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FINANCE COMMITTEE
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MARK GREBNER
TODD TENNIS
RYAN SEBOLT
MARK POLSDOFER
ROBERT PEÑA
MYLES JOHNSON
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS
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THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, NOVEMBER 22, 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 [November 8, 2023 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Reauthorize a Contract for [Psychological Services](#) with Dr. Richard Janka of Frontline Consulting, for Employment Related Psychological Services as Needed with the Ingham County Sheriff's Office
2. Circuit Court – Resolution to Accept the FY 2024 [Michigan Mental Health Court](#) Program Grant, Continue the Grant Funded Full-Time Mental Health Court-Court Services Coordinator Position, and Authorize Subcontracts with CMHA/CEI; Averhealth; JSG; MDOC; Northwest Initiative; PATS; and Rise
3. Probate Court
 - a. Resolution to Transfer Funds Budgeted for [Transcripts](#) from the Probate Court Budget to the Circuit Court General Trial Division Budget
 - b. Resolution to Approve 2024 Ingham County Probate Court [Contracts](#) for Guardian Ad Litem, Court-Appointed Attorney, and Guardianship Review Investigation Services
4. 55th District Court
 - a. Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - [Michigan Mental Health Court](#) Grant Program, Continue a Probation Officer Position, and Authorize Subcontracts
 - b. Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office - [Michigan Drug Court](#) Grant Program and the Office of Highway Safety Planning and Authorize Subcontracts
5. Homeland Security and Emergency Management – Resolution to Authorize a Contract with the State of Michigan Accepting the FY 2023 [Homeland Security Grant](#) Program Funds and Make Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1
6. Community Agencies – Resolution to Authorize 2024 Agreements for [Community Agencies](#)
7. Fairgrounds – Resolution to Authorize a Contract with [Freedom Construction and Consulting, Inc.](#) to Deconstruct the Hoop House at the Ingham County Fairgrounds

8. Health Department
 - a. Resolution to Authorize an Agreement with [Advance Peace](#) Formerly Named Safe Passages
 - b. Resolution to Authorize an Agreement with the Michigan Department of [Environment, Great Lakes, and Energy](#) for FY 2023-2024
 - c. Resolution to Authorize the Purchase of Individual [Gift Cards](#) for AmeriCorps FY 2023-2024 Members
 - d. Resolution to Authorize an Agreement with Michigan Public Health Institute to Provide a Year Two Evaluation of the Lansing/Ingham [Peace Maker Fellowship®](#) and to Provide Year Two Fiduciary Services for Peacemaker Fellowship® LifeMAP
 - e. Resolution to Accept Department of Justice [Byrne Grant](#) Funds from Michigan Public Health Institute for Local Implementation of the Lansing/Ingham Peacemaker Fellowship®

9. Innovation & Technology Department
 - a. Resolution to Approve the Renewal of the Hyland [OnBase](#) Annual Support
 - b. Resolution to Approve the Invoice for Renewing [CourtView](#) Support Services
 - c. Resolution to Approve Renewal of [PACC/PAAM](#) Licensing and Support
 - d. Resolution to Approve Renewal of Pluralsight Staff Training from [CDWG](#)

10. Facilities Department
 - a. Resolution to Authorize an Agreement with [Trane U.S. Inc.](#), for Upgrading the Temperature Controls and Software at the 9-1-1 Center
 - b. Resolution to Authorize an Agreement with [Moore Trosper Construction Co.](#), for the Renovations to the Michigan Department of Health and Human Services Space at the Human Services Building

11. Road Department
 - a. Resolution to Authorize a Purchase Order for Helically Corrugated [Steel Pipe](#)
 - b. Resolution to Authorize a Purchase Order for [Bulk Fuel](#) Delivery
 - c. Resolution to Authorize Contracts for 2024-2025 As-Needed [Engineering Design](#) Services
 - d. Resolution to Authorize Contracts for 2024-2025 As-Needed [Material Testing](#) and/or Fabrication Inspection Services

12. Human Resources Department
 - a. Resolution to Approve UAW TOPS and Managerial & Confidential [Reclassification](#) Requests and an ICEA County Professional Job Title Change
 - b. Resolution to Authorize Renewing a Subscription with Governmentjobs.com, Inc. DBA [NEOGOV](#) for Human Resources Software
 - c. Resolution to Authorize a Statement of Work Agreement with [Compass](#), a Division of Encompass EAP, for a Cultural Assessment of the Road Department

13. Controller/Administrator Office – Resolution to Approve a Purchase Agreement for [426 S. Walnut Street](#), Lansing

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
November 8, 2023
Draft Minutes

Members Present: Morgan, Grebner, Johnson (Arrived at 6:32 p.m.), Maiville, Polsdofer, Tennis, and Sebolt.

Members Absent: Peña.

Others Present: Treasurer Alan Fox, John Dewane, Rosemary Anger, Andy Bouck, Thomas Townsend, Gregg Todd, Courtney Johnson, Elizabeth Noel, 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 October 18, 2023 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. TENNIS, TO APPROVE THE MINUTES OF THE OCTOBER 18, 2023 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Peña and Johnson.

Additions to the Agenda

20. Finance Committee – Resolution to Amend Resolution #23-426, Authorizing and Agreement with Smart Home/Smart Office for Upgrades to Courtroom Audio Processors and Other Courtroom Technology

Substitutes

5. Prosecuting Attorney's Office
 - b. Resolution to Authorize an Agreement with Prosecutor by Karpel (PbK) and the Prosecuting Attorneys Association of Michigan for Installation of Statewide PbK
13. Equalization/Tax Mapping – Resolution to Approve the Revision of the 2023 Apportionment Report

Additional materials were provided.

17. Human Resources Department – Resolution to Approve UAW TOPS and Managerial and ICEA County Professional Reclassification Requests

Limited Public Comment

Alan Fox, Ingham County Treasurer, provided an overview of items for the Treasurer's Office on the Finance Agenda. Treasurer Fox further stated that they were available to take questions from the committee in regard to the agenda items.

Chairperson Morgan stated that if there were questions from the Commissioners, the items would be pulled from the agenda for discussion. Chairperson Morgan further stated that they wanted to keep public comment moving.

Commissioner Johnson arrived at 6:32 p.m.

Brian Collins, Ingham County Parks Deputy Director, introduced Natalie Trotter, Ingham County Parks Millage Coordinator. Collins further stated that Nicole Wallace, former Trails and Parks Millage Coordinator, had resigned at the end of August 2023 to be a full-time parent.

Collins stated that Trotter was a great asset and had a lot of history working with Millages.

Trotter stated that any questions or concerns regarding the Trails and Parks Millage should go to Trotter.

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

2. Treasurer's Office
 - a. Foreclosing Governmental Unit Report of Real Property Foreclosure Sales Report
 - b. Resolution to Authorize a Position Conversion within the Ingham County Treasurer's Office
 - c. Resolution to Authorize Submission of Michigan Community Development Block Grant Funding for Housing Improving Local Livability Program Application
 - d. Resolution to Adopt the Michigan Housing Development Authority Citizen Participation Plan in Order to Apply for Michigan Community Development Block Grant Funding
 - e. Resolution to Approve the Policies and Procedures for a Down Payment Assistance Program for Income Qualified Buyers of New Construction and Rehab Homes Developed Utilizing Housing Trust Fund Dollars
 - f. 3rd Quarter Investment Report
3. Drain Commissioner – Resolution Pledging Full Faith and Credit to Additional 2023 Drainage District Notes
4. Sheriff's Office – Resolution to Approve a Law Enforcement Services Agreement with the Village of Webberville Covering the Period of January 1, 2024 through December 31, 2026

5. Prosecuting Attorney's Office
 - a. Resolution to Authorize a Memorandum of Understanding between the Tri-County Metro Narcotics Squad and the Ingham County Prosecutor's Office under the 2024 Byrne JAG Grant
6. Homeland Security and Emergency Management – Resolution to Amend the FY 2021 Emergency Management Performance Grant American Rescue Plan Act Award to Accept Additional Funds
7. Circuit Court – Juvenile Division
 - a. Resolution to Approve the Court-Appointed Special Advocate Donated Funds and In-Home Care Program
 - c. Resolution to Authorize the Renewal of a Contract with Michigan State University for the Juvenile Risk Assessment Project and Quarterly Program Evaluations
 - d. Resolution to Authorize a Renewal of Contract with Michigan State University to Support the Adolescent Project
 - e. Resolution to Authorize a Staffing Adjustment at the Youth Center
 - f. Resolution to Authorize a Contract with Peckham for the Career Academy+ Program
8. 9-1-1 Central Dispatch Center – Resolution to Authorize Purchase of Rave Aware, Rave Alert, and Mobile Reach Software/Services for the 9-1-1 Center from Rave Mobile Safety
9. MSU Extension – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2024
10. Veterans Affairs Office – Resolution to Authorize Use of Contingency Funds for Veterans' Relief Fund
12. Health Department
 - a. Resolution to Accept a Continuation of the COVID-19 Regional Health Equity Council Backbone Organization Grant
 - b. Resolution to Authorize an Agreement with Kroger Co. for Participation in the 340B Drug Discount Program
 - c. Resolution to Convert Position #601398 from a .5 FTE Disease Control Nurse to a 1.0 FTE Disease Control Lead
 - d. Resolution to Extend the Agreement with Dr. Saif Fatteh for Dermatology Services
 - e. Resolution to Renew an Agreement with Health Consulting Strategies, Inc. to Provide Facilitation Support to Ingham Community Health Center's Board of Directors Strategic Planning Efforts
14. Innovation & Technology Department – Resolution to Approve the Support Renewal for Hardware from Cisco Systems

15. Facilities Department
 - a. Resolution to Authorize a Purchase Order to Lansing Glass Co. to Replace the Doors and Windows at the Public Entrance to Tri-County Office on Aging at the Human Services Building
 - b. Resolution to Authorize an Agreement with Trane U.S. Inc., for the Split HVAC Unit in the Animal Control Garage
 - c. Resolution to Authorize a Purchase Order to Trane U.S. Inc., for Repairs to the 155 Ton Chiller at the Human Services Building

16. Road Department
 - a. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for the Holt Road Bridge Project
 - b. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for the Hagadorn Road and Sandhill Road Project

18. Controller/Administrator Office – Resolution to Amend Agreement with Rehmann for Auditing Services

19. Board Referrals
 - a. City of East Lansing Assessing Officers Report for Industrial Facility Exemption Certificates for 2023
 - c. Notice of Public Hearing from the City of Lansing Regarding the Approval of Brownfield Plan #84-505 and 507 E Shiawassee Rehabilitation Project Pursuant to and in Accordance with the Provisions of the Brownfield Redevelopment Financing Act

20. Finance Committee – Resolution to Amend Resolution #23-426, Authorizing and Agreement with Smart Home/Smart Office for Upgrades to Courtroom Audio Processors and Other Courtroom Technology

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Peña.

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

1. Public Hearing – Michigan Community Development Block Grant (CDBG) Funding for Housing Improving Local Livability (CHILL) Program Application

Alan Fox, Ingham County Treasurer, stated that they promised to put in a couple of words regarding the hearing. Treasurer Fox further thanked the Commissioners for approving the resolutions involved.

Treasurer Fox stated that a public hearing was required by the State of Michigan in order to pursue the funds. Treasurer Fox further stated the funds were for two different projects that the county was already involved in and would enhance what had already been done.

Treasurer Fox stated that this was an illustration for what they could do by having the Housing Trust Fund staff able to turn around a grant application within three weeks, with the notice of intent letter that the State of Michigan provided. Treasurer Fox further stated that only a handful of municipalities and counties were able to pull that together.

Chairperson Morgan thanked Treasurer Fox and stated that they appreciated it.

5. Prosecuting Attorney's Office

- b. Resolution to Authorize an Agreement with Prosecutor by Karpel (PbK) and the Prosecuting Attorneys Association of Michigan for Installation of Statewide PbK

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

John Dewane, Ingham County Prosecutor, introduced Nicole Matusko, Chief Assistant Prosecutor, and stated that Matusko would provide the information.

Matusko stated that they wrote a memo outlining what Prosecutor by Karpel (PbK) was and why they needed it. Matusko further stated the programs Adult Case Tracking (ACT) and Juvenile Case Tracking (JCT) were being phased out by the State.

Matusko stated that PbK had been adopted by the state entity of the Prosecuting Attorneys Association of Michigan (PAAM) to do a statewide implementation. Matusko further stated that they had a contract pending where they needed a signature on or before November 15, 2023 for Ingham County to receive \$525,000 to do the implementation of the software and have three years of annual maintenance fees through the state funding from PAAM.

Matusko stated that as of November 8, 2023 PbK had contracts with 36 Prosecutors' Offices throughout the state, with an additional seven that had committed before November 15, 2023. Matusko further stated that some of those counties included Wayne County, Macomb County, Oakland County, Genesee County, and Saginaw County and were comparable in size to Ingham County.

Matusko stated that the Lansing City Attorney had joined Karpel. Matusko further stated that there were an additional 43 offices, including discussions with Office of the Attorney General, to also join the software.

