

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, MAY 19, 2021 AT 6:00 P.M.  
THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/87244385859>.

Agenda

Call to Order

Approval of the [May 5, 2021 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Resolution to Authorize a Contract for Psychological Services with [Dr. Richard Janka](#) for Pre-Employment Screening of Applicants and Additional Psychological Services as Needed with the Ingham County Sheriff's Office
  - b. Resolution to Purchase Body Scanner Technology from [Tek-84, Inc.](#) for Usage in the Ingham County Correctional Facility
  - c. Resolution to Authorize a Contract to Purchase and Train a Replacement [Canine Dog](#)
2. 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 Drone Package
3. Probate Court – Resolution to Authorize Agreements to Provide Statutorily Required [Guardianship Reviews](#)
4. Prosecuting Attorney's Office – Resolution to Authorize Acceptance of a Grant Amendment with the [Michigan State Police](#) and the Ingham County Prosecutor's Office
5. Community Corrections – Resolution to Authorize Submission of a Grant Application and to Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Program [Subcontracts for FY 2021-2022](#)
6. Animal Control and Shelter – Resolution to Convert the Part-Time Animal [Behaviorist/Enrichment Coordinator](#) Position to Full-Time and Accept a Grant in the Amount of \$17,500 from Petco Love for the Ingham County Animal Control and Shelter
7. Community Mental Health – Resolution to Authorize an Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties ([CMH](#)) Utilizing American Rescue Plan Act of 2021 Funds to Develop a Community Outreach, Navigation, and Prevention Team Targeting Youth Aged Birth to 21

8. Capital Area Housing Partnership – Resolution to Authorize a Contract with Capital Area Housing Partnership (CAHP) for an American Rescue Plan Funded Emergency Mortgage and Utility Assistance Program
9. Health Department
  - a. Resolution to Authorize an [Amendment to Resolution #21-037](#)
  - b. Resolution to Authorize [Amendment #4](#) to the 2020 – 2021 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement
  - c. Resolution to Authorize an Agreement with [LHD Academy of Science](#)
10. Parks Department – Resolution to Authorize the Ingham County Parks Department to Accept [Donations](#)
11. Facilities Department
  - a. Resolution to Authorize a Purchase Order to [John E Green](#) for the Print Shop Humidification System Replacement at the Hilliard Building
  - b. Resolution to Authorize an Agreement with [Roof Connect](#) to Replace the Roof Over the State of Michigan’s Storage Area and Facilities Grounds Garage at the Human Services Building
12. Road Department – Resolution to Authorize an Agreement with Michigan Department of Environment, Great Lakes & Energy (EGLE) for a 2021 Scrap Tire Market Development Grant
13. Board Referrals
  - a. Resolution B2104213 from the [Berrien County](#) Board of Commissioners Calling Upon State Leaders to Restore County Revenue Sharing Fund
  - b. Notice of Public Hearing from the [City of Lansing](#) Regarding the Approval of Brownfield Plan #75 Amendment #2 – Capital City Market and 637 E. Michigan Ave. Brownfield Redevelopment Project

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

FINANCE COMMITTEE  
May 5, 2021  
Draft Minutes

The meeting was called to order by Chairperson Grebner at 6:00 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act and State of Emergency declared by the Board of Commissioners for Ingham County. A roll call attendance vote and the present location of the Committee members was taken for the record.

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

Members Absent: None.

Others Present: Commissioner Peña, Gregg Todd, Michael Townsend, Becky Bennett, Jared Cypher, Teri Morton, Sue Graham, Gordon Love, Scott Hendrickson, Richard Terrill, Barb Bidigare, Sgt. Bob Boerkoel, Morgan Cole, Bruce Gaukel, Elizabeth Noel, and Michael Tanis.

Approval of April 21, 2021 Minutes

CHAIRPERSON GREBNER STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE APRIL 21, 2021 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

Removed –

8. Controller/Administrator's Office
  - e. Resolution to Authorize Information Technology Improvements to Enhance Remote Work Utilizing American Rescue Plan Funds

Substitute –

9. Human Resources
  - a. Resolution to Approve Modifications to the 2020 Managerial and Confidential Employee Personnel Manual for 2021

Limited Public Comment

None.

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

1. Clerk's Office – Resolution to Authorize the Purchase of Fingerprinting Software from ID Networks, Inc.
2. Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with TSI Inc. for the Purchase of One Portacount Respiratory Fit Tester
3. 9-1-1 Dispatch Center – Resolution to Authorize Payment of 2021 Arcserve Maintenance Support Costs to Central Square Technologies for the Computer Aided Dispatch (CAD) System
4. Health Department – Resolution to Authorize the Acceptance of Grant Funds from the National Association of City and County Health Officials and to Enter into Agreements with Voces De La Comunidad, Action of Greater Lansing, the Village Lansing, and Salus Center
5. Financial Services Department – Resolution to Authorize the Purchase of Financial Software Module Tyler Content Manager
6. Facilities Department
  - a. Resolution to Authorize a Contract Extension with Boynton Fire Safety Services, LLC for Fire Prevention Services at Several County Facilities
  - b. Resolution to Authorize an Agreement with Michigan Paving & Materials Company for the Replacement of the Human Services Building's Rear Northeast Parking Lot and the Veterans Memorial Courthouse's Visitor Parking Lot
7. Road Department – Resolution to Approve an Agreement between Ingham County and M&M Pavement Marking, Inc. for Bid Packet #55-21 2021 Countywide Waterborne Pavement Marking and the Cold Plastic Common Text & Symbol Pavement Marking Program
8. Controller/Administrator's Office
  - a. Resolution in Support of the State of Michigan to Fulfill its Statutory Obligations with Regard to State Revenue Sharing Payment Amounts
  - b. Resolution Updating Various Fees for Law & Courts Committee Services Provided by the County
  - c. Resolution to Authorize Adjustments to the 2021 Ingham County Budget
  - d. Resolution to Utilize American Rescue Plan Funds to Fund a Lead Senior Accountant and a Tax Forfeiture/Foreclosure Coordinator

THE MOTION CARRIED UNANIMOUSLY.

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

9. Human Resources
  - a. Resolution to Approve Modifications to the 2020 Managerial and Confidential Employee Personnel Manual for 2021

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

Commissioner Schafer stated that he had not yet had a chance to mull over the resolution presented to the Finance Committee. He further stated that he was ambivalent toward the resolution, and that he needed some time to think over the issue before he voted.

Commissioners Stivers stated that the County Health Officer was currently being paid at a Step 5. She further stated that under the reclassification, she would have been bumped to a Step 4, and so the amendment was meant to fix that.

Chairperson Grebner stated that other than the amendment, it was the same resolution as provided in the Finance Committee packet. He further stated that he had asked at the meeting of the County Services Committee if staff supported the amendment, and they had supported the amendment.

Commissioner Schafer asked Gregg Todd, County Controller, to give an overview of the proposed resolution to the Finance Committee.

Mr. Todd provided an overview of the proposed resolution to the Finance Committee.

Commissioner Schafer asked if Richard Terrill occupied the Operations and Compliance Manager position.

Mr. Todd stated no.

Commissioner Schafer asked for more information about the Operations and Compliance Manager position.

Discussion.

Commissioner Crenshaw stated that it was part of the Ingham County Health Department (ICHHD).

THE MOTION CARRIED UNANIMOUSLY.

9. Human Resources
  - b. Collective Bargaining Pursuant to MCL 15.268(c) (*Closed Session*)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, AT 6:12 P.M., TO MOVE THE MEETING INTO CLOSED SESSION TO DISCUSS THE NEGOTIATION OF COLLECTIVE BARGAINING AGREEMENTS UNDER MCL 15.268(C).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

Commissioner Polsdofer left at 6:27 p.m.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. STIVERS, AT 6:28 P.M., TO RETURN TO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Polsdofer.

Public Comment

None.

Announcements

Chairperson Grebner stated that he had concluded that the Board of Commissioners should instruct the County Controller ought to be thinking about lessons learned during the COVID-19 pandemic. He further stated that the County would not get there this budget cycle, but ought to think about it before they discovered half of the things done before had changed.

Commissioner Crenshaw stated that Commissioner Polsdofer was having technical difficulties.

Commissioner Polsdofer returned at 6:30 p.m.

Adjournment

The meeting was adjourned at 6:31 p.m.

## MAY 19, 2021 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

- 1a. Sheriff's Office** – *Resolution to Authorize a Contract for Psychological Services with Dr. Richard Janka for Pre-Employment Screening of Applicants and Additional Psychological Services as Needed with the Ingham County Sheriff's Office*

This resolution will authorize a contract for the time period of June 1, 2021 – December 31, 2023 with Dr. Richard Janka for psychological services for the Ingham County Sheriff's Office for pre-employment screening of applicants who receive conditional job offers at a rate of \$525 per encounter, at a rate of \$175 per hour for post-traumatic stress reviews on an as needed basis, and \$200 per hour for fit for duty evaluations. The costs for these services will not exceed \$12,000 per year for the term of the agreement. Funds for this contract are included in the 2021 budget for the Sheriff's Office.

- 1b. Sheriff's Office** – *Resolution to Purchase Body Scanner Technology from Tek-84, Inc. for Usage in the Ingham County Correctional Facility*

This resolution will authorize the purchase one Tek-84 Intercept Whole Body Security Scanning System from Tek-84 Inc. in an amount not to exceed \$145,000. The Corrections Division received a decommissioned RapiScan 1000 from Transportation Safety Administration (TSA) in 2014 like many Jails throughout the state of Michigan. The technology was extremely useful in a Corrections setting, but the machine did not come with any warranty or service contract. The machine required repairs that became extremely expensive, and the machine was often out of service. There is currently no body scanning technology being used in the Ingham County Correctional Facility. Having such technology will assist corrections staff with identifying contraband before it is introduced into the facility or transferred to other local lockups or courtrooms. This body scanner unit is smaller than other body scanners and it is not permanently attached to the building, so it will transition to the new Ingham County Justice Complex seamlessly when construction is finished. Funds for this purchase are included in the 2021 Capital Improvements budget.

See memo for details.

- 1c. Sheriff's Office** – *Resolution to Authorize a Contract to Purchase and Train a Replacement Canine Dog*

This resolution will approve the entry into a contract on behalf of the Ingham County Sheriff's Office with Mid-Michigan Police K9, in an amount not to exceed \$13,500 to purchase a new Canine dog and to train its handler. This will be a replacement for Canine Titan, who will retire due to age on July 2, 2021. Funds are available within the Sheriff's Office budget for this purchase.

See memo for details.

2. **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 Drone Package*

This resolution will authorize the purchase of a DJI Mavic 2 Enterprise Advanced Drone Package from W.S. Darley & Company for \$6,709.00, utilizing funding from the Hazardous Materials Equipment budget. This is part of an ongoing project to improve hazmat responses in the county through the Ingham County Sheriff's Office drone team.

3. **Probate Court** – *Resolution Authorizing Probate Court to Enter into Agreements to Provide Statutorily Required Guardianship Reviews*

This resolution will approve amending the current contracts with Robert Refior and Elias Kafantaris to include guardianship reviews and to increase by \$6,000 each, for a total of \$12,000, to be funded from the 2021 contingency account. These contract amendments will address the immediate need to meet the Probate Court's statutorily required duty to perform guardianship reviews. Historically, these reviews were provided by unpaid externs from local law schools. Due to COVID, it is not possible to have externs in the Probate Court office due to social distancing requirements. Additionally, it appears local higher education institutions and the externs themselves do not favor performing off-site work due to COVID exposure, and there has been a decreased enrollment in higher education institutions, which has also led to a large decline in available externs. This contract amendment will address the issue through the end of 2021 with plans to contract for these services for the full year in 2022.

See memo for details.

4. **Prosecuting Attorney** – *Resolution Authorizing Acceptance of a Grant Amendment with the Michigan State Police and the Ingham County Prosecutor's Office*

This resolution will authorize the Ingham County Prosecutor's Office to enter into an amended total contract in the amount of \$510,475 with Michigan State Police (MSP) and a sub contract with Jackson County Prosecutor's Office and Blackman Leoni Township Department of Public Safety. The Prosecutor's Office regularly receives grant extensions from MSP for the 2015 Sexual Assault Kit Initiative Grant. This grant provides funds to assist local prosecutors with the investigation, prosecution, and notification of victims for cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). Previous grant extensions were approved by Resolutions #20-531 and #21-180. Currently, MSP has received additional funding and is extending this grant through September 30, 2021. The increase in funding is for \$120,602 and will bring the grant total to \$510,475.

See memo for details.

5. **Community Corrections** – *Resolution to Authorize Submission of a Grant Application and to Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Program Subcontracts for FY 2021-2022*

This resolution will authorize the annual submission of a grant application and a contract with the Michigan Department of Corrections for FY 2021-2022. The application request will provide funding in the amount of \$285,312, covering partial administration costs and all PA511 treatment and service programs for adult felony probationers. Probation Residential Services are also available and valued at \$574,875. Funding requests include CHOICES programming, Relapse Prevention and Recovery treatment groups for men and women, a part-time Pretrial Services Investigator and Electronic Monitoring services for indigent pretrial defendants,



Gatekeeper services, MRT Cognitive Change groups for men and women, Domestic Violence Intervention groups, and Opioid Specific Program services.

See memo for details.

6. **Animal Control** – *Resolution to Convert the Part-Time Animal Behaviorist/Enrichment Coordinator Position to Full-Time and Accept a Grant in the Amount of \$17,500 from Petco Love for the Ingham County Animal Control and Shelter*

This resolution will approve the conversion of the Animal Behaviorist/Enrichment Coordinator from part-time to full-time. It will also authorize the acceptance of a grant from the Petco Love Foundation in the amount of \$17,500 toward the cost of this position. Increasing the position to full-time will enable the Ingham County Animal Control and Shelter to continue to expand its Fear Free Sheltering model. The part-time position was initially authorized by R20-489, partially offset by funding of \$35,000 from the Animal Shelter Fund, with the balance funded by the Animal Shelter Millage. The current cost of the position at full-time is \$66,414, with \$35,000 paid by the Animal Shelter Fund, \$17,500 from this Petco Love Foundation Grant, and \$13,914 from the Animal Shelter Millage. The long-term (topped out) cost for this position at full-time is \$97,498.

See memo for details.

7. **Community Mental Health** - *Resolution to Authorize an Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) Utilizing American Rescue Plan Act of 2021 Funds to Develop a Community Outreach, Navigation, and Prevention Team Targeting Youth Aged Birth to 21*

This resolution approves a draft concept targeting youth aged birth to 21 in Ingham County with the vision of creating a team of Behavioral Health Professionals providing a variety of outreach, engagement, prevention, and direct services in a multitude of community locations. The proposed amount of \$450,000 would fund a team of four Youth Prevention Mental Health Therapists and .25 FTE Coordinator with additional funds leveraged to enhance efforts via existing CMHA-CEI prevention and outreach funds. The time period covered by this request would be June 1, 2021-March 31, 2023.

8. **Capital Area Housing Partnership** - *Resolution to Authorize a Contract with Capital Area Housing Partnership (CAHP) for an American Rescue Plan Funded Emergency Mortgage and Utility Assistance Program*

The Ingham County COVID Emergency Mortgage and Utility Assistance Program (Program) is designed to keep Ingham County residents who fell behind on their mortgage and utilities during the COVID-19 pandemic in their homes. The Program utilizes a collaborative community process to expedite mortgage and utility assistance to COVID-19 effected homeowners. Mortgage, utility, and internet assistance in the amount of \$1,000,000 will be distributed through Capital Area Housing Partnership (CAHP).

