

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
MARK GREBNER, CHAIR
TODD TENNIS
BRYAN CRENSHAW
MARK POLSDOFER
EMILY STIVERS
RANDY SCHAFFER
RANDY MAIVILLE

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, DECEMBER 8, 2021 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [November 17, 2021 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Clerk's Office – Resolution to Authorize the Purchase of [Software](#) for Electronic Processing of Campaign Finance Statements
2. Sheriff's Office
 - a. Resolution to Authorize a Contractual Agreement with [Axon Enterprise, Inc.](#) to Purchase Seventeen New Tasers and Associated Equipment
 - b. Resolution to Authorize a Contract with [Guardian Tracking, LLC](#)
3. Homeland Security & Emergency Management
 - a. Resolution to Accept Grant Funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2022 Capital Region Integrated [Critical Skills Training Program](#)
 - b. Resolution to Accept Grant Funds from the State of Michigan for the Emergency [Management Performance Grant](#) American Rescue Plan Act for Fiscal Year 2021
 - c. Resolution to Authorize an Equipment Purchase Agreement with [W.S. Darley & Company](#) to Purchase a DJI Mavic 2 Enterprise Advanced Unmanned Aerial System
 - d. Resolution to Authorize a Contract with the State of Michigan, Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accepting the FY 2021 [Homeland Security Grant Program Funds](#)
4. Circuit Court – Juvenile Division
 - a. Resolution to Authorize a Contract for [Delinquency Attorney Services](#)
 - b. Resolution to Amend Per Diem with [Highfields Inc](#) for Residential Care and Treatment Services
 - c. Resolution to Authorize Contracts for [Lawyer Guardian Ad Litem](#) Representation
5. Facilities Department – Resolution to Authorize a Purchase Order to [Knight Watch Inc.](#) for the Security Enhancements to the South Stairwell at the Veterans Memorial Courthouse

6. Community Corrections
 - a. Resolution to Authorize a Contract with [Northwest Initiative](#), Prevention and Training Services, and Judicial Services Group (JSG) for 2022 Community-Based Programming as Authorized by the Justice Millage
 - b. Resolution to Reclassify the [Community Corrections Manager](#) Position
7. Health Services Millage – Resolution to Authorize a Health Services Millage Contract with the Ingham Health Plan Corporation ([IHPC](#))
8. Health Department
 - a. Resolution to Authorize an Agreement with [DocuSign](#)
 - b. Resolution to Authorize an Agreement with [Holy Cross](#) Services
 - c. Resolution to Authorize the Acceptance of Grant Funds from Michigan Department of Health and Human Services and State of Michigan Local [Community Stabilization Authority](#)
 - d. Resolution to Authorize an Agreement with [Possibilities for Change](#)
 - e. Resolution to Amend an Agreement with Sparrow Hospital for [Medical Examiner Services](#)
 - f. Resolution to Authorize an Agreement with [Michigan Primary Care Association](#)
 - g. Resolution to [Amend Resolution #21-496](#) with the Office of Global Michigan, Michigan Department of Labor & Economic Opportunity
 - h. Resolution to Authorize an Agreement with [Community Mental Health](#) of Clinton, Eaton and Ingham Counties
 - i. Resolution to Amend the Agreement with [Cross Country Staffing, Inc.](#)
9. Financial Services Department – Resolution to Approve a [Pension Contribution](#) to Michigan Employees Retirement System (MERS)
10. Innovation and Technology Department
 - a. Resolution to Approve the Renewal of [Backup Software](#) from CDW-G
 - b. Resolution to Approve the [Battery Replacement](#) Service from CDW-G
 - c. Resolution to Approve the Renewal of [Website Hosting and Support](#)
11. Road Department
 - a. Resolution to Extend Contracts for As-Needed [Engineering Design](#) Services
 - b. Resolution to Extend Contracts for As-Needed [Material Testing and Fabrication Inspection](#) Services
12. Human Resources Department
 - a. Resolution to Approve an Additional Modification to Appendix D – Compensation Levels of the Managerial and Confidential Employee Personnel Manual for 2021 as a Result of a [Reclassification](#) Request
 - b. Resolution to Approve Modifications to the 2021 Managerial and Confidential Employee [Personnel Manual](#) for 2022 – 2024
 - c. Resolution to Approve UAW TOPS Unit [Reclassification](#) Requests

13. Controller/Administrator's Office
 - a. Resolution to Authorize an Amendment to the Contract for Legal Services with [Cohl, Stoker & Toskey, P.C](#)
 - b. Resolution Authorizing [Adjustments](#) to the 2021 Ingham County Budget

14. Board of Commissioners
 - a. Resolution Approving 2022-2024 Compensation for [Non-Judicial County-Wide Elected Officials](#)
 - b. Pursuant to MCL 15.268(e) Consult with Counsel, Pending Litigation (*Closed Session*)

15. Board Referral – Assessing Officers Report for Industrial Facility Exemption Certificates for [Delhi Charter Township](#) for 2021

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
November 17, 2021
Draft Minutes

Members Present: Grebner, Crenshaw, Maiville, Polsdofer, Stivers (Ingham County, Michigan), and Schafer.

Members Absent: Tennis.

Others Present: Brian Friddle, David Mittleman, Dr. Virginia Rezmierski, Gregg Todd, Michael Townsend, Mary Konieczny, and others.

The meeting was called to order by Chairperson Grebner at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual public participation was offered via Zoom at <https://ingham.zoom.us/j/89160266022>

Approval of the November 3, 2021 Minutes and Closed Session Minutes

CHAIRPERSON GREBNER STATED THAT, WITHOUT OBJECTION, THE OPEN AND CLOSED SESSION MINUTES OF THE NOVEMBER 3, 2021 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Tennis.

Additions to the Agenda

14. Controller/Administrator's Office
 - f. Resolution to Authorize Entry of State Local Government Intrastate Agreement Concerning Allocation of Settlement Proceeds in the National Opioids Litigation
 - g. Resolution to Authorize Entry of Participation Agreements in Partial Settlement of the National Prescription Opiate Litigation
 - h. Resolution to Utilize American Rescue Plan Funds to Fund an Apprenticeship Program Through Opportunity Knox Professional Apprenticeship Program

Substitute –

4. Community Agencies – Resolution to Authorize 2022 Agreements for Community Agencies
14. Controller/Administrator's Office
 - b. Resolution Approving Various Contracts for the 2022 Budget Year

Chairperson Grebner stated the Controller's Office advised a few resolutions contained an extraneous sentence that referred to an attachment. He further stated the Controller's Office had advised the language should be stricken as no attachment was included with the resolutions.

Chairperson Grebner stated without objection, the following resolutions were considered amended.

11. Road Department – Resolution to Authorize the Purchase of 2022-2025 Seasonal Requirements of Processed Road Gravels, Crushed Aggregates and 2NS Sand

The fourth WHEREAS in the resolution was amended as follows:

WHEREAS, bids for 22A, 23A processed road gravels, 1”, 1”x 3” crushed limestone, 4”-8” rip rap stone, 6A, 3/8 x #4 natural aggregates, and 2NS sand mixtures were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #125-21, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase on an as-needed, unit price per ton basis from three (3) responding bidders: Searles Construction, Stoneco of Michigan, and Verplank Trucking Co. (~~pricing included on the bid tab portion of the attached Memo of Performance~~) and purchase on an as-needed, unit price per ton basis; and

14. Controller/Administrator’s Office

- f. Resolution to Authorize Entry of State Local Government Intrastate Agreement Concerning Allocation of Settlement Proceeds in the National Opioids Litigation

The resolution was amended as follows:

THEREFORE BE IT RESOLVED, that Ingham County authorizes the execution of a Michigan State-Subdivision Agreement for Allocation of Distributor Settlement Agreement and Janssen Settlement Agreement. ~~substantially similar to the proposed agreement attached to this resolution.~~ Ingham County also authorizes execution of a similar state-subdivision agreement to the extent that it provides a substantially similar allocation of settlement or bankruptcy proceeds obtained from opioids litigation with any other entity.

14. Controller/Administrator’s Office

- g. Resolution to Authorize Entry of Participation Agreements in Partial Settlement of the National Prescription Opiate Litigation

The resolution was amended as follows:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the execution of Participation Agreements for: 1. the Master Settlement Agreement with Janssen Pharmaceuticals, Inc.; and 2. the Master Settlement Agreement with the three wholesale distributor defendants (Cardinal, Amerisource Bergen and McKesson), both of which are listed and available to the public at <https://nationalopioidsettlement.com/>. ~~specimen copies of the material terms of the participation agreements are attached as an exhibit to this resolution.~~

Limited Public Comment

Dr. Virginia Rezmierski, Faith and Other Community Leaders Chairperson, stated she wanted to emphasize a few points, as she had already discussed Agenda Item 5b thoroughly with the members of the Finance Committee. She further stated she wanted to focus on mental health briefly.

Dr. Rezmierski stated schools across Michigan were having trouble with kids that developed bad habits, had fallen behind academically, or had been isolated during the COVID-19 pandemic. She further stated a school social worker was a critical need in the Stockbridge Public Schools to address the behavioral issues to prevent long-lasting challenges.

Dr. Rezmierski stated the University of Michigan recently published a study that stated children or youth who experienced mental health issues rarely spoke to specialists, and instead received guidance from primary care doctors, social workers, teachers, or guidance counselors. She further stated Stockbridge Public Schools had not had a school nurse for the last fifteen years and could only offer critical mental health assistance from a guidance counselor.

Dr. Rezmierski stated Stockbridge Township was a U.S. Health Resources and Services Administration (HRSA) designated Medically Underserved Area (MUA). She further stated the COVID-19 pandemic exacerbated already existing medical needs.

Brian Friddle, Stockbridge Public Schools Superintendent, stated 2021 was more challenging than 2020 for the Stockbridge Public Schools employees. He further stated it was wonderful to have students learning in person, but the stress and increased workload greatly impacted the employees.

Mr. Friddle stated the school was recently canceled for a day due to a staffing shortage. He further stated bringing kids together in school had created conflict.

Mr. Friddle stated the greatest need for added support was with middle school students, which was addressed in part through Agenda Item 5b. He further stated the proposal was poignant, as it addressed both the physical and mental health needs of students.

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

1. Sheriff's Office – Resolution to Authorize the Purchase of the Apex Officer Training Simulator from Govred Technology
2. Probate Court
 - a. Resolution to Authorize Agreement for Attorney Services for Mental Health Proceedings in the Ingham County Probate Court
 - b. Resolution to Authorize Agreement to Provide Statutorily Required Guardianship Reviews

3. Prosecuting Attorney's Office
 - a. Resolution to Accept the Coronavirus Emergency Supplemental Funding Grant from the Michigan State Police
 - b. Resolution to Authorize a Memorandum of Understanding with the Department of the Attorney General, the Jackson County Prosecutor's Office, Aware Inc., and a Subcontract with End Violent Encounters (EVE)
4. Community Agencies – Resolution to Authorize 2022 Agreements for Community Agencies
5. American Rescue Plan Act of 2021
 - a. Resolution to Authorize a Contract with Child and Family Charities Utilizing American Rescue Plan Act of 2021 Funds for Repurposing of the McLaren Greenlawn Campus
6. Parks Department
 - a. Resolution to Authorize an Amendment to the Contract with Spicer Group, Inc.
 - b. Resolution to Authorize a Memorandum of Understanding with Mid-Michigan Mountain Bike Association
7. Health Department
 - a. Resolution to Authorize an Agreement with the Michigan Department of Agriculture and Rural Development for the Michigan Agriculture Environmental Assurance Program Clean Sweep Program
 - b. Resolution to Authorize an Agreement with Ingham Intermediate School District
 - c. Resolution to Authorize Amendment #1 to the 2021 -2022 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
 - d. Resolution to Authorize Amendment #1 to the 2021 -2022 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement
 - e. Resolution to Authorize an Agreement with Sparrow Occupational Health Services
 - f. Resolution to Accept Federal Funds through Michigan Primary Care Association for Vaccine Clinics
 - g. Resolution to Renew Agreement with Uber Health
8. Financial Services Department – Resolution to Waive Bid Process and Approve Agreement for Audit Services with Rehmann
9. Innovation and Technology Department
 - a. Resolution to Approve the Purchase of Additional Memory from CDW-G
 - b. Resolution to Approve the Renewal of the Imagesoft and Onbase Annual Support
 - c. Resolution to Approve the Renewal of Remote Access Software from CDW-G
 - d. Resolution to Approve Pluralsight Staff Training from CDW-G
10. Facilities Department
 - a. Resolution to Authorize an Agreement with Laux Construction for the Delamination Repairs to the Lobby Floor at the Human Services Building

- b. Resolution to Authorize a Purchase Order to Haworth via DBI for the Modular Furniture at the Health Department
11. Road Department – Resolution to Authorize the Purchase of 2022-2025 Seasonal Requirements of Processed Road Gravels, Crushed Aggregates and 2NS Sand
 12. Human Resources Department – Resolution Regarding Personal Leave for CCLP 9-1-1 Dispatch Center Unit Employees
 13. Board of Commissioners – Resolution Continuing a Contract with GovQA for a FOIA Management Program
 14. Controller/Administrator’s Office
 - a. Resolution to Authorize an Agreement to Accept Grant Funds from the Michigan Economic Development Corporation
 - c. Resolution to Amend Resolution #21-355 to Adjust DEI Director Position Classification from MC 11 to MC 13
 - d. Resolution to Accept Quitclaim Deeds from the Ingham County Land Bank Fast Track Authority for 620 E. Jolly Road, Lansing and 826 W. Saginaw Street, Lansing
 - f. Resolution to Authorize Entry of State Local Government Intrastate Agreement Concerning Allocation of Settlement Proceeds in the National Opioids Litigation
 - g. Resolution to Authorize Entry of Participation Agreements in Partial Settlement of the National Prescription Opiate Litigation
 - h. Resolution to Utilize American Rescue Plan Funds to Fund an Apprenticeship Program Through Opportunity Knox Professional Apprenticeship Program

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

5. American Rescue Plan Act of 2021
 - b. Resolution to Authorize a Contract with Stockbridge Community Schools for an American Rescue Plan Funded Project to Mitigate the Effects of the COVID-19 Pandemic and Support the Needs of Stockbridge Community Schools

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

Commissioner Schafer read a statement to the Finance Committee. The statement is included in the minutes as Attachment A.

Commissioner Crenshaw stated he was supportive of the resolution, and wanted more information regarding planned funding beyond the two years provided by the American Rescue Plan funds.

Dr. Rezmierski stated the next step was to find capital, and provided information regarding the active conversations that had been held with state and local lawmakers regarding the project.

Commissioner Crenshaw asked if the other counties in the Stockbridge Community Schools District were involved in the project.

Dr. Rezmierski stated at this point, the other counties were not planning to provide funding to her knowledge, but there had been conversations about creating partnerships with the general law townships. She further stated she was currently looking to get additional clarification on the guidelines of the funding for Stockbridge Township.

Commissioner Crenshaw stated he did not want to start a program that would run out of funding.

Mr. Friddle stated the resolution met the immediate needs of the Stockbridge Community. He further stated there was a relationship with the Peckham Health Center to build upon the existing capacity during the first two years of employment.

Dr. Rezmierski stated both the Nurse and Social Worker would be required to document job processes and create sustainability plans during the second year of their employment to ensure the longevity and security of the medical services that would be provided by the resolution.

Commissioner Stivers stated both she and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) supported the resolution. She further stated the resolution provided an opportunity to assess the level of need.

Chairperson Grebner stated General Law Townships did not have any financial capacity due to the small tax bases.

Commissioner Maiville stated the Michigan Townships Association recently discussed similar issues.

Gregg Todd, County Controller, stated his agreement.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

14. Controller/Administrator's Office
 - b. Resolution Approving Various Contracts for the 2022 Budget Year

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

Commissioner Maiville disclosed he had a family member that was employed by Bellefeuil, Szur and Associates, Inc.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

14. Controller/Administrator's Office
e. Opioid Litigation (Discussion)

David Mittleman, Opiate Litigation Attorney, stated many extensive confidential communications had been held over the past three years. He further stated he was available to answer any questions.

Chairperson Grebner stated he had in his hand a one-sentence email from Matt Nordfjord, County Attorney, that approved the recommendations adopted as part of the Consent Agenda.

Mr. Mittleman stated he was proud that the County would receive the first of two payments in April of 2022.

Commissioner Crenshaw asked if there were provisions on how the settlement funds were permitted to be spent.

Mr. Mittleman stated the settlement funds must go toward opioid abatement issues, and an exhibit was attached to the main agreement which outlined a safe harbor spot. He further stated 30% of the settlement funds could be used for past expenses so long as they were able to be documented.

Mr. Mittleman stated a new milestone had been reached in the opioid epidemic, as the number of deaths due to opiate and other related drug addiction had increased by 28%, and was the number one leading cause of deaths for Americans aged 50 years and younger. He further stated the epidemic was man-made and caused by greed.

He further stated he worked toward the future as the other responsible parties should be held accountable for the problems that needed to solve as a result of the epidemic.

Commissioner Maiville stated he was a First Responder. He further stated he was surprised by the types of households that he visited for emergency requests related to the epidemic.

Mr. Mittleman stated the opioid epidemic extended across socioeconomic lines. He further stated the epidemic took the largest toll on young people, as many young people went to sleep and did not wake up.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:28 p.m.

ATTACHMENT A

Colleagues,

The resolution passed Human Services unanimously without debate.

Several people spoke in favor, including: Monica Trevino who serves on the Community Health Board and is a Health Care Advocate, Sara Laurie the Director of Community Mental Health, Marion Owen the Director of Tri-County office of Aging, Brian Friddle the Supt. of Stockbridge School, Virginia Rezmierski, MEDSERV Leader and of course, our own Commissioner Robert Peña.

Senator Curtis Hertel sent a letter of support.

Is obvious our fellow elected officials at the State and Federal levels are observing, with keen attention, the actions that will be taken by this Committee and entire Board of Commissioners.

It has been a long and sometimes bumpy road to reach this point. but, it is so important for an underserved area.

**DECEMBER 8, 2021 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

- 1. Clerk's Office – *Resolution to Authorize the Purchase of Software for Electronic Processing of Campaign Finance Statements***

This resolution authorizes entering into a software agreement with Campaign Finance US LLC, a Michigan-based software company that would allow for the electronic filing of campaign finance reports, while still retaining paper copies, but allowing for easier public access to the records, and automated campaign finance notices.

This software comes with a \$10,000 annually recurring license and miscellaneous start-up fees to provide installation services and data import services for previously filed campaign statements.

See memo for details.

- 2a. Sheriff's Office – *Resolution to Authorize a Contractual Agreement with Axon Enterprise, Inc. to Purchase Seventeen New Tasers and Associated Equipment***

This resolution will authorize the Sheriff's Office to purchase seventeen Taser 7 weapons and associated equipment and training from Axon Enterprise, Inc. in the amount of \$47,898.27. This purchase is for new and replacement Tasers and will include necessary batteries and cartridges for certification training. Axon Enterprise, Inc. is a sole source company for this equipment. Funds for this purchase are included in the 2022 capital budget.

