

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

FINANCE COMMITTEE
MARK GREBNER, CHAIR
TODD TENNIS
BRYAN CRENSHAW
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, FEBRUARY 16, 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 [February 7, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – 4th Quarter Investment Report
2. Sheriff's Office – Resolution to Authorize a Contract Renewal with [LeadsOnline](#)
3. Probate Court – Resolution to Authorize Statement of Work No. 21771 with [ImageSoft](#) Corporation for the Probate Court Imaging Project
4. Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with [Motorola Solutions, Inc.](#) for the Purchase of Two APX NEXT All-Band Smart Radios
5. Facilities Department
 - a. Resolution to Authorize a Purchase Order to [FD Hayes Electric Co.](#) for the Electrical Work for the New Modular Furniture Cubicles in the Health Department Admin Area
 - b. Resolution to Authorize a Purchase Order to [Knight Watch Inc.](#) for a New Door Access Swipe and Upgrading Intercom System as Part of the 9-1-1 Center's Remodel Project
6. 9-1-1 Dispatch Center – Resolution to Authorize Renewal of Software Support Agreement with [Central Square Technologies](#) for the Computer Aided Dispatch (CAD) System
7. Community Agencies – Resolution to Authorize an Amendment to Resolution #21- 579 to Revise the Scope of Services for the 2022 Community Agency Agreement with [Stockbridge Community Outreach](#)
8. Elder Persons Millage – Resolution to Authorize a Contract with [Tri-County Office on Aging](#) for Elder Services Millage Eligible Services

9. Environmental Affairs Commission – Resolution to Authorize a Contract with [Bureau Veritas Technical Assessments LLC](#) for an Energy Audit of County Facilities
10. Fairgrounds – Resolution to Authorize a Contract with [Jared A. Beduhn Excavating & Landscaping](#)
11. Health Department
 - a. Resolution to Authorize an Agreement with the Michigan Department of [Environment, Great Lakes, and Energy](#) for FY 2021-2022
 - b. Resolution to Convert Position #601398 ([Disease Control Nurse](#)) from .5 FTE to .75 FTE
12. Human Resources Department – Resolution to Authorize Enrollment in [Davenport University's Certificate of Management Program \(Cohort Three\)](#)
13. Controller/Administrator's Office – Resolution to Authorize an Agreement with People Ready Activating Youth ([P.R.A.Y](#)) for Agency Assessment and Street Outreach/Gun Violence Interruption Deployment Training and Capacity Building with Advance Peace dba Safe Passages to Implement and Operate the Lansing/Ingham Peacemaker Fellowship®

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
February 7, 2022
Draft Minutes

Members Present: Grebner, Crenshaw, Peña, Polsdofer, Schafer, and Stivers

Members Absent: Tennis

Others Present: Gregg Todd, Michael Townsend, Scott Hendrickson, 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 January 19, 2022 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, MINUTES OF THE JANUARY 19, 2022 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN.
Absent: Commissioner Tennis

Additions to the Agenda

Substitute –

- 7. Controller/Administrator's Office
 - a. Resolution to Approve the Use of American Rescue Plan Funds for COVID-19 Related Sick Leave

Late –

- 7. Controller/Administrator's Office
 - b. Resolution Approving the 2022 - 2024 Collective Bargaining Agreement with the Capitol City Labor Program, Animal Control Unit
 - c. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the Michigan Nurses Association Nurse Practitioners/Clinic Nurses Unit

Limited Public Comment

None.

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

- 2. Probate Court – Resolution to Authorize a Supplemental Reimbursement for Probate Court Judicial Assistants

3. Prosecutor's Office – Resolution to Authorize a Memorandum of Understanding between the Tri-County Metro Narcotics Squad and the Ingham County Prosecutor's Office Under the 2022 Byrne JAG Grant
4. Parks Department – Resolution to Authorize a Contract with Praise Companies, LLC for Designing, Fabricating, and Installing Signage for the Ingham County Park Department
5. Health Department
 - a. Resolution to Authorize an Amendment to Resolution #21-498
 - b. Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files
 - c. Resolution to Amend Agreement for Registered Dietician Services
 - d. Resolution to Authorize an Agreement with ChartSpan Medical Technologies, Inc.
6. Financial Services Department
 - a. Resolution to Request a Reallocation of Assets within Municipal Employees' Retirement System (MERS)
 - b. Resolution to Approve an Agreement with Plante Moran, LLC for ERP Software Consulting Services
7. Controller/Administrator's Office
 - a. Resolution to Approve the Use of American Rescue Plan Funds for COVID-19 Related Sick Leave
 - b. Resolution Approving the 2022 - 2024 Collective Bargaining Agreement with the Capitol City Labor Program, Animal Control Unit
 - c. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the Michigan Nurses Association Nurse Practitioners/Clinic Nurses Unit

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis

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

1. Clerk's Office – Resolution to Approve the Reorganization of the County Clerk's Office

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

Commissioner Schafer stated Chairperson Grebner had spoken that the past process jumped two steps in instances. He further asked how the wages were determined.

Gregg Todd, Controller, stated a department would submit a list of current job activities and Human Resources would compare the list to what had been listed on the previous job description. He further stated the scoring was based on the change of the job task and responsibilities.

Commissioner Schafer stated it struck him how the County paid 911 Operators relative to other positions. He further stated the wage was low and one of the reasons the positions could not be filled.

Commissioner Schafer stated if the Department Head pushed for a change, it could happen. He further stated if the Department Head did not request a change, then one would not occur.

Mr. Todd stated if a Department Head believed the employees were due for a reclassification then that would be the process.

Commissioner Schafer stated a previous discussion with 911 recognized the low salary compared to other positions that had increased. He further stated the salaries for the Clerk's Office were good salaries.

Commissioner Crenshaw stated the Union supported the Deputy County Clerk position but did not mention the other job positions included in the update. He further asked if the Committee knew what the Union's position is on the other job positions.

Scott Hendrickson, Chief Deputy County Clerk, stated the UAW Union supported the Deputy County Clerk position because it was the only position that was organized. He further stated the other positions in the reorganization are part of the Managerial and Confidential group.

Commissioner Schafer stated when the Controller interviewed; he had accepted a lower offer. He further stated the Committee should do an analysis of the Controller position and the deputies.

Chairperson Grebner stated County Services Committee would best address it. He further stated that the County reclassified positions roughly every 10 years.

Chairperson Grebner stated the County's wages tended to increase. He further stated the County wanted to provide good salaries and be a good employer or would otherwise have trouble employing people.

Commissioner Crenshaw stated the reorganization was a \$93,000 increase over the year. He further asked how it impacted the employee retirement contributions.

Mr. Todd stated the retirement contribution was based on the salary.

Michael Townsend, Budget Director, stated the contribution would be different for each job position. He further stated a calculation could be completed to determine the percentage.

Commissioner Crenshaw stated it would be good to have that calculation ahead of the Board of Commissioners meeting on February 8, 2022.

Chairperson Grebner stated some employees were on the conventional defined benefit plan, and that would affect those employees differently. He further stated the reorganization would add approximately \$100,000.00 to the base cost of the County.

Mr. Townsend asked if the Committee would like a breakdown of all benefits or just retirement.

Commissioner Crenshaw stated the Committee would like a calculation of all benefits.

Chairperson Grebner stated the County wanted to be a reasonably competitive employer in the job market. He further stated it could cause a crisis should the County fall too far behind or ahead, but did not believe it was a crisis in the Clerk's Office.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Announcements

Commissioner Schafer requested County Services Committee review the compensation for the Controller and staff.

Chairperson Grebner stated a letter could be prepared for his signature that stated the Finance Committee is concerned for the competitiveness of salary in the Controller's Office.

Commissioner Peña stated the Schmidt Community Center would host a COVID-19 vaccine clinic with the Ingham County Health Department. He further stated individuals would receive a \$25 Dollar Tree gift card.

Commissioner Peña stated this event was being held for individuals with disabilities, but all are welcome. He further stated the event would be held on February 26, 2022 from 12pm-5pm.

Commissioner Stivers asked Commissioner Peña if he would email the information for the event.

Commissioner Peña stated he would email the information as well as share the informational flyer with the Committee.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:14 p.m.

FEBRUARY 16, 2022 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

2. **Sheriff's Office** – *Resolution to Authorize a Contract Renewal with LeadsOnline*

This resolution will authorize a contract with LeadsOnline in the amount of \$7,165 to be paid out of the 2022 Sheriff's Office budget from Field Services/Contractual Services. LeadsOnline is a tool that assists with stolen property investigations by providing a nationwide database containing pawn records and the identification of those responsible for them. The Sheriff's Office has been using this tool since 2019.

See memo for details.