- 9a. **Health Department** - *Resolution to Authorize an Amendment to Resolution #21-037*

This resolution authorizes the amendment of Resolution #21-037 to allow DAP to provide ICHD with nurses to assist with COVID-19 vaccination efforts in long-term care facilities, skilled nursing facilities, and other vaccination efforts in Ingham County for an amount not to exceed \$40,000, bringing the total amount of the agreement to \$60,000, effective upon execution through July 31, 2021. Costs will be covered through the grant authorized in Resolution #21-156.

**9b. Health Department - Resolution to Authorize Amendment #4 to the 2020 – 2021 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Master Agreement**

This resolution amends the FY21 Master Agreement by increasing funding for an amount not to exceed \$44,159 effective October 1, 2020 through September 30, 2021. The revised resolution makes the following specific changes to the program budget:

Public Health Emergency Preparedness (7/01 – 9/30): increase of \$37,659 from \$0.00 to \$37,659

Children’s Special Health Care Services Outreach & Advocacy: increase of \$4,370 from \$177,676 to \$182,046

WIC Resident Services: increase of \$11,130 from \$1,392,745 to \$1,403,875

Vector Borne Surveillance & Prevention: decrease of \$9,000 from \$9,000 to \$0.00

**9c. Health Department - Resolution to Authorize an Agreement with LHD Academy of Science**

This resolution authorizes an agreement with LHD Academy of Science (AOS) for an amount not to exceed \$2,000 effective upon approval through one year and to be renewed annually thereafter. The agreement will allow for the purchase of survey software that will close the gap in data sharing and measurement and allow for increased collaboration with partners.

**10. Parks Department - Resolution to Authorize the Ingham County Parks Department to Accept Donations**

This resolution authorizes the Parks Department to accept monetary and/or material gifts which will assist the Parks with facility improvements, programs, and events.

**11a. Facilities Department – Resolution to Authorize a Purchase Order to John E Green for the Print Shop Humidification System Replacement at the Hilliard Building**

This resolution authorizes a PO with John E Green to replace the humidification system in the Hilliard Building’s print shop. John E Green, a local vendor, submitted the lowest responsive and responsible proposal of \$6,025. A contingency of \$500 is requested for any unforeseen circumstances.

Funding is available in the 2020 Public Improvement Fund CIP.

See memo for details.

**11b. Facilities Department – Resolution to Authorize an Agreement with Roof Connect to Replace the Roof over the State of Michigan’s Storage Area and Facilities Grounds Garage at the Human Services Building**

This resolution authorizes an agreement with Roof Connect to replace the +25-year old roof at the State of Michigan’s storage area and Facilities Grounds garage at HSB. Roof Connect submitted a proposal of \$24,742. Roof Connect is a participant of the Omnia co-operative agreement, therefore, three quotes are not required per the Purchasing Policy. A contingency of \$5,000 is requested for any unforeseen circumstances.

Funding is available in the 2019 Public Improvement Fund CIP.

See memo for details.

12. **Road Department** – *Resolution to Authorize an Agreement with Michigan Department of Environment, Great Lakes & Energy (EGLE) for a 2021 Scrap Tire Market Development Grant*

This resolution authorizes an agreement between EGLE and the County to receive FY2021 Scrap Tire Market Development Grant fund for the ICRD totaling \$530,000 for the implementation and use of crumb rubber modified asphalt paving mixture for the resurfacing of Lake Lansing Road and post-consumer scrap tires as fill confinement in a weak soil under-cut area of the Bellevue Road resurfacing project.

See memo for details.

**PRESENTATION/DISCUSSION/OTHER ITEM:**

- 13a. **Board of Commissioners** – *Resolution B2104213 from the Berrien County Board of Commissioners Calling Upon State Leaders to Restore County Revenue Sharing Fund*
- 13b. **Board of Commissioners** – *Notice of Public Hearing from the City of Lansing Regarding the Approval of Brownfield Plan #75 Amendment #2 – Capital City Market and 637 E. Michigan Ave. Brownfield Redevelopment Project*

**Agenda Item 1a**

**TO:** Board of Commissioners: Law & Courts Committee and Finance Committee

**FROM:** Undersheriff Andrew R. Bouck

**DATE:** April 30, 2021

**SUBJECT:** To Authorize a Contract for Psychological Services with Dr. Richard Janka and the Ingham County Sheriff's Office

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**BACKGROUND**

Resolution to authorize a contract for psychological services with Dr. Richard Janka for pre-employment screening of applicants and additional psychological services as needed with the Ingham County Sheriff's Office.

**ALTERNATIVES**

None

**FINANCIAL IMPACT**

There is no financial impact as contractual services have been budgeted. The request is to authorize a contract, not to exceed the \$12,000 per year, for the length of the agreement. The fee schedule will be \$525 for pre-employment evaluations, \$175 per hour for post incident evaluations, and \$200 per hour for fit for duty evaluations.

**STRATEGIC PLANNING IMPACT**

Not Applicable.

**OTHER CONSIDERATIONS**

The term of this contract will be from June 1, 2021 – December 31, 2023

**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 PSYCHOLOGICAL SERVICES  
WITH DR. RICHARD JANKA FOR PRE-EMPLOYMENT SCREENING OF APPLICANTS  
AND ADDITIONAL PSYCHOLOGICAL SERVICES AS NEEDED WITH THE  
INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, many state, county, and local law enforcement agencies in the State of Michigan conduct psychological testing for applicants who receive conditional job offers as well as assistance for personnel who suffer from potential or actual post-traumatic stress syndrome; and

WHEREAS, Dr. Richard Janka specializes in both pre-employment psychological testing as well as providing post-traumatic stress testing/additional psychological services; and

WHEREAS, the Ingham County Sheriff's Office, for liability concerns, risk management concerns, and the desire to successfully hire applicants for the position of Sheriff Deputy, wish to contract with Dr. Janka to conduct a thorough psychological testing of all applicants who are given a conditional job offer; and

WHEREAS, the Ingham County Sheriff's Office, for liability concerns, risk management concerns, and the desire to assist our current and future employees who need assistance due to high stress situations they face every day, wish to contract with Dr. Janka for specialized care as needed; and

WHEREAS, Michigan Municipal Risk Management Authority (MMRMA), our insurance carrier, promotes the use of psychological testing for conditional job offers for Deputy Sheriffs; and

WHEREAS, the contract would not exceed \$12,000 per year from June 1, 2021 – December 31, 2023; and

WHEREAS, the Sheriff's office has identified funding in the Contractual Service line item #10130102-818000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to contract with Dr. Richard Janka for psychological services for the Ingham County Sheriff's Office for pre-employment screening of applicants who receive conditional job offers at a rate of \$525 per encounter, at a rate of \$175 per hour for post-traumatic stress reviews on an as needed basis, and \$200 per hour for fit for duty evaluations.

BE IT FURTHER RESOLVED, that the costs for these services will not exceed \$12,000 per year for the term of the agreement.

BE IT FURTHER RESOLVED, that the term of the agreement shall be June 1, 2021 – December 31, 2023.

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

## Agenda Item 1b

TO: Law & Courts Committee  
Finance Committee

FROM: Captain Robert Earle, Sheriff's Office, Jail Administrator – Ingham County Correctional Facility

DATE: April 12, 2021

RE: RESOLUTION TO PURCHASE BODY SCANNER FOR THE INGHAM COUNTY CORRECTIONAL FACILITY

### **BACKGROUND**

This resolution requests approval for the Ingham County Sheriff's Office, hereafter Sheriff's Office, to enter into a contractual agreement with Tek-84, Inc. for a Body Scanner unit to be used by the Corrections Division. The Corrections Division has used similar technology previously, to detect contraband, by acquiring Transportation Safety Administration (TSA) decommissioned RapiScan machines used at airports throughout the country. We received our first RapiScan 1000 in 2014 like many Jails throughout the state of Michigan. While the technology was extremely useful in a Corrections setting, the machine itself did not come with any warranty or service contract. The machine was plagued with constant problems and repairs, that became extremely expensive, and the machine was often out of service more than in service. Several Correctional Facilities throughout the state have also experienced problems and upgraded to newer models. There is currently no body scanning technology being used in the Ingham County Correctional Facility.

### **ALTERNATIVES**

There are other vendors who provide the same body scan technology. This project went out for RFP on March 19, 2021. Three (3) companies submitted proposals: NuTech US, Inc.; Tek-84, Inc.; and Adani systems, Inc. The other alternative is to rely solely on physical body searches and human performance.

### **FINANCIAL IMPACT**

The total cost of the body scanner from Tek-84, Inc. is \$145,000 and includes: (3) year warrant, training of staff (5 staff members), annual preventative maintenance coverage, including annual dosimetry testing/Department of Health documentation, and no recurring annual fees. The cost of this technology can be funded by planned Capital Improvement Project funds. \$149,000 was approved in the 2021 CIP, fund 59530110 97800

### **STRATEGIC PLANNING IMPACT**

Improvement of facility safety and security that enhances overall public safety.

### **OTHER CONSIDERATIONS**

Because this body scanner unit is smaller than other body scanners and it is not permanently attached to the building; it will transition to the new Ingham County Justice Complex seamlessly when construction is finished.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for the Sheriff's Office to contract with Tek-84, Inc. to purchase and maintain a body scanner – contraband detection system for the Corrections Division.

This resolution is for the approval to purchase one Tek-84 Body Scanner for the Sheriff's Office Corrections Division using 2021 Capital Improvement funds.

**Agenda Item 1b**

TO: Chief Deputy Darin J. Southworth, Sheriff’s Office  
FROM: James Hudgins, Director of Purchasing  
DATE: March 19, 2021  
RE: Memorandum of Performance for RFP No. 34-21 Body Scanner

Per your request, the Purchasing Department sought proposals from experienced and qualified vendors for the purpose of providing, delivering and installing one (1) new body scanner –in compliance with ANSI/HPS N43.17 Standard for Radiation Safety for Personnel Security Screening Systems Using X-Rays—for the Ingham County Sheriff’s Office.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	8	0
Vendors responding	3	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Grand Total Cost	Annual Maintenance Cost
Nuctech US Inc.	No, Massachusetts	\$90,000.00	Included for 3 Years
		\$118,000.00	Included for 3 Years
TEK-84, Inc.	No, California	\$145,000.00	Included for 3 Years
ADANI systems, Inc.	No, Texas	\$165,698.12	Included for 3 Years



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PURCHASE BODY SCANNER TECHNOLOGY FROM TEK-84, INC.  
FOR USAGE IN THE INGHAM COUNTY CORRECTIONAL FACILITY**

WHEREAS, the Ingham County Sheriff's Office Corrections Division, hereafter Sheriff's Office, is responsible for maintaining a safe and secure correctional facility; and

WHEREAS, attempts are made to smuggle contraband, such as narcotics, weapons, and drugs, into the correctional facility which puts inmates, staff, and visitors at risk; and

WHEREAS, the use of body scanning technology will assist correction staff with identifying contraband before it is introduced into the facility or transferred to other local lockups or courtrooms; and

WHEREAS, Requests For Proposals (RFP) were sought per county purchasing policy; and

WHEREAS, the Purchasing Department received four (4) proposals from three (3) separate companies; and

WHEREAS, after review of the proposals submitted, Tek-84, Inc. out of California was selected as the preferred vendor by corrections staff; and

WHEREAS, the total expenditure for this proposal is not to exceed \$145,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to purchase one Tek84 Intercept Whole Body Security Scanning System from Tek-84 Inc. using 2021 Capital Improvement Funds.

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

## Agenda Item 1c

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Captain Andy Daenzer  
**DATE:** April 21, 2021  
**SUBJECT:** Request to purchase a new canine for ICSO  
For the meeting agendas of *May 13, 2021 and May 18, 2021*

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### **BACKGROUND**

The Ingham County Sheriff's Office would like the approval to enter into a contract to purchase and train a Narcotics/Patrol Canine with Mid-Michigan Police K9 to replace a retired Canine.

### **ALTERNATIVES**

The alternative is to not replace this Canine. The ICSO currently has 4 Canine Teams assigned to the road patrol. The teams are a regional asset utilized by every police agency in the County. If we do not replace the retired Canine we would have less availability to respond to the average 200 plus calls for service the Canine Team handles annually.

### **FINANCIAL IMPACT**

The cost for the Canine and training is \$13,500. The training includes a 5-week handler course.

### **STRATEGIC PLANNING IMPACT**

The strategic plan may be impacted if this is not approved by reducing the Sheriff's Office's ability to maintain its current ability to locate missing and/or wanted persons as well its continued efforts to combat the opiate epidemic.

### **OTHER CONSIDERATIONS**

Our narcotics trained canines are a frontline tool in fighting the opiate epidemic in the public and in our jail facility. The Sheriff's Office has a responsibility to use every tool at its disposal to maintain safety and security in the confines of our jail by conducting random canine searches. A narcotics trained canine is a forward locating tool in eliminating the potential pit falls of narcotics in our jail.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a contract with Mid-Michigan Police K9 to purchase and train a new canine for the ICSO Canine Team.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT TO PURCHASE AND TRAIN  
A REPLACEMENT CANINE DOG**

WHEREAS, the Ingham County Sheriff's Office has had, during Sheriff Scott Wriggelsworth's tenure as the Sheriff, a Canine Team; and

WHEREAS, the Canine Team has consisted of 4 canines assigned to road patrol that serve as a regional and Ingham County Jail asset; and

WHEREAS, Deputy Matusko will retire Canine Titan on July 2, 2021 in good standing due to age and Deputy Matusko will be promoted to Detective; and

WHEREAS, the new canine team would be trained to detect narcotics, including opiates for detection in our jail, schools, and the public; and

WHEREAS, the canine team would also be trained in obedience, article search, area search and tracking for suspects and missing persons, including children and adults; and

WHEREAS, the Ingham County Sheriff's Office has a long history of purchasing trained canine dogs; and

WHEREAS, the Ingham County Sheriff's Office requests to enter into a contract with Mid-Michigan Police K9 to obtain a canine and to train its new handler at a cost not to exceed \$13,500; and

WHEREAS, the Ingham County Sheriff's Office would use account #10130110 Special Units to pay this cost; and

WHEREAS, upon retirement of this new canine, the handler, if in good standing, may purchase the ownership and any liabilities and responsibilities for the canine for \$1 from Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office to enter into a contract not to exceed \$13,500 with Mid-Michigan Police K9 to purchase a new canine dog and to train its handler.

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

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

## Agenda Item 2

**TO:** Board of Commissioners Law & Courts Committee, Finance Committee  
**FROM:** Sgt. Bob Boerkoel, Office of Homeland Security & Emergency Management  
**DATE:** May 3, 2021  
**SUBJECT:** Resolution to authorize an Equipment Purchase Agreement with W.S. Darley & Company to purchase a DJI Mavic 2 Enterprise Advanced drone package.

For the meeting agenda of *May 13, 2021, May 19, 2021*

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### **BACKGROUND**

This Resolution is for the approval to utilize the Ingham County Hazmat budget funds as part of an ongoing project to improve hazmat responses in the county through the Ingham County Sheriff's Office drone team. Specifically, budgeted funding will be used to purchase a DJI Mavic 2 Enterprise Advanced drone package at a cost of \$6,709.00.