Matusko stated that why they were present was because they had sent the contract to the County Attorneys and they were unable to approve the contract as to form. Matusko stated that they would ask the Board of Commissioners to allow and approve signing the contract even though the County Attorneys were not able to approve the contract as to form.

Matusko provided an overview of how the contract was and where they were at with Karpel. Matusko further stated that they knew of some concerns that were talked about and they wanted to get a verification concerning living wage requirements to be provided by Karpel in some form of written communication.

Matusko stated that, without a contract with PbK, Ingham County would be put in a situation where they were required to fund, develop, and implement programs to do everything that was stated before. Matusko further explained what would be included in that and stated the County would lose out on the State funding.

Matusko stated that between the Law & Courts Committee meeting on November 2, 2023 and November 8, 2023, they were able to meet with Karpel, learn from them and they were able to get the letter from the Attorney's Office.

Chairperson Morgan asked, assuming the Finance Committee passed the resolution onto the Board of Commissioners, if they anticipated they would be able to get a letter of understanding signed by Karpel regarding committing to Ingham County policies, even if they were not able to get it into the contract.

Matusko stated that they were trying to work with them and specifically sent over what the numbers were regarding living wage. Matusko further stated that Karpel had asked to do the math and figure out what the numbers were and Matusko was working to see if it could be put in a letter since it would not go in the contract.

Matusko stated that as a software company, they would be able to pay individuals working on the project the standard of a living wage. Matusko further stated that they were trying to get some form of documentation to present of have in writing.

Commissioner Sebolt stated that they appreciated the Prosecutors Office working on the contract quickly, the change of venue, and the Elliot Larson agreement, because it was super important. Commissioner Sebolt further stated that they took waiving of county policies very seriously and understood the importance of the contract.

Commissioner Sebolt stated that they hoped they could get it done and ultimately it was their name that needed to sign the contract and was particularly concerned about it. Commissioner Sebolt further stated that they planned to vote no on principle but hoped that they could get that letter by November 14, 2023 and then they would vote yes at the full Board of Commissioners meeting.

Commissioner Sebolt stated that they believed that everyone else would vote yes on the resolution regardless. Commissioner Sebolt further stated that the letter was their one hold out piece to make them feel comfortable that they were a vendor in good standing that they were waiving their policies for.

Commissioner Sebolt stated that they appreciated the hard work that went into getting this into the right spot at this point.

Commissioner Grebner asked if the County attorney had any other substantive concerns with the contract or if they were invited to attend.

Commissioner Grebner stated that they hated to have comments from the County attorney brought to the committee by someone who stated not to pay attention to them. Commissioner Grebner further asked if they had been roped into all of this.

Chairperson Morgan deferred to Commissioner Sebolt.

Commissioner Sebolt stated that they did not want to speak for the County attorney but they could not waive the policy and it became a business decision for the Commissioners to do that. Commissioner Sebolt further stated their understanding was, with the change of venue and the Elliot Larson, they would not recommend they would not move forward.

Commissioner Grebner stated that they were not asking if they moved forward or not. Commissioner Grebner further stated that they were asking whether or not this was a full and complete description of their concerns.

Commissioner Grebner stated that they took it they had been tipped off about this and if they had some other concern they would've brought it forward.

Chairperson Morgan stated that was their understanding as well.

Commissioner Grebner stated that this was the first they had heard about it. Commissioner Grebner further stated they had doubts about the whole living wage idea any way because they were trying to govern people in other states, or other countries.

Commissioner Tennis asked how they knew how the PAAM became involved in the program and were negotiating on behalf of every county in the state. Commissioner Tennis further stated that it seemed like an unusual thing for them to be doing.

Matusko stated that ACT and JCT had been in Prosecutors' Offices for 36 or 37 years and they had always held the overarching, statewide for those programs. Matusko further stated that those programs that were being used to generate all of their documentation.

Matusko stated that because ACT and JCT could no longer be supported through the coding process in PAAM, they had reached out to four or five different vendors who were bidding to be the statewide one. Matusko further stated that they had done demonstrations for all of the elected Prosecutors throughout the state and there was a vote by all elected prosecutors as to which system would best fit Prosecutors' Offices to provide them with what they needed to replace ACT and JCT.

Matusko stated that was how PAAM got involved with negotiations. Matusko further stated that Karpel negotiated and went to the State for the funding to do the implementation.

Commissioner Tennis stated that the county was between a rock and a hard place. Commissioner Tennis further stated that the giant carrot that the State was offering was to pay for the bulk of the transition, as long as Ingham County signed on the dotted line.

Commissioner Tennis stated that, as the County Attorney properly notified them, it would violate their current practices. Commissioner Tennis further stated that they were pleased to hear that there was some room to maneuver on the Civil Rights issues and supposed that a memorandum of understanding on the living wage would fit the overall goal of the Living Wage Policy.

Commissioner Tennis stated that they believed the company was headquartered in another state.

Matusko confirmed they were in Missouri.

Commissioner Tennis stated that they may have a different idea of what a living wage was. Commissioner Tennis further stated that, if they felt reasonably comfortable that the negotiations were in progress, they felt okay supporting it and would be eagerly awaiting updates before the Board of Commissioners meeting on November 14, 2023.

Chairperson Morgan stated that they agreed with both Commissioners Sebolt and Tennis, and was conflicted as far as where to go with supporting the resolution. Chairperson Morgan stated that they would vote no so that they could maintain the ability to reconsider if it did not pass, then they would vote yes.

Commissioner Grebner stated that under Mason's Rule, they could move to reconsider even if they were on the losing side, but could still do it for that reason.

Chairperson Morgan stated it would make them feel better.

THE MOTION TO APPROVE THE RESOLUTION CARRIED.

Yeas: Grebner, Tennis, Polsdofer, Johnson, Maiville. **Nays:** Morgan, Sebolt.

Absent: Peña.

7. Circuit Court – Juvenile Division

b. Resolution to Authorize a Contract with Highfields for the Horizon Program

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

Commissioner Maiville disclosed that they had a family member that was newly employed by Highfields for a school program.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Peña.

11. Parks Department

- a. Resolution to Authorize an Amendment to the City of Lansing Trails and Parks Millage Agreements
- b. Resolution to Authorize an Amendment to Meridian Township Trails and Parks Millage Agreement

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTIONS.

Commissioner Grebner stated they were not complaining about the Parks Department or to the two municipalities involved, but they were going to complain about the Board of Commissioners. Commissioner Grebner further stated that the Board ignored what Commissioner Grebner said and piled up money and that money was not committed until it became worth less than it had been.

Commissioner Grebner stated that if the money had been spent and allocated two or three years prior, instead of being allowed to pile up with the contracts that had been signed two years prior with 10, and 12, and 14 million dollars in funds, this money would've been worth two million dollars more than it was November 2023. Commissioner Grebner further stated that they would not be approving the increase in costs.

Commissioner Grebner stated that they had the money and large funds but they failed to spend, or more precisely allocate, the money and commit it in a timely fashion. Commissioner Grebner further stated that they had an excessively cautious approach to the allocation of Millage money.

Commissioner Grebner stated that they had said it at the time and it was exactly what they warned about. Commissioner Grebner further stated that they had waited and collected valuable dollars, before inflation, from people in tax money and entrusted to them and then sat on it for many years until the money was worth 20 to 30 percent less than it was when it was committed to the County.

Commissioner Grebner stated that they were now paying for everything at a higher rate than what labor costs at a higher rate than would've paid had they made the commitments two years prior. Commissioner Grebner stated that it was ultimately a loss to the voters of a couple million dollars.

Commissioner Grebner stated that this was what they had been talking about when there was three years of Millage collection sitting unspent. Commissioner Grebner further stated that six months prior, they had nine million dollars unspent.

Commissioner Grebner stated that was almost two full years of collection. Commissioner Grebner further stated that they believed there was only five million dollars and they could have allocated the money out.

Commissioner Grebner stated it was possible there could be a small liquidity problem

Discussion.

Chairperson Morgan stated that it had been longer than that because it was 2018 when the logjam was loosened up. Chairperson Morgan further stated that it wasn't two or three years prior, it was five or six years prior.

Commissioner Grebner asked that if the money should have been spent.

Chairperson Morgan confirmed.

Chairperson Morgan stated that it was longer than two years ago that they had a policy of spending the money as it came in and being more aggressive for a while. Chairperson Morgan further stated that since they joined the board.

Commissioner Sebolt stated that they were going to refrain from speaking and give the other commissioners diatribe that had upset them. Commissioner Sebolt further stated that the City of Lansing had given proposals in 2019 and were approved in January 2020 and then went out to RFP.

Commissioner Sebolt stated that the cost theory from Commissioner Grebner was wrong and that the county had moved on it. Commissioner Sebolt further stated that they were using 2019 bids to build something in 2023.

Commissioner Sebolt stated that it was not about money piling up. Commissioner Sebolt further stated frankly when the Board of Commissioners moved to the "Grebner method" of "let's spend everything," they said that they were going to run into the problem of overruns and that had happened.

Commissioner Sebolt stated that they were not going to say "I told you so," but the County had moved quickly on this. Commissioner Sebolt further stated that the City of Lansing ran into COVID, which became the problem.

Commissioner Sebolt stated that they were using pre-COVID money. Commissioner Sebolt further stated that the project had been granted pre-COVID and they were getting into post-COVID cost overruns.

Commissioner Sebolt stated that was from the memo from the City of Lansing in their packet to Commissioner Grebner. Commissioner Sebolt further stated that the timeline Commissioner Grebner described as causing problems did not fit what was just said.

Commissioner Maiville stated to add on to the tongue-lashing that they had been given, the Trails and Parks Millage money was allocated. Commissioner Maiville further stated that they had put too much on the City of Lansing and Meridian because those were the big projects that the jurisdictions wanted to do.

Commissioner Maiville stated that money was allocated it had just not been acted on, costing more. Commissioner Maiville further stated that it had not been spent.

Commissioner Maiville stated that they had been present for the duration of the Parks and Trails Millage.

Chairperson Morgan stated that they recalled the Parks Commission being extremely stingy, for lack of a better word, with funding and recommending the granting of less than half of the projects brought to them. Chairperson Morgan further stated that the Human Services Committee, chaired by Commissioner Tennis, and the Finance Committee, chaired by Commissioner Grebner, rightfully lifted the logjam and approved every project apart from one that was not eligible.

Chairperson Morgan stated that they believed the project was in Dansville and was a playground. Chairperson Morgan further stated it had been quite a while.

Commissioner Grebner stated that bids were not committed because they would have had prices. Commissioner Grebner further stated that they did not manage to bid it and they may have had to push the City of Lansing too.

Commissioner Grebner stated that the money could have been allocated other places. Commissioner Grebner further stated that the point was they were riding a large balance and it was a mistake to have that large of a balance.

Commissioner Grebner stated it was always probabilistic. Commissioner Grebner further stated it was not a deterministic matter.

Commissioner Grebner stated the process of approving parks projects. Commissioner Grebner further stated that each of those steps took a certain amount of time.

Commissioner Grebner stated that after they all went through that was how the money was to be spent and see all the money that would be required. Commissioner Grebner further stated that was simply never true and it would always slide down the calendar.

Discussion.

Chairperson Morgan stated that what was being discussed was a rerun of what was discussed five years prior. Chairperson Morgan referred to attachments that were passed out at the November 6, 2023 Human Services Committee Meeting.

Chairperson Morgan stated that the tongue-lashing was inaccurate and unappreciated because they had listened to Commissioner Grebner and had been following their recommendations.

Commissioner Grebner asked what the lowest amount of funds on hand was.

Commissioner Tennis responded that it was about four million dollars in the fund balance, as opposed to 16 million in years prior.

Commissioner Tennis stated that they were not sure where the vitriol was derived from because they had done what Commissioner Grebner had advised. Commissioner Tennis further stated that they had agreed with Commissioner Grebner 100 percent, and still did.

Commissioner Tennis stated that when they had recommendations from the Park Commission that stated they could only approve of certain projects, the Board of Commissioners chose to approve all of them. Commissioner Tennis further stated that they went forward and began to bite into the fund balance.

Commissioner Tennis stated that they had been gliding down and may bump into zero within the next year. Commissioner Tennis further stated that they did have other resources that they could use to make up the difference.

Commissioner Grebner thanked the commissioners for agreeing with them 70 percent of the way. Commissioner Grebner further stated that the 30 percent was still real and 30 percent of five million dollars unspent was affected by cost inflation and should have been pushed forward.

Commissioner Grebner stated that they needed to work harder with municipalities to get their projects approved. Commissioner Grebner further stated that the delays were not all on their part but that it could have been distributed out to the municipalities to get the bids.

Commissioner Grebner stated that it bothered him with money sitting unspent with 20 percent inflation. Commissioner Grebner further stated that the County was making money at three or percent while it was undermined at 20 percent inflation a year.

Commissioner Grebner stated that they had collected money from people and were sitting on it watching the money melt.

Chairperson Morgan stated that they were well below the balance that Commissioner Grebner had recommended five years prior. Chairperson Morgan further stated that seven or eight million dollars was recommended and they were below that.

