112,482. He further stated that the Community Corrections request had changed and needed to be increased by \$3,569, bringing the corrected total to \$451,335.

Mr. Townsend stated that the total for both adjustments resulted in an increase of the use of the fund balance in the General Fund of \$45,258, which would bring the total from \$1,989,768 to \$2,035,026.

Chairperson Grebner stated that, in effect, this would just be handled but not as part of the Committee deliberations.

Mr. Townsend stated that the adjustments would change the total Controller's Recommended Budget to \$267,233,033 and the general fund portion to \$87,837,958.

Teri Morton, Deputy Controller, stated that all of the information was in the memorandum in the agenda.

Chairperson Grebner stated that the Committee would proceed by going through the recommendations of the Liaison Committees and that he would assume they were following the staff recommendation on the adjustments that were just made. He further stated that because there was no sensible way to proceed so the Committee would have to proceed senselessly.

Commissioners Morgan and Polsdofer arrived at approximately 6:04 p.m.

Discussion.

Chairperson Grebner stated that he proposed that the Committee have a presentation from each of the Departments with items on the Z List or from anyone else with concerns about the Controller's Recommended Budget.

## 2. Review and Action on Law & Courts Committee Recommendations

Undersheriff Andy Bouck stated that he was speaking on behalf on sheriff Wriggelsworth who was running in the 9-11 Hero Run. He further summarized the Z List request for two Clerical Receiving positons made at the Law and Courts Committee meeting on August 29, 2019.

Chairperson Grebner asked about the transition to the new facility.

Undersheriff Bouck stated that a loose timeline would likely be three years for the Jail and five years for the entire Justice Complex.

Chairperson Grebner asked if 2023 was plausible.

Undersheriff Bouck stated that it was.

Chairperson Grebner asked how all of the positions figure into staffing needs at the new jail.

Undersheriff Bouck stated that the hope was the new facility would not need additional staff but there was no way of knowing that until they got there.

Commissioner Maiville stated that previously there were 2-3 corrections deputies added to alleviate overtime.

Chairperson Grebner stated that that might have happened around 2012.

Commissioner Maiville stated that year to date the Sheriff's Department had \$250,000 in overtime and asked how much of this overtime would be alleviated with an investment of roughly \$240,000.

Undersheriff Bouck stated that the profession was so incident driven that he could not give an exact answer. He further stated that it would assist because the clerical positions would free up the deputies instead of calling in an overtime person.

Commissioner Morgan stated that by hiring two clerical employees the Sheriff's Department would effectively gain two corrections deputies back out doing non-clerical duties.

Undersheriff Bouck stated that the corrections deputies already worked there and would be freed up to do corrections facility work.

Chairperson Grebner asked if he literally meant that adding one full time clerical position it would free up one full time deputy.

Undersheriff Bouck stated that to a certain he did mean that a civilian taking over the clerical duties would free up a uniformed deputy to use throughout and outside of the facility.

Chairperson Grebner stated that he meant the Sheriff's Department would not end up with 1,700 hours of freed up time.

Undersheriff Bouck stated that that was not exactly the case.

Discussion.

Commissioner Morgan stated that it seemed that the clerical workers would be more qualified to do clerical work and correction deputies would be much more qualified to do their jobs, so it would be much more efficient.

Undersheriff Bouck stated that this would be a better way of doing things.

Chairperson Grebner stated that an alternative argument was that to have dual trained employees who could perform both functions and shift back and forth was more efficient. He further stated that there were two ways to go and that at some point he expected to be asked for another corrections officer in the clerical receiving position.

Commissioner Morgan stated that he guessed he would see in forty years if that held true.

Undersheriff Bouck thanked the Commissioners

Chairperson Grebner thanked Undersheriff Bouck.

Hon. Richard J. Garcia, Chief Judge of Probate, introduced Jodi Latuszek, Supreme Court Administrator, and Morgan Cole, Probate Register. He further summarized the Z List request for a Deputy Probate Register III position that was made at the Law and Courts Committee meeting on August 29, 2019.

Commissioner Crenshaw asked what happened if things were not done in a timely manner.

Judge Garcia stated that if things were not done in a timely basis that someone like State Attorney General Dana Nessel would intervene and try to right the wrongs and protect the

conservatorships. He further stated that bad things happen when the Probate Court is unable to review the cases of these vulnerable people.

Chairperson Grebner stated that the Attorney General's Office had not yet intervened. Judge Garcia stated that they had not yet and he wanted to get ahead of that. He further stated that there was proposed legislation that would require the case reviews happened as frequently as every six months and that he was not even here to address that but simply to address how far behind they are under present requirements.

Ms. Latuszek stated that while most public servants are routinely tasked with doing more with less, the Ingham County Probate Court was understaffed by 2.5 positions with case load trends increasing. She further stated that estate cases alone increased 14% over the past two years, while guardianship and conservatorships increased 18% and civil and trust cases which took a lot of time increased 28% during that time.

Discussion.

Commissioner Maiville stated that he wanted to disclose that he had been in Judge Garcia's courtroom several times over the years, once for guardianship of a minor who was now 18 and more recently regarding the guardianship of an adult family member.

Discussion.

Chairperson Grebner stated that he wanted to take the opportunity to needle the Probate Court on a related point that all the similarly sized counties except Monroe County were one probate judge counties, but Ingham County had two probate judges. He further stated that if they were starting over there would likely be only one probate judge.

Judge Garcia right stated that then there would be one more Circuit Court Judge. He further stated that right now the two probate judges split a probate docket and an equal amount of Family Court work.

Chairperson Grebner stated that he just wanted to point out as this was being discussed that there were complexities out there.

Ms. Cole stated that she could not stress the compounding effect of probate enough. She further stated that guardianships for vulnerable minors or adults would stay open for the individual's life or when they reach the age of majority.

Ms. Cole stated that the Probate Court currently had 19,258 open cases, which was astronomical and that there was no way herself and 4.5 other employees could handle the amount of case reviews. She further asked that the Committee consider this requests for the citizens of Ingham County and the 19, 258 that the court was overseeing and the vulnerable children and adults they served.

Commissioner Schafer asked, regarding a conversation that occurred during the Law and Courts Budget meeting, about a meeting with Sparrow Hospital.

Judge Garcia stated that there was a meeting on the books and that they were looking into whether the local hospitals were engaging in best practices while others were not or if they were being too conservative.

Chairperson Grebner stated that maybe it was a combination of the two.

Chairperson Grebner thanked Judge Garcia, Ms. Latuszek and Ms. Cole.

Judge Garcia, Ms. Latuszek and Ms. Cole thanked the Committee.

Chairperson Grebner stated that they would move on to the Prosecutor's Office,

Mike Cheltenham, Assistant Prosecutor, stated that he was appearing on behalf of Prosecutor Carol Siemon who could not attend. He further stated that the Prosecutor's Office was withdrawing the request for an Audio Visual Specialist position

Mr. Cheltenham gave a summary of the request for an Assistant Prosecutor position that was made at the Law and Courts Committee meeting on August 29, 2019.

Commissioner Crenshaw left the room at 6:35 p.m.

Mr. Cheltenham continued summary of the request for an Assistant Prosecutor position that was made at the Law and Courts Committee meeting on August 29, 2019.

Commissioner Crenshaw returned at 6:36 p.m.

Mr. Cheltenham continued summary of the request for an Assistant Prosecutor position that was made at the Law and Courts Committee meeting on August 29, 2019.

Commissioner Schafer asked, referring to a conversation during the Law and Courts Budget meeting, if the Prosecutor's Office was pursuing working with the City of Lansing to process audio/visual evidence.

Mr. Cheltenham stated that the Prosecutor's Office was meeting with the Lansing Police Department tomorrow to discuss that.

Commissioner Schafer stated that to him, it seemed like an Audio Visual Specialist would be much more efficient than an attorney.

Mr. Cheltenham stated that the thought was that often times a particular incident might have 4-5 hours of video, but all the defense might be looking for, in the example of a drunk driving arrest, would be the stop itself and an attorney could make that decision/edit

Chairperson Grebner stated that he was waiting for the other shoe to drop and it was not. He further stated that now there were 30 full time public defenders filing motions etcetera and the Prosecutor's Office has taken it all in stride.

Mr. Cheltenham stated that he did not know that he would characterize it the same way. He further stated that they felt the pressure up front because the Public Defender's Office had seven attorneys assigned to arraignments while the Prosecutor's Office had none.

Chairperson Grebner asked if there were still cases under the old system.

Mr. Cheltenham stated that there were still some.

Chairperson Grebner asked there were a lot.

Mr. Cheltenham stated that he was not the person to speak to this, but that anecdotally he would say that 90% of the cases now moved from the old system into the Public Defender's Office.

Discussion.

Commissioner Morgan stated that the issue he had was that the Public Defender's Office was created as a policy move and now it was becoming an arms race between the Prosecutor's Office and the Public Defender's Office. He asked when it would get to the point where things were fair.

Mr. Cheltenham stated that philosophically the two offices had different aims. He further stated that the Prosecutor's Office started the process and then was focused on the court appearances that were contested and arraignments were left mostly for the courts to handle.

Mr. Cheltenham stated that now that there were first appearances it had certainly change things, but that he could not predict the future.

Discussion.

Mr. Cheltenham thanked the Committee.

### 3. Review and Action on Human Services Committee Recommendations

Chairperson Grebner stated that the capital improvement projects had been stripped away from the Parks Department Z List items requested at the Human Services Committee meeting on August 26, 2019.

Tim Morgan, Parks Director, summarized the request for a Park Ranger position made at the Human Services Committee meeting on August 26, 2019 (*handout*).

Chairperson Grebner asked if the two parks involved were adjacent to trails.

Mr. Morgan stated that they were on planned adjacent routes. He further stated that Phase 3 of Lake Lansing to MSU would be soon applied for by Meridian Township with would make it a direct link.

Chairperson Grebner asked when they would be able to use the word adjacent without lying.

Mr. Morgan stated that if you were talking about the Meridian trail system that they had trails through enhanced sidewalks.

Chairperson Grebner asked if those were thing the County had already put money into.

Mr. Morgan stated not adjacent.

Chairperson Grebner asked when there would be something that the County put money into that was adjacent.

Mr. Morgan stated that that depended on what Meridian Township applied for this round and that the same went Burchfield. He further stated that Delhi applied and were turned down in lieu of pursuing the Mason project.

Jared Cypher, Deputy Controller, stated that the County had we have put money into Burchfield which the Park Ranger position might assist. He further stated that rivers have been counted as blueways.

Chairperson Grebner stated that they were adjacent then.

Mr. Morgan stated that they were one hundred percent blueways adjacent and soon to be trails adjacent.

Discussion.

Chairperson Grebner thanked Mr. Morgan.

Mr. Morgan thanked the Committee.

#### 4. Review and Action on County Services Committee Recommendations

Deb Fett, Chief Information Officer, gave a summary of the request for Innovation and Technology positions that was made at the County Services Budget meeting on August 28, 2019.

Commissioner Morgan asked if there was insurance to protect against ransomware.

Ms. Fett stated that there was such a thing as cyber insurance.

Commissioner Morgan asked if that had been looked into.

Discussion.

Chairperson Grebner stated that the way you described things was that the main line of defense is to train users not to do stupid things, but that he would think the main line of defense would be to make sure systems were not susceptible to attack.

Ms. Fett stated that they could do all of the technological things to protect against attacks but they would only help to a certain extent since users can make the system vulnerable.

Discussion.

Chairperson Grebner asked about the Computer Technician II position.

Ms. Fett stated that her Department had a decent backlog of open tickets and that as new positions were added there was an increase in the people and systems that they were supporting. She further stated that a Technician II could do more work at a higher level.

Chairperson Grebner stated that it seemed like there was a design problem in the budget that when a department is added it has the effect of reducing cost to all the other departments. He further stated that instead of assuming IT's cost will go up the budget was divided under the assumption the support will be fine, just thinner. He further stated that he would think that another way to do this was that when a department was added to cost into it the per screen or per person amount and resulting in the creation of a new fraction of an IT person being added in support of that.

Mr. Townsend stated that IT was cost it out to the departments.

Discussion.

Ms. Morton stated that the next time an entire new department was added, they might consider doing budgeting for IT support in another way.

Discussion.

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

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW, TO PLACE ONE OF THE SHERIFF'S DEPARTMENT'S CLERICAL RECEIVING POSITIONS, THE PROBATE COURT'S DEPUTY PROBATE REGISTER III POSITION, AND THE PROSECUTOR'S OFFICE'S ASSISTANT PROSECUTOR POSITION ON THE Z LIST FOR A TOTAL OF \$301,101.

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. SCHAFFER TO AMEND THE MOTION TO INCLUDE THE SECOND SHERIFF'S DEPARTMENT'S CLERICAL RECEIVING POSITION.

Discussion.

THE MOTION, AS AMENDED, CARRIED.      **Yeas:** Morgan, Tennis, Crenshaw,  
Polsdofer, Schafer, Maiville      **Nays:** Grebner      **Absent:** None

Commissioner Grebner stated that he would suggested to proceed with the Park Ranger position under the assumption that the parks are adjacent and bring back a resolution for that.

Commissioner Morgan stated that he was not comfortable with that.

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. TENNIS, TO PLACE THE PARKS DEPARTMENT'S PARK RANGER POSITION ON THE Z LIST.

Chairperson Grebner stated that he thought that the parks and trails millage was written specifically to permit the funding of parks adjacent to the County system of trails.

Commissioner Morgan stated that the Chair's comments trying to figure out a way to say adjacent made him uncomfortable.

THE MOTION CARRIED.      **Yeas:** Morgan, Tennis, Crenshaw, Polsdofer  
                                 **Nays:** Schafer, Maiville, Grebner      **Absent:** None

Chairperson Grebner asked if there was any interest in the IT positions. He further stated that he proposed ranking the items on the Z List.

Ms. Morton asked for clarification of the items for ranking. She asked if they were the Park Ranger, Sheriff's Clerical (2), Probate's Deputy Register III, and Assistant Prosecuting Attorney positions.

Chairperson Grebner stated that that was correct.

The meeting went at ease at approximately 7:21 p.m. while the Commissioners ranked the Z List items.

Commissioners Morgan and Crenshaw left at approximately 7:23 p.m. after ranking the Z List items.

Chairperson Grebner called the meeting back to order at approximately 7:29 p.m.

Discussion.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. MAIVILLE, TO FUND THE TWO SHERIFF'S DEPARTMENT'S CLERICAL RECEIVING POSITIONS, THE PROBATE COURT'S DEPUTY PROBATE REGISTER POSITION, AND THE PROSECUTOR'S OFFICE'S ASSISTANT PROSECUTOR POSITION USING THE Z FUND AND TO INCREASE THE RECOGNIZED USE OF FUND BALANCE BY AN AMOUNT OF MONEY EQUAL TO BALNCING IT.

Commissioner Tennis stated that his initial motion was trying to give a little something to everyone without using so much of the fund balance, but that he did not oppose doing this.

Commissioner Schafer stated that \$71,052 of the fund balance was not very much and that he thought the Park Department's Park Ranger position could be handled elsewhere.

Chairperson Grebner agreed.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Morgan.

6. Adoption of Finance Recommended Budget

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET INCLUDING THE STRATEGIC PLANNING INITIATIVE FUNDS AND EXTRA FUND BALANCE AND ALSO INCLUDING THE CONTROLLER RECOMMENDED ADJUSTMENTS REGARDING COMMUNITY MENTAL HEALTH AND COMMUNITY CORRECTIONS.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Morgan.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:33 p.m.



FINANCE COMMITTEE  
September 18, 2019  
Draft Minutes

Members Present: Grebner, Crenshaw, Polsdofer, Schafer, and Tennis.

Members Absent: Maiville and Morgan.

Others Present: Stacy Byers, Michael Townsend, Jon Martinez, Beth Foster, and others.

