

CHAIRPERSON
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VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
THOMAS MORGAN, CHAIR
MARK GREBNER
TODD TENNIS
RYAN SEBOLT
MARK POLSDOFER
ROBERT PEÑA
MYLES JOHNSON
RANDY MAIVILLE

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MAY 3, 2023 AT 6:30 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 [April 19, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Board of Commissioners Office – Resolution Affirming the Eligibility of [Per Diem](#) Payments for Commissioners Serving on Certain Statutory and/or Agency Boards
2. Prosecuting Attorney – Resolution to Deactivate the Domestic Violence Coordinator Position (229055) and Create a Position Number for a [Victim/Witness Assistant](#)
3. Sheriff's Office – Resolution to Authorize an Administrative Service Contract with [Blue Cross Blue Shield](#) of Michigan and the Sheriff's Office
4. Treasurer's Office
 - a. [1st Quarter Investment Report](#)
 - b. Resolution to Provide the Ingham County Land Bank Fast Track Authority with [Capacity Building Funding](#)
5. Circuit Court
 - a. Resolution to Authorize an Agreement with [Smart Home/Smart Office](#) to Upgrade Courtroom Audio Processor
 - b. Resolution to Accept the State Court Administrative Office Virtual Backlog Response [Docket Award](#)
6. Circuit Court – Juvenile Division – Resolution to Authorize the Juvenile Division Purchasing [BizStream](#) Client Management Software
7. Office of the Public Defender – Resolution to Authorize the Purchase of a Toshiba e-STUDIO9029A [Copier](#)

8. Veterans Affairs Department
 - a. Resolution to Authorize a 2023 [Service Agreement](#) with Clinton County
 - b. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2024 County Veteran Service Fund Grant on Behalf of [Clinton County](#)
 - c. Resolution to Authorize the [Ingham County](#) Department of Veterans Affairs to Apply for the Fiscal Year 2024 County Veteran Service Fund Grant

9. Parks Department
 - a. Resolution to [Amend Resolution #23-163](#) to Authorize a Line Item Transfer for the Contract with KJP Roofing and Sheet Metal for Reroofing Services at Burchfield County Park
 - b. Resolution to [Amend Resolutions #22-394 and #23-027](#) to Authorize an Agreement with Landscape Structures Inc. for Replacement of a Portion of the Lake Lansing South County Park Playground

10. Fairgrounds
 - a. Resolution to Accept a Grant for the Construction of a New [Grandstand](#)
 - b. Resolution to Authorize the Purchase of a [Tractor](#) for the Fairgrounds
 - c. Resolution to Authorize a Contract with [Triterra](#) to Complete an Environmental Study for the Construction of a New Grandstand at the Ingham County Fairgrounds
 - d. Resolution Authorizing [Amendments](#) to the Fair Budget

11. Health Department
 - a. Resolution to [Amend Resolution #23-131](#)
 - b. Resolution to [Reorganize](#) the Billing & Reporting Unit within Ingham County Health Department
 - c. Resolution to Authorize the Medical Health Officer to Sign Contracts through [E-Grams](#)
 - d. Resolution to Authorize an Agreement with [Robin Turner](#) to Provide Facilitation and Outreach Services to the East Lansing Community Health Center's Community Advisory Committee
 - e. Resolution to Renew a Lease Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for the Purpose of Leasing Space at [Forest Community Health Center](#)
 - f. Resolution to Authorize a Consulting Services Agreement with [Thelen & Thelen Enterprises, LLC](#)

12. Innovation & Technology Department – Resolution to Authorize Planned Annual Continuing Education Program for [MUNIS](#)

13. Road Department
 - a. Resolution to Authorize Agreements with Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships for the 2023 [Local Road Program](#)
 - b. Resolution to Authorize Architectural and Engineering Design Services with [Hubbell, Roth & Clark, Inc.](#) for Roof Replacement Projects for the Ingham County Road Department
 - c. Resolution to Authorize the Purchase of Roto Milling Services from [Michigan Paving and Materials](#) for the Ingham County Road Department

14. Human Resources Department – Resolution to Approve Managerial & Confidential Reclassification Requests
15. Controller/Administrator
 - a. Resolution to Approve an Agreement with Kolt Communications for Public Relations Services
 - b. Resolution Updating Various Fees for County Services Committee Departments for Services Provided by the County

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
April 19, 2023
Draft Minutes

Members Present: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Johnson, and Maiville.

Members Absent: Peña.

Others Present: Commissioner Schafer (Virtual), Treasurer Alan Fox, Michael Townsend, Paul Pratt, Carla Clos, Roger Swets, Kaitlyn Hetfield, and others.

The meeting was called to order by Chairperson Morgan at 6:30 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 April 5, 2023 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE APRIL 5, 2023 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Peña.

Additions to the Agenda

11. Controller/Administrator –
 - c. Memo Regarding 2024 Budget Recommendations (*Discussion*)

Substitute –

7. Parks Department
 - b. Resolution to Authorize an Amendment to Onondaga Township Trails and Parks Millage Agreement TR094
9. Facilities Department – Resolution to Authorize an Agreement with Wolverine Building Group for the Historical Mason Courthouse Clock Tower and Tunnel Restoration and Repairs and to Authorize an Agreement with RedGuard Fire & Security for the Fire Panel Replacement at the Veterans Memorial Courthouse and Grady Porter Building
11. Controller/Administrator
 - b. County Services County Fees (*Discussion*)

Limited Public Comment

None.

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

1. Drain Commissioner
 - a. Resolution to Authorize an Agreement for the Construction of Part of the Gardens Drain by the Ingham County Road Department while Constructing Its Project on Cedar Street from Holbrook Drive to College Road

2. Community Mental Health – Resolution to Authorize an Extension to the Lease Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for the House of Commons Facility

3. Circuit Court – Juvenile Division – Resolution to Accept the 2023 Risk Avoidance Program Grant from the Michigan Municipal Risk Management Authority

4. 55th District Court – Resolution to Authorize the Addition of a 0.5 FTE Court Officer Position in the 55th District Court

5. Probate Court – Resolution to Approve Project Change Request No. 22876 with i3-Imagesoft, LLC for the Ingham County Probate Court Imaging Project

7. Parks Department
 - a. Resolution to Accept the Holt-Mason Trail Connection Grant from Representative Elissa Slotkin’s Community Project Funding Program

8. Health Department
 - a. Resolution to Amend Resolution #22-495 with Michigan Department of Health and Human Services for the Child and Adolescent Health Center Program
 - b. Resolution to Authorize Amendment #3 to the 2022-2023 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
 - c. Resolution to Authorize Amendment #3 to the 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement

9. Facilities Department – Resolution to Authorize an Agreement with Wolverine Building Group for the Historical Mason Courthouse Clock Tower and Tunnel Restoration and Repairs and to Authorize an Agreement with RedGuard Fire & Security for the Fire Panel Replacement at the Veterans Memorial Courthouse and Grady Porter Building

10. Road Department
 - a. Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project
 - b. Resolution to Authorize an Engineering Consultant Services Agreement with RS Engineering, LLC for Bridge Design Services of the Waldo Road Bridge Over Deer Creek Drain (SN 3918) and Hoxie Road Bridge Over Wolf Creek (SN 3907)
 - c. Resolution to Authorize an Engineering Consultant Services Agreement with C2AE for the Lake Lansing Road Project

11. Controller/Administrator
 - a. Resolution to Reorganize Financial Services and Controller's Office

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Peña.

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

1. Drain Commissioner
 - b. Resolution Pledging Full Faith and Credit to 2023 Drainage District Notes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE RESOLUTION.

Commissioner Grebner stated he wanted to point out what was really being done. He further stated these were notes, not bonds, and normally they would not trade, so there was no market in these.

Commissioner Grebner stated banks had gotten skittish due to recent events. He further stated it was necessary in order to make them marketable for someone with a known credit record to guarantee them.

Commissioner Grebner stated drainage district was a temporary thing and did not have a record. He further stated the Finance Committee and Board of Commissioners were guaranteeing the payment of the bonds.

Commissioner Grebner stated it was legally required to do this with a record roll call vote. He further stated it was possible to use the full faith and credit to steal money from the County.

Commissioner Grebner stated it was not unknown for bonds to be issued for bogus purposes that could never be repaid and whoever guaranteed them got stuck holding the bag. He further stated the County should always ask if there was someone who was solvent underneath it all that would get stuck with the bill.

Commissioner Grebner stated, if there was any question about whether the County should get involved, they should not. He further stated the Drain Office had to promise that they had looked into it and assure that there were no problems.

Chairperson Morgan invited those present for the agenda item to provide a brief overview.

Paul Pratt, Ingham County Deputy Drain Commissioner, stated Commissioner Grebner had summarized the issue pretty well. He further stated there were drain districts that went back to the 1880's as public bodies since that time.

Mr. Pratt stated banks had always understood that drain paper was a worthy investment because of the power of assessment that the Drain Commissioner had to recoup from them. He further stated, as Commissioner Grebner stated, that banks had gotten skittish and would not issue any more notes without Full Faith and Credit because they issued roughly \$10 to \$15 million a year in short term notes, usually 13-18 months, and they would rather not come for each of them.

Mr. Pratt stated on their construction projects, when they receive a final bid and final amount, they issue permanent bonds, usually for about 20 years, and they would be back for each and every one of those separately. He further stated there was no bonding with this and were normally maintenance and construction petition preparation expenses.

Mr. Pratt stated occasionally, they would start construction with those. He further stated the Gardens Drain that was approved would have the Road Department constructing several hundred thousand dollars worth of Gardens Drain and would decide who paid for it later.

Mr. Pratt stated, in the meantime, there would be a 2% loan out and would be able to pay approximately \$400,000 back at 2% money and not have to borrow at 4% or 5% in 2023.

Carla Clos, Ingham County Deputy Drain Commissioner, stated she wanted to introduce Roger Swets, Dickinson Wright Attorney, who represented most of the Drain Districts as bond counsel. She further asked Mr. Swets if there was anything he would like to add.

Mr. Swets stated there was nothing that had changed with the way the drains or the County operated. He further stated this was a consequence of the banks that had failed in March 2023.

Mr. Swets stated the banks figured out what their world looked like and were very careful with their liquidity, which had pushed the County to this point. He further stated this was not unique to Ingham County and every other County across the State of Michigan that had a significant number of drains was looking at that issue.

Mr. Swets stated the issue had come up suddenly and they were dealing with it. He further stated he appreciated the Board of Commissioners' assistance in looking at the issue.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Peña.

6. Building Authority – Resolution to Approve Additional Funding Authorization for the Ingham County Justice Complex

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

Commissioner Grebner stated it should be appreciated how close this project came to the budget. He further stated at the time the cost had been estimated nobody had said there would be 10-15% inflation over the next 18 months.

Commissioner Grebner stated he was a little bit puzzled but it was close to the budget. He further stated in another department they were told less than 70% overrun was great in a construction project these days.

Chairperson Morgan stated they should find out if that contractor was able to build kayak launches.

Commissioner Maiville stated the amount this had gone over the would be remarkable in a normal market, much less what was faced with the COVID-19 Pandemic.

Commissioner Grebner stated he wanted approval there because there was a contingency amount that they had used up. He further stated he hoped the project had come within the contingency, which they had not done, but they could not be blamed for that.

THE MOTION CARRIED UNANIMOUSLY. Absent Commissioner Peña.

7. Parks Department

- b. Resolution to Authorize an Amendment to Onondaga Township Trails and Parks Millage Agreement TR094

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

Commissioner Maiville stated he had reviewed the minutes from the Human Services Committee meeting on April 17, 2023. He further stated the site was located on very unique spot on the Grand River where the river became fully navigable.

Commissioner Maiville stated there was a Department of Natural Resources (DNR) boat launch one and a half to two hours down-stream and two DNR boat launches up-stream. He further stated this park used to be an Ingham County Park, but due to budget concerns years ago and lack of maintenance, Onondaga Township wanted to take over the park.

Commissioner Maiville stated the writing was on the wall when Rayner Park was let to go back to Mason and Deb De Leon, former Ingham County Board of Commissioners Chairperson, stated her pleasure at her last Board of Commissioners Meeting.

Commissioner Maiville stated originally the project sought out a DNR grant for a simple accessible boat launch. He further stated at the beginning they were seeking approximately \$30,000 to \$40,000 for a simple launch to be put in with local labor, but that fell through.

Commissioner Maiville stated former Senator Curtis Hertel called him when that did not go through and the thought was to attempt to utilize the Parks and Trails Millage. He further stated the first bid of the Parks and Trails Millage went to larger fixes.

Commissioner Maiville stated a couple of years later, they began to look at starting out-county projects. He further stated it was then realized there was much more potential available for that site being a unique site along a major road.

Commissioner Maiville stated an individuals from the Lansing Area might not appreciate having a truly navigable river.

Commissioner Grebner stated the staff report referred to the project as an Onondaga project and was being sponsored by Onondaga but he did not think Onondaga produced dozens of kayakers. He further stated he thought it was a general amenity for the area.

Commissioner Maiville stated he kindly disagreed. He further stated many had purchased kayaks during the COVID-19 Pandemic. He further stated there would be dozens of kayakers floating by his house and he felt it was highly used.

Commissioner Grebner stated those were not necessarily Onondaga residents necessarily. He further stated if someone lived in Eaton Rapids this would be their boat launch.

Commissioner Grebner stated in many cases, a park and a trail largely served the people who were local to it. He further stated he did not believe that the majority of people kayaking would be Onondaga Township residents, it was just being sponsored by Onondaga Township.

Commissioner Maiville stated his agreement.

Commissioner Grebner stated, when discussing the amount of money that was allocated to each Township, the park was not primarily a benefit for Onondaga Township, but was more of a benefit for the surrounding areas. He further stated he did not hold it as money that Onondaga Township had received because it was benefiting the small region around them.

Commissioner Grebner stated he had said over and over again it was a mistake to entrust the responsibility to local governments to get bids for projects. He further stated as little experience as the County had in estimating trails, he did not believe that Onondaga Township was really ready and in control of what was needed to be built and what it would cost.

Commissioner Grebner stated the result of distributing the responsibility to get bids to Aurelius Township or the City of Leslie was that it was common to receive bids 50% lower or 25% higher. He further stated this project happened to be further off than normal, but there were reasons for that.

Commissioner Grebner stated this was not like the Road Department and if the bid came in 5% off, it was a bad day. He further stated the County should play a more active role estimating costs in advance.

Commissioner Grebner stated it should come as no surprise that when the County tried to spend the money allocated that it did not get spent. He further stated that was the reason there was approximately \$9.3 million on hand.

Commissioner Grebner stated there was a process that would not ever be very precise about estimating cost.

Chairperson Morgan stated his agreement, to a point. He further stated just because there was a large balance did not mean the County should not be smart on how it was spent.

Chairperson Morgan stated the cost had come in 400% higher than what was initially projected. He further stated this project would be about 14% of the annual Parks and Trails Millage intake and about 6% of the Fund balance.

Chairperson Morgan stated his support for the project. He further stated the initial low bid compared with what they had now in front of them was startling but hoped there could be lessons learned from that.

Commissioner Grebner stated it was a large amount of money in which they had tremendous discretion. He further stated the variance on cost was due to two different pieces, one being the bids coming in very high and the second being the scope of work changed as additional requirements were imposed.

Commissioner Grebner stated he certainly did not think, because there was money in the bank, that it should be spent regardless of cost effectiveness. He further stated the argument he was making was that nobody should believe the County was constrained by the amount of money that was available if a project would help the citizens.

Commissioner Grebner asked how much money would be in the bank in 2024.

Gregg Todd, Ingham County Controller, stated there would be \$9.45 million.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Peña.

11. Controller/Administrator
 - b. County Services County Fees (*Discussion*)

Mr. Todd provided an overview on the 2024 update of County fees for County Services Departments.

Chairperson Morgan stated he saw nothing outlandish being requested. He further stated he preferred to go along with the departments' expertise and what they believed the costs should be.

Chairperson Morgan stated he saw nothing that was too far out there as far as cost. He further expressed his support for a resolution that contained the recommendations shown.

Chairperson Morgan asked if Alan Fox, Ingham County Treasurer, had anything to add to the discussion. He further stated there was a discrepancy of \$1.00 and asked if Mr. Fox would like to address it.

Alan Fox, Ingham County Treasurer, stated that charge was for inquires people made on taxes that were done through a vendor. He further stated the charge did not make a significant difference in revenue.

Commissioner Grebner stated there was a fee that was changed that was not being discussed. He further stated the Drain Crossing Fee had been fixed and cut the County's revenue by approximately \$100,000 to \$400,000 but it had made sense.

11. Controller/Administrator –
c. Memo Regarding 2024 Budget Recommendations (Discussion)

Mr. Todd provided an overview of the 2024 Budget Recommendations. He further stated that Commissioner Grebner had stated at the last budget cycle that the budget had become the Controller's budget with little input from the Commissioners, but this was the year to provide their input, as it was going to be slightly tougher than previous years.

Commissioner Morgan stated when he had left in 2020, the money was just coming in and now he was back and now the money was gone.

Commissioner Maiville stated it seemed like they had figured out a way to make the budget work for 2024. He further stated his concern was going to be the budget for 2025 since there was a lot of shuffling.

Commissioner Maiville asked Mr. Todd what he thought 2025 might look like.

Mr. Todd stated he shared Commissioner Maiville's concerns. He further stated the County was getting into what could lead to a structural deficit if they were not careful.

Mr. Todd stated he believed looking at various positions and hopefully property tax would continue to increase to help the budget in coming years. He further stated this was not an anomaly.

Mr. Todd stated the five-year projection looked better, but 2024 did not look great. He further stated they would be watching it closely.

Commissioner Grebner stated he did not want to strike an optimistic note since he was never very optimistic. He further stated he wanted to point out there were a lot of property tax increases ahead

and the County would be gradually capturing the increases in value that they were not able to get for 2023.

Commissioner Grebner stated there would be approximately five to ten years' worth of property tax revenues above the rate of inflation that would not cover the whole thing, but was not as gloomy as it seemed.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:04 p.m.

**MAY 3, 2023 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

1. **Board of Commissioners Office** – *Resolution Affirming the Eligibility of Per Diem Payments for Commissioners Serving on Certain Statutory and/or Agency Boards*

This resolution affirms the eligibility of per diem payments for Commissioners serving on certain statutory and/or agency boards.

See memo for details.

2. **Prosecuting Attorney** – *Resolution to Deactivate the Domestic Violence Coordinator Position (229055) and Create a Position Number for a Victim/Witness Assistant*

This resolution authorizes the deactivation of the current Domestic Violence Coordinator position, and the creation of a Victim/Witness Assistant. The Domestic Violence Coordinator job description was based on the duties associated with the Victims of Crime Act (VOCA) grant funded position. This position is now County funded and the responsibilities are the same as other Victim/Witness Assistants in the department. This position change will go from an ICEA Pro 4 (\$46,712-56.092) to a UAW G (\$44,049-52,532).

See memo for details.

3. **Sheriff's Office** – *Resolution to Authorize an Administrative Service Contract with Blue Cross Blue Shield of Michigan and the Sheriff's Office*

This resolution authorizes an Administrative Service Contract with Blue Cross Blue Shield of Michigan (BCBSM) with the Sheriff's Office to cover off-site medical for inmates. The Health Department was the holder of this agreement, but with the jail medical switch to VitalCore, they are no longer involved in jail medical.

See memo for details.

- 4b. **Treasurer's Office** – *Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding*

This resolution approves transfers from the Delinquent Tax Revolving Fund in the amount of \$400,000/year for the 2023-2025 fiscal years. These funds provide the Land Bank with needed operational funding to help maintain and manage properties.

See memo for details.

5a. Circuit Court – Resolution to Authorize an Agreement with Smart Home/Smart Office to Upgrade Courtroom Audio Processor

This resolution authorizes an agreement with Smart Home/Smart Office to upgrade the audio processor in Courtroom 8 at the VMC. Smart Home/Smart Office is on the MiDeal program. Cost of the upgrade is \$12,667.73 and funds are available in the Courtroom Technology CIP.

See memo for details.

5b. Circuit Court – Resolution to Accept the State Court Administrative Office Virtual Backlog Response Docket Award

This resolution approves the acceptance of a grant from the State Court Administrative Office in the amount of \$64,646.08 of which \$30,646.08 will be directed to the Michigan Department of Corrections to assist with sentencing investigations. The remaining balance of \$34,000 will be used to pay for a virtual visiting Judge to assist with the following proceedings: Motions to set aside convictions, driver's license appeals, motions to transfer structured settlements and annuities of lottery winnings, debtor exams, and objections to garnishments. There is no cost to the County.

See memo for details.

6. Circuit Court – Juvenile Division – Resolution to Authorize the Juvenile Division Purchasing BizStream Client Management Software

This resolution authorizes an agreement with BizStream for \$24,800 for Youth Center software to manage and track client contacts, risk assessment information, detention and placement history, and school information. Funding is available in the Client Management Software CIP.

See memo for details.

7. Office of the Public Defender – Resolution to Approve Additional Funding Authorization for the Ingham County Justice Complex

This resolution approves the purchase of a new printer for the Office of the Public Defender from Toshiba for \$7,850. Funding is available through the 2023 Michigan Indigent Defense Commission Compliance Plan.

8a. Veterans Affairs Department - Resolution to Authorize a 2023 Service Agreement with Clinton County

This resolution authorizes the annual agreement whereby the Ingham County Department of Veterans Affairs renders services to Clinton County, for the period of January 1, 2023 through December 31, 2023. Clinton County will reimburse Ingham County \$91,998.64 for services provided under this agreement.

8b. Veterans Affairs Department - Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2024 County Veteran Service Fund Grant on Behalf of Clinton County

This resolution authorizes Ingham County Department of Veterans Affairs to apply and administer the County Veteran Service Fund Grant on behalf of Clinton County in the amount of \$84,551 for the period of October 1, 2023 through September 30, 2024. Funds will be issued by the State of Michigan.

8c. Veterans Affairs Department - Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2024 County Veteran Service Fund Grant

This resolution authorizes Ingham County Department of Veterans Affairs to apply and administer the County Veteran Service Fund Grant in the amount of \$164,173 for the period of October 1, 2023 through September 30, 2024. Funds will be issued by the State of Michigan.

9a. Parks Department - Resolution to Amend Resolution #23-163 to Authorize a Line Item Transfer for the Contract with KJP Roofing and Sheet Metal for Reroofing Services at Burchfield County Park

This resolution authorizes a line-item transfer of \$33,800 from the Trails and Parks Millage to complete various roofing projects at Burchfield Park.

9b. Parks Department - Resolution to Amend Resolutions #22-394 and #23-027 to Authorize an Agreement with Landscape Structures Inc. for Replacement of a Portion of the Lake Lansing South County Park Playground

This resolution amends Resolutions #22-394 and #23-027 to correct the name of the contractor from Penchura to Landscape Structures Inc. All other terms and conditions of the previous two resolutions remain unchanged.

10a. Fairgrounds - Resolution to Accept a Grant for the Construction of a New Grandstand

This resolution accepts a grant from Representative Elissa Slotkin's Community Project Funding program through Housing and Urban Development (HUD) in the amount of \$2,500,000 to construct a new grandstand at the Fairgrounds.

