

CHAIRPERSON
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VICE-CHAIRPERSON
CAROL KOENIG

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ROBIN NAEYAERT

FINANCE COMMITTEE
THOMAS MORGAN, CHAIR
TODD TENNIS
MARK GREBNER
BRYAN CRENSHAW
MARK POLSDOFER
RANDY SCHAFER
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, SEPTEMBER 16, 2020 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/96179365443>.

Agenda

Call to Order

Approval of the [September 9, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Financial Services – Presentation of the [Audit and Financial Statements](#) (*Comprehensive Annual Financial Report Previously Distributed*)
2. Sheriff's Office
 - a. Resolution to Authorize a Contractual Agreement Between the Ingham County Sheriff's Office and Axon Enterprise, Inc. for Body Worn [Cameras](#) and Vehicle Fleet Camera System
 - b. Resolution to Purchase [Taser Training](#) Cartridges and Associated Equipment for the Sheriff's Office from Axon Enterprise, Inc.
 - c. Resolution to Continue [Patrol Car Video Storage](#) Software Support from SF Mobile-Vision, Inc. with the Ingham County Sheriff's Office
3. Office of Homeland Security and Emergency Management – Resolution to Authorize a Contract with West Shore Services Inc. for the Purpose of Adding and Upgrading Outdoor Warning [Sirens](#) in Ingham County
4. Circuit Court
 - a. Resolution to Accept the FY 2021 Michigan [Mental Health Court](#) Program Grant, Continue and Modify the Grant Funded Three-Quarter Time Mental Health Court-Court Services Coordinator Position and Mental Health Court-Case Coordination Specialist Position, and Authorize Subcontracts
 - b. Resolution to Accept the FY 2021 [Swift and Sure Sanctions](#) Probation Program Grant, Continue the Grand Funded Three-Quarter Time SSSPP Case Management Coordinator Position and Authorize Subcontracts
5. Circuit Court – Family Division
 - a. Resolution for Acceptance of the [Child and Parent Legal Representation](#) Grant from the Michigan Department of Health and Human Services
 - b. Resolution to Authorize the Juvenile Division to Enter into a Contract with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Prescreening of Youth in Detention for [Psychiatric Hospitalization](#)

6. Facilities Department
 - a. Resolution to Authorize the [TCOA Office Reset](#) at the Human Services Building
(Tabled at the August 19, 2020 Meeting)
 - b. Resolution to Authorize an Agreement with Smart Homes Inc. for the Architectural and Engineering Services for the Mason Courthouse Circuit [Courtroom Technology](#) Upgrade
 - c. Resolution to Authorize an Agreement with [Cusack Masonry](#) Restoration for the Hilliard Building Exterior Renovations

7. 9-1-1 Dispatch Center – Resolution to Authorize Engagement of “[National Testing Network](#), Sister Company of ErgoMetrics”

8. Special Transportation Millage – Resolution Authorizing the [Sixth Amendment](#) to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020

9. Ingham County Fair
 - a. Resolution to Authorize a Contract with Debbi Katz Productions to Host a [Halloween Event](#) at the Ingham County Fairgrounds
 - b. Resolution Amending Resolution #19-210 to Include [Winter Storage Fees](#) for the Ingham County Fairgrounds

10. Parks Department
 - a. Resolution to Authorize a Contract with [JH Construction](#) for Concrete Work at Hawk Island County Park
 - b. Resolution to Authorize a Contract with [Rowe Professional Services](#) Company for the Hawk Island Boardwalk Replacement Project
 - c. Resolution to Authorize a Contract with [PNP Supply LLC](#) as a Sole Source Vendor for the Snow Making Pipe at Hawk Island
 - d. Resolution to Authorize a Purchase Order with [Vortex](#) as a Sole Source Vendor for Splash Pad Equipment for Hawk Island

11. Health Department
 - a. Resolution to Amend Staffing Services Agreement with [Cross Country](#)
 - b. Resolution to Convert a Health Educator II Position to a [Health Educator](#) Lead Position in the Strong Start Healthy Start Program
 - c. Resolution to Accept Grant Funding from [Georgetown University](#)
 - d. Resolution to Accept Michigan Department of Health and Human Services (MDHHS) Funding for [Minority Health](#) Community Capacity Building 2021 Initiative
 - e. Resolution to Accept Grant Funds from [HRSA](#)
 - f. Resolution to Amend an Agreement with [Health Stream, Inc.](#) for an Online Learning Management System
 - g. Resolution to Extend Agreement with [Lara and Appriss Inc.](#)
 - h. Resolution to Authorize an Agreement with [Uber Health](#)
 - i. Resolution to [Amend Resolution #19-476](#)

12. Board of Commissioners – Resolution to Authorize an Agreement with the [Equity Collaborative LLC](#) to Serve as the County’s Racial Equity Taskforce Consultant

13. Road Department
 - a. Resolution to Authorize the Extension of Resolution #17-348 Supplied **Propane** at the Road Department
 - b. Resolution for Highway Worker and Mechanic Market **Wage Adjustments**

14. Human Resources Department
 - a. Resolution Certifying Representatives for the **MERS** 2020 Retirement Conference
 - b. Resolution Approving Acceptance and Disbursement of First Responder **Hazard Pay** Premiums Program Grant Funds

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
September 9, 2020
Draft Minutes

Members Present: Morgan, Grebner, Crenshaw, Polsdofer, Schafer (arrived at 6:30 p.m.), Tennis, and Maiville.

Members Absent: None.

Others Present: Probate Judge Richard Garcia, Prosecutor Carol Siemon, Sheriff Scott Wriggelsworth, Gregg Todd, Michael Townsend, Jill Bauer, Jared Cypher, Teri Morton, Becky Bennett, Alan Fox, Deb Fett, Lori Noyer, Scott LeRoy, Bill Fowler, Timothy Morgan, Brian Collins, Terri Thornberry, Elizabeth Noel, and Michael Tanis.

The meeting was called to order by Chairperson Morgan at 6:30 p.m. virtually via Zoom in accordance with the Governor's Executive Order 2020-154 regarding the Open Meetings Act.

Approval of August 19, 2020 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE MINUTES OF THE AUGUST 19, 2020 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

Additions to the Agenda

None.

Commissioner Schafer arrived at 6:30 p.m.

Limited Public Comment

None.

1. Overview of Liaison Committee Recommendations

Michael Townsend, Budget Director, stated that Liaison Committees had met in August 2020 and approved the 2021 General Fund Budget that totaled \$82,591,385. He further stated that this was a decrease of 7.1 percent compared to the 2020 amended budget.

Mr. Townsend stated that the Liaison Committees had approved a total budget of \$277,514,252, and this was an increase of 3.38 percent compared to the 2020 amended budget. He further stated that on August 26, 2020, the County Services Committee had met and approved a General Fund Budget of \$12,524,097 and a total budget of \$76,077,200.

Mr. Townsend stated that the County Services Committee had recommended one item be funded from the Strategic Planning Initiative Funds, or the Z List, that totaled \$228,317. He further stated that this funding was to reduce the \$847,901 budgeted for employee concessions in the Controller's Recommended Budget.

Mr. Townsend stated that the County Services Committee had also recommended the Controller's Office to work with the Treasurer's Office to find an alternative proposal for the Assistant to the Treasurer position, whose funds had been withheld in the Controller's Recommended Budget. He further stated that this alternative proposal had been completed, and was part of the attachment in the packet provided to the Finance Committee.

Mr. Townsend stated that the alternative proposal provided funding for the Treasurer's position to come out of the Delinquent Tax Fund. He further stated that the County Services Committee had further recommended that the remaining \$619,584 in employee concessions to be funded by use of Unreserved Fund Balance.

Mr. Townsend stated that, on August 24, 2020, the Human Services Committee met and approved a General Fund Budget of \$17,696,051 and a total budget of \$107,342,467. He further stated that the Human Services Committee had recommended one item be funded from the Z List: Tri-County Aging Consortium Dues that totaled \$71,683 to be funded out of the General Fund instead of the Elder Persons Millage.

Mr. Townsend stated that the Law & Courts Committee had met on August 27, 2020 and approved a General Fund Budget of \$53,570,755 and a total budget of \$88,158,334. He further stated that the Law & Courts Committee had recommended that no items be funded from the Z List.

Mr. Townsend stated that the Law & Courts Committee had recommended the Controller's Office investigate the use of Unreserved Fund Balance for part or all of the \$691,811 proposed increase of the Juvenile Justice Millage fund balance. He further stated that the Law & Courts Committee had further recommended to the Board of Commissioners that if additional funds were available from the State of Michigan's Revenue Sharing in 2021, the Commissioners would look to restore a position in the Sheriff's Office.

Mr. Townsend stated that the total cost of the items recommended by the Liaison Committee be funded from the Z List totaled the full amount of \$300,000. He further stated that the Controller's Office would like to communicate to the Finance Committee that there had been positive signs from the State of Michigan in reference to Revenue Sharing.

Mr. Townsend stated that the County had budgeted at 50 percent, but those numbers from the State of Michigan had not been finalized and would not be until late September 2020 at the earliest. He further stated that the Controller's Office did not recommend any changes at this time.

2. Review and Action on County Services Committee Recommendations

Commissioner Crenshaw asked if there had been a discussion at the County Services Committee budget meeting about possibly using the Unreserved Fund Balance for the employee concessions instead of funding it from the Z List.

Mr. Townsend stated that there had been discussion in that meeting of the \$228,317 to reduce the \$847,901 budgeted for employee concessions. He further stated that it was recommended that the remaining balance for employee concessions be used from the Unreserved Fund Balance.

Commissioner Crenshaw asked if the Controller's Office recommended that action.

Mr. Townsend stated that the Controller's Office had not made such a recommendation.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. MAIVILLE, TO FUND THE \$847,901 BUDGETED FOR EMPLOYEE CONCESSIONS IN THE CONTROLLER'S RECOMMENDED BUDGET OUT OF THE UNRESERVED FUND BALANCE INSTEAD OF FROM THE Z LIST.

Commissioner Schafer stated that when he had looked at the Controller's Recommended Budget, he thought there would be many adjustments that needed to be made. He further stated that the Sheriff's Office was the only department that had lost positions during the budget process.

Commissioner Schafer stated that all other departments were able to raise fees and use Unreserved Fund Balance, including the Probate Court. He further stated that, in terms of fairness, there had been only one department singled out for severe cuts.

Commissioner Grebner stated that he did not understand Commissioner Schafer's motion because he believed it was for recoupment of employee compensation through negotiated concessions. He further stated that he did not believe the motion had to do with the Sheriff's Office. He asked if he was incorrect.

Commissioner Schafer stated that, to clarify, he wanted the motion to cover employee concessions, so that there were Z List funds to be used later for the Sheriff's Office.

Commissioner Grebner stated that now the Finance Committee was not talking about the Sheriff's Office, but rather allocating funds for the purpose of eliminating employee concessions. He further stated that firstly, the use of Unreserved Fund Balance was an arcane way of saying that the County planned to spend more money than it planned to take in.

Commissioner Grebner stated that this was not a topic to be taken up lightly. He further stated that if the County budgeted additional use of the Unreserved Fund Balance for these purposes, the County was deliberately adopting an unbalanced budget.

Commissioner Grebner stated that the current budget was plenty unbalanced, but the Controller's Office had recommended a certain amount of drawdown of the County's liquidity and planned to draw down more. He further stated that his philosophy was unrelated to everyone else's philosophy.

Commissioner Grebner stated that he assumed the Controller's Office recommended this amount because the Controller believed this amount could be traded off with employees. He further stated that because these were represented employees, the Controller's Office talked about negotiating with their representatives.

Commissioner Grebner stated that the Work Share Program had been lucrative to many employees, and to allow employees to cash out part of their Sick Leave was generous, even though the County did not negotiate with employees. He further stated that if the County was playing hard, they should have started playing a while ago.

Commissioner Grebner stated that the role of the Board of Commissioners was to fund the best trade-off between two forces: people who paid for services and people who received services. He further stated that the provided services were a wide range of topics.

Commissioner Grebner stated that the role of the Board of Commissioners was to transform cash from one end into services on the other end as efficiently as possible. He further stated that a third player at the table was County employees.

Commissioner Grebner stated that he saw County employees has people who were hired to make the conversion of money into services. He further stated that the County ought to run services in a way that made it a good place to be an employee because good employee relations were crucial to good services.

Commissioner Grebner stated that it was not sensible to increase employee compensation because they deserved more. He further stated that if an employee deserved more but was not rewarded for it in the market, he was not in favor of it.

Commissioner Grebner stated that if an employee deserved more but the County was in danger of falling behind in the market and being unable to fill positions, then he was in favor of increasing employee compensation. He further stated that he was not in favor of an employee who did their job and would continue to do their job anyway, but would appreciate the extra money.

Commissioner Grebner stated that everyone would like more money, but in the real world, people did not make more money because "why not." He further stated that this scenario was sort of what he had heard being proposed.

Commissioner Grebner stated that he did not know the details of how the Controller's Office created the specific amount, but he was willing to grant that it was a sensible amount of money

and could be achieved. He further stated that if it could not be achieved, at least the Board of Commissioners gave the Controller's Office the chance to achieve it.

Commissioner Grebner stated that he was not in favor of saying that County employees deserved this, and because the County had money in accounts and had liquidity to spend it down, this could be worried about in five to ten years. He further stated that maybe it was because he planned to be on the Board of Commissioners in five to ten years, as he had the previous five to ten years, building up the County's liquidity.

Commissioner Grebner stated that he saw the County as a continuing operation. He further stated that he felt that his responsibility was to do the best he could to convert money into services and not to be nice to employees.

Discussion.

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

3. Review and Action on Human Services Committee Recommendations

Commissioner Maiville stated that he was surprised the Elder Persons Millage had recently passed to fund elder care, but the Board of Commissioners would be supplementing it with Z List funds.

Chairperson Morgan stated that he had asked the same question. He further stated that in the end, the Tri-County Office on Aging (TCOA) provided an important service.

Chairperson Morgan stated that Commissioner Maiville was right that TCOA would be receiving a massive windfall because of the millage. He further stated that in a perfect world, he would not be in favor of it either, but this was what the Human Services Committee had decided and would be willing to defer to the Committee's work.

Commissioner Grebner stated that this was a question about whether the Board of Commissioners endorsed his view that this was how the Commissioners escaped from their straitjacket. He further stated that if the Commissioners were thrown underwater and chained, they nonetheless escaped.

Commissioner Grebner stated that Harry Houdini had many tricks, but what the Commissioners had was the ability to put a question on the ballot to relieve themselves of a continuing obligation. He further stated that he was opposed to funding this out of General Fund precisely because it was available and especially as a one-time matter.

Commissioner Grebner stated that there was going to be an unspent balance in this fund anyway. He further stated that he thought their real concern this year was that the Board of Commissioners would become accustomed to having these dues paid out of this fund.

Chairperson Morgan thanked Commissioner Grebner for his comments.

4. Review and Action on Law & Courts Committee Recommendations

Commissioner Crenshaw stated that at the Law & Courts Committee budget meeting, he had asked the Controller's Office to look at the request of taking \$691,811 from the Juvenile Justice Millage.

Commissioner Crenshaw asked if the Controller's Office had an answer on that.

Gregg Todd, County Controller, stated that one of the things the Controller's Office talked about was to look at taking it out of the Fund Balance. He further stated that the Controller's Office was projecting more funds from the State of Michigan, and so his office did not change it in the budget but would look at it if there was additional revenue.

Commissioner Crenshaw asked if the recommendation of the Controller's Office was for the Board of Commissioners to do a budget amendment in the future.

Mr. Todd stated yes.

Commissioner Schafer stated that Judge Richard Garcia, Probate Judge, had pleaded for funds to come from other sources. He further stated that the fact of the matter was that there had been a surplus for the last three years in the juvenile budget, and so he was opposed to that idea.

Commissioner Schafer stated that total amount allocated for the last three years had not been spent, but Judge Garcia mentioned that he wanted to make sure that he had plenty of funds.

Commissioner Grebner stated that there had been a number of shocks in the area of juvenile justice in the last forty years. He further stated that the County often had little control over what happened, but suddenly the federal government had changed how it reimbursed foster care, or the State of Michigan had instituted new requirements, and so forth.

Commissioner Grebner stated that suddenly, the County found itself spending money it had not thought to spend before. He further stated that it was not a bad thing to have balances there.

Commissioner Grebner stated that it was a good way to bail out the General Fund Budget at the moment. He further stated that he agreed that the County should draw down reserves in the Juvenile Justice Millage funds.

Commissioner Grebner stated that there were programs that did not change from year-to-year, and there were programs that were a series of unpleasant surprises, and the Juvenile Justice Millage could be put into the latter category.

Commissioner Maiville stated that Judge Garcia had raised his hand.

Chairperson Morgan stated that this topic was for Commissioner discussion, but if Commissioner Maiville wanted to hear more from Judge Garcia, he would entertain that request.

Judge Garcia stated that he had heard his name spoken and had enjoyed Commissioner Grebner's analysis. He further stated that he was right that there was unforeseen contingencies in this money.

Judge Garcia stated that Circuit Court knew they would have to spend money because of the influx of 17 year-olds who could not go home because the law changed, and so his office would have to provide for them in some fashion. He further stated that this was not as Commissioner Schafer had suggested that his office underutilized funds and had money laying around.

Judge Garcia stated that the purpose of the Juvenile Justice Millage was to maintain and expand their programming. He further stated that his office promised to the public that this money be spent appropriately.

Judge Garcia stated that by the time it came around to construct the building, the funds were there and his office was able to provide the programming. He further stated that during other occasions, there had been changes that the State of Michigan was charging them back, and so his office took a million dollar hit as a result.

Judge Garcia stated that the build-up of the \$2.5 million surplus was due to cooperation between his office and the Controller's Office. He further stated that it was meant to not put the Board of Commissioners in a position where when there was a problem, the Commissioners would have to dig deeper into the Fund Balance.

Judge Garcia stated that over the last ten years, there had been a 70/30 balance of contribution of the General Fund into the Circuit Court—Family Division. He further stated that this budget made the contribution of the General Fund an 80/20 balance.

Judge Garcia stated that it would spend down the \$2.5 million surplus by \$700,000. He further stated that as Commissioner Grebner mentioned, the real question was how to fund their problem.

Judge Garcia stated that it did not feel as if the Circuit Court was maintaining and expanding their programming. He further stated that during the next budget cycle, he wondered if the balance would be 85/15, and then ultimately 100/0 at some point.

Judge Garcia stated that the Board of Commissioners should be cautious about going to a 20 percent contribution because when the millage renewal came around, he would like to give the public the same answer he originally gave them. He further stated that his office used to have 1,600 petitions a year compared to just 600 petitions now.

Judge Garcia stated that the Commissioners, especially the ones who had been on the Board of Commissioners the longest, knew of the great work his office did in shepherding this money. He further stated that he was here to advise that 20 percent felt rather uncomfortable.

Chairperson Morgan thanked Judge Garcia for his comments.

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

Chairperson Morgan stated that there were two Z List items proposed in the Liaison Committees that totaled \$300,000. He further stated that he was not sure the Finance Committee needed to rank them so much as to vote on them to determine if they would be added to the Finance Committee's Z List.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW, TO INCORPORATE BOTH OF THE Z LIST ITEMS FROM THE LIAISON COMMITTEES INTO THE FINAL CONTROLLER'S RECOMMENDED BUDGET.

Commissioner Tennis stated that there was \$300,000 in the Z List, and the Liaison Committees had recommended \$300,000 in Z List items. He further stated that his motion was to accept those recommendations.

Commissioner Grebner asked for the motion to be divided into two questions.

Discussion.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW, TO INCORPORATE USING \$228,317 TO ELIMINATE EMPLOYEE CONCESSIONS INTO THE FINANCE COMMITTEE'S Z LIST.

Commissioner Grebner stated that, if the Finance Committee did not approve this Z List item, it would be a reduction in the budget use of Fund Balance and would reduce the amount of liquidity the County would draw down. He further stated that the way the County got this Fund Balance in the first place was because there were times that the County could have spent more money and the Board of Commissioners decided otherwise.

Commissioner Grebner stated that he was opposed to this part of the motion.

Chairperson Morgan stated that, to clarify, the Finance Committee was discussing the \$228,371 to eliminate employee concessions, but Commissioner Grebner was foreshadowing ahead.

Commissioner Grebner stated he was correct.

Commissioner Maiville stated that the County budgeted for things to go bad. He asked if things improved, what mechanism the Board of Commissioners had for the Juvenile Justice Millage and the Sheriff's Office.

Commissioner Tennis stated that the Board of Commissioners dealt with budget adjustments quite frequently throughout the year, and would appropriate funds as received. He further stated that he expected once the County knew of additional funds from the State of Michigan, it would be brought through the Liaison Committee process.

Chairperson Morgan requested a roll call vote.

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

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW, TO INCORPORATE USING \$71,683 FOR DUES FOR THE TRI-COUNTY AGING CONSORTIUM INTO THE FINANCE COMMITTEE'S Z LIST.

Chairperson Morgan requested a roll call vote.

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

6. Adoption of Finance Recommended Budget

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

Commissioner Grebner asked Controller Todd to explain to the Finance Committee how much he guessed the County was drawing down liquidity with the adoption of this budget given the current assumptions.

Mr. Todd stated that he was not sure. He further stated that it depended on what the County received from the State of Michigan. He asked if Commissioner Grebner was talking about General Fund or across the board.

Commissioner Grebner stated that his question related to funds that did not need to be transferred into General Fund. He further stated that he was asking for his basic, conservative assumptions.

Mr. Todd stated that he would guess it would probably be \$500,000 less. He further stated that he expected the County to receive more money from the State of Michigan than originally expected, and there could be other revenue as well.

Commissioner Grebner stated that if the County came out of the COVID-19 pandemic by drawing down about 1 percent of their balances, he would be amazed.

Mr. Todd stated that he apologized. He further stated that he focused on the FY21 budget instead of the FY20 budget.

Commissioner Grebner stated that he understood that. He further stated that FY21 would be sixth-tenths of a percent out of balance.

Commissioner Grebner stated that the County must have been dumb-lucky. He further stated that he was glad to hear that Controller Todd was that optimistic.

Commissioner Schafer stated that through the budget process, departments were asked to submit potential budget cuts. He further stated that different departments had different sources of revenue, but the Sheriff's Office had lost 63 positions and could not function at this level, so he would be opposed to the adoption of the budget.

THE MOTION TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET CARRIED. Yeas: Morgan, Tennis, Crenshaw, Polsdofer, Grebner, Maiville **Nays:** Schafer
Absent: None

Announcements

Commissioner Crenshaw stated that he wanted to thank the Controller's Office. He further stated that this was not an easy budget to put together for the Board of Commissioners because of the COVID-19 pandemic and with the transition of bringing in a new Controller during this process.

Commissioner Crenshaw stated that he wanted to thank the Controller's Office for their hard work and dedication to getting the budget the Board of Commissioners for Commissioners to consider and have a public hearing on in the next couple of months, and start the 2021 year on a good foot.

Teri Morton, Deputy Controller, stated that she wanted to follow up on the recommendation of the County Services Committee to use Unreserved Fund Balance. She asked if it was the wish of the Finance Committee not to take up that recommendation.

Discussion.

Chairperson Morgan stated that both of the items on the Z List were incorporated into the budget.

Ms. Morton stated that in addition to the Z List items, the County Services Committee also recommended the use of Unreserved Fund Balance to cover the rest of the employee concessions. She further stated that she wanted to be clear that the Finance Committee did not act on that recommendation.

Chairperson Morgan stated that he did not see any of the Commissioners do that. He further stated that he apologized for the confusion.

Commissioner Tennis stated that his understanding was that the Finance Committee was adopting whatever the Liaison Committees had recommended, in addition to the Z List. He asked if that was part of the recommendation coming out of the County Services Committee.

Commissioner Grebner stated that County Services Committee had recommended for the Board of Commissioners to look at it, but did not feel like it was their place to recommend a different budget.

Ms. Morton stated that she thought that was a proper assessment.

Public Comment

Joe Reeves, Tri-County Office on Aging (TCOA) Finance Director, stated that he wanted to thank the Committee for supporting TCOA. He further stated that his office would do their best to spend that millage funds for all of the unmet needs of Ingham County.

Mr. Reeves stated that it would allow him as Finance Director to use the TCOA Consortium Dues for cash matching on different funding sources. He further stated that all of the comments tonight were appropriate, and the support his office had from the Commissioners to put the millage on the ballot was much appreciated.

Sheriff Scott Wriggelsworth, County Sheriff, stated that since he took office in 2017, he had played ball with the Board of Commissioners and the Controller's Office in reference to concessions when asked. He further stated that the Sheriff's Office had been hit a lot of those years, and so it was disconcerting to continue to try to play ball when in the end, his office was the only office losing General Fund positions.

Sheriff Wriggelsworth stated that his request would be if the County received windfall from the State of Michigan or some money somewhere, his office would be first in line to have that Law Enforcement Deputy paid for, because his office had lost three positions, and it was important to have that position to maintain a 24/7 operation.

