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FINANCE COMMITTEE
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MARK POLSDOFER
EMILY STIVERS
ROBERT PEÑA
RANDY SCHAFFER

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, APRIL 6, 2022 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [March 16, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk's Office – Resolution to Authorize a One-Year Extension to the Contract with [File Safe, Inc.](#) for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office
2. Sheriff's Office
 - a. Resolution to Authorize a Contract Renewal with [Lexipol](#) for the PoliceOne Academy Training Platform
 - b. Resolution to Authorize a Contract with [Life Launch Institute, LLC](#) for Breakout and Seeking Safety Services
3. Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with [DSLPro](#) to Purchase a DJI Matrice 300 UAV & Accessories
4. 9-1-1 Dispatch Center – Resolution to Authorize the [Cardinal Group II](#) to Conduct Training with the Staff of the Ingham County 9-1-1 Central Dispatch Center
5. Law & Courts Committee – Resolution to Submit to the Electorate a [Special Millage](#) Question for Funding for Animal Control Program Operations and Services
6. Circuit Court – Family Division – Resolution Renewing Contract with [Michigan State University](#) for the Juvenile Risk Assessment Project and Quarterly Program Evaluation
7. Veterans Affairs
 - a. Resolution to Reclassify the Veterans Affairs [Director Position](#)
 - b. Resolution to Amend Resolution #21-451 to Include a Contract with [Clinton Transit](#)

8. Fairgrounds
 - a. Resolution to Authorize a Contract with [Johnson Consulting](#) to Provide a Master Plan for the Fairgrounds
 - b. Resolution to Authorize the Purchase of a New [Truck](#) for the Fairgrounds
 - c. Resolution to Grant the Ingham County Fairgrounds the Ability to Approve [Ticket Distribution Programs](#) as a Marketing Strategy
 - d. Resolution to Authorize a Contract with [Sterle Builders](#) to Assemble and Break Down the Jack O' Lanterns Unleashed Displays

9. Parks Department – Resolution to Authorize a Contract with [Moore Trospen Construction Company](#) for Installing a Storage Building at Hawk Island County Park

10. Potter Park Zoo
 - a. Resolution to Authorize an Agreement with Binder Park Zoo for a [Veterinary Fellowship](#)
 - b. Resolution to Authorize a Transfer of Portable [Radios](#) to the City of Lansing
 - c. Resolution to Grant the Potter Park Zoo Advisory Board the Ability to Approve Future [Visitor Incentive Programs](#) at Potter Park and Potter Park Zoo

11. Health Department
 - a. Resolution to Authorize a Purchase of Direct Mail Services through [Staples](#) for the Purpose of COVID-19 Vaccine Outreach
 - b. Resolution to Authorize an Amendment of Resolution #10-275 to Include the [Nextgen®](#) State of Michigan Title X Report Module
 - c. Resolution to Authorize [Amendment #2](#) to the 2021-2022 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
 - d. Resolution to Authorize [Amendment #2](#) to the 2021-2022 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Master Agreement
 - e. Resolution to Authorize and Agreement with [Edge Partnerships](#) for a Marijuana Public Education Campaign
 - f. Resolution to Purchase a Non-Invasive Bilirubin Measuring Device from [Drager, Inc.](#)
 - g. Resolution to Authorize the Renewal of an Agreement with [RegLantern™](#)
 - h. Resolution to Authorize a Lease Agreement with Capital Area Community Services for a [WIC Satellite Clinic](#)
 - i. Resolution to Authorize an Agreement with [Edge Partnerships](#) for a Social Marketing Campaign to Increase Vaccine Uptake
 - j. Resolution to Authorize a Job Description Amendment to Change the Operations & Compliance Manager Position to [Operations Director](#)

12. Equalization Department
 - a. Resolution to Award a Contract for Monumentation and Remonumentation [Project Representative](#)
 - b. Resolution to Award Contracts for [Peer Review Group](#) Members
 - c. Resolution to Award Contracts for Remonumentation [Project Surveyors](#)

13. Facilities Department
 - a. Resolution to Authorize a Purchase Order to Capital Equipment & Supply for a Replacement Kubota [Tractor](#)
 - b. Resolution to Authorize an Agreement with [Straub Pettit Yaste Architects](#) for Architectural and Engineering Services for the DHHS Remodel at the Human Services Building

14. Innovation & Technology Department
 - a. Resolution to Approve Renewal of Training from [Wizer](#)
 - b. Resolution to Approve the Renewal of Virtual Meeting Software from [CDW-G](#)

15. Road Department
 - a. Resolution of Support for the [Local Bridge Program](#) Funding Applications for Fiscal Year 2025
 - b. Resolution to Authorize an Engineering Design Services Contract with [DLZ Michigan, Inc.](#) for the Hagadorn Road and Sandhill Road Intersection Project
 - c. Resolution to Approve an Agreement with [Michigan Pavement Markings, LLC](#) for Bid Packet #33-22 2022 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program
 - d. Resolution to Authorize an [Engineering Consultant Services](#) Agreement for As-Needed Construction Inspection and Supervision Services for the 2022-2023 Construction Seasons
 - e. Resolution to Authorize an Engineering Design Services Contract with [DLZ Michigan, Inc.](#) for the Holt Road Bridge over Doan Creek (SN 3869)
 - f. Resolution to Authorize the Purchase of [Reflective Sign](#) Faces, Complete Signs, Aluminum Sheet Sign Panels and Sign Posts
 - g. Resolution to Reclassify Engineering Technician 3/4/5 to [Permit Clerk](#)

16. Controller/Administrator – [American Rescue Plan](#) Act Second Tranche Funding (*Discussion*)

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
March 16, 2022
Draft Minutes

Members Present: Grebner, Peña, Polsdofer, Crenshaw, Stivers, and Tennis.

Members Absent: Schafer.

Others Present: Treasurer Eric Schertzing, Alan Fox, Morgan Cole, Gregg Todd, Michael Townsend, Kylie Rhoades, and others.

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

Approval of the March 2, 2022 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, THE OPEN AND CLOSED MINUTES OF THE MARCH 2, 2022 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Schafer.

Additions to the Agenda

Substitute –

3. Probate Court – Resolution for Use of Elder Person Millage for Various Probate Court Purposes

Limited Public Comment

Treasurer Eric Schertzing, County Treasurer, expressed his thanks to the Finance Committee for their support over the years.

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

1. Sheriff's Office – Resolution to Authorize a Part-Time Communications & Media Assistant within the Sheriff's Office
2. Treasurer's Office
 - a. Resolution Authorizing the 2022 Administrative Fund
 - b. 2022 Borrowing Resolution (2021 Delinquent Taxes)
 - c. Resolution to Provide Funding for Low Income Tax Preparation
 - d. Resolution to Authorize a Three-Year Contract Extension with Mesirow Financial Investment Management, Inc.

3. Probate Court – Resolution for Use of Elder Person Millage for Various Probate Court Purposes
4. Circuit Court – Resolution to Authorize Contracts with Global Eagle Company Business Transformation Specialists
5. Public Defenders Office – Resolution to Authorize a Modified Lease Agreement with Pitney Bowes for a Postage Meter
6. Animal Control and Shelter – Resolution to Approve the Reorganization of the Office Staff of the Ingham County Animal Control and Shelter
7. Health Department
 - a. Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept the 2022 Michigan Medical Marihuana Operation and Oversight Grant
 - b. Resolution to Reclassify the Medical Social Worker Position in Maternal and Child Health
8. Parks Department
 - a. Resolution to Authorize the Acceptance of the Michigan Clean Boats, Clean Waters Grant
 - b. Resolution to Authorize a Contract with Laux Construction for Improvements to the Lake Lansing Boat Launch
 - c. Resolution to Approve of the Reorganization of the Ingham County Parks Department
9. Facilities Department – Resolution to Authorize an Agreement with Graphic Sciences, Inc., for Storage, Retrieval, and Transport of Files for 55th District Court, Register of Deeds, Human Resources, and Financial Services
10. Innovation & Technology Department – Resolution to Approve the Purchase of Consulting Hours from Sentinel Technologies
11. Road Department
 - a. Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with the City of East Lansing in Relation to a Federally Funded Project on Haslett Road at Park Lake Road
 - b. Resolution to Amend a Second Party Agreement with MEDC and a Third-Party Agreement with the City of Lansing for the Forest Road and Collins Road Infrastructure Improvements Project
 - c. Resolution to Authorize a First Party Agreement with E.T. Mackenzie Company and a Second Party Agreement with the Lansing Board of Water and Light for the Kalamazoo Street Project

12. Board Referral – A Notice of Public Hearing from the City of Lansing

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

Announcements

Commissioner Peña stated the Senior Center at the Alfreda Schmidt Community Center would host a St. Patrick's Day event on March 17, 2022 from 10 a.m. to 2 p.m. He further stated that Tri County Office on Aging would be catering the event and would include cabbage and corned beef.

Commissioner Peña stated the Alfreda Schmidt Community Center would host free lifeguard training to Veterans. He further stated that this would allow Veterans to assist with the public swimming facilities in the area.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:03 p.m.

**APRIL 6, 2022 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

1. **Clerk's Office**– *Resolution to Authorize a One-Year Extension to the Contract with File Safe, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office*

This resolution authorizes a one-year extension with File Safe, Inc. for the storage of the Clerk's Office vital records. Storage cost is \$7,404 with an additional \$2,596 for access to stored records.

See memo for details.

- 2a. **Sheriff's Office** – *Resolution to Authorize a Contract Renewal with Lexipol for the PoliceOne Academy Training Platform*

This resolution will authorize a renewal contract with Lexipol in the amount of \$7,200 for online training for Ingham County Sheriff's staff. PoliceOne training modules provided by Lexipol reduce risk and enhance professional development with mission-critical content, training, and the ability to deploy policy review modules. The Sheriff's Office has been using this application to train all staff since 2016. Funds for this contract are included in the Sheriff's 2022 budget.

See memo for details.

- 2b. **Sheriff's Office** – *Resolution to Authorize a Contract with Life Launch Institute, LLC for Breakout and Seeking Safety Services*

This resolution will authorize a contract not to exceed \$60,000 per year with Life Launch Institute, LLC for Breakout and Seeking Safety services to inmates at the Ingham County Jail for the period of May 1, 2022 through December 31, 2024. This vendor has been selected after review of responses to a competitive RFP process. These two programming options are evidenced based best practices for justice involved people. The 2022 Justice Millage budget includes \$128,400 to cover programming related costs at the Jail.

See memo for details.

3. **Homeland Security and Emergency Management** – *Resolution to Authorize an Equipment Purchase Agreement with DSLRPros to Purchase a DJI Matrice 300 UAV & Accessories*

This resolution will authorize the purchase of a DJI Matrice 300 H20T drone package, secondary controller, and payload drop kit from DSLRPros for \$35,047, utilizing funding of \$31,150 from the FY19 Homeland Security Grant Program and \$3,897 from the Emergency Management Special Projects budget. This purchase will allow for improved, effective pre-disaster evaluation and planning, disaster response, damage assessment, and recovery surveys while optimizing staffing resources and reducing potential dangers and exposures to emergency responders.

See memo for details.

4. 9-1-1 Dispatch Center – Resolution to Authorize the Cardinal Group II to Conduct Training with the Staff of the Ingham County 9-1-1 Central Dispatch Center

This resolution will authorize a contract with the Cardinal Group II to conduct organization wide training of the Ingham County 9-1-1 Central Dispatch Center for a cost not to exceed \$47,720 which should be covered by using State 911 Committee (SNC) training funds. Incidental costs of up to \$4,000 related to this training will be covered from within the 9-1-1 Central Dispatch Center operating budget. Ingham County previously engaged the Cardinal Group II in 2018, at which time 9-1-1 staff identified behavioral expectations for all levels of the organization. Since that time there have been changes in leadership and several incidents that have significantly undermined organizational trust, resulting in a return to behaviors that were present when staff describe the organizational climate as unhealthy.

Based on the results of the previous Focus Group sessions and after extensive conversations with the Cardinal Group II, they recommended a strategy for staff training and education sessions followed by intensive and ongoing assessment, coaching and support. Areas of focus will be repairing and building staff relationships, providing a system for staff accountability and support, and providing for staff alignment.

See memo for details.

5. Law & Courts Committee – Resolution to Submit to the Electorate a Special Millage Question for Funding for Animal Control Program Operations and Services

This resolution will authorize a question to be submitted to a vote of the electorate in the primary election to be held on August 2, 2022 in order to levy a millage of 0.20 mills for a period of eight years (2022-2029) in order to support county animal control program services and operations. This will replace the millage of 0.24 mills that was approved in 2016 and expired in 2021.

The millage approved in 2016 included funds to construct and equip a replacement animal shelter, and also used to stabilize funding for operations and expand staffing. In order to continue this a replacement millage will need to be passed by the voters of Ingham County.

The millage currently funds 11.0 FTEs of the Animal Control's total staffing allocation of 27.0 FTEs. In order to expand services, the Animal Control Director is proposing to add three additional full-time positions to be funded by the millage beginning January 1, 2023, pending approval of the millage. These three positions could be added while allowing for a decrease to the current millage rate to 0.2 mills and would also allow for excess funds to be available for necessary repairs and maintenance to the Shelter as well as future improvements.

The presented recommendation is based on the discussion at the Law & Courts Committee meeting on March 10, 2022. The materials presented at that meeting are included for reference.

6. Circuit Court/Family Division – Resolution Renewing Contract with Michigan State University for the Juvenile Risk Assessment Project and Quarterly Program Evaluation

This resolution will authorize entering into a contract with Michigan State University for purposes of providing the Juvenile Risk Assessment Project and quarterly program evaluation at a rate of \$10,309.72 quarterly, not to exceed \$61,858.32 during the term of the contract. The contract shall be in effect April 1, 2022 through September 30, 2023. This is a renewal of a contract with Michigan State University to analyze and evaluate risk and recidivism data collected by the Juvenile Division. Funds for this contract are included in the Juvenile Division's 2022 budget.

7a. Veterans Affairs Office – *Resolution to Reclassify the Veterans Affairs Director Position*

This resolution reclassifies the vacant position of Veterans Affairs Director. The job description has been reviewed and updated by the Veterans Affairs Committee and Human Resources, and it is recommended that the position be reclassified. The wage range for the Veterans Affairs Director will change from MC Level 10 (\$69,805.73 to \$83,808.51) to MC Level 13 (\$86,587.48 to \$103,959.67). The long-term cost of this increase (wages and fringes) will be \$30,770.

See memo for details.

7b. Veterans Affairs Office - *Resolution to Amend Resolution #21-451 to Include a Contract with Clinton Transit*

This resolution authorizes an amendment to Resolution #21-451 to include a contract with Clinton Transit to providing free rides for all veterans residing in Clinton County. Ingham County Department of Veterans Affairs will utilize the 2022 County Veteran Service Fund Grant on behalf of Clinton County to pay Clinton Transit \$500 per month through September 30, 2022.

8a. Fairgrounds - *Resolution to Authorize a Contract with Johnson Consulting to Provide a Master Plan for the Fairgrounds*

This resolution authorizes a contract with Johnson Consulting to create a 10-year strategic development plan that includes a master plan for the Ingham County Fairgrounds, which will guide the future direction and development of the Fairgrounds. The funding source for the master plan will come from the 230 Fund which has a current balance of \$404,784. The cost of the contract will not exceed \$163,000.

8b. Fairgrounds - *Resolution to Authorize the Purchase of a New Truck for the Fairgrounds*

This resolution authorizes the purchase of a new pickup truck for the Fairgrounds. The funding for this project will be taken from the Fair CIP (Hotel/Motel Fund) fund which is budgeted for \$140,000 in 2022. Originally these funds were to be used for an asphalt project that is no longer happening this year. The asphalt project has been put on hold until the Master Plan has been completed. The new vehicle will not exceed \$53,649.

8c. Fairgrounds - *Resolution to Grant the Ingham County Fairgrounds the Ability to Approve Ticket Distribution Programs as a Marketing Strategy*

This resolution grants the Ingham County Fair Board the ability to approve ticket distribution programs as a marketing strategy after review by the Fairgrounds Events Director.

8d. Fairgrounds - *Resolution to Authorize a Contract with Sterle Builders to Assemble and Break Down the Jack O' Lanterns Unleashed Displays*

This resolution authorizes a 3-year contract with Sterle Builders to assemble and break down the displays for the Jack O' Lanterns unleashed event. In 2022, the cost for assembly will not exceed \$44,500. In 2023 the cost will not exceed \$46,000 and in 2024 the cost will not exceed \$48,000. The funding source will be budget line number 56176013-818000. A budget adjustment not to exceed \$40,000 will be required from 56176013-705000 Salaries and Wages Temp to 56176013-818000 contractual services.

9. Parks Department – *Resolution to Authorize a Contract with Moore Trosper Construction Company for Installing a Storage Building at Hawk Island County Park*

This resolution authorizes a contract not to exceed \$26,810 with Moore Trosper to install a 36' x 30' metal framed “Versa Tube” storage building at Hawk Island County Park. Funds for this project are available in the Parks budget.

10a. Potter Park Zoo - *Resolution to Authorize an Agreement with Binder Park Zoo for a Veterinary Fellowship*

This resolution authorizes a five-year agreement with Binder Park Zoo for a veterinary fellowship in an amount not to exceed \$12,000 annually. Funds are available in the Zoo budget.

10b. Potter Park Zoo - *Resolution to Authorize a Transfer of Portable Radios to the City of Lansing*

This resolution authorizes the donation of three digital portable radios to the City of Lansing. The three Motorola XPR 6380 digital radios were purchased new prior to 2018 at \$700 each. Used Motorola XPR 6380 radios are listed for \$225-\$300 each online.

10c. Potter Park Zoo - *Resolution Granting the Potter Park Zoo Advisory Board the Ability to Approve Future Visitor Incentive Programs at Potter Park and Potter Park Zoo*

This resolution grants the Potter Park Zoo Advisory Board the ability to approve future visitor incentive programs at Potter Park and Potter Park Zoo.

11a. Health Department - *Resolution to Authorize a Purchase of Direct Mail Services through Staples for the Purpose of COVID-19 Vaccine Outreach*

This resolution authorizes a purchase with Staples purchase direct mail services for the purpose of sending COVID-19 outreach postcards to low vaccination rate zip codes in Ingham County, in an amount not to exceed \$25,000.

11b. Health Department - *Resolution to Authorize an Amendment of Resolution #10-275 to Include the Nextgen® State of Michigan Title X Report Module*

This resolution amends Resolution #10-275 with NextGen® Healthcare Information Systems, Inc., to include the NextGen® State of Michigan Title X Report Module for a one-time fee of \$7,500, and a quarterly maintenance fee of \$365.25, effective March 31, 2022 through the term of the NextGen ® service agreement determined as 50 years from the effective date of September 28, 2010.

11c. Health Department - *Resolution to Authorize Amendment #2 to the 2021 -2022 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement*

This resolution will increase the Fiscal Year 2022 amended grant amount from \$3,387,555 to \$4,237,335 an increase of \$849,780. The revised resolution makes the following specific change to the budget:

American Rescue Plan: increase of \$37,854 from \$0.00 to \$37,854
COVID-19 Mobile Testing: increase of \$632,726 from \$310,000 to \$942,726
Reopening Schools HRA: increase of \$179,200 from \$716,800 to \$896,000

11d. Health Department - Resolution to Authorize Amendment #2 to the 2021-2022 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Master Agreement

This resolution will increase the Fiscal Year 2022 original grant agreement from \$6,804,505 to \$6,873,244 and increase of \$68,739. The revised resolution makes the following specific changes to the budget:

- EEEH – Everett CHC: increase of \$10,000 from \$100,000 to \$110,000
- EEEH – Gardner CHC: increase of \$10,000 from \$100,000 to \$110,000
- EEEH – Pattengill CHC: increase of \$10,000 from \$100,000 to \$110,000
- Public Health Emergency Preparedness (10/01/21 – 06/30/22): increase of \$966 from \$116,726 to \$117,692
- Public Health Emergency Preparedness (07/01/22 – 9/30/22): increase of \$37,773 from \$0 to \$37,773

11e. Health Department - Resolution to Authorize and Agreement with Edge Partnerships for a Marijuana Public Education Campaign

This resolution authorizes an agreement with Edge Partnerships for the period of April 15, 2022 through September 15, 2022 in an amount not to exceed \$18,436 for advertising and printing costs associated with an education, communication, and outreach campaign regarding the Michigan Medical Marijuana Act.

11f. Health Department - Resolution to Purchase a Non-Invasive Bilirubin Measuring Device from Drager, Inc.

This resolution authorizes purchasing a non-invasive bilirubin measuring device from Drager, Inc. for an amount not to exceed \$8,228.97.

11g. Health Department - Resolution to Authorize the Renewal of an Agreement with RegLantern™

This resolution authorizes renewing an agreement with RegLantern™ to maintain compliance with CHC program regulations for an amount not to exceed \$24,000, effective May 1, 2022 through April 30, 2025.

11h. Health Department - Resolution to Authorize a Lease Agreement with Capital Area Community Services (CACS) for a WIC Satellite Clinic

This resolution authorizes an agreement with CACS in an amount not to exceed \$10,800 (\$300 per month), effective October 1, 2021 through September 30, 2024 to renew the WIC satellite clinic lease at 1107 East Cesar Chavez Avenue, Room #104.

11i. Health Department - Resolution to Authorize an Agreement with Edge Partnerships for a Social Marketing Campaign to Increase Vaccine Uptake

This resolution authorizes an agreement with Edge Partnerships to increase vaccination uptake among Clinton, Eaton and Ingham perinatal and other vulnerable adult populations, effective May 1, 2022 through September 30, 2022 in an amount not to exceed \$68,500.

11j. Health Department - Resolution to Authorize a Job Description Amendment to Change the Operations & Compliance Manager Position to Operations Director

This resolution reclassifies the vacant Operations and Compliance Manager Position #601079 MC 12 (\$80,939.25-\$97,177.46) to an Operations Director Position MC 12 (\$80,939.25-\$97,177.46) to be effective upon approval. This job description change will increase alignment, compliance, and effectiveness of operations across all CHC sites. This job description change has been reviewed and approved by Ingham County's Human Resource Department.

12a. Equalization Department- Resolution to Award a Contract for Monumentation and Remonumentation Project Representative

This resolution authorizes the continued use of Ronnie M. Lester, P.S. as the Ingham County representative for the Monumentation and Remonumentation Plan for 2022 in an amount not to exceed \$14,560. Funding is through the 2022 State Survey and Remonumentation grant.

See memo for details.

12b. Equalization Department- Resolution to Award Contracts for Peer Review Group Members

This resolution authorizes contracts with the Peer Review Group members of the Ingham County Monumentation and Remonumentation Plan for 2022. Members include:

- Anthony Bumstead, 518 W. Lovett #3, Charlotte, MI 48813
- Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917
- David Clifford, P.O. Box 87, Mason, MI 48854
- Ronald Enger, P.O. Box 87, Mason, MI 48854
- Donald Bendzinski, 312 North Street, Mason, MI 48854

Members are to receive a total of \$675 for three meetings (\$225/meeting). Funding is through the 2022 State Survey and Remonumentation grant.

See memo for details.

12c. Equalization Department- Resolution to Award Contracts for Remonumentation Project Surveyors

And one more monumentation/remonumentation resolution. This one approves the three-way split for the actual work to be completed.

- Autenrieth Land Surveys, LLC: \$23,190
- Bumstead Land Surveys, LLC: \$23,190
- Enger Surveying and Engineering: \$23,190

Funding is, you guessed it, through the 2022 State Survey and Remonumentation grant.

See memo for details.

13a. Facilities Department– *Resolution to Authorize a Purchase Order to Capital Equipment & Supply for a Replacement Kubota Tractor*

This resolution approves a purchase order for a replacement Kubota Tractor to be used at the Sheriff’s Office, Jail, 55th District Court, Drain Office, and Animal Shelter. The cost for the tractor from Capital Equipment & Supply is \$34,880 which exceeds the CIP budgeted amount of \$25,000. Line item transfers of \$8,500 from the Equipment Revolving Loan Fund and \$3,000 from GF are requested as well.