3. **Probate Court** – *Resolution to Authorize Statement of Work No. 21771 with ImageSoft Corporation for the Probate Court Imaging Project*

This resolution will authorize entering into an agreement with ImageSoft in the amount of \$114,918 to enhance technology in the Probate Court by implementing a paperless workflow system as set forth in ImageSoft's Statement of Work No. 21771. The Probate Court and ImageSoft have identified areas where the current imaging system can be more fully realized and result in greater efficiencies. The Probate Court also seeks to enhance technology by implementing a paperless workflow system through this project. The Probate Court has been awarded funding through the 2022 Michigan State Police Coronavirus Emergency Supplement Funding Grant for this project that will cover most of this cost (\$88,724). The remaining cost of \$26,194 will be paid from the Probate Court's capital budget.

See memo for details.

4. **Homeland Security and Emergency Management** – *Resolution to Authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the Purchase Two APX NEXT All-Band Smart Radios*

This resolution will authorize the purchase of two APX NEXT All-Band Smart Radios for Ingham County Emergency Management from Motorola Solutions, Inc., for \$15,846.48, utilizing funding from the FY 2019 Homeland Security Grant Funding. This is part of an ongoing project to update the Ingham County Public Safety Radio System. These radios will be used by the Ingham County Office of Homeland Security & Emergency Management. The features of the APX NEXT All-Band Smart Radios expand beyond the standard radio capabilities, allowing for increased interoperability and functionality within and beyond Ingham County.

See memo for details.

5a. **Facilities Department**– *Resolution to Authorize a Purchase Order to FD Hayes Electric Co. for the Electrical Work for the New Modular Furniture Cubicles in the Health Department Admin Area*

This resolution authorizes a purchase order for FD Hayes Electric Co. to provide electrical work for the disconnection and reconnection of new work space cubicles at the Health Department Admin Area.

Cost is \$7,474.89 to be funded out of the 2020 CIP from the GF/HSB Operating Fund.

See memo for details.

5b. Facilities Department – *Resolution to Authorize a Purchase Order to Knight Watch Inc. for a New Door Access Swipe and Upgrading Intercom System as Part of the 9-1-1 Center’s Remodel Project*

This resolution will authorize a purchase order to Knight Watch Inc. for a new door access swipe and upgrading the intercom system as part of the 9-1-1 Center’s remodel project. This remodel project will create a separate entrance from the front foyer, which will require an additional card swipe and relocating and upgrading the intercom system. Knight Watch who is the proprietary for the security access system submitted a proposal of \$11,635.91 for the new card swipe and relocating and updating the intercom system. Funds are available in the 9-1-1 Center’s capital budget.

See memo for details.

6. 9-1-1 Dispatch Center – *Resolution to Authorize Renewal of Software Support Agreement with Central Square Technologies for the Computer Aided Dispatch (CAD) System*

This resolution will approve the 2022 – 2023 Central Square Renewal of Software Support Agreement between Central Square Technologies and Ingham County 9-1-1 Center for the Computer Aided Dispatch System (CAD) from April 14, 2022 through April 13, 2023, at a cost of \$148,181.69. The CAD system is a critical system at the center of 9-1-1 operations and connects units in the field with call information and mapping in their vehicles. The annual support covers all servers in live training and test environments, all GIS support services for mapping, and support of all CAD clients in use at the primary and backup centers and other locations. All software upgrades are included in the software support as well. Funds for this agreement are included in the 2022 operating budget.

See memo for details.

7. Community Agencies – *Resolution to Authorize an Amendment to Resolution #21- 579 to Revise the Scope of Services for the 2022 Community Agency Agreement with Stockbridge Community Outreach*

This resolution authorizes an amendment to Resolution #21-579 to change the scope of services for the agreement with Stockbridge Community Outreach to allow the utilization of the \$4,500 previously authorized for the Tide Me Over Backpacks program to instead support the Milk Bucks program.

8. Elder Persons Millage – *Resolution to Authorize a Contract with Tri-County Office on Aging for Elder Services Millage Eligible Services*

This resolution authorizes a 2022 contract with Tri-County Office on Aging (TCOA) to utilize Elder Services Millage funds for millage eligible services, as set forth in the attachment. These services include:

- Meals on Wheels
- In-Home Services
- Home Modification/Repair and Chore Services
- Healthy Aging and Wellness Activities
- Crisis Services
- Non-Covered Medical Needs
- Information & Assistance Services
- Legal Services

The contract will not exceed \$2,499,000 from the Elder Services Millage, and sufficient funds are available from the Elder Services Millage.

9. Environmental Affairs Commission – Resolution to Authorize a Contract with Bureau Veritas Technical Assessments LLC for an Energy Audit of County Facilities

This resolution authorizes a contract with Bureau Veritas to perform an energy audit on 16 county facilities/sites. Those include:

- Courthouse/Hilliard Bldg.
- Human Services Bldg.
- Grady Porter/VMC
- Family Center
- Youth Center
- Forest Community Health Center
- Animal Control Shelter
- Drain Office
- Hawk Island Outdoor Lighting
- Lake Lansing South Maintenance Bldg.
- Lake Lansing Bandshell
- Burchfield Winter Sports Bldg.
- Burchfield Outdoor Lighting
- Potter Park Zoo Discovery Center
- Fairgrounds Main Arena

The Environmental Affairs Commission evaluated the bids and recommends that the Board of Commissioners approve a contract with Bureau Veritas.

The 2022 budget includes \$100,000 for an energy audit. An additional \$64,000 will need to be transferred from the contingency fund. There is currently \$332,092 in the contingency fund.

10. Fairgrounds – Resolution to Authorize a Contract with Jared A. Beduhn Excavating & Landscaping

This resolution authorizes a contract with Jared A. Beduhn Excavating & Landscaping in an amount not to exceed \$14,000 from the Fair CIP (Hotel/Motel Fun) fund balance for the removal and replacement of clay and sand into the south end horse riding arena.

11a. Health Department - Resolution to Authorize an Agreement with the Michigan Department of Environment, Great Lakes, and Energy for FY 2021-2022

This resolution authorizes an agreement with Michigan Department of Environment, Great Lakes, and Energy (EGLE), in an amount not to exceed \$31,906, to conduct environmental monitoring and inspections of EGLE Non-Community programs effective October 1, 2021 through September 30, 2022.

11b. Health Department - Resolution to Convert Position #601398 (Disease Control Nurse) from .5 FTE to .75 FTE

This resolution authorizes the conversion of position #601398 Disease Control Nurse from .5 FTE to .75 FTE effective upon approval through September 30, 2022. Funding for this conversion is available through a grant.

12. Human Resources Department – Resolution to Authorize Enrollment in Davenport University’s Certificate of Management Program (Cohort Three)

This resolution authorizes our third cohort for Davenport University’s Certificate of Management (CoM) Program. This six-session course focuses on the core competencies necessary to building collaboration, promoting trust, and empowering employees to achieve results.

New, experienced, and aspiring managers who completed Cohorts One and Two of the CoM program in the fall of 2020 and Spring of 2021 report great satisfaction with the program and resultant increase in their knowledge and skills. Offering another cohort of the CoM program will provide like benefits and results to employees and the County.

Purchase of 20 seats enables the County to realize a 20% reduction in the per-seat price. Additionally the 2022 price of \$1,595 per seat has been reduced from the 2021 price of \$2,360 per seat. Total cost of \$31,900 will be funded through contingency.

See memo for details.

13. Controller’s Office – Resolution to Authorize an Agreement with People Ready Activating Youth (P.R.A.Y.) for Agency Assessment and Street Outreach/Gun Violence Interruption Deployment Training and Capacity Building with Advance Peace dba Safe Passages to Implement and Operate the Lansing/Ingham Peacemaker Fellowship®

This resolution will authorize Ingham County to enter into a contract with P.R.A.Y. for agency assessment and Street Outreach/Gun Violence Interruption Deployment Training and Capacity Building with Advance Peace dba Safe Passages to Implement and Operate the Lansing/Ingham Peacemaker Fellowship during the period of January 1, 2022 to December 31, 2022 in an amount not exceed the \$279,500.

In November 2021, the Lansing/Ingham Advance Peace Planning team assembled an RFP evaluation team made of staff from Ingham County, the City of Lansing, Advance Peace, and county residents impacted by gun violence who have demonstrated an ongoing commitment to gun violence prevention and interruption. The evaluation team recommended a partnership between P.R.A.Y. and Peckham to be the operators of the Lansing/Ingham Peacemaker Fellowship®. However, subsequent discussions with officials from Ingham County, P.R.A.Y., and Peckham have resulted in Peckham deciding not to enter into a contract related to this project. Because the initial recommendation by the evaluation team was for a Peckham/P.R.A.Y. partnership, the recommendation was reevaluated. All of the members of the evaluation team have been contacted, and the majority are in favor of moving forward with a contract with P.R.A.Y.