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

Additions to the Agenda

10. Resolution Approving Cooperative Agreement Between United States and Ingham County to Accept \$218,400.00 for the Arend Trust Conservation Easement

Removed –

5. Health Department
  - d. Resolution to Authorize Amendment #4 to the Agreement with MDHHS for Refugee Health Assessments

Limited Public Comment

None.

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

1. Sheriff's Office – Resolution to Authorize an Interlocal Agreement with the City of Lansing for the 2019 Local JAG Grant
2. Circuit Court – Resolution to Approve the Purchase of Additional Digital Storage from Avalon
3. Homeland Security & Emergency Management – Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant (EMPG) for FY 2020
4. Community Corrections
  - a. Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2019-2020 Fiscal Year

5. Health Department
  - a. Resolution to Authorize Amendment #5 to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services
  - b. Resolution to Authorize a Fifth Year of the Americorps\*Vista Grant Cycle for 2019-2020
  - c. Resolution to Adopt Ingham County Health Department Incentive Program for Medical Providers Policy
  - e. Resolution to Accept FY 2020 Child and Adolescent Health Center Program Funds
  - f. Resolution to Accept Substance Use Disorder and Mental Health Funding Award from HRSA
  - g. Resolution to Amend Resolution #17-355 Ryan White (RW) Part D Funding to Support MSU Contract for Infectious Disease Provider
  - h. Resolution to Authorize an Agreement with Southeastern Michigan Health Association
  
6. Financial Services
  - a. Resolution Authorizing a 2018 Deficit Elimination Plan
  - b. Resolution to Authorize Additional Payment to Plante Moran for 2018 Audit
  
7. Facilities Department
  - a. Resolution to Authorize a Purchase Order to Roger Donaldson AIA for Architectural Services for the Renovation of Office Space at the Drain Commissioner's Office
  - b. Resolution to Authorize the Renewal of the Service Agreement for Maintenance on Both X-Ray Screening Machines at the Veterans Memorial Courthouse and Grady Porter Building
  
8. Road Department
  - a. Resolution Rejecting All Bids for Item VII of Bid Packet #108-19 for Item VIII of Bid Packet #108-19 and to Authorize a Contract with Action Traffic Maintenance, Inc for Item IX of Bid Packet #108-19 As-Needed Concrete, Guardrail and/or Traffic Signal Construction
  - b. Resolution to Authorize the Purchase of Hydraulic Components and Equipment Needed for Two New Tandem Axle Truck Chassis
  - c. Resolution to Adopt and Implement a State Required Local Pavement Warranty Program
  
9. Human Resources Department – Resolution to Approve a Health Insurance Premium Deduction Service Agreement with the Municipal Employees' Retirement System (MERS)

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Maiville and Morgan.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Maiville and Morgan.

4. Community Corrections
  - b. Resolution to Authorize Ending the Current Contract with Sentinel Offender Services and Enter into a New Contract with JSG Monitoring to Provide an Offender Pay and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement

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

Commissioner Schafer asked if Commissioner Crenshaw's question from the September 12, 2019 Law and Courts Committee meeting had since been answered.

Commissioner Crenshaw stated that he had a question regarding indigent cases that was satisfied by the information sent to him by Teri Morton, Deputy Controller.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Maiville and Morgan.

10. Resolution Approving Cooperative Agreement Between United States and Ingham County to Accept 4218,400.00 for the Arend Trust Conservation Easement

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

Commissioner Schafer asked for a brief explanation of the resolution.

Stacy Byers, Ingham County Farmland and Open Space Preservation Board (FOSP) Director, summarized the Federal ACEP program and the Arend Trust Conservation Easement.

Commissioner Schafer stated that Ms. Byers earned her salary many times over.

Ms. Byers stated that it was challenging to get through the federal process and apologized for the resolution being a late item.

Commissioner Crenshaw asked what the length of the grant was.

Ms. Byers stated that it was two years. She further stated that the FOSP Board had 24 months from the time the cooperative agreement was executed to the time they closed.

Chairperson Grebner asked if it was not just about the real estate closing.

Ms. Byers stated that the process involved much more than just the closing. She further stated that it was worth it for \$218,000.

Commissioner Schafer stated that he wanted to compliment Ms. Byers on all her hard work on farmland preservation.

Commissioner Crenshaw asked if the non-federal funds were millage funds.

Ms. Byers stated that they were millage funds and that federal government would match the local funds up to 50%. She further stated that they asked for and received a 45% match.

Chairperson Grebner asked if there was a landowner contribution in this case.

Ms. Byers stated that there was not.

Commissioner Crenshaw asked if paying this out would eat up a majority of the fund balance.

Ms. Byers stated that there was a little over two million in the fund balance right now and the FOSP Board was obligated to close on six easements by the end of 2020 which would eat up most of the fund balance.

Chairperson Grebner stated that the millage brought in about a million a year. He asked what the total value of pending purchases was.

Ms. Byers stated that, with landowner donations, it was around 1.7 million.

Chairperson Grebner asked if that was net.

Ms. Byers stated that it was.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Maiville and Morgan.

#### Announcements

Commissioner Schafer recognized the testing and outgoing Recording Secretaries.

Discussion.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 6:08 p.m.

## OCTOBER 2, 2019 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

1. **County Clerk's Office** – *Resolution to Promote Enrollment in Permanent Absent Voter Lists by Qualified Registered Voters of Ingham County*

In 2018, Michigan voters approved Proposal 3 to amend the Michigan Constitution and greatly expand voting rights, including the option to vote by no-reason absentee ballot. All Ingham County city and township clerks maintain a Permanent Absent Voter (AV) List, also known as an Automatic Ballot Application List. Qualified registered voters that request to be added to their city or township's list are automatically sent an application for an absentee ballot for every election that is conducted in that jurisdiction. The County Clerk seeks approval of a resolution to authorize a contract with Detroit Legal News DBA Inland Press to print and send a mailer to approximately 106,000 registered Ingham County voters who are not already on a Permanent AV List at a total cost not to exceed \$40,000.

2. **Sheriff's Office** – *Resolution to Authorize the Renewal of a Contract with the Michigan Department of Corrections to Rent Up to 50 Beds to the Michigan Department of Corrections*

This resolution will authorize the renewal of an agreement with the Michigan Department of Corrections to rent up to 50 jail beds as needed, at a cost of \$35.00 per day per bed, effective October 1, 2019 through September 30, 2020. Estimated revenue is \$447,125, and is anticipated in the 2020 budget.

- 3a. **Circuit Court** – *Resolution to Accept the FY 2020 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position and Enter into Subcontracts*

This resolution would authorize the continuation of the three-quarter time Swift and Sure Sanctions Probation Program (SSSPP) Case Management Coordinator position for the Swift and Sure Sanctions Probation Program Grant which begins on October 1, 2019 and ends on September 30, 2020. It will also authorize entering into subcontracts for the same grant with defense attorneys; Wellness, Inx; NorthWest Initiative – ARRO; Cristo-Rey; CEI-CMH; Freedom Through Counseling; RISE Recovery Community; A.D.A.M.; and Sentinel, (collectively not to exceed \$169,694) once the award has been granted. The total grant request is \$252,000. The Court has not yet received notification from the State Court Administrative Office (SCAO) of the amount of the grant award, but anticipates continuation of the program.

See memo for details.

**3b. Circuit Court** – *Resolution to Accept the FY 2020 Michigan Mental Health Court Program Grant, Continue the Grant Funded Three-Quarter Time Mental Health Court-Court Services Coordinator Position and the Full-Time Mental Health Court-Case Coordination Specialist Position, and Enter into Subcontracts*

This resolution would authorize continuation of the Mental Health Court (MHC) Court Services Coordinator position for the Michigan Mental Health Grant Program – Operational Grant. Once the award has been granted, the addition of an MHC Case Coordination Specialist will also be authorized. This resolution will also approve entering into subcontracts for the same grant with mental health treatment services to be provided by CMHA/CEI (not to exceed \$135,399); drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by Sentinel and/or Michigan Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Wellness, Inx; mental health services to be provided by Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed \$69,355). The total amount of the grant request is \$338,300, and the grant period is October 1, 2019 through September 30, 2020. The Court has not yet received notification from the State Court Administrative Office, but anticipates continuation of the program.

See memo for details.

**4. Probate Court** – *Resolution to Authorize Conversion of the Part-Time Deputy Probate Register III Position to Full-Time*

This resolution will approve converting the part-time Deputy Probate Register III to full-time effective the first pay period after the adoption of this Resolution. The 2020 Controller Recommended Budget included a recommendation to increase this position to full-time effective January 1, 2020 and this recommendation has been approved by the Law and Courts and Finance Committees as part of the budget process. The Probate Court has demonstrated an immediate need for this additional staffing and the necessary funding of \$5,032 is available within the 2019 contingency account.

See memo for details.

**5. Community Corrections** – *Resolution to Authorize Notice to Sentinel Offender Services, LLC that Justice Millage Funds Have Been Allocated and are Available to Continue Electronic Monitoring Services for Indigent Users through September 30, 2019*

The current contract with Sentinel Offender Services provides electronic monitoring services for indigent users. Although it is anticipated that this contract will be terminated as of December 31, 2019, the FY 2018-2019 General Fund allocation of \$50,000 is nearly exhausted. Supplemental funding is available from the Justice Millage as authorized in Resolution #19-267 to continue these services through the end of the fiscal year. This resolution will authorize providing written notice to Sentinel that funds in the amount of \$10,000 have been allocated and are available to ensure continued services through the current contract through September 30, 2019. The FY2019-2020 General Fund allocation will fund services through the current Sentinel contract from October 1, 2019 through December 31, 2019.

See memo for details.

**6. 55th District Court – Resolution to Authorize the Reorganization of the 55<sup>th</sup> District Court**

The vacancy of the Court Services Supervisor at the 55<sup>th</sup> District Court prompted the court to review the operational needs and organization structure of the court. This reorganization plan will eliminate the Court Services Supervisor position and two District Court Clerk positions, and create two Chief Clerk positions. The managerial duties of the Court Services Supervisor position will be assumed by the District Court Administrator and some administrative duties of the Court Services Supervisor position will be assumed by the Administrative Services Coordinator. The District Court Administrator position will be reclassified from MCF 13 to MCF 16 and the Administrative Services Coordinator position will be reclassified from UAW H to UAW J. The net change from this reorganization will be a reduction of 1.0 FTE and a long-term cost savings of \$37,621.

This reorganization was a discussion item at the previous Law and Courts Committee meeting as required by the Reorganization Procedure Policy.

See memo for details.

**7. Equalization Department – Resolution to Approve the 2019 Apportionment Report (Report to be Distributed at the Meeting)**

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

**8. Capital Area Transportation Authority – Resolution Authorizing the Fifth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020**

This resolution authorizes the fifth amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2016 through December 31, 2020; specifically the scope of services which will be effective from October 1, 2019 through September 30, 2020. For the period October 1, 2019 through September 30, 2020 the County will reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$3,216,882 will be used to pay the actual expenses of operating, administering and marketing Spec-Tran. A maximum of \$1,360,100 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of \$134,936 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2020 Fiscal Year.

**9a. Parks Department - Resolution to Authorize a Contract with L. J. Trumble Builders, LLC**

This resolution authorizes a contract with L.J. Trumble to install two seam metal roofs on facilities at Lake Lansing Park in an amount not to exceed \$37,565, which will be taken from the contingency fund. Over \$326,000 is available in the contingency fund.

**9b. Parks Department - Resolution to Authorize a Purchase Order with Tomco Asphalt, Inc.**

This resolution authorizes a Purchase Order to be issued to TomCo Asphalt, Inc. for the entrance asphalt project at Lake Lansing South for a total cost not to exceed \$8,500.

**10a. Health Department - *Resolution to Authorize an Extension of the Agreement with Ionia County Health Department***

This resolution authorizes a six month extension of the agreement with Ionia County Health Department to provide Medical Direction and Consultation to the Ionia County Health Department, effective January 1, 2020 through June 30, 2020.

**10b. Health Department - *Resolution to Accept Grant Funds through Mid-State Health Network***

This resolution accepts a Mid-State Health Network Grant totaling \$104,311 to be used to continue funding a .5 FTE Prevention Coordinator (position # 601496), a .15 FTE Community Health Worker (position #601454), and a .2 FTE Lead Social Worker (position # 601525), as well as other opioid abuse and substance use disorder prevention efforts for the duration of this agreement.

**10c. Health Department - *Resolution to Authorize an Agreement with Intelligent Medical Objects, Inc.***

This resolution authorizes an agreement with Intelligent Medical Objects, Inc. (IMO) effective November 1, 2019 through October 31, 2022. First year costs are \$10,000. Year two and three costs are \$7,500 annually. Funds are included in the FY 2020 Community Health Center budget to cover first year costs.

**10d. Health Department - *Resolution to Accept Integrated Behavioral Health Plan***

This resolution authorizes accepting \$167,000 of funding from the Health Resources and Services Administration (HRSA) program, received August 2019, to be used for mental health services at the New Hope and Birch Community Health Centers and the creation of a .40 FTE contracted physician position to provide MAT services in an amount not to exceed \$95,400, effective for the current grant year, February 1, 2019 through January 31, 2020.

**10e. Health Department - *Resolution to Authorize an Agreement with Michigan State University's College of Osteopathic Medicine, Department of Family and Community Medicine***

This resolution is an agreement with Michigan State University's College of Osteopathic Medicine, Department of Family and Community Medicine (MSU COM FCM) for contractual Medical Director Services, effective October 1, 2019 through September 30, 2020. The amount will not exceed \$160,000 and sufficient funds are included in the budget.

**10f. Health Department - *Resolution to Accept Quality Improvement Funding Award from HRSA***

This resolution authorizes acceptance of a quality funding award totaling \$77,042 from the U.S. Department of Health Resources and Services Administration (HRSA).

**10g. Health Department - *Resolution to Amend Resolution #18-385 with Otech for Usign/Ustart Software***

This resolution authorizes an amendment to Resolution #18-385 with OTECH for new software for an amount not to exceed \$225,100 effective October 1, 2019 through September 30, 2022. Costs will be covered by the Substance Use Disorder grant for year one, and patient revenue for years two and three.

**10h. Health Department - *Resolution to Authorize an Agreement with Uber Health***

This resolution an agreement with Uber Health to provide transportation services to ICHD and ICHC patients and clients effective October 1, 2019 through September 30, 2020 at a cost not to exceed \$10,300. Funds are included in the budget for this request.

**11. Human Resources Department – *Resolution to Approve Reclassification Appeal of the Administrative Analyst Position***

In late 2018 the Human Resources Department called for standard and customary reclassification requests from Managerial and Confidential employees for 2019. An objective review of the reclassification request for the Administrative Analyst position in the Budget Office initially resulted in no change in pay grade. That determination was appealed, and a subsequent review resulted in an upward change in pay grade from MC7 to MC8. The change will result in an annual salary increase of \$5,505.47. A resolution is offered to approve the reclassification outcome retroactive to the first pay period in January.

**12. Controller's Office – *Resolution Authorizing Adjustments to the 2019 Ingham County Budget***

This resolution will authorize adjustments to the Ingham County budget for the third quarter of 2019. The quarterly budget amendment process is necessary to make adjustments to the adopted budget, usually as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

See memo for details.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$326,950.

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Ryan Buck

DATE: September 23, 2019

SUBJECT: Resolution to Promote Enrollment in Permanent Absent Voter Lists by Qualified Registered Voters of Ingham County

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**BACKGROUND**

In 2018, Michigan voters approved Proposal 3 to amend the Michigan Constitution and greatly expand voting rights, including the option to vote by no-reason absentee ballot. All Ingham County city and township clerks maintain a Permanent Absent Voter (“AV”) List, also known as an Automatic Ballot Application List. Qualified registered voters that request to be added to their city or township’s list are automatically sent an application for an absentee ballot for every election that is conducted in that jurisdiction.

Clerk Byrum actively encourages every qualified registered voter in Michigan to cast their ballot at every election and supports permanent AV lists as it increases voter participation.