See memo for details.

- 2b. Sheriff's Office – *Resolution to Authorize a Contract with Guardian Tracking, LLC***

This resolution would approve a contract with Guardian Tracking for a software program to track employee performance, equipment, and training and use-of force records. The current system of paper, physical file folders and emails is outdated and inefficient. This software program will solve several issues in one single computer software program.

During the procurement of this system, members of the Sheriff's Office participated in demonstrations by three separate vendors. Guardian Tracking was the least expensive and meets or exceeds current needs. The subscription for Guardian Tracking is \$5,094 per year, with a first-year implementation fee of \$1,783. The anticipated increase of subscription fees is not greater than 3% over the current or previous years' subscription. Funds are available within the Sheriff's Office budget for this purpose.

See memo for details.

3a. Office of Homeland Security and Emergency Management – Resolution to Accept Grant Funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2022 Capital Region Integrated Critical Skills Training Program

This resolution will approve the acceptance of the 2022 Michigan Justice Training Fund grant for the Capital Region Integrated Critical Skills Training Program in the amount of \$119,927.56, with an in-kind match of \$39,975.99 for a total budget of \$159,903.55 for the time period of January 1, 2022 through December 31, 2022.

The grant award provides reimbursement funding for personnel wages, supplies, and operating expenses relating to in-service training intended to develop critical skills in an integrated format, consistent with how officers perform in the field. Critical skills include both cognitive and physical skills. The required in-kind match of \$39,975.99 will be assumed by the Ingham County Sheriff's Office in personnel wages and equipment.

See memo for details.

3b. Office of Homeland Security and Emergency Management – Resolution to Accept Grant Funds from the State of Michigan for the Emergency Management Performance Grant American Rescue Plan Act for FY 2021

This resolution will approve the acceptance of the FY 2021 Emergency Management Performance Grant American Rescue Plan Act award from the State of Michigan in the amount of \$34,026 for the time period of October 1, 2020 to September 30, 2021. This is a supplemental award in addition to the annual Emergency Management Performance Grant awarded by the State of Michigan and will reimburse Ingham County for an additional portion of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits.

See memo for details.

3c. Office of Homeland Security and Emergency Management – Resolution to Adopt the Updated Emergency Operations Plan for Ingham County

This resolution is will accept and approve the updated Ingham County Emergency Operations Plan. The current plan has been updated and revised to account for lessons learned as well as to match the Michigan State Police Emergency Management and Homeland Security template. The Emergency Operations Plan develops the framework for Ingham County to effectively mitigate, prepare, respond, and recover from emergencies and disasters that affect Ingham County and those who reside or visit the county. It also assigns responsibilities and specific actions that need to be carried out during a disaster or state of emergency.

The updated plan is being sent out as a document separate from the committee agenda.

See memo for details.

3d. Office of Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with W.S. Darley & Company to Purchase a DJI Mavic 2 Enterprise Advanced Unmanned Aerial System

This resolution will authorize the purchase of a DJI Mavic 2 Enterprise Advanced drone package from W.S. Darley & Company at a cost of \$6,969. This drone package was selected for the specific features and capabilities it offers for a wide variety of Emergency Management planning, services and responses. Three quotes were obtained and W.S. Darley & Company provided the most competitive pricing. Funds for this purchase are available with the Emergency Operations budget.

See memo for details.

4a. Circuit Court – Juvenile Division – Resolution to Authorize a Contract for Delinquency Attorney Services

This resolution will authorize a contract with Attorney Robert Ochodnick, for Judge Richard J. Garcia's delinquency cases, at \$1,335.46 per month, not to exceed \$16,025.48, a 3% increase over the 2021 contract amount. The contract would be effective January 1 through December 31, 2022. This is a contract for legal representation of juveniles in delinquency cases assigned to Judge Garcia.

See memo for details.

4b. Circuit Court – Juvenile Division – Resolution to Amend Per Diem with Highfields Inc. for Residential Care and Treatment Services

This resolution will authorize an agreement with Highfields Inc. for care and treatment services of Court adjudicated youth at a rate not to exceed the prevailing state rate, effective January 1, 2022 through September 30, 2023. Highfields has requested an increase in their per diem of \$230 due to an increase in costs associated with Qualified Residential Treatment Programs, as part of the state's implementation of the Families First Preservation Services Act. Highfields believes the increase in per diem is consistent with actuarial rates established by the state. The new per diem would reflect the prevailing state rate for residential placement which is \$283.28. Funds are available within the Child Care Fund to cover this increased expense.

See memo for details.

4c. Circuit Court – Juvenile Division – Resolution to Authorize a Contract for Lawyer Guardian Ad Litem Representation

This resolution will authorize to the continuation of the following contracts for calendar year 2022, with a 3% increase over the 2021 amounts:

- A contract with Attorney Annette Skinner for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Carol N. Koenig at a rate of \$4,291.67 a month, not to exceed \$51,500
- A contract with Attorney Michael Staake for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Lisa McCormick at a rate of \$4,291.67 a month, not to exceed \$51,500
- A contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Richard J. Garcia at a rate of \$3,862.50 a month, not to exceed \$46,350

- A contract with Attorney Michael Van Huysse for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Shauna Dunnings at a rate of \$3,862.50 a month, not to exceed \$46,350

This resolution will also authorize the Circuit Court Juvenile Division to provide web based legal research and court rules at a rate not to exceed \$2,000 per attorney per calendar year as budgeted in the Michigan Department of Health and Human Services grant and additional payments to Attorney Annette Skinner, Attorney Michael Staake, Attorney Kaitlin Fish, and Attorney Michael Van Huysse, not to exceed \$132,928 for calendar year 2022, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant.

See memo for details.

5. Facilities – Resolution to Authorize a Purchase Order to Knight Watch Inc. for the Security Enhancements to the South Stairwell at the Veterans Memorial Courthouse

This resolution will authorize a purchase order to Knight Watch Inc. for security enhancements to the south stairwell of the Veterans Memorial Courthouse for an amount not to exceed \$14,040.51. Additional card swipes and push bars are needed to enhance the security of the south stairwell to the lower garage and first floor Circuit Court Clerk’s area. Knight Watch Inc. is on the GSA co-operative contract, which means three quotes are not required, per the Ingham County Purchasing Policy. Funds for this purchase are available within the Public Improvement Fund and the Veterans Memorial Courthouse operating fund.

See memo for details.

6a. Community Corrections – Resolution to Authorize a Contract with Northwest Initiative, Prevention and Training Services, and Judicial Services Group (JSG) for 2022 Community Based Programming as Authorized by the Justice Millage

Resolution #21-534 approved Justice Millage funds in the amount of \$475,600 for Community Corrections programs, including Day Reporting, MRT, and Electronic Monitoring. This resolution will authorize entering into contracts with Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000, with Prevention and Training Services for MRT groups in an amount not to exceed \$18,600 and with JSG Monitoring for electronic monitoring services in an amount not to exceed \$400,000 for the performance period of January 1, 2022 through December 31, 2022.

See memo for details.

6b. Community Corrections – Resolution to Reclassify the Community Corrections Manager Position

This resolution will approve the reclassification of the Community Corrections Manager position. The position will become vacant in January of 2022 and the job description was last updated and reviewed by Human Resources in September of 1999. Prior to posting the position, the job description was updated and sent to Human Resources for review and it recommend that the position be reclassified from MC level 10 (\$64,745.56 to \$77,714.89) to MC level 11 (\$69,923.85 to \$83,930.39). The long-term cost of this increase (wages and fringes) will be \$9,121.

See memo for details.

7. Health Services Millage – Resolution to Authorize a Health Services Millage Contract with the Ingham Health Plan Corporation

This resolution authorizes a 2022 contract with Ingham Health Plan Corporation (IHPC) to utilize Health Services Millage funds for millage eligible services. The contract will not exceed \$2,056,310 from the Health Services Millage, and funds are included in the 2022 budget. The administrative rate remains 15% in 2022. The funding should be sufficient to cover all of IHPC’s projected 1,600 members in 2022.

8a. Health Department - Resolution to Authorize an Agreement with DocuSign

This resolution renews the agreement with DocuSign effective December 9, 2021 through December 8, 2022. DocuSign is an application designed to collect digital signatures (eSignature) for Community Health Center (CHC) documents including contracts, policies, Releases of Information (ROI), clinic consents and other documents on different devices. The cost for this agreement will be \$2,430 for 500 envelopes/transaction. Each additional envelope/transaction over 500, will cost \$5.80 per envelope. The cost for this agreement is covered by the CHC Operational Budget.

8b. Health Department - Resolution to Authorize an Agreement with Holy Cross Services

This resolution authorizes an agreement with Holy Cross Services to continue supporting their work as a temporary overnight shelter and day shelter and other essential community services, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$60,000. \$30,000 of this agreement will be funded through general funds. The other \$30,000 will be funded using American Rescue Plan (ARP) funds.

8c. Health Department - Resolution to Accept Grant Funds from Michigan Department of Health and Human Services and State of Michigan Local Community Stabilization Authority

This resolution accepts \$329,851 in grant funds which will allow ICHD to provide allowable health services as described in MCL 333.2475. In 2022, the Health Department will submit resolution(s) to use these funds to request authorization of new positions, programs, contracts, etc.

8d. Health Department - Resolution to Authorize an Agreement with Possibilities for Change

This resolution renews the agreement with Possibilities for Change (P4C) effective February 1, 2022 through January 31, 2023, for an amount not to exceed \$8,500. P4C is the system used to provide Rapid Assessment for Adolescent Preventative Services (RAAPS) in the schools and school-based health centers. The cost of this agreement will be covered by grant funding.

8e. Health Department - Resolution to Amend an Agreement with Sparrow Hospital for Medical Examiner Services

This resolution amends the Medical Examiner Services agreement with Sparrow Hospital effective January 1, 2022 through December 31, 2024. On January 1, 2018, ICHD and Sparrow Hospital entered into an agreement for Medical Examiner Services. Sparrow Hospital has increased the Annual Rate for services performed in 2022. As a result, the annual rate for services performed from January 1, 2022 through December 31, 2022, shall be \$805,719. Sparrow shall increase the costs for subsequent years at a rate not to exceed 4% per year in accordance with Sparrow Forensic Pathology’s costs, and Sparrow will inform the County by January 1 of each year of any increase for the upcoming calendar year.

8f. Health Department - Resolution to Authorize an Agreement with Michigan Primary Care Association

This resolution an agreement with Michigan Primary Care Association (MPCA) for Encounter Comparison & Reconciliation Support Services (ECSR) effective January 1, 2022 through December 31, 2022 in an amount not to exceed \$24,000. Costs of the agreement will be covered by increased revenue.

8g. Health Department - Resolution to Amend Resolution #21-496 with the Office of Global, Michigan Department of Labor & Economic Opportunity

This resolution authorizes amending Resolution #21-496 to receive additional Refugee Health Screening funds from MDLEO effective October 1, 2021 through September 30, 2024 in an amount not to exceed \$165,000.

8h. Health Department - Resolution to Authorize an Agreement with CMH-CEI

This resolution authorizes entering an agreement with CMH-CEI to pay for Behavioral Health services of a .25 FTE Mental Health Therapist (MHT) Supervisor and 1.00 FTE Coordinator, effective February 1, 2021 through September 30, 2021 for an amount not to exceed \$107,000.

8i. Health Department - Resolution to Amend the Agreement with Cross Country Staffing, Inc.

This resolution amends the agreement with Cross Country Staffing, authorizing amending per diem professional staffing rates and late fees for medication passing services at the Ingham County Jail, effective upon execution through September 20, 2022, and will renew automatically on an annual basis for 5 years, at which time it will be reviewed. Funds for this agreement are included in the Jail Medical budget.

9. Financial Services Department – Resolution to Approve a Pension Contribution to Michigan Employees Retirement System

This resolution authorizes a one-time contribution to the County’s MERS pension plan of \$2mil from the Worker’s Compensation Fund which currently has \$2,223,778 with annual operating expenses of \$177,395 in 2020. Funding at the yearly funding requirement only has resulted in a drop of funded status of 64% in 2018 to 60% in 2020. We need to infuse more funds to ensure we do not continue to lose ground or jeopardize our credit rating.

See memo for details.

10a. Innovation and Technology Department – Resolution to Approve the Renewal of Backup Software from CDW-G

This resolution authorizes the renewal of backup software from CDW-G for five years at a price not to exceed \$44,300.

See memo for details.

10b. Innovation and Technology Department – Resolution to Approve the Battery Replacement Service from CDW-G

This resolution authorizes the replacement of the UPS batteries and components at our 9-1-1 facility to ensure continued operation should a power failure occur.

The funding for the not to exceed \$29,000 will come from the County’s Innovation and Technology Department’s Network Hardware Fund #636-25810-932032.

See memo for details.

10c. Innovation and Technology Department – Resolution to Approve the Renewal of Website Hosting and Support

This resolution authorizes annual hosting charges to Revize for the County website. The funding for the \$8,950 will come from the County’s Innovation and Technology Department’s Network Fund #636-25810-933200.

See memo for details.

11a. Road Department – Resolution to Extend Contracts for As-Needed Engineering Design Services

This resolution authorizes extensions to existing as-needed engineering design services contracts for the following firms:

Two-year: Fishbeck, Thompson, Carr & Huber, Inc., 5913 Executive Drive, Suite 100, Lansing, MI 48911
DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917
Bergmann Associates, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917

One-year: Williams & Works, 549 Ottawa Avenue NW, Grand Rapids, MI 49503

See memo for details.

11b. Road Department – Resolution to Extend Contracts for As-Needed Material Testing and Fabrication Inspection Services

This resolution authorizes two-year extensions to existing as-needed material testing and fabrication inspection services contracts for the following firms:

Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan
Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan
TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan

See memo for details

12a. Human Resources – Resolution to Approve an Additional Modification to Appendix D - Compensation Levels of the Managerial and Confidential Employee Personnel Manual for 2021 as a Result of a Reclassification Request

This resolution authorizes MC reclassifications recommended by the Managerial and Confidential Employee Steering Committee.

See memo for details.

12b. Human Resources – Resolution to Approve Modifications to the 2021 Managerial and Confidential Employee Personnel Manual for 2022 – 2024

This resolution authorizes modification to the 2021 MC Manual to reflect the following:

- 3% increase to the 2021 wage schedule for 2022
- 2% increase to the 2022 wage schedule for 2023
- 2% increase to the 2023 wage schedule for 2024
- an additional paid holiday (Juneteenth)
- modifications to the grade step structure of the wage schedule (drop first step and add top step)

See memo for details.

12c. Human Resources – Resolution to Approve UAW TOPS Unit Reclassification Requests

This resolution authorizes reclassifications to the UAW TOPS unit recommended by Human Resources and representatives of UAW TOPS.

See memo for details.

13a. Controller's Office – Resolution to Authorize an Amendment to the Contract for Legal Services with Cohl, Stoker & Toskey, P.C

This resolution approves an amendment to the CST contract that reflects yearly increases of 3% in 2022, 2% in 2023 and 2% in 2024.

See memo for details.

13b. Controller's Office – Resolution Authorizing Adjustments to the 2021 Ingham County Budget

As part of the year-end budgeting process it is necessary for the Controller to transfer funds among all budgeted funds, activities, and line items in order to assure compliance with the Uniform Budgeting and Accounting Act (MCL 141.421 *et seq.*), and to balance the 2021 Budget. Also authorized by this resolution are quarterly budget amendments to make necessary adjustments to the adopted budget as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues. This resolution will authorize adjustments to increase the General Fund by \$312,447.

Also included is General Fund Budget to Actual report as of September 30 and an update of contingency fund spending so far this year. The current contingency amount is \$217,614.

See memo for details.

14a. Board of Commissioners – *Resolution Approving 2022-2024 Compensation for Non-Judicial County-Wide Elected Officials*

This resolution increases the non-Judicial County-Wide Elected Officials compensation from 2022-2024 in the following manner:

Elected Official	2021	2022	2023	2024
County Clerk	96,373	99,264	101,249	103,274
Drain Commissioner	90,086	92,789	94,645	96,538
Prosecuting Attorney	138,785	142,949	145,808	148,724
Register of Deeds	90,086	92,789	94,645	96,538
Sheriff	129,983	133,882	136,560	139,291
Treasurer	103,832	106,947	109,086	111,268

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

14b. Board of Commissioners – *Pursuant to MCL 15.268(e) Consult with Counsel, Pending Litigation (Closed Session)*

15. Board Referral – *Assessing Officers Report for Industrial Facility Exemption Certificates for Delhi Charter Township for 2021*

Agenda Item 1

TO: County Services and Finance Committees

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: November 22, 2021

SUBJECT: Resolution to Authorize the Purchase of Software for Electronic Processing of Campaign Finance Statements

BACKGROUND

In her role as Ingham County's Chief Elections Official, Clerk Byrum is responsible for accepting and maintaining campaign finance filings for candidates for office and campaign committees that file at the County level. In addition, Clerk Byrum also enforces the Michigan Campaign Finance Act for those offices for which she is the filing official.

Today, Clerk Byrum's Office manages by hand the filing requirements and candidate committee information for hundreds of campaign finance reports each year. With the approval of this resolution, Clerk Byrum will enter into a software agreement with Campaign Finance US LLC, a Michigan-based software company that would allow for the electronic filing of campaign finance reports, still retaining paper copies, but allowing for easier public access to the records, and automated campaign finance notices.

Clerk Byrum sought several quotations for software to accomplish this purpose and received two responses. She chose this vendor for several reasons. This vendor is based in Michigan and theirs is a Michigan-centric product, taking into account our laws. Many other Michigan County Clerks have implemented, or plan to implement, this system which would provide opportunities for collaborative process enhancement. In addition, the capabilities of this software align much more closely with our needs.

FINANCIAL IMPACT

This software comes with a \$10,000 annually recurring license and miscellaneous start-up fees to provide installation services and data import services for previously filed campaign statements.

OTHER CONSIDERATIONS

This system will provide an easier way for candidates in Ingham County to file their campaign finance statements, as required by statute. It will also save Clerk's Office employees with significantly more time for other functions, as it will reduce the amount of manual processing and review of campaign finance reports and associated correspondence.

RECOMMENDATIONS

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF SOFTWARE FOR
ELECTRONIC PROCESSING OF CAMPAIGN FINANCE STATEMENTS**

WHEREAS, County Clerks are the Chief Elections Officials in their respective counties; and

WHEREAS, elected officials are required by campaign finance statute to file periodic campaign finance reports with their filing official; and

WHEREAS, County Clerks serve as the filing official for local and county offices; and

WHEREAS, County Clerks are mandated to accept these reports, retain them, and make them available for public viewing; and

WHEREAS, the current Ingham County system requires physical documentation and does not allow for electronic filing of campaign finance reports; and

WHEREAS, the requirement to manage the filing of paper documents for this purpose is onerous to candidates and antiquated by comparison to the system used by the Secretary of State and other filing officials, where electronic submission is already allowed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Clerk Barb Byrum to enter into an agreement with Campaign Finance US, LLC to purchase annual software licenses and one-time professional services and associated support and costs in an amount not to exceed \$15,000.