See memo for details.

13b. Facilities Department– *Resolution to Authorize an Agreement with Straub Pettit Yaste Architects for Architectural and Engineering Services for the DHHS Remodel at the Human Services Building*

This resolution authorizes an agreement with Straub Pettit Yaste Architects for A&E services for the DHHS remodel at HSB. The \$58,300 in funding is to come from the 2019 DHHS Carpet Replacement project (\$240,000 available).

See memo for details.

14a. Innovation & Technology Department– *Resolution to Approve Renewal of Training from Wizer*

This resolution approves a renewal of security training programs from Wizer at a cost of \$8,400, with a \$600 contingency, to be paid through the IT Department’s Development and Training Fund.

See memo for details.

14b. Innovation & Technology Department– *Resolution to Approve the Renewal of Virtual Meeting Software from CDW-G*

This resolution approves a renewal of the virtual meeting software from CDW-G for one year in the amount of \$14,500. Our plan is to transition to Microsoft virtual meeting software, which is included in our Microsoft licensing, but we would like time to transition.

Funding is included in the IT Department’s Network Fund.

See memo for details.

15a. Road Department– *Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2025*

This resolution supports the Road Department’s application for MDOT’s 2025 Local Bridge Programs. The Road Department has proposed candidates for the 2022 bridge funding applications for Fiscal Year 2025 as follows:

1. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
2. Replacement of the Hagadorn Road Bridge over Mud Creek, Alaiedon Township (SN 3876)
3. Rehabilitation of the Kirby Road Bridge over Huntoon Lake Drain, Leslie Township (SN 3861)
4. Preventative Maintenance Work on the Onondaga Road Bridge over Grand River, Onondaga Township (SN 3873)

The Local Bridge Program provides for up to 95% participation from federal and/or state funds for eligible construction costs. The Road Department is responsible for the 5% (minimum) construction funding match and 100% of any costs associated with right-of-way, design engineering, and construction engineering. These costs will be included in the 2025 Road Department budget if awarded funding.

See memo for details.

15b. Road Department– Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project

This resolution authorizes an engineering design services contract with DLZ Michigan, Inc. for the roundabout at the intersection of Hagadorn Road and Sandhill Road. The project is funded by Highway Safety Improvement Program (HSIP) funds which requires a 50% design and engineering match.

Per Resolution #19-299, five consultants were selected and approved by the County on an as-needed basis. Of the five, four responded to this request and DLZ Michigan was selected at \$56,271.26. A 30% contingency is requested for a total project cost of \$74,000. The Road Department’s 50% contribution (\$37,000) will come from the 2022 Road Fund budget.

See memo for details.

15c. Road Department– Resolution to Approve an Agreement with Michigan Pavement Markings, LLC for Bid Packet #33-222022 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

This resolution authorizes an agreement with Michigan Pavement Markings, LLC for the 2022 countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program. Two bids were received as follows: Item #1 – Waterborne Pavement Markings and Item #2 - Cold Plastic Common Text & Symbols. The bid results for both items of work are as follows:

	<u>Item #1</u>	<u>Item #2</u>	<u>Total Bid</u>
Michigan Pavement Markings, LLC	\$548,250	\$30,711	\$578,961
PK Contracting, Inc.	\$558,000	\$37,114.40	\$595,114.40

Michigan Pavement Markings, LLC of Byron Center, MI, submitted the lowest responsive and responsible bid for each of the pavement marking programs, totaling \$578,961. With a requested 10% construction contingency, the contract total with Michigan Pavement Markings, LLC should be \$636,857.10. This cost has been included in the 2022 Road Fund Budget.

See memo for details.

15d. Road Department– Resolution to Authorize an Engineering Consultant Services Agreement for As-Needed Construction Inspection and Supervision Services for the 2022-2023 Construction Seasons

This resolution authorizes agreements with three MDOT prequalified and experienced construction inspection firms for the 2022-2023 construction seasons. The firms are:

- The Mannik & Smith Group, Inc., 2193 Association Drive, Suite 200, Okemos, MI 48864
- C2AE, 106 West Allegan Street, Suite 500, Lansing, MI 48933
- SME, 2663 Eaton Rapids Rd, Lansing, MI 48911

The firms shall be compensated for services performed at fee rates not to exceed those set forth in their proposals, with agreement effective dates commencing upon execution and terminating on April 30, 2024. Funding is included in the 2022 Road Fund Budget and will be included in the budget for future years.

See memo for details.

15e. Road Department– *Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Holt Road Bridge over Doan Creek (SN 3869)*

This resolution authorizes a contract with DLZ Michigan, Inc. for engineering design services for the Holt Road Bridge over Doan Creek. Per Resolution #19-299, five consultants were selected and approved by the County on an as-needed basis. Of the five, four responded to this request and DLZ Michigan was selected at \$75,856.96. A 20% contingency is requested for a total project cost of \$92,000. The cost for the engineering design services are included in the 2022 Road Fund Budget.

See memo for details.

15f. Road Department– *Resolution to Authorize the Purchase of Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels & Sign Posts*

This resolution authorizes an agreement with Rathco Safety Supply, Inc. to provide reflective sign faces, complete signs, aluminum sheet sign panels, and sign posts for the Road Department at a cost of \$26,401.50. The cost to purchase signs and posts are included in the 2022 Road Fund Budget.

See memo for details

15g. Road Department– *Resolution to Reclassify Engineering Technician 3/4/5 to Permit Clerk*

This resolution authorizes a reclassification of the current Engineering Technician Grades 3/4/5 to a Permit Clerk, Grade 4. The current classification requires more certification and construction related experience than is necessary and the current position has been vacant for some time.

OPEIU and HR both agree with the reclassification which will result in an annual decrease in costs.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

16. Controller/Administrator – *American Rescue Plan Act Second Tranche Funding (Discussion)*

Agenda Item 1

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: March 24, 2022

SUBJECT: Resolution to Authorize a One-Year Extension to the contract with File Safe, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office

BACKGROUND

In her role as custodian of the Vital Records of Ingham County, Clerk Byrum is charged with ensuring the safety of all Birth Records, Death Certificates, Marriage Licenses, Military Discharge orders, and other records.

Because the Clerk has reached the limits of available space in the vaults made available and because the County cannot provide the required climate-controlled, water-damage free environment for these records to be stored, an off-site vendor is needed. File Safe, Inc. currently holds the records and, aside from a price increase with the current contract extension, has been consistent in their contracted services.

FINANCIAL IMPACT

This service comes with a \$7,404 annual cost assuming no additional records are sent to be filed or retrieved. Additional services may be requested from a menu of services at set prices. The Clerk's office occasionally needs access to the records in storage, and so an additional \$2,596 is budgeted to cover the cost of these incidental expenditures.

OTHER CONSIDERATIONS

Recent flooding in County records storage facilities underscores the need for this contracted service as the County does not have adequate facilities to keep these records safe, as statutorily required.

RECOMMENDATIONS

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A ONE-YEAR EXTENSION TO THE CONTRACT WITH FILE SAFE, INC. FOR THE TRANSPORT, STORAGE, AND RETRIEVAL OF CERTAIN VITAL RECORDS OF THE INGHAM COUNTY CLERK'S OFFICE

WHEREAS, pursuant to Resolution #16-220, the Ingham County Clerk's Office and Ingham County entered into a contract not to exceed \$5,400 per year with File Safe, Inc. for the transport, storage, and retrieval of certain vital records of the Ingham County Clerk's Office; and

WHEREAS, pursuant to Resolution #19-135, the Ingham County Clerk's Office and Ingham County extended that contract for a further three years not to exceed \$7,450 per year; and

WHEREAS, the contract is scheduled to expire after May 31,2022; and

WHEREAS, the Ingham County Clerk has expressed an interest in extending the term of the contract; and

WHEREAS, funding for this contract extension is currently budgeted for in the 2022 County Clerk's Office Budget (line item 101-21500-818000 Contractual Services) and the remainder of the contract extension term would be handled through the normal annual budget process; and

WHEREAS, File Safe, Inc. has proposed continuing the contractual relationship for an additional one (1) year with a slight fee increase.

THEREFORE BE IT RESOLVED, that the Ingham County Clerk and Ingham County are hereby authorized to extend the contract not to exceed \$10,000 per year with File Safe, Inc. for the transport, storage, and retrieval of certain vital records of the Ingham County Clerk's Office with a new expiration date of May 31, 2023.

BE IT FURTHER RESOLVED, that this agreement shall be funded by the Ingham County Clerk's Contractual Services line item (101-21500-818000).

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

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

TO: Board of Commissioners Law & Courts Committee, Finance Committee
FROM: Undersheriff Andrew Bouck
DATE: March 11, 2022
SUBJECT: Resolution to authorize a contract renewal with Lexipol the PoliceOne Academy Training Platform.

For the meeting agendas of March 31, 2022 and April 6, 2022

BACKGROUND

This resolution is to renew a contract with Lexipol for the online training platform known as PoliceOne Academy. Lexipol is an organization oriented towards public safety and local government training and risk management, with training platforms such as PoliceOne, Corrections1, FireRescue1, EMS1, and Gov1. PoliceOne training modules reduce risk and enhance professional development with mission-critical content, training, and ability to deploy policy review modules.

The Sheriff's Office has been using PoliceOne Academy Online Application to train all staff since 2016. The online training consists of Interactive Videos Courses, Course quizzes for Accreditation, and Management Workflows for Accountability. The use of PoliceOne has enhanced the Sheriff's Office ability to provide timely training throughout the year while maintaining training records for the staff.

ALTERNATIVES

Other similar training platforms are significantly more expensive. In the event the contract cannot be renewed, the use of the online training platform and the extensive training resources it provides will be eliminated. Training content and records currently deployed & maintained online will have to be deployed through an in-person format during alternative in-service training opportunities.

FINANCIAL IMPACT

The total cost of this project for renewal of a one-year operation contract for 2022 is \$7,200. The Sheriff's Office is requesting the training cost be paid from Field Services/Contractual Services and Corrections/Contractual Services in the amount of \$7,200 for the contractual year of 2022.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it enables the Sheriff's Office to maintain regular staff training at high standards to yielding a highly trained, professional deputy. Highly trained staff produce effective and efficient law enforcement responses for our residents to facilitate safe communities; (B) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it is a cost-effective training platform for on-going training, risk mitigation, and legal/policy updates, and training certification requirements while efficiently tracking and managing staff training records.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a contract with Lexipol for PoliceOne Academy for 2022.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH LEXIPOL FOR THE
POLICEONE ACADEMY TRAINING PLATFORM**

WHEREAS, Ingham County has been using PoliceOne Academy.com since 2016 to provide online training to Ingham County Sheriff's staff; and

WHEREAS, PoliceOne Academy now goes by the name Lexipol, while still providing the exact same content and programs; and

WHEREAS, ongoing training is an important part of ensuring the Sheriff's Office staff are best able to serve our citizens; and

WHEREAS, the 2022 subscription for Lexipol is \$7,200 to provide training to all staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorize a contract with Lexipol in the amount of \$7,200 to be paid out of the 2022 Sheriff's Office budgets from Field Services/Contractual Services #10130102-818000 (\$3,600) and Corrections/Contractual Services #10130103-818000 (\$3,600).

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

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

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Captain Robert Earle, Correctional Administrator
DATE: March 3, 2022
SUBJECT: Justice Millage Program Agreements

BACKGROUND

Inmates of the Ingham County Jail have opportunities through provided services and programs to better themselves while in our custody (Attachment #1). The approved Justice Millage of August 2018 has allowed us to continue and expand programming opportunities, to include those presented herein. This resolution requests permission for the Ingham County Sheriff's Office (ICSO) to enter into agreements with Life Launch Institute, LLC. The County, including ICSO, has other contracts currently with this vendor to provide Parenting Classes in the Ingham County Jail. This vendor has been selected after review of responses to a competitive RFP process (Memos of Performance attached as attachment # 2).

ALTERNATIVES

These two programming options Seeking Safety and Breakout, are evidenced based best practices for justice involved people. If this resolution is not accepted we would have to explore other options for our population or discontinue these valuable programs altogether which is ill advised.

FINANCIAL IMPACT

The Justice Millage includes \$128,400 to cover programming related costs. The Controller's Office confirms existence of sufficient funds to cover the requested agreements. This proposal includes a change of service provider, Life Launch Institute LLC was the only potential vendor to submit proposals with associated cost.

STRATEGIC PLANNING IMPACT

The content of this resolution reflects fiscal responsibility and comprehensive evidence-based services for our portions of our inmate population. Human wellness and reducing recidivism have impact on long term public safety and improving quality of life for all who live, work, and visit Ingham County.

OTHER CONSIDERATIONS

This service provider will be prepared to continue or initiate services by May 1, 2022. These service providers and the program content will not be impacted by our eventual move into a new facility.

RECOMMENDATION

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

Ingham County Jail Education Programming

SEEKING SAFETY

The Seeking Safety program is an evidenced-based present-focused counseling model to help people attain safety from trauma and/or substance abuse. The program will serve both male and female inmates, providing two sessions per gender per week.

TRAUMA CENTERED YOGA

Trauma Centered Yoga is a very specific protocol of evidence-based treatment designed for people who have experienced 'complex trauma/PTSD', and has been found to be useful as an adjunct to Cognitive Behavioral Therapy (Seeking Safety). The program will serve both male and female inmates, providing one session per gender per week.

BREAK OUT

This program is based on Moral Recognition Therapy (MRT) which is a form of cognitive-behavioral programming that focuses on recovery from substance misusing, abusing and dependent behaviors, identifying thinking errors that led to criminogenic thinking, and identify goals to achieve once released. The program will serve both male and female inmates, providing two sessions per gender per week.

RESTORATIVE JUSTICE

The Restorative Justice Program offers inmates an opportunity to take accountability and repair the harm done by their crimes, while teaching mediation, conflict resolution, and problem solving. The program will serve both male and female inmates, providing one session per gender per week.

INMATE INITIATIVES

The Inmate Garden Initiative: There is strong evidence pointing to the importance of education in reducing recidivism. In addition to the classroom programs offered at the Ingham County Jail, education will be taking place outside by way of a vegetable garden. Inmates will be taught new skills such as how to use garden tools, prepare land, plant seeds and plants, and read planting information. There are items that need to be purchased yearly in order to sustain the garden such as seeds, plants and garden tools.

INMATE INITIATIVES

Educational DVD's: These DVD's would assist inmates in increasing their chances of making a successful transition to the community, overcoming barriers to employment and building their motivation and self-esteem.

Agenda Item 2b

TO: Chief Deputy Darin Southworth, Sheriff’s Office
 FROM: James Hudgins, Director of Purchasing
 DATE: February 4, 2022
 RE: Memorandum of Performance for RFP No. 8-22 Breakout Moral Reconciliation Therapy

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for its Breakout Moral Reconciliation Therapy Program at the Ingham County Jail.

The Program is based on moral reconnection therapy, which is a form of cognitive-behavioral programming that focuses on recovery from substance misusing, abusing and dependent behaviors, identifying thinking errors that led to criminogenic thinking and identify goals to achieve once released. Breakout assists in preparing participants for release back into the community through interactive education. Jail reentry planning and life skills offer clients the opportunity to establish short-term achievable goals, identify strengths, develop a strategic plan to succeed in life and avoid recidivism.

The Program serves both male and female inmates. This class meets twice per week per gender and serves 191 male and 159 female inmates during the year.

The scope of work includes, but is not limited to, providing a curriculum by a certified group facilitator(s), along with maintaining and reporting enrollment activity, successful completion, and unsuccessful terminations for each fiscal year. The class roster will be managed and maintained by the Correctional Administrator or his/her designee.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	58	30
Vendors responding	1	0
Vendors unresponsive	1	0

A summary of the vendors’ costs:

Vendor Name	Local Pref	Year 1 Grand Total Cost	Year 2 Grand Total Cost	Year 3 Grand Total Cost
Life Launch Institute LLC	No, Eaton County	\$37,880.00	\$47,680.00	\$47,680.00
Cognitive Consultants LLC	No, Eaton County	Unresponsive - cost form not completed		

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

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

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

TO: Chief Deputy Darin Southworth, Sheriff’s Office

FROM: James Hudgins, Purchasing Director

DATE: February 4, 2022

RE: Memorandum of Performance for RFP No. 7-22 Seeking Safety Program

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for its Seeking Safety Program (Program) at the Ingham County Jail.

The Program is an evidence-based, present-focused, counseling model to help people attain safety from trauma and/or substance abuse. This is the only model to outperform controls on both PTSD and substance abuse at the end of treatment in randomized and/or controlled trials. The Program teaches coping skills, reflective thinking, and homework is assigned.

The Program serves both male and female inmates. The class meets once per week per gender and can accommodate short-term inmates of 30 to 90 days and serves 108 males and 119 females annually.

The scope of work includes, but is not limited to, providing a curriculum by a certified group facilitator, along with maintaining and reporting enrollment activity for each fiscal year. The class roster will be managed and maintained by the Correctional Administrator or his/her designee.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	59	30
Vendors responding	1	0
Vendors unresponsive	1	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Grand Total Year 1	Grand Total Year 2	Grand Total Year 3
Life Launch Institute LLC	No, Eaton County MI	\$18,150.00	\$20,680.00	\$20,680.00
Cognitive Consultants LLC	No, Eaton County MI	Unresponsive - cost form not completed		

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH LIFE LAUNCH INSTITUTE, LLC
FOR BREAKOUT AND SEEKING SAFETY SERVICES**

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

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

WHEREAS, on October 26, 2021 the Board of Commissioners adopted a Resolution #21-534 that included \$128,400 to fund several Ingham County Sheriff’s Office coordinated programs that include, Break Out/Moral Recognition Therapy and Seeking Safety; and

WHEREAS, the following provider has been selected after a Purchasing Department Request for Proposal response review:

Break Out/Moral Reconciliation Therapy provided by **Life Launch Institute, LLC.**

Contact: Lori Haney, Owner LHaney65@gmail.com (619) 726-5257

County vendor #44451

Seeking Safety provided by **Life Launch Institute, LLC.**

Contact: Lori Haney, Owner LHaney65@gmail.com (619) 726-5257

County vendor #44451

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$60,000 per year with Life Launch Institute, LLC for Breakout and Seeking Safety services for the period of May 1, 2022 through December 31, 2024.

BE IT FURTHER RESOLVED, that funds for this contract will come from the Justice Millage.

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

Agenda Item 3

TO: Board of Commissioners Law & Courts Committee, Finance Committee
FROM: Sgt. Bob Boerkoel, Office of Homeland Security & Emergency Management
DATE: March 17, 2022
SUBJECT: Resolution to authorize an Equipment Purchase Agreement with DSLRPros to purchase a DJI Matrice 300 UAV & accessories.

For the meeting agendas of *March 31, 2022, April 6, 2022*

BACKGROUND

This resolution is for the approval to utilize Fiscal Year 2019 Homeland Security Grant Program (HSGP) and Ingham County Emergency Management budget funds to purchase an Unmanned Aerial System (drone package) as a means to update and improve drone fleet/technology and improve Emergency Management services and responses in Ingham County. Specifically, grant funding of \$31,150 and budgeted special projects funding of \$3,897 will be used to purchase a DJI Matrice 300 H20T drone package, secondary controller, and payload drop kit at a cost of \$35,047.

This particular drone package was selected for the specific features and capabilities it offers for a wide variety of Emergency Management planning, services, and responses such as pre-disaster mitigation evaluations, large scale damage/flood assessment and hazardous materials responses. This drone features enhanced flight times and increased standoff distances while delivering H20T optical and thermal imaging and more advanced aerial spotlight capabilities. Additionally, features of this particular drone serve to advance other Ingham County emergency responses such as missing persons, crash investigations, tactical responses, fire responses, etc.

ALTERNATIVES

Three quotes were obtained; DSLRPros provided the most effective pricing when considering all equipment available and included with their package along with free on-site training with the drone upon delivery.

FINANCIAL IMPACT

The Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal. The drone will be purchased primarily with HSGP grant monies previously accepted by the Board of Commissioners (Resolution #19-508) as well as a portion of monies budgeted and designated for Emergency Management. Furthermore, the purchase of this equipment provides an effective means to mitigate liabilities for potential hazards faced by various emergency responders in a variety of emergent situations; drones enable an effective response and scene assessment without requiring responders to enter into potentially dangerous scenes.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it allows the Ingham County Emergency Management to conduct pre-disaster assessments and more accurately develop plans to mitigate potential future liabilities, enable quick and efficient scene or damage assessment during times of disaster, and assist in a variety of other county wide responses; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County in combination with monies paid to Ingham County budgeted for Emergency Management Services. The most cost-effective option was selected from three quotations.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of a DJI Matrice 300 H20T Unmanned Aerial System and associated accessories.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH DSLRPROS
TO PURCHASE A DJI MATRICE 300 UAV & ACCESSORIES**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2019 Homeland Security Grant Program (HSGP) previously accepted with Resolution #19-508; and

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

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

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

WHEREAS, the purchase of a DJI Matrice 300 unmanned aerial system will allow for improved, effective pre-disaster evaluation and planning, disaster response, damage assessment, and recovery surveys while optimizing staffing resources and reducing potential dangers and exposures to emergency responders; and

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

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

WHEREAS, the DSLRPros provides the most competitive pricing for the DJI Matrice 300 H20T drone package and accessories to include a secondary controller and payload drop kit; and

WHEREAS, the total expenditure for this proposal is \$35,047.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a DJI Matrice 300 H20T drone package, secondary controller, and payload drop kit from DSLRPros for \$35,047, utilizing funding of \$31,150 from the FY19 Homeland Security Grant Program and \$3,897 from the Emergency Management Special Projects budget.

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 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: Barb Davidson, 911 Director

DATE: March 22, 2022

SUBJECT: Cardinal Group Training Proposal

For the meeting agenda of Law and Courts March 31, 2022 and Finance April 6, 2022

BACKGROUND

Ingham County previously engaged the Cardinal Group mid-year 2018. The primary focus of the effort; professional leadership development of the Administrative Leadership Team (executive level staff and operational supervisors), organizational mission statement development, and creating a healthy organizational climate through staff behavioral change commitments. The engagement concluded in late-year 2018 with Ingham County staff identifying behavioral expectations for all levels of the organization. Additionally, each member of the organization publicly committed to making a sustained effort to align their individual behavior with the agreed upon behavioral expectations.

Since that time Ingham County 9-1-1 has experienced:

- Failure of the Executive Team, operational supervisors, and dispatch staff to maintain their commitments
- Changes to the composition of the Administrative Leadership Team, including two changes in leadership at the Director level
- Changes to the Supervisory Team in the form of recent promotions and retirement
- Several incidents that have significantly undermined organizational trust, resulting in a return to behaviors that were present when staff describe the organizational climate as unhealthy

Based on the results of the previous Focus Group sessions and after extensive conversations with the Cardinal Group, they recommend a strategy involving staff training and education sessions followed by intensive and ongoing assessment, coaching and support.

Areas of focus will be:

- Repair/Build staff relationships – Organizational trust is foundational to creating a healthy organizational climate. Previous actions by members of the ICCD has resulted in low levels of trust amongst many of the members of the organization. Specifically, as it relates to the relationship between many of the dispatchers and members of the Administrative Leadership Team (Executive level and Operations Supervisors).
- Staff Accountability and Support – During the previous engagement all members of the organization made commitments to behave and interact with each other in a manner that supports the creation and sustaining of a healthy organizational climate. Unfortunately, many members did not sustain the effort required to honor their commitments and there wasn't a mechanism in place to ensure accountability and support. The Cardinal Group believes that ensuring staff accountability and supporting positive behavior is critical to sustaining a healthy organizational climate. In addition to individual self-accountability, the organization must have an effective accountability and support architecture featuring individual and group “check-in” meetings and coaching sessions.

