

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, JUNE 8, 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 [May 18, 2022 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Authorize an Additional Contractual Agreement between the Ingham County Sheriff's Office and [Axon Enterprise, Inc.](#) for Audio Visual Recording Services for the Justice Complex
 - b. Resolution to Authorize a Contract with [Michigan Creative](#) to Produce Recruitment & Branding Videos for the Sheriff's Office
 - c. Resolution to Amend the Contract with [Securus Technologies](#) to Return Profit Sharing Percentage to 55% on Inmate Phone Calls and Eliminate Securus Service Fee for Use of Their Software/Hardware
 - d. Resolution to Authorize a Contract Renewal with [Cellebrite Inc.](#)
2. Circuit Court – Family Division
 - a. Resolution to Authorize an Agreement with [Relias LLC](#) for Virtual Training Software
 - b. Resolution Accepting Funds from the Michigan Department of Education National [School Lunch Program](#) Equipment Assistance Grant
3. Facilities Department – Resolution to Authorize an Agreement with [Laux Construction LLC](#) for the Improvements to the 9-1-1 Center
4. Big Brothers Big Sisters – Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the [Capital Area Mentoring Partnership Program](#)
5. Tri-County Office on Aging – Resolution to Amend a Contract with Tri-County Office on Aging for [Elder Services Millage](#) Eligible Services
6. Community Mental Health – Resolution to Authorize an Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) Utilizing American Rescue Plan Act of 2021 Funds to Cover Room and Board Costs for Adults in [Residential Treatment](#)

7. Fairgrounds
 - a. Resolution to Authorize the Purchase of a New [Zero-Turn Lawn Mower](#) for the Fairgrounds
 - b. Resolution to Authorize the Purchase of a New [Pull-Behind Lawn Mower](#) for the Fairgrounds

8. Parks Department
 - a. Resolution to Authorize the Purchase of [Cross-Country Ski Equipment](#)
 - b. Resolution to Amend the [City of Lansing](#) Trails and Parks Millage Agreements

9. Health Department
 - a. Resolution to Purchase Learning Licenses with [LinkedIn Learning](#)
 - b. Resolution to Authorize Acceptance of 2022 Local [Public Health Staff Wellbeing Grant](#)
 - c. Resolution to [Amend Resolution #22-185](#) Authorizing a 2021-2022 Agreement with the Michigan Department of Health & Human Services for the Delivery of Public Health Services Under the Master Agreement
 - d. Resolution to Authorize an Agreement with [Michigan Public Health Institute](#) to Serve as Ingham Maternal and Child Health Web Application Developer
 - e. Resolution to Accept Funding from the Michigan Primary Care Association for Year Three Participation in the Michigan Network for [Oral Health Integration](#) Project
 - f. Resolution to Establish a Representational Agreement with Daudi & Kroll P.C. for [Dr. Ali Syed](#)
 - g. Resolution to Authorize an Agreement with [IdenTech, Inc.](#)

10. Financial Services Department – Resolution to Extend the Agreement with [MGT of America Consulting, LLC](#) for the Preparation of a County-Wide Cost Allocation Plan

11. Innovation and Technology Department
 - a. Resolution to Approve Equipment Purchase from [Sentinel Technologies](#)
 - b. Resolution to Approve Support Renewal from [ID Networks](#)
 - c. Resolution to Approve Fiber Engineering and Construction from [Western Tel-Com](#)

12. Road Department
 - a. Resolution to Authorize a Contract for As-Needed Fabrication Inspection Services with [KTA-Tator](#)
 - b. Resolution to Authorize Agreements with Aurelius, Lansing, and White Oak Townships for the 2022 [Local Road Program](#)
 - c. Resolution to Authorize a Contract with Capital Asphalt LLC and with Rieth-Riley Construction Co., Inc for Bid Packet #82-22 for the 2022 [Countywide Paving Program](#)

13. Human Resources Department – Controller & Budget Director Salaries [Market Study Results](#) (*Discussion Item*)

14. Controller/Administrator – Resolution to Authorize an Agreement with the [Mejorando Group](#) for Strategic Planning Facilitation

15. Board Referrals

- a. Notice of Public Hearing from the [City of East Lansing](#) to Consider Applications for a Real Property Tax Exemption and a Personal Property Tax Exemption for ATTESTEO North America, Inc.
- b. Notice of Public Hearing from the [City of Lansing](#) Regarding the Amended Local Development Finance Authority Tax Increment Financing and Development Plan for the Lansing Regional SmartZone

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
May 18, 2022
Draft Minutes

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

Members Absent: Tennis.

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

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

Approval of the May 4, 2022 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, THE MINUTES OF THE MAY 4, 2022 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN.
Absent: Commissioner Tennis.

Additions to the Agenda

15. Resolution to Authorize an Agreement with Michigan Public Health Institute for Administrative Support
16. Resolution to Authorize an Agreement with the CCLP 9-1-1 Non-Supervisory Unit For New Hire Experience Credit

Limited Public Comment

None.

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

2. Sheriff's Office – Resolution to Retire and Replace K9 Brix
3. Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with Galls, LLC For Ballistic Vests and Associated Accessories
4. Circuit Court – Family Division
 - a. Resolution to Authorize a Line Item Transfer for Temporary Court Officer/Bailiff
 - b. Resolution to Accept a Grant from the Michigan State Police to Purchase Live Scan Fingerprint Hardware and Software

5. Community Corrections – Resolution to Authorize Submission of a Grant Application and to Contract with the Michigan Department of Corrections for Ingham County/ City of Lansing Community Corrections and Program Subcontracts for FY 2022-2023
6. Community Agencies – Resolution to Approve Criteria for Evaluating 2023 Applications for Community Agency Funding
7. Potter Park Zoo – Resolution to Authorize an Agreement with Mayotte Group Architects for the Professional Design Services of the Feline Primate Building Roof
8. Health Department – Resolution to Accept FY 2022 Child and Adolescent Health Center Program Funds
10. Innovation and Technology Department – Resolution to Approve the Purchase of a Document Composition Module from Hyland
11. Facilities Department
 - a. Resolution to Authorize a Purchase Order to Boynton Fire Safety Service to Replace the Fire Pump Controller at the Hilliard Building
 - b. Resolution to Authorize an Agreement with Securitas Security Services USA, Inc. for Unarmed Security Services at Multiple County Facilities
12. Road Department
 - a. Resolution to Authorize Agreements with Alaiedon, Bunkerhill, Delhi, Onondaga, Stockbridge, Vevay, and Williamstown Townships for the 2022 Local Road Program
 - b. Resolution to Approve Agreements with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville for the 2022 Pavement Marking Program
 - c. Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the Hagadorn Road and Sandhill Road Project
13. Board of Commissioners – Resolution to Approve Supplemental Funding for the 2022 Ingham County Cultural Diversity, Equity, & Inclusion Committee’s Unity in the Community and to Authorize the Transfer of Funds to the Diversity, Equity, and Inclusion Budget
14. Controller/Administrator
 - a. Resolution Authorizing Amendments to 2022 Agreements for Juvenile Justice Community Agencies
15. Resolution to Authorize an Agreement with Michigan Public Health Institute for Administrative Support
16. Resolution to Authorize an Agreement with the CCLP 9-1-1 Non-Supervisory Unit For New Hire Experience Credit

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

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

1. Treasurer's Office – 1st Quarter Investment Report

Alan Fox, Ingham County Treasurer, stated that interest rates had increased. He further stated that additional funds would come out of reserve and into things that paid two to three percent interest.

9. Parks Department – Resolution to Authorize the Use of American Rescue Plan Act of 2021 Funds to Use as a Local Match for a Michigan Department of Natural Resources Trust Fund Grant for Lake Lansing Park North

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

Commissioner Schafer stated that there was a significant amount of funds available in the Trails and Parks Millage, and that he was opposed to the usage of American Rescue Plan Act (ARP) for use as a local match. He further stated that the Child and Family Services expected an increased need for additional services at the Greenlawn facility, which would be a better use of the ARP funds.

Chairperson Grebner asked for clarification on what had determined the use of ARP funds instead of the Trails and Parks Millage.

Tim Morgan, Ingham County Parks Director, stated that the Parks Department had submitted several applications to the Department of Natural Resources. He further stated that the Parks Department had decided not to recommend funding, and instead go for State or local ARP funds to allow other communities to go for the seventh round.

Chairperson Grebner stated that the Board of Commissioners decided how best to allocate funds. He further stated that Commissioner Schafer might make the motion to have the funds allocated from the Trails and Parks Millage.

Commissioner Stivers stated that the Controller had asked the departments to submit requests for ARP funds. She further stated that the Parks Commission had submitted a proposal, and did not believe that it would be taken personally if the Finance Committee requested that the funds came from the Trails and Parks Millage.

Commissioner Stivers stated that the Parks Commission had discussed how much money would be set aside for reserve, which she had recommended five percent to free funds in order to fund additional short-term projects. She further stated that many projects had requested additional funds as a result in the increased prices.

Commissioner Stivers stated that much of the \$9.25 million had already been committed to projects. She further stated that she had proposed a revolving list that tracked when a project had been delayed, which would allow the available funds to move forward to a project that was ready.

Commissioner Stivers stated that she was comfortable with the use of millage funds for the project, but knew that there were individuals on the Parks Commission who were nervous that much of the funds had already been committed to projects that could move forward.

Chairperson Grebner stated that the question that needed to be considered was when the Trails and Parks Millage funds were needed. He further stated that he believed much of the funds would not be needed until the next round.

Commissioner Polsdofer stated that Kelly Jones, Ingham County Road Department Director, had discussed a shortfall of four million dollars in both 2020 and 2021 that had resulted from the reduced Public Act 51 funds, as individuals had stayed home during the COVID-19 Pandemic. He further stated that he would propose to consider allocating ARP funds to the Road Department.

Commissioner Polsdofer stated that he believed that the ARP funds could be used to fund one delayed project, such as the Willoughby Road project.

Chairperson Grebner stated that he believed there would not be any trouble finding ways to spend ARP funds if they were available. He further stated that the question at large was if the Board of Commissioners felt safe with the decision to commit the Trails and Parks Millage instead of the ARP funds.

Gregg Todd, Controller, stated that there was plenty of funds available in the Trails and Parks Millage.

Commissioner Crenshaw asked for clarification on the timeline of the Michigan Department of Natural Resources Trust Fund Grant.

Mr. Morgan stated that the Parks Department had already submitted to the State and indicated that they would pursue ARP funds. He further stated that there was some time, as they would need to report to the State of Michigan later in the Fall.

Chairperson Grebner stated that he would consider an amendment to the resolution in order even if it was not completely formalized. He further stated that it could be drawn up technically to conform to the standards before the next Board of Commissioners meeting.

Commissioner Stivers stated that having read the resolution it indicated that the Michigan Department of Natural Resources Trust Fund Grant's application required financial commitment of \$315,000 from ARP funding. She further asked for clarification if it was a condition of the grant.

Mr. Morgan stated that the funds could come from anywhere, but needed to be committed from the Board of Commissioners somehow. He further stated that the funds could come from the Trails and Parks Millage.

Chairperson Grebner stated that he had attended a ribbon cutting ceremony at the Albert A. White Memorial Park in East Lansing. He further stated that the budget for the park had come from the 2018 budget, and that the project had moved right along.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. STIVERS, TO AMEND THE RESOLUTION TO REMOVE ANY REFERENCE TO THE AMERICAN RESCUE PLAN ACT FUNDS AND REPLACE IT WITH THE TRAILS AND PARKS MILLAGE FUNDS.

The amendments are as follows:

WHEREAS, the Parks Department wishes to use \$315,000 in ~~American Rescue Plan Act of 2021 (ARP)~~ **Trails and Parks Millage** funds for a local match for a Michigan Department of Natural Resources Trust Fund Grant for \$300,000 for park and accessibility improvements at Lake Lansing Park North for a total project amount of \$615,000; and

WHEREAS, the grant application requires a financial commitment in the amount of \$315,000 (which includes \$15,000 for topographic survey) from ~~American Rescue Plan (ARP)~~ **Trails and Parks Millage** funding for a total of \$615,000; and

WHEREAS, the use of ~~ARP~~ **Trails and Parks Millage** funds as a local match will enable the Parks Department to be considered for the Trust Fund grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the use of \$315,000 of ~~ARP~~ **Trails and Parks Millage** funds as a local match for the Michigan Department of Natural Resources Trust Fund Grant for the Lake Lansing Park North Internal MSU to Lake Lansing Trail Connector application.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners resolves to make available its financial obligation of \$315,000 (which includes \$15,000 for topographic survey) from ~~ARP~~ **Trails and Parks Millage** funding for a total project amount of \$615,000.

Chairperson Grebner asked if the resolution would be a late at the next Board of Commissioners meeting.

Commissioner Crenshaw stated that it would be a substitute resolution at the next Board of Commissioners meeting.

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

THE MOTION TO APPROVE THE RESOLUTION AS AMENDED CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Chairperson Grebner stated that if it turned out to be a disaster, it would be easy to reverse.

14. Controller/Administrator

- b. Resolution Updating Various Fees for the Human Services Committee for Services Provided by the County

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

Commissioner Schafer stated that the environmental section recovered 90% of its operating expenses in fees. He further stated that he believed that the fees were extremely high compared to other areas.

Commissioner Schafer stated that he would vote against the resolution and believed that the fees needed careful review.

THE MOTION CARRIED. **Yeas:** Crenshaw, Grebner, Peña, Polsdofer, Stivers

Nays: Schafer **Absent:** Tennis

Announcements

Commissioner Peña stated that a Ride of Silence would take place at 6:30 p.m. on May 18, 2022 to remember cyclists who had been killed in the pursuit of bike riding. He further stated that the ride would begin at Michigan State University's Wells Hall and would go to the State Capital building.

Commissioner Peña stated that there was a significant amount of legislation involved. He further stated that it impacted the local trails, especially where the intersected vehicular traffic.

Chairperson Grebner stated that he believed that the budget should have a theme and that the theme for the current year should be to bring Ingham County to the 21st Century. He further stated that there was real money available and that office space and services should be reimaged as Ingham County is significantly behind.

Chairperson Grebner stated that there was office space, including the Board of Commissioners Room, which often was not in use. He further stated that the Courthouse in Mason had become a museum and felt that it should be evaluated and reorganized to provide more efficient service.

Chairperson Grebner stated that it would take an immense amount of work to change, however the Circuit Court room was never used. He further stated that he believed it had become like Buckingham Palace which was beautiful but had nothing to do with running the government.

Commissioner Stivers stated that she was in agreement and hoped that the State Government would amend the Open Meetings Act to allow for more virtual participation at the County Commission level. She further stated that Community Mental Health Authority of Clinton, Eaton,

Ingham Counties (CMHA) had requested that Ingham County move the Human Resource Department to Mason to make space available for the Families Forward Program.

Chairperson Grebner stated that the Courthouse had been built to allow for 800 individuals to be present at a time. He further stated that the Courthouse could not be rebuilt, but it was a relic and Ingham County needed to rethink many aspects.

Chairperson Grebner stated that the COVID-19 Pandemic proved that much of Ingham County's services could be provided in a different way. He further stated that he would like to see the budget allow for such change.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:23 p.m.

JUNE 8, 2022 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

- 1a. Sheriff's Office** – *Resolution to Authorize an Additional Contractual Agreement Between the Ingham County Sheriff's Office and Axon Enterprise, Inc. for Audio Visual Recording Services for the Justice Complex*

This resolution will authorize an amendment to the agreement with Axon Recording Services to add \$130,968.86 in services to be used by the Sheriff's Office in the new Justice Complex. Resolution #20-403 authorized the initial agreement for body-worn cameras and a vehicle fleet camera system in the amount of \$356,595.51 for the time period of October 2020 through October 2024. Resolution #21-177 amended the contract to include the Corrections Division at a cost of \$35,752 for the time period February 2021 through February 2025.