10b. Fairgrounds - Resolution to Authorize the Purchase of a Tractor for the Fairgrounds

This resolution authorizes the purchase of a tractor from the Village of Dansville not to exceed \$8,000.

10c. Fairgrounds - Resolution to Authorize a Contract with Triterra to Complete an Environmental Study for the Construction of a New Grandstand at the Ingham County Fairgrounds

This resolution authorizes a contract with Triterra for an environmental study, which is necessary prior to the construction of the new grandstand. The contract will not exceed \$10,000 and funds are available in the Fairgrounds budget.

10d. Fairgrounds - Resolution Authorizing Amendments to the Fair Budget

This resolution authorizes several budget transfers from the Fairgrounds Hotel/Motel Tax Fund to the Operating Fund to support advertising and grandstand attractions for the 2023 Ingham County Fair.

11a. Health Department - Resolution to Amend Resolution #23-131

This resolution authorizes amending Resolution #23-131 to issue contract signing authority to the Medical Health Officer, effective upon approval.

11b. Health Department - Resolution to Reorganize the Billing & Reporting Unit within Ingham County Health Department

This resolution authorizes a reorganization of the ICHD's Billing and Reporting Unit. The total cost increase resulting from this reorganization will not exceed \$46,489.

11c. Health Department - Resolution to Authorize the Medical Health Officer to Sign Contracts through E-Grams

This resolution is for signing authority of contracts in E-grams for the Medical Health Officer, effective upon approval.

11d. Health Department - Resolution to Authorize an Agreement with Robin Turner to Provide Facilitation and Outreach Services to the East Lansing Community Health Center's Community Advisory Committee

This resolution authorizes entering into an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center's Community Advisory Committee, effective April 1, 2023 through September 30, 2023 in an amount not to exceed \$15,000. Grant funds will cover the cost of this agreement.

11e. Health Department - Resolution to Renew a Lease Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for the Purpose of Leasing Space at Forest Community Health Center

This resolution authorizes renewing a five-year lease agreement with CMH-CEI Counties, located at 812 East Jolly Road Suite G-10, Lansing, Michigan 48910, to lease approximately 3,000 square feet of space at FCHC effective June 1, 2023 through May 31, 2028, in an amount not to exceed \$268,580.

11f. Health Department - Resolution to Authorize a Consulting Services Agreement with Thelen & Thelen Enterprises, LLC

This resolution authorizes entering into a Consulting Services agreement with Thelen & Thelen Enterprises, LLC to assist with continuity in the Health Department's finance operations effective from May 16th, 2023 through August 18th, 2023 at the rate of \$80/hour, for an amount not to exceed \$24,000.

12. Innovation & Technology Department - Resolution to Authorize Planned Annual Continuing Education Program for MUNIS

This resolution authorizes additional training from Tyler Technologies for our MUNIS software. We are switching software providers, but we will need to rely on MUNIS for a few more years so the training is critical to ensure we have the resources to work efficiently with the system.

\$13,025 funding is available through IT's Staff Development and Training Fund.

See memo for details.

13a. Road Department – *Resolution to Authorize Agreements with Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships for the 2023 Local Road Program*

This resolution authorizes agreement with Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships for the 2023 Local Road Program. The Road Department is responsible for a capped amount of up to 50% of the costs for each township.

See memo for details.

13b. Road Department – *Resolution to Authorize Architectural and Engineering Design Services with Hubbell, Roth & Clark, Inc. for Roof Replacement Projects for the Ingham County Road Department*

This resolution approves an agreement with Hubbell, Roth & Clark, Inc. for architectural and engineering design services for roof replacements at the Sign and Signal Shop and Metro District locations.

Funding for the \$48,530 is available in the Road Department 2023 budget.

See memo for details.

13c. Road Department – *Resolution to Authorize the Purchase of Roto Milling Services from Michigan Paving and Materials for the Ingham County Road Department*

This resolution authorizes the purchase of roto milling and pulverizing services from Michigan Paving and Materials for one year at an as-needed hourly rate of \$650/hr for 6’6” minimum mill, \$350/hr for 3’ minimum mill, \$250/hr for skid steer mounted 18” wide mill, and a \$200 mobilization fee.

Funding is available in the Road Department 2023 budget.

See memo for details.

14. Human Resources – *Resolution to Approve Managerial & Confidential Reclassification Requests*

This resolution approves MC reclassifications of the Community Health Center Manager positions from MC 11 to MC 12 and Health Centers Operations Director from MC 13 to MC 14.

See memo for details.

15a. Controller’s Office – *Resolution to Approve an Agreement with Kolt Communications for Public Relations Services*

This resolution approves an agreement with Kolt Communications for Public Relations services at a rate of \$3,000/month for a period of one year (\$36,000). The fee for this service will be provided through the savings generated from the Financial Services/Controller’s Office reorganizations.

See memo for details.

15b. Controller's Office – Resolution Updating Various Fees for County Services Committee Departments for Services provided by the County

This resolution approves the fees recommended and discussed at the last County Services meetings. To clarify the Clerk recommended fees, see chart below:

Location of Service	Fee Description	2021 Fee	2024 Calc. Fee	2024 Initial Prop. Fee	Department Recomm.
Clerk	Certified Copy - 1st Copy	\$30.00	\$34.55	\$34.00	\$30.00
Clerk	Certified Copy State only recorde - 1st copy (4)	\$30.00	\$12.04	\$12.00	\$30.00
Clerk	Certified Copy State Only Record - Add'l Copies	\$10.00		\$12.00	\$15.00
Clerk	Certified Copy Senior Citizen State only (4)	\$10.00	\$12.04	\$12.00	\$0.00
Clerk	Certified Copy - Add'l Copies	\$10.00	\$12.09	\$12.00	\$15.00
Clerk	Expedited Svc - copies of Vital Records	\$40.00	\$46.07	\$45.00	\$45.00
Clerk	Marriage Solemnize	\$50.00	\$63.84	\$55.00	\$50.00
Clerk	Notarization of Documents - County resident	\$5.00	\$6.44	\$6.00	\$5.00
Clerk	Notarization of Documents - non-County resident	\$10.00	\$12.88	\$12.00	\$10.00
Clerk	Marriage Witness Fee	\$15.00	\$19.32	\$18.00	\$20.00
Clerk	Veteran ID Cards (7)	\$10.00	\$12.15	\$12.00	\$10.00
Clerk	Copy of CPL Application (MCL 28.425b(17))	\$1.00	\$1.18	\$1.00	\$1.00
Clerk	Birth Written Verification (not a certificate)	\$10.00	\$11.30	\$11.00	\$10.00
Clerk	Marriage Ex Parte	\$50.00			\$100.00
Clerk	Fingerprinting (non-CPL)**	\$ -			\$60.00
Clerk	Marriage License Waiver	\$25.00			\$100.00

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

4a. Treasurer's Office – 1st Quarter Investment Report

Agenda Item 1

TO: County Services and Finance Committees

FROM: Becky Bennett, Director
Board of Commissioners' Office

DATE: April 20, 2023

Resolution #22-556 authorized Commissioner compensation for 2023 and 2024, which included the payment of per diems for Commissioners appointed to certain statutory and/or agency boards, provided that a per diem payment is not prohibited by the specific statute.

This resolution affirms the statutory and/or agency boards that are eligible to receive per diem payments.

Commissioners who receive per diem payments as members of other boards/commissions not included in this resolution will continue to receive per diem payments from that agency or department.

Per Resolution #22-556, Commissioners are eligible to receive a maximum of eighty (80) per diem payments per year.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AFFIRMING THE ELIGIBILITY OF PER DIEM PAYMENTS
FOR COMMISSIONERS SERVING ON CERTAIN
STATUTORY AND/OR AGENCY BOARDS**

WHEREAS, Resolution #22-556 authorized Commissioner compensation for 2023 and 2024; and

WHEREAS, included in this resolution is a per diem payment for Commissioners appointed to a statutory or agency board by the County Board of Commissioners, provided that a per diem payment is not prohibited by the specific statute in question; and

WHEREAS, Corporation Counsel has reviewed the statutory and/or agency boards to determine if Commissioners are prohibited from receiving a per diem payment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby affirms that Commissioners appointed to the following statutory and/or agency boards are eligible to receive per diem payments for attendance at meetings:

- Capital Area Michigan (WORKS) Board
- Capital Area Regional Transportation Study Committee
- Capital Area Transportation Authority Board
- Capital Region Airport Authority
- Community Health Center Board
- Community Services Administration Board of Directors
- Convention Visitors Bureau of Greater Lansing
- Farmland and Open Space Preservation Board
- Ingham County Chapter, Michigan Townships Association
- Ingham Health Plan Corporation
- Lansing Area Safety Council
- Local Emergency Planning Committee
- Lansing Economic Area Partnership Board
- Michigan Association of Local Public Health Board
- McLaren Board of Directors
- MSU E District Extension Council
- Mid-State Health Network Substance Use Disorder Advisory Committee
- Tri-County Aging Consortium
- Tri-County Regional Planning Commission

BE IT FURTHER RESOLVED, that this per diem payment applies to Commissioners only, and only those that have been appointed as a member to the above-stated boards/commissions by the Board of Commissioners.

BE IT FURTHER RESOLVED, that Commissioners are appointed to statutory and/or agency boards for the conduct of County business and to represent the interests and views of Ingham County and shall report back to the Board of Commissioners or appropriate Liaison Committee when necessary regarding actions or policies that may impact the County.

BE IT FURTHER RESOLVED, that in accordance with Resolution #22-556 Commissioners may receive a maximum of eighty (80) per diems per year, which also includes per diems for attending each officially called Standing Committee and Board Meeting of which the Commissioner is a member, including Committee of the Whole and Board.

BE IT FURTHER RESOLVED, that a Commissioner shall not be entitled to a payment for more than two (2) meetings per day and shall not be eligible for payment for a committee meeting which occurs on the same day as a board meeting.

BE IT FURTHER RESOLVED, that boards/commissions that currently allow for the payment of per diems to Commissioners serving as members are not included as part of this resolution and those Commissioners shall continue to receive per diem payments from that department or agency.

Agenda Item 2

TO: Board of Commissioners, Law & Courts, County Services, and Finance Committees
FROM: Nicole Matusko, Chief Assistant Prosecutor
DATE: April 18, 2023
SUBJECT: **Deactivate the Position Number for Domestic Violence Coordinator (#229055) and Create a Position Number for a Victim Witness Assistant**

For the meeting agenda of Law & Courts for April 27, 2023

BACKGROUND

For the 2023 budget, the Board of Commissioners approved “the conversion of a grant funded domestic violence advocate position to a full-time county funded position.” This request is to deactivate the grant-funded position number (Position #229055) and to create a victim witness assistant that will be assigned a dedicated domestic violence caseload. This process will allow our victim witness unit to be a cohesive unit of advocates housed under the same union as the lead that are able to provide seamless services and referrals more effectively to our community.

In March 2022, there was a significant change to the Victims of Crime Act (VOCA) grant. This grant had funded a domestic violence advocate position in our office since 1999. The role of this advocate was limited by the federal grant requirements and often our county-funded advocates had to complete tasks that were not included in the grant funding. Over the course of the past few years, our office has seen an increase in domestic violence cases and an overall rise in lethality factors. Below are the number of domestic violence cases submitted during the budget process for 2023:

2018: 2,338 cases
2019: 2,332 cases
2020: 2,447 cases
2021: 2,452 cases

In 2021, our VOCA grant position provided services to 1,149 individuals. Services included referrals to community resources, personal accompaniment to court, emotional support, shelter services, and general assistance navigating the criminal justice system. In 2020, our office received a Stop Violence against Women (STOP) Grant that now funds a 100% dedicated domestic violence prosecutor however does not have funding for a comparable advocate. This prosecutor focuses on felony cases with high lethality factors, repeat offenders, and bringing accountability to those offenders that previously our office was unable to dedicate the resources to prosecute. For the last year, our domestic violence unit prosecutors and our current three adult victim advocates have been attempting to fulfill the role of this dedicated advocate however having each advocate support approximately 383 individuals or take on approximately an additional 800 cases per year is not sustainable. Our office appreciates that the approval of this position acknowledged the hard work necessary for our advocates to be effective in the community.

The current job description for the grant-funded position of “Domestic Violence Coordinator” is outdated and inconsistent with the duties of our victim witness advocates. This job description was not available during the 2023 budget process. When it was located and reviewed, it appears it was limited by the grant requirements. In addition, as it was adopted in 2001 and appears to have never been modified as it does not include many of the duties our former grant funded advocate was performing upon her departure. Our office is seeking to deactivate

the outdated “Domestic Violence Coordinator” position number and create a victim witness assistant position number. The job description and duties of a victim witness assistant are detailed and extensive. These duties are consistent with the role of an advocate within our office. A copy of this job description is also attached for reference.

Currently our adult victim witness advocates are assigned a caseload by an alpha-split of the offender’s last name. Our office also has an advocate with a dedicated caseload to assist in juvenile court matters. Consistent with the approval in the 2023 budget, this newly created position number would sit to replace the domestic violence coordinator. This would allow a dedicated advocate to handle domestic violence/intimate partner violence cases. This is consistent with the position that the Board of Commissioners approved for this year’s budget.

Allowing a position number in the same union with the same duties allows for cross training as well as coverage when an advocate is out of the office. In addition, this would allow movement within the victim witness unit if an advocate were to need relief from handling the specialized topic due to workplace burnout or vicarious trauma. This also allows our office to assign advocates based upon interest and qualifications. The current separation of the “domestic violence coordinator” from the other advocates has created a situation where a non-union member may be required to do work outside of their own collective bargaining agreement. It also places one member into a position with an inability to change “assignments” if the operational need arises.

ALTERNATIVES

Without this change, our victim witness unit will be comprised of three advocates with the same job description and one advocate with a job description limited by a grant our office no longer receives. The current job description of the “Domestic Violence Coordinator” does not encompass all of the critical services offered by our victim witness unit. If we are unable to fill this position, the services we provide to victims in our community will be lacking given the significant caseload handled by our previously funded grant advocate.

FINANCIAL IMPACT

This position was approved in the 2023 budget. There will be no increased financial impact on the prosecutor’s budget for 2023 or moving forward. This position was approved as ICEA County Professional 04. The Victim Witness Assistant is UAW level G. The costs both immediately and long-term will be less.

<u>Victim Witness Assistant (UAW G)</u>			<u>Grant Funded Domestic Violence Coordinator (ICEA County Professional 04)</u>			
	<u>Level 1</u>	<u>Level 5</u>		<u>Level 1</u>	<u>Level 5</u>	
Salary	44,049	52,532	Salary	46,712	56,092	
Unemployment	220	263	FICA	3,503	4,207	
FICA	3,370	4,019	Dental	936	936	
Liability	607	724	Vision	135	135	
Health	19,002	19,002	PHP MED	19,002	19,002	
Retiree Chargeback	3,586	3,586	MERS 0202	14,266	17,131	
Retiree Health Trust	1,982	2,364	MERS 0202	467	561	
Workers Comp	18	21	Liability	644	773	
Dental	936	936	Work Comp	19	22	
Vision	135	135	Disabil 60	61	73	
Separation	881	1,051	Unemployment	234	280	
Life	90	90	Retee Chg B	3,585	3,585	
Disability	57	68	Separate	934	1,112	

Retirement	11,003	13,122		Ret/Hlth/T	2,102	2,524	
Retirement	440	525		Life 40K	120	120	
TOTAL:	86,337	98,437			92,719	106,563	

OTHER CONSIDERATIONS

Our office currently receives funding for one dedicated assistant prosecuting attorney (APA) for domestic violence and intimate partner violence cases. This funding is under the STOP grant. Our domestic violence advocate works closely with the STOP APA, and the other members of the DV/Sexual Assault Unit, to provide support, notification, and court assistance to all victims serviced by the STOP grant. The STOP grant focuses on felony level prosecution of domestic violence and intimate partner violence.

Our office met with members of Human Resources and they recommend handling this matter consistent with this request. Our office also discussed this matter with the UAW and the union is supportive with handling this matter consistent with this request.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the Deactivation of the Domestic Violence Coordinator Position Number and Creation of a Victim Witness Assistant Position Number.

Nicole Matusko

From: Teresa Carter
Sent: Sunday, April 16, 2023 10:54 AM
To: Nicole Matusko
Subject: RE: DV Victim Witness Assistant

Thank you Nicole for discussing this with me, Yes the Union is in agreement with this process and to bring the DV Victim Witness Assistant in as a UAW position as a G.

Teresa Carter
Unit Chair
Local 2256

From: Nicole Matusko <pa_matusko@ingham.org>
Sent: Sunday, April 16, 2023 10:44 AM
To: Teresa Carter <TCarter@ingham.org>
Subject: DV Victim Witness Assistant

Teresa,

As I believe you're aware, for the 2023 budget, the Board of Commissioners approved "the conversion of a grant funded domestic violence advocate position to a full-time county funded position." About a month ago, I located the old job description for the DV Coordinator. I met with HR last week to discuss this as I had some concerns for our office given the position number for the prior DV Coordinator was tied to an outdated/granted limited job description that was inconsistent with the job in practice and was placed in a different union as the other advocates within the victim witness unit – including our lead who would train this person.. HR recommended going through the resolution process to deactivate the old position number for the DV Coordinator and then reactivate a VW Assistant position number or ask the county to create a new position number for the county-funded position which would be the same as a Victim Witness Assistant (UAW G).

I am submitting a request is to deactivate the grant-funded position number (Position #229055) and to create or reactivate a victim witness assistant. There appears to be an inactive Victim Witness Assistant position number available (Position #229050). Our office believes this will allow our victim witness unit to be a cohesive unit of advocates housed under the same union as the lead that are able to provide seamless services and referrals more effectively to our community. Our office will continue to have an assigned advocate for the DV cases within the unit.

HR asked me to reach out to you to see if the UAW would support handling this position in this manner. I do believe it best supports our current Victim Witness Unit and will serve the office better moving forward.

If you have any questions or concerns, please let me know!

Nicole

Nicole Matusko

Chief Assistant Prosecuting Attorney
Ingham County Prosecutor's Office
nmatusko@ingham.org / (517) 483-6231

**INGHAM COUNTY
JOB DESCRIPTION**

DOMESTIC VIOLENCE UNIT COORDINATOR

General Summary:

Under the general supervision of the Victim Witness Coordinator, provides direct services to the victims of domestic violence. Recruits, trains and maintains a group of volunteers who work as advocates with victims of domestic violence. Refers victims to community agencies and support institutions. Provides victims information on legal services available for their protection, safety, and support. Compiles statistics and information for reports and audits.

Essential Functions:

1. Provides direct services to the victims of domestic violence including an overview of the criminal justice system. Provides the victim transportation to and from court for appearances and provides other support and assistance as may be necessary.
2. Refers the victim to community agencies and other resources such as shelters, job training and family counseling.
3. Recruits, trains, and maintains a group of volunteer who work as advocates for victims of domestic violence. Educates volunteers on the criminal justice system, problems of domestic violence and the available community resources to help prevent abuse.
4. Provides crisis intervention to victims of domestic assault addressing immediate and long-term needs. Explains office policy regarding criminal charges.
5. Provides victims information on legal services available for their protection, safety and support. Provides victims with emotional support and reassurance.
6. Provides notification of pre-trials, trials, pleas and sentencing. Explains the process and meaning of various steps in the proceedings.
7. Completes performance reports and audit information, which may be required for grant monies. Maintains records of activities associated with the program and prepares grant reports.
8. Provides public education through public speaking and other means on safety planning related to domestic assault and related issues.
9. Attends conferences and workshops related to domestic violence. Networks with other service providers to stay abreast of ongoing efforts to address victim assistance programs.

Other Functions:

10. None listed.

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

Employment Qualifications:

Education: Two to three years of college-level coursework in criminal justice or a human service related area. Bachelor's Degree preferred.

Experience: One or more years of experience working with law enforcement, the courts, or related social service providers. Experience related to domestic violence prosecution and victim advocacy is desirable. One or more years of working with victims of domestic violence preferred. Experience in grant writing and reporting desirable.

Other Requirements: Possession of a valid Michigan's Driver's License.

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

Physical Requirements: [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Ability to access filing systems.
- Ability to enter and retrieve information from computer systems.
- Ability to travel and access all courtrooms.

Working Conditions:

- Works in an office setting.
- Travels to and from courtrooms throughout the County.

DOMESTIC VIOLENCE UNIT COORDINATOR (1/22/01)

**INGHAM COUNTY
JOB DESCRIPTION**

VICTIM/WITNESS ASSISTANT

General Summary:

Under the supervision of the Assistant Chief Prosecutor, ensures implementation of victims' rights as mandated by law, includes attending court hearings, trials, and witness management. Provides crisis intervention and emotional support to victims and/or witnesses regarding criminal justice.

Essential Functions:

1. Sends informational packets to victims of crime to inform the victim of the charges filed and their rights under the Crime Victims' Rights Act. Provides victims with impact statement to complete and return if they choose to take advantage of their rights under law.
2. Informs victims, by letter or telephone, of court dates and actions taken. Ensures that statutory requirements regarding notification are fulfilled at each step during prosecution of the case.
3. Advises victims of hearings and final dispositions which includes providing forms to be completed by the victim and assists with the preparation of such statements.
4. Assists victims in completing applications for compensation to recover some of the expenses incurred as a result of the crime. Provides victims with information that may assist in filing a claim.
5. Meets and/or assists victims in preparing for court and provides support by familiarizing them with the court process. Serves subpoenas to victims during scheduled meetings and to other witnesses outside of the office with the assistance of the prosecuting attorney.
6. Attends hearings and trials with victims as requested.
7. Schedules appointments with the assistant prosecutors for victims and explains court procedures and their rights to these individuals.
8. Interviews victims and/or families of victims to discuss the case and possible plea agreements and acts as liaison between the victim and the prosecutor.
9. Provides crisis intervention and assistance to victims in obtaining Personal Protection Orders, handles threats, and shelter referrals or counseling.
10. Assists assistant prosecutors and police agencies with problem witnesses. With police support, serves
11. May supervise grant paid employees, interns, and volunteers, includes making work assignments and reviewing work products.
12. Coordinates travel arrangements for witnesses attending court from outside the area. Provides transportation to court as necessary.
13. May assist in grant writing for the victim/witness unit.

14. Serves on boards and councils to provide input on victim's issues. Makes presentations to community groups, local police departments, hospitals, and other organizations on victim's rights and the County's victim/witness program.
15. Regular attendance and punctuality are standards of performance required for this position.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of two years of college level coursework in criminal justice or a human services field is required.

Experience: A minimum of one year of experience in a Prosecutor's office or other legal setting which would provide familiarity with the judicial system.

Other Requirements: None

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

Working Conditions:

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

Physical Requirements:

- This position requires the ability to sit, stand, traverse, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) sitting. This position's physical requirements require regular stamina (21-50% of the time) traversing, typing, repetitive movements of the wrists, hands, or fingers. This position's physical requirements require periodic stamina (5-20% of the time) standing, carrying, reaching, grasping and handling. This position's physical requirements require little to no stamina (less than 5%) lifting, pushing, pulling, pinching.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.

- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

September 2014
UAW G

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO DEACTIVATE THE DOMESTIC VIOLENCE COORDINATOR POSITION (229055) AND CREATE A POSITION NUMBER FOR A VICTIM/WITNESS ASSISTANT

WHEREAS, Position No. 229055, Domestic Violence Coordinator, was approved to be converted from a grant-funded position to a county-funded position for the 2023 budget; and

WHEREAS, the Ingham County Prosecutor's Office (ICPO) no longer is restricted by the grant funding for the Domestic Violence Coordinator position and now seeks to convert this position to a Victim/Witness Assistant position, UAW G (salary range: \$44,049-52,532), to better address operational needs; and

WHEREAS, ICPO will have a dedicated Victim Witness Assistant to handle domestic violence cases consistent with the budget approval request in 2023; and

WHEREAS, the previous position of Domestic Violence Coordinator was compensated at the ICEA – Prof Level 04 (salary range: \$46,712-56.092) and a Victim/Witness Assistant is compensated at the position, UAW G (salary range: \$44,049-52,532), without fringe benefits; and

WHEREAS, the Human Resources Department is aware of ICPO's request and suggested the resolution process as the proper mechanism to convert the Domestic Violence Coordinator position number to a Victim/Witness Assistant position number; and

WHEREAS, the UAW has been consulted and supports the process of creating a Victim/Witness Assistant position, UAW G (salary range: \$44,049-52,532), to fill the role of the approved county-funded domestic violence advocate; and

WHEREAS, the deactivation of the previous grant position and creation of a Victim/Witness Assistant position, UAW G (salary range: \$44,049-52,532), would have no financial impact as this position was previously approved in the 2023 budget process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the deactivation of Position Number 229055 (Domestic Violence Coordinator) and the creation of a new position number assigned as a Victim/Witness Assistant position, UAW G (salary range: \$44,049-52,532).

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make any necessary adjustments to the budget and approved position list consistent with this resolution.

Agenda Item 3

TO: Law & Courts and Finance Committees of the Ingham County Board of Commissioners
FROM: Darin J. Southworth, Chief Deputy, Sheriff's Office
DATE: February 13, 2023
SUBJECT: Contract Renewal For Administrative Service Contract With Blue Cross Blue Shield Of Michigan At The Correctional Facility
For the meetings' agenda of April 27 & May 3, 2023

BACKGROUND

Resolution #21-524 authorized a contract renewal between the Ingham County Health Department (ICHHD) and Blue Cross Blue Shield of Michigan (BCBSM) to serve Ingham County Inmates. The contract was effective December 1, 2021 through November 30, 2022. Considering that the ICHHD no longer provides jail medical services, now assumed by a third-party vendor, the Sheriff's Office has become the keeper of this contract. It is the Sheriff's intent to continue contractual services with BCBSM to cover offsite inmate medical costs.

ALTERNATIVES

The County could pay the full cost of offsite inmate medical expenses with no reimbursement/coverage from BCBSM.

FINANCIAL IMPACT

The County is responsible for providing inmate medical care. This contract allows insurance coverage of incarcerated inmates receiving off site care which reduces financial burden on the County. Rates remain the same as those in the previous contract period, ending in 2022.

STRATEGIC PLANNING IMPACT

The Sheriff is statutorily responsible for operation of a county jail. This includes the appropriate safety, security, and care of inmates therein. Facilitation of insurance coverage for qualified medical expenses affords cost containment/cost reduction opportunity that would otherwise have to be covered with County funds.

OTHER CONSIDERATIONS

This service contract has been maintained effectively to the benefit of the County since 1996. The updated BCBSM Administrative Services Contract with updated (unchanged) rates through 2025, has been provided to the Sheriff's Office and will accompany this resolution request.

RECOMMENDATION

Based on the information presented, I respectfully recommend the board of Commissioners approve the Sheriff's request to move forward with a contract with BCBSM through November 30, 25.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ADMINISTRATIVE SERVICE CONTRACT WITH
BLUE CROSS BLUE SHIELD OF MICHIGAN AND THE SHERIFF'S OFFICE**

WHEREAS, the Ingham County Health Department (ICHHD) and Blue Cross Blue Shield of Michigan (BCBSM) entered into an agreement in 1996 wherein BCBSM would pay the claims of health care services provided to inmates of Ingham County Jail; and

WHEREAS, Ingham County Sheriff's Office (Sheriff's Office) wishes to continue contractual services with BCBSM by executing Schedule A - Exhibit 1, Administrative Services Contract (ASC), and Schedule B, BlueCard Disclosures Inter-Plan Arrangements, effective December 1, 2022 through November 30, 2025; and

WHEREAS, the ICHHD has transferred management of this agreement to the Sheriff's Office in light of the jail medical services being assumed by a third-party vendor, VitalCore; and

WHEREAS, the BCBSM agreement is updated by executing the ASC, Schedule A – Exhibit 1, and Schedule B; and

WHEREAS, BCBSM has proposed a 2022-2025 ASC, Schedule A – Exhibit 1, and Schedule B, with no changes from the 2021-2022 contract; and

WHEREAS, the Budget Office has included the costs of this agreement in the FY 2023 Sheriff's Corrections - Jail Medical Budget; and

WHEREAS, the Sheriff recommends that the Board of Commissioners authorize the 2022-2025 ASC, Schedule A – Exhibit 1, and Schedule B with BCBSM for paying claims of health care services provided to inmates of the Ingham County Jail.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an ASC and the attached Schedule A – Exhibit 1 and Schedule B with BCBSM for paying claims of health care services provided to inmates of the Ingham County Jail.

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.

Blue Cross Blue Shield of Michigan
SCHEDULE A – Renewal Term (Effective 12/01/2022 thru 11/30/2025)
Administrative Services Contract (ASC)

- 1. **Group Name** INGHAM COUNTY INMATES
- 2. **Customer ID** 117977
- 3. **ASC Funding Arrangement** Monthly Wire
- 4. **Line(s) of Business and Services**

Line of Business	Applicable
Facility	X
Professional	X
Prescription Drugs	X
Dental	
Vision	
Hearing	

5. Administrative Fees

The below administrative fees cover the Lines of Business and Services checked in Section 4 above, unless otherwise indicated.

A. Fixed Administrative Fees – *Not Applicable*

B. Variable Administrative Fees	Percentage	Effective Start Date	Effective End Date
i. Administrative Fee Percent (%) of Claims	11.00%	12/01/2022	11/30/2025

In lieu of a fixed administrative fee, BCBSM will retain as Additional Administrative Compensation (AAC), 9.00 percent of the Michigan Hospital discounts. AAC is included in the medical Claims cost. The AAC is separate from and does not include BlueCard fees.

6. Data Feeds – *Not Applicable*

7. Advance Deposit – *Not Applicable*

8. Advance Deposit Monthly Cap / Level Payment Amount – *Not Applicable*

9. BCBSM Account

1840-09397-3	Comerica	0720-00096
Wire Number	Bank	American Bank Association

10. Late Payment / Interest Charges

Late Payment Charge	2.00%
Health Care Provider Interest Charge	12.00%

11. Buy-Ups – *Not Applicable*

12. Shared Savings Programs

BCBSM has implemented programs to enhance the savings realized by its customers. As stated below, BCBSM will retain as administrative compensation a percent of the recoveries or cost avoidance. Administrative compensation retained by BCBSM through the Shared Savings Program will be available through reports obtained on eBookshelf:

Program:	BCBSM Retention of:	
A. Hospital Bill Review	30%	Cost avoidance of improper hospital billing by line-by-line reviews of each inpatient claim's itemized bill to identify defects and improprieties before the bill is paid.
B. Advanced Payment Analytics	30%	Recoveries of overpayments using proprietary data mining analytics as a second pass review along with continual monitoring enabling up-to-date policy compliance.
C. Subrogation	30%	Recoveries of money already paid through Blue Cross benefits that is the responsibility of non-health insurance carrier.
D. Hospital Credit Balance	30%	Recoveries of claims through enhanced reviews of hospital patient accounting systems and identified credit balances from overpayments.
E. Advanced Editing	30%	Cost avoidance through applied advanced algorithms and extensive analytic reviews of professional and outpatient facility Claims for adherence to medical, clinical and national coding guidelines.
F. Non-Participating Provider Negotiated Pricing	30%	Cost avoidance for out-of-network, non-participating Claims equal to the difference between the amount that would have been paid pursuant to the Group's benefit design (before Enrollee cost-share is applied) and the amount actually paid for such Claims (before Enrollee cost-share is applied) as a result of third-party vendor negotiations or benchmark-based pricing.
G. Home Infusion Therapy Medical Drugs	30%	The difference between BCBSM's 2021 home infusion therapy ("HIT") network pricing and the improved negotiated pricing administered through a third party HIT vendor.
H. Rebate Service Fee for Medical Prescription Drugs	10%	Medical benefit drug rebates on Claims incurred in the renewal term net of the Rebate Administrator Fee. The Rebate Administrator Fee is 5.25% of gross rebates for medical benefit drug Claims.
I. Rebate Service Fee for Pharmacy Prescription Drugs	10%	Pharmacy benefit manufacturer rebates on Claims incurred in the renewal term.

13. Pharmacy Pricing Arrangement

A. Traditional Prescription Drug Pricing and Administrative Compensation

Group acknowledges and agrees the amount BCBSM pays its contracted pharmacy benefit manager (“PBM”) for a prescription drug may be more or less than the amount Group pays BCBSM for such prescription drug, and BCBSM may retain the difference as administrative compensation as specified below, when the amount is less.

BCBSM shall retain the following administrative compensation (“Traditional Rx Drug Pricing Admin Fee”):

- a. Up to two (2) percentage points of the aggregated Average Wholesale Price (“AWP”) discount BCBSM receives from its PBM for drugs classified by BCBSM as retail or mail order Brand Drugs; and
- b. Up to four (4) percentage points of the aggregated AWP discount BCBSM receives from its PBM for drugs classified by BCBSM as retail or mail order Generic Drugs.
- c. \$0.10 of the dispensing fee for 30-day supplies of retail prescription drugs.

The actual Traditional Rx Drug Pricing Admin Fee paid by Group to BCBSM shall depend on Group’s aggregated AWP discount referenced above, which is based on Group’s prescription drug utilization, drug mix, pharmacy choice, and a pharmacy’s usual and customary charges. BCBSM will credit Group with any amount that was collected during the Contract Year that exceeds the amounts specified in (a) and (b) above. The Traditional Rx Drug Pricing Admin Fee retained by BCBSM will be reported to the Group.

Group agrees to timely incorporate language into Group’s Summary Plan Description or equivalent document that any Enrollee cost-sharing that is calculated as a percentage will be based upon the amount Group pays BCBSM for the prescription drug.

B. Pharmacy Monitoring Fee (PMF) Pricing – *Not Applicable*

14. Additional Pharmacy Services and/or Programs

A. 3rd Party Rx Vendor Fee

If Group’s prescription drug benefits are administered by a third-party vendor, BCBSM will charge Group an administrative fee of \$5.00 per contract per month due to the additional costs and resources necessary for BCBSM to effectively manage and administer the medical benefit without administering the prescription drug benefit.

B. High-Cost Drug Discount Optimization Program – *Not Applicable*

15. 3rd Party Stop-Loss Vendor Fee

Group does not have Stop-Loss coverage. If Group obtains stop-loss coverage from a third-party stop-loss vendor, BCBSM will charge an additional fee of \$8.00 per contract per month due to the additional costs and resources necessary for BCBSM to effectively manage Group’s benefits.

16. Agent Fees

This Schedule A does not include any fees payable by Group to an Agent. If Group has an Agent Fee Processing Agreement on file with BCBSM, please refer to that agreement for fees and details.

17. Medicare Contracts

If Group has Medicare contracts that are being separated from the current funding arrangement, all figures within the current funding arrangement will be adjusted.

18. Compensation Agreement with Providers

The Group acknowledges that BCBSM or a Host Blue may have compensation arrangements with providers in which the

provider is subject to performance or risk-based compensation, including but not limited to withholds, bonuses, incentive payments, provider credits and member management fees. Often the compensation amount is determined after the medical service has been performed and after the Group has been invoiced. The Claims billed to Group include both service-based and value-based reimbursement to health care providers. Group acknowledges that BCBSM's negotiated reimbursement rates include all reimbursement obligations to providers including provider obligations and entitlements under BCBSM Quality Programs. Service-based reimbursement means the portion of the negotiated rate attributed to a health care service. Value-based reimbursement is the portion of the negotiated reimbursement rate attributable to BCBSM Quality Programs, as described in Exhibit 1 to Schedule A. BCBSM negotiates provider reimbursement rates and settles provider obligations on its own behalf, not Group. Group receives the benefit of BCBSM provider rates, but it has no entitlement to a particular rate or to unbundle the service-based or value-based components of Claims.

BCBSM Quality Programs may also include risk sharing arrangements with certain provider entities ("PE"), e.g., physician organizations, facilities, health systems, or any combination thereof, that have contracted with BCBSM for upside and downside risk for a performance year. The PE's performance will be measured by comparing its total cost of care trend for attributed members to BCBSM's statewide total cost of care trend which may be equated to a per member per month amount. BCBSM will calculate each PE's performance approximately 11 months after the end of a performance year.

If the PE's performance results in a payment of additional reimbursement, Group may be invoiced an additional amount based on its attributed membership to that PE. If the PE's performance results in a return of reimbursement, Group may receive a credit based on its attributed membership to that PE. BCBSM will provide Group with supporting documentation for such amounts. Invoice or credit to Group may occur in conjunction with BCBSM's customer savings refund process as set forth in the administrative services contract.

Notwithstanding the above, in the first three years of the program (2020-2022), BCBSM will not invoice Group for any additional reimbursement earned by a PE. Moreover, reimbursement returned to BCBSM may be used to offset any additional reimbursement earned by a PE in the following year. BCBSM will not retain any amounts resulting from such risk sharing arrangements.

See Schedule B to ASC and Exhibit 1 to Schedule A for additional information.

19. Out-of-State Claims

Amounts billed for out-of-state claims may include BlueCard access fees and any value-based provider reimbursement negotiated by a Host Blue with out-of-state providers. See Schedule B to ASC and Exhibit 1 to Schedule A for additional information.

Exhibit 1 to the Schedule A: Value-Based Provider Reimbursement

As in prior years, the Claims billed to Group include amounts that BCBSM reimburses health care providers including reimbursement tied to value. BCBSM has adopted a provider payment model that includes both fee-based and value-based reimbursement. BCBSM does not unbundle Claims and does not retain any portion of Claims as compensation. Provider reimbursement is governed by separate agreements with providers, BCBSM standard operating procedures, and BCBSM Quality Programs, which are subject to change at BCBSM's discretion. BCBSM shall provide Group with at least sixty (60) days' advance written notice of any additions, modifications or changes to BCBSM Quality Programs describing the change and the effective date thereof.

BCBSM negotiates provider reimbursement rates on its own behalf and makes those rates available to customers through its products and networks. The reimbursement rates can, and often do, vary from provider to provider. Providers may qualify for higher reimbursement rates for satisfying requirements of certain BCBSM Quality Programs, including, for example, Pay-for-Performance (PFP) rates and Value Based Contracting (VBK) rates earned by hospitals, Per Attributed Per Member Per Month ("PaMPM") Provider Delivered Care Management, and Patient Centered Medical Home (PCMH) rates earned by physicians. Provider reimbursement rates also capture provider commitments to BCBSM Quality Program, such as participation and performance in Collaborative Quality Initiatives ("CQIs"). CQIs address many of the most common and costly areas of surgical and medical care in Michigan. In each CQI, hospitals and physicians across the state collect, share and analyze data on patient risk factors, processes of care and outcomes of care, then design and implement changes to improve patient care.

Providers may also receive reward and incentive payments from BCBSM Quality Programs funded through an allocation from provider reimbursement or collected from Group's Customer Savings Refund. Such allocations may be to a pooled fund from which value-based payments to providers are made. For example, pursuant to the Physician Group Incentive Program (PGIP), physicians agree to allocate a percentage of each Claim to a PGIP fund. The PGIP fund makes reward payments to eligible physician organizations demonstrating particular quality, pays physician organizations for participation in collaborative initiatives, and funds CQIs. An additional portion of a provider's contractual reimbursement (the "Risk Allocation") of most claims may be allocated to a Risk Pool for payments to organized systems of care based on cost/quality performance.

BCBSM Quality Programs may also include risk sharing arrangements with certain provider entities ("PE"), e.g., physician organizations, facilities, health systems, or any combination thereof, that have contracted with BCBSM for upside and downside risk for a performance year. The PE's performance will be measured by comparing its total cost of care trend for attributed members to BCBSM's statewide total cost of care trend which may be equated to a per member per month amount. BCBSM will calculate each PE's performance approximately 11 months after the end of a performance year.

If the PE's performance results in a payment of additional reimbursement, Group may be invoiced an additional amount based on its attributed membership to that PE. If the PE's performance results in a return of reimbursement, Group may receive a credit based on its attributed membership to that PE. BCBSM will provide Group with supporting documentation for such amounts. Invoice or credit to Group may occur in conjunction with BCBSM's custom savings refund process as set forth in the administrative services contract.

Notwithstanding the above, in the first three years of the program (2020-2022), BCBSM will not invoice Group for any additional reimbursement earned by a PE. Moreover, reimbursement returned to BCBSM may be used to offset any additional reimbursement earned by a PE in the following year. BCBSM will not retain any amounts resulting from such risk sharing arrangements.

As explained in the Blue Card Program disclosure ([Schedule B to ASC](#)), an out-of-state Blue Cross Blue Shield Plan ("Host Blue") may also negotiate fee-based and/or value-based reimbursement for their providers. A Host Blue may include all provider reimbursement obligations in Claims or may, at its election, collect some or all of its value-based provider (VBP)

reimbursement obligations through a PaMPM benefit expense, as in, for example, the Total Care Program. All Host Blue PaMPM benefit expenses for VBP reimbursement will be consolidated on your monthly invoice and appear as “Out-of-State VBP Provider Reimbursement.” The supporting detail for the consolidated amount will be available on e-Bookshelf as reported by each Host Blue Plan. Host Blues determine which members are attributed to eligible providers and calculate the PaMPM VBP reimbursement obligation based only on these attributed members. Host Blue have exclusive control over the calculation of PaMPM VBP reimbursement.

Value-based reimbursement includes other obligations and entitlements pursuant to other BCBSM Quality Programs funded in a similar manner to those described in this Exhibit. Additional information is available at www.valuepartnerships.com and www.bcbs.com/totalcare. Questions regarding provider reimbursement and BCBSM Quality Programs or Host Blue VBP reimbursement should be directed to your BCBSM account representative.

Intellectual property may be developed through BCBSM Quality Programs for subsequent license and use by BCBSM or a third party. Group specifically understands, acknowledges, and agrees that it has no rights to any intellectual property, or derivatives thereof, including, but not limited to, copyrights, patents, or licenses, developed thru BCBSM Quality Programs.

Schedule B
BlueCard Disclosures
Inter-Plan Arrangements

Out-of-Area Services

Overview

BCBSM has a variety of relationships with other Blue Cross and/or Blue Shield Licensees referred to generally as “Inter-Plan Arrangements.” These Inter-Plan Arrangements operate under rules and procedures issued by the Blue Cross Blue Shield Association (“Association”). Whenever Enrollees access healthcare services outside the geographic area BCBSM serves, the Claim for those services may be processed through one of these Inter-Plan Programs and presented to BCBSM for payment in accordance with the rules of the Inter-Plan Arrangements. The Inter-Plan Arrangements are described generally below.

Typically, when accessing care outside the geographic area BCBSM serves, Enrollees obtain care from Providers that have a contractual agreement (“Participating Providers”) with the local Blue Cross and/or Blue Shield Licensee in that other geographic area (“Host Blue”). In some instances, Enrollees may obtain care from Providers in the Host Blue geographical area that do not have a contractual agreement (“Nonparticipating Providers”) with the Host Blue. BCBSM remains responsible for fulfilling its contractual obligations to you. BCBSM’s payment practices in both instances are described below.

This disclosure describes how Claims are administered for Inter-Plan Arrangements and the fees that are charged in connection with Inter-Plan Arrangements. Note that Dental Care Benefits, except when paid as medical claims / benefits, and those Prescription Drug Benefits or Vision Care Benefits that may be administered by a third party contracted by BCBSM to provide the specific service or services, are not processed through Inter-Plan Arrangements.

A. BlueCard® Program

The BlueCard® Program is an Inter-Plan Arrangement. Under this Arrangement, when Enrollees access covered healthcare services within the geographic area served by a Host Blue, the Host Blue will be responsible for contracting and handling all interactions with its Participating Providers. The financial terms of the BlueCard Program are described generally below.

1. Liability Calculation Method Per Claim – In General

a. Enrollee Liability Calculation

The calculation of the Enrollee liability on Claims for covered healthcare services processed through the BlueCard Program will be based on the lower of the Participating Provider’s billed covered charges or the negotiated price made available to BCBSM by the Host Blue.

Under certain circumstances, if BCBSM pays the Healthcare Provider amounts that are the responsibility of the Enrollee, BCBSM may collect such amounts from the Enrollee.

Where Group agrees to use reference-based benefits, which are service-specific benefit dollar limits for specific procedures, based on a Host Blue’s local market rates, Enrollees will be responsible for the amount that the healthcare Provider bills for a specified procedure above the reference benefit limit for that procedure. For a Participating Provider, that amount will be the difference between the negotiated price and the reference benefit limit. For a Nonparticipating Provider, that amount will be the difference between the Nonparticipating Provider’s billed charge and the reference

benefit limit. Where a reference benefit limit exceeds either a negotiated price or a Provider's billed charge, the Enrollee will incur no liability, other than any applicable Enrollee cost sharing.

b. Group Liability Calculation

The calculation of Group liability on Claims for covered healthcare services processed through the BlueCard Program will be based on the negotiated price made available to BCBSM by the Host Blue under contract between the Host Blue and the Provider. Sometimes, this negotiated price may be greater for a given service or services than the billed charge in accordance with how the Host Blue has negotiated with its Participating Provider(s) for specific healthcare services. In cases where the negotiated price exceeds the billed charge, Group may be liable for the excess amount even when the Enrollee's deductible has not been satisfied. This excess amount reflects an amount that may be necessary to secure (a) the Provider's participation in the network and/or (b) the overall discount negotiated by the Host Blue. In such a case, the entire contracted price is paid to the Provider, even when the contracted price is greater than the billed charge.

In situations where participating agreements allow for bulk settlement reconciliations for Episode-Based Payment/Bundled Payments, BCBSM may include a factor for such settlement or reconciliations as part of the fees BCBSM charges to Group.