Chairperson Morgan stated that they believed they were following the “Grebner Rule, version 387” to a T. Chairperson Morgan further stated that they believed they were all doing the right thing.

Commissioner Tennis stated that it may have been unfair to ask the newly minted Millage Coordinator. Chairperson Tennis asked Natalie Trotter, Ingham County Parks Millage Coordinator, if they knew how many projects the Board of Commissioners had turned down over the previous five years.

Natalie Trotter, Ingham County Parks Millage Coordinator, stated that they did not know.

Commissioner Tennis stated that they could think of one.

Trotter stated that they knew of none. Trotter further stated that it sounded like the Board of Commissioners had approved everything that had been brought forward.

Commissioner Tennis stated that they had gone beyond what the Park Commission had recommended. Commissioner Tennis further stated that they understood what Commissioner Grebner was stating and had always agreed with them.

Commissioner Tennis stated that there may have been a reckoning from Commissioner Sebolt's perspective. Commissioner Tennis further stated that it may not have happened.

Commissioner Tennis stated that they hoped to get the millage approved again where they could get some kind of a balance where they could get most of the projects funded right away. Commissioner Tennis further stated that they wanted to make sure that local communities were aware and got the information on how and when to apply.

Chairperson Morgan stated that thankfully they were in a well-run County with a healthy fund balance so they could pull back on projects if they needed to as the millage funds returned.

THE MOTION TO APPROVE THE RESOLUTION PASSED UNANIMOUSLY. Absent:
Commissioner Peña

Commissioner Grebner asked Natalie Trotter what their background and experience was.

Trotter described their professional background.

13. Equalization/Tax Mapping – Resolution to Approve the Revision of the 2023 Apportionment Report

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

Commissioner Grebner asked what had snagged the resolution.

Rosemary Anger, Equalization Director, stated that it was the City of Lansing because they had revised their L-4029 which affected their total millage rate. Anger further stated that they had inverted their numbers on a form and a debt levy and could levy more than their original if they had to cover a certain dollar amount.

Anger stated that Clinton County caught the mistake and pointed out that the City of Lansing had inverted their numbers and they had known about it since June 2023 but did not notify until October 2023.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent:
Commissioner Peña

17. Human Resources Department – Resolution to Approve UAW TOPS and ICEA County Professional Reclassification Requests

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

Commissioner Sebolt disclosed that the UAW TOPS was part of an International Union that was affiliated with their employer, the Michigan American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent:
Commissioner Peña

19. Board Referrals
b. Letter from Amber Clark Regarding Meridian Township’s Corridor Improvement Authority Tax Increment Financing Plan

Amber Clark, Neighborhoods & Economic Development Director from Meridian Township, provided an overview of Item 19b on the Finance Committee Agenda.

Chairperson Morgan stated that they wanted to introduce Amber and questions could be saved for the more formal process.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:08 p.m.

NOVEMBER 22, 2023 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. **Sheriff's Office** – *Resolution to Reauthorize a Contract for Psychological Services with Dr. Richard Janka of Frontline Consulting, for Employment Related Psychological Services as Needed with the Ingham County Sheriff's Office*

This resolution authorizes a contract extension for psych services with Dr. Richard Janka of Frontline Consulting for psychological services for pre-employment screening of applicants at a rate of \$575 per encounter, years 2024-2025, and \$600 per encounter, years 2026+, and \$175 per hour for post-traumatic stress reviews on an as needed basis, and \$200 per hour for fit for duty evaluations.

Funding is available in the Sheriff's Office Contractual Service line item.

See memo for details.

2. **Circuit Court** – *Resolution to Accept the FY 2024 Michigan Mental Health Court Program Grant, Continue the Grant Funded Full-Time Mental Health Court-Court Services Coordinator Position, and Authorize Subcontracts with CMHA/CEI; Averahealth; JSG; MDOC; Northwest Initiative; PATS; and Rise*

This resolution authorizes the acceptance of the 2024 Mental Health Court Grant from SCAO in the amount of \$258,205, \$122,816 of which will go toward the funding of a full time Mental Health Court – Court Services Coordinator position, ICEA Pro 05 (existing grant funded position), \$129,392 toward subcontracts with various providers, and \$5,997 for supplies, training, and program software.

See memo for details.

- 3a. **Probate Court** – *Resolution to Transfer Funds Budgeted for Transcripts from the Probate Court Budget to the Circuit Court General Trial Division Budget*

This resolution approves a transfer of funds budgeted for transcripts from the Probate Budget to the Circuit Court General Trial Division. This is due to a determination that it would be more efficient and assist with data compilation if all court-funded transcripts from Circuit Court Family Division matters were processed by the Circuit Court and paid by the Circuit Court budget.

See memo for details.

- 3b. **Probate Court** – *Resolution to Approve 2024 Ingham County Probate Court Contracts for Guardian Ad Litem, Court-Appointed Attorney, and Guardianship Review Investigation Services*

This resolution approves the following Probate Court contracts for guardians ad litem, attorneys, and guardianship review investigators:

Attorney	Contract Purpose	Amount of Contract Shall Not Exceed
Michael Staake	Court Appointed Attorney for Mental Illness Hearings	\$16,842.11
Elias Kafantaris	Guardianship Review Investigations	\$24,000.00
Elias Kafantaris	Guardian Ad Litem	\$41,209.71
Elias Kafantaris	Court Appointed Attorney for General Probate Matters	\$9,729.88
Robert Refior	Guardian Ad Litem	\$41,209.71
Robert Refior	Court Appointed Attorney for General Probate Matters	\$9,729.88

Funding is available in the Probate Court’s 2024 budget.

See memo for details.

4a. 55th District Court – Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program, Continue a Probation Officer Position, and Authorize Subcontracts

This resolution authorizes the acceptance of a \$459,900 grant from SCAO for the continued operation of the 55th District Court Mental Health Court. The funding, which will be matched with in-kind contributions from Ingham County not to exceed \$104,521 and in-kind contributions from CMH-CEI not to exceed \$35,759, is for the following:

- Full time Probation Officer, ICEA Court Professional Grade 7
- Electronic Monitoring Services with Judicial Services Group – not to exceed a total of \$1,500.
- Substance Use Testing with Averhealth or other qualified vendor – not to exceed a total of \$43,832.
- Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties—not to exceed \$359,899.
(\$279,432 grant funding, \$44,708 Ingham County In-Kind Funding, and \$35,759 Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contribution funding)

See memo for details.

4b. 55th Circuit Court – Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office - Michigan Drug Court Grant Program and the Office of Highway Safety Planning and Authorize Subcontracts

This resolution authorizes the acceptance SCAO-MDCGP grant in the amount of a \$150,199 and a SCAO-OHSP grant in the amount of \$34,000 to go toward the operation of the 55th District Court Sobriety Court. The funding, which will be matched by County in-kind funds of \$213,080, will provide the following:

- Funding toward one Full time Probation Officer, ICEA Court Professional Grade 7
- Substance Use Testing with Averhealth or other qualified vendor - not to exceed \$107,808, and
- Evaluation and Treatment services with Cognitive Consultants – not to exceed \$38,552.

See memo for details.

5. **Homeland Security and Emergency Management** – *Resolution to Authorize a Contract with the State of Michigan Accepting the FY 2023 Homeland Security Grant Program Funds and Make Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1*

This resolution authorizes a contract with Michigan to accept FY2023 Homeland Security Grant funds in the amount of \$775,162 for Region 1, which includes Clinton, Eaton, Gratiot, Ingham, Hillsdale, Jackson, Lenawee, Livingston and Shiawassee Counties and Lansing. It also authorizes Ingham County to be the fiduciary agent of the funds for all of the counties in Region 1.

See memo for details.

6. **Community Agencies** – *Resolution to Authorize 2024 Agreements for Community Agencies*

This resolution approves community agency funding for FY 2024. Each application was evaluated making the “meeting basic needs” criteria a priority as approved in Board of Commissioners Resolution #23-236. For 2024, seventy (70) applications were received, requesting a total of \$1,783,446; and \$365,000 is included in the 2024 budget for community agency funding. This recommendation funds 29 agencies either at their request, or at half the limit per agency (10% of overall funding) as authorized by the Board of Commissioners in Resolution #23-236. Each application was scored and ranked by a 4-person committee from the Controller’s Office and the Office of Diversity, Equity, and Inclusion. The top-ranking agencies are funded in this recommendation. Total recommended funding is \$369,071. If the resolution is approved as recommended, the additional \$4,071 could be utilized from the 2024 contingency fund.

7. **Fairgrounds** – *Resolution to Authorize a Contract with Freedom Construction and Consulting, Inc. to Deconstruct the Hoop House at the Ingham County Fairgrounds*

This resolution authorizes a contract with Freedom Construction and Consulting, INC. to deconstruct the hoop house in an amount not to exceed \$94,000. The Ingham County Road Department will assume ownership of the building once it has been deconstructed for use at the Road Department. Funds for this contract are available from Hotel/Motel funds.

8a. **Health Department** - *Resolution to Authorize an Agreement with Advance Peace Formerly Named Safe Passages*

This resolution authorizes an agreement with Advance Peace formerly named Safe Passages effective September 1, 2023, through November 30, 2024, in an amount not to exceed \$67,500. Advance Peace was formerly named Safe Passages and yet operated under both names. This distinction is important as Safe Passages has separated as its own entity separate from Advance Peace, thus requiring a new resolution. This will void the former contract approved through Resolution #21-430.

8b. **Health Department** - *Resolution to Authorize an Agreement with the Michigan Department of Environment, Great Lakes, and Energy for FY 2023-2024*

This resolution an agreement with Michigan Department of EGLE to conduct environmental monitoring and inspections of non-community programs effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$98,813.

8c. Health Department - Resolution to Authorize the Purchase of Individual Gift Cards for AmeriCorps FY 2023-2024 Members

This resolution authorizes purchasing gift cards for each AmeriCorps State and Public Health AmeriCorps Member, effective upon approval through September 30, 2024, in a total amount not to exceed \$7,842. Funds for this are included in the budget.

8d. Health Department - Resolution to Authorize an Agreement with Michigan Public Health Institute to Provide a Year Two Evaluation of the Lansing/Ingham Peace Maker Fellowship® and to Provide Year Two Fiduciary Services for Peacemaker Fellowship® LifeMAP

This resolution an agreement with Michigan Public Health Institute (MPHI) in an amount not to exceed \$129,750 effective, October 1, 2023 through September 30, 2024. MPHI will provide the following services:

- Year two Evaluation of the Lansing/Ingham Peacemaker Fellowship®, and
- Year two of Fiduciary Services for Peacemaker Fellowship® LifeMAP Allowances and Horizon Building Journeys, travel and conference registrations for the Local Operator and other local partners, not paid by other funding sources.

8e. Health Department - Resolution to Accept Department of Justice Byrne Grant Funds from Michigan Public Health Institute for Local Implementation of the Lansing/Ingham Peacemaker Fellowship®

This resolution accepts the DOJ Byrne Grant funding from MPHI effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$34,406.

9a. Innovation & Technology Department – Resolution to Approve the Renewal of the Hyland OnBase Annual Support

This resolution approves the renewal of Hyland OnBase document imaging and workflow platform software, which is used by our courts and other departments. The annual \$176,000 funding is available in the IT Network Maintenance Imaging Fund.

See memo for details.

9b. Innovation & Technology Department – Resolution to Approve the Invoice for Renewing CourtView Support Services

This resolution approves the renewal of CourtView software utilized by our Courts and the Prosecuting Attorney's Office. The funding for the \$176,533 annual support payment is available in IT's LOFT Fund.

See memo for details.

9c. Innovation & Technology Department – Resolution to Approve Renewal of PACC/PAAM Licensing and Support

This resolution approves the renewal of PACC/PAAM software licensing and support. This software is used by the Prosecuting Attorney's Office. Funding or the \$9,010 in IT's LOFT Fund.

See memo for details.

9d. Innovation & Technology Department – Resolution to Approve Renewal Pluralsight Staff Training from CDWG

This resolution approves the renewal of Pluralsight online training for IT technical staff. The funding for the \$20,468.25 total will come from the County’s Innovation and Technology Department’s Staff Development and Training Fund.

See memo for details.

10a. Facilities Department – Resolution to Authorize an Agreement with Trane U.S. Inc., for Upgrading the Temperature Controls and Software at the 9-1-1 Center

This resolution authorizes an agreement with Trane U.S. for the upgrade of temperature controls and software at the 9-1-1 Center. The current controls are failing, resulting in uncomfortable temperatures for the dispatchers.

The funding for the \$16,638 upgrades is available in the Facilities Department building and equipment maintenance line item.

See memo for details.

10b. Facilities Department – Resolution to Authorize an Agreement with Moore Trosper Construction Co., for the Renovations to the Michigan Department of Health and Human Services Space at the Human Services Building

This resolution authorizes an agreement with Moore Trosper Construction Co., 4224 Keller Road, Holt, Michigan, 48842, for the renovations to the Michigan Department Health and Human Services space at the Human Services Building for a not to exceed amount of \$1,724,400 which includes a \$100,000 contingency.

Costs of renovation will be paid for by the State of Michigan through an amended lease agreement.

See memo for details.