Adjournment

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

**SEPTEMBER 16, 2020 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

- 2a. Sheriff's Office** – *Resolution to Authorize a Contractual Agreement Between the Ingham County Sheriff's Office and Axon Enterprise, Inc. for Body Worn Cameras and Vehicle Fleet Camera System*

This resolution will authorize an agreement between the Ingham County Sheriff's Office and Axon Enterprise, Inc. for Body Worn Cameras and Vehicle Fleet Camera Systems, for a period of five years, from October 2020 to October 2024 for an amount not to exceed \$356,595.51. The first year will be paid from the 2020 capital budget, and subsequent years of this agreement will be paid from the IT LOFT Fund. The Sheriff's Office currently uses an in-car camera system that is outdated and is in need of replacement. The Axon Camera Systems will allow for Sheriff's Office staff to record audio and video information while in the performance of their duties. The Sheriff's Office sought three written quotes for this purchase. The Sheriff's Office is recommending this product because, while there are other vendors who provide individual audio and video camera systems, none of those vendors has a complete body worn camera system that syncs with an in-car camera system as Axon Enterprise, Inc. does.

See memo for details.

- 2b. Sheriff's Office** – *Resolution to Purchase Taser Training Cartridges and Associated Equipment for the Sheriff's Office from Axon Enterprise, Inc.*

This resolution will authorize the Sheriff's Office to purchase Taser Training Cartridges and associated batteries for training from AXON Enterprise, Inc. for a total not to exceed \$7,712. The Sheriff's Office is required annually to train all staff who utilize AXON (Taser International) equipment in the performance of their duties, which requires the annual purchase of training cartridges and batteries. AXON Enterprise, Inc. is a sole source company for this equipment. Funds for this purchase are available within the Inmate Commissary fund.

See memo for details.

- 2c. Sheriff's Office** – *Resolution to Continue Patrol Car Video Storage Software Support from L3 Mobile-Vision, Inc with the Ingham County Sheriff's Office*

This resolution will authorize entering into a contract with L3 Mobile-Vision, Inc. software support for the time period of April 20, 2020 through April 21, 2021 for a cost not to exceed \$7,229.00. Funds for this purpose will come from the IT LOFT Fund. This is a contract renewal for software support for the in-car video camera system by SF Mobile-Vision, Inc. currently used by the Sheriff's Office for patrol car video storage.

3. Office of Homeland Security and Emergency Management – Resolution to Authorize a Contract with West Shore Services Inc. for the Purpose of Adding and Upgrading Outdoor Warning Sirens in Ingham County

This resolution will authorize entering into a contract with West Shore Services Inc. and utilize \$5,835 from the FY2018 Homeland Security Grant Funding to purchase one outdoor warning siren controller computer for the Ingham County Emergency Operations Center. This is part of an ongoing project to upgrade, replace, and install outdoor warning sirens in Ingham County. The outdoor warning siren project has been done in phases.

See memo for details.

4a. Circuit Court – Resolution to Accept the FY 2021 Michigan Mental Health Court Program Grant, Continue and Modify the Grant Funded Three-Quarter Time Mental Health Court-Court Services Coordinator Position and Mental Health Court-Case Coordination Specialist Position, and Authorize Subcontracts

This resolution would authorize continuation of the Mental Health Court (MHC) Case Coordination Specialist position and an increase from three quarter time to full-time of the MHC Court Services Coordinator position for the Michigan Mental Health Grant Program – Operational Grant. 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 \$129,685); drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by JSG 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 Mid-Michigan Recovery Services (MMRS); 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), or other available vendors. The total amount of the grant request is \$326,840, and the grant period is October 1, 2020 through September 30, 2021. The Court has not yet received notification from the State Court Administrative Office, but anticipates continuation of the program.

See memo for details.

4b. Circuit Court – Resolution to Accept the FY 2021 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position and Authorize 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, 2020 and ends on September 30, 2021. It will also authorize entering into subcontracts for the same grant with defense attorneys; Wellness, Inx; NorthWest Initiative – ARRO; CEI-CMH; Freedom Through Counseling; RISE Recovery Community; A.D.A.M.; and JSG, (collectively not to exceed \$129,718) once the award has been granted. The total grant request is \$215,000. 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.

5a. Circuit Court Family Division – Resolution for Acceptance of the Child and Parent Legal Representation Grant from the Michigan Department of Health and Human Services

This resolution will authorize accepting a grant award from the Michigan Department of Health and Human Services (MDHHS) for \$214,808.00 for the time period of October 1, 2020 through September 30, 2021. Funds from this grant are to be used to improve legal representation for children and parents who have had neglect and abuse actions filed with the Court. The allocation is based on anticipated Fiscal Year 2021 Appropriations for MDHHS and is subject to the availability of funds, MDHHS's anticipated Appropriation Act for FY 2021, MDHHS approval, and State Administrative Board approval. This will be the second year for the Court to receive a Child and Parent Legal Representation Grant.

The funds from this grant will be used in these 5 specific areas: Training for Attorneys and Lawyers Guardian Ad Litem, Legal Research/Resources, Vertical and Collateral Case Representation to Create Early Permanency for the Child, Recruitment of New Attorneys through a Mentorship Program, Increasing Reimbursement Rate for Family Team Meetings, and Encouraging Participation in Foster Care Review Board Proceedings by Providing Financial Compensation.

See memo for details.

5b. Circuit Court Family Division – Resolution to Authorize the Juvenile Division to Enter into a Contract with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Prescreening of Youth in Detention for Psychiatric Hospitalization

This resolution will authorize entering into a contract with Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) for prescreening of youth in detention for psychiatric hospitalization at a rate of \$646.20 per assessment, not to exceed \$7,754.40 for the period of October 1, 2020 through September 30, 2021. This contract will allow CMHA-CEI Staff to provide prescreening for psychiatric hospitalization at the Ingham County Youth Center, which will provide additional safety measures for the youth and staff. Currently, youth detained at the Ingham County Youth Center are transported to a CMHA-CEI facility to be screened for hospitalization. This physical transition from a secure to a non-secure setting increases the risk on many levels. Funds are available within the current Child Care fund budget, are the contract is eligible for State Child Care Fund reimbursement.

See memo for details.

6a. Facilities Department – Resolution to Authorize the TCOA Office Reset at the Human Services Building

This resolution would authorize the expenditure of \$224,297.07 from CIP line item #245-60199-979000-20F09 for office improvements at the Human Services Building consisting of the removal and replacement of 42 cubicles and carpeting throughout the space which the Tri-County Office on Aging (TCOA) occupies. The carpet and cubicles have both outlived their useful life expectancy; there have also been ongoing issues with the integrated electrical in the cubicles causing us to have safety concerns.

This request was tabled at a prior meeting to determine funding options. In discussions with the TCOA they have agreed to amend their lease with the County to reflect a payback of these funds over a 2 year period.

See memo for details.

6b. Facilities Department – Resolution to Authorize an Agreement with Smart Homes Inc. for the Architectural and Engineering Services for the Mason Courthouse Circuit Courtroom Technology Upgrades

This resolution will authorize entering into an agreement with Smart Homes Inc. for the architectural and engineering services for the Mason Courthouse Circuit Courtroom technology upgrades for a cost not to exceed \$14,375.00. The Mason Courthouse Circuit Courtroom is in need of technology upgrades, including audio, teleconferencing, and video recording systems. Smart Homes Inc. will furnish expertise and resources for complete design and engineering services, include programming, schematic design and construction administration. Smart Homes Inc. provided the lowest responsive and responsible proposal of \$14,375.00. Funds are available in the approved capital budget, which has \$100,000 dedicated from the equipment revolving fund for Mason Circuit Courtroom technology upgrades.

6c. Facilities Department – Resolution to Authorize an Agreement with Cusack Masonry Restoration for the Hilliard Building Exterior Renovation

This resolution will authorize entering into an agreement with Cusack Masonry Restoration for repairs to the deteriorating front terrace at the Hilliard Building. Water is currently leaking through the cracks and infiltrating to the lower level where files are stored. The scope of work includes, but is not limited to, furnishing all labor, materials, equipment and supervision to demolish, haul and dispose of brick masonry, concrete and waterproofing materials as well as perform concrete repair, reinforcement, cast-in-place, concrete patching, membrane waterproofing and joint sealing in accordance with drawings and specifications set forth by the consultant.

Six bids were received with Cusack's Masonry being the lowest. Funding will come from a transfer from the Mason Courthouse Clock Tower project (Public Improvement Fund) line item #245-90212-976000-8F02 of \$111,100.00. The remaining funds of \$55,900.00 are available in the approved 2019 CIP Hilliard Building Terrace project line item #245-90210-976000-9F16 (Public Improvements Fund). Facilities is requesting a contingency of \$12,000.00 for any uncovered conditions. For a grand total not to exceed \$167,000.00.

See memo for details.

7. 9-1-1 Dispatch Center – Resolution to Authorize Engagement of “National Testing Network, Sister Company of ErgoMetrics”

This resolution will authorize an expenditure not to exceed \$4,100 from the 9-1-1 Emergency Telephone Dispatch Services fund for testing of dispatch applicants. When COVID hit, ErgoMetrics, which 9-1-1 currently uses to test dispatcher applicants, set up a sister company, National Testing Network, NTN, which provides 9-1-1 centers the ability to test dispatch applicants virtually. Moving forward, this virtual testing tool will replace the current in-person testing. The cost is \$41.00 per person to test virtually, with an estimated total cost of up to \$4,100 to test 100 applicants.

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

This resolution authorizes a new scope of services which will be effective from October 1, 2020 through September 30, 2021. CATA will continue to provide 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, as well as operate service for persons with disabilities, known as CATA Spec-Tran. For the

period October 1, 2020 through September 30, 2021 the County shall 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 \$3,431,753 will be used to pay the actual expenses of operating, administering and marketing Spec-Tran. A maximum of \$1,224,736 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. Each subsequent Scope of Services beyond September 30, 2021 will need to be authorized by a separate, future resolution.

9a. Ingham County Fair - Resolution to Authorize a Contract with Debbi Katz Productions to Host a Halloween Event at the Ingham County Fairgrounds

This resolution authorizes a contract with Debbi Katz Productions (DKP) for an amount not to exceed \$150,000 to rent 20-25 pumpkin scenes and various ancillary items for the term of four years to provide a Halloween event at the Ingham County Fairgrounds. This event is expected to generate significant revenue for the Fair. Ticket prices will range from \$8 to \$22 depending on the age of the customer and the date they choose to come to the event. The average ticket price is \$12.77, therefore just 11,747 must be sold at the average ticket price to break even on the initial investment to DKP. The memorandum from the Fairgrounds Events Director includes further details.

9b. Ingham County Fair - Resolution Amending Resolution #19-210 to Include Winter Storage Fees for the Ingham County Fairgrounds

This resolution establishes fees for winter storage at the Ingham County Fairgrounds. The Ingham County Fairgrounds offers indoor and outdoor winter storage to residents and non-residents for camping units, cars and other recreational vehicles for the winter months to generate revenue from otherwise empty buildings on the grounds. The fee structure for winter storage was not included in Resolution #19-210 setting the fees for the 2020 season.

Winter storage revenue makes up a large percentage of off-season revenue which is vital to the operation of the fairgrounds. The 2020 budget anticipates that the Fair will generate over \$59,000 in revenue from winter storage. Due to the COVID-19 pandemic, a significant shortfall is anticipated in the Fair budget for 2020. Because of restrictions put in place on public indoor gatherings, it is unlikely that the Main Arena will be available for traditionally held events in the near future. To expand revenue opportunities and lessen the shortfall, the Fairgrounds is opening the Main Arena for winter storage this season, in addition to the other buildings that are traditionally utilized. The recommended fees are in-line with storage pricing at other, similar venues.

This resolution establishes new fees for 2020 as follows:

Indoor Winter Storage: \$12/linear foot

Outdoor Winter Storage: \$100/season

Heated Indoor Winter Storage (Main Arena): \$500 minimum/season

It is anticipated that a minimum of \$9,000 in additional revenue can be generated by opening the Main Arena to storage.

10a. Parks Department - Resolution to Authorize a Contract with JH Construction for Concrete Work at Hawk Island County Park

This resolution authorizes a contract with JH Construction for a total amount not to exceed of \$16,403.60 for concrete work at Hawk Island County Park. This project will replace approximately 2,500 square feet of concrete at Hawk Island next to the playground area. Funds are available in the Parks CIP budget.

10b. Parks Department - Resolution to Authorize a Contract with Rowe Professional Services Company for the Hawk Island Boardwalk Replacement Project

This resolution authorizes a contract to provide prime professional services for the Hawk Island Boardwalk Replacement project. The contract will be for the base bid in the amount of \$38,900 to provide prime professional services for the Hawk Island Boardwalk Replacement project, up to and not to exceed \$5,000 for reimbursements for the wetland delineation or threatened and endangered species investigation, \$423 (3%) price increase for Phase 2 of the project if it is extended through 2023 for a total amount not to exceed of \$44,323, and authorizes a contingency for the overall all work not to exceed 20% of their base bid or \$7,780 for a total of \$52,103. It will be effective the date of execution through March 1, 2021 for Phase 1 to assist in writing grants to obtain funds necessary to complete the project and through December 31, 2023 for Phase 2. Sufficient funds for this contract are included in the Parks Department budget.

10c. Parks Department - Resolution to Authorize a Contract with PNP Supply LLC as a Sole Source Vendor for the Snow Making Pipe at Hawk Island

This resolution approves entering into a contract with PNP Supply LLC in the total amount not to exceed \$31,633 for the new snow making pipe at Hawk Island. The old pipe is corroded beyond repair. Funds for this project will come from the Parks fund balance.

10d. Parks Department - Resolution to Authorize a Purchase Order with Vortex as a Sole Source Vendor for Splash Pad Equipment for Hawk Island

This resolution authorizes a Purchase Order to be issued to Vortex to purchase Splash Pad equipment for Hawk Island for a total cost not to exceed \$9,400. New equipment is necessary due to the age of the existing equipment. Funds for this purchase are available in the Parks Department 2020 CIP budget.

11a. Health Department - Resolution to Amend Staffing Services Agreement with Cross Country

This resolution extends the agreement with Cross Country for locum-tens temporary placements of Medical positions for the Ingham Community Health Centers (ICHC) and Ingham County Jail Medical to March 31, 2022 in an amount not to exceed \$450,000 annually. Costs for this agreement will be covered by attrition savings from vacant provider positions.

11b. Health Department - Resolution to convert a Health Educator II position to a Health Educator Lead position in the Strong Start Healthy Start Program.

This resolution converts a Health Educator II position to a Health Educator Lead position in the Strong Start Healthy Start (SS HS) Program, effective upon approval. This conversion will provide needed support to the SSSH supervisor. The cost of this conversion is an additional \$7,651 and will be supported with grant funds from HRSA authorized in Resolution #19-194.

11c. Health Department - Resolution to Accept Grant Funding from Georgetown University

This resolution accepts \$38,750 in grant funds from Georgetown University for participation in the Partnership for Integrating Oral Health Care into Primary Care. This award is for the period of July 1, 2020 through June 30, 2021 and is the third year of funding to cover the cost of required webinars, workgroup participation and meeting attendance.

11d. Health Department - Resolution to Accept Michigan Department of Health and Human Services (MDHHS) Funding for Minority Health Community Capacity Building 2021 Initiative

This resolution accepts a funding award in an amount not to exceed \$42,000 from the Michigan Department of Health & Human Services (MDHHS) effective October 1, 2020 through September 30, 2021. This funding will be used to convene and lead a multi-sector partnership to evaluate existing community health data that is focused on health equity and racial inequities related to social determinants of health at the local and neighborhood level.

11e. Health Department - Resolution to Accept Grant Funds from HRSA

This resolution accepts grant funds from HRSA for the Ryan White Title IV Women, Infants, Children, and Youth (Part D) award in an amount not to exceed \$483,774 annually from August 1, 2020 through July 31, 2022.

11f. Health Department - Resolution to Amend an Agreement with Health Stream, Inc. for an Online Learning Management System

This resolution extends an agreement with HealthStream Inc., for a term of September 1, 2020 through August 31, 2023 at an annual cost of \$12,470 for 430 users for the provision of an online Learning Management System. Funds for this agreement are included in the 2020 budget and 2021 budget request.

11g. Health Department - Resolution to Extend Agreement with Lara and Appriss Inc.

This resolution a no-cost, third party agreement with the Michigan Department of Licensing and Regulatory Affairs and Appriss Inc. effective August 31, 2020 through August 31, 2021 for the integration and licensing of the PMP Gateway service of MAPS with ICHD's Electronic Health Records system.

11h. Health Department - Resolution to Authorize an Agreement with Uber Health

This resolution authorizes an agreement not to exceed \$10,300 with Uber Health to provide transportation services to ICHD and ICHC patients and clients effective October 1, 2020 through September 30, 2021. Funds for this agreement are included in the Health Department's 2021 budget request.

11i. Health Department - Resolution to Amend Resolution #19-476

This resolution authorizes an amendment to Resolution #19-476 to reduce grant funds from MDHHS for the TURP-PLWH program by \$30,000 from an amount of \$249,970.10 to \$219,970.10 for FY 2020.

12. Board of Commissioners – Resolution to Authorize an Agreement with the Equity Collaborative LLC to Serve as the County’s Racial Equity Taskforce Consultant

This resolution authorizes a contract with The Equity Collaborative LLC in an amount not to exceed \$19,500 (inclusive of all travel costs), to serve as the County’s Racial Equity Taskforce Consultant. Sufficient funds for this contract were allocated in Resolution #20-271.

13a. Road Department – Resolution to Authorize the Extension of Resolution #17-348 Supplied Propane at the Road Department

This resolution will authorize the extension of Resolution #17-348 which approved propane purchase and delivery to the Ingham County Road Department, Eastern Garage location. Avery Oil & Propane of Mason will extend their pricing for two years at \$1.14/gallon of propane. Road Department’s 2021/22 budgets will cover the cost. Annual estimated cost is \$18,000.

13b. Road Department – Resolution for Highway Worker and Mechanic Market Wage Adjustments

This resolution, which is supported by an excellent memo from William Conklin, will authorize an adjustment to the AFSCME highway workers/mechanics wage structure. To summarize, Highway Workers in Classifications 4, 5 and 6 would receive a \$2.50/hour increase to the following top pay steps:

- Class 4: \$24.78/hour
- Class 5: \$25.05/hour
- Class 6: \$25.22/hour

Mechanics current classification 7 would have two steps added (Step 4 and Step 5) and one position authorized at Step 8. Hourly pay increases over existing Class 7 top step rate for 2020 to the existing top (two-year, or 3rd) step and the two new steps, 4 and 5, of Class 7, and the new Class 8 are proposed as follows:

- Class 7, existing Step 3: \$2.50/hour increase, for proposed 2020 rate of \$25.96/hour (same general increase as the Highway worker classifications discussed above)
- Class 7, new Step 4: \$3.25/hour increase, for proposed 2020 rate of \$26.71/hour
- Class 7, new Step 5: \$4.25/hour increase, for proposed 2020 rate of \$27.71/hour
- New Class 8, having only one step: \$6.00/hour increase, for proposed 2020 rate of \$29.46/hour

It is recommended that these wage adjustments be retroactive to January 1, 2020.

The wage increase will have a financial impact of roughly \$388,000 annually, which will be absorbed through the County Road Budget.

See memo for details.

14a. Human Resources – Resolution Certifying Representatives for the MERS 2020 Retirement Conference

This resolution would authorize Kendra Christian, Records Clerk-Friend of the Court as the Employee Delegate and Sue Graham, Human Resources Director as the Officer Delegate to the 74th Annual MERS Retirement Conference to be held virtually September 21-24, 2020.

See memo for details.

14b. Human Resources – *Resolution Approving Acceptance and Disbursement of First Responder Hazard Pay Premiums Program Grant Funds*

This resolution would authorize the disbursement of \$213,000 in Michigan’s First Responder Hazard Pay Premiums Program for qualifying first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19. We have not received confirmation on the award of these funds yet, but due to the requirement that funds be dispersed by September 30, 2020, we are requesting approval in advance of the official award. If the program is not funded, naturally, no funds will be distributed.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

- 1. Financial Services** – Presentation of the Audit and Financial Statements (*Comprehensive Annual Financial Report Previously Distributed*)

County of Ingham

State of Michigan

Financial Services Department

Tori S. Meyer, Director
Phone: (517) 676-7328
tmeyer@ingham.org



County Office
121 East Maple Street
P.O. Box 319
Mason, MI 48854-0319

July 6, 2020

Department of Treasury
P.O. Box 30728
Lansing, MI 48909-8228

RE: Corrective Action Plan/FY 2019/Muni Code 330000/Report ID Number 102587

Dear Mr. Vaughn:

In response to the Request for Improvement of Deficiencies-Correction Action Plan for the fiscal year 2019, relative to the annual audit, please find below the items outlined along with the corrective action plan.

Issue: Actual expenditures exceeded the amounts authorized in the budget. Please describe the actions being taken to prevent budget variances.

Response: The Department of Financial Services experienced 50% employee turnover during fiscal year 2019. There is much training and education underway currently. We feel confident that fiscal year 2020 will be much improved. Accountants are being routinely asked to perform budget variance analysis and request budget amendments where applicable. Generally we have found that expenditures are recorded in a wrong line-item, giving the appearance that the budget was exceeded. Once we re-class the expenditure to the appropriate line-item, we find that the budget was appropriate and no amendment was necessary.

Date Implemented: Implemented June 1, 2020

Issue: A budget was not adopted for all required funds.

Response: See response above.

Date Implemented: Implemented June 1, 2020

Issue: There has been a violation of the Revised Municipal Finance Act, an order issued under the Emergency Municipal Loan Act and/or other guidance as issued by the Local Government Financial Services Division.

Response: After discussion with our audit firm and yourself, as well as Mr. Goodrich from State Treasury, it appears that a mistake was made on the questionnaire that accompanies the upload of the audit to State Treasury. We feel confident that this was an anomaly and do not expect that it will occur again.

Date Implemented: Not applicable

Issue: There is non-compliance with guidance issued by the Community Engagement and Finance Division of the Department of Treasury. Please provide an explanation.

Response: Upon further inquiry, it was discovered that the issue of non-compliance is because there does not exist a formal, written ACH (automated clearing house) policy. The County has a policy and has safeguards in place, we simply need to put that policy in writing.

Date Implemented: We expect to have a fully written and board-approved policy in place by October 1, 2020 at the very latest, though discussions are underway currently to have something before the Board of Commissioners in September.

Issue: Bank reconciliations were not performed timely.

Response: While COVID-19 and furlough days have not made it easy for staff to complete their bank reconciliations timely, as a result, we expect that during 2020 there will still be a few reconciliations that may be late. Still, we have taken steps to improve this measure. One department that has consistently wrestled with timely bank reconciliations is the Circuit Court. In 2020, Circuit Court has hired a consultant to not only perform the bank reconciliations but to also train staff and improve processes to make the reconciliation easier. We fully expect that 2020 will show drastic improvement in the timeliness of bank reconciliations.

Date Implemented: October, 2019

Issue: There were reported deficiencies included with the audit report. Additional deficiencies in your report are usually found in the form of comments and recommendations located toward the end of the report. Describe the corrective action taken to eliminate each of these deficiencies.

Response: See the County's responses in the attached document.

Date Implemented: Effective immediately.

We appreciate the opportunity to develop corrective action plans, knowing that these actions will strengthen government operations and processes at Ingham County. Please do not hesitate to contact me if you have any questions!

Sincerely,

Tori S. Meyer

Director Financial Services

Enc: Report to the Ingham County Board of Commissioners

Ingham County, Michigan

**Report to the Ingham County Board of Commissioners
December 31, 2019**



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Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Independent Auditor's Report

To the Ingham County Board of Commissioners
Ingham County, Michigan

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Ingham County, Michigan (the "County") as of and for the year ended December 31, 2019 and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated June 23, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the County's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and, therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control, as described in the accompanying schedule of findings and questioned costs, that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The County's Responses to the Findings

The County's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The County's responses were not subjected to the auditing procedures applied in the audit of the financial statements, and, accordingly, we express no opinion on them.