During the training and assessment phase, Advance Peace will be engaged with multiple stakeholders along with P.R.A.Y. Should Advance Peace determine that the selected entity does not have the capacity to do the work, Advance Peace will work with the County to recommend a local operator based on their experience working with multiple partners within the community.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

1. Treasurer’s Office – 4th Quarter Investment Report

**INGHAM COUNTY
 POOLED CASH AND INVESTMENTS
 DECEMBER 31, 2021**

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE DECEMBER 31, 2021
OPERATING BANK ACCOUNTS				
OPERATING BANK ACCOUNTS				21,905,058.58
CERTIFICATES OF DEPOSIT				
LAFCU	12/27/2020	12/27/2023	0.70	1,014,867.19
LAFCU	12/27/2019	12/27/2022	2.15	1,000,000.00
MSUFCU	12/22/2020	12/22/2023	0.80	1,000,000.00
MSUFCU	12/22/2020	12/22/2024	0.90	500,000.00
MSUFCU	6/2/2021	6/2/2025	1.10	1,000,000.00
MSUFCU	3/4/2019	3/4/2022	3.01	1,000,000.00
MSUFCU	7/1/2019	7/1/2022	2.76	1,000,000.00
MSUFCU	7/2/2020	7/2/2024	1.25	1,000,000.00
CHOICE ONE BANK	11/14/2021	11/14/2022	0.29	1,000,000.00
CIBC	8/18/2021	8/18/2022	0.20	1,000,000.00
CIBC	9/17/2021	9/17/2022	0.20	1,500,000.00
LEVEL ONE BANK	8/17/2020	2/17/2022	0.40	1,000,000.00
INDEPENDENT BANK	6/25/2021	6/25/2022	0.15	2,000,000.00
FLAGSTAR BANK	8/18/2020	2/18/2022	0.40	1,000,000.00
FLAGSTAR BANK	10/17/2021	10/17/2022	0.20	3,000,000.00
FLAGSTAR BANK	9/30/2020	6/15/2022	0.35	4,000,000.00
FNB BANK	10/8/2020	9/8/2022	0.55	1,000,000.00
FNB BANK	7/9/2021	1/9/2023	0.30	1,000,000.00
TOTAL CERTIFICATES OF DEPOSIT				25,014,867.19
RESERVE AND SAVINGS				
LAFCU			0.25	202,082.42
MSUFCU			0.16	1,442,954.31
DART			0.25	2,010,541.55
SMALL ACCOUNTS				32.19
MICHIGAN CLASS				55,900,354.02
TOTAL RESERVE AND SAVINGS				59,555,964.49

	PURCHASE		INTEREST	BALANCE
	DATE	MATURITY	RATE	DECEMBER 31, 2021
FEDERAL AGENCY COUPON SECURITIES				
Federal Farm Credit Bank	9/2/2020	8/25/2025	0.61	1,000,135.56
Federal Farm Credit Bank	10/1/2020	4/8/2022	0.14	3,000,000.00
Federal Farm Credit Bank	11/19/2020	11/24/2025	0.60	2,000,000.00
Federal Home Loan Mort Corp	9/2/2020	3/17/2025	0.50	1,000,000.00
Federal Home Loan Mort Corp	9/10/2020	6/24/2024	0.41	1,000,000.00
Federal Home Loan Mort Corp	9/14/2020	9/30/2025	0.60	1,000,000.00
Federal Home Loan Bank	9/28/2020	10/5/2022	0.17	10,000,000.00
Federal Home Loan Bank	11/19/2020	12/1/2027	0.90	2,000,000.00
Federal Home Loan Mort Corp	10/8/2020	10/28/2026	0.75	1,000,000.00
Federal Home Loan Mort Corp	11/19/2020	5/28/2026	0.65	1,000,000.00
Federal Home Loan Bank	1/27/2021	1/29/2027	0.80	1,000,000.00
Federal Home Loan Bank	1/28/2021	11/17/2028	1.00	1,000,000.00
Federal Home Loan Bank	2/17/2021	2/22/2030	1.43	1,000,000.00
Federal Home Loan Bank	2/25/2021	9/17/2026	1.00	1,000,000.00
Federal Home Loan Bank	2/25/2021	3/3/2028	1.34	1,000,000.00
Federal Home Loan Bank	3/8/2021	3/30/2028	1.50	833,333.33
Federal Home Loan Bank	3/12/2021	3/29/2029	1.00	2,000,000.00
Federal Home Loan Bank	4/15/2021	7/15/2024	0.45	1,000,000.00
Federal Home Loan Bank	6/15/2021	6/15/2027	1.25	500,000.00
Federal Home Loan Bank	6/29/2021	7/20/2026	1.13	3,000,000.00
Federal Home Loan Bank	6/29/2021	1/22/2025	0.38	3,000,000.00
Federal Home Loan Bank	7/23/2021	8/19/2026	0.50	5,000,000.00
Federal Home Loan Bank	7/23/2021	8/23/2024	0.52	5,000,000.00
Federal Home Loan Bank	10/27/2021	11/18/2025	1.20	2,000,000.00
Federal Home Loan Bank	10/27/2021	11/23/2026	1.50	2,000,000.00
Federal Home Loan Bank	10/27/2021	11/22/2024	1.00	2,000,000.00
Federal Farm Credit Bank	3/30/2020	3/30/2027	1.55	2,000,000.00
TOTAL FED AGENCY COUPON SECURITIES				56,333,468.89
COMMERCIAL PAPER				
ABN AMBRO FUNDING USA	5/28/2021	2/17/2022	0.12	4,995,583.30
AT&T INC	9/29/2021	1/19/2022	0.16	4,997,511.10
BANCO SANTANDER	5/28/2021	1/20/2022	0.15	4,995,062.50
ING US FUNDING LLC	8/23/2021	2/22/2022	0.12	4,996,950.00
LLOYDS CANK CORP MKTS/NY	8/24/2021	5/16/2022	0.14	4,994,663.19
MACQUARIE BANK LTD	11/30/2021	6/1/2022	0.24	4,993,900.00
ROYAL BANK OF CANADA	9/28/2021	3/23/2022	0.10	4,997,569.40
TOTAL COMMERCIAL PAPER				34,971,239.49

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE DECEMBER 31, 2021
MUNICIPAL BONDS				
South Lyon Community Schools	5/15/2013	5/1/2022	2.69	302,625.00
State of Michigan A REG	6/19/2017	11/1/2022	1.97	709,669.97
Houghton-Portage Twp Schs	6/21/2016	5/1/2025	2.70	201,666.00
Ionia School District	3/22/2017	5/1/2025	2.20	235,884.12
TOTAL MUNICIPAL BONDS				1,449,845.09
TOTAL POOLED INVESTMENTS				177,325,385.15
TOTAL POOLED CASH AND INVESTMENTS				199,230,443.73

Eric A. Schertzing, Ingham County Treasurer

Agenda Item 2

TO: Board of Commissioners: Law & Courts and Finance Committees
FROM: Undersheriff Andrew Bouck
DATE: January 31, 2022
SUBJECT: Resolution to authorize a contract renewal with LeadsOnline
For the meeting agendas of 02/10/2022 and 02/16/2022

BACKGROUND

This resolution is to renew a one year contract with LeadsOnline. LeadsOnline is a tool that assists with stolen property investigations. LeadsOnline is a nationwide database containing pawn records and the identification of those responsible for them. The Sheriff's Office has been using LeadsOnline since 2019.

ALTERNATIVES

None.

FINANCIAL IMPACT

The total cost for renewal of a one-year contract in 2022 is \$7,165. The Sheriff's Office is requesting this cost be paid from Field Services/Contractual Services account #10130102-8180000 in the amount of \$7,165.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goal of: Service to Residents – LeadsOnline provides deputies and detectives the access to further enhance their abilities to recover stolen property for the citizens of the county and hold those accountable through the due process of the Courts.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a renewal contract with LeadsOnline.

Agenda Item 2

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH LEADSONLINE

WHEREAS, the Ingham County Sheriff's Office is responsible for responding to and investigating crimes that occur within Ingham County, specifically to those without dedicated police services; and

WHEREAS, one of the responsibilities is the investigation of stolen property; and

WHEREAS, one of the tools afforded is a nationwide database containing pawn records and the identification of those responsible for them; and

WHEREAS, online classifieds such as eBay are linked into this database and are searchable; and

WHEREAS, the sole provider of such a database is the LeadsOnline Company; and

WHEREAS, the access provided to deputies and detectives will further enhance their abilities to recover stolen property for the citizens of the county and hold those accountable through the due process of the Courts; and

WHEREAS, the 2022 renewal subscription for LeadsOnline is \$7,165.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorize a contract with LeadsOnline in the amount of \$7,165 to be paid out of the 2022 Sheriff's Office budget from Field Services/Contractual Services account #10130102-8180000.

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 3

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

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

DATE: January 25, 2022

SUBJECT: *Authorizing Probate Court to Enter into Statement of Work No. 21771 with ImageSoft*

Submitted for working sessions scheduled for February 10, 2022 and February 16, 2022

BACKGROUND

The Probate Court and ImageSoft, as part of implementation, have discovered areas where the current imaging system can be more fully realized and result in greater efficiencies. Further, the Probate Court seeks to enhance technology by implementing a paperless workflow system through this Statement of Work. In addition, the Probate Court sought and was awarded funding through the 2022 Michigan State Police Coronavirus Emergency Supplement Funding Grant for this project – which must be expended between January 1, 2022 and December 31, 2022.