To that end, the instant resolution authorizes entering into a contract with Detroit Legal News DBA Inland Press to print and send a mailer to approximately 106,000 registered Ingham County voters who are not already on a Permanent AV List. (Lansing City Clerk Chris Swope has already sent a Permanent AV List mailer to City of Lansing residents, so these Ingham County voters would not receive another mailer.)

The mailer would educate voters about their opportunity to sign up for their Permanent AV List and provide an easy process to do so.

The County Clerk’s Office worked in conjunction with the Purchasing Department to develop and disseminate Request for Proposals #182-19 for which eight proposals were received and evaluated leading to the instant resolution.

**FINANCIAL IMPACT**

It is recommended that the contract be authorized in an amount not to exceed \$40,000.

There is sufficient funding available in the County Clerk’s Office budget, specifically election supplies (101-191000-726010).

Clerk Byrum selected Detroit Legal News DBA Inland Press as the vendor for this project because they were the less expensive of the two union shops that submitted proposals. The other six vendors self-identified that they were not union shops.

The Summary of Vendors’ costs is located on the Memorandum of Performance as provided by the Purchasing Department.

Proposals for four different mailer types were requested. Only one type of mailer would be printed and mailed. The chosen mailer would be 8.5” x 9”, folding to 4 1/8” x 9”, with two colors.

**10h. Health Department - *Resolution to Authorize an Agreement with Uber Health***

This resolution an agreement with Uber Health to provide transportation services to ICHD and ICHC patients and clients effective October 1, 2019 through September 30, 2020 at a cost not to exceed \$10,300. Funds are included in the budget for this request.

**11. Human Resources Department – *Resolution to Approve Reclassification Appeal of the Administrative Analyst Position***

In late 2018 the Human Resources Department called for standard and customary reclassification requests from Managerial and Confidential employees for 2019. An objective review of the reclassification request for the Administrative Analyst position in the Budget Office initially resulted in no change in pay grade. That determination was appealed, and a subsequent review resulted in an upward change in pay grade from MC7 to MC8. The change will result in an annual salary increase of \$5,505.47. A resolution is offered to approve the reclassification outcome retroactive to the first pay period in January.

**12. Controller's Office – *Resolution Authorizing Adjustments to the 2019 Ingham County Budget***

This resolution will authorize adjustments to the Ingham County budget for the third quarter of 2019. The quarterly budget amendment process is necessary to make adjustments to the adopted budget, usually as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

See memo for details.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$326,950.

<b>Item</b>	<b>Amount</b>
Printing Fees (quoted by Inland Press)	\$8,625
Estimated Postage (106,000 pieces x 23¢-25¢ postage/piece)	\$24,380 - \$26,500
<b>Total</b>	<b>\$33,005 - \$35,125</b>

A “not to exceed \$40,000” is recommended so that a contingency for unforeseen expenses is built into the project.

**OTHER CONSIDERATIONS**

2020 is a Presidential Election year, so voter turnout is expected to be high. A very real concern exists over probable wait times at the polls as there is a direct correlation between the time it takes to cast one’s ballot and the likelihood a voter decides they would not or could not cast their ballot. Encouraging the use of absent voter ballots will support a high voter turnout without increasing lines and wait times. Encouraging voters to sign up for Permanent AV lists in 2019 will support the use of absent voter ballots in 2020.

**RECOMMENDATIONS**

Approval is recommended.

**Agenda Item 1**

TO: Barb Byrum, Ingham County Clerk  
FROM: James Hudgins, Director of Purchasing  
DATE: September 20, 2019  
RE: Memorandum of Performance for RFP No. 182-19 Printing and Mailing Project for the Ingham County Clerk's Office

Per your request, the Purchasing Department sought proposals from qualified and experienced firms to print and mail approximately 106,000 mailers/brochures/leaflets for the Ingham County Clerk's Office.

The scope of work includes, but is not limited to, printing and mailing of a mailer/brochure/leaflet to a specific list of individuals residing in Ingham County. The Clerk's Office will supply the design of the mailer, list of names, mailing addresses, and other data to the awarded proposer. The deadline for printing and mailing the mailers is no later than November 30, 2019.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	41	11
Vendors responding	8	3

A summary of the vendors' costs is located on the next page.

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Item 1	Item 2	Item 3	Item 4	Item 5
		8.5" x 11", folding to 5.5", with one (1) color	8.5" x 11", folding to 5.5", with two (2) colors	8.5" x 9", folding to 4 1/8" x 9", with one (1) color	8.5" x 9", folding to 4 1/8" x 9", with two (2) colors	Cost to include warranties for maintenance of confidentiality for this project
		Total Cost	Total Cost	Total Cost	Total Cost	
Allegra Lansing	Yes, Lansing MI	\$4,096.47	\$4,127.06	\$4,096.47	\$4,127.06	No Cost
Nystrom Publishing Co. Inc.	No, Maple Grove MN	\$6,053.95	\$6,398.85	\$5,862.40	\$6,204.88	Included
Foresight Group Inc.	Yes, Lansing MI	\$6,711.09	\$6,794.41	\$6,229.54	\$6,414.20	No Cost
Kent Communications Inc.	No, Grand Rapids MI	\$7,935.19	\$8,038.87	\$7,935.19	\$8,038.87	No cost
Detroit Legal News, dba: Inland Press	No, Detroit MI	\$8,800.00	\$8,975.00	\$8,400.00	\$8,625.00	No Cost
MER (Michigan Election Resources)	No, Kalamazoo MI	\$10,873.00	\$11,300.00	\$10,455.00	\$10,882.00	No Cost
Direct Mail Advantage	Yes, Haslett MI	\$11,326.00	\$11,875.00	\$11,303.00	\$11,556.00	No Cost
Lawson Printers Inc.	No, Battle Creek MI	\$15,170.00	\$15,170.00	\$13,165.00	\$13,165.00	Included

*Note: Vendor's costs do not include postage*

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PROMOTE ENROLLMENT IN PERMANENT ABSENT VOTER LISTS BY QUALIFIED REGISTERED VOTERS OF INGHAM COUNTY**

WHEREAS, in 2018, the voters of Michigan approved Proposal 3 to amend the Michigan Constitution and greatly expand voting rights, including the option to vote by no-reason absentee ballot; and

WHEREAS, many city and township clerks maintain a Permanent Absent Voter (“AV”) List, also known as an Automatic Ballot Application List, and qualified registered voters that request to be added to their city or township’s list are automatically sent an application for an absentee ballot for every election that is conducted in that city or township; and

WHEREAS, every city and township clerk in Ingham County maintains a Permanent AV List; and

WHEREAS, the Ingham County Clerk actively encourages every qualified registered voter in Michigan to cast their ballots at every election and supports permanent AV lists as it increases voter participation; and

WHEREAS, the Ingham County Clerk desires to encourage all Ingham County qualified registered voters to sign up for their city or township’s Permanent AV List by sending them a mailer advising them of the Permanent AV List and how to sign up; and

WHEREAS, the Ingham County Clerk worked in conjunction with the Purchasing Department to develop and disseminate Request for Proposals #182-19 for which eight proposals were received and evaluated leading to the instant resolution.

THEREFORE, BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into an agreement with the Detroit Legal News (DBA Inland Press) for the purposes of printing and sending a mailer as described in this resolution in an amount not to exceed \$40,000.00.

BE IT FURTHER RESOLVED, this agreement shall be funded by the Ingham County Clerk’s election supplies line item (101-191000-726010).

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

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

**Agenda Item 2**

**TO:** Law & Courts Committee  
and Finance Committee

**FROM:** Undersheriff Andrew R. Bouck

**DATE:** September 16, 2019

**RE: RESOLUTION TO AUTHORIZE THE RENEWAL OF A CONTRACT  
WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS TO  
RENT UP TO 50 BEDS TO THE MICHIGAN DEPARTMENT OF  
CORRECTIONS**

This is a resolution requesting the Ingham County Sheriff's Office, be allowed to renew a Contact with the Michigan Department of Corrections (MDOC) at the sum of \$35.00 per day, per Violator to house up to fifty (50) MDOC Violators for the period of October 1, 2019 to September 30, 2020.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE RENEWAL OF A CONTRACT WITH THE  
MICHIGAN DEPARTMENT OF CORRECTIONS TO RENT UP TO 50 BEDS TO THE  
MICHIGAN DEPARTMENT OF CORRECTIONS**

WHEREAS, the Ingham County Sheriff's Office Jail has an established design, which includes 394 County beds and 50 contractual beds; and

WHEREAS, the funds received by the County for leasing the contractual beds would be used to offset the general fund cost of operating the Jail; and

WHEREAS, the Ingham County Sheriff's Office is requesting the agreement with the Michigan Department of Corrections be renewed for one additional one year period to rent up to 50 beds as needed at a cost of \$35.00 per day, per bed, effective October 1, 2019 through September 30, 2020, for Michigan Department of Corrections Violators; and

WHEREAS, the revenue to be received from the renting of up to 50 beds, which is anticipated to be \$447,125.00, would be recognized in the 2019-2020 Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of one additional one year Agreement with the Michigan Department of Corrections to rent up to 50 of the jail beds as needed, at a cost of \$35.00 per day per bed, effective October 1, 2019 through September 30, 2020 for the Michigan Department of Corrections.

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 3a

TO: Law & Courts and Finance Committees

FROM: Janice M. Dooley

DATE: September 10, 2019

RE: Swift and Sure Sanctions Probation Program  
2019-2020 Operational Grant Award

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

The 30<sup>th</sup> Circuit Court has submitted a grant requesting \$252,000 from the State Court Administrative Office (SCAO) to continue the Swift and Sure Sanctions Probation Program (SSSPP). The award is for the grant period of October 1, 2019 through September 30, 2020. We have not yet received notification from the SCAO of the amount of our grant award, but anticipate continuation of the program.

Through the enclosed Resolution, we are requesting that the Board of Commissioners continue the three-quarter time SSSPP Case Management Coordinator beginning October 1, 2019, and authorize entering into subcontracts with program vendors once the award has been granted.

Once the grant award is received, an amendment to this resolution will be submitted requesting that the Board accept the awarded grant amount; make any necessary adjustments to the 2019 and 2020 budget and position allocation lists; and sign any necessary contract/subcontracts consistent with the Resolution.

cc: Hon. Laura Baird  
Hon. Clinton Canady  
Hon. Joyce Draganchuk  
Hon. Richard J. Garcia  
Michael Cheltenham  
Carol Siemon  
George M. Strander

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE FY 2020 SWIFT AND SURE SANCTIONS PROBATION PROGRAM GRANT, CONTINUE THE GRANT FUNDED THREE-QUARTER TIME SSSPP CASE MANAGEMENT COORDINATOR POSITION AND ENTER INTO SUBCONTRACTS**

WHEREAS, the 30<sup>th</sup> Circuit Court has submitted a grant request in the amount of \$252,000 from the State Court Administrative Office (SCAO) for the fiscal year of October 1, 2019 through September 30, 2020 to continue the Swift and Sure Sanctions Probation Program (SSSPP) Grant; and

WHEREAS, while the SCAO has not yet notified the Court of the amount of the grant award, it is anticipated that continuation of the program will be supported; and

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

WHEREAS, \$77,333 of the grant award is for the grant funded salary and fringe benefits of a three-quarter time SSSPP Case Management Coordinator position; and

WHEREAS, continuing the SSSPP Case Management Coordinator position initially referenced in Resolution 13-390 will assist the Circuit Court in achieving the goals and objectives stated above; and

WHEREAS, the 2020 SCAO Swift and Sure Sanctions Probation Program Grant provides for grant implementation services and participant treatment and services as follows: representation by a defense attorney; substance abuse evaluations to be provided by Wellness, Inx.; day reporting services to be provided by NorthWest Initiative - ARRO; drug treatment, mental health treatment, anger management, domestic violence counseling services and transitional housing to be provided by Cristo-Rey, CEI-CMH, Freedom Through Counseling, and RISE Recovery Community; drug testing services to be provided by A.D.A.M.; and electronic monitoring services to be provided by Sentinel, (collectively not to exceed \$169,694); and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2020 SCAO Swift and Sure Sanctions Probation Program Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that as of October 1, 2019, the Ingham County Board of Commissioners authorizes continuation of the three-quarter time SSSPP Case Management Coordinator position for the Swift and Sure Sanctions Probation Program Grant which begins on October 1, 2019 and ends on September 30, 2020, and, authorizes entering into subcontracts for the same grant with defense attorneys; Wellness, Inx; North West Initiative - ARRO; Cristo-Rey; CEI-CMH; Freedom Through Counseling; RISE Recovery Community; A.D.A.M.; and Sentinel, (collectively not to exceed \$169,694) once the award has been granted.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2019 and 2020 budgets and position allocation lists consistent with this resolution.

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

## Agenda Item 3b

TO: Law & Courts and Finance Committees

FROM: Janice Dooley

DATE: September 10, 2019

RE: Michigan Mental Health Court Grant  
Program 2019-2020 Operational Grant Award

The goals of the Felony Michigan Mental Health Court Operational Grant are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision; to minimize recidivism; and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle.

The 30<sup>th</sup> Circuit Court has submitted a grant requesting \$388,300 from the State Court Administrative Office (SCAO) to continue the Felony Michigan Mental Health Court Grant Program - Operational Grant for the grant period of October 1, 2019 through September 30, 2020. We have not yet received notification from the SCAO of the amount of our grant award, but anticipate continuation of the program.

Through the enclosed Resolution, we are seeking to secure the Board of Commissioners' approval to continue the three-quarter time Mental Health Court - Court Services Coordinator position and a full-time Mental Health Court - Case Coordinator Specialist position as of October 1, 2019, and authorize entering into subcontracts with program vendors once the award has been granted.

Once the grant award is received, an amendment to this resolution will be submitted requesting that the Board accept the awarded grant amount; make any necessary adjustments to the 2019 and 2020 budget and position allocation lists; and sign any necessary contracts/subcontracts consistent with the Resolution.

cc: Hon. Laura Baird  
Hon. Joyce Draganchuk  
Hon. Richard J. Garcia  
Hon. James S. Jamo  
Michael Cheltenham  
Carol Siemon  
George Strander

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE FY 2020 MICHIGAN MENTAL HEALTH COURT PROGRAM GRANT, CONTINUE THE GRANT FUNDED THREE-QUARTER TIME MENTAL HEALTH COURT-COURT SERVICES COORDINATOR POSITION AND THE FULL-TIME MENTAL HEALTH COURT-CASE COORDINATION SPECIALIST POSITION, AND ENTER INTO SUBCONTRACTS**

WHEREAS, the 30th Circuit Court has submitted a grant request in the amount of \$388,300 to the State Court Administrative Office (SCAO) for continuation of the Michigan Mental Health Court Operational Grant for the fiscal year of October 1, 2019 through September 30, 2020; and

WHEREAS, while the SCAO has not yet notified the Court of the amount of the grant award, it is anticipated that continuation of the program will be supported; and

WHEREAS, the goals of the Michigan Mental Health Court Operational Grant are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision; to minimize recidivism; and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle; and

WHEREAS, the grant application requested \$88,452 for the continuation of a three-quarter time Mental Health Court - Court Services Coordinator (MHC Court Services Coordinator) position, ICEA PR005 and \$86,126 for the addition of a full-time Mental Health Court - Case Coordination Specialist (MHC Case Coordination Specialist) position, ICEA PR005; and

WHEREAS, continuation of the positions of the MHC Court Services Coordinator and the MHC Case Coordination Specialist would provide continuity of service and necessary treatment and ancillary services coordination; and

WHEREAS, the 2020 SCAO Michigan Mental Health Court Operational Grant provides for grant implementation services and participant treatment and services as follows: mental health treatment services to be provided by CMHA/CEI (not to exceed \$135,399); and drug testing services to be provided by AD.AM.; electronic monitoring services to be provided by Sentinel and/or Michigan Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative - ARRO; substance abuse assessments to be provided by Wellness, Inx; mental health services to be provided by Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed \$79,675); and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2020 Felony Michigan Mental Health Court Operational Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that as of October 1, 2019, Ingham County Board of Commissioners authorizes continuation of the MHC Court Services Coordinator position and the MHC Case Coordination Specialist position for the Michigan Mental Health Grant Program - Operational Grant which has a grant period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that once the award has been granted, the Ingham County Board of Commissioners approves and authorizes entering into subcontracts for the same grant with mental health treatment services to be provided by CMHA/CEI (not to exceed \$135,399); and drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by Sentinel and/or Michigan Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative - ARRO; substance abuse assessments to be provided by Wellness, Inx; mental health services to be provided by Prevention and Training Services (PATS), and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed \$79,675).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2019- 2020 budget and position allocation lists consistent with this resolution.