To the Ingham County Board of Commissioners
Ingham County, Michigan

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the County's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Plante & Moran, PLLC

June 23, 2020

Schedule of Findings and Questioned Costs

Year Ended December 31, 2019

Section I - Financial Statement Audit Findings

Reference Number	Finding
2019-001	<p>Finding Type - Material weakness</p> <p>Criteria - Ingham County, Michigan should perform all bank reconciliations accurately and in a timely manner.</p> <p>Condition - Various cash accounts did not have bank account reconciliations prepared and reviewed in a timely manner for the fiscal year.</p> <p>Context - Bank reconciliations were not completed and reviewed in a timely manner for the entire year for certain cash accounts, which could lead to a material misstatement in the accounts not being detected.</p> <p>Cause - There was a lack of sufficient oversight in order to properly reconcile bank information to the general ledger.</p> <p>Effect - Bank accounts were not properly reconciled to the County's general ledger on a timely basis for the entire year.</p> <p>Recommendation - The County should continue to develop a process to reconcile all cash accounts to the general ledger in a timely manner.</p> <p>Views of Responsible Officials and Planned Corrective Actions - The county treasurer's office worked with the financial services department to produce a formal tracking worksheet that will assist them in making sure all bank accounts are being reconciled each month. A uniform bank reconciliation document was prepared and distributed, and the department was urged to adopt the uniform document. Bank reconciliations are due on or before the last day of the month following the month of reconciliation.</p> <p>The County experienced some improvement during 2019 with respect to bank reconciliations. When reconciliations were late, it was generally due to turnover within a department. One department that has continued to struggle with timely bank reconciliations over the years is the circuit court. The court retained a consultant who was able to improve some processes making it easier for the court to perform the reconciliations. The consultant is still performing bank reconciliations on behalf of the court. The County continues to strive for timely bank reconciliations to ensure that any discrepancies are quickly identified and followed up on.</p>

Ingham County, Michigan

Schedule of Findings and Questioned Costs (Continued)

Year Ended December 31, 2019

Section I - Financial Statement Audit Findings (Continued)

Reference Number	Finding
2019-002	<p>Finding Type - Material weakness</p> <p>Criteria - The County should have a process in place to ensure proper recording and reconciling of general ledger activity throughout the year, as well as identification and recording of all year-end closing entries in accordance with generally accepted accounting principles (GAAP) prior to the commencement of the audit.</p> <p>Condition - The County's general ledger and underlying financial records were not reconciled and closed in a timely manner. There were numerous adjustments that should have been identified by management that were instead identified during the audit of the County.</p> <p>Context - The accounting adjustments included corrections to cash, capital assets, unearned revenue, unavailable revenue, revenue, payables, receivables, and prepaid assets.</p> <p>Cause - The County did not have processes in place to ensure accounting activity was properly reconciled to the general ledger throughout the year or to ensure year-end closing entries were identified and recorded in the general ledger prior to the commencement of the audit.</p> <p>Effect - If the County had not recorded the auditor-identified entries, the financial statements would have been materially misstated.</p> <p>Recommendation - The County should ensure it has adequate resources to fully and accurately reconcile and record activity throughout the year and record year-end entries prior to the start of the audit. An independent review of reconciliations and trial balances prior to the start of the audit would assist in identifying and correcting potential errors.</p> <p>Views of Responsible Officials and Planned Corrective Actions - The financial services department experienced a difficult year with extraordinarily high amounts of employee turnover and employee vacancies, including the director position. A former director, now retired, was hired as a consultant to assist with the year-end close. Now that the department is fully staffed and there has been no turnover in the last seven months, the focus is on staff training. The current director now reviews all manual journal entries prepared by staff accountants. We have every reason to believe that 2019 was an anomaly and that the finance team will be operating more effectively and with more expertise as staff learn their new roles.</p>

Schedule of Findings and Questioned Costs (Continued)

Year Ended December 31, 2019

Section I - Financial Statement Audit Findings (Continued)

Reference Number	Finding
2019-003	<p>Finding Type - Material weakness</p> <p>Criteria - Individuals with the ability to create and post journal entries and process check runs should not have the ability to add or change vendors in the accounting system. In addition, there should be a review of all new vendors and vendor modifications.</p> <p>Condition - Certain individuals have access to all accounting functions, including the ability to add/change vendors, make journal entries, and enter invoices.</p> <p>Context - Certain individuals have the ability to record journal entries, enter invoices, and add/change vendors in the accounting system. In addition, there is no review of vendor modifications made in the accounting system.</p> <p>Cause - The County did not have the necessary user controls in place to reduce the possibility of material misstatements.</p> <p>Effect - Without the proper preventive controls in place surrounding adding and changing vendor information, the County is at risk for an individual being able to create fictitious vendors and processing fraudulent payments.</p> <p>Recommendation - The County should improve the controls surrounding the ability to add/change vendors within accounting system.</p> <p>Views of Responsible Officials and Planned Corrective Actions - The County has an internal control process whereby financial accountants review each check against the voucher. While no internal control is 100 percent effective, we feel that there is sufficient segregation of duties to identify fraudulent payments. Management is working towards correcting the other aspects of the finding.</p>

Ingham County, Michigan

Schedule of Findings and Questioned Costs (Continued)

Year Ended December 31, 2019

Section I - Financial Statement Audit Findings (Continued)

Reference Number	Finding
2019-004	<p>Finding Type - Material weakness</p> <p>Criteria - Ingham County Land Bank Fast Track Authority (the "Authority") - The Authority should ensure that appropriate segregation of duties is in place surrounding cash activity and that reconciliations are performed in a timely manner.</p> <p>Condition - The Authority did not have appropriate segregation of duties surrounding cash, and bank reconciliations were not prepared timely.</p> <p>Context - For part of the year, one individual was responsible for opening the mail, performing cash receipting, entering payments into the accounting system, and preparing bank deposits to be taken to the bank. In addition, bank reconciliations were not completed and reviewed in a timely manner for part of the year.</p> <p>Cause - The Authority has experienced staffing reductions over the past year, resulting in responsibilities being divided over fewer staff.</p> <p>Effect - A lack of segregation of duties and timely bank reconciliations results in a greater risk of misappropriation of assets.</p> <p>Recommendation - The Authority should review and revise its current procedures to ensure that segregation of duties exists surrounding the cash process. In addition, the Authority should have a process in place to ensure the timely reconciliation of bank accounts.</p> <p>Views of Responsible Officials and Planned Corrective Actions - During 2019, the Authority was catching up on bank reconciliations and from July through the end of the year, reconciliations were prepared and reviewed in a timely manner. In addition, the Authority began implementing better segregation of duties surrounding cash procedures during 2019 and was not able to fully implement proper segregation of duties surrounding cash receipting until January 2020. For 2020, by having more staff continuity and using the services of other consultants, procedures and processes have been placed in service to allow for timely reconciliation of bank accounts and segregation of duties surrounding the cash process. This will reduce the risk for misappropriation of assets and misstated financial records.</p>

Ingham County, Michigan

Schedule of Findings and Questioned Costs (Continued)

Year Ended December 31, 2019

Section I - Financial Statement Audit Findings (Continued)

Reference Number	Finding
2019-005	<p>Finding Type - Material weakness</p> <p>Criteria - Ingham County Medical Care Facility (the "Facility") - All significant accounts should be reconciled and reviewed periodically to detect any possible misstatements in the general ledger.</p> <p>Condition - Certain significant accounts were not reconciled timely throughout the year.</p> <p>Context - Significant areas identified where timely reconciliations were not being performed throughout the year include accounts in cash; property, plant, and equipment; and net position.</p> <p>Cause - Inconsistent timely reconciliation for certain significant accounts.</p> <p>Effect - Timely reconciliations of all significant accounts should consistently occur to detect any possible misstatement in the general ledger. Audit adjustments were proposed and made by management to property, plant, and equipment and net position.</p> <p>Recommendation - We recommend the Facility consistently perform timely reconciliations of all significant accounts.</p> <p>Views of Responsible Officials and Planned Corrective Actions - Management is working to correct the issue.</p>
2019-006	<p>Finding Type - Material weakness</p> <p>Criteria - Ingham County Medical Care Facility - There should be adequate preventive controls over electronic cash transactions to prevent a misappropriation of assets.</p> <p>Condition - The Facility did not have appropriate preventive controls in place, including lack of dual authorization of electronic transactions at a certain bank, which would potentially allow an inappropriate misappropriation of assets.</p> <p>Context - The Facility did not have appropriate preventive controls at one bank related to electronic cash transactions.</p> <p>Cause - Lack of preventive controls over electronic cash transactions.</p> <p>Effect - Preventive internal controls should be implemented to ensure a misappropriation of assets using electronic transactions could not take place.</p> <p>Recommendation - We recommend preventive internal controls, including dual authorization of electronic transactions, be implemented to ensure a misappropriation of assets using electronic transactions could not take place.</p> <p>Views of Responsible Officials and Planned Corrective Actions - Management is working to correct the issue.</p>



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

July 1, 2020

**Request for Improvement
of Deficiencies -
Corrective Action Plan**
Fiscal Year: 2019
Municipality Code: 330000
Report ID Number: 102587

Sent Via Email
Ingham County
tmeyer@ingham.org

Dear Governing Body:

The Community Engagement and Finance Division has received the audit report for the fiscal year referenced above. It is the responsibility of this division to administer certain State statutes. Consequently, your audit has been reviewed to determine compliance with budgeting, accounting, auditing, and statutory compliance related activities. This review has identified issues that we believe need your attention.

Please note the following issues corresponding to response(s) on the auditing procedures report:

- Actual expenditures exceeded the amounts authorized in the budget. Please describe actions being taken to prevent budget variances.
- There were reported deficiencies included with the audit report. Additional deficiencies in your report are usually found in the form of comments and recommendations located toward the end of the report. Describe the corrective action taken to eliminate each of these deficiencies.
- A budget was not adopted for all required funds.
- There has been a violation of the Revised Municipal Finance Act, an order issued under the Emergency Municipal Loan Act and/or other guidance as issued by the Local Government Financial Services Division.
- There is non-compliance with guidance issued by the Community Engagement and Finance Division of the Department of Treasury. Please provide an explanation.
- Bank reconciliations were not performed timely. Provide a bank reconciliation for the last month reconciled for the account(s) in question.

The matter(s) described above are either violations of state statute or are deficiencies of the local unit that may impede the local unit's ability to comply with state statute.

Additional deficiencies in your report are usually found in the form of comments and recommendations located toward the end of the report or may be filed separately. The plan should identify each Auditing Procedure Report question listed above, each additional deficiency, the corrective action to be taken, the supporting documentation requested, if any, and the date in which the action is to be implemented.

Therefore, within **30 days** from the date of this letter, please submit to us a detailed Corrective Action Plan to resolve the above-mentioned matter(s), including other deficiencies noted in your audit report. To submit your Corrective Action Plan, visit the department's online filing site at Michigan.gov/localfinancialreporting and select the File Online Reports tab. You must request local unit user access if one does not already exist. We do not accept hard-copy or emailed responses. Please combine multiple documents as only one document can be uploaded.

Failure to respond within 30 days or an inability to demonstrate that corrective action has been implemented may result in one or more of the following:

- Denial of subsequent year qualified status under Public Act 34 of 2001, the Revised Municipal Finance Act (possibly preventing your municipality the ability to borrow money);
- Subject the local unit to an audit and/or review performed by Department of Treasury auditors at the expense of the local unit.

Please contact the audit review staff at LAFD_Audits@michigan.gov if you have any questions.

Sincerely,



Cary Jay Vaughn, CPA, CGFM
Audit Manager
Community Engagement and Finance Division

TO: Board of Commissioners: Law & Courts and Finance Committees
FROM: Undersheriff Andrew R. Bouck
DATE: August 27, 2020
SUBJECT: Axon Body Worn Cameras and Vehicle Fleet Camera System

BACKGROUND

This resolution requests approval for the Ingham County Sheriff's Office to enter into an agreement with Axon Enterprise, Inc. for Body Worn Cameras and Vehicle Fleet (In-Car) Camera System. The Sheriff's Office currently uses an in-car camera system that is outdated and is in need of replacement. The Axon Camera System(s) will allow for Sheriff's Office staff to record audio and video information while in the performance of their duties.

ALTERNATIVES

Several other vendors provide body worn cameras and video camera systems, but none of those vendors has a complete system that synchronizes all audio and video information. The Axon Enterprise, Inc. system synchronizes the body worn cameras system with the in-car camera system and utilizes a web base storage system called Evidence.com for audio and video information.

FINANCIAL IMPACT

The total cost of the complete system from Axon Enterprise, Inc. is \$356,595.51 based on a five (5) year period. The projected cost breakdown is Year one (2020) - \$119,427.51, Year two (2021) - \$59,292.00, Year three (2022) - \$59,292.00, Year four (2023) - \$59,292.00, and Year five (2024) - \$59,292.00. The total cost will include annual technical support, maintenance and upgrades to all units. Important to note, that the Sheriff's Office was awarded \$40,000.00 in grant monies from MMRMA to help offset the initial cost of this project.

STRATEGIC PLANNING IMPACT

Not Applicable

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the Sheriff's Office to contract with Axon Enterprise, Inc. for Body Worn Cameras and Vehicle Fleet Camera Systems.

TO: Andrew Bouck, Undersheriff
 FROM: James Hudgins, Director of Purchasing
 DATE: September 2, 2020
 RE: Memorandum of Performance for Packet No. 139-20 Body Camera Systems for the Sheriff's Office

The Purchasing Department can confirm that three written quotes were sought and received from vendors in order to purchase a complete body and vehicle video system including goods, video storage and licensing for the Sheriff's Office.

The Purchasing Department can confirm the following:

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

A summary of the vendors' costs:

Company Name	Local Preference	Year 1 Total Cost
Midwest Public Safety LLC	No, Decatur IL	\$51,170.00
COBAN Technologies Inc.	No, Houston TX	\$58,570.00
Axon Enterprises Inc.	No, Scottsdale, AZ	\$119,427.51

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

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

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

COUNTY of INGHAM
State of Michigan
SHERIFF'S OFFICE



Scott Wriggelsworth
Sheriff

Andrew R. Bouck
Undersheriff

630 North Cedar Street
Mason, Mi 48854
(517) 676-2431
FAX (517) 676-8299

Jason Ferguson
Chief Deputy

Darin Southworth
Major

TO: Undersheriff Andy Bouck
FROM: Lt. Daniel Sump
DATE: June 29, 2020
RE: Body Camera Systems

Below is the research information you requested for Body Camera Systems for the Sheriff's Office.

Axon Body Camera System – Camera system uses cloud base recording system for video storage of all captured video. Attached quote has several options for purchasing (Just Body Cameras & Video Storage and replacement plan OR Complete Vehicle Fleet, Body Cameras & Video Storage and replacement plan) which range from approximately \$100,000.00 to \$357,000.00.

Advantages – Axon uses Evidence.com for video storage and our PA Office already has a link for shared video, Internal FOIA redaction system, Complete body & vehicle video systems integrated with each other.

Disadvantages - Cost

Safe Fleet Mobile-Vision Body Camera System – Body Camera system only using our current L3 Server for video storage. Approximate cost is \$59,000.00.

Advantages – All video captured is on our own server so no cloud base issues, recently purchased new HD In-car camera system.

Disadvantages – Officers will have two different mics for capturing video and audio from vehicle and body.

Getac Body Camera System – Body Camera system only utilizing cloud base video storage for all captured video. Approximate cost is \$52,000.00.

Advantages – Body Camera system uses cloud base for capturing all video, Internal FOIA redaction system.

Disadvantages – Will require two mics on officers for recording of video & audio from vehicle and body.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACTUAL AGREEMENT BETWEEN THE
INGHAM COUNTY SHERIFF'S OFFICE AND AXON ENTERPRISE, INC. FOR
BODY WORN CAMERAS AND VEHICLE FLEET CAMERA SYSTEM**

WHEREAS, the Ingham County Sheriff's Office wishes to enter into an agreement with Axon Enterprise, Inc. for Body Worn Cameras and Vehicle Fleet Camera Systems; and

WHEREAS, the Sheriff's Office current in-car camera system (L3 In-car Camera System) is outdated and in need of replacement; and

WHEREAS, the Axon Body Worn Cameras and Vehicle Fleet Camera Systems will be worn by all patrol staff to record audio and video interactions with the public in the performance of their duties; and

WHEREAS, the Sheriff's Office has requested quotes from other vendors and none of these vendors has a complete system that synchronizes the audio and video from the Body Worn Cameras with the Vehicle Fleet Camera System like Axon Enterprise, Inc. has the capability to do; and

WHEREAS, the Axon Enterprise, Inc. has a web based media collection server called Evidence.com to store all audio and video from the Body Worn Cameras and Vehicle Fleet Camera System; and

WHEREAS, the recorded audio and video from the Axon Body Worn Cameras and Vehicle Fleet System will be shared with the Ingham County Prosecutor's Office for criminal cases for prosecution review through Evidence.com.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement between the Ingham County Sheriff's Office and Axon Enterprise, Inc. for Body Worn Cameras and Vehicle Fleet Camera Systems, for a period of five (5) years, October 2020 to October 2024 for an amount not to exceed \$356,595.51.

BE IT FURTHER RESOLVED, that the initial, year one, cost of the Axon Body Worn Cameras and Vehicle Fleet Camera Systems will be paid from the CIP Project Account, #66430199-978000.

BE IT FURTHER RESOLVED, that the subsequent years of this agreement will be paid from the IT LOFT Fund.

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

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

TO: Board of Commissioners - Law & Courts Committee, Finance Committee
FROM: Andrew Bouck, Undersheriff
DATE: 8/19/2020
SUBJECT: Resolution to purchase Taser training cartridges & batteries
For the meeting agenda of *September 10, 2020*

BACKGROUND

The Sheriff's Office is required annually by AXON (Taser International) to train all staff who utilize AXON equipment in the performance of their duties. Effective training requires the annual purchase of training cartridges and batteries.

ALTERNATIVES

AXON is a sole source vendor and all equipment must be purchased through them exclusively.

FINANCIAL IMPACT

Maintaining on-going knowledge and skills training with the Taser tool annually yields a higher, continual level of proficiency. Deputies properly trained in the Taser have greatly limited use of force complaints, deadly force situations and legal issues. The Sheriff's Office is requesting the use of existing budgetary funding from 59530110-726010 to purchase required equipment cost of \$7,712.00.

STRATEGIC PLANNING IMPACT

Not Applicable

OTHER CONSIDERATIONS

AXON requires all members who carry a Taser to certify with the weapon on an annual basis. Part of this certification process requires the deployment of a minimum of two Taser cartridges. Deputies who fail to certify on the weapon annually are not authorized to carry or utilize the tool.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the purchase of Taser training cartridges and associated batteries.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE TASER TRAINING CARTRIDGES AND ASSOCIATED EQUIPMENT FOR THE SHERIFF'S OFFICE FROM AXON ENTERPRISE, INC.

WHEREAS, the Ingham County Sheriff's Office is responsible for police patrols and correctional security for Ingham County; and

WHEREAS, Michigan Municipal Risk Management Authority (MMRMA), the County insurance carrier, fully supports their clients obtaining Tasers as a tool to maintain safe and secure operations in daily police patrols and corrections operations; and

WHEREAS, Deputies properly equipped and trained with functional, up to date Tasers have greatly limited use of force complaints, deadly force situations and legal issues since the initial release of these police tools; and

WHEREAS, the Sheriff's Office has determined the need to provide annual Taser training to our Field Services & Correctional divisions to maintain effective proficiency; and

WHEREAS, the purchase order includes needed batteries and cartridges for certification training; and

WHEREAS, AXON Enterprise, Inc. is a sole source company for this equipment; and

WHEREAS, the total expenditure for this proposal is not to exceed \$7,712.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to purchase Taser Training Cartridges and associated batteries for training from AXON Enterprise, Inc. for a total not to exceed \$7,712.00 from the following Sheriff's Office Account: 59530110-726010.

BE IT FURTHER RESOLVED, that Ingham County recognizes AXON Enterprise, Inc. as a sole source vendor for this equipment and training.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2020 Sheriff's Office budget.

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

TO: Board of Commissioners: Law & Courts and Finance Committees
FROM: Undersheriff Andrew R. Bouck
DATE: August 28, 2020
SUBJECT: Continued patrol car video storage software support from SF Mobile-Vision, Inc
For the meeting agenda of September 10, 2020

BACKGROUND

The Ingham County Sheriff's Office currently uses in-car video camera system by SF Mobile-Vision, Inc. and wishes to renew a one year software system support with SF Mobile-Vision, Inc. The continued software support will allow the Ingham County Sheriff's Office to continue utilizing SF Mobile-Vision, Inc. support assistance with all software and applications associated with the patrol car video storage application

ALTERNATIVES

None.

FINANCIAL IMPACT

There is no financial impact as contractual services has been budgeted. The request is just to renew the existing contract relationship with the vendor.

STRATEGIC PLANNING IMPACT

Not Applicable.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a renewal contract with the vendor to continue support of existing patrol video storage software support.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTINUE PATROL CAR VIDEO STORAGE SOFTWARE SUPPORT FROM SF MOBILE-VISION, INC. WITH THE INGHAM COUNTY SHERIFF'S OFFICE

WHEREAS, the Ingham County Sheriff's Office wishes to continue software support with SF Mobile-Vision, Inc. for their car video storage software application; and

WHEREAS, the software support will include assistance in accessing the SF Mobile-Vision, Inc. car video storage software during the agreed time frame; and

WHEREAS, the continued software support agreement time frame would be for a period of twelve (12) months beginning April 20, 2020 through April 21, 2021; and

WHEREAS, the Ingham County Sheriff's Office at the end of the twelve months of software support will request annual continuations of this existing software support agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with SF Mobile-Vision, Inc. software support for the time period of twelve months beginning April 20, 2020 through April 21, 2021 for the cost not to exceed \$7,229.00.

BE IT FURTHER RESOLVED, that the funds for this purpose will come from the IT Loft Fund (636-25820-932050).

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

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

Agenda Item 3

TO: Board of Commissioners Law & Courts Committee, Finance Committee

FROM: Bob Boerkoel, Sergeant, Office of Homeland Security and Emergency Management

DATE: September 1, 2020

SUBJECT: Resolution to enter into a contract for upgrading Outdoor Warning Sirens
For the meeting agenda of *September 10, 2020*

BACKGROUND

This resolution is for the approval to utilize FY2018 Homeland Security Grant Program Funding as part of an ongoing project to upgrade, replace, and install outdoor warning sirens in Ingham County. The Outdoor warning siren project has been done in phases.

Specifically, grant funding will be used to purchase one siren controller computer for the Ingham County Emergency Operations Center (EOC) at a cost of \$5,835.00. This project serves to upgrade the emergency alert and warning siren system in Ingham County.

ALTERNATIVES

West Shore Services is the sole source vendor for the county-wide siren system in place.

FINANCIAL IMPACT

The Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal. The FY2018 HSGP funding was approved in Resolution #18-546.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it is a warning system intended to reach numerous residents concurrently; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County; (E) Facilities & Infrastructure - providing quality infrastructure as it upgrades and expands the warning siren system.

OTHER CONSIDERATIONS

The siren system is controlled jointly with the City of Lansing, and the Ingham County 9-1-1 Center serving as the primary activation point-with backups at the Lansing Emergency Operations Center and Ingham County Emergency Operations Center. All radio equipment is in compliance with FCC requirements. The Ingham County Local Planning Team has determined that the need for emergency alert and warning sirens is a funding priority.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support entering into a contract with West Shore Services Inc. in order to add and upgrade outdoor warning sirens in Ingham County.

Agenda Item 3

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH WEST SHORE SERVICES INC. FOR THE PURPOSE OF ADDING AND UPGRADING OUTDOOR WARNING SIRENS IN INGHAM COUNTY

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2018 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the Local Planning Team has determined that the need for emergency alert and warning sirens is a funding priority; and

WHEREAS, the grant funding will be used to purchase one siren controller computer for the Ingham County EOC in Ingham County; and

WHEREAS, this project serves to upgrade the emergency alert and warning siren system in Ingham County that has been completed in phases; and

WHEREAS, the siren system is controlled jointly with the City of Lansing, with the Ingham County 9-1-1 Center serving as the primary activation point - with backups at the Ingham County Emergency Operations Center and City of Lansing Emergency Operations Center; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal; and

WHEREAS, the total expenditure for this proposal is \$5,835.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with West Shore Services Inc. and to utilize \$5,835 from the FY2018 Homeland Security Grant Funding to purchase one outdoor warning siren controller computer.

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

Agenda Item 4a

TO: Law & Courts, County Services, and Finance Committees
FROM: Janice Dooley
DATE: September 2, 2020
RE: Michigan Mental Health Court Grant Program 2020-2021 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 30th Circuit Court has submitted a grant requesting \$326,840 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, 2020 through September 30, 2021. 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 Mental Health Court - Court Services Coordinator position, modify it from a three-quarter time position to full-time, and to continue the full-time Mental Health Court - Case Coordinator Specialist position as of October 1, 2020, 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 2020 and 2021 budget and position allocation lists; and sign any necessary contracts/subcontracts consistent with the Resolution.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE FY 2021 MICHIGAN MENTAL HEALTH COURT PROGRAM GRANT, CONTINUE AND MODIFY THE GRANT FUNDED THREE-QUARTER TIME MENTAL HEALTH COURT-COURT SERVICES COORDINATOR POSITION AND MENTAL HEALTH COURT-CASE COORDINATION SPECIALIST POSITION, AND AUTHORIZE SUBCONTRACTS

WHEREAS, the 30th Circuit Court has submitted a grant request in the amount of \$326,840.00 to the State Court Administrative Office (SCAO) for continuation of the Michigan Mental Health Court Operational Grant for the fiscal year of October 1, 2020 through September 30, 2021; 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 currently vacant three-quarter time Mental Health Court – Court Services Coordinator (MHC Court Services Coordinator) position, ICEA PRO05 and \$86,126 for the full-time Mental Health Court – Case Coordination Specialist (MHC Case Coordination Specialist) position, ICEA PRO05; and

WHEREAS, it is necessary to increase the MHC Court Services Coordinator position from three-quarter time to full time utilizing grant funding for the additional cost; and

WHEREAS, continuation and modification of the MHC Court Services Coordinator position and the continuation of the MHC Case Coordination Specialist position would provide increased capacity to provide continuity of service and necessary treatment and ancillary services coordination; and

WHEREAS, the 2021 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 \$129,685); and drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by JSG 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 Mid-Michigan Recovery Services (MMRS); 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); or other available vendors; and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2021 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 September 1, 2020, the Ingham County Board of Commissioners authorizes continuation and modification of the MHC Court Services Coordinator position from three-quarter time to full time and continuation of the MHC Case Coordination Specialist position for the Michigan Mental Health Grant Program – Operational Grant which has a grant period of October 1, 2020 through September 30, 2021.