11a. Road Department – Resolution to Authorize a Purchase Order for Helically Corrugated Steel Pipe

This resolution approves the purchase of helically corrugated steel pipe for the Road Department from Contech Engineered Solutions, LLC. This pipe is used for drainage culverts and storm sewer construction. Contech’s quote is the far-right column below:

Vendor Name		St. Regis Culvert Inc.	Jensen Bridge and Supply Co.	Contech Engineered Solutions LLC	
Local Preference		No, Charlotte MI	No, Sandusky MI	Yes, Mason MI	
<i>Aluminized Type 2 Pipe Diameter</i>	<i>Gauge</i>	<i>Price per Linear ft.</i>	<i>Price per Linear ft.</i>	<i>Price per Linear ft.</i>	
8" Spiral Aluminized Type 2	14	N/A	N/A	N/A	
12" Spiral Aluminized Type 2	14	\$ 15.96	\$ 13.85	\$ 14.75	
15" Spiral Aluminized Type 2	14	\$ 19.95	\$ 17.26	\$ 18.15	
18" Spiral Aluminized Type 2	14	\$ 23.94	\$ 20.68	\$ 20.95	
24" Spiral Aluminized Type 2	14	\$ 32.00	\$ 27.54	\$ 27.75	
30" Spiral Aluminized Type 2	14	\$ 40.80	\$ 34.40	\$ 35.25	
36" Spiral Aluminized Type 2	14	\$ 48.96	\$ 40.84	\$ 41.75	
48" Spiral Aluminized Type 2	14	\$ 65.84	\$ 56.49	\$ 55.10	
60" Spiral Aluminized Type 2	12	\$ 126.95	\$ 101.81	\$ 92.25	
72" Spiral Aluminized Type 2	12	N/A	\$ 128.59	\$ 119.75	
<i>Aluminized Type 2 Connecting Bands</i>	<i>Gauge</i>	<i>Width</i>	<i>Price Each</i>	<i>Price Each</i>	
12" Aluminized Connecting Band	14	24"	\$ 32.00	\$1.75/foot	\$ 27.15
24" Aluminized Connecting Band	14	24"	\$ 64.00	\$2.25/foot	\$ 51.50

Funding is available in the 2024 Road Department Budget.

See memo for details.

11b. Road Department – Resolution to Authorize a Purchase Order for Bulk Fuel Delivery

This resolution authorizes a PO for bulk fuel for the Road Department. Annually, the Road Department purchases roughly 180,000 gallons of gas/diesel for maintenance and construction operations.

Avery Oil & Propane was the lowest responsible bidder. The Road Department has funding available in the 2024 Road Budget.

See memo for details.

11c. Road Department – Resolution to Authorize a Contract for 2024-2025 As-Needed Engineering Design Services

This resolution authorizes contracts with the following engineering firms to perform as-needed engineering design services for the Road Department:

- Bergmann, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917
- C2AE, 106 W. Allegan Street, Suite 500, Lansing, MI 48933
- DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911
- Fishbeck 5913 Executive Drive, Suite 100, Lansing, MI 48911
- RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917

See memo for details.

11d. Road Department – *Resolution to Authorize a Contract for 2024-2025 As-Needed Material Testing and/or Fabrication Inspection Services*

This resolution authorizes contracts with the following material testing and fabrication inspection services firms for Road Department requires services:

Materials Testing Consultants, 2855 Jolly Road, Okemos, MI 48864
Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, MI 48911
Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, MI 48911

See memo for details.

12a. Human Resources – *Resolution to Approve UAW TOPS and Managerial & Confidential Reclassification Requests and an ICEA County Professional Job Title Change*

This resolution approves the following reclassifications:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Benefits Coordinator	MC 5: 56,158.71	MC 6: 60,462.42	<u>4,303.71</u>
TOTAL:			62,689.11

See memo for details.

12b. Human Resources – *Resolution to Authorize Renewing a Subscription with Governmentjobs.com, Inc. DBA NEOGOV for Human Resources Software*

This resolution approves a two-year renewal with NEOGOV for human resources software. HR utilizes NEOGOV for hiring, recruiting, training, and other HR-related functions. The two-year cost of \$197,931.12 is available in the 2024/2025 Human Resources proposed budgets.

See memo for details.

12c. Human Resources – *Resolution to Authorize a Statement of Work Agreement with Compass, a Division of Encompass EAP, for a Cultural Assessment of the Road Department*

This resolution approves an agreement with Compass to perform a cultural assessment of the Road Department with a focus on teamwork, communication, trust, fairness, leadership, job performance, and working relationships.

Funding for the \$25,000 contract will be through the County Contingency Fund.

See memo for details.

13. Controller's Office– *Resolution to Approve a Purchase Agreement for 426 S. Walnut Street, Lansing*

This resolution approves the purchase agreement for 426 S. Walnut St, Lansing (Circuit Court Annex) for \$935,000 as per our discussion in closed session.

See memo for details.

Agenda Item 1

TO: Law & Courts and Finance Committees of the Ingham County Board of Commissioners
FROM: Darin J. Southworth, Chief Deputy, Sheriff's Office
DATE: November 7, 2023
SUBJECT: Reauthorize Psychological Service for Pre-employment and Wellness
For the meeting agendas of November 16, 2023 & November 22, 2023

BACKGROUND

The Sheriff's Office requires prospective Sheriff's Deputy employees to be psychologically evaluated as a pre-employment measure to more assuredly make sound hiring decisions. The Sheriff also needs psychological professionals to attend employee needs following traumatic events and "fit for duty" evaluations. We are currently in an agreement period with Dr. Richard Janka, Frontline Consulting, which expires December 31, 2023. We are pleased with his services and mutually desire a renewal.

ALTERNATIVES

Law Enforcement psychological services is a specialty with limited professionals fulfilling this need. Others have been explored but practice further outside of our area which adds time and cost. If we did not evaluate candidates psychologically, we could add risk by acquiring liabilities that impact public trust and safety.

FINANCIAL IMPACT

Anticipated preemployment evaluations are projected to be less in the proposed contract period than in the current. We have been well below the annual cap of \$20,000 in the current contract and anticipate remaining within budget moving forward even in light of anticipated, reasonable rate increases.

- Current, \$525 pre-employment screening increasing to \$575, years 1-2
 - \$600 for years 3+
- Traumatic incident evaluations remain \$175/hour.
- Fit for Duty/Return to Duty evaluations remain \$200/hour.

STRATEGIC PLANNING IMPACT

This is a necessary service to effectively fulfill the Mission of the Sheriff's Office which provides the framework for us to meet or compliment the County's Strategic Plan.

OTHER CONSIDERATIONS

Psychological testing and physical evaluations have been a long-standing best practice of this Office and encouraged by the Michigan Commission on Law Enforcement Standards, for new hire deputies in particular.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REAUTHORIZE A CONTRACT FOR PSYCHOLOGICAL SERVICES WITH DR. RICHARD JANKA OF FRONTLINE CONSULTING, FOR EMPLOYMENT RELATED PSYCHOLOGICAL SERVICES AS NEEDED WITH THE INGHAM COUNTY SHERIFF'S OFFICE

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

WHEREAS, Dr. Richard Janka of Frontline Consultants, specializes in both pre-employment psychological testing as well as providing post-traumatic stress testing and other psychological services; and

WHEREAS, the Ingham County Sheriff's Office and Dr. Richard Janka have a current agreement for these services via Resolution #21-276, which expires December 31, 2023; and

WHEREAS, the Ingham County Sheriff's Office requires psychological screenings of prospective Sheriff's Deputies and desires to continue contractual services with Dr. Janka for this purpose; and

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to contract with Dr. Richard Janka for psychological services for pre-employment screening of applicants at a rate of \$575 per encounter, years 2024-2025, and \$600 per encounter, years 2026+, and \$175 per hour for post-traumatic stress reviews on an as needed basis, and \$200 per hour for fit for duty evaluations.

BE IT FURTHER RESOLVED, that the costs for these services will not exceed \$21,000 per year for the term of the agreement.

BE IT FURTHER RESOLVED, that the term of the agreement shall be January 1, 2024 – December 31, 2026 with two (2), one (1) year extension options.

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 2

TO: Law & Courts and Finance Committees
FROM: Nicholas Hefty, Deputy Circuit Court Administrator – General Trial Division
DATE: November 6, 2023
SUBJECT: **Felony Mental Health Court – FY 2023-2024 Operational Grant Award**

For the meeting agendas of Law and Courts Committee November 16th and Finance Committee November 22nd, 2023

BACKGROUND

In 2014, the State Court Administrative Office (SCAO) awarded a planning grant to the Ingham County 30th Circuit Court to establish a Felony Michigan Mental Health Court (MHC) program. The Court received its first MHC operational grant in fiscal year 2016, with continued funding each year thereafter.

The goals of the Mental Health Court are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision, to minimize recidivism, and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle.

The 30th Circuit Court submitted a grant request of \$310,566 to SCAO to continue the Mental Health Court for the period of October 1, 2023 through September 30, 2024. We received notification that SCAO has awarded \$258,205 to continue the program; however, we have not received the contract. The 30th Circuit Court requests approval to accept the award and enter into the anticipated contract by December, 2023.

ALTERNATIVES

The 30th Circuit Court is unable to sustain the Mental Health Court financially without grant funding from SCAO. Program continuation is ideal because, as an important alternative to incarceration, MHC diverts eligible defendants with mental illness into judicially supervised, community-based treatment. Individuals who successfully complete MHC may realize improvements in employment status, educational level, mental health, and medication compliance. Additionally, SCAO reports that those who complete the program often have lower recidivism rates and an improved quality of life.

FINANCIAL IMPACT

SCAO provides funding assistance for the 30th Circuit Mental Health Court grant program. Funding is appropriated annually by the legislature. In-kind services are provided by defense attorneys, assistant prosecuting attorneys, Mid-Michigan Recovery Services and Professional Psychology Services. The financial impact to Ingham County is nominal; however, personnel within other Ingham County departments provide support services for the program.

STRATEGIC PLANNING IMPACT

Continuing the Felony Michigan Mental Health Court with the acceptance of the SCAO grant supports Ingham County's values as identified in the Strategic Plan. Further, acceptance of the grant award and entry into the contract support Strategic Plan goals including Services to Residents, Communication, Management, Finance, and Governance.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Through the enclosed Resolution and based on the information presented, I respectfully recommend approval of the attached resolution to support the continuation of the 30th Circuit Court Felony Mental Health Court.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE FY 2024 MICHIGAN MENTAL HEALTH COURT PROGRAM GRANT, CONTINUE THE GRANT FUNDED FULL-TIME MENTAL HEALTH COURT-COURT SERVICES COORDINATOR POSITION, AND AUTHORIZE SUBCONTRACTS WITH CMHA/CEI; AVERHEALTH; JSG; MDOC; NORTHWEST INITIATIVE; PATS; AND RISE

WHEREAS, the 30th Circuit Court submitted a grant request in the amount of \$310,556 to the State Court Administrative Office (SCAO) for continuation of the Felony Michigan Mental Health Court Operational Grant for the fiscal year of October 1, 2023 through September 30, 2024; and

WHEREAS, the SCAO has notified the Court that a grant in the amount of \$258,205 has been awarded to continue the program; and

WHEREAS, the goals of the Michigan Mental Health Court Operational Grant are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision, to minimize recidivism, and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle; and

WHEREAS, the grant includes a total of \$122,816 for the grant funded salary and fringe benefits of the fulltime Mental Health Court – Court Services Coordinator position, ICEA Pro 05; and

WHEREAS, the grant provides for implementation, services and participant treatment and services as follows: mental health treatment services to be provided by CMHA/CEI; drug testing services to be provided by Averhealth; electronic monitoring services to be provided by JSG and/or Michigan Department of Corrections; ancillary services to be provided by Northwest Initiative; mental health services to be provided by Prevention and Training Services (PATS); and transitional housing to be provided by RISE Recovery Community or Pinnacle or other available vendors (collectively not to exceed (\$129,392); and

WHEREAS, the grant also provides funding for program software like Zoom and DocuSign (\$450), program supplies (\$2,007) and team training (\$3,540); and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2024 Felony Michigan Mental Health Court Operational Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves and authorizes entering into a contract with the State Court Administrative Office for continuation of the Felony Michigan Mental Health Court Operational Grant for the fiscal year of October 1, 2023 through September 30, 2024 in the amount of \$258,205.

BE IT FURTHER RESOLVED, that as of October 1, 2023, the Ingham County Board of Commissioners authorizes the continuation of the MHC Court Services Coordinator position for the Michigan Mental Health Grant Program (\$122,816).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves and authorizes entering into subcontracts for the same grant with mental health treatment services to be provided by CMHA/CEI; drug testing services to be provided by Averhealth; electronic monitoring services to be provided by JSG and/or Michigan Department of Corrections; ancillary services to be provided by Northwest Initiative; mental health services to be provided by Prevention and Training Services (PATS); and transitional housing to be provided by RISE Recovery Community or Pinnacle or other available vendors (collectively not to exceed \$129,392).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes receiving grant funds for supplies, training, and program software in the amount of \$5,997.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2023-2024 budget and position allocation lists consistent with this resolution.