ALTERNATIVES

Seek a new Capital Improvement Project request for 2023 – for the additional \$89,000.

FINANCIAL IMPACT

Total cost is \$114,918. The 2022 Michigan State Police Coronavirus Emergency Supplement Funding Grant will pay for \$88,724 of this project with the remaining balance of \$26,194 to be paid from the Probate Court's Capital Improvement Project budget. Further, any costs approved by previous resolutions regarding agreements between ImageSoft and the Probate Court will be paid through the Probate Court's Capital Improvement Project budget.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend the Ingham County Board of Commissioners approve entering into the Statement of Work No. 21771 with ImageSoft with the majority of costs to be paid the 2022 Michigan State Police Coronavirus Emergency Supplement Funding Grant and additional costs to be paid through the Probate Court's Capital Improvement Project budget.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE STATEMENT OF WORK NO. 21771 WITH
IMAGESOFT CORPORATION FOR THE PROBATE COURT IMAGING PROJECT**

WHEREAS, the Ingham County Probate Court has contracted with ImageSoft Corporation to implement an imaging system that the Board has already approved as part of its commitment to increase and make uniform the utilization of imaging countywide and thereby realize greater efficiencies; and

WHEREAS, the Probate Court and ImageSoft, as part of implementation, have discovered areas where the current imaging system can be more fully realized and result in greater efficiencies; and

WHEREAS, the Probate Court seeks to enhance technology by implementing a paperless workflow system with ImageSoft as set forth in Statement of Work No. 21771; and

WHEREAS, the total cost for this project is \$114,918 which will be funded in majority by the 2022 Michigan State Police Coronavirus Emergency Supplement Funding Grant in the amount of \$88,724 with the remaining balance of \$26,194 to be paid from the Probate Court's Capital Improvement Project budget; and

WHEREAS, the Probate Court has adequate funding in its Capital Improvement Project budget as set forth in the previously approved Resolution #13-359.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with ImageSoft to enhance technology by implementing a paperless workflow system as set forth in ImageSoft's Statement of Work No. 21771.

BE IT FURTHER RESOLVED, that over 77% of the total project costs will be funded by the 2022 Michigan State Police Coronavirus Emergency Supplement Funding Grant in the amount of \$88,724 with the remaining balance of \$26,194 to be paid from the Probate Court's Capital Improvement 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 contract documents on behalf of the County after approval as to form by the County Attorney.

Agenda Item 4

TO: Board of Commissioners Law & Courts Committee, Finance Committee
FROM: Bob Boerkoel, Sergeant, Office of Homeland Security and Emergency Management
DATE: January 24, 2022
SUBJECT: Resolution to authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the purchase of two APX NEXT All-Band Smart Radios.

For the meeting agenda of *February 10, 2022, February 16, 2022*

BACKGROUND

This resolution is for the approval to utilize FY 2019 Homeland Security Grant Program Funding as part of an ongoing project to update the Ingham County Public Safety Radio System. Specifically, grant funding will be used to purchase two Motorola APX NEXT All-Band Smart Radios for Ingham County Office of Homeland Security & Emergency Management at a cost of \$15,846.48. The features of the APX NEXT All-Band Smart Radios expand beyond the standard radio capabilities, allowing for increased interoperability and functionality within and beyond Ingham County.

ALTERNATIVES

Ingham County contracted with Motorola Solutions, Inc. for the Ingham County Public Safety Radio replacement project (Resolutions #18-260, #18-550, and #18-552).

FINANCIAL IMPACT

The acceptance of FY 2019 HSGP funding was approved in Resolution #19-508. The Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal.

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 EOC to maintain effective communications during an emergent situation or state of emergency to deliver timely, potentially life-saving services; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County; (E) Facilities & Infrastructure - providing quality infrastructure as it upgrades and expands the EOC Radio capabilities with our MPSCS radio communications system.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of two APX NEXT portable radios.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH MOTOROLA SOLUTIONS, INC. FOR THE PURCHASE OF TWO APX NEXT ALL-BAND SMART RADIOS

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY 2019 Homeland Security Grant Program (HSGP); and

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

WHEREAS, the Ingham County Public Safety Radio System upgraded to the MPSCS/Motorola system in fall of 2021; and

WHEREAS, the Ingham County Board of Commissioners, with Resolution #18-550, previously contracted with Motorola Solutions, Inc. for the replacement of the Ingham County Public Safety Radio System; and

WHEREAS, the FY 2019 HSGP funding will be used to purchase two APX NEXT All-Band Smart Radios to be used by Ingham County Homeland Security & Emergency Management; and

WHEREAS, the features of the APX NEXT All-Band Smart Radios expand beyond the standard radio capabilities, allowing for increased interoperability and functionality within and beyond Ingham County; and

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

WHEREAS, the total expenditure for this proposal is \$15,846.48.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of two APX NEXT All-Band Smart Radios for Ingham County Emergency Management from Motorola Solutions, Inc., for \$15,846.48, utilizing funding of \$15,846.48 from the FY 2019 Homeland Security Grant Funding.

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 contract documents or purchase documents that are consistent with this resolution and approved as to form by the County Attorney.

TO: Board of Commissioners, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: February 1, 2022
RE: Resolution to Authorize a Purchase Order to FD Hayes Electric Co. for Electrical Work for the New Modular Furniture Cubicles in the Health Dept. Admin Area

For the meeting agendas of: February 15 & 16

BACKGROUND

The Health Department Admin Area has a current remodel project with new modular furniture that needs electrical to be disconnected from the current cubicles and reconnected to the new cubicles. FD Hayes Electric Co., a local vendor, submitted the lowest responsive and responsible proposal of \$7,474.89 for the electrical disconnect and reconnect of the cubicles.

ALTERNATIVES

Since this project has been approved, there are no alternatives we are aware of at this time.

FINANCIAL IMPACT

Funds are available in the approved 2020 CIP from the General Fund/HSB Operating Fund.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Amount
631-23304-976000	\$115,000	\$33,778.34	\$7,474.87	\$26,303.47
General/HSB Operating Funds				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to FD Hayes Electric Co. for the electrical disconnect and reconnect to the cubicles in the Health Department Admin Area.

Agenda Item 5a

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: January 24, 2022
RE: Electrical Upgrades to the Health Department Administrative Area.

The Purchasing Department sought bids from experienced and qualified vendors for electrical upgrades to the Health Department Administrative area. After obtaining the proper permit, the Contractor will terminate existing circuits and install six (6) new circuits and two (2) new outlets after new furniture is installed in the area.

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

Company Name	Local Preference	Amount
FD Hayes Electric Co.	Yes, Lansing MI	\$7,474.89
Centennial Electric	No, Potterville MI	\$9,100.00
Superior Electric of Lansing, Inc.	No, Lansing (Clinton County) MI	\$10,400.00

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 County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO FD HAYES ELECTRIC CO.
FOR THE ELECTRICAL WORK FOR THE NEW MODULAR FURNITURE CUBICLES IN THE
HEALTH DEPARTMENT ADMIN AREA**

WHEREAS, the Health Department Admin Area has a current remodel project; and

WHEREAS, the old cubicles will need the electric disconnected; and

WHEREAS, the new modular furniture cubicles will need electrical connection; and

WHEREAS, the Facilities Department recommends a purchase order to FD Hayes Electric Co., a local vendor who submitted the lowest responsive and responsible proposal of \$7,474.34 to disconnect the electric from the old cubicles and reconnect electric to the new modular cubicles in the Health Department Admin Area; and

WHEREAS, funds are available in the approved 2020 CIP General Fund/HSB Operating Fund line item #631-23304-976000 which has a current balance of \$33,778.34.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order in an amount not to exceed \$7,474.34 to FD Hayes Electric Co., 2301 Beal Avenue, Lansing, Michigan 48910, to disconnect electric from the old cubicles and reconnect electric service to the new modular cubicles in the Health Department Admin Area.

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

Agenda Item 5b

TO: Board of Commissioners, Law & Courts, County Services, and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: February 1, 2022
RE: Resolution to Authorize a Purchase Order to Knight Watch for a New Door Access Swipe and Upgrading Intercom System as Part of the 9-1-1 Center’s Remodel Project

For the meeting agendas of: February 10, 15 & 16

BACKGROUND

The remodel project at the 9-1-1 Center will create a separate entrance from the front foyer which will require an additional card swipe and relocating and upgrading the intercom system. Knight Watch who is the proprietary for the security access system submitted a proposal of \$11,635.91 for the new card swipe and relocating and updating the intercom system.

ALTERNATIVES

The alternative would be to not go forward with this causing the project to have the front public entrance design changed which could result in higher costs.