This amendment will outfit the Justice Complex with Axon audio and video recording in all of the interview rooms for the new facility to include the jail, detective bureau, and patrol, including seven interview rooms, installation of all of the equipment, and a five year agreement that includes licenses and unlimited data storage.

See memo for details.

- 1b. Sheriff's Office** – *Resolution to Authorize a Contract with Michigan Creative to Produce Recruitment & Branding Videos for the Sheriff's Office*

This resolution will approve a contract with Michigan Creative in an amount not to exceed \$20,000 to produce recruitment and engagement video products. The Sheriff's Office is facing a difficult employee recruitment environment with several unfilled positions in Field Services and Corrections. Identified strategies by other prominent public safety entities have demonstrated significant attraction to branding/marketing videos that showcase organizational highlights. An RFP yielded eight respondents and after committee review and criteria scoring, Michigan Creative, an Okemos based company, emerged as the vendor of choice. Through partnership with this vendor, the Sheriff's Office intends to develop multimedia videos that will be relevant for at least two to three years. Funding for this project is available within the Sheriff's Office 2022 operating budget.

See memo for details.

- 1c. Sheriff's Office** – *Resolution to Authorize Contract Amendment with Securus Technologies to Return Profit Sharing Percentage to 55% on Inmate Phone Calls and Eliminate Securus Service Fee for Use of Their Software/Hardware*

This resolution will authorize a contract amendment with Securus Technologies to restore the profit sharing rate to 55% and to eliminate the monthly ConnectUs video visitation system fee of \$2,375. On May 24, 2021, the Federal Communications Commission ("FCC") released its Third Report and Order, Order on Reconsideration, and Fifth Further Notice of Proposed Rulemaking. In summary, the telephone rate dropped to \$0.21 per minute. At this time Securus also reduced the County's commission percentage from 55% to 35% to offset revenue losses experienced by Securus. The new rates went into effect on October 26, 2021. These rate and commission reductions were approved by the Board of Commissioners with Resolution #22-037. Due to the decrease in

revenue sharing percentage combined with the costs of using Securus equipment, inmate technology available to inmates at the Ingham County Jail created a monthly deficit. To remedy this situation, Securus has agreed to returning the revenue sharing to the original 55% and eliminating the ConnectUs video visitation system monthly fee of \$2,375.

See memo for details.

1d. Sheriff's Office – Resolution to Authorize a Contract Renewal with Cellebrite Inc.

This resolution authorizes a contract with Cellebrite Inc. in the amount of \$4,800 to be paid out of the 2022 Sheriff's Office budget from Field Services/Contractual Services #10130102-818000. The renewal of this contract with Cellebrite Inc. annually for years 2023 through 2026 in an amount of up to \$6,000 annually.

2a. Circuit Court – Family Division – Resolution to Authorize an Agreement with Relias LLC for Virtual Training Software

This resolution will authorize entering into an agreement with Relias LLC for virtual training software at a cost of \$5,702.26 for the time period of June 1, 2022 through September 30, 2023. The Ingham County Youth Center staff work with a high risk juvenile population and it is critical that they receive regular training to help inform best practices. Relias offers a virtual training platform that makes training easily accessible and comes highly recommended by other detention facilities throughout the state. Funds for this agreement are include in the Youth Center's operating budget.

See memo for details.

2b. Circuit Court – Family Division – Resolution to Accept Funds from the Michigan Department of Education National School Lunch Program Equipment Assistance Grant

This resolution will authorizes accepting the Michigan Department of Education National School Lunch Program Equipment Assistance Grant in the amount of \$14,158. Grant funds will be used to purchase a Convection Steamer from Hospital Purchasing Service in an amount not to exceed \$6,380.87 and a Hot Food Serving Counter/Table from Hospital Purchasing Service in an amount not to exceed \$7,776.83. These purchases will improve healthy alternatives and meet licensing standards for food safety at the Youth Center. Ingham County is an active member of Hospital Purchasing Service and the Purchasing Policy does not require seeking competitive bids when utilizing cooperative purchasing agreements.

See memo for details.

3. Facilities – Resolution to Authorize an Agreement with Laux Construction LLC for the Improvements to the 9-1-1 Center

This resolution will authorize entering into an agreement with Laux Construction LLC, for the improvements to the 9-1-1 Center for an amount not to exceed \$224,400, which includes a \$4,000 contingency. These improvements will include the front lobby, vestibule, open office area, the front parking lot, rear parking lot, window treatments and adding additional electrical in the storage room. Funds are available from the capital budget and the 9-1-1 fund balance.

See memo for details.

4. Big Brothers Big Sisters – Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region (BBBSMCR) for the Capital Area Mentoring Partnership Program (CAMP). The contract will not exceed \$25,000 for the time period of January 1, 2022 through December 31, 2022. Funds for this contract are included in the 2022 budget.

5. Tri-County Office on Aging – Resolution to Amend a Contract with Tri-County Office on Aging for Elder Services Millage Eligible Services

This resolution authorizes a contract amendment not to exceed \$250,000 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. Funds will be utilized by TCOA for 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.

6. Community Mental Health - Resolution to Authorize an Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) Utilizing American Rescue Plan Act of 2021 Funds to Cover Room and Board Costs for Adults in Residential Treatment

This resolution authorizes the use of up to \$180,000 in American Rescue Plan Act of 2021 funding for a contract with CMH to cover the costs of room and board for up to 50 consumers annually, for residential treatment in adult foster care.

7a. Fairgrounds - Resolution to Authorize the Purchase of a New Zero-Turn Lawn Mower for the Fairgrounds

This resolution authorizes the purchase of a new zero-turn lawnmower for the Fairgrounds. Funding is available in the Fair CIP (Hotel/Motel Fund) fund which is budgeted for \$140,000. The new lawnmower will not exceed \$13,239.

7b. Fairgrounds - Resolution to Authorize the Purchase of a New Pull-Behind Lawn Mower for the Fairgrounds

This resolution authorizes the purchase of a new pull-behind lawn mower for the Fairgrounds. Funding is available in the Fair CIP (Hotel/Motel Fund) fund, which is budgeted for \$140,000. The new pull-behind lawnmower will not exceed \$18,809.28.

8a. Parks Department - Resolution to Authorize the Purchase of Cross-Country Ski Equipment

This resolution authorizes entering into a contract with K2 Sports, LLC for a total amount not to exceed of \$37,345.60 which includes skis, bindings, boots, and poles. Funding is available in the Parks Department budget.

8b. Parks Department - Resolution to Amend the City of Lansing Trails and Parks Millage Agreements

This resolution authorizes an amendment to project TR006 (Moore's River Drive Trail Repair) and TR029 (Grand River North Section - Bank Stabilization) to reallocate \$27,673.82 from TR006 to TR029 due to unforeseen circumstances. The reallocation has no additional impact on the Trails and Parks Millage fund balance.

9a. Health Department - Resolution to Purchase Learning Licenses with LinkedIn Learning

This resolution authorizes the purchase of 25 licenses from LinkedIn Government at Carahsoft, effective April 16, 2022 through April 15, 2025 in an amount not to exceed \$13,800. LinkedIn Government at Carahsoft, a subsidiary of LinkedIn, is a training platform offering video courses taught by industry experts in software, creative, and business skills. All costs are covered by grant funding.

9b. Health Department - Resolution to Accept 2022 Local Public Health Staff Wellbeing Grant

This resolution accepts the Michigan Association for Local Public Health (MALPH) Wellbeing Grant in an amount not to exceed \$5,000 effective May 1, 2022 through September 30th, 2022. MALPH has granted ICHD a 2022 grant of \$5,000 whereby ICHD will receive services designed to address workplace stress associated with responding to the COVID-19 pandemic.

9c. Health Department - Resolution to Amend Resolution #22-185 Authorize a 2021-2022 Agreement with the Michigan Department of Health & Human Services for the Delivery of Public Health Services Under the Master Agreement

This resolution amends Amendment #2 to the 2021-2022 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2021 through September 30, 2022 to increase funding by \$6,028.

9d. Health Department - Resolution to Authorize an Agreement with Michigan Public Health Institute to Serve as Ingham Maternal and Child Health Web Application Developer

This resolution authorizes an agreement with MPHI to continue serving in its existing role as Ingham Maternal and Child Health (MCH) web application developer, in an amount not to exceed \$34,025 effective June 1, 2022 through September 30, 2022. Funding is available in the Health Department budget.

9e. Health Department - Resolution to Accept Funding from the Michigan Primary Care Association for Year Three Participation in the Michigan Network for Oral Health Integration Project

This resolution accepts funding from Michigan Primary Care Association (MPCA) for Year Three participation in the Michigan Network for Oral Health Integration (MNOHI) Project, effective September 1, 2021 through August 31, 2022 in an amount not to exceed \$25,000. The MNOHI Project focuses on integrating medical and dental care for CHCs' children ages 6-11, and their families.

9f. Health Department - Resolution to Establish a Representational Agreement with Daudi & Kroll P.C. for Dr. Ali Syed

This resolution renews the representation agreement with Daudi and Kroll P.C. (D&K) for Dr. Ali Syed effective June 1, 2022 through December 31, 2022, in an amount not to exceed \$5,000. Under this agreement, D&K would provide legal services on behalf of Dr. Ali Syed, as the prospective employee and Ingham County as the employer for PERM Labor Certification with the U.S. Department of Labor (DOL) and I-140 Immigration Petition. Funding is available through Community Health Center operational revenue.

9g. Health Department - Resolution to Authorize an Agreement with IdenTech, Inc.

This resolution authorizes renewing an agreement with IdenTech, Inc. for an amount not to exceed \$5,614.50, effective June 1, 2022 through May 31, 2023, for the purchase of digital certificates. Funding is available in the Health Department budget.

10. Financial Services Department – Resolution to Extend the Agreement with MGT of America Consulting, LLC for the Preparation of a County-Wide Cost Allocation Plan

This resolution approves a one year extension to the contract with MGT of America Consulting, LLC for a Cost Allocation Plan in accordance with 2 CFR Part 200 in the amount of \$12,000 (same per year cost as existing contract).

See memo for details.

11a. Innovation and Technology Department– Resolution to Approve Equipment Purchase from Sentinel Technologies

This resolution approves the purchase equipment to connect new fiber installations to County facilities to strengthen the County network. The funding for the \$162,000 (\$161,546 plus \$545 contingency) is through the ARP Second Tranche funds.

See memo for details.

11b. Innovation and Technology Department– Resolution to Approve Support Renewal from ID Networks

This resolution approves the renewal of software from ID Networks for the Sheriff's Office fingerprinting and identification purposes. Funding for the \$8,291 purchase is in the 2022 LOFT Fund.

See memo for details.

11c. Innovation and Technology Department– Resolution to Approve Fiber Engineering and Construction from Western Tel-Com

This resolution approves engineering and construction for fiber broadband installation with Western Tel-com (#43137) under the State of Michigan MiDeal contract. The \$375,000 (\$352,925 plus \$23,075 contingency) is to be funded through the ARP Second Tranche funds.

See memo for details.

12a. Road Department– *Resolution to Authorize a Contract for As-Needed Fabrication Inspection Services with KTA-Tator*

This resolution authorizes a contract with KTA-Tator for as needed material testing and inspection. KTA-Tator was the lowest responsible bidder and will provide the inspection services which were being provided by TUV Rheinland Industrial Solutions, which recently eliminated its fabrication inspection section.

See memo for details.

12b. Road Department– *Resolution to Authorize Agreements with Aurelius, Lansing, and White Oak Townships for the 2022 Local Road Program*

This resolution authorizes the Local Road Program agreements with the above mentioned townships for 2022. The Road Department's 50% match of \$182,968.39 is included in the 2022 Road Fund Budget.

See memo for details.

12c. Road Department – *Resolution to Authorize a Contract with Capital Asphalt LLC and With Rieth-Riley Construction Co., Inc. for Bid Packet #82-22 for the 2022 Countywide Paving Program*

This resolution approves a contract with Capital Asphalt and Rieth-Riley Construction Co., Inc. for the 2022 County-wide Paving Program. The scope of work for this bid package includes hot mix asphalt (HMA) base crushing and shaping, cold milling, machine grading, concrete curb and gutter, aggregate shoulders, and HMA pavement.

Rieth-Riley Construction was the second lowest bidder but utilized the County's Local Purchasing Preference Policy to match Capital's bid. The Ingham County Road Department (ICRD) would like to contract with both companies due to the amount of work. Funding will be split between the township the road improvements are in and the ICRD in the following manner:

Oakley Road (Budd Rd to Stockbridge Township Line):
Bid Price = \$344,293.40
Stockbridge Township Funding Responsibility = \$264,565.32
Road Department Funding Responsibility = \$73,063.18

Beeman Road (Brookshire Ct to Golf View Dr):
Bid Price = \$115,200
Williamstown Township Funding Responsibility = \$115,200
Road Department Funding Responsibility = \$0

Dexter Trail and Carter Road Intersection:
Bid Price = \$178,115.55
Ingham Township Funding Responsibility = \$0
Road Department Funding Responsibility = \$178,115.55

See memo for details.

14. Controller's Office – *Resolution to Authorize an Agreement with the Mejorando Group for Strategic Planning Facilitation*

This resolution authorizes an agreement with Mejorando Group for strategic planning facilitation. The current Ingham County Strategic Plan expires this year.

Funding for the \$57,200 project would come from the 2022 Contingency Budget.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

13. Human Resources Department – *Controller & Budget Director Salaries Market Study Results (Discussion Item)*

15a. Board Referrals - *Notice of Public Hearing from the City of East Lansing to Consider Applications for a Real Property Tax Exemption and a Personal Property Tax Exemption for ATTESTEO North America, Inc.*

15b. Board Referrals - *Notice of Public Hearing from the City of Lansing Regarding the Amended Local Development Finance Authority Tax Increment Financing and Development Plan for the Lansing Regional SmartZone*

Agenda Item 1a

TO: Law & Courts and Finance Committees of the Ingham County Board of Commissioners
FROM: Captain Andrew Daenzer
DATE: May 18, 2022
SUBJECT: ICSO Request for an Additional Axon Contractual Agreement for Audio Video in the Justice Complex
For the meeting agenda of June 2 and 8, respectively.

BACKGROUND

The Sheriff's Office currently has a contract with Axon as approved in Resolution #20-403 for in-car video recording and body-worn cameras and #21-177 for Corrections Division body worn cameras. The Axon system has proven to be a reliable, user-friendly system that most area law enforcement agencies are using for investigations, evidence, transparency, and greater public trust.

We consulted with Axon to outfit the Justice Complex with Axon audio and video recording in all of our interview rooms for the new facility to include the jail, detective bureau, and patrol. This system has the ability to be used by all law enforcement agencies county- and state-wide.

ALTERNATIVES

The alternative is to use a different system that is not compatible with Axon. There would still be costs associated with the installation of the systems and storage.

FINANCIAL IMPACT

The estimated total cost is \$130,968.86 to include the following items:

- Equipment for 7 interview rooms to include the jail, detective bureau and patrol
- Installation of all the equipment
- A 5 year agreement that includes licenses and unlimited data storage

The cost of this will be paid for by the Justice Millage.

STRATEGIC PLANNING IMPACT

This resolution supports the strategic plan by providing the latest technology to gather recordings for evidence, investigations and transparency to the general public.