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

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

FROM: Ryan J. Buck
Court Administrator/Probate Register
Ingham County Probate Court

CC: Scot LeRoy
Court Administrator
30th Circuit Court

DATE: November 2, 2023

RE: Resolution to Transfer Funds Budgeted for Transcripts from the Probate Court Budget to the Circuit Court General Trial Division Budget

BACKGROUND

30th Circuit Court Judges and Ingham County Probate Court Judges are both assigned to the Circuit Court Family Division.

Prior to 2022, the Circuit Court General Trial Division Budget paid for the production of transcripts of certain Family Division proceedings when a Circuit Court Judge presided over the case. The Probate Court paid when a Probate Court Judge presided over the case.

In 2022, payment processing was unified under the Circuit Court and included a transfer of funds from the Probate Court transcripts budget to a Circuit Court transcripts budget. In other words, the Circuit Court became responsible for payment of transcript costs irrespective of whether a Circuit or Probate Judge presided. The Board of Commissioners authorized this change in Resolution #22-122.

This proposed resolution would transfer 2023 funds from the Probate Court transcripts budget to a Circuit Court transcripts budget in order to continue the unified approach described above.

The Circuit Court supports approval of this resolution.

ALTERNATIVES

The Board of Commissioners could choose not to approve this resolution.

FINANCIAL IMPACT

The proposed resolution is a line item transfer, so there is no positive or negative financial impact. The amount of funds in question were approved by the Board of Commissioners in the 2023 Adopted Budget.

STRATEGIC PLANNING IMPACT

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services.

RECOMMENDATION

I recommend approval.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO TRANSFER FUNDS BUDGETED FOR TRANSCRIPTS
FROM THE PROBATE COURT BUDGET TO THE CIRCUIT COURT
GENERAL TRIAL DIVISION BUDGET**

WHEREAS, the Circuit Court General Trial Division Budget pays for certain transcripts of proceedings, including transcripts of certain Family Division proceedings presided over by Circuit Court Family Division Judges; and

WHEREAS, Probate Court Judges hear Circuit Court Family Division matters and the Probate Court Budget had for several years paid for the Circuit Court Family Division transcripts; and

WHEREAS, in 2022, it was determined that it would be more efficient and assist with data compilation if all court-funded transcripts from Circuit Court Family Division matters were processed by the Circuit Court and paid by the Circuit Court budget; and

WHEREAS, the Board of Commissioners approved Resolution 22-122, which included the consolidation of payment processing in the Circuit Court and a transfer of funds budgeted for transcripts from the Probate Court to the Circuit Court; and

WHEREAS, a resolution to transfer funds budgeted for transcripts in 2023 should be approved; and

WHEREAS, the Circuit Court and Probate Court are in agreement with regard to this budget transfer.

THEREFORE BE IT RESOLVED, that \$12,000 shall be transferred from the Probate Court transcripts budget (line item 101-14803-810000) to the Circuit Court General Trial Division transcripts budget (line item 101-13001-810000).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2023 budget consistent with this resolution.

BE IT FURTHER RESOLVED, that the approval of, and payment for, court-funded transcripts from Circuit Court Family Division matters heard by Probate Court Judges will continue to be handled by the Circuit Court.

Agenda Item 3b

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

FROM: Ryan J. Buck
Court Administrator/Probate Register
Ingham County Probate Court

DATE: November 2, 2023

RE: Resolution to Approve 2024 Ingham County Probate Court Contracts for Guardian Ad Litem, Court-Appointed Attorney, and Guardianship Review Investigation Services

BACKGROUND

Under Michigan law, the Probate Court is obligated to appoint:

- **Guardians Ad Litem (“GAL”)** to represent a person’s best interests in matters before the Court. This is a different standard than the more commonly known attorney-client relationship.
- **Attorneys** to represent a person’s wishes and includes the formation of an attorney-client relationship.
- **Investigators** to review existing adult and minor guardianships at intervals set by law and recommend to the Court whether to continue the guardianship as is or to modify it.

Historically, contracts were set up with three private attorneys to provide the services contemplated above. These contracts run on a calendar year basis (January to December). Specifically:

Attorney	Contract Purpose	2022 Contract Amount	2023 Contract Amount	Proposed Increase from 2023 to 2024	2024 Proposed Contract Amount ¹
Michael Staake	Court Appointed Attorney for Mental Illness Hearings	\$15,609.00	\$15,609.00	7.9%	\$16,842.11
Elias Kafantaris	Guardianship Investigations	\$24,000.00	\$24,000.00	0%	\$24,000.00
Elias Kafantaris	Guardian Ad Litem	\$38,192.50	\$38,192.50	7.9%	\$41,209.71
Elias Kafantaris	Court Appointed Attorney for General Probate Matters	\$9,017.50	\$9,017.50	7.9%	\$9,729.88
Robert Refior	Guardian Ad Litem	\$38,192.50	\$38,192.50	7.9%	\$41,209.71
Robert Refior	Court Appointed Attorney for General Probate Matters	\$9,017.50	\$9,017.50	7.9%	\$9,729.88

¹ “Not to Exceed” language is included in the resolution.

The attached proposed resolution to approve the 2024 contracts is submitted for consideration by the Board of Commissioners.

ALTERNATIVES

The contracts would be considered as part of the Board's annual contracts resolution. If the Consumer Price Index ("CPI") is 7.9% or higher when the Board's annual contract resolution is on the agenda, these contracts would be approved automatically if the resolution was approved.

If the CPI is less than 7.9%, the Court would have to re-submit these resolutions for consideration by the Board of Commissioners. If they disapproved of the resolutions, the Court would have to negotiate with the attorneys for lower rates. In this scenario, a delay would ensue creating a gap in the Court's ability provide statutorily required services.

The Board of Commissioners could choose not to approve this resolution.

FINANCIAL IMPACT

The proposed contracts are fully funded in Court's component of the 2024 Adopted Budget.

In specific circumstances, Michigan law authorizes Probate Courts to collect cost recovery fees and deposit them in the County General Fund. Beginning in 2024, the Court will collect two cost recovery fees, which will reduce (but not eliminate) the burden these contracts have on the General Fund.

If approved, all these contracts (except one) would result in an 7.9% increase from 2023 to 2024.

The increase is justified by many factors, including:

- The CPI of 7.9% announced in the 2024 Ingham County Budget Manual. Note that this percentage is due to be revised in mid-November for the purposes of 2024 contracts.
- There has been no increase to the contracts since at least 2022. Due to high inflation, the value of these contracts has diminished, and the three attorneys have absorbed the loss. The proposed increases are an adjustment for that loss and would create a fairer contractual relationship between the attorneys, the Court, and Ingham County as the Court's funding unit.
- The three attorneys have a demonstrated history of working well with the individuals for whom they are appointed to represent.

STRATEGIC PLANNING IMPACT

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services.

RECOMMENDATION

I recommend approval.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE 2024 INGHAM COUNTY PROBATE COURT CONTRACTS FOR
GUARDIAN AD LITEM, COURT-APPOINTED ATTORNEY, AND GUARDIANSHIP REVIEW
INVESTIGATION SERVICES**

WHEREAS, under Michigan law, the Probate Court is obligated to appoint guardians ad litem, attorneys, and guardianship review investigators in cases before the Court; and

WHEREAS, historically, the Probate Court and Ingham County, as its funding unit, have entered into contracts with local attorneys to provide guardian ad litem, court-appointed attorney, and guardianship investigation services on a calendar year basis; and

WHEREAS, the Probate Court desires to enter into contracts for the 2024 calendar year; and

WHEREAS, funding for these contracts have been included in the Probate Court’s component of Ingham County’s 2024 Adopted Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve entering into contracts for the 2024 calendar year on the following terms:

Attorney	Contract Purpose	Amount of Contract Shall Not Exceed
Michael Staake	Court Appointed Attorney for Mental Illness Hearings	\$16,842.11
Elias Kafantaris	Guardianship Review Investigations	\$24,000.00
Elias Kafantaris	Guardian Ad Litem	\$41,209.71
Elias Kafantaris	Court Appointed Attorney for General Probate Matters	\$9,729.88
Robert Refior	Guardian Ad Litem	\$41,209.71
Robert Refior	Court Appointed Attorney for General Probate Matters	\$9,729.88

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.

Agenda Item 4a

TO: Ingham County Law & Courts and Finance Committees
FROM: Da'Neese Wells
DATE: October 31, 2023
SUBJECT: Mental Health Court Resolution for Fiscal Year 2024

Attached please find a resolution requesting authorization for the Board Chairperson to sign contracts after review by the County Attorney for the 55th District Court Mental Health Court to accept \$459,900 in grant funding from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO). In the event additional supplementary funding becomes available, this resolution also authorizes the Board Chairperson to sign additional or amended contracts after review by the County Attorney to accept the additional funding.

We have received Michigan Mental Health Court Grant Program funding for Mental Health Court since FY2014. The basic premise of the program is a collaborative relationship between the 55th District Court and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) designed to link mentally ill criminal defendants to appropriate treatment in hopes of better addressing the needs of individuals with mental illness, reducing recidivism, and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. This position has already been approved in the 2024 Ingham County budget.

The resolution also authorizes up to \$104,521 Ingham County In-Kind funding and acknowledges \$35,759 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed \$600,180 unless additional supplementary funding is made available by the State Court Administrative Office.

Additionally, the resolution acknowledges that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$4,500 to the Ingham County Office of the Public Defender for representation of non-indigent Mental Health Court participants.

Lastly, the resolution authorizes continuation of a probation officer position, and subcontracts as follows:

- Electronic Monitoring Services with Judicial Services Group – not to exceed a total of \$1,500,
- Substance Use Testing with current subcontractor Averhealth or other qualified vendor – not to exceed a total of \$43,832,
- Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties—not to exceed \$359,899 (\$279,432 grant funding, \$44,708 Ingham County In-Kind Funding, and \$35,759 Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contribution funding).

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM, CONTINUE A PROBATION OFFICER POSITION, AND AUTHORIZE SUBCONTRACTS

WHEREAS, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) estimates there are over 5,000 seriously mentally ill adults in our region; and

WHEREAS, the 55th District Court has identified a need for specialized case handling for mentally ill defendants; and

WHEREAS, research indicates such specialized case handling results in lower recidivism rates, increased public safety and more efficient public sector spending; and

WHEREAS, the 55th District Court has received a grant from the State Court Administrative Office - Michigan Mental Health Court Grant Program in the amount of \$459,900 to continue a Mental Health Court at the 55th District Court; and

WHEREAS, continuation of the Mental Health Court will require continuing to employ a probation officer to provide staffing for the program; and

WHEREAS, sources of Mental Health Court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the State Court Administrative Office - Michigan Mental Health Grant Program (SCAO-MMHCGP).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign contracts after review by the County Attorney to accept a SCAO-MMHCGP grant in the amount of \$459,900 for the time period of October 1, 2023 through September 30, 2024.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign additional or amended contracts after review by the County Attorney if additional supplementary funding is awarded within the time period of October 1, 2023 through September 30, 2024.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget not to exceed \$600,180 unless additional supplementary funding is made available, to include SCAO/MMHCGP grant funds in the amount of \$459,900, Ingham County In-Kind matching funds not to exceed \$104,521 with no local hard cash matching funds, and Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contributions not to exceed \$35,759 with no local hard cash matching funds.

BE IT FURTHER RESOLVED, that the 55th District Court will allocate \$4,500 of the Ingham County In-Kind funding to the Ingham County Office of the Public Defender for representation of non-indigent Mental Health Court participants.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes continuation of one FTE Grant-funded Probation Officer, an ICEA Court Professional Grade 7 contingent upon the availability of grant funds.

BE IT FURTHER RESOLVED, that Mental Health Court program direct service subcontracts for the following services in the following amounts are authorized:

- Electronic Monitoring Services with Judicial Services Group – not to exceed a total of \$1,500.
- Substance Use Testing with Averhealth or other qualified vendor – not to exceed a total of \$43,832.
- Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties—not to exceed \$359,899.

(\$279,432 grant funding, \$44,708 Ingham County In-Kind Funding, and \$35,759 Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contribution funding)

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2023 and 2024 55th District Court budget and Position Allocation List.

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

TO: Ingham County Law & Courts and Finance Committees
FROM: Da'Neese Wells
DATE: October 31, 2023
SUBJECT: Sobriety Court Resolution for Fiscal Year 2024

Attached please find a Resolution requesting authorization for the Board Chairperson to sign contracts after review by the County Attorney for the 55th District Court Sobriety Court to accept \$150,199 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO) and \$34,000 in grant funding from the Office of Highway Safety Planning, also administered by the SCAO. In the event additional supplementary funding becomes available, this resolution also authorizes the Board Chairperson to sign additional or amended contracts after review by the County Attorney to accept the additional funding.