- Staff Alignment – There have been several significant staff changes since the last engagement. All members need to share a common understanding of the current state of affairs, basic assumptions that drive organizational values-policy and practices, staff behavioral expectations and commitments. Additionally, each member of the staff must be provided an opportunity to contribute their own thoughts and insights to the organization’s direction moving forward.

Although the Ingham County Central Dispatch leadership team has confidence in the organization’s service delivery, I also realize that the organization has not maximized its fullest potential and are in the midst of a staffing shortage. Enhancing the work environment is a key component to attracting and retaining staff.

ALTERNATIVES

Other training was evaluated but the past relationship with Cardinal Group and their Ingham County focused training makes them the preferred choice. The Cardinal Group is working on a tentative schedule with a targeted start to coincide with a timeframe where we have less scheduled vacations. They have committed to reducing the impact on our staff as have I. Both Cardinal Group partners have extensive management experience as well as dispatch and public safety experience. Our current staff members who participated in the training in 2018 have given very positive feedback about the training and the instructors.

FINANCIAL IMPACT

The Cardinal Group training proposal will cost \$47,720. The classes detailed in the proposal are in process to be approved by the State 911 committee (SNC) for the use of wireless training funds to pay for the training. We would like to add \$4,000 for any incidental costs that may arise.

OTHER CONSIDERATIONS

As set forth in M.C.L. 484.1413 (1)(b), the Michigan Public Service Commission (MPSC) has established administrative rules mandating all primary Public Service Answering Points (PSAP, the point where the 9-1-1 call is answered) across the State of Michigan maintain a minimum training standard for every telecommunicator (those persons answering 9-1-1 calls and dispatching public safety units to the scene). Module III requires all designated telecommunicators are required to attend 24 hours of approved training every 24 months. All SNC approved training can be used for continuing education or Module III. This training standard must be met by all of our dispatchers. This proposed training will meet this requirement and it is the Cardinal Group’s intention to achieve this endorsement.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the Cardinal Group training proposal.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CARDINAL GROUP II TO CONDUCT TRAINING WITH THE STAFF OF THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER

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

WHEREAS, after more than nine years of operations at the consolidated 9-1-1 Center, trust issues and staffing shortages continue to hamper labor management operations at the 9-1-1 Center; and

WHEREAS, it was previously determined to be advantageous to bring in an independent outside organization, the Cardinal Group, to conduct an organization wide training of the staff which was authorized by the Ingham County Board of Commissioners with Resolution #18-166; and

WHEREAS, the training was successful, follow through was not; this, coupled with multiple changes in the administration, has brought this option up again; and

WHEREAS, the organizational training will include strategies to build and repair staff relationships, engage in staff support, focus on accountability, and reinvigorate the desired state of affairs; and

WHEREAS, after the concluded training, there will be a reevaluation and proposed best practices, a path forward and expected results; and

WHEREAS, the Ingham County Central Dispatch Management team would recommend that the Ingham County Board of Commissioners authorize the comprehensive training to be performed by the Cardinal Group II to the staff of the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, this training program will be submitted to State 911 Committee (SNC) for certification to make this training eligible to be paid for with SNC approved Wireless State training funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with the Cardinal Group II to conduct organization wide training of the Ingham County 9-1-1 Central Dispatch Center for a cost not to exceed \$47,720 which should be covered by using SNC training funds.

BE IT FURTHER RESOLVED, that incidental costs of up to \$4,000 will be covered from within the 9-1-1 Central Dispatch Center operating budget.

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

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

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: March 21, 2022
SUBJECT: Resolution to Submit to the Electorate a Special Millage Question for Funding for Animal Control Program Operations and Services
For the meeting agenda of March 31 and April 6

BACKGROUND

In August of 2016, the Animal Control Shelter Replacement and Operations Millage was passed. The millage expired at the end of 2021, which provides funding for the 2022 budget year.

The majority of the millage proceeds have been used in order to construct and equip a replacement animal shelter. Funds were also used to stabilize funding for operations and expand staffing. In order to continue this source of funding for a portion of the Ingham County Animal Control and Shelter (ICACS) operational expenses, a millage would need to be passed by the voters of Ingham County. The County Attorney has advised that such a millage would not be considered a renewal.

The millage currently funds 11.0 FTEs of the Animal Control’s total staffing allocation of 27.0 FTEs. In order to expand services, the Animal Control Director is proposing to add three additional full-time positions to be funded by the millage beginning January 1, 2023, pending approval of the millage. These positions are; an additional Veterinarian; an additional Veterinarian Assistant; and an additional Animal Control Officer. These new positions would bring total staffing of the ICACS to 30.0 FTEs, with 16.0 funded by the general fund and 14.0 funded by the millage. The additional staffing is projected to cost around \$363,000 annually.

These three positions could be added while allowing for a decrease to the current millage rate of 0.2393 (originally approved at 0.24 mills). A decrease of the rate to 0.2 mills would allow funding for the three additional positions as well as for excess funds to be available for necessary repairs and maintenance to the Shelter as well as future improvements.

Based on the discussion at the Law & Courts Committee meeting on March 10, 2022, staff is recommending a millage rate of 0.20 mills over eight years for the August 2, 2022 primary ballot with the following language:

ANIMAL CONTROL PROGRAM OPERATIONS AND SERVICES FUNDING QUESTION

For the sole purpose of maintaining funding support for county animal control program services and operations, including equipping, financing, and operation of the county animal shelter and animal control program services, which will replace an expired millage of 0.24 mills that included the construction of a new animal shelter, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 20/100 (0.20) of one (1) mill, \$0.20 per thousand dollars of state taxable valuation, for a period of eight (8) years (2022-2029) inclusive? If approved and levied in full, this millage will raise an estimated \$1,685,500 in the first calendar year of the levy, based on state taxable valuation.

YES [] NO []

ALTERNATIVES

The millage could be levied over a different time period and at a different rate. A rate as low as 0.18 mills would still allow for the three additional positions, but would leave fewer funds available for maintenance and future improvements to the Shelter. Any amount lower than 0.18 mills would require identifying alternate funding sources or reductions to some portion of 14.0 FTE Animal Control positions currently funded or proposed to be funded by the millage. The millage could also be placed on the November General Election Ballot, rather than the August Primary Ballot.

FINANCIAL IMPACT

A millage rate of 0.20 mills is estimated to levy \$1,685,500 in 2023. This would equate to \$15.00 per year in taxes on a home valued at \$150,000 (taxable value of \$75,000).

OTHER CONSIDERATIONS

In order to be on the ballot for the August Primary, language must be approved and submitted to the Clerk for certification by May 10th at 4pm. The last regularly scheduled Board of Commissioner Committee meetings to meet the schedule before the Clerk's deadlines are:

Law & Courts Committee - April 14

Finance Committee - April 20

Board of Commissioners - April 26

For your reference, the discussion materials from the March 10 Law and Courts Committee meeting agenda are attached.

RECOMMENDATION

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

MATERIALS FROM MARCH 10 MEETING

TO: Board of Commissioners Law & Courts Committee

FROM: Teri Morton, Deputy Controller

DATE: March 3, 2022

SUBJECT: Animal Shelter Millage

For the meeting agenda of March 10

In August of 2016, the Animal Control Shelter Replacement and Operations Millage was passed. Resolution #16-177 (see attached) approved the millage language as follows:

ANIMAL CONTROL SHELTER REPLACEMENT AND OPERATIONAL MILLAGE QUESTION

For the purpose of supporting funding for County animal program services, including constructing, equipping, and financing, and subsequently operating a new county animal shelter which would replace the existing facility with one that will be more sanitary, humane, and efficient to staff, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 24/100 (0.24) of one (1) mill, \$0.24 per thousand dollars of state taxable valuation, for a period of six (6) years (2016-2021) inclusive? If approved and levied in full, this Millage will raise an estimated \$1,638,500 in the first calendar year of the levy, based on state taxable valuation.

The actual vote for this millage in 2016 was:

	Vote Count	Percent
Yes	23,902	66.18%
No	12,212	33.82%
Total	36,114	100.00%

The millage expired at the end of 2021, which provides funding for the 2022 budget year.

The majority of the millage proceeds have been used in order to construct and equip a replacement animal shelter. Funds were also use to stabilize funding for operations and expand staffing. In order to continue this source of funding for a portion of the Ingham County Animal Control and Shelter (ICACS) operational expenses, a millage would need to be passed by the voters of Ingham County. The County Attorney has advised that such a millage would not be considered a renewal and has suggested some draft language as follows:

ANIMAL CONTROL PROGRAM OPERATIONS AND SERVICES FUNDING QUESTION

For the sole purpose of maintaining funding support for county animal control program services and operations, including equipping, financing, and operation of the county animal shelter and animal control program services, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be

increased by up to ___/100 (0.____) of one (1) mill, \$0.____ per thousand dollars of state taxable valuation, for a period of ____ (____) years (20____-20____) inclusive? If approved and levied in full, this millage will raise an estimated \$_____ in the first calendar year of the levy, based on state taxable valuation.

The debt on the replacement Animal Shelter will be paid off at the end of 2022. Under the current millage rate of 0.24 mills (rolled back to 0.2393 for the 2021 tax year/2022 budget year), just over \$1.2 million of the \$1.9 million in projected tax levy will be used for that purpose.

At the end of 2022, the Shelter millage fund is projected to have a fund balance of around \$825,000. Attached is a revenue and expenditure schedule for the Animal Shelter millage fund.

The millage currently funds 11.0 FTEs of the Animal Control’s total staffing allocation of 27.0 FTEs. See detail below (this reflects the reorganization being considered by the Board of Commissioners at this round of committee meetings):

Description	GF	Millage
Admin/Field Support Assistant	1.00	
Animal Behavior Coordinator		1.00
Animal Care Specialist	1.50	5.50
Animal Control Deputy Director	1.00	
Animal Control Director	1.00	
Animal Control Officer	6.00	
Animal Shelter Clerk	2.50	3.50
Community Outreach Manager		1.00
Office Coordinator	1.00	
Veterinarian Assistant	1.00	
Veterinarian	1.00	
Total FTEs	16.00	11.00

In order to expand services, the Animal Control Director is proposing to add three additional full-time positions to be funded by the millage beginning January 1, 2023, pending approval of the millage. These positions are; an additional Veterinarian; an additional Veterinarian Assistant; and an additional Animal Control Officer. Please see attached memo from Director Heidi Williams for justification of the additional positions. These additions would bring total staffing of the ICACS to 30.0 FTEs, with 16.0 funded by the general fund and 14.0 funded by the millage. The additional 3.0 FTEs in staffing is projected to cost around \$363,000 annually.

These three positions could be added while allowing for a decrease to the current millage rate of 0.2393 (originally approved at 0.24 mills). The current levy on a home valued at \$150,000 (taxable value of \$75,000) is \$18.95 per year. If the rate were reduced to 0.2 mills it would cost the same owner \$15.00 per year. A rate of 0.2 mills would also allow for excess funds to be available for necessary repairs and maintenance to the Shelter as well as future improvements.

The 2022 election dates are as follows:

Primary August 2, 2022

General November 8, 2022

In order to be on the ballot for the August Primary, language must be approved and submitted to the Clerk for certification by May 10th at 4pm. For the November general election, the deadline is August 16th at 4 pm.

The last regularly scheduled Board of Commissioner Committee meetings to meet the schedule before the Clerk's deadlines are:

August Primary Election Schedule:

Law & Courts Committee - April 14

Finance Committee - April 20

Board of Commissioners - April 26

November General Election Schedule:

Law & Courts Committee - July 14

Finance Committee - July 20

Board of Commissioners Meeting – July 26

At the March 10 Law & Courts Committee meeting, staff will be seeking direction on ballot language, time period for levy, election schedule, and millage amount for an Animal Control Services and Operation Millage.

Please let me know if you have any questions or if you would like any additional information.

TO: Ingham County Law & Courts Committee

FROM: Heidi Williams, Director

DATE: February 24, 2022

RE: Animal Shelter Millage discussion

The Ingham County Animal Control and shelter currently employs one veterinarian and one veterinary assistant who are responsible for spay and neuter surgeries, routine examinations, and cruelty or neglect examinations. In 2021, this team performed 1365 surgical procedures as well as hundreds of wellness exams and dozens of cruelty/neglect exams. This medical team works five days a week (Monday-Friday) leaving Saturday and Sunday with no medical personnel in the shelter.

When the medical team takes a vacation, or a day off, it leaves the shelter with no medical personnel on site and sometimes requires animals to be treated at an offsite veterinary clinic, or the shelter veterinarian comes into the shelter on her day off.

Additionally, there is an enormous need for Trap Neuter Return (TNR) in Ingham County. Currently, the only clinic that performs this service is the Capital Area Humane Society Spay & Neuter Clinic in Lansing. I feel that as the tax payer funded animal welfare organization in Ingham County, we need to be helping with this problem.

I am requesting to add one veterinarian and one veterinary assistant to the staff at the Ingham County Animal Control & Shelter. The addition of this team would allow for seven day a week medical coverage at the shelter, would allow for employees to take time off without being called in, and would allow ICACS to start a targeted TNR program in Ingham County.

ICACS currently employs six, full-time Animal Control Officers (ACO's) to enforce Michigan Animal Laws and the Ingham County Animal Ordinance as well as respond to calls for service. Our officers are purely reactionary in our response. They respond to calls after a complaint has been made and investigate and prosecute as appropriate. Each year, ICACS ACO's respond to approximately 4,000 calls for service.

I am proposing the addition of an Animal Control Officer to the ICACS in order to create an investigator assignment. This position would be assigned on a three-year rotating basis amongst the ACO staff. This position would be responsible for proactive investigations. Some of these investigations could be: looking into puppy mills to ensure animals are being cared for properly, assisting on large scale cruelty investigations with search warrants for electronic records or social media sites, working with local police departments on investigations involving animals, dog and cock fighting rings, etc.

MILLAGE REVENUES AND EXPENSES: 2017 THROUGH 2022

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u> <u>Budget</u>
Property Tax Collection	1,682,980	1,735,519	1,780,805	1,846,893	1,893,110	1,998,192
Other Tax Related Revenue	65,837	11,743	47,778	48,825	64,908	11,994
Interest	17,473	49,985	33,119	18,940	1,373	35,000
Total Revenue	1,766,290	1,797,247	1,861,702	1,914,658	1,959,391	2,045,186
Construction Costs	152,676	0	2,005,323	0	0	0
Debt Service	0	64,360	1,285,200	1,267,600	1,241,200	1,218,900
Personnel	277,455	438,062	455,037	531,021	708,190	709,383
Property Tax Refund	77	14	219	40	23	0
CIP	0	0	0	40,567	114,296	0
Other	6,946	246	0	0	0	0
Total Expenses	437,154	502,682	3,745,779	1,839,228	2,063,709	1,928,283
Surplus/(Deficit)	1,329,136	1,294,565	(1,884,077)	75,430	(104,318)	116,903
Year End Fund Balance	1,329,136	2,623,701	739,624	815,054	710,736	827,639

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR
ANIMAL CONTROL SHELTER REPLACEMENT AND EXPANDED OPERATIONS**

RESOLUTION # 16 - 177

WHEREAS, the Board of Commissioners desire to replace the current County Animal Shelter to assist in providing a more sanitary, humane, and efficient to staff Animal Control Program facility and to stabilize and expand operations; and

WHEREAS, a millage is necessary to construct, equip, finance, and operate a new County Animal Shelter; and

WHEREAS, the Board of Commissioners seek to have the voters of Ingham County determine whether or not they desire to raise funds for the purpose of constructing, equipping, financing, and operating a more efficient, sanitary, and humane County Animal Shelter to replace the existing facility and to stabilize and expand operations.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the primary election to be held on August 2, 2016:

**ANIMAL CONTROL SHELTER REPLACEMENT AND OPERATIONAL MILLAGE
QUESTION**

For the purpose of supporting funding for County animal program services, including constructing, equipping, and financing, and subsequently operating a new county animal shelter which would replace the existing facility with one that will be more sanitary, humane, and efficient to staff, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 24/100 (0.24) of one (1) mill, \$0.24 per thousand dollars of state taxable valuation, for a period of six (6) years (2016-2021) inclusive? If approved and levied in full, this Millage will raise an estimated \$1,638,500 in the first calendar year of the levy, based on state taxable valuation.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the August 2, 2016 ballot and to be prepared and distributed in the manner required by law.

LAW & COURTS: Yeas: Crenshaw, Celentino, Tsernoglou, Anthony, Banas, Maiville
Nays: Schafer **Absent:** None **Approved 4/14/2016**

COUNTY SERVICES: Yeas: Celentino, Hope, Tsernoglou

Nays: Bahar-Cook, Koenig, Nolan **Absent:** Maiville **Failed 4/19/2016**

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw

Nays: Schafer, Case Naeyaert **Absent:** Anthony **Approved 4/20/2016**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR FUNDING FOR ANIMAL CONTROL PROGRAM OPERATIONS AND SERVICES

WHEREAS, millage funds were approved by the electorate of Ingham County to fund the construction of the new county animal control shelter and for operation of the animal control program in 2016; and this approved millage rate of (.24) of one (1) mill expired December 31, 2021; and

WHEREAS, the new shelter has been constructed and is operational; and

WHEREAS, the Board of Commissioners desires to continue funding for the County animal control program operations and services as provided by the millage and to expand services while decreasing the millage rate; and

WHEREAS, a millage of (.20) of one (1) mill Millage is needed to provide the level of necessary services and to appropriately equip, finance, and operate the county animal control program services and the county animal shelter; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds for the purpose of continued equipping, financing, and operating the county animal control program.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the primary election to be held on August 2, 2022:

ANIMAL CONTROL PROGRAM OPERATIONS AND SERVICES FUNDING QUESTION

For the sole purpose of maintaining funding support for county animal control program services and operations, including equipping, financing, and operation of the county animal shelter and animal control program services, which will replace an expired millage of 0.24 mills that included the construction of a new animal shelter, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 20/100 (0.20) of one (1) mill, \$0.20 per thousand dollars of state taxable valuation, for a period of eight (8) years (2022-2029) inclusive? If approved and levied in full, this millage will raise an estimated \$1,685,500 in the first calendar year of the levy, based on state taxable valuation.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the August 2, 2022 ballot and to be prepared and distributed in the manner required by law.

Agenda Item 6

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: March 22, 2022
SUBJECT: Resolution to Renew Contract with Michigan State University for Juvenile Risk Assessment Project and Quarterly Program Evaluation
For the Meeting Agendas of March 31 and April 6, 2022

BACKGROUND

The Juvenile Division has been a leader in juvenile justice by developing progressive and evidence-based programming for youth and families. As part of this best practice, in 2018, the Juvenile Division began conducting quarterly program evaluations of all evidence-based curriculums supported by Juvenile Justice Millage funds. The idea behind these quarterly assessments is simple; assess the program, provide coaching and return to see progress. The addition of these assessments has strengthened the Juvenile Division's continuous quality improvement plan and allowed for more direct feedback to vendors in an effort to improve the overall quality of juvenile justice programming.

For over 16 years, Michigan State University (MSU) has provided risk assessment support to the Juvenile Division. Beginning in 2020, MSU School of Criminal Justice began contracting with the Juvenile Division for risk assessment support and added third-party program evaluation. Contracting with an institution like Michigan State University has provided an objective measure of success while strengthening the continuity of service.

If approved, the contract will continue from April 1, 2022 through September 30, 2023 and would be considered for renewal annually on the state's fiscal year.

ALTERNATIVES

Should the Juvenile Division not contract with Michigan State University, research and statistical data analysis would have to be done in-house; therefore reducing the reliability of the data. The Juvenile Division could also contract with a different university to provide this support.

FINANCIAL IMPACT

Funds for this contract have been approved in the Juvenile Division's 2022 budget. The Juvenile Division already pays a significantly reduced rate for risk assessment support given Michigan State University mutually benefits from the agreement. This contract is Child Care Fund reimbursable.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None

RECOMMENDATION

Enter into a contract

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RENEWING CONTRACT WITH MICHIGAN STATE UNIVERSITY FOR THE JUVENILE RISK ASSESSMENT PROJECT AND QUARTERLY PROGRAM EVALUATION

WHEREAS, the Circuit Court Juvenile Division has worked collaboratively with Michigan State University for over 16 years on the Juvenile Risk Assessment Project; and

WHEREAS, the Circuit Court Juvenile Division, relies on Michigan State University to analyze and evaluate risk and recidivism data collected by the Juvenile Division; and

WHEREAS, Dr. Caitlyn Cavanagh, formerly Dr. William Davidson, oversees a team of researchers from Michigan State University assigned to the Juvenile Risk Assessment Project; and

WHEREAS, the Circuit Court Juvenile Division would like to renew a contract for Juvenile Risk Assessment support and quarterly third-party evaluations of all evidence-based programming; and

WHEREAS, funds to support the Juvenile Risk Assessment Project were allocated in the Juvenile Division's 2022 budget; and

WHEREAS, the Juvenile Risk Assessment Project is Child Care Fund eligible.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Michigan State University for purposes of providing the Juvenile Risk Assessment Project and quarterly program evaluation at a rate of \$10,309.72 quarterly, not to exceed \$61,858.32 during the term of the contract which is in effect April 1, 2022 through September 30, 2023.

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

TO: Human Services, County Services, and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: March 21, 2022
SUBJECT: Resolution to Reclassify the Veterans Affairs Director Position

For the meeting agendas of April 4, 5, and 6

BACKGROUND

The Veterans Affairs Director Position is currently vacant. The job description has been reviewed and updated by the Veterans Affairs Committee and Human Resources, and it is recommended that the position be reclassified.

The Veterans Affairs Director is responsible for planning, developing, implementing, and managing all veteran-related programs. The employee in this position performs the administrative functions required to establish, maintain, and implement Veteran Services in Ingham County. The employee in this position will advise and assist veterans, their survivors, and dependents in applying for claims and benefits available under Federal, State, and local laws. This employee is responsible for developing and managing the budget for the Ingham County Veteran Affairs Department and for providing veteran support services as contracted for to other adjacent counties

ALTERNATIVES

The County could leave the position as an MC Level 10.

FINANCIAL IMPACT

The wage range for the Veterans Affairs Director will change from MC Level 10 (\$69,805.73 to \$83,808.51) to MC level 13 (\$86,587.48 to \$103,959.67). The long-term cost of this increase (wages and fringes) will be \$30,770.

OTHER CONSIDERATIONS

Per Michigan PA 192 of 1953 the Veterans Affairs Director serves under the direction and supervision of the Ingham County Veterans Affairs Committee as provided under Michigan PA192 of 1953. The Deputy Controller provides day to day supervision, as voted by the Veterans Affairs Committee.

RECOMMENDATION

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

INGHAM COUNTY
JOB DESCRIPTION
Director-Department of Veteran Affairs

General Summary:

Under the direction and supervision of the Ingham County Veterans Affairs Committee as provided under Michigan PA192 of 1953, and the County Controller/Administrator, the employee in this position plans, develops, implements, and manages all veteran-related programs. The employee in this position performs the administrative functions required to establish, maintain, and implement Veteran Services in Ingham County. The employee in this position will advise and assist veterans, their survivors and dependents in applying for claims and benefits available under Federal, State, and local laws. This employee is responsible for developing and managing the budget for the Ingham County Veteran Affairs Department and for providing veteran support services as contracted for to other adjacent counties.