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 \$129,685); and drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by JSG 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 Mid-Michigan Recovery Services (MMRS); 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 or other available vendors (collectively not to exceed \$69,355).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2020- 2021 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 4b

To: Law & Courts and Finance Committees

From: Janice M. Dooley

Date: September 2, 2020

Re: Swift and Sure Sanctions Probation Program
2020 - 2021 Operational Grant Award

The Swift and Sure Sanctions Probation Program (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 30th Circuit Court has submitted a grant requesting \$215,000 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, 2020 through September 30, 2021. 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, 2020, 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 2020 and 2021 budget and position allocation lists; and sign any necessary contract/subcontracts consistent with the Resolution.

cc: Hon. Clinton Canady
Hon. Joyce Draganchuk
Hon. Shauna Dunnings
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 2021 SWIFT AND SURE SANCTIONS PROBATION PROGRAM GRANT, CONTINUE THE GRANT FUNDED THREE-QUARTER TIME SSSPP CASE MANAGEMENT COORDINATOR POSITION AND AUTHORIZE SUBCONTRACTS

WHEREAS, the 30th Circuit Court has submitted a grant request in the amount of \$215,000 from the State Court Administrative Office (SCAO) for the fiscal year of October 1, 2020 through September 30, 2021 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, \$80,381 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 2021 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 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 JSG, (collectively not to exceed \$129,718); and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2021 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, 2020, 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, 2020 and ends on September 30, 2021, and, authorizes entering into subcontracts for the same grant with defense attorneys; Wellness, Inx; North West Initiative - ARRO; CEI-CMH; Freedom Through Counseling; RISE Recovery Community; A.D.A.M.; and JSG, (collectively not to exceed \$129,718) once the award has been granted.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2020 and 2021 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.

TO: Law and Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: August 17, 2020
SUBJECT: Child and Parent Legal Representation Grant Award
For the meeting agendas of September 10 and September 16, 2020

BACKGROUND

The 30th Judicial Circuit Court Juvenile Division was awarded a grant from the Michigan Department of Health and Human Services in the amount of \$214,808.00. The funds from this grant are to be used specifically to improve legal representation for children and parents who have had neglect and abuse actions filed with the Court. The allocation is based on anticipated Fiscal Year 2021 Appropriations for Michigan Department of Health and Human Services (MDHHS) and is subject to the availability of funds, MDHHS's anticipated Appropriation Act for FY 2021, MDHHS approval, and State Administrative Board approval. The Juvenile Division received a Child and Parent Legal Representation Grant in FY 2020 as well.

The funds from this grant will be used in these 5 specific areas:

Training for Attorneys and Lawyers Guardian Ad Litem

The Court would budget and allocate a specific amount of the grant award to be used as a scholarship to reimburse both parent attorneys and Lawyers Guardian Ad Litem for registration, lodging, mileage and meals.

The Court would approve these requests and reimburse accordingly. The reimbursement may include payment for participation in the training.

Legal Research/Resources

The Court would budget and pay annually for the Lawyers Guardian Ad Litem access to web based legal research and court rules.

Vertical and Collateral Case Representation to Create Early Permanency for the Child

The Court would budget and pay Parent Attorneys hourly for preparation and potential representation in obtaining Friend of the Court custody orders, Personal Protection Orders, and Revocation of Paternity Actions.

The Court would budget and pay for the Lawyers Guardian Ad Litem to represent minors in guardianships.

Recruitment of New Attorneys through a Mentorship Program

The Court would budget and pay attorneys to bring new attorneys to the court appointed list and mentor them through the first year.

The Court would pay a signing bonus to new court appointed attorneys.

Increase Reimbursement Rate for Family Team Meetings. Encourage participation in Foster Care Review Board Proceedings by Providing Financial Compensation.

ALTERNATIVES

Not accepting the grant would result in a loss of funds.

FINANCIAL IMPACT

Accepting the grant will cost the County no additional funds. The grant will generate \$214,808.00 in restricted funds for the purposes of improved legal representation for children and parents who have had neglect and abuse actions filed with the Court.

STRATEGIC PLANNING IMPACT

Continued and consider expansion of the network of various Ingham County Specialty Courts.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Accept the Child and Parent Legal Representation Grant from DHHS

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION FOR ACCEPTANCE OF THE CHILD AND PARENT LEGAL REPRESENTATION GRANT FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

WHEREAS, on July 29, 2020, the Michigan Department of Health and Human Services informed the 30th Judicial Circuit Court Juvenile Division that they were awarded an allocation of \$214,808.00 through the Child and Parent Legal Representation Grant for Fiscal Year 2021; and

WHEREAS, the allocation is based on anticipated Fiscal Year 2021 Appropriations for Michigan Department of Health and Human Services (MDHHS) and is subject to the availability of funds, MDHHS's anticipated Appropriation Act for FY 2021, MDHHS approval, and State Administrative Board approval; and

WHEREAS, funds from the grant must be used to improve the legal representation of children and adults who have had neglect and abuse actions filed with the Court; and

WHEREAS, funds from the grant will be used to reimburse attorneys and Lawyers Guardian Ad Litem for specific trainings; and

WHEREAS, funds from the grant will be used to pay annually for the Lawyers Guardian Ad Litem to have access to web based legal research and court rules; and

WHEREAS, funds from the grant will be used to compensate court appointed attorneys to represent parents and children in vertical and collateral cases to create early permanency for the child; and

WHEREAS, funds from the grant will be used to recruit new attorneys through a Mentorship Program; and

WHEREAS, funds from the grant will be used to increase the reimbursement rate for Family Team Meetings and encourage participation in Foster Care Review Board proceedings by providing financial compensation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant award from the Michigan Department of Health and Human Services for the sum of \$214,808.00.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2021 Circuit Court Juvenile Division budget.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to pay invoices submitted to the Court as a result of the additional grant funding.

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

TO: Law and Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: 08/17/2020
SUBJECT: Resolution Authorizing the Juvenile Division to Enter into a Contract with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Prescreening of Youth in Detention for Psychiatric Hospitalization
For the meeting agendas of September 10 and September 16, 2020

BACKGROUND

Per statute, Families Forward provides prescreening for psychiatric hospitalization. Unfortunately, Medicaid cannot be used for this service if delivered in a setting such as a youth detention center. Historically, youth detained at the Ingham County Youth Center are transported to a Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) facility to be screened for hospitalization. This physical transition from a secure to a non-secure setting increases the risk for elopement, self-harm, and/or aggressive behavior.

This contract will allow CMHA-CEI Staff to provide prescreening for psychiatric hospitalization at the Ingham County Youth Center, which will provide additional safety measures for the youth and staff. Families Forward, MDHHS, and the Court are interested in developing a partnership for this arrangement in order to mitigate risk.

Under this contract, CMHA-CEI will provide pre-screening of psychiatric hospitalization in the Ingham County Youth Center for youth who are detained and in need of this service. Typical volume has been less than twelve incidences per year. This agreement will be between the Juvenile Division and CMHA-CEI. CMHA-CEI will use the FY20 rate of \$646.20 per encounter for this service during the hours of 10:00 am – 10:00 pm, Monday through Friday timeframe of October 1, 2020 through September 30, 2021.

The contract is eligible for State Child Care Fund reimbursement.

ALTERNATIVES

Juveniles are transported to CMHA-CEI to a non-secure setting in order to receive pre-screening for psychiatric hospitalization. This may result in self-harm or escape.

FINANCIAL IMPACT

The Juvenile Division has funds available in the existing FY21 budget proposal to support the request. The cost of each assessment is \$646.20. As stated above, these pre-screening occur less than 12 times a year.

STRATEGIC PLANNING IMPACT

This contract supports Ingham County’s overarching long-term goals of promoting accessible healthcare, meeting basic needs, fostering youth development and supporting public safety.

OTHER CONSIDERATIONS

None

RECOMMENDATION

That the resolution be authorized

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE JUVENILE DIVISION TO ENTER INTO A CONTRACT WITH COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES FOR PRESCREENING OF YOUTH IN DETENTION FOR PSYCHIATRIC HOSPITALIZATION

WHEREAS, per statute, Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) Families Forward provides prescreening for youth in need of psychiatric hospitalization; and

WHEREAS, Medicaid cannot be used for this service if delivered in a setting such as a youth detention facility; and

WHEREAS, the process of transporting youth to CMHA-CEI to receive prescreening greatly increases safety concerns for the youth and staff; and

WHEREAS, the Ingham County Youth Center is able to provide additional safety measures for the youth and staff during the prescreening process; and

WHEREAS, CMHA-CEI, the Michigan Department of Health and Human Services and Juvenile Division have agreed that providing prescreening at the Ingham County Youth Center is safer for both the youth and staff; and

WHEREAS, the Fiscal Year 2020 rate used by CMHA-CEI for each prescreen is \$646.20; and

WHEREAS, historically prescreening for psychiatric hospitalization for youth in detention occurs less than 12 times a year; and

WHEREAS, CMHA-CEI and the Juvenile Division are interested in entering into a contract so prescreening can occur at the Ingham County Youth Center during the hours of 10:00 am – 10:00 pm, Monday through Friday; and

WHEREAS, the cost for this contract is State Child Care Fund reimbursable; and

WHEREAS, funds to support this contract are available in the Juvenile Division's proposed Fiscal Year 2021 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) for prescreening of youth in detention for psychiatric hospitalization at a rate of \$646.20 per assessment, not to exceed \$7,754.40 for the period of October 1, 2020 through September 30, 2021.

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: August 4, 2020
RE: Resolution Authorizing the TCOA Office Reset
For the meeting agendas of: August 18 & 19

BACKGROUND

The Facilities Department in partnership with TCOA would like to request approval from the Board of Commissioners to remove and replace the 42 cubicles and carpeting throughout the space which TCOA’s occupies within the HSB. The carpet and cubicles have both out lived their useful life expectancy, there have also been ongoing issues with the integrated electrical in the cubicles, causing us to have safety concerns.

The vendors for this project include:

Haworth via DBI who is on the State contract so three quotes were not required, this is to furnish and install furniture for the cost of \$140,241.13.

Seelye Group who is on the State contract so three quotes were not required, this is to furnish and install the carpeting for the cost of \$58,132.47.

Granger for the disposal of the cubicles and carpeting for approximately \$800.00.

Thee Electric who was the lowest of three quotes, to bring the area up to current code and connect the electrical to the new furniture for \$2,145.00.

The total combined cost is \$201,292.07.

ALTERNATIVES

The alternative would be to put this out for a formal RFP delaying the project and prolonging the safety issue.

FINANCIAL IMPACT

Funds are available in CIP line item # 245-60199-979000-20F09 which has a balance of \$225,000.00. We are also requesting a contingency of \$23,000.00 for any unforeseen circumstances, which brings the total to \$224,292.07.

OTHER CONSIDERATIONS

To cancel the project and delay it until further notice.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support resetting the TCOA Office at the Human Services Building for a grand total cost not to exceed \$224,292.07.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE TCOA OFFICE RESET AT THE
HUMAN SERVICES BUILDING**

WHEREAS, the Tri-County Office on Aging (TCOA) office space at the Human Services Building is in need of a reset due to the age and deterioration of the furniture and safety concerns with the electrical system; and

WHEREAS, Haworth via DBI is on the State of Michigan MiDeals contract, therefore three quotes were not required, to furnish and install the furniture for a cost of \$140,241.13; and

WHEREAS, Seelye Group is on the State of Michigan MiDeals contract, therefore three quotes were not required, to furnish and install carpet for a cost of \$58,132.47; and

WHEREAS, Granger will dispose of the old furniture and carpet for a cost of \$800.00; and

WHEREAS, Thee Electric, who was the lowest of three quotes, to bring the are up to current code and connect the electrical to the new furniture for \$2,145.00; and

WHEREAS, it is the recommendation of the Facilities Department in partnership with TCOA to go forward with the office reset for a total combined cost of \$201,292.07; and

WHEREAS, the Facilities Department is requesting a contingency of \$23,000.00 for unforeseen circumstances; and

WHEREAS, funds for this project are available through the approve CIP line item # 245-60199-979000-20F09.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to be issued to Haworth via DBI, 912 East Michigan Ave, Lansing, Michigan 48912 to furnish and install furniture in the TCOA office for the amount of \$140,241.13.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order be issued to Seelye Group LTD, 1411 Lake Lansing Road, Lansing, Michigan 48912, to furnish and install carpet in the TCOA office for an amount of \$58,132.47.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order be issued to Thee Electric, 1547 Haslett Road, Haslett, Michigan 48840 to bring the area to current code and connect the electric to the furniture in the TCOA office for the cost of \$2,145.00.

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

Agenda Item 6b

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

FROM: Rick Terrill, Facilities Director

DATE: September 1, 2020

RE: Resolution Authorizing an Agreement with Smart Homes, Inc. for the Architectural and Engineering Services for the Mason Courthouse Circuit Courtroom Technology Upgrades

For the meeting agendas of: September 10, 16 & 17

BACKGROUND

The Mason Courthouse Circuit Courtroom is in need of technology upgrades. This would include but not limited to upgrading the audio, teleconferencing, and video recording systems. Smart Homes Inc. will furnish expertise and resources for complete design and engineering services. This would include programming and schematic design as well as construction admin. Smart Homes Inc. provided the lowest responsive and responsible proposal of \$14,375.00.

ALTERNATIVES

The alternative would be to postpone the upgrades until a later date.

FINANCIAL IMPACT

Funds are available in the approved 2019 CIP line item # 664-13099-735100. The funding source is from the equipment revolving fund for a dedicated \$100,000 for Mason Circuit Courtroom technology upgrades.

OTHER CONSIDERATIONS

Other considerations would be to utilize the current technology in place.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Smart Homes, Inc. for the architectural and engineering services for courtroom technology upgrades at the Mason Courthouse Circuit Courtroom.

Agenda Item 6b

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: March 18, 2020
RE: Memorandum of Performance for RFP No. 1-20 Architectural and Engineering Services for Improvements to the Ingham County Courthouse

Per your request, the Purchasing Department sought proposals from experienced and qualified architectural and engineering consultants for the purpose of entering into a professional services contract for the design of a new state-of-the-art audio/video system for the historic Ingham County 30th Judicial Circuit Courtroom located in Mason, Michigan.

Technology design services to include, but not limited to, an audio system, teleconferencing system, multimedia presentation and display capabilities, videoconferencing, a digital video recording system, video surveillance equipment, assisted listening system for the hearing impaired, and a control system.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	129	37
Vendors responding	2	2

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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Phase I - Preliminary Design	Phase II - Construction Services Cost	Grand Total
Smarthomes Smart Offices	Yes, Mason MI	\$4,485.00	\$9,890.00	\$14,375.00
Matrix Consulting, Inc.	Yes, Lansing	\$25,500.00	\$20,000.00	\$45,500.00

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SMART HOMES INC. FOR THE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE MASON COURTHOUSE CIRCUIT COURTROOM TECHNOLOGY UPGRADES

WHEREAS, the Mason Courthouse Circuit Courtroom is in need of technology upgrades; and

WHEREAS, Smart Homes Inc. will furnish expertise and resources for complete design and engineering services; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Smart Homes Inc. who submitted the lowest responsive and responsible proposal of \$14,375.00 for the architectural and engineering services for the technology upgrades to the Mason Courthouse Circuit Courtroom; and

WHEREAS, funds are available from the approved 2019 CIP line item # 664-13099-735100 from the equipment revolving fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Smart Homes Inc., 210 State Street, Mason, MI 48854, for the architectural and engineering services for the Mason Courthouse Circuit Courtroom technology upgrades for a cost not to exceed \$14,375.00.

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 1, 2020

RE: Resolution Authorizing an Agreement with Cusack Masonry Restoration for the Hilliard Building Exterior Renovations

For the meeting agendas of: September 15 & 16

BACKGROUND

The front terrace of the Hilliard Building has deteriorated and water is leaking in through the cracks infiltrating the lower level where files are stored. Cusack Masonry Restoration submitted the lowest responsive and responsible proposal of \$155,000.00.

ALTERNATIVES

The alternative would be to not go forward with this project, causing more water damage to the file room in the lower level.

FINANCIAL IMPACT

A line item transfer will come from the Mason Courthouse Clock tower project (Public Improvement Fund) line item #245-90212-976000-8F02 of \$111,100.00. The remaining funds of \$55,900.00 are available in the approved 2019 CIP Hilliard Building Terrace project line item #245-90210-976000-9F16 (Public Improvements Fund). We are requesting a contingency of \$12,000.00 for any uncovered conditions. For a grand total not to exceed \$167,000.00.

OTHER CONSIDERATIONS

Other considerations would be to push the project back until next spring, with the potential that prices may go up.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Cusack Masonry Restoration for the Hilliard Building exterior renovations.

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: August 5, 2020
RE: Memorandum of Performance for RFP No. 29-20 Exterior Renovations to the Hilliard Building Plaza

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of making exterior renovations to the Hilliard Building Plaza in Mason, Michigan. The consultant on this project is WGI Michigan Inc.

The scope of work includes, but is not limited to, furnishing all labor, materials, equipment and supervision to demolish, haul and dispose of brick masonry, concrete and waterproofing materials, as well as, perform concrete repair, reinforcement, cast-in-place, concrete patching, membrane waterproofing and joint sealing in accordance with drawings and specifications set forth by the consultant.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	44	11
Vendors attending pre-bid/proposal meeting	10	4
Vendors responding	6	3

A summary of the vendors' 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 or by phone at 676-7309.

SUMMARY OF VENDOR'S COSTS.

Vendor Name	Local Pref	Base Bid	Alternate #1	Alternate #2	Alternate #3
Cusack's Masonry Restoration	No, Hubbardston, MI	\$155,000.00	\$32.00	\$3.00	\$1,200.00
Davenport Masonry, Restoration & Preservation	Yes, Holt MI	\$162,495.00	\$34.00	\$5.00	\$12,000.00
Bornor Restoration Inc.	Yes, Lansing MI	\$226,963.00	\$35.00	\$2.00	\$12,585.00
Pullman Services	No, Trenton MI	\$230,000.00	\$40.00	\$3.00	\$12,585.00
Moore Trospen Construction Company	Yes, Holt MI	\$244,800.00	\$40.00	\$3.50	\$15,585.00
RAM Construction Services	No, Kentwood, MI	\$254,853.00	\$48.00	\$0.75	\$7,525.00

Base Bid: Total Cost for Making Exterior Renovations According to the RFP & Project Documents

Alternate #1: Tuck-pointing - \$/SF

Alternate #2: Power Wash & Seal Upper Plaza - \$/SF

Alternate #3: *Credit* for Removing the Painting of the Fence & handrails from the Base Bid – Lump Sum

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CUSACK MASONRY RESTORATION
FOR THE HILLIARD BUILDING EXTERIOR RENOVATIONS**

WHEREAS, the front terrace of the Hilliard Building is in need of exterior renovations; and

WHEREAS, water is infiltrating the lower level of the Hilliard Building due to cracks in the masonry; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Cusack Masonry Restoration, who submitted the lowest responsive and responsible proposal of \$155,000.00 for the Hilliard Building exterior renovations; and

WHEREAS, the Facilities Department is requesting a contingency of \$12,000.00 for any uncovered conditions; and

WHEREAS, funds for this project will require a line item transfer from the Mason Clock Tower project (Public Improvements Fund) line item #245-90212-976000-8F02 of \$111,100.00; and

WHEREAS, the remaining \$55,900.00 for this project will come from the Hilliard Building Terrace project line item #245-90210-976000-9F16.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with Cusack Masonry Restoration, 15570 Cook Road, Hubbardston, MI 48845, for the Hilliard Building exterior renovations for an amount not to exceed \$167,000.00, which includes a \$12,000.00 contingency.

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

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

Agenda Item 7

TO: Law & Courts and Finance Committees

FROM: Terri Thornberry, 9-1-1 Director

DATE: August 31, 2020

SUBJECT: Resolution to Engage On-Line Testing for Dispatcher Applicants

BACKGROUND

This resolution is seeking approval to use a sister company of ErgoMetrics, who 9-1-1 already uses to test dispatcher applicants. When COVID hit ErgoMetrics set up a sister company, National Testing Network, NTN, which provides 9-1-1 centers the ability to test dispatch applicants virtually. This virtual testing tool is proven and definitely a way to weed out applicants early on in the process while expediting those who excel in the testing tool.

Since we have used ErgoMetrics for years to test applicants, they are already registered as a preferred vendor and we work well with the organization.

ALTERNATIVES

If we revert back to the face to face testing of all applicants we would be violating the Governor's orders of social distancing. Also byways of virtual testing the results are provided to us the same day.

FINANCIAL IMPACT

The financial impact will be \$41.00 per person to test virtually.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the purchase of \$4,100.00 to test 100 applicants.

Thank you for your attention to this matter.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENGAGEMENT OF “NATIONAL TESTING NETWORK,
SISTER COMPANY OF ERGOMETRICS”**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, Ingham County Central Dispatch is requesting permission to retain National Testing Network, NTN; and

WHEREAS, Ingham County Central Dispatch needs to begin testing for dispatcher applicants virtually since we are unable to test in person and maintain social distancing; and

WHEREAS, the all-inclusive cost for testing services for a total of 100 applicants is \$4,100.00 at a rate of \$41.00 per applicant; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners fund this request from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an expenditure not to exceed \$4,100.00 from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund for testing of dispatch applicants.

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

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

Agenda Item 8

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

RE: Special Transportation Millage Contract with CATA

DATE: September 4, 2020

BACKGROUND

This resolution authorizes a new scope of services which will be effective from October 1, 2020 through September 30, 2021. CATA will continue to provide 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, as well as operate service for persons with disabilities, known as CATA Spec-Tran.

ALTERNATIVES

The County could opt to provide this transportation system in-house. However, CATA already has the buses and infrastructure in place to provide these services, and the cost to the County to begin doing so would be too great.

FINANCIAL IMPACT

For the period October 1, 2020 through September 30, 2021 the County shall 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 \$3,431,753 will be used to pay the actual expenses of operating, administering and marketing Spec-Tran. A maximum of \$1,224,736 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. Each subsequent Scope of Services beyond September 30, 2021 will need to be authorized by a separate, future resolution.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objectives of assisting in meeting basic needs and providing a quality transportation system.

OTHER CONSIDERATIONS

A new 5-year master agreement between CATA and Ingham County needs to be adopted prior to the end of 2020.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE SIXTH 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, 2020 through September 30, 2021 the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, that 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, 2020 through September 30, 2021

For fiscal year 2021, Ingham County projects tax revenue in the amount of \$4,800,385 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 \$1,224,736 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 of \$3,431,753 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administering and marketing Spec-Tran.
4. It is understood that the current agreement between Ingham County and CATA expires December 31, 2020. Both parties intend to enter into a new contract for a period of January 1, 2021 through December 31, 2025 by end of calendar year 2020.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: September 1, 2020
SUBJECT: Halloween at the Fairgrounds

BACKGROUND

The Ingham County Fair Board's mission statement is to maintain a high-quality facility through optimal use of resources, and meet the customer's needs for staging agricultural, cultural, educational and entertainment events, paying special attention to ensure each experience is unique with the goal of becoming a premier entertainment facility in Michigan. The Ingham County Fairgrounds Halloween event will provide a one of a kind Halloween experience for all ages at an affordable yet profitable price point. The Jack O Lantern Experience is a family friendly alternative to traditional haunted attractions. Guests will stroll the Fairgrounds at night through various hand carved pumpkin scenes, built specifically for the Ingham County Fairgrounds. The Fair plans to enter into a contract with Debbi Katz Productions for an amount not to exceed \$150,000 to rent the 20-25 pumpkin scenes and various ancillary items for the term of four years.

Debbi Katz Productions will provide the following:

- Lay-outs of all 22 scenes
- Lay-out of how scenes fit on your trail (driving or walking)
- Expert Consulting
- Electrical power draw grid
- Marketing materials
- Soundtracks for the scenes
- Shipping to the venue
- One site visit prior to install
- Two DKP staff to oversee/ help with install of the shows (venue to supply six to eight staff/volunteers to help with install) for the first year.
- Stencils for any live pumpkins that will be added to the trail
- USE of JACK O LANTERN JOURNEY name and all of our images and graphics that go with that (there needs to be further discussions between the Fair and DKP before we agree to the use of the name Jack O Lantern Journey)

Ticket prices will range from \$8 to \$22 depending on the age of the customer and the date they choose to come to the event. The average ticket price is \$12.77, therefore just 11,747 must be sold at the average ticket price to break even on the initial investment to DKP.

Although specific clauses in the contract cannot be fully negotiated until the resolution is approved, DKP has verbally agreed to an early termination clause that allows The Fair to rent the show at the yearly price associated with a 4-year rental. If the Fair decides to terminate the agreement, the Fair agrees to pay the difference between the 4-year rental price and the years the show was actually rented, in essence, converting the lease to the shorter term.

Termination after year 1	\$100,000 owed + load out fee of \$5,500 + all travel costs
Termination after year 2	\$130,000 owed + load out fee of \$5,500 + all travel costs
Termination after year 3	\$75,000 owed + load out fee of \$5,500 + all travel costs

ALTERNATIVES

The Ingham County Fairgrounds could choose not pursue a Halloween attraction of this size and expense and instead create smaller, less expensive events.

FINANCIAL IMPACT

The down payment of \$10,000 will be taken from the Fair Fund Balance in 2020 in order to secure the spot. There is approximately \$225,000 currently in the fund balance. It is understood that the Fair is likely to have an operational deficit at the end of 2020, however the \$10,000 down payment is a small price to pay in the short-term in order to ensure the financial viability of the Fair for at least the next four years, should the event sell out.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective providing recreational opportunities.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for special events.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH DEBBI KATZ PRODUCTIONS TO HOST
A HALLOWEEN EVENT AT THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Ingham County Fairgrounds hosts multiple events annually in support of the Ingham County Board of Commissioners strategic goals to provide recreational activities offered to the community; and

WHEREAS, it is necessary to bring in new and exciting events to provide an entertainment outlet for County residents, and fix the long-term structural revenue issues with the Fair; and

WHEREAS, funds for the down payment will come from the Fair Fund Balance in 2020; and

WHEREAS, a budget adjustment will be necessary for 2021 to incorporate the revenues and expenses associated with this event.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a base contract with Debbi Katz Productions for \$150,000 annually for January 1, 2021-December 31, 2024 to provide a Halloween event at the Fairgrounds.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a \$10,000 down payment from the Fair Fund in 2020.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an optional payment not to exceed \$25,000 per year to further enhance the show to Debbi Katz Productions.