We have received grant funding administered by SCAO for Sobriety Court since FY2004. Our program targets OWI 2nd and OWI 3rd offenders found dependent on alcohol or other drugs who are not violent offenders (as defined in MCL 600.1062). Research suggests case handling should be expedited for these defendants. Prior to the implementation of Sobriety Court we had no specific mechanisms for this purpose. Now, potential Sobriety Court participants are identified at arraignment and placed on Sobriety Court bond conditions, which include testing and reporting. Compliance with these conditions is monitored throughout the pre-adjudication process. We've found that the combination of pretrial supervision and Sobriety Court motivates participants to remain sober during the period of supervision and after graduation, reducing recidivism and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. These positions have already been approved in the 2024 Ingham County budget.

The resolution also authorizes \$213,080 Ingham County In-Kind funding and acceptance of future possible donations from the Mid-Michigan Treatment Court Foundation, resulting in a total current Sobriety Court budget not to exceed \$397,279 unless additional supplementary funding is made available.

Additionally, the resolution acknowledges that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$9,600 to the Ingham County Office of the Public Defender for representation of non-indigent Sobriety Court participants.

Lastly, the resolution authorizes subcontracts as follows:

- Substance Use Testing with current subcontractor Averhealth or other qualified vendor – not to exceed a total of 107,808, and
- Evaluation and Treatment services with Cognitive Consultants – not to exceed \$38,552.

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT'S STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN DRUG COURT GRANT PROGRAM AND THE OFFICE OF HIGHWAY SAFETY PLANNING AND AUTHORIZE SUBCONTRACTS

WHEREAS, the 55th District Court Sobriety Court Program ("Sobriety Court") has since 2004 provided quality services to the citizens of Ingham County; and

WHEREAS, continuation of the Sobriety Court will require continuing to employ two probation officers to provide staffing for the program; and

WHEREAS, the increased caseloads seriously threaten the level and quality of services; and

WHEREAS, sources of sobriety court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP) and the State Court Administrative Office – Office of Highway Safety Program (SCAO-OHSP).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign contracts after review by the County Attorney to accept a SCAO-MDCGP grant in the amount of \$150,199 and a SCAO-OHSP grant in the amount of \$34,000 to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2023 through September 30, 2024.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign additional or amended contracts after review by the County Attorney if additional supplementary funding is awarded within the time period of October 1, 2023 through September 30, 2024.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of donations from the Ingham County Sobriety Court Foundation as well as other organizations, groups, and individuals to the Ingham County 55th District Court Sobriety Court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby expresses its appreciation to the Ingham County Sobriety Court Foundation for any future possible donations to the 55th District Court Sobriety Court Program and authorizes the program to accept any future possible donation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget not to exceed \$397,279 unless additional supplementary funding is made available, to include SCAO/MDCGP grant funds in the amount of \$150,199, SCAO/OHSP grant funds in the amount of \$34,000, and Ingham County In-Kind matching funds of \$213,080.

BE IT FURTHER RESOLVED, that the 55th District Court will allocate \$9,600 of the Ingham County In-Kind funding to the Ingham County Office of the Public Defender for representation of non-indigent Sobriety Court participants.

BE IT FURTHER RESOLVED, that the grant funding will help support one full-time Probation Officer, ICEA Court Professional Grade 7.

BE IT FURTHER RESOLVED, that Sobriety Court program direct service subcontracts for the following services in the following amounts are authorized:

- Substance Use Testing with Averhealth or other qualified vendor - not to exceed \$107,808, and
- Evaluation and Treatment services with Cognitive Consultants – not to exceed \$38,552.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2023 and 2024 55th District Court budget and Position Allocation List.

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

Agenda Item 5

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Bob Boerkoel, Sergeant, Office of Emergency Management
DATE: November 6, 2023
SUBJECT: Resolution to authorize a contract with the State of Michigan accepting the FY 2023 Homeland Security Grant Program funds and make Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1.

For the meeting agenda of *November 16, 2023, November 22, 2023*

BACKGROUND

This Resolution is to authorize a contract with the State of Michigan to make Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and accept the FY 2023 Homeland Security Grant Program Funds, consisting of \$775,162.

ALTERNATIVES

N/A

FINANCIAL IMPACT

This award allocates a portion of the total award specifically to Ingham County and its agencies for Emergency Management related equipment and training within guidelines of the State Homeland Security Program (SHSP) and Law Enforcement Terrorism Prevention Activities (LEPTA). Additional funds from this grant are used to reimburse Ingham County for salary of the Regional Emergency Planner and our Fiduciary agent charged with administering the grant.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it is enhances national resilience to absorb disruptions and rapidly recover from natural disasters and terrorist incidents; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County to reduce financial obligation of Ingham County.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support entering into a contract with the State of Michigan, making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and accepting the FY 2023 Homeland Security Grant Program Funds.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH THE STATE OF MICHIGAN ACCEPTING THE FY 2023 HOMELAND SECURITY GRANT PROGRAM FUNDS AND MAKE INGHAM COUNTY THE FIDUCIARY AGENT FOR MICHIGAN HOMELAND SECURITY REGION 1

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY 2023 Homeland Security Grant Program (HSGP) for Region 1; and

WHEREAS, Region 1 partners included are County of Clinton, County of Eaton, County of Gratiot, County of Hillsdale, County of Ingham, County of Jackson, County of Lenawee, County of Livingston, County of Shiawassee, and the City of Lansing; and

WHEREAS, the HSGP is a core assistance program that provides funds to build capabilities at the state, local, tribal, and territorial levels, to enhance national resilience to absorb disruptions and rapidly recover from natural disasters and terrorist incidents; and

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

WHEREAS, the total grant award for the FY 2023 HSGP for Region 1 is \$775,162.00; and

WHEREAS, a portion of the grant funds are specifically allocated to Ingham County for State Homeland Security Program (SHSP) and Law Enforcement Terrorism Prevention Activities (LETPA); and

WHEREAS, an additional portion of the grant funds may be used to reimburse salary for the Ingham County Emergency Planner and Fiduciary Agent during the administration and execution of HSGP grant activities; and

WHEREAS, Ingham County will be the fiduciary agent for these grant funds for Michigan Homeland Security Region 1.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan to be the fiduciary agent for the FY 2023 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of \$775,162.00 for the time period of September 1, 2023 to May 31, 2026.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the following Region 1 partners receiving FY 2023 HSGP funding to include: County of Clinton, County of Eaton, County of Gratiot, County of Hillsdale, County of Jackson, County of Lenawee, County of Livingston, County of Shiawassee, and the City of Lansing.

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

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

TO: Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: November 8, 2023
SUBJECT: Resolution Authorizing 2024 Agreements for Community Agencies

For the meeting agendas of November 20 and November 22

BACKGROUND

Attached is the resolution approving community agency funding for FY 2024. Each application was evaluated making the “meeting basic needs” criteria a priority as approved in Board of Commissioners Resolution #23-236.

ALTERNATIVES

If these agencies did not receive funding from the County they would be forced to identify alternative sources of funding for these programs. This may prove difficult in times of greater need during the pandemic.

FINANCIAL IMPACT

For 2024, seventy (70) applications were received, requesting a total of \$1,783,446; and \$365,000 is included in the 2024 budget for community agency funding. This recommendation funds 29 agencies either at their request, or at half the limit per agency (10% of overall funding) as authorized by the Board of Commissioners in resolution #23-236. Each application was scored and ranked by a 4-person committee from the Controller’s Office and the Office of Diversity, Equity, and Inclusion. The top-ranking agencies are funded in this recommendation. Total recommended funding is \$369,071. If the resolution is approved as recommended, the additional \$4,071 could be utilized from the 2024 contingency fund.

An email containing the applications of each agency has been previously sent to you. Please review those prior to the meeting, as they will provide helpful information for your discussions.

STRATEGIC PLANNING IMPACT

This resolution addresses the County’s overarching long-term objective of “Meeting Basic Needs”, such as food, clothing, and shelter.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE 2024 AGREEMENTS FOR COMMUNITY AGENCIES

WHEREAS, the 2024 Ingham County Budget has been approved by the Board of Commissioners; and

WHEREAS, under the Community Agency Program a number of agencies have been allocated funds to provide important services that are consistent with the County's Strategic Planning objective to Ingham County residents; and

WHEREAS, the 2024 budget includes \$365,000 allocated for community agencies; and

WHEREAS, the Controller/Administrator has provided recommended funding levels for each agency that were determined using the criteria set forth in Resolution #23-236.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2024 through December 31, 2024, in the amount specified for each community agency listed on the attached, for the services to Ingham County residents previously approved by the Human Services and Finance Committees.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$4,071 from the 2024 contingency fund to the community agency fund.

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

Organization	Program	2023 Amt. Received	2024 Grant Request	Controller Funding Recommendation	Human Services Funding Recommendation	Finance Funding Recommendation
Voices of Color	provide a space to advocate for and implement strategies to ensure access to the highest quality of resources for all victims and survivors with a focus on black, indigenous and people of color community (BIPOC)	N/A	\$10,000.00	\$10,000.00		
Loads of Love	Provides free services such as food, toiletries, clothing, and HR and counseling resources for those in need	N/A	\$2,000.00	\$2,000.00		
ICHANGE	provide an evidence-based client-centered and unique open-minded approach to foster a more cohesive community, and promote a sustainable well-being for individuals, youth, and families	N/A	\$12,600.00	\$12,600.00		
Cardboard Prophets	Provides clothing, shoes, personal items, and nonperishable food to those in need as well diapers, wipes, and incontinence supplies in tandem with various other organizations	\$12,500.00	\$30,000.00	\$18,250.00		
Southside Community Kitchen	Provides healthy and nutritious meals to low-income and South Lansing people in need	\$1,000.00	\$5,000.00	\$5,000.00		
South Lansing Ministries Inc	Provides healthy and nutritious food pantry for those in need as well as personal need items	N/A	\$10,000.00	\$10,000.00		
Helping Women Period	provide traditional products (pads, tampons, and liners) as well as alternative products (menstrual cups and period underwear) through a charity partner model which leverages pre-existing connections to resources	N/A	\$60,000.00	\$18,250.00		
Epicenter of Worship Church	provides culturally appropriate mentorship and tutoring with supported parent involvement to improve academic performance in reading and math for economically disadvantaged elementary-school-aged BIPOC students in the Lansing School District.	N/A	\$18,510.00	\$18,250.00		
Peckham, Inc	Provides employment and social support services for Region 7 such as housing applications, hygiene and personal care items, and shoes and clothing to individuals on parole and probation in the tri-county area	N/A	\$30,000.00	\$18,250.00		
WAI-AM - RISE Care Unit	Provides basic needs, resources, and care for individuals with addictions issues and are members of the RISE Community	\$4,500.00	\$10,625.00	\$10,625.00		
WAI-AM - RISE Recovery Community	Provides a community for addiction-struggling individuals and gives them resources and support	\$10,000.00	\$10,000.00	\$10,000.00		
Rural Family Services	Provides rental assistance to help keep families in homes	\$9,000.00	\$14,000.00	\$14,000.00		
Southside Community Coalition	Provides snacks to children in after school program every day	N/A	\$6,500.00	\$6,500.00		
The Salvation Army - Lansing Capital Area Center for Service	provides essential food items to homeless and residential individuals through our Food Pantry, Monday through Friday	N/A	\$15,000.00	\$15,000.00		
Haven House	provides emergency homeless shelter for families	\$15,000.00	\$20,000.00	\$18,250.00		

Organization	Program	2023 Amt. Received	2024 Grant Request	Controller Funding Recommendation	Human Services Funding Recommendation	Finance Funding Recommendation
St. Vincent Catholic Charities	Provides refugee families with one month's rent or utility assistance when in crisis	\$5,000.00	\$15,000.00	\$15,000.00		
Stockbridge Community Outreach Association, Inc	Provides Milk Bucks to Stockbridge families without access to regular grocery stores & unable to pay inflated local access prices	\$5,625.00	\$7,346.00	\$7,346.00		
Larry Mitchell Trice Community Outreach Services	Provides food, with a healthy and cultural focus, for Cuban, Middle Eastern, Black, Hispanic, and other international populations in need during evening hours when most other food banks are closed	N/A	\$91,250.00	\$18,250.00		
Habitat for Humanity Capital Region	provides housing services to low-to moderate-income families in Ingham and Eaton Counties.	\$15,312.00	\$25,500.00	\$18,250.00		
Lansing Area AIDS Network	Provides funding for housing, utilities, food, and other basic needs where State funding is unable to do so	\$6,250.00	\$8,000.00	\$8,000.00		
Mason Community Services INC	Provides food resources; clothing and diapers; home furnishing, repair and rent assistance; transportation; laundry assistance; tax assistance; and education classes with ICHD & Detal Dental	\$18,750.00	\$24,000.00	\$18,250.00		
Sleep in Heavenly Peace, Inc.	Provides lumber, materials, mattress, bedding, and pillows for children without beds	N/A	\$10,000.00	\$10,000.00		
CASA for Kids, Inc. Barry, Eaton, and Ingham County	provides advocacy for the well-being and best interest of children in foster care	N/A	\$25,000.00	\$18,250.00		
Retired & Senior Volunteer Programs of Ingham, Clinton, & Eaton Counties (RSVP)	Provides medial driving to seniors and individuals with disabilities for no cost as well as social calls for seniors living alone	\$6,250.00	\$10,000.00	\$10,000.00		
Community Mental Health	Provides services for recovery, wellness, trauma-informed care, and physical-behavioral health care integration for adults and children	N/A	\$30,000.00	\$18,250.00		
Capital Area Housing Partnership - Walnut Manor Apartments	provides housing with services most likely to keep those with special needs stably housed. Walnut Manor Apartments, with their integrated service program, have provided housing and case management support to 12 households annually for over a decade	\$5,000.00	\$5,000.00	\$5,000.00		
Michigan State University Safe Place	provides free services to those victimized by domestic violence and stalking, and their minor aged children. Services include counseling, safety planning, advocacy services and shelter.	\$12,500.00	\$12,500.00	\$12,500.00		
Holy Cross Services New Hope Community Center	provides clean and safe shelter; emergency overnight shelter to prevent individuals from exposure to extreme weather; support services and referrals for individuals experiencing homelessness	\$15,000.00	\$50,000.00	\$18,250.00		