2. Claims Pricing

The Host Blue determines a negotiated price, which is reflected in the terms of each Host Blue's healthcare Provider contracts. The negotiated price made available to BCBSM by the Host Blue may be represented by one of the following:

- (i) an actual price. An actual price is a negotiated payment in effect at the time a Claim is processed without any other increases or decreases, or
- (ii) an estimated price. An estimated price is a negotiated payment in effect at the time a Claim is processed, reduced or increased by a percentage to take into account certain payments negotiated with the Provider and other Claim- and non-Claim-related transactions. Such transactions may include, but are not limited to, anti-fraud and abuse recoveries, Provider refunds not applied on a Claim-specific basis, retrospective settlements, and performance-related bonuses or incentives, or
- (iii) an average price. An average price is a percentage of billed charges for covered services in effect at the time a Claim is processed representing the aggregate payments negotiated by the Host Blue with all of its healthcare Providers or a similar classification of its Providers and other Claim- and non-Claim-related transactions. Such transactions may include the same ones as noted above for an estimated price.

The Host Blue determines whether it will use an actual, estimated or an average price in its respective Provider agreements. The use of estimated or average pricing may result in a difference (positive or negative) between the price Group pays on a specific Claim and the actual amount the Host Blue pays to the Provider. However, the BlueCard Program requires that the amount paid by the Enrollee and Group is a final price; no future price adjustment will result in increases or decreases to the pricing of past Claims.

Any positive or negative differences in estimated or average pricing are accounted for through variance accounts maintained by the Host Blue and are incorporated into future Claim prices. As a result, the amounts charged to Group will be adjusted in a following year, as necessary, to account for over- or underestimation of the past years' prices. The Host Blue will not receive compensation from how the estimated price or average price methods, described above, are calculated. Because all amounts paid are final, neither positive variance account amounts (funds available to be paid in the following year), nor negative variance amounts (the funds needed to be received in the following year), are due to or from Group. If Group terminates, Group will not receive a refund or charge from the variance account.

Variance account balances are small amounts relative to the overall paid Claims amounts and will be liquidated/drawn down over time. The timeframe for their liquidation depends on variables, including, but not limited to, overall volume / number of Claims processed and variance account balance. Variance account balances may earn interest at the federal funds or similar rate. The Host Blue may retain interest earned on funds held in variance accounts.

3. BlueCard Program Fees and Compensation

Group understands and agrees to reimburse BCBSM for certain fees and compensation which BCBSM is obligated under the BlueCard Program to pay to the Host Blue, to the Blue Cross and Blue Shield Association (BCBSA), and/or to vendors of BlueCard Program related services. The specific Blue Card Program fees and compensation that are charged to Group and which Group is responsible related to the foregoing are set forth in Exhibit 1 to this Schedule B. BlueCard Program Fees and compensation may be revised annually from time to time as described in H below.

B. Negotiated Arrangements

With respect to one or more Host Blue, instead of using the BlueCard Program, BCBSM may process your Enrollee claims for covered healthcare services through Negotiated Arrangements.

In addition, if BCBSM and Group have agreed that (a) Host Blue(s) shall make available (a) custom healthcare Provider network(s) in connection with this Agreement, then the terms and conditions set forth in BCBSM's Negotiated Arrangement(s) for National Accounts with such Host Blue(s) shall apply. These include the provisions governing the processing and payment of Claims when Enrollees access such network(s). In negotiating such arrangement(s), BCBSM is not acting on behalf of or as an agent for Group, the Group's health care plan or Group Enrollees.

1. Enrollee Liability Calculation

Enrollee liability calculation for covered healthcare services will be based on the lower of either billed covered charges for covered services or negotiated price that the Host Blue makes available to BCBSM that allows Group's Enrollees access to negotiated participation agreement networks of specified Participating Providers outside of BCBSM's service area.

Under certain circumstances, if BCBSM pays the Healthcare Provider amounts that are the responsibility of the Enrollee, BCBSM may collect such amounts from the Enrollee.

In situations where participating agreements allow for bulk settlement reconciliations for Episode-Based Payment/Bundled Payments, BCBSM may include a factor for such settlement or reconciliations as part of the fees BCBSM charges to Group.

Where Group agrees to use reference-based benefits, which are service-specific benefit dollar limits for specific procedures, based on a Host Blue's local market rates, Enrollees will be responsible for the amount that the healthcare Provider bills for a specified procedure above the reference benefit limit for that procedure. For a Participating Provider, that amount will be the difference between the negotiated price and the reference benefit limit. For a Nonparticipating Provider, that amount will be the difference between the Nonparticipating Provider's billed charge and the reference benefit limit. Where a reference benefit limit exceeds either a negotiated price or a Provider's billed charge, the Enrollee will incur no liability, other than any applicable Enrollee cost sharing.

2. Group Liability Calculation

The calculation of Group liability on Claims for covered healthcare services processed through the BlueCard Program will be based on the negotiated price made available to BCBSM by the Host Blue under the contract between the Host Blue and the Provider. Sometimes, this negotiated price may be greater for a given service or services than the billed charge in accordance with how the Host Blue has negotiated with its Participating Provider(s) for specific healthcare services. In cases where the negotiated price exceeds the billed charge, Group may be liable for the excess amount even when the Enrollee's deductible has not been satisfied. This excess amount reflects an amount that may be necessary to secure (a) the Provider's participation in the network and/or (b) the overall discount negotiated by the Host Blue. In such a case, the entire contracted price is paid to the Provider, even when the contracted price is greater than the billed charge.

3. Claims Pricing

Same as in the BlueCard Program above.

4. Fees and Compensation

Group understands and agrees to reimburse BCBSM for certain fees and compensation which we are obligated under applicable Inter-Plan Arrangement requirements to pay to the Host Blue, to the Blue Cross and Blue Shield Association, and/or to vendors of Inter-Plan Arrangement-related services. Fees and compensation under applicable Inter-Plan Arrangement may be revised annually as described in section H below. In addition, the participation agreement with the Host Blue may provide that BCBSM must pay an administrative and/or a network access fee to the Host Blue, and Group further agrees to reimburse BCBSM for any such applicable administrative and/or network access fees. The specific fees and compensation that are charged to Group under the Negotiated Arrangements are set forth in Exhibit 1 to this Schedule B.

C. Special Cases: Value-Based Programs

Value-Based Programs Overview

Group Enrollees may access covered healthcare services from Providers that participate in a Host Blue's Value-Based Program. Value-Based Programs may be delivered either through the BlueCard Program or a Negotiated Arrangement. These Value-Based Programs may include, but are not limited to, Accountable Care Organizations, Global Payment/Total Cost of Care arrangements, Patient Centered Medical Homes and Shared Savings arrangements.

Value-Based Programs under the BlueCard Program

Value-Based Programs Administration

Under Value-Based Programs, a Host Blue may pay Providers for reaching agreed-upon cost/quality goals in the following ways, including but not limited to retrospective settlements, Provider Incentives, share of target savings, Care Coordinator Fees and/or other allowed amounts.

The Host Blue may pass these Provider payments to BCBSM, which BCBSM will pass directly on to Group as either an amount included in the price of the Claim or an amount charged separately in addition to the Claim.

When such amounts are included in the price of the Claim, the Claim may be billed using one of the following pricing methods, as determined by the Host Blue:

- (i) Actual Pricing: The charge to accounts for Value-Based Programs incentives/Shared Savings settlements is part of the Claim. These charges are passed to Group via an enhanced Provider fee schedule.
- (ii) Supplemental Factor: The charge to accounts for Value-Based Programs incentives/Shared Savings settlements is a supplemental amount that is included in the Claim as an amount based on a specified supplemental factor (e.g., a small percentage increase in the Claim amount). The supplemental factor may be adjusted from time to time.

When such amounts are billed separately from the price of the Claim, they may be billed as a Per Attributed Member Per Month (PaMPM) amount for Value-Based Programs incentives/Shared Savings settlements to Group outside of the Claim system. BCBSM will pass these Host Blue charges directly through to Group as a separately identified amount on the Group's invoices.

The amounts used to calculate either the supplemental factors for estimated pricing or PaMPM billings are fixed amounts that are estimated to be necessary to finance the cost of a particular Value-Based Program. Because amounts are estimates, there may be positive or negative differences based on actual experience, and such differences will be accounted for in a variance account maintained by the Host Blue (in the same manner as described in the BlueCard Claim pricing section above) until the end of the applicable Value-Based Program payment and/or reconciliation measurement period. The amounts needed to fund a Value-Based Program may be changed before the end of the measurement period if it is determined that amounts being collected are projected to exceed the amount necessary to fund the program or if they are projected to be insufficient to fund the program.

At the end of the Value-Based Program payment and/or reconciliation measurement period for these arrangements, the Host Blue will take one of the following actions:

- Use any surplus in funds in the variance account to fund Value-Based Program payments or reconciliation amounts in the next measurement period.
- Address any deficit in funds in the variance account through an adjustment to the PaMPM billing amount or the reconciliation billing amount for the next measurement period.

The Host Blue will not receive compensation resulting from how estimated, average or PaMPM price methods, described above, are calculated. If Group terminates, you will not receive a refund or charge from the variance account. This is because any resulting surpluses or deficits would be eventually exhausted through prospective adjustment to the settlement billings in the case of Value-Based Programs. The measurement period for determining these surpluses or deficits may differ from the term of the administrative services contract.

Variance account balances are small amounts relative to the overall paid Claims amounts and will be liquidated / drawn down over time. The timeframe for their liquidation depends on variables, including, but not limited to, overall volume / number of Claims processed and variance account balance. Variance account balances may earn interest, and interest is earned at the federal funds or similar rate. The Host Blue may retain interest earned on funds held in variance accounts.

Note: Enrollees will not bear any portion of the cost of Value-Based Programs except when the Host Blue uses either average pricing or actual pricing to pay Providers under Value-Based Programs.

Care Coordinator Fees

The Host Blue may also bill BCBSM for Care Coordinator Fees for Covered Services which BCBSM will pass on to Group as follows:

1. PaMPM billings; or
2. Individual Claim billings through applicable care coordination codes from the most current editions of either Current Procedural Terminology (CPT) published by the American Medical Association (AMA) or Healthcare Common Procedure Coding System (HCPCS) published by the U.S. Centers for Medicare and Medicaid Services (CMS).

As part of this agreement / contract, BCBSM and Group will not impose Enrollee cost sharing for Care Coordinator Fees.

Value-Based Programs under Negotiated Arrangements

If BCBSM has entered into a Negotiated National Account Arrangement with a Host Blue to provide Value-Based Programs to Enrollees, BCBSM will follow the same procedures for Value-Based Programs administration and Care Coordination Fees as noted in the BlueCard Program section.

D. Return of Overpayments

Recoveries of overpayments from a Host Blue or its Participating Providers and Nonparticipating Providers can arise in several ways, including, but not limited to, anti-fraud and abuse recoveries, healthcare Provider bill audits, credit balance audits, utilization review refunds, and unsolicited refunds. Recovery amounts determined in the ways noted above will be applied so that corrections will be made, in general, on either a Claim-by-Claim or prospective basis. If recovery amounts are passed on a Claim-by-Claim basis from the Host Blue to BCBSM they will be credited to the Group account. In some cases, the Host Blue will engage a third party to assist in identification or collection of overpayments or recovery amounts. The fees of such a third party may be charged to Group as a percentage of the recovery.

Unless the Host Blue agrees to a longer period of time for retroactive cancellations of membership, the Host Blue will provide BCBSM the full refunds from Participating Providers for a period of only one year after the date of the Inter-Plan financial settlement process for the original Claim. For Care Coordinator Fees associated with Value-Based Programs, BCBSM will request such refunds for a period of up to ninety (90) days from the termination notice transaction on the payment innovations delivery platform. In some cases, recovery of Claim payments associated with a retroactive cancellation may not be possible if, as an example, the recovery (a) conflicts with the Host Blue's state law or healthcare Provider contracts, (b) would result from Shared Savings and/or Provider Incentive arrangements, or (c) would jeopardize the Host Blue's relationship with its Participating Providers, notwithstanding to the contrary any other provision of this agreement / contract.

E. Inter-Plan Programs: Federal / State Taxes / Surcharges / Fees

In some instances, federal or state laws or regulations may impose a surcharge, tax or other fee that applies to self-funded accounts. If applicable, BCBSM will provide prior written notice of any such surcharge, tax or other fee to Group, which will be Group liability.

F. Nonparticipating Healthcare Providers Outside BCBSM's Service Area

1. Enrollee Liability Calculation

a. In General

When covered healthcare services are provided outside of BCBSM's service area by Nonparticipating Providers, the amount an Enrollee pays for such services will generally be based on either the Host Blue's Nonparticipating Provider local payment or the pricing arrangements required by applicable state law. In these situations, the Enrollee may be responsible for the difference between the amount that the Nonparticipating Provider bills and the payment BCBSM will make for the covered services as set forth in this paragraph. Payments for out-of-network emergency services will be governed by applicable federal and state law.

b. Exceptions

In some exception cases, BCBSM may pay Claims from Nonparticipating Providers outside of BCBSM's service area based on the Provider's billed charge, such as in situations where an Enrollee did not have reasonable access to a Participating Provider, as determined by BCBSM in BCBSM's sole and absolute discretion or by applicable state law. In other exception cases, BCBSM may pay such Claims based on the payment BCBSM would make if BCBSM were paying a Nonparticipating Provider inside of its service area where the Host Blue's corresponding payment would be more than BCBSM's in-service area Nonparticipating Provider payment. BCBSM may choose to negotiate a payment with such a Provider on an exception basis.

Unless otherwise stated, in any of these exception situations, the Enrollee may be responsible for the difference between the amount that the Nonparticipating Provider bills and the payment BCBSM will make for the covered services as set forth in this paragraph.

2. Fees and Compensation

Group understands and agrees to reimburse BCBSM for certain fees and compensation which we are obligated under applicable Inter-Plan Arrangement requirements to pay to the Host Blue, to the Blue Cross and Blue Shield Association, and/or to vendors of Inter-Plan Arrangement-related services. The specific fees and compensation that are charged to Group and that Group will be responsible for in connection with the foregoing are set forth in Exhibit 1 to this Schedule B. Fees and compensation under applicable Inter-Plan Arrangements may be revised from time to time as provided for in H below.

G. Blue Cross Blue Shield Global Core (Formerly known as BlueCard Worldwide® Program)

1. General Information

If Enrollees are outside the United States, the Commonwealth of Puerto Rico and the U.S. Virgin Islands (hereinafter: "BlueCard service area"), they may be able to take advantage of the Blue Cross Blue Shield Global Core Program when accessing covered healthcare services. The Blue Cross Blue Shield Global Core Program is unlike the BlueCard Program available in the BlueCard service area in certain ways. For instance, although the Blue Cross Blue Shield Global Core Program assists Enrollees with accessing a network of inpatient, outpatient and professional providers, the network is not served by a Host Blue. As such, when Enrollees receive care from Providers outside the BlueCard service area, the Enrollees will typically have to pay the Providers and submit the Claims themselves to obtain reimbursement for these services.

- **Inpatient Services**

In most cases, if Enrollees contact the Blue Cross Blue Shield Global Core Service Center for assistance, hospitals will not require Enrollees to pay for covered inpatient services, except for their cost-share amounts/deductibles, coinsurance, etc. In such cases, the hospital will submit Enrollee Claims to the Blue Cross Blue Shield Global Core Service Center to initiate Claims processing. However, if the Enrollee paid in full at the time of service, the Enrollee must submit a Claim to obtain reimbursement for covered healthcare services. Enrollees must contact BCBSM to obtain precertification for non-emergency inpatient services.

- **Outpatient Services**

Physicians, urgent care centers and other outpatient Providers located outside the BlueCard service area will typically require Enrollees to pay in full at the time of service. Enrollees must submit a Claim to obtain reimbursement for covered healthcare services.

- **Submitting a Blue Cross Blue Shield Global Core Claim**

When Enrollees pay for covered healthcare services outside the BlueCard service area, they must submit a Claim to obtain reimbursement. For institutional and professional claims, Enrollees should complete a Blue Cross Blue Shield Global Core International claim form and send the claim form with the Provider's itemized bill(s) to the Blue Cross Blue Shield Global Core Service Center address on the form to initiate claims processing. The claim form is available from BCBSM, the Blue Cross Blue Shield Global Core Service Center, or online at www.bcbsglobal.com. If Enrollees need assistance with their claim submissions, they should call the Blue Cross Blue Shield Global Core Service Center at 1.800.810.BLUE (2583) or call collect at 1.804.673.1177, 24 hours a day, seven days a week.

2. Blue Cross Blue Shield Global Core Program-Related Fees

Group understands and agrees to reimburse BCBSM for certain fees and compensation which we are obligated under applicable Inter-Plan Arrangement requirements to pay to the Host Blue, to the Association and/or to vendors of Inter-Plan Arrangement-related services. The specific fees and compensation that are charged to Group under the Blue Cross Blue Shield Global Core Program and that Group is responsible for relating to the foregoing are set forth in Exhibit 1 to this Schedule B. Fees and compensation under applicable Inter-Plan Arrangements may be revised from time to time as provided for in section H below.

H. Modifications or Changes to Inter-Plan Arrangement Fees or Compensation

Modifications or changes to Inter-Plan Arrangement fees are generally made effective Jan. 1 of the calendar year, but they may occur at any time during the year. In the case of any such modifications or changes, BCBSM shall provide Group with at least sixty (60) days' advance written notice of any modification or change to such Inter-Plan Arrangement fees or compensation describing the change and the effective date thereof and Group right to terminate the ASC without penalty by giving written notice of termination before the effective date of the change. If Group fails to respond to the notice and does not terminate the ASC during the notice period, Group will be deemed to have approved the proposed changes, and BCBSM will then allow such modifications to become part of the ASC.

Exhibit 1

BlueCard Program Access Fees may be charged separately each time a claim is processed through the BlueCard Program. All other BlueCard Program-related fees are included in BCBSM's administrative fee, unless otherwise agreed to by Group. The BlueCard Access Fee is charged by the Host Blue to BCBSM for making its applicable Provider network available to Group's Enrollees. The BlueCard Access Fee will not apply to Nonparticipating Provider Claims. The BlueCard Access Fee is charged on a per-Claim basis and is charged as a percentage of the discount / differential BCBSM receives from the applicable Host Blue and is capped at \$2,000.00 per Claim. The percentages for 2022 are:

1. 3.79% for fewer than 1,000 PPO or traditional enrolled Blue contracts;
2. 2.11% for 1,000–9,999 Blue PPO or traditional enrolled Blue contracts;
3. 1.96% for 10,000–49,999 Blue PPO or traditional enrolled Blue contracts;

For Groups with 50,000 or more Blue PPO or Traditional enrolled contracts, Blue Card Access Fees are waived and not charged to the Group. If Group's enrollment falls below 50,000 PPO enrolled contracts, BCBSM passes the BlueCard Access Fee, when charged, directly on to the Group.

Instances may occur in which the Claim payment is zero or BCBSM pays only a small amount because the amounts eligible for payment were applied to patient cost sharing (such as a deductible or coinsurance). In these instances, BCBSM will pay the Host Blue's Access Fee and passes it directly on to the Group as stated above even though the Group paid little or had no Claim liability.

**INGHAM COUNTY
POOLED CASH AND INVESTMENTS
3/31/2023**

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE MARCH 31, 2023
CERTIFICATES OF DEPOSIT				
LAFCU	12/27/2020	12/27/2023	0.70	1,014,867.19
LAFCU	12/27/2022	12/27/2025	4.66	1,000,000.00
MSUFUCU	1/5/2022	1/5/2026	1.25	1,000,000.00
MSUFUCU	12/22/2020	12/22/2023	0.80	1,000,000.00
MSUFUCU	12/22/2020	12/22/2024	0.90	500,000.00
MSUFUCU	6/2/2021	6/2/2025	1.10	1,000,000.00
MSUFUCU	7/1/2022	7/1/2024	1.74	1,000,000.00
MSUFUCU	7/2/2020	7/2/2024	1.25	1,000,000.00
MSUFUCU	3/30/2023	3/30/2024	4.13	1,000,000.00
CASE CREDIT UNION	10/10/2022	10/11/2023	3.00	1,000,000.00
CASE CREDIT UNION	10/10/2022	10/10/2024	3.50	1,000,000.00
CHOICE ONE BANK	11/14/2022	11/14/2023	3.25	1,000,000.00
CIBC	8/18/2022	8/18/2023	2.85	1,000,000.00
CIBC	9/19/2022	9/19/2023	3.00	1,000,000.00
HIGHPOINT COMMUNITY BANK	3/17/2023	6/17/2024	4.38	250,000.00
HORIZON BANK	8/22/2022	8/22/2023	3.03	1,000,000.00
INDEPENDENT BANK	6/27/2022	6/25/2023	1.40	2,000,000.00
FLAGSTAR BANK	6/15/2022	6/15/2023	2.30	2,000,000.00
FLAGSTAR BANK	6/15/2022	6/17/2024	2.70	2,000,000.00
FLAGSTAR BANK	10/17/2022	10/17/2023	3.50	2,000,000.00
FLAGSTAR BANK	10/17/2022	10/17/2024	3.40	1,000,000.00
FNB BANK	9/8/2022	6/8/2024	2.43	1,000,000.00
FNB BANK	9/13/2022	3/13/2024	2.02	1,000,000.00
TOTAL CERTIFICATES OF DEPOSIT				25,764,867.19
RESERVE AND SAVINGS				
LAFCU			0.20	244,361.73
MSUFUCU			1.81	555,184.81
DART			1.06	2,025,982.85
CASE CREDIT UNION			0.910	55,041.25
SMALL ACCOUNTS				32.19
MICHIGAN CLASS			4.85	62,180,674.66
TOTAL RESERVE AND SAVINGS				65,061,277.49