Essential Functions:

1. Formulates, recommends, implements, and monitors policies relating to administrative and program operations of the Veteran Affairs Department in such areas as organization, budget, employee education and training and other managerial areas.
2. Plans, develops, and implements policies and procedures necessary to assist veterans of the armed forces, their dependents and survivors in obtaining educational, financial, social services, or other benefits available through Federal, State, or local laws and may work with various boards and commissions to carry out these duties.
3. Establishes program priorities, procedures, and practices for the Department.
4. Supervises submission of and is responsible for all claims submitted by the Ingham County Department of Veteran Affairs to the U.S. Department of Veteran Affairs.
5. Provides updates to the County Controller/Administrator, Veterans Affairs Committee and the County Board of Commissioners relative to service objectives and program activities.
6. Arranges for veterans to apply for assistance from other community service agencies that provide for veterans and maintains liaison activities with their agencies to remain aware of the services offered.
7. Meets with and makes presentations to administrators, veterans' organizations, service clubs, private groups, and interested citizens regarding the needs of veterans and the types of services provided by the Ingham County Department of Veterans Affairs.
8. Analyzes laws, regulations, decisions, and policy revisions to determine any effect on the Veteran Affairs Department's policies and services and recommends the appropriate changes.
9. Compiles, prepares, and presents regular and special reports to the Board of Commissioners, County Administrators, and designated committees as approved by the Veterans Affairs Committee.
10. Assists veterans in completing claim forms and clarifies various claim problems by contacting federal and state veteran agencies representatives.
11. Acts as a liaison between veterans and State and Federal Veterans Affairs offices; provides general information to the public about the rights of veterans; assists in identifying resources available to veterans in need.
12. Acts as an authorized agent for the Michigan Soldier and Sailors Relief Fund. Also acts as an authorized agent for the Michigan Veterans' Trust Fund and performs all such related duties as outlined in the Michigan Veteran Trust Fund Board Policy.
13. Acts as a County Veterans Counselor in affiliation with and as a member in good standing with the Michigan Association of County Veterans Counselors and remains active in that organization as an advocate for veterans and their needs.
14. Ensures compliance with all pertinent Federal, State, and local laws and regulations.

Other Functions:

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

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

Employment Qualifications:

Education: A Bachelor's Degree from an accredited college or university with a major in Sociology, Psychology, Business Administration or related discipline.

Experience: At least four (4) years of full-time work experience in counseling with considerable experience as a Veterans Counselor and two (2) years of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or managerial experience; or an equivalent combination of education, training, and /or experience.

Other Requirements:

- Veteran of the U.S. Armed Forces (preferred) and is retired from or has received a discharge under honorable conditions from their respective service.
- Holds an accreditation with the National Association of County Veterans Service Officers (NACVSO) and/or any Congressionally Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.
- Knowledge of: laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- Establishes and maintains effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Understands medical terminology and language; can communicate under adverse conditions with distressed individuals; can make decisions under adverse conditions in accordance with department policies and procedures.
- Prior to starting employment, the candidate must complete a satisfactory background check. The background check is understood to encompass all forms of pre-employment screening, including but not limited to: drug screen, physical, criminal background, driving record, sex offender registry, education, training and licensing verification, employment history, credit check, and professional and personal references.
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position.
- Within the first 6 months of employment (or employment probation period) must apply for, become a member in good standing of, and maintain membership in the Michigan Association of County Veterans Counselors; must apply for, obtain and maintain throughout employment in this position, a Personal Identity Verification (PIV) Card from the Detroit Regional Office for Veteran Affairs.
- The position requires working with a very diverse cross-section of the public.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis at other times during the day/week.

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

Working Conditions:

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

Physical Requirements:

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

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

	2022	2022	2022	2022
	<u>MCF 10 Step 1</u>	<u>MCF 10 Step 5</u>	<u>MCF 13 Step 1</u>	<u>MCF 13 Step 5</u>
Wages	<u>\$69,806</u>	<u>\$83,809</u>	<u>\$86,587</u>	<u>\$103,960</u>
Unemployment	349	419	433	520
FICA	5,340	6,411	6,624	7,953
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	21,535	25,855	26,712	32,072
Retirement	1,745	2,095	2,165	2,599
Future Retiree Health	3,141	3,771	3,896	4,678
Life	144	144	144	144
Work Comp	2,408	2,891	2,987	3,587
Disability	91	109	113	135
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	952	1,143	1,181	1,418
Separation	1,222	1,467	1,515	1,819
Total Cost	<u>\$130,391</u>	<u>\$151,773</u>	<u>\$156,016</u>	<u>\$182,543</u>

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY THE VETERANS AFFAIRS DIRECTOR POSITION

WHEREAS, under the direction and supervision of the Veterans Affairs Committee, Ingham County employs a Veterans Affairs Director consistent with Michigan PA 192 of 1953; and

WHEREAS, the position is currently vacant; and

WHEREAS, the job description has been reviewed and updated by the Veterans Affairs Committee and the Human Resources Department; and

WHEREAS, the Veterans Affairs Committee has approved the updated job description; and

WHEREAS, the Human Resources Department has analyzed the job description and recommend that the position be reclassified from MC Level 10 (\$69,805.73 to \$83,808.51) to MC Level 13 (\$86,587.48 to \$103,959.67).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reclassification of the Veterans Affairs Director position as described above.

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Amy Poca, Acting Director

DATE: March 22, 2022

SUBJECT: RESOLUTION AMENDING RESOLUTION #21-451 TO INCLUDE A CONTRACT WITH CLINTON TRANSIT

For the meeting agendas of April 4, 2022 and April 6, 2022.

BACKGROUND

Resolution #21-451 authorized Ingham County Department of Veterans Affairs to accept FY22 County Veteran Service Fund Grant on behalf of Clinton County in the amount of \$83,582. Grant project initiatives include an Emergency Assistance Program and hiring a Benefits Support Specialist. The grant execution from the State of Michigan was delayed creating a surplus of funds for reallocation.

To create a balance in services for Clinton County veterans, public transportation was identified as a disproportionate service. Ingham County Department of Veterans Affairs identified Clinton Transit for a pilot program FREE rides for veterans in Clinton County starting May 1, 2022 to September 30, 2022.

Ingham County Department of Veterans Affairs accredited veteran service officers will interview all veterans participating in the program to provide professional assistance with pursuing, obtaining, and maintaining all veteran related benefits through federal, state, and local government agencies.

ALTERNATIVES

None at this time.

FINANCIAL IMPACT

The agreement would be for a monthly amount of \$500.00 for a total of 5 months not to exceed \$2500.00.

STRATEGIC PLANNING IMPACT

This resolution supports the county's strategic planning by providing direct service to the veteran population.

OTHER CONSIDERATIONS

None at this time.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution amending Resolution #21-451 to include a contract with Clinton Transit.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #21-451 TO INCLUDE A CONTRACT WITH CLINTON TRANSIT

WHEREAS, House bill 5536 passed and the Michigan Veteran Affairs Agency has accepted the Clinton County Application for the 2022 County Veteran Service Fund Grant; and

WHEREAS, the Ingham County Department of Veteran Affairs accepted the 2022 County Veteran Service Fund Grant on behalf of Clinton County in an amount not to exceed \$83,582; and

WHEREAS, the 2022 County Veteran Service Fund Grant for Clinton County has funded UAW E - \$35,919 to \$42,784 Benefits Support Specialist position and a financial emergency assistance program effective October 1, 2021 to September 30, 2022; and

WHEREAS, the County Veteran Service Fund Grant for Clinton County was fully executed by the Michigan Veteran Affairs Agency on November 19, 2021; and

WHEREAS, the delay in execution of the grant created a need for reallocation of grant funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #21-451 to include a contract with Clinton Transit to providing free rides for all veterans residing in Clinton County.

BE IT FURTHER RESOLVED, that Ingham County Department of Veterans Affairs will utilize the 2022 County Veteran Service Fund Grant on behalf of Clinton County to pay Clinton Transit \$500 per month through September 30, 2022.

BE IT FURTHER RESOLVED, that all other provision of Resolution #21-451 shall remain in effect.

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

Agenda Item 8a

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: March 18, 2022
SUBJECT: Resolution to authorize a contract with Johnson Consulting to Provide a Master Plan for the Fairgrounds

BACKGROUND

The Fairgrounds is in need of a master plan which will provide a point of reference for taking action. A new masterplan will allow the Fairgrounds Events Director and the Fair Board the ability to make informed decisions on the growth and expansion of the Fairgrounds and the needs of the communities who utilize the grounds.

The last master plan was completed in 2011 and was not used to its maximum potential because the plan was not actionable. Johnson Consulting is committed to providing a plan that will fit within the Fair's CIP budget so that it can and will be implemented as the guiding document for the next ten years.

ALTERNATIVES

The Fairgrounds could continue to operate without a master plan. However, a master plan will be vital as the Fairgrounds Events Director and Fair Board prioritize which projects to undertake as well as provide a conceptual layout to guide further growth and development.

FINANCIAL IMPACT

The funding source for the master plan will come from the 230 Fund which has a current balance of \$404,784. The cost of the contract will not exceed \$163,000.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of providing recreational opportunities.

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

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

Agenda Item 8a

TO: Lindsey Mckeever, Fairgrounds Events Director, Fair Office
CC: Jared Cypher, Deputy Controller’s Office
FROM: James Hudgins, Director of Purchasing
DATE: February 3, 2022
RE: Memorandum of Performance for RFP No. 13-22 Master Plan for the Ingham County Fairgrounds

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for creating a 10-year strategic development plan that includes a master plan for the Ingham County Fairgrounds, which will guide the future direction and development of the Fairgrounds.

The scope of work includes, but is not limited to, facilitating stakeholder, partnership and public involvement to develop a market analysis, economic impact analysis, and attendance and operational projections required to implement both the strategic development and master plan.

The Master Plan will contain: 1) concept development; 2) enhancements to landscaping/public pathways; 3) traffic, attendance and parking projections; 4) visitor circulation plan; 5) vehicular circulation plan; 6) service and operations plan; 7) proposed utilities upgrade; and, 8) statement of probable costs including escalation.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	144	24
Vendors responding	3	0

A summary of the vendors’ costs:

Vendor Name	Local Preference	Proposed Cost Not-to-Exceed
Cornerstone Architects	No, Grand Rapids MI	\$32,160.00
K/O Fairground Planners	No, West Des Moines IA	\$159,000.00
C.H. Johnson Consulting	No, Chicago IL	\$163,000.00

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 jhudson@ingham.org or by phone at 676-7309.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH JOHNSON CONSULTING TO PROVIDE
A MASTER PLAN FOR THE FAIRGROUNDS**

WHEREAS, the Ingham County Fair Board has identified a need to update the Ingham County Fairgrounds Master Plan; and

WHEREAS, the Ingham County Purchasing Department solicited Requests for Proposals inviting proposals from qualified companies for the purpose of entering into a contract with the county to create a master plan for the Fairgrounds; and

WHEREAS, after a careful review of the proposals, the Fairgrounds Events Director and the Fair Board recommend that a contract be awarded to Johnson Consulting who submitted the most responsible proposal; and

WHEREAS, funding for this master plan is available in the fund balance of the 230 (Fairgrounds CIP) Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Johnson Consulting in an amount not to exceed \$163,000 to provide a master plan for the Fairgrounds.

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

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

Agenda Item 8b

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: March 22, 2022
SUBJECT: Resolution to Authorize the Purchase of a New Truck for the Fairgrounds

BACKGROUND

The Fairgrounds is in need of a new one-ton work truck to maintain the service provided to the public. The current truck the Fairgrounds owns is beyond repair and no longer goes in reverse.

ALTERNATIVES

The Fairgrounds could not purchase a new truck and therefore not provide the minimum service required to host horse shows.

FINANCIAL IMPACT

The funding for this project will be taken from the Fair CIP (Hotel/Motel Fund) fund which is budgeted for \$140,000 which was originally budgeted for an asphalt project that is no longer happening this year. The asphalt project has been put on hold until the Master Plan has been completed. The new vehicle will not exceed \$53,649.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of providing recreational opportunities.

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

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

Agenda Item 8b

TO: Lindsey McKeever, Fairgrounds Events Director
FROM: James Hudgins, Director of Purchasing
DATE: March 18, 2022
RE: Memorandum of Performance for Packet #67-22: 2022 Pickup Truck, Model 3500, with snow plow package.

The Purchasing Department can confirm quotations were received from experienced and qualified vendors in order to purchase a new pickup truck with the optional snow plow package for the Ingham County Fairgrounds. Currently dealerships have limited stock available for purchase, demand is out weighing supply and availability is changing daily at the dealerships. MiDeal Extended Purchasing Program pricing is only available for ordered vehicles and because there are continued manufacturer supply chain issues dealers have estimated a 6 to 8-month delivery on vehicles ordered.

The following grid is a summary of quotations received for in-stock trucks:

Company Name	Local Preference	Model Year	Vehicle	Amount
LaFontaine CDJR-Lansing	Yes, Lansing MI	2022	RAM 3500	\$53,649.00
HomeTown CDJRam	No, Albion MI	2022	RAM 3500 Tradesman	\$54,075.00
Shaheen Chevrolet Inc.	Yes, Lansing MI	2022	Chevrolet Silverado 3500 HD	\$58,010.00

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 or by phone at 676-7309.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF A NEW TRUCK FOR THE FAIRGROUNDS

WHEREAS, the Fairgrounds is in-need of a new work truck because the current truck is beyond repair and no longer goes in reverse; and

WHEREAS, the Fairgrounds uses trucks for snow removal, watering the horse arenas, and to complete other general maintenance tasks around the grounds; and

WHEREAS, after a careful review of the quotes, the Fairgrounds Events Director recommends the purchase of a truck from LaFontaine; and

WHEREAS, the funds for this contract are available in the Fair CIP (Hotel/Motel Fund) fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a truck from LaFontaine in an amount not to exceed \$53,649.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: March 10, 2022
SUBJECT: Resolution to Grant the Ingham County Fairgrounds the Ability to Approve Ticket Distribution Programs as a Marketing Strategy

BACKGROUND

Marketing Campaigns are used by the Fair to engage with the public to create awareness to the services and events provided by the Fairgrounds. Part of the marketing campaign is to engage with constituents on social media. Sometimes, the campaigns can include prizes to one or more person who interacts with a particular post. This helps to create an organic social media buzz around the particular service or event being provided. This is cost effective, as the reach from social media is greater than the cost of the prize given to the winner of the contest.

Often times, the marketing campaign includes outreach to communities who might otherwise not use the services provided by the Fair. This can take the form of library passes, weekend passes to the boys and girls clubs, girl scouts, or other organizations. Creating a brand awareness to these communities is the ultimate goal of the marketing campaign, and any incidental benefit that a particular organization may receive is not the intent of the giveaway. The intent is to provide an experience that will foster an emotional connection to the event, space or service which will be incentive for the guests to return in the future and pay for their future experiences. Furthermore, the Fair Office is often approached to “donate” tickets to charity raffles. The marketing campaigns of the Fair can include a certain number of tickets to specific events within their department to provide as part of the marketing campaign of said event. Many times, the charity event will list their sponsors or “donors” on pamphlets at the event or their website, Facebook, etc. This reaffirms that the ticket being provided is for marketing purposes. Again, these free tickets are being given with the intent to provide an incentive to visit in the future and to pay at those future visits.

ALTERNATIVES

The Fairgrounds could not include tickets as a marketing strategy.

FINANCIAL IMPACT

Providing free tickets to events at the Fairgrounds would have a negligible effect on the overall revenue generated for the Fairgrounds.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of providing recreational opportunities.

OTHER CONSIDERATIONS

There are no other considerations at this time.

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 GRANT THE INGHAM COUNTY FAIRGROUNDS THE ABILITY TO APPROVE TICKET DISTRIBUTION PROGRAMS AS A MARKETING STRATEGY

WHEREAS, the Fairgrounds Events Director wishes to develop marketing strategies that may include free tickets to events held at the Fairgrounds; and

WHEREAS, marketing strategies are used by the Fair to engage with the public to create awareness to the services and events provided by the Fairgrounds; and

WHEREAS, increasing visitation and providing positive visitor experiences at the Ingham County Fairgrounds are key elements of the Fairgrounds mission; and

WHEREAS, the marketing strategies would be targeted to include internal partners as well as outside partners to increase visitation to the Fairgrounds; and

WHEREAS, marketing strategies often include outreach to communities who might otherwise not use the services provided by the Fairgrounds.

THEREFORE BE IT RESOLVED, that the Board of Commissioners grants the Ingham County Fair Board the ability to approve ticket distribution programs as a marketing strategy after review by the Fairgrounds Events Director.

Agenda Item 8d

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: March 17, 2022
SUBJECT: Resolution to Authorize a Contract with Sterle Builders to Assemble and Break Down the Jack O' Lanterns Unleashed Displays

BACKGROUND

The Fairgrounds is producing Jack O' Lanterns Unleashed in October 2022, 2023, and 2024. The show needs to be assembled and dissembled each year.

ALTERNATIVES

The Fairgrounds could rely on temporary labor.

FINANCIAL IMPACT

In 2022, the cost for assembly will not exceed \$44,500. In 2023 the cost will not exceed \$46,000 and in 2024 the cost will not exceed \$48,000. The funding source will be budget line number 56176013-818000. A budget adjustment not to exceed \$40,000 will be required from 56176013-705000 Salaries and Wages Temp to 56176013-818000 contractual services.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective providing recreational opportunities.

OTHER CONSIDERATIONS

The purchasing department issued a formal RFP. There were 47 businesses who received the bid packet with only one response. Sterle Builders was also the lowest bidder in 2021 for a one-year contract to assemble and break down Jack O' Lanterns Unleashed. The experience with Sterle Builders met or exceeded all expectations in 2021.

RECOMMENDATION

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

Agenda Item 8d

FROM: James Hudgins, Director of Purchasing
DATE: March 4, 2022
RE: Memorandum of Performance for RFP No. 20-22 Building and Breaking Down Halloween Displays at the Ingham County Fairgrounds

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to enter into a 3-year contract for building and breaking down Halloween displays annually at the Ingham County Fairgrounds Jack O’ Lanterns Unleashed Event.

The scope of work includes, but is not limited to, supplying all small equipment and tools necessary to build displays, repairing damage to displays when needed, and, breaking down and storing the displays in storage units at the Fairgrounds.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	47	14
Vendors responding	1	0

A summary of the vendors’ costs:

Vendor Name	Local Pref.	Total Cost for Building and Breaking Down the Halloween Displays		
		Year 1 (2022)	Year 2 (2023)	Year 3 (2024)
Sterle Builders	No, Leslie MI Jackson County	\$44,500.00	\$46,000.00	\$48,000.00

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

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process. If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH STERLE BUILDERS TO ASSEMBLE AND BREAK DOWN THE JACK O' LANTERNS UNLEASHED DISPLAYS

WHEREAS, the Ingham County Board of Commissioners approved Resolution #20-384 authorizing a contract with Debbi Katz Productions to produce a Halloween themed event called Jack O' Lanterns Unleashed at the Fairgrounds; and

WHEREAS, it is necessary to assemble and disassemble the displays; and

WHEREAS, the setup and breakdown of the displays requires skilled labor for the ten day build period and ten day break down period; and

WHEREAS, after careful review of the proposal, the Fairgrounds Events Director and the Fair Board recommends the contract be awarded to Sterle Builders in an amount not to exceed \$44,500 in 2022, \$46,000 in 2023, and \$48,000 in 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a three-year contract with Sterle Builders in an amount not to exceed \$44,500 in 2022, \$46,000 in 2023, and \$48,000 in 2024.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer an amount not to exceed \$40,000 from 561-76013-705000 to 561-76013-818000.

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

Agenda Item 9

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 22, 2022
SUBJECT: Contract with Moore Trosper Construction Co.
For the meeting agenda of 4/4/22 Human Services and 4/6/22 Finance

BACKGROUND

The Purchasing Department sought proposals from qualified and experienced general contractors for installing a Park's Department purchased 36' x 30' metal framed "Versa Tube" storage building materials to be installed at Hawk Island County Park for winter sports operations which includes storing the snow tubes and snow cat.

ALTERNATIVES

Materials have been purchased, however due to staff shortages and an increase in visitation we are needing a contractor to install. The alternative is to not complete the project.

FINANCIAL IMPACT

There are funds available in line item 228-75999-976000-20P11.

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 March 14, 2022 meeting.

RECOMMENDATION

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

Agenda Item 9

TO: Timothy Morgan, Director, Parks Department
FROM: James Hudgins, Director of Purchasing
DATE: March 3, 2022
RE: Memorandum of Performance for RFP No. 32-22 Installation of Owner Purchased Storage Building

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors for installing an owner purchased 36' x 30' metal framed "Versa Tube" storage building at Hawk Island County Park. Throughout the duration of the Contract, the Contractor shall possess and maintain all applicable licenses from the State of Michigan and all other authorities having jurisdiction.

The scope of work includes, but is not limited to, obtaining permits, supplying necessary tools and skilled labor to erect the building according to the structural design and stamped plans included with the request for proposal.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	42	13
Vendors responding	1	1

A summary of the vendors' costs:

Vendor Name	Local Pref.	Total Bid
Moore Trosper Construction Co.	Yes, Holt	\$26,810.00

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

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

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

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH MOORE TROSPER CONSTRUCTION COMPANY FOR INSTALLING A STORAGE BUILDING AT HAWK ISLAND COUNTY PARK

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for installing a Park's Department purchased 36' x 30' metal framed "Versa Tube" storage building materials to be installed at Hawk Island County Park; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Moore Trospier Construction Co. for a total amount not to exceed of \$26,810 for installing a storage building at Hawk Island County Park.

BE IT FURTHER RESOLVED, that there is \$26,810 available in line item 228-75999-976000-20P11 for the project.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: March 22, 2022
SUBJECT: Resolution Authorizing Agreement with Binder Park Zoo for Veterinary Fellowship
For the meeting agendas of April 4 and April 6, 2022

BACKGROUND

Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association. AZA standard 2.0.1 states, “The institution should adopt the Guidelines for Zoo and Aquarium Veterinary Medical Programs and Veterinary Hospitals, and the policies developed or supported by the American Association of Zoo Veterinarians (AAZV).” The Guidelines for Zoo and Aquarium Veterinary Medical Programs and Veterinary Hospitals states, “Veterinary coverage must be available 7 days/week, 24 hours/day for any zoo or aquarium regardless if a full-time or part-time veterinarian supplies the coverage. Appropriate contractual and schedule arrangements must be made at all zoos and aquariums to permit this availability.”

Potter Park Zoo employs one full-time veterinarian who provides a high level of medical care for the animals housed at Potter Park Zoo. The zoo must provide veterinary coverage when the full-time veterinarian is not available. Binder Park Zoo, an accredited member of AZA, employs a full-time veterinary fellow and has invited Potter Park Zoo to partner by utilizing the veterinary fellow for medical services when needed for veterinary coverage.

ALTERNATIVES

Employ a part-time veterinarian or hire independent on-call veterinarians to provide coverage when the full-time veterinarian is not available. It has proven difficult to find veterinarians willing and able to provide on-call veterinary services for exotic species.

FINANCIAL IMPACT

The agreement would be for an amount not to exceed \$12,000 annually. The funds are available in the Zoo Fund on call line item #25869200 706100 31000.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Maintaining and improving existing parkland, facilities, and features, specifically section A.1 (f) of the Ingham County Action Plan.