### **ALTERNATIVES**

This particular drone package was selected for the specific features and capabilities it offers for the response to Hazardous Material Emergency Scenes.

### **FINANCIAL IMPACT**

The drone will be purchased with monies already budgeted and designated for Hazardous Material Responses. Furthermore, the purchase of this equipment provides an effective means to mitigate potential liabilities associated with Emergency Responder exposure to hazardous materials by allowing for 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 ICSO drone team to assist at hazardous material responses and many other disasters or emergent situations to more effectively resolve the situation; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available monies paid to Ingham County budgeted for responses involving hazardous materials. The most cost-effective option was selected from four quotations.

### **OTHER CONSIDERATIONS**

This proposal was presented to and received support from the Ingham County Fire Chiefs and the Local Emergency Planning Committee. Additionally, while the primary use is for hazardous materials responses, the drone will be available for other responses such as missing children searches, structure fires, criminal searches, traffic crash investigations, disaster recovery surveys, and damage assessments.

### **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 drone package.

**Agenda Item 2**

TO: Robert Boerkoel, EOC Sergeant, Sheriff Office  
FROM: James Hudgins, Director of Purchasing  
DATE: May 4, 2021  
RE: Memorandum of performance for Packet #75-21 Drone Package

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The Purchasing Department sought proposals for a DJI Mavic 2 Enterprise Advanced drone package.

The following grid is a summary of the vendors' costs:

Company Name	Local Preference	Cost
W.S. Darley & Co.	No, Illinois	\$6,709.00
Advexure Unmanned Systems & Solutions	No, California	\$7,287.00
DSLRPros	No, California	\$7,287.00
DroneNerds	No, Florida	\$7,307.00
Empire Drone Co., LLC	No, New York	\$7,325.00

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

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

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

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 DRONE PACKAGE**

WHEREAS, the Ingham County Emergency Responders respond to emergency scenes involving hazardous materials to keep the citizens and visitors of Ingham County safe; and

WHEREAS, Ingham County budgets for Hazardous Material Responses and equipment purchases to effectively respond to and resolve hazardous material emergency scenes in Ingham County; and

WHEREAS, the purchase of a DJI Mavic 2 Enterprise Advanced drone package will allow for improved, effective scene response and assessment while reducing the potential exposure to emergency responders; and

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

WHEREAS, the Local Emergency Planning Committee and Ingham County Fire Chiefs support the purchase of a DJI Mavic 2 Enterprise Advanced drone package with the Hazardous Materials equipment budget; and

WHEREAS, the total expenditure for this proposal is \$6,709.

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 \$6,709, utilizing funding of \$6,709.00 from the Hazardous Materials Equipment budget.

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.

**TO:** Board of Commissioners - Law & Courts and Finance Committees  
**FROM:** Morgan E. Cole, Probate Court Administrator/Register  
**DATE:** April 30, 2021  
**SUBJECT:** Authorizing Agreements to Provide Statutorily Required Guardianship Reviews

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**BACKGROUND**

The Probate Court seeks to enter into amended agreements with our current contract attorneys, Robert Refior and Elias Kafantaris, hereinafter referred to (Attorneys), who provide guardian-ad-litem (GAL) and attorney services, to include providing mandatory guardianship review services for both minor and adult wards. Due to the imperative need, the Probate Court desires to request this contractual increase to beginning immediately.

The amended contract for GAL services would also require Attorneys to provide mandatory guardianship review services for the remainder of the January 1, 2021 to December 31, 2021 contract period starting June 1, 2021 and provide for an increase in compensation of \$12,000 total to be divided equally with each Attorney receiving \$6,000. The Probate Court will be seeking an increase to the contractual line item by \$24,000 per year, as a service enhancement request for the 2022 budget submission for the guardianship reviews.

With regard to minor guardianships, if the minor is under six years of age, the Court must annually review the guardianship on the anniversary of guardian's qualification. As to adult guardianships, pursuant to MCL 700.5309 and MCR 5.408(A), the Court must review a guardianship not later than one year after the appointment of the guardian and not later than every three years after that. Historically, the Probate Court relied on obtaining about 10 to 15 unpaid externs from local law schools (Cooley and MSU) a year to perform the approximately 375 to 400 annual guardianship reviews. The externs would be required to work on-site with our training, oversight, scheduling, and computer systems to produce legal documents for the review and issuance of orders for the guardianship reviews. The externs would perform the guardianship reviews off-site at the ward's location. However, due to COVID, it is not possible to have 10 to 15 externs in the Probate Court office due to social distancing requirements. Further, we cannot offer remote extern capabilities as our case management system and IT procedures do not provide for such access. Furthermore, it appears local higher education institutions and the externs themselves do not favor performing off-site work due to COVID exposure and educational requirements. In addition, there has been a decrease enrollment in higher education institutions, which has also led to a large decline in available externs. As a result, the Probate Court has lost a huge voluntary workforce, which is required to perform about 400 statutorily required guardianship reviews per year.

**ALTERNATIVES**

The Probate Court could seek to establish a new full-time equivalent (FTE) guardianship investigator position that would cost around \$115,000 per year. The Probate Court reached out to other divisions of the Court and Child Protective Services (CPS) with regard to this matter for which neither are able to provide assistance. Additional alternatives would be to pay the average rate amount that other counties pay for independent contracts/attorneys to perform reviews at a minimum cost of \$100 per review – so roughly \$40,000 per year. Another alternative would be to require staff to conduct these reviews after hours, which thus would require comp and overtime payments – in addition to having the staff severely run down.

### **FINANCIAL IMPACT**

The financial cost will be \$12,000 for the remainder of 2021 to be divided equally between Attorneys with each attorney receiving \$6,000 and with the funding to come from 2021 contingency account. Granting this request, will reduce the number of hours to be paid for comp time/over time for our current full-time employees. In addition, this is a cheaper alternative than seeking to establish a new FTE position with a total personnel cost in excess of \$115,000 per year.

### **OTHER CONSIDERATIONS**

The Controller's Office was consulted and supports the Probate Court's cost savings approach as well as supports using funds from the contingency account for this request.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support that the Ingham County Board of Commissioners approve entering into agreements to provide statutorily required guardianship reviews.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AGREEMENTS TO PROVIDE  
STATUTORILY REQUIRED GUARDIANSHIP REVIEWS**

WHEREAS, the Probate Court seeks to enter into amended agreements with our current contract attorneys, Robert Refior and Elias Kafantaris, hereinafter referred to (Attorneys), who provide guardian-ad-litem (GAL) and attorney services, to include providing mandatory guardianship review services for both minor and adult wards; and

WHEREAS, the Probate Court has demonstrated an immediate need for these agreements in order to meet its statutorily required duty to perform guardianship reviews; and

WHEREAS, the current contractual compensation for GAL services performed by Attorneys, which is effective January 1, 2021 to December 31, 2021, provides compensation in the amount of \$76,385 in total that is divided evenly between Attorneys so each attorney receives \$38,192.50; and

WHEREAS, the amended contract for GAL services would also require Attorneys to provide mandatory guardianship review services for the remainder of the January 1, 2021 to December 31, 2021 contract period starting June 1, 2021 and provide for an increase in compensation of \$12,000 total to be divided equally with each Attorney receiving \$6,000; and

WHEREAS, for services rendered under the amended contract – effective January 1, 2021 to December 31, 2021, the Attorneys will receive \$88,385 in total compensation and in satisfaction of this, \$44,192.50 will be paid to Robert Refior and \$44,192.50 will be paid to Elias Kafantaris; and

WHEREAS, the Probate Court will be seeking to increase the contractual line item as a service enhancement request for the 2022 budget submission to request an annual increase of \$24,000 total for the contract amendment to provide mandatory guardianship reviews; and

WHEREAS, the Probate Court wishes to request these agreements begin immediately, at a cost of \$12,000 for the remainder of 2021, with funding to come from the 2021 contingency account; and

WHEREAS, the Controller's Office has been consulted and is in support of the request to begin immediately.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves amending the current contracts with Robert Refior and Elias Kafantaris to increase by \$6,000 each as described above, to be funded from the 2021 contingency account.

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

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

## Agenda Item 4

**TO:** Board of Commissioners Law & Courts and Finance Committees

**FROM:** Mike Cheltenham, Chief Assistant Prosecuting Attorney

**DATE:** May 3, 2021

**SUBJECT:** Resolution to Authorize Acceptance of a Second Michigan State Police SAKI Grant Amendment Extending Agreement through September 30, 2021

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### **BACKGROUND**

Our office regularly receives a grant extension from the Michigan Department of State Police (MSP) for the 2015 Sexual Assault Kit Initiative Grant. This grant provides funds to assist local prosecutors with the investigation, prosecution, and notification of victims for cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). In November of 2020, the Ingham County Board of Commissioners approved Resolution #20-531 which extended the 2015 SAKI agreement to March 31, 2021. On March 23, 2021, the BOC authorized acceptance of additional funding to cover expenses not reimbursed and to cover anticipated expenses through March 31, 2021. This amendment was authorized in Resolution #21-180, which increased the total SAKI funding to \$389,873. Currently, MSP has received additional funding and is extending our grant through September 30, 2021. The increase in funding is for \$120,602. This will bring the grant total to \$510,475.

### **ALTERNATIVES**

None at this time.

### **FINANCIAL IMPACT**

There is no financial impact since MSP will continue to provide re-imbusement funding for both the Ingham and Jackson investigators. Additionally, MSP will provide funding for the sexual assault advocate and ancillary expenses.

### **OTHER CONSIDERATIONS**

Regionalized investigation with a multi-county approach has enhanced the quality of these complex criminal sexual conduct investigations. The Blackman-Leoni Township Department of Public Safety has assigned Detective Joseph Merritt to the SAKI team. The Jackson County Prosecutor's Office, the Blackman-Leoni Township Board, and the Michigan Department of the Attorney General all support regionalized SAKI investigations.

### **RECOMMENDATION**

Based on the information provided, I respectfully request approval of the attached resolution.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF A GRANT AMENDMENT WITH THE MICHIGAN STATE POLICE AND THE INGHAM COUNTY PROSECUTOR'S OFFICE**

WHEREAS, the Department of the Michigan State Police (MSP) provides funds for law enforcement to review and investigate cases arising from previously untested sexual assault kits through the 2015 Sexual Assault Kit Initiative (SAKI); and

WHEREAS, the Michigan State Police had awarded the Ingham County Prosecutor's Office (ICPO) an amended SAKI Grant in the amount of \$510,475, which is an increase of \$120,602, effective from March 31, 2021 through September 30, 2021; and

WHEREAS, the Ingham County investigator will be paid from the Michigan State Police SAKI grant amendment including, but not limited to, salary, fringe benefits, computers, phones, training, mileage, and any other expenses totaling \$247,571 under the amendment; and

WHEREAS, the Jackson County investigator, provided by the Blackman-Leoni Department of Public Safety (DPS), will be paid from the Michigan State Police SAKI grant amendment including, but not limited to, salary and fringe benefits, computers, phone, training, mileage, and any other expenses totaling \$235,179 under the amendment; and

WHEREAS, the Ingham County Prosecutor's Office is authorized to enter into a sub contract with the Jackson County Prosecutor's Office to utilize a Blackman-Leoni DPS investigator to review and investigate SAKI cases with MSP funding of \$19,676; and

WHEREAS, the amendment includes \$8,049 to the Ingham County Prosecutor's Office for other additional expenses incurred including, but not limited to, rent and cell phone service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor's Office to enter into an amended total contract in the amount of \$510,475 with Michigan State Police and a sub contract with Jackson County Prosecutor's Office and Blackman Leoni Township Department of Public Safety consistent with this resolution.

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

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

## Agenda Item 5

**TO:** Board of Commissioners Law and Courts and Finance Committees  
**FROM:** Mary Sabaj, CCAB Manager  
**DATE:** May 4, 2021  
**SUBJECT:** Resolution Authorizing Submission of Community Corrections State Grant Application and Entering MDOC Contract and Program Subcontracts for FY 2021-2022  
For the meeting agendas of May 13 and May 19

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### **BACKGROUND**

Community Corrections submits an annual grant application for all PA511 MDOC-OCC State funded community based programs for eligible adult felony and misdemeanor probationers supervised by Circuit Court Probation and partial administrative costs. The funding request for FY2021-2022 includes CHOICES programming, Relapse Prevention and Recovery treatment groups for men and women, a part time Pretrial Services Investigator and Electronic Monitoring services for indigent pretrial defendants, Gatekeeper services, MRT Cognitive Change groups for men and women, Domestic Violence Intervention groups, and Opioid Specific Program services.

### **ALTERNATIVES**

Without these funds, programming will only be available on a client pay basis which will limit or preclude access to much needed treatment and services.

### **FINANCIAL IMPACT**

The FY 2021-2022 Application request will provide funding in the amount of \$285,312, covering partial administration costs and all PA511 funded treatment and service programs for eligible adult felony and misdemeanor probationers supervised by Circuit Court Probation. Probation Residential Services are also available and valued at \$574,875.

### **STRATEGIC PLANNING IMPACT**

This resolution supports Board of Commissioners long term objectives of supporting public safety and providing appropriate evidence-based sanctions for adult offenders, by providing access to evidence based community- based program alternatives to incarceration and reducing residivism by effectively addressing barriers to offender success.

### **OTHER CONSIDERATIONS**

The FY 2021-2022 Community Corrections Comprehensive Plan and annual Application are designed to result in the efficient use of State and local corrections resources. This saves jail beds and improves successful outcomes for participants, enabling them to become productive members of the community who are able to take responsibility for themselves and their families, as well as meet their court ordered obligations.

### **RECOMMENDATION**

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution to support Community Corrections administration and programming for FY2021-2022.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE SUBMISSION OF A GRANT APPLICATION AND TO  
CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR  
INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND  
PROGRAM SUBCONTRACTS FOR FY 2021-2022**

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan in 1991; and

WHEREAS, the Community Corrections Advisory Board approved the Funding Application and Plan for FY 2021-2022; and

WHEREAS, the FY 2021-2022 Application provides for the following CCAB Plans and Service programming: Relapse Prevention and Recovery (\$71,918) to be provided by C-E-I CMH; Gatekeeper services (\$4,069) to be provided by the CCAB Staff Consultant; MRT Cognitive Change Groups (\$22,000) to be provided by Prevention and Training Services; Domestic Violence Intervention Groups (\$31,903) to be provided by Prevention and Training Services; Opioid Specific Program services (\$30,000) to be provided by Tri County Community Adjudication Program (TRI-CAP); CHOICES programming (\$40,000) to be provided by Northwest Initiative — ARRO; and, Electronic Monitoring Services for Pretrial defendants (\$10,134) to be provided by Judicial Services Group, Ltd., for a subcontracted program total of \$234,890 for the time period of October 1, 2021 through September 30, 2022; and

WHEREAS, the FY 2021-2022 Application also provides funding for a special part-time Pretrial Services Investigator (\$25,683) to enhance the community supervision capacity of 30<sup>th</sup> Circuit Court Pretrial Services and for CCAB Administration in the amount of \$50,422, for a Plans and Services total of \$285,312 for the time period of October 1, 2021 through September 30, 2022; and

WHEREAS, Ingham County is also provided access to probation residential beds with a project average daily population of 30 at \$52.50 per bed day valued at \$574,875; MDOC contracts directly with residential providers rather than with local jurisdictions; and

WHEREAS, pursuant to the FY 2021-2022 Application, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes submission of the Grant Application and, upon State approval, entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections for FY 2021-2022 in the amount of \$285,312 in CCAB Plans and Services and Administration funds for the time period of October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2021 through September 30, 2022 with Prevention and Training Services for the cost of MRT Change Groups for a cost not to exceed \$22,000; with Prevention and Training Services for the cost of Domestic Violence Intervention Groups for a cost not to exceed \$31,903; with Tri County Community Adjudication Program (TRI-CAP) for the cost of Opioid Specific Program services not to exceed \$30,000; with CEI Community Mental Health for the cost of Relapse Prevention and Recovery services not to exceed \$71,918; with Northwest Initiative - ARRO for the cost of CHOICES program services not to exceed \$40,000; and with Judicial Services Group. Ltd. for the cost of electronic monitoring services for Pretrial defendants not to exceed \$10,134.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA PR006 salary grade not to exceed \$25,683.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

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

## Agenda Item 6

**TO:** Board of Commissioners Finance, County Services and Law & Courts Committees  
**FROM:** Heidi Williams, Director, Ingham County Animal Control & Shelter  
**DATE:** May 3, 2021  
**SUBJECT:** Acceptance of \$17,500 grant for shelter behaviorist/enrichment coordinator and creation of full-time behaviorist/enrichment coordinator  
For the meeting agendas of May 13, 2021, May 18, 2021 and May 19, 2021

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### **BACKGROUND**

ICACS received a donation of \$35,000.00 from the Ingham County Animal Shelter Fund to pay for a part time Animal Behaviorist/Enrichment Coordinator position for the shelter. This position was filled in December of 2020. The additional funds needed for this position are being paid for out of the Ingham County Animal Shelter Millage Fund. At the time of the position creation, ICACS staff applied for a grant through the Petco Love Foundation to assist with funding. This grant was approved in the amount of \$17,500.