Organization	Program	2023 Amt. Received	2024 Grant Request	Controller Funding Recommendation	Human Services Funding Recommendation	Finance Funding Recommendation
Capital Area Partnership - Tuesday Toolmen	provides free home repairs and modifications to help people remain safely in their homes	\$4,750.00	\$4,750.00	\$4,750.00		
Capital Area Housing Partnership - Ballentine Apartments	provided project-based vouchers housing and case management support to 18 households annually for almost a decade	\$8,000.00	\$8,000.00	\$0.00		
Capital Area Housing Partnership - Homeless Families Supportive Services	provides decent affordable housing, revitalizing neighborhoods, and, most recently, providing housing with services most likely to keep large formerly homeless families permanently housed	N/A	\$5,000.00	\$0.00		
Pilgrim Congregational United Church - Love Layette Program	Provides new clothing, bibs, sleepers, diapers, wipes, and other baby care items for those in need	N/A	\$300.00	\$0.00		
Pilgrim Congregational United Church - Small Children's Closet	Provides free of charge new and used clothing and other baby supplies to low-income families	N/A	\$300.00	\$0.00		
Boys & Girls Club of Lansing	Provides lunch during summer to youth age 6-18 and after-school snacks during the school year	\$5,200.00	\$5,200.00	\$0.00		
Child & Family Charities - Gateway Youth Services	provides food, clothing, shelter and hygiene products; crisis intervention; individual, group and family counseling; and independent living skills training to homeless, runaway, at-risk and street youth ages 12 to 24 in Ingham County	\$19,125.00	\$25,000.00	\$0.00		
Capital Area District Libraries	provides free information and resources to the Greater Lansing Area and Capital Region. CADL offers physical and digital resources, gathering spaces, computers, internet, and technology access, as well as a wide range of programming for library patrons	N/A	\$30,000.00	\$0.00		
Pilgrim Congregational United Church - Meals to Go	Provides "Meals to Go" for neighborhood and community	N/A	\$9,000.00	\$0.00		
The Turning Point of Lansing	Provides mentoring for African American youth, including mental health support, field trip and outing funding, session snacks, and shirts	\$12,500.00	\$40,300.00	\$0.00		
Holt Community Food Bank (HCFB)	provides fresh produce, meats, dairy, bread products and personal needs items depending upon availability	N/A	\$30,000.00	\$0.00		
Lansing School District	provides tangible goods and services to our school community through the expansion of our BIPOC Care Closet and the creation of a Family Support Center within the Office of School Culture (OSC).	N/A	\$249,080.00	\$0.00		
Leslie Outreach	Provides personal needs items (such as toiletries) for economically challenged residents of the Leslie school district	\$1,750.00	\$5,000.00	\$0.00		

Organization	Program	2023 Amt. Received	2024 Grant Request	Controller Funding Recommendation	Human Services Funding Recommendation	Finance Funding Recommendation
Greater Lansing Food Bank - Care Kits	Provides kits of nutritious food for homeless individuals	N/A	\$10,000.00	\$0.00		
St. Vincent de Paul	Provides emergency assistance including rent, utilities, medical bills, etc. and food services including food pantries and meal delivery programs	N/A	\$246,025.00	\$0.00		
Footprints of Michigan, Inc.	provide shoe gear for anyone in need	N/A	\$20,000.00	\$0.00		
Open Arms Link	provides permanent and safe Adult Foster Care (AFC) housing and care services for those with mental and physical developmental disabilities.	N/A	\$30,000.00	\$0.00		
Our Savior Lutheran Church & School	Provides Community Outreach; Clothing and household items; Birthday packs if available; Back to School Backpack Drive; Homemade cards given on holidays if available; Gifts at Christmas if available	N/A	\$30,000.00	\$0.00		
EVE, Inc.	provides survivors of domestic and sexual violence safe, emergency shelter and housing; crisis intervention; mental health services; as well as advocacy to support the client-survivor to empower them, promote their safety, and helps them begin their journey of healing after the trauma they have experienced	\$9,300.00	\$30,000.00	\$0.00		
Refugee Development Center - Newcomer Health & Housing Navigation	Provides cultural and linguistic accessible services for health and housing navigation	N/A	\$15,000.00	\$0.00		
Cristo Rey Community Center - Community Kitchen	Provides two hot and nutritious meals Monday through Friday to those in need	\$4,250.00	\$10,000.00	\$0.00		
Punks with Lunch Lansing	provide food, hygiene items, clothing (socks & underwear), camping items (tents & sleeping bags), and harm reduction to those in need.	N/A	\$10,000.00	\$0.00		
YMCA of Metropolitan Lansing	Provides fresh fruits and vegetables to families in need	\$2,500.00	\$5,000.00	\$0.00		
Eastside Community Action Center	Provides food and other necessities for individuals and families in the community	N/A	\$30,000.00	\$0.00		
Cristo Rey Community Center - Food Access Programs	Provides Food Pantry monthly by appointment for community members in need, Open Distribution of fresh fruits, vegetables, and dairy twice monthly, and daily access to a Bread Rack for those in need	\$9,000.00	\$13,250.00	\$0.00		
One Love Global	Provides mentorship, education, and resources to Black youth	N/A	\$15,060.00	\$0.00		
Refugee Development Center - BRIDGES: Basic Needs to Self Sufficiency	Provides food, clothing, and essential household items to families in need	\$15,312.50	\$20,000.00	\$0.00		

Organization	Program	2023 Amt. Received	2024 Grant Request	Controller Funding Recommendation	Human Services Funding Recommendation	Finance Funding Recommendation
Grit Glam and Guts	provides support for student-led project and professional fees for faculty and staff and ensure adequate staffing with a 1:8 teacher-student ratio, and facility cost.	N/A	\$7,600.00	\$0.00		
Advent House Ministries, Inc.	provides food, shelter, and advocacy services to those who struggle with homelessness and poverty in our community	\$18,750.00	\$18,750.00	\$0.00		
TWIGS Inc	Provides care for cancer patients from underprivileged or income-restricted individuals such as rides to appointments, yard care, errands, and house cleaning	N/A	\$150,000.00	\$0.00		
Greater Lansing Food Bank - Garden Project	Provides access to land, how-to gardening education, seeds, plants starts, tools, and other resources for low-to moderate-income families	\$14,375.00	\$10,000.00	\$0.00		
Women's Center of Greater	Provides counseling, personal hygiene supplies, resume & career help, and professional clothing for low-income women	N/A	\$15,000.00	\$0.00		
United Way of South central Michigan - Capital Area College Access Network	Provides matching funds, mentoring, and professional development to AmeriCorps members serving as college advisors in high schools	\$7,500.00	\$15,000.00	\$0.00		
Northwest Initiative	Provides returning citizens with basic needs such as assistance with government documents, clothing, food, health coverage, transportation resume and career advice, housing, family reunification, etc.	\$6,250.00	\$10,000.00	\$0.00		
Cristo Rey Community Center - Prescription Assistance	Provides bilingual assistance to individuals in navigating complex application processes for access to discounted and free prescriptions by pharmaceutical companies	\$6,750.00	\$6,750.00	\$0.00		
DAP Service & Resources	provides services related to the health in aging such as access to resources, education, and cultural incompetence through education, mentorship and advocacy	N/A	\$13,000.00	\$0.00		
The Listening Ear Crisis Intervention Center	provide crisis intervention, emotional support and information referrals for all individuals who contact them	\$2,000.00	\$2,000.00	\$0.00		
Michigan Crossroads Council, Boy Scouts of America	provide youth with extended opportunities for high-quality enrichment programming that uses a positive youth development approach to guide its delivery	N/A	\$7,500.00	\$0.00		
Big Brothers Big Sisters Michigan Capital Region	Provides mentors to youth age 5-17, including wellness checks and access to basic needs for involved families	\$9,375.00	\$23,750.00	\$0.00		
Allen Neighborhood Center	Provides a food pantry for those in need with non-restrictive food pantry access as well as holistic services for health, housing, and other human service needs	\$2,500.00	\$5,000.00	\$0.00		

Organization	Program	2023 Amt. Received	2024 Grant Request	Controller Funding Recommendation	Human Services Funding Recommendation	Finance Funding Recommendation
United Way of South Central Michigan - Power of We	Provides access to service and care coordination among Ingham County agencies for referral sources, established services in the county, and collaboration on ways to improve coordination practices	N/A	\$10,000.00	\$0.00		
Advancement Corporation	The plan focuses on evenly dispersing affordable housing throughout the community to promote healthy mixed-income neighborhoods.	N/A	\$20,000.00	\$0.00		
TOTAL:		\$304,749.50	\$1,783,446.00	\$369,071.00	\$0.00	\$0.00

Agenda Item 7

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: November 7, 2023
SUBJECT: Resolution to Authorize a Contract with Freedom Construction and Consulting, INC. to Deconstruct the Hoop House at the Ingham County Fairgrounds

BACKGROUND

The Fairgrounds has a severe flooding problem. In order to mitigate the flooding problem on the Fairgrounds the Drain Office and Johnson Consulting (company who completed the master plan) has devised a series of retention ponds on the grounds. The location of one of the retention areas will be where the Hoop House is currently located. The Hoop House, a tension fabric building, was constructed on the Fairgrounds in 2016. The purpose of the building never materialized and was completely under utilized due to the poor location on the grounds. The deconstruction of the Hoop House will allow a retention pond to be built in that location and allow the flood water from the grounds to be held in that location. Once deconstructed, it will be transferred to the Ingham County Road Department.

ALTERNATIVES

The alternative is to leave the Hoop House intact and relocate the retention pond to a different location on the grounds.

FINANCIAL IMPACT

The cost of deconstructing the Hoop House is \$94,000. The funds are available in the Hotel/Motel Fund Balance.

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 7

TO: Lindsey McKeever, Fairgrounds Events Director
FROM: James Hudgins, Director of Purchasing
DATE: October 23, 2023
RE: Memorandum of Performance for RFP No. 47-23 Deconstructing a Tension Fabric Structure

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of deconstructing a tension fabric structure located at the Ingham County Fairgrounds.

The scope of work includes, but is not limited to, removing and disposing of existing non-salvageable fabric; and, removing two (2) overhead doors, deconstructing, bundling and labeling existing metal structure and hardware in conjunction with loading onto Ingham County Road Department (ICRD) trailers for transport to an ICRD site.

Concrete walls and footings are to be demolished and hauled away, ground surface graded and power removed back to the source.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	162	37
Vendors responding	2	1

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Bid Bond	Total Bid
Freedom Construction and Consulting, Inc.	No, Byron Center, MI	Yes	\$ 94,000.00
E.T. MacKenzie Co., LLC	Yes, Lansing, MI	Yes	\$ 147,536.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH FREEDOM CONSTRUCTION AND CONSULTING, INC. TO DECONSTRUCT THE HOOP HOUSE AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, a tension fabric building known as the hoop house was constructed at the Fairgrounds in 2016 for the purpose of providing additional indoor horseback riding space and livestock showing space; and

WHEREAS, the building was under utilized because of the location on the grounds; and

WHEREAS, the Fairgrounds currently floods during heavy rainstorms; and

WHEREAS, the flood water needs to be retained on the grounds; and

WHEREAS, the location of the hoop house is the ideal location to hold water with the least impact to the overall operations of the fairgrounds; and

WHEREAS, the Ingham County Drain Office agrees that this location is ideal; and

WHEREAS, the hoop house needs to be deconstructed in order to accommodate construction of a retention pond; and

WHEREAS, after a careful review of the bids, the Fairgrounds Events Director and the Fair Board concur that a contract be awarded to Freedom Construction and Consulting, INC. to deconstruct the hoop house for an amount not to exceed \$94,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Freedom Construction and Consulting, INC. to deconstruct the hoop house in an amount not to exceed \$94,000.

BE IT FURTHER RESOLVED, that the funding source is the fund balance in the hotel/motel fund.

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 Commissioner’s Human Services and Finance Committees

FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer

DATE: October 24, 2023

SUBJECT: Authorization for an Agreement with Advance Peace, formerly named Safe Passages
For the Meeting Agendas of November 20 and November 22, 2023

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Advance Peace formerly named Safe Passages effective September 1, 2023, through November 30, 2024, in an amount not to exceed \$67,500. Advance Peace was formerly named Safe Passages and yet operated under both names. This distinction is important as Safe Passages has separated as its own entity separate from Advance Peace, thus requiring a new resolution. This will void the former contract approved through Resolution #21–430.