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE MARCH 31, 2023
FEDERAL AGENCY COUPON SECURITIES				
Federal Farm Credit Bank	9/2/2020	8/25/2025	0.61	1,000,000.00
Federal Farm Credit Bank	11/19/2020	11/24/2025	0.60	2,000,000.00
Federal Home Loan Mort Corp	9/2/2020	3/17/2025	0.50	1,000,000.00
Federal Home Loan Mort Corp	9/10/2020	6/24/2024	0.41	1,000,000.00
Federal Home Loan Mort Corp	9/14/2020	9/30/2025	0.60	1,000,000.00
Federal Home Loan Bank	11/19/2020	12/1/2027	0.90	2,000,000.00
Federal Home Loan Mort Corp	10/8/2020	10/28/2026	0.75	1,000,000.00
Federal Home Loan Mort Corp	11/19/2020	5/28/2026	0.65	1,000,000.00
Federal Home Loan Bank	1/27/2021	1/29/2027	0.80	1,000,000.00
Federal Home Loan Bank	1/28/2021	11/17/2028	1.00	1,000,000.00
Federal Home Loan Bank	2/17/2021	2/22/2030	1.43	1,000,000.00
Federal Home Loan Bank	2/25/2021	9/17/2026	1.00	1,000,000.00
Federal Home Loan Bank	2/25/2021	3/3/2028	1.34	1,000,000.00
Federal Home Loan Bank	3/8/2021	3/30/2028	1.50	833,333.33
Federal Home Loan Bank	3/12/2021	3/29/2029	1.00	2,000,000.00
Federal Home Loan Bank	4/15/2021	7/15/2024	0.45	1,000,000.00
Federal Home Loan Bank	6/15/2021	6/15/2027	1.25	1,000,000.00
Federal Home Loan Bank	6/29/2021	7/20/2026	1.13	3,000,000.00
Federal Home Loan Bank	6/29/2021	1/22/2025	0.38	3,000,000.00
Federal Home Loan Bank	7/23/2021	8/19/2026	0.50	5,000,000.00
Federal Home Loan Bank	7/23/2021	8/23/2024	0.52	5,000,000.00
Federal Home Loan Bank	10/27/2021	11/18/2025	1.20	2,000,000.00
Federal Home Loan Bank	10/27/2021	11/23/2026	1.50	2,000,000.00
Federal Home Loan Bank	10/27/2021	11/22/2024	1.00	2,000,000.00
Federal Home Loan Bank	1/11/2022	1/27/2025	0.70	2,000,000.00
Federal Home Loan Bank	2/15/2022	3/8/2027	2.17	2,000,000.00
Federal Home Loan Bank	3/26/2022	3/28/2025	2.30	2,000,000.00
Federal Farm Credit Bank	3/30/2020	3/30/2027	1.55	2,000,000.00
Federal Farm Credit Bank	5/19/2022	12/9/2024	3.00	2,000,000.00
Federal Farm Credit Bank	5/23/2022	2/23/2024	3.00	5,000,000.00
Federal Farm Credit Bank	5/25/2022	5/25/2023	2.25	5,000,000.00
Federal Farm Credit Bank	5/26/2022	12/15/2023	2.55	2,000,000.00
Federal Farm Credit Bank	5/26/2022	9/15/2023	2.40	2,000,000.00
Federal Farm Credit Bank	5/26/2022	6/1/2027	3.45	2,000,000.00
Federal Home Loan Mort Corp	7/11/2022	7/11/2024	3.50	1,250,000.00
Federal Home Loan Mort Corp	7/12/2022	1/12/2024	3.50	2,000,000.00
Federal Home Loan Mort Corp	6/29/2022	12/29/2023	2.90	2,000,000.00
Federal Home Loan Bank	7/19/2022	1/19/2024	3.50	2,000,000.00
Federal Home Loan Bank	7/28/2022	7/28/2025	4.00	2,000,000.00
Federal Home Loan Bank	8/8/2022	8/8/2024	4.00	2,000,000.00
Federal Home Loan Bank	7/29/2022	7/26/2023	3.25	2,000,000.00
Federal Home Loan Mort Corp	7/29/2022	7/26/2024	3.65	2,000,000.00
Federal Home Loan Bank	8/22/2022	11/22/2023	3.25	2,000,000.00
Federal Home Loan Bank	8/23/2022	2/23/2024	3.38	2,000,000.00
Federal Home Loan Bank	9/29/2022	9/29/2023	4.13	2,000,000.00
Federal Home Loan Mort Corp	9/30/2022	9/30/2024	4.50	2,000,000.00
Federal Home Loan Bank	10/6/2022	10/6/2026	5.00	2,000,000.00
TOTAL FED AGENCY COUPON SECURITIES				93,083,333.33

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE MARCH 31, 2023
US TREASURY NOTES				
US Treasury Note	9/22/2022	5/31/2023	3.71	2,928,699.27
US Treasury Note	9/22/2022	7/31/2023	3.85	2,940,197.70
US Treasury Note	9/22/2022	8/31/2023	3.95	2,895,532.58
US Treasury Note	3/30/2023	4/30/2024	2.00	1,963,718.84
US TREASURY NOTES				10,728,148.39
MUNICIPAL BONDS				
Houghton-Portage Twp Schs	6/21/2016	5/1/2025	2.70	201,666.00
Ionia School District	3/22/2017	5/1/2025	2.20	235,884.12
State of Michigan GO Sch Ln	10/11/2022	5/15/2027	3.20	1,942,295.56
TOTAL MUNICIPAL BONDS				2,379,845.68
TOTAL POOLED INVESTMENTS				197,017,472.08
TOTAL POOLED CASH AND INVESTMENTS				204,513,563.96

Alan Fox, Ingham County Treasurer

FROM: Ingham County Treasurer Alan Fox
TO: Ingham County Board of Commissioners
RE: Capacity Building Resolution for Ingham County Land Bank
DATE: April 24, 2023

BACKGROUND

The Ingham County Land Bank was created by the Board of Commissioners pursuant to Michigan law in 2005. State law provided some provisions for revenue for Land Banks that soon proved to be inadequate. Property acquired by the Land Bank through property tax foreclosure is usually blighted, unsuitable for construction or not economically viable. Sales of property rarely cover the costs of acquisition, maintenance and disposal. The property tax provisions provide revenue for only about 8% of the Ingham County Land Bank's expenses.

These issues are not unique to Ingham County. To my knowledge every active Land Bank in the state receives funds from the county that established it.

Since at least Fiscal Year 2012 the Board of Commissioners has allocated \$400,000 per year from the Delinquent Tax Revolving Fund to fund Land Bank operations. In 2018 through 2022 that amount was increased to \$700,000 per year to retire debts incurred in prior years.

The Treasurer, the Land Bank, the Michigan Association of County Treasurers and the Michigan Association of Land Banks are working together to establish a state fund for county land bank operations. In the meantime, the Legislature has appropriated funds for blight elimination and for other purposes Land Banks may apply for. The Board of Commissioners has approved funding for two significant Land Bank projects through the Ingham County Housing Trust Fund. These sources of funds will give the Land Bank the ability to move ahead on a number of critical projects, but all require staffing and planning ahead of when funds are made available. As the projects get underway, the need to maintain property in inventory continues.

PROPOSAL

The proposed resolution provides \$400,000 per year for years 2023 through 2025 for Land Bank operations and capacity building. The additional \$300,000 per year provided for years 2018 through 2022 is no longer needed. The funds will come from the Delinquent Tax Revolving Fund for years for which there is no bond debt left to pay.

My judgment is that any state proposal to provide stable funding for Land Banks will not begin functioning before 2025. If such a system is adopted I will report to the Board of Commissioners and could recommend reduction or elimination of this funding.

ALTERNATIVE

Although the Ingham County Land Bank has done very well so far applying for available state funds for demolition and for housing construction, the burden on existing staff is noticeable even before administration of the projects for which funds have been approved has begun. We will miss opportunities to do more for the housing needs of Ingham County residents if the request is not approved.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PROVIDE THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY
WITH CAPACITY BUILDING FUNDING**

WHEREAS, in 2005 the County, County Treasurer and the Michigan Land Bank Fast Track Authority entered into an agreement to establish an Ingham County Land Bank; and

WHEREAS, the Land Bank has grown to be a significant economic development tool in Ingham County and is the major public responder to the plight of property thrown into tax foreclosure; and

WHEREAS, the need exists for capacity at the Land Bank to deal with management and disposition of the Land Bank's inventory of property; and

WHEREAS, the Land Bank has significant physical assets with value to unlock and redeploy in the future, but faces property management and disposition challenges currently; and

WHEREAS, the funding provided by state law for Michigan Land Banks does not provide adequate resources to manage property or to apply for funds to properly dispose of property.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an annual transfer of \$400,000 for the 2023-2025 fiscal years to the Ingham County Land Bank to be paid for out of the Delinquent Tax Revolving Fund proceeds for tax years 2020 through 2022 respectively.

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

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Interim Circuit Court Administrator
DATE: April 18, 2023
SUBJECT: Courtroom 8 Audio Processor Upgrades
For the meeting agendas of Law and Courts Committee April 27 and Finance Committee May 3, 2023

BACKGROUND

Each courtroom at the Veterans Memorial Courthouse is equipped with a series of interconnected hardware and software systems allowing the court to accommodate Americans with Disabilities Act (ADA) requests, keep a record of proceedings and increase access to court proceedings. Smart Home/Smart Office has been the vendor for installing and servicing courtroom technology for the past several years.

The recording software in Courtroom 8 was recently upgraded including a new computer. Additionally, new hearing assisted devices were added along with several other technology upgrades. The attached resolution requests authorization to install and configure a new audio processor for the courtroom. By upgrading these systems, the courtroom technology will perform faster and allow for a clearer and more accurate record of proceedings as well as increase the performance of other technology in the courtroom. The other 7 courtrooms at the Veterans Memorial Courthouse have all had upgrades to their audio processors in the past few years.

ALTERNATIVES

New technology in Courtroom 8 is currently lagging because the audio processors have not been upgraded. The court will not be able to fully utilize the new upgraded recording software until the audio processors have been upgraded. It is possible for the court to continue with the current technology but will have lagging software.

FINANCIAL IMPACT

The Circuit Court has an approved Capital Improvement Project to upgrade courtroom technology. Funds are available in Org 66413099-735100.

STRATEGIC PLANNING IMPACT

Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Authorize the upgrade of audio processors in Courtroom 8.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SMART HOME/SMART OFFICE
TO UPGRADE COURTROOM AUDIO PROCESSOR**

WHEREAS, the Circuit Court has an interconnected system of courtroom technology reliant on compatible hardware and software; and

WHEREAS, Courtroom 8 recently underwent software upgrades to improve the recording of proceedings as well as upgrades to improve the performance of other devices; and

WHEREAS, Smart Home/Smart Office is the current vendor servicing courtrooms at the Veterans Memorial Courthouse; and

WHEREAS, Smart Home/Smart Office is on the MiDEAL Extended Purchasing Program for Conference Room/Training Room Audio Visual Equipment and Installation, Contract #190000001422 expiring on August 31, 2024; and

WHEREAS, Smart Home/Smart Office has submitted a proposal to upgrade the audio processor in Courtroom 8 to improve the functionality of recording technology in the courtroom; and

WHEREAS, funds are available to support the project in the Courtroom Technology Capital Improvement Project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into an agreement with Smart Home/Smart Office for a total amount not to exceed \$12,667.73 to upgrade the audio processor in Courtroom 8 at the Veterans Memorial Courthouse.

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.

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Interim Circuit Court Administrator
DATE: April 20, 2023
SUBJECT: Virtual Backlog Response Docket Award
For the meeting agendas of Law & Courts Committee April 27 and Finance Committee May 3, 2023

BACKGROUND

The Circuit Court was awarded a grant from the State Court Administrative Office to assist with reducing the backlog of criminal cases awaiting in-person proceedings. The grant amount is \$64,646.08 of which \$30,646.08 will be directed to the Michigan Department of Corrections to assist with sentencing investigations. The remaining balance of \$34,000 will be used to pay for a virtual visiting Judge to assist with the following proceedings: Motions to set aside convictions, driver's license appeals, motions to transfer structured settlements and annuities of lottery winnings, debtor exams, and objections to garnishments.

ALTERNATIVES

Not accepting the funds will eliminate the ability to hire a visiting Judge to assist with the aforementioned proceedings.

FINANCIAL IMPACT

Accepting the grant will be a net zero cost to the County and the Circuit Court. Funds from the grant are restricted for the use of reducing the backlog of criminal cases at the Circuit Court.

STRATEGIC PLANNING IMPACT

Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

The Circuit Court recommends accepting the grant from the State Court Administrative Office.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE STATE COURT ADMINISTRATIVE OFFICE
VIRTUAL BACKLOG RESPONSE DOCKET AWARD**

WHEREAS, the 30th Judicial Circuit Court was notified it has been awarded a grant by the State Court Administrative Office to assist with reducing the backlog of criminal cases awaiting in-person proceedings; and

WHEREAS, the grant amount is \$64,646.08 of which \$30,646.08 will be directed to the Michigan Department of Corrections to assist with pretrial investigations; and

WHEREAS, the remaining balance of the award will be used by the 30th Judicial Circuit Court to bring in a virtual visiting Judge to preside over proceedings to reduce criminal backlogs; and

WHEREAS, accepting the grant will not have a negative impact on the County budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to accept the State Court Administrative Office Virtual Backlog Response Docket award for an amount not to exceed \$64,646.08 of which \$30,646.08 will be directed to the Michigan Department of Corrections, effective March 3, 2021 through December 31, 2024.

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 6

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Interim Circuit Court Administrator
DATE: April 18, 2023
SUBJECT: **Bizstream Client Management Software Youth Center**
For the meeting agendas of Law and Courts Committee April 27 and Finance Committee May 3, 2023

BACKGROUND

As the Circuit Court moves away from Courtview as a case management system, the Juvenile Division will lose certain functionalities like being able to add client contacts, risk assessment information, detention and placement history, and school information. Bizstream, the proprietary company of Youth Center software, offers a solution for juvenile probation and detention used throughout Michigan. Bizstream has provided a competitive bid for a customized system for a total price of \$24,800. This price includes a one-time set up fee for both probation and detention, 50 user licenses, training and unlimited email support. After the first year, the Juvenile Division will be required to pay \$16,800 annually for a software use fee.

ALTERNATIVES

The Juvenile Division must document client contacts, risk assessment information, detention and placement history, school information, petition history, etc. Based on the Memo of Performance prepared by the Purchasing Department, Bizstream Youth Center Software has the best functionality and for the cheapest price.

FINANCIAL IMPACT

The Juvenile Division was approved for a 2023 Capital Improvement Project for a total project cost not to exceed \$24,800. The first year cost includes 50 license subscriptions. The Juvenile Division will budget for the software subscription beginning in calendar year 2024.

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

Authorize the purchasing of the recommended Bizstream Youth Center Software.

Agenda Item 6

TO: Scott LeRoy, Interim 30th Circuit Court Administrator
FROM: James Hudgins, Director of Purchasing
DATE: March 9, 2023
RE: Memorandum of Performance for Packet #44-23: Client Management Software

Bids were sought from qualified and experienced vendors for the purpose of purchasing Client Management software for the Ingham County 30th Circuit Court Juvenile Division.

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

Company Name	Local Preference	Number of Users	Set-Up Fee	Cost Per User	Year 1 - Total
BizStream	N, Allendale MI	50	\$8,000	\$420/year above 50	\$24,800
Global Vision	N, St. Louis MO	50	\$17,495	\$250/year - First 10 users free	\$27,495
Quest	N, Carmel IN	50	\$20,000	\$750/year	\$57,500

All software purchases must be approved by the I.T. Department. Please make sure that the software purchase is compliant with the I.T. Department prior to requesting a contract or purchase order.

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 Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE JUVENILE DIVISION PURCHASING
BIZSTREAM CLIENT MANAGEMENT SOFTWARE**

WHEREAS, the Juvenile Division has twenty-eight Juvenile Court Officers assigned to various divisions working with adjudicated and non-adjudicated youth and responded parents; and

WHEREAS, the Juvenile Division is required by statute to track certain information in order to receive Child Care Funding; and

WHEREAS, the Juvenile Division has a need to contract with a vendor for client management software to track client contacts, risk assessment information, detention and placement history, and school information; and

WHEREAS, the Juvenile Division received bids from qualified and experienced vendors for the purpose of purchasing client management software; and

WHEREAS, based on a Memo of Performance from the Purchasing Department, the Juvenile Division is requesting authorization to enter into an agreement with BizStream YouthCenter Software for a 12-month term; and

WHEREAS, the County Innovation and Technology Department has confirmed that the BizStream YouthCenter software is compatible with County systems; and

WHEREAS, the Juvenile Division was approved for a 2023 Capital Improvement Project for Client Management Software for a cost not to exceed \$24,800.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into an agreement with BizStream for a total amount not to exceed \$24,800 for Youth Center software, effective January 1, 2023 through December 31, 2023.

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 7

TO: Ingham County Board of Commissioners Law & Courts and Finance Committees

FROM: Keith Watson, Chief Public Defender

DATE: April 17, 2023

SUBJECT: Resolution to Authorize the Purchase of a Toshiba e-STUDIO9029A Copier

BACKGROUND

The Office of the Public Defender is in need of an additional copy machine. The current machines are aging and, as trials are now beginning to pick up due to COVID restrictions being lifted, support staff and attorneys need to prepare materials which are voluminous.

The Office of the Public Defender worked with the County's Toshiba representative and were given several options of models to choose. The e-STUDIO9029A is comparable to what the Office has been using, and it is comparable to what the Prosecuting Attorney uses. The features and copies per minute will best support the Office's needs.

The MIDC Compliance Plan for the 2022/2023 year contains a line item for the purchase of a copier up to the amount of \$13,000. The Toshiba e-STUDIO9029A's cost is \$7,850.

ALTERNATIVES

Continue to use the current copy machines, which are in fact, aging; and risk the potential break down of one or both, leaving the Office of the Public Defender without a necessary resource.

FINANCIAL IMPACT

The proposed resolution will cost \$7,850. The MIDC Compliance Plan submitted and approved for 2022/2023 allows up to \$13,000 for this line item.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that Law & Courts approve the resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF A TOSHIBA e-STUDIO9029A COPIER

WHEREAS, the Office of the Public Defender is in need of an additional copy machine; and

WHEREAS, after working with the County's Toshiba representative, it was determined that the e-STUDIO9029A is comparable to what the Office of the Public Defender has been using and has the features and copies per minute that will best support the Office's needs; and

WHEREAS, funds are available through the 2023 Michigan Indigent Defense Commission Compliance Plan for this expenditure.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Office of the Public Defender to purchase the e-STUDIO9029A Copier at \$7,850.

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

Agenda Item 8a

TO: Board of Commissioners Human Services and Finance Committees

FROM: Amy Poca, Director Department of Veterans Affairs

DATE: April 12, 2023

SUBJECT: Resolution Authorizing The Department Of Veterans Affairs To Enter Into A 2023 Service Agreement With Clinton County

For the meeting agendas of May 1, 2023 and May 3, 2023.

BACKGROUND

This resolution authorizes the Ingham County Department of Veterans Affairs to enter into a 2023 Service Agreement with Clinton County. Clinton County does not have a Veterans Affairs Department to render proper services to its residents who are veterans.

The Ingham County Department of Veterans Affairs established the original service agreement with Clinton County in 1981.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes Ingham County Department of Veterans Affairs to render services to Clinton County for the period of January 1, 2023 through December 31, 2023. Services provided in this agreement total \$91,998.64.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a 2023 Service Agreement with Clinton County.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2023 SERVICE AGREEMENT WITH CLINTON COUNTY

WHEREAS, the Department of Veterans Affairs is committed to working diligently to serve veterans and is driven by an earnest belief in our mission, fulfilling both individual and organizational responsibilities; and

WHEREAS, Clinton County does not have a Veterans Affairs Department to render certain essential services to its residents who are veterans and/or their dependents; and

WHEREAS, the Ingham County Department of Veterans Affairs is willing to have its Department perform such services for such residents of Clinton County; and

WHEREAS, Clinton County desires the Ingham County Department of Veterans Affairs to perform such services for its residents who are veterans and/or their dependents; and

WHEREAS, Ingham County Department of Veterans Affairs shall commence performance of the services and obligations required of it on the 1st day of January 2023 and unless said agreement is terminated, continue to provide said services and obligations through the 31st day of December 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2023 Service Agreement with Clinton County, for the period of January 1, 2023 through December 31, 2023.

BE IT FURTHER RESOLVED, that Clinton County shall pay Ingham County the sum of \$91,998.64.

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Amy Poca, Director Department of Veterans Affairs

DATE: April 11, 2023

SUBJECT: Resolution To Authorize Ingham County Department Of Veterans Affairs To Apply For The Fiscal Year 2024 County Veteran Service Fund Grant On Behalf Of Clinton County

For the meeting agendas of May 1, 2023 and May 3, 2023

BACKGROUND

The State of Michigan with the Michigan Veterans Affairs Agency (MVAA) is accepting applications for fiscal year (FY) 2024 County Veteran Service Fund Grant entitled under Public Act 210 of 2018 that amends PA192 of 1953. This Act created the County Veteran Service Fund to provide for contributions and expenditures from the fund for county government.

This resolution authorizes the Ingham County Department of Veterans Affairs to apply for the MVAA FY24 County Veteran Service Fund Grant on behalf of Clinton County as part of an already established service agreement.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes Ingham County Department of Veterans Affairs to apply and administer the County Veteran Service Fund Grant on behalf of Clinton County in the amount of \$84,551 for the period of October 1, 2023 through September 30, 2024. Funds will be issued by the State of Michigan.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the application and administration of the fiscal year 2024 County Veteran Service Fund Grant for Clinton County.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS AFFAIRS TO APPLY FOR THE FISCAL YEAR 2024 COUNTY VETERAN SERVICE FUND GRANT ON BEHALF OF CLINTON COUNTY

WHEREAS, the State of Michigan under the Michigan Veterans Affairs Agency is accepting applications for fiscal year 2024 for the County Veteran Service Fund Grants under PA 210 of 2018; and

WHEREAS, Ingham County Department of Veterans Affairs is willing to apply, receive, and administer the fiscal year 2024 County Veteran Service Fund Grant on behalf of Clinton County; and

WHEREAS, Clinton County does not have a Veterans Affairs Department to render certain essential services to its residents who are veterans and/or dependents; and

WHEREAS, Clinton County desires the Ingham County Department of Veterans Affairs to apply, receive, and administer the fiscal year 2024 County Veteran Service Fund Grant in the amount of \$84,551.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Veterans Affairs to apply for the fiscal year 2024 County Veteran Service Fund Grant from the Michigan Veterans Affairs Agency on behalf of Clinton County in the amount of \$84,551.

BE IT FURTHER RESOLVED, that the 2024 County Veteran Service Fund Grant will be used for the purpose of funding the continuation of a Benefits Support Specialist position, effective October 1, 2023 to September 30, 2024.

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Amy Pohan, Director Department of Veterans Affairs

DATE: April 11, 2023

SUBJECT: RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS AFFAIRS TO APPLY FOR THE FISCAL YEAR 2024 COUNTY VETERAN SERVICE FUND GRANT

For the meeting agendas of May 1, 2023 and May 3, 2023.

BACKGROUND

The State of Michigan with the Michigan Veterans Affairs Agency (MVAA) is accepting applications for fiscal year (FY) 2024 County Veteran Service Fund Grant entitled under Public Act 210 of 2018 that amends PA192 of 1953. This Act created the County Veteran Service Fund to provide for contributions and expenditures from the fund for county government.

This resolution authorizes the Ingham County Department of Veterans Affairs to apply for the MVAA FY24 County Veteran Service Fund Grant.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes Ingham County Department of Veterans Affairs to apply and administer the County Veteran Service Fund Grant in the amount of \$164,173 for the period of October 1, 2023 through September 30, 2024. Funds will be issued by the State of Michigan.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the application and administration of the fiscal year 2024 County Veteran Service Fund Grant.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS AFFAIRS TO APPLY FOR THE FISCAL YEAR 2024 COUNTY VETERAN SERVICE FUND GRANT

WHEREAS, the State of Michigan under the Michigan Veterans Affairs Agency is accepting applications for fiscal year 2024 for the County Veteran Service Fund Grants under PA 210 of 2018; and

WHEREAS, the Ingham County Department of Veterans Affairs will apply to receive and administer the fiscal year 2024 County Veteran Service Fund Grant in the amount of \$164,173.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Veterans Affairs to apply for the fiscal year 2024 County Veteran Service Fund Grant from the Michigan Veterans Affairs Agency in the amount of \$164,173.

BE IT FURTHER RESOLVED, that the 2024 County Veteran Service Fund Grant will be used for the purpose of funding continuation for a Veteran Benefits Counselor position, department marketing expenditures, office furniture, and technology enhancements, effective October 1, 2023 to September 30, 2024.