Over the last several months, the Animal Behaviorist/Enrichment Coordinator position has had a very positive impact on the shelter animals in reducing their fear, anxiety, stress and frustration. The enrichment activities have made the animals much more relaxed, happy and have led to many successful adoptions. We would like to expand this program to include post-adoption support in the way of behavior and training consultations. Additionally, I have found that the part time position is not adequate to perform all of the work and duties assigned.

### **ALTERNATIVES**

If the grant is not accepted, the additional funding will continue to be paid out of the shelter millage. If the full-time position is not approved, we will not be able to expand this very successful program.

### **FINANCIAL IMPACT**

Acceptance of this grant will reduce the amount of funds taken from the shelter millage for the full-time position. The long-term (topped out) cost for this position at full-time is \$97,498. The current cost of the position at full-time is \$66,414, with \$35,000 paid by the Animal Shelter Fund, \$17,500 from this Petco Love Foundation Grant, and \$13,914 from the Animal Shelter Millage.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services all while practicing fiscal responsibility.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to approve the acceptance of the \$17,500 grant from the Petco Love Foundation for the Ingham County Animal Control & Shelter and the conversion of the part-time Animal Behaviorist/Enrichment Coordinator to full-time.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT THE PART-TIME ANIMAL BEHAVIORIST/ENRICHMENT COORDINATOR POSITION TO FULL-TIME AND ACCEPT A GRANT IN THE AMOUNT OF \$17,500 FROM PETCO LOVE FOR THE INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, in April of 2020 the Ingham County Animal Control and Shelter (ICACS) adopted the Fear Free Sheltering Standards which includes exercise, enrichment, training, and behavioral assessments that have proven to be a benefit to the shelter by lowering euthanasia rates and increasing adoption rates; and

WHEREAS, ICACS was fortunate to have a dedicated volunteer performing these additional duties, but desired to make the position a paid part of the team; and

WHEREAS, the part-time position was created and authorized on November 10, 2020 (Resolution #20-489); and

WHEREAS, the part-time position is not adequate for the important work that is being done and we desire to make the position full-time; and

WHEREAS, total long-term cost (wage and fringe) of the full-time position is projected at \$97,498; and

WHEREAS, the Ingham County Animal Shelter Fund agreed to partially fund the first year of this position in the amount of \$35,000 with additional costs being covered by the Ingham County Animal Shelter Millage; and

WHEREAS, ICACS has applied for and received a grant in the amount of \$17,500 from Petco Love Foundation to go towards this full-time position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve the conversion of the Animal Behaviorist/Enrichment Coordinator from a part-time position to a full-time position.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a grant from the Petco Love Foundation in the amount of \$17,500 toward the cost of this position.

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.

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



**TO:** Board of Commissioners Human Services and Finance Committees

**FROM:** Jared Cypher, Deputy Controller

**DATE:** May 7, 2021

**SUBJECT:** Resolution Authorizing an Agreement with CMH Utilizing American Rescue Plan Act of 2021 Funds to Develop a Community Outreach, Navigation, and Prevention Team Targeting Youth Age Birth - 21

For the meeting agendas of May 17 and May 19

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**BACKGROUND**

This resolution approves a draft concept targeting youth aged birth to 21 in Ingham County with the vision of creating a team of Behavioral Health Professionals providing a variety of outreach, engagement, prevention, and direct services in a multitude of community locations. The proposed amount of \$450,000 would fund a team of four Youth Prevention Mental Health Therapists and a .25 FTE Coordinator with additional funds leveraged to enhance efforts via existing CMHA-CEI prevention and outreach funds. The time period covered by this request would be June 1, 2021-March 31, 2023.

**ALTERNATIVES**

Absent this, or other innovative programs like this during the pandemic, families may continue to wait until youth symptoms escalate in severity prior to accessing services, resulting in higher rates of psychiatric inpatient hospitalization, whereas previously they would bring their youth in much earlier and receive services that would mitigate the need for those hospitalizations.

**FINANCIAL IMPACT**

- Blended funding between CMHA - CEI Medicaid funding, CMHA-CEI Outreach and Prevention funding, and also requested Mental Health Block Grant Funding
- Requesting \$450,000 in funds to help support 4.25 FTE staff across the county through all the below locations (each staff would have primary locations they would be assigned to and located at for sections of the week). This could be reduced should we be approved for any Mental Health Block Grant Funding to help support the project.
- Time frame for funding request:
  - FY2021: June 1, 2021 – September 30, 2021 \$80,000
  - FY2022: October 1, 2021 – September 30, 2022 \$240,000
  - FY2023: October 1, 2022 – March 31, 2023 \$130,000

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible health care.

**OTHER CONSIDERATIONS**

The Healthy! Capital Counties 2018 Community Needs Assessment also included youth voice via a youth photo voice project. Participating youth expressed issues and views that they have observed in their schools and communities. Identified in the report as frequently mentioned concerns for them and their peers include anxiety, depression, drugs and alcohol, bullying, negative effects of technology and poor eating habits/poor nutrition.

When looking at community aspects that would help them to be healthier, they mentioned sports inside and outside of schools, more free opportunities for exercise, affordable healthy food, and additional support for mental health problems.

In addition to the data above, CMH has been alarmed by the prevalence of gun violence and suicides completed by youth and young adults in our communities and across the nation.

**RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES (CMH) UTILIZING AMERICAN RESCUE PLAN ACT OF 2021 FUNDS TO DEVELOP A COMMUNITY OUTREACH, NAVIGATION, AND PREVENTION TEAM TARGETING YOUTH AGED BIRTH TO 21**

WHEREAS, H.R. 1319 of the 117<sup>th</sup> Congress, also known as the American Rescue Plan Act of 2021 became law on March 11, 2021; and

WHEREAS, *Title IX, Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID–19); and

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID–19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Ingham County is projected to receive \$56,710,344 in American Rescue Plan funds in two separate tranches of \$28,355,172, the First Tranche Amount to be received within 60 days of bill enactment and the Second Tranche Amount not earlier than 12 months after the first tranche payment is received; and

WHEREAS, the Ingham County Board of Commissioners desires to utilize the First Tranche Amount to swiftly and effectively provide aid to those Ingham County residents and businesses most affected by COVID-19; and

WHEREAS, the impact of the COVID-19 pandemic on the lives of children will not be fully realized for years to come; and

WHEREAS, CMH is already seeing initial disruptions in the provision of services for children with serious emotional disturbances; and

WHEREAS, CMH proposes to address these gaps and needs in the community by drawing upon COVID-19 supplemental funding to serve children with serious emotional disturbance in two main areas; and

WHEREAS, the funds from this request will be blended with additional funding sources to create a CMH Youth Outreach and Prevention team; and

WHEREAS, a team of Behavioral Health Professionals will provide a variety of outreach, engagement, prevention, and direct services in a multitude of community locations (such as community centers, schools, and homeless shelters) to serve the goals outlined in the attached proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$450,000 with CMH for services provided to Ingham County residents for the period of June 1, 2021 through March 31, 2023.

BE IT FURTHER RESOLVED, that funds for this contract with CMH will come from Ingham County's allocation of funds from the American Rescue Plan Act of 2021.

BE IT FURTHER RESOLVED, that the funds will be utilized by CMH for services as provided in the attached proposal.

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

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

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

Draft Concept Community Outreach, Navigation, and Prevention Team Targeting Youth aged birth to 21.

**Summary of proposal:** This proposal lays out a draft concept targeting youth aged birth to 21 in Ingham County with the vision of creating a team of Behavioral Health Professionals providing a variety of outreach, engagement, prevention, and direct services in a multitude of community locations. The proposed amount of \$450,000 would fund a team of four Youth Prevention Mental Health Therapists and .25 FTE Coordinator with additional funds leveraged to enhance efforts via existing CMHA-CEI prevention and outreach funds. The time period covered by this request would be June 1, 2021-March 31, 2023

The impact of the COVID-19 pandemic on the lives of children will not be fully realized for years to come; however, CMHA-CEI is already seeing initial disruptions in the provision of services for children with serious emotional disturbances. Families have delayed in accessing services; however, this is not due to a reduced need for behavioral health care. The youth that have come in for services since the pandemic began have presented with significantly more severe symptoms, resulting in much higher hospitalization rates.

These numbers demonstrate that families are waiting until youth symptoms escalate in severity prior to accessing services, resulting in higher rates of psychiatric inpatient hospitalization, whereas previously they would bring their youth in much earlier and receives services that would mitigate the need for those hospitalizations.

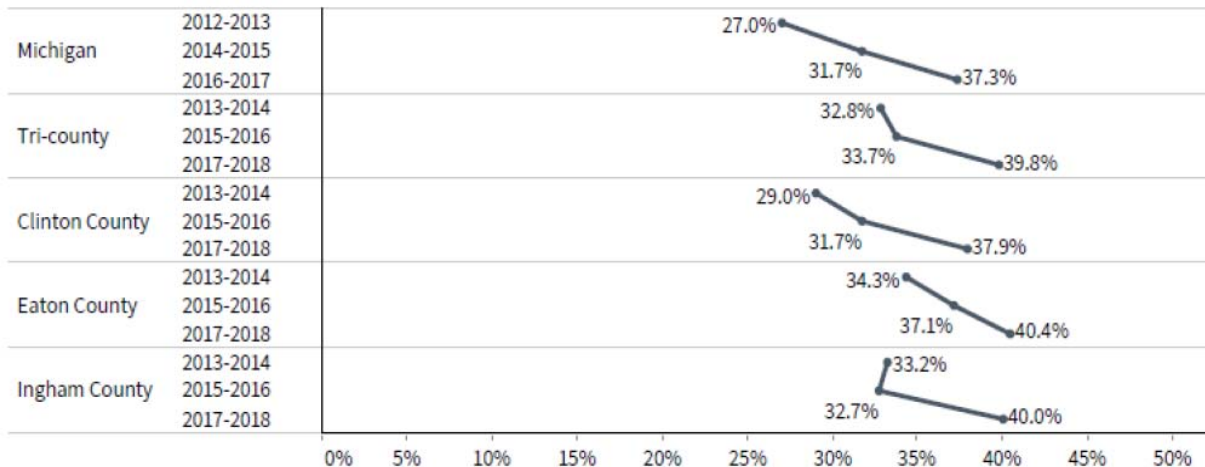
There are a number of reasons youth may not be receiving services, such as:

- At-risk youth with serious emotional disturbances are not being recognized or identified as needing services
- Families and community members are unaware of intensive services which are available to youth
- Barriers to youth and families accessing services
- Barriers to youth and families from participating in on-going services
- Decreased access to community resources
- Limitations on social connectedness

CMHA-CEI proposes to address these gaps and needs in the community by drawing upon COVID supplemental funding to serve children with serious emotional disturbance in two main areas. The funds, should they be granted, would be blended with additional funding sources to create a CMHA-CEI Youth Outreach and Prevention team.

**Historical Need:** The Healthy! Capital Counties 2018 Community Needs Assessment included results of the 2018 Michigan Profiles of Healthy Youth Data completed every two years by students in 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grade across the tri-county area. In 2018, over 5,000 Ingham County students participated in the survey. As evidenced by the chart below alarming trends can be seen in this data.

**Percent of adolescents who felt so sad or hopeless almost every day for two weeks or more in a row that they stopped doing some usual activities during the past 12 months by geography trends:**



The Healthy! Capital Counties 2018 Community Needs Assessment also included youth voice via a youth photo voice project. Participating youth expressed issues and views that they have observed in their schools and communities. Identified in the report as frequently mentioned concerns for them and their peers include anxiety, depression, drugs and alcohol, bullying, negative effects of technology, and poor eating habits/poor nutrition. When looking at community aspects that would help them to be healthier, they mentioned sports inside and outside of schools, more free opportunities for exercise, affordable healthy food, and additional support for mental health problems.

In addition to the data above, we have been alarmed by the prevalence of gun violence and suicides completed by youth and young adults in our communities and across the nation.

This draft concept proposes a vision of reaching youth where they are in our Ingham County schools and communities to engage, educate, support, and connect youth to behavioral health prevention, wellness, and treatment opportunities.

**Vision:** Team of Behavioral Health Professionals providing a variety of outreach, engagement, prevention, and direct services in a multitude of community locations (such as community centers, schools, homeless shelters) to serve the goals below:

**Goals:**

- Increased Penetration Rate - Increased Enrollment of youth into Services (including targeting the 18-21 Transition Youth)
- Increased Awareness of Mental Health, Wellness, and Suicide Prevention
- Increased Integration of physical and behavioral health
- Decreased stigma around mental health
- Increased integration of existing consumers into community activities etc.
- Increased integration of healthy copings skills/lifestyle and mental health topics into community activities
- Support youth violence reduction and anti-bullying in schools
- Support trauma informed communities

## Activities:

- Provide “office hours” for outreach team members at community centers, homeless shelters, schools, etc. so families and youth can stop by and ask questions, receive assistance, and be linked with services, etc.
- Combining community activities with behavioral health [for example: wellness activities in the context of community center events for youth (ex. A wellness, mindfulness skills walking “trails” group or yoga as a way to cope with anxiety)]
- Provide groups and activities for youth: coping skills groups, life-skills building groups, mindfulness techniques open to youth who may or may not be open consumers.
- Critical Incident Stress Management
- Expand navigation of behavioral health services and support resources in all sites
- Immediate access to care by having the ability to enroll consumers into CMHA-CEI services and complete intake assessment as well as having information on referral services.
- Provide community training opportunities for adults and youth in the identified sites
- Link with related programs in the community: prevention networks, school-based coalitions, anti-trafficking workgroups, etc.
- Participate in activities within community centers to help promote wellness, coping skills, etc.
- Assist staff of community centers in creating programming that is inclusive of youth with mental illness and helping in coping with mental illness.
- Mental Health Crisis Intervention as needed.
- Link with School Wide behavioral health initiatives
- Create resource centers in sites to help with all types of referrals for services, and supports
- Provide case consultation as needed
- Meet with youth and families for crisis intervention and planning to orient to available service options.
- Develop outcomes and evaluation our efforts over time.