OTHER CONSIDERATIONS

Since we currently have a contract with Axon there will not be a need for a new software program since all of the data is stored in evidence.com. The system is user friendly and requires very little time for additional training for utilization.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the addition of Axon recording systems for the new justice complex.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ADDITIONAL CONTRACTUAL AGREEMENT BETWEEN
THE INGHAM COUNTY SHERIFF'S OFFICE AND AXON ENTERPRISE, INC. FOR AUDIO
VISUAL RECORDING SERVICES FOR THE JUSTICE COMPLEX**

WHEREAS, the Sheriff's Office currently has a contract with Axon as approved in Resolution #20-403 for in-car video recording and body-worn cameras and #21-177 for Corrections Division body-worn camera; and

WHEREAS, Ingham County is building a new Justice Complex; and

WHEREAS, the Sheriff's Office would like to use Axon for all interview rooms; and

WHEREAS, other local police agencies that currently use Axon would have the ability to record interviews in our facility; and

WHEREAS, Axon offers the capability to share recordings with other agencies and the Ingham County Prosecutor's Office; and

WHEREAS, the Axon system has proven to be reliable and user friendly; and

WHEREAS, the Axon system is needed for investigations, evidence, and transparency; and

WHEREAS, the estimated cost of \$130,968.86 covers all the equipment, installation, and 5 years of unlimited storage and licensing; and

WHEREAS, the cost would be paid for using the Justice Millage.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement between the Ingham County Sheriff's Office and Axon Enterprise, Inc. for audio and video recording in all of the interview rooms for the new Justice Complex to include the jail, detective bureau, and patrol, for a period of five years, commencing after installation of the equipment, for an amount not to exceed \$130,968.86.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments.

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

TO: Law & Courts Committee and Finance Committee
FROM: Darin Southworth, Chief Deputy, Sheriff’s Office
DATE: May 24, 2022
RE: Recruitment & Engagement Video Production

BACKGROUND

The Ingham County Sheriff’s Office, hereafter Sheriff, is among public safety entities facing a challenging social climate and particularly difficult employee recruitment environment. We have several unfilled positions in Field Services and Corrections. We compete with other public safety entities for the same limited and diverse talent. Identified strategies by other prominent public safety entities has demonstrated significant attraction to branding/marketing videos that showcases organizational highlights. An RFP yielded eight respondents and after committee review and criteria scoring, Michigan Creative, an Okemos based company, emerged as the vendor of choice. Through partnership with this vendor we intend to develop multimedia suitable videos that will be relevant for at least two to three years. The Sheriff intends to try this strategy.

FINANCIAL IMPACT

This project was a vision prior to the 2022 budget and was included within the Sheriff’s Office budget. Funds have also been approved for recruitment in the 2023 budget if needed.

ALTERNATIVES

Alternatives would include continuance of other best practice recruitment efforts. Additionally, our current personnel would record video and distribute via social media as we have time.

OTHER CONSIDERATIONS

The Sheriff will be provided all recorded material (B roll) for our use and edification.

This project will span several months to capture the essence of service delivery in our area, our climate, and our current and future facility.

RECOMMENDATION

Based on aforementioned, we ask that the Board of Commissioners consider approving an agreement with Michigan Creative to assist with our recruitment and engagement goals.

Agenda Item 1b

TO: Darin Southworth, Chief Deputy
FROM: James Hudgins, Director of Purchasing
DATE: April 1, 2022
RE: Memorandum of Performance for RFP No. 53-22 Recruitment and Engagement Video Production for the Ingham County Sheriff's Office.

Per your request, the Purchasing Department sought qualified vendors to submit a proposal to research, coordinate/direct, produce, edit, and finalize marketing-related video vignettes for full Sheriff's Office ownership and use.

The scope of work includes, but is not limited to, developing and producing video and/or video vignettes that meet the needs of the whole and parts of the organization to bolster recruitment, selection, retention, and overall community engagement needs.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	21	12
Vendors responding	8	3

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

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH MICHIGAN CREATIVE TO PRODUCE
RECRUITMENT & BRANDING VIDEOS FOR THE SHERIFF'S OFFICE**

WHEREAS, the Ingham County Sheriff's Office, hereafter Sheriff, operates in a challenging social climate and maintains interest in preserving its legitimacy within the community; and

WHEREAS, the Sheriff competes with other public safety entities for limited interested prospective employee talent; and

WHEREAS, organizational video disseminated via multimedia has demonstrated heightened access to and attraction from the community; and

WHEREAS, the Sheriff's Office has budgeted funds in FY22 & FY23 to endeavor recruitment strategies such as this; and

WHEREAS, the Sheriff wishes to endeavor in a relationship with a professional marketing vendor to showcase the Office to our community and recruit prospective employees; and

WHEREAS, the Sheriff and Purchasing Department disseminated an RFP and received eight responses, then a committee reviewed and scored vendor proposals using available criteria and desired expectations; and

WHEREAS, the Michigan Creative group scored the highest and emerged as the favored choice.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entry into a contract on behalf of the Ingham County Sheriff's Office with Michigan Creative, in an amount not to exceed \$20,000 to produce recruitment & engagement video products.

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

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

TO: Board of Commissioners Law & Courts, Finance Committee
FROM: Captain Robert Earle, Jail Administrator
DATE: May 16, 2022
SUBJECT: FCC Ruling and restoring previous commission rate on inmate technology fees
For the meeting agenda of June 2, 2022 & June 08, 2022

BACKGROUND

The Ingham County Sheriff’s Office has a contract with Securus Technology for inmate communication within the Ingham County Correctional Facility (ICCF). On May 24, 2021, the Federal Communications Commission (“FCC”) released its Third Report and Order, Order on Reconsideration, and Fifth Further Notice of Proposed Rulemaking. In summary, the telephone rate drops to \$0.21 per minute; Securus also reduced commission percentage from 55% to 35% to offset Securus revenue loss. The new rates went into effect on October 26, 2021. These rate and commission reductions were approved by the Board of Commissioners with Resolution #22-037. Due to the decrease in revenue sharing percentage combined with ICCF costs of using Securus equipment, inmate technology available to inmates at ICCF created a monthly deficit. Securus has agreed to returning the revenue sharing to the original 55% and eliminating the ConnectUs video visitation system monthly fee of \$2,375.

ALTERNATIVES

If we do not make the required change, making inmate communication available within ICCF will create a monthly budget deficit and cost Ingham County for offering these services.

FINANCIAL IMPACT

This change will have no impact on the cost for inmates to make phone calls. With the reduced revenue sharing, the cost of offering inmate communication is being passed onto Ingham County. Returning to the 55% revenue sharing in addition to eliminating the cost of using the ConnectUs video visitation system will allow partial return of revenue used to offset other Jail operating costs.

OTHER CONSIDERATIONS

This change only applies to revenue sharing and makes no changes to the Master Service Agreement term. There is no change to the cost/fees for inmates and/or family to make phone calls to or from ICCF.

RECOMMENDATION

Based on the information presented, I respectfully recommend the approval of the attached resolution to support amending the contract with Securus Technologies for returning commission rate to 55% and elimination of their ConnectUs video visitation system monthly fees.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE CONTRACT WITH SECURUS TECHNOLOGIES TO RETURN PROFIT SHARING PERCENTAGE TO 55% ON INMATE PHONE CALLS AND ELIMINATE SECURUS SERVICE FEE FOR USE OF THEIR SOFTWARE/HARDWARE

WHEREAS, Ingham County currently contracts with Securus Technologies to provide a telephone system and video visitation system for all inmates in Ingham County; and

WHEREAS, Resolution #22-037 authorized a contract addendum with Securus Technologies, LLC to comply with the applicable portions of the Third Report and Order, Order on Reconsideration, and Fifth Further Notice of Proposed Rulemaking (collectively, the “Order”) released by the Federal Communications Commission (“FCC”) on inmate telephone fees that took effect on October 26, 2021; and

WHEREAS, the approved rate change and commission reduction created a monthly deficit to Ingham County; and

WHEREAS, Securus has agreed to return the commission rate for Ingham County from 35% to 55%; and

WHEREAS, Securus has agreed to eliminate the operating cost associated with Securus’ ConnectUs video visitation system.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract amendment with Securus Technologies to restore the profit sharing to 55% and to eliminate the monthly ConnectUs video visitation system fee of \$2,375.

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 1d

TO: Board of Commissioners: Law & Courts Committee and Finance Committee
FROM: Undersheriff Andrew R. Bouck
DATE: May 25, 2022
SUBJECT: Resolution to authorize a contract renewal with Cellebrite Inc.

For the meeting agendas of June 2, 2022 and June 8, 2022

BACKGROUND

This resolution is to renew a contract with Cellebrite for continued, annual access to the digital media analytical software. Cellebrite gives the Sheriff's Office the ability to analyze cell phones to assist with investigations.

The Sheriff's Office purchased Cellebrite in 2021 and currently has two users trained to use this investigative tool. This annual software support agreement allows investigators quick access to vital information during investigations.

ALTERNATIVES

None.

FINANCIAL IMPACT

The total cost of this project for renewal of a one-year operation contract for 2022 is \$4,800. The Sheriff's Office is requesting the support cost be paid from Field Services/Contractual Services in the amount of \$4,800 for a contractual year beginning on June 11, 2022 through June 10, 2023. This resolution will also provide for an annual renewal of the software support agreement for the provided hardware with an annual do-not-exceed amount of \$6,000 for the years 2023-2026 from the same, budgeted funding source.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents – Cellebrite allows investigators to retrieve vital information the same day analyzing mobile digital media evidence without having to send the digital media to outside agencies which delay investigations.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an annual support agreement with Cellebrite Inc. for the years 2022-2026.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH CELLEBRITE INC.

WHEREAS, Ingham County has been using Cellebrite Inc. since 2021; and

WHEREAS, Cellebrite Inc. software will facilitate the timely retrieval and analyzing of mobile digital media evidence in accordance with applicable State and Federal laws.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Cellebrite Inc. in the amount of \$4,800 to be paid out of the 2022 Sheriff's Office budget from Field Services/Contractual Services #10130102-818000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of this contract with Cellebrite Inc. annually for years 2023 through 2026 in an amount of up to \$6,000 annually.

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 2a

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: May 16, 2022
SUBJECT: Resolution to Authorize an Agreement with Relias LLC
For the meeting agendas of June 2, 2022 and June 8, 2022

BACKGROUND

The Ingham County Youth Center staff consists of a Director, 5 Supervisors, 21 direct-care Juvenile Detention and Development Specialists, and roughly 12 on-call call Juvenile Detention and Development Specialists who work with a high risk juvenile population. It is critical that the staff working with this population receive regular training to help inform best practices. Direct-Care Staff working in a Court-Operated Facility are required by Rule to have at least 24 hours of annual training. Furthermore, regular training, especially during the COVID-19 pandemic, has been hard to achieve because staff works varying shifts. Relias offers a virtual training platform that makes training easily accessible and comes highly recommended by other detention facilities throughout the state. Additionally, Relias allows the Ingham County Youth Center the ability to record in-person trainings and save virtually for future reference.

ALTERNATIVES

Schedule in-person training and pay for trainers or send staff to offsite trainings in order to meet training requirements.

FINANCIAL IMPACT

Relias will improve efficiency as well as save money but cutting down travel, lodging, and meal costs for offsite trainings.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence-based treatment and sanctions for at-risk youth and juveniles. Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

The Board of Commissioners authorizes entering into an agreement with Relias for virtual training software.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH RELIAS LLC FOR
VIRTUAL TRAINING SOFTWARE**

WHEREAS, the Ingham County Youth Center staff consists of a Director, 5 Supervisors, 21 direct-care Juvenile Detention and Development Specialists, and roughly 12 on-call call Juvenile Detention and Development Specialists who work with a high risk juvenile population; and

WHEREAS, it is critical that the staff working with this population receive regular training to help inform best practices; and

WHEREAS, Direct-Care Staff working in a Court-Operated Facility are required by Rule to have at least 24 hours of annual training; and

WHEREAS, regular training, especially during the COVID-19 pandemic, has been hard to achieve because the staff works varying shifts; and

WHEREAS, Relias LLC offers a virtual training platform that makes training easily accessible and comes highly recommended by other detention facilities throughout the state.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Relias LLC for virtual training software for the costs of \$5,702.26 for the timeframe of June 1, 2022 through September 30, 2023.

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 2b

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: May 16, 2022
SUBJECT: Michigan Department of Education National School Lunch Program Grant (MDE)
For the meeting agendas June 2, 2022 and June 8, 2022

BACKGROUND

The Ingham County Youth Center operates a 24-hour facility and provides meals and snacks for up to 24 juveniles per day.

The Ingham County Youth Center was awarded a grant from the Michigan Department of Education for \$14,158 for the purpose of purchasing kitchen equipment. Funds from the grant must be spent by September 30, 2022. The Ingham County Youth Center has identified the need for a Convection Steamer and Hot Food Serving Counter to improve healthy alternatives and meet licensing standards for food safety.

ALTERNATIVES

Replace kitchen equipment from the General Fund or the Juvenile Justice Millage.

FINANCIAL IMPACT

The grant can be used for capital kitchen equipment and there will be no reoccurring costs.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence-based treatment and sanctions for at-risk youth and juveniles. Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Accept the grant fund from the Michigan Department of Education.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ACCEPTING FUNDS FROM THE MICHIGAN DEPARTMENT OF EDUCATION
NATIONAL SCHOOL LUNCH PROGRAM EQUIPMENT ASSISTANCE GRANT**

WHEREAS, the Ingham County Youth Center operates a 24-hour facility and provides meals and snacks for up to 24 juveniles per day; and

WHEREAS, the Ingham County Youth Center was awarded a grant from the Michigan Department of Education for \$14,158 for the purpose of purchasing kitchen equipment; and

WHEREAS, funds from the grant need to be spent by September 30, 2022; and

WHEREAS, the Ingham County Youth Center has identified the need for a Convection Steamer and Hot Food Serving Counter/Table to improve healthy alternatives and meet licensing standards for food safety; and

WHEREAS, Hospital Purchasing Service has provided a quote for a new Convection Steamer for the price of \$6,380.87; and

WHEREAS, Hospital Purchasing Service has provided a quote for a new Hot Food Serving Counter/Table for the price of \$7,776.83; and

WHEREAS, the \$14,158 purchase for commercial-grade food equipment for the Ingham County Youth Center was made utilizing Hospital Purchasing Service Contract under PO #2021394; and

WHEREAS, Ingham County is an active member of Hospital Purchasing Service; and

WHEREAS, the Purchasing Policy does not require seeking competitive bids when utilizing cooperative purchasing agreements like Hospital Purchasing Service, which selects its vendors through an open and competitive process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting the Michigan Department of Education National School Lunch Program Equipment Assistance Grant in the amount of \$14,158.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a Convection Steamer from Hospital Purchasing Service in the amount not to exceed \$6,380.87.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of Hot Food Serving Counter/Table from Hospital Purchasing Service in the amount not to exceed \$7,776.83.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2022 Circuit Court Juvenile Division budget.

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

Agenda Item 3

TO: Board of Commissioners, Law and Courts, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: May 24, 2022
RE: Resolution to Authorize an Agreement with Laux Construction LLC for the Improvements to the 9-1-1 Center

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

BACKGROUND

The Facilities Department in partnership with the 9-1-1 Administration, is requesting to enter into an agreement with Laux Construction for the improvements at the 9-1-1 Center. The improvements include renovations to the front lobby, vestibule, open office area, the front parking lot, rear parking lot, window treatments and adding additional electrical in the storage room. Laux Construction LLC, a local vendor, submitted the lowest responsive and responsible proposal of \$220,400. We are requesting a contingency of \$4,000 for any unforeseen circumstances.

ALTERNATIVES

The alternative would be to forego the project leaving everything as is and vulnerable after the Architectural and Engineering portion has already been completed. .

FINANCIAL IMPACT

Funds are available in the approved 2019 CIP line item number 261-32500-979000 and the remaining balance of \$165,429.56 will come from the 9-1-1 Fund Balance.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
261-32500-979000 9-1-1 Funds	\$90,000	\$58,970.44	\$58,970.44	\$0

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Laux Construction LLC for the improvements to the 9-1-1 Center.