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

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Lindsey McKeever, Fairgrounds Events Director

DATE: August 26, 2020

SUBJECT: Resolution Amending Resolution #19-210 to Include Winter Storage Fees for The Ingham County Fairgrounds

BACKGROUND

This resolution establishes fees for winter storage at the Ingham County Fairgrounds. The Ingham County Fairgrounds offers indoor and outdoor winter storage to residents and non-residents for camping units, cars and other recreational vehicles for the winter months to generate revenue from otherwise empty buildings on the grounds. The fee structure for winter storage was not included in Resolution #19-210 setting the fees for the 2020 season.

ALTERNATIVES

Ingham County Fairgrounds does not offer winter storage and therefore loses revenue.

FINANCIAL IMPACT

Winter storage revenue makes up a large percentage of off season revenue which is vital to the operation of the fairgrounds. The 2020 budget anticipates that the Fair will generate over \$59,000 in revenue from winter storage. Due to the COVID-19 pandemic, a significant shortfall is anticipated in the Fair budget for 2020. Because of restrictions put in place on public indoor gatherings, it is unlikely that the Main Arena will be available for traditionally held events in the near future. To expand revenue opportunities and lessen the shortfall, the Fairgrounds is opening the Main Arena for winter storage this season, in addition to the other buildings that are traditionally utilized. The recommended fees are in-line with storage pricing at other, similar venues.

This resolution establishes new fees for 2020 as follows:

Indoor Winter Storage: \$12/linear foot

Outdoor Winter Storage: \$100/season

Heated Indoor Winter Storage (Main Arena): \$500minimum/season

It is anticipated that a minimum of \$9,000 additional revenue can be generated by opening the Main Arena to storage.

STRATEGIC PLANNING IMPACT

This resolution supports the long term goal of providing recreational opportunities.

OTHER CONSIDERATIONS

The Deputy Controller and Fairgrounds Events Director are recommending a more in-depth review of fees charged by the Fairgrounds. It is anticipated that a resolution will be brought forward to the Board of Commissioners at a later date.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for winter storage.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING RESOLUTION #19-210 TO INCLUDE WINTER STORAGE FEES
FOR THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations from the *Maximum Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners approved the fees for the fairgrounds in Resolution #19-210; and

WHEREAS, the current fee structure for winter storage is outdated; and

WHEREAS, it is necessary to establish new fees for winter storage; and

WHEREAS, the Ingham County Fair wishes to impose a fee of \$12 per linear foot with a \$200 minimum for indoor winter storage; and

WHEREAS, the Ingham County Fair wishes to impose a fee of \$100 per season for outdoor winter storage; and

WHEREAS, the Ingham County Fair wishes to impose a fee of \$12 per linear foot with a \$500 minimum per season for heated indoor winter storage inside the Main Arena Building.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Fairgrounds to impose fees not to exceed \$12 per linear foot for indoor winter storage, \$100 per season for outdoor winter storage and \$500 minimum per season for heated indoor winter storage inside the Main Arena Building.

BE IT FURTHER RESOLVED, that these fees will be effective for winter storage in the 2020/2021 season.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: August 25, 2020
SUBJECT: Contract with JH Construction
For the meeting agenda of 9/14/20 Human Services and 9/16/20 Finance

BACKGROUND

Staff solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for concrete work at Hawk Island County Park. Staff worked with the Purchasing Department to ensure the project is in compliance with the prevailing wage rates. Three proposals were received and the Evaluation Committee recommends that a contract be awarded to JH Construction.

ALTERNATIVES

Failure to address the identified need in the County Park's action program to provide accessible and environmentally friendly permeable concrete pathway as a model would mean it would delay the action item as identified in the Parks Master Plan.

FINANCIAL IMPACT

The Evaluation Committee recommends that a contract be awarded to JH Construction in the amount of \$16,403.60. We have these funds available in the 2020 Board approved CIP Parks Budget in line item 228-75999-974000-20P13.

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 and Section E. 4 Facilities and Infrastructure: provide user friendly, accessible facilities and quality infrastructure, by considering environmentally-friendly construction strategies.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their August 24, 2020 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with JH Construction.

TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: August 19, 2020

RE: Memorandum of Performance for Packet No. 134-20 Concrete Replacement at Hawk Island Playground

The Purchasing Department can confirm that three written bids were sought and received from vendors to replace approximately 2,500 square feet of concrete at Hawk Island next to the playground area.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	3	2
Vendors responding	3	2

A summary of the vendors' costs:

Vendor Name	Address	Local Preference	Cost
JH Construction	1167 S Aurelius Rd., Mason MI 48854	Yes	\$16,403.60
Moore Trosper	4224 Keller Road, Holt, MI 48842	Yes	\$18,500.00
E.T. Mackenzie Company	4248 West Saginaw Hwy, Grand Ledge MI 48837	No	\$33,637.00

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

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

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

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH JH CONSTRUCTION
FOR CONCRETE WORK AT HAWK ISLAND COUNTY PARK**

WHEREAS, staff solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for concrete work at Hawk Island County Park; and

WHEREAS, staff worked with the Purchasing Department to ensure the project is in compliance with the prevailing wage rates; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to JH Construction.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with JH Construction for a total amount not to exceed of \$16,403.60 for concrete work at Hawk Island County Park.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through November 30, 2020.

BE IT FURTHER RESOLVED, that there are funds available in line item 228-75999-974000-20P13 for the project.

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

BE IT FURTHER RESOLVED, that the 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 10b

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: August 25, 2020
SUBJECT: Contract with ROWE Professional Services Company
For the meeting agenda of 9/14/20 Human Services and 9/16/20 Finance

BACKGROUND

Proposals were solicited from registered architects, professional engineers and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Hawk Island Boardwalk Replacement project. We interviewed four of the ten vendors and ROWE Professional Services Company scored the highest. The evaluation committee recommends entering into a contract with ROWE Professional Services Company.

ALTERNATIVES

This project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. The alternative is to not do the project.

FINANCIAL IMPACT

Board of Commissioners Resolution 20-028 authorized \$200,000 for this project to provide professional engineers and landscape architects design and services, which was submitted for the fifth round of millage applications. There are funds available to do this project in the line item 228-62800-967000-TR084.

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

The Ingham County Park Commission supported this resolution at their August 24, 2020 meeting.

RECOMMENDATION

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

Agenda Item 10b

TO: Timothy Morgan, Parks Director
FROM: James Hudgins, Director of Purchasing
DATE: July 22, 2020
RE: Memorandum of Performance for RFP No. 113-20 Prime Professional Services for Hawk Island Boardwalk Replacement

Per your request, the Purchasing Department sought proposals from registered architects, professional engineers and landscape architects for entering into a contract to provide prime professional services for the Hawk Island Boardwalk Replacement project.

The scope of work includes, but is not limited to, providing all planning services necessary for the removal and disposal of approximately 2,000 linear feet of boardwalk and the design and construction of a new boardwalk at Hawk Island County Park. Along with oversight of MDNR grant compliance or any alternative funding compliance, if applicable.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	135	43
Vendors responding	10	5

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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Phase I	Phase II	Grand Total
		Not-to-Exceed	Not-to-Excced	
Rowe Professional Services Co.	No, Flint MI	\$24,800.00	\$14,100.00	\$38,900.00
LSG Engineers & Surveyors	Yes, Lansing MI	\$54,170.00	\$9,860.00	\$64,030.00
ocba Landscape Architects	No, Kalamazoo, MI	\$45,120.00	\$35,950.00	\$81,070.00
C2AE architecture engineering	Yes, Lansing MI	\$67,838.00	\$33,200.00	\$101,038.00
MCSA Group Inc.	No, East Grand Rapids MI	\$88,200.00	\$20,850.00	\$109,050.00
williams & works	No, Grand Rapids MI	\$51,760.00	\$86,780.00	\$138,540.00
Eng. Engineering & Surveying	Yes, Lansing MI	\$101,895.00	\$61,850.00	\$163,745.00
Spicer Group Inc	Yes, Lansing MI	\$125,000.00	\$54,000.00	\$179,000.00
Wolverine Engineers & Surveyors Inc.	Yes, Mason MI	\$97,250.00	\$86,250.00	\$183,500.00
Fleis & Vanderbrink	No, Grand Rapids MI	\$145,500.00	\$85,000.00	\$230,500.00

Phase I: Design, engineering, bid preparation, and grant submittal

Phase II: Construction oversight and grant compliance (If awarded Grant through MDNR or alternative funding sources for the project to be completed)

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH ROWE PROFESSIONAL SERVICES COMPANY FOR THE HAWK ISLAND BOARDWALK REPLACEMENT PROJECT

WHEREAS, proposals were solicited from registered architects, professional engineers and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Hawk Island Boardwalk Replacement project; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to ROWE Professional Services Company.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with ROWE Professional Services Company for the base bid in the amount of \$38,900 to provide prime professional services for the Hawk Island Boardwalk Replacement project, up to and not to exceed \$5,000 for reimbursements for the wetland delineation or threatened and endangered species investigation, \$423 (3%) price increase for Phase 2 of the project if it is extended through 2023 for a total amount not to exceed of \$44,323, and authorizes a contingency for the overall all work not to exceed 20% of their base bid or \$7,780 for a total of \$52,103.

BE IT FURTHER RESOLVED, that the contract with ROWE Professional Services Company shall be effective the date of execution through March 1, 2021 for Phase 1 to assist in writing grants to obtain funds necessary to complete the project and through December 31, 2023 for Phase 2.

BE IT FURTHER RESOLVED, that there are funds available in line item 228-62800-967000-TR084.

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

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: August 25, 2020
SUBJECT: Contract with PNP Supply LLC for the Snow Making Pipe at Hawk Island
For the meeting agenda of 9/14/20 Human Services and 9/16/20 Finance

BACKGROUND

In the fall of 2018, staff repaired two areas of the snow making pipe at Hawk Island that had developed holes in the steel. Initially it was thought these two areas were isolated and that the problem had been fixed. While attempting to prepare the snowmaking system and during the initial snowmaking days of the 2019/20 season, we discovered at least three more areas that had developed corrosion. There has been significant corrosion on the existing snow making pipe at Hawk Island. Due to this corrosion, it has greatly limited our ability to make snow for the Hawk Island Tubing Hill.

This year there was money allocated to hire a snow making engineer in order to assess the piping and recommend what to do moving forward. Board of Commissioners Resolution #20-245 authorized a contract with Ratnik Industries, and the engineer, Tim Wang, has suggested utilizing a pipe specifically designed to withstand the corrosive nature of our soils at Hawk Island. This pipe is manufactured in Austria and has been successful in applications such as ours. PNP Supply LLC out of Englewood, Colorado is the sole source vendor for this type of pipe in North America. This pipe has a life expectancy of 75 years, far exceeding the short life we experienced with the existing welded steel pipe.

This resolution authorizes Phase I for the material purchase for this project. It will take eight weeks to get the materials once we have a signed agreement and place the order, so we plan to go out to bid with an RFP through purchasing late this fall/winter to have this installed next Spring/Summer for Phase II of the project.



Hole in snowmaking pipe



2 holes in snowmaking pipe after grinding



Active Leak in snowmaking line



Snowmaking line after weld repairs



Staff repairing snowmaking lines.

ALTERNATIVES

We need to completely replace the underground snowmaking lines in order to continue to be able to operate the snow tubing hill at Hawk Island.

FINANCIAL IMPACT

This resolution requests authorization to use the Parks 208 fund balance. There are funds available to do this project in the Parks Department 208 fund balance and we are requesting a transfer of \$31,633 from the Parks Department 208 fund balance into line item 208-75600-818000.

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

The Ingham County Park Commission supported this resolution at their August 24, 2020 meeting.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH PNP SUPPLY LLC AS A
SOLE SOURCE VENDOR FOR THE SNOW MAKING PIPE AT HAWK ISLAND**

WHEREAS, there has been significant corrosion on the existing snow making pipe at Hawk Island; and

WHEREAS, proposals were solicited for a new snow making pipe at Hawk Island; and

WHEREAS, PNP Supply LLC out of Englewood, Colorado is a sole source vendor for this type of pipe in North America.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with PNP Supply LLC in the total amount not to exceed \$31,633 for the new snow making pipe at Hawk Island.

BE IT FURTHER RESOLVED, that the contract with PNP Supply LLC shall be effective the date of execution through March 1, 2021.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes \$31,633 from the Parks Department 208 fund balance for the project and the Controller/Administrator is authorized to transfer \$31,633 from the Parks Department 208 fund balance into line item 208-75600-818000.

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

BE IT FURTHER RESOLVED, that the 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 10d

TO: Board of Commissioners Finance & Human Services Committees
FROM: Tim Morgan, Parks Director
DATE: August 31, 2020
SUBJECT: Splash Pad Equipment at Hawk Island
For the meeting agenda of 9/14/20 Finance and 9/16/20 Human Services

BACKGROUND

The Hawk Island splash pad was originally designed and built with all Vortex brand splash pad features and specifications. Due to the age of the facility, it has become necessary to replace one of these original features on the splash pad. There are CIP monies allocated in 2020 for splash pad repairs, pumps, etc.

ALTERNATIVES

After investigating other companies that offer splash pad products, I am recommending that we remain with Vortex brand splash pad features. The Vortex features are designed to fit with our existing system, therefore, no retrofitting will be needed, simplifying installation. Vortex is the sole source seller of their equipment. They directly manufacture and sell their own equipment; therefore, it was not a possibility to obtain three quotes.

FINANCIAL IMPACT

There are funds available in line item 664-75299-978000-20P07.

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

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing a purchase order with Vortex.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER WITH VORTEX
AS A SOLE SOURCE VENDOR FOR SPLASH PAD EQUIPMENT FOR HAWK ISLAND**

WHEREAS, the Hawk Island Splash Pad was originally designed and built with all Vortex brand splash pad features and specifications; and

WHEREAS, due to the age of the facility, it has become necessary to replace an original feature on the splash pad; and

WHEREAS, park staff recommends the splash pad equipment be purchased for Hawk Island from Vortex in the amount of \$9,400.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a Purchase Order to be issued to Vortex to purchase Splash Pad equipment for Hawk Island for a total cost not to exceed \$9,400.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 31, 2020
SUBJECT: Authorization to Amend Staffing Services Agreement with Cross Country
For the meeting agendas of September 14 and September 16, 2020

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend Resolution #20-069 to extend the agreement with Cross Country for locum-tens temporary placements of Medical positions for the Ingham Community Health Centers (ICHC) and Ingham County Jail Medical to March 31, 2022 in an amount not to exceed \$450,000 annually, or the amount budgeted for vacant provider positions. ICHHD has used the Cross Country contract to secure coverage of critical medical provider vacancies to sustain access to care for patients and inmates until the positions are recruited and filled through staff hires. In the event of physician retirements, ICHHD must maintain at least 4.0 FTE's of Physicians to support the patient care of high-risk patient panels, sustain revenue and provide collaborative support to the advance practice professionals including Nurse Practitioners and Physician Assistants of ICHC.

ALTERNATIVES

Allow lapses in physician services from retirements until positions are recruited and filled through permanent hires. This process can take 3-18 months. The current vacancy has been vacant 18 months with active recruiting.

FINANCIAL IMPACT

The use of locum tens placements through the Cross Country agreement do not increase costs, but preserve revenue. The net financial loss of a physician vacancy is up to \$301,000 annually in lost revenue. By placing locum tens physicians during position turn over, revenue and service delivery is sustained. The cost to extend the agreement through March 31, 2022 is for an amount not to exceed \$450,000 annually or the total budgeted costs of the vacant provider positions.

STRATEGIC PLAN

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 authorization to amend Resolution #20-069 to extend the agreement with Cross Country one year through March 30, 2022, for an amount not to exceed \$450,000 or the budgeted costs of vacant provider positions annually.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND STAFFING SERVICES AGREEMENT WITH CROSS COUNTRY

WHEREAS, ICHD wishes to amend Resolution #20-069 to extend the agreement with Cross Country, for locum-tens temporary placements of Medical positions for the Ingham Community Health Centers (ICHC) and Ingham County Jail Medical to March 31, 2022 in an amount not to exceed \$450,000 annually, or the amount budgeted for vacant provider positions; and

WHEREAS, ICHD has used the Cross Country contract to secure coverage of critical medical provider vacancies to sustain access to care for patients and inmates until the positions are recruited and filled through staff hires; and

WHEREAS, in the event of physician retirements, ICHD must maintain at least 4.0 FTEs of Physicians to support the patient care of high-risk patient panels, sustain revenue and provide collaborative support to the advance practice professionals including Nurse Practitioners and Physician Assistants of ICHC; and

WHEREAS, the Health Officer and the Ingham Community Health Center Board of Directors support amending Resolution #20-069 to extend the agreement with Cross Country through March 31, 2022 for an amount not to exceed \$450,000 or the budgeted costs of vacant provider positions annually.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #20-069 to extend the agreement with Cross Country through March 31, 2022 for an amount not to exceed \$450,000 or the budgeted costs of vacant provider positions annually.

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 11b

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 1, 2020
SUBJECT: Resolution to convert a Health Educator II position to a Health Educator Lead position in the Strong Start Healthy Start Program.

BACKGROUND

Ingham County Health Department (ICHHD) wishes to use Health Resources and Services Administration (HRSA) funding to convert a Health Educator II position to a Health Educator Lead position in the Strong Start Healthy Start (SS HS) Program, effective upon approval. ICHHD received a grant from HRSA, for the period of April 1, 2019 – March 31, 2024, in the amount of \$5,470,000 authorized by Resolution #19-194. Healthy Start is a national initiative focusing on eliminating disparities in perinatal health by reducing the rate of infant mortality and improving perinatal outcomes. The SSHS grant provides clear goals and objectives however, with the current staffing model the SSHS team is finding it challenging to meet stated goals and objectives. We believe converting the Health Educator II to a Health Educator Lead role will provide needed support to the SSHS supervisor. This change will allow the supervisor more time to focus on the grant and program management, data development, outreach and partnership building, all requirements of the grant.

ALTERNATIVES

The alternative would be to not convert the Strong Start Healthy Start Health Educator II position to a Health Educator Lead position.

FINANCIAL IMPACT

Position #601446 is currently a Health Educator II (ICEA County Pro 07) and will be converted to a Health Educator – Lead (ICEA County Pro 08 with a salary range of \$59,140-\$70,997). The cost of this conversion is an additional \$7,651 and will be supported with grant funds from HRSA authorized in Resolution #19-194.

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

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to convert a Health Educator II position to a Health Educator Lead position in the Strong Start Healthy Start Program.

D Edokpolo Request 8/26/20 r1

	Proposed Increase in Pay Grade Pos # 601446 ICEA Grade 8 Step 5	Present Pos # 601446 ICEA Grade 8 Step 5	Increase in Cost Due to Change in Pay Grade
SALARY	70,997	65,092	5,905
UNEMPLYMT	355	326	29
FICA/MEDICARE	5,431	4,892	539
DENTAL	936	936	0
VISION	135	135	0
PHP MED	7,614	7,614	0
MERS 0101H	17,636	16,839	796
RTEE CHG B	3,585	3,585	0
SEPARATE	1,242	1,139	103
RET/HLTH/T	3,195	2,929	266
DISABILITY	92	85	8
LIFE 30K	115	115	0
WORKER'S COMP	57	52	5
Salary	70,997	65,092	5,905
Fringes	<u>40,393</u>	<u>38,647</u>	<u>1,746</u>
	111,390	103,739	7,651

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT A HEALTH EDUCATOR II POSITION TO A HEALTH EDUCATOR LEAD POSITION IN THE STRONG START HEALTHY START PROGRAM

WHEREAS, ICHD wishes to use Health Resources and Services Administration (HRSA) funding to convert a Health Educator II position (ICEA County Pro 07) and to a Health Educator – Lead position (ICEA County Pro 08 with a salary range of \$59,140-\$70,997) in the Strong Start Healthy Start (SS HS) Program, effective upon approval; and

WHEREAS, ICHD received a grant from HRSA, for the period of April 1, 2019 – March 31, 2024, in the amount of \$5,470,000 authorized by Resolution #19-194; and

WHEREAS, SSSH is a national initiative focusing on eliminating disparities in perinatal health by reducing the rate of infant mortality and improving perinatal outcomes; and

WHEREAS, the SSSH grant provides clear goals and objectives; however, with the current staffing model the SSSH team is finding it challenging to meet stated goals and objectives; and

WHEREAS, we believe converting the Health Educator II position (ICEA County Pro 07) and to a Health Educator – Lead position (ICEA County Pro 08 with a salary range of \$59,140-\$70,997) role will provide needed support to the SSSH supervisor; and

WHEREAS, this change will allow the supervisor more time to focus on the grant and program management, data development, outreach and partnership building, which are all requirements of the grant; and

WHEREAS, position #601446 is currently a Health Educator II (ICEA County Pro 07) and will be converted to a Health Educator – Lead (ICEA County Pro 08 with a salary range of \$59,140-\$70,997); and

WHEREAS, the cost of this conversion is an additional \$7,651 and will be supported with grant funds from HRSA authorized in Resolution #19-194; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners approves of this request to convert a Health Educator II position (ICEA County Pro 07) and to a Health Educator – Lead position (ICEA County Pro 08 with a salary range of \$59,140-\$70,997) in the Strong Start Healthy Start Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Health Department to convert a Health Educator II position (ICEA County Pro 07,) and to a Health Educator – Lead position (ICEA County Pro 08 with a salary range of \$59,140-\$70,997) in the Strong Start Healthy Start Program.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 14, 2020
SUBJECT: Resolution to Accept funding from Georgetown University
For the meeting agendas of September 14 and September 16, 2020

BACKGROUND

Ingham County Health Department's (ICHD's) Ingham Community Health Centers (ICHC) wishes to accept \$38,750 in funding from Georgetown University to allow the Women's Health and Cedar Pediatrics clinics to continue their participation in the Partnership for Integrating Oral Health Care into Primary Care, effective July 1, 2020 through June 30, 2021. These funds are awarded on a competitive basis and will be used to support Women's Health and Cedar Pediatrics' continued integration of oral health care into primary care. This funding will cover the costs for the third year of participation including required webinars, workgroup participation, and meeting attendance.

ALTERNATIVES

We are unaware of any other funding available for supporting the integration of interprofessional oral health core clinical competencies into primary care practice.

FINANCIAL IMPACT

ICHD will accept \$38,750 in grant funds from Georgetown University for participation in the Partnership for Integrating Oral Health Care into Primary Care. This award is for the period of July 1, 2020 through June 30, 2021 and is the third year of funding to cover the cost of required webinars, workgroup participation and meeting attendance.

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 the acceptance of \$38,750 funding from Georgetown University for the continued participation of Women's Health and Cedar Pediatrics in the Partnership for Integrating Oral Health Care into Primary Care.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT GRANT FUNDING FROM GEORGETOWN UNIVERSITY

WHEREAS, Ingham County Health Department's (ICHHD's) Ingham Community Health Centers (ICHC) wishes to accept \$38,750 in funding from Georgetown University to allow Women's Health and Cedar Pediatrics clinics to continue their participation in the Partnership for Integrating Oral Health Care into Primary Care, effective July 1, 2020 through June 30, 2021; and

WHEREAS, these funds are awarded on a competitive basis and will be used to support Women's Health and Cedar Pediatrics' continued integration of oral health care into primary care; and

WHEREAS, this funding will cover the costs for the third year of participation including required webinars, workgroup participation, and meeting attendance; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support the acceptance of \$38,750 of Georgetown University funds to support the continued integration of oral health care into primary care in Women's Health and Cedar Pediatrics effective July 1, 2020 through June 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of \$38,750 of Georgetown University funds to support the continued integration of oral health care into primary care in Women's Health and Cedar Pediatrics effective July 1, 2020 through June 30, 2021.

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 Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 26, 2020
SUBJECT: Authorization to Accept Minority Health Community Capacity Building Funds
For the meeting agendas of September 14 and September 16, 2020

BACKGROUND

Ingham County Health Department (ICHD) wishes to accept funding from the Michigan Department of Health and Human Services (MDHHS) in an amount not to exceed \$42,000 for the Minority Health Community Capacity Building 2021 Initiative effective October 1st, 2020 through September 30, 2021. Ingham County was selected by the MDHHS Office of Equity and Minority Health to be the recipient for this funding award. This funding will be used to convene and lead a multi-sector partnership to evaluate existing community health data that is focused on health equity and racial inequities related to social determinants of health at the local and neighborhood level. The partnership will work with community members to co-develop processes for ongoing collaboration, community engagement and needs sharing related to data collection and reporting methods. Findings will be published in a Health Equity report with the goal of creating a more comprehensive understanding of health equity and inequities throughout Ingham County and support data-driven policy and systems solutions to address these inequities. ICHD will provide financial and progress reports to and work closely with the MDHHS Office of Equity and Minority Health to evaluate the initiative.

ALTERNATIVES

The alternative to accepting this award would be to identify funding within our existing budget to support implementation.