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

## Agenda Item 4

**TO:** Board of Commissioners - Law & Courts, County Services and Finance Committees

**FROM:** Morgan E. Cole, Probate Court Administrator/Register

**DATE:** September 17, 2019

**SUBJECT:** Deputy Probate Register III Part-Time Position to Full-Time Position  
For the meeting agenda of September 26, October 1, and October 2

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### **BACKGROUND**

The Probate Court is unable to perform its statutory duties with 5.5 FTEs, which includes the Probate Court Administrator/Register. Position #148014, Deputy Probate Register III, is classified as a part-time position. The 2020 Controller Recommended Budget included a recommendation to increase this position to full-time effective January 1, 2020. Due to the imperative need, the Probate Court desires to request this staffing increase to begin immediately.

### **ALTERNATIVES**

Increase of comp time and over time compensation. Decrease in staff morale and potential employee turnover due to increased work load. Other options would be to pay mandatory over-time or hire temporary staff. However, temporary staff would require substantial training which would burden existing staff. Further, mandatory over-time on existing staff would create potential animosity and exhaustion as we still have 14 weeks until the end of the year.

### **FINANCIAL IMPACT**

The financial cost will be \$5,032.00 for the remainder of 2019, with the funding to come from 2019 contingency account. Granting this request, will reduce the number of hours to be paid for comp time/over time for our current full-time employees.

### **OTHER CONSIDERATIONS**

UAW supports this recommendation. The Controller's Office was consulted and supports using funds from the contingency account for this request.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support that the Ingham County Board of Commissioners approves converting position #148014, Deputy Probate Register III, from part-time to full-time.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE CONVERSION OF DEPUTY PROBATE REGISTER III  
POSITION TO FULL-TIME**

WHEREAS, position #148014, Deputy Probate Register III (UAW/E), is classified as a part-time position; and

WHEREAS, the 2020 Controller Recommended Budget included a recommendation to increase this position to full-time effective January 1, 2020; and

WHEREAS, this recommendation has been approved by the Law and Courts Committee on August 29, 2019 and by the Finance Committee on September 11, 2019; and

WHEREAS, the Probate Court has demonstrated an immediate need for this additional staffing in order to meet its statutorily required duties; and

WHEREAS, the Probate Court wishes to request this staffing increase to begin immediately, at a cost of \$5,032 for the remainder of 2019, with funding to come from the 2019 contingency account; and

WHEREAS, the UAW is in support of the request for this staffing increase to begin immediately.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves converting position #148014, Deputy Probate Register III, from part-time to full-time.

BE IT FURTHER RESOLVED, that this change shall be effective the first pay period after the adoption of this Resolution, to be funded from the 2019 contingency account.

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.

## Agenda Item 5

**TO:** Board of Commissioners Law and Courts and Finance Committees  
**FROM:** Mary Sabaj, CCAB Manager  
**DATE:** September 18, 2019  
**SUBJECT:** Resolution to Authorize Notice to Sentinel Offender Services, LLC that Justice Millage Funds Have Been Allocated and Are Available to Continue Electronic Monitoring Services for Indigent Users through September 30, 2019  
For the meeting agendas of September 26 and October 2

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### **BACKGROUND**

The current contract with Sentinel Offender Services provides electronic monitoring services for indigent users for an initial term of one (1) year (January 1, 2018 through December 31, 2018), followed by two automatic renewal periods of one year each, with the entire term of the contract not to extend beyond December 31, 2020. Although it is anticipated that this contract will be terminated as of December 31, 2019, the FY 2018-2019 General Fund allocation of \$50,000 is nearly exhausted. This Resolution authorizes providing written notice to Sentinel that funds in the amount of \$10,000 have been allocated and are available to ensure continued services through the current contract through September 30, 2019.

### **ALTERNATIVES**

Without these additional funds, electronic monitoring indigent user funding will only be available with State grant funding that imposes very strict and limited eligibility criteria and on a client pay basis. This will limit or preclude access to this much needed service.

### **FINANCIAL IMPACT**

The \$10,000 to supplement the General Fund allocation for FY 2018-2019 (through September 30, 2019) will come from the Justice Millage as authorized in Resolution # 19-267. The FY2019-2020 General Fund allocation will fund services through the current Sentinel contract from October 1, 2019 through December 31, 2019.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of providing easy access to quality, innovative, cost effective services that promote well-being and quality of life for the residents of Ingham County, specifically section A 2. (e) of the Action Plan – Combine Jail sentences with substance abuse and other treatment programming when appropriate to reduce recidivism.

### **OTHER CONSIDERATIONS**

Electronic monitoring allows appropriate offenders to be monitored in the community, saving jail resources and allowing them to participate in other community-based treatment and services programming, as well as to maintain employment and meet other personal and family obligations.

### **RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE NOTICE TO SENTINEL OFFENDER SERVICES, LLC  
THAT JUSTICE MILLAGE FUNDS HAVE BEEN ALLOCATED AND ARE AVAILABLE TO  
CONTINUE ELECTRONIC MONITORING SERVICES FOR INDIGENT USERS THROUGH  
SEPTEMBER 30, 2019**

WHEREAS, in Resolution #17- 469 the Board of Commissioners authorized entering a contract with Sentinel Offender Services to provide electronic monitoring services for indigent users for an amount not to exceed \$50,000 for an initial period of one (1) year performance period effective January 1, 2018 through December 31, 2018 followed by two, one (1) year automatic renewal periods not to exceed beyond December 31, 2020; and

WHEREAS, this contract provides that upon exhaustion of the budgeted funds during any given year, Sentinel is required to cease performing services for the remainder of the year, unless or until the County notifies Sentinel in writing that additional funding is available to continue services for indigent users; and

WHEREAS, on November 27, 2018 the Board of Commissioners adopted Resolution # 19-267 that included an amount up to \$20,000 to supplement the current general fund allocation of \$50,000 for Electronic Monitoring services for indigent users; and

WHEREAS, the FY 2018-2019 (October 1, 2018 – September 30, 2019) County General Fund allocation of \$50,000 is nearly exhausted; and

WHEREAS, additional electronic monitoring funds are needed to ensure that services continue through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes providing written notice to Sentinel that additional funds in an amount not to exceed \$10,000 are available through September 30, 2019.

BE IT FURTHER RESOLVED, that funds to supplement the FY 2018-2019 General Fund allocation will come from the Justice Millage.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2019 budget.

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

TO: Law & Courts Committee  
FROM: Michael J. Dillon, Court Administrator  
DATE: September 12, 2019  
SUBJECT: 2019 Reorganization Plan

**INTRODUCTION:**

In response to the retirement of Ms. Pamela Pfeifer, Court Services Supervisor (CSS) and a reduction in case filings, the court proposes not to fill the CSS position and reorganize the court. The reorganization plan calls for the elimination of one FTE (CSS position) and the spreading of the CSS's duties among existing employees. The reorganization plan will save the County (\$37,621) in wages & benefits.

**HISTORY:**

Before 2009, the court had three chief clerk positions. The chief clerk position was considered a lead clerk position with the primary responsibility of managing the day-to-day operations of one of three divisions of the court: criminal division, civil division, and traffic division. Also, the positions provided administrative support to the court administrator. In 2009, during the beginning of the economic downturn, the court eliminated one of the chief clerk positions

In 2013, at the request of the County, the court submitted a budget reduction plan that included a reorganization. The reorganization plan resulted in a savings of \$64,325. The plan eliminated two chief clerk positions and created a Court Services Supervisor (CSS) position. The CSS assumed the duties and responsibilities of the two chief clerk positions, which included managing the day-to-day operations of the three court divisions. The CSS also had the authority to hire, fire, and discipline employees under the direct supervision of the CSS. In retrospect, the reorganization plan helped the County with its goal of costs savings. However, the plan came with some functional deficiencies.

**NEED FOR REORGANIZATION PLAN**

Our reorganization plan in 2013 was designed to reduce costs while maximizing the personnel resources available at the time. Shortly after the plan was implemented it became clear that the plan had its limitations. Having one employee perform the work of two employees created operational deficiencies. What was once the work of three employees in 2008 was now the work of one employee. The CSS was responsible for day-to-day operations of three court divisions.

Ms. Pfeifer's retirement allows the administration of the court to once again split the day-to-day functioning of the court divisions between two employees. Reinstating the chief clerk positions will allow the chief clerks to assign and monitor work, train staff, and troubleshoot operational problems and issues. The court administrator will assume the higher-level management functions of the CSS position and will have direct supervision of the two chief clerks.

The administrative services coordinator will also assume some of the higher-level administrative functions of the CSS position.

Due to a reduction in case filings, the administration of the court is confident that although the court is eliminating one FTE position, the delivery of services in the clerical office will not be negatively impacted.

## **2019 REORGANIZATION PLAN**

This reorganization plan calls for the following:

- Eliminate the Court Services Supervisor position (ICEA Court Pro)
- Eliminate two Court Clerk positions (UAW Tops)
- Create/Reestablish two Chief Clerk positions (UAW Tops)
- Managerial and administrative duties assumed by Court Administrator
- Administrative duties assumed by Administrative Services Coordinator

## **FINANCIAL IMPACT**

The plan eliminates one (1) FTE from the court's budget and results in a savings of \$37,621.

The financial data was provided by Ingham County's Budget Office (see 2019 Reorganization Plan – Financial Impact). Wages and fringes were calculated using the highest pay grade for the effected positions.

## **HUMAN RESOURCES ANALYSIS OF REORGANIZATION**

The Ingham County Human Resources Department conducted an analysis of the reorganization. (see August 13, 2019 memorandum) As a result of the analysis, district court job descriptions were updated, and a determination was made regarding compensation for the following positions:

District Court Administrator - MC 16

Administrative Services Coordinator – UAW J

District Court Chief Clerk – UAW G

2019 Reorganization – Financial Impact

**CURRENT ORGANIZATION**

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
137008	Court Services Supervisor	ICEA Pro 6-5	\$ 98,829
137007	Administrative Services Coordinator	UAW H-5	\$ 88,096
137003	Court Administrator	M&C 13-5	\$ 146,716
TBD	Court Clerk	UAW D-5	\$ 73,073
TBD	Court Clerk	UAW D-5	\$ 73,073
			\$ 479,787

**REORGANIZATION**

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
	<del>Court Services Supervisor - eliminated</del>		\$ -
137007	ASC	UAW J-5	\$ 94,409
137003	CA	M&C 16	\$ 181,151
137006	Chief Clerk	UAW G-5	\$ 83,303
137008	Chief Clerk	UAW G-5	\$ 83,303
			\$ 442,166
<b>Cost Savings</b>			<b>\$ 37,621</b>

TBD - Two current court clerks will be appointed to two chief clerk positions. The two court clerk positions will be eliminated. The new chief clerks will assume position numbers 137006 & 137008.

## Agenda Item 6

TO: Michael Dillon, District Court Administrator

FROM: Beth Bliesener, Human Resources Specialist  
Joan Clous, Human Resources Specialist

DATE: August 13, 2019

RE: Memo of Analysis for Re-organization

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Human Resources can confirm the following information regarding the re-organization for District Court:

1. Human Resources has updated the job description District Court Administrator, position number 137003, to reflect the duties the position requires and has been performing. After analysis the position will be compensated at MC 16.
2. Human Resources has updated the job description Administrative Services Coordinator, position number 137007, to reflect the duties the position requires and has been performing. After analysis the position will be compensated at UAW J.
3. District Court will bring back a previously eliminated position, position number 137006 Chief District Court Clerk. Human Resources has updated the job description Chief District Court Clerk to reflect the duties the position will be required to perform. The position remains a UAW G.
4. Lastly, District Court will be converting position number 137008 from Court Services Supervisor ICEA Court Professional back to a Chief District Court Clerk, UAW G. District Court is looking to return to their former structure of two chief clerks.

Human Resources has sent the ICEA Court Professional and UAW notices regarding the above positions. The UAW supports the changes, I have attached the UAW response. I have also attached all the job descriptions.

*Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed re-organization. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.*

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

**From:** [Prehn, Bradley](#)  
**To:** [Bliesener, Elisabeth](#)  
**Subject:** Re: District Court Job Descriptions / Re-organization  
**Date:** Monday, August 05, 2019 8:38:14 AM

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Beth,

The UAW is in support of the of the Administrative Services Coordinator being placed at a J pay grade and the Chief District Court Clerk being placed at a G pay grade.

Thank you,

Brad Prehn  
UAW Chairperson

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**From:** Bliesener, Elisabeth  
**Sent:** Monday, August 5, 2019 7:26 AM  
**To:** Prehn, Bradley  
**Subject:** District Court Job Descriptions / Re-organization

Brad,  
District Court is considering doing a re-organization which involves updating the job descriptions Administrative Services Coordinator and bringing back an eliminated job description – Chief District Court Clerk. We have updated both job descriptions, I have attached the Track Changes job descriptions so you can see what we have changed. I have also attached the clean copies for your records as well.

We have updated the Administrative Services Coordinator and that resulted in a re-classification from UAW H to a UAW J

We have also updated the Chief District Court Clerk, we did change the points but the position remained a UAW G

Brad let me know if you have any questions and if the UAW supports the two updated job descriptions and the placements.

Thanks,  
Beth

Beth Bliesener  
Ingham County  
Human Resources Department

Human Resources Specialist  
517-887-4375

**Transmission is Privileged and Confidential.**

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**INGHAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE SERVICES COORDINATOR, DISTRICT COURT**

**General Summary:**

Under the supervision of the District Court Administrator, works cooperatively with the Financial Services Department to oversee and process the financial activity of the Court. Serves as the District Court information coordinator. Oversees the Court's record management system. Serves as Administrative Assistant to the Court Administrator. Serves as jury clerk, performing administrative, clerical, and supportive tasks related to the jury management of the court.

**Essential Functions:**

1. ~~With the assistance of the Financial Services Staff,~~ Oversees the financial activity of the Court including transmittals, vouchers, accounts payable, cash reports, ~~purchase orders~~ and financial reports.
2. Reviews and codes expenses and monitors assigned budget balances. Compiles data and provides other support and assistance in preparation of the office's annual budget.
3. Oversees the Court's record management system. Troubleshoots problems and assures retention schedules are followed.
4. Serves as the District Court information systems coordinator. Assists the Court Administrator in identifying data needs and implementing automation.
5. Provides technology troubleshooting and training for employees. Serves as the data liaison for County departments and external organizations including the State Judicial Information Systems (JIS).
6. Assists in the maintenance of the Court's website. Adds, deletes, and changes information as necessary. Assists in the maintenance of the Court's intranet to include information such as policy manuals, job descriptions, training manuals and other information pertinent to Court employees.
7. Provides clerical and secretarial support to the staff. Performs typing, proofreading, and data entry for various departmental functions. Faxes & copies materials, processes outgoing mail, distributes incoming mail, and performs other secretarial support. Uses various software programs to maintain documents, spreadsheets, brochures, and other departmental documents.
8. Prepares departmental payroll. Verifies attendances and makes appropriate adjustments. Processes time cards. Maintains and updates payrolls records. Prepares payroll reports as needed.
9. Processes, monitors, and tracks statistical information to meet departmental and governmental requirements. Helps prepare correspondence, documents, and special projects. Researches, collects and compiles information for the State Court Administrative Office and other agencies.
10. Responsible for judicial assignment duties. Processes requests for judicial assignments and disqualification. Coordinates scheduling and makes travel arrangements for visiting judges.