BE IT FURTHER RESOLVED, this agreement shall be funded by the Ingham County Clerk's elections contractual services line item (101-19100-818000).

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

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

TO: Law & Courts and Finance Committees
FROM: Undersheriff Andrew R. Bouck
DATE: November 10, 2021
SUBJECT: Resolution authorized a contractual agreement between the Ingham County Sheriff's Office and Axon Enterprise, Inc. to purchase seventeen new Tasers and associated equipment.

For the meeting agendas of December 2, 2021 and December 8, 2021

BACKGROUND

Corrections personnel currently use two different versions of a dated Taser device, the Taser X26, and Taser X26P, the latter being the newer of the two devices. The Taser X26 was first released in May of 2003 and was discontinued by Axon in December of 2014. Additionally, Axon Enterprise now offers a much-improved model of the Taser device, the Taser 7. The new Taser 7 offers some benefits to the Taser X26 and X26P including:

- 1) Dual cartridges which offer faster deployment and better effectiveness at close range
- 2) Dual laser sighting system for greater accuracy
- 3) Rechargeable batteries
- 4) Integration with Axon Body Worn Cameras

This resolution requests approval for the Ingham County Sheriff's Office to enter into an agreement with Axon Enterprise, Inc. for the purchase of seventeen new Tasers and associated equipment.

ALTERNATIVES

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

FINANCIAL IMPACT

The total cost of the seventeen new Tasers and associated equipment is \$47,898.27. This item was approved in the 2022 budget as a Capital Outlay item.

The total cost will include seventeen Taser 7 weapons, seventeen new holsters, a dock mount for the Tasers, battery packs, training equipment, both duty and training cartridges, and a five-year extended warranty for the Tasers, dock mount, and battery packs.

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 seventeen new Tasers and associated equipment.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACTUAL AGREEMENT WITH
AXON ENTERPRISE, INC. TO PURCHASE SEVENTEEN NEW TASERS AND
ASSOCIATED EQUIPMENT**

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 purchase seventeen (17) new Tasers and associated Taser equipment to supply our Correctional Division; and

WHEREAS, the purchase order also 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 \$47,898.27.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to purchase seventeen (17) Taser 7 weapons and associated equipment and training from AXON Enterprise, Inc. in the amount of \$47,898.27, as approved as a 2022 Capital Outlay item in the 2022 budget.

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 2022 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: Law & Courts, Finance Committee
FROM: Captain Robert Earle, Jail Administrator
DATE: November 18, 2021
SUBJECT: Service Agreement with Guardian Tracking
For the meeting agenda of December 2, 2021 and December 8, 2021

BACKGROUND

The Ingham County Sheriff's Office currently uses paper and physical file folders for employee performance and discipline records. This system is outdated and not efficient for our operations. In addition, our use-of-force tracking system relies on emails between command and administration. Those emails are then saved in a shared drive on the county network. Data is not extractable and contains no early warning capability that alerts us to potential personnel concerns. The Sheriff's Office also tracks equipment and training records using Microsoft excel spreadsheets which are inefficient for sharing information or record retention. These tracking software programs solve several issues in one single computer software program.

ALTERNATIVES

The current process of employee performance, use-of-force, equipment, and training records is not sustainable. Records are incomplete and difficult to recover for possible litigation. It also lacks checks and balances of the records due to a lack of storage and handling continuity. Continuing as currently practicing is not the most suitable for meeting transparency, training, and accountability demands.

During the procurement of this system, members of the Sheriff's Office participated in demonstrations by three (3) separate vendors, including IAPro, Benchmark Analytics and Guardian Tracking. Guardian Tracking was the least expensive of the three (3) vendors and meets or exceeds our current needs.

FINANCIAL IMPACT

Subscription for Guardian Tracking is \$5,094 per year, with first year implementation fee of \$1,783. Anticipated increases of subscription fees are not greater than 3% over the current or previous years subscription.

STRATEGIC PLANNING IMPACT

This project is in line with the objectives of the County's 5 year strategic plan. It is innovative and cost-effective of services. The program is a performance-based measurement system for monitoring and reporting County services.

OTHER CONSIDERATIONS

The current times demand greater accountability for Police and Corrections staff in the performance of their duties to our community. Detecting potentially harmful patterns in an officer's behavior or recognizing exceptional performance are essential to accountability and continued excellence. A comprehensive performance management tool is the most effective way to support officers, create a positive culture, and demonstrate professionalism in the communities we serve.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the service agreement with Guardian Tracking Systems.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH GUARDIAN TRACKING, LLC

WHEREAS, the Ingham County Sheriff's Office uses physical file folders and hard copies of paper to track employee performance; and

WHEREAS, the Sheriff's Office uses the county email system to communicate reviews of use-of-force and employee praise by Sheriff's Office staff; and

WHEREAS, the Sheriff's Office uses Microsoft Excel to track equipment and training records; and

WHEREAS, these systems lack the ability to detect potentially harmful patterns in an officer's behavior that are essential to an officer's accountability or exceptional performance that reinforces the Mission; and

WHEREAS, these systems are outdated and lack transparency and accountability; and

WHEREAS, Guardian Tracking, LLC is the Benchmark of Police Early Warning Systems; and

WHEREAS, Guardian Tracking, LLC has modules that include, but are not limited to, the ability to record and track employee equipment and employee training.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office recommendation and authorizes a contract with Guardian Tracking, LLC.

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: Law & Courts and Finance Committees
FROM: Bob Boerkoel, Sergeant, Ingham County Sheriff's Office
DATE: November 12, 2021
SUBJECT: Resolution to accept grant funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2022 Capital Region Integrated Critical Skills Training Program
For the meeting agendas of *December 2, 2021, December 8, 2021*

BACKGROUND

This Resolution is for the approval to accept the 2022 Michigan Commission on Law Enforcement Standards (MCOLES) Michigan Justice Training Fund for the 2022 Capital Region Integrated Critical Skills Training Program. The grant award provides reimbursement funding for personnel wages, supplies, and operating expenses relating to in-service training intended to develop critical skills in an integrated format, consistent with how officers perform in the field. Critical skills include cognitive skills, (such as communication, decision-making, de-escalation), as well as physical skills (such as First Aid & CPR, proper restraint techniques, or control device(s) employment.)

ALTERNATIVES

N/A

FINANCIAL IMPACT

This award reimburses the county up to \$119,927.56, with a required in-kind match of \$39,975.99 assumed by the Ingham County Sheriff's Office in personnel wages and equipment, for a total project cost of \$159,903.55.

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 enables the Sheriff's Office to achieve integrated critical skill training to achieve a highly effective, professional deputy. Additionally integrated critical skill training produces efficient law enforcement responses for our residents and visitors, which can translate into safer communities; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County to reduce financial obligation of Ingham County while providing important skills training intended to mitigate risk and liability to Ingham County.

OTHER CONSIDERATIONS

This program seeks to utilize a training methodology that integrates the critical cognitive and physical skills officers may employ during a response to county residents and visitors. Integrated skill training expands traditional singular skill focused training (skill development) into a format that requires officers to 'put everything together' including communication, to decision-making and physical skills. Integrated critical skills are imperative for the modern law enforcement officer in order to provide safe, effective law enforcement responses and services.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support accepting the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund grant award for the 2022 Capital Region Integrated Critical Skills Training Program.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT GRANT FUNDS FROM THE MICHIGAN COMMISSION ON
LAW ENFORCEMENT STANDARDS MICHIGAN JUSTICE TRAINING FUND FOR THE
2022 CAPITAL REGION INTEGRATED CRITICAL SKILLS TRAINING PROGRAM**

WHEREAS, the Ingham County Sheriff's Office applied to receive an Integrated Critical Skills training grant from the Michigan Commission on Law Enforcement Standards (MCOLES) Michigan Justice Training Fund; and

WHEREAS, Ingham County Sheriff's Office staff need to conduct regular, on-going training to maintain high levels of proficiency in a multitude of critical integrated skills such as communication, de-escalation, decision-making, and diverse physical skills, etc.; and

WHEREAS, Ingham County Sheriff's Office staff must also complete annual training requirements and proficiency standards across a multitude of disciplines; and

WHEREAS, frequent training enhances deputy decision-making and performance to deliver effective Sheriff's Office services to the people we serve while mitigating liability; and

WHEREAS, the purpose of this training program is to improve critical cognitive and physical skills regularly employed by officers and improve law enforcement responses and services for our communities; and

WHEREAS, the award amount of the grant is \$119,927.56 for personnel wages, supplies, operating expenses, and travel, with a required in-kind match of \$39,975.99 assumed by the Ingham County Sheriff's Office in personnel wages and equipment, for a total project cost of \$159,903.55.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the 2022 Michigan Justice Training Fund grant for the Capital Region Integrated Critical Skills Training Program in the amount of \$119,927.56, with an in-kind match of \$39,975.99 for a total budget of \$159,903.55 for the time period of January 1, 2022 through December 31, 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Sheriff's Office 2022 Budget.

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: Law & Courts and Finance Committees
FROM: Bob Boerkoel, Sergeant, Office of Homeland Security and Emergency Management
DATE: November 9, 2021
SUBJECT: Resolution to Accept Grant Funds from the State of Michigan for the Emergency Management Performance Grant American Rescue Plan Act (EMPG ARPA) for FY 2021.

For the meeting agenda of *December 2, 2021, December 8, 2021*

BACKGROUND

This resolution is for the approval to accept the FY2021 Emergency Management Performance Grant American Rescue Plan Act Award to reimburse Ingham County for an additional portion of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits. This award serves as to further supplement to the Emergency Management Performance Grant Award for FY 2021, previously accepted with Resolution #20-508.

ALTERNATIVES

N/A

FINANCIAL IMPACT

This award reimburses the county up to \$34,026 of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits. The obligated funds require a cost-match and shall not exceed 50% of the total budget for salary and fringe benefits. This is a supplemental award in addition to the annual Emergency Management Performance Grant awarded by the State of Michigan.

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 promotes services to enable the protection of life, property, and vital infrastructure during times of disaster or emergency; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County to reduce the financial obligation of Ingham County.

OTHER CONSIDERATIONS

The Ingham County Office of Homeland Security & Emergency Management has fulfilled its requirements under Public Act 390 regarding an Emergency Management Program. The Emergency Management Program seeks to protect life, property, and vital infrastructure in times of disaster or emergency.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the acceptance of grant funds from the State of Michigan Emergency Management Performance Grant American Rescue Plan Act (EMPG ARPA) for FY 2021.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT GRANT FUNDS FROM THE STATE OF MICHIGAN FOR THE
EMERGENCY MANAGEMENT PERFORMANCE GRANT AMERICAN RESCUE PLAN ACT
FOR FISCAL YEAR 2021**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has fulfilled its requirements under Public Act 390 regarding an Emergency Management Program; and

WHEREAS, the Emergency Management Performance Grant (EMPG) for FY 2021 requires Ingham County to develop and maintain an Emergency Management Program capable of protecting life, property, and vital infrastructure in times of disaster or emergency; and

WHEREAS, the EMPG American Rescue Plan Act (ARPA) supplements the Emergency Management Performance Grant Award for FY 2021, already authorized and approved with Resolution #20-508; and

WHEREAS, the EMPG ARPA reimburses Ingham County for an additional portion of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits; and

WHEREAS, the EMPG ARPA FY 2021 obligates a total of \$34,026 of additional funds, requiring a cost-match of 50% towards the EMPG budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the FY 2021 EMPG ARPA award from the State of Michigan for \$34,026.00, for the time period of October 1, 2020 to September 30, 2021.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Office of Homeland Security & Emergency Management 2021 Budget.

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: Law & Courts and Finance Committees
FROM: Sgt. Bob Boerkoel, Office of Homeland Security & Emergency Management
DATE: November 12, 2021
SUBJECT: Resolution to authorize an Equipment Purchase Agreement with W.S. Darley & Company to purchase a DJI Mavic 2 Enterprise Advanced Unmanned Aerial System.

For the meeting agendas of *December 2, 2021, December 8, 2021*

BACKGROUND

This Resolution is for the approval to utilize the Ingham County Emergency Management budget funds to purchase an Unmanned Aerial System (drone package) as a means to update drone fleet/technology so as to improve Emergency Management services and responses in Ingham County. Specifically, budgeted funding will be used to purchase a DJI Mavic 2 Enterprise Advanced drone package at a cost of \$6,969.

This particular drone package was selected for the specific features and capabilities it offers for a wide variety of Emergency Management planning, services and responses such as pre-disaster mitigation evaluations, damage/flood assessment and hazardous materials responses. Additionally, features of this particular drone serve to advance other Ingham County emergency responses such as missing persons, crash investigations, tactical responses, fire responses, etc.

ALTERNATIVES

Three quotes were obtained. W.S. Darley & Company provided the most competitive pricing.

FINANCIAL IMPACT

The drone will be purchased with monies already budgeted and designated for Emergency Management. Furthermore, the purchase of this equipment provides an effective means to mitigate liabilities for potential hazards faced by various emergency responders in a variety of emergent situations; drones enable an effective response and scene assessment without requiring responders to enter into potentially dangerous scenes.

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 allows the Ingham County Emergency Management to conduct pre-disaster assessments and more accurately develop plans to mitigate potential future liabilities, enable quick and efficient scene or damage assessment during times of disaster, and assist in a variety of other county wide responses; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available monies paid to Ingham County budgeted for Emergency Management Services. The most cost-effective option was selected from three quotations.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of a DJI Mavic 2 Enterprise Advanced Unmanned Aerial System.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH
W.S. DARLEY & COMPANY TO PURCHASE A DJI MAVIC 2 ENTERPRISE ADVANCED
UNMANNED AERIAL SYSTEM**

WHEREAS, the Ingham County Office of Homeland Security and Emergency Management conducts a variety of hazard mitigation planning, damage assessment, and disaster recovering surveys to keep the residents and visitors of Ingham County safe; and

WHEREAS, Ingham County budgets for Emergency Management activities to effectively plan for, mitigate, respond to, and recover from a variety of disasters in Ingham County; and

WHEREAS, the purchase of a DJI Mavic 2 Enterprise Advanced unmanned aerial system will allow for improved, effective pre-disaster evaluation and planning, disaster response, damage assessment, and recovery surveys while optimizing staffing resources and reducing the potential dangers or exposures to emergency responders; and

WHEREAS, the Ingham County Sheriff's Office, Office of Homeland Security and Emergency Management already maintains a team of trained, licensed Unmanned Aerial Vehicle (drone) pilots; and

WHEREAS, the W.S. Darley provides the most competitive pricing for the DJI Mavic 2 Enterprise Advanced drone package out of three potential vendors; and

WHEREAS, the total expenditure for this proposal is \$6,969.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a DJI Mavic 2 Enterprise Advanced drone package from W.S. Darley & Company for \$6,969, utilizing funding from the Emergency Management budget.

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 or purchase documents on behalf of the County after approval as to form by the County Attorney.

Agenda Item 3d

TO: Board of Commissioners Law & Courts Committee, Finance Committee
FROM: Bob Boerkoel, Sergeant, Office of Homeland Security and Emergency Management
DATE: November 24, 2021
SUBJECT: Resolution to authorize a contract with the State of Michigan, making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and accepting the FY 2021 Homeland Security Grant Program Funds.

For the meeting agenda of *December 2, 2021, December 8, 2021*

BACKGROUND

This Resolution is to authorize a contract with the State of Michigan to make Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and accept the FY 2021 Homeland Security Grant Program Funds.

ALTERNATIVES

N/A

FINANCIAL IMPACT

This award provides to Ingham County agencies \$24,660.75 for the State Homeland Security Program (SHSP) and Law Enforcement Terrorism Prevention Activities (LEPTA). Additionally, funds from this grant may be used to reimburse Ingham County for salary of the Regional Emergency Planner and our Fiduciary agent charged with administering the grant.

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 enhances national resilience to absorb disruptions and rapidly recover from natural disasters and terrorist incidents; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County to reduce financial obligation of Ingham County.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support entering into a contract with the State of Michigan, making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and accepting the FY 2021 Homeland Security Grant Program Funds.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH THE STATE OF MICHIGAN, MAKING INGHAM COUNTY THE FIDUCIARY AGENT FOR MICHIGAN HOMELAND SECURITY REGION 1 AND ACCEPTING THE FY 2021 HOMELAND SECURITY GRANT PROGRAM FUNDS

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 FY 2021 Homeland Security Grant Program (HSGP) for Region 1; and

WHEREAS, Region 1 partners included are County of Clinton, County of Eaton, County of Gratiot, County of Hillsdale, County of Ingham, County of Jackson, County of Lenawee, County of Livingston, County of Shiawassee, and the City of Lansing; and

WHEREAS, the SHSP is a core assistance program that provides funds to build capabilities at the state, local, tribal, and territorial levels, to enhance national resilience to absorb disruptions and rapidly recover from natural disasters and terrorist incidents; 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 total grant award for Michigan Homeland Security Region 1 for FY 2021 is \$804,861.00; and

WHEREAS, the total amount of grant funds available locally to Ingham County agencies is \$24,660.75 for State Homeland Security Program (SHSP) and Law Enforcement Terrorism Prevention Activities (LETPA); and

WHEREAS, an additional portion of the grant funds may be used to reimburse salary for the Ingham County Emergency Planner and Fiduciary Agent during the administration and execution of HSGP grant activities; and

WHEREAS, there are a number of projects benefiting Ingham County agencies, presently approved or pending approval by the State of Michigan; and

WHEREAS, Ingham County will be the fiduciary agent for these grant funds for Michigan Homeland Security Region 1.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan to be the fiduciary agent for the FY 2021 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of \$804,861 for the time period of September 1, 2021 to May 31, 2024.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the following Region 1 partners receiving FY 2021 HSGP funding to include: County of Clinton, County of Eaton, County of Gratiot, County of Hillsdale, County of Ingham, County of Jackson, County of Lenawee, County of Livingston, County of Shiawassee, and the City of Lansing.

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 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: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: November 19, 2021
SUBJECT: Resolution to Authorize a Contract for Delinquency Attorney Services
For the Meeting Agendas of December 2 and December 8, 2021

BACKGROUND

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to continue a contract for legal representation of juveniles in delinquency cases assigned to Judge Richard J. Garcia. Attorney Robert Ochodnický has been providing this service. It is recommended that Attorney Robert Ochodnický receive a 3% cost of living increase in the 2022 contracted rate.

The Juvenile Division has entered into delinquency contracts since 2010 in an effort to reduce costs for attorney fees, and provide consistent and efficient legal representation for children and indigent youth. The Judiciary selects specific attorneys for these contracts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients. The contract will be in effect from January 1, 2022 through December 31, 2022.

ALTERNATIVES

The Court assigns court appointed attorneys from the court appointed list to represent indigent juveniles assigned to Judge Richard J. Garcia.