OTHER CONSIDERATIONS

The Potter Park Zoo Advisory Board supported this resolution at their March 9, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing an agreement with Binder Park Zoo for a veterinary fellowship.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BINDER PARK ZOO
FOR A VETERINARY FELLOWSHIP**

WHEREAS, the Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association; and

WHEREAS, AZA standard 2.0.1 states, “The institution should adopt the Guidelines for Zoo and Aquarium Veterinary Medical Programs and Veterinary Hospitals, and the policies developed or supported by the American Association of Zoo Veterinarians (AAZV)”;

WHEREAS, the AAZV Guidelines for Zoo and Aquarium Veterinary Medical Programs and Veterinary Hospitals states, “Veterinary coverage must be available 7 days/week, 24 hours/day for any zoo or aquarium regardless if a full-time or part-time veterinarian supplies the coverage. Appropriate contractual and schedule arrangements must be made at all zoos and aquariums to permit this availability”;

WHEREAS, the Potter Park Zoo employs one full-time veterinarian who provides a high level of medical care for the animals housed at Potter Park Zoo; and

WHEREAS, the Potter Park Zoo full-time veterinarian earns paid time off and needs to utilize this time off throughout the year; and

WHEREAS, Binder Park Zoo in Battle Creek, Michigan employs one full-time veterinarian and one veterinary fellow annually; and

WHEREAS, Binder Park Zoo invited Potter Park Zoo to partner by utilizing the veterinary fellow for medical services at Potter Park Zoo; and

WHEREAS, the veterinary fellow will provide veterinary coverage when the Potter Park Zoo full-time veterinarian is not available; and

WHEREAS, Potter Park Zoo is requesting to enter into a five-year agreement with Binder Park Zoo in an amount not to exceed \$12,000 annually to utilize the services of the veterinary fellow; and

WHEREAS, the funds are available in the Zoo Fund line item #25869200-706100-31000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into a five-year agreement with Binder Park Zoo for a veterinary fellowship in an amount not to exceed \$12,000 annually, effective upon execution of the agreement.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: March 22, 2022
SUBJECT: Resolution to Authorize the Transfer of Portable Radios to the City of Lansing
For the meeting agendas of April 4 and April 6, 2022

BACKGROUND

Potter Park Zoo previously operated a portable radio system utilizing the Board of Water and Light (BWL) system. In 2018 Potter Park Zoo entered into an agreement with Bearcom Inc. for the purchase of portable radios, antennae, and repeater to operate an onsite radio system, Resolution #18-332. The Motorola radios previously used on the BWL system are not operational on the current Potter Park Zoo radio system and are not being used.

The three digital Motorola radios Potter Park Zoo has possession of that were used on the BWL system are now discontinued. The City of Lansing is still utilizing the BWL radio system and is in need of the specific model of Motorola radios previously used by Potter Park Zoo. The Zoo Director is requesting to transfer three Motorola XPR 6380 digital radios to the City of Lansing.

ALTERNATIVES

The radios could be sold for a minimal amount to the City of Lansing or they could be recycled.

FINANCIAL IMPACT

The three Motorola XPR 6380 digital radios were purchased new prior to 2018 at \$700 each. Used Motorola XPR 6380 radios are listed for \$225-\$300 each online.

OTHER CONSIDERATIONS

The Potter Park Zoo Advisory Board supported this resolution at their February 9, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to transfer three digital portable radios to the City of Lansing.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A TRANSFER OF PORTABLE RADIOS
TO THE CITY OF LANSING**

WHEREAS, Potter Park Zoo previously operated a portable radio system utilizing the Board of Water and Light system; and

WHEREAS, the Board of Water and Light system required the use of specific Motorola radios; and

WHEREAS, Potter Park Zoo entered into an agreement with Bearcom in 2018 for the purchase of portable radios, antennae, and repeater to operate an onsite radio system, Resolution #18-332; and

WHEREAS, the Motorola radios previously used by Potter Park Zoo on the Board of Water and Light system do not function on the new Potter Park Zoo radio system and have been discontinued by Motorola; and

WHEREAS, the City of Lansing Public Service Department uses the Board of Water and Light system and is in need of the discontinued digital Motorola XPR 6380 radios the Potter Park Zoo owns; and

WHEREAS, the Zoo Director is requesting to transfer three digital Motorola XPR 6380 radios owned by Potter Park Zoo to the City of Lansing Public Service Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the transfer of three Motorola XPR 6380 portable radios to the City of Lansing.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: March 22, 2022
SUBJECT: Resolution to Authorize Visitor Incentive Programs at Potter Park Zoo
For the meeting agendas of April 4 and April 6, 2022

BACKGROUND

In an effort to continue to increase visitation at Potter Park and Potter Park Zoo the Zoo Director and Zoo Advisory Board are requesting flexibility to alter park activity fees to promote future visitor incentive events. Ingham County Board of Commissioners adopted Resolution #22-030 authorizing specific incentive days at Potter Park Zoo. This resolution incorporates those previously approved incentives and grants the Zoo Advisory Board the ability to approve visitor incentive programs for promotional and marketing purposes (special rates/discounts) at Potter Park and Potter Park Zoo after the consideration and recommendation of the Zoo Director and the Zoo Advisory Board.

Marketing campaigns including fee incentives would be used by Potter Park Zoo to engage with the public to utilize their services. The intent of every fee incentive is to bring visitors to Potter Park and Potter Park Zoo to provide an experience that will foster an emotional connection to the event, space or service which will motivate guests to return in the future.

ALTERNATIVES

Individual incentives could continue to be approved by the Ingham County Commissioners.

FINANCIAL IMPACT

Incentives have the potential to create additional parking, admission, gift shop, and restaurant revenue through increased attendance as well as increased awareness of services at the zoo.

STRATEGIC PLANNING

The proposed incentives will help achieve Ingham County Strategic Plan – Implementation Plan strategies A1 (Strive to make facilities and services user-friendly) and B1 (Promote key services through the local media). Through these incentives, the zoo is able to improve accessibility for visitors of all ages and abilities and promote key services through the local media. Each event or incentive day at the zoo provides an opportunity to promote and increase awareness of activities and opportunities at the zoo as well as create monetary accessibility for members of the community.

OTHER CONSIDERATIONS

The Potter Park Zoo Advisory Board supported this concept of visitor incentive programs and their approval by passing a resolution at their March 9, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to grant the Potter Park Zoo Advisory Board the ability to approve future visitor incentive programs at Potter Park and Potter Park Zoo.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO GRANT THE POTTER PARK ZOO ADVISORY BOARD THE ABILITY TO APPROVE FUTURE VISITOR INCENTIVE PROGRAMS AT POTTER PARK AND POTTER PARK ZOO

WHEREAS, increasing visitation and providing positive visitor experiences at Potter Park and Potter Park Zoo are key elements of our Strategic Plan and Mission; and

WHEREAS, zoo staff wishes to develop occasional visitor incentive programs for promotional and marketing purposes (special rates/discounts) internally and with outside partners to increase visitation at Potter Park and Potter Park Zoo; and

WHEREAS, zoo staff will develop visitor promotions (special rates/discounts) for facilities and programs offered in Potter Park and Potter Park Zoo; and

WHEREAS, building strong relationships with sectors of the community is good for Potter Park Zoo, Ingham County, and the State of Michigan; and

WHEREAS, all proposed visitor incentives will be reviewed by the Zoo Director and the Potter Park Zoo Advisory Board.

THEREFORE BE IT RESOLVED, that the Board of Commissioners grants the Potter Park Zoo Advisory Board the ability to approve occasional visitor incentive programs at Potter Park and Potter Park Zoo after review by the Zoo Director and upon the recommendation of the Potter Park Zoo Advisory Board.

BE IT FURTHER RESOLVED, that the visitor incentives approved in Resolution #22-030 remain in place as follows:

Current Incentives	Fees
Ingham County and City of Lansing Residents	Ingham County and City of Lansing residents free admission 9AM-Noon all non-holiday Mondays
Hippity Hop 5K (April)	Free admission the day of the race for registered participants
Mother's Day (May)	Mothers free admission
Father's Day (June)	Fathers free admission
Be A Tourist in Your Own Town (June) Greater Lansing Convention and Visitor's Bureau	Free admission and parking with tourist passport
Fourth of July (July)	Military free admission
Grandparent's Day (September)	Grandparents free admission

College Day (October)	Free admission with valid student identification
Ingham County and City of Lansing Resident's Day (October)	Free admission
Veterans Day (November)	Veterans and families free admission
Registered Groups 20+ (April-October)	Admission \$1.00 off per person
Ingham County School Groups	Admission \$1.00 per child

BE IT FURTHER RESOLVED, that all previous resolutions for incentives at Potter Park Zoo will be terminated effective upon approval of this resolution.

TO: Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 14, 2022
SUBJECT: Authorization to Purchase Direct Mail Services through Staples for the Purpose of COVID-19 Vaccine Outreach
For the Meeting Agendas of April 4, 2022 and April 6, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to purchase direct mail services for the purpose of sending COVID-19 outreach postcards to low vaccination rate zip codes in Ingham County through Staples Direct Mail Services, in an amount not to exceed \$25,000. The purchasing and distribution of postcards to low vaccination rate zip codes in Ingham County will allow ICHD to conduct outreach and education related to the ICHD COVID-19 Vaccine Clinic with the goal of increasing COVID-19 vaccine uptake.

ICHD collected quotes from the following agencies:

- Staples
- Vista Print
- United States Postal Service (USPS)

After reviewing the three quotes, Staples Direct Mail Services was chosen as the appropriate vendor for this agreement because their services include printing of postcard materials, distribution of postcard materials based on County-selected demographic data, and the ability to print in quantities over 45,000 pieces.

ALTERNATIVES

ICHD could utilize services from one of the other collected quotes, which are more expensive and may not include preferences such as printing capabilities, demographic distribution, or the ability to print large supply.

FINANCIAL IMPACT

All costs of this agreement will be covered by the COVID Immunizations Grant.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of providing easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County through the practice of disease control and prevention.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the Information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes a purchase with Staples purchase direct mail services for the purpose of sending COVID-19 outreach postcards to low vaccination rate zip codes in Ingham County, in an amount not to exceed \$25,000.

Agenda Item 11a

TO: Madison Van Epps, Health Communications Specialist, Health Department
FROM: James Hudgins, Director of Purchasing
DATE: March 10, 2022
RE: Memorandum of performance for Packet #75-22 COVID-19 Vaccine Direct Mail Outreach

The Purchasing Department can confirm that proposals were sought from experienced and qualified vendors to provide direct mail services for the purpose of sending COVID-19 outreach postcards to low-vaccination rate zip codes.

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

Company Name	Staples	Vista Print	USPS
Local Preference	Yes	No	Yes
Vendor will print postcard	Yes	Yes	No
Vendor will send mail	Yes	Yes	Yes
Vendor will provided list based on County select demogrphic data	Yes	No	No
Large quanitites 45,000 +	Yes	No	No
Number of pieces	48,317	20,000	5,000
Cost	\$22,225.82	\$9,591.25	\$13,148.40
Price per Piece	\$0.46	\$0.48	\$2.63

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 or by phone at 676-7309.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE OF DIRECT MAIL SERVICES THROUGH STAPLES FOR THE PURPOSE OF COVID-19 VACCINE OUTREACH

WHEREAS, Ingham County Health Department (ICHD) wishes to purchase direct mail services for the purpose of sending COVID-19 outreach postcards to low vaccination rate zip codes in Ingham County through Staples Direct Mail Services, in an amount not to exceed \$25,000; and

WHEREAS, the purchasing and distribution of postcards to low vaccination rate zip codes in Ingham County will allow ICHD to conduct outreach and education related to the ICHD COVID-19 Vaccine Clinic with the goal of increasing COVID-19 vaccine uptake; and

WHEREAS, ICHD collected quotes from the following agencies:

- Staples
- Vista Print.
- United States Postal Service (USPS); and

WHEREAS, after reviewing the three quotes, Staples Direct Mail Services was chosen as the appropriate vendor for this agreement because their services include printing of postcard materials, distribution of postcard materials based on County-selected demographic data, and the ability to print in quantities over 45,000 pieces; and

WHEREAS, the cost of this purchase will be for an amount not to exceed \$25,00 and will be covered by the COVID Immunizations Grant; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes the purchase of direct mail services through Staples for the purpose of COVID-19 vaccine outreach to low vaccination rate zip codes in Ingham County, in an amount not to exceed \$25,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of direct mail services through Staples for the purpose of COVID-19 vaccine outreach to low vaccination rate zip codes in Ingham County, in an amount not to exceed \$25,000.

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

TO: Bryan Crenshaw, Board Chairperson
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 8, 2022
SUBJECT: Resolution to Amend Resolution #10-275 with NextGen® Healthcare Information Systems, Inc. for NextGen® State of Michigan Title X Report Module

For the meeting agendas of April 4, 2022 and April 6, 2022

BACKGROUND

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to amend resolution #10-275 with NextGen® Healthcare Information Systems, Inc., to include the NextGen® State of Michigan Title X Report Module for a one-time fee of \$7,500, and a quarterly maintenance fee of \$365.25, effective March 31, 2022 through the term of the NextGen ® service agreement determined as 50 years from the effective date of September 28, 2010. ICHD receives state and federal funds to support family planning services delivered through the CHCs. The CHCs are required to submit bi-annually the Family Planning Annual Report (FPAR) for program compliance. By February 2025, all Title X grantees and sub recipients are required to meet FPAR 2.0 reporting requirements. The NextGen ® Title X report module, will allow ICHD’s CHCs to meet those requirements.

ALTERNATIVES

NextGen is the sole vendor for our Electronic Health Record (EHR) and is therefore the preferred partner for the NextGen® Title X Report Module.

FINANCIAL IMPACT

The cost for this agreement is a one-time fee of \$7,500, with a quarterly maintenance fee of \$356.25 and will be covered by Title X supplemental funds authorized by the Michigan Department of Health and Human Services Comprehensive Agreement via Resolution #21-587.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending resolution #10-275 with NextGen® Healthcare Information Systems, Inc., to include the NextGen® State of Michigan Title X Report Module for a one-time fee of \$7,500, and a quarterly maintenance fee of \$365.25, effective March 31, 2022 through the term of the NextGen ® service agreement determined as 50 years from the effective date of September 28, 2010.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT OF RESOLUTION #10-275 TO INCLUDE THE NEXTGEN® STATE OF MICHIGAN TITLE X REPORT MODULE

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #10-275 to include the NextGen® State of Michigan Title X Report Module for a one-time fee of \$7,500, and a quarterly maintenance fee of \$365.25, effective March 31, 2022 through the term of the NextGen® service agreement determined as 50 years from the effective date of September 28, 2010; and

WHEREAS, ICHD receives state and federal funds to support family planning services delivered through the CHCs; and

WHEREAS, the CHCs are required to submit bi-annually the Family Planning Annual Report (FPAR) for program compliance; and

WHEREAS, by February 2025, all Title X grantees and sub recipients are required to meet FPAR 2.0 reporting requirements; and

WHEREAS, the NextGen® Title X report module, will allow ICHD's CHCs to meet those requirements; and

WHEREAS, the cost for this agreement is a one-time fee of \$7,500, with a quarterly maintenance fee of \$356.25 and will be covered by Title X supplemental funds authorized by the Michigan Department of Health and Human Services Comprehensive Agreement via Resolution #21-587; and

WHEREAS, the CHC Board of Directors and the Health Officer recommends that the Ingham County Board of Commissioners authorizes amending Resolution #10-275 to include the NextGen® State of Michigan Title X Report Module for a one-time fee of \$7,500, and a quarterly maintenance fee of \$365.25, effective March 31, 2022 through the term of the NextGen® service agreement determined as 50 years from the effective date of September 28, 2010.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amending Resolution #10-275 to include the NextGen® State of Michigan Title X Report Module for a one-time fee of \$7,500, and a quarterly maintenance fee of \$365.25, effective March 31, 2022 through the term of the NextGen® service agreement determined as 50 years from the effective date of September 28, 2010.

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

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: March 16, 2022
SUBJECT: FY 22 State of Michigan Emerging Threats Comprehensive Agreement Amendment # 2
For the meeting agendas of April 4, 2022 and April 6, 2022

BACKGROUND

The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The Board of Commissioners (BOC) approved the 2021-2022 Emerging Threats Comprehensive Agreement through Resolution #21-419 and Amendment #1 through Resolution #21-586.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this agreement will increase the Fiscal Year 2022 amended grant amount from \$3,387,555 to \$4,237,335 an increase of \$849,780. The revised resolution makes the following specific change to the budget:

American Rescue Plan: increase of \$37,854 from \$0.00 to \$37,854
COVID-19 Mobile Testing: increase of \$632,726 from \$310,000 to \$942,726
Reopening Schools HRA: increase of \$179,200 from \$716,800 to \$896,000

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this Emerging Threats agreement with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2021 through September 30, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT # 2 TO THE 2021-2022 EMERGING THREATS MASTER AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT

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, the MDHHS and Ingham County has entered into a 2021 – 2022 Emerging Threats Agreement authorized in Resolution #21-419 and Amendment #1 in Resolution #21-586; and

WHEREAS, MDHHS has proposed Amendment #2 to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the revised Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2021 – 2022 Emerging Threats Agreement with the Michigan Department of Health and Human Services for the delivery of emerging threats services under the Comprehensive Agreement Process.

BE IT FURTHER RESOLVED, that the period of Agreement shall be October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include Emerging Threats in Ingham County.

BE IT FURTHER RESOLVED, that the total amount of the Emerging Threats Comprehensive Agreement shall increase from \$3,387,555 to \$4,237,335, an increase of \$849,780.

BE IT FURTHER RESOLVED, that the increase funds consist of the following specific change to program budgets:

American Rescue Plan: increase of \$37,854 from \$0.00 to \$37,854
COVID-19 Mobile Testing: increase of \$632,726 from \$310,000 to \$942,726
Reopening Schools HRA: increase of \$179,200 from \$716,800 to \$896,000

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2022 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 submit the 2021-2022 Emerging Threats Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: March 21, 2021
SUBJECT: FY 22 State of Michigan Master Agreement Amendment # 2
For the meeting agendas of April 4, 2022 and April 6, 2022

BACKGROUND

The Ingham County Health Department (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 approved the 2021-2022 Master Agreement through Resolution #21-420 and Amendment #1 through Resolution #21-587.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this increased support will increase the Fiscal Year 2022 original grant agreement from \$6,804,505 to \$6,873,244 and increase of \$68,739. The revised resolution makes the following specific changes to the budget:

- EEEH – Everett CHC: increase of \$10,000 from \$100,000 to \$110,000
- EEEH – Gardner CHC: increase of \$10,000 from \$100,000 to \$110,000
- EEEH – Pattengill CHC: increase of \$10,000 from \$100,000 to \$110,000
- Public Health Emergency Preparedness (10/01/21 – 06/30/22): increase of \$966 from \$116,726 to \$117,692
- Public Health Emergency Preparedness (07/01/22 – 9/30/22): increase of \$37,773 from \$0 to \$37,773

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this agreement with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2021 through September 30, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2021-2022 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER AGREEMENT

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 2021-2022 Master Agreement authorized in Resolution #21-420 and Amendment #1 in Resolution #21-587; and

WHEREAS, MDHHS has proposed Amendment #2 to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the revised Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2021 – 2022 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 Agreement shall be October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED, that the total amount of the Master Agreement funding shall increase from \$6,804,505 to \$6,873,244 and increase of \$68,739.

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

- EEEH – Everett CHC: increase of \$10,000 from \$100,000 to \$110,000
- EEEH – Gardner CHC: increase of \$10,000 from \$100,000 to \$110,000
- EEEH – Pattengill CHC: increase of \$10,000 from \$100,000 to \$110,000
- Public Health Emergency Preparedness (10/01/21 – 06/30/22): increase of \$966 from \$116,726 to \$117,692
- Public Health Emergency Preparedness (07/01/22 – 9/30/22): increase of \$37,773 from \$0 to \$37,773

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2022 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 submit the 2021-2022 Master Agreement 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: March 15, 2022
SUBJECT: Resolution Authorizing an agreement with Edge Partnerships for a Marihuana Public Education Campaign
For the meeting dates of April 4, 2022 and April 6, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Edge Partnerships in an amount not to exceed \$18,436 for the creation of advertisements to provide education regarding safe storage of marihuana, provide education on the dangers of driving while under the influence of marihuana, increase the perception of risk for adolescent marihuana use, and provide education on the risk of marihuana use during pregnancy and breastfeeding effective April 15, 2022 through September 15, 2022. ICHD was awarded a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$23,436.00. Public Act 87 of 2021 Section 901 directs funds appropriate for grants in the Michigan Medical Marihuana Act, MCL 333.26426 to counties for education, communication, and outreach relating to the Michigan Medical Marihuana Program. ICHD has partnered with Edge for marihuana related campaigns since 2019. These past agreements were authorized in Resolutions #19-244, #20-356, and #21-416, and this campaign is an extension of that work. The grant proposal included a budget that allotted \$18,436 to be spent on creative development and advertising.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

All costs of this agreement will be covered by funds from the LARA grant. Total advertising expenditures will not exceed \$18,436.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objectives of providing access to services that promote the well-being of county residents, Goal A, and improving service by enhancing the quality of communications, Goal B.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Board of Commissioners approve the attached resolution authorizing an agreement with Edge Partnerships for the period of April 15, 2022 through September 15, 2022 in an amount not to exceed \$18,436 for advertising and printing costs associated with an education, communication, and outreach campaign regarding the Michigan Medical Marihuana Act.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EDGE PARTNERSHIPS FOR A MARIHUANA PUBLIC EDUCATION CAMPAIGN

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Edge Partnerships in an amount not to exceed \$18,436 for the creation of advertisements to provide education regarding safe storage of marihuana, provide education on the dangers of driving while under the influence of marihuana, increase the perception of risk for adolescent marihuana use, and provide education on the risk of marihuana use during pregnancy and breastfeeding, effective April 15, 2022 through September 15, 2022; and

WHEREAS, ICHD was awarded a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$23,436; and

WHEREAS, Public Act 87 of 2021 Section 901 directs funds appropriate for grants in the Michigan Medical Marihuana Act, MCL 333.26426 to counties for education, communication, and outreach relating to the Michigan Medical Marihuana Program; and

WHEREAS, ICHD has partnered with Edge for marihuana related campaigns since 2019; and

WHEREAS, these past agreements were authorized in Resolutions #19-244, #20-356, and #21-416, and this campaign is an extension of that work; and

WHEREAS, the grant proposal included a budget that allotted \$18,436 to be spent on creative development and advertising; and

WHEREAS, all costs of this agreement will be covered using LARA grant funds; and

WHEREAS, the Health Officer recommends authorizing an agreement with Edge Partnerships effective April 15, 2022 through September 15, 2022 in an amount not to exceed \$18,436 for advertising and printing costs associated with an education, communication, and outreach campaign regarding the Michigan Medical Marihuana Act.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Edge Partnerships effective April 15, 2022 through September 15, 2022 in an amount not to exceed \$18,436 for advertising and printing costs associated with an education, communication, and outreach campaign regarding the Michigan Medical Marihuana Act.

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

TO: Bryan Crenshaw, Board Chairperson
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 10, 2022
SUBJECT: Resolution to Purchase a Non-invasive Bilirubin Measuring Device from Drager, Inc.

For the meeting agendas of April 4, 2022 and April 6, 2022

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to purchase a non-invasive bilirubin measuring device from Drager, Inc. for an amount not to exceed \$8,228.97. Currently, the Cedar Pediatrics Health Center is operating without a bilirubin measuring device, which is not the standard of care. Due to pandemic-related supply chain and labor-shortage issues, Drager, Inc. is the only manufacturer in the market that offers a commercial grade bilirubin measuring device needed for treating pediatric patients in the U.S. Other commercial grade bilirubin measuring device models, that were researched online, are not available for distribution in the U.S. The purchase of this device includes a five-year service agreement.

ALTERNATIVES

ICHHD could not purchase the bilirubin measuring device, but that would mean that ICHHD was not meeting the standard of care for pediatric patients.

FINANCIAL IMPACT

The total cost of purchase will not exceed \$8,228.97 and will be paid by revenue generated from services provided at the Cedar Pediatrics Health Center.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize purchasing a non-invasive bilirubin measuring device from Drager, Inc. for an amount not to exceed \$8,228.97.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PURCHASE A NON-INVASIVE BILIRUBIN MEASURING DEVICE
FROM DRAGER, INC.**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wishes to purchase a non-invasive bilirubin measuring device from Drager, Inc. for an amount not to exceed \$8,228.97; and

WHEREAS, currently, the Cedar Pediatrics Health Center is operating without a bilirubin measuring device, which is not the standard of care; and

WHEREAS, due to pandemic-related supply chain and labor-shortage issues, Drager, Inc. is the only manufacturer in the market that offers a commercial grade bilirubin measuring device needed for treating pediatric patients; and

WHEREAS, other commercial grade bilirubin measuring device models, that were researched online, are not available for distribution in the U.S.; and

WHEREAS, the purchase of this device includes a five-year service agreement; and

WHEREAS, the total cost of purchase will not exceed \$8,228.97 and will be paid by revenue generated from services provided at the Cedar Pediatrics Health Center; and

WHEREAS, the CHC Board of Directors and the Health Officer supports purchasing a non-invasive bilirubin measuring device from Drager, Inc. for an amount not to exceed \$8,228.97.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes purchasing a non-invasive bilirubin measuring device from Drager, Inc. for an amount not to exceed \$8,228.97.