FINANCIAL IMPACT

The award will be effective October 1, 2020 through September 30 2021, in an amount not to exceed \$42,000 and is awarded by MDHHS.

STRATEGIC PLAN

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 funding award in an amount not to exceed \$42,000 from the Michigan Department of Health & Human Services (MDHHS) effective October 1, 2020 through September 30, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (MDHHS) FUNDING FOR MINORITY HEALTH COMMUNITY CAPACITY BUILDING 2021 INITIATIVE

WHEREAS, ICHD wishes to accept funding from the Michigan Department of Health and Human Services (MDHHS) in an amount not to exceed \$42,000 for the Minority Health Community Capacity Building 2021 Initiative effective October 1st, 2020 through September 30, 2021; and

WHEREAS, ICHD was selected by the MDHHS Office of Equity and Minority Health to be the recipient for this funding award; and

WHEREAS, this funding will be used to convene and lead a multi-sector partnership to evaluate existing community health data that is focused on health equity and racial inequities related to social determinants of health at the local and neighborhood level; and

WHEREAS, the partnership will work with community members to co-develop processes for ongoing collaboration, community engagement and needs sharing related to data collection and reporting methods; and

WHEREAS, findings will be published in a Health Equity report with the goal of creating a more comprehensive understanding of health equity and inequities throughout Ingham County and support data-driven policy and systems solutions to address these inequities; and

WHEREAS, ICHD will provide financial and progress reports to and work closely with the MDHHS Office of Equity and Minority Health to evaluate the initiative; and

WHEREAS, the Health Officer has recommends that the Board of Commissioners authorize acceptance of funding from MDHHS in an amount not to exceed \$42,000 for the Minority Health Community Capacity Building 2021 Initiative effective October 1st, 2020 through September 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of funding from MDHHS in an amount not to exceed \$42,000 for the Minority Health Community Capacity Building 2021 Initiative effective October 1st, 2020 through September 30, 2021.

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 Health Officer, Linda S. Vail, MPA, is authorized to electronically sign and submit any contract documents on behalf of the county in EGRAMS 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: August 25, 2020
SUBJECT: Authorization to Accept Grant Funds from HRSA
For the meeting agendas of September 14, and 16, 2020

BACKGROUND

Ingham County Health Department (ICHD) wishes to accept grant funds from Health and Human Resources and Services Administration (HRSA) in the amount of \$483,774 annually. ICHD and HRSA have had a contract since 2012, authorized by Resolution #12-347, to provide family centered care involving outpatient and ambulatory care for women, infants, children and youth (WICY Part D) with HIV/AIDS as part of the Ryan White Program. The current award funding ends July 31, 2020. ICHD submitted a Competitive Continuation proposal to continue to provide HIV primary care services to WICY living with HIV in the Ingham County service area for the period of August 1, 2020 through July 31, 2022. ICHD has been notified of an award of new Part D funding for its Community Health Centers based Infectious Disease Program with HRSA in an amount not to exceed \$483,774. This funding will continue to support the current WICY Part D staff, supplies, equipment, and patient information materials, and will support a .20 FTE Infectious Disease Provider Services Agreement with Michigan State University (MSU) to be renewed at a 2.75% annual increase, for the amount of \$52,484.70 in Year 1 (August 1, 2020 through July 31, 2021) and in the amount of \$53,928.02 in Year 2 (August 1, 2021 through July 31, 2022).

ALTERNATIVES

ICHD could refuse the funding.

FINANCIAL IMPACT

ICHD will accept grant funds not to exceed \$483,774 annually from HRSA effective August 1, 2020 through July 31, 2022. These funds will continue to provide for a .20 FTE Infectious Disease Provider Services Agreement with MSU to be renewed with a 2.75% increase, for the amount of \$52,484.70 in Year 1 (August 1, 2020 through July 31, 2021) and in the amount of \$53,928.02 in Year 2 (August 1, 2021 through July 31, 2022).

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 CONSIDERATION:

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorization for the acceptance of grant funds from HRSA for the Ryan White Title IV Women, Infants, Children, and Youth (Part D) award in an amount not to exceed \$483,774 annually from August 1, 2020 through July 31, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT GRANT FUNDS FROM HRSA

WHEREAS, ICHD wishes to accept grant funds from Health and Human Resources and Services Administration (HRSA) in the amount of \$483,774 annually; and

WHEREAS, ICHD and HRSA have had a contract since 2012, authorized by Resolution #12-347, to provide family centered care involving outpatient and ambulatory care for women, infants, children and youth (WICY Part D) with HIV/AIDS as part of the Ryan White Program; and

WHEREAS, the current award funding ends July 31, 2020; and

WHEREAS, ICHD submitted a Competitive Continuation proposal to continue to provide HIV primary care services to WICY living with HIV in the Ingham County service area for the period of August 1, 2020 through July 31, 2022; and

WHEREAS, ICHD has been notified of an award of new Part D funding for its Community Health Centers based Infectious Disease Program with HRSA in an amount not to exceed \$483,774; and

WHEREAS, this funding will continue to support the current WICY Part D staff, supplies, equipment, and patient information materials, and will support a .20 FTE Infectious Disease Provider Services Agreement with Michigan State University (MSU) to be renewed at a 2.75% annual increase, for the amount of \$52,484.70 in Year 1 (August 1, 2020 through July 31, 2021) and in the amount of \$53,928.02 in Year 2 (August 1, 2021 through July 31, 2022); and

WHEREAS, the Health Officer and the Community Health Center Board of Directors recommends that the Board of Commissioners authorize the acceptance of the HRSA funding award for the Ryan White Title IV Women, Infants, Children, and Youth (Part D), in an amount not to exceed \$483,774 annually from August 1, 2020 through July 31, 2022.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of HRSA funding award for the Ryan White Title IV Women, Infants, Children, and Youth (Part D), in an amount not to exceed \$483,774 annually from August 1, 2020 through July 31, 2022.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2020 Budget in order to implement this resolution.

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 30, 2020

SUBJECT: Resolution to amend the agreement with Health Stream, Inc. for an online learning management system.

For the meeting agendas of September 14, 2020 & September 16, 2020

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend an agreement with HealthStream, Inc., to provide an online Learning Management System. ICHD has contracted with HealthStream since September 1, 2014. Resolution #17-362 authorized an amendment to the original agreement for a term of September 1, 2017 through August 31, 2020. ICHD would like to amend its agreement for an additional three years effective September 1, 2020 through August 31, 2023 at an annual cost of \$12,470 for 430 users. ICHD utilizes HealthStream to offer healthcare and public health trainings to its employees as well as creating and delivering its own trainings. ICHD has created and implemented almost 50 original trainings for its employees and these courses are accessed by more than 350 employees on a monthly basis. HealthStream has provided significant advantages in the management, expanse of content and tracking and reporting necessary for maintaining compliance with the Health Resources and Services Administration (HRSA), accreditation through the State of Michigan, and the Public Health Accreditation Board (PHAB). ICHD relies upon HealthStream to demonstrate its compliance in professional development, training, and credentialing to HRSA, accreditation reviewers from the State of Michigan, and PHAB.

ALTERNATIVES

ICHD could find a different Learning Management System, but that would result in the loss of the original trainings that ICHD has created using HealthStream. HealthStream is also how ICHD has trained its staff on COVID-19 response, including PPE.

FINANCIAL IMPACT

The amended agreement is for an annual licensing fee of \$12,470 for 430 users. Funds for this learning management system are included in the budget for 2020 and 2021.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

I recommend that the Ingham County Board of Commissioners authorize ICHD to amend an agreement with HealthStream Inc., for a term of September 1, 2020 through August 31, 2023 at an annual cost of \$12,470 for 430 users for the provision of an online Learning Management System.

Renewal Proposal

July 30, 2020

Presented by:
Matt Hogue
HealthStream, Inc.
Phone – 615.598.4346
209 10th Ave. South | Suite 450 | Nashville, TN | 37203
Matt.hogue@healthstream.com

Cost Proposal

Pricing Considerations

- Bundled pricing depends on # of users / solutions / term.
- Pricing valid for 30 days

3 Yr Renewal for 430 Users

SOLUTION	Users	User Price/Year	Annual Investment
HLC	430	\$6.52	\$2,803.60
Hstream	430	\$5.38	\$2,313.40
KnowledgeQ	430	\$8.80	\$3,784.00
SafetyQ	430	\$8.30	\$3,569.00
Annual Total		\$29.00	\$12,470.00

3 Yr Renewal for 450 Users

SOLUTION	Users	User Price/Year	Annual Investment
HLC	450	\$6.52	\$2,934.00
Hstream	450	\$5.38	\$2,421.00
KnowledgeQ	450	\$8.80	\$3,960.00
SafetyQ	450	\$8.30	\$3,735.00
Annual Total		\$29.00	\$13,050.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, ICHD wishes to amend an agreement with HealthStream, Inc., to provide an online Learning Management System; and

WHEREAS, ICHD has contracted with HealthStream since September 1, 2014; and

WHEREAS, Resolution #17-362 authorized an amendment to the original agreement for a term of September 1, 2017 through August 31, 2020; and

WHEREAS, ICHD would like to amend its agreement for an additional three years with effective September 1, 2020 through August 31, 2023 at an annual cost of \$12,470 for 430 users; and

WHEREAS, ICHD utilizes HealthStream to offer healthcare and public health trainings to its employees as well as creating and delivering its own trainings; and

WHEREAS, ICHD has created and implemented almost 50 original trainings for its employees and these courses are accessed by more than 350 employees on a monthly basis; and

WHEREAS, HealthStream has provided significant advantages in the management, expanse of content and tracking and reporting necessary for maintaining compliance with the Health Resources and Services Administration (HRSA), accreditation through the State of Michigan, and the Public Health Accreditation Board (PHAB); and

WHEREAS, ICHD relies upon HealthStream to demonstrate its compliance in professional development, training, and credentialing to HRSA, accreditation reviewers from the State of Michigan, and PHAB; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the amendment of Resolution #17-362 to extend the agreement with HealthStream, Inc. to provide an online Learning Management System effective September 1, 2020 through August 31, 2023 in the amount of \$12,470.00 for 430 users.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the amendment of Resolution #17-362 to extend the agreement with HealthStream, Inc. for the provision of an online Learning Management System effective September 1, 2020 through August 31, 2023 in the amount of \$12,470.00 for 430 users.

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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 1, 2020
SUBJECT: Agreement with LARA and Appriss Inc.
For the meeting agendas of September 14 and September 16, 2020

BACKGROUND

Ingham County Health Department (ICHD) wishes to extend the agreement with Michigan Department of Regulatory and Licensing Affairs (LARA) and Appriss Inc. for accessing the Michigan Automated Prescription Systems (MAPS) for one year effective September 1, 2020 through August 31, 2021. Due to changes with the State of Michigan regulatory requirements of prescribers and dispensers relative to required use of MAPS by prescribers and dispensers, LARA is offering a third party agreement between the State of Michigan, its technology partners Appriss Inc, and ICHD to become an authorized user for facilitating integration of ICHD's Electronic Health System (EHR) with MAPS, for access to the Prescription Monitoring Program (PMP) Gateway Services. MAPS is the State's prescription monitoring program to track controlled substances and schedules 2-5 drugs. It is a tool used by prescribers and dispensers to assess patient risk, and to prevent drug abuse and diversion at a prescriber, pharmacy and patient level.

ALTERNATIVES

Prescribers and subscribers are required to query MAPS in the State of Michigan. LARA is subsidizing the licensing and integration costs with Appriss Inc., with ICHD's electronic health record system. The alternative would be for ICHD to pay for these costs itself.

FINANCIAL IMPACT

There is no cost associated with this agreement. LARA will cover the integration and licensing costs of the service through August 31, 2021. The State will not cover any additional costs that ICHD's vendor (NextGen) may charge related to the integration. Any costs associated with this integration through NextGen are expected to be within the proposed costs budgeted for FY 20 and FY 21.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing ICHD to enter a no-cost, third party agreement with the Michigan Department of Licensing and Regulatory Affairs and Appriss Inc. effective August 31, 2020 through August 31, 2021 for the integration and licensing of the PMP Gateway service of MAPS with ICHD's Electronic Health Records system.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXTEND AGREEMENT WITH LARA AND APPRISS INC.

WHEREAS, ICHD wishes to extend the agreement with Michigan Department of Regulatory and Licensing Affairs (LARA) and Appriss Inc. for accessing the Michigan Automated Prescription Systems (MAPS) for one-year effective September 1, 2020 through August 31, 2021; and

WHEREAS, due to changes with the State of Michigan regulatory requirements of prescribers and dispensers relative to the required use of MAPS by prescribers and dispensers, LARA is offering a third-party agreement between the State of Michigan, its technology partners Appriss Inc, and ICHD to become an authorized user for facilitating integration of ICHD's Electronic Health System (EHR) with MAPS, for access to the Prescription Monitoring Program (PMP) Gateway Services; and

WHEREAS, MAPS is the State's prescription monitoring program to track controlled substances and schedules 2-5 drugs; and

WHEREAS, it is a tool used by prescribers and dispensers to assess patient risk, and to prevent drug abuse and diversion at a prescriber, pharmacy and patient level; and

WHEREAS, there are no costs associated with this extension as LARA will cover the integration and licensing costs of the service through August 31, 2021; and

WHEREAS, the State will not cover any additional costs that ICHD's vendor (NextGen) may charge related to the integration, any costs associated with this integration through NextGen are expected to be within the proposed costs budgeted for FY 20 and FY 21; and

WHEREAS, the Health Officer and the Community Health Center Board recommends extending the agreement with LARA and Appriss Inc. for continued access to the MAPS system effective September 1, 2020 to August 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the extension of the agreement with LARA and Appriss Inc. for continued access to the MAPS system effective September 1, 2020 through August 31, 2021.

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 Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 25, 2020
SUBJECT: Authorization to Renew agreement with Uber Health
For the meeting agendas of September 14 and September 16, 2020

BACKGROUND

Ingham County Health Department (ICHD) wishes to renew the agreement with Uber Health effective October 1, 2020 through September 30, 2021 for an amount not to exceed \$10,300.00. Through resolution #19-415, the current agreement will expire 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 in 2019 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

An alternative would be to enter into a transportation agreement with another agency.

FINANCIAL IMPACT

Uber Health service cost will vary based on use. The costs will be covered by FY21 budgeted transportation and shall not exceed \$10,300.00.

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, 2020 through September 30, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH UBER HEALTH

WHEREAS, ICHD wishes to renew the agreement with Uber Health effective October 1, 2020 through September 30, 2021 for an amount not to exceed \$10,300.00; and

WHEREAS, Resolution #19-415 states that the current agreement will expire September 30, 2020; and

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

WHEREAS, after a bid in 2019 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; 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 the costs will be covered by FY 20 budgeted transportation costs and will not exceed \$10,300.00; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Uber Health effective October 1, 2020 through September 30, 2021; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Uber Health to provide transportation services to patients and clients of ICHD and the ICHCs, effective October 1, 2020 through September 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Uber Health effective October 1, 2020 through September 30, 2021 in an amount not to exceed \$10,300.

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: Human Services and Finance Committees
FROM: Linda S. Vail, MPA Health Officer
DATE: September 3, 2020
SUBJECT: Resolution Authorizing the amendment of Resolution #19-476

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend Resolution #19-476 to reflect a reduction in funds for FY 2020 for the Tobacco Use Reduction Program for People Living with HIV (TURP-PLWH). Resolution #19-476 authorized the acceptance of grant funds from the Michigan Department of Health and Human Services (MDHHS) for \$249,970.10. MDHHS has reduced the amount that ICHD will receive for FY 20 by \$30,000.00 to an adjusted amount of \$219,970.10. Effective October 1, 2019 through September 30, 2020.

ALTERNATIVES

There are no other alternatives as this is for FY 20 funding.

FINANCIAL IMPACT

MDHHS will reduce the amount of the TURP-PLWH grant authorized in Resolution #19-476 by \$30,000.00 from \$249,970.10 to \$219,970.10 for FY 20.

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 authorize an amendment to Resolution #19-476 to reduce grant funds from MDHHS for the TURP-PLWH program by \$30,000 from an amount of \$249,970.10 to \$219,970.10 for FY 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #19-476

WHEREAS, Ingham County Health Department wishes to amend Resolution #19-476 to reflect a reduction in funds for FY 2020 for the Tobacco Use Reduction Program for People Living with HIV (TURP-PLWH); and

WHEREAS, Resolution #19-476 authorized the acceptance of grant funds from the Michigan Department of Health and Human Services (MDHHS) for \$249,970.10; and

WHEREAS, MDHHS has reduced the amount that ICHD will receive for FY 20 by \$30,000.00 to an adjusted amount of \$219,970.10, effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Health Officer recommends amending Resolution #19-476 for MDHHS to reduce grant funds from MDHHS for the TURP-PLWH program by \$30,000 from an amount of \$249,970.10 to \$219,970.10 for FY 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the amendment of Resolution #19-476 for MDHHS to reduce grant funds from MDHHS for the TURP-PLWH program by \$30,000 from an amount of \$249,970.10 to \$219,970.10 for FY 2020.

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 Health Officer, or her designee, is authorized to submit this agreement through Mi-E Grants after approval as to form by the County Attorney.

TO: Human Services and Finance Committees

FROM: Commissioner Derrell Slaughter, Law & Courts Chairperson

DATE: September 4, 2020

SUBJECT: Authorization to Enter into an Agreement with The Equity Collaborative LLC to Serve as the County's Racial Equity Taskforce Consultant

BACKGROUND

The Ingham County Board of Commissioners unanimously passed Resolution #20-254 declaring racism a public health crisis on June 9, 2020. In this resolution, Ingham County recommitted its full attention to improving the quality of life and health of our Black Ingham County residents. As a follow up to this resolution, the Board of Commissioners created the Ingham County Racial Equity Taskforce on June 23, 2020 (Resolution #20-271).

The Racial Equity Taskforce is a broadly representative advisory board made up of Ingham County leaders, employees, and the community working to achieve community-centered solutions to address the legacy of racial injustices faced by Black communities. The charge of the Ingham County Racial Equity Taskforce is to support an overarching goal of achieving equitable outcomes in wealth accumulation and income, education, safety, health and other measures of well-being among all Black Ingham County residents. Furthermore, the Racial Equity Taskforce is charged with the following actions:

- Convene County residents in a variety of locations and settings to hold broad-based, inclusive listening sessions aimed at prioritizing the needs of Black residents of Ingham County.
- Develop within six (6) months of the first meeting of the Taskforce a comprehensive set of recommendations for realignment of County and community resources and investments aimed at creating equitable outcomes in the areas of wealth accumulation and income, education, safety, health and other measures of well-being among all County residents and County employees.
- Identify and track metrics pertaining to, but not limited to, areas involving criminal justice, social capital, environmental concerns, voter suppression, education, and transportation.
- Report annually to the Ingham County Human Services Committee of the Ingham County Board of Commissioners.

Therefore, in August 2020, an RFP for a Racial Equity Taskforce Consultant was issued by the Purchasing Department to support this initiative. Five (5) proposals were received and reviewed by an Evaluation Committee which was comprised of District 3 Commissioner and Law & Courts Chairperson Derrell Slaughter; District 7 Commissioner and Human Services Chairperson Chris Trubac; Becky Bennett, Director, Board of Commissioners' Office; Adriana Leo, Policy Analyst with the Ingham County Health Department; and, Jim Hudgins, Director of Purchasing.

After review and evaluation of the proposals, the Evaluation Committee overwhelmingly recommends that the Ingham County Board of Commissioners authorize entering into an agreement with The Equity Collaborative to serve as the County's Racial Equity Taskforce Consultant. At this time, the Committee is only recommending completing Phase I (Systemic Equity Assessment and Report) of The Equity Collaborative's proposal. This process is expected to take approximately 6-8 months.

ALTERNATIVES

The BOC could elect to forego hiring an outside company and instead charge the Racial Equity Taskforce with this task.

FINANCIAL IMPACT

Resolution #20-271 appropriated \$20,000 for this important endeavor. Additional funding may be requested once Phase I of this project is completed.

OTHER CONSIDERATIONS

Other municipalities in and around Michigan are implementing similar initiatives.

STRATEGIC PLANNING IMPACT

The proposed resolution supports the Ingham County Board of Commissioners' Strategic Plan's value of diversity, equity and inclusion and long-term objective of fostering economic well-being.

RECOMMENDATION

I respectfully recommend approval of the following resolution.

TO: Derrell Slaughter, Ingham County Commissioner, District 3
CC: Becky Bennett, Director, Board of Commissioners' Office
FROM: James Hudgins, Director of Purchasing
DATE: August 18, 2020
RE: Memorandum of Performance for RFP No. 117-20 Racial Equity Taskforce Consultant

Per your request, the Purchasing Department sought proposals from qualified and experienced consultants to work with the Ingham County Board of Commissioners' newly created Racial Equity Taskforce to advance the goal of achieving equitable outcomes in wealth accumulation and income, education, safety, health and other measures of well-being among all Black Ingham County residents.

The scope of work includes, but is not limited to, investigating the efforts of other communities, nationally and internationally, that have successfully confronted the problem of racism. The awarded vendor will recommend several suitable methods of engaging community members in ameliorate racism in the County. The vendor will facilitate the development of an inaugural work plan of the Ingham County Racial Equity Taskforce; along with, soliciting information from County residents on their beliefs and attitudes regarding their own and other racial groups and interviewing key officials and community gatekeepers on the issues regarding the causes, consequences, and potential solutions to reduce the effects of racism in the County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	110	30
Vendors responding	5	0

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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Cost Not-to-Exceed
Larder Data Consulting LLC	No, Kalamazoo, MI	\$18,000.00
Amy Cell LLC	No, Ypsilanti, MI	\$19,325.00
Marquis Bradshaw Esq.	No, Brooklyn, NY	\$42,500.00 +Travel Expense
Project 986 Consulting LLC	No, Derwood MD	\$44,075.00
The Equity Collaborative	No, Hillaboro, NC	\$49,500.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE EQUITY COLLABORATIVE LLC
TO SERVE AS THE COUNTY'S RACIAL EQUITY TASKFORCE CONSULTANT**

WHEREAS, the Ingham County Board of Commissioners unanimously passed Resolution #20-254 declaring racism a public health crisis in the County of Ingham that affects all members of society on a local (urban and rural), state, and national level and demands action from all levels of government and society; and

WHEREAS, that the Ingham County Board of Commissioners adopted Resolution #20-271 establishing the Ingham County Racial Equity Taskforce, a broadly representative advisory board made up of Ingham County leaders, employees, and the community to achieve community-centered solutions to address the legacy of racial injustices faced by Black communities; and

WHEREAS, in support of this initiative, the Purchasing Department issued an RFP for a Racial Equity Taskforce Consultant and received five proposals; and

WHEREAS, after review and evaluation, the Evaluation Committee is unanimously recommending the award of the agreement to The Equity Collaborative LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with The Equity Collaborative LLC, P.O. Box 14, Hillsborough, NC 27278, in an amount not to exceed \$19,500 (inclusive of all travel costs), to serve as the County's Racial Equity Taskforce Consultant.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the agreement on behalf of the County, subject to the approval as to form by the County Attorney.

Agenda Item 13a

TO: County Services and Finance Committees

FROM: Tom Gamez, ICRD Director of Operations

DATE: August 31, 2020

SUBJECT: Extension of Resolution #17-348: Propane supplied to the Road Department.

BACKGROUND

The purpose of this correspondence is to support the extension of approved Resolution #17-348 Propane supplied to the ICRD, Eastern Garage located at 1335 E. Howell Road, Williamston, Michigan 48895, for two additional years. This two-year renewal option is in the original Resolution #17-348.

The Road Department requires propane for heating the Eastern Garage and water supply at the Eastern District Garage, with an estimated annual use of 15,000 gallons of propane a year.

ALTERNATIVES

The Eastern District Garage is located in a remote area of Ingham County where “Natural Gas” is not provided by any local utility companies. Because natural gas is not available, the garage has been designed to burn propane as a heat source. The Road Department believes propane is a cost effective and efficient heating product.

FINANCIAL IMPACT

A local vendor, Avery Oil & Propane of Mason, Michigan 48854 has agreed to the terms of Resolution #17-348 and has offered to extend their pricing for 2 years at \$1.14 per a gallon of propane and an additional \$75.00 per hour on labor for any required repairs to the Road Department propane supply system.

The Road Department’s adopted 2021 and 2022 budgets will include controllable expenditures and funds for propane. The Road Department will have sufficient funds budgeted for these two years.

RECOMMENDATION

It is the recommendation of the Purchasing and Road Department to approve the request to extend the current purchase order with Avery Oil & Propane for two additional years by extending Resolution #17-348 with an estimated annual cost of \$18,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT FOR
PROPANE SUPPLIED AND DELIVERED TO THE ROAD DEPARTMENT**

RESOLUTION # 17 – 348

WHEREAS, the Ingham County Road Department (ICRD) requires propane to be supplied and delivered to the Eastern District Garage located at 1335 E. Howell Road Williamston, Michigan 48895; and

WHEREAS; the ICRD requires propane for heating the building and water at the Eastern District Garage, with an estimated annual use of 15,000 gallons of propane a year; and

WHEREAS, the Purchasing Department recently released bid packet #144-17 and received sealed, competitive bid proposals for these services for the next 3 year period with a 2 year renewal option, beginning from date of service contract execution; and

WHEREAS, bids for supplied and delivered propane for the Eastern Garage were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of ICRD staff, to award the contract to the lowest qualified local bidder Avery Oil & Propane Mason, Michigan 48854; and

WHEREAS, the lowest bid was submitted by a non-local vendor (Crystal Flash Inc.) for \$50,550. A registered local vendor (Avery Oil & Propane) submitted a bid that was within 10% of \$50,550. Avery Oil & Propane qualifies and has agreed to utilize the local preference policy. The Purchasing dept. has verified Avery Oil & Propane can adjust their bid to match the \$50,550 low bid; and

WHEREAS, the Road Department's adopted 2017 budget includes controllable expenditures, funds for this and other maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third years of this contract.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the bid, and authorizes entering into a contract with Avery Oil & Propane Mason, Michigan 48854 for propane supplied and delivered to Road Department per bid packet #144-17 with a total estimated cost of \$50,550 for the three year period, with a 2 year renewal option. Plus \$75.00 per hour on labor for any required repairs, beginning from date of service contract execution.