FINANCIAL IMPACT

Funds are available in the approved 2020 CIP 9-1-1 Fund line item number 261-32500-976000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
261-32500-976000	\$66,000	\$66,000	\$11,635.91	\$54,364.09
9-1-1 Funds				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Knight Watch for the new door access swipe and relocation and upgrading the intercom system as part of the 9-1-1 Center’s remodel project.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO KNIGHT WATCH INC. FOR A NEW DOOR ACCESS SWIPE AND UPGRADING INTERCOM SYSTEM AS PART OF THE 9-1-1 CENTER'S REMODEL PROJECT

WHEREAS, the remodel project at the 9-1-1 Center will recreate the front foyer entrance; and

WHEREAS, a new door will be installed requiring card access; and

WHEREAS, the existing intercom system will be relocated and needs to be upgraded; and

WHEREAS, Knight Watch Inc. holds the proprietary software on the existing system; and

WHEREAS, the Facilities Department recommends a purchase order to Knight Watch Inc., who submitted a proposal of \$11,635.91 for the new door swipe access and to relocate and upgrade the intercom system at the 9-1-1 Center; and

WHEREAS, funds are available in the approved 2020 CIP 9-1-1 Fund line item #261-32500-976000 which has a current balance of \$66,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order in an amount not to exceed \$11,635.91 to Knight Watch Inc., 3005 Business One Drive, Kalamazoo, Michigan 49048, for a new door access swipe and upgrading the intercom system as part of the 9-1-1 Center's remodel project.

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.

Agenda Item 6

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, 9-1-1 Director
DATE: February 1, 2022
SUBJECT: Renewal of Software Support Agreement with Central Square Technologies.
*For meeting agendas of Law & Courts- February 10, 2022 and
Finance- February 16, 2022*

BACKGROUND

Our Computer-Aided Dispatch (CAD) system is a critical system at the very center of our operations and connects our units in the field with call information and mapping in their vehicles. The annual support covers all servers in our live training and test environments, all GIS support services for mapping, and support of all CAD clients in use at our primary and backup centers and other locations. All software upgrades are included in the software support as well. The terms of this agreement are April 14, 2022 through April 13, 2023.

ALTERNATIVES

The level of 24-hour system support we receive from Central Square cannot be found with another vendor and could not be reasonably duplicated in staffing and training here.

FINANCIAL IMPACT

This year's annual support cost is \$148,181.69 and is included in our budget. This is an increase of approximately 4.8% over last year's cost.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to renew our CAD software support with Central Square Technologies.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE RENEWAL OF SOFTWARE SUPPORT AGREEMENT WITH CENTRAL SQUARE TECHNOLOGIES FOR THE COMPUTER AIDED DISPATCH (CAD) SYSTEM

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

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of a TriTech Computer Aided Dispatch System (CAD) for the Ingham County 9-1-1 Center under Resolution #14-081; and

WHEREAS, Trittech has since merged with two other companies to become Central Square Technologies; and

WHEREAS, the 9-1-1 Center needs to continue to contract with Central Square for the ongoing maintenance and support of the Ingham County 9-1-1 CAD system; and

WHEREAS, the 9-1-1 Director recommends continuing the use of the Central Square CAD system and renewal of the support agreement, which has been budgeted for in the 9-1-1 Center's 2022 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2022 – 2023 Central Square Renewal of Software Support Agreement between Central Square Technologies and Ingham County 9-1-1 Center for the Computer Aided Dispatch System from April 14, 2022 through April 13, 2023, at a cost of \$148,181.69.

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

Agenda Item 7

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: January 31, 2022
SUBJECT: Resolution Authorizing an Amendment to Resolution #21-579
For the meeting agendas of February 14 and February 16

BACKGROUND

This resolution authorizes an amendment to Resolution #21-579 to change the scope of services for the agreement with Stockbridge Community Outreach to allow the utilization of the \$4,500 previously authorized for the Tide Me Over Backpacks program to instead support the Milk Bucks program.

ALTERNATIVES

The County could still fund the backpack program, however Stockbridge Community Outreach believes the funds are better utilized in the Milk Bucks program.

FINANCIAL IMPACT

Resolution #21-579 authorized an amount of \$4,500 for Stockbridge Community Outreach, and that amount is unchanged.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the 2022 Community Agency agreement with Stockbridge Community Outreach.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #21- 579 TO REVISE THE SCOPE OF SERVICES FOR THE 2022 COMMUNITY AGENCY AGREEMENT WITH STOCKBRIDGE COMMUNITY OUTREACH

WHEREAS, Resolution #21-579 authorized Community Agency Agreements for 2022; and

WHEREAS, \$4,500 was allocated to Stockbridge Community Outreach for the Tide Me Over Backpacks program; and

WHEREAS, Stockbridge Community Outreach has proposed to utilize the funds for a different purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends Resolution #21-579 to authorize a revised agreement with Stockbridge Community Outreach to allow the utilization of the \$4,500 previously authorized for the Tide Me Over Backpacks program to instead support the Milk Bucks program as detailed in the attached scope of services.

BE IT FURTHER RESOLVED, that all other terms and conditions set forth in Resolution #21-579 are unchanged.

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

Stockbridge Community Outreach Detailed Scope of Work

Current Services/Population Served:

Our emergency services include food (weekly and monthly), gas certificates for transportation to medical appointments, prescription, utility, and rent assistance, SNAP/Medicaid/Medicare Community Partner, as well as referrals and consultations. We have a donation center with free clothing and small household goods available to all.

We also offer the following programs: Tide Me Over backpack food program; a food and gift distribution at Thanksgiving and Christmas (serves between 75 - 100 families at each); and we participate in the Fresh Food Distribution through the South Michigan Food Bank, offering free food monthly to all who come to the drop off center (100 families participating monthly). Outreach is a drop off site for monthly (CSFP) and quarterly (TEFAP) government food programs. We currently have approximately 320 clients on file and serve about 200 food orders per month.

Our target population includes low-income individuals and families within the borders of Stockbridge Community School District, which encompasses 150 square miles and a population of over 10,000.

Proposal:

We are requesting funds to support our Milk Bucks program. Each month families can sign up to shop our pantry at which time they receive pantry food, frozen meats, hygiene supplies, and a Milk Buck. This Milk Buck can be taken to the local gas station or the Plane Food Market in town and exchanged for a gallon of Milk. (The Stockbridge and Munith towns do not have a grocery store other than the Dollar Store leaving residents to rely on gas station convenience stores). The first six months of last year, Milk Bucks were given weekly due to the pandemic. In July, we returned to our usual program of one Milk Buck per month, per family. We have had numerous requests for Milk Bucks and this year we would like to expand this program to allow 2 Milk Bucks per month for families of 3 or more. Therefore we have proposed our 2022 budget to increase Milk Bucks to \$4800. We expect 40 families each month to qualify for 2 Milk Bucks and we expect the average price to be \$5.00 per gallon.

Specific Services to be Provided with County Funds:

Two Milk Bucks will be provided each month to families qualified to shop the pantry. Milk Bucks can be taken to the local participating stores to be exchanged for a gallon of milk.

Meeting Basic Needs:

This proposal meets the basic needs of providing milk to low-income individuals including seniors and families.

Eligibility Requirements:

To qualify for this assistance, families must reside in the Stockbridge School District and provide proof (picture ID, driver's license, lease, utility bill etc.), and proof of income (government benefit letter, bank statement, check stub etc.). Families earning less than 200% of the Federal Poverty Level qualify for services.

Time for Services to be Performed:

The time of service will be from January 2022 through December 2022.

Agenda Item 8

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: January 28, 2022
SUBJECT: Resolution Authorizing an Elder Services Millage Contract with TCOA
For the meeting agendas of February 14 and February 16

BACKGROUND

This resolution authorizes a 2022 contract with Tri-County Office on Aging (TCOA) to utilize Elder Services Millage funds for millage eligible services, as set forth in the attachment. These services include:

- Meals on Wheels
- In-Home Services
- Home Modification/Repair and Chore Services
- Healthy Aging and Wellness Activities
- Crisis Services
- Non-Covered Medical Needs
- Information & Assistance Services
- Legal Services

ALTERNATIVES

There is currently a waitlist for TCOA services and the 60 and older population in Ingham County is growing. TCOA already has the structure in place to address the needs of the 60 and over population. The County could attempt to provide the service in-house or contract with another entity, but TCOA is best poised to provide the services safely and efficiently.

FINANCIAL IMPACT

The contract will not exceed \$2,499,000 from the Elder Services Millage, and sufficient funds are available from the Elder Services Millage.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term goals of Promoting Accessible Healthcare and Meeting Basic Needs.