Agenda Item 3

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: May 18, 2022
RE: Memorandum of Performance for RFP No. 91-22, Improvements to the 9-1-1 Central Dispatch

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Ingham County 9-1-1 Central Dispatch.

The scope of work includes, but is not limited to, the following:

- Architectural changes include moving doors, filling wall openings, adding secure doors and windows, creating new office spaces and common areas, repairing and painting walls where needed.
- Civil changes include installing catch basins in the parking lot, removing and replacing three parking spots, regrading as needed, adding additional concrete sidewalk to the existing walkway and stairs.
- Mechanical changes include providing improved comfort and air circulation for the new and existing spaces.
- Electrical changes include re-circuiting and switching the existing light fixtures to serve the new spaces in addition to adding new as-needed electrical outlets, switches and data receptacles. Relocating existing generator panel, existing door controls and intercom system to serve the new configuration.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	42	13
Vendors attending pre-bid/proposal meeting	10	3
Vendors responding	2	2

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Bid Bond	Cost for Completing ALL Work according to the RFP, Drawings and Scope of Work	Cost to Install VAV Box in Revised Office 101	Total Cost for Completing ALL Work according to RFP, Plans and Specifications and Add Alternate #1
			Base Bid	Add Alternate #1	Total Bid
Laux Construction Co.	Yes, Holt MI	Yes	\$204,900.00	\$15,500.00	\$220,400.00
Moore Trosper Construction Co.	Yes, Holt MI	Yes	\$211,000.00	\$16,160.00	\$227,160.00

Agenda Item 3

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LAUX CONSTRUCTION LLC
FOR THE IMPROVEMENTS TO THE 9-1-1 CENTER**

WHEREAS, improvements to the 9-1-1 Center will include the front lobby, vestibule, open office area, the front parking lot, rear parking lot, window treatments, and adding additional electrical in the storage room; and

WHEREAS, the Facilities Department recommends entering into an agreement with Laux Construction LLC, a local vendor, who submitted the lowest responsive and responsible proposal of \$220,400 for the improvements to the 9-1-1 Center; and

WHEREAS, the Facilities Department is requesting a contingency of \$4,000 for any unforeseen circumstances; and

WHEREAS, funds are available in the approved 2019 CIP 9-1-1 Fund line item #261-32500-979000 to cover \$58,970.44 of the project; and

WHEREAS, the remaining balance of \$165,429.56 will come from the 9-1-1 Fund Balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Laux Construction LLC, 1018 Hogsback Road, Mason, Michigan 48854, for the improvements to the 9-1-1 Center for an amount not to exceed \$224,400 which includes a \$4,000 contingency.

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 4

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: May 20, 2022

Subject: Contract with Big Brothers Big Sisters Michigan Capital Region for the Capital Area Mentoring Partnership Program
For the meeting agendas of June 6 and June 8

BACKGROUND

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region (BBBSMCR) for the Capital Area Mentoring Partnership Program (CAMP). With Support from the County, CAMP will continue to bring in speakers to provide training on a plethora of topics (Child trauma, effective communication within matches, Human Trafficking, Runaway prevention, bullying, the importance of the screening process, etc.) to CAMP members, volunteers, and youth within their programs. CAMP will utilize the funds to bring awareness of the program to the community with the purchase of promotional items as well as utilizing quarterly service projects in the community as a platform. CAMP is not yet its own 501 (c)3 and is facilitated by Big Brothers Big Sisters Michigan Capital Region.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The contract will not exceed \$25,000 for the time period of January 1, 2022 through December 31, 2022. Funds for this contract are included in the 2022 budget.

OTHER CONSIDERATIONS

Capital Area Mentoring Partnership (formerly the Community Coalition of Youth) is a collaboration of mentoring organizations and community resources that focuses on mentoring in the tri-county, serving youth from the age of five years to twenty-five. The collaboration is diverse; organizations offer one-to-one mentoring, group mentoring, services to homeless youth, immigrant children, refugee children, children with disabilities, children involved with the Juvenile Justice System and/or African American young men, etc.

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 BIG BROTHERS BIG SISTERS MICHIGAN CAPITAL REGION TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE CAPITAL AREA MENTORING PARTNERSHIP PROGRAM

WHEREAS, the Ingham County/City of Lansing Youth Violence Prevention Coalition, since renamed the Community Coalition for Youth (CCY), was established in 1994 by former Mayor David Hollister and former Ingham County Board of Commissioners Chairperson, Jean McDonald, in response to a dramatic increase in youth violence and delinquency in Ingham County during the 1990's; and

WHEREAS, CCY adopted a comprehensive strategy to advance youth mentoring to close educational opportunity and achievement gaps to increase high school graduation and post-secondary completion rates, prevent and reduce violence and delinquency, and provide opportunities for civic engagement, entrepreneurship, and career and professional development to support the next generation of parents and leaders; and

WHEREAS, the structure to further mentoring for Ingham County youth was formed by CCY and is called the Capital Area Mentoring Partnership (CAMP); and

WHEREAS, previously this contract was held by Capital Area United Way (CAUW) and in 2014 was transitioned to Big Brothers Big Sisters Michigan Capital Region; and

WHEREAS, the Ingham County budget included \$25,000 as the County's share of funding for CAMP in the fiscal year 2022.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Big Brothers Big Sisters Michigan Capital Region for the period January 1, 2021 through December 31, 2022 in an amount not to exceed \$25,000 as Ingham County's share of funding to provide administrative oversight and programmatic leadership for the CAMP.

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

Agenda Item 5

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: May 24, 2022
SUBJECT: Resolution Authorizing an Elder Services Millage Contract Amendment with TCOA
For the meeting agendas of June 6 and June 8

BACKGROUND

This resolution authorizes an amendment to the 2022 contract with Tri County Office on Aging (TCOA) to utilize Elder Services Millage funds for millage eligible services. This amendment is necessary for the following reasons:

- As 2021 was TCOA's first year of experience, they underestimated the funding necessary to meet the home repair needs of older adults in Ingham County.
- Some of the home repair projects continue to be repairs to enable older adults to live in the homes safely. Examples of the projects completed include replacement of faulty wiring to bring the home up to local building code, replacement of broken main water pipes where the individual had no running water, replacement of furnaces, safety grab bars, replacement of rotten floors, repair or replacement of roofs due to extensive leaking into the home.
- Repairs are only undertaken if they are necessary to protect the health and welfare of the elder person.
- TCOA continues to contract with the Capital Area Housing Partnership (CAHP) who manages the repairs from the first inspection to completion, including securing the vendors.
- Coordination with other home repair/modification providers is ongoing to ensure that other resources are exhausted before using Millage funds.
- The cost of supplies and particularly the cost of wood has risen, having an impact on expenditures.

ALTERNATIVES

TCOA and other organizations could attempt to fill the service gaps with other funding sources, however, the millage is doubtful that other funding sources could meet the need.

FINANCIAL IMPACT

The contract amendment will not exceed \$250,000 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 \$1.3 million in the Elder Services Millage.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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, Resolution #22-078 authorized a contract with Tri County Office on Aging (TCOA) to use Elder Services Millage dollars to fund a comprehensive array of essential services to Ingham County residents age 60 and older; and

WHEREAS, that contract included \$150,000 for 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; and

WHEREAS, it is necessary to amend the contract to include more funding for these services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract amendment not to exceed \$250,000 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 amendment with TCOA will come from the Elder Services Millage.

BE IT FURTHER RESOLVED, that funds will be utilized by TCOA for 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.

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

Agenda Item 6

TO: Board of Commissioners Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: May 26, 2022

SUBJECT: Resolution to Authorize an Agreement with CMH Utilizing American Rescue Plan Act of 2021 Funds to Cover Room and Board Costs for Adults in Residential Treatment

For the meeting agendas of June 6 and June 8

BACKGROUND

An average of 50 consumers annually are not able to cover the “room and board” costs of their residential treatment due to limited or no income. As a result of the above, CMHA-CEI supplements approximately \$60,000 annually in General Fund as there is no existing community resource to meet this need.

This resolution approves an agreement with CMH to cover the “room and board” expenses from 2022-2024.

ALTERNATIVES

CMH supplements approximately \$60,000 annually in General Fund as there is no existing community resource to meet this need. This practice could continue.

FINANCIAL IMPACT

The amount of the agreement will not exceed \$180,000 with CMH for services provided to Ingham County residents, effective the date of execution through December 31, 2024.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

If awarded, an estimated 150 or more individuals experiencing severe and persistent mental illness will be afforded safe, affordable, and supportive residential treatment.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES (CMH) UTILIZING AMERICAN RESCUE PLAN ACT OF 2021 FUNDS TO COVER ROOM AND BOARD COSTS FOR ADULTS IN RESIDENTIAL TREATMENT

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

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

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

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

WHEREAS, Ingham County received over \$56 million in American Rescue Plan funds in two separate tranches of approximately \$28 million; and

WHEREAS, Currently, the standard rate of “room and board” at an Adult Foster Care (AFC) home is \$10,890 annually; this expense increases each year in coordination with the Cost of Living Adjustments; and

WHEREAS, an average of 50 consumers annually are not able to cover the “room and board” costs of their residential treatment due to limited or no income.; and

WHEREAS, as a result of the above, CMHA-CEI supplements approximately \$60,000 annually in General Fund as there is no existing community resource to meet this need; and

WHEREAS, CMH has submitted a proposal to utilize American Rescue Plan funds to fund room and board costs for about 50 consumers, annually.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$180,000 with CMH for services provided to Ingham County residents, effective the date of execution through December 31, 2024.

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

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

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

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

1. **Agency Information**

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

812 E. Jolly Rd., Lansing, MI 48910

Contact: Brooke Hall, Housing and Residential Supervisor

Phone: 517-346-8007

Email: hallbr@ceimh.org

Target Population

Within the CMHA-CEI system, the target population for these funds would be adults experiencing symptoms of severe and persistent mental illness, with limited to no income, who utilize residential services to maintain or achieve an optimal quality of life.

Project Description

The Adult Mental Health Services (AMHS) program at CMHA-CEI partners with local Adult Foster Care homes to provide community based support to residents of the Tri-County area. Within a group home setting, residents are afforded a variety of supports including room and board, transportation to medical appointments, personal care, daily living support and skill building, recovery support, and medication administration. Residents are able to receive residential services primarily through their Medicaid plans with the exception of the “room and board” expense of which the resident is expected to pay out of pocket.

On average, about 50 residents annually, a rate that is on track to double in 2021, lack the necessary means to cover their residential costs resulting in the use of CMHA-CEI’s limited General Fund or displacement into inadequate systems such as doubling up with family, homeless shelters, or hospitals. If granted, this fund would be used to greatly reduce, eliminate, or prevent the number of individuals displaced due to an inability to procure the financial resources to support their residential treatment needs.

COVID Impact

Adult Foster Care homes, or group homes, were severely impacted by the Coronavirus with regard to the high volume of positive cases in congregate settings coupled with severe staffing shortages. The overall impact has resulted in the closure of homes, a reduction bed capacity, and an increase in competition amongst our most vulnerable community members for those remaining beds.

Screening Process

If granted, the Housing Support Team within AMHS will screen eligible residents through a referral received from their case manager. The application will include demographic data for tracking and reporting needs, summarize the reason for the request, and outline efforts to obtain income or improve the resident’s current financial status.

Proposed Budget

Currently, the standard rate of “room and board” at an Adult Foster Care (AFC) home is \$10,890 annually; this expense increases each year in coordination with the Cost of Living Adjustments. An average of 50 consumers annually are not able to cover the “room and board” costs of their residential treatment due to limited or no income. As a result of the above, CMHA-CEI supplements approximately \$60,000 annually in General Fund as there is no existing community resource to meet this need.

Given the average number of individuals in need, coupled with the Cost of Living Adjustment, CMHA-CEI is requesting \$180,000 to cover the “room and board” expenses from 2022-2024. As the central service provider for individuals experiencing severe and persistent mental illness, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) is committed to the development and provision of services to residents of Ingham County who are most in need and/or have disabilities. If awarded, an estimated 150 or more individuals experiencing severe and persistent mental illness will be afforded safe, affordable, and supportive residential treatment.

Agenda Item 7a

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: May 24, 2022
SUBJECT: Resolution to Authorize the Purchase of a New Zero-Turn Lawn Mower for the Fairgrounds

BACKGROUND

The Fairgrounds is in need of a new lawn mower to maintain the service provided to the public. The current fleet of lawn mowers at the Fairgrounds is inadequate and old, with one being used for spare parts for the other mower.

ALTERNATIVES

The Fairgrounds could not purchase a new lawn mower and continue to use a broken lawn mower.

FINANCIAL IMPACT

The funding for this project will be taken from the Fair CIP (Hotel/Motel Fund) fund which is budgeted for \$140,000 which was originally budgeted for an asphalt project that is no longer happening this year. The asphalt project has been put on hold until the Master Plan has been completed. The new lawnmower will not exceed \$13,239.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

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

Agenda Item 7a

TO: Lindsey McKeever, Fairgrounds Events Director
FROM: James Hudgins, Director of Purchasing
DATE: May 23, 2022
RE: Memorandum of Performance for Packet #121-22: New Mower for the Fairgrounds

Bids were sought from qualified vendors in order to purchase a new zero-turn riding mower for the Fairgrounds. The following grid is a summary of the vendors' costs:

Company Name	Local Preference	Amount
Superior Saw	Yes, Mason MI	\$13,239.00
Williams Farm Machinery Inc.	No, Charlotte MI	\$18,049.35
Deer Creek Sales inc.	Yes, Williamston MI	\$19,069.00

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

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

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF A NEW ZERO-TURN LAWN MOWER
FOR THE FAIRGROUNDS**

WHEREAS, the Fairgrounds is in need of a new lawn mower to replace a broken lawn mower; and

WHEREAS, the Fairgrounds staff uses the lawn mower to maintain 73 acres; and

WHEREAS, after a careful review of the quotes, the Fairgrounds Events Director recommends the purchase of a zero-turn lawn mower from Superior Saw; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes issuing a Purchase Order to Superior Saw in an amount not to exceed \$13,239 for the purchase of a new zero-turn lawn mower.

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

Agenda Item 7b

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: May 24, 2022
SUBJECT: Resolution to Authorize the Purchase of a New Pull-Behind Lawn Mower for the Fairgrounds

BACKGROUND

The Fairgrounds is in need of a new pull-behind lawn mower to maintain the service provided to the public. The current fleet of lawn mowers at the Fairgrounds is inadequate and old, with one being used for spare parts for the other mower. A pull-behind lawn mower will reduce the time spent mowing by one third, allowing the staff to focus on other areas that require maintenance. While Hutson, INC did not provide the cheapest bid, choosing Hutson, INC allows the equipment to be serviced close to the Fairgrounds. Additionally, the turnaround time from ordering the equipment is faster than at the lowest bidder, which could take several months.

ALTERNATIVES

The Fairgrounds could not purchase a new pull-behind lawn mower and continue to use the lawn mowers in the current fleet.

FINANCIAL IMPACT

The funding for this project will be taken from the Fair CIP (Hotel/Motel Fund) fund, which is budgeted for \$140,000, which was originally budgeted for an asphalt project that is no longer happening this year. The asphalt project has been put on hold until the Master Plan has been completed. The new pull-behind lawnmower will not exceed \$18,809.28

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

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

Agenda Item 7b

TO: Lindsey McKeever, Fairgrounds Events Director
FROM: James Hudgins, Director of Purchasing
DATE: May 18, 2022
RE: Memorandum of Performance for Packet #122-22: New Mower for the Fairgrounds

Bids were sought from qualified vendors in order to purchase a new pull behind, flex-deck mower for the Fairgrounds.