## Budget and Funding:

- Blended funding between CMHA - CEI Medicaid funding, CMHA-CEI Outreach and Prevention funding, and also requested Mental Health Block Grant Funding
- Requesting \$450,000 in funds to help support 4.25 FTE staff across the county through all the below locations (each staff would have primary locations they would be assigned to and located at for sections of the week). This could be reduced should we be approved for any Mental Health Block Grant Funding to help support the project.
- Time frame for funding request:

FY2021: June 1, 2021 – September 30, 2021 \$80,000

FY2022: October 1, 2021 – September 30, 2022 \$240,000

FY2023: October 1, 2022 – March 31, 2023 \$130,000

**Partnerships:**

- Parks and Recreation entities: MParks, City and County Park departments
- Community Centers (approximately 12 in this area)
- Ingham County Health Department
- Homeless Shelters (approximately 10 in Ingham County)
- Schools (12 public school districts in Ingham County + others)
- Lansing Community College
- Michigan State University
- Faith based community
- Law Enforcement



## Agenda Item 8

**TO:** Board of Commissioners Human Services and Finance Committees

**FROM:** Jared Cypher, Deputy Controller

**DATE:** May 10, 2021

**SUBJECT:** Resolution to Authorize a Contract with Capital Area Housing Partnership (CAHP) for an American Rescue Plan Funded Emergency Mortgage and Utility Assistance Program

For the meeting agendas of May 17 and May 19

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### **BACKGROUND**

The Ingham County COVID Emergency Mortgage and Utility Assistance Program (Program) is designed to keep Ingham County residents who fell behind on their mortgage and utilities during the COVID-19 pandemic in their homes. The Program utilizes a collaborative community process to expedite mortgage and utility assistance to COVID-19 affected homeowners.

### **ALTERNATIVES**

Absent this program, Ingham County homeowners struggling with mortgage and utility payments could struggle to stay in their homes.

### **FINANCIAL IMPACT**

Mortgage, utility and internet assistance in the amount of \$1,000,000 will be distributed through Capital Area Housing Partnership (CAHP).

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of meeting basic needs.

### **OTHER CONSIDERATIONS**

CAHP is a non-profit community housing development organization and local housing counseling agency. Since 1992, CAHP has been working to develop strong, diverse neighborhoods with a focus on affordable housing, homeownership and financial security in mid-Michigan.

CAHP will meet at least bi-weekly with community partners to design program operations, communicate results and other program issues, and discuss changes to improve processes and outcomes. Partners include, but not limited to, Ingham County Board of Commissioners, Ingham County staff, Holy Cross Services, Legal Services of South Central Mid-Michigan, United Way, Capital Area Community Services, Advent House Ministries, Ingham County Continuum of Care, area financial institutions, area utility providers, local governments within Ingham County, and others as deemed necessary.

CAHP will contact utility providers to discuss assistance and determine how to serve homeowners most efficiently in need. When possible, arrangements for batch payments should be made with utility providers along with a plan for handling future utility assistance payments made on behalf of the homeowner.

### **RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH CAPITAL AREA HOUSING PARTNERSHIP (CAHP) FOR AN AMERICAN RESCUE PLAN FUNDED EMERGENCY MORTGAGE AND UTILITY ASSISTANCE PROGRAM**

WHEREAS, H.R. 1319 of the 117<sup>th</sup> Congress, also known as the American Rescue Plan Act of 2021 became law on March 11, 2021; and

WHEREAS, *Title IX, Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID-19); and

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Ingham County is projected to receive \$56,710,344 in American Rescue Plan funds in two separate tranches of \$28,355,172, the First Tranche Amount to be received within 60 days of bill enactment and the Second Tranche Amount not earlier than 12 months after the first tranche payment is received; and

WHEREAS, the Ingham County Board of Commissioners desires to utilize the First Tranche Amount to swiftly and effectively provide aid to those Ingham County residents and businesses most affected by COVID-19; and

WHEREAS, Capital Area Housing Partnership (CAHP) has submitted a proposal for the Ingham County COVID Emergency Mortgage and Utility Assistance Program; and

WHEREAS, the program is designed to keep Ingham County residents who fell behind on their mortgage and utilities during the COVID-19 pandemic in their homes; and

WHEREAS, the program utilizes a collaborative community process to expedite mortgage and utility assistance to COVID-19 effected homeowners; and

WHEREAS, mortgage, utility, and internet assistance in the amount of \$1,000,000 will be distributed through Capital Area Housing Partnership.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with CAHP to utilize up to \$1,000,000 of the First Tranche Amount for the Ingham County Mortgage and Utility Assistance program as detailed in the attached proposal.

BE IT FURTHER RESOLVED, that the Controller's Office work with CAHP to develop any additional contract parameters, reporting requirements, and to ensure the program is eligible for American Rescue Plan funding.

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 necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.



**Ingham County COVID Emergency Mortgage and Utility Assistance**

**Program Guidance**

*This guidance will be expanded upon or amended as the work continues.*

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## **PROGRAM SUMMARY**

The Ingham County COVID Emergency Mortgage and Utility Assistance Program (“the Program”) is designed to keep Ingham County residents who fell behind on their mortgage and utilities during the COVID-19 pandemic in their homes. The program utilizes a collaborative community process to expedite mortgage and utility assistance to COVID-19 affected homeowners.

Mortgage, utility and internet assistance in the amount of \$1,000,000 will be distributed through Capital Area Housing Partnership (“CAHP”).

CAHP is a non-profit community housing development organization and local housing counseling agency. Since 1992, CAHP has been working to develop strong, diverse neighborhoods with a focus on affordable housing, homeownership and financial security in mid-Michigan.

CAHP will meet at least bi-weekly with community partners to design program operations, communicate results and other program issues, and discuss changes to improve processes and outcomes. Partners include, but not limited to, Ingham County Board of Commissioners, Ingham County staff, Holy Cross Services, Legal Services of South Central Mid-Michigan, United Way, Capital Area Community Services, Advent House Ministries, Ingham County Continuum of Care, area financial institutions, area utility providers, local governments within Ingham County, and others as deemed necessary.

CAHP will contact utility providers to discuss assistance and determine how to serve homeowners most efficiently in need. When possible, arrangements for batch payments should be made with utility providers along with a plan for handling future utility assistance payments made on behalf of the homeowner.

Program characteristics and guidance may change at any time based on funding availability, program experience, or revised guidance from Ingham County and/or the federal government

## **HOW THE PROGRAM WORKS**

- Grants will be made from Ingham County to CAHP.
- CAHP will, in collaboration with local stakeholders, design an foreclosure prevention, utility and internet assistance process where homeowners are notified about the program and ideally cases are resolved using a Settlement Statement before a foreclosure procedure is started.
- American Rescue Plan (“ARP”) mortgage and utility assistance funds should be expended on eligible households before accessing any other sources of foreclosure prevention or utility assistance funding (i.e. ESG, CSBG, CDBG, etc.).
- Homeowners with incomes up to 80% of area median income are eligible for the mortgage and utility assistance.
- The Program is not compulsory for mortgage servicers and utility providers. If they refuse to participate, the mortgage and/or utility assistance payment will be made to the homeowner so the homeowner can pay the mortgage servicer and/or utility provider the amount due and any future payments if applicable.
- Financial Status Reports (FSR) are required monthly to document program expenditures. CAHP may submit FSRs more frequently if needed to address cash flow issues.

## HOMEOWNER ELIGIBILITY

- Homeowner household income must be no more than 80% of Area Median, and
- One or more individual in the household current or at some point after March 13, 2020,
- qualified for unemployment benefits or
- experienced a reduction in household income or
- incurred significant costs or
- experienced other financial hardship due directly or indirectly to the corona virus outbreak, and
- The household can demonstrate a risk of experiencing homelessness or housing instability which may include a:
  - past due utility notice or
  - past due mortgage notice (including a ledger showing mortgage arrears or a Notice to Foreclose)

## REQUIRED DOCUMENTATION

- Proof of Income: The household's 2020 calendar year income or present income (past month) will be used to determine eligibility and assistance amounts. Income verification may be shown through:
  - 2020 calendar year income (first two pages of IRS form 1040) or
  - The Adjusted Gross Income on line 11 of the 1040 is to be used
  - SNAP/Food Assistance Program "Notice of Case Action" letter if it is dated January 2020 or later.
  - Families that have three or less household members and are currently enrolled in the SNAP (Supplemental Nutrition Assistance Program) with income determination/redetermination since January 2020 are categorically eligible per US Treasury.
  - Household with four or more members are not include as categorically eligible because the income limits for FAP are higher than 80% AMI in many counties.
  - The Notice of Case Action letter can be accessed in the applicant's MI Bridges account
  - paystubs for the past month for all income sources, W-2s or other wage statements, bank statements demonstrating regular income, or a statement from an employer.
  - Self-attestation accompanied by agency case notes as proof of income is acceptable only when all other verification options are not reasonably or readily available, not for applicant convenience or agency efficiency.
- ID: Homeowner state ID (or an alternate form of identification, as necessary) is required for only the primary adult household member
  - Expired IDs are acceptable.
  - Alternate identification may include a birth certificate, military ID, student ID, Medicaid or other health coverage card, voter registration card, or any type of official documentation including verification from a DHHS worker.
  - Verification of residency as noted below will be required for any form of identification that does not state the unit address. If the family lacks a current state ID, the case manager should work with the family to set up a plan for the household member to obtain one .
- Applicants cannot be denied Program assistance due to not providing a social security number for any member of the household.
- Assistance to complete paper applications must be provided to homeowners that cannot complete it on their own.
- Proof of Homeowner Supplied Utilities: Copy of current utility bill(s) (gas, electric, water/sewer, trash removal and energy costs such as fuel oil).

- Trash removal will only be paid if it is included within another utility bill such as water or sewer. If trash is billed separately, it will not be paid.
- Utility bills do not need to show an arrearage for the homeowner to be considered for future utility assistance.
- Proof of Address: If the homeowner ID address does not match the address of the unit, the homeowner must provide a recent utility bill, benefit statement, some other official documentation, or other reliable evidence verifying they occupy the unit for which the assistance has been requested. If the homeowner has received any court filings, the court filings may be used as verification of residency.
- Proof of Occupancy: Copy of the most recent mortgage statement . Additional proof may be substantiated by utility bills in the homeowner's name at the primary address, cancelled checks or other proof of prior mortgage payments such as a ledger, or other reliable evidence. Documents need to clearly place the homeowner at the primary address during the time period assistance is being sought.
- Proof of Internet Service: Copy of current internet bill showing service was in place or suspended due to non- payment at the time of program application, if homeowner is requesting assistance with internet payments.
- Proof of Mortgage Arrears: Documentation showing homeowner has mortgage arrears (statement from mortgage servicer, Notice of Foreclosure)
- Mortgage Assistance Calculation Worksheet
- Mortgage Servicer W-9 Form (if mortgage payment is made directly to the mortgage servicer)
- Proof of Agreement: Settlement Statement– All funds must be secured with a Settlement Statement in place before Program funds are dispersed to the mortgage servicer. By signing the application, the mortgage servicer and homeowner are agreeing upfront to the Settlement Statement terms at the time of application.
- Proof of COVID-Related Hardship: Documentation of one COVID hardship based on the chart below. Hardships must have occurred on or after March 13, 2020 and may have since been resolved.

Type of COVID Hardship	Best Documents to Show Proof	Alternate Documents to Show Proof
A member of my household qualified for unemployment after March 13, 2020	Unemployment Monetary Determination Letter OR screen shots from unemployment website showing payments and person's name	Signed letter from applicant stating the time period they received unemployment benefits
A member of my household has had a 10% reduction in income after March 13, 2020	Signed letter from applicant outlining your original hours and pay rate and reduced hours and pay rate during the COVID outbreak	
A member of my household has incurred significant costs (over \$500) after March 13, 2020	Signed letter from applicant stating what type and amounts of increased expenses the household incurred during the COVID outbreak	
A member of my household experienced other financial hardship (over \$500) after March 13, 2020	Signed letter from applicant stating what type of financial hardship they occurred during the COVID outbreak	



## SELF-ATTESTATION OF INCOME and OTHER FACTORS

- While the Program seeks to be flexible about documentation requirements and to avoid undue documentation burdens, self-attestation should be used as verification as a last resort under limited circumstances.
- Self-attestation is acceptable only when all other options of verification are not reasonably or readily available, not for applicant convenience or agency efficiency.
- Applicants should be notified that self-attestation may delay the processing of their application because additional information may be required.
- Self-attestation is not acceptable verification of utility or internet bills.
- Agencies may not have more than 25% of their cases use self-attestation to verify income unless additional fraud prevention measures have been implemented by the agency and a description of these measures has been provided to and approved by Ingham County in writing.
- Zero income is considered self-attestation if there is no verification showing the loss of income.
- Situations when self-attestation may be relied upon:
  - To accommodate applicants with a disability
  - Extenuating circumstances related to the pandemic or household circumstances
  - Lack of technological access
  - Imminent foreclosure (within 14 days) and standard verification is not immediately available
  - Various income sources and/or self-employment that are cash payments and/or may not have a standard paystub such as babysitting, lawn care and plasma donations and the income source does not or will not provide written verification of the income.
- Case notes describing why self-attestation was used must be included for all cases with self-attestation. The case notes must include an analysis of why verifications could not be obtained and why it was acceptable to use self-attestation. For example:
  - Applicant babysits for cash and does not have any form of recordkeeping. Applicant states parent of children are not willing to write a statement of the income provided to applicant therefore self-attestation of this income was accepted.
  - Applicant has a disability that impedes ability to obtain verification; has a final court date in 10 days for eviction. Applicant is not able to locate paystubs, does not have a phone with a camera to screenshot electronic paystubs and does not have immediate access to a computer and printer to print paystubs. Employer will not provide another printed copy of paystubs to applicant therefore self-attestation of this income was accepted.

## GENERAL INFORMATION

- Mortgage assistance does not need to be provided to assist with utility, energy, or internet costs.
- Mortgage, utility, and internet assistance can only be paid for amounts due on or after March 13, 2020.
- If a homeowner has arrearages from before and after March 13, 2020 and some payments have been made during that time, those payments should be applied to the oldest arrearages, charges and fees regardless of the date the payments were made. For example, if a homeowner did not pay mortgage for March and April and then paid mortgage in May, the homeowner payment made in May should be applied to March mortgage.
- To calculate the number of months in arrears, take the total mortgage arrears (less late or other fees that were applied after March 13, 2020) and divide it by the monthly mortgage due and round that number up. For example, if the household has arrears (without late fees) of \$5,000 and their monthly mortgage is \$800, they are 7 months in arrears because  $\$5,000/\$800 = 6.25$  months.
- Homeowners will only be eligible to participate in the program one time unless there are insufficient applications to fully spend down the funding.
- SER applications are not required to qualify for Program assistance.
- For homeowners with variable incomes, the averaged income amount should be used when calculating annual income in the calculation worksheet.