FINANCIAL IMPACT

Funds to support this contact have been allocated in the 2022 budget. It is estimated that entering into a contract with an attorney saves the Court between \$5,000 and \$7,000 a year. No additional funding for this contract is required.

STRATEGIC PLANNING IMPACT

Develop an indigent defense service plan following guideline issued by the State through the Michigan Indigent Defense Commission (MIDC).

Adequate attorney compensation was recognized as one of the eight core standards of the Michigan Indigent Defense Commission. The Commission's report states:

Assigned counsel should receive prompt compensation at a reasonable rate and should be reimbursed for their reasonable out-of-pocket, case-related expenses. Assigned counsel should be compensated for all work necessary to provide quality legal representation. Activities outside of court appearances, such as directing an investigation, negotiating, or tactical planning, etc., require no less legal skill and expertise than in-court appearances, and are equally important to quality representation.

OTHER CONSIDERATIONS

Contracts with delinquency attorneys will add additional cost savings as Raise the Age legislation is implemented. Raise the Age legislation will have an increase on the overall number of delinquency petitions received by Juvenile Division Judges.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR DELINQUENCY ATTORNEY SERVICES

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide legal counsel to juveniles in delinquency cases who are indigent; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for juveniles, has contracted with attorneys; and

WHEREAS, the 2022 Budget approved by the Board of Commissioners, authorizes funds to contract with specific attorneys to provide legal representation; and

WHEREAS, the attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients; and

WHEREAS, Attorney Robert Ochodnický has been providing legal counsel for juvenile delinquency cases assigned to Judge Richard J. Garcia; and

WHEREAS, if authorized, the Circuit Court Juvenile Division would compensate Attorney Robert Ochodnický for providing legal representation for delinquency cases assigned to Judge Richard J. Garcia, effective January 1, 2022 through December 31, 2022 in the amount of \$1,335.46 per month, not to exceed \$16,025.48.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Robert Ochodnický, for Judge Richard J. Garcia's delinquency cases, at \$1,335.46 per month, not to exceed \$16,025.48, effective January 1, 2022 through December 31, 2022.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: November 22, 2021
SUBJECT: Resolution to Amend Contract with Highfields for Residential Care and Treatment Services
For the Meeting Agendas of December 2 and December 8, 2021

BACKGROUND

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to amend a contract with Highfields for residential care and treatment services. Highfields has requested an increase in their per diem of \$230 due to an increase in costs associated with Qualified Residential Treatment Programs, as part of the state's implementation of the Families First Preservation Services Act. Furthermore, Highfields believes the increase in per diem is consistent with actuarial rates established by the state. The new per diem would reflect the prevailing state rate for residential placement which is \$283.28.

ALTERNATIVES

The Circuit Court terminate the contract with Highfields. Should this occur, the Juvenile Division would pay the prevailing state rate for residential placement but not be afforded certain protections a contract would provide.

FINANCIAL IMPACT

The Juvenile Division is not requesting any additional funds as a result of this per diem increase.

STRATEGIC PLANNING IMPACT

This supports the overarching long-term objective of providing appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Amend the contract with Highfields to reflect the new prevailing state rate.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND PER DIEM WITH HIGHFIELDS INC FOR
RESIDENTIAL CARE AND TREATMENT SERVICES**

WHEREAS, the Circuit Court Juvenile Division, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate treatment facility; and

WHEREAS, Resolution #20-465 authorized an agreement with Highfields Inc for residential care and treatment services at a per diem of \$230 not to exceed the state rate; and

WHEREAS, Highfields Inc reports a significant increase in the cost of residential care and treatment services due to requirements of being a Qualified Residential Treatment Program, as part of the state's implementation of the Families First Preservation Services Act; and

WHEREAS, the state analyzes and scrutinizes actuarial reports submitted by Highfields each year and establishes a prevailing state rate.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Highfields Inc for care and treatment services of Court adjudicated youth at a rate not to exceed the prevailing state rate, effective January 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: November 19, 2021
SUBJECT: Resolution Authorizing Entering Into a Contract for Lawyer Guardian Ad Litem Attorney Services for the Meeting Agendas of December 2 and December 8, 2021

BACKGROUND

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to continue contracts for legal representation of children in neglect and abuse cases. The four attorneys recommended in this resolution have already been providing Lawyer Guardian Ad Litem services (L-GAL) for the Circuit Court Juvenile Division. The case distribution for neglect and abuse cases was recalculated in 2020 thus resulting in a recalculation of the contract amounts. The case distribution for neglect and abuse cases is as follows: Judge Koenig .3, Judge McCormick .3, Judge Garcia .2 and Judge Dunnings .2 of the Family Division docket. The Juvenile Division recommends providing a 3% cost of living increase to the 2022 contracts. This allows the Juvenile Division to incrementally increase contract rates in order to avoid large increases.

The Court has entered into Lawyer Guardian Ad Litem contracts since 2002 in an effort to reduce costs for attorney fees, and provide consistent and efficient legal representation for children. The Judiciary selects specific attorneys for these contracts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients. The contracts will be in effect from January 1, 2022 through December 31, 2022.

Furthermore, the court received a significant grant from the Michigan Department of Health and Human Services to increase the quality of legal representation in neglect and abuse cases. This grant allows the Court to allocate funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

ALTERNATIVES

The Court assigns court appointed attorneys from the court appointed list to represent youth. This would result in a reduction in the quality of legal representation for children in neglect and abuse cases.

FINANCIAL IMPACT

Funds to support this contact have been allocated in the Juvenile Division's 2022 budget. No additional funding is requested.

STRATEGIC PLANNING IMPACT

Develop an indigent defense service plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

Adequate attorney compensation was recognized as one of the eight core standards of the Michigan Indigent Defense Commission. The Commission's report states:

Assigned counsel should receive prompt compensation at a reasonable rate and should be reimbursed for their reasonable out-of-pocket, case-related expenses. Assigned counsel should be compensated for all work necessary to provide quality legal representation. Activities outside of court appearances, such as directing an investigation, negotiating, or tactical planning, etc., require no less legal skill and expertise than in-court appearances, and are equally important to quality representation.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Enter into a contract

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR
LAWYER GUARDIAN AD LITEM REPRESENTATION**

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide Lawyer Guardian Ad Litem representation for children in neglect and abuse cases; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for children, has contracted with specialized Lawyers Guardian Ad Litem; and

WHEREAS, the 2022 Budget approved by the Board of Commissioners, authorizes funds to contract with specialized attorneys to provide legal representation; and

WHEREAS, the specialized attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law and a well-known reputation for zealously advocating for their clients; and

WHEREAS, the Circuit Court Family Division caseloads are weighted differently by Judge; and

WHEREAS, it is recommended that Attorney Annette Skinner continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Carol N. Koenig at a rate not to exceed \$51,500 a year for calendar year 2022; and

WHEREAS, it is recommended that Attorney Michael Staake continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Lisa McCormick at a rate not to exceed \$51,500 a year for calendar year 2022; and

WHEREAS, it is recommended that Attorney Kaitlin Fish continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Richard J. Garcia at rate not to exceed \$46,350 for calendar year 2022; and

WHEREAS, it is recommended that Attorney Michael Van Huysse continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Shauna Dunnings at rate not to exceed \$46,350 for calendar year 2022; and

WHEREAS, the Circuit Court Juvenile Division received a grant from the Michigan Department of Health and Human Services to increase the quality of legal representation for neglect and abuse cases; and

WHEREAS, the grant from the Michigan Department of Health and Human Services allows the Circuit Court Juvenile Division to distribute funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Annette Skinner for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Carol N. Koenig at a rate of \$4,291.67 a month, not to exceed \$51,500 for calendar year 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Michael Staake for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Lisa McCormick at a rate of \$4,291.67 a month, not to exceed \$51,500 for calendar year 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Richard J. Garcia at a rate of \$3,862.50 a month, not to exceed \$46,350 for calendar year 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Michael Van Huysse for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Shauna Dunnings at a rate of \$3,862.50 a month, not to exceed \$46,350 for calendar year 2022.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide web based legal research and court rules at a rate not to exceed \$2,000 per attorney per calendar year as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide additional payments to Attorney Annette Skinner, Attorney Michael Staake, Attorney Kaitlin Fish, and Attorney Michael Van Huysse, not to exceed \$132,928 for calendar year 2022, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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 5

TO: Law and Courts, County Services, & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: November 2, 2021
RE: Resolution to Authorize a Purchase Order to Knight Watch for Security Enhancements to the South Stairwell at the Veterans Memorial Courthouse

For the meeting agendas of: December 2, 7, & 8

BACKGROUND

The doors to enter and exit the stairwell into the lower garage and the first floor Circuit Court Clerk’s area at the Veterans Memorial Courthouse does not currently have a security mechanism going to and from the stairwell. Knight Watch, who is on the GSA co-operative contract, submitted a proposal of \$14,040.51 for the card swipes and push bars.

ALTERNATIVES

The alternative be to leave the level of security as is.

FINANCIAL IMPACT

Funds for this project will come from the 2020 CIP line item # 245-26710-932000-20F27 and the building maintenance and repair line item # 631-236720-931000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-26710-932000-20F27	\$9,000	\$9,000	\$9,000	\$0
Public Imp. Fund				
631-26720-931000	\$40,000	\$12,157	\$5040.51	\$7,116.49
Maint. & Repair				

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Knight Watch for the security enhancements to the south stairwell going to the lower garage and Circuit Court Clerk’s area at the Veterans Memorial Courthouse.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO KNIGHT WATCH INC.
FOR THE SECURITY ENHANCEMENTS TO THE SOUTH STAIRWELL AT THE
VETERANS MEMORIAL COURTHOUSE**

WHEREAS, to enhance the security of the south stairwell to the lower garage and first floor Circuit Court Clerk's area additional card swipes and push bars are needed; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the GSA Contract do not require three quotes; and

WHEREAS, Knight Watch Inc. is on the GSA co-operative contract; and

WHEREAS, the Facilities Department recommends authorizing a purchase order to Knight Watch Inc. who submitted a proposal of \$14,040.51 for the security enhancements to the south stairwell at the Veterans Memorial Courthouse; and

WHEREAS, funds are available in the Public Improvement Fund line item #245-26710-932000-20F27 which has a balance of \$9,000 and the Building Maintenance and Repair line item #631-26720-931000 which has a balance of \$12,157.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize a purchase order to Knight Watch Inc., 3005 Business One Drive, Kalamazoo, Michigan 49048, for the security enhancements to the south stairwell of the Veterans Memorial Courthouse for an amount not to exceed \$14,040.51.

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 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: Law & Courts and Finance Committees
FROM: Mary Sabaj, CCAB Manager
DATE: November 9, 2021
SUBJECT: Resolution to Authorize a Contract with Northwest Initiative, Prevention and Training Services, and JSG for 2022 Community Based Programming as Authorized by the Justice Millage For the meeting agendas of December 2 and December 8

BACKGROUND

Resolution #21-534 adopted by the Board of Commissioners on October 26, 2021 approved Justice Millage funds in an amount up to \$475,600 for Community Corrections program contracts, including Day Reporting, MRT, and Electronic Monitoring.

ALTERNATIVES

Without these funds, Day Reporting and MRT will only be available with State Community Corrections grant funding which imposes strict eligibility limitations; and, on a client pay basis which limits or precludes access for indigent users. Without these funds, Electronic Monitoring will only be available on a self-pay basis, precluding access for indigent users.

FINANCIAL IMPACT

All program expenditures will be covered by Justice Millage funding approved for this purpose. Day Reporting (\$52,000) will provide services on a fee for service bases for an estimated 40-50 participants; MRT group sessions (\$18,600) will be provided for an estimated 30 participants; and, Electronic Monitoring (\$400,000) for an estimated 110-199 participants per day based on a per diem fee schedule ranging from \$5.50 to \$10.00.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

Day Reporting and MRT provide evidence-based curricula designed to decrease offender recidivism. Electronic Monitoring provides monitoring and tracking supervision. Community-based programming frees up jail beds and allows appropriate participants to work, go to school, and take care of personal, family, and community obligations.

RECOMMENDATION

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution to support 2022 millage funded Day Reporting, MRT, and Electronic Monitoring programming.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH
NORTHWEST INITIATIVE, PREVENTION AND TRAINING SERVICES, AND
JUDICIAL SERVICES GROUP (JSG) FOR 2022 COMMUNITY-BASED PROGRAMMING AS
AUTHORIZED BY THE JUSTICE MILLAGE**

WHEREAS, on August 7, 2018 the Ingham County Board of Commissioners approved the Justice Millage; and

WHEREAS, the Justice Millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons”; and

WHEREAS, on the Board of Commissioners adopted Resolution #21-534 on October 26, 2021 authorizing Justice Millage funded contracts up to \$475,600 to fund community-based programs, including Day Reporting, MRT, and JSG Electronic Monitoring services; and

WHEREAS, Justice Millage funded community-based program contracts for a performance period of January 1, 2022 through December 31, 2022 will include Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000, Prevention and Training Services for MRT groups in an amount not to exceed \$18,600, and JSG for electronic monitoring services in an amount not to exceed \$400,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering a contract with Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000, with Prevention and Training Services for MRT groups in an amount not to exceed \$18,600, and notification to JSG of available funds for electronic monitoring services in an amount not to exceed \$400,000 for the performance period of January 1, 2022 through December 31, 2022.

BE IT FURTHER RESOLVED, that funds for these contracts will come from the Justice Millage.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2022 budget.

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

Agenda Item 6b

TO: Law & Courts, County Services, and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: November 22, 2021
SUBJECT: Resolution to Reclassify the Community Corrections Manager Position

For the meeting agendas of December 2, 7, and 8

BACKGROUND

In January of 2022, the Community Corrections Manager position will become vacant for the first time since its creation in 1991, at which time the position was classified as a Community Corrections Advisory Board Coordinator. The job description was last updated and reviewed by Human Resources in September of 1999. Prior to posting the position, the job description was updated and sent to Human Resources for review and it is recommended that the position be reclassified.

FINANCIAL IMPACT

The wage range for the Community Corrections Manager will change from MC level 10 (\$64,745.56 to \$77,714.89) to MC level 11 (\$69,923.85 to \$83,930.39). The long-term cost of this increase (wages and fringes) will be \$9,121.

OTHER CONSIDERATIONS

The Community Corrections Manager is responsible for coordinating criminal justice planning with the various criminal justice agencies under the guidance of the local Community Corrections Advisory Board. This position provides assistance in optimizing Community Corrections treatment and service programming and promoting efficiency and cooperation between criminal justice agencies.

RECOMMENDATION

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

Agenda Item 6b

TO: Teri Morton, Deputy Controller

FROM: Imelda Maloney, Human Resources Analyst
Beth Bliesener, Human Resources Generalist – Employment Specialist
Joan Clous, Human Resources Generalist – Labor Relations

DATE: November 9, 2021

RE: Memo of Analysis for updating job description: Community Corrections Manager

Position number 336001 will become vacant due to a retirement. Human Resources has updated the job description for position number 336001, Community Corrections Manager, to accurately describe the functions the position will be performing. The changes made to the job description do change the salary. The position should be reclassified from a MC 10 (\$64,745.56 - \$77,714.89) to a MC 11 (\$69,923.85 - \$83,930.39)

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

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

**INGHAM COUNTY
JOB DESCRIPTION**

COMMUNITY CORRECTIONS MANAGER

General Summary:

This is a professional and administrative position responsible for coordinating criminal justice planning with the various criminal justice agencies under the guidance of the local Community Corrections Advisory Board (CCAB). This position provides assistance in optimizing Community Corrections treatment and service programming and promoting efficiency and cooperation between criminal justice agencies. This position is responsible for the administration of programs that are a part of the Community Corrections Plan and Justice Millage funded.

This position is appointed by the County Controller, and works under the general direction of the CCAB and the County Controller. This position provides administrative services for the CCAB

Essential Functions:

1. Provides direct staff services to the CCAB.
2. Directs, oversees, and participates, under the general direction of the CCAB, in the development and preparation of the annual State Community Corrections Plan and Application, and monitors and coordinates the implementation of the Plan, including the management of the data information system.
3. Prepares, monitors, and coordinates implementation of the annual City of Lansing Funding Application.
4. Assists in the development of grant and program contracts and subcontracts and monitors compliance.
5. Prepares and distributes, on a regular basis, reports, data analyses, financial analyses or other reports as required on existing criminal justice programs.
6. Evaluates and monitors offender diversion programs for their impact on the criminal justice system.
7. Monitors and evaluates the impact of criminal justice legislation and case law as required.
8. Administers, monitors, reviews, and evaluates all Community Corrections programs that are part of the Community Corrections Plan and the Justice Millage.
9. Prepares and administers the Community Corrections budget, including CCAB Plans and Services state grant funding, City of Lansing grant funding, and county funding.
10. Supervises the CCAB Staff Consultant.
11. Performs related work as required and other responsibilities as designated by the CCAB.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: Graduation from an accredited college or university with a major in public or business administration, criminal justice or a related field or a combination of education, training and work experience that demonstrates an ability to perform all of the duties of the classification

Experience: At least three to five years is desired, working professionally within the criminal justice system, or a closely related program, providing either program management, planning or coordination. Some experience or training is required in the implementation of automated information systems.

Other Requirements:

- None

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in walking, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require continuous stamina in sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY THE COMMUNITY CORRECTIONS MANAGER POSITION

WHEREAS, Ingham County employs a Community Corrections Manager responsible for coordinating criminal justice planning with the various criminal justice agencies under the guidance of the local Community Corrections Advisory Board (CCAB); and

WHEREAS, the position will become vacant in January of 2022; and

WHEREAS, the job description was last updated and reviewed by the Human Resources Department in September of 1999; and

WHEREAS, prior to posting the position, the job description was updated and sent to the Human Resources Department for review; and

WHEREAS, the Human Resources Department has analyzed the job description and recommend that the position be reclassified from MC level 10 (\$64,745.56 to \$77,714.89) to MC level 11 (\$69,923.85 to \$83,930.39).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reclassification of the Community Corrections Manager position as described above.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget transfers and changes to the Approved Position List as authorized by this resolution.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: November 22, 2021
SUBJECT: Resolution Authorizing a Health Services Millage Contract with IHPC
For the meeting agendas of December 6 and December 8

BACKGROUND

This resolution authorizes a 2022 contract with Ingham Health Plan Corporation (IHPC) to utilize Health Services Millage funds for millage eligible services, as set forth in Attachments A and B. The county will also reimburse IHPC for administrative expenses (further details in financial impact section below) including third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

ALTERNATIVES

The Ingham Health Plan Corporation requested \$2,056,310 for FY 2022, which would cover all IHPC membership. The Board of Commissioners could opt to not fund the IHPC request. Not funding the IHPC request would likely result in an increase in uncompensated care in the County’s network of Community Health Centers.

FINANCIAL IMPACT

The contract will not exceed \$2,056,310 from the Health Services Millage, and funds are included in the 2022 budget. The administrative rate remains 15% in 2022. The funding should be sufficient to cover all of IHPC’s projected 1,600 members in 2022.