11. Serves as jury clerk, responding to inquiries regarding jury service and procedures. Prepares jury list and conducts jury orientation. Processes jury reimbursement checks. Prepares jury report for court administration and the State Court Administrative Office.
12. Trains court clerks with financial procedures and assist in training court clerks using the courts case management system.
13. Assists court clerks with problem solving case management issues.
14. May serve as a back-up Court Recorder.

### **Other Functions:**

Performs other duties as assigned.

Must adhere to departmental standards in regard to ~~HIPAA and other~~ privacy issues.

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

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

### **Employment Qualifications:**

**Education:** A minimum of a High School graduation or equivalent and two years of education or training from a college, technical, or business school. A preference is given for training in Business Administration, Public Administration or Judicial Studies.

**Experience:** A minimum of 5 years of experience in a Court or related setting.

### **Other Requirements:**

- May be required to meet requirements for a Certified Electronic Operator within one year after employment.
- May be subject to criminal history check.

*(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, stooping/crouching, squatting, kneeling, crawling, handling and pinching.
- This position's physical requirements require regular stamina in twisting, bending, lifting, carry, pushing, pulling, reaching, and grasping.

- This position's physical requirements require continuous stamina in sitting, standing, walking, 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.)*

~~December 2012~~  
July 2019  
UAW J

**INGHAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE SERVICES COORDINATOR, DISTRICT COURT**

**General Summary:**

Under the supervision of the District Court Administrator, works cooperatively with the Financial Services Department to oversee and process the financial activity of the Court. Serves as the District Court information coordinator. Oversees the Court's record management system. Serves as Administrative Assistant to the Court Administrator. Serves as jury clerk, performing administrative, clerical, and supportive tasks related to the jury management of the court.

**Essential Functions:**

15. Oversees the financial activity of the Court including transmittals, vouchers, accounts payable, cash reports, and financial reports.
16. Reviews and codes expenses and monitors assigned budget balances. Compiles data and provides other support and assistance in preparation of the office's annual budget.
17. Oversees the Court's record management system. Troubleshoots problems and assures retention schedules are followed.
18. Serves as the District Court information systems coordinator. Assists the Court Administrator in identifying data needs and implementing automation.
19. Provides technology troubleshooting and training for employees. Serves as the data liaison for County departments and external organizations including the State Judicial Information Systems (JIS).
20. Assists in the maintenance of the Court's website. Adds, deletes, and changes information as necessary. Assists in the maintenance of the Court's intranet to include information such as policy manuals, job descriptions, training manuals and other information pertinent to Court employees.
21. Provides clerical and secretarial support to the staff. Performs typing, proofreading, and data entry for various departmental functions. Faxes & copies materials, processes outgoing mail, distributes incoming mail and performs other secretarial support. Uses various software programs to maintain documents, spreadsheets, brochures, and other departmental documents.
22. Prepares departmental payroll. Verifies attendances and makes appropriate adjustments. Processes time cards. Maintains and updates payrolls records. Prepares payroll reports as needed.
23. Processes, monitors, and tracks statistical information to meet departmental and governmental requirements. Helps prepare correspondence, documents, and special projects. Researches, collects, and compiles information for the State Court Administrative Office and other agencies.
24. Responsible for judicial assignment duties. Processes requests for judicial assignments and disqualification. Coordinates scheduling and makes travel arrangements for visiting judges.

25. Serves as jury clerk, responding to inquiries regarding jury service and procedures. Prepares jury list and conducts jury orientation. Processes jury reimbursement checks. Prepares jury report for court administration and the State Court Administrative Office.

26. Trains court clerks with financial procedures and assist in training court clerks using the courts case management system.

27. Assists court clerks with problem solving case management issues.

28. May serve as a back-up Court Recorder.

**Other Functions:**

Performs other duties as assigned.

Must adhere to departmental standards in regard privacy issues.

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

**Employment Qualifications:**

**Education:** A minimum of a High School graduation or equivalent and two years of education or training from a college, technical or business school. A preference is given for training in Business Administration, Public Administration or Judicial Studies.

**Experience:** A minimum of 5 years of experience in a Court or related setting.

**Other Requirements:**

- May be required to meet requirements for a Certified Electronic Operator within one year after employment.
- May be subject to criminal history check.

*(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:**

2. 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, stooping/crouching, squatting, kneeling, crawling, handling and pinching.
- This position's physical requirements require regular stamina in twisting, bending, lifting, carry, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, 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.)*

**July 2019**  
**UAW J**

**INGHAM COUNTY  
JOB DESCRIPTION**

**CHIEF DISTRICT COURT CLERK**

**General Summary:**

Under the supervision of the District Court Administrator, serves as a lead District Court Clerk. Regularly performs all of the functions of a District Court Clerk, performing a variety of tasks to assist in the processing of traffic, civil, criminal, and probation cases. Provides counter service which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers, jurors, and the public. Prepares and processes a variety of court documents and enters case information into the computer systems. Performs some of the more complex case processing functions of the designated division of the Court. This position serves as a lead worker to the District Court Clerks.

**Essential Functions:**

1. Serves as a lead worker to District Court Clerks. Responsible for training employees in clerical, computer, and minor accounting tasks.
2. Serves as primary contact person for procedural questions and provides input on new procedures.
3. Assigns, redistributes, and reviews the work of Court Clerks.
4. Assists Deputy Clerks by dealing with difficult or belligerent individuals.
5. Provides input to the Court Administrator on the development/revision of procedures impacting the designated area of responsibility.
6. Ensures the proper maintenance and processing of case records from initiation to disposition and post-judgment actions.
7. Performs complex case and record processing functions of the division.
8. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, schedules, and specific case information.
9. Assists in maintaining the court's accounting system, includes balancing register at the end of the day, posting daily receipts, processing bond account records and performing related bookkeeping duties.
10. Assists the Court Administrator with the collection of data and creates case management reports from the court's case management system.
11. Submits and monitors ticket requests sent to the Facilities Department and Information Technology Department.
12. Serves as a liaison with the Court's case management system vendor for system related issues.
13. May design and revise forms used by the court.
14. Manages the inventory of office supplies, furnishings, and equipment.

15. May serve as a back-up jury clerk.
16. Performs all functions of a court clerk.
17. Serves as back-up Court Recorder.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education:** A minimum of a High School graduation or equivalent and two years of education or training from a college, technical or business school.

**Experience:** A minimum of one year experience in a court setting.

**Other Requirements:**

- Required to be certified as an Electronic Operator within one year of employment in this job.
- 

*(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:**

3. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
4. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
5. This position is required to travel for meetings and appointments.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, 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 standing, walking, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular 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.)*

***UAW G  
July 2019***

**INGHAM COUNTY  
JOB DESCRIPTION**

**CHIEF DISTRICT COURT CLERK**

**General Summary :**

Under the supervision of the District Court Administrator, serves as a lead district court clerk in a District Court location. Regularly performs all of the functions of a District Court Clerk, performing a variety of tasks to assist in the processing of traffic, civil, ~~and criminal~~, and probation cases. Provides counter service which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers, jurors, and the public. Prepares and processes a variety of court documents and enters case information into the computer systems. Performs some of the more complex case processing functions of the designated division of the Court. ~~Employees in the position may be designated as the chief civil, criminal or traffic clerk.~~ This position serves as a lead worker to the District Court Clerks.

**Essential Functions :**

1. ~~Serves as a lead worker to District Court Clerks, includes training new employees in clerical, computer and minor accounting tasks, assigning and redistributing work, and reviewing work assignments. Serves as primary contact person for procedural questions and provides input on new procedures. Ensures the even flow of work through the assigned division and ensures the proper maintenance and processing case records from initiation to disposition.~~
2. Serves as a lead worker to District Court Clerks. Responsible for training employees in clerical, computer, and minor accounting tasks.
3. Serves as primary contact person for procedural questions and provides input on new procedures.
4. Assigns, redistributes, and reviews the work of Court Clerks
5. Assists Deputy Clerks by dealing with ~~the more~~ difficult or belligerent individuals.
6. Provides input to the Court Administrator on the development/revision of procedures impacting the designated area of responsibility.
7. Ensures the proper maintenance and processing of case records from initiation to disposition and postjudgment actions.
8. Performs ~~some of the more~~ complex case and record processing functions of the division.

**CHIEF DISTRICT COURT CLERK (1/11/99)**

**Page 2**

9. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, schedules, and specific case information.
- ~~10. Receipts and processes payments for tickets, court costs, civil filing fees, bonds, and garnishments, enters information to computer and ensures that the proper case file is credited.~~
- ~~11. Schedules hearings.~~
- ~~12. Opens criminal case files, includes assigning case number and filing formal complaint or appearance ticket, checking cash bonds, ensuring fingerprints are in the file and obtaining driving or criminal record as necessary.~~
- ~~13. Opens and processes a variety of civil matters including general civil, small claims and landlord/tenant cases and garnishments. Includes inputting data and generating forms, correspondence and legal documents, filing papers, collecting fees and ensuring case scheduling and the service of process.~~
- ~~14. Opens civil infraction cases, schedules hearing dates, enters to computer and notices defendant and law enforcement agencies.~~
- ~~15. Reviews traffic abstract worksheets to check for errors on identification information, offense date, type of violation, and other data. Makes corrections and releases. Manually prepares criminal abstracts of conviction not processed by the computer.~~
- ~~16. Reviews legal documents such as writs of garnishment and restitution, stipulations, orders and briefs, petitions for installment payments and others for timeliness, completeness and compliance with the court rules. Processes and enters judgments on civil cases that are adjudicated.~~
- ~~17. Suspends drivers licenses for failure to appear. Prints worksheets for overdue tickets, checks for errors, bond that need to be processed, and other necessary follow up, and releases.~~
- ~~18. Enters case file information, traffic tickets, case event information, adjournments, dispositions, civil judgment and other information to computer system.~~
- ~~19. Schedules court proceedings in cooperation with the Prosecutor's office and attorney's offices and notices court hearings and post judgment proceedings. Enters information on hearings to the computer.~~
20. Opens and distributes mail, immediately processing payments.

## **CHIEF DISTRICT COURT CLERK (1/11/99)**

### **Page 3**

- ~~21. Assists in maintaining the court's accounting system, includes balancing register at the end of the day, posting daily receipts, processing bond account records and performing related bookkeeping duties.~~
- ~~22. Processes garnishments, motions to set aside garnishments and motions for installment payments.~~
- ~~23. Prints and mails computer-generated notices.~~

- ~~24. Closes criminal cases by collecting fines and costs, distributing disposition as appropriate, submitting abstract of conviction to Secretary of State on driving offenses and running a register of action.~~
- ~~25. Forfeits bonds after proper notification of defendant or bonding agency. Processes bond transfer to other courts.~~
- ~~26. Assists Financial Coordinator by writing bond checks; may assist in daily bank deposit or cash outs as needed.~~
- ~~27. Assists Magistrates with fines, costs, PACC codes, bond amounts, and sentencing.~~
- ~~28. Operates SOS/LEIN terminal.~~
- ~~29. Assists and backs up other court staff.~~
- ~~30. May serve as back-up Court Recorder for a location of the Court, includes operating electronic recording equipment, maintaining logs of proceedings with times, case numbers, nature of the proceedings and defendant identification.~~
31. May serve as back-up jury clerk.
32. Performs all functions of a court clerk.
33. Assists the Court Administrator with the collection of data and creates case management reports from the court's case management system.
34. Submits and monitors ticket requests sent to the Facilities Department and Information Technology Department.
35. Serves as a liaison with the Court's case management system vendor for system related issues.
36. May design and revise forms used by the court.

#### **CHIEF DISTRICT COURT CLERK (1/11/99)**

##### **Page 4**

37. Manages the inventory of office supplies, furnishings and equipment.
38. Performs other duties the court may assign as needed.
39. Serves as back-up Court Recorder.

#### **Other Functions**

None listed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

## **Employment Qualifications**

**Education:** A minimum of two years of education or training from a college, technical or business school. High school graduation or equivalent, prefer advanced coursework in data processing, accounting or related area.

**Experience:** One year of experience in a court setting, ~~Three years of experience preferably in a court or law office providing knowledge of the processing of district court cases.~~

**Other Requirements:** ~~May be~~ Required to be certified as a Electronic Operator within one year ~~18 months~~ of employment in this job.

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

**Physical Requirements** *[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]:*

Ability to access various files throughout the court.

Ability to operate cash register, copying machine, and other office equipment.

Ability to enter and access information to the computer.

Ability to access all areas of the court.

Ability to lift and transport files and other materials weighing up to 20 lbs.

### **Working Conditions:**

Works in office conditions.

Regular contact with persons charged with and/or convicted of criminal offenses.

Regular exposure to persons with various communicable diseases.

UAW-G

1/11/99

**INGHAM COUNTY  
JOB DESCRIPTION**

**DISTRICT COURT ADMINISTRATOR**

**General Summary:**

Under the general direction of the Chief District Judge, the District Court Administrator has responsibility for oversight of the administrative aspects of the District Court for the following divisions: Civil, Collections, Criminal, Probations, and Traffic. These responsibilities include but are not limited to preparing and monitoring the general fund budget and providing consultation to the Chief Probation Officer with preparing and monitoring Sobriety Court and Mental Health Court budgets; short and long range planning leading to policy development and implementation for the District Court; oversight of the hiring, training and supervision of the clerical, professional and managerial staff of the District Court; maintaining knowledge in all areas of the law and rules of the court encompassing the broad range of jurisdiction of the District Court. The Court Administrator participates in collective bargaining negotiation and implementation. The Court Administrator is a liaison to other courts, court appointed counsel, Board of Commissioners, general public, Ingham County Sheriff's Office, and other law enforcement agencies as appropriate. The Court Administrator acts as coordinator of automation and records management matters. The Court Administrator is responsible for the physical needs of the court, including long-term record retention and the court facility. The position serves as Clerk of the Court, pursuant to MCL 600.8281.

**Essential Functions:**

(Listed examples are illustrative and representative of the tasks required of this classification, but are not intended to be complete or exclusive of this position).

1. Performs policy research and development, produces statistics, analyses reports on court operations, and case flow management, develops long and short range plans, and prepares and monitors annual budget as well as providing consultation in preparing and monitoring Sobriety Court and Mental Health Court budgets.
2. Serves as external and internal liaison to and for the Court making regular contacts with, and presentation to county offices, legislative bodies, court agencies, criminal justices agencies, media, Bar Association groups, State Offices, and the general public.
3. Supervises court personnel, and participates in recruitment, hiring, orientation, training, and staff assignments.
4. Coordinates and serves as a liaison for the court in policy and administrative matters.
5. Performs a variety of managerial functions in relation to automation and records management matters.
6. Represents the Court as "Employer" in collective bargaining negotiations with unions and implements the resultant agreement.
7. Performs troubleshooting and problem resolution functions as required.
8. Responsible for the physical needs of the court, including long-term record retention and facilities.

9. Responsible for designing, implementing, and administering the court's social media accounts.
10. Serves as Clerk of the Court responsible for care and custody of court records and performs other such duties which may be prescribed by court rule.
11. Performs other duties as directed and/or delegated by the Chief Judge and Chief Judge Pro Tem.

**Other Functions:**

1. None Listed.

**Employment Qualifications:**

**Education:** Must have a Master's degree in Court Administration, Public Administration, Business Administration or a closely related field. Certified training in court administration is highly desired.