OTHER CONSIDERATIONS

TCOA did not spend the entire 2021 allocation and as a result there is a large fund balance of approximately \$1.7 million in the Elder Services Millage.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support an Elder Services Millage contract with TCOA.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH TRI-COUNTY OFFICE ON AGING
FOR ELDER SERVICES MILLAGE ELIGIBLE SERVICES**

WHEREAS, the growth of the 60 and over population throughout the country, including regional, state, and county areas, is impacting the services Tri-County Office on Aging (TCOA) delivers; and

WHEREAS, more than 57,000 seniors (age 60+) live in Ingham County, and thousands lack the financial means to fully care for themselves; and

WHEREAS, many seniors in Ingham County have multiple chronic conditions that make everyday living difficult; and

WHEREAS, as of May 31, 2020, there were almost 200 older adults in Ingham County on wait lists to receive essential services such as assistance with bathing and other personal care, homemaking chores (including snow removal), and respite programs for caregivers; and

WHEREAS, the millage will help reduce waitlists that are expected to rise dramatically with the rapid growth of the older population; and

WHEREAS, in August 2020 the electorate authorized a countywide elder services millage level of 30/100 (.30) of one mill for a period of four years (2020-2023) to be used for the purpose of authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels, and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County; and

WHEREAS, TCOA has submitted a proposal to Ingham County to use Elder Services Millage dollars to fund a comprehensive array of essential services to Ingham County residents age 60 and older; and

WHEREAS, funds from the Elder Services Millage are included in the County's 2022 budget for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$2,499,000 with Tri-County Office on Aging (TCOA) for services provided to Ingham County residents for the period of January 1, 2022 through December 31, 2022.

BE IT FURTHER RESOLVED, that funds for this contract with TCOA will come from the Elder Services Millage.

BE IT FURTHER RESOLVED, that funds will be utilized by TCOA for Elder Services Millage eligible services as provided in the attached proposal.

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.

II. SERVICES TO BE PROVIDED BY THE CONTRACTOR. The Contractor shall provide a comprehensive array of services to Ingham County residents age 60 and older. The services include:

- a) Managing and operating *home delivered meals* (commonly known as Meals on Wheels) and *Congregate (Senior) Dining Sites*, providing 50,000 meals to address food insecurity and meet the nutritional and social needs of the growing population of older adults by providing up to three meals a day based on eligibility. Services shall be provided in conformity with state and federal operating standards as outlined in the Older Americans Act. Category expenditures: **\$472,000**
- b) Providing 100 individuals with an average of 10 hours of *In-Home Services* supports depending on the need, designed to provide or enhance their independence and avoid the need for residential/skilled nursing living arrangements. Supports include personal care (such as assistance with bathing and dressing,) homemaking services, grocery shopping assistance, and respite support for persons caring for older adults. Priority will be given to individuals currently on TCOA's wait lists and others who may not meet the nursing facility level of care determination but are at risk of health decline or lack of independence without support. Category expenditures: **\$1,180,000**
- c) Supplying *Home Modification/Repair and chore services* such as snow removal, yard work, weatherization, and accessibility modifications to enhance safety and enable older adults to remain living in a safe independent environment. Category expenditures: **\$150,000**
- d) Supporting *Healthy Aging and Wellness Activities* such as healthy living classes for persons with diabetes and other chronic conditions, caregiver workshops, and other opportunities to engage older adults in the community to promote socialization and prevent isolation, depression, and worsening chronic conditions, especially during the COVID-10 pandemic crisis. Category expenditures: **\$50,000**
- e) Providing *Crisis Services* through financial or other assistance in addressing utility shut offs and safe housing-related expenses (emergency shelter, fumigation, eviction prevention, etc.) for low-income seniors in imminent danger of losing independence. Assistance may be available for caregivers to meet one-time, emerging needs in support of the older adult. Category expenditures: **\$75,000**
- f) Supplying gap-filling support to meet the *Non-Covered Medical needs* of 25-50 low income older adults to prevent serious health crises. Expenses may include prescription medications, dental/oral health care, durable medical equipment (i.e. walkers, shower benches), dental, hearing, and Personal Protective Equipment that are not covered through Medicare or other means. Category expenditures: **\$125,000**
- g) Managing and operating *Information & Assistance Services* to community members with questions about available programs and services or those who otherwise do not know where to turn. These community members may be seniors, adults with disabilities, or the family and friends that support them. The questions or circumstances may be straight forward and result in a simple referral or exchange of information, or they may be more complex, requiring significant time and follow-up. Services may include the support of a Community Resource Navigator who has specific training, knowledge of community resources, and background in working with older adults who have chronic health and emotional needs who are not connected to any other supports and have immediate needs. Category expenditures: **\$255,000**

- h) Connecting low income and underserved individuals and their families to *Legal Services* to provide legal protection, advocacy and representation in the areas of elder abuse, public benefits, senior justice, and elder rights. Services also include the Long-Term Care Ombudsman who advocates for the health, safety and rights of persons in nursing and other care facilities and may also include the education of local law enforcement and other key organizations and community partners on elder abuse. Category expenditures: **\$92,000**

- i) **\$100,000** in funds received under this agreement shall be used to pay for the staffing, overhead, and other associated costs for the additional *administration* of the millage.

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: February 1, 2022
SUBJECT: Resolution Authorizing a Contract with Bureau Veritas
For the meeting agendas of February 14, February 15, and February 16

BACKGROUND

This resolution authorizes a contract with Bureau Veritas to perform an energy audit on 16 county facilities/sites. Those include:

- Courthouse/Hilliard Bldg.
- Human Services Bldg.
- Grady Porter/VMC
- Family Center
- Youth Center
- Forest Community Health Center
- Animal Control Shelter
- Drain Office
- Hawk Island Outdoor Lighting
- Lake Lansing South Maintenance Bldg.
- Lake Lansing Bandshell
- Burchfield Winter Sports Bldg.
- Burchfield Outdoor Lighting
- Potter Park Zoo Discovery Center
- Fairgrounds Main Arena

The Environmental Affairs Commission evaluated the bids and recommends that the Board of Commissioners approve a contract with Bureau Veritas.

ALTERNATIVES

The County could re-bid the project in an attempt to get more proposals. However, that would result in delays to the project.

FINANCIAL IMPACT

The 2022 budget includes \$100,000 for an energy audit. An additional \$64,000 will need to be transferred from the contingency fund. There is currently \$332,092 in the contingency fund.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting environmental protection, smart growth, and conservation.

OTHER CONSIDERATIONS

Resolution #21-210 included a commitment to the completion of an energy audit that will provide information regarding the county's energy optimization needs and inform deliberation and decisions regarding energy use.

RECOMMENDATION

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

TO: Jared Cypher, Deputy Controller’s Office
 CC: Rick Terrill, Facilities Director
 FROM: James Hudgins, Director of Purchasing
 DATE: January 5, 2022
 RE: Memorandum of Performance for RFP No. 32-21 Energy Audit Services

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to conduct a countywide energy audit on sixteen (16) of its facilities/sites in order to implement green building practices, pollution prevention strategies, and to reduce the overall environmental impact of building operations and grounds keeping practices.

The scope of work includes, but is not limited to, heating, ventilating and air conditioning equipment, energy management and controls systems, lighting, domestic hot water, building envelope, water usage, and other energy systems. The results of the audit will allow the County to implement green building practices, pollution prevention strategies, and to reduce the overall environmental impact of County building operations. The Contractor shall utilize an energy platform (e.g. U.S. EPA Energy Star Portfolio Manager, the U.S. Green Building Council’s Arc Technology, etc.) to establish benchmarks for each building. Energy improvement recommendations that emerge from this work should not be tied to any specific brand or vendor, but instead leave the County open to compare options during implementation.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	140	39
Vendors responding	2	1

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

Vendor Name	Local Pref	Grand Total: Not-to-Exceed
Matrix Consulting Engineers Inc.	Yes, Lansing MI	\$153,400.00
Bureau Veritas Technical Assessments LLC	No, Owings Mills MD	\$164,000.00

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, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH BUREAU VERITAS TECHNICAL ASSESSMENTS LLC FOR AN ENERGY AUDIT OF COUNTY FACILITIES

WHEREAS, Resolution #21-195 re-established the Environmental Affairs Commission; and

WHEREAS, Resolution #21-210 declared Ingham County's commitment to climate justice; and

WHEREAS, Resolution #21-210 included a commitment to the completion of an energy audit that will provide information regarding the county's energy optimization needs and inform deliberation and decisions regarding energy use; and

WHEREAS, the Purchasing Department sought proposals from qualified and experienced vendors to conduct a countywide energy audit on sixteen (16) of its facilities/sites in order to implement green building practices, pollution prevention strategies, and to reduce the overall environmental impact of building operations and grounds keeping practices; and

WHEREAS, \$100,000 was included in the 2022 budget to complete an energy audit; and

WHEREAS, the Environmental Affairs Commission reviewed and evaluated the proposals and recommends a contract with Bureau Veritas Technical Assessments LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$164,000 with Bureau Veritas Technical Assessments LLC to conduct a countywide energy audit on sixteen (16) of its facilities/sites in order to implement green building practices, pollution prevention strategies, and to reduce the overall environmental impact of building operations and grounds keeping practices.

BE IT FURTHER RESOLVED, that the term of the contract shall be 90 days from the date of execution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$64,000 from the Contingency Fund for this contract.