STRATEGIC PLANNING IMPACT

This resolution supports the long term goal of Promoting Accessible Healthcare.

OTHER CONSIDERATIONS

Prior to implementation of the Affordable Care Act (ACA), IHPC had roughly 12,000 members in Ingham County. Currently, millage eligible membership is roughly 1,400 members. However, the uncertain future of the ACA may bring about unforeseen changes to the number of millage eligible Ingham County residents needing IHPC services.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A HEALTH SERVICES MILLAGE CONTRACT
WITH THE INGHAM HEALTH PLAN CORPORATION (IHPC)**

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

WHEREAS, in March 2020, the electorate approved a reauthorization of the countywide health services millage at a level of 63/100 (.63) of one mill for a period of four years (2020-2023) to be used for the purpose of providing basic health care and mental health services to low-income Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance, including use of these funds to help pay for access to doctor visits, generic medications, mental health services and essential care such as preventive testing and treatment for cancer, diabetes, heart disease and other serious illnesses; and

WHEREAS, IHPC provides an organized system of medical benefits utilized by county residents who are not eligible for Medicaid and do not have medical insurance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with IHPC which authorizes the County to pay IHPC an amount not to exceed \$2,056,310 annually for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage.

BE IT FURTHER RESOLVED, that the millage will be used to support Ingham County residents whose household income is at or below 250% of federal poverty guidelines.

BE IT FURTHER RESOLVED, that for the time period January 1, 2022 through December 31, 2022 the County shall reimburse IHPC by monthly invoice for services as set forth in the attached list of covered services.

BE IT FURTHER RESOLVED, that the annual not to exceed amount of \$2,056,310 includes administrative costs, which will be capped at 15% of medical expenses paid to IHPC, with the administrative costs requested to be reimbursed by the County listed clearly on each monthly invoice.

BE IT FURTHER RESOLVED, that administrative costs include, but are not limited to: third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

BE IT FURTHER RESOLVED, that IHPC invoices will be submitted in a consistent format that is agreed upon by both the IHPC and the Ingham County Controller/Administrator.

BE IT FURTHER RESOLVED, that any additional services that IHPC wishes to be reimbursed for beyond what is in the attached scope of services must be approved by the Ingham County Board of Commissioners as an amendment to the contract.

BE IT FURTHER RESOLVED, that the Ingham Health Plan Corporation shall appoint a representative put forth by the Ingham County Board of Commissioners to its Board of Directors.

BE IT FURTHER RESOLVED, that Ingham County reserves the right to make requests of IHPC for data that includes enrollment figures, financial reports, and other information and IHPC is obligated to provide the requested data in a timely manner.

BE IT FURTHER RESOLVED, that the Ingham Health Plan Corporation may be subject to review of member eligibility and expenses relative to this contract to ensure compliance with the contract and with the Health Services Millage ballot language.

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.

MEDICAL COVERAGE

Physician, Physician Assistant, and Nurse Practitioner Services Office visit

Copay: \$5.00

Covered when provided by the member's Primary Care Provider (PCP) or by a specialty medical provider to whom the enrollee is appropriately referred for medically necessary services. Services must be provided in an office or outpatient setting. Medicaid covered CPT's only.

- Office visits
- Annual physical exams, including breast exams, pap smears, and screening tests
- Immunizations
- Administration of allergy extract
- Anesthesia services
- Injectable medications (limited benefit – see additional information)
- Diagnostic and treatment services
- Oral Surgery (Medical services only. Dental related services covered per Delta EPO)
- Ophthalmology services provided by an Ophthalmologist or Optometrist (must be related acute or chronic medical condition)
- Physical or Occupational therapy- maximum of 20 visits per calendar year
- Podiatry services
- Preventive Services
- Surgery
- Behavioral Health Services (limited benefit)

Outpatient Hospital Services

Copay: \$0.00

Covered when ordered by the member's PCP or specialty provider to whom the enrollee is appropriately referred and medically necessary. Medicaid covered CPT's only.

- Physical or Occupational therapy- maximum of 20 visits per calendar year
- Radiation therapy
- Colonoscopies and sigmoidoscopies
- Diagnostic and treatment services (limited benefit)
- Surgeries

Urgent Care Services Copay: \$5.00

Covered for after-hours, non-emergency medical conditions that need to be treated before a PCP appointment can be scheduled. Medicaid covered CPT's only.

- Urgent care visits
- Immunizations
- Injectable medications and administration.

Laboratory Services

Copay: \$0.00

Covered when ordered and/or authorized in advance by the enrollee's PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary. Medicaid covered CPT's only. Genetic testing requires review for medical necessity and prior authorization.

Radiology Services

Copay: \$0.00

Covered for diagnosis and treatment purposes when ordered and/or authorized in advance by the enrollee's PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary. Medicaid covered CPT's only.

- Diagnostic X-rays
- CT scans
- Mammograms (women over 40 should be referred to authorized Title XV BCCCP program)
- MRI scans
- PET scans

Ambulatory Surgical Center Services

Copay: \$0.00

Covered when services ordered by the member's PCP or specialist physician to whom the enrollee is appropriately referred and medically necessary. Medicaid covered CPT's only.

Practitioner charges for diagnostic and treatment services

Practitioner charges for surgery

Medical Supplies

Copay: \$0.00

Covered with a valid prescription when ordered by the member's PCP or specialist physician and medically necessary.

- Blood Glucose Meters (CONTOUR NEXT Blood Glucose Monitoring System) Available through Ascensia Diabetes Care only. Call Ascensia at (800) 348-8100
- CPAP machine and supplies
- Medical supplies other than gradient surgical garments, formulas and feeding supplies, oxygen and related supplies, incontinence supplies, and supplies related to any non-covered durable medical equipment item
- Syringes, test strips, and lancets – Available through member's Pharmacy Benefit. (See Section 17 for details). Any pharmacy that participates with IHP can fill these prescriptions
- Limited knee and wrist orthotics

Injectable Medications

Copay: \$0.00

Injection administration is a covered benefit which does not require a prior authorization. However, not all injectable medications are a covered benefit. The purpose of the benefit is to cover common, routine injectable medicine given in the office or outpatient surgery setting. Providers should contact the Plan to verify coverage prior to administration with any questions.

- Infusion therapy is a covered benefit which **requires prior authorization**. The medication administered by infusion **also requires prior authorization**, and **may not be covered** by the Plan.
- Chemotherapy is not a covered benefit.
- Medicaid payable Vaccines and TB skin testing, as indicated by the CDC, are a covered benefit. Children should qualify for the Vaccines for Children (VFC) program

PHARMACY

Office Visit Copay: \$5.00 (Generic)/\$10.00 (Brand)

- IHP Formulary medications filled at an IHP participating pharmacy
- Diabetic supplies (insulin syringes, lancets, and test strips)

DENTAL COVERAGE (Provided by Delta Dental of Michigan – EPO Network only)

Office Visit Copay: \$0.00 for Cleanings, Preventative Exams, and X-rays. See member copayment schedule for copayment amounts for other services.

- Cleanings
- Preventative Exams
- X-rays
- Fillings
- Crowns
- Root Canals
- Bridges & Dentures

Agenda Item 8a

TO: Board of Commissioners Human Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 8, 2021
SUBJECT: Authorization to Renew Agreement with DocuSign
For the meeting agendas of December 6, 2021 and December 8, 2021

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to renew its agreement with DocuSign effective December 9, 2021 through December 8, 2022. DocuSign is an application designed to collect digital signatures (eSignature) for CHC documents including contracts, policies, Releases of Information (ROI), clinic consents and other documents on different devices. The cost for this agreement will be \$2,430 for 500 envelopes/transaction. Each additional envelope/transaction over 500, will cost \$5.80 per envelope. The cost for this agreement is covered by the CHC Operational Budget.

ALTERNATIVES

The alternative would be to continue to rely on in-person signatures, which is time consuming.

There are currently no products in place which support this operational need for the CHCs. During this time of COVID-19, there is a need to collecting signatures for important documents electronically and within a timely manner.

FINANCIAL IMPACT

The cost for this agreement will be \$2,430 for 500 envelopes/transaction. Each additional envelope/transaction over 500 will cost \$5.80 per envelope. The cost for this agreement is included in the FY 22' CHC Operating Budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes renewing its agreement with DocuSign effective December 9, 2021 through December 8, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DOCUSIGN

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to renew its agreement with DocuSign effective December 9, 2021 through December 8, 2022; and

WHEREAS, DocuSign is an application designed to collect digital signatures (eSignature) for CHC documents including contracts, policies, Releases of Information (ROI), clinic consents and other documents on electronic devices; and

WHEREAS, collecting these signatures digitally will allow CHC patients/clients to sign and submit their signatures remotely; and

WHEREAS, the cost of this agreement will be \$2,430 for 500 envelopes/transactions; and

WHEREAS, each additional envelope/transaction over 500 will cost \$5.80 per envelope/transaction; and

WHEREAS, the cost for this agreement is included in the FY 2022 Health Center's Operating Budget; and

WHEREAS, the Ingham Community Health Center Board of Directors and Health Officer support renewing its agreement with DocuSign effective December 9, 2021 through December 8, 2022, to allow ICHD's CHCs to collect patient and client signatures electronically.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes renewing the agreement with DocuSign effective December 9, 2021 through December 8, 2022, to allow ICHD's CHCs to collect patient and client signatures electronically.

BE IT FURTHER RESOLVED, that the cost of this agreement shall not exceed \$2,430 for 500 envelopes/transactions.

BE IT FURTHER RESOLVED, that each additional envelope/transaction over 500 will cost \$5.80 per envelope/transaction.

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: November 17, 2021
SUBJECT: Authorization to Enter Agreement with Holy Cross Services
For the meeting agendas of December 6 and December 8, 2021

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Holy Cross Services to continue supporting their work as a temporary overnight shelter and day shelter and other essential community services, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$60,000. Holy Cross provides the Lansing community with valuable services including serving as a temporary overnight and day shelter, providing housing services, eviction prevention, veteran housing services and hotel contracts for families when temporary shelter is not adequate. ICHHD provided Holy Cross with \$30,000 in funding for FY 2021. Throughout the COVID-19 pandemic, Holy Cross has been faced with additional costs as the need for additional services have increased. Entering into this agreement for increased funding, will help to offset some of the costs and allow Holy Cross Services to continue offering these valuable services to the community they serve.

ALTERNATIVES

Ingham County could choose not to use ARP funds to support Holy Cross Services.

FINANCIAL IMPACT

\$30,000 of this agreement will be funded through general funds. The other \$30,000 will be funded using American Rescue Plan (ARP) funds.

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 request approval of the attached Resolution to enter into an agreement with Holy Cross Services, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$60,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HOLY CROSS SERVICES

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Holy Cross Services to continue supporting their work as a temporary overnight shelter and day shelter and other essential community services, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$60,000; and

WHEREAS, Holy Cross Services provides the Lansing community with valuable services including serving as a temporary overnight and day shelter, providing housing services, eviction prevention services, veteran housing services, and hotel contracts for families when temporary shelter is not adequate; and

WHEREAS, ICHD provided Holy Cross Services with \$30,000 in funding for FY 2021; and

WHEREAS, throughout the COVID-19 pandemic, Holy Cross has been faced with additional costs as the need for their services has increased; and

WHEREAS, entering into this agreement for increased funding will help offset some of the costs and allow Holy Cross Services to continue offering these valuable services to the community they serve; and

WHEREAS, the Health Officer recommends entering into an agreement with Holy Cross Services to continue supporting their work as a temporary overnight shelter and day shelter and other essential community services, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$60,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Holy Cross Services to continue supporting their work as a temporary overnight shelter and day shelter and other essential community services, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$60,000.

BE IT FURTHER RESOLVED, that \$30,000 for this agreement will come from Ingham County's American Rescue Plan of 2021 allocation, with the remainder from the General Fund.

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 8c

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 18, 2021
SUBJECT: Authorization to accept funds from the State of Michigan Local Community Stabilization Authority (LCSA)
For the meeting agendas of December 06, 2021, and December 08, 2021

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept \$329,851 in grant funds which will allow ICHHD to provide allowable health services as described in MCL 333.2475. Michigan Department of Health & Human Services (MDHHS) and State of Michigan Local Community Stabilization Authority (LCSA) disbursed funds in the amount of \$329,851 for the purpose of providing allowable health services as described in MCL 333.2475. In FY' 22, ICHHD will submit resolution(s) to use these funds to request authorization of new positions, programs, contracts, etc.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The amount of the grant funds is \$329,851.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the acceptance of \$329,851 in grant funds which will allow ICHHD to provide allowable health services as described in MCL 333.2475.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF GRANT FUNDS FROM MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES AND STATE OF MICHIGAN LOCAL COMMUNITY STABILIZATION AUTHORITY

WHEREAS, Ingham County Health Department wishes to accept grant funds from Michigan Department of Health & Human Services (MDHHS) and State of Michigan Local Community Stabilization Authority (LCSA) in the amount of \$329,851; and

WHEREAS, MDHHS and LCSA disbursed funds in the amount of \$329,851 for the purpose of providing allowable health services as described in MCL 333.2475; and

WHEREAS, the funds will be used for reimbursement of reasonable and allowable costs of required and allowable health services as described in MCL 333.2475; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes the acceptance of these funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of these funds in an amount not to exceed \$329,851.

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

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

TO: Board of Commissioners Human Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 8, 2021
SUBJECT: Authorization to Renew Agreement with Possibilities for Change
For the meeting agendas of December 6, 2021 and December 8, 2021

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to renew the agreement with Possibilities for Change (P4C) effective February 1, 2022 through January 31, 2023, for an amount not to exceed \$8,500. P4C is the system used to provide Rapid Assessment for Adolescent Preventative Services (RAAPS) in the schools and school-based health centers. ICHD's Community Health Centers (CHCs) have maintained an agreement with Possibilities for Change (P4C) to provide Rapid Assessment for Adolescent Preventative Services (RAAPS) in the schools and school-based health centers since 2016. The overall cost to cover all school-based, school-linked sites (Sexton, Eastern, Willow, Gardner, Everett, Pattengill) will not exceed \$8,500 and shall be covered by the Child and Adolescent Health Center grant, and Behavioral Health Expansion Program grant.

ALTERNATIVES

Possibilities for Change (P4C) is the organization that is contracted by the State of Michigan to provide the recommended adolescent risk assessment, and therefore there is no alternative.

FINANCIAL IMPACT

The costs for this agreement will not exceed \$8,500 and will be covered by the Child and Adolescent Health Center grant, and Behavioral Health Expansion Program grant.

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 authorizes renewing its agreement with Possibilities for Change (P4C) effective February 1, 2022 through January 31, 2023 for an amount not to exceed \$8,500.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH POSSIBILITES FOR CHANGE

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to renew an agreement with Possibilities for Change (P4C) in an amount totaling \$8,500 effective February 1, 2022 through January 31, 2023; and

WHEREAS, P4C is the system used to provide Rapid Assessment for Adolescent Preventative Services (RAAPS) in the schools and school-based health centers; and

WHEREAS, ICHD's CHCs have maintained an agreement with Possibilities for Change (P4C) to provide Rapid Assessment for Adolescent Preventative Services (RAAPS) in the schools and school-based health centers since 2016; and

WHEREAS, the overall cost to cover all school-based, school-linked sites (Sexton, Eastern, Willow, Gardner, Everett, Pattengill) will not exceed \$8,500 and will be covered by the Child and Adolescent Health Center grant, and Behavioral Health Expansion Program grant; and

WHEREAS, the CHC Board of Directors and Health Officer recommend that the Ingham County Board of Commissioners authorizes an agreement with Possibilities for Change (P4C), effective February 1, 2022 through January 31, 2023 for an amount not to exceed \$8,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Possibilities for Change (P4C) effective February 1, 2022 through January 31, 2023 in an amount not to exceed \$8,500.

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

TO: Board of Commissioner’s Human Services and Finance Committees:
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 10, 2021
SUBJECT: Resolution Authorizing an Amendment with Sparrow Hospital for Medical Examiner Services
For the meeting agendas of December 6, 2021 and December 8, 2021

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend the Medical Examiner Services agreement with Sparrow Hospital effective January 1, 2022 through December 31, 2024. On January 1, 2018, ICHD and Sparrow Hospital entered into an agreement for Medical Examiner Services. Sparrow Hospital has increased the Annual Rate for services performed in 2022. As a result, the annual rate for services performed from January 1, 2022 through December 31, 2022, shall be \$805,719. Sparrow shall increase the costs for subsequent years at a rate not to exceed 4% per year in accordance with Sparrow Forensic Pathology’s costs, and Sparrow will inform the County by January 1 of each year of any increase for the upcoming calendar year.

ALTERNATIVE

There are no other alternatives.

FINANCIAL IMPACT

This amendment will be for the amount of \$805,719 for January 1, 2022 through December 31, 2022 and will increase at a rate not to exceed 4% for the subsequent years. Sparrow will inform ICHD each year by January 1 of any upcoming increase for the upcoming calendar year.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured. – This will be used verbatim for 99% of resolutions. There are exceptions where an alternative wording is required.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Board of Commissioners authorizes an amendment to the agreement with Sparrow Hospital for Medical Examiner Services, effective January 1, 2022 through December 31, 2024.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND AN AGREEMENT WITH SPARROW HOSPITAL
FOR MEDICAL EXAMINER SERVICES**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the agreement with Sparrow Hospital for Medical Examiner Services effective January 1, 2022 through December 31, 2024; and

WHEREAS, ICHD and Sparrow entered into a Medical Examiner Services Agreement effective January 1, 2018; and

WHEREAS, the Health Officer and Controller/Administrator recommend that the Board of Commissioners authorize an amendment with Sparrow Hospital for Medical Examiner Services, effective January 1, 2022 through December 31, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment with Sparrow Hospital for Medical Examiner Services, effective January 1, 2022 through December 31, 2024.

BE IT FURTHER RESOLVED, that the annual rate for services performed from January 1, 2022 through December 31, 2022, shall not exceed \$805,719.

BE IT FURTHER RESOLVED, that annual flat rate will increase in accordance with Sparrow Forensic Pathology's costs at a rate not to exceed 4% per subsequent year.

BE IT FURTHER RESOLVED, that Sparrow will inform the County by January 1 of each year of any increase for the upcoming calendar year.

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

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

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: November 16, 2021
SUBJECT: Authorization to enter into an Agreement with Michigan Primary Care Association (MPCA)
For the meeting agendas of December 6 and December 8, 2021

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Michigan Primary Care Association (MPCA) for Encounter Comparison & Reconciliation Support Services (ECSR) effective January 1, 2022 through December 31, 2022 in an amount not to exceed \$24,000. This agreement will allow ICHD's CHCs, to more efficiently reconcile "matched" and adjudicated claims, with the State of Michigan CHAMPS system, with tools developed by MPCA. In addition, this agreement will provide technical training to aid in the Medicaid Reconciliation process

ALTERNATIVES

ICHD's CHCs could choose not to enter into an agreement with MPCA and miss the opportunity to recover potential additional revenue that was earned for services provided.