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

Agenda Item 9a

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 18, 2023
SUBJECT: Amend Resolution #23-163 to Authorize a Line Item Transfer for the Contract with KJP Roofing and Sheet Metal
For the meeting agenda of May 1, 2023 Human Services and May 3, 2023 Finance

BACKGROUND

Board of Commissioners Resolution #23-163 authorized entering into a contract with KJP Roofing and Sheet Metal for \$43,500 for providing reroofing services for various buildings at Burchfield County Park. This Resolution amends Resolution #23-163 to authorize the appropriate line item transfer in order to complete the project.

ALTERNATIVES

The Parks Department owns and maintains the buildings at Burchfield County Park that is in need of roof replacement. Failure to address these needs could result in damage to the building and contents within.

FINANCIAL IMPACT

Board of Commissioners Resolution #23-163 identified funding in the amount of \$9,700 available in line item 208-75200-976000-22P02 and \$33,800 available in line item 228-75999-976000-20P21. Staff determined that the \$33,800 is actually not available in line item 228-75999-976000-20P21, since it was already allocated for another roofing project at Lake Lansing Park South. The current trails and parks millage cash on hand as of April 13, 2023 is \$9,452,065.38. Staff is requesting funding in the amount of \$33,800 from the Trails and Parks Millage fund balance in order to complete the project.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

N/A.

RECOMMENDATION

At the direction of the Finance committee and their wishes to spend down the Trails and Parks cash on hand fund balance, and on the information presented, I respectfully recommend approval of the attached Resolution authorizing amending Resolution #23-163.

Agenda Item 9a

TO: Timothy Morgan, Director, Parks Department
FROM: James Hudgins, Director of Purchasing
DATE: February 15, 2023
RE: Memorandum of Performance for RFP No. 41-23 Roof Replacements at Burchfield Park

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contact for the purpose of providing reroofing services for various buildings at Burchfield Park.

The scope of work includes, but is not limited to, providing all labor, roofing materials according to specifications and necessary permits for the purpose of preparing the roof for the metal roof installation, notably disposing of existing roofing materials, repairing roofing boards as necessary, installing synthetic underlayment on entire roof deck, installing flashing where needed, installing new metal roofing, removing the old drip edge and installing new drip edge on the building eaves and rakes to match new roof color. In addition ensuring final clean-up of the site is completed, repairing or replacing all damage to turf, trees, or park facilities and sweep area for nails and other construction materials.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	75	15
Vendors responding	2	0

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	Base Bid	Alternate #1	Total Bid	Option	What gauge of metal roofing are you quoting
			Consists of the Entrance Booth and the Gas Storage Shed		+/-	
KJP Roofing and Sheet Metal	No, Chesterfield, MI	\$32,650.00	\$7,350.00	\$40,000.00	-\$19,000 for asphalt shingles	26 G
C & I Building Maintenance	No, Sparta MI	\$49,399.00	\$10,604.00	\$60,003.00	+\$75.00 for 4x8 sheet - wood decking replacement	26 G

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #23-163 TO AUTHORIZE A LINE ITEM TRANSFER FOR THE CONTRACT WITH KJP ROOFING AND SHEET METAL FOR REROOFING SERVICES AT BURCHFIELD COUNTY PARK

WHEREAS, Resolution #23-163 authorized entering into a contract with KJP Roofing and Sheet Metal for \$43,500 for providing re-roofing services for various buildings at Burchfield County Park; and

WHEREAS, Resolution #23-163 identified that \$9,700 is available in line item 208-75200-976000-22P02 and \$33,800 is available in line item 228-75999-976000-20P21; and

WHEREAS, \$33,800 is not available in line item 228-75999-976000-20P21; and

WHEREAS, Ingham County Parks Department is requesting additional funding in the amount of \$33,800 from the Trails and Parks Millage fund balance; and

WHEREAS, a line item transfer is necessary in order to complete the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amending Resolution #23-163 to revise the funding sources:

- \$9,700 available in line item 208-75200-976000-22P02
- \$33,800 from the Trails and Parks Millage fund balance

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #23-163 remain unchanged.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$33,800 from the Trails and Parks Millage fund balance into a line item and a project code to be assigned.

Agenda Item 9b

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 18, 2023
SUBJECT: Resolution to amend Resolutions #22-394 and #23-027 to authorize an agreement with Landscape Structures Inc. for replacement of a portion of the Lake Lansing South County Park playground
For the meeting agenda of May 1, 2023 Human Services and May 3, 2023 Finance Committees

BACKGROUND

Resolution #22-394 authorized an agreement with Penchura Recreation Products and Services for replacement of a portion of the Lake Lansing South County Park playground. Resolution #23-027 authorized a contract modification with Penchura Recreation Products and Services to comply with Ingham County's prevailing wage policy. Penchura Recreation Products and Services is the distributor and Landscape Structures, Inc is the manufacturer. It is necessary for the contract to be with the manufacturer.

ALTERNATIVES

N/A

FINANCIAL IMPACT

No financial impact.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution amending Resolutions #22-394 and #23-027 to authorize an agreement with Landscape Structures Inc. for replacement of a portion of the Lake Lansing South County Park playground.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTIONS #22-394 AND #23-027 TO AUTHORIZE AN AGREEMENT WITH LANDSCAPE STRUCTURES INC. FOR REPLACEMENT OF A PORTION OF THE LAKE LANSING SOUTH COUNTY PARK PLAYGROUND

WHEREAS, Resolution #22-394 authorized an agreement with Penchura Recreation Products and Services for the replacement of a portion of the Lake Lansing South County Park playground; and

WHEREAS, Resolution #23-027 authorized a contract modification with Penchura Recreation Products and Services to comply with Ingham County's prevailing wage policy; and

WHEREAS, Penchura Recreation Products and Services is the distributor and Landscape Structures, Inc. is the manufacturer; and

WHEREAS, it is necessary for the contract to be with the manufacturer.

THEREFORE BE IT RESOLVED, that Resolutions #22-394 and #23-027 are hereby amended to authorize a contract with Landscape Structures, Inc. for replacement of a portion of the playground at Lake Lansing South County Park.

BE IT FURTHER RESOLVED, that all other terms and conditions contained in Resolutions #22-394 and #23-027 remain in effect.

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

Agenda Item 10a

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: April 18, 2023
SUBJECT: Resolution to Accept Grant for the Construction of a New Grandstand

BACKGROUND

The Fairgrounds is the recipient of a Federal HUD Grant totaling \$2,500,000 to construct a new grandstand. The grandstand was demolished in 2016 after it was determined to be structurally unsafe. Since then, the Fairgrounds has rented portable bleacher systems during Fair week.

ALTERNATIVES

The alternative is to not accept the grant.

FINANCIAL IMPACT

The grant gives The Fairgrounds the ability to construct a new grandstand. The new grandstand will provide a positive revenue stream for the Fairgrounds not only during Fair week, but throughout the year. The master plan will offer an estimate of the financial impact when it is complete, which I will share with the Human Services Committee.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A GRANT FOR THE CONSTRUCTION OF A NEW GRANDSTAND

WHEREAS, the original grandstands at the Fairgrounds were demolished in 2016 due to structural deficiencies; and

WHEREAS, the construction of a new grandstand is vital to the success of the Fairgrounds; and

WHEREAS, the Fairgrounds submitted an application for \$2,500,000 to Representative Elissa Slotkin's Community Project Funding program to construct a new grandstand; and

WHEREAS, the application to construct a new grandstand was funded at \$2,500,000 in the Transportation, Housing, and Urban Development and related agencies (THUD) appropriations bill.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby accept the Construction of a New Grandstand grant from Representative Elissa Slotkin's Community Project Funding program through Housing and Urban Development (HUD) in the amount of \$2,500,000.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: April 17, 2023
SUBJECT: Resolution to Authorize the Purchase of a Tractor for the Fairgrounds

BACKGROUND

The Fairgrounds is in need of an additional tractor to increase efficiency of the maintenance staff in providing services to the public. The Village of Dansville is selling their 1983 2350 John Deere Tractor with 3,385 hours on it. The maintenance staff has determined the tractor is in excellent shape and will be a valuable asset to the grounds.

ALTERNATIVES

The Fairgrounds could continue to operate with three tractors.

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 tractor will not exceed \$8,000.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

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

Agenda Item 10b

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF A TRACTOR FOR THE FAIRGROUNDS

WHEREAS, the Fairgrounds requires an additional tractor to add to the existing fleet of tractors to increase efficiency and productivity; and

WHEREAS, the Village of Dansville is selling a 1983 John Deere 2350 Tractor with 3,385 hours for \$8,000; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a tractor from the Village of Dansville not to exceed \$8,000.

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

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Lindsey McKeever, Fairgrounds Events Director

DATE: April 18, 2023

SUBJECT: Resolution to Authorize a Contract with Triterra to Complete an Environmental Impact Study for the Construction of a New Grandstand at the Ingham County Fairgrounds

BACKGROUND

The Fairgrounds is the recipient of a Federal Housing and Urban Development (HUD) Grant totaling 2.5 million dollars to construct a new grandstand at the Fairgrounds. A requirement of the grant is that an environmental study be completed and approved prior to any other work commencing on the project. In order to comply with the regulations of the grant, it is necessary for the Fairgrounds to hire a company to perform the environmental study. Ten businesses were solicited to provide bids for the study, Triterra was the only respondent.

ALTERNATIVES

The alternative is to not hire a company to complete the environmental study and therefore forfeit the grant.

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 cost of completing the environmental study will not exceed \$10,000.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

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

TO: Lindsey McKeever, Fairgrounds Events Director
 FROM: James Hudgins, Director of Purchasing
 DATE: April 11th, 2023
 RE: Memorandum of Performance for Packet #86-23: Environmental Assessment

Quotes were sought from qualified vendors for the purpose of conducting a National Environmental Policy Act (NEPA) review for a HUD Grant the Fairgrounds received.

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

Company Name	Local Preference	Amount
Triterra	Y, Lansing MI	\$10,000
Mannik Smith	Y, Okemos MI	Declined - Subbing for Triterra
Soil Exploration Services	N, Grandville MI	No response
Soil and Material Engineers	Y, Lansing MI	No response
Sagasser and Associates	N, Gaylord MI	Declined - Too far away
AECOM Technical Services of Michigan	N, Grand Rapids MI	No response
AKT Peerless	N, Farmington MI	No response
Holland Engineering	N, Holland MI	No response
Advanced Environmental Management Group	N, Plymouth MI	No response
WSP	N, New York	No response

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

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

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH TRITERRA TO COMPLETE AN ENVIRONMENTAL STUDY FOR THE CONSTRUCTION OF A NEW GRANDSTAND AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the Fairgrounds has been awarded a Federal Grant to construct a new Grandstand; and

WHEREAS, a requirement of the grant is to complete an environmental impact study; and

WHEREAS, in accordance with the guidelines of the grant, no work can start on the project until the environmental impact study is complete and approved; and

WHEREAS, Triterra provided a bid totaling \$10,000 to complete the environmental impact study; 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 a contract with Triterra to complete the environmental study in an amount not to exceed \$10,000.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: April 18, 2023
SUBJECT: Resolution to Amend the Fair Budget

BACKGROUND

The Fair Week budget currently receives a \$30,000 transfer from Fund-230 to be spent on advertising. It is necessary to increase the funding for advertising to reach more people to promote and advertise the Fair. The funding for Fair Week advertising needs to be \$40,000. Therefore, an additional \$10,000 needs to be transferred from Fund-230 into the Fair Week Budget.

Advertising for Jack O’ Lanterns Unleashed is currently budgeted at \$30,000. This funding needs to be increased to \$50,000. Noise New Media, approved with Resolution #23-135, will spend a minimum of \$30,000 on digital advertising. This requires an increase of funding to spend on local advertising. Therefore, an additional \$20,000 needs to be transferred from Fund-230 into the Off-Season Budget.

The 2023 Fair entertainment schedule includes a country artist Tracy Byrd on August 4, 2023. In order to accommodate the estimated number of ticket sales for the concert, additional seating is required. The Fair currently rents bleachers and will need to rent additional bleachers and chairs for the concert. The Grandstand expense line item is currently budgeted at \$60,000. This needs to increase by \$25,000 to a total of \$85,000. The concert is going to increase revenue for the Grandstand which is currently budgeted at \$15,000. Line item 56176014-651010 will be increased by \$25,000 in revenue.

ALTERNATIVES

The alternative is to not make an amendment to the budget.

FINANCIAL IMPACT

As of December 31, 2022 Fund 230 has a balance of \$219,223.16. This balance will decrease by \$30,000 for the additional funding for advertising. The additional funding for the grandstand is cost neutral due to the expected revenue by a like amount of \$25,000.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AMENDMENTS TO THE FAIR BUDGET

WHEREAS, the Fairgrounds need to promote and advertise for Fair Week and Jack O' Lanterns Unleashed; and

WHEREAS, the Hotel/Motel Fund 230 has sufficient funding to increase advertising budgets; and

WHEREAS, the Fair is hosting a concert during Fair week; and

WHEREAS, the concert requires additional seating to accommodate the estimated number of tickets being sold;
and

WHEREAS, the concert will generate additional revenue which will make the new associated costs net zero.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a transfer of \$10,000 from Fund 230 to revenue line item 56176014 699110 for advertising purposes.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an increase of \$10,000 to expense line item 56176014 901000 "Advertising."

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a transfer of \$20,000 from Fund 230 to revenue line item 56176013 699110 for advertising purposes.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an increase of \$20,000 to expense line item 56176013 901000 "Advertising."

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an increase to expense line item 56176014 80500 "Grandstand Attractions" totaling \$25,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an increase to revenue line item 51676014 651010 "Grandstand" totaling \$25,000.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD MPH, Medical Health Officer
DATE: April 5, 2023
SUBJECT: Authorization to Amend Resolution #23-131
For the meeting agendas of May 1 and May 3, 2023

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #23-131 to issue contract signing authority to the Medical Health Officer, effective upon approval. Resolution #23-131 authorized accept one-time planning funds of \$95,782 from the Michigan Department of Health and Human Services (MDHHS) Child and Adolescent Health Center (CAHC) Program, but was approved to be signed by the Chairperson of the Board of Commissioners. This agreement is with Michigan Department of Health & Human Services and is required to be electronically signed through Mi-E grants system. All other terms of the agreement shall remain the same.

ALTERNATIVES

Choosing not to enter into this amendment would result in an inability to fully executed ICHD contracts.

FINANCIAL IMPACT

This amendment will allow the acceptance of planning funds in an amount not to exceed \$95,782.

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

If this resolution is not approved, ICHD's CHCs will encounter issues with executing agreements for grant funding.

RECOMMENDATION

Based on the information presented, I respectfully recommend amending Resolution #23-131 to issue contract signing authority to the Medical Health Officer, effective upon approval.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #23-131

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #23-131 to issue contract signing authority to the Medical Health Officer, effective upon approval; and

WHEREAS, Resolution #23-131 was approved to accept one-time planning funds of \$95,782 from the Michigan Department of Health and Human Services (MDHHS) Child and Adolescent Health Center (CAHC) Program, but was approved to be signed by Ingham County's Board of Commissioners Chair; and

WHEREAS, this amendment will allow the current Medical Health Officer to sign this agreement; and

WHEREAS, all other terms of the agreement shall remain the same; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #23-131 to issue contract signing authority to the Medical Health Officer, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #23-131 to issue contract signing authority to the Medical Health Officer, effective upon approval.

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

BE IT FURTHER RESOLVED, that the Medical Health Officer, Dr. Adenike Shoyinka, MD MPH, or her designee, is authorized to submit the Child and Adolescent Planning Health Center Planning Grant electronically through the Mi-E Grants system after approval as to form by the County Attorney.

Agenda Item 11b

TO: Board of Commissioners Human Services, County Services, and Financial Services Committee

FROM: Dr. Adenike Shoyinka, MD. Medical Health Officer

DATE: March 29th, 2023

SUBJECT: Ingham County Health Department Billing & Reporting Unit Reorganization

BACKGROUND

Ingham County Health Department (ICHHD) wishes to reorganize the Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489. As employee recruitment and retention are of paramount importance and with the increasing volume and complexity of billing for services provided by ICHHD, the proposed reorganization will allow ICHHD's Billing Unit to adapt to the ever-changing challenges associated with billing services. Additionally, many of the affected positions have not been re-evaluated for approximately ten years. These factors facilitate a review of the unit to ensure capacity is available and the flexibility to complete required duties exists. In addition, the reorganization will enable the unit to become more flexible and efficient, while providing more coverage of tasks during staff vacancies.

ALTERNATIVES

Choosing not to reorganize the Billing and Reporting unit could result in continued gaps in ICHHD's billing services and continued inefficiency of staffing coverage.

FINANCIAL IMPACT

Projected costs of this reorganization will be between \$39,069 (Step 1) and \$46,849 (Step 5). The increased costs will be funded by ICHHD operations.

STRATEGIC PLANNING IMPACT

This reorganization supports the County's goal of attracting and retaining exceptional employees.

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize approval of the attached Resolution to reorganize ICHHD's Billing and Reporting Unit effective upon approval for an amount not to exceed \$46,489.

Agenda Item 11b

TO: Laura Bartley, Billing and Reporting Manager Joan
FROM: Clous, Human Resources Specialist
DATE: March 16, 2023
RE: Support for reorganization of the Billing and Reporting Department

Per your request, Human Resources has reviewed the information that was provided by the Billing & Reporting Department to reorganize the department.

Provider Enrollment & Credentialing Coordinator (601436) ICEA County Pro 6 (\$54,482.70-\$65,419.97) will be reclassified as a Credentialing & Privileging Coordinator ICEA County Pro 7 (\$59,627.50 - \$71,599.41).

Billing Specialist (601384) ICEA County Pro 6 (\$54,482.70 - \$65,419.97) will be referred to as Enrollment Specialist ICEA County Pro 6 with no change in level.

Coding Specialist (601303) UAW H (\$46,618.32 - \$55,603.90) will be reclassified to a Billing & Coding Coordinator UAW I (\$49,311.78 - \$58,836.68)

Billing & Reporting Clerk (601278, 601038, 601039 & 601063) UAW E (39,407.29 - \$46,971.90) will be reclassified to Billing & Reimbursement Clerk UAW G (\$44,048.79 - \$52,531.56)

Billing & Reporting Clerk (601023, 601489 & 601343) UAW E (39,407.29 - \$46,971.90) will be reclassified to Charge Entry Clerk UAW F (\$41,636.28 - \$49,652.19)

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

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

Eric Thelen

From: Laura Bartley

Sent: Wednesday, March 29, 2023 8:36 AM

To: Eric Thelen

Subject: FW: Reorg of the Billing & Reporting Dept.

From: Joan Clous <JClous@ingham.org>

Sent: Thursday, March 16, 2023 10:29 AM

To: Laura Bartley <lbartley@ingham.org>

Subject: FW: Reorg of the Billing & Reporting Dept.

Here is the ICEA County Pro's approval.

From: Desiree Cook <DCook@ingham.org>

Sent: Friday, March 10, 2023 10:25 AM

To: Joan Clous <JClous@ingham.org>

subject: RE: Reorg of the Billing & Reporting Dept.

Approved. Thank you.

From: Joan Claus <JClous@ingham.org>

Sent: Friday, March 10, 2023 8:41AM

To: Desiree Cook <DCook@ingham.org>

Subject: FW: Reorg of the Billing & Reporting Dept.

Desiree,

Is the union good with these changes?

Thanks,

Joan

From: Joan Claus

Sent: Monday, February 27, 2023 2:13 PM

To: Desiree Cook <DCook@ingham.org>

Subject: Reorg of the Billing & Reporting Dept.

Desiree,

Provider Enrollment & Credentialing Coordinator (Redlined 8) will now be Provider Enrollment & Credentialing Coordinator (ICEA 7)

1	2	3	4	5	6	7	8a	Sb	9	10	11	
190	180	125	120	75	70	110	60	115	10	10	10	1075

Billing Specialist will now be Enrollment Specialist will stay at an ICEA 6

1 2 3 4 5 6 7 8a 8b

9 10 11

190 135 115 100 50 70 90 85 85 10 10 10 950

Please let me know if you have any questions.

Joan

(a)Joan Clous MPA, SHRM-CP

Human Resources Specialist - Labor & Employee Relations

Ingham County

5303 5. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374-

Office

517-930-2075 -Cell

517-887-4396- Fax

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Eric Thelen

From: Laura Bartley

Sent: Wednesday, March 29, 2023 8:35 AM

To: Eric Thelen

Subject: FW: REorg or Billing & Reporting

From: Joan Clous

<JClous@ingham.org> Sent:

Thursday, March 16, 2023 10:29 AM

To: Laura Bartley

<LBartley@ingham.org> subject: FW:

REorg or Billing & Reporting

Here is the UAW's support

From: Teresa Carter <TCarter@ingham.org>

Sent: Thursday, March 9, 2023 10:53 PM

To: Joan Clous <JClous@ingham.org>

Subject: RE: REorg or Bliing & Reporting

Joan the Union is in agreement with the below ReOrg.

Thank you

From: Joan Clous

<JClous@ingham.org> Sent: Tuesday,

February 28, 2023 8:21AM To: Teresa

Carter <TCarter@ingham.org> Subject:

RE: REorg or Billing & Reporting

Sorry about that.

From: Teresa Carter <TCarter@i

ingham.org> Sent: Monday, February 27,

2023 4:20 PM To: Joan Clous

<JClous@ingham.org> Subject: RE:

REorg or Billing & Reporting

Hey Joan did you send me the new job descriptions for these?

TERESA CARTER
OFFICE COORDINATOR

•BIB.ST. IISOL.111 48854

PHONE: m1» &7&-8874

EMAIL: 1Clllla@lt8HIMJII

From: Joan Clous
<JClous@ingham.org> Sent:
Monday, February 27, 2023 3:24 PM
To: Teresa Carter <TCarter@ingham.org> Subject: RE: REorg or
Billing & Reporting

Yes, the Charge entry clerk and the Billing & Reimbursement Clerk are being created from the Billing and Reporting Clerk.

From: Teresa Carter <TCarter@ingham.org> Sent: Monday, February 27,
2023 3:04 PM To: Joan Clous
<JClous@ingham.org> Subject: RE:
REorg or Billing & Reporting

Hello Joan

One question, are the Charge Entry Clerk a new position?

TERESA CARTER
OFFICE COORDINATOR

From: Joan Clous
<JClous@ingham.org> Sent: Monday,
February 27, 2023 2:06 PM To:
Teresa Carter <TCarter@ingham.org>
Subject: REorg or Billing & Reporting

Teresa,

We meet to discuss the reorg of the Billing and Reporting section of the Health

Dept. Coding Specialist (UAW H) will now be called Billing & Coding

Coordinator (UAW I).