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

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Grebner, Nolan, Koenig, Sebolt, Maiville
Nays: None **Absent:** None **Approved 9/19/2017**

FINANCE: Yeas: Grebner, McGrain, Hope, Anthony, Schafer, Naeyaert
Nays: None **Absent:** Tennis **Approved 9/20/2017**



3700 Rives Eaton Road
Rives Junction, Michigan 49277
Phone (517) 569-3366
Fax (517) 569-3454

402 North Street, P.O. Box 163
Mason, Michigan 48854
Phone (517) 676-9611
Fax (517) 676-9642

100 E. Russell Rd., P.O. Box 55
Tecumseh, Michigan 49286
Phone (517) 423-6602
Fax (517) 423-6603

www.averyoilandpropane.com

Bobbie Mayes
Ingham county Road Department
Mason, MI 48854

Avery Oil & Propane would like to extend the current propane contract for the next the two years. We would be happy to extend the propane price of \$1.14 a gallon until 8/182022.

Sincerely,
Fritz Schinck
Avery oil & propane

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE EXTENSION OF RESOLUTION #17-348
SUPPLIED PROPANE AT THE ROAD DEPARTMENT**

WHEREAS, the Ingham County Road Department (ICRD) requires propane to be supplied at the Eastern District Garage located at 1335 E. Howell Road Williamston, Michigan 48895; and

WHEREAS, the ICRD requires propane for heating the building and water at the Eastern District Garage, with an estimated annual use of 15,000 gallons of propane per year; and

WHEREAS, the Purchasing Department released bid packet #144-17 in September of 2017 and received sealed, competitive bid proposals for a 3 year period with a 2 year renewal option; and

WHEREAS, bids for supplied propane for the Eastern Garage were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of ICRD staff, to extend the current purchase order with the lowest qualified local bidder, Avery Oil & Propane Mason, Michigan 48854, for the two year renewal option; and

WHEREAS, Resolution #17-348 which authorized a contract for supplied and delivered propane to the ICRD was approved by the Ingham County Board of Commissioner and has an 2 year renewal option: and

WHEREAS, the Road Department's adopted 2021 and 2022 budgets shall have sufficient funds budgeted for these two years; and

WHEREAS, any propane supplied system required repairs will cost \$75.00 per hour for labor; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the extension offer and authorizes the Purchasing Dept. to process purchase orders with Avery Oil & Propane Mason, Michigan 48854 for propane supplied to Road Department per Resolution #17-348, with an estimated annual cost of \$18,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution on behalf of the County.

Agenda Item 13b

To: County Services Committee, Finance Committee

From: William Conklin, Managing Director
Ingham County Road Department (ICRD)

Date: March 6, 2020 (Deferred and submitted September 1, 2020)

RE: Proposed Resolution for Road Department Highway Worker and Mechanic Market Wage Adjustments

BACKGROUND

As discussed at the February 4, 2020 County Services committee meeting, as part of wage re-opener negotiations with the AFSCME Local 1499 Bargaining Unit, which represents the Road Department Highway Workers and Mechanics, a market wage study was performed to determine current comparable net compensation for these positions at neighboring comparable employers. As the economy has been improving and the labor market has been tightening with rising wages in the last several years, the Road Department has started to experience substantial difficulty recruiting and retaining qualified or preferably more experienced employees in these positions due to generally higher net compensation being paid for these positions at neighboring comparable employers in the mid-Michigan area. Eight Highway Workers or Mechanics have voluntarily departed for other employment offering higher pay in the period of 2017 through 2019, which is well above normal. Additionally, our vacancies have persisted substantially longer than normal as it has taken more time to find qualified applicants in the increasingly tight labor market.

The wage and benefit study compared 2019 annual straight time base wages less employee paid benefit contributions in order to compare net compensation. The neighboring comparable employers used in the final analysis included the following: Livingston, Clinton, Washtenaw, Jackson, and Saginaw County Road Commissions (or Departments), and City of Lansing Public Services Department--Operations & Maintenance Division. The comparable employers were chosen based on several criteria including proximity, similarity in job descriptions, and similar employment size. The comparable employers chosen were also deemed by the County Attorney to be those most likely to be used in Fact Finding if wage negotiations with the AFSCME Bargaining Unit were to progress to that step. The study involved the most comparable positions at each employer per review of the correlated job descriptions including ICRD's three pay grades or classes of Highway Workers, Classifications 4 through 6, (there are no classifications 1 through 3) and one current pay grade of Mechanics, Classification 7.

Healthcare and retirement were the two main benefit programs included in the study as most other benefits such as paid leave time, holidays, and other benefits are typically similar between the employers and/or have less effect on net compensation. Variations in healthcare and retirement programs between the compared employers made comparison difficult in some cases.

Many employers have tiers in their retirement plans resulting in differing retirement benefits relating to date of hire, which were adopted in the recent past as employers have faced increasing legacy costs with flat or declining revenue. The Ingham County/AFSCME Local 1499 Collective Bargaining Agreement (CBA) includes 3 tiers of retirement plans having benefit factor and employee cost share very briefly summarized as follows:

Hired before Sep.19, 2011-- Defined Benefit (DB) plan having 2.5% benefit factor with employee cost share of 1.2% of gross wages; Hired between Sep.19, 2011, and Jan. 1, 2014—DB with 1.5% factor with same 1.2% employee cost; Hired after Jan. 1, 2014—Hybrid plan including 1% employer and employee contributions to a Defined Contribution (DC) component and a 1.25% factor in the DB component with no employee cost share.

Similarly some employers have been introducing lower benefit level health plans while adding employee premium sharing for any higher level plans offered in order to control costs and/or to comply with Michigan Public Act 152 of 2011. PA 152 legislated maximum public employer health care funding percentages or annually adjusted hard caps. County road commissions and other “public employers” as defined in PA 152 cannot opt out of compliance with the act, whereas “local units of government”, including counties and their departments, can. Nonetheless, to control employer costs, Ingham County offers three levels of health care plans with a zero employee cost, high deductible base plan and increasing employee premium sharing on the standard and high plans.

Despite variations in health and retirement plans, the focus of this compensation comparison was kept on comparing the employee costs of the most similar options or tiers of the benefit plans. For retirement, if a comparable employer has retirement plan tiers, the study focused on tiers covering the most recent hires at each employer as this is the tier available for attracting and retaining new hires. Otherwise, if the other employer does not have tiers of retirement plans, the study compared the most comparable Ingham/AFSCME retirement tier. For healthcare, both the Ingham County base and standard plans were compared to the other employer’s plan or closest choice of plans. However, the final analysis focused on comparing the Ingham County standard plan as most ICRD AFSCME employees continue to choose that plan in order to avoid exposure to high deductibles.

One spreadsheet for each of the above listed six comparable employers is attached. Each spreadsheet includes four pairs of columns, one pair for each current ICRD/AFSCME pay grade or classification, 4 through 7. Each spreadsheet then has 5 summation lines in order to net out the compensation assuming several different results typically including the following: Gross wage less employee retirement contribution, above less employee health plan contribution, and net of all above less health plan annual Maximum Out Of Pocket (MOOP) cost. Similar summation lines are provided for both Ingham County’s base and standard health plans. Footnotes are also shown to indicate differences in the various benefits plans as this affects the computations. The final comparison of net compensation with all other employers was based on the bottom summation line (typically “sum” line 5) of each attached spreadsheet as this summation assumes the Ingham County standard health plan, but without deduction of the MOOP, as it was agreed with the Union that this represents the most typical net compensation condition for most of the ICRD/AFSCME employees.

RECOMMENDATIONS

A. Highway Workers, Classifications 4, 5 and 6

The weighted average of the difference in net hourly compensation between the three Highway Worker classifications (not including Mechanics) and the corresponding positions at the comparable employers listed above, weighted by ICRD’s numbers of employees in classes 4 and 5 of the Highway Worker positions is \$2.53/hour (Class 6 is only used on a temporary or seasonal basis with a temporary transfer of an existing Class 4 or 5 employee). As discussed immediately above, net compensation assumed for final analysis was shown on the bottom summation lines of the attached spreadsheets. Therefore a total current adjustment of \$2.50/hour for all of the AFSCME Highway Workers, classifications 4 through 6, is recommended. This would consist of the 2% wage adjustment authorized for the 2019 wage reopener negotiations with the remainder being the recommended additional market adjustment.

The resulting 2020 wage rates proposed for the top pay step of the Highway Workers classifications 4, 5 and 6 would be as follows:

Class 4: \$24.78/hour

Class 5: \$25.05/hour

Class 6: \$25.22/hour

B. Mechanics, Current Classification 7

The current AFSCME-Ingham County Collective Bargaining Agreement (CBA) provides three Class 7 pay steps—start, one year, and two year based strictly on the required, listed years on the job (a current CBA step table for employees hired after September 19, 2011, providing only the start and two year steps, is proposed to be eliminated per a Tentative Agreement). Two additional new steps based on qualifications for Class 7 and a new, single step Class 8, with commensurate higher wages are proposed as shown in red as shown on the attached mark-up of the existing Mechanic, Class 7 job description. Attainment of the new steps 4 and 5 of Class 7 would be available to any/all Class 7 employees if/when they achieve the required qualifications. Only one position is currently requested to be authorized in Class 8, which would be filled by posting.

Hourly pay increases over existing Class 7 top step rate for 2020 to the existing top (two-year, or 3rd) step and the two new steps, 4 and 5, of Class 7, and the new Class 8 are proposed as follows:

Class 7, existing Step 3: \$2.50/hour increase, for proposed 2020 rate of \$25.96/hour (same general increase as the Highway worker classifications discussed above)

Class 7, new Step 4: \$3.25/hour increase, for proposed 2020 rate of \$26.71/hour

Class 7, new Step 5: \$4.25/hour increase, for proposed 2020 rate of \$27.71/hour

New Class 8, having only one step: \$6.00/hour increase, for proposed 2020 rate of \$29.46/hour

Again the proposed \$4.25/hour rate increase for the new top step 5 of Class 7 is based on the average, \$4.10/hour, for the difference in net hourly compensation between the current ICRD Class 7 position and the corresponding positions at the comparable employers listed above, with a small increment added to reflect the value of the additional qualifications proposed, which are not typically required by the comparable employers. The Class 7, new Step 4, \$3.25/hour increase is proposed as an intermediate step between the existing and new top steps in order to provide a more of professional development path in this classification similar to that being developed or offered at competing employers. The new Class 8 pay rate of \$29.46/hour, while not based on comparable rates found at the six above listed employers, is based on both comparison with similar work and qualification requirements in other industries and the desire to have an increment sufficient to motivate employees to pursue the extra qualifications required of this level.

C. Recommendation to have above proposed market adjustments retroactive to January 1, 2020.

It also recommended to have the above proposed market wage adjustments retroactive to January 1, 2020. AFSCME requested a market study of comparable wages at the 2018 wage reopener negotiations for the 2019 wage re-opener. A brief wage comparison was prepared for the start of 2019 wage negotiations, but upon working into the details during 2019 wage negotiations, it was found a more in-depth study was needed to take into account the effects of the various larger benefit programs on net compensation. Receiving this sometimes voluminous information from the other employers, analyzing and boiling it down into the attached spreadsheets, scheduling various negotiation sessions, mediation, and a closed session with the County Services Committee to discuss the findings and receive Committee negotiation direction, and other steps necessary in arriving at the

current recommendation and attached resolution took time well beyond the beginning of 2020, while employees of similar positions at the comparable employers were being compensated above our employees. Thus, I believe the ICRD AFSCME employees should not be impacted by the time it took to arrive at today's recommendation and deserve the recommended adjustment effective at the beginning of this year.

D. Packaging of the above proposed market adjustments.

The above proposed wage adjustments consist of the 2% wage adjustment authorized for the 2019 wage reopener negotiations (exact amount varies with position per current pay rate) with the remainder being the recommended market adjustment. The attached resolution is for the market wage adjustments. The AFSCME Bargaining Unit has not yet ratified a Tentative Agreement (TA) for the 2% wage adjustment as they have been awaiting consideration of the market adjustment component. The 2% TA would be submitted in the future if/when ratified by the Bargaining Unit and will be based on the currently existing wage rates. Therefore the attached resolution would authorize the market wage adjustments in each existing step of each existing classification, the two new steps of Class 7 and the new single step of Class 8 as shown in the table below. The 2% wage adjustment will not apply to the two new steps of Class 7 and the one step of Class 8 as the full intended rates for those are now being proposed here.

RECOMMENDED INGHAM COUNTY ROAD DEPARTMENT / AFSCME LOCAL 1499 MARKET WAGE ADJUSTMENTS									
All rates in \$/hour.									
CLASSIFICATION	STEP 1	ADJUSTMENT	STEP 2	ADJUSTMENT	STEP 3	ADJUSTMENT	STEP 4	STEP 5	
	START		ONE YEAR		TWO YEARS		NEW STEP	NEW STEP	
	CURRENT RATE		CURRENT RATE		CURRENT RATE		CLASS 7 ONLY	CLASS 7 AND 8 ONLY	
4 (Hwy Worker)	19.389	2.112	20.842	2.083	22.276	2.054			
5 (Hwy Worker)	19.530	2.109	21.036	2.079	22.546	2.049			
6 (Hwy Worker)	19.712	2.106	21.188	2.076	22.717	2.046			
7 (Mechanic)	21.113	2.078	22.706	2.046	23.461	2.031	26.711	27.711	
8 (Welder/Fabricator)	NEW GRADE, ONE STEP ONLY								29.461

FINANCIAL IMPACT

Although not all employees are or will be at the top step of their classifications this year, for simplicity and to be more conservative, such is assumed for the following estimated cost increase of the proposed adjustments. The classification employment totals would be as follows:

- Class 4: 36 employees
- Class 5: 7 employees
- Class 6: only used seasonally by transfer on one of the above employees, thus not included in estimate.
- Class 7: 6 employees (7 existing, but one position will be converted to Class 8)
- New Class 8: 1 employee

Total 50 current and proposed (no change in total) ICRD/AFSCME employees

Based on the above populations, assumptions, and proposed adjustments, the base payroll increase for straight time of 2,080 hours per year per employee would be a total of \$249,156.96 per year. The Budget Office reports that the following employer paid employment related expenses based on percentages of payroll currently total 39.55% of payroll: Unemployment, FICA, Disability, Retirement, Workers Compensation, Liability, and Health Insurance Trust. Therefore, the current factored cost increase of the proposed adjustment would be \$347,689.54. Benefit expenses unrelated to payroll are not included in the above factor as these costs would not change with a payroll rate adjustment. Overtime would be affected and based on recent typical annual overtime for the AFSCME Bargaining Unit of approximately \$400,000, and the roughly 10% adjustment proposed, overtime costs would increase approximately \$40,000, for a grand total estimated annual increase of \$388,000 in round figures. This will impact the road department budget by reducing discretionary revenue for other goals,

particularly contracted road improvements. To put this in perspective, a typical mile of contracted rural, 2 lane, road recycling and resurfacing has been costing in the range of \$350,000 to \$500,000 per mile. Therefore, the proposed wage adjustment will impact the planned contracted road improvement program by approximately one mile or less per year. ICRD's current three year contracted road program includes approximately 36 miles for a current average of 12 miles per year.

ALTERNATIVES

Alternatives include granting only the 2% COL, which the employer bargaining team has been authorized to offer, or any amount of additional market adjustment between the COL and the recommended amounts. However, the concern with any less than the fully recommended wage adjustment would be continued attrition to other nearby employers keeping pace with rising labor costs and difficulty filling vacancies with fully qualified personnel. In the extreme, ultimately this obviously could significantly impact service delivery as more and more higher cost outsourced labor would need to be used. An example involving the proposed Mechanics wage adjustments follows:

It should be noted that typically one cannot buy a new public road snow plow truck ready to go. New highway snow plows are purchased as a chassis with various parts and components purchased separately and then finally assembled with any necessary system design, fit, fabrication, joinery and assembly to the owner agency's specifications. The ICRD Mechanics are proud to do this for Ingham County on ICRD's "snow plow final assembly line" in the back of ICRD's shop, and we are very grateful for their talent and effort in this regard. Outsourcing final fabrication and assembly typically adds about \$50,000 to the cost of a single truck. ICRD's most experienced fabrication Mechanic does about 3 of these a year among other fabrication and repair work, including rebuilding of major components on older trucks, saving the county \$100,000 to \$150,000 while currently earning a base 2019 wage of \$50,877 per year (2,080 base hours per year x 2019 rate \$23.46 + \$1.00/hour crew leader premium). These more experienced and talented mechanics are constantly being recruited by other employers, particularly private sector fabricators, who typically pay even more than the comparable public employers included in this wage comparison study. Losing this in-house experience, talent and capability would be a significant financial loss and would not be replaceable at the current wage. Thus, the Class 8 fabricator position is proposed as indicated above to retain this capability before it is irrevocably lost. The two additional Class 7 steps are proposed to develop and provide for employee motivation to follow a professional career development path to foster future master fabricators.

OTHER CONSIDERATIONS

The AFSCME CBA provides that newly created positions are posted internally in the bargaining unit. Therefore, the proposed new Class 8 position would be posted internally as required. If the new Class 8 position is filled by an existing Class 7 Mechanic, the resulting Class 7 vacant position would be eliminated. If the new Class 8 position is filled by a Highway Worker, and an existing Mechanic does not apply for the resulting Highway Worker vacancy, the lowest seniority Mechanic at that time would be bumped to the resulting Highway Worker vacancy as provided in the CBA in order to maintain the existing employee head counts in each area as necessary. The AFSCME bargaining unit has agreed that the addition of the two new steps to the existing six Class 7 positions would not constitute new positions and therefore these positions would not be posted. No loss of employment would result from the proposed changes.

INGHAM COUNTY JOB DESCRIPTION

MECHANIC- CLASS 7 and 8

General Summary:

Performs maintenance and repairs on equipment from minor service to major engine repair, performs welding and fabrication of materials to make necessary repairs, analyzes breakdowns, changes tires and/or blades, and other duties as assigned.

Essential Functions:

1. Performs maintenance and repairs on equipment from minor service to major engine repair using of all tools of the trade, including but no limited to, precision instruments, welding equipment, shop machines and power tools.
2. Performs complete diagnosis of any mechanical, electrical or other breakdown, or failure to motorized equipment. Changes tires and other equipment as needed.
3. Performs welding and fabrication of materials to make necessary repairs.
4. Disassembles, overhauls, repairs and re-assembles engines, transmissions, differentials, clutches, brakes, electrical systems, fuel systems to motorized equipment or related equipment.

Other Functions:

Performs other duties as assigned

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

Employment Qualifications:

Class 7:

Education: High school diploma or its equivalent.

Experience: A minimum of four (4) years of experience in the truck mechanic trade is required.

The current AFSCME-Ingham County Collective Bargaining Agreement (CBA) provides 3 Class 7 pay steps—start, one year, and two year based strictly on the required, listed years on the job. (A current CBA step table for employees hired after Sep. 19, 2011, providing only the start and two year steps is proposed to be eliminated.) The following two additional new steps based on qualifications listed below are proposed for Class 7:

Step 4: Above qualifications, plus minimum 3 years ICRD Class 7 experience, plus attainment of at least the 6 current State of Michigan Heavy Duty Truck Mechanic Certifications.

Step 5: All above qualifications plus:

- 2 year degree from a trade school, military training, or equivalent educational experience focused on heavy equipment repair.
- In lieu of above formal training: 5 years or more continuously employed as a ICRD Class 7 and the ability to perform all the required task of a Class 7, with the support of the Fleet Supervisor's evaluations of the employee.
- Must have the skill set to help in the training of other employees, in Safety and Heavy equipment repair.
- Must be proficient in computer software programs as required for diagnosing modern heavy equipment technologies.
- Experience in assisting in the fabrication of plow trucks and other equipment, under direction from the fleet manager or a Class 8 employee.
- Complete understanding of hydraulic systems including hydraulic flow rates and pressures.

Class 8

This new classification / pay grade will have only one pay step with required qualifications as follows:

- All above qualifications of Class 7, Step 5, except formal 2 year training described above is required.
- All 6 current State of Michigan Heavy Duty Truck Mechanic Certifications.
- Welding certifications from a recognized national organization, to be compliant with MIOSHA equipment and fabrication standards preferred, or ability to obtain within one year.
- Ability to read blueprints and draft basic blueprints for designing and assembling of new equipment.
- Advanced ability in fabrication of plow trucks and other equipment, under general direction from the Fleet Manager, with little or no guidance.
- Ability to mentor less experienced Class 7's in fabrication of new fleet equipment.

Other Requirements: Must have a valid Commercial Driver License, Group N endorsement. Must successfully pass a test for illegal drugs and controlled substances.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this jobdescription. 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:

- Must be physically able to stand, walk, squat/stoop, kneel, bend, twist, pull and reach for long periods of time
- Must be able to lift, push, pull and/or drag up to 100 pounds
- Must be able to climb in and out of trucks and other equipment

(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.)

Working Conditions:

- Works in a mechanic's shop on concrete floors with varying levels of noise and activity.
- Works outside in various types of weather.

Annualized Comparison of 2019 ICRD AFSCME to Livingston CRC comparable wages and benefits at top step, straight-time 2080 hours /year

Sum #

	ICRD Cl 4	LCRC Gr 3	ICRD Cl 6	LCRC Gr 4	ICRD Cl 5b	LCRC Gr 3	ICRD Cl 7	LCRC Mech B	
Top yearly wage	\$46,334.08	\$49,878.40	\$47,251.36	\$50,451.65	\$46,895.68	\$49,878.40	\$48,798.88	\$52,912.70	
Less E'ee Retmt Cost	(\$556.01)	\$0.00	(\$567.02)	\$0.00	(\$562.75)	\$0.00	(\$585.59)	\$0.00	
Net of above	\$45,778.07	\$49,878.40	\$46,684.34	\$50,451.65	\$46,332.93	\$49,878.40	\$48,213.29	\$52,912.70	1
Comparison with Ingham Base HC Plan:									
Less E'ee HC Family Pri	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Less Family MOOP	(\$5,200.00)	(\$2,500.00)	(\$5,200.00)	(\$2,500.00)	(\$5,200.00)	(\$2,500.00)	(\$5,200.00)	(\$2,500.00)	
Net of above	\$40,578.07	\$47,378.40	\$41,484.34	\$47,951.65	\$41,132.93	\$47,378.40	\$43,013.29	\$50,412.70	2
Net with no MOOP	\$45,778.07	\$49,878.40	\$46,684.34	\$50,451.65	\$46,332.93	\$49,878.40	\$48,213.29	\$52,912.70	3
Comparison with Ingham Standard HC Plan with and without MOOP (same LCRC health plan):									
Less E'ee HC Family Pre	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	
Less Family MOOP	(\$6,400.00)	(\$2,500.00)	(\$6,400.00)	(\$2,500.00)	(\$6,400.00)	(\$2,500.00)	(\$6,400.00)	(\$2,500.00)	
Net of above	\$34,686.79	\$47,378.40	\$35,593.06	\$47,951.65	\$35,241.65	\$47,378.40	\$37,122.01	\$50,412.70	4
Net with no MOOP	\$41,086.79	\$49,878.40	\$41,993.06	\$50,451.65	\$41,641.65	\$49,878.40	\$43,522.01	\$52,912.70	5

Notes:

Employee Retirement contribution, % of gross: ICRD = 1.2% ; LCRC = 0.

MOOP = Maximum Out Of Pocket Cost--adds up coinsurance and deductibles. Only reached in years of full use of benefits.