FINANCIAL IMPACT

The proposed cost of this agreement is \$24,000 effective January 1, 2022 through December 31, 2022. The expected increase in revenue due to effectively and efficiently reconcile "matched" and adjudicate such claims is expected to exceed the cost of the agreement.

STRATEGIC PLANNING IMPACT

This resolution supports the 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 an agreement with MPCA for Encounter Comparison and Reconciliation Support Services (ECSR effective January 1, 2022 through December 31, 2022 in an amount not to exceed \$24,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
MICHIGAN PRIMARY CARE ASSOCIATION**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter into an agreement with Michigan Primary Care Association (MPCA) for Encounter Comparison & Reconciliation Support Services (ECSR) effective January 1, 2022 through December 31, 2022 in an amount not to exceed \$24,000; and

WHEREAS, this agreement will allow ICHHD's CHCs, to more efficiently reconcile "matched" and adjudicated claims, with the State of Michigan Community Health Automated Medical Processing System (CHAMPS), with tools developed by MPCA; and

WHEREAS, this agreement will also provide technical training to aid in the Medicaid Reconciliation process; and

WHEREAS, the costs of this agreement will not exceed \$24,000 and the additional revenue recovered is expected to exceed the cost of the agreement; and

WHEREAS, the CHC Board of Directors and Health Officer recommend that the Board of Commissioners authorizes an agreement with Michigan Primary Care Association, effective January 1, 2022 through December 31, 2022 in the amount not to exceed \$24,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Michigan Primary Care Association, effective January 1, 2022 through December 31, 2022 in the amount not to exceed \$24,000.

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

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

Agenda Item 8g

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 8, 2021
SUBJECT: Authorization to Amend Resolution #21-496 for Funding from the Office of Global, Michigan Department of Labor & Economic Opportunity (LEO)
For the meeting agendas of December 6, 2021 and December 8, 2021

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #21-496 to accept \$165,000 in additional funding from the Office of Global, Michigan Department of Labor & Economic Opportunity (LEO) for Refugee Health Screenings, effective October 1, 2021 through September 30, 2024. The total amount of this agreement will increase from \$220,000 to \$385,000 for a total increase of \$165,000. This additional funding will support refugee health screening for Afghan refugees, asylees or entrants resettling in Ingham County. Through Resolution #15-354, ICHD's CHCs have provided refugee health screenings since 2015.

ALTERNATIVES

We are unaware of any other funding available for supporting Refugee Health Screening.

FINANCIAL IMPACT

ICHD will receive \$165,000 of additional funding, to offset the cost of providing refugee health screenings to more patients/clients.

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 that the Ingham County Board of Commissioners authorizes amending Resolution #21-496 to receive additional Refugee Health Screening funds from MDLEO effective October 1, 2021 through September 30, 2024 in an amount not to exceed \$165,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #21-496 WITH THE OFFICE OF GLOBAL MICHIGAN,
MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY**

WHEREAS Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #21-496 to accept \$165,000 in funding from the Office of Global Michigan, Michigan Department of Labor & Economic Opportunity (MDLEO) for Refugee Health Screenings, effective October 1, 2021 through September 30, 2024; and

WHEREAS, the total amount of this agreement would increase from \$220,000 to \$385,000 for a total increase of \$165,000; and

WHEREAS, this additional funding will support refugee health screening for Afghan refugees, asylees, or entrants resettling in Ingham County; and

WHEREAS, through Resolution #15-354, ICHD's CHCs have provided refugee health screenings since 2015; and

WHEREAS, the CHC Board of Directors and the Health Officer recommend that the Board of Commissioners authorizes amending Resolution #21-496 to receive additional Refugee Health Screening funds from MDLEO in an amount not to exceed \$165,000, effective October 1, 2021 through September 30, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #21-496 to receive additional Refugee Health Screening funds from MDLEO in an amount not to exceed \$165,000, effective October 1, 2021 through September 30, 2024.

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 17, 2021

SUBJECT: Authorization to Enter Agreement with CMH-CEI

For the Meeting Agendas of December 6, 2021 and December 8, 2021

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHC) wish to enter into an agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) effective February 1, 2021 through September 30, 2021 for an amount not to exceed \$107,000. This agreement with CMH-CEI will allow ICHD to pay for services rendered by a .25 FTE Mental Health Therapist (MHT) Supervisor and 1.00 FTE Coordinator during this time period. ICHD has maintained a Collaborative Services and Referral agreement with CMH-CEI for mental health therapist services specifically geared to behavioral health and substance abuse services since 2012.

ALTERNATIVES

Not entering into this agreement would result in a loss of Behavioral and Mental Health Services provided to the residents we serve.

FINANCIAL IMPACT

The total cost of the agreement shall not exceed \$107,000 and these costs will be covered by the FY 21 operating budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes entering an agreement with CMH-CEI to pay for Behavioral Health services of a .25 FTE Mental Health Therapist (MHT) Supervisor and 1.00 FTE Coordinator, effective February 1, 2021 through September 30, 2021 for an amount not to exceed \$107,000.

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH COMMUNITY MENTAL HEALTH OF CLINTON, EATON AND INGHAM COUNTIES

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHC) wish to enter into an agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) effective February 1, 2021 through September 30, 2021 for an amount not to exceed \$107,000; and

WHEREAS, the agreement will allow ICHD to pay for services rendered by a .25 FTE Mental Health Therapist (MHT) Supervisor and 1.00 FTE Coordinator during this timeframe; and

WHEREAS, ICHD has maintained a Collaborative, Services and Referral agreement with CMH-CEI for mental health therapist services specifically geared to behavioral health and substance abuse services since 2012; and

WHEREAS, these costs will be covered by the FY 2021 operating budget; and

WHEREAS, the CHC Board of Directors and the Health Officer recommend that the Board of Commissioners authorizes entering an agreement with CMH-CEI to pay for services of a .25 FTE Mental Health Therapist (MHT) Supervisor and 1.00 FTE Coordinator effective February 1, 2021 through September 30, 2021 for an amount not to exceed \$107,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering an agreement with CMH-CEI to pay for services of a .25 FTE Mental Health Therapist (MHT) Supervisor and 1.00 FTE Coordinator effective February 1, 2021 through September 30, 2021 for an amount not to exceed \$107,000.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 12, 2021
SUBJECT: Authorization to Amend Agreement with Cross Country Staffing, Inc.
For the meeting agendas of December 6, and December 8, 2021

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend the agreement with Cross Country Staffing (CCS) authorizing per diem professional staffing for medication passing services at the Ingham County Jail, effective upon execution through September 30, 2022 with a one-year annual auto-renewal thereafter. ICHD currently provides medical services and medications to inmates within the Ingham County Sheriff’s Office (ICSO) correctional facility. Medication passing is necessary for the delivery of high quality and efficient health care services to inmates. Resolution #18-309, authorized an extension to the agreement between ICHD and CCS to provide per diem professional staffing for medication passing services at the ICSO correctional facility through March 31, 2022, with a one-year annual auto-renewal thereafter. This amendment to the agreement will include the following amended terms:

- The term agency is redefined to mean: “Cross Country Staffing, Inc. dba Cross Country Healthcare Services, a Delaware corporation (on behalf of itself and its affiliates, including without limitation Cross Country Allied, Cross Country Workforce Solutions Group and Medical Staffing Network) (Collectively, “Agency”
- The rates for an LPN increased by \$7/hour, an RN increased by \$5.50/hr., and a CNA increased by \$3/hr.
- A charge of 18% or the highest maximum lawful rate per annum will be added to the outstanding amount unpaid for thirty days or more.

ALTERNATIVES

The alternative would be to seek a new agency for providing staffing needs to ICHD’s Jail Medical, resulting in a gap in services provided.

FINANCIAL IMPACT

The total costs of this agreement will not exceed what is earmarked for these services in the FY 22 Jail Medical operating budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to amend the agreement with CCS, authorizing amending per diem professional staffing rates and late fees for medication passing services at the Ingham County Jail, effective upon execution through September 20, 2022, and will renew automatically on an annual basis for 5 years, at which time it will be reviewed.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND AGREEMENT WITH CROSS COUNTRY STAFFING, INC.

WHEREAS, Ingham County Health Department (ICHHD) wishes to amend the agreement with Cross Country Staffing (CCS) for per diem professional staffing to provide medication passing services at the Ingham County Jail; and

WHEREAS, medication passing is necessary for the delivery of high quality and efficient health care services inmates; and

WHEREAS, ICHHD currently provides medical services and medications to inmates within the Ingham County Sheriff's Office (ICSO) correctional facility; and

WHEREAS, Resolution #18-309, authorized an extension to the agreement between ICHHD and CCS, for per diem professional staffing for medication passing services at the ICSO correctional facility; and

WHEREAS, the current agreement with CCS expires on March 31, 2022 with an automatic annual renewal; and

WHEREAS, this amendment includes the following amended terms:

- The term agency is redefined to mean: "Cross Country Staffing, Inc. dba Cross Country Healthcare Services, a Delaware corporation (on behalf of itself and its affiliates, including without limitation Cross Country Allied, Cross Country Workforce Solutions Group and Medical Staffing Network) (Collectively, "Agency"
- The rates for an LPN increased by \$7/hour, an RN increased by \$5.50/hr., and a CNA increased by \$3/hr.
- A charge of 18% or the highest maximum lawful rate per annum will be added to the outstanding amount unpaid for thirty days or more; and

WHEREAS, the following provision is hereby added to the agreement:

- There will be an additional three dollars (\$3) per hour billed to and paid by ICHHD for all evening shift positions and an additional five dollars (\$5) per hour billed to and paid by ICHHD for all night and rotating shift positions; and

WHEREAS, the increases in costs associated with the increases in the hourly rates for staff are minimal, and assist in recruiting to fulfill the per diem positions; and

WHEREAS, the total cost of this agreement will not exceed what is earmarked for these services in the FY 2022 Jail Medical operating budget; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes an amendment to the agreement with CCS for per diem professional staffing for medication passing services at ICSO's correctional facility, effective upon execution through September 30, 2022 renewing automatically on an annual basis thereafter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the amendment to the agreement with CCS for per diem professional staffing for medication passing services at ICSO's correctional facility, effective upon execution through September 30, 2022 renewing automatically on an annual basis thereafter.

BE IT FURTHER RESOLVED, that the amended agreement will include the following terms:

- Rates for an LPN to be increased by \$7/hour, an RN to be increased by \$5.50/hr., and a CNA to be increased by \$3/hr.
- A charge of 18% or the highest maximum lawful rate per annum will be added to the outstanding amount unpaid for thirty days or more.

BE IT FURTHER RESOLVED, that all other terms of the agreement shall remain the same.

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

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

Agenda Item 9

TO: Board of Commissioners, Finance Committee, and County Services Committee
FROM: Tori Meyer, Director Financial Services
DATE: November 9, 2021
SUBJECT: Approve additional funding to employee retirement system to improve funding status
MEETINGS: December 7 and 8, 2021

BACKGROUND

The funded status of the County’s pension plan system has been trending negatively in recent years which can have a negative impact on the County’s bond rating. The funded status is as follows:

12/31/2018	64% funded
12/31/2019	61% funded
12/31/2020	60% funded

Further, the actuary report encourages additional funding be made, in addition to the amount required by the Michigan Employees Retirement System (MERS). Ingham County is a member of MERS.

Lastly, the Workers’ Compensation Fund has more than ample reserves to cover the cost of an additional contribution.

ALTERNATIVES

1. Not make an additional contribution, continue to “lose ground” and potentially risk getting down-graded in a future bond rating review.
2. Use excess reserves to supplement funding of the pension liability and effect the negative trend experienced in recent years.

FINANCIAL IMPACT

\$2,000,000 in excess fund balance reserves from the Workers’ Compensation Fund 677 to make an additional contribution to the employees’ retirement system.

STRATEGIC PLANNING IMPACT

Maintain the County’s financial reserves at adequate levels.

RECOMMENDATION

I respectfully request the approval of this one-time, additional contribution to reduce the pension liability.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A PENSION CONTRIBUTION TO
MICHIGAN EMPLOYEES RETIREMENT SYSTEM (MERS)**

WHEREAS, Ingham County has an unfunded pension liability; and

WHEREAS, the funding status for said pension obligation is not trending favorably, as follows;

64% funded as of 12/31/2018,
61% funded as of 12/31/2019,
60% funded as of 12/31/2020; and

WHEREAS, the actuarial report provided by MERS encourages the County to make additional contributions to the plan; and

WHEREAS, this negative trend may have an unfavorable impact on the County's bond rating; and

WHEREAS, the Workers' Compensation Fund 677 had fund balance reserves of \$2,223,778 as of December 31, 2020; and

WHEREAS, the annual operating expenses of the Workers' Compensation Fund were \$177,395 in 2020; and

WHEREAS, the fund balance reserves were 1,254% of the annual operating expenses.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an additional, one-time contribution to the pension system held with MERS in the amount of \$2,000,000, to be paid with excess reserves from the Workers' Compensation Fund 677.

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

Agenda Item 10a

TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: November 18, 2021
SUBJECT: Backup Software License Renewals
For the meeting agendas of December 7th, 8th and 14th, 2021

BACKGROUND

Ingham County has a backup software solution that has worked well for us for many years. This year the company has outlined a change in their licensing structure that could potentially make our costs increase a great deal. In order to avoid those increases we have the option of renewing our current licensing structure for multiple years instead of our traditional single year renewal. This gives us time to evaluate whether the current solution is still the best going forward as well as giving us a lower price for those multiple years.

ALTERNATIVES

We could search for another application or change to the new licensing model but IT feels those would be cost prohibitive at this point in time.

FINANCIAL IMPACT

The funding for this support renewal will come from the County's Innovation and Technology Department's Network Fund #636-25810-932030.

STRATEGIC PLANNING IMPACT

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to renew via purchase order the backup software from CDW-G in the amount not to exceed \$44,300.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF BACKUP SOFTWARE FROM CDW-G

WHEREAS, Ingham County has successfully used this backup software for many years; and

WHEREAS, the application vendor will be changing their licensing model which could significantly increase our costs; and

WHEREAS, the current licensing and support model can be continued for multiple years at a reduced cost; and

WHEREAS, the current licensing and support on this software expires in March 2022; and

WHEREAS, this expenditure has been planned for and budgeted and will continue to address Ingham County's need for elevated security practices.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of backup software for five years via purchase order from CDW-G in the amount not to exceed \$44,300.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund (#636-25810-932030).

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

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

Agenda Item 10b

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

FROM: Deb Fett, CIO

DATE: 11/22/2021

SUBJECT: Resolution – UPS Battery Replacement for 911 Datacenter
For the meeting agendas of December 7th, 8th and 14th, 2021

BACKGROUND

Resolutions #16-286 was approved to provide batteries, capacitors and filters on the uninterruptible power supply (UPS) in the 9-1-1 datacenter. These batteries and components are now reaching five (5) years old and need replacement. This UPS ensures that the systems and networks at our 9-1-1 facility will remain operational should a power failure occur and the site need to operate on generator power, while also providing consistent filtered power.

ALTERNATIVES

We could continue for another year or longer on the current batteries and risk failure should a power outage occur and the generator not start in a timely manner. This is not likely but IT would prefer to err on the side of caution since we do have budget for this.

FINANCIAL IMPACT

The funding for the not to exceed \$29,000 will come from the County's Innovation and Technology Department's Network Hardware Fund #636-25810-932032.

STRATEGIC PLANNING IMPACT

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

This quote was obtained under the State of Michigan MiDEAL Contract #071B6600110.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the contract for battery replacement from CDW-G.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE BATTERY REPLACEMENT SERVICE FROM CDW-G

WHEREAS, the Uninterruptable Power Supply (UPS) is a critical component to the Ingham County network and is located in the Ingham County 9-1-1 datacenter; and

WHEREAS, it provides power to all computers and equipment in the Ingham County 9-1-1 datacenter in the case of a power failure; and

WHEREAS, the batteries, capacitors and filters in the UPS require replacement every five (5) or so years; and

WHEREAS, Ingham County has utilized CDW-G for numerous equipment purchases and services in the past; and

WHEREAS, the quote from CDW-G is quoted under the State of Michigan MiDEAL contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the battery replacement and installation service from CDW-G in the amount not to exceed \$29,000.

BE IT FURTHER RESOLVED, that the total cost will be paid out of Innovation and Technology's Network Fund #63625810-932032.

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

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

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

FROM: Deb Fett, CIO

DATE: 11/22/2021

SUBJECT: Resolution – Website Hosting and Support Renewal
For the meeting agendas of December 7th, 8th and 14th, 2021

BACKGROUND

Ingham County contracted with Revize to redesign and host our website several years ago (#17-418). As we have reached the end of our redesign project with the last areas going live soon, we now will need to pay annual hosting charges to keep our website hosted on their secured site.

ALTERNATIVES

In order to keep our website operational, we need to pay each year. We always have the option in the future of investing in a move to another vendor with the additional cost of migration and time necessary to do so.

FINANCIAL IMPACT

The funding for the \$8,950 will come from the County’s Innovation and Technology Department’s Network Fund #636-25810-933200.

STRATEGIC PLANNING IMPACT

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

Revize, LLC was originally chosen as they not only have the lower cost and had a better score on our criteria, but were more in tune with finding a solution that fit our needs rather than fitting us into their solution, are a Michigan vendor, and have been used by other Michigan counties who have given them a good reference.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the invoice for Revize, LLC for the website hosting and support.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF WEBSITE HOSTING AND SUPPORT

WHEREAS, Ingham County website was redesigned by Revize under Resolution #17-418; and

WHEREAS, said website has reached the stage where annual hosting and support costs begin; and

WHEREAS, support for said website ends December 31st, 2021; and

WHEREAS, the support amount is in the ITD 2021 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the approval of the invoice for Revize, LLC for the website hosting and support in the amount of \$8,950, effective December 1, 2021 through December 1, 2022.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932030.

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

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

TO: Board of Commissioners, County Services and Finance Committees

FROM: Kelly R. Jones, Interim Managing Director
Road Department

DATE: November 16, 2021

SUBJECT: Proposed Resolution to Extend Contracts for As-Needed Engineering Design Services
For the meeting agendas of December 7, 8 and 14

BACKGROUND

Ingham County Road Department (ICRD) staffing is such that many times during the engineering design phase of projects, we don't have the staff, equipment, or expertise to perform all project related data collection, design or document preparation required to meet funding deadlines. Therefore, we must rely on engineering design consultants to perform the work when needed.

In 2019, the Purchasing Department received proposals for RFP #126-19 and the Board approved the associated contracts through Resolution #19-299.