1	2	3	4	5	6	7	8a	8b	9	10	11	
65	135	140	120	90	90	130	85	85	10	10	10	970

Billing and Reporting Clerk (UAW E) is being split into two positions Billing & Reimbursement Clerk (UAW G)

1	2	3	4	5	6	7	8a	Sb	9	10	11	
65	90	100	80	SO	90	90	85	85	10	10	10	765

Charge Entry Clerk (UAW F)

1	2	3	4	5	6	7	8a	8b	9	10	11	
65	65	85	80	50	90	70	85	85	10	10	10	705

The department would like to interview employees for placement within the two new positions instead of posting. Please let me know if you have any questions.

Joan Oous MPA, SHRM-CP

Human Resources Specialist - Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 - Office

517-930-2075- Cell

517-887-4396-Fax

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ICEA County Pro's Approval

Provider Enrollment & Credentialing Coordinator (Redlined 8) will now be Provider Enrollment & Credentialing

1	2	3	4	5	6	7	8a	8b	9
190	180	125	120	75	70	110	60	115	10

Billing Specialist will now be Enrollment Specialist - Will stay at an ICEA 6

1	2	3	4	5	6	7	8a	8b	9
190	135	115	100	50	70	90	85	85	10

Coordinator (ICEA 7)

10	11	
10	10	1075

10	11	
10	10	950

**INGHAM COUNTY
JOB DESCRIPTION**

BILLING AND CODING COORDINATOR

General Summary:

With the direction from the Billing and Reporting Manager, acts as a senior billing person. Responsible for training, coordinating and monitoring the duties of billing and support staff to ensure all activities are completed in a timely manner. Assists with the adherence of the Department's coding and documentation policies. Participates in medical chart/record audits for coding compliance according to federal and state regulations and guidelines. Prepares reports of findings and works with staff to provide education and training on accurate coding and documentation practices. Assists with developing materials used for training staff.

Essential Functions:

1. Organizes and prioritizes the duties of billing support staff to ensure all activities are completed in a timely manner. As a senior billing staff, works with support staff to explain situation, and respond to questions related to the billing and payment entry process.
2. Assists the Billing and Reporting Manager with developing staff training.
3. Provides in person onboarding/training to new and existing Billing and Reporting staff.
4. Identifies issues with coding submissions and works to achieve corrections and performance improvements.
5. Provides training to health care and behavioral health providers with regards to coding and billing requirements.
6. Audits medical record documentation to identify miscoded and under/up coded and training on accurate coding practices and compliance issues.
7. Uploads claims into current software system for processing.
8. Monitors electronic payment files to ensure timely posting of payments. Acts as back-up to the Billing and Reimbursement Clerks as well as Charge Entry Clerks.
9. Keeps updated on all changes to insurance requirements based on contracts, industry standards and new regulations. Reviews and interprets state documentation and policies related to program benefits and billing.
10. Works in conjunction with the Centralized Service Manager for training and support to front end staff.
11. Evaluates and responds to requests from the Electronic Health Record Team
12. Builds, adapts and monitors reports utilized by Billing and Reporting staff

Other Functions:

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

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

Employment Qualifications:

Education: High School graduation or equivalent with specialized or technical training generally acquired through seminars. Workshops, which cumulatively is viewed as equivalent to 12 credits or less of college.

Certification: Certified Professional Coder (CPC) or equivalent required or the ability to obtain CPC Apprentice Status within 12 months of hire. Plus a Certified Professional Medical Auditor (CPMA) preferred.

Experience: 2 to 4 years in Medical Billing or a Medical Office setting with medical terminology, medical billing and reimbursement.

Other Requirements: None

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

Working Conditions:

4. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
5. This position is required to travel for meetings and appointments.
6. Works in office conditions
7. Hybrid work from home.

Physical Requirements:

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

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

**INGHAM COUNTY
JOB DESCRIPTION**

BILLING AND REIMBURSEMENT REPORTING CLERK

General Summary:

Under the supervision of the Billing and Reporting Manager, this position is responsible for entering payments, monitoring, identifying and resolving issues related to account receivables. Examines account receivable reports to determine unpaid claims, investigating unpaid third party claims for possible rebilling.

Essential Functions:

1. Keeps up to date on all changes to insurances based on contracts, industry, or new regulations.
2. Monitors and posts electronic funds transfers and electronic remittance advices and status of manual insurance payment entry for timely processing.
3. Works through and finds solutions for denials and zero payments from third party payers.
4. Monitors and addresses Claim Remedy rejections.
5. Processes first and third party paper payments, posts to system.
6. Runs payment reports, and reconciles to payments received and entered.
7. Runs error and rejection reports by insurance carrier and makes necessary adjustments or corrections. Assures claims are disputed or rebilled in a timely fashion.
8. Runs and works the Account Receivable reports by insurance carrier finding resolutions as to non-payment or account or making appropriate adjustments.
9. Prepares, records, and maintains Billing and Reporting spreadsheets for tracking purposes. 10Acts as back up for Charge Entry Clerk.

Other Functions:

- Performs other duties as assigned
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: High school graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less of college. Certified Professional Coder (CPC) preferred.

Experience: 1 to 2 years' experience with medical terminology, 1 to 2 years' experience with payment posting and denial follow up. Knowledge and experience of computer software and billing systems.

Other Requirements:

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

Physical Requirements:

- Ability to access office files.
- Ability to enter and retrieve information from computer.
- Ability to access records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Ability to stoop, kneel, and crouch to retrieve and put away supplies and materials.
- Ability to use a step stool to reach supplies.

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

Working Conditions:

- Works in office conditions.
- Hybrid work from home.

UAW G
February 2023

**INGHAM COUNTY
JOB DESCRIPTION**

CHARGE ENTRY CLERK

General Summary:

Under the supervision of the Billing and Reporting Manager, this position is responsible for charge-entry review as well as entering all daily charges not loaded into the EHR. Responsible for sending tasks to providers and medical staff when charts are not complete. Reviews patient balances and credits. Runs appropriate reports for front-end edits, patients pending Medicaid coverage, and encounters without charges.

Essential Functions:

1. Performs required daily charge entry review for all Medical and Dental charges.
2. Sends correspondence to providers and acts as a resource regarding incomplete charts.
3. Responsible for building prenatal packages for billing.
4. Runs and works Medicaid Pending report.
5. Opens and distributes mail. Opens and distributes faxes.
6. Responds to phone and mail correspondence in a timely, professional manner. Prepares and sends bill statements to patients as well as receives and posts payments from patients.
7. Assists with bad-debt write-off adjustments on aged patient accounts.
8. Reviews disputed balance with patients. Runs unbilled, claim edits, kept appointment with no charge and hold reports as pertains to Charge Entry.
9. Responsible for record retention of the Billing and Reporting Unit. Transfer required retained information from the Unit to on-site storage. Prepares records to be transferred from on-site to off-site storage.

Other Functions:

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

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: High school graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less of college.

Experience: Six months to one year of experience with medical terminology and computer software and equipment.

Other Requirements:

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

Physical Requirements:

- Ability to access office files.
- Ability to enter and retrieve information from computer.
- Ability to access records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Ability to stoop, kneel, and crouch to retrieve and put away supplies and materials.
- Ability to use a step stool to reach supplies.

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

Working Conditions:

- Works in office conditions.
- Hybrid work from home

***UAWF
February 2023***

**INGHAM COUNTY
JOB DESCRIPTION
CREDENTIALING AND PRIVILEGING COORDINATOR**

General Summary:

Under the supervision ~~direction~~ of the Billing and Reporting ~~Collections~~ Manager, this position's concentration is the coordination and maintenance of Credentialing and Privileging activities, as well as shared responsibility of payer enrollments for practitioners within the Community Health Center network. Creates initial provider profiles in software tools and tracks license keys. Provides weekly and monthly tracking notifications of various practitioner related groups. Works with internal and external sources to secure and maintain group insurance participation and contracts, credential monitoring, malpractice coverage and provides support for individual practitioner insurance enrollment as needed.

Essential Functions:

1. Responsible for the credentialing and privileging, both initially and biennially of licensed and certified staff [directly hired and contractual] by ensuring required documentation is complete and accurate and uploaded securely within required software systems.
2. Serves as primary contact for primary source credential verification vendor(s).
3. Interacts with state agencies and NCQA to stay current on licensing and full credentialing and privileging requirements, where applicable.
4. Incorporates credential verification data into staff's profile and/or database; performs profile audit review for completion and compliance; communicates any missing/erroneous requirements; and preps profile for Committee/Board review. Coordinates appeal meetings as needed.
5. Meets monthly with the Medical Director/Credential Committee to review proposed staff credentialing/privileging files in preparation of file presentation at monthly Board Meeting/
6. Prior to hire, performs review of selected hire/contractual candidate verifying information found in LARA, OIG and the MI Sanction List.
7. Is a point of contact for Employment and Service verifications for the HRSA Bureau of Work Force loan repayment programs.
8. Conducts monthly audits of payer rosters to identify accurate PCP stature of listed practitioners and ensure corrections are performed at payer level.
9. Facilitates CAQH attestations and creates CAQH profiles on those practitioners without Assists with special projects as necessary.
10. Receives and processes for approval Student Experience applications. For tracking purposes, enters student information into software system and notes approved by CMO.
11. Executes and converts collaborative and practice agreements between mid-levels and physicians as referenced by the CMO.
12. Maintains rapport and coordinates malpractice policies between insurance vendor, County and individual practitioners. Oversees annual renewal ensuring timeliness and invoice payment.
13. Services as liaison for residents, performing software setup, license tracking and applicable insurance enrollments.
14. Performs health center facility/group insurance payer enrollments, tracking and disseminating results to Billing Specialist.
15. Acts as backup to the Enrollment Specialist.
16. May assist with administrative reviews and related processes.

Other Functions:

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

(The above statements are intended to describe the general nature and level of work being performed by the people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: A minimum of a Bachelor's degree is required. Preference for Business Administration, Medical Office Management or other related field.

Experience: 3 to 5 years' experience with provider credentialing is required. Certified Provider Credentialing Specialist [CPCS] preferred.

Other Requirements: None

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- Works in office conditions
- Hybrid work from home.

*ICEA PRO 7
February 2023*

INGHAM COUNTY JOB DESCRIPTION

ENROLLMENT SPECIALIST

General Summary:

Under the direction of the Billing and Collections Manager, this position's concentration will be to coordinate the payer enrollment activities for the community health center network with a shared responsibility of practitioner credentialing. Responsible for enrolling health care professionals and will work with internal and external vendors to secure and maintain group insurance participation contracts. Serve as the primary contact with contractual enrollment services.

Essential Functions:

1. Serves as primary contact for verification of health care professionals' payer enrollment.
2. Responsible for the initiation of enrollment applications and maintenance of enrollment agreements thereof, for each health care professionals with contracted insurance carriers. Responsible for working with insurance carriers to ensure all enrollment requirements are met and documentation is secured, available and maintained
3. Incorporates enrollment verification data into Data Enrollment site for health care professionals/payer contracts. Responsible for loading initial and updated information regarding health care professionals/payer contract status in Data Enrollment site.
4. Follow-up with further investigation when needed to resolve insurance enrollment issues.
5. Responsible for payer update and maintenance of effective dates in the billing software.
6. Monitor claim edit reports for correctness of provider/insurance/location enrollment.
7. Acts as a back up to the Credentialing and Privileging Coordinator.
8. Assist with monitoring, updates, and re-attestation of the health care professionals CAQH files. Create and monitor reports via Data Enrollment site regarding upcoming expiration dates of for health care professionals' documents. Update re-attestation dates in Data Enrollment site.
9. Adds payers to insurance portals
10. Assists with special projects as necessary.
11. Acts as a resource for the Billing and Reimbursement Coordinator

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's degree is required. Preference for Business Administration, Medical Office Management or other related field.

Experience: A minimum of 2 years experience in medical insurance billing including Medicaid, Medicare and commercial insurances is required. Some experience with provider credentialing and enrollment is required. Certified Provider Credentialing Specialist preferred.

Other Requirements:

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

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

ICEA PRO – 06
February 2023

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO REORGANIZE THE BILLING & REPORTING UNIT WITHIN THE
INGHAM COUNTY HEALTH DEPARTMENT**

WHEREAS, Ingham County Health Department (ICHD) wishes to reorganize the Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489; and

WHEREAS, employee recruitment and retention are of paramount importance; and

WHEREAS, the volume and complexity of billing for services provided by ICHD has increased; and

WHEREAS, these factors facilitate a review of the unit to ensure capacity is available and the flexibility to complete required duties exists; and

WHEREAS, some of the affected positions have not been re-evaluated for approximately ten years; and

WHEREAS, the ICEA Professional Union and UAW Union was consulted and provided their support for the reorganization; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize approving the reorganization of ICHD's Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the proposed reorganization of the Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489.

BE IT FURTHER RESOLVED, that this reorganization includes the following changes:

<u>Position #</u>	<u>Position Title</u>	<u>Action</u>
601436	Provider Enrollment & Cred. Coord. to Credentialing & Privileging Coordinator	ICEA Prof 06 to ICEA Prof 7 and updated job description – no impact on budget as current employee is at an ICEA Prof 08
601384	Billing Specialist to Enrollment Specialist	ICEA Prof 6 to ICEA Prof 6 and updated job description
601303	Coding Specialist to Billing & Coding Coordinator	UAW H to UAW I and updated job description
601278	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description
601038	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description
601039	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description

601063	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description
601023	Billing & Reporting Clerk to Billing & Charge Entry Clerk	UAW E to UAW F and updated job description
601489	Billing & Reporting Clerk to Billing & Charge Entry Clerk	UAW E to UAW F and updated job description
601343	Billing & Reporting Clerk to Billing & Charge Entry Clerk	UAW E to UAW F and updated job description

The financial impact associated with the reorganization (including wages & fringes) is as following

<u>Position #</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
601303	UAW H; \$104,390	UAW I: \$108,910	\$4,520
601278	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601038	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601039	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601063	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601023	UAW E: \$92,323	UAW F: \$96,070	\$3,747
601489	UAW E: \$92,323	UAW F: \$96,070	\$3,747
601343	UAW E: \$92,323	UAW F: \$96,070	\$3,747

Total Cost of Reorganization: \$46,849

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD MPH, Medical Health Officer
DATE: April 6, 2023
SUBJECT: Authorization to Sign Contracts through E-grams
For the meeting agendas of May 1, May 2 and May 3, 2023

BACKGROUND

Ingham County Health Department (ICHHD), including Ingham Community Health Centers (CHCs), seeks to obtain signing authority of contracts in E-grams for the Medical Health Officer, effective upon approval. The Michigan Department of Health and Human Services (MDHHS) requires the signing and execution of contracts through its E-grams portal. ICHHD and the CHCs receive numerous grant awards through E-grams, which fund programs and service offerings. Certain grant agreements are very time-sensitive and require a fairly rapid turnaround to meet program and funding expectations set by MDHHS.

ALTERNATIVES

Choosing not to enter this agreement would result in a delay in our ability to provide time-sensitive signatures for grant awards.

FINANCIAL IMPACT

No cost(s) are associated with this resolution. Approval of this resolution will ensure timely access to grants awarded through E-grams.

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

If this resolution is not approved, ICHHD will encounter issues with executing agreements through E-grams for grant funding.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of signing authority of contracts in E-grams for the Medical Health Officer, or her designee, effective upon approval.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE MEDICAL HEALTH OFFICER
TO SIGN CONTRACTS THROUGH E-GRAMS**

WHEREAS, the Ingham County Health Department (ICHHD), including Ingham Community Health Centers, (CHCs) seeks to obtain signing authority of contracts in E-grams for the Medical Health Officer, effective upon approval; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) requires the signing and execution of contracts through its E-grams portal; and

WHEREAS, ICHHD and the CHCs receive numerous grant awards through E-grams, which fund programs and service offerings; and

WHEREAS, certain grant agreements are very time-sensitive and require a rapid turnaround to meet program and funding expectations set by MDHHS; and

WHEREAS, no cost(s) are associated with this resolution and approval of this resolution will ensure timely access to grants awarded through E-gram; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize the approval of signing authority of contracts in E-grams for the Medical Health Officer, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes signing authority of contracts in E-grams for the Medical Health Officer, effective upon approval.

BE IT FURTHER RESOLVED, that the Medical Health Officer, Dr. Adenike Shoyinka, MD., or her designee, is authorized to submit grants electronically through the E-Grams system after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD MPH, Medical Health Officer
DATE: April 6, 2023
SUBJECT: Authorization to Enter into an Agreement with Robin Turner
For the meeting agendas of May 1 and May 3, 2023

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter into an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center's Community Advisory Committee effective April 1 through September 30, 2023 in an amount not to exceed \$15,000. In this capacity, Ms. Turner will ensure that Community Advisory Committee meetings take place in accordance with requirements specified in the Michigan Department of Health and Human Services' (MDHHS) Child and Adolescence Health Center (CAHC) Planning Grant authorized through Resolution #23-131.

ALTERNATIVES

Choosing not to enter into this agreement could result in a lack of compliance specified by MDHHS CAHC Planning Grant

FINANCIAL IMPACT

The cost of these services is \$15,000 and will be covered with MDHHS CAHC planning grant funds authorized through Resolution #23-131.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the agreement with Robin Turner to provide facilitation and outreach services to the East Lansing CHC's Community Advisory Committee, effective April 1 through September 30, 2023 in an amount not to exceed \$15,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ROBIN TURNER TO PROVIDE FACILITATION AND OUTREACH SERVICES TO THE EAST LANSING COMMUNITY HEALTH CENTER'S COMMUNITY ADVISORY COMMITTEE

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center's Community Advisory Committee for a total amount not to exceed \$15,000 effective April 1, 2023 through September 30, 2023; and

WHEREAS, in this capacity, Ms. Turner will ensure that Community Advisory Committee meetings take place in accordance with requirements specified in the Michigan Department of Health and Human Services' (MDHHS) Child and Adolescence Health Center (CAHC) Planning Grant authorized through Resolution #23-131; and

WHEREAS, the cost of these services will be \$15,000 and will be covered with the MDHHS CAHC planning grant funds authorized through Resolution #23-131; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center's Community Advisory Committee, effective April 1, 2023 through September 30, 2023 in an amount not to exceed \$15,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center's Community Advisory Committee, effective April 1, 2023 through September 30, 2023 in an amount not to exceed \$15,000.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, Medical Health Officer
DATE: April 18, 2023
SUBJECT: Authorization to Renew Lease Agreement with Community Mental Health Authority of Clinton, Eaton and Clinton (CMH-CEI) Counties for the Purpose of Leasing Space at Forest Community Health Centers (FCHC)

For the Meeting Agendas of May 1 and May 3, 2023

BACKGROUND

Ingham County Health Department’s (ICHD’s) Community Health Centers (CHC) wish to renew a five-year lease agreement with Community Mental Health Authority of Clinton, Eaton and Ingham (CMH-CEI) Counties, located at 812 East Jolly Road Suite G-10, Lansing, Michigan 48910, to lease approximately 3,000 square feet of space at Forest Community Health Center (FCHC), effective June 1, 2023 through May 31, 2028 in an amount not to exceed \$268,580. CMH-CEI will use the leased space for their Adult Mental Health Program and Emerging Markets/Integrated Health Unit to provide outpatient therapy and a medication clinic to adults with mild to moderate mental illness. The current lease agreement, authorized by Resolution #15-145, expires on May 31, 2023.

ALTERNATIVES

Choosing not to renew this lease would result in a gap in critical mental health services provided.

FINANCIAL IMPACT

The total cost of the five-year lease agreement is \$268,580.00 and will be scheduled as follows:

<u>Year</u>	<u>Lease Rate/Sq.Ft</u>	<u>Monthly Payment</u>	<u>Annual</u>
Year 1:	\$17.22	\$4,305.00	\$51,660
Year 2:	\$17.56	\$4,390.00	\$52,680
Year 3:	\$17.90	\$4,475.00	\$53,700
Year 4:	\$18.25	\$4,562.20	\$54,750
Year 5:	<u>\$18.60</u>	<u>\$4,650.00</u>	<u>\$55,800</u>
	\$89.53	\$22,382.20	\$268,580

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 a five-year lease agreement with CMH-CEI Counties, located at 812 East Jolly Road Suite G-10, Lansing, Michigan 48910, to lease approximately 3,000 square feet of space at FCHC effective June 1, 2023 through May 31, 2028, in an amount not to exceed \$268,580.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RENEW A LEASE AGREEMENT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES FOR THE PURPOSE OF LEASING SPACE AT FOREST COMMUNITY HEALTH CENTER

WHEREAS, Ingham County Health Department’s (ICHHD’s) Community Health Centers (CHCs) wish to renew a five-year lease agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham (CMH-CEI) Counties, located at 812 East Jolly Road Suite G-10, Lansing, Michigan 48910, to lease approximately 3,000 square feet of space at Forest Community Health Center (FCHC), effective June 1, 2023 through May 31, 2028, in an amount not to exceed \$268,580; and

WHEREAS, CMHA-CEI will use the leased space for their Adult Mental Health Program and Emerging Markets/Integrated Health Unit to provide outpatient therapy and a medication clinic to adults with mild to moderate mental illness; and

WHEREAS, the current lease agreement, authorized by Resolution #15-145, expires on May 31, 2023; and

WHEREAS, the total cost of the five-year lease agreement is \$268,580 and will be scheduled as follows:

<u>Year</u>	<u>Lease Rate/Sq.Ft</u>	<u>Monthly Payment</u>	<u>Annual</u>
Year 1:	\$17.22	\$4,305.00	\$51,660
Year 2:	\$17.56	\$4,390.00	\$52,680
Year 3:	\$17.90	\$4,475.00	\$53,700
Year 4:	\$18.25	\$4,562.20	\$54,750
Year 5:	<u>\$18.60</u>	<u>\$4,650.00</u>	<u>\$55,800</u>
	\$89.53	\$22,382.20	\$268,580; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize renewing a five-year lease agreement with CMH-CEI, located at 812 East Jolly Road Suite G-10, Lansing, Michigan 48910, to lease approximately 3,000 square feet of space at the Forest CHC, effective June 1, 2023 through May 31, 2028 in an amount not to exceed \$268,580.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes renewing a five-year lease agreement with CMH-CEI, located at 812 East Jolly Road Suite G-10, Lansing, Michigan 48910, to lease approximately 3,000 square feet of space at Forest CHC, effective June 1, 2023 through May 31, 2028 in an amount not to exceed \$268,580.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD MPH, Medical Health Officer
DATE: April 19, 2023
SUBJECT: Authorization to Authorize an Agreement with Thelen & Thelen Enterprises, LLC.
For the Meeting Agendas of May 1 and May 3, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into a Consultant Services agreement with Eric Thelen to assist with continuity in Health Department finance operations as a result of his retirement as Chief Financial Officer, effective May 15, 2023. The Health Department requires assistance with completion of the FY '24 Budget, as well as continued assistance in completing Ingham County's FY '22 Financial Audit. The Consultant Services agreement shall also include providing Health Department with such assistance upon which ICHD and the consultant mutually agree upon including financial statement reporting, grant monitoring, grant reporting, and general support in the financial operations of the department. The effective dates of the agreement will be from May 16th, 2023 through August 18th, 2023, to be extended as needed, at the rate of \$80/hour with Thelen & Thelen Enterprises LLC. for an amount not to exceed \$24,000.