Annualized Comparison of 2019 ICRD AFSCME to Clinton CRC comparable wages and benefits at top step, straight-time 2080 hours /year

Sum #

	ICRD CI4	Truck Driver	ICRD CI6	Operator	ICRD CI 5b	Sign Shop	ICRD CI 7	Mechanic	
Top yearly wage	\$46,334.08	\$46,945.60	\$47,251.36	\$47,008.00	\$46,895.68	\$48,526.40	\$48,798.88	\$52,624.00	
Less E'ee Retmt Cost see note									
Net of above	\$46,334.08	\$46,945.60	\$47,251.36	\$47,008.00	\$46,895.68	\$48,526.40	\$48,798.88	\$52,624.00	1
Comparison with Ingham Base HC Plan:									
Less E'ee HC Family Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Less Family MOOP	(\$5,200.00)	(\$2,400.00)	(\$5,200.00)	(\$2,400.00)	(\$5,200.00)	(\$2,400.00)	(\$5,200.00)	(\$2,400.00)	
Net of above	\$41,134.08	\$44,545.60	\$42,051.36	\$44,608.00	\$41,695.68	\$46,126.40	\$43,598.88	\$50,224.00	2
Net with no MOOP	\$46,334.08	\$46,945.60	\$47,251.36	\$47,008.00	\$46,895.68	\$48,526.40	\$48,798.88	\$52,624.00	3
Comparison with Ingham Standard HC Plan (same Clinton CRC health plan):									
Less E'ee HC Family Premiums	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	
Less Family MOOP	(\$6,400.00)	(\$2,400.00)	(\$6,400.00)	(\$2,400.00)	(\$6,400.00)	(\$2,400.00)	(\$6,400.00)	(\$2,400.00)	
Net of above	\$35,242.80	\$44,545.60	\$36,160.08	\$44,608.00	\$35,804.40	\$46,126.40	\$37,707.60	\$50,224.00	4
Net with no MOOP	\$41,642.80	\$46,945.60	\$42,560.08	\$47,008.00	\$42,204.40	\$48,526.40	\$44,107.60	\$52,624.00	5

Notes:

Both ICRD and CCRC have hybrid retirement plans for employees hired after 2014 (ICRD) and 2010 (CCRC). Both have 0 employee DB contribution, thus 0 employee DB contribution is shown above for both. ICRD Hybrid DB Factor =1%; CCRC Hybrid DB Factor = 1.5%. Both ICRD and CCRC employer DC contribution = 1%. ICRD employee DC contribution = 1%, CCRC employee DC contribution = choice of 1, 3, 5, 10 or 22%. Employee DB retirement plan contributions for employees hired before 2014 (ICRD) = 1.2%; 2010 (CCRC) = 5%.

2019 Rates shown above. Both ICRD and Clinton CRC offering 2% wage increase for 2020.

Clinton CRC has one Operator wage class (shown above) covering all equipment except Asphalt Distributor which pays 65 cents/hour more.

MOOP = Maximum Out Of Pocket Cost--adds up coinsurance and deductibles. Only reached in years of full use of benefits.

Annualized Comparison of 2019 ICRD AFSCME to Jackson CRC comparable wages and benefits at top step, straight-time 2080 hours /year

Sum #

	ICRD Cl 4	Gr III	ICRD Cl 6	Gr IV(B)	ICRD Cl 5b	Gr IV(A)	ICRD Cl 7	Gr V	
Top yearly wage	\$46,334.08	\$44,023.20	\$47,251.36	\$50,284.00	\$46,895.68	\$45,084.00	\$48,798.88	\$54,995.20	
Emp'r Retmt Contrib. s									
Net of above	\$46,334.08	\$44,023.20	\$47,251.36	\$50,284.00	\$46,895.68	\$45,084.00	\$48,798.88	\$54,995.20	1
Comparison with Ingham Base HC Plan:									
Less E'ee HC Family Pr	\$0.00	(\$2,673.84)	\$0.00	(\$2,673.84)	\$0.00	(\$2,673.84)	\$0.00	(\$2,673.84)	
Less Family MOOP	(\$5,200.00)	(\$6,000.00)	(\$5,200.00)	(\$6,000.00)	(\$5,200.00)	(\$6,000.00)	(\$5,200.00)	(\$6,000.00)	
Net of above	\$41,134.08	\$35,349.36	\$42,051.36	\$41,610.16	\$41,695.68	\$36,410.16	\$43,598.88	\$46,321.36	2
Net with no MOOP	\$46,334.08	\$41,349.36	\$47,251.36	\$47,610.16	\$46,895.68	\$42,410.16	\$48,798.88	\$52,321.36	3
Comparison with Ingham Standard HC Plan (same JCRC health plan):									
Less E'ee HC Family Pr	(\$4,691.28)	(\$2,673.84)	(\$4,691.28)	(\$2,673.84)	(\$4,691.28)	(\$2,673.84)	(\$4,691.28)	(\$2,673.84)	
Less Family MOOP	(\$6,400.00)	(\$6,000.00)	(\$6,400.00)	(\$6,000.00)	(\$6,400.00)	(\$6,000.00)	(\$6,400.00)	(\$6,000.00)	
Net of above	\$35,242.80	\$35,349.36	\$36,160.08	\$41,610.16	\$35,804.40	\$36,410.16	\$37,707.60	\$46,321.36	4
Net with no MOOP	\$41,642.80	\$41,349.36	\$42,560.08	\$47,610.16	\$42,204.40	\$42,410.16	\$44,107.60	\$52,321.36	5

Notes:

<p>JCRC employees hired after 6-1-17 are in a MERS DC only plan. JCRC Employees & Employer contribute min. 1% up to Employer max. 5%, Employee max. 12%. JCRC pre 6-1-17 employees are in a traditional DB</p> <p>2019 Rates shown above. Both ICRD and Jackson CRC offering 2% wage increase for 2020.</p> <p>JCRC Group IV(B) Operators can earn up to \$2.50 per hour maximum over base Group IV wage based on equipment certifications. Maximum is shown above.</p> <p>JCRC Group V Mechanics can earn up to \$4.00 per hour maximum over base Group V wage based on various certifications. Maximum is shown above.</p> <p>MOOP = Maximum Out Of Pocket Cost--adds up coinsurance and deductibles. Only reached in years of full use of benefits.</p>

Annualized Comparison of 2019 ICRD AFSCME to Washtenaw CRC comparable wages and benefits at top step, straight-time 2080 hours /year

Sum #

	ICRD Cl 4	WCRC Cl 6	ICRD Cl 6	WCRC Cl 7	ICRD Cl 5b	WCRC Cl 6b	ICRD Cl 7	WCRC Cl 12	
Top yearly wage	\$46,334.08	\$50,044.80	\$47,251.36	\$53,123.20	\$46,895.68	\$50,627.20	\$48,798.88	\$57,012.80	
Less E'ee Retmt Cost	(\$556.01)	(\$4,003.58)	(\$567.02)	(\$4,249.86)	(\$562.75)	(\$4,050.18)	(\$585.59)	(\$4,561.02)	
Net of above	\$45,778.07	\$46,041.22	\$46,684.34	\$48,873.34	\$46,332.93	\$46,577.02	\$48,213.29	\$52,451.78	1
Comparison with Ingham County Base HC Plan									
Less E'ee HC Family Pri	\$0.00	(\$720.46)	\$0.00	(\$720.46)	\$0.00	(\$720.46)	\$0.00	(\$720.46)	
Less Family MOOP	(\$5,200.00)	(\$12,700.00)	(\$5,200.00)	(\$12,700.00)	(\$5,200.00)	(\$12,700.00)	(\$5,200.00)	(\$12,700.00)	
Net of above	\$40,578.07	\$32,620.76	\$41,484.34	\$35,452.88	\$41,132.93	\$33,156.56	\$43,013.29	\$39,031.32	2
Net with no MOOP	\$45,778.07	\$45,320.76	\$46,684.34	\$48,152.88	\$46,332.93	\$45,856.56	\$48,213.29	\$51,731.32	3
Comparison with Ingham Standard HC Plan with and without MOOP:									
Less E'ee HC Family Pre	(\$4,691.28)	(\$720.46)	(\$4,691.28)	(\$720.46)	(\$4,691.28)	(\$720.46)	(\$4,691.28)	(\$720.46)	
Less Family MOOP	(\$6,400.00)	(\$12,700.00)	(\$6,400.00)	(\$12,700.00)	(\$6,400.00)	(\$12,700.00)	(\$6,400.00)	(\$12,700.00)	
Net of above	\$34,686.79	\$32,620.76	\$35,593.06	\$35,452.88	\$35,241.65	\$33,156.56	\$37,122.01	\$39,031.32	4
Net with no MOOP	\$41,086.79	\$45,320.76	\$41,993.06	\$48,152.88	\$41,641.65	\$45,856.56	\$43,522.01	\$51,731.32	5

Notes:

Employee Retirement contribution, % of gross: ICRD = 1.2% ; WCRC = 8%.

Employee Health Care Premiums compares Ingham County HDHP (Base) plan in original and Standard plan in new comparison with WCRC PPO 4 + Dental + Vision.

Also note HDHP's allow an HSA, whereas as WCRC plans do not--deductibles not high enough.

MOOP = Maximum Out Of Pocket Cost--adds up coinsurance and deductibles. Only reached in years of full use of benefits.

Annualized Comparison of 2019 ICRD AFSCME to Saginaw CRC comparable wages and benefits at top step, straight-time 2080 hours /year

Sum #

	ICRD Cl 4	SCRC Gr 3	ICRD Cl 6	SCRC Gr 5	ICRD Cl 5	SCRC Gr 4	ICRD Cl 7	SCRC Gr 6	
Top yearly wage	\$46,334.08	\$49,420.80	\$47,251.36	\$50,897.60	\$46,895.68	\$50,232.00	\$48,798.88	\$51,542.40	
Less E'ee Retmnt Cost	(\$556.01)	(\$2,322.78)	(\$567.02)	(\$2,392.19)	(\$562.75)	(\$2,360.90)	(\$585.59)	(\$2,422.49)	
Net of above	\$45,778.07	\$47,098.02	\$46,684.34	\$48,505.41	\$46,332.93	\$47,871.10	\$48,213.29	\$49,119.91	1

Comparison with Ingham Base HC Plan:

Less E'ee HC Family Pri	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Less Family MOOP	(\$5,200.00)	(\$3,000.00)	(\$5,200.00)	(\$3,000.00)	(\$5,200.00)	(\$3,000.00)	(\$5,200.00)	(\$3,000.00)	
Net of above	\$40,578.07	\$44,098.02	\$41,484.34	\$45,505.41	\$41,132.93	\$44,871.10	\$43,013.29	\$46,119.91	2
Net with no MOOP	\$45,778.07	\$47,098.02	\$46,684.34	\$48,505.41	\$46,332.93	\$47,871.10	\$48,213.29	\$49,119.91	3

Comparison with Ingham Standard HC Plan with and without MOOP (same Saginaw CRC health plan):

Less E'ee HC Family Pre	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	
Less Family MOOP	(\$6,400.00)	(\$3,000.00)	(\$6,400.00)	(\$3,000.00)	(\$6,400.00)	(\$3,000.00)	(\$6,400.00)	(\$3,000.00)	
Net of above	\$34,686.79	\$44,098.02	\$35,593.06	\$45,505.41	\$35,241.65	\$44,871.10	\$37,122.01	\$46,119.91	4
Net with no MOOP	\$41,086.79	\$47,098.02	\$41,993.06	\$48,505.41	\$41,641.65	\$47,871.10	\$43,522.01	\$49,119.91	5

Notes:

Employee Retirement contribution, % of gross: ICRD = 1.2% ; SCRC = 4.7%.

MOOP = Maximum Out Of Pocket Cost--adds up coinsurance and deductibles. Only reached in years of full use of benefits.

Annualized Comparison of 2019 ICRD AFSCME to City of Lansing comparable wages and benefits at top step, straight-time 2080 hours /year

Sum #

	ICRD CI 4	C/L D/W 400	ICRD CI 6	C/L Oper 600	ICRD CI 5	C/L Oper 500	ICRD CI 7	C/L Mech 600	
Top yearly wage	\$46,334.08	\$49,412.60	\$47,251.36	\$56,422.12	\$46,895.68	\$52,970.78	\$48,798.88	\$56,422.12	
Less E'ee Retmt Cost sc	(\$556.01)	(\$1,482.38)	(\$567.02)	(\$1,692.66)	(\$562.75)	(\$1,589.12)	(\$585.59)	(\$1,692.66)	
Net of above	\$45,778.07	\$47,930.22	\$46,684.34	\$54,729.46	\$46,332.93	\$51,381.66	\$48,213.29	\$54,729.46	1
Comparison with Ingham Base									
Less E'ee HC Family Pri	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Less Family MOOP	(\$5,200.00)		(\$5,200.00)				(\$5,200.00)		
Net of above	\$40,578.07		\$41,484.34				\$43,013.29		2
Net with no MOOP	\$45,778.07	\$47,930.22	\$46,684.34	\$54,729.46	\$46,332.93	\$51,381.66	\$48,213.29	\$54,729.46	3
Comparison with Ingham Standard									
Less E'ee HC Family Pre	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	
Less Family MOOP	(\$6,400.00)		(\$6,400.00)		(\$6,400.00)		(\$6,400.00)		
Net of above	\$34,686.79		\$35,593.06		\$35,241.65		\$37,122.01		4
Net with no MOOP	\$41,086.79	\$47,930.22	\$41,993.06	\$54,729.46	\$41,641.65	\$51,381.66	\$43,522.01	\$54,729.46	5

Notes:

Retirement comparison based on follwing employee contributions: ICRD 1.2% for hired before 1-1-14; City of Lansing 3%.
2019 Top Step Rates shown above. ICRD offering 2% wage increase for 2020;
Lansing UAW employees offered 6 health insurance options, the lowest 2 of which are comparable to Ingham County Standard Health plan, with no employee cost share.
MOOP = Maximum Out Of Pocket Cost--adds up coinsurance and deductibles. Only reached in years of full use of benefits. Did not receive Lansing's MOOP's.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR HIGHWAY WORKER AND MECHANIC MARKET
WAGE ADJUSTMENTS**

WHEREAS, the County of Ingham, a municipal body corporate of the State of Michigan (the “Employer”) and the American Federation of State, County and Municipal Employees, AFL-CIO, Council 25, Local 1499, the “Union”, which represents the Ingham County Road Department Highway Workers and Mechanics, have agreed to a collective bargaining agreement from January 1, 2018, through December 31, 2020 (the CBA); and

WHEREAS, in Article 19, the CBA provides for a contract re-opener for wage negotiations for calendar years 2019 and 2020; and

WHEREAS, the Employer and the Union have been engaged in 2020 wage re-opener negotiations since September 2019 as provided in Article 19 of the CBA; and

WHEREAS, as the economy has been improving and the labor market has been tightening with rising wages in the last several years, the Road Department has started to experience substantial difficulty recruiting and retaining qualified or preferably more experienced employees in these positions due to generally higher net compensation being paid for these positions at neighboring comparable employers in the mid-Michigan area; and

WHEREAS, eight Highway Workers or Mechanics have voluntarily departed for other employment offering higher pay in the period 2017 through 2019, which is well above normal, and the Road Department’s job vacancies have persisted substantially longer than normal as it has taken more time to find qualified applicants in the increasingly tight labor market; and

WHEREAS, the Road Department performed a market wage study to determine current comparable net compensation for the Highway Workers and Mechanics positions at neighboring similar employers chosen based on several criteria including proximity, similarity in job descriptions, and similar employment size; and

WHEREAS, the wage study compared 2019 annual straight time base wages less employee paid retirement and health care premium benefit contributions in order to compare net compensation; and

WHEREAS, the neighboring comparable employers used in the final analysis included the following: Livingston, Clinton, Washtenaw, Jackson, and Saginaw County Road Commissions (or Departments), and City of Lansing Public Services Department--Operations & Maintenance Division; and

WHEREAS, it was found in the wage study that the weighted average of the difference in net compensation between the Road Department’s three Highway Worker Classifications 4, 5 and 6 (not including Mechanics) and the corresponding positions at the comparable employers listed above, weighted by the Road Department’s number of employees in various classes of the Highway Worker positions expressed as an hourly rate was \$2.53/hour; and

WHEREAS, the wage study also found that the average of the difference in net compensation between the Road Department Mechanic Classification 7 and the corresponding position at the comparable employers listed above expressed as an hourly rate was \$4.10/hour; and

WHEREAS, the current CBA provides three Classification 7 pay steps—start, one year, and two year based strictly on the required, listed years on the job; and

WHEREAS, the Road Department recommends two additional new steps, 4 and 5, based on qualifications for Classification 7 and a new, single step Classification 8 for a position focused more on welding, fabrication, new truck and heavy equipment assembly, component overhaul, than the Classification 7 positions, with commensurate higher wages to both increase professional development and technical ability while providing more of a career path competitive with that of other employers for the Road Department Mechanics; and

WHEREAS, attainment of the new steps 4 and 5 of Classification 7 would be available to any/all Class 7 employees if/when they achieve the required qualifications, and only one Classification 8 position is currently proposed to be authorized, which would be filled by posting as provided in the CBA; and

WHEREAS, based on the above described net wage comparison study results and the other recommendations given above, the Road Department recommends the market wage adjustments in each existing step of each existing classification, and the two new steps of Classification 7 and the new single step of Classification 8 as shown in the table below:

RECOMMENDED INGHAM COUNTY ROAD DEPARTMENT / AFSCME LOCAL 1499 MARKET WAGE ADJUSTMENTS									
All rates in \$/hour.									
CLASSIFICATION	STEP 1	ADJUSTMENT	STEP 2	ADJUSTMENT	STEP 3	ADJUSTMENT	STEP 4 NEW STEP CLASS 7 ONLY	STEP 5 NEW STEP CLASS 7 AND 8 ONLY	
	START		ONE YEAR		TWO YEARS				
	CURRENT RATE		CURRENT RATE		CURRENT RATE				
4 (Hwy Worker)	19.389	2.112	20.842	2.083	22.276	2.054			
5 (Hwy Worker)	19.530	2.109	21.036	2.079	22.546	2.049			
6 (Hwy Worker)	19.712	2.106	21.188	2.076	22.717	2.046			
7 (Mechanic)	21.113	2.078	22.706	2.046	23.461	2.031	26.711	27.711	
8 (Welder/Fabricator)	NEW GRADE, ONE STEP ONLY								29.461

WHEREAS, Based on the classification employment totals as follows:

- Class 4: 36 employees
- Class 5: 7 employees
- Class 6: only used seasonally by transfer on one of the above employees, thus not included in estimate.
- Class 7: 6 employees (7 existing, but one position will be converted to Class 8)
- New Class 8: 1 employee

Total 50 current and proposed (no change in total) ICRD/AFSCME employees;

and the above recommended wage adjustments, the base payroll increase for straight time of 2,080 hours per year per employee would be a total of \$249,156.96 per year; and

WHEREAS, the Ingham County Budget Office reports that the following employer paid employment related expenses based on percentages of payroll currently total 39.55% of the Road Department’s payroll: Unemployment, FICA, Disability, Retirement, Workers Compensation, Liability, and Health Insurance Trust, such that the current factored cost increase of the proposed adjustment would be \$347,689.54, not including benefit expenses unrelated to payroll which are not included in the above factor as these costs would not change with a payroll rate adjustment; and

WHEREAS, based on recent typical annual overtime for the AFSCME Bargaining Unit of approximately \$400,000, and the roughly 10% adjustment proposed, overtime costs would increase approximately \$40,000, for a grand total estimated annual increase of \$388,000 in round figures; and

WHEREAS, the recommended wage adjustments can be absorbed in the County Road Fund budget but will impact the road budget by reducing discretionary revenue for other goals, particularly contracted road improvements for which a typical mile of contracted rural, 2 lane, road recycling and resurfacing has been costing in the range of \$350,000 to \$500,000 per mile and therefore, the proposed wage adjustment will impact the planned contracted road improvement program by approximately one mile per year; and

WHEREAS, ICRD's current three year contracted road program includes approximately 36 miles for a current average of 12 miles per year; and

WHEREAS, the Road Department believes that offering any less than the full recommended wage adjustments shown above would result in continued attrition to other nearby employers keeping pace with rising labor costs and difficulty filling vacancies with fully qualified personnel, and that ultimately this could significantly impact service delivery as more and more higher cost outsourced labor would need to be used; and

WHEREAS, given the time this wage study has taken while the subject employees have been underpaid relative to similarly situated employees at nearby employers, the Road Department also recommends to have the above proposed market wage adjustments retroactive to January 1, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves retroactive to January 1, 2020, the following wage adjustments in each existing step of each existing classification, and the wage rates for the two new steps of Classification 7 and the new single step of Classification 8 as shown in the table below:

RECOMMENDED INGHAM COUNTY ROAD DEPARTMENT / AFSCME LOCAL 1499 MARKET WAGE ADJUSTMENTS									
All rates in \$/hour.									
CLASSIFICATION	STEP 1		STEP 2		STEP 3		STEP 4 NEW STEP CLASS 7 ONLY	STEP 5 NEW STEP CLASS 7 AND 8 ONLY	
	START	ADJUSTMENT	ONE YEAR	ADJUSTMENT	TWO YEARS	ADJUSTMENT			
	CURRENT RATE		CURRENT RATE		CURRENT RATE				
4 (Hwy Worker)	19.389	2.112	20.842	2.083	22.276	2.054			
5 (Hwy Worker)	19.530	2.109	21.036	2.079	22.546	2.049			
6 (Hwy Worker)	19.712	2.106	21.188	2.076	22.717	2.046			
7 (Mechanic)	21.113	2.078	22.706	2.046	23.461	2.031	26.711	27.711	
8 (Welder/Fabricator)	NEW GRADE, ONE STEP ONLY								29.461

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the subject CBA to include the wage modifications and the two new steps of Classification 7 and the new single step of Classification 8 as shown in the table above, subject to approval as to form by the County Attorney.

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

Agenda Item 14a

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

FROM: Sue Graham, Human Resources Director

DATE: September 1, 2020

SUBJECT: Resolution Certifying Representatives for the MERS 2020 Retirement Conference
For the Meeting Agendas of County Services (9/15) and Finance (9/16)

BACKGROUND

The 74th MERS Annual Retirement Conference of the participating municipalities enrolled in the Municipal Employees' Retirement System (MERS) will be held virtually September 21, 2020 through September 24, 2020. According to the provisions of the Retirement Act, a non-managerial member of the Retirement System is to be elected by secret ballot for the Annual Conference to act as the Employee Delegate. One appointed Officer Delegate will also be in attendance in accordance with the Act.

ALTERNATIVES

Ingham County could elect not to certify delegates and be unrepresented during the Annual Conference.

FINANCIAL IMPACT

None. Although funds previously anticipated to be necessary for 2020 MERS Retirement Conference expenses are included in the fiscal year 2020 Human Resources Department budget, these funds will not be expended as the conference is free of charge and being held virtually.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

I respectfully recommend approval of the attached resolution for the certified Ingham County Delegates to attend the 2020 MERS Retirement Conference.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CERTIFYING REPRESENTATIVES FOR THE
MERS 2020 RETIREMENT CONFERENCE**

WHEREAS, the Municipal Employees' Retirement System (MERS) will hold the 74th Annual Retirement Conference virtually September 21, 2020 through September 24, 2020; and

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

WHEREAS, the 2020 MERS Retirement Conference expenses included in the fiscal year 2020 Human Resources Department budget will not be expended as the conference is free of charge and being held virtually.

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

Employee Delegate: Kendra Christian, Records Clerk-Friend of the Court

Officer Delegate: Sue Graham, Human Resources Director

Agenda Item 14b

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: September 3, 2020
SUBJECT: Resolution Approving Acceptance and Disbursement of First Responder Hazard Pay Premiums Program Grant Funds

For the meeting agendas of September 15 (County Services) and September 16 (Finance)

BACKGROUND

The State of Michigan has established a First Responder Hazard Pay Premiums Program. The program was created to reimburse and/or pay for qualifying first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19. The program is funded under the federal [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act, Public Law 116-136](#).

Ingham County has made an application for \$213,000 in funds and is waiting to hear if we will receive any funding from the State of Michigan First Responder Hazard Pay Premiums Program. Payment of up to \$1,000 per eligible employee in the 9-1-1 Dispatch Center and Sheriff's Office is contingent upon receiving an award of these funds. If there is no award of these funds to Ingham County, there will be no payment. The funds must be dispersed by September 30, 2020 per grant requirements, necessitating a resolution at this time authorizing acceptance and disbursement of these funds in the event any are awarded.

ALTERNATIVES

If the resolution authorizing acceptance and disbursement is not approved, no First Responder Hazard Pay Premiums Program funds awarded will be accepted or disbursed.

FINANCIAL IMPACT

In the event the full \$213,000 in funds applied for is awarded, Ingham County will be responsible for FICA payments in the amount of \$16,294.50. No MERS contributions will be required.

STRATEGIC PLAN CONSIDERATIONS

Compensating our first responder eligible employees in the 911 Dispatch Center and Sheriff's Office with any First Responder Hazard Pay Premiums Program grant funds will recognize the extraordinary efforts of these employees in responding to the COVID-19 pandemic. Employer recognition of employee effort is directly correlated with employee satisfaction, engagement and retention.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution Approving Acceptance and Disbursement of First Responder Hazard Pay Premiums Program Grant Funds.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ACCEPTANCE AND DISBURSEMENT OF FIRST RESPONDER HAZARD PAY PREMIUMS PROGRAM GRANT FUNDS

WHEREAS, The State of Michigan has established a First Responder Hazard Pay Premiums Program which was created to reimburse and/or pay for qualifying first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19; and

WHEREAS, the program is funded under the federal [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act, Public Law 116-136](#); and

WHEREAS, Ingham County has made application for \$213,000 in funds and is waiting to hear if we will receive any funding from the State of Michigan First Responder Hazard Pay Premiums Program; and

WHEREAS, payment of up to \$1,000 per eligible employee in the 9-1-1 Dispatch Center and Sheriff's Office is contingent upon receiving an award of these funds; and

WHEREAS, if there is no award of these funds to Ingham County, there will be no payment; and

WHEREAS, the funds must be dispersed by September 30, 2020 per grant requirements, necessitating a resolution at this time authorizing acceptance and disbursement of these funds in the event any are awarded.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves acceptance and disbursement of First Responder Hazard Pay Premiums Program grant funds to the extent any such funds are awarded.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to enter into collective bargaining for the purpose of negotiating any necessary Letters of Agreement with County Unions required for disbursement of First Responder Hazard Pay Premiums Program grant funds to eligible employees.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement(s) upon approval as to form by the County Attorney.