The current contract for as-needed engineering design services expires at the end of 2021. The contract contains a provision for vendors to extend their contract for an additional two-year term, provided both parties agree. Additionally, the contract allows for escalation requests in accordance with the current Consumer Price Index (CPI), which is currently 3.3%, or up to a maximum 1% increase on the current contract prices. The following four vendors agreed to extend their contracts for an additional two-year term:

Fishbeck, Thompson, Carr & Huber, Inc., 5913 Executive Drive, Suite 100, Lansing, MI 48911
DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917
Bergmann Associates, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917

The following vendor only agreed to a one year contract extension:

Williams & Works, 549 Ottawa Avenue NW, Grand Rapids, MI 49503

ALTERNATIVES

Increased staffing will be necessary to provide these services without the use of consultants.

FINANCIAL IMPACT

The cost to hire consultants to perform as-needed engineering design services are included in the Road Fund Budget. When retaining the required services, ICRD staff will continue to strive to retain the lowest cost consultant whenever possible.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to extend the contracts for all five vendors.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND CONTRACTS FOR
AS-NEEDED ENGINEERING DESIGN SERVICES**

WHEREAS, Ingham County Road Department (ICRD) staffing is such that many times during the engineering design phase of projects, it does not have the staff, equipment, or expertise to perform all project related data collection, design, or document preparation required to meet funding deadlines; and

WHEREAS, in 2019, the Ingham County Purchasing Department received proposals for RFP #126-19 from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis; and

WHEREAS, the Ingham County Board of Commissioners passed Resolution #19-299 authorizing contracts with five vendors; and

WHEREAS, the current contract for as-needed engineering design services expires at the end of 2021; and

WHEREAS, the contract contains a provision for vendors to extend their contract for an additional two-year term, provided both parties agree; and

WHEREAS, the contract allows for escalation requests in accordance with the current Consumer Price Index (CPI), which is currently 3.3%, or up to a maximum 1% increase on the current contract prices; and

WHEREAS, the following four vendors agreed to extend their contracts for 2022 and 2023:

Fishbeck, 5913 Executive Drive, Suite 100, Lansing, MI 48911
DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917
Bergmann Associates, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917; and

WHEREAS, the following vendor agreed to extend the contracts for 2022 only:

Williams & Works, 549 Ottawa Avenue NW, Grand Rapids, MI 49503; and

WHEREAS, the Road Department recommends that the Board of Commissioners extend the contract for as-needed engineering design services to the five vendors named above.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the contracts with Fishbeck, 5913 Executive Drive, Suite 100, Lansing, MI 48911; DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911; RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917; and Bergmann Associates, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917 to provide as-needed engineering design services for 2022 and 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes extending the contract with Williams & Works, 549 Ottawa Avenue NW, Grand Rapids, MI 49503 to provide as-needed engineering design services for 2022 only.

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

TO: Board of Commissioners, County Services and Finance Committees

FROM: Kelly R. Jones, Interim Managing Director
Road Department

DATE: November 16, 2021

SUBJECT: Proposed Resolution to Extend Contracts for As-Needed Material Testing and Fabrication
Inspection Services

For the meeting agendas of December 7, 8 and 14

BACKGROUND

Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don't have the staff, the equipment, or the expertise to perform all the project related material testing and/or fabrication inspections required for road and/or bridge projects. As a result, we must rely on consultants to supplement ICRD staff.

In 2020, the Purchasing Department received proposals for RFP #14-20 and the Board approved the associated contracts through Resolution #20-100.

The current contract for as-needed material testing & fabrication services for the 2020 and 2021 construction seasons expires on April 1, 2022. The contract contains a provision for vendors to extend their contract for an additional two-year term, provided both parties agree. Additionally, the contract allows for escalation requests in accordance with the current Consumer Price Index (CPI), which is currently 3.3%, or up to a maximum 1% increase on the current contract prices. All three of the following vendors agreed to extend their contracts for an additional two year term:

Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan
Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan
TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan

ALTERNATIVES

None at this time. Additional staff, equipment, and training will be necessary to provide these services, if deemed reasonable in the future.

FINANCIAL IMPACT

The cost to hire consultants to perform as-needed material testing and/or fabrication inspection services are included in the Road Fund Budget. When retaining the required services, ICRD staff will continue to strive to retain the lowest cost consultant whenever possible.

OTHER CONSIDERATIONS

If this current contract is not extended, it will likely result in higher unit prices than the currently allowed 1% escalation clause.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to extend the contracts for all three vendors.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND CONTRACTS FOR
AS-NEEDED MATERIAL TESTING AND FABRICATION INSPECTION SERVICES**

WHEREAS, Ingham County Road Department (ICRD) staffing is such that many times during the construction season, it does not have the staff, the equipment, or the expertise to perform all the project related material testing and/or fabrication inspections required for road and/or bridge projects; and

WHEREAS, in 2020, the Ingham County Purchasing Department received proposals for RFP #14-20 from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide services on an as-needed basis; and

WHEREAS, the Ingham County Board of Commissioners passed Resolution #20-100 authorizing contracts with the following vendors:

Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan
Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan
TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan; and

WHEREAS, the current contract for as-needed material testing & fabrication services for the 2020 and 2021 construction seasons expires on April 1, 2022; and

WHEREAS, the contract contains a provision for vendors to extend their contract for an additional two year term, provided both parties agree; and

WHEREAS, the contract allows for escalation requests in accordance with the current Consumer Price Index (CPI), which is currently 3.3%, or up to a maximum 1% increase on the current contract prices; and

WHEREAS, all three of the vendors agreed to extend their contracts for the 2022 and 2023 construction seasons; and

WHEREAS, the Road Department recommends that the Board of Commissioners extend the contract for as-needed material testing and fabrication inspection services to the three vendors named above.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the contracts with Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan; Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan; and TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan to provide as-needed material testing and fabrication inspection services for the 2022 and 2023 construction seasons.

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

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 22, 2021
SUBJECT: Resolution to Approve Additional Modifications to Appendix D - Compensation Levels of the Managerial and Confidential Employee Personnel Manual for 2021 as a Result of Reclassification Requests

For the meeting agendas of December 7 and December 8

BACKGROUND

Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2021, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual, including but not limited to, modifications to compensation levels as a result of reclassification requests. The attached resolution reflects proposed changes in classification level for several positions as the result of reclassification requests, which, if approved, would modify Appendix D of the Managerial and Confidential Employee Personnel Manual.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The financial impact associated with the proposed reclassification is reflected in the attached Resolution.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving additional modifications to Appendix D of the Managerial and Confidential Employee Personnel Manual for 2021.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN ADDITIONAL MODIFICATION TO APPENDIX D -
COMPENSATION LEVELS OF THE MANAGERIAL AND CONFIDENTIAL EMPLOYEE
PERSONNEL MANUAL FOR 2021 AS A RESULT OF A RECLASSIFICATION REQUEST**

WHEREAS, the Managerial and Confidential Employee Steering Committee met and recommended proposed changes and updates to the 2021 Managerial and Confidential Employee Personnel Manual, including but not limited to modifications to compensation levels as a result of reclassification requests; and

WHEREAS, reclassification requests have been submitted and recommended for consideration by the Ingham County Board of Commissioners as set forth below.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the following modifications to Appendix D - Compensation Levels of the 2021 Managerial and Confidential Employee Personnel Manual for 2021:

- Position #958001 – Chief Innovation Officer (CIO) – Innovation & Technology Department: Move from MC Class B to MC Class C
- Position #226006 – HR Assistant (vacant): Move from MC Grade 3 to MC Grade 5
- Position #226008 – HR Assistant: Move from MC Grade 3 to MC Grade 5
- Position #148007 – Chief Deputy Probate Register – Probate Court: Move from TOPS Grade G to MC Grade 7
- Position #142026 – Executive Assistant, FOC – Friend of the Court: Move from TOPS Grade G to MC Grade 5
- Position #229003 – Administrator – Office of the Prosecuting Attorney: Move from MC Grade 10 to MC Grade 11

The financial impact associated with the proposed reclassifications is as follows:

<u>Position Title</u>	2021		2021		<u>Difference</u>
	<u>Current Grade, Step 5</u>		<u>Proposed Grade, Step 5</u>		
CIO	MC Class B: 124,344.71		MC Class C: 136,348.26		12,003.55
HR Assistant	MC Grade 3: 44,763.10		MC Grade 5: 51,054.39		6,291.29
HR Assistant	MC Grade 3: 44,763.10		MC Grade 5: 51,054.39		6,291.29
Ch. Dep. Register	TOPS Grade G: 47,848.31		MC Grade 7: 59,539.82		11,691.51
Exec. Assistant	TOPS Grade G: 47,848.31		MC Grade 5: 51,054.39		3,206.08
Administrator	MC Grade 10: 77,714.89		MC Grade 11: 83,930.39		6,215.50
TOTAL:					45,699.22

BE IT FURTHER RESOLVED, that the modifications to Appendix D - Compensation Levels will be effective the first full pay period following the date the reclassification requests were submitted to the Human Resources Department.

Agenda Item 12b

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 22, 2021
SUBJECT: Resolution Approving Modifications to the 2021 Managerial and Confidential Employee Personnel Manual for 2022 – 2024

For the meeting agendas of December 7 and December 8

BACKGROUND

Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2022 – 2024, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual. The changes and clarifications proposed to date are reflected in the attached Resolution.

ALTERNATIVES

None

FINANCIAL IMPACT

The manual update includes a 3% increase to the 2021 wage schedule for 2022, a 2% increase to the 2022 wage schedule for 2023, and a 2% increase to the 2023 wage schedule for 2024, an additional paid holiday, and modifications to the grade step structure of the wage schedule.

OTHER CONSIDERATIONS

The changes proposed mirror provisions included in collective bargaining agreements for bargaining unit employees.

RECOMMENDATION

On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving modifications to the 2021 Managerial and Confidential Employee Personnel Manual for 2022 - 2024.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE MODIFICATIONS TO THE
2021 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL FOR 2022 - 2024**

WHEREAS, the Managerial and Confidential Employee Steering Committee met and discussed the 2021 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommends changes in the 2021 Managerial and Confidential Employee Personnel Manual for 2022 – 2024.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the following modifications, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2021 Managerial and Confidential Employee Personnel Manual for 2022 - 2024 (with provisions unmodified remaining unchanged):

1. Update language in section C. Compensation Levels: Effective the first full pay period on or after January 1, 2022, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 3% increase to the 2021 salary schedule. Effective the first full pay period on or after January 1, 2023, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 2% increase to the 2022 salary schedule. Effective the first full pay period on or after January 1, 2024, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 2% increase to the 2023 salary schedule
2. Update language in section C. Compensation Levels: drop the first step and add an additional step at the top of each wage grade that is proportional in pay differential to the remaining steps
3. Update language in section C. Compensation Levels: freeze step increases during 2022
4. Update language in section D. Holidays: add Juneteenth as a paid holiday beginning in June 2022
5. Update language in section E. Hospitalization – Medical Coverage: note that benefits are subject to annual modification for health plan years 2022 – 2024 to reflect the annual recommendation(s) of the Health Care Coalition
6. Update language in section J. Leaves of Absence – Sick Leave: include a provision referencing the Sick Leave Donation Policy

7. Update language in section J. Leaves of Absence – Funeral Leave: include uncle, aunt, nephew, niece, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandfather, grandmother, and grandchild in the definition of family contained in paragraph 4(a), eliminating paragraph 4(b) (up to 5 days leave, three of which are with pay)
8. Update language in section R. Complaint Procedure: provide in paragraph 1 that a complaint shall be initially filed with an employee’s immediate supervisor rather than “initial decision”
9. Update language in section W. Administrative Leave: update reference to the Suspension of County Operations Policy
10. Update language in Appendix C: Position Listing Managerial & Confidential (job titles and pay grade)
11. Update language in Appendix D - Compensation Levels: include the results of reclassification requests processed and approved by the Ingham Board of Commissioners during 2021
12. Update language throughout the Manual utilizing gender neutral language

BE IT FURTHER RESOLVED, that the 2022 – 2024 Managerial and Confidential Employee Personnel Manual will be effective January 1, 2022 and shall expire on December 31, 2024.

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 22, 2021
SUBJECT: Resolution to Approve UAW TOPS Unit Reclassification Requests
For the meeting agendas of December 7 and December 8

BACKGROUND

An agreement has been reached between Ingham County and the UAW TOPS Unit through December 31, 2021 for a collective bargaining agreement which includes a process for submission of reclassification requests and the Human Resources Department has executed the process for reclassification requests from employees in the unit. Additionally, an agreement has been reached to add a grade K to the wage schedule. All reclassification requests were processed in a manner consistent with the collective bargaining agreement and the Human Resources Department and representatives of the UAW TOPS Unit have completed their review and agree upon the proposed results. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The financial impact associated with the proposed reclassifications is as reflected in the attached resolution.

STRATEGIC PLAN CONSIDERATIONS

Compensation reclassification supports the county's goal of attracting and retaining exceptional employees who are committed to the community.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve the UAW TOPS Unit Reclassification Requests.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE UAW TOPS UNIT RECLASSIFICATION REQUESTS

WHEREAS, an agreement has been reached between Ingham County and the UAW TOPS Unit for a collective bargaining agreement through December 31, 2021 which includes a process for submission of reclassification requests; and

WHEREAS, an agreement has been reached between Ingham County and the UAW TOPS Unit to add a grade K to the wage schedule; and

WHEREAS, the Human Resources Department has executed the process for reclassification requests from employees in the unit; and

WHEREAS, all reclassification requests were processed in a manner consistent with the collective bargaining agreement; and

WHEREAS, the Human Resources Department and representatives of the UAW TOPS Unit have completed their review and agree upon the proposed results.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
229053	Victim Witness Assistant	Move from UAW G to UAW H
229059	Victim Witness Assistant/ Courtroom Support Dog Handler	Move from UAW G to UAW H and position title renamed
601237	Community Health Rep IV	Move from UAW F to UAW H
601351	Community Health Rep IV	Move from UAW F to UAW H
601220	Community Health Rep IV	Move from UAW F to UAW H
601282	Community Health Rep IV	Move from UAW F to UAW H
601189	Community Health Rep IV	Move from UAW F to UAW H
601367	Community Health Rep IV	Move from UAW F to UAW H
601096	Community Health Rep IV	Move from UAW F to UAW H
229120	Technical & Imaging Coordinator	Move from UAW I to UAW K
130058	Circuit Court Jury Administration Coordinator	Move from UAW E to UAW G and position title renamed
229121	Adult & Juvenile Legal Assistant	Move from UAW G to UAW J and position title renamed
229122	Adult & Juvenile Legal Assistant	Move from UAW G to UAW J and position title renamed

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
140050	Dep. Juvenile Register – Adoptions	Move from UAW E to UAW H and position title renamed
140060	Deputy Juvenile Register	Move from UAW E to UAW H and position title renamed
140061	Deputy Juvenile Register	Move from UAW E to UAW H and position title renamed
140062	Deputy Juvenile Register	Move from UAW E to UAW H and position title renamed
140063	Deputy Juvenile Register	Move from UAW E to UAW H and position title renamed
140064	Deputy Juvenile Register	Move from UAW E to UAW H and position title renamed
233014	Administrative Asst. – Facilities	Move from UAW F to UAW G and position title renamed
148017	Senior Deputy Probate Register	Move from UAW E to UAW H and position title renamed
148010	Senior Deputy Probate Register	Move from UAW E to UAW H and position title renamed
148012	Senior Deputy Probate Register	Move from UAW E to UAW H and position title renamed
148014	Senior Deputy Probate Register	Move from UAW E to UAW H and position title renamed
148008	Senior Deputy Probate Register	Move UAW F to UAW H
662030	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662031	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662011	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662012	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662013	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662014	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662015	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662016	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662017	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662018	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662019	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662020	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662021	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662022	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662023	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662024	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662025	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662026	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662027	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
229036	Appellate Secretary/Legal Asst.	Move from UAW G to UAW H
130027	Deputy Circuit Court Clerk	Move from UAW D to UAW G and position title renamed

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
130028	Deputy Circuit Court Clerk	Move from UAW D to UAW G and position title renamed
130031	Deputy Circuit Court Clerk	Move from UAW D to UAW G and position title renamed
130059	Deputy Circuit Court Clerk	Move from UAW D to UAW G and position title renamed
130055	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130025	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130030	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130017	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130018	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130019	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130020	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130021	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130022	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130023	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130052	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
601303	Coding Specialist	Move from UAW G to UAW H

The financial impact associated with the proposed reclassifications is as follows:

<u>Position Title</u>	<u>2021 Current Grade, Step 5</u>	<u>2021 Proposed Grade, Step 5</u>	<u>Difference</u>
Victim Witness Asst.	UAW G: 47,848.31	UAW H: 50,646.74	2,798.43
VWA/Dog Handler	UAW G: 47,848.31	UAW H: 50,646.74	2,798.43
CHR IV	UAW F: 45,225.65	UAW H: 50,646.74	5,421.09
CHR IV	UAW F: 45,225.65	UAW H: 50,646.74	5,421.09
CHR IV	UAW F: 45,225.65	UAW H: 50,646.74	5,421.09
CHR IV	UAW F: 45,225.65	UAW H: 50,646.74	5,421.09
CHR IV	UAW F: 45,225.65	UAW H: 50,646.74	5,421.09
CHR IV	UAW F: 45,225.65	UAW H: 50,646.74	5,421.09
CHR IV	UAW F: 45,225.65	UAW H: 50,646.74	5,421.09
Tech & Imag. Coord.	UAW I: 53,591.32	UAW K: 59,965.11	6,373.79
CC Jury Adm. Coord.	UAW E: 42,784.30	UAW G: 47,848.31	5,064.01

Sr. Dep. CC Clerk	UAW E: 42,784.30	UAW H: 50,646.74	7,862.44
Coding Specialist	UAW G: 47,848.31	UAW H: 50,646.74	2,798.43
TOTAL:			453,176.19

BE IT FURTHER RESOLVED, that each of the reclassifications listed above are effective the first full pay period following the date each was submitted to the Human Resources Department.

Agenda Item 13a

TO: Board of Commissioners County Services and Finance Committee

FROM: Gregg Todd, Controller/Administrator

DATE: November 23, 2021

SUBJECT: Resolution to Authorize an Amendment to the Contract for Legal Services with Cohl, Stoker & Toskey, P.C.

For the County Services and Finance Committee meetings, December 7, 8

BACKGROUND

Ingham County originally entered into an agreement with Cohl, Stoker and Toskey in 1981 to provide comprehensive legal services to the County under a fixed fee. The current contract document was approved by the Board of Commissioners on July 26, 2011 (Resolution #11-211) with the contract dated August 9, 2011, and has been modified six times as follows:

- March 26, 2013 to recognize legal services needs of the Road Department following the Road Commissioner merger (Resolution #13-134)
- July 22, 2014 to allow full reimbursement for reasonable and unavoidable County-incurred costs and expenses (Resolution #14-283)
- April 28, 2015 to provide for a 2.5% increase on the base rate in 2015 and 1% increases for 2016 and 2017 (Resolution #15-140). These increases were consistent with wage increases offered to county employees for each of the years cited.
- January 23, 2018 to provide for a 1% increase on the base rate effective January 1, 2018 (Resolution #18-021). This increase was consistent with wage increases offered to county employees for 2018.
- December 11, 2018 to provide for a 2% base fee increase effective January 1, 2019 (Resolution #18-508). This increase was consistent with wage increases offered to employees for 2019.
- November 26, 2019 to provide for a 2% base fee increase effective January 1, 2020 (Resolution #19 - 498). This increase was consistent with wage increases offered to employees for 2020.