**Experience:** Five (5) years continuous and progressively more responsible and related work experience required.

**Other Requirements:**

- None

*(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:**

6. 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, bending, stooping/crouching, squatting, kneeling, crawling, and pinching.
- This position's physical requirements require regular stamina in twisting, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, standing, walking, 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.)*

**July 2019**  
**MCF-16**

**INGHAM COUNTY  
JOB DESCRIPTION**

**DISTRICT COURT ADMINISTRATOR**

**General Summary:**

Under the general direction of the Chief District Judge, the District Court Administrator has responsibility for oversight of the administrative aspects of the District Court for the following divisions: Civil, Collections, Criminal, Probations, and Traffic. These responsibilities include but are not limited to preparing and monitoring the general fund budget and providing consultation to the Chief Probation Officer with preparing and monitoring Sobriety Court and Mental Health Court budgets; short and long range planning leading to policy development and implementation for the District Court; oversight of the hiring, training and supervision of the clerical, professional and managerial staff of the District Court; maintaining knowledge in all areas of the law and rules of the court encompassing the broad range of jurisdiction of the District Court. ~~The policy research and development, production of reports and statistical analysis, developing long and short range plans, systemizing the court case flow and budget preparation and monitoring. The Administrator serves as external and internal liaison to and for the court and has responsibility for the supervision of court personnel in Civil, Traffic, Criminal and Probation. He/she coordinates and acts as liaison for the court in all policy. The Court Administrator participates provides input on behalf of the Court in collective bargaining negotiation and implementation. The Court Administrator is a liaison to other courts, court appointed counsel, Board of Commissioners, general public, Ingham County Sheriff's Office, and other law enforcement agencies as appropriate. The Court Administrator acts as coordinator of automation and records management matters. The Court Administrator is responsible for the physical needs of the court, including long-term record retention and the court facility. The position serves as Clerk of the Court, pursuant to MCL 600.8281. serves in a managerial capacity in relation to court appointed attorneys, jurors, automation and records management matters, and is under the general direction of the Chief Judge.~~

**Essential Functions:**

(Listed examples are illustrative and representative of the tasks required of this classification, but are not intended to be complete or exclusive of this position).

1. Performs policy research and development, produces statistics, analyses reports on court operations, and case flow management, develops long and short range plans, and prepares and monitors annual budget as well as providing consultation in preparing and monitoring Sobriety Court and Mental Health Court budgets. ~~annual report for the funding unit.~~
2. Serves as external and internal liaison to and for the Court making regular contacts with, and prestantation to county offices, legislative bodies, court agencies, criminal justices agencies, media, Bar Association groups, State Offices, and the general public. ~~Being cognizant of the Court's financial needs, prepares and monitors the annual budget, gaining approval for fund expenditures, approving vouchers, and overseeing the maintenance of financial records. Administers annual and monthly budget updates. Assess and devise necessary report forms including the analysis and reporting of statistical information utilizing various computer programs.~~
3. Supervises court personnel, and participates in recruitment, hiring, orientation, training, and staff assignments. ~~Serves as external and internal liaison to and for the court making regular contacts with, and presentation to: county offices, legislative bodies, court agencies, criminal justice agencies, media, bar association groups, and the general public.~~

4. Coordinates and serves as a liaison for the court in policy and administrative matters. ~~Supervises court personnel including Probation Department. Responsible for recruitment, interviewing, hiring, orientation, training, disciplining, and performance review. Responsible for grievance procedures and may be involved in contract negotiations.~~
5. Performs a variety of managerial functions in relations to automation and records managements matters. ~~Prepares and revises job descriptions, reviews classification standards, maintains personnel records and leave approval.~~
6. Represents the Court as “Employer” in collective bargaining negotiations with unions and implements the resultant agreement. ~~Keeps abreast of Federal and State laws, County policies and collective bargaining agreements applicable to hiring, performance evaluation and discipline.~~
7. Performs troubleshooting and problem resolution functions as required. ~~Performs a variety of managerial functions in relation to court appointed attorneys, jurors, automation and records management matters.~~
8. Responsible for the physical needs of the court, including long-term record retention and facilities. ~~Represents the Court in collective bargaining negotiations with unions and implements the resultant agreement. Coordinates with other county employees, department heads, and outside agency representatives as needed.~~
9. Responsible for designing, implementing, and administering the court’s social media accounts. ~~Responsible for building maintenance, office equipment maintenance/selection, and resource management. Makes recommendations to improve and maintain the court facility.~~
10. ~~Serves as Clerk of the Court responsible for care and custody of court records and performs other such duties which may be prescribed by court rule. Performs any and all other duties as directed and/or delegated by the Chief Judge and Distriet Court Bench.~~
11. Performs other duties as directed and/or delegated by the Chief Judge and Chief Judge Pro Tem. ~~Oversees and administers the court’s automation program. Typical duties include: training personnel; writing and analyzing reports; working with staff to design forms, improve screens, and to understand court procedures and processing; troubleshooting CPU and printers; contacting and resolving problems with software vendor.~~
2. ~~Develops internal policies and procedures regarding fiscal management, new employee orientation, translators, process servers, court/building security, and safety. Investigates complaints involving court appointed process servers.~~
3. ~~Serves as liaison for the court with the MIS Department. Submits work orders for network and hardware problems. Determines the automation needs of court staff and assists in the ordering of new computer equipment.~~
4. ~~Maintains a knowledge of MI Court Rules and MI laws as applicable to court administration (records management, filings, fiscal control).~~

**Other Functions:**

5. None Listed.

## **Employment Qualifications:**

**Education:** Must have a Master's degree in Court Administration, Public Administration, Business Administration or a closely related field. Certified training in court administration is highly desired.

**Experience:** Five (5) years continuous and progressively more responsible and related work experience required. Three (3) years of training and experience in a court setting desired.

## **Other Requirements:**

- 
- 

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

## **Working Conditions:**

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

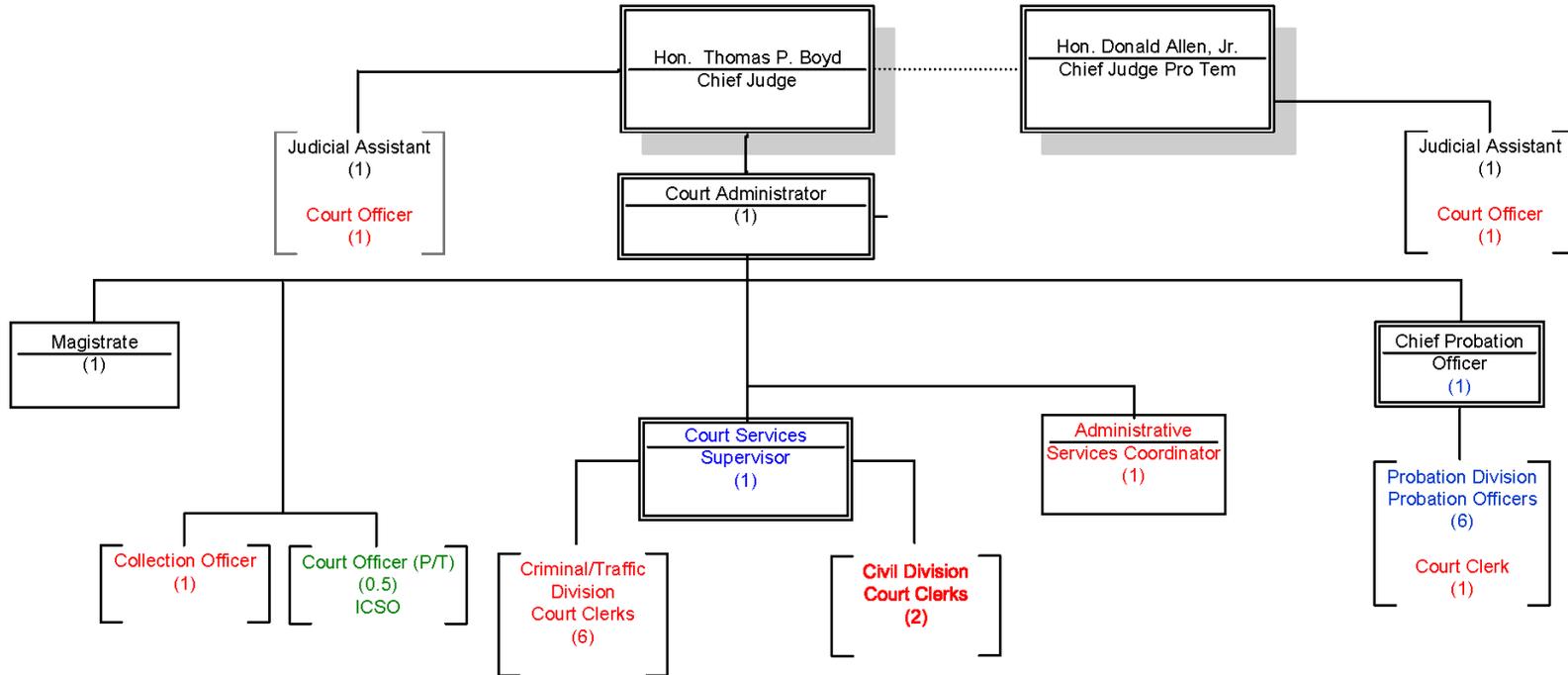
*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

**July 2019**

**November, 1999**  
**MC - 16**

# 55th Judicial District Court

(27 FTE - current)



**NOTES:**

Red: UAW

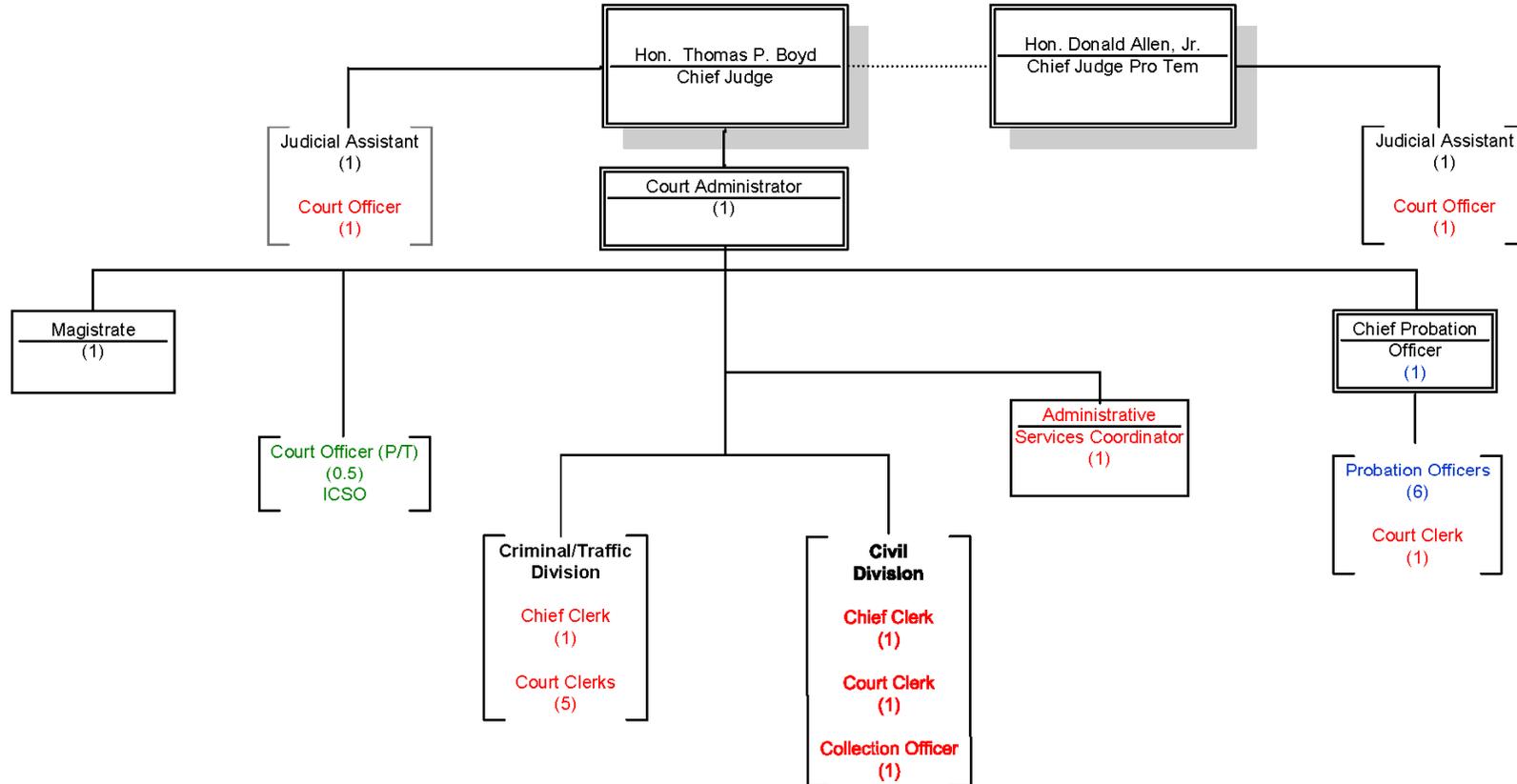
Blue: ICEA – Court Professionals

Black: Nonunion

Green: ICSO contractual employee

# 55th Judicial District Court

(26 FTE - proposed)



**NOTES:**

Red: UAW

Blue: ICEA – Court Professionals

Black: Nonunion

Green: ICSO contractual employee

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE REORGANIZATION OF  
THE 55<sup>th</sup> DISTRICT COURT**

WHEREAS, the vacancy of the Court Services Supervisor at the 55<sup>th</sup> District Court prompted the court to review the operational needs of the court as they relate to the organization structure of the court; and

WHEREAS, in 2013, the court eliminated two chief clerks positions and created the Court Services Supervisor position as the result of the County's request to submit a budget reduction scenario; and

WHEREAS, the Court believes that to meet the operational needs of the Court, the Court is best served by reinstating the organizational structure that existed prior to 2013; and

WHEREAS, the reorganization eliminates the Court Services Supervisor position and two District Court Clerk positions and recreates the two Chief Clerk positions that were abolished in 2013; and

WHEREAS, the reorganization eliminates one Full-Time Equivalent (FTE) and the Budget Office has calculated a savings of \$37,621; and

WHEREAS, the managerial duties of the Court Services Supervisor position will be assumed by the District Court Administrator and some administrative duties of the District Court Services Supervisor position will be assumed by the Administrative Services Coordinator; and

WHEREAS, the Human Resources Department has reviewed the proposed reorganization, analyzed the responsibilities of the positions involved, approved new job descriptions, and submitted a Memo of Analysis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the 55<sup>th</sup> District Court.

BE IT FURTHER RESOLVED, that the Court Services Supervisor position (137008) and two District Court Clerk positions are eliminated (position numbers to be determined).

BE IT FURTHER RESOLVED, that two Chief Clerk positions (137006 & 137008) are created as UAW TOPS G positions (\$39,344.00 - \$46,910.11).

BE IT FURTHER RESOLVED, that the District Court Administrator position (137003) be reclassified from MCF 13 (\$78,740.77 - \$94,510.67) to MCF 16 (\$98,934.65 - \$118,750.44).

BE IT FURTHER RESOLVED, that the Administrative Services Coordinator position (137007) be reclassified from UAW H (\$41,625.46 - \$49,653.67) to UAW J (\$46,568.63 - \$55,599.70).

BE IT FURTHER RESOLVED, that the reorganization shall be effective immediately.

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.

**Agenda Item 7**

To: Finance Committee  
Ingham County Board of Commissioners

From: William E. Fowler, Director  
Equalization/Tax Mapping Department

Date: September 17, 2019

Re: 2019 County Apportionment Report

Attached please find the resolution approving the 2019 Ingham County Apportionment Report for presentation at the Finance Committee meeting on October 2, 2019. The Apportionment Report is not complete at this time. The report will be distributed prior to the October 2, 2019 meeting.

Also, please be aware that any millage proposals that may be submitted and approved by the electorate for the upcoming November election may result in a necessity to amend the 2019 Apportionment Report.

Respectfully,

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE 2019 APPORTIONMENT REPORT**

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

THEREFORE BE IT RESOLVED, that the attached statement of taxable valuations and millages apportioned to the various units in Ingham County for the year 2019 is hereby approved.