## Zero Income

- When interviewing the homeowner it is important to inquire about all types of income, earned and unearned.
- If the household has zero income this must be noted on the homeowner application and the family will be considered below 50% AMI.

## Types of Housing

Land Contracts: Persons buying a property on a land contract are eligible for assistance. Homeowners buying a property from a land contract holder are eligible for assistance. Land contracts must be recorded with the Ingham County Register of Deeds.

Owner Occupied Homes: Homeowners living in single-family, duplex, townhomes, and/or condominiums in which they have purchase through a mortgage and consider it their primary place of residency are eligible for assistance.

## Moving Homeowners

- If the homeowner wishes to sell their home at their own volition shortly after the mortgage arrears assistance is provided, that is allowable.

## **MORTGAGE ASSISTANCE PAYMENT INFORMATION**

- Mortgage Assistance will be based on income level with households at lower income levels being offered longer periods of mortgage assistance.
- Homeowner is responsible for arrearages and any other charges from prior to March 13, 2020.
- Homeowner responsibility arrearages may be put into a payment plan agreed upon by the homeowner and mortgage servicer.
- Homeowners at or below 50% AMI can be considered for other funds if these funds are necessary to fully pay the mortgage arrearage.
- For households with more than one person, assistance is based on the total household income of all adults 18 years of age and older.
- The homeowner is not required to accept the future mortgage assistance; however, this decision must be made by the homeowner, not the agency providing Program assistance. If the homeowner declines future mortgage assistance it must be noted on the worksheet that the homeowner has specifically expressed that they do not want future mortgage to be paid.
- The homeowner must be living in the home at the time the Program assistance funds are disbursed. Persons temporarily away from the home (e.g., hospitalization, family visit) are eligible for assistance.
- Agencies must make payments directly to a mortgage servicer and/or utility provider on behalf of the eligible household unless the entity does not agree to accept the payment, in which case the agency may make payments directly to a member of the eligible household. Agencies must make reasonable efforts to obtain the cooperation of mortgage servicer and/or utility provider to accept payments from the Program. The final outreach attempt or notice to the mortgage servicer and/or utility provider must be documented. Outreach will be considered complete if:
  - a request for participation is sent in writing, by mail, to the mortgage servicer and/or utility provider, and the addressee does not respond to the request within 14 calendar days after mailing; or
  - the agency has made at least three attempts by phone, text, or e-mail over a 10 calendar-day period to request the mortgage servicer and/or utility provider; or
- Homeowners living in homes with imminent threats to health and safety due to the unit being in poor repair (no heat, no water, no hot water, raw sewage, black mold and/or significant holes in the roof where there are significant amounts of water in the unit every time it rains or snows, or other conditions that present an immediate and significant threat to household health and safety) may be assisted by the Program but the mortgage payments should be held by the agency or put into escrow until it has been verified in writing (receipts or verification from a contractor or local code compliance) and verified with the homeowner that the repairs have been made.
- If during the course of processing the case the homeowner states one or more of the imminent threats listed above is present in their unit, the homeowner needs to communicate with the mortgage servicer in writing (mail, email, text) to advise the mortgage servicer of the problem.
- Homeowners living in homes without heat, water or hot water due to unpaid utility bills may be assisted because it may be presumed that the payments will allow for the utility arrearages to be paid so the utility services may be reinstated.
- If the household AMI has increased from up to and including 50% AMI to 51-80% AMI by the time the household returns for the additional three months of mortgage assistance, the household will still be eligible for up to 15 months of mortgage assistance if they meet other eligibility requirements.
- Mortgage Assistance

Homeowner AMI	Total Full Months Mortgage Assistance (including up to 3 months future mortgage assistance)
Up to and including 50% AMI	12 months
51-80% AMI	10 months

- An additional three months of mortgage assistance may be provided if necessary, for housing stability, but is subject to availability of funds.
- Mortgage assistance is capped at 15 months total for households up to and including 50% AMI.
- Mortgage assistance is capped at 13 months total for households 51-80% AMI.

**Mortgage Assistance Examples Up to and including 50% AMI:**

- Example #1
  - 9 months of arrears on or after March 13, 2020
  - Homeowner eligible for 9 months of arrears and 3 months future mortgage (12 months total)
  - Homeowner may be eligible for one additional assistance block of three months future mortgage based on availability of funding and redetermination of eligibility through recertification process
- Example #2
  - 6 months of arrears on or after March 13, 2020
  - Homeowner eligible for 6 months of arrears and 3 months future mortgage (9 months total)
  - Homeowner may be eligible for one additional assistance block of three months future mortgage based on availability of funding and redetermination of eligibility through recertification process
- Example #3
  - 10 months of arrears on or after March 13, 2020
  - Homeowner eligible for 10 months of arrears and 2 months future mortgage (12 months total)
  - Homeowner may be eligible for one additional assistance block of three months future mortgage based on availability of funding and redetermination of eligibility through recertification process
- Example #4
  - 12 months of arrears on or after March 13, 2020 and 4 months of arrears prior to March 13, 2020
  - Homeowner eligible for 12 months of arrears for the arrearage amount from on or after March 13, 2020
  - Refer homeowner to other sources of funding to assist with the 4 months of arrears prior to March 13, 2020
  - Homeowner is immediately eligible for 3 months future mortgage based on availability of funding
- Example #5
  - 16 months of arrears on or after March 13, 2020
  - Homeowner eligible for 12 months of arrears
  - An additional 3 months of arrears may be provided based on the availability of funding
  - Refer homeowner to other sources of funding to assist with the 16<sup>th</sup> month and any additional months not covered
  - Homeowner is not eligible for any future mortgage assistance
- Example #6
  - No mortgage arrears
  - Past due utility bill
  - Homeowner eligible for 3 months of future mortgage assistance

- Example #7
  - No mortgage arrearages
  - No past due utility bill
  - Homeowner is not eligible for any assistance

**Mortgage Assistance Examples 51 - 80% AMI%:**

- Example #1
  - 5 months of arrearages on or after March 13, 2020
  - Homeowner eligible for 5 months of arrearages and 3 months future mortgage (8 months total)
  - Homeowner may be eligible for one additional assistance block of three months future mortgage based on availability of funding and redetermination of eligibility through recertification process
- Example #2
  - 14 months of arrearages on or after March 13, 2020 and 3 months of arrearages prior to March 13, 2020
  - Homeowner eligible for 10 months of arrearages from after March 13, 2020
  - An additional 3 months of arrearages may be provided based on the availability of funding
  - Refer homeowner to other sources of funding to assist with the 3 months of arrearages prior to March 13, 2020, the 14<sup>th</sup> month of arrearages from after March 13, 2020, and any additional months not covered
- Example #3
  - No mortgage arrearages
  - Past due utility bill
  - Homeowner eligible for 3 months of future mortgage assistance
  - Homeowner may be eligible for one additional assistance block of three months future mortgage based on availability of funding and redetermination of eligibility through recertification process
- Example #4
  - No mortgage arrearages
  - No past due utility bill
  - Homeowner is not eligible for any assistance
  - Additional Three Months of Mortgage Assistance

Homeowners with arrearages on or after March 13, 2020 greater than 12 months (up to and including 50% AMI) or greater than 10 months (51-80% AMI) are immediately eligible for the additional 3 months of assistance based on the availability of funding.

Homeowners that have not reached the mortgage assistance cap may apply for one additional three-month block of assistance up to 45 days before the mortgage payment is due.

Homeowner must complete a recertification application and submit:

- income verification from the past month
- statement of need
- Recertification worksheet must be completed to determine assistance amount
- Future mortgage payments will be made on a monthly basis rather than in one lump sum.

## UTILITY ASSISTANCE PAYMENT INFORMATION

- Households under 50% AMI are eligible for an additional \$500 beyond the household size limit if this is necessary to fully pay all utility arrears.
- The homeowner must be living in the unit at the time the Program assistance funds are disbursed. Persons temporarily away from the unit (e.g., hospitalization, family visit) are eligible for assistance.
- Agencies must make payments directly to a utility/home energy provider on behalf of the eligible household unless the utility/home energy provider does not agree to accept the payment, in which case the agency may make payments directly to a member of the eligible household. Agencies must make reasonable efforts to obtain the cooperation of utility providers to accept payments from the Program. The final outreach attempt or notice to the utility provider must be documented. The cost of contacting utility providers would be an eligible administrative cost. Outreach will be considered complete if:
  - a request for participation is sent in writing, by mail, to the utility provider, and the addressee does not respond to the request within 14 calendar days after mailing; or
  - the agency has made at least three attempts by phone, text, or e-mail over a 10 calendar-day period to request the utility provider's participation; or
  - a utility provider confirms in writing that the provider does not wish to participate.
- If the homeowner is eligible for utility assistance but is not behind on the utility bills, and the utility company will accept payment, the payment must go to the utility company and the homeowner will have a credit with the utility company.
- The homeowner is not required to accept the future utility assistance; however, this decision must be made by the homeowner, not the agency providing Program assistance. If the homeowner declines future utility assistance it must be noted on the worksheet that the homeowner has specifically expressed that they do not want future utility payments made on their behalf.
- Late fees charged by utility providers may be included in the utility assistance payment.
- A utility priority list should be developed on the local level to determine how to apply utility payments when homeowners have arrearages with multiple utility providers for a total amount greater than the maximum program utility assistance allowed. For example, it may be determined that gas and electricity will be prioritized over other utility assistance because locally there is another program that assists with water and sewer bills.
- Homeowners with arrearages in amounts greater than the maximum program utility assistance amount should be referred to SER and other resources for possible additional utility assistance payments.

## Utility Assistance

Household Size	Maximum Total One Time Utility Payment (Includes Future Payment)	Maximum Future Utility Payment as a Credit
1-2 persons	\$1,500	\$300
3-4 persons	\$2,000	\$500
5+ persons	\$2,500	\$500

Homeowners up to 50% AMI are eligible for an additional \$500 if needed to fully pay utility arrears.

- Utility Assistance Examples
  - Example #1
    - 1 person household under 50% AMI
    - Utility arrears \$750
    - Utility assistance payment \$750 + \$300 future payment = \$1,050
  - Example #2
    - 6-person household 51-80% AMI
    - Utility arrears \$2,200
    - Utility assistance payment \$2,200 + \$300 future payment = \$2,500
  - Example #3
    - 3-person household under 50% AMI
    - Utility arrears \$2,600
    - Utility assistance payment \$2,500
    - Refer household to SER and other resources for possible assistance with the \$100 arrearage not covered by the program
    - No future payment available
  - Example #4
    - 3-person household 51-80% AMI
    - Utility arrears \$2,600
    - Utility assistance payment \$2,000
    - Refer household to SER and other resources for possible assistance with the \$600 arrearage not covered by the program
    - No future payment available
  - Example #5
    - 3-person household, either income category
    - Household has utilities in their name but no utility arrears
    - Household has mortgage arrears
    - Household eligible for \$500 future utility payment
  - Example #6
    - 3-person household, either income category
    - Household has no utility arrears
    - Household has no mortgage arrears
- Household is not eligible for any assistance.

## **INTERNET ASSISTANCE PAYMENT INFORMATION**

- Internet assistance will be structured as follows:
  - Internet assistance may be provided to a residence if it is a service that allows mortgage holders to engage in distance learning, telework, telemedicine and/or to obtain government services, or other significant life activity.
  - Homeowner must have a current internet bill showing service was in place or suspended due to non-payment at the time of program application.
  - Eligible households will receive a one-time payment of \$50/month for internet services for six months (total \$300) paid directly to the applicant household member in one payment at the time eligibility is determined. The assistance is a fixed amount regardless of the actual cost of the internet service.
  - The program will not pay for internet service acquired after the time of program application.

## **THE ASSISTANCE PROCESS**

- Generally, CAHP will be the first point of contact for the homeowner. The homeowner's first contact may also be with legal aid, Ingham County, or 2-1-1, which should refer the client to the HARA.
- Homeowner applications will be completed.
- CAHP will collect the required documentation to determine eligibility.
- Homeowners with a pending foreclosure notice and/or utility shutoff will be prioritized for assistance.

## **Additional Information**

Amounts not covered in a mortgage arrearage payment are considered the homeowner's responsibility. Homeowners may attempt to secure additional financial assistance from other foreclosure prevention programs to pay for any arrearages not covered by the Program. This may include, but not limited to, forbearance, loan modification and/or housing counseling services.

Ineligible applicants should be referred to other foreclosure prevention resources that may be able to assist, including Legal Services.

Households may be assisted by the Program one time only, except in the case of additional future mortgage payments for which the household may be eligible.

## **Denials**

- Homeowners may be denied Program assistance for four primary reasons:
- Homeowner is over income
- Homeowner does not have past due mortgage or past due utilities
- Homeowner has not experienced a financial impact since March 13, 2020
- Homeowner is facing foreclosure for reasons other than non-payment of mortgage, unless payment of assistance will resolve the foreclosure threat
- Agencies should evaluate the situation to determine if assistance should be considered if the homeowner is not otherwise at fault for the foreclosure.
- Homeowners denied Program assistance should be sent written notice using the agency's standard denial form. The denial form should provide details about the agency's appeal process.
- Homeowners should be referred to other foreclosure prevention resources, including Legal Services.



## ELIGIBLE COSTS

- Financial Assistance funds may be used for mortgage, utility and internet assistance.
- Case Management funds may be used for:
  - any staffing costs for staff directly providing service to clients (this includes phone staff giving initial information as well as staffing reviewing client eligibility) and those providing supervision
  - interpretation services – an invoice for services is sufficient for financial reporting
- Administrative costs may be used for:
  - direct costs related to technology purchases, both hardware and software, printing/supply costs, office supplies, telephones, travel or other typical administrative costs.
  - staffing costs that are not directly related to housing stability services (accounting/finance department staff).
  - line of credit interest and fees
  - Indirect administrative costs will not be billed to this program.

**TO:** Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** April 22, 2021  
**SUBJECT:** Resolution Authorizing an Amendment to Resolution # 21-037  
For the meeting agendas of May 17 and May 19, 2021

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to amend Resolution #21-037 which authorized an agreement with Dignified Aging Project (DAP). This amendment would allow DAP to provide ICHD with nurses to assist with COVID-19 vaccination efforts in long-term care facilities, skilled nursing facilities, and other vaccination efforts in Ingham County. Residents of long-term care facilities and skilled nursing facilities have been disproportionately affected by the COVID-19 pandemic and often face transportation barriers to attend mass vaccination efforts. DAP will provide staff to go into long-term care facilities and skilled nursing facilities to provide COVID-19 vaccinations to residents. DAP has built relationships in many of these facilities by providing COVID-19 infection prevention protocol training to staff, making this a natural transition. Allowing DAP to provide nursing staff for COVID-19 vaccinations will also help increase the number of vaccinators in Ingham County and help get more vaccinations to Ingham County residents faster. The cost of this amendment will be for an amount not to exceed \$40,000.00, bringing the total amount of the agreement to \$60,000.00, effective upon execution through July 31, 2021.

**ALTERNATIVES**

ICHD could partner with other agencies to fill the need for additional vaccinators, but this would slow down the vaccination process while ICHD searched for other vendors.

**FINANCIAL IMPACT**

All costs of this amendment, which adds vaccination services to the existing agreement, will be covered in grant funds accepted in Resolution #21-156.