A resolution is offered to provide for a 3% base fee increase effective January 1, 2022, a 2% base fee increase effective January 1, 2023, and a 2% base fee increase effective January 1, 2024. This proposal is consistent with budgeted wage increases for 2022, 2023, and 2024 and with actions taken by the Board of Commissioners related to this Contract for Legal Services since 2013.

ALTERNATIVES

The County could choose to discontinue the current arrangement, but would likely incur a substantial increase in cost for legal services as reflected in the budget of similarly-situated municipalities.

FINANCIAL IMPACT

The County Attorney budget for 2022 reflects continuation funding of \$514,634 (\$458,024 County/\$55,610 Road Department) and the budget also includes \$39,000 for other expenses for the County Attorney contract.

STRATEGIC PLANNING IMPACT

Continuation of the legal services agreement is consistent with the stated mission of Ingham County to assure that services will be delivered by an ethical, well-trained workforce comprised of public servants in the most effective, collaborative way possible.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution to authorize an amendment to the contract for legal services.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE
CONTRACT FOR LEGAL SERVICES WITH COHL, STOKER & TOSKEY, P.C**

WHEREAS, the Board of Commissioners has a contract for legal services with Cohl, Stoker & Toskey, P.C. (hereinafter “Contractor”); and

WHEREAS, that contract requires the Contractor to provide comprehensive legal services to the County under a fixed fee; and

WHEREAS, the Contractor has requested a base fee increase of a 3% base fee increase effective January 1, 2022, a 2% base fee increase effective January 1, 2023, and a 2% base fee increase effective January 1, 2024, consistent with the prior practice of the parties, where the Contractor receives the same percentage increase as the annual base wage increase (if any) provided to employees of the County; and

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes a contract amendment with Cohl, Stoker & Toskey, P.C. to provide for a 3% base fee increase effective January 1, 2022, a 2% base fee increase effective January 1, 2023, and a 2% base fee increase effective January 1, 2024.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make a budget adjustment, as needed, for this contract amendment.

BE IT FURTHER RESOLVED, that 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 13b

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: November 18, 2021

RE: Fourth Quarter 2021 Budget Adjustments, Contingency Fund Update, Third Quarter Financial Report

Enclosed please find the recommended adjustments to the Ingham County budget for the fourth quarter of fiscal year 2021. The total increase to the General Fund is \$312,447.

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

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2021 Budget.

On the expense side of the General Fund, the Circuit Court – Friend of Court (FOC) have incurred additional expense from the change in the cost allocation plan which will increase the transfer to the FOC Fund in the amount of \$119,508. The Drain tax at large has incurred additional expense in the amount of \$192,939. On the revenue side the Register of Deeds received additional revenue from real estate transfer tax to balance these changes.

The FOC total budget will go unchanged due to a decrease in state revenue offset by the increase in the transfer from the general fund to cover the increase in expenses explained above.

Due to the jail new construction, we are requesting to appropriate funds in the amount of \$4,458,699 from the Justice Millage Fund to be transferred to the Jail New Construction Fund to fund the debt.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$217,614. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$411,075.

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

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

2021 CONTINGENCY

Adopted Contingency Amount	\$411,075
R20-578: Additional Community Agency Funding	(12,450)
R21-027: Additional Community Agency Funding – Rural Family Services	(14,000)
R21-089: Human Resource Davenport University COM Program	(47,200)
R21-190: Equalization funding Deputy Director	(85,000)
R21-280: Additional funding Probate Court	(12,000)
R21-323: Additional fund for Parks Light Study MCF	(1,500)
R21-434: Additional funding for Probate Visiting Judges	(\$5,000)
R21-390: Additional funding for US Geo Survey Sycamore Creek	(\$6,311)
R21-561: Additional funding for Jail Medical Recruitment	(\$10,000)
Current Contingency Amount	\$217,614

Ingham County

General Fund - Budget v. Actual Report

Year to Date as of September 30, 2021

	Amended Budget		
Revenues	<u>(Unaudited)</u>	<u>Actual</u>	<u>Percentage</u>
Taxes	\$ 56,838,600	\$ 57,142,524	100.53
State Revenue	11,036,550	8,333,916	75.51
Register of Deeds Revenue	1,077,500	1,141,904	105.98
Police Contract	3,431,318	3,447,587	100.47
Indirect Costs	1,246,045	1,289,489	103.49
Investment earning/(loss)	250,000	62,069	24.83
Transfer In from Other Funds	3,261,564	809,483	24.82
Carryover Surplus Used	1,858,799	-	-
Other	8,827,265	5,436,012	61.58
Total Revenues	\$ 87,827,641	\$ 77,662,983	88.43
Expenditures			
Wages & Fringes	48,841,937	40,780,610	83.50
Supplies & Postage	2,087,273	1,550,744	74.30
Contractual Services	2,770,564	2,205,856	79.62
Building & Equip Maintenance	1,069,856	641,323	59.94
Drain Assessment	520,000	712,939	137.10
Utilities and Telephone	1,283,578	890,309	69.36
IT Services	2,562,301	1,978,787	77.23
Other Expenditures	6,968,034	4,166,294	59.79
Transfers Out to Other Funds	21,126,565	17,942,057	84.93
Contingency	233,925	-	-
Capital Outlay	363,608	277,157	76.22
Total Expenditures	\$ 87,827,641	\$ 71,146,077	81.01
Revenues less expenditures	\$ -	\$ 6,516,906	

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2021 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2021 Budget on October 27, 2020 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute; and

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

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2021 Ingham County General Fund budget at \$88,422,920.

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2021 BUDGET 11/18/21</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$88,110,473	312,447	\$88,422,920
207	Justice Millage	\$1,582,049	4,458,699	\$6,040,748
215	Friend of Court	\$6,384,072	0	\$6,384,072
366	Jail New Construction	\$0	4,458,699	\$4,458,699

GENERAL FUND REVENUES

	<u>2021 Budget –</u> <u>11/18/21</u>	<u>Proposed</u> <u>Changes</u>	<u>2021 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	55,385,100	0	55,385,100
Property Tax Adjustments	(50,000)	0	(50,000)
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	13,500	0	13,500
Intergovernmental Transfers			
State Revenue Sharing	6,366,473	0	6,366,473
Convention/Tourism Tax - Liquor	1,356,030	0	1,356,030
Court Equity Funding	1,511,000	0	1,511,000
Personal Property Tax Replacement	575,000	0	575,000
Use of Fund Balance - Uncommitted	1,858,799	0	1,858,799
Department Generated Revenue			
Animal Control	1,654,816	0	1,654,816
Circuit Court - Family Division	1,409,572	0	1,409,572
Circuit Court - Friend of the Court	626,045	0	626,045
Circuit Court - General Trial	1,590,183	0	1,590,183
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	791,675	0	791,675
District Court	1,798,783	0	1,798,783
Drain Commissioner/Drain Tax	495,500	0	495,500
Economic Development	46,650	0	46,650
Elections	83,000	0	83,000
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	6,532	0	6,532
Financial Services	55,285	0	55,285
Health Department	120,000	0	120,000
Human Resources	56,249	0	56,249
Probate Court	432,877	0	432,877
Prosecuting Attorney	957,806	0	957,806
Register of Deeds	2,127,500	312,447	2,439,947

Remonumentation Grant	85,000	0	85,000
Sheriff	4,522,243	0	4,522,243
Treasurer	3,379,040	0	3,379,040
Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	444,355	0	444,355
Total General Fund Revenues	88,110,473	312,447	88,422,920

GENERAL FUND EXPENDITURES

	<u>2021 Budget – 11/18/21</u>	<u>Proposed Changes</u>	<u>2021 Proposed Budget</u>
Board of Commissioners	667,704	0	667,704
Circuit Court - General Trial	8,337,510	0	8,337,510
District Court	3,497,654	0	3,497,654
Circuit Court - Friend of the Court	1,683,058	119,508	1,802,566
Jury Board	1,190	0	1,190
Probate Court	1,893,235	0	1,893,235
Circuit Court - Family Division	5,801,771	0	5,801,771
Jury Selection	176,086	0	176,086
Elections	366,483	0	366,483
Financial Services	1,030,068	0	1,030,068
County Attorney	486,044	0	486,044
County Clerk	1,269,062	0	1,269,062
Controller	1,057,954	0	1,057,954
Equalization/Tax Services	760,234	0	760,234
Human Resources	845,310	0	845,310
Prosecuting Attorney	7,499,533	0	7,499,533
Purchasing	286,018	0	286,018
Facilities	2,161,863	0	2,161,863
Register of Deeds	857,262	0	857,262
Remonumentation Grant	85,000	0	85,000
Treasurer	897,269	0	897,269
Drain Commissioner	1,106,105	0	1,106,105
Economic Development	105,000	0	105,000
Community Agencies	218,950	0	218,950
Ingham Conservation District Court	10,500	0	10,500
Equal Opportunity Committee	500	0	500
Women’s Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	107,446	0	107,446
Jail Maintenance	218,600	0	218,600
Sheriff	22,272,338	0	22,272,338

Metro Squad	60,000	0	60,000
Community Corrections	122,374	0	122,374
Animal Control	2,831,299	0	2,831,299
Emergency Operations	265,934	0	265,934
Board of Public Works	300	0	300
Drain Tax at Large	520,000	192,939	712,939
Health Department	5,548,398	0	5,548,398
CHC	2,490,495	0	2,490,495
Jail Medical	2,245,656	0	2,245,656
Medical Examiner	716,504	0	716,504
Substance Abuse	681,260	0	681,260
Community Mental Health	2,139,950	0	2,139,950
Department of Human Services	2,033,754	0	2,033,754
Tri-County Aging	71,683	0	71,683
Veterans Affairs	643,165	0	645,586
Cooperative Extension	427,418	0	427,418
Parks and Recreation	1,847,197	0	1,847,197
Contingency Reserves	217,614	0	217,614
Attrition	-1,500,000		-1,500,000
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	32,500	0	32,500
Capital Improvements	2,938,475	0	2,938,475
Total General Fund Expenditures	88,110,473	312,447	88,422,920

General Fund Revenue

Register of Deeds Appropriate additional revenue of \$312,447 received from real estate transfer tax collected.

General Fund Expenditures

Circuit Court - Friend of the Court Move funds to Friend of Court Fund to cover additional expenses of \$119,508 incurred from change in cost allocation plan.

Drain Tax at Large Appropriate additional funds of \$192,939 to cover increase of Drain Tax at large expense.

Non-General Fund Adjustments

Justice Millage (207)	Appropriate additional funds of \$4,458,699 to cover transfer to Jail New Construction Fund for debt.
Friend of Court (215)	Increase revenue transfer in the amount of \$119,508 from General Fund and decrease Michigan Department of Humans Services grant by the same amount.
Jail New Construction Debt (366)	To set up budget of \$4,458,699 receiving transfer from Justice Millage and funding principal, interest and fee amounts.

Introduced by the County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING 2022-2024 COMPENSATION FOR
NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS**

WHEREAS, wage increases of 3%, 2%, and 2% are recommended as part of the 2022 - 2024 Managerial/Confidential Personnel Manual; and

WHEREAS, the Board recommends increasing the salaries for non-Judicial County-Wide Elected Officials as follows: 3% in 2022, 2% in 2023, and 2% in 2024; and

WHEREAS, the Board of Commissioners hopes and expects that each of the County-Wide Officials abide by relevant County policies, including ethics, purchasing, diversity, and human resources.

THEREFORE BE IT RESOLVED, that the following Ingham County Non-Judicial Elected Officials: County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall be provided a 2022-2024 salary as listed below:

Elected Official	2021	2022	2023	2024
County Clerk	96,373	99,264	101,249	103,274
Drain Commissioner	90,086	92,789	94,645	96,538
Prosecuting Attorney	138,785	142,949	145,808	148,724
Register of Deeds	90,086	92,789	94,645	96,538
Sheriff	129,983	133,882	136,560	139,291
Treasurer	103,832	106,947	109,086	111,268

BE IT FURTHER RESOLVED, that the salary is contingent upon the elected official foregoing any per diem, fees, or payments to which the elected official may otherwise be entitled, including but not limited to Delinquent Tax Administration fees (Treasurer); fees from divorces involving minor children (Prosecutor); per diem for Elections Commission and Plat Board (Clerk, Register of Deeds, Treasurer); housing and clothing/cleaning allowance (Sheriff); Drainage Board meetings (Drain Commissioner).

BE IT FURTHER RESOLVED, that non-Judicial County-Wide Elected Officials taking office after January 1, 2013 shall not be eligible for single retiree health insurance coverage until after they reach 60 years of age, subject to the scale based on years of service. Retirees that purchase dental and vision insurance at group rates and subsequently choose to discontinue the coverage, may not re-enroll.

BE IT FURTHER RESOLVED, that these salaries are established on the expectation each elected official will perform services comparable to the hours worked by the County managers.

BE IT FURTHER RESOLVED, that the County of Ingham shall pay the annual Michigan Bar Dues for the Prosecuting Attorney.

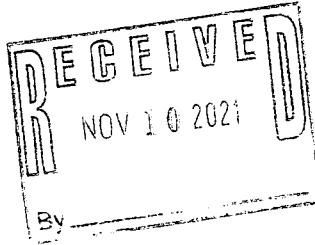
PHONE: (517) 694-2136
FAX: (517) 699-3847



2074 AURELIUS ROAD
HOLT, MICHIGAN 48842

November 8, 2021

Board of Commissioners
Ingham County Courthouse
PO Box 319
Mason, Michigan 48854



Dear Board of Commissioners:

Please find enclosed Form 4564, *Assessing Officers Report for Industrial Facility Exemption Certificates*, for Delhi Charter Township for 2021.

Michigan Compiled Law (MCL) 207.567 requires the Delhi Charter Township Assessor to provide annual notification to the State Tax Commission, the legislative body of each unit of government which levies taxes on property subject to an industrial facility exemption certificate and the holder of the certificate. The notification is to include the determination of the value of property subject to an industrial facility exemption certificate. This letter and the enclosed report are provided to comply with the provisions of MCL 207.567 for 2021.

Please contact me at 517-694-1502 or by email at elizabeth.tobias@delhitownshipmi.gov with any questions regarding the matter.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth A. Tobias".

Elizabeth A. Tobias, MAAO(3), MCPPE
Township Assessor

Enclosure



Assessing Officers Report for Industrial Facility Exemption Certificates

Issued under authority of Public Act 198 of 1974. Filing is mandatory.

In accordance with the requirements of Section 17 of Public Act 198 of 1974, as amended, the city or township assessor is required to furnish an annual report not later than October 15, showing the taxable valuations of real and personal property on the Industrial Facilities Tax Roll as of the preceding December 31, as finally equalized.

For assistance with this form, please see the Instructions page or contact the Local Audit and Finance Division at (517) 373-3227.

THIS FORM IS FOR TAX YEARS 2008 AND AFTER

Assessment as of December 31, 2020 for the **2021** Tax Year

Due by October 15, 2021 City/ Twp /Vlg Codes

City / Twp / Vlg CODE*	33104
City / Twp / Vlg	DELHI CHARTER TWP.
County	INGHAM
Assessor's Name	Elizabeth A. Tobias, MAAO(3), MCPPE
Phone Number	(517) 694-1502

*Townships responsible for certificates issued by a village should report the village certificates under the village code.

SCHOOL DISTRICTS School District Codes *Enter this reference number on subsequent pages*

Code	School District	
33070	HOLT	1
33130	MASON	2
23050	EATON RAPIDS	3
33020	LANSING	4
		5
		6

SCHOOL SUMMARY

School District	New	Replacement	TOTALS
HOLT	\$0	\$1,456,640	\$1,456,640
MASON	\$0	\$0	\$0
EATON RAPIDS	\$0	\$0	\$0
LANSING	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Grand Total	\$0	\$1,456,640	\$1,456,640

School Summary Totals include Renaissance Zone exempt taxable value

SUMMARY

	Taxable Value of IFT Personal on Industrial Class Land	Taxable Value of IFT Personal on Commercial Class Land	Taxable Value of all other IFT Personal	Taxable Value of IFT Real	Total Taxable Value
Total New	\$0	\$0	\$0	\$0	\$0
Total Replacement	\$86,200			\$1,370,440	\$1,456,640
Grand Total	\$86,200	\$0	\$0	\$1,370,440	\$1,456,640

Summary Totals exclude Renaissance Zone exempt taxable value

This report is to be sent certified mail (MCL 207.567(2)) to:

1. Michigan Department of Treasury, Local Audit and Finance Division, PO Box 30728, Lansing, MI 48909-8228.
2. Each tax levying unit involving the certified property.
3. The holder of the certificate.

Continued on Page 2

Assessing Officers Report for Industrial Facility Exemption Certificates
Assessment as of December 31, 2020 for the 2021 Tax Year

DELHI CHARTER TWP., INGHAM COUNTY

REPLACEMENT CERTIFICATES

List certificates in numeric order

Cert. No.	Certificate Holder Name	School District Reference Number Enter 1-6	Frozen Real Taxable Value	Frozen Personal Taxable Value	Frozen Total Taxable Value	Project Status			Specify if Cert is located in:						
						Complete	Under Const.	Not Started	TIFA	DDA	LDFA	BRA	Ren. Zone	RZ Taxable %	
2003-SAMPLE	ABC COMPANY	1	500	200	700		X							X	
					-										
					-										
					-										
2009-226	DART CONTAINER OF MICHIGAN L	1	913,531	0	913,531	X					X				
2009-150	SCITEX LLC	1	0	0	-	X					X				
2010-012	FIBERTEC INC	1	0	5,500	5,500	X					X				
2011-331	EISEN ELECTRIC CORPORATION	1	0	22,100	22,100	X					X				
2012-073	FIBERTEC INC	1	0	58,600	58,600	X					X				
2013-089	XG SCIENCES INC	1	0	0	-	X					X				
2013-121	MPT LANSING LLC	1	0	0	-	X					X				
2013-122	SCITEX LLC	1	0	0	-	X					X				
2013-337	FIBERTEC, INC	1	0	0	-	X					X				
2014-186	ORCHID ORTHOPEDIC SOLNS	1	0	0	-	X					X				
2014-312	SCITEX LLC	1	0	0	-	X					X				
2014-364	EISEN ELECTRIC CORPORATION	1	194,828	0	194,828	X					X				
2015-049	LEIGHTRONIX, INC	2	0	0	-	X					X				
2016-117	TRICK TITANIUM	1	262,081	0	262,081	X					X				
2016-143	LEIGHTRONIX, INC	2	0	0	-	X					X				
2017-090	FIBERTEC, INC	1	0	0	-	X					X				
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 Need more lines?