## Agenda Item 8

**TO:** Human Services and Finance Committees

**FROM:** Jared Cypher, Deputy Controller

**DATE:** September 12, 2019

**SUBJECT:** Resolution Authorizing the Fifth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020

For the meeting agendas of September 30 and October 2

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### **BACKGROUND**

This resolution authorizes the fifth amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2016 through December 31, 2020; specifically the scope of services which will be effective from October 1, 2019 through September 30, 2020. For the period October 1, 2019 through September 30, 2020 the County will reimburse CATA as set forth in the attached Scope of Services.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$3,216,882 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of \$1,360,100 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of \$134,936 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2020 Fiscal Year.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long term objectives of assisting in meeting basic needs, promoting accessible healthcare and fostering economic wellbeing.

### **OTHER CONSIDERATIONS**

N/A.

### **RECOMMENDATION**

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

**Agenda Item 8**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE FIFTH AMENDMENT TO THE AGREEMENT WITH THE  
CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2016 THROUGH  
DECEMBER 31, 2020**

WHEREAS, an agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2020; and

WHEREAS, in August 2016, the electorate approved a countywide public transportation millage level of 60/100 (.60) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

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

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

BE IT FURTHER RESOLVED, that for the period October 1, 2019 through September 30, 2020 the County shall reimburse CATA as set forth in the attached Scope of Services.

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

## **INGHAM COUNTY PROPOSED SCOPE OF SERVICE**

**For October 1, 2019 through September 30, 2020**

For fiscal year 2020, Ingham County projects tax revenue in the amount of \$4,711,918 from the Special Transportation Millage. As the County's contractor, CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. CRS also refers to the Mason Connector, Williamston-Webberville Connector and Mason Redi-Ride routes. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$1,360,100 of funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.
3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum \$3,216,882 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administering and marketing Spec-Tran.
4. The amount of \$134,936 shall be retained by the County for the operation of a vehicle used to transport area veterans to regional VA Hospitals in the County's 2020 Fiscal Year. CATA has no responsibility for this service and does not participate in its operation or funding.

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** September 16, 2019  
**SUBJECT:** Contract with L. J. Trumble Builders, LLC.  
For the meeting agenda of 9/30/19 Human Services and 10/2/19 Finance

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**BACKGROUND**

The Parks Department owns and maintains the buildings at Lake Lansing North and Lake Lansing South. The Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs. It was brought to our attention after the 2020 budget request was submitted the severity of need for replacement for these two roofs. These two request were brought forward as potential Z-list requests for the 2020 budget request. Upon recommendation of the Controller's office we instructed to pursue quotes for a request to the Board for replacement in the 2019 budget. The Purchasing Department solicited proposals from qualified and experienced roofing contractors.

**ALTERNATIVES**

The Lakeview Shelter at Lake Lansing South and Snell Bathroom at Lake Lansing North are in need of replacement. Failure to address this could result in damage to the building and contents within.

**FINANCIAL IMPACT**

The bid was evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to L. J. Trumble Builders, LLC. for the base bid in the amount of \$32,565, and a contingency (due to any unknown damage in the underlayment of the roofs) not to exceed \$5,000, for a total amount not to exceed of \$37,565.

In order to complete this project, the Parks Department is requesting authorization from the Board of Commissioners for the utilization of \$37,565 from the County's contingency fund into a new capital line item to be determined by the budget office to complete the project.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

N/A.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with L. J. Trumble Builders, LLC.

**Agenda Item 9a**

TO: Tim Morgan, Parks Director  
FROM: James Hudgins, Director of Purchasing  
DATE: September 16, 2019  
RE: Memorandum of Performance for RFP No. 220-19 Supplying and Installing Standing Seam Metal Roofs for Two (2) Buildings

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of supplying and installing standing seam metal roofs on two (2) Ingham County Park’s buildings:

- 1) Lake Lansing South – Lakeview Picnic Shelter
- 2) Lake Lansing North – Snell Restroom Facility.

The scope of work includes, but is not limited to, providing labor and materials for the removal of the old roofing and installation of new underlayment and 26-gage standing seam metal roofing in a manner consistent with the RFP and all applicable building codes. Where necessary, sheathing, flashing, eaves troughs and drip edges will be removed, replaced and installed with similar material and/or color.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	99	22
Vendors responding	1	1

A summary of the vendor’s costs is located on the next page.

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

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

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

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

*SUMMARY OF VENDOR'S COST:*

Vendor Name	Local Pref	Item 1	Item 2	Grand Total Bid	Cost Per Square Foot to Replace Tongue and Groove Sheathing, if necessary
		Lakeview Picnic Shelter (Lake Lansing South) Total Bid	Snell Restroom (Lake Lansing North) Total Bid		
L.J. Trumble Builders LLC	Yes, Lansing MI	\$14,755.00	\$17,810.00	\$32,565.00	\$15.00/SF

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH L. J. TRUMBLE BUILDERS, LLC.**

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Lake Lansing North and Lake Lansing South; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced roofing contractors; and

WHEREAS, after careful review and evaluation of the proposal received, the Evaluation Committee recommends that a contract be awarded to L. J. Trumble Builders, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with L. J. Trumble Builders, LLC. for the base bid in the amount of \$32,565, and a contingency not to exceed \$5,000, for a total amount not to exceed of \$37,565 for the purpose of supplying and installing a new roof on the Lakeview Shelter at Lake Lansing South and the Snell Bathroom at Lake Lansing North.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through December 16, 2019.

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 Controller/Administrator is authorized for the utilization of \$37,565 from the County's contingency fund into a new capital line item to be determined by the budget office to complete the project.

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

**Agenda Item 9b**

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** September 10, 2019  
**SUBJECT:** Asphalt Paving at Lake Lansing South  
For the meeting agenda of 9/30/19 Human Services and 10/2/19 Finance

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**BACKGROUND**

The Parks Department solicited quotes for asphalt paving of the entrance at Lake Lansing South which includes paving 4,500 square feet 2” overlay. Three bids were received:

TomCo Asphalt, Inc.: \$8,500  
American Asphalt: \$9,200  
McKearney Asphalt: \$9,795

After careful review and evaluation of the proposals received, the Evaluation Committee recommends that a Purchase Order be issued to TomCo Asphalt, Inc. in the amount of \$8,500.

**ALTERNATIVES**

This is a 2019 CIP Capital Improvement Project and we would like to get it completed by the end of the year.

**FINANCIAL IMPACT**

There are funds available in line item #228-75999-974000-9P13.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

N/A.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County to issue a Purchase Order to TomCo. Asphalt.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER WITH TOMCO ASPHALT, INC.**

WHEREAS, the Parks Department solicited quotes for asphalt paving of the entrance at Lake Lansing South; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a Purchase Order be issued to TomCo Asphalt, Inc. in the amount of \$8,500.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a Purchase Order to be issued to TomCo Asphalt, Inc. for the entrance asphalt project at Lake Lansing South for a total cost not to exceed \$8,500.

BE IT FURTHER RESOLVED, that this project shall be completed by December 20, 2019.

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 \$8,500 is available in line item 228-75999-974000-9P13 for the project.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** 09/12/2019  
**SUBJECT:** Extension of agreement with Ionia County Health Department  
September 30, 2019 and October 2, 2019

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into a six month extension with Ionia County Health Department to enable ICHHD's Medical Director to continue providing medical direction and consultation to Ionia County Health Department. The extension would be effective January 1, 2020 through June 30, 2020. This agreement was authorized in Resolution # 16-407. Under the existing agreement, Ionia County Health Department agreed to pay ICHHD \$56,290.00 for the 2019 calendar year. Due to the fact that a 2% increase in salaries is scheduled for FY 20 this extension requests a commensurate increase of 2% for the duration of the extension for a total of \$28,707.90. Under this agreement ICHHD agrees to provide approximately 20% of the Medical Director's time to the Ionia County Health Department, including a commitment to being on site at least 16 hours during each month. Additionally, this agreement provides that the administrative staff of ICHHD occasionally consults with the staff of Ionia County.

**ALTERNATIVES**

There are no other alternatives.

**FINANCIAL IMPACT**

Ionia County Health Department will be responsible for paying ICHHD \$28,707.90 for the services provided during this six month extension.

**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 approval of the attached resolution to support the six month extension of the agreement with Ionia County Health Department to provide Medical Direction and Consultation to the Ionia County Health Department, effective January 1, 2020 through June 30, 2020

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EXTENSION OF THE AGREEMENT WITH  
IONIA COUNTY HEALTH DEPARTMENT**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into a six month extension with Ionia County Health Department to enable ICHD's Medical Director to continue providing medical direction and consultation to Ionia County Health Department; and

WHEREAS, the extension would be effective January 1, 2020 through June 30, 2020; and

WHEREAS, this agreement was authorized in Resolution # 16-407; and

WHEREAS, under the existing agreement, Ionia County Health Department agreed to pay ICHD \$56,290.00 for the 2019 calendar year; and

WHEREAS, due to the fact that a 2% increase in salaries is scheduled for FY 20 this extension requests a commensurate increase of 2% for the duration of the extension for a total of \$28,707.90; and

WHEREAS, under this agreement ICHD agrees to provide approximately 20% of the Medical Director's time to the Ionia County Health Department, including a commitment to being on site at least 16 hours during each month; and

WHEREAS, additionally, this agreement provides that the administrative staff of ICHD occasionally consults with the staff of Ionia County; and

WHEREAS, the Ingham County Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Ionia County Health Department to allow ICHD's Medical Director to continue to provide medical direction and consultation to Ionia County Health Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize entering into an agreement with Ionia County Health Department to allow ICHD's Medical Director to continue to provide medical direction and consultation to Ionia County Health Department for the time period of January 1, 2020 to June 30, 2020.

BE IT FURTHER RESOLVED, that Ionia County will reimburse Ingham Country an amount not to exceed \$28,707.90 for the Medical Director's time to the Ionia County Health Department.

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

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

## Agenda Item 10b

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** September 13, 2019  
**SUBJECT:** Acceptance of Grant Funds from Mid-State Health Network  
For the meeting agendas of September 30 and October 1, 2019

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### **BACKGROUND**

Ingham County Health Department (ICHHD) wishes to renew the agreement with Mid-State Health Network (MSHN) to accept grant funds totaling \$104,311, which will enable ICHHD to continue the coordination of the Ingham Opioid Abuse and Prevention Initiative (IOAPI) and to augment prevention efforts dedicated to youth vaping and marijuana use. Historically, this collaboration collects data in Ingham County that provides support for combating the opioid epidemic and other substance use disorders. This funding also supports other prevention related efforts including naloxone training for staff and community members, proper disposal of medication, tobacco surveillance, and connecting community members in need to substance abuse resources. This agreement will be effective October 1, 2019 through September 30, 2020.

### **ALTERNATIVES**

There are no other alternatives.

### **FINANCIAL IMPACT**

The renewal of this agreement will allow ICHHD to accept \$104,311 in grant funds which will be used to continue funding a .5 FTE Prevention Coordinator (position # 601496), a .15 FTE Community Health Worker (position #601454), and a .2 FTE Lead Social Worker (position # 601525), for the duration of the agreement with MSHN.

### **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 approval of the attached resolution to accept a Mid-State Health Network Grant totaling \$104,311 to be used to continue funding a .5 FTE Prevention Coordinator (position # 601496), a .15 FTE Community Health Worker (position #601454), and a .2 FTE Lead Social Worker (position # 601525), as well as other opioid abuse and substance use disorder prevention efforts for the duration of this agreement.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT GRANT FUNDS THROUGH MID-STATE HEALTH NETWORK**

WHEREAS, Ingham County Health Department (ICHD) wishes to renew the agreement with Mid-State Health Network (MSHN) to accept grant funds totaling \$104,311, which will enable ICHD to continue the coordination of the Ingham Opioid Abuse and Prevention Initiative (IOAPI) and to augment prevention efforts dedicated to youth vaping and marijuana use; and

WHEREAS, historically, this collaboration collects data in Ingham County that provides support for combating the opioid epidemic and other substance use disorders; and

WHEREAS, this funding also supports other prevention related efforts including naloxone training for staff and community members, proper disposal of medication, tobacco surveillance, and connecting community members in need to substance abuse resources; and

WHEREAS, this agreement will be effective October 1, 2019 through September 30, 2020; and

WHEREAS, the renewal of this agreement will allow ICHD to accept \$104,311 in grant funds which will be used to continue funding a .5 FTE Prevention Coordinator (position # 601496), a .15 FTE Community Health Worker (position #601454), and a .2 FTE Lead Social Worker (position # 601525), for the duration of the agreement with MSHN; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the acceptance of \$104,311 in contract funds to be used for .5 FTE Prevention Coordinator (position # 601496) a .15 FTE Community Health Worker (position #601454) and a .2 FTE Lead Social Worker (position # 601525), as well as other prevention related activities.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the acceptance of contract funds from MSHN in the amount of \$104,311 to continue the funding of a .5 FTE Prevention Coordinator (position # 601496), a .15 FTE Community Health Worker (position #601454), and a .2 FTE Lead Social Worker (position # 601525), as well as other prevention related activities.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** September 11, 2019  
**SUBJECT:** Authorization to Enter into an Agreement with Intelligent Medical Objects, Inc.  
For the meeting agendas of September 30 and October 2, 2019

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Intelligent Medical Objects, Inc. (IMO) effective November 1, 2019 through October 31, 2022. IMO offers Problem IT Terminology Services which provides advanced user-friendly term search functionality to assist providers and clinicians in identifying terminology to document patient diagnosis and histories within Next Gen. IMO, Inc.'s Service is compatible and recommended for use with Next Gen and will enhance the efficiency of the diagnostic code search function in Next Gen to ensure quality patient care.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The cost of the Service includes a one-time implementation fee of \$2,500 for installation, updates, enhancements, material data updates and new versions into the Service and consulting services to be provided by IMO, Inc. over the three year agreement period. The cost of service also includes a licensing fee of \$7,500 per year. That brings the first year costs to \$10,000, and years two and three at \$7,500 per year. These costs will be covered through the Community Health Center FY20 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.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Intelligent Medical Objects, Inc. (IMO) effective November 1, 2019 through October 31, 2022.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUHTORIZE AN AGREEMENT WITH  
INTELLIGENT MEDICAL OBJECTS, INC.**

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with Intelligent Medical Objects, Inc. (IMO) effective November 1, 2019 through October 31, 2022; and

WHEREAS, IMO offers Problem IT Terminology Service which provides advanced user-friendly term search functionality to assist providers and clinicians in identifying terminology to document patient diagnosis and histories within Next Gen; and

WHEREAS, IMO, Inc.'s Service is compatible and recommended for use with Next Gen and will enhance the efficiency of the diagnostic code search function in Next Gen to ensure quality patient care; and

WHEREAS, the cost of the Service includes a one-time implementation fee of \$2,500 for installation, updates, enhancements, material data updates and new versions into the Service and consulting services to be provided by IMO, Inc. over the three year agreement period; and

WHEREAS, the cost of service also includes a licensing fee of \$7,500 per year. That brings the first year costs to \$10,000, and years two and three at \$7500 per year. These costs will be covered through the Community Health Center FY20 budget; and

WHEREAS, these costs will be covered through the Community Health Center FY20 budget; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Intelligent Medical Objects, Inc. (IMO) effective November 1, 2019 through October 31, 2022 to provide Problem IT Terminology Services; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Intelligent Medical Objects, Inc. (IMO) effective November 1, 2019 through October 31, 2022 to provide Problem IT Terminology Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Intelligent Medical Objects, Inc. (IMO) effective November 1, 2019 through October 31, 2022 to provide Problem IT Terminology Services, including a one-time implementation fee of \$2,500 and a licensing fee of \$7,500 per year.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** September 6, 2019  
**SUBJECT:** Acceptance of Integrated Behavioral Health Grant

For the meeting agendas of September 30 and October 1, 2019

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to accept \$167,000 of funding from the Health Resources and Services Administration (HRSA), received August 2019, to be used for mental health services at New Hope and Birch Community Health Centers effective for the current grant year, February 1, 2019 through January 31, 2020. This is additional supplemental funding for the Health Center Program Grant FY 2019. A portion of the funding will be going towards a service agreement with Hope Network for Medication Assisted Treatment (MAT) Services to contract with .40 FTE physician to provide MAT services for an amount not to exceed \$95,400.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The total funding awarded is \$167,000. ICHD is using a portion of the funds to enter into a services agreement with Hope Network for a .40 FTE contracted physician to provide MAT services for an amount not to exceed \$95,400.