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

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

TO: Board of Commissioners Human and Finance Services Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 4, 2022
SUBJECT: Authorization to Renew an Agreement with RegLantern™
For the meeting agendas of April 4, 2022 and April 6, 2022

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to renew a three-year agreement with RegLantern™ for an amount not to exceed \$24,000, effective May 1, 2022 through April 30, 2025. The RegLantern™ platform is designed to help establish and maintain compliance with CHC program regulations, authorized by Section 330 of the Public Health Service (PHS) Act. Previously, per Resolution #20-037, RegLantern provided hourly expert consultation services pertaining to CHC compliance with the Health Resources and Services Administration (HRSA) program in preparation for ICHD's 2021 Operational Site Visit in May 2021.

ALTERNATIVES

Not renewing this agreement could result in a failure to establish and maintain compliance with HRSA requirements.

FINANCIAL IMPACT

The cost of this three-year agreement shall not exceed \$24,000. Fifty percent (50%) of the cost will be covered by Ryan White Part D funding and the remaining 50% of the cost will be covered by revenue generated from CHC operations.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes renewing an agreement with RegLantern™ for an amount not to exceed \$24,000, effective May 1, 2022 through April 30, 2025.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE RENEWAL OF AN AGREEMENT WITH REGLANTERN™

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to renew a three-year agreement with RegLantern™ for an amount not to exceed \$24,000, effective May 1, 2022 through April 30, 2025; and

WHEREAS, the RegLantern platform is designed to help establish and maintain compliance with CHC program regulations, authorized by section 330 of the Public Health Service (PHS) Act; and

WHEREAS, previously, per Resolution #20-037, RegLantern provided hourly expert consultation services pertaining to CHC compliance with the Health Resources and Services Administration (HRSA) program in preparation for ICHD's 2021 Operational Site Visit in May 2021; and

WHEREAS, the cost of this three-year agreement shall not exceed \$24,000; and

WHEREAS, fifty percent (50%) of the cost will be covered by Ryan White Part D funding and the remaining 50% of the cost will be covered by revenue generated from CHC operations; and

WHEREAS, the CHC Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners renew a three-year agreement with RegLantern™ for an amount not to exceed \$24,000, effective May 1, 2022 through April 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes renewing a three-year agreement with RegLantern™ for an amount not to exceed \$24,000, effective May 1, 2022 through April 30, 2025.

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

Agenda Item 11h

TO: Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 17, 2022
SUBJECT: Resolution Authorizing a lease agreement with Capital Area Community Services (CACS) for a WIC Satellite Clinic
For the meeting dates of April 4 and April 6, 2022

BACKGROUND

Ingham County Health Department (ICHHD) wishes to renew the agreement with Capital Area Community Services (CACS) to continue leasing space in the Grand River Head Start building to provide Special Supplemental Nutrition Program Services for Women, Infants, and Children (WIC) clients in the northern area of the city of Lansing. All Head Start enrollees are eligible for the WIC Program, and the collaboration between Head Start and ICHHD is beneficial to both agencies. In Resolution #18-350, the Board of Commissioners authorized a lease agreement with CACS to occupy space at the Head Start building located at 1107 East Cesar Chavez Avenue, Room #104 for a satellite WIC Clinic. CACS proposed to renew the lease agreement for a total amount not to exceed \$10,800 (\$300 per month) effective October 1, 2021 through September 30, 2024.

ALTERNATIVES

ICHHD could find another space to lease for this WIC satellite clinic but that would make the collaboration between CACS and ICHHD less beneficial for WIC and Head Start clients.

FINANCIAL IMPACT

CACS will charge ICHHD \$300 per month for use of space in the Grand River Head Start Building all costs of this agreement will be covered using WIC funding from the Michigan Department of Health and Human Services (MDHHS).

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes an agreement with CACS in an amount not to exceed \$10,800 (\$300 per month), effective October 1, 2021 through September 30, 2024 to renew the WIC satellite clinic lease at 1107 East Cesar Chavez Avenue, Room #104.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A LEASE AGREEMENT WITH CAPITAL AREA
COMMUNITY SERVICES FOR A WIC SATELLITE CLINIC**

WHEREAS, Ingham County Health Department (ICHHD) wishes to renew the agreement with Capital Area Community Services (CACS) to continue leasing space in the Grand River Head Start building to provide Special Supplemental Nutrition Program Services for Women, Infants, and Children (WIC) clients in the northern area of the city of Lansing; and

WHEREAS, all Head Start enrollees are eligible for the WIC Program, and the collaboration between Head Start and ICHHD is beneficial to both agencies; and

WHEREAS, in Resolution #18-350, the Board of Commissioners authorized a lease agreement with CACS to occupy space at the Head Start building located at 1107 East Cesar Chavez Avenue, Room #104 for a satellite WIC Clinic; and

WHEREAS, CACS proposed to renew the lease agreement in an amount not to exceed \$10,800 (\$300 per month), effective October 1, 2021 through September 30, 2024; and

WHEREAS, all costs of this agreement will be covered by WIC funds received from the Michigan Department of Health and Human Services (MDHHS); and

WHEREAS, the Health Officer recommends entering into an agreement with CACS in an amount not to exceed \$10,800 or \$300 per month, effective October 1, 2021 through September 30, 2024 to renew the WIC satellite clinic lease at 1107 East Cesar Chavez Avenue, Room #104.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with CACS in an amount not to exceed \$10,800 or \$300 per month, effective October 1, 2021 through September 30, 2024 to renew the WIC satellite clinic lease at 1107 East Cesar Chavez Avenue, Room #104.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents 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: February 15, 2022
SUBJECT: Authorization to Authorize Agreement with Edge Partnerships for Vaccine Uptake Campaign
For the meeting agendas of April 4, 2022 and April 6, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Edge Partnerships for a Social Marketing Campaign targeted to engage target populations in vaccine education, connect people in Clinton, Eaton, and Ingham counties to vaccination providers and reliable information, and increase vaccine uptake among Clinton, Eaton, and Ingham perinatal and other vulnerable adult populations, effective May 1, 2022 through September 30, 2022 in an amount not to exceed \$68,500. Funding is sourced from the Michigan Department of Health and Human Services (MDHHS) Regional 7 Perinatal Care grant in an amount not to exceed \$35,000 and from the MDHHS COVID-19 Mobile Testing grant in an amount not to exceed \$33,500. This campaign will allow ICHD to partner with Edge to develop and disseminate a social marketing campaign including but not limited to, the production of videos, billboard advertisement, radio scripts, social media messages, and print materials related to vaccine awareness and education. A request for proposals for a vendor was generated by the Ingham County Purchasing Department. After reviewing all proposal options, Edge Partnerships was selected as the preferred contractor for this service based upon their demonstrated capability and experience in the work of public health, their detailed work plan and time line for the project, and their proposed budget and its relevance to the scope of work.

ALTERNATIVES

Choosing not to accept this funding would forfeit the opportunity to increase vaccination awareness and education within Clinton, Eaton, and Ingham County’s most vulnerable perinatal and adult populations.

FINANCIAL IMPACT

All costs for this agreement will be covered by the project budget developed from the identified combined funding sources.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes an agreement with Edge Partnerships to increase vaccination uptake among Clinton, Eaton, and Ingham perinatal and other vulnerable adult populations, effective May 1, 2022 through September 30, 2022 in an amount not to exceed \$68,500.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EDGE PARTNERSHIPS FOR A SOCIAL MARKETING CAMPAIGN TO INCREASE VACCINE UPTAKE

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Edge Partnerships for a Social Marketing Campaign targeted to engage target populations in vaccine education, connect people in Clinton, Eaton, and Ingham counties to vaccination providers and reliable information, and increase vaccine uptake among Clinton, Eaton, and Ingham perinatal and other vulnerable adult populations, effective May 1, 2022 through September 30, 2022 in an amount not to exceed \$68,500; and

WHEREAS, funding is sourced from the Michigan Department of Health and Human Services (MDHHS) Regional 7 Perinatal Care grant in an amount not to exceed \$35,000 and from the MDHHS COVID-19 Mobile Testing grant in an amount not to exceed \$33,500; and

WHEREAS, this campaign will allow ICHD to partner with Edge to develop and disseminate a social marketing campaign including but not limited to, the production of videos, billboard advertisement, radio scripts, social media messages, and print materials related to vaccine awareness and education; and

WHEREAS, a request for proposals for a vendor was generated by the Ingham County Purchasing Department; and

WHEREAS, after reviewing all proposal options, Edge Partnerships was selected as the preferred contractor for this service based upon their demonstrated capability and experience in the work of public health, their detailed work plan and time line for the project, and their proposed budget and its relevance to the scope of work; and

WHEREAS, all costs for this agreement will be covered by the project budget developed from the identified combined funding sources; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes an agreement with Edge Partnerships for a Social Marketing Campaign designed to increase vaccination uptake among Clinton, Eaton and Ingham perinatal and other vulnerable adult populations, effective May 1, 2022 through September 30, 2022 in an amount not to exceed \$68,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Edge Partnerships for a Social Marketing Campaign designed to increase vaccination uptake among Clinton, Eaton and Ingham perinatal and other vulnerable adult populations, effective May 1, 2022 through September 30, 2022 in an amount not to exceed \$68,500.

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

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: March 17, 2022
SUBJECT: Authorization to amend the vacant Operations & Compliance Manager position to Operations Director
For the Meeting Agendas of April 4, April 5 and April 6, 2022

BACKGROUND

Ingham County Health Department’s (ICHHD) Community Health Centers (CHCs) wish to amend the job description of the vacant Operations and Compliance Manager Position #601079 MC 12 (\$80,939.25-\$97,177.46) to an Operations Director Position MC 12 (\$80,939.25-\$97,177.46) to be effective upon approval. This amendment will increase alignment, compliance, and effectiveness of operations across all CHC sites. This amendment has been reviewed and approved by Ingham County’s Human Resource Department.

ALTERNATIVES

If the position is left unchanged, CHC operations will continue to go without adequate support, which results in less than optimized workflows, processes, and procedures resulting in potential lapses in access to care, quality and customer service.

FINANCIAL IMPACT

There is no financial impact for this change. The salary of the Operations Director would remain the same as the Operations & Compliance Manager. Costs will continue to be covered by operating budgets of the applicable unit(s) within the CHCs:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the amendment of the vacant Operations & Compliance Manager position #601079 to Operations Director to be effective upon approval.

Agenda Item 11j

TO: Kris Drake, Deputy Health Office/Executive Director
FROM: Joan Clous, Human Resources Specialist
DATE: March 16, 2022
RE: Support for title change – Operation & Compliance Manager to Operations Director

Per your request, Human Resources has reviewed the classification titled Operation and Compliance Manager.

After analysis, the title will be Operations Director and be compensated at a MC salary range 12 (\$80,939.25 to \$97,177.46).

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

If I can be of further assistance, please email or call me 887-4374.

**INGHAM COUNTY
JOB DESCRIPTION
INGHAM COUNTY HEALTH CENTERS (IHC) – OPERATIONS DIRECTOR**

General Summary: Under the direction of the Executive Director/Deputy Health Officer, and as a member of the IHC Senior Leadership Team, the Operations Director will direct the leadership, management and vision necessary to ensure proper operational controls, administrative procedures, and people systems to effectively grow IHC and to ensure financial strength and operating efficiency.

Essential Functions:

15. Under the guidance of the Executive Director/Deputy Health Officer, develops and implements operational plans leveraging current technologies to maximize cost efficiencies and productivity while promoting IHC as a primary care provider of choice in the Ingham County region.
16. Provides general supervision for the daily management and operation of IHC services, in order to achieve delivery of programs and services in a high quality and fiscally responsible manner which is sensitive to the varied needs and backgrounds of IHC patients.
17. Recommend and develop operations policies and procedures to drive achievement of the organizational mission.
18. Ensures health center is appropriately staffed during business hours for service provision, within context of established budget parameters.
19. Collaborates with the Leadership team to support patient advisory committees as appropriate and regularly assess the effectiveness of services provided by the IHC.
20. Under direction of the Executive Director/Deputy Health Officer, partners with the Finance department to develop an annual operating budget.
21. In partnership with the Medical Director/Chief Medical Officer, operates clinic and related activities within established budget parameters.
22. Supports the Executive Director/Deputy Health Officer, by providing information, analysis and reports to facilitate the Quality Committee, Finance Committee, Executive Committee and Membership Committees' work in collaboration with other members of the IHC Senior Leadership Team.
23. Develops, implements and monitors systems designed to fully comply with contract and/or grant requirements as provided to IHC. Negotiates contract language when appropriate, seeking guidance from legal counsel and Executive Director/Deputy Health Officer support.
24. Provides oversight, supervision, and support for the following positions:
 - a. Community Health Center Manager
 - b. Central Services Manager
25. Provides operational oversight of projects, improvements, systems, workflows and planning and execution as it relates to future growth opportunities.
26. Motivate and lead a high-performance management team for various departments.
27. Foster a success-oriented and accountable environment.
28. Supports a positive and empowering workplace culture and fosters a team approach.
29. In collaboration with the Medical Director/Chief Medical Officer and other members of the IHC Senior Leadership Team, assess the functioning of the clinic and the quality, effectiveness, and efficiency of operations to ensure best practice.
30. Monitor IHC performance. Evaluate the results of overall activities regularly and systematically, and report these results to the Executive Director/Deputy Health Officer, Senior Leadership Team, and the Board of Directors as appropriate.
31. Under the direction of the Executive Director/Deputy Health Officer, develops new programs and services for IHC. Directs and monitors new clinic programs to achieve established objectives.

32. Maintains organizational integrity. Ensures that all organization activities and operations are carried out in compliance with all local, state, and federal regulations in governing business operations.
33. Complies with the organizations safety policies and procedures. Ensures compliance with governmental licensing and regulatory requirements where applicable.
34. Develop, implement and monitor communications systems designed for safe and efficient operations and resolution of problems.

Other Functions:

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

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

Employment Qualifications:

Education: Bachelor's Degree in healthcare, public or business administration required. Master's Degree preferred.

Experience: Four or more years of health services operational management experience, preferably in FQHC and/or ambulatory care settings.

Other Requirements:

- Licenses/certifications must be kept current and in good standing.
- Strong working knowledge of financial and business operation principles and project management.
- Demonstrated advanced competency in people leadership with proven measurable positive outcomes.
- Experience in budgeting, health information technology, legal environment and the clinical functions of healthcare.

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

Working Conditions:

4. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
5. This position is exposed to communicable diseases, blood, other body fluids, etc.
6. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
7. This position is required to travel for meetings and appointments.
8. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

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

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

MC 12
May 17, 2021

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A JOB DESCRIPTION AMENDMENT TO CHANGE THE OPERATIONS & COMPLIANCE MANAGER POSITION TO OPERATIONS DIRECTOR

WHEREAS, Ingham County Health Department’s (ICHHD) Community Health Centers (CHCs) wish to amend the job description to change the vacant Operations and Compliance Manager Position #601079 MC 12 (\$80,939.25-\$97,177.46) to an Operations Director Position MC 12 (\$80,939.25-\$97,177.46) to be effective upon approval; and

WHEREAS, this amendment will increase alignment, compliance and effectiveness of operations across all CHC sites; and

WHEREAS, this amendment has been reviewed and approved by Ingham County’s Human Resources Department; and

WHEREAS, there is no financial impact for this change; and

WHEREAS, the salary of the Operations Director would remain the same as the Operations & Compliance Manager; and

WHEREAS, costs will continue to be covered by operating budgets of the applicable unit(s) within the CHCs:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes the amendment of the Operations & Compliance Manager position #601079 to an Operations Director Position MC 12 (\$80,939.25-\$97,177.46), effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the job description of the Operations & Compliance Manager position #601079 to an Operations Director Position MC 12 (\$80,939.25-\$97,177.46), effective upon approval.

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

Agenda Item 12a

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

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

RE: Resolution to Award A Contract for Monumentation And Remonumentation Project Representative

Attached please find the resolution to award a contract to Ronnie Lester to serve as the County Representative for the 2022 Remonumentation Project.

BACKGROUND

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2022 will be for \$92,169.

ALTERNATIVES

None

FINANCIAL IMPACT

The grant for 2022 is \$92,169. \$14,560 of the grant will cover the cost for county representative services to be provided by Ronnie M. Lester.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Respectfully recommend that County Services and Finance Committees approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AWARD A CONTRACT FOR MONUMENTATION AND
REMONUMENTATION PROJECT REPRESENTATIVE**

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, that upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, P.S., upon approval of the 2022 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990.

BE IT FURTHER RESOLVED, that said contract is to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2022 through December 31, 2022, at a cost not to exceed \$14,560.

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

Agenda Item 12b

TO: County Services and Finance Committees Ingham County Board of Commissioners
FROM: William E. Fowler, Director, Equalization/Tax Mapping Department
RE: Resolution to Award Contracts for Peer Review Group Members

Attached please find the resolution to award contracts for the 2022 Remonumentation Project Surveyors.

BACKGROUND

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2022 will be for \$92,169.

ALTERNATIVES

None

FINANCIAL IMPACT

The grant for 2022 is \$92,169. \$2,700 of the grant will cover the cost for peer review services to be provided by the selected members of the Peer Review Group.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Respectfully recommend that County Services Committee and Finance Committee approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR PEER REVIEW GROUP MEMBERS

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group members be appointed by the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group Members for the 2022 Ingham County Remonumentation Project:

Anthony Bumstead, 518 W. Lovett #3, Charlotte, MI 48813
Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917
David Clifford, P.O. Box 87, Mason, MI 48854
Ronald Enger, P.O. Box 87, Mason, MI 48854
Donald Bendzinski, 312 North Street, Mason, MI 48854

to terms expiring December 31, 2022.

BE IT FURTHER RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Members, said contracts to be funded by survey and remonumentation grant funds authorized for 2022 at a cost per Peer Review Group Member of \$225 per meeting with a not to exceed amount of \$675 per member.

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

Agenda Item 12c

TO: County Services Committee and Finance Committee
FROM: William E. Fowler, Director, Equalization/Tax Mapping Department
RE: Resolution to Award Contracts for Remonumentation Project Surveyors

Attached please find the resolution to award contracts for the 2022 Remonumentation Project Surveyors.

BACKGROUND

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2022 will be for \$92,169.

ALTERNATIVES

None

FINANCIAL IMPACT

The grant for 2022 is \$92,169. \$69,570 of the grant will cover the cost for surveying services to be provided by the selected surveying service providers.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Respectfully recommend that County Services Committee and Finance Committee approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR REMONUMENTATION PROJECT SURVEYORS

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the Ingham County Board of Commissioners wishes to express appreciation for the dedicated service and leadership of Ronnie Lester, who for 30 years has guided the Ingham County Remonumentation program; and

WHEREAS, the Ingham County Board of Commissioners has historically approved utilizing the surveying services of multiple qualifying survey firms; and

WHEREAS, for 2022 three qualified surveying firms have been selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2022; and

WHEREAS, it is the recommendation of the Director of the Equalization/Tax Mapping Department and Grant Administrator, that it is in the County's best interest to authorize contracts with Autenrieth Land Surveys, LLC, Bumstead Land Surveys, LLC, and Enger Surveying, for services as monumentation surveyors for 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners contracts for the equally responsible services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be equally funded by survey and remonumentation grant funds authorized for 2022:

Autenrieth Land Surveys, LLC: \$23,190
Bumstead Land Surveys, LLC: \$23,190
Enger Surveying and Engineering: \$23,190

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: March 22, 2022
RE: Resolution to Authorize a Purchase Order to Capital Equipment & Supply for a Replacement Kubota Tractor

For the meeting agendas of: April 5 & 6

BACKGROUND

The two tractors that are used to maintain the grounds of the Sheriff’s Office, Jail, 55th District Court, Drain, and Animal Shelter are in constant need of repairs and have outlived their useful life. We received three quotes and Capital Equipment & Supply submitted the lowest quote of \$34,880 for the Kubota tractor.

ALTERNATIVES

The alternative would be to hold off, risking higher prices.

FINANCIAL IMPACT

Funding in the 2022 approve CIP line item #664-23303-978000-22F08 falls short by \$9,880. We are requesting line item transfers from line item #664-30199-978000-8F14 which has a balance of \$8,500 and from line item # 664-30199-735100-8F13 which has a balance of \$3,000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
664-23303-978000-22F08	\$25,000	\$25,000	\$25,000	\$0
Equip. Revolving Fund				
664-30199-978000-8F14	\$8,500	\$8,500	\$8,500	\$0
General Fund				
664-30199-735100-8F13	\$3,000	\$3,000	\$1,380	\$1,620
General 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 Capital Equipment & Supply for the Kubota tractor.

Agenda Item 13a

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: March 22, 2022
RE: Memorandum of Performance for Packet #85-22 Utility Vehicle with Rotary Broom and Spreader for the Facilities Department

The Purchasing Department can confirm that quotations were received from experienced and qualified vendors in order to purchase a new utility vehicle with working lights, rotary broom, and drop spreader.

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

Company Name	Local Preference	Amount
Capital Equipment	No, DeWitt MI	\$34,880.00
Deer Creek Sales Inc.	No, Williamston MI	\$37,458.01
Williams Farm Inc.	No, Charlotte MI	\$39,286.34

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 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 CAPITAL EQUIPMENT & SUPPLY
FOR A REPLACEMENT KUBOTA TRACTOR**

WHEREAS, the two tractors that are used to maintain the grounds of the Sheriff's Office, Jail, 55th District Court, Drain, and Animal Shelter are in constant need of repairs and have outlived their useful life; and

WHEREAS, three quotes were received; and

WHEREAS, the Facilities Department recommends a purchase order to Capital Equipment & Supply, who submitted the lowest quote of \$34,880 for the Kubota tractor; and

WHEREAS, funding in the 2022 approve CIP line item #664-23303-978000-22F08 of \$25,000 falls short by \$9,880; and

WHEREAS, the Facilities Department is requesting line item transfers from line item #664-30199-978000-8F14 which has a balance of \$8,500 and from line item #664-30199-735100-8F13 which has a balance of \$3,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Capital Equipment & Supply, 12263 Old US 27, Dewitt, Michigan 48820, for the Kubota tractor for an amount not to exceed \$34,880.

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

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

Agenda Item 13b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 22, 2022

RE: Resolution to Authorize an Agreement with Straub Pettit Yaste Architects for Architectural and Engineering Services for the DHHS Remodel at the Human Services Building

For the meeting agendas of: April 5 & 6

BACKGROUND

DHHS currently leases approximately 55,026 square feet of space at the Human Services Building (HSB). It is unknown when this space was last updated. The space is outdated and in need of renovations. Straub Pettit Yaste Architects submitted the most responsive and responsible proposal for architectural and engineering services in the amount of \$58,300 which includes phase one and phase two.

ALTERNATIVES

The alternative would be to hold off on this project and risk higher costs.

FINANCIAL IMPACT

Funding for this project is available in the FY 2019 DHHS Carpet Replacement project (\$240,000).

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 Straub Pettit Yaste Architects for the architectural and engineering services for the DHHS remodel at HSB.

Agenda Item 13b

TO: Rick Terrill, Facilities Director

CC: Susan Moyer, Departmental Specialist, DHHS

FROM: James Hudgins, Director of Purchasing

DATE: January 4, 2022

RE: Memorandum of Performance for RFP No. 109-21 Architectural and Engineering Services for Renovations to the Michigan Department of Health and Human Services.

Per your request, the Purchasing Department sought written proposals from experienced and qualified firms for the purpose of entering into a contract to provide professional architectural and engineering services for renovating a portion of the Michigan Department of Health and Human Services, located with the Human Services Building.