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

Company Name	Local Preference	Amount
Deer Creek Sales Inc.	Yes, Williamston MI	\$15,300.00
Hutson Inc.	Yes, Mason MI	\$18,809.28
Williams Farm Machinery	No, Charlotte MI	\$21,932.00
Michigan Iron & Equipment	No, Morrice MI	\$24, 451.00

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

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

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF A NEW PULL-BEHIND LAWN MOWER
FOR THE FAIRGROUNDS**

WHEREAS, the Fairgrounds is in need of a new pull-behind lawn mower to increase efficiency for Fairgrounds staff; and

WHEREAS, the Fairgrounds staff will use the pull-behind lawn mower to help maintain 73 acres; and

WHEREAS, after a careful review of the quotes, the Fairgrounds Events Director recommends the purchase of a pull behind lawn mower from Hutson. INC.; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes issuing a Purchase Order to Hutson, INC. in an amount not to exceed \$18,809.28, for the purchase of a pull-behind lawn mower.

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

Agenda Item 8a

TO: Board of Commissioners Human Services and Finance Committees
FROM: Tim Morgan, Parks Director
DATE: May 24, 2022
SUBJECT: Authorizing the purchase of Cross-Country Ski Equipment with K2 Sports, LLC
For the meeting agenda of 6/6/22 Human Services and 6/8/22 Finance Committees

BACKGROUND

The Purchasing Department sought bids for cross-country ski equipment including skis, bindings, boots, and poles in various sizes and quantities for the Ingham County Parks Department.

The evaluation committee recommends that a purchase order be awarded to K2 Sports, LLC.

ALTERNATIVES

The alternative is to not to purchase additional and replacement ski equipment for the Ingham County Parks Department.

FINANCIAL IMPACT

The total cost for the skis, bindings, boots, and poles is \$37,345.60. There are funds available in line item 208-75200-735100-22P07.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their May 9, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a purchase order with K2 Sports, LLC.

Agenda Item 8a

TO: Timothy Morgan, Director, Parks Department
FROM: James Hudgins, Director of Purchasing
DATE: February 28, 2022
RE: Memorandum of Performance for IFB No. 2-22 Cross-country Ski Equipment

Per your request, the Purchasing Department sought bids for cross-country ski equipment including skis, bindings, boots and pole in various sizes and quantities for the Ingham County Parks Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	11	1
Vendors responding	1	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor: K2 Sports LLC
 Local Preference: No, Seattle WA

SKIS & BINDINGS	DELIVERY DATE	BOOTS	DELIVERY DATE	POLES	DELIVERY DATE	BUNDLE COST
Total Including Shipping		Total Including Shipping		Total Including Shipping		Total Including Shipping
\$21,255.60	Between 9/15/22 & 10/1/22	\$12,220.00	Between 9/15/22 & 10/1/22	\$3,870.00	Between 9/15/22 & 10/1/22	\$37,345.60

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF
CROSS-COUNTRY SKI EQUIPMENT**

WHEREAS, the Ingham County Parks Department staff has determined the need for additional and replacement cross-country ski equipment; and

WHEREAS, the Ingham County Purchasing department sought bids for cross-country ski equipment including skis, bindings, boots, and poles in various sizes and quantities for the Ingham County Parks Department; and

WHEREAS, after careful review and evaluation of the proposal received, the evaluation committee recommends that a purchase order be issued to K2 Sports, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves issuing a purchase order to K2 Sports, LLC for a total amount not to exceed of \$37,345.60 which includes skis, bindings, boots, and poles.

BE IT FURTHER RESOLVED, that there is \$37,345.60 available in line item 208-75200-735100-22P07.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: May 24, 2022
SUBJECT: Amendment to City of Lansing Millage Agreements
For the meeting agenda of 6/6/22 Human Services and 6/8/22 Finance

BACKGROUND

The City of Lansing millage project TR029 is over budget by \$69,498.38 due to additional paving and construction engineering costs to remobilize and remove significant trip hazards caused by tree roots within the project area. The City of Lansing is requesting an amendment to project TR006 (Moores River Drive Trail Repair) and TR029 (Grand River North Section - Bank Stabilization) to reallocate \$27,673.82 from TR006 to TR029 due to unforeseen circumstances as detailed in Exhibit A.

ALTERNATIVES

The Park Commission considered this request at their May 9th meeting and recommended this approach. The alternatives would be to not authorize the reallocation.

FINANCIAL IMPACT

The City of Lansing is requesting reallocating \$27,673.82 from TR006 to TR029 to cover the overage. The City of Lansing will supply the remaining \$41,824.56 to cover the shortage. The reallocation has no additional impact on the Trails and Parks Millage fund balance.

For your reference a full detailed report of the trails and park millage project status is available online:
http://parks.ingham.org/trails_and_parks_millage/awards.php.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their May 9, 2022 meeting.

RECOMMENDATION

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

Exhibit A

Brett Kaschinske
Director



Andy Schor, Mayor

Parks and Recreation Department
200 N. Foster Avenue
Lansing, Michigan 48911
PH: 517.483.4277 – FAX: 517.377.0180
TDD: 517.483.4473
www.lansingmi.gov/parks

May 3, 2022

Mr. Bryan Crenshaw, Chairperson
Board of Commissioners
P.O. Box 319
Mason, MI 48854

Mr. Timothy Morgan, Director
Ingham County Parks
P.O. Box 178
Mason, MI 48854

Ms. Nicole Wallace
Trails & Parks Millage Coordinator
P.O. Box 178
Mason, MI 48854

Dear Chairperson Crenshaw, Ms. Wallace and Mr. Morgan:

The City of Lansing is fortunate to have a highly utilized trail system and support of the county for projects through the trails and parks millage. The City has been entrusted with grant funds from Ingham County and I want to ensure you the City is being a wise steward of millage dollars and performing our due diligence for long-term repair to prevent further deterioration and provide a safe regional River Trail.

We are pleased to report projects TR006 and TR029 are completed. TR-029 was over budget by \$69,498.38 due to additional paving and construction engineering costs to remobilize and remove significant trip hazards caused by tree roots within the project area. We are requesting reallocation of the remaining \$27,673.82 in TR-006 funds from Moores River to TR-029 Grand River North Section Bank Stabilization. The remaining \$41,824.56 will be paid by the City.

Contract Title	Project #	Current Contract Amount	Amount to Reallocate	Total Revised Contract Amount
CL - RTW - Moores River Dr Trail Repair	TR006	\$666,939.04	-\$27,673.82 reallocate to TR029	\$639,265.22
Grand River North Section - Bank Stabilization	TR029	\$326,945.00	Reallocate \$27,673.82 from TR006 to TR029	\$354,618.82

Thank you for your consideration and I look forward to hearing from you should you have any questions or if I may provide any additional information.

Sincerely,

Brett Kaschinske, Director

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS
RESOLUTION TO AMEND THE CITY OF LANSING
TRAILS AND PARKS MILLAGE AGREEMENTS

WHEREAS, the City of Lansing millage project TR029 is over budget by \$69,498.38 due to additional paving and construction engineering costs to remobilize and remove significant trip hazards caused by tree roots within the project area; and

WHEREAS, the City of Lansing is requesting an amendment to Agreements TR006 and TR029 to reallocate \$27,673.82 from TR006 to TR029 to cover the shortage; and

WHEREAS, the City of Lansing will supply the remaining \$41,824.56.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreements, listed below, with the City of Lansing:

Contract Title	Project #	Current Contract Amount	Amount to Reallocate	Total Revised Contract Amount
CL - RTW - Moores River Dr Trail Repair	TR006	\$666,939.04	-\$27,673.82 reallocate to TR029	\$639,265.22
Grand River North Section - Bank Stabilization	TR029	\$326,945.00	Reallocate \$27,673.82 from TR006 to TR029	\$354,618.82

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an extension for Agreement TR006 and TR029 to August 31, 2022.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to reallocate \$27,673.82 from line item 228-62800-967000-TR006 to line item 228-62800-967000-TR029.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 4, 2022
SUBJECT: Authorization to Purchase Licenses with LinkedIn Government at Carahsoft
For the Meeting Agendas of June 6, and June 8, 2022

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Center (CHC's) Ryan White program wishes to purchase 25 licenses with LinkedIn Government at Carahsoft, effective April 16, 2022 through April 15, 2025 in an amount not to exceed \$13,800. LinkedIn Government at Carahsoft, a subsidiary of LinkedIn, is a training platform offering video courses taught by industry experts in software, creative, and business skills. This training platform includes courses that teach leadership, management, diversity & inclusion, project management, teamwork, communication, Microsoft applications, cybersecurity, finance, and customer service. LinkedIn Government courses are all designed to improve management of time and projects, increase productivity, and will help lead teams to ensure Ryan White staff are best able to serve their patients.

ALTERNATIVES

Not entering into an agreement with LinkedIn Learnings' online learning platform would prohibit ICHD employees from accessing more than 13,000 courses taught by experts designed to enhance skillsets.

FINANCIAL IMPACT

The estimated cost associated with this agreement is for an amount not to exceed \$4,600 per year for three years. This will cover up to 25 users at the cost of \$184 annually per user. All costs will be covered by Ryan White 340b funds.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes purchasing 25 licenses with LinkedIn Government at Carahsoft, effective April 16, 2022 through April 15, 2025 in an amount not to exceed \$13,800.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE LEARNING LICENSES WITH LINKEDIN LEARNING

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Center (CHC) Ryan White program wishes to purchase 25 licenses with LinkedIn Government, effective April 16, 2022 through April 15, 2025, in an amount not to exceed \$13,800; and

WHEREAS, LinkedIn Government at Carahsoft is a training platform offering a plethora of video courses taught by industry experts in software, creative, and business skills; and

WHEREAS, this training platform includes courses that teach leadership, management, diversity & inclusion, project management, teamwork, communication, Microsoft applications, cybersecurity, finance, and customer service; and

WHEREAS, LinkedIn Government courses are all designed to improve management of time and projects, increase productivity, and will help lead teams to ensure Ryan White staff are best able to serve their patients; and

WHEREAS, the estimated cost associated with this agreement is for an amount not to exceed \$4,600 per year for three years and will cover up to 25 users at the cost of \$184 annually per user; and

WHEREAS, all costs will be covered by Ryan White 340b funds; and

WHEREAS, the Ingham CHC Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize purchasing 25 licenses with LinkedIn Government at Carahsoft, effective April 16, 2022 through April 15, 2025, in an amount not to exceed \$13,800.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes purchasing 25 licenses with LinkedIn Government at Carahsoft, effective April 16, 2022 through April 15, 2025 in an amount not to exceed \$13,800.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 4, 2022
SUBJECT: Authorization to Accept Local Public Health Wellbeing Grant
For the meeting agendas of June 6 and June 8, 2022

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept the Michigan Association for Local Public Health (MALPH) Wellbeing Grant in an amount not to exceed \$5,000 effective May 1, 2022 through September 30th, 2022. MALPH has granted ICHHD a 2022 grant of \$5,000 whereby ICHHD will receive services designed to address workplace stress associated with responding to the COVID-19 pandemic. Program services will be educational and/or therapeutic in nature, and will address topics such as teambuilding, mindfulness, responding to challenging people and situations, workplace violence mitigation, reducing stress, and workplace resilience.

ALTERNATIVES

Refusing this grant would result in a loss of funding designed to address the negative impacts of the COVID-19 pandemic.

FINANCIAL IMPACT

ICHHD will receive \$5,000 to be allocated for staff wellbeing-related services. No match funding is required or proposed.

STRATEGIC PLANNING IMPACT

This resolution supports Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept a Michigan Association for Local Public Health (MALPH) grant in an amount not to exceed \$5,000, effective May 1, 2022 through September 30, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF 2022 LOCAL PUBLIC HEALTH STAFF
WELLBEING GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a Michigan Association for Local Public Health (MALPH) grant in an amount not to exceed \$5,000, effective May 1, 2022 through September 30, 2022; and

WHEREAS, ICHD will receive services designed to address workplace stress associated with responding to the COVID-19 pandemic; and

WHEREAS, match funding for this grant is not required or proposed; and

WHEREAS, under this grant, ICHD staff will receive services that will be educational and/or therapeutic in nature, and will address topics such as teambuilding, mindfulness, responding to challenging people and situations, workplace violence mitigation, reducing stress, and workplace resilience; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes accepting the MALPH Wellbeing grant in an amount not to exceed \$5,000 effective May 1, 2022 through September 30, 2022.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners authorizes accepting the MALPH Wellbeing grant in an amount not to exceed \$5,000 effective May 1, 2022 through September 30, 2022.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any host site and member agreements, after review by the county attorney.

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: May 24th, 2022
SUBJECT: FY 22 State of Michigan Master Agreement Amending Resolution # 22-185
For the meeting agendas of June 6th, 2022 and June 8th, 2022

BACKGROUND

Ingham County Health Department (ICHD) currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Master Agreement. The Master Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) authorized the 2021-2022 Comprehensive Agreement through Resolution #21-420, Resolution #21-587, and Resolution #22-185.

ALTERNATIVES

Choosing not to amend this agreement would result in a loss of increased funding which supports public health programs throughout ICHD.

FINANCIAL IMPACT

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services by \$6,028.

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 amend Resolution #22-185 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2021 through September 30, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #22-185 AUTHORIZING A 2021-2022 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER AGREEMENT

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

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

WHEREAS, MDHHS and ICHD have entered into a 2021-2022 Master Agreement authorized in Resolutions #21-420, #21-587, and #22-185; and

WHEREAS, MDHHS has proposed additional funding in the amount of \$6,028 to the current agreement to adjust grant funding levels and clarify agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes to amend Amendment #2 to the 2021-2022 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED, that the total amount of the Master Agreement funding shall increase by \$6,028.

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

BE IT FURTHER RESOLVED, that the Health Officer, or her designee, is authorized to submit Amendment #2 of the 2021-22 Master Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

Agenda Item 9d

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: May 17, 2022
SUBJECT: Resolution to Authorize an Agreement with Michigan Public Health Institute
For the meeting agendas of June 6 and June 8, 2022

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with the Michigan Public Health Institute (MPHI) to allow MPHI to continue serving in its existing role as Ingham Maternal and Child Health (MCH) web application developer, in an amount not to exceed \$34,025 effective June 1, 2022 through September 30, 2022. MPHI's Center for Technology Solutions (CTS) will implement updates to the existing Ingham MCH web application to enhance and improve its functionality, and to aid in the entering, vetting, and tracking of referrals to the Maternal Child Health Division's four home visiting programs.

ALTERNATIVES

The alternative would be for the Maternal and Child Health Division to contract with another organization to serve as the MCH web application developer.