**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 that the Ingham County Board of Commissioners authorize accepting \$167,000 of funding from the Health Resources and Services Administration (HRSA) program, received August 2019, to be used for mental health services at the New Hope and Birch Community Health Centers and the creation of a .40 FTE contracted physician position to provide MAT services in an amount not to exceed \$95,400, effective for the current grant year, February 1, 2019 through January 31, 2020.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT INTEGRATED BEHAVIORAL HEALTH PLAN**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept \$167,000 of funding from the Health Resources and Services Administration (HRSA) program, received August 2019, to provide mental health services at the New Hope and Birch Community Health Centers effective for the current grant year, February 1, 2019 through January 31, 2020; and

WHEREAS, this is additional supplemental funding for the Health Center Program Grant FY 2019; and

WHEREAS, a portion of the funding will be going towards a service agreement with Hope Network for Medication Assisted Treatment (MAT) Services to contract with .40 FTE physician to provide MAT services for an amount not to exceed \$95,400; and

WHEREAS, the Ingham Community Health Center Board of Directors supports accepting \$167,000 of funding from the Health Resources and Services Administration (HRSA) program, received August 2019, to be used for mental health services at New Hope and Birch Community Health Centers effective for the current grant year, February 1, 2019 through January 31, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes accepting \$167,000 of funding from the Health Resources and Services Administration (HRSA) program, received August 2019, to be used for mental health services at New Hope and Birch Community Health Centers and the creation of a .40 FTE contracted physician to provide MAT services, effective for the current grant year, February 1, 2019 through January 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting \$167,000 of funding from the Health Resources and Services Administration (HRSA) program, received August 2019, to be used for mental health services at New Hope and Birch Community Health Centers effective for the current grant year, February 1, 2019 through January 31, 2020.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** September 10, 2019  
**SUBJECT:** Authorization to Enter into an Agreement with Michigan State University's College of Osteopathic Medicine, Department of Family and Community Medicine

For the meeting agendas of September 30 and October 2, 2019

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHC) wish to enter into an agreement with Michigan State University's College of Osteopathic Medicine, Department of Family and Community Medicine (MSU COM FCM) for contractual Medical Director Services, effective October 1, 2019 through September 30, 2020. The contracted Medical Director will fulfill administrative duties of the vacant CHC Medical Director position 20 hours per week.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The funding for this agreement will be covered by the salary of the vacant CHC Medical Director position. The contracted Medical Director will work 20 hours per week at \$150 an hour, a total amount not to exceed \$160,000 annually.

**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 that the Ingham County Board of Commissioners authorize entering into an agreement with Michigan State University's College of Osteopathic Medicine, Department of Family and Community Medicine (MSU COM FCM) for contractual Medical Director Services, effective October 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN STATE UNIVERSITY'S  
COLLEGE OF OSTEOPATHIC MEDICINE, DEPARTMENT OF FAMILY AND  
COMMUNITY MEDICINE**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHC) wish to enter into an agreement with Michigan State University's College of Osteopathic Medicine, Department of Family and Community Medicine (MSU COM FCM) for contractual Medical Director Services, effective October 1, 2019 through September 30, 2020; and

WHEREAS, the contracted Medical Director will fill in the vacant CHC Medical Director position 20 hours per week; and

WHEREAS, the funding for this agreement will be covered by the salary of the vacant CHC Medical Director position; and

WHEREAS, the contracted Medical Director will work 20 hours per week at \$150 an hour; and

WHEREAS, the overall cost shall not exceed \$160,000 which amount is covered through the total budgeted amount of the vacant Medical Director position; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Michigan State University's College of Osteopathic Medicine, Department of Family and Community Medicine (MSU COM FCM) for contractual Medical Director Services, effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Michigan State University's College of Osteopathic Medicine, Department of Family and Community Medicine (MSU COM FCM) for contractual Medical Director Services, effective October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Michigan State University's College of Osteopathic Medicine, Department of Family and Community Medicine (MSU COM FCM) for contractual Medical Director Services, effective October 1, 2019 through September 30, 2020, at a rate of \$150 an hour, for 20 hours a week.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** September 10, 2019  
**SUBJECT:** Acceptance of Quality Improvement Funding Award from HRSA  
For the meeting agendas of September 30 and October 2, 2019

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHC) wish to accept a quality funding award totaling \$77,042 from the U.S. Department of Health Resources and Services Administration (HRSA). These funds are awarded based on quality performance of ICHD's CHCs Uniform Data Systems (UDS) report. This is an increase to the current Quality Improvement HRSA award for February 1, 2019 through January 31, 2020. These funds will be applied toward continued quality improvement and practice transformation for value based care objectives.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

Acceptance of this award increases HRSA funding by \$77,042 for quality improvement 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 that the Ingham County Board of Commissioners authorize acceptance of a quality funding award totaling \$77,042 from the U.S. Department of Health Resources and Services Administration (HRSA).

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT QUALITY IMPROVEMENT FUNDING AWARD FROM HRSA**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHC) wish to accept a quality funding award totaling \$77,042 from the U.S. Department of Health Resources and Services Administration (HRSA); and

WHEREAS, these funds are awarded based on quality performance of ICHD's CHCs Uniform Data Systems (UDS) report; and

WHEREAS, this is an increase to the current Quality Improvement HRSA award for February 1, 2019 through January 31, 2020; and

WHEREAS, these funds will be applied toward continued quality improvement and practice transformation for value based care objectives; and

WHEREAS, the Ingham Community Health Center Board of Directors supports acceptance of a quality funding award totaling \$77,042 from HRSA; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize acceptance of a quality funding award totaling \$77,042 from HRSA.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a quality funding award totaling \$77,042 from HRSA for the award period of February 1, 2019 through January 31, 2020.

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

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

**Agenda Item 10g**

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** September 6, 2019  
**SUBJECT:** Authorization to Amend Resolution #18-385 with OTECH for uSign/uStart Software  
For the meeting agendas of September 30 and October 2, 2019

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to amend resolution #18-385 with OTECH for new software for an amount not to exceed \$225,100 effective October 1, 2019 through September 30, 2022. The amendment will include the costs for uSign and uStart software as well as additional tablets. The software will streamline the real-time two way connection to NextGen, that will enable patients to electronically pre-register and sign in for appointments. E-registration saves staff data entry time, reduces patient wait time and enhances access to care for patients, supporting greater productivity and improved patient experiences.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The additional costs shall not exceed \$225,100 for a three year period and will be covered through the Substance Use Disorder grant year one which was authorized by resolution # 18-446 and patient revenue for years two and three.

- Year 1: \$90,700 (initial fee + monthly fees)
- Year 2: \$67,200 (monthly fees)
- Year 3: \$67,200 (monthly fees)

<b>Initial Fee</b>	<b>Price</b>	<b>QTY</b>	<b>Discount</b>	<b>Total</b>
Server/System Configuration (OTECH Cloud Based Server)	\$10,000.00	1	0%	\$10,000.00
10" uSign Tablets (Includes docking stations)	\$1,000.00	15	10%	\$13,500.00
			Total	\$23,500.00

<b>uStart/uSign Month Fee</b>	<b>Price</b>	<b># of Locations</b>	<b>Total</b>
uSign Web Per Location Activated	\$300.00	8	\$28,800
uStart Per Location Activated	\$400.00	8	\$38,400
		Total	\$67,200
		<b>Overall FY20:</b>	<b>\$90,700</b>

**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 that the Ingham County Board of Commissioners authorize approval to amend resolution #18-385 with OTECH for new software for an amount not to exceed \$225,100 effective October 1, 2019 through September 30, 2022.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #18-385 WITH OTECH FOR USIGN/USTART SOFTWARE**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend resolution #18-385 with OTECH for new software for an amount not to exceed \$225,100 effective October 1, 2019 through September 30, 2022; and

WHEREAS, the amendment will include the costs for uSign and uStart software as well as additional tablets; and

WHEREAS, the software will streamline the real-time two way connection to NextGen, that will enable patients to electronically pre-register and sign in for appointments; and

WHEREAS, the additional costs shall not exceed \$225,100 for a three year period.

- Year 1: \$90,700 (initial fee + monthly fees)
- Year 2: \$67,200 (monthly fees)
- Year 3: \$67,200 (monthly fees)

<b>Initial Fee</b>	<b>Price</b>	<b>QTY</b>	<b>Discount</b>	<b>Total</b>
Server/System Configuration (OTECH Cloud Based Server)	\$10,000.00	1	0%	\$10,000.00
10" uSign Tablets (Includes docking stations)	\$1,000.00	15	10%	\$13,500.00
			Total	\$23,500.00

<b>uStart/uSign Month Fee</b>	<b>Price</b>	<b># of Locations</b>	<b>Total</b>
uSign Web Per Location Activated	\$300.00	8	\$28,800
uStart Per Location Activated	\$400.00	8	\$38,400
		Total (per year)	\$67,200
		<b>Overall FY20:</b>	<b>\$90,700</b>

; and

WHEREAS, through Resolution #18-446, ICHD accepted an award of funding from the U.S. Department of Health Resources and Services Administration (HRSA) to improve the quality of mental health and Substance Use Disorder services (SUD); and

WHEREAS, the Ingham Community Health Center Board of Directors supports amending resolution #18-385 with OTECH for new software for an amount not to exceed \$225,100 effective October 1, 2019 through September 30, 2022; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize amending resolution #18-385 with OTECH for new software for an amount not to exceed \$225,100 effective October 1, 2019 through September 30, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize amending resolution #18-385 with OTECH for new software for an amount not to exceed \$225,100 effective October 1, 2019 through September 30, 2022.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** September 11, 2019  
**SUBJECT:** Authorization to Enter into an agreement with Uber Health  
For the meeting agendas of September 30 and October 2, 2019

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Uber Health effective October 1, 2019 through September 30, 2020. Uber Health provides transportation services to patients and clients to medical and health related appointments and services when there are no other alternatives. After a bid for local taxi services yielded no results, Uber Health was identified as an alternative service provider for reliable rides to and from necessary Ingham County Health Center (ICHC) and ICHD appointments and referrals. Uber Health utilizes a specifically designed dashboard to ensure healthcare privacy and security standards that meet HIPAA compliance, and their services are available to clients 24 hours a day.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

Uber Health service cost will vary based on use. The costs will be covered by FY20 budgeted transportation and shall not exceed \$10,300.

**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 that the Ingham County Board of Commissioners authorize entering into an agreement with Uber Health to provide transportation services to ICHD and ICHC patients and clients effective October 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH UBER HEALTH**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Uber Health effective October 1, 2019 through September 30, 2020; and

WHEREAS, Uber Health provides transportation services to patients and clients medical and health related appointments and services when there are no other alternatives; and

WHEREAS, after a bid for local taxi services yielded no results, Uber Health was identified as an alternative service provider for reliable rides to and from necessary Ingham County Health Center (IHC) and ICHD appointments and referrals; and

WHEREAS, Uber Health utilizes a specifically designed dashboard to ensure healthcare privacy and security standards that meet HIPAA compliance, and their services are available to clients 24 hours a day; and

WHEREAS, Uber Health service cost will vary based on use; and

WHEREAS, the cost will be covered by FY20 budgeted transportation and shall not exceed \$10,300; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Uber Health effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Uber Health effective October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Uber Health effective October 1, 2019 through September 30, 2020 in an amount not to exceed \$10,300.

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

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

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** September 23, 2019  
**SUBJECT:** Resolution to Approve Reclassification Appeal of the Administrative Analyst Position

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**BACKGROUND**

The Human Resources Department made a call for standard and customary reclassification requests from Managerial and Confidential employees for 2019. All reclassification requests were processed in a manner consistent with the provisions of the Managerial and Confidential Personnel Manual and in a manner consistent with past practice.

The Human Resources Department completed an objective review of the reclassification request for the Administrative Analyst position which initially resulted in no change in pay grade. Subsequently, an appeal process with additional information was completed on September 10, 2019, resulting in an upward change in pay grade. Implementation of the result of the reclassification appeal process is proposed in accordance with the language of Section C of the Managerial and Confidential Personnel Manual as follows:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
236002	Administrative Analyst	Move from MC 7 to MC 8

**ALTERNATIVES**

The Board of Commissioners may elect to approve or not approve the change recommended.

**FINANCIAL IMPACT**

The financial impact associated with the position seeking reclassification will be effective the first full pay period following January 1, 2019.

**STRATEGIC PLAN CONSIDERATIONS**

The reclassification recommendations are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

**OTHER CONSIDERATIONS**

Reclassification requests for employees in other bargaining units and for the Managerial and Confidential Employee group have been previously approved.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve Reclassification Appeal of the Administrative Analyst Position.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE RECLASSIFICATION APPEAL OF THE  
ADMINISTRATIVE ANALYST POSITION**

WHEREAS, the Human Resources Department made a call for standard and customary reclassification requests from Managerial and Confidential employees for 2019; and

WHEREAS, all reclassification requests were processed in a manner consistent with the provisions of the Managerial and Confidential Personnel Manual and in a manner consistent with past practice; and

WHEREAS, the Human Resources Department completed an objective review of the reclassification request for the Administrative Analyst position which initially resulted in no change in pay grade; and

WHEREAS, an appeal process with additional information was subsequently completed on September 10, 2019, resulting in an upward change in pay grade.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the following changes in Appendix D – Compensation Levels of the Managerial and Confidential Employee Personnel Manual:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
236002	Administrative Analyst	Move from MC 7 to MC 8

BE IT FURTHER RESOLVED, that the changes will be effective the first pay period in January 2019 following approval by the Board of Commissioners.

## Agenda Item 12

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: September 18, 2019

RE: Third Quarter 2019 Budget Adjustments, Contingency Fund Update and Quarterly Statement

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2019. The total increase to the General Fund is \$0.

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

There are no adjustments to the general fund this quarter.

The Road Department is requesting \$125,000 from fund balance to purchase 3 or 4, depending on cost, new pickup trucks to replace old, and retired units.

The Animal Shelter Debt Fund is in need of \$1,212,700 for revenue and expense for the payment of the bond for the shelter. The Animal Control Millage will need use of fund balance to transfer the \$1,212,700 to the Animal Shelter Debt Fund.

The Justice Millage is requesting moving \$5,710 attrition funds from personnel line to building repair and maintenance line to address some security needs in the Pretrial Services Office.

The Public Defender is requesting moving \$200,000 from contractual services line to leasehold improvements for actual expenses in accounts different from the adopted budget.

The 55<sup>th</sup> District Court is requesting an additional \$880 from fund balance to cover overages spent on a work station project in the Machine and Equipment Revolving fund.

Attached is an update of contingency fund spending so far this year. The current contingency amount is \$326,950. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

The 3<sup>rd</sup> quarter general fund budget to actual year to date report will be presented to the Commissioners after the completion of the quarter. Our bond rating agency suggested that we present this information to Commissioners on a quarterly basis.

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

**2019 CONTINGENCY**

Adopted Contingency Amount	\$350,000
R18-467: Additional Community Agency Funding	(8,550)
R19-262: Unity in the Community Event	(2,500)
R19-293: Cost Allocation Plan MGT	(12,000)
<b>Current Contingency Amount</b>	<b>\$326,950</b>



Animal Shelter Debt  
(F399)

Set up expense and revenue from Fund 205 millage for payment of the bond in the amount of \$1,212,700 for construction of the Animal Shelter Facility

Mach./Equip. Revolving  
(F664)

Set up expense and revenue in the amount of \$880 from 664 fund balance to supplies line.