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 10

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: January 27, 2022
SUBJECT: Resolution to authorize a contract with Jared A. Beduhn Excavating and Landscaping

BACKGROUND

The south end horse arena was damaged extensively at the end of show season in 2021. It is necessary to replace the clay and sand that is currently in the arena with new clay and sand to ensure the arena is safe for horses and riders.

ALTERNATIVES

The Fairgrounds could not replace the clay and sand, and therefore not have horse shows on the sound end of the grounds.

FINANCIAL IMPACT

The funding for this project will be taken from the Fair CIP (Hotel/Motel Fund) fund balance which is currently \$474,958.

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 AUTHORIZE A CONTRACT WITH JARED A. BEDUHN
EXCAVATING & LANDSCAPING**

WHEREAS, the existing surface of the south end horse show arena at the Fairgrounds was damaged; and

WHEREAS, it is necessary to remove the existing surface and replace it with new material; and

WHEREAS, after a careful review of the quotes, the Fairgrounds Events Director recommends the contract be awarded to Jared A. Beduhn Excavating & Landscaping in an amount not to exceed \$14,000 to remove the existing material and replace with new material; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Jared A. Beduhn Excavating & Landscaping in an amount not to exceed \$14,000 from the Fair CIP (Hotel/Motel Fun) fund balance, for the removal and replacement of clay and sand into the south end horse riding arena.

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: Linda S. Vail, MPA, Health Officer
DATE: January 26, 2022
SUBJECT: FY 2022 Agreement with Michigan Department of Environment, Great Lakes, and Energy (EGLE)
For the meeting agendas of February 14 and February 16, 2022

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct environmental monitoring and inspections of EGLE Non-Community programs, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$31,906. Each year EGLE reimburses ICHHD for expenses related to monitoring and inspection services. This practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environmental Quality (MDEQ) and has since passed to the newly reorganized Department of Environment, Great Lakes, and Energy. The Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments.

ALTERNATIVES

ICHHD could choose not to accept the reimbursement.

FINANCIAL IMPACT

The proposed agreement for FY 2022 includes the following services and funding totaling up to \$31,906, allocated as follows:

Non-Community Public Water Supply Program – up to \$22,328

ICHHD will conduct sanitary surveys of non-community public water supplies in Ingham County. ICHHD will also oversee water quality monitoring at these supplies, issue water well permits for new supplies, and ensure that proper public notice is issued should a supply become unsafe for drinking.

Drinking Water Long-Term Monitoring – up to \$500

ICHHD will collect samples from drinking water supplies and sites of environmental contamination identified by the State.

Public Water Supply Supervision – up to \$2,303

ICHHD will provide regulatory review under the Revised Total Coliform Rule (RTCR) including tracking and reviewing seasonal startup procedures, reviewing level 1 assessments, performing level 2 assessments, and completing quarterly reports.

Public Swimming Pools – up to \$5,300

ICHHD will inspect all public swimming pools/spas licensed by the EGLE in Ingham County. In addition, ICHHD will investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

Campground Requirements – up to \$225

ICHD will inspect all campgrounds licensed by the EGLE located in Ingham County, collect fees, investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

Capacity Development & Source Water Assessment - Up to \$1,250

ICHD will conduct source water assessments for non-transient Type II water supplies licensed by EGLE in Ingham County.

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 authorize an agreement with EGLE in an amount not to exceed \$31,906, to conduct environmental monitoring and inspections of EGLE Non-Community programs 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 AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY FOR FY 2021-2022

WHEREAS Ingham County Health Department (ICHHD) wishes to enter into an agreement with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct environmental monitoring and inspections of EGLE Non-Community programs effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$31,906; and

WHEREAS, EGLE will reimburse ICHHD for expenses related to monitoring and inspection services; and

WHEREAS, this practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to EGLE; and

WHEREAS, EGLE proposes to clarify the responsibilities for some environmental services and arrange to purchase environmental monitoring and inspection services from the Ingham County Health Department (ICHHD); and

WHEREAS, the Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes an agreement with MDEQ effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$31,906.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with EGLE for Non-Community Programs effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$31,906.

BE IT FURTHER RESOLVED, that EGLE shall reimburse ICHHD up to \$31,906 for expenses related to testing and inspection services as follows:

- Non-Community Public Water Supply Program – up to \$22,328
- Drinking Water Long-Term Monitoring – up to \$500
- Public Water Supply Supervision – up to \$2,303
- Public Swimming Pools – up to \$5,300
- Campground Requirements – up to \$225
- Capacity Development and Source Water Assessment - up to \$1,250

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

Agenda Item 11b

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 14, 2022
SUBJECT: Authorization to Convert Position #601398 (Disease Control Nurse) from .5 FTE to .75 FTE
For the meeting agendas of February 14, February 15 and February 16, 2022

BACKGROUND

Ingham County Health Department (ICHHD) wishes to increase a .5 FTE Disease Control Nurse Position (Position #601398) from .5 FTE to .75 FTE, effective October 1, 2021 through September 30, 2022 for an amount not to exceed \$24,772. Increasing Position #601398 from .5 FTE to .75FTE will allow ICHD's Communicable Disease Division (CD) to increase their capacity and provide additional support for COVID-19 disease investigation and prevention efforts. Increasing this position will allow ICHD's CD to utilize current staff to bring their expertise and knowledge to support these efforts.

ALTERNATIVES

ICHHD could elect not to extend the support offered through this position through September 30, 2022 and could revert back to a .5 FTE position; however, this would decrease CD's capacity to respond to the COVID-19 pandemic.

FINANCIAL IMPACT

Position #601398 will be increased from a .50 FTE to a .75FTE, (MNA Grade 3 Step 5) increasing the salary and fringe costs from \$58,225 to \$82,997 for a total increase of \$24,772. All costs associated with this increase will be covered by funds from the COVID-19 grants from the Michigan Department of Health and Human Services (MDHHS) authorized through Resolution #21-419. This position will remain at a .75 FTE through the duration of the grant. Upon loss of the grant, the position will revert back to a .5 FTE position.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize position #601398 Disease Control Nurse to be increased from .5 FTE to .75 FTE effective upon approval through September 30, 2022.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT POSTION #601398 (DISEASE CONTROL NURSE)
FROM .5 FTE TO .75 FTE**

WHEREAS, Ingham County Health Department (ICHD) wishes to temporarily increase a .5 FTE Disease Control Nurse Position (Position #601398) from .5 FTE to .75 FTE, effective October 1, 2021 through September 30, 2022 for an amount not to exceed \$24,772; and

WHEREAS, increasing Position #601398 from .5 FTE to .75FTE will allow ICHD's Communicable Disease Division (CD) to increase their capacity and provide additional support for COVID-19 disease investigation and prevention efforts; and

WHEREAS, increasing this position will allow CD to utilize current staff to bring their expertise and knowledge to support these efforts; and

WHEREAS, position #601398 will be increased from a .50 FTE to a .75 FTE (MNA Grade 3, Step 5), increasing the salary and fringe costs from \$58,225 to \$82,997 for a total increase of \$24,772; and

WHEREAS, all costs of this increase will be covered by funds from the COVID-19 grants from the Michigan Department of Health and Human Services (MDHHS) authorized through Resolution #21-419; and

WHEREAS, this position will revert back to a .5 FTE position at the conclusion of the grant; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes increasing position #601398 Disease Control Nurse from .5 FTE to .75 FTE effective upon approval through September 30, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of position #601398 Disease Control Nurse from .5 FTE to .75 FTE effective upon approval through September 30, 2022.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and adjustments to the position allocation list, 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: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: January 28, 2022
SUBJECT: Resolution Authorizing Enrollment in Davenport University's Certificate of Management Program (Cohort Three)

For the meeting agendas of February 15 and February 16

BACKGROUND

The Institute for Professional Excellence at Davenport University offers a Certificate of Management (CoM) program, designed to develop core management skills necessary to increase workforce productivity and performance. This six-session course focuses on the core competencies necessary to building collaboration, promoting trust, and empowering employees to achieve results.

New, experienced, and aspiring managers will benefit from the CoM program. Skill enhancement resulting from program completion will improve efficiency and quality of delivery of services, enhance employee satisfaction and retention, and encourage professional development of future leadership.

New, experienced, and aspiring managers who completed Cohorts One and Two of the CoM program in the fall of 2020 and Spring of 2021 report great satisfaction with the program and resultant increase in their knowledge and skills. Offering another cohort of the CoM program will provide like benefits and results to employees and the County.

Purchase of 20 seats enables the County to realize a 20% reduction in the per-seat price. Additionally the 2022 price of \$1,595 per seat has been reduced from the 2021 price of \$2,360 per seat.

ALTERNATIVES

In the alternative, individuals may or may not independently pursue educational programs to develop necessary core management skills required for current and future leadership of Ingham County. Another alternative would be to authorize ten (10) seats at the full per-seat price (20% additional).