**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 provided, I respectfully recommend approval of the attached resolution authorizing the amendment of Resolution #21-156 to allow DAP to provide nursing staff to serve as COVID-19 vaccinators to ICHD for an amount not to exceed \$40,000.00 bringing the total amount of the agreement to \$60,000.00, effective upon execution through July 31, 2021.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #21-037**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #21-037 which authorized an agreement with Dignified Aging Project (DAP); and

WHEREAS, this amendment would allow DAP to provide ICHD with nurses to assist with COVID-19 vaccination efforts in long-term care facilities, skilled nursing facilities, and other vaccination efforts in Ingham County; and

WHEREAS, residents of long-term care facilities and skilled nursing facilities have been disproportionately effected by the COVID-19 pandemic and often face transportation barriers to attend mass vaccination efforts; and

WHEREAS, DAP will provide staff to go into long-term care facilities and skilled nursing facilities to provide COVID-19 vaccinations to residents; and

WHEREAS, DAP has built relationships in many of these facilities by providing COVID-19 infection prevention protocol training to staff, making this a natural transition; and

WHEREAS, allowing DAP to provide nursing staff for COVID-19 vaccinations will also help increase the number of vaccinators in Ingham County and help get more vaccinations to Ingham County residents faster; and

WHEREAS, the cost of this amendment will be for an amount not to exceed \$40,000, bringing the total amount of the agreement to \$60,000, effective upon execution through July 31, 2021; and

WHEREAS, all costs of this amendment, which adds vaccination services to the existing agreement, will be covered in grant funds accepted through Resolution #21-156; and

WHEREAS, the Health Officer recommends the amendment of Resolution #21-037 to allow DAP to provide ICHD with nurses to assist with COVID-19 vaccination efforts in long-term care facilities, skilled nursing facilities, and other vaccination efforts in Ingham County for an amount not to exceed \$40,000, bringing the total amount of the agreement to \$60,000, effective upon execution through July 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the amendment of Resolution #21-037 to allow DAP to provide ICHD with nurses to assist with COVID-19 vaccination efforts in long-term care facilities, skilled nursing facilities, and other vaccination efforts in Ingham County for an amount not to exceed \$40,000 bringing the total amount of the agreement to \$60,000, effective upon execution through July 31, 2021.

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 Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** April 26, 2021  
**SUBJECT:** FY 21 State of Michigan Master Agreement Amendment #4  
For the meeting agendas of May 17, 2021 and May 19, 2021

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to amend the FY21 Master Agreement by increasing funding for an amount not to exceed \$44,159 effective October 1, 2020 through September 30, 2021. ICHD currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Master Agreement. The Master Agreement is the annual process whereby MDHHS transmit State & Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) approved the 2020-2021 Master Agreement through Resolution #20-306 and amended the agreement through Resolutions #20-368 and #20-415, Amendment #1 through Resolution #20-568, Amendment #2 through Resolution #21-079, and Amendment #3 through Resolution #21-156.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The financial impact of this increased support will increase the FY '21 original grant agreement from \$10,671,473 to \$10,715,632 increase of \$44,159. The revised resolution makes the following specific changes to the program budget:

Public Health Emergency Preparedness (7/01 – 9/30): increase of \$37,659 from \$0.00 to \$37,659  
Children’s Special Health Care Services Outreach & Advocacy: increase of \$4,370 from \$177,676 to \$182,046  
WIC Resident Services: increase of \$11,130 from \$1,392,745 to \$1,403,875  
Vector Borne Surveillance & Prevention: decrease of \$9,000 from \$9,000 to \$0.00

**STRATEGIC PLANNING IMPACT**

This resolution supports the long-term objection 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 this agreement with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2020 through September 30, 2021.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT #4 TO THE 2020 -2021 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER AGREEMENT**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the FY21 Master Agreement by increasing funding for an amount not to exceed \$44,159 effective October 1, 2020 through September 30, 2021; and

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and ICHD have entered into a 2020-2021 Master Agreement authorized in Resolution #20-306 and amended in Resolutions #20-368 and #20-415, Amendment #1 in Resolution #20-568, Amendment #2 in Resolution #21-079, and Amendment #3 in Resolution #21-156; and

WHEREAS, MDHHS has proposed Amendment #4 to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes the revised Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2020 – 2021 Agreement with the Michigan Department of Health and Human Services for the delivery of public health services under the Master Agreement Process.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2020 through September 30, 2021.

BE IT FURTHER RESOLVED, that the total amount of the Master Agreement funding shall increase from \$10,671,473 to \$10,715,632, for a total increase of \$44,159.

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to the program budget:

Public Health Emergency Preparedness (7/01 – 9/30): increase of \$37,659 from \$0.00 to \$37,659  
Children’s Special Health Care Services Outreach & Advocacy: increase of \$4,370 from \$177,676 to \$182,046  
WIC Resident Services: increase of \$11,130 from \$1,392,745 to \$1,403,875  
Vector Borne Surveillance & Prevention: decrease of \$9,000 from \$9,000 to \$0.00

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2021 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer, or her designee, is authorized to sign any necessary documents consistent with this resolution electronically through the Mi-E Grants system 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:** April 27, 2021  
**SUBJECT:** Authorization to Enter into Agreement with LHD Academy of Science  
For the Meeting Agendas of May 17, 2021 and May 19, 2021

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into an agreement with LHD Academy of Science (AOS) for an amount not to exceed \$2,000 effective upon approval through one year, and to be renewed annually thereafter. Historically, Local Health Departments (LHD) have individually purchased survey software for data collection and measurement. This is expensive and creates a gap in data sharing and the ability to collaborate and compare due to differing platforms. This also prohibits aggregating data to regional and state levels, as well as weakening our ability to speak as a unified voice regarding the problems we face as Health Departments. AOS offers an efficient option unique to local Health Departments at a bulk rate, and will unify data collection and measurement allowing us to share a common survey library within the software. AOS will position ICHD to reduce survey software costs, be a part of a community equipped to share best practices for survey data collection, share survey templates across LHDs, and collaborate with partners in Michigan as well as at a National level. Within this agreement, AOS partners with Alchemer, formerly known as Survey Gizmo, for the flexible survey software platform used. While multiple states have partnered with AOS, local health departments including Barry Eaton, Bay Mills, Berrien, Livingston, Macomb, Ottawa and Washtenaw County have all begun using this software. In addition to surrounding Health Departments converting to AOS, this platform has been endorsed and advocated for by the National Association of County and City Health Officials (NACCHO).

**ALTERNATIVES**

The alternative would be to not enter into an agreement with AOS and continuing to experience a gap in data sharing and measurement.

**FINANCIAL IMPACT**

The total cost of this agreement will be \$2,000, covering two (2) AOS transferrable membership fees and will be included in the FY '21 Community Health Assessment Budget (22160030-815000-01170).

**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 Ingham County Board of Commissioners authorizes an agreement with AOS for an amount not to exceed \$2,000, effective upon approval and to be renewed annually thereafter.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LHD ACADEMY OF SCIENCE**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Local Health Department (LHD) Academy of Science (AOS) for an amount not to exceed \$2,000 effective upon approval through one year and to be renewed annually thereafter; and

WHEREAS, historically, LHDs have individually purchased survey software for data collection and measurement; and

WHEREAS, this is expensive and creates a gap in data sharing and the ability to collaborate and compare due to many differing platforms; and

WHEREAS, this also prohibits aggregating data to regional and state levels, as well as weakening our ability to speak as a unified voice regarding the problems we face as Health Departments; and

WHEREAS, AOS offers an efficient option unique to local Health Departments at a bulk rate and will unify data collection and measurement allowing us to share a common survey library within the software; and

WHEREAS, AOS will position ICHD to reduce survey software costs, be a part of a community equipped to share best practices for survey data collection, share survey templates across LHDs, and collaborate with partners in Michigan as well as at a National level; and

WHEREAS, within this agreement, AOS partners with Alchemer, formerly known as Survey Gizmo, for the flexible survey software platform used; and

WHEREAS, while multiple states have partnered with AOS, local health departments including Barry, Eaton, Bay Mills, Berrien, Livingston, Macomb, Ottawa, and Washtenaw County have all begun using this software; and

WHEREAS, in addition to surrounding Health Departments converting to AOS, this platform has been endorsed and advocated for by the National Association of County and City Health Officials (NACCHO); and

WHEREAS, the total cost of this agreement will be \$2,000, covering two (2) AOS transferrable membership fees and will be included in the FY '21 Community Health Assessment Budget (22160030-815000-01170); and

WHEREAS, the Health Officer recommends entering into an agreement with LHD AOS for an amount not to exceed \$2,000, effective upon approval through one year and to be renewed annually thereafter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with LHD AOS for an amount not to exceed \$2,000, effective upon approval through one year and to be renewed annually thereafter.



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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** May 4, 2021  
**SUBJECT:** Authorization of Ingham County Parks Department accepting donations  
For the meeting agenda of 5/17/21 Human Services and 5/19/21 Finance

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**BACKGROUND**

Currently, Ingham County Parks Department does not have a resolution in place to accept monetary or material donations. Accepting donations from individuals and organizations would be an additional means to fund and/or provide materials for park facility improvements or to offset the cost of special events or park programs that would benefit the user base at all three County Parks.

**ALTERNATIVES**

To not accept donations offered to the Ingham County Parks Department.

**FINANCIAL IMPACT**

There possibly could be a financial impact.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this Resolution at their April 26, 2021 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution authorizing the Ingham County Parks Department to accept donations.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY PARKS DEPARTMENT  
TO ACCEPT DONATIONS**

WHEREAS, the Ingham County Parks provides recreational opportunities for constituents; and

WHEREAS, the community may wish to make donations to Ingham County Parks in memory of someone; and

WHEREAS, local businesses and organizations often wish to support the Ingham County Parks and its projects, programs and events; and

WHEREAS, the Ingham County Parks is requesting to accept monetary and/or material donations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Parks Department to accept monetary and/or material gifts which will assist the Parks with facility improvements, programs and events.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to establish an account for donations and related expenditures.

**Agenda Item 11a**

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** May 4, 2021  
**RE:** Resolution to Authorize a Purchase Order to John E Green for the Print Shop Humidification System Replacement at the Hilliard Building

For the meeting agendas of: May 18 & 19

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**BACKGROUND**

The humidification system in the print shop within the Hilliard Building that is original to the building is failing and is in need of replacement. Keeping the correct humidification levels within the print shop is important to operation of the printing processes. John E Green, a local vendor, submitted the lowest responsive and responsible proposal of \$6,025. We are requesting a contingency of \$500 for any unforeseen circumstances.

**ALTERNATIVES**

The alternative would be to use a portable unit that cannot maintain a consistent level of humidity and uses more energy to run the unit.

**FINANCIAL IMPACT**

Funds are available in the approved 2020 CIP line item number 245-90210-976000-20F18.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-90210-976000-20F18	\$15,000.00	\$15,000.00	\$6,525.00	\$8,475.00
Public Improvements Fund				

**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 John E Green for the replacement of the print shop humidification system at the Hilliard Building.

**Agenda Item 11a**

TO: Rick Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: May 3, 2021  
RE: Memorandum of performance for Packet #73-21 Copy Center Humidifier

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The Purchasing Department sought proposals from experienced and qualified vendors to remove and dispose of existing humidifier then furnish and install a new steam humidifier in the Ingham County Copy Center.

The following grid is a summary of the vendors' costs:

COMPANY NAME	LOCAL PREFERENCE	COST
John E Green Co.	Yes, East Lansing MI	\$6,025.00
T. H. Eifert Mechanical Contractors	Yes, Lansing MI	\$6,780.00
Myers Plumbing & Heating Inc.	No, Lansing (Clinton County)	\$7,230.00

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

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

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO JOHN E GREEN FOR THE  
PRINT SHOP HUMIDIFICATION SYSTEM REPLACEMENT AT THE HILLIARD BUILDING**

WHEREAS, the print shop humidification system that is original to the building is failing and needs to be replaced; and

WHEREAS, keeping the correct humidification levels within the print shop is important to the operation of the printing processes; and

WHEREAS, it is the recommendation of the Facilities Department to authorize a purchase order to John E Green, a local vendor, who submitted the lowest responsive and responsible proposal of \$6,025 for the print shop humidification system replacement at the Hilliard Building; and

WHEREAS, the Facilities Department is requesting a contingency of \$500 for any unforeseen circumstances; and

WHEREAS, funds are available in the approved Public Improvement Fund 2020 CIP line item #245-90210-976000-20F18, which has a balance of \$15,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to John E Green, 345 W. Lake Lansing Road, East Lansing, Michigan 48823, for the print shop humidification system replacement for an amount not to exceed \$6,525, which includes a \$500 contingency.

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

**Agenda Item 11b**

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** May 4, 2021  
**RE:** Resolution to Authorize an Agreement with Roof Connect to Replace the Roof over the State of Michigan Storage Area and Facilities Grounds Garage at the Human Services Building

For the meeting agendas of: May 18 & 19

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**BACKGROUND**

The roof that covers the State of Michigan’s storage area and the Facilities Grounds garage at the Human Services Building is over 25 years old, leaking, and needs to be replaced. Roof Connect submitted a proposal of \$24,742. Roof Connect is a participant of the Omnia co-operative agreement therefore, three quotes are not required per the Purchasing Policy. We are requesting a contingency of \$5,000 for any unforeseen circumstances.

**ALTERNATIVES**

The alternative would be to continue to only fix the leaks, prolonging water damage from the leaks and subjecting the State of Michigan’s property to potential loss.

**FINANCIAL IMPACT**

Funds are available in the approved 2019 CIP line item number 245-60119-976000-9F08.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-60119-976000-9F08	\$35,000.00	\$35,000.00	\$29,742.00	\$5,258.00
Public Improvement Funds				

**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 an agreement with Roof Connect for the replacement of the roof area over the State of Michigan’s storage area and Facilities grounds garage at the Human Services Building.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ROOF CONNECT TO REPLACE  
THE ROOF OVER THE STATE OF MICHIGAN'S STORAGE AREA AND  
FACILITIES GROUNDS GARAGE AT THE HUMAN SERVICES BUILDING**

WHEREAS, the roof over the State of Michigan's storage area and Facilities grounds garage is over 25 years old and is leaking; and

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

WHEREAS, Roof Connect is on the Omnia contract; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Roof Connect who submitted a proposal of \$24,742 for the replacement of the roof over the State of Michigan storage area and Facilities grounds garage at the Human Services Building; and

WHEREAS, the Facilities Department is requesting a contingency of \$5,000 for any unforeseen circumstances; and

WHEREAS, funds are available in the approved Public Improvement Fund 2019 CIP line item #245-60119-976000-9F08, which has a balance of \$35,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Roof Connect, 44 Grant 65, Sheridan, Arkansas 72150, for the roof replacement over the State of Michigan storage area and Facilities grounds garage at the Human Services Building for an amount not to exceed \$29,742, which includes a \$5,000 contingency.

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: County Services & Finance Committees

From: William Conklin, Managing Director  
Road Department

Date: May 3, 2021

RE: PROPOSED RESOLUTION AUTHORIZING AN AGREEMENT WITH  
MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES & ENERGY (EGLE)  
FOR 2021 SCRAP TIRE MARKET DEVELOPMENT GRANT

**BACKGROUND**

Old tires have long been a solid waste problem in Michigan because old tires are difficult to landfill or recycle and offering a breeding ground for insects. For a number of years, the Michigan Department of Environment, Great Lakes & Energy, (EGLE) has offered its annual Scrap Tire Market Development Grant Program as a way to foster markets for recycling or re-using old tires. As use of scrap tires is still relatively new to the market place, additional cost is involved for contractors to obtain the necessary equipment and materials to process and re-use old tires. Thus EGLE offers the Scrap Tire Market Development grant program to help foster this market.