The scope of services includes, but is not limited to, mechanical, electrical, plumbing, new flooring, upgrading lighting, painting, sound attenuation, glazing and waterproofing windows, select demolition, new wall and door construction, security window installation, ADA compliance, restroom improvements, installing new drinking fountains, new signage, security card access, and select ceiling tile replacement.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	116	32
Vendors attending pre-bid/proposal meeting	5	2
Vendors responding	3	2

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Phase 1: Preliminary Design Services Cost	Phase I: Meetings	Phase II: Construction Services Cost	Phase II: Meetings	Proposed Cost
Roger Donaldson AIA	Yes, Holt MI	\$13,632.00	4	\$18,948.00	14	\$32,580.00
Straub Pettitt Yaste Architects	No, Clawson MI	\$17,400.00		\$40,900.00	10	\$58,300.00
Studio Intrigue Architects	Yes, Lansing MI	\$74,675.00	3	\$20,325.00	12	\$95,000.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH STRAUB PETTIT YASTE ARCHITECTS
FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE DHHS REMODEL AT THE
HUMAN SERVICES BUILDING**

WHEREAS, DHHS leases approximately 55,026 square feet of space at the Human Services Building; and

WHEREAS, it is unknown when the space was last updated; and

WHEREAS, the space is outdated and in need of renovations; and

WHEREAS, the Facilities Department recommends an agreement with Straub Pettit Yaste Architects for architectural and engineering services for the DHHS remodel at the Human Services Building for an amount of \$58,300; and

WHEREAS, the Facilities Department has funding available in the Fiscal Year 2019 DHHS Carpet Replacement project (\$240,000) and is requesting a line item transfer from the project, line item #631-23304-93100-9F22, in the amount of \$58,300.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Straub Pettit Yaste Architects, 850 North Cooks, Suite 200, Clawson, Michigan 48017, for the architectural and engineering services for the DHHS remodel at the Human Services Building for an amount not to exceed \$58,300.

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

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

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: March 21, 2022
SUBJECT: Security Training for County employees
For the meeting agendas of April 5th, 6th, and 12th, 2022

BACKGROUND

Ingham County has used several security training programs in the past, each with its own strengths and weaknesses. Currently we use a package that was originally provided free of charge to government agencies, and have since purchased. It seems to have updated topics and relevant courses more often as compared to other services. Innovation and Technology would like to continue with this package to help train our County employees to be safe.

ALTERNATIVES

All pricing is at our current 1400 user level:

KnowBe4	\$ 18,200
Ninjio	\$ 19,600
Wizer	\$ 8,400

FINANCIAL IMPACT

The funding for the \$8,400 total is budgeted and will come from the County’s Innovation and Technology Department’s Development and Training Fund #636-95800-960080. This price has not increased over the past three years which is remarkable for a technology company. The IT Department would also request \$600 in contingency for a total of \$9,000 in case we add more users.

OTHER CONSIDERATIONS

As we have seen with all of the cyber incidents around the area and in our past, properly training our users about cybersecurity is important to ensure our entrusted data is safe and our systems secure.

Wizer also provides Ingham County with a publicly accessible County branded training site for our citizens to ensure that they also receive cyber security training free of charge. This is included in our training from them.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Security Training in the amount not to exceed \$9,000.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF TRAINING FROM WIZER

WHEREAS, Ingham County needs to continue to offer quality cybersecurity training to staff in order to foster a culture of security; and

WHEREAS, ongoing security training is important to ensure our entrusted data is safe and our systems secure; and

WHEREAS, a subscription for a year of training available to Ingham County staff has been quoted at \$8,400 for a package that has been well received by our County staff; and

WHEREAS, a \$600 contingency is requested in case additional users are added to the contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of training from Wizer in the amount not to exceed \$9,000.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Development and Training Fund #63695800-960080.

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

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: March 21, 2022
SUBJECT: Virtual Meeting Software License Renewals
For the meeting agendas of April 5th, 6th, and 12th, 2022

BACKGROUND

In 2020, Ingham County required software to conduct virtual meetings. Reflecting State recommendations and best practices, software was licensed to allow these meetings take place virtually. These licenses expire in April, 2022.

Innovation and Technology has reviewed our options for ongoing virtual meetings and is working on a less costly replacement. The Federal government recommends this software as being secure and it is included in our Microsoft licensing. Since it is newly implemented and there is continuing need to hold meetings virtually, we would like to renew the original software licensing once more to continue using it until the transition and training are complete.

ALTERNATIVES

Until we are able to discontinue virtual meetings or switch over to the other platform, we will need to continue with this software package.

FINANCIAL IMPACT

The funding for this support renewal is budgeted and will come from the County's Innovation and Technology Department's Network Fund #636-25810-932030. This was quoted under the State of Michigan MiDeal Contract.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There may be a need to continue to use a limited number of licenses of this software for a few more years for public facing meetings as there are procedures that seem to work well for these meetings. The cost would be greatly reduced to do so.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to renew via purchase order the remote software from CDW-G in the amount not to exceed \$14,500.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF VIRTUAL MEETING SOFTWARE
FROM CDW-G**

WHEREAS, Ingham County has a continued need of software to conduct meetings virtually; and

WHEREAS, the application chosen to conduct said meetings has been working well; and

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

WHEREAS, this expenditure has been planned for and budgeted and will continue to address Ingham County's need to conduct meetings virtually.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of virtual meeting software for one year from CDW-G in the amount not to exceed \$14,500.00.

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

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

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

Agenda Item 15a

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 21, 2022

SUBJECT: Proposed Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2025

For the Meeting Agendas of April 5, 6, and 12

BACKGROUND

The Michigan Department of Transportation (MDOT) is currently soliciting applications for funding through the Local Bridge Program for Fiscal Year 2025. Funding categories include full bridge replacement, bridge rehabilitation, and preventative maintenance work. Each local agency is allowed to submit funding applications for bridges at least 20-ft long, as measured along the centerline of the roadway. Funding applications are due by April 1, 2022. The Local Bridge Program requires the road agency's governing body to pass a resolution of support for the bridge funding applications, which is included as part of the complete application submittal package. The following bridge funding applications and scopes of work are based on recommendations provided by an engineering consultant performing bridge inspections on behalf of the Road Department.

The Road Department has proposed candidates for the 2022 bridge funding applications for Fiscal Year 2025 as follows:

5. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
6. Replacement of the Hagadorn Road Bridge over Mud Creek, Alaiedon Township (SN 3876)
7. Rehabilitation of the Kirby Road Bridge over Huntoon Lake Drain, Leslie Township (SN 3861)
8. Preventative Maintenance Work on the Onondaga Road Bridge over Grand River, Onondaga Township (SN 3873)

The Dennis Rd Bridge is located in Sections 25 & 36 of Leroy Township, between House Road and Kane Road. It is a side by side concrete box beam bridge originally constructed in the early 1900's and rehabilitated in 1984 with the current beam type. The bridge has deteriorated to a point where the only viable option is complete replacement.

The Hagadorn Road Bridge is located in Sections 20 & 29 of Alaiedon Township, at the intersection with Lamb Road. It is a steel beam bridge originally constructed in 1937 and rehabilitated in 1967 with the current beam type. The bridge has deteriorated to a point where the only viable option is complete replacement.

The Kirby Road Bridge is located in Section 22 of Leslie Township, between the Leslie city limits and Race Street. It is a side by side concrete box beam bridge originally constructed in 1974. The beams have deteriorated to a point where the only viable option is to replace them. The foundations are in good condition, so they can be salvaged.

The Onondaga Road Bridge is located in Sections 28 & 29 of Onondaga Township, between Old Plank Road and Bellevue Road. It is a spread box beam bridge constructed in 2002. This bridge is in good condition and only requires joint repairs and epoxy overlays to extend the anticipated lifespan.

ALTERNATIVES

The alternative is to not apply for funding and allow the bridges to continue to deteriorate, with the ultimate end result being a bridge closure. The Road Department does not have funds to replace or repair bridges without the support of the Local Bridge Program.

FINANCIAL IMPACT

The Local Bridge Program provides for up to 95% participation from federal and/or state funds for eligible construction costs. The Road Department is responsible for the 5% (minimum) construction funding match and 100% of any costs associated with right-of-way, design engineering, and construction engineering. These costs will be included in the 2025 Road Department budget if awarded funding.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution of support for the Fiscal Year 2025 Local Bridge Program Funding Applications.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF SUPPORT FOR THE LOCAL BRIDGE PROGRAM FUNDING APPLICATIONS
FOR FISCAL YEAR 2025**

WHEREAS, the Michigan Department of Transportation (MDOT) is currently soliciting applications for federal and/or state funding through the Local Bridge Program for Fiscal Year 2025; and

WHEREAS, the available funding categories through the Local Bridge Program include full bridge replacement, bridge rehabilitation, and preventative maintenance work for bridges measuring at least 20 feet long when measured along the roadway centerline; and

WHEREAS, the Local Bridge Program allows each road agency to submit bridge funding applications annually; and

WHEREAS, upon reviewing the County bridge needs, the Road Department recommends submitting funding applications to address the replacement, rehabilitation, and preventative maintenance needs for the following bridges:

1. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
2. Replacement of the Hagadorn Road Bridge over Mud Creek, Alaiedon Township (SN 3876)
3. Rehabilitation of the Kirby Road Bridge over Huntoon Lake Drain, Leslie Township (SN 3861)
4. Preventative Maintenance Work on the Onondaga Road Bridge over Grand River, Onondaga Township (SN 3873)

WHEREAS, the Local Bridge Program requires a current resolution from the road agency's governing Board in support of the proposed funding applications.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Road Department to submit applications for the bridges listed above to solicit fiscal year 2025 Local Bridge Program funding.

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 20, 2022

RE: Proposed Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project

For the April 5, 6 and 12 meeting agendas

BACKGROUND

The Ingham County Road Department (ICRD) has been awarded Highway Safety Improvement Program (HSIP) funds to construct a roundabout at the intersection of Hagadorn Road and Sandhill Road in Sections 5-8 of Alaiedon Township. The HSIP provides federal funding for 90% of the construction costs and 50% of the design engineering costs. The Road Department is responsible for the 10% construction match, 50% design engineering match, 100% of the construction engineering, and 100% of the right of way costs.

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

In 2019, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county. Five (5) consultants were selected and approved by the County Board of Commissioners (Resolution #19-299).

Pursuant to Board Resolution #19-299, the Purchasing Department issued a Request for Quote (RFQ 29-22) to the as-needed consultants for engineering design services on the Hagadorn Road and Sandhill Road Intersection Project. Four of the five consultants provided service proposals, with the fees as detailed below:

DLZ Michigan, Inc.	\$ 56,271.26
Fishbeck	\$120,624.00
RS Engineering, LLC	\$101,230.74
Williams & Works	\$ 31,114.00

Upon staff review and recommendation, DLZ Michigan has a significant understanding of the scope of work on this project and is a highly experienced roundabout design consultant. While DLZ did not have the lowest cost proposal, their vast experience with roundabouts makes them the most qualified consultant at the most economical cost. Williams & Works, who had the lowest fee proposal, has very inexperienced staff and minimal roundabout experience, resulting in a higher risk for complications during the design process.

Therefore, DLZ was selected as the consultant who provided the most competitive proposal and design fee of \$56,271.26, making them the most advantageous consultant for the County on this project.

ALTERNATIVES

N/A

FINANCIAL IMPACT

DLZ Michigan, Inc. provided a fee proposal of \$56,271.26 to perform engineering design services for the Hagadorn Road and Sandhill Road Intersection Project. In addition to this fee, the Road Department requests an additional 30% contingency for unidentified costs during the scoping process, such as roundabout lighting design services, additional permitting requirements, or right-of-way acquisition that may become necessary throughout the design process to achieve a successful construction project. The total contract cost with the contingency included is \$74,000. This design fee equates to 4.6% of the estimated construction costs for the Hagadorn Road and Sandhill Road Intersection Project, which is well within the anticipated budget range for these types of services.

The HSIP funding includes a 50% match for design engineering services up to a capped amount of \$80,000. Therefore, the 50% match responsibility of the ICRD for the DLZ contract, including the contingency, is \$37,000. The cost for the engineering design services and right-of-way expenses are included in the 2022 Road Fund Budget. The cost for the 10% local match for construction costs and 100% of the construction engineering services will be included in the 2023 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the service proposal from DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING DESIGN SERVICES CONTRACT WITH
DLZ MICHIGAN, INC. FOR THE
HAGADORN ROAD AND SANDHILL ROAD INTERSECTION PROJECT**

WHEREAS, the Ingham County Road Department received Highway Safety Improvement Program funding to construct a roundabout at the intersection of Hagadorn Road and Sandhill Road in Sections 5-8 of Alaiedon Township; and

WHEREAS, the Highway Safety Improvement Program provides funding for 90% of eligible construction costs and 50% of the design engineering costs, with the Road Department being responsible for the 10% funding match for construction costs, 50% of design engineering costs, 100% of construction engineering costs, and 100% of right of way costs; and

WHEREAS, the Road Department funding responsibility associated with the 50% match to the Highway Safety Improvement Program for design engineering costs and 100% of right of way expenses are included in the 2022 Road Fund Budget; and

WHEREAS, the Road Department funding responsibility associated with the 10% match to the Highway Safety Improvement Program for construction costs and 100% of construction engineering costs will be included in the 2023 Road Fund Budget; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, subsequently approved by the Ingham County Board of Commissioners in Resolution #19-299; and

WHEREAS, pursuant to Board Resolution #19-299, the Purchasing Department solicited detailed scope of services proposals (RFQ 29-22) from the as-needed consultants for the Hagadorn Road and Sandhill Road Intersection Project; and

WHEREAS, Road Department staff reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates and overall value to the County; and

WHEREAS, the County on behalf of the Road Department, will enter into an agreement with the Consultant, which ensures requirements and responsibilities are defined; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with DLZ Michigan, Inc. to provide professional engineering services on the Hagadorn Road and Sandhill Road Project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 30% contingency for unidentified costs during the scoping process, such as roundabout lighting design services, additional permitting requirements, or right-of-way acquisition that may become necessary throughout the design process to achieve a successful construction project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract for the Hagadorn Road and Sandhill Road Intersection Project with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI 48911, for the not to exceed fee of \$74,000, which includes a 30% contingency.

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

Agenda Item 15c

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 19, 2022

SUBJECT: Proposed Resolution to Approve an Agreement with Michigan Pavement Markings, LLC for Bid Packet #33-22, 2022 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

For the meeting agendas on April 5, 6 and 12

BACKGROUND

The Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program. The scope of work for the Waterborne Pavement Marking Program consists of installing retro-reflective white and yellow longitudinal pavement markings to define roadway lane lines. The scope of work for the Cold Plastic Pavement Marking Program consists of installing retro-reflective white cold plastic pavement markings such as text, arrows, school symbols, crosswalks, and stop bars.

The Road Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #36-22. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the bidders' proposals met all necessary qualifications, specifications, and requirements.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Purchasing Department received two bids for each of the pavement marking work items: Item #1 – Waterborne Pavement Markings and Item #2 - Cold Plastic Common Text & Symbols. The bid results for both items of work are as follows:

	Item #1	Item #2	Total Bid	
Michigan Pavement Markings, LLC	\$548,250	\$30,711		\$578,961
PK Contracting, Inc.	\$558,000	\$37,114.40	\$595,114.40	

Michigan Pavement Markings, LLC of Byron Center, MI, submitted the lowest responsive and responsible bid for each of the pavement marking programs, totaling \$578,961. With a requested 10% construction contingency, the contract total with Michigan Pavement Markings, LLC should be \$636,857.10. This cost has been included in the 2022 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into an agreement with Michigan Pavement Markings, LLC for \$636,857 for the 2022 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program, which includes a 10% construction contingency.

TO: Kelly Jones, Managing Director of Road Department, Road Department

FROM: James Hudgins, Director of Purchasing

DATE: March 10, 2022

RE: Memorandum of Performance for IFB No. 36-22: 2022 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

Per your request, the Purchasing Department sought proposals from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the 2022 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program for the Ingham County Road Department.

The scope of work includes, but is not limited to, placing waterborne longitudinal pavement marking and cold plastic common text & symbol pavement markings on public roads within the confines of Ingham County, Michigan including the cities of Leslie, Mason, Williamston and the village of Webberville. The pavement markings will be to the width, color, dimensions, type and locations as specified herein, or as directed by the Engineer.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	8	2
Vendors responding	2	0
Unresponsive vendor	-	1

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 IFB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Bid Bond	Item #1 Waterborne Pavement Marking –Longitudinal Lines Total Bid Price	Item #2 Cold Plastic Pavement Marking –Common Text & Symbols Total Bid Price	Items #1 & #2 Total Bid Price
Michigan Pavement Markings LLC	No, Byron Center MI	Yes	\$548,250.00	\$30,711.00	\$578,961.00
PK Contracting, Inc.	No, Troy MI	Yes	\$558,000.00	\$37,114.40	\$595,114.40
JV Contracting Inc.	No, Goodrich MI	No	Non-responsive - No Bid Bond		

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT
WITH MICHIGAN PAVEMENT MARKINGS, LLC
FOR BID PACKET #33-22**

**2022 COUNTYWIDE WATERBORNE PAVEMENT MARKING AND COLD PLASTIC
COMMON TEXT & SYMBOL PAVEMENT MARKING PROGRAM**

WHEREAS, the Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program; and

WHEREAS, these programs are funded by the Ingham County Road Department and are included in the 2022 Road Fund Budget; and

WHEREAS, the County on behalf of the Road Department, will enter into an agreement with the vendor, which ensures requirements and responsibilities are defined; and

WHEREAS, the Ingham County Purchasing Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #33-22; and

WHEREAS, the Ingham County Purchasing Department received two bids for each of the pavement marking programs, where Item #1 = Waterborne Pavement Markings and Item #2 = Cold Plastic Common Text & Symbols, with the bid results as follows:

	<u>Item #1</u>	<u>Item #2</u>	<u>Total Bid</u>
Michigan Pavement Markings, LLC	\$548,250	\$30,711	\$578,961
PK Contracting, Inc.	\$558,000	\$37,114.40	\$595,114.40

; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder’s proposals met all necessary qualifications, specifications, and requirements; and

WHEREAS, Michigan Pavement Markings, LLC of Byron Center, MI, submitted the lowest responsive and responsible bid for each of the pavement marking programs, totaling \$578,961; and

WHEREAS, a 10% contingency is being requested in the amount of \$57,896, as may be needed for any additional work deemed necessary by Road Department staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Michigan Pavement Markings, LCC of Byron Center, MI for the 2022 Countywide

Waterborne Pavement Marking and Cold Plastic Common Text & Symbol Pavement Marking Program in the amount of \$636,857.00, which includes a 10% contingency.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 20, 2022

SUBJECT: Proposed Resolution to Authorize an Engineering Consultant Services Agreement for As-Needed Construction Inspection & Supervision Services for the 2022-2023 Construction Seasons

For the meeting agendas of April 5, 6 and 12

BACKGROUND

Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don't have the staff, the equipment, or the expertise to perform all required inspection and supervision for our construction projects. As a result, we must rely on consultants to supplement ICRD staff. Generally, the inspection and supervision services include full-time or part-time staffing to perform field or office technician services normally associated with the inspection and supervision of ICRD federal-aid road and/or bridge construction projects.

The Purchasing Department solicited proposals (RFP #6-22) from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide the services on an as-needed basis and received three proposals. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed unit prices, and overall value to the county. Based on the review and our typical construction inspection and supervision needs, ICRD recommends that all of the following respondents be retained to provide the requested services:

The Mannik & Smith Group, Inc., 2193 Association Drive, Suite 200, Okemos, MI 48864
C2AE, 106 West Allegan Street, Suite 500, Lansing, MI 48933
SME, 2663 Eaton Rapids Rd, Lansing, MI 48911

ALTERNATIVES

None, unless staffing levels are increased in the future.

FINANCIAL IMPACT

The cost to hire consultants to perform as-needed construction inspection and supervision services are included in the 2022 Road Fund Budget and will be included in the budget for future years. When retaining the required services, ICRD staff will strive to retain the lowest cost consultant whenever possible. When not possible because of schedule conflicts, lack of available expertise, or staffing shortages, the other consultant will be retained to provide the required inspection and/or supervision.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into service contracts with all three consultants.

INGHAM COUNTY PURCHASING DEPARTMENT
RECORD OF BID/PROPOSAL OPENING

OPENING STAMP: March 15, 2022 @ 11 AM

PACKET 6-22: 2022-2023 As-needed Construction Inspection and Supervision Services

Attendees: None

Vendor: SME		Local: Yes, Eaton Rapids MI	
Timestamp: 3/15/22 @ 9:53 AM		Addendums: Yes	
Employee Classification	2022-2023 Hourly Rate	2022-2023 Weekly Rate	
Tech III	\$92.00	\$4,370.00	
Sr. Staff Specialist	\$138.00	\$6,555.00	
Sr. Staff Specialist	\$138.00	\$2,760.00	
Sr. Consultant	\$220.00	\$4,400.00	
Inspector IV	\$170.00	\$7,650.00	
Inspector V	\$180.00	\$8,100.00	
Office Tech	\$118.00	\$2,360.00	

Vendor: MANNIK SMITH GROUP		Local: Yes, Okemos MI	
Timestamp: 3/15/22 @ 10:10 AM		Addendums: Yes	
Employee Classification	2022-2023 Hourly Rate	2022-2023 Weekly Rate	
Senior Construction Inspector	\$104.00	\$4,160.00	
Construction Inspector	\$81.00 - \$104.00	\$3,240.00 - \$4,160.00	
Junior Construction Inspector	\$57.00 - \$81.00	\$2,280.00 - \$3,240.00	
Bridge Inspector	\$93.00 - \$104.00	\$3,720.00 - \$4,160.00	
Project Engineer/Project Manager	\$156.00	N/A	
Contract Administrator	\$107.00	\$4,280.00	

Vendor: C2AE		Local: Yes, Lansing MI	
Timestamp: 3/15/22 @ 10:33 AM		Addendums: Yes	
Employee Classification	2022 Hourly Rate	2023 Hourly Rate	
Project Manager	\$201.40	\$203.41	
Construction Admin	\$157.57	\$159.14	
Resident Project Rep.	\$117.06	\$118.23	
Construction Admin.	\$101.92	\$102.93	
Resident Project Rep.	\$104.46	\$105.50	
Resident Project Rep.	\$77.72	\$78.49	
Mileage	\$0.585		
Nuclear Density Gage	\$50.00		

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING CONSULTANT SERVICES AGREEMENT
FOR AS-NEEDED CONSTRUCTION INSPECTION AND SUPERVISION SERVICES FOR THE
2022-2023 CONSTRUCTION SEASONS**

WHEREAS, Ingham County Road Department (ICRD) staffing is such that many times during the construction season, they do not have the staff, the equipment, or the expertise to perform all the required inspection and supervision for construction projects; and

WHEREAS, the Ingham County Purchasing Department solicited proposals per Packet #6-22 from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide services on an as-needed basis, receiving three proposals; and

WHEREAS, Road Department staff reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed unit prices, and overall value to the County; and

WHEREAS, the County, on behalf of the Road Department, will enter into an agreement with the selected consultants, which ensures requirements and responsibilities are defined; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize entering into an engineering consultant services contract with The Mannik & Smith Group, Inc., C2AE and SME to provide as-needed construction inspection and supervision services during the 2022 and 2023 road construction seasons at fees not to exceed those stated in their proposals, with agreement terms commencing upon execution and terminating on April 30, 2024; and

WHEREAS, when retaining the required as-needed services, ICRD staff shall strive to retain the lowest cost consultant whenever possible.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering consultant services agreement with The Mannik & Smith Group, Inc., 2193 Association Drive, Suite 200, Okemos, MI 48864; C2AE, 106 West Allegan Street, Suite 500, Lansing, MI 48933; and SME, 2663 Eaton Rapids Rd, Lansing, MI 48911 to provide the as-needed construction inspection and supervision services for the 2022 and 2023 road construction seasons.