FINANCIAL IMPACT

All costs of this agreement have been accounted for in the FY 22 budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Board of Commissioners authorizes an agreement with MPHI to continue serving in its existing role as Ingham Maternal and Child Health (MCH) web application developer, in an amount not to exceed \$34,025 effective June 1, 2022 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 MICHIGAN PUBLIC HEALTH INSTITUTE TO SERVE AS INGHAM MATERNAL AND CHILD HEALTH WEB APPLICATION DEVELOPER

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the Michigan Public Health Institute (MPHI) to allow MPHI to continue serving in its existing role as Ingham Maternal and Child Health (MCH) web application developer, in an amount not to exceed \$34,025 effective June 1, 2022 through September 30, 2022; and

WHEREAS, MPHI's Center for Technology Solutions (CTS) will implement updates to the existing Ingham MCH web application to enhance and improve its functionality to aid in the entering, vetting, and tracking of referrals to the Maternal Child Health Division's four home visiting programs; and

WHEREAS, this agreement will allow MPHI to continue serving in its existing role as Ingham Maternal and Child Health (MCH) web application developer for a total cost not to exceed \$34,025; and

WHEREAS, all costs of this agreement have been accounted for in the FY 2022 budget; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes entering into an agreement with MPHI to continue serving in its existing role as Ingham Maternal and Child Health (MCH) web application developer in an amount not to exceed \$34,025 effective June 1, 2022 through September 30, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MPHI to continue serving in its existing role as Ingham Maternal and Child Health (MCH) web application developer in an amount not to exceed \$34,025 effective June 1, 2022 through September 30, 2022.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 20, 2022
SUBJECT: Resolution to Accept funding from the Michigan Primary Care Association (MPCA) for participation in the Michigan Network for Oral Health Integration (MNOHI) Project

For the meeting agendas of June 6 and June 8, 2022

BACKGROUND

Ingham County Health Department’s (ICHD’s) Community Health Centers (CHCs) wish to accept funding from Michigan Primary Care Association (MPCA) for Year Three participation in the Michigan Network for Oral Health Integration (MNOHI) Project, effective September 1, 2021 through August 31, 2022 in an amount not to exceed \$25,000. The MNOHI Project focuses on integrating medical and dental care for CHCs’ children ages 6-11, and their families. These funds are awarded from the five-year project period of September 1, 2019 through August 31, 2024. For Year Three of the MNOHI project, the first payment of \$20,584 will be rendered on or prior to March 15, 2022 and the second payment will be rendered on or prior to September 30, 2022. Subsequent project funding will vary depending upon the focus for that year and will be used to provide technical assistance, connection, and mapping the Electronic Dental Record (EDR) to Azara Data Reporting and Visualization Solutions (DRVS) for centralized data reporting purposes.

ALTERNATIVES

We are unaware of any other funding available for supporting the integration of the CHCs’ medical and dental care for children 6-11 years of age, and their families, and thus there are no viable alternatives.

FINANCIAL IMPACT

The CHCs will receive a \$25,000 payment. For project 2022, the first payment of \$20,584 will be rendered on or prior to March 15, 2022 and the second payment will be rendered on or prior to September 30, 2022. This funding shall be used to support the integration of medical and dental care for children ages 6-11 and their families.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes the acceptance of funding from MPCA for Year Three participation in the MNOHI Project effective September 1, 2021 through August 31, 2022 in an amount not to exceed \$25,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FUNDING FROM THE MICHIGAN PRIMARY CARE ASSOCIATION FOR YEAR THREE PARTICIPATION IN THE MICHIGAN NETWORK FOR ORAL HEALTH INTEGRATION PROJECT

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to accept funding from Michigan Primary Care Association (MPCA) for Year Three participation in the Michigan Network for Oral Health Integration (MNOHI) Project effective September 1, 2021 through August 31, 2022 in an amount not to exceed \$25,000; and

WHEREAS, the MNOHI Project focuses on integrating medical and dental care for the CHCs' children ages 6-11 and their families; and

WHEREAS, these funds are awarded from the five-year project period effective September 1, 2019 through August 31, 2024; and

WHEREAS, for Year Three of the MNOHI project, the first payment of \$20,584 will be rendered on or prior to March 15, 2022 and the second payment will be rendered on or prior to September 30, 2022; and

WHEREAS, subsequent year funding will vary depending upon the focus for that year and will be used to provide technical assistance, connection, and mapping the Electronic Dental Record (EDR) to Azara Data Reporting and Visualizations (DRVS) for centralized data reporting purposes; and

WHEREAS, the CHC Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize accepting funding from MPCA for Year Three participation in the MNOHI Project effective September 1, 2021 through August 31, 2022 in an amount not to exceed \$25,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of funding not to exceed \$25,000 from MPCA for Year Three participation in the MNOHI Project effective September 1, 2021 through August 31, 2022 in an amount not to exceed \$25,000.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 17, 2022
SUBJECT: Authorization to Enter Agreement with Daudi & Kroll P.C. for Dr. Ali Syed
For the meeting agendas of June 6, 2022 and June 8, 2022

BACKGROUND

Ingham County Health Department’s (ICHD’s) Community Health Centers (CHCs) wish to renew the representation agreement with Daudi and Kroll P.C. (D&K) for Dr. Ali Syed effective June 1, 2022 through December 31, 2022, in an amount not to exceed \$5,000. Under this agreement, D&K would provide legal services on behalf of Dr. Ali Syed, as the prospective employee and Ingham County as the employer for Program Electronic Review Management (PERM) Labor Certification with the U.S. Department of Labor (DOL) and I-140 Immigration Petition. D&K may jointly represent Ingham County and the prospective employee in connection with the requested immigration services. Establishing this agreement is mutually beneficial to the County and to the prospective employee, as the County would gain a revenue generating the dental provider position, and the prospective employee would be able to pursue their permanent immigration status.

ALTERNATIVES

Choosing not to enter into a representative agreement with Daudi and Kroll P.C. would result in a gap in services and generated revenue, as provider positions are difficult to fill.

FINANCIAL IMPACT

The employer paid fees for assisting with the preparation and filing of this PERM labor certification with the U.S. Department of Labor (DOL) and filing of I-140 Immigrant Petition are as follows: \$2,500 due at the time of agreement execution; \$1,000 due at the time of filing the Labor Certification with DOL, and up to \$1,500 due upon approval of Labor and Certification to commence I-140 petition filing. These fees, totaling \$5,000, shall be used towards D&K’s legal fees. Each installment shall be a flat-fee for that particular step, shall be nonrefundable, and shall be earned upon receipt. The employer is responsible for the filing fees required by DOL and USCIS. D&K makes no guarantees as to the success or failure of the legal services with DOL and/or USCIS. The legal fees shall be shared between D&K and the Law Offices of Behzad Ghassemi for legal services performed. Any legal and/or filing fees for employees to file an I-485 Application to Register Permanent Residence or Adjust Status shall be at the prospective employee’s sole expense. The cost of this agreement will be covered by revenue generated from CHC operations.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

Without a representation agreement in place, ICHD will not be able to successfully recruit and retain employees who fall within this category.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes the establishment of a representation agreement with Daudi and Kroll P.C. for Dr. Ali Syed, effective June 1, 2022 through December 31, 2022 for an amount not to exceed \$5,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH A REPRESENTATIONAL AGREEMENT WITH
DAUDI & KROLL P.C. FOR DR. ALI SYED**

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to renew the representation agreement with Daudi and Kroll P.C. (D&K) for Dr. Ali Syed for the term effective June 1, 2022 through December 31, 2022 in an amount not to exceed \$5,000; and

WHEREAS, under this agreement, D&K would provide legal services on behalf of Dr. Ali Syed, as the prospective employee and Ingham County as the employer for Program Electronic Review Management (PERM) Labor Certification with the U.S. Department of Labor (DOL) and I-140 Immigration Petition; and

WHEREAS, D&K may jointly represent Ingham County and the prospective employee in connection with the requested immigration services; and

WHEREAS, establishing this agreement is mutually beneficial to the County and to the prospective employee, as the County would gain a revenue generating dental provider position, and the prospective employee would be able to pursue their permanent immigration status; and

WHEREAS, the employer paid fees for assisting with the preparation and filing of this PERM labor certification with the U.S. Department of Labor (DOL) and filing of I-140 Immigrant Petition are as follows: \$2,500 due at the time of agreement execution; \$1,000 due at the time of filing the Labor Certification with DOL, and up to \$1,500 due upon approval of Labor and Certification to commence I-140 petition filing; and

WHEREAS, these fees, totaling \$5,000, shall be used towards D&K's legal fees; and

WHEREAS, each installment shall be a flat-fee for that particular step, shall be nonrefundable, and shall be earned upon receipt; and

WHEREAS, the legal fees shall be shared between D&K and the Law Offices of Behzad Ghassemi for legal services performed; and

WHEREAS, the employer is responsible for the filing fees required by DOL and United States Citizenship and Immigration Services (USCIS); and

WHEREAS, D&K makes no guarantees as to the success or failure of the legal services with DOL and/or USCIS; and

WHEREAS, any legal and/or filing fees for employees to file an I-485 Application to Register Permanent Residence or Adjust Status shall be at the prospective employee's sole expense; and

WHEREAS, the cost of this agreement will be covered by revenue generated from CHC operations; and

WHEREAS, the CHC Board of Directors and Health Officer recommend that the Ingham County Board of Commissioners authorizes the establishment of a representation agreement with Daudi and Kroll P.C. for Dr. Ali Syed effective June 1, 2022 through December 31, 2022, for an amount not to exceed \$5,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the establishment of a representation agreement with Daudi and Kroll P.C. for Dr. Ali Syed effective June 1, 2022 through December 31, 2022, for an amount not to exceed \$5,000.

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

TO: Board of Commissioners Human and Finance Services Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 5, 2022
SUBJECT: Authorization to Renew an Agreement with IdenTech, Inc.

For the meeting agendas of June 6, 2022 and June 8, 2022

BACKGROUND

Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to renew an agreement with IdenTech, Inc. for an amount not to exceed \$5,614.50, effective June 1, 2022 through May 31, 2023, for the purchase of digital certificates. IdenTech, Inc. digital certificates allow for provider identify proofing, and electronic prescribing of controlled substances (EPCS) with Mobile Two-Factor Authentication. Michigan House Bill 4217 (HB-4217) in compliance with Drug Enforcement Administration Federal Register (DEA FR) Doc No: 2011-26738, requires that beginning October 1, 2021, a prescriber or his or her agent shall electronically transmit a prescription, including a prescription for controlled substance, directly to a pharmacy of the patient's choice. IdenTech, Inc.'s digital certificates are secure, affordable, and compatible for use with NextGen, and meets state and federal requirements of providing the most secure electronic transmission of a prescription. The previous agreement was authorized by Resolution #20-574.

ALTERNATIVES

Not renewing this agreement could result in the inability to conduct electronic prescribing in accordance with state and federal requirements.

FINANCIAL IMPACT

The cost of this agreement shall not exceed \$5,614.50, which was included in the FY 22 CHC operating budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize renewing an agreement with IdenTech, Inc. for an amount not to exceed \$5,614.50, effective June 1, 2022 through May 31, 2023, for the purchase of digital certificates.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH IDENTECH, INC.

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to renew an agreement with IdenTech, Inc. for an amount not to exceed \$5,614.50, effective June 1, 2022 through May 31, 2023, for the purchase of digital certificates; and

WHEREAS, IdenTech, Inc. digital certificates allow for provider identify proofing, and electronic prescribing of controlled substances (EPCS) with Mobile Two-Factor Authentication; and

WHEREAS, Michigan House Bill 4217 (HB-4217) in compliance with Drug Enforcement Administration Federal Register (DEA FR) Doc No: 2011-26738, requires that beginning October 1, 2021, a prescriber or his or her agent shall electronically transmit a prescription, including a prescription for controlled substance, directly to a pharmacy of the patient's choice; and

WHEREAS, IdenTech, Inc.'s digital certificates are secure, affordable, and compatible for use with NextGen, and meets state and federal requirements of providing the most secure electronic transmission of a prescription; and

WHEREAS, the previous agreement was authorized by Resolution #20-574; and

WHEREAS, the cost of this agreement shall not exceed \$5,614.50, which was included in the FY 2022 CHC operating budget; and

WHEREAS, the CHC Board of Directors and the Health Officer supports renewing an agreement with IdenTech, Inc. for an amount not to exceed \$5,614.50, effective June 1, 2022 through May 31, 2023, for the purchase of digital certificates.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes renewing an agreement with IdenTech, Inc. for an amount not to exceed \$5,614.50, effective June 1, 2022 through May 31, 2023, for the purchase of digital certificates.

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

Agenda Item 10

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Tori Meyer, Director Financial Services
DATE: May 24, 2022
SUBJECT: Extension of Agreement with MGT, America for Cost Allocation Plan
MEETINGS: June 7 and June 8, 2022

BACKGROUND

Ingham County is the recipient of many grants. Many grant programs will reimburse the County for indirect costs as long as the cost allocation for indirect costs is prepared in accordance with 2 CFR Part 200. In order to maximize the County's grant revenue reimbursement by including indirect costs, the County has contracted with MGT of America Consulting, LLC to prepare the cost allocation plan. The three-year contract with MGT has recently ended and MGT is extending the County a one-year extension of the contract for \$12,000, which is exactly the same price that was included with the agreement that recently ended.

ALTERNATIVES

1. Approve the agreement to extend the contract for one year.
2. Not approve the agreement to extend the contract and forego grant revenue reimbursement.

FINANCIAL IMPACT

The annual cost of \$12,000 is included in the operating budget and is consistent with the amount paid for the last three years.

STRATEGIC PLANNING IMPACT

Maintain the County's financial reserves at adequate levels.

RECOMMENDATION

I respectfully request the approval to extend the contract with MGT of America Consulting, LLC for one year at the price of \$12,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND THE AGREEMENT WITH MGT OF AMERICA CONSULTING, LLC
FOR THE PREPARATION OF A COUNTY WIDE COST ALLOCATION PLAN**

WHEREAS, Ingham County is the recipient of grant funding and many grants will allow grant reimbursement for indirect costs with preparation of a Cost Allocation Plan; and

WHEREAS, the Cost Allocation Plan must be prepared in accordance with 2 CFR Part 200; and

WHEREAS, in 2019, Resolution #19-293 approved a contract with MGT of America Consulting, LLC for the preparation of the Cost Allocation Plan and the three-year agreement recently ended; and

WHEREAS, MGT of America Consulting, LLC has offered a one-year extension to the most recent agreement at the same price of \$12,000 per year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a one-year extension to the agreement with MGT of America Consulting, LLC for the preparation of the 2021 Cost Allocation Plan, for the price of \$12,000.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any necessary budget amendments.

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

Agenda Item 11a

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

FROM: Deb Fett, CIO

DATE: 05/24/2022

SUBJECT: Resolution to Approve Equipment Purchase from Sentinel Technologies
For the Agendas of June 7th, June 8th, and June 14th

BACKGROUND

Ingham County is working on strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements. This request is for the equipment necessary to activate our preliminary phase fiber broadband installation to various Ingham County locations currently served by subpar connections including several parks and buildings directly serving the public. Innovation & Technology has been working with Sentinel Technologies under the State of Michigan MiDeal contract.

ALTERNATIVES

In order to use the new fiber connections effectively, we must make changes to our equipment to connect to it. There are a few options for the modules to connect the fiber but we have had failures with the off-brand modules purchased in the past, therefore we are recommending the name brand modules for this critical link in our network.

FINANCIAL IMPACT

The funding for the \$161,546 total and \$454 contingency amount if approved will come from the \$2,000,000 recommended second Tranche ARP funds.

STRATEGIC PLANNING IMPACT

This authorization supports Goal B – Communication: Improve service by enhancing the quality of external and internal communication as well as Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

As we are nearing construction phase for the first fiber phase, we are requesting to purchase the equipment now given the supply chain issues we have been experiencing with equipment over the past couple of years. We hope to receive these about the time the construction is finished avoiding a delay in actually using our new connections.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution for fiber installation from Sentinel Technologies in the amount not to exceed \$162,000.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE EQUIPMENT PURCHASE FROM SENTINEL TECHNOLOGIES

WHEREAS, Ingham County is working on strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements; and

WHEREAS, this fiber broadband will require Ingham County to change our equipment to take advantage of the new connections which including several parks and buildings directly serving the public; and

WHEREAS, the funds have been recommended to be allocated from the American Rescue Plan funds received in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of equipment from Sentinel Technologies in the amount not to exceed \$162,000.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the American Rescue Plan funds.