ALTERNATIVES

Choosing not to enter into this Consultant Services agreement could result in a lapse of critical financial operations within the Ingham County Health Department

FINANCIAL IMPACT

Funds for this agreement will be available from attrition within the Health Department's FY '23 budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a Consultant Services agreement with Thelen & Thelen Enterprises, LLC to assist with continuity in Health Department finance operations, effective May 16th, 2023 through August 18th, 2023 at the rate of \$80/hour in an amount not to exceed \$24,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONSULTING SERVICES AGREEMENT WITH
THELEN & THELEN ENTERPRISES, LLC**

WHEREAS, ICHD wishes to enter into a Consultant Services agreement with Thelen & Thelen Enterprises, LLC. to assist with continuity in Health Department finance operations effective May 16th, 2023 through August 18th, 2023 at a rate of \$80.00/hour, for an amount not to exceed \$24,000; and

WHEREAS, Eric Thelen retired in his role of Ingham County Health Department Chief Financial Officer effective May 15th, 2023 and is working as a consultant of Thelen & Thelen Enterprises, LLC.; and

WHEREAS, ICHD requires continued assistance with completion of the FY 2024 Budget, as well as continued assistance in completing the FY 2022 Ingham County Audit; and

WHEREAS, the Consultant Services agreement shall include providing the Health Department with such assistance upon which ICHD and the consultant mutually agree upon including financial statement reporting, grant monitoring, grant reporting, and general financial support in the financial operations of the department; and

WHEREAS, all costs associated with this agreement will be available from attrition within ICHD's FY '23 budget; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize entering into a Consulting Services agreement with Thelen & Thelen Enterprises, LLC to assist with continuity in the Health Department's finance operations effective May 16th, 2023 through August 18th, 2023 at a rate of \$80.00/hour, for an amount not to exceed \$24,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a Consulting Services agreement with Thelen & Thelen Enterprises, LLC to assist with continuity in the Health Department's finance operations effective from May 16th, 2023 through August 18th, 2023 at the rate of \$80/hour, for an amount not to exceed \$24,000.

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

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

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

FROM: Deb Fett, CIO

DATE: April 18, 2023

SUBJECT: Planned Annual Continuing Education Program for MUNIS
For the meeting agendas of May 2nd, 3rd, and 9th, 2023

BACKGROUND

Tyler Technologies is the company that supports the MUNIS system Ingham County uses for our financial and central office functions. While Ingham County is looking into a replacement for MUNIS, there is still a great need to use the product effectively. An optimistic estimate of implementing a new system would be approximately 2 years from now. Until such time, we will need to use our current system effectively. This request is to authorize obtaining training from Tyler for our current MUNIS system.

ALTERNATIVES

As this training is particular to a specific software in use there are no alternative vendors.

FINANCIAL IMPACT

The funding for the \$11,025 plus potential estimated travel of \$2,000 will come from the County's Innovation and Technology Department's County Staff Development and Training Fund #636-95800-960080.

OTHER CONSIDERATIONS

As MUNIS is at the heart of most County financial activities, it benefits us all to use it in the most efficient manner possible.

STRATEGIC PLANNING IMPACT

This resolution supports multiple overarching long term objectives:

1. Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.
2. Support employee and professional development.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Tyler Technologies for MUNIS Planned Annual Continuing Education Program in the amount not to exceed \$13,025.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PLANNED ANNUAL CONTINUING EDUCATION PROGRAM
FOR MUNIS**

WHEREAS, Tyler Technologies is the company that supports the MUNIS system Ingham County uses for our financial and central office functions; and

WHEREAS, as MUNIS is at the heart of most County financial activities, it benefits everyone to use it in the most efficient manner possible; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training including travel expenses from Tyler Technologies in an amount not to exceed \$13,025.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Staff Development and Training Fund #63695800-960080.

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

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

Agenda Item 13a

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: April 18, 2023

SUBJECT: Proposed Resolution to Authorize Agreements with Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships for the 2023 Local Road Program

For the Meeting Agendas of May 2, 3 and 9

BACKGROUND

As provided in Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by sources other than the Road Department, such as the township, millage, or special assessment district. In Ingham County, 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.

Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships have coordinated with the Road Department to schedule work for the 2023 construction season. The attached table provides details regarding the 2023 funding allocations 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 additional resolutions may 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 \$316,642.20 for these six townships is included in the adopted 2023 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department, except for the cold milling work proposed in Lansing Township, as it requires specialty equipment. Any project costs exceeding the capped match amounts from the Road Department will be each township's financial responsibility.

OTHER CONSIDERATIONS

This is the third group of Local Road Program agreements. Others may 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 Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH ALAIEDON, BUNKERHILL,
INGHAM, LANSING, LEROY, AND STOCKBRIDGE TOWNSHIPS
FOR THE 2023 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 sources other than the Road Department, such as a 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, Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships have coordinated with the Road Department to schedule work for the 2023 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2023 construction season, except for the cold milling work in Lansing Township, which will be performed by a specialty contractor; and

WHEREAS, the Road Department shall only charge for materials and vendor expenses for 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 \$316,642.20 combined for these six townships is included in the adopted 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships for the 2023 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.

2023 Local Road Program (LRP)

Township	Match Balance Thru 2022	2023 ICRD Match Allocation	Total 2023 Match Available	Proposed 2023 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Alaiedon	\$0.00	\$45,000.00	\$45,000.00	Asphalt wedging, overlay, and shoulder widening on Dobie Road (Willoughby Rd to Sandhill Rd) and asphalt pads on Harper Road (Wolverine Rd to Every Rd)	\$160,740.00	\$115,740.00	\$45,000.00
Bunkerhill	\$0.00	\$33,300.00	\$33,300.00	Asphalt wedging and overlay of Nims Road (Fitchburg Rd to Meridian Rd) and asphalt pads on Hollard Road (Freiermuth Rd to Parman Rd)	\$108,927.00	\$75,627.00	\$33,300.00
Ingham	\$35,682.20	\$33,300.00	\$68,982.20	Asphalt wedging and overlay of Potter Road from Dexter Trail to as far as possible towards the Ingham Township line, for a budget of \$137,964.40	\$137,964.40	\$68,982.20	\$68,982.20
Lansing	\$98,171.17	\$60,000.00	\$158,171.17	Cold milling operations and asphalt overlay on Eastfield Road (Hartwick Dr to Willow St), Oakcliff Lane (Ravenswood Dr to Briarwood Dr), Ravenswood Drive (Briarwood Dr to Willow St), and Pickwick Place (Ravenswood Dr to Briarwood Dr). Asphalt wedging and overlay of Clement Road (St Joseph St to Kalamazoo St).	\$182,120.00	\$91,060.00	\$91,060.00
Leroy	\$0.00	\$45,000.00	\$45,000.00	Asphalt wedging and overlay of Dennis Road (Searls Rd to Kane Rd)	\$121,467.00	\$76,467.00	\$45,000.00
Stockbridge	\$0.00	\$33,300.00	\$33,300.00	Asphalt wedging and overlay of Kinsey Road (Brogan Rd to M-36), Budd Road (Milner Rd to Oakley Rd), Milner Road (Dexter Trail to M-52), and Chapman Road (Morton Rd to O'Brien Rd)	\$302,659.00	\$269,359.00	\$33,300.00

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: April 18, 2023

SUBJECT: Architectural and Engineering Design Services for Roof Replacements for the Ingham County Road Department

For the agendas on May 2 and 3

BACKGROUND

The purpose of this memorandum is to request approval to enter into an agreement for architectural and engineering design services for roof replacements at two Ingham County Road Department facilities. The Road Departments Sign and Signal Shop roof was original built in 1976, was first patched in 2005 and has been re-patched several times since then to try and control the leaks. The second structure is a pole building at the Road Departments Metro District location. The roof of the pole building has failed and is allowing water to enter the building.

Bids for architectural and engineering design services were solicited and evaluated by the Ingham County Purchasing Department in Request for Proposal #80-23 as shown per the Memorandum of Performance. The Purchasing Department and the Road Department are in concurrence to enter into an agreement with Hubbell, Roth & Clark Inc.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with this agreement.

OTHER CONSIDERATIONS

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

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize purchase orders with Hubbell, Roth & Clark Inc. for Architectural and Engineering Design Services for Roof Replacement at the Ingham County Road Department locations.

Agenda Item 13b

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: April 12, 2023

RE: Memorandum of Performance for RFP No. 80-23 Architectural and Engineering Design Services for Roof Replacements

Per your request, the Purchasing Department sought proposals from experienced and qualified architectural and engineering consultants for the purpose of entering into a professional services contract for replacement of two (2) roofs, one located at the Ingham County Road Department’s Western Garage (Sign/Signal Shop Building) and the other located at the Metro Garage (small unnamed building).

Each project is a two-phased approach: Phase I – Programming & Schematic Design Services, includes but is not limited to, holding meetings regarding requirements, goals and desired outcomes, developing a conceptual design and preliminary construction budget; and, Phase II – Construction Administration Services, includes but is not limited to, holding meetings for final drawings and details, designing and preparing final plans and drawings, providing technical specifications for the bid documents, attending meetings, addressing all field conditions and questions, overseeing and coordinating the renovations of the project and developing a punch list and other documents for closeout.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	133	44
Vendors responding	1	1

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

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the 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	Hubbell, Roth & Clark Inc.
Local Preference	Yes, Holt MI
<i>Sign/Signal Shop Building – Western Garage</i>	
Phase I - Preliminary Design Services NTE Cost	\$3,685.00
Phase I - Number of Meetings	2
Phase II – Construction Services NTE Cost	\$20,320.00
Phase II - Number of Meetings	4
Grand Total	\$24,005.00
<i>Small Building Roof - Metro Garage</i>	
Phase I - Preliminary Design Services NTE Cost	\$3,245.00
Phase I - Number of Meetings	2
Phase II – Construction Services NTE Cost	\$21,280.00
Phase II - Number of Meetings	6
Grand Total	\$24,525.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
WITH HUBBELL, ROTH & CLARK, INC. FOR ROOF REPLACEMENT PROJECTS FOR THE
INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Road Department has two structures in need of roof replacements; and

WHEREAS, the Purchasing Department recently released Request for Proposal #80-23 and received competitive bid proposals for the purpose of providing architectural and engineering services for roof replacement for the Ingham County Road Department locations; and

WHEREAS, bids for architectural and engineering services were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute purchase orders with Hubbell, Roth & Clark Inc.; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to cover the cost associated with these services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes purchase orders with Hubbell, Roth & Clark, Inc. located at 2101 Aurelius Road, Suite 2, Holt, MI 48842 for providing architectural and engineering services at the rates detailed in the proposal responses to Request for Proposal #80-23, for an amount not exceed \$48,530.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Hubbell, Roth and Clark Inc. on behalf of the Road Department.

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.

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: April 18, 2023

SUBJECT: Proposed Resolution Authorizing the Purchase of Roto Milling & Pulverizing Services

For the agendas on May 2 and 3

BACKGROUND

The Road Department utilizes roto milling and pulverizing services on road construction projects throughout the county.

The purpose of this memorandum is to request approval to purchase roto milling services from Michigan Paving and Materials.

Bids for Roto Milling & Pulverizing were solicited and evaluated by the Ingham County Purchasing Department for Invitation for Bid #106-23 as shown per the Memorandum of Performance. The Purchasing Department and the Road Department are in concurrence to enter into an agreement for roto milling services with Michigan Paving and Materials. Services will be requested on an as-needed, unit price basis for a period of one-year. No bids were received for pulverizing services.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with this contract.

OTHER CONSIDERATIONS

No other considerations at this time.

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize purchase orders with Michigan Paving and Materials for roto milling services.

Agenda Item 13c

TO: Andrew Dunn, Director of Operations, Ingham County Road Department
FROM: James Hudgins, Director of Purchasing
DATE: April 13, 2023
RE: Memorandum of Performance for RFP No. 106-23 2023 Roto Milling & Pulverizing Services

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors for providing roto milling and pulverizing services for the Ingham County Road Department on an as-needed basis for the period of one (1) year.

The scope of work includes, but is not limited to, providing all services and related materials to complete the roto milling and pulverizing work in accordance with the 2020 MDOT Standard Specifications for Construction. The Contractor will work with the Director of Operations and/or their designee to compile a listing of roads to be completed.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	57	11
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 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	Michigan Paving & Materials	
Local Preference	No, Lansing (Clinton County) MI	
Description	Hourly Rate	Hourly Rate
	(less than 5 hours)	(min. of 5 hours)
6' 6" Minimum Mill	\$650.00	\$650.00
3' Minimum Mill	\$350.00	\$350.00
Skid Steer Mounted 18" Wide Mill	\$250.00	\$250.00
Pulverizing	No Bid	No Bid
Mobilization Fee	\$200.00	\$200.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF ROTO MILLING SERVICES FROM MICHIGAN PAVING AND MATERIALS FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department utilizes roto milling and pulverizing services on road construction projects throughout the county; and

WHEREAS, the Purchasing Department recently released Request for Proposal #106-23 and received bid proposals for the purchase of roto milling and pulverizing services for a period of one (1) year; and

WHEREAS, bids for roto milling and pulverizing were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute purchase orders with Michigan Paving and Materials; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to cover the cost associated with the purchase of roto milling and pulverizing services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes purchase orders with the following:

Michigan Paving and Materials located at 16777 Wood Street, Lansing, Michigan 48906

for providing roto milling services to the Road Department on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Request for Proposal #106-23.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Michigan Paving and Materials to purchase roto milling services as needed and budgeted, on behalf of the Road Department.

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.

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: April 18, 2023
SUBJECT: Resolution to Approve Managerial & Confidential Reclassification Requests
For the meeting agendas of May 2 and May 3

BACKGROUND

The Managerial and Confidential Personnel Group Manual is effective January 1, 2022 through December 31, 2024 and includes a process for employee submission of reclassification requests. The Human Resources Department has executed the process for reclassification requests for several employees in this group. These reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

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

STRATEGIC PLAN CONSIDERATIONS

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

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE MANAGERIAL & CONFIDENTIAL RECLASSIFICATION REQUESTS

WHEREAS, the Managerial and Confidential Personnel Group Manual is effective January 1, 2022 through December 31, 2024 and includes a process for employee submission of reclassification requests; and

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

WHEREAS, these reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department.

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

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
601297	Community Health Center Manager	Move from MC 11 to MC 12
601197	Community Health Center Manager	Move from MC 11 to MC 12
601288	Community Health Center Manager	Move from MC 11 to MC 12
601079	Health Centers – Operations Director	Move from MC 13 to MC 14

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

<u>Position Title</u>	2023		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
CHC Manager	MC 11: 92,321.60	MC 12: 99,121.01	6,799.41
CHC Manager	MC 11: 92,321.60	MC 12: 99,121.01	6,799.41
CHC Manager	MC 11: 92,321.60	MC 12: 99,121.01	6,799.41
Health Cntr. Ops. Dir.	MC 13: 106,038.86	MC 14: 114,246.27	8,207.41
TOTAL:			28,605.64

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of their submission to the Human Resources Department.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: April 19, 2023
SUBJECT: Resolution to Approve an Agreement with Kolt Communications for Public Relations Services
For the meeting agendas of May 2, 3

BACKGROUND

The Board of Commissioners has shown interest in contracting with a public relations firm to help promote/advertise County initiatives and news-worthy events. Due to the Financial Services/Controller's Office reorganization, approximately \$50,000 in annual savings will be available for such a service. The fee would include the services of Robert Kolt or any approved associate to provide unlimited hours of communication/Public Relations services to Ingham County.

Upon a recommendation from Commissioner Lawrence, we contacted Robert Kolt from Kolt Communications. Mr. Kolt is excited about the opportunity to work with the County and has proposed a one year agreement at \$3,000/month for a total of \$36,000 beginning in June 1, 2023. Kolt Communications has a number of clients including: Lansing School District, Haslett Public Schools, Capital Region International Airport, Consumers Energy, Lansing Regional Chamber of Commerce, Bekum America, Olivet College, Mid-Michigan Travel Coalition, Institute for Leadership Fitness, and Greenstone Farm Credit Services.

In order to expedite this service, an RFP was not issued so this would be a sole source procurement.

ALTERNATIVES

A part-time position could be created for this, or if the Commissioners are uncomfortable with sole sourcing the agreement, we could issue an RFP.

FINANCIAL IMPACT

The fee for this service will be provided through the savings generated from the Financial Services/Controller's Office reorganizations.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH KOLT COMMUNICATIONS
FOR PUBLIC RELATIONS SERVICES**

WHEREAS, the Ingham County Board of Commissioners is interested in contracting with a public relations firm to help promote/advertise County initiatives and news-worthy events; and

WHEREAS, Kolt Communications comes highly recommended and has a number of active clients including Lansing School District, Haslett Public Schools, Capital Region International Airport, Consumers Energy, and Lansing Regional Chamber of Commerce, which they provide similar services to; and

WHEREAS, Kolt Communications has agreed to provide unlimited hours of communication/Public Relations services to Ingham County for a fixed fee of \$3,000 per month for a term of one year for a price not to exceed \$36,000; and

WHEREAS, the funding for this agreement is available through the savings created by the Financial Services and Controller's Office reorganizations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the agreement with Kolt Communications for public relations services to Ingham County for a one-year term beginning June 1, 2023 at a rate of \$3,000 per month with a not to exceed amount of \$36,000.

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

Agenda Item 15b

TO: County Services and Finance Committees

FROM: Jill Bauer, Budget Analyst

DATE: April 20, 2023

SUBJECT: Resolution Updating Various Fees for the County Services Committee Departments for Services Provided by the County

This resolution will authorize the adjustment of various fees for the County Services Departments. These fees would be effective for all departments on January 1, 2024. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department, which has been the process again for 2024. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from the County Services Departments as part of the process of making these recommended adjustments. A full analysis of each fee was presented to the County Services and Finance Committees at the previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$141,834 and will be recognized in the 2024 Controller Recommended Budget.

Please feel free to contact me if you have any questions regarding this information.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES COMMITTEE
DEPARTMENTS FOR SERVICES PROVIDED BY THE COUNTY**

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the Controller’s Office will be reviewing and making recommendations on a three-year rotation by Committee; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year, unless the Board of Commissioners agrees with the departments recommendations and explanations; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller's recommendations including the target percentages, along with recommendations of the various County Services Department's staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2024.

ATTACHMENT A

2024 County Fees
County Services Committee

Location of Service	Fee Description	2021 Fee	2024 Fee
Clerk	Certified Copy - Add'l Copies	\$10.00	\$15.00
Clerk	Expedited Svc - copies of Vital Records	\$40.00	\$45.00
Clerk	Marriage Witness Fee	\$15.00	\$20.00
Clerk	Marriage Ex Parte	\$50.00	\$100.00
Clerk NEW	Fingerprinting Non-CPL -State gets 43.25 & county gets 16.75	\$0.00	\$60.00
Clerk	Marriage License Waiver	\$25.00	\$100.00
Drain Comm.	Photography	\$305.00	\$325.00
Drain Comm.	Topography	\$595.00	\$625.00
Drain Comm.	Floodplain/wetland	\$120.00	\$130.00
Drain Comm.	Preliminary Comm. Site Plan Review (2)	\$725.00	\$750.00
Drain Comm.	Preliminary Plat Review (2)	\$725.00	\$750.00
Drain Comm.	Plat and Commercial Drainage Review		
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$725.00	\$750.00
Drain Comm.	Additional acre	\$82.00	\$90.00
Drain Comm.	Re-submission Admin fee	\$240.00	\$250.00
Drain Comm.	Plat Drain Administration Fee	\$2,540.00	\$2,600.00
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$525.00	\$550.00
Drain Comm.	Drain Crossing Permit- (Residential)	\$140.00	\$150.00
Drain Comm.	Tap in Permit - Residential	\$110.00	\$120.00
Drain Comm.	Tap-in Permit - Commercial	\$440.00	\$450.00
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1 acre or less	\$640.00	\$660.00
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre (3)	\$64.00	\$66.00

Location of Service	Fee Description	2021 Fee	2024 Fee
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1 acre or less (3)	\$560.00	\$580.00
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre (3)	\$56.00	\$58.00
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1 acre or less (3)	\$480.00	\$500.00
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre (3)	\$48.00	\$50.00
Drain Comm.	Soil Erosion Permit Transfer	\$100.00	\$115.00
Drain Comm.	Soil Erosion Permit Renewal (3)	1/2 of orig fee	1/2 of orig fee
Drain Comm.	Escrow account-Less than 1/2 acre	\$595.00	\$620.00
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,740.00	\$1,800.00
Drain Comm.	Escrow account - 1 or more up to 5 acres	\$3,440.00	\$3,600.00
Drain Comm.	Escrow account - 5 to 10 acres	\$5,665.00	\$5,800.00
Drain Comm.	Escrow account - each add'l 10 acres	\$2,865.00	\$2,950.00
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$275.00	\$320.00
Drain Comm.	Soil Erosion Permit - 9 month duration	\$265.00	\$300.00
Drain Comm.	Soil Erosion Permit - 6 month duration	\$220.00	\$240.00
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection 6 months duration	\$350.00	\$375.00
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection 6 months duration	\$51.00	\$55.00
Drain Comm.	Violation and Cease&Desist Order	\$320.00	\$350.00
Drain Comm.	Title Search - Drain Assessments	\$5.00	\$6.00
Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$13.00	\$15.00
Equalization	Digitally Produced Paper Maps- Parcel Layer		
Equalization	8.5" x 11"	\$6.00	\$7.00
Equalization	11" x 17"	\$13.00	\$15.00
Equalization	17" x 22"	\$20.00	\$23.00
Equalization	22" x 34"	\$27.00	\$30.00

Location of Service	Fee Description	2021 Fee	2024 Fee
Equalization	28" x 40"	\$33.00	\$35.00
Equalization	34" x 44"	\$40.00	\$45.00
Equalization	Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer		
Equalization	8.5" x 11"	\$13.00	\$15.00
Equalization	11" x 17"	\$27.00	\$30.00
Equalization	17" x 22"	\$40.00	\$45.00
Equalization	22" x 34"	\$53.00	\$60.00
Equalization	28" x 40"	\$66.00	\$70.00
Equalization	34" x 44"	\$80.00	\$85.00
Equalization	Custom Maps	varies	varies
Equalization	BS&A Export	\$500.00	\$500.00
Equalization	Ingham County Plat Book	\$15.00	\$15.00
RoD	Laredo product,0-250 minutes,chg/month	\$54.00	\$59.00
RoD	Laredo Min. Overage for 0-250 min. plan	\$0.22	\$0.14
RoD	Laredo product, 250-1000 mins.-chg/mo.	\$110.00	\$115.00
RoD	Laredo Min. Ovrgr for 250-1000 min. plan	\$0.17	\$0.20
RoD	Laredo product,1001-3000 mins-chrg/mo	\$215.00	\$220.00
RoD	Laredo Min. Ovrgr for 1000-3000 min. plan	\$0.14	\$0.16
RoD	Laredo product,Unltd mins-chrg/mo.	\$265.00	\$275.00
ROD	Monarch - Streaming Service ** Never on list but charged	\$0.34	\$0.54
Treasurer	NSF Checks	\$34.00	\$35.00