BE IT FURTHER RESOLVED, The Mannik & Smith Group, Inc., C2AE and SME shall be compensated for services performed at fee rates not to exceed those set forth in their proposals, with agreement effective dates commencing upon execution and terminating on April 30, 2024.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 15, 2022

RE: Proposed Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Holt Road Bridge over Doan Creek (SN 3869)

For the April 5, 6 and 12 meeting agendas

BACKGROUND

The Ingham County Road Department (ICRD) has been awarded Local Bridge Program funding to perform rehabilitation work on the Holt Road Bridge over Doan Creek (SN 3869) in Sections 18 & 19 in Leroy Township, located between Meech Road and Snedecker Road. The scope of work includes the full replacement of the superstructure. The Local Bridge Program provides funding for 95% of the construction costs. The Road Department is responsible for the 5% match, design engineering, construction engineering, and right of way costs.

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

In 2019, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county. Five (5) consultants were selected and approved by the County Board of Commissioners (Resolution #19-299).

Pursuant to Board Resolution #19-299, the Purchasing Department issued a Request for Quote (RFQ 28-22) to the as-needed consultants for engineering design services on the Holt Rd Bridge (SN 3869) Project. Four of the five consultants provided service proposals, with the fees as detailed below:

DLZ Michigan, Inc.	\$ 75,856.96
Fishbeck	\$132,692.00
RS Engineering, LLC	\$ 99,921.25
Bergmann Associates	\$124,950.00

Upon staff review and recommendation, DLZ Michigan has a significant understanding of the scope of work on this project and is a highly experienced bridge design consultant. They also provided the most competitive proposal and design fee of \$75,856.96, making them the most advantageous consultant for the County on this project.

ALTERNATIVES

N/A

FINANCIAL IMPACT

DLZ Michigan, Inc. provided a fee proposal of \$75,856.96 to perform engineering design services for the Holt Rd Bridge (SN 3869). In addition to this fee, the Road Department requests an additional 20% contingency for unidentified costs during the scoping process, such as additional bridge repairs that may become necessary to achieve a successful construction project. The total contract cost with the contingency included is \$92,000. This design fee equates to 11% of the estimated construction costs for the Holt Rd Bridge Project, which is within the anticipated budget range for these types of services. The cost for the engineering design services are included in the 2022 Road Fund Budget. The cost for the local match for the Local Bridge Program funding will be included in the 2023 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the service proposal from DLZ Michigan, Inc. for the Holt Rd Bridge (SN 3869) Project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING DESIGN SERVICES CONTRACT WITH
DLZ MICHIGAN, INC. FOR THE
HOLT ROAD BRIDGE OVER DOAN CREEK (SN 3869)**

WHEREAS, the Ingham County Road Department received Local Bridge Program funding to perform rehabilitation work on the Holt Road Bridge over Doan Creek (SN 3869) in Sections 18 & 19 of Leroy Township, located between Meech Road and Snedecker Road; and

WHEREAS, the Local Bridge Program provides funding for 95% of eligible construction costs, with the Road Department being responsible for the 5% funding match, design engineering, construction engineering, and right of way costs; and

WHEREAS, the costs associated with project related design engineering, construction engineering, and right of way costs are included in the 2022 Road Fund Budget; and

WHEREAS, the costs associated with the 5% funding match for the Local Bridge Program will be included in the 2023 Road Fund Budget; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, subsequently approved by the Ingham County Board of Commissioners in Resolution #19-299; and

WHEREAS, pursuant to Board Resolution #19-299, the Purchasing Department solicited detailed scope of services proposals (RFQ 28-22) from the as-needed consultants for the Holt Road Bridge Project; and

WHEREAS, Road Department staff reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates, and overall value to the County; and

WHEREAS, the County on behalf of the Road Department, will enter into an agreement with the Consultant, which ensures requirements and responsibilities are defined; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with DLZ Michigan, Inc. to provide professional engineering services on the Holt Road Bridge Project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 20% contingency for currently unidentified costs during the scoping process, such as additional bridge repairs that may become necessary to achieve a successful construction project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract for the Holt Road Bridge over Doan Creek (SN 3869) with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI 48911, for the not to exceed fee of \$92,000, which includes a 20% contingency.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 20, 2022

SUBJECT: Proposed Resolution to Authorize the Purchase of Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels & Sign Posts

For the meeting agendas of April 5, 6 and 12

BACKGROUND

The Road Department annually purchases hundreds of signs and posts to replace damaged or outdated signs throughout the county. The purpose of this resolution is to purchase signing materials for the 2022 fiscal year.

The Purchasing Department solicited bids from experienced and qualified vendors for the purpose of furnishing reflective sign faces, complete signs, aluminum sheet sign panels, and sign posts. Four vendors provided bids for Packet #55-22, as shown in the bid opening results provided by the Purchasing Department. Both Purchasing and Road Department staff reviewed the bids for adherence to county purchasing requirements, and selected the lowest responsive and most responsible bidder.

ALTERNATIVES

N/A

FINANCIAL IMPACT

Rathco Safety Supply, Inc. provided the lowest bid in the amount of \$26,401.50. The order will include approximately 880 signs, 260 posts, and an assortment of sign accessories, such as brackets.

The cost to purchase signs and posts are included in the 2022 Road Fund Budget.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to purchase the necessary signs and posts.

INGHAM COUNTY PURCHASING DEPARTMENT

OPENING STAMP: 3/11/22 @ 11:00 AM

RECORD OF BID/PROPOSAL OPENING

PACKET #55-22 Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels & Sign Posts

ATTENDEES: None, electronic submissions only

Vendor Name	Local Pref	Addendum Included (2)	Initial Order Total Cost	Notes	Time Stamp
Dombos Sign & Safety Inc.	No, Charlotte MI	Yes	\$28,270.35	\$24,936.59	2/25/22 @ 9:05 AM
Lightle Enterprises of Ohio LLC	No, Ohio	Yes	\$30,050.80	\$30,050.80	2/28/22 @ 2:56 AM
Vulcan Inc.	No, Alabama	Yes	\$26,674.80	\$26,674.80	3/8/22 @ 9:57 AM
MD Solutions	No, Ohio	Yes	Non-responsive / No initial order		3/8/22 @ 3:23 PM
Rathco Safety Supply Inc.	No, Portage MI	Yes	\$26,401.50	Due to current global price volatility we are bidding the initial order form, all or none. Let us know if you have questions.	3/11/22 @ 10:32 AM

Recorder: Julie Buckmaster

Witness: James Hudgins

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF REFLECTIVE SIGN FACES,
COMPLETE SIGNS, ALUMINUM SHEET SIGN PANELS, AND SIGN POSTS**

WHEREAS, the Ingham County Road Department annually purchases hundreds of signs and posts of various sizes and specifications to replace damaged or outdated signs throughout Ingham County; and

WHEREAS, the Ingham County Purchasing Department solicited bids per Packet #55-22 from experienced and qualified vendors for the purpose of furnishing reflective sign faces, complete signs, aluminum sheet sign panels, and sign posts, receiving four bids; and

WHEREAS, the Purchasing Department and Road Department staff reviewed the bids for adherence to County purchasing requirements, selecting the lowest responsive and most responsible bidder; and

WHEREAS, the Road Department's adopted 2022 budget includes funding for this and other material purchases in controllable expenditures; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a purchase order with Rathco Safety Supply, Inc. in the amount of \$26,401.50 for the annual purchase of signs and posts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bids and authorizes a purchase order with Rathco Safety Supply, Inc. of 6742 Lovers Lane, Portage, MI 49002 in the amount of \$26,401.50 to furnish reflective sign faces, complete signs, aluminum sheet sign panels, and sign posts for the 2022 fiscal year.

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

TO: Board of Commissioners, County Services and Finance Committees

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 21, 2022

SUBJECT: Request to Reclassify Engineering Technician 3/4/5 to Permit Clerk
For the meeting agendas of April 5, 6 and 12

BACKGROUND

The Road Department currently has a vacant position in the Permits Section of the Engineering Department for an “Engineering Technician 3/4/5”, which is in the Office and Professional Employees International Union (OPEIU) Technical Clerical Unit at Grades 3-5. Unfortunately, we have been unable to backfill the position with an individual meeting the job description requirements. The intent of the “Engineering Technician 3/4/5” job description was to be general enough to provide flexibility of work assignments between various sections of the Engineering Department, but it has inadvertently added certification and construction related experience to a position that is intended to be primarily clerical.

Currently, the permit work is being performed by the Receptionist, but due to the extraordinary number of permits being processed on a daily basis, the focus of the employee in this position has been skewed heavily towards permits and pulled away from other required job duties associated with the receptionist’s job description.

In an effort to better define the needs of the Permits Section, the “Permit Clerk” job description was created, with involvement and concurrence from both HR and the OPEIU Technical Clerical Unit. As a result, a reclassification is being requested to convert the existing “Engineering Technician 3/4/5” position to a “Permit Clerk” position, changing from Grades 3-5 to a Grade 4.

ALTERNATIVES

If the position is left unchanged, the level of service provided to the public will continue to decline as staff try to balance the increasing workload.

FINANCIAL IMPACT

Per the attached Personnel Cost Projection provided by the County Budget Office, the annual personnel cost DECREASE of the requested reclassification of the “Engineering Technician 3/4/5” to a “Permit Clerk” will result in a savings of \$11,635-\$34,236 annually. This is due to the Road Department including the vacant position in the budget at the top step of Grade 5, but the “Permit Clerk” position will become a Grade 4, with the future employee falling somewhere between the bottom and top step of the salary chart.

OTHER CONSIDERATIONS

Per the attached email, the OPEIU Technical Clerical Unit is agreeable to the proposed reclassification. The new position would be posted, filled and administered per the current OPEIU labor agreement.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the reclassification of the “Engineering Technician 3/4/5” to a “Permit Clerk”.

Agenda Item 15g

TO: Kelly Jones, Managing Director
FROM: Joan Clous, Human Resources Specialist
DATE: 3/8/2022
RE: Support for changes to Job Descriptions Permit Clerk and Reception and Public Information Coordinator

Per your request, Human Resources has reviewed the following positions:

Permit Clerk – it will be placed in the OPEIU Clerical Technical unit at a level 4 (\$46,774.58 to \$61,803.56)

Reception and Public Information Coordinator will be placed in the OPEIU Technical unit at a level 3 (\$43,511.39 to \$57,497.52)

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

If I can be of further assistance, please email or call me 887-4374.

From: [Mark Swanson](#)
To: [Kelly Jones](#)
Subject: FW: Changes to JDs
Date: Tuesday, March 01, 2022 3:39:14 PM
Attachments: [image006.png](#)
[image005.png](#)
[image010.png](#)

*Mark Swanson
Engineering Technician
Ingham County Road Department
P. O. Box 38
Mason, MI. 48854
(517) 676-9722 ext. 2314*

From: Mark Swanson
Sent: Tuesday, March 1, 2022 7:35 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: Changes to JDs

Hi Joan,

OPEIU Local 512 Clerical and Technical Bargaining Group supports the proposed changes to the "Reception and Public Information Coordinator" and the "Permit Clerk" job descriptions. The Bargaining Group appreciates the continued opportunity to serve the People of Ingham County and County Board of Commissioners.

*Mark Swanson
OPEIU Local 512
Steward - Clerical & Technical Unit
Ingham County Road Department
(517) 719-1367*

From: Joan Clous
Sent: Tuesday, February 1, 2022 7:58 AM
To: Mark Swanson <MSwanson@ingham.org>
Subject: Changes to JDs

Mark,

The attached JDs had changes made to them, please review and let me know if the union is ok with the placement of the positions.

Joan

Joan Clous MPA, SHRM-CP
Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax



"It is what it is. But, it will be what you make it." ~ Pat Summitt

**INGHAM COUNTY
JOB DESCRIPTION**

**PERMIT CLERK
Road Department**

General Summary:

Under the supervision of the Director of Engineering, or their designee, performs a variety of permit, engineering, clerical, and administrative duties requiring skill in computer usage, permit inspection, and knowledge of the Ingham County Road Department permit requirements.

Receives, reviews, and prepares permits for issuance. Inspects permit related activities. Accepts fees and cash deposits for permit applications. Responds to public inquiries and information requests, maintains records, and performs other technical and administrative tasks associated with the Engineering Department.

Essential Functions:

1. Receives information from the public, utility companies, businesses and public agencies for all types of permits from the Road Department. Ensures all permit applications are forwarded to the proper persons for review and issuance in a timely manner.
2. Reviews permit applications for conformance with Road Department standards and specifications. Discusses complex permit applications with supervisors and department heads to ensure proposed work is not in conflict with Road Department goals and objectives. Coordinates proposed permit work with Road Department projects to minimize potential conflicts.
3. Prepares permits for approval by the County Highway Engineer, or their designee.
4. Accepts and accounts for money and credit card payments received through permit activities. Prepares documentation for the Finance Department to issue invoices and/or refunds related to permit activities, e.g., permit fees, road bond deposits and bituminous pavement agreement funds.
5. Functioning as permit inspector, inspects conditions prior to permit issuance as well as work being performed by utilities, builders, etc., within the road right-of-way. Inspects road construction related to plat/subdivision construction to assure compliance with Road Department standards. Measures, reports and keeps records of permitted construction work performed in the field.
6. Handles Road Department related requests for information, such as permit requirements and restrictions, right-of-way information, plat and development inquiries, and road and bridge as-built research and reproduction.
7. Performs office work such as filling out forms, keeping records, filing documents and reproducing documents or drawings, and other duties as assigned.
8. Assists the Engineering Department with traffic data collection, road certification map updates, inventory road assets, collect soil borings, provide survey support, and/or other duties as assigned.
9. Assists the Reception Clerk to answer phone calls and emails, respond to walk-in visitors, update the website and social media, and/or other duties as necessary.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a high school diploma **plus** a minimum of **5 years** of relative experience in permits, construction inspection/methods or related fields.

OR

A minimum of an Associate's Degree in Civil Engineering, Construction Technology or a related field **plus** a minimum of **2 years'** experience in permits, construction inspection/methods or related fields.

Other Requirements:

- Sitting, walking, standing, bending and lifting/holding/carrying objects found in an office environment.
- Must possess a valid Michigan Motor Vehicle Operator's License.
- The position requires the proficient use of word processing and spreadsheet software and basic knowledge and experience using software programs such as Precision Road Software.

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

Physical Requirements:

- Sitting, walking, standing, bending and lifting/holding/carrying objects found in an office environment.
- Walking, bending and twisting on pavement, dirt and other outdoor surfaces in various weather conditions.
- Occasional lifting of items up to 50 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- The typical work environment occurs in an office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Frequently, the work environment occurs outside where exposure to temperature, weather conditions, allergens and loud noises are increased.

***OPEIU (Road Dept)
January 2022
Pay Grade 4***

ROAD

		Step 1	Step 7
OPEIU Grade 3		43,511	57,498
715000	1000 FICA	3,329	4,399
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
716020	2820 PHP MED	19,002	19,002
718000	7114 MERS 1414	15,229	20,124
715050	8841 LIABILITYC	371	491
717100	8941 DISABIL 60	57	75
714000	8951 UNEMPLYMT	218	287
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	761	1,006
716040	8955 RET/HLTH/T	1,958	2,587
717000	8985 LIFE 40K	118	118
Total		89,210	110,243

		Step 1	Step 7
OPEIU Grade 4		46,775	61,804
715000	1000 FICA	3,578	4,728
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
716020	2820 PHP MED	19,002	19,002
718000	7114 MERS 1414	16,371	21,631
715050	8841 LIABILITYC	399	528
717100	8941 DISABIL 60	61	80
714000	8951 UNEMPLYMT	234	309
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	819	1,082
716040	8955 RET/HLTH/T	2,105	2,781
717000	8985 LIFE 40K	118	118
Total		94,117	116,718

		Step 1	Step 7
OPEIU Grade 5		52,614	69,540
715000	1000 FICA	4,025	5,320
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
716020	2820 PHP MED	19,002	19,002
718000	7114 MERS 1414	18,415	24,339

715050	8841 LIABILITYC	449	594
717100	8941 DISABIL 60	68	90
714000	8951 UNEMPLYMT	263	348
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	921	1,217
716040	8955 RET/HLTH/T	2,368	3,129
717000	8985 LIFE 40K	118	118
Total		102,899	128,353

Introduced by the County Services and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY ENGINEERING TECHNICIAN 3/4/5 TO PERMIT CLERK

WHEREAS, the Road Department wishes to reclassify the currently vacant position for the Permits Engineering Technician 3/4/5 in the Office and Professional Employees International Union (OPEIU) Technical Clerical Unit, Grades 3-5, to a Permits Clerk in the OPEIU Technical Clerical Unit, Grade 4, effective upon approval; and

WHEREAS, the Engineering Technician 3/4/5 position is currently an OPEIU Technical Clerical Unit Grades 3-5 (\$43,511.39-\$69,540.04) and the Permits Clerk position will be an OPEIU Technical Clerical Unit Grade 4 (\$46,774.58-\$61,803.56); and

WHEREAS, the Budget Office provided Personnel Cost Projections for the OPEIU Technical Clerical Unit Grades 3-5, which demonstrates an annual personnel cost savings of \$11,635-\$34,236 for the reclassification of the Engineering Technician position at the currently budgeted Grade 5 salary to the Grade 4 salary of the Permits Clerk; and

WHEREAS, this reclassification will allow for greater service in the Permits Section of the Engineering Department and increased level of service for the reception and public information conveyance for the Road Department; and

WHEREAS, this reclassification has been reviewed and approved by the Human Resources Department and the OPEIU Technical Clerical Unit; and

WHEREAS, the vacant position for the reclassified Permits Clerk will be posted, filled, and administered per the current OPEIU Technical Clerical Unit labor agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Road Department to reclassify the currently vacant position for the Permits Engineering Technician 3/4/5 in the OPEIU Technical Clerical Unit Grades 3-5 (\$43,511.39-\$69,540.04) to a Permits Clerk in the OPEIU Technical Clerical Unit Grade 4 (\$46,774.58-\$61,803.56), effective upon approval.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: March 24, 2022
SUBJECT: Second Tranche ARP Funding Discussion
 For the meeting agendas of April 5 and April 6, 2022

The ARP Tranche 2 funds will arrive by the end of May, 2022. To date, we have made the following commitments for the first and second tranche funds:

Tranche 1	\$ 28,398,219			
Expense		Obligated	Expensed	Unspent
Essential Employee Pay		\$ 3,933,811	\$ 3,933,811	\$ -
IT Upgrades for Remote Work/Connectivity		\$ 1,500,000	\$ 51,256	\$ 1,448,744
Staffing (Treasurer, Fair, Allen Neighborhood, Finance)		\$ 273,578	\$ 273,578	\$ -
GLC&VB and Arts Council		\$ 1,444,077	\$ 1,444,077	\$ -
Blue Spotted Salamander Drain		\$ 150,000	\$ -	\$ 150,000
Broadband Assessment and Planning		\$ 50,000	\$ -	\$ 50,000
Fair Board Deficit Reduction Plan		\$ 283,000	\$ 283,000	\$ -
Emergency Service Authorities (NIESA/SAESA)		\$ 1,000,000	\$ 1,000,000	\$ -
Employee Testing/Misc Supplies		\$ 243,000	\$ 219,943	\$ 23,057
Stockbridge Schools		\$ 590,535	\$ -	\$ 590,535
Community Mental Health		\$ 450,000	\$ 75,402	\$ 374,598
Allen Neighborhood FQHC and Pharmacy		\$ 750,000	\$ 500,000	\$ 250,000
Mid Michigan Recovery		\$ 205,218	\$ 160,788	\$ 44,430
Village Lansing/Coat of Many Colors		\$ 25,000	\$ 18,000	\$ 7,000
LEAP Ingham Sunrise Grants		\$ 11,000,000	\$ 9,310,000	\$ 1,690,000
Capital Area Community Services		\$ 5,000,000	\$ 1,250,000	\$ 3,750,000
Capital Area Housing Partnership - mortgage/utilities		\$ 1,000,000	\$ 1,000,000	\$ -
Career Enhancement Program Opportunity Knox		\$ 500,000	\$ 500,000	\$ -
Totals		\$28,398,219	\$20,019,855	\$ 8,378,364
Revenue				
Tranche 2 (May 2022)	\$ 28,398,219			
Expense		Obligated	Expensed	Unspent
Revenue Reimbursement		\$ 3,000,000	\$ 750,000	\$ 2,250,000
Child and Family Charities		\$ 3,000,000	\$ -	\$ 3,000,000
Staffing (Treasurer, Fair, Allen Neighborhood, Finance)		\$ 738,578	\$ 348,706	\$ 389,872
Totals		\$ 6,738,578	\$ 1,098,706	\$ 5,639,872
Remaining Uncommitted Tranche 2	\$ 21,659,641			

As you can see, between the \$3 million revenue reimbursement set aside to balance the 2022 budget, the commitment to Child and Family Charities for an up to \$3 million match for their McClaren campus project and staff funding commitments, we have \$21,659,641 non-obligated funds remaining.

Since the passage of the ARP bill, the allowable uses have expanded, which has greatly increased the County’s ability to utilize these funds. Our original concerns of a lack of County funding options has proven to be unfounded. When we combine the township and city infrastructure requests from last year with the current requests from departments and outside agencies, the requests total over \$109 million.

In order to assess the requested projects, we focused on the following criteria:

- 1) Are the eligible per ARP Final Rule guidelines
- 2) How do they fit within the County’s strategic plan
- 3) Are they ongoing expenses

Give this criteria, we recommend the following:

Recommendation 1 – Approve the One and All and Elevate Programs and recapture the \$1,250,000.

As you may recall, LEAP recently presented the following recommendations for the remaining \$1,690,000 LEAP allocation:

- \$300,000 for One and All Program
- \$140,000 for Elevate Program
- Reallocate \$1,250,000 Revolving Loan Program to Ingham Business Booster Program

This will increase remaining ARP funds to **\$22,909,641**

Recommendation 2 – Approve the following funding requests:

Department	Request \$	Recommended
Housing Trust Fund	\$ 9,000,000	\$ 9,000,000
Health Department Septic/Well Repairs	\$ 1,000,000	\$ 1,000,000
Circuit Court Visiting Judge Program (3 years staffing/rent/operations)	\$ 2,720,228	\$ 2,720,228
Facilities Building Mechanical Air Filtration System	\$ 650,000	\$ 650,000
Mason Public Schools Staffing (nurses, behavioral health, etc.)	\$ 1,564,411	\$ 1,000,000
CMH Room and Board for Adult Foster Care Program	\$ 180,000	\$ 180,000
Parks MSU to Lake Lansing Trail Connector	\$ 315,000	\$ 315,000
Drain Commissioner - Smith and Oesterle Drain	\$ 392,000	\$ 392,000
IT Fiber Buildout	\$ 2,495,000	\$ 2,000,000
Parkwood YMCA - Expand Kids Time Preschool Program	\$ 120,000	\$ 120,000
Sheriff's Office Portable Air Purification Systems	\$ 68,145	\$ 68,145
CAUW VITA Staffing for 3 years (Income tax assistance)	\$ 230,000	\$ 230,000
Total Recommended	\$ 18,734,784	\$ 17,675,373
ARP Funds Available after Recommendation 1		\$ 22,909,641
ARP Funds Available after Recommendation 2		\$ 5,234,268

Recommendation 3 – Reserve remaining \$5 million plus for revenue replacement with \$1 million allocated to the Montgomery Drain.

OTHER CONSIDERATIONS

The \$5 million allocation to Capital Area Community Services may ultimately prove to be more funding than required. To date, CACS has awarded half of their first \$1,250,000 allocation.

Child and Family Charities has raised \$1 million toward their \$3 million goal. While they are confident they will raise the remaining \$2 million, it is worth monitoring.