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

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

Agenda Item 11b

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

FROM: Deb Fett, CIO

DATE: 05/24/2022

SUBJECT: Renew Support from ID Networks
For the Agendas of June 7th, June 8th, and June 14th

BACKGROUND

Ingham County Sheriff's Office uses software from ID Networks for their fingerprinting and other identification purposes. This software support and scanner support needs to be renewed every year to ensure that any problems can be addressed quickly if needed, but it has expired on January 1, 2022 and needs to be renewed.

ALTERNATIVES

We could always choose to not renew support, or to pursue a different vendor. In a brief review of options it appears that there is nothing suitable that is more reasonably priced and this is software that is very necessary for the Sheriff's Office.

FINANCIAL IMPACT

The funding for the \$8,291 is in the 2022 budget and would come from the LOFT Fund.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution for support renewal from ID Networks in the amount not to exceed \$8,291.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE SUPPORT RENEWAL FROM ID NETWORKS

WHEREAS, Ingham County uses software from ID Networks for our fingerprinting and identification needs; and

WHEREAS, the support for the software and hardware needs to be renewed annually and expired on January 1, 2022; and

WHEREAS, the funds are budgeted in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of support from ID Networks in the amount not to exceed \$8,291.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Ingham County LOFT Fund.

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

Agenda Item 11c

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

FROM: Deb Fett, CIO

DATE: 05/24/2022

SUBJECT: Fiber Engineering and Construction from Western Tel-com
For the Agendas of June 7th, June 8th, and June 14th

BACKGROUND

Ingham County is working on strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements. This is the second round which would include engineering and construction for fiber broadband installation to a location currently served by a subpar connection at an additional park directly serving the public. Innovation & Technology has been working with Western Tel-com (#43137) under the State of Michigan MiDeal contract.

ALTERNATIVES

In exploring the options it was clear that the option chosen must be extremely reliable and robust to ensure that the County can not only remain operational but be able to support any number of remote workers as it is needed.

FINANCIAL IMPACT

The funding for the \$352,925 total and \$23,075 contingency amount if approved will come from the \$2,000,000 recommended second Tranche ARP funds. MiDeal contract #071B3200106.

STRATEGIC PLANNING IMPACT

This authorization supports Goal B – Communication: Improve service by enhancing the quality of external and internal communication as well as Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

By installing our own fiber to connect our parks and facilities, it will allow us to provide better service to not only our departments who serve the community, but also to the public via our guest wireless access.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution for fiber installation from Western Tel-com in the amount not to exceed \$375,000.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE FIBER ENGINEERING AND CONSTRUCTION FROM
WESTERN TEL-COM**

WHEREAS, Ingham County is working on strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements; and

WHEREAS, this second round includes engineering and construction for fiber broadband installation to an additional Ingham County location currently served by a subpar connection which is directly serving the public; and

WHEREAS, the funds have been recommended to be allocated from the American Rescue Plan funds received in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of fiber engineering from Western Tel-com in the amount not to exceed \$375,000.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the American Rescue Plan funds.

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

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

TO: Board of Commissioners, County Services and Finance Committees

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: May 24, 2022

SUBJECT: Proposed Resolution to Authorize a Contract for As-Needed Fabrication Inspection Services with KTA-Tator

For the meeting agendas of June 7, 8, and 14

BACKGROUND

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

In 2020, the Purchasing Department received proposals for RFP #14-20 and the Board approved as-needed material testing and fabrication inspection contracts with Soil and Materials Engineers, Inc. (SME), Professional Service Industries, Inc. (PSI), and TUV Rheinland Industrial Solutions (TUV) per Resolution #20-100. In late 2021, these same contracts were extended through 2024, per Resolution #21-610.

For the Okemos Road Bridge project, SME was obtained to perform steel fabrication inspections and TUV was obtained to perform concrete beam fabrication inspections. However, TUV recently informed all of their clients they were eliminating their fabrication inspection section of the company and terminating all existing contracts. Unfortunately, TUV had not completed their contract for the Okemos Road Bridge project, and the beams required immediate fabrication inspections. Neither SME or PSI were available to complete the concrete beam fabrication contract terminated by TUV, so the Purchasing Department solicited quotes from three alternative consulting firms per RFQ #136-21. Of the responsive companies, KTA-Tator was the lowest responsible bidder, which was confirmed by both the Road Department and the Purchasing Department. Due to the schedule of the beam construction, the typical Board approval schedule was not able to be accommodated, so Controller Todd approved an emergency purchase order with KTA-Tator on May 18, 2022. The purpose of this memo is to request an official agreement with KTA-Tator, as TUV is no longer an option for fabrication inspections.

ALTERNATIVES

None at this time.

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize a contract with KTA-Tator.

From: [Gregg Todd](#)
To: [Kelly Jones](#)
Cc: [Jim Hudgins](#); [Bobbie Mayes](#); [Eric Burns](#)
Subject: RE: Emergency Purchase Order Request
Date: Wednesday, May 18, 2022 2:26:27 PM

Thanks Kelly,
Approved.

Gregg A. Todd
County Controller/Administrator
Ingham County
Office: 517-676-7203
Mobile: 517-525-6447
gtodd@ingham.org

From: Kelly Jones <KJones2@ingham.org>
Sent: Wednesday, May 18, 2022 2:18 PM
To: Gregg Todd <GTodd@ingham.org>
Cc: Jim Hudgins <JHudgins@ingham.org>; Bobbie Mayes <BMayes@ingham.org>; Eric Burns <EBurns@ingham.org>
Subject: Emergency Purchase Order Request

Controller Todd,

For the Okemos Rd construction project, we had a fabrication inspection company under contract to perform the plant inspections required for the new bridge beams. However, the fabrication inspection division for that company was recently eliminated and all existing contracts were terminated with very little notice to their clients. As the beams are scheduled to be fabricated next week, we unfortunately do not have time to go through the traditional resolution schedule process. However, we did request and obtain quotes from alternate firms to provide these services. For this specific circumstance, I am requesting an emergency purchase order to be issued to KTA-Tator for an approximate amount of \$16,300 with work to commence early next week.

Thanks,
Kelly R. Jones, PE

Managing Director
Director of Engineering & County Highway Engineer
Ingham County Road Department
301 Bush Street, PO Box 38
Mason, MI 48854
kjones2@ingham.org
(517) 676-9722 x 2336
Website: roads.ingham.org

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT FOR AS-NEEDED FABRICATION
INSPECTION SERVICES WITH KTA-TATOR**

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

WHEREAS, in 2020, the Ingham County Purchasing Department received proposals for RFP #14-20 from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide services on an as-needed basis, which was approved per Resolution #20-100 and subsequently extended for an additional two years per Resolution #21-610; and

WHEREAS, one of the vendors recently eliminated their inspection division, immediately terminating all existing client contracts, which included a fabrication inspection project for the Road Department; and

WHEREAS, the two remaining consulting firms included in the as-needed contract did not have any staff availability to complete the terminated contract for the Road Department; and

WHEREAS, the Purchasing Department solicited quotes from three alternative consulting firms per RFQ #136-21, where KTA-Tator was the lowest responsible bidder as confirmed by both the Road Department and the Purchasing Department; and

WHEREAS, due to the schedule of the impending fabrication inspection needs, Controller Todd approved an emergency purchase order on May 18, 2022 for KTA-Tator; and

WHEREAS, the Road Department requests the Ingham County Board of Commissioners authorize a contract for as-needed fabrication inspection services with KTA-Tator for the conditions authorized in Resolution #20-100 and the term extension identified in Resolution #21-610.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an as-needed fabrication inspection contract with KTA-Tator of 145 Enterprise Drive, Pittsburgh, PA 15275 to fulfil the as-needed contract terminated by TUV Rheinland Industrial Solutions of 8181 Broadmoor SE, Caledonia, Michigan for the remainder of the 2022 and 2023 construction seasons.

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

Agenda Item 12b

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: May 24, 2022

SUBJECT: Proposed Resolution to Authorize Agreements with Aurelius, Lansing and White Oak Townships for the 2022 Local Road Program

For the meeting agendas of June 7, 8 and 14

BACKGROUND

As provided in Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as the Township, millage or special assessment district. Only Lansing and Meridian Townships have a millage for road improvements.

Each year, a portion of the Road Department's budget is allocated toward the shared 50% match with each Township for road work occurring on local roads within their boundaries. The annual allocation of funding from the Road Department to each of the 16 Townships is called the "Local Road Program" and is based on the local road miles and population within each Township. The Road Department coordinates with each Township to determine the priority of road projects included in the annual program. Project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the Township.

Most of the projects included in the Local Road Program can be performed by the Road Department. As the Road Department only charges for materials and vendor expenses, this further increases the value of the Local Road Program funding. However, certain projects require a higher level of service than what the Road Department is able to provide, necessitating the use of outside contractors.

Aurelius, Lansing, and White Oak Townships have coordinated with the Road Department to schedule work for the 2022 construction season. The attached table provides details regarding the 2022 funding allocation available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the township, and the funding responsibility of the Road Department.

Several other discussions are in progress with the remaining Townships, so another resolution will be requested in the future as priorities and budgets are determined.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department match contribution for the Local Road Program in the amount of \$182,968.39 for these three Townships is included in the adopted 2022 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department. Any project costs exceeding the capped match amounts from the Road Department will be the Township's financial responsibility.

OTHER CONSIDERATIONS

This is the third group of Township Local Road Program agreements. Others will be forthcoming as townships continue discussions with the Road Department.

RECOMMENDATION

Based on the information provided, the Road Department respectfully requests the following resolution be approved to authorize Local Road Program Agreements with Aurelius, Lansing, and White Oak Townships.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH AURELIUS, LANSING, AND WHITE OAK TOWNSHIPS FOR THE 2022 LOCAL ROAD PROGRAM

WHEREAS, per Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as township, millage, or special assessment district; and

WHEREAS, a portion of the Road Department's budget is annually allocated toward the capped 50% match with each township, based on population and local road mileage, for road work occurring on local roads within their boundaries; and

WHEREAS, the Road Department coordinated with each township to determine the priority of road projects included in the annual Local Road Program; and

WHEREAS, Aurelius Township, Lansing Township, and White Oak Township have coordinated with the Road Department to schedule work for the 2022 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2022 construction season; and

WHEREAS, the Road Department shall provide labor without charge on the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each township; and

WHEREAS, the project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township; and

WHEREAS, the Road Department's capped match contribution in the total amount of \$182,968.39 combined for these three townships is included in the adopted 2022 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Aurelius Township, Lansing Township, and White Oak Township for the 2022 Local Road Program.

BE IT FURTHER RESOLVED, that the Road Department is authorized to match up to 50% of the costs for the respective township projects up to the capped allocation amounts as shown in the attached table.

BE IT FURTHER RESOLVED, that the Road Department shall invoice each respective township for their portion of the project costs at the conclusion of the construction season.

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

2022 Local Road Program (LRP)

Township	Match Balance Thru 2021	2022 ICRD Match Allocation	Total 2022 Match Available	Proposed 2022 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Aurelius	\$7,042.97	\$33,300.00	\$40,342.97	Asphalt wedging and overlay of Eifert Rd (Plains Rd to Barnes Rd), Bunker Rd (Eifert Rd to Onondaga Rd) and Gale Rd (Bunker Rd to Toles Rd)	\$261,571.43	\$221,228.46	\$40,342.97
Lansing	\$120,000.00	\$60,000.00	\$180,000.00	Asphalt wedging and overlay of Charles St (Kalamazoo St to Michigan Ave), Detroit St (Kalamazoo St to Harton St) and Waverly Hills Rd (Cadillac Ave to Packard Ave)	\$85,450.84	\$42,725.42	\$42,725.42
White Oak	\$66,600.00	\$33,300.00	\$99,900.00	Asphalt wedging and overlay of losco Rd (Brogan Rd to Kane Rd) and Columbia Rd (Dietz Rd to the east for 6630ft)	\$199,843.39	\$99,943.39	\$99,900.00

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: May 24, 2022

RE: Proposed Resolution to Authorize a Contract with Capital Asphalt LLC and with Rieth-Riley Construction Co., Inc for Bid Packet #82-22 for the 2022 Countywide Paving Program

For the meeting agendas of June 7, 8, and 14

BACKGROUND

As part of the Local Road Program coordinated with all 16 townships within Ingham County, the Road Department must enter into agreements with contractors to perform work outside of the expertise or equipment limitations of the Department. Therefore, Bid Package #82-22 was prepared for three identified locations with an option to add additional future locations if deemed necessary. The scope of work for this bid package includes hot mix asphalt (HMA) base crushing and shaping, cold milling, machine grading, concrete curb and gutter, aggregate shoulders, and HMA pavement.

The Purchasing Department solicited and received bids from Michigan Department of Transportation (MDOT) pre-qualified contractors for the purpose of entering into a contract for the 2022 Countywide Paving Program. The bids were reviewed by the Purchasing Department and Road Department, both of which agreed that the low bidders' proposals met all necessary qualifications, specifications, and requirements.

Capital Asphalt provided the lowest bid, with Rieth-Riley Construction Company as the second lowest bidder. However, Rieth-Riley Construction Company opted to utilize the Local Purchasing Preference Policy to allow them to match Capital Asphalt's low bid. Due to the amount of work included in the Bid Packet and the option to add future locations, it is in the County's best interest to award the construction contract to both low bidders. The locations will be assigned to each individual contractor based on material availability and scheduling timelines, as both contractors have identical unit prices for the work.

ALTERNATIVES

N/A. The Road Department does not have the ability to perform this scope of work.

FINANCIAL IMPACT

The bid prices and financial responsibilities for each location are described below:

Oakley Road (Budd Rd to Stockbridge Township Line):

Bid Price = \$344,293.40

Stockbridge Township Funding Responsibility = \$264,565.32

Road Department Funding Responsibility = \$73,063.18

Beeman Road (Brookshire Ct to Golf View Dr):

Bid Price = \$115,200

Williamstown Township Funding Responsibility = \$115,200

Road Department Funding Responsibility = \$0

Dexter Trail and Carter Road Intersection:

Bid Price = \$178,115.55

Ingham Township Funding Responsibility = \$0

Road Department Funding Responsibility = \$178,115.55

Additional locations will use the contractors' as-bid prices and will become the full financial responsibility of the associated township requesting the project.

The Road Department as-bid funding responsibility of the above-named locations is a total of \$251,178.73. A standard 10% construction contingency of \$25,117.87 brings the overall Road Department funding responsibility to \$276,296.60, which has been included in the 2022 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution to authorize a contract with Capital Asphalt LLC and with Rieth-Riley Construction Co., Inc for Bid Packet #82-22, with a 10% contingency added to the Road Department's funding responsibility.

Agenda Item 12c

TO: Kelly Jones, Managing Director of Road Department, Road Department
CC: Dan Troia, Assistant Director of Engineering
FROM: James Hudgins, Director of Purchasing
DATE: April 28, 2022
RE: Memorandum of Performance for RFP No. 82-22: 2022 Countywide Paving Program

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) pre-qualified contractors for the purpose of entering into a contract for the 2022 Countywide Paving Program.