One use of old tires is incorporating them into asphalt road paving mixtures by various means which have been, and are further being, researched and developed. Generally, this mixture is known as Crumb Rubber Modified Asphalt (CRMA), which has a number of variants depending on how the rubber is recycled and mixed into the asphalt. Ingham County Road Department (ICRD) has partnered with Michigan State University (MSU) on a number of projects over the years to research and develop various CRMA's. ICRD has placed CRMA in various forms on numerous county road projects and monitors its long-term performance to guide the product development toward the most effective mixtures.

Another use of old tires is to retain or confine fill soils against slippage and/or erosion, such as in steep road embankments and/or in weak ground areas under roads that are excavated and replaced with better fill.

**CURRENT ISSUE**

ICRD applied for, and EGLE has awarded, Scrap Tire grant funding in the total amount of \$530,000 in FY2021 for the following two scrap tire projects: CRMA will be used on resurfacing Lake Lansing Road, Wood Street to US-127, in Lansing Township; and scrap tire soil confinement will be done in a weak soil area under the Bellevue Road resurfacing project, US-127 to Onondaga Road, in Leslie and Onondaga Townships. The \$530,000 total EGLE Grant includes \$450,000 for the CRMA on Lake Lansing Road and \$80,000 for the scrap tire soil confinement on Bellevue Road.

**FINANCIAL IMPACT**

Both the Lake Lansing Road and Bellevue Road projects are planned 2021 resurfacing projects. The Board of Commissioners has previously approved funding agreements for both projects as follows: Lake Lansing Road per Resolution #21-120 adopted on March 9, 2021; and Bellevue Road per Resolution #21-224 adopted on April 27, 2021.

The other necessary work on these road projects will constitute the required local match for the EGLE CRMA grant using budgeted 2021 County Road Funds and no other unplanned costs will be incurred for using the CRMA or scrap tire soil confinement.

**RECOMMENDATION**

Approval of the attached resolution is therefore recommended to allow entering into the necessary agreement with EGLE to receive the Scrap Tire Market Development grant funding as described above.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH  
MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES & ENERGY (EGLE)  
FOR A 2021 SCRAP TIRE MARKET DEVELOPMENT GRANT**

WHEREAS, the Michigan Department of Environment, Great Lakes & Energy, (EGLE) has awarded the Ingham County Road Department Scrap Tire Market Development Program grant funding in the total amount of \$530,000 in FY 2021 for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, used vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement's performance and longevity, and for use of post-consumer scrap tires as fill confinement in a weak soil under-cut area to help foster a market for used vehicle tires, which have been a solid waste disposal problem; and

WHEREAS, the CRMA will be used on resurfacing Lake Lansing Road, Wood Street to US-127, in Lansing Township in 2021, and the scrap tire soil confinement will be done in 2021 in a weak soil area of the Bellevue Road resurfacing project, US-127 to Onondaga Road, in Leslie and Onondaga Townships; and

WHEREAS, the Ingham County Board of Commissioners has previously approved funding agreements for both of the above indicated projects as follows: Lake Lansing Road per Resolution #21-120 adopted on March 9, 2021; and Bellevue Road per Resolution #21-224 adopted on April 27, 2021; and

WHEREAS, the \$530,000 total EGLE Scrap Tire Market Development Grant includes \$450,000 for the CRMA on the Lake Lansing Road project, and \$80,000 for the scrap tire soil confinement on the Bellevue Road project; and

WHEREAS, the other necessary work on these road projects mentioned above will constitute the required local match for the subject EGLE Scrap Tire grant using 2021 budgeted County Road Funds, and no other unplanned costs are to be incurred for using the CRMA or scrap tire soil confinement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Michigan Department of Environment, Great Lakes & Energy, (EGLE) to receive FY 2021 Scrap Tire Market Development Grant funds for the Ingham County Road Department in the total amount of \$530,000 for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), and for use of post-consumer scrap tires as fill confinement in a weak soil under-cut area as detailed above.

BE IT FURTHER RESOLVED, that the 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.

B2104213  
April 22, 2021



**THE HONORABLE BOARD OF COMMISSIONERS OF BERRIEN COUNTY, MICHIGAN ADOPTS  
THE FOLLOWING RESOLUTION:**

**WHEREAS**, as the State of Michigan faced the great recession, they looked to find creative ways to save money in the State's general fund; and

**WHEREAS**, in 2004, a deal between county governments and the State of Michigan, created a property tax collection shift which would provide for revenue sharing funds to the Counties while not relying on the State's general fund for that; and

**WHEREAS**, during this time, the proceeds from the property tax collection shift was put in a County Revenue Sharing Reserve Fund whereby a county could obtain funds from there; and

**WHEREAS**, once a county exhausted their reserve fund, they re-entered the state revenue system where they should be receiving their full funding amount; and

**WHEREAS**, the Michigan Association of Counties has done extensive research into county revenue sharing and the impact the county revenue sharing fund has had on county allocations and indicates that the State of Michigan has cumulatively shorted 60 counties of more than \$110 million between 2009 and 2014; and

**WHEREAS**, Berrien County is one of those counties, experiencing a shortfall of \$1,590,495; and

**WHEREAS**, it is time for those funds to be restored in full this year; and

**WHEREAS**, despite receiving federal funds through the state as part of the American Rescue Plan, the use of the federal funds is tied to COVID/pandemic related expenses; and

**WHEREAS**, while Berrien County has exhausted thousands of dollars related to the COVID-19 pandemic, we have budgeted services to provide to our citizens which is not related to COVID-19; and

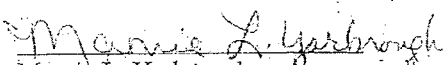
**WHEREAS**, services provided by the Berrien County Courts, Prosecutor, Sheriff/Jail, County Clerk, Treasurer, Register of Deeds, Drain Commissioner, Administration and Animal Control are all funded in part by County Revenue Sharing and would be impacted by a restriction of the funds for COVID only; and

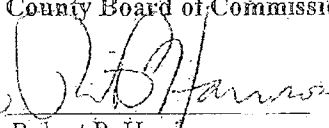
**WHEREAS**, a portion of the revenue sharing also goes to support operations of other functions that requires an investment of local county matching funds to accept federal or state funded programs.

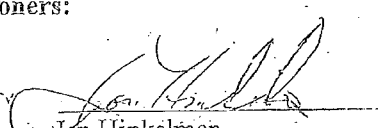
**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Berrien County Board of Commissioners calls upon state leaders to restore the County Revenue Sharing Fund and to provide a one-time payment of the cumulative shortfall.

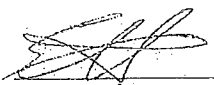
THE HONORABLE BOARD OF COMMISSIONERS OF BERRIEN COUNTY, MICHIGAN ADOPTS RESOLUTION B2104213:

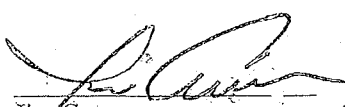
Respectfully submitted,  
Berrien County Board of Commissioners:

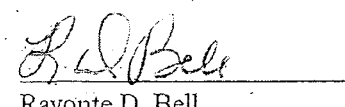
  
Mamie L. Yarbrough

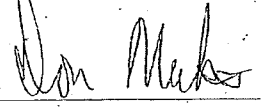
  
Robert P. Harris

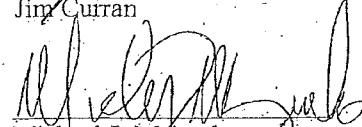
  
Jon Hinkelman

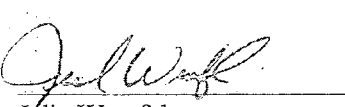
  
Ezra A. Scott

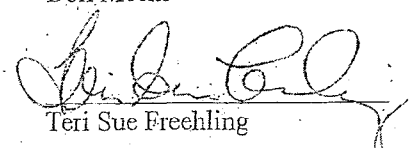
  
Jim Curran

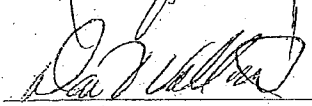
  
Rayonte D. Bell

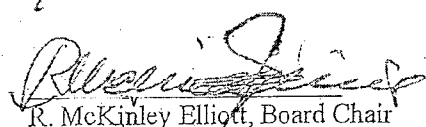
  
Don Meeks

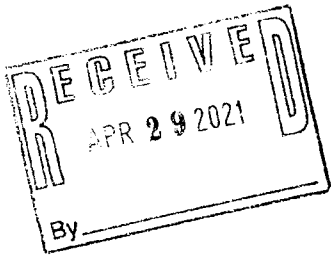
  
Michael J. Majerek

  
Julie Wuerfel

  
Teri Sue Freehling

  
David Vollrath

  
R. McKinley Elliott, Board Chair



CITY OF LANSING  
NOTICE OF PUBLIC HEARING

The Lansing City Council will hold a public hearing on Monday, May 10, 2021 at 7:00 p.m., via ZOOM Conferencing, <https://us02web.zoom.us/j/85940036219> or by dialing 312-626-6799 using meeting ID: 859 4003 6219 for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Brownfield Plan #75 Amendment #2 – Capital City Market and 637 E. Michigan Ave Brownfield Redevelopment Project pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for property commonly referred to as Capital City Market and 637 East Michigan Avenue, located in the City of Lansing, but more particularly described as:

Parcel 636 E. Michigan Avenue: A parcel of land in Block 242, Original Plat, City of Lansing, Ingham County, Michigan, and recorded in Liber 2 of Plats, Page 36, Ingham County Records, Connard's Subdivision on Lot 1, Block 242, Original Plat, City of Lansing, Ingham County, Michigan, as recorded in Liber 1 of Plats, Page 31, Ingham County Records, and in Barnard's Subdivision on Lots 2, 3, and 4, Block 242, Original Plat, City of Lansing, Ingham County, Michigan, as recorded in Liber 1 of Plats, Page 32, Ingham county Records, the surveyed boundary of said parcel described as: Beginning at the Northwest corner of said Connard's Subdivision 425.18 feet (recorded as 425.04 feet) to the Northeast corner of said Connard's Subdivision; thence S00°06'32"W along the East line of said Connard's Subdivision, the East line of said Block 242, and the East line of said Barnard's Subdivision 521.16 feet to the Southeast corner of Block 1, said Barnard's Subdivision; thence N89°29'27"W along the South line of said Block 1 a distance of 429.20 feet (recorded as 429.00 feet) to the Southwest corner of said Block 1; thence N00°33'03"E along the West line of said Barnard's Subdivision 121.50 feet to the Northwest corner of Block 1 of said Barnard's Subdivision; thence S89°28'38"E along the North line of said Block 1 of Barnard's Subdivision 135.00 feet to the East line of the West 135 feet of said Lot 2, Block 242; thence N00°33'03"E along said East line 78.23 feet to the south line of the North 8 feet of said Lot 2, Block 242; S89°18'57"E along said South line 30.00 feet to the Southerly extension of the East line of Lot 23, said Connard's Subdivision; thence N00°33'03"E along said Southerly extension of the East line of said Lot 23 and the East line of Lots 23, 22, 21, and 20, said Connard's Subdivision 155.45 feet; thence N54°22'13"W 13.08 feet; thence N89°27'25"W 4.35 feet; thence N00°29'31"E 3.08 feet; thence N89°27'25"W 149.95 feet to the West line of said Connard's Subdivision; thence N00°33'03"E along said West line 155.83 feet to the point of beginning; said parcel containing 4 24 acres, more or less, said aprcel subject to all easements and restrictions, if any; and

Parcel 119 S. Larch Street: Lots 20, 21 & 22, except the North 16.5 feet of Lot 20, Connard's Subdivision on Lot 1, Block 242, Original Plat, City of Lansing, Ingham County, Michigan, as recorded in Liber 1 of Plats, Page 31, Ingham County Records, also except a parcel of land being part of Lot 20, Connard's Subdivision on Lot 1, Block 242, Original Plat, City of Lansing, Ingham County, Michigan, as recorded in Liber 1 of Plats, Page 31, Ingham County Records, the boundary of said parcel described as: Commencing at the Northwest corner of said Connard's Subdivision; thence S00°33'03"W along the West line of said Connard's Subdivision 142.49 feet to a point 16.5 feet South of the Northwest corner of said Lot 20 and the point of beginning of this description; thence S89°26'46"E parallel with the North line of said Lot 20 a distance of 165.00 feet to the East line of said Lot 20; thence S00°33'03"W along said East line 23.91 feet; thence N54°22'13"W 13.08 feet; thence N89°27'25"W 4.35 feet; thence N00°29'31"E 3.08 feet; thence N89°27'25"W 149.95 feet to the West of said Connard's Subdivision; thence N00°33'03"E along said West line 13.34 feet to the point of beginning; said parcel containing 0.44 acre, more or less; said parcel subject to all easements and restrictions, if any.

Parcel 637 E. Michigan Avenue: Part of Lot 39, Assessor's Plot No. 36 of Block 243, Original Plat, as recorded in Liber 11, Page 18, Ingham County Records and part of vacated East Street described as: Commencing 107.75 feet North of the East 1/4 corner of Section 16, Town 4 North, Range 2 West, thence West 46.6 feet, thence South 50 feet to the North line of Michigan Avenue, thence West to the East line of Pere Marquette Drive at a point 123.75 feet West of the East line of said Section 16, thence North 88 feet; thence North 09 degrees 48 minutes 53 seconds East 41.25 feet, thence North 03 degrees 20 minutes 18 seconds East 71.04 feet, thence North 00 degrees 05 minutes 20 seconds East 392.91 feet, thence East 112.28 feet to the East line of said Section 16, thence South 542.58 feet to the Point of Beginning.

Approval of this Brownfield Plan will enable the Lansing Brownfield Redevelopment Authority to capture incremental tax increases which result from the redevelopment of the property to pay for costs associated therewith. Further information regarding this issue, including maps, plats, and a description of the brownfield plan will be available for public inspection and may be obtained from Karl Dorshimer – Vice President of Economic Development, Lansing Economic Area Partnership, 1000 South Washington, Suite 201, Lansing, MI 48912, (517) 702-3387.

NOTE: States of emergency declared by the Mayor and approved by City Council have led to a closure of City Hall to public at this time due to COVID-19. Public observation and participation may be facilitated electronically in accordance with the Open Meetings Act as amended, in an effort to protect the health and safety of the public.

Members of the public wishing to participate in the meeting may do so by logging into or calling into the meetings using the website <https://us02web.zoom.us/j/85940036219> or by dialing 312-626-6799 using meeting ID: 859 4003 6219.

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TDD (517) 483-4479) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

For more information, please call 517-483-4177. If you are interested in this matter, please attend the public hearing or send a representative. Written comments will be accepted between 8 a.m. and 5 p.m. on City business days if received before 5 p.m., on the day of the Public Hearing at the City Clerk's Office, Ninth Floor, City Hall, 124 West Michigan Ave., Lansing, MI 48933 or email [city.clerk@lansingmi.gov](mailto:city.clerk@lansingmi.gov).

Chris Swope, Lansing City Clerk, MMC/CMMC  
[www.lansingmi.gov/Clerk](http://www.lansingmi.gov/Clerk)  
[www.facebook.com/LansingClerkSwope](https://www.facebook.com/LansingClerkSwope)