FINANCIAL IMPACT

Purchase of twenty (20) seats at a cost of \$1,595 per seat results in a total investment cost of \$31,900. Funding is requested from the contingency fund or fund balance.

STRATEGIC PLANNING IMPACT

The recommendations are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan: Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service. Strategy 4: Support employee and professional development.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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 ENROLLMENT IN DAVENPORT UNIVERSITY'S
CERTIFICATE OF MANAGEMENT PROGRAM (COHORT THREE)**

WHEREAS, the Institute for Professional Excellence at Davenport University offers a Certificate of Management (CoM) program, designed to develop core management skills necessary to increase workforce productivity and performance; and

WHEREAS, this six-session course focuses on the core competencies necessary to building collaboration, promoting trust, and empowering employees to achieve results; and

WHEREAS, new, experienced, and aspiring managers will benefit from the CoM program; and

WHEREAS, skill enhancement resulting from program completion will improve efficiency and quality of delivery of services, enhance employee retention, and encourage professional development of future leadership; and

WHEREAS, authorizing enrollment in the CoM program is in furtherance of several strategic goal(s) and task(s) included in the Strategic Plan including Goal F. Human Resources and Staffing – attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1 – attract and retain employees who value public service, and Strategy 4 – support employee and professional development; and

WHEREAS, new, experienced, and aspiring managers who completed Cohorts One and Two of the CoM program in the fall of 2020 and Spring of 2021 reported great satisfaction with the program and resultant increase in their knowledge and skills; and

WHEREAS, offering another cohort of the CoM program will provide like benefits and results to employees and the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Human Resources Director to enroll up to 20 Ingham County employees in the CoM program at a cost not to exceed \$31,900 from the Contingency Fund.

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: Law and Courts and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: February 4, 2022

SUBJECT: Authorization to Enter Agreement with People Ready Activating Youth (P.R.A.Y.) for Agency Assessment and Street Outreach/Gun Violence Interruption Deployment Training and Capacity Building with Advance Peace dba Safe Passages to Implement and Operate the Lansing/Ingham Peacemaker Fellowship®

For the meeting agendas of February 10 and 16, 2022

BACKGROUND

Between 2011 and the present, partners in Ingham County have explored a variety of gun violence interruption and prevention approaches. Between August of 2020 and the present, Safe Passages, dba Advance Peace, has served as a national technical assistance partner providing pre-implementation and planning guidance to Lansing and Ingham County partners working to build and sustain local community capacity to interrupt gun violence. Resolution #21-179 authorized Ingham County to include in its 2022-2024 public safety planning a commitment, support, and partnership with Advance Peace and local partners in the amount of \$535,294 for establishing a program to help build and sustain local community capacity to interrupt gun violence. This program will help save lives and reduce the life-altering trauma experienced by people living in the impacted communities and by the service providers who support them.

In October 2021 Ingham County Purchasing Department issued a Request for Proposals (RFP) for the Local Operator of the Lansing/Ingham Peacemaker Fellowship®. In November 2021, the Lansing/Ingham Advance Peace Planning team assembled an RFP evaluation team made of staff from Ingham County, City of Lansing, Advance Peace, and county residents impacted by gun violence who have demonstrated an ongoing commitment to gun violence prevention and interruption. The evaluation team received and evaluated four proposals using criteria recommended by Advance Peace, as well as vetted and prioritized by a broad coalition of community partners. Pursuant to the RFP, the evaluation was made based on the combination of written responses to the RFP and interviews with proposers. Out of this process, the evaluation team recommended P.R.A.Y. and Peckham to be the operators of the Lansing/Ingham Peacemaker Fellowship® and provided them with 30 days to finalize their partnership agreement. A resolution to that effect had been passed in January by the Law & Courts and Finance Committees of the Board of Commissioners.

Following discussions with officials from Ingham County, Peckham, and P.R.A.Y, Peckham decided that they were not suited to serve as the local operator and will not be part of this contract. Because the initial recommendation by the evaluation team was for a Peckham/P.R.A.Y. partnership, the recommendation was reevaluated. All of the members of the evaluation team have been contacted, and the majority are in favor of moving forward with a contract with P.R.A.Y. Advance Peace will work with P.R.A.Y. on an Assessment and Training basis for Phase I/Year 1 before determining if the P.R.A.Y. organization capacity aligns with requisite Peacemaker Fellowship fidelity to effectively serve as the Local Operator of the Lansing/Ingham Peacemaker Fellowship® experience. The attached resolution would authorize such a contract.

ALTERNATIVES

An alternative to identifying a non-profit operator of the Fellowship would be to house the five staff required to operate the program in Lansing/Ingham within county government. However, staffing costs to house the positions and the program within county government would be substantially higher than housing the program within a local non-profit organization.

FINANCIAL IMPACT

The Local Operator budget of \$279,500 is part of the overall first year budget of \$535,294. Funding sources for the three year project are as follows:

	YEAR 1	YEAR 2	YEAR 3	TOTAL
Ingham County	\$160,000	\$210,000	\$220,000	\$590,000
City Of Lansing	\$240,000	\$300,000	\$350,000	\$890,000
Department Of Justice Safe Neighborhoods Grant	\$21,905	\$22,500	\$23,000	\$67,405
Lansing Housing Commission	\$35,000	\$15,000	\$0	\$50,000
Michigan Enhancement Grant	\$78,389	\$137,001	\$141,610	\$357,000
Total	\$535,294	\$684,501	\$734,610	\$1,954,405

STRATEGIC PLANNING IMPACT

This resolution supports the commitment of the Ingham County Board of Commissioners to continue work that targets violent offenders, high level drug dealers, gang activity, and gun violence (Goal A, Strategy 1, Task x of the 2018-2022 Update to the Strategic Plan and Action Plan.)

OTHER CONSIDERATIONS

During the training and assessment phase, Advance Peace will be engaged with multiple stakeholders along with P.R.A.Y. Should Advance Peace determine that the selected entity does not have the capacity to do the work, Advance Peace will work with the County to recommend a local operator based on their experience working with multiple partners within the community.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PEOPLE READY ACTIVATING YOUTH (P.R.A.Y) FOR AGENCY ASSESSMENT AND STREET OUTREACH/GUN VIOLENCE INTERRUPTION DEPLOYMENT TRAINING AND CAPACITY BUILDING WITH ADVANCE PEACE DBA SAFE PASSAGES TO IMPLEMENT AND OPERATE THE LANSING/INGHAM PEACEMAKER FELLOWSHIP®

WHEREAS, between 2011 and the present, partners in Ingham County have explored a variety of gun violence interruption and prevention approaches; and

WHEREAS, between August of 2020 and the present, Safe Passages, dba Advance Peace, has served as a national technical assistance partner providing pre-implementation and planning guidance to Lansing and Ingham County partners working to build and sustain local community capacity to interrupt gun violence; and

WHEREAS, on March 23, 2021, the Board of Commissioners approved Resolution #21-179, stating that Ingham County will include in its 2022-2024 public safety planning a commitment, support, and partnership with Advance Peace and local partners in the amount of \$535,294 to establish a program to help build and sustain local community capacity to interrupt gun violence; and

WHEREAS, such a program will help save lives and reduce the life-altering trauma experienced by people living in the impacted communities and by the service providers who support them; and

WHEREAS, Ingham County Purchasing Department issued a Request for Proposals (RFP) for the Local Operator of the Lansing/Ingham Peacemaker Fellowship®; and

WHEREAS, in November 2021, the Lansing/Ingham Advance Peace Planning team assembled an RFP evaluation team made of staff from Ingham County, the City of Lansing, Advance Peace, and county residents impacted by gun violence who have demonstrated an ongoing commitment to gun violence prevention and interruption; and

WHEREAS, the evaluation team received, evaluated, and interviewed four proposals, using criteria recommended by Advance Peace, and vetted and prioritized by a broad coalition of community partners; and

WHEREAS, the evaluation team recommended a partnership between P.R.A.Y. and Peckham to be the operators of the Lansing/Ingham Peacemaker Fellowship®; and

WHEREAS, subsequent discussions with officials from Ingham County, P.R.A.Y., and Peckham have resulted in Peckham deciding not to enter into a contract related to this project; and

WHEREAS, all members of the evaluation team have been contacted, and the majority are in favor of moving forward with a contract with P.R.A.Y.; and

WHEREAS, Advance Peace has advised that they will work with P.R.A.Y. on an Assessment and Training basis for Phase I/Year 1 before determining if the P.R.A.Y. organization capacity aligns with requisite Peacemaker Fellowship fidelity to effectively serve as the Local Operator of the Lansing/Ingham Peacemaker Fellowship® experience.

THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners authorizes Ingham County to enter into a contract with P.R.A.Y. for agency assessment and Street Outreach/Gun Violence Interruption Deployment Training and Capacity Building with Advance Peace dba Safe Passages to Implement and Operate the Lansing/Ingham Peacemaker Fellowship during the period of January 1, 2022 to December 31, 2022 in an amount not exceed the \$279,500.

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

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