The scope of work includes, but is not limited to, furnishing all necessary equipment, tools, special apparatus needed for construction, materials for the work, and labor to perform all work according to the Michigan Department of Transportation 2012 Standard Specifications for Construction for the following roads:

1. Oakley Road – Budd Road to Township Line; 1.25 miles HMA paving and aggregate shoulders on county prepared aggregate base in Stockbridge Township.
2. Dexter Trail and Carter Road Intersection Realignment; 1/3 mile re-align curve and intersection approach with HMA Base Crushing and Shaping, Concrete Curb & Gutter, and HMA Resurfacing in Ingham Township.
3. Beeman Road & Rowley Road – Brookshire Court to Golf View Drive; 1/2 mile Machine Grading, Cold Milling HMA Surface, HMA Resurfacing and approaches, and aggregate shoulders in Williamstown Township.
4. Various Roads to be determined; miscellaneous modular bid items categorized by quantity range.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	17	3
Vendors responding	3	1

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

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

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

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

SUMMARY OF VENDORS' COSTS

VENDOR NAME	LOCAL PREFERENCE	BID BOND	TOTAL PROJECT BID	TOTAL COST DEXTER TRAIL AT CARTER ROAD INTERSECTION JN500877	TOTAL COST OAKLEY ROAD - BUDD RD TO TWP LINE JN 801015	TOTAL COST BEEMAN ROAD AND ROWLEY ROAD - BROOKSHIRE CT TO GOLF VIEW DR JN 801123	TOTAL COST TBD (MISC) PROJECT ITEMS JN 999999
Capital Asphalt LLC	No, Lansing (Eaton County) MI	Yes	\$849,825.35	\$178,115.55	\$344,293.40	\$212,216.40	\$115,200.00
Rieth-Riley Construction Co., Inc.	Yes, Mason (Ingham County) MI	Yes	\$903,513.82	\$186,780.02	\$367,302.18	\$231,405.62	\$118,026.00
Michigan Paving and Materials	No, Lansing (Clinton County) MI	Yes	\$1,193,680.15	\$245,311.21	\$473,086.48	\$305,250.46	\$170,032.00

The Local Purchasing Preference Policy Resolution 05-044, as amended by Resolution #10-359 allows for a registered local vendor who submits a responsive proposal within 10% of the lowest responsive proposal the opportunity to reduce its proposal to meet the lowest responsive proposal, and upon doing so shall be considered to be the lowest responsive proposal.

Rieth-Riley Construction Co., Inc., a local register vendor, has agreed to match the lowest responsive proposal; therefore, is considered the lowest responsive bidder.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH CAPITAL ASPHALT LLC AND WITH RIETH-RILEY CONSTRUCTION CO., INC FOR BID PACKET #82-22 FOR THE 2022 COUNTYWIDE PAVING PROGRAM

WHEREAS, the Road Department occasionally does not have the expertise or equipment necessary to perform certain functions related to road improvements, requiring the use of contractors; and

WHEREAS, the Purchasing Department solicited and received bids from Michigan Department of Transportation (MDOT) pre-qualified contractors for the purpose of entering into a contract for the 2022 Countywide Paving Program per Bid Packet #82-22; and

WHEREAS, the bids were reviewed by the Purchasing and Road Departments, and both Departments agreed the low bidders' proposals met all necessary qualifications, specifications, and requirements; and

WHEREAS, Capital Asphalt LLC provided the lowest bid, with Rieth-Riley Construction Co., Inc as the second lowest bidder; and

WHEREAS, Rieth-Riley Construction Co., Inc opted to utilize the Local Purchasing Preference Policy per Resolution #05-044 and as amended by Resolution #10-359, to allow them to match Capital Asphalt LLC's low bid; and

WHEREAS, due to the amount of work included in Bid Packet #82-22 and the option to add future locations, it is in the County's best interest to award the construction contract to both low bidders, as they have identical unit prices, but may have different material availability and/or scheduling timelines; and

WHEREAS, the Road Department's funding responsibility for the locations identified in Bid Packet #82-22 plus a 10% construction contingency equates to \$276,296.60 and has been included in the 2022 Road Fund Budget; and

WHEREAS, the remaining costs for the locations identified in Bid Packet #82-22 are the financial responsibility of Stockbridge Township or Williamstown Township, previously identified in the 2022 Local Road Program agreements with each of these Townships.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Capital Asphalt LLC of 3888 S. Canal Rd, Lansing, MI 48917 for Bid Packet #82-22.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Rieth-Riley Construction Co., Inc of 2325 Kipp Rd, Mason, MI 48854 for Bid Packet #82-22, with the understanding Rieth-Riley Construction Co., Inc will match the low-bid unit prices provided by Cadillac Asphalt LLC, per the Local Purchasing Preference Policy per Resolution #05-044 and as amended by Resolution #10-359.

BE IT FURTHER RESOLVED, that the Road Department's funding responsibility for the locations identified in Bid Packet #82-22 plus a 10% construction contingency equates to \$276,296.60 , which has been included in the 2022 Road Fund Budget.

BE IT FURTHER RESOLVED, that the remaining costs for the locations identified in Bid Packet #82-22 are the financial responsibility of either Stockbridge Township or Williamstown Township, which were previously included in the 2022 Local Road Program agreements for each of these Townships.

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

Agenda Item 13

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: May 23, 2022
SUBJECT: Controller & Budget Director Salary Inquiry (*Discussion Item*)
For the meeting agendas of June 7 & June 8

BACKGROUND

At the May 3, 2022 County Services Committee meeting, a reorganization of the Controller's Office was under consideration. The proposed reorganization presented involved the upward classification of several positions other than the Controller and Budget Director positions. Questions were posed regarding this and discussion ensued without immediate conclusion. In order to move forward with the other positions, the question was divided, with the Controller and Budget Director positions were pulled from consideration on May 3, 2022 and Human Resources staff was directed to complete a salary inquiry of comparable counties for these two positions.

The results of the salary inquiry are attached to this memo for discussion.

INGHAM COUNTY

COMPARISON OF WAGES, JOB DESCRIPTIONS AND REPORTING STRUCTURE FOR CONTROLLER AND BUDGET DIRECTOR POSITIONS

County	Minimum	Maximum	Comparable Position Title
Controller			
Ottawa County	\$185,000	\$220,000	County Administrator
Oakland County	\$176,578	\$210,863	Deputy County Executive II
Kent County	\$170,568	\$193,989	County Administrator/Controller
Genesee County		\$156,060*	Chief Financial Officer
Kalamazoo County	\$143,145	\$175,635	County Administrator
Ingham County	\$137,963	\$165,645	Controller
St. Clair County	\$111,375	\$146,561	Administrator/Controller
Washtenaw County			pending
Budget			
Kent County	\$136,455	\$155,192	Fiscal Services Director
Oakland County	\$108,403.00	\$145,239.00	Director, Management & Budget
Kalamazoo County	\$101,587	\$124,675	Finance Director
Ottawa County	\$101,218	\$130,993	Fiscal Services Director
Ingham County	\$86,587.00	\$103,959.00	Budget Director
St. Clair County	\$84,635	\$111,375	Finance Director
Washtenaw County	\$74,566	\$114,350	Finance/Budget Operations Director
Genesee County	\$69,062	\$90,293	Accounting and Budget Mgr.

To: County Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: May 23, 2022

Subject: Agreement with The Mejorando Group for Strategic Planning Services
For the meeting agendas of June 7 and June 8

BACKGROUND

This resolution authorizes an agreement with The Mejorando Group to facilitate the development of a new 5-Year Strategic Plan for Ingham County. This new plan will replace the previous plan, which expires in 2022. The work on the plan is expected to be completed approximately 6 months from the date of contract execution.

ALTERNATIVES

Ingham County could forge ahead without a strategic plan. However, the strategic initiatives and goals developed during a strategic planning process can serve as an important tool when making budgetary decisions. Measurable goals provide valuable information to County decision makers in the allocation of funding for various programs.

FINANCIAL IMPACT

The agreement will not exceed \$57,200. Funding for this agreement is available in the contingency fund, which currently has a balance of \$90,092. The Mejorando Group submitted a base bid of \$47,200 plus \$10,000 in reimbursable costs.

OTHER CONSIDERATIONS

The current strategic plan contained a detailed action plan that departments found difficult to maintain and keep current. Staff recommends moving away from that model in the new plan.

Additionally, the current plan has not been updated since 2019 due to the COVID-19 Pandemic and the resulting stress and disruption that it caused for Ingham County departmental operations.

RECOMMENDATION

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

Agenda Item 14

TO: Jared Cypher, Deputy Controller’s Office
CC: Jill Bauer, Budget Analyst
FROM: James Hudgins, Director of Purchasing
DATE: May 3, 2022
RE: Memorandum of Performance for RFP No. 14-22: Strategic Planning Facilitator

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to enter into a contract to lead and provide strategic planning in addition to facilitation support to the Ingham County Board of Commissioners, staff and its stakeholders in the development of a new, 5-year strategic plan.

The scope of work includes, but is not limited to, reviewing and updating the organization mission, identifying and understanding stakeholders, facilitating a series of work sessions, assessing the environment and identifying strengths, weakness, opportunities and challenges, identifying and framing strategic issues facing the County, and formulating strategies and plans to manage the issues.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	61	10
Vendors responding	2	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Hours to Complete Project	Reimbursable	Total Fixed Cost
Management Partners Inc.	No, Ohio	269	Included in cost	\$53,900.00
The Mejorando Group	No, Arizona	120	\$10,000.00	\$47,200.00

Introduced by the County Services and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MEJORANDO GROUP
FOR STRATEGIC PLANNING FACILITATION**

WHEREAS, the current 5-Year Ingham County Strategic Plan expires in 2022; and

WHEREAS, the Ingham County Board of Commissioners has established budgeting priorities annually based on goals and objectives presented in the Strategic Plan; and

WHEREAS, revision of the Plan will enhance the ability of elected and appointed officials cope with challenges that confront Ingham County; and

WHEREAS, the Board of Commissioners expressed interest in updating the Strategic Plan; and

WHEREAS, bids were solicited and evaluated by the Ingham County Purchasing Department and it is their recommendation, with the concurrence of the evaluation committee, to award the project to The Mejorando Group.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to execute an agreement, after approval as to form by the County Attorney, with The Mejorando Group for strategic planning facilitation services in an amount not to exceed \$57,200.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes amending the 2022 Board of Commissioners budget and an appropriation up to \$57,200, with funds transferred from the Contingency budget, to cover expenditures associated with this strategic planning initiative.

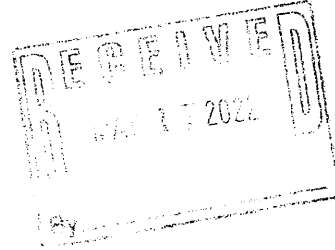
BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to make the budget adjustments and transfers authorized by the resolution.



CITY OF EAST LANSING

The Home of Michigan State University

May 12, 2022



Mr. Bryan Crenshaw
 Chairperson
 Ingham County Board of Commissioners
 PO. Box 319
 Mason, MI 48854

**RE: P.A. 198 Industrial Facilities Tax Exemption Certificate –
 ATESTEO North America, Inc.
 P.A. 328 Personal Property Tax Abatement –
 ATESTEO North America, Inc.**

Dear Mr. Crenshaw:

410 Abbot Road
 East Lansing, MI 48823

(517) 337-1731
 Fax: (517) 337-1559
www.cityofeastlansing.com

The City of East Lansing has scheduled three public hearings for **Tuesday, May 24, 2022**, to consider applications for a Real Property tax exemption and a Personal Property tax exemption for ATESTEO North America, Inc. Per the requirements of Public Acts 198 of 1972 and 328 of 1998, as amended, each taxing jurisdiction affected must be notified. The official public notices are enclosed and provide additional details on the time and location of the hearing.

The company plans to establish a significant R&D facility that will be approximately 35,000 square-foot (an increase from approximately 28,000 square-foot), where it will install test benches that will be used to test drivetrain systems and components. For the Michigan building under consideration, which falls in East Lansing's jurisdiction, the company expects the project to require approximately \$700,000 of real property improvements over three years, in addition to more than \$26 million in personal property investment over the first five years.

The applications under consideration are for a 198 Industrial Facilities tax exemption of 10 years and a 328 Personal Property tax exemption for 10 years. The property is located at 3400 West Road, East Lansing, MI 48823. Although within the city limits of East Lansing, the property location is within the Lansing School District boundaries and not the City of East Lansing School District boundaries. More information can be found here:

[https://cityofeastlansing.com/2291/ATESTEO-North-America-Inc.](https://cityofeastlansing.com/2291/ATESTEO-North-America-Inc)

Ingham County Board of Commissioners
May 12, 2022
Page 2 of 2

The East Lansing City Council welcomes your comments on the proposed tax exemptions. If you have any questions, please contact Adam Cummins, Community & Economic Development Administrator at 517-319-6864 or acummin@cityofeastlansing.com.

Sincerely,

CITY OF EAST LANSING



Kathryn Gardner
Deputy City Clerk

Encl. PA 198 Legal Notice
PA 328 Legal Notice

**CITY OF EAST LANSING
NOTICE OF PUBLIC HEARING**

The East Lansing City Council will hold a public hearing on Tuesday, May 24, 2022, at 7:00 p.m. in Banquet Room of the Hannah Community Center, 819 Abbot Rd., East Lansing MI 48823, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of East Lansing, other interested persons, and ad valorem taxing units to appear and be heard on the request made by ATESTEO, North America Inc., to exempt real property taxes per Public Act 198 of 1974, as amended, on the following parcel located with the city of East Lansing:

A PARCEL OF LAND IN THE NE FRL 1/4 OF SEC 2 T4N R2W DESC
AS: COM AT THE NE COR OF SD SEC – S00D 24' 07"W ALNG THE E
LN OF SD SEC 637 FT – N89D 53' 42"W 668.44 FT TO POB - N89D 53'
42"W 321.89 FT – N00D 06' 18"E 330 FT – S89D 53' 42"E 323.70 FT –
S00D 25' 07"W 330 FT TO POB 2.44 A FOR 2021: ADDED FROM 33-20-
01-02-226-018.

The request, including supporting documentation and other related documents, are posted here: <https://cityofeastlansing.com/2291/ATESTEO-North-America-Inc> and are available for public inspection at East Lansing City Hall, 410 Abbot Rd., East Lansing, Michigan, 48823. All aspects of the request to establish an Industrial Development District will be open for discussion at the public hearing. For more information, please contact Adam Cummins, Community & Economic Development Administrator, City of East Lansing, at: acummin@cityofeastlansing.com or 517-319-6864.

If you are interested in this matter, please attend the public hearing or send a representative. Written comments will be accepted between 8 a.m. and 5 p.m. on City business days if received before 5 p.m., on the day of the Public Hearing at the City Clerk's Office, City Hall, 410 Abbot Rd., East Lansing MI 48823 or jshuster@cityofeastlansing.com

Jennifer Shuster, East Lansing City Clerk

<https://cityofeastlansing.com/156/City-Clerk>

CITY OF LANSING NOTICE OF PUBLIC HEARING

The Lansing City Council will hold a public hearing on Monday, June 13, 2022, at 7:00 p.m. in the Tony Benavides City of Lansing Council Chambers, Tenth Floor, Lansing City Hall, 124 West Michigan Ave. Lansing, MI 48933, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of the amended Local Development Finance Authority Tax Increment Financing and Development Plan for the Lansing Regional SmartZone, within the following areas:

The City of Lansing portion of the boundaries of the property to which the Plan applies can more generally be described as all real and personal property within an area bounded by Collins Road to the east, Dunkel Road to the south, I-496 to the west, and the City of Lansing boundary to the north and northeast.

The City of East Lansing portion of the boundaries of the property to which the Plan applies can more generally be described as real property within the area defined by the East Lansing Downtown Development Authority District per Ordinance 1106, with the exception of properties north of Grand River Avenue and east of Collingwood Drive.

The complete development plan, including maps and compliance with the displaced persons relocation requirements, are available for public inspection at Lansing City Hall, 124 W. Michigan Ave., Lansing, Michigan, 48933, and East Lansing City Hall, 410 Abbot Rd., East Lansing, Michigan, 48823 and that all aspects of the development plan will be open for discussion at the public hearing. For more information, please call Joe Carr at the Lansing Economic Area Partnership, jcarr@purelansing.org or 517-230-2942.

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

Chris Swope, Lansing City Clerk
www.lansingmi.gov/Clerk
www.facebook.com/LansingClerkSwope

CP#22-116