ALTERNATIVES

Should ICHD choose not to enter into this agreement, ICHD would forfeit its contracted relationship with Safe Passages, and the local operator team would not receive technical assistance.

FINANCIAL IMPACT

This agreement will be covered by funding designated for the Advance Peace initiative in an amount not to exceed \$67,500.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Advance Peace formerly named Safe Passages, effective September 1, 2023, through November 30, 2024, in an amount not to exceed \$67,500.

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ADVANCE PEACE FORMERLY NAMED SAFE PASSAGES

WHEREAS, Ingham County Health Department (IChD) wishes to enter into an agreement with Advance Peace formerly named Safe Passages effective September 1, 2023, through November 30, 2024, in an amount not to exceed \$67,500; and

WHEREAS, Advance Peace was formerly named Safe Passages and yet operated under both names; and

WHEREAS, this distinction is important as Safe Passages has separated as its own entity separate from Advance Peace, thus requiring a new resolution; and

WHEREAS, this resolution will void the former contract approved through Resolution #21-430; and

WHEREAS, this agreement will be covered by funding designated for the Advance Peace initiative in an amount not to exceed \$67,500; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize enter into an agreement with Advance Peace formerly named Safe Passages effective September 1, 2023, through November 30, 2024, in an amount not to exceed \$67,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize enter into an agreement with Advance Peace formerly named Safe Passages effective September 1, 2023, through November 30, 2024, in an amount not to exceed \$67,500.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: November 2, 2023
SUBJECT: Authorization for a FY24 Agreement with Michigan Department of Environment, Great Lakes, and Energy (EGLE)
For the meeting agendas of November 20 and November 22, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to partner with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct environmental monitoring and inspections of EGLE Non-Community programs effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$98,813.00. Each year EGLE reimburses ICHHD for expenses related to monitoring and inspection services. This practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environmental Quality and has since passed to the newly reorganized Department of EGLE. The Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments. The current agreement expired on September 30, 2023 and the new agreement will be effective October 1, 2023 through September 30, 2024.

ALTERNATIVES

ICHHD could not choose not to accept the reimbursement, and thus forfeit environmental monitoring and inspections of non-community programs.

FINANCIAL IMPACT

The proposed agreement for FY 2023 includes the following services and funding totaling up to \$98,813, allocated as follows:

Non-Community Public Water Supply Program (Type II Public) – up to \$24,580

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

General Fund – State Funding Amount - \$54,313 (Designated broadly to support all Environmental Monitoring Programs)

Drinking Water Long-Term Monitoring – up to \$700

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

Campground Program – up to \$800

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

Public Swimming Pools – up to \$18,420

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

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with Michigan Department of EGLE to conduct environmental monitoring and inspections of non-community programs effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$98,813.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY FOR FY 2023-2024

WHEREAS, Ingham County Health Department (ICHHD) wishes to partner with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct environmental monitoring and inspections of EGLE Non-Community programs; and

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

WHEREAS, this practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environmental Quality and has since passed to the newly reorganized Department of EGLE; and

WHEREAS, EGLE proposes to clarify the responsibilities for some environmental services and arrange to purchase environmental monitoring and inspection services from ICHHD; and

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

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with EGLE to conduct environmental monitoring and inspections for non-community programs, effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$98,813..

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with EGLE to conduct environmental monitoring and inspections for non-community programs, effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$98,813.

BE IT FURTHER RESOLVED that EGLE shall reimburse ICHHD up to \$98,813 for expenses related to testing and inspection services as follows:

- Non-Community Public Water Supply Program (Type II public) – up to \$24,580
- General Fund – up to \$54,313
- Drinking Water Long-Term Monitoring – up to \$700
- Campground Requirements – up to \$800
- Public Swimming Pools – up to \$18,420.

BE IT FURTHER RESOLVED, that the funding was anticipated in ICHHD's FY2023-2024 budget.

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 Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: October 30, 2023
SUBJECT: Authorization to Purchase Gift Cards for AmeriCorps FY23-24 Members
For the Meeting Agendas of November 20 and November 22, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to purchase individual gift cards for each AmeriCorps State and Public Health AmeriCorps Member as portion of their compensation, effective upon approval through September 30, 2024 in an amount not to exceed \$7,842. Michigan Department of Labor and Economic Opportunity (MDLEO) grants funding each year for the two AmeriCorps programs, and has confirmed that using a portion of the funding each year to purchase gift cards for AmeriCorps members, is an allowable and appropriate expense in addition to their base stipend. Providing gift cards to each AmeriCorps member for mileage offers a more efficient, member-friendly, and cost-effective solution that simplifies the reimbursement process and enhances the overall experience for both members and employers. The individual gift card amounts will vary depending on the member slot, length of service, and what budget has been approved for by the funder (MCSC). All gift cards will be tracked in compliance with Purchasing’s policies and the distribution sheets will be checked for accuracy by two staff individuals in order to ensure compliance and accountability of funds.

ALTERNATIVES

Choosing not to purchase individual gift cards for AmeriCorps State and Public Health AmeriCorps members forces each member to track travel and additional expenses which is labor intensive and necessitates that members initially pay for their expenses out of their own funds. Gift cards offer a convenient and hassle-free solution for AmeriCorps members, reduces administrative burdens on members, program staff, and employers, and places value on members’ time which contributes to higher service satisfaction.

FINANCIAL IMPACT

MDLEO provided ICHHD with FY23-24 funding for both AmeriCorps State and Public Health AmeriCorps, which will cover all costs for the purchase of individual gift cards for each AmeriCorps member in an amount not to exceed \$7,842. Of this amount, \$2,302 will be allotted for the AmeriCorps Public Health AmeriCorps members, and \$5,540 will be allotted for the AmeriCorps State Program members.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize purchasing gift cards for each AmeriCorps State and Public Health AmeriCorps Member, effective upon approval through September 30, 2024.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF INDIVIDUAL GIFT CARDS FOR AMERICORPS FY 2023-2024 MEMBERS

WHEREAS, Ingham County Health Department (IChD) wishes to purchase individual gift cards for each AmeriCorps State and Public Health AmeriCorps Member as a portion of their compensation, effective upon approval through September 30, 2024 in an amount not to exceed \$7,842; and

WHEREAS, Michigan Department of Labor and Economic Opportunity (MDLEO) grants funding each year for the two AmeriCorps programs, and has confirmed that a using portion of the funding each year to purchase gift cards for AmeriCorps members is an allowable and appropriate expense in addition to their base stipend; and

WHEREAS, providing gift cards to each AmeriCorps member for mileage offers a more efficient, member-friendly, and cost-effective solution that simplifies the reimbursement process and enhances the overall experience for both members and employers; and

WHEREAS, individual gift card amounts will vary depending on the member slot, length of service, and what budget has been approved for by the funder (MCSC); and

WHEREAS, all gift cards will be tracked in compliance with Purchasing's policies and the distribution sheets will be checked for accuracy by two staff individuals, to ensure compliance and accountability of funds; and

WHEREAS, gift cards offer a convenient and hassle-free solution for AmeriCorps members, reduces administrative burdens on members, program staff, and employers, and places value on a member's time which contributes to higher service satisfaction; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize purchasing individual gift cards for each AmeriCorps State and Public Health AmeriCorps Member as portion of their compensation, in addition to their base stipend effective upon approval through September 30, 2024 in an amount not to exceed \$7,842.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes purchasing individual gift cards for AmeriCorps State and Public Health AmeriCorps members, effective upon approval through September 30, 2024 in an amount not to exceed \$7,842.

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.

Agenda Item 8d

TO: Board of Commissioner's Human Services and Finance Committees

FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer

DATE: October 30, 2023

SUBJECT: Authorization for an Agreement with Michigan Public Health Institute for Advance Peace Evaluation

For the meeting agendas of November 20 and November 22, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Michigan Public Health Institute (MPHI) in an amount not to exceed \$129,750 effective, October 1, 2023 through September 30, 2024. On March 23, 2021, the Ingham County Board of Commissioners (BOC) approved Resolution #21-179, stating that Ingham County will include in its 2022-2024 public safety planning a commitment, support, and partnership with Advance Peace and local partners in the amount of \$590,000 to establish a program to help build and sustain local community capacity to interrupt gun violence.

Over the past two years this program has been developed and launched in partnership with community and as a result of this program, Advance Peace has saved lives and reduced the life-altering trauma experienced by people living in the impacted communities and by the service providers who support them.

MPHI will provide the following services:

- Year two Evaluation of the Lansing/Ingham Peacemaker Fellowship®, and
- Year two of Fiduciary Services for Peacemaker Fellowship® LifeMAP Allowances and Horizon Building Journeys, travel and conference registrations for the Local Operator and other local partners, not paid by other funding sources.

The Advance Peace evaluation team consists of MPHI, the Institute of Urban and Regional Development at UC Berkeley (IURD), and the National Council on Crime and Delinquency (NCCD) who together, will collaborate to ensure completion of a quality and timely evaluation of the Advance Peace strategy as implemented in Ingham County, MI.

ALTERNATIVES

Choosing not to enter into this agreement would result in a loss of a critical partnership with MPHI and Advance Peace to build and sustain local community capacity to interrupt gun violence.

FINANCIAL IMPACT

The total cost for this agreement will be for an amount not to exceed \$129,750 and will be covered by funds already received and budgeted for within the Advance Peace Initiative budget (ICHHD).

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize entering into an agreement with MPHI effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$129,750.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN PUBLIC HEALTH INSTITUTE TO PROVIDE A YEAR TWO EVALUATION OF THE LANSING/INGHAM PEACE MAKER FELLOWSHIP® AND TO PROVIDE YEAR TWO FIDUCIARY SERVICES FOR PEACEMAKER FELLOWSHIP® LIFEMAP

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with Michigan Public Health Institute (MPHI) in an amount not to exceed \$129,750 effective October 1, 2023 through September 30, 2024; and

WHEREAS, on March 23, 2021, the Board of Commissioners approved Resolution #21-179, stating that Ingham County will include in its 2022-2024 Public Safety Plan, a commitment, support, and partnership with Advance Peace and local partners in the amount of \$590,000, for establishing a program to help build and sustain local community capacity to interrupt gun violence; and

WHEREAS, in order to further these efforts, MPHI will provide the following services:

- A year two Evaluation of the Lansing/Ingham Peacemaker Fellowship®
- Year two Fiduciary Services for Peacemaker Fellowship® LifeMAP Allowances, Horizon Building Journeys, travel and conference registrations for the Local Operator and other local partners, and stipends for Community Co-Chairs not paid by other funding sources; and

WHEREAS, per Resolution #21-179, Ingham County agreed to provide local gun violence-related data, and agreed to work with the Advance Peace evaluation team consisting of MPHI, the Institute of Urban and Regional Development at UC Berkeley (IURD), and the National Council on Crime and Delinquency (NCCD) to ensure completion of a quality and timely evaluation of the Advance Peace strategy as implemented in Ingham County, MI; and

WHEREAS, all costs of this agreement will be covered by funds already received and budgeted for within the Advance Peace Initiative budget (ICHHD); and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with MPHI to provide a year two evaluation of the Lansing/Ingham Peace Maker Fellowship® and to provide year two fiduciary services for Peacemaker Fellowship® LifeMAP, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$129,750.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MPHI to provide a year two evaluation of the Lansing/Ingham Peace Maker Fellowship® and to provide year two fiduciary services for Peacemaker Fellowship® LifeMAP, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$129,750.

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 Commissioner’s Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: October 30, 2023
SUBJECT: Resolution to Accept Department of Justice Byrne Grant Funds from Michigan Public Health Institute for local implementation of the Lansing/Ingham Peacemaker Fellowship

For the meeting agendas of November 20, and November 22, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept a Department of Justice (DOJ) grant funds from Michigan Public Health Institute (MPHI) for the local implementation of the Lansing/Ingham Peacemaker Fellowship and wishes to partner with Advance Peace effective October 1, 2023 through September 30, 2024. On March 23, 2021, the Board of Commissioners approved Resolution #21-179, stating that Ingham County will establish a program to help build and sustain local community capacity to interrupt gun violence. This program will help save lives and reduce the life-altering trauma experienced by people living in impacted communities and by the service providers who support them.

The Advance Peace planning team has established a three-year budget totaling \$1,954,240 for local implementation of the Peacemaker Fellowship® (the flagship program of the Advance Peace model), and has secured commitments for funding, of which \$34,274 was committed via formal notification of a grant award from the DOJ Byrne Grant.

Upon contract execution, Ingham County Health Department (ICHHD) will receive monthly payments of \$2,950.50 per month from October 1, 2023, through September 30, 2024. Total payments from MPHI under this agreement shall not exceed the sum of \$34,406.

ALTERNATIVES

Choosing not to accept this funding would result in a loss of funding allocated to build and sustain local community capacity to interrupt gun violence.

FINANCIAL IMPACT

The total amount of funding received will be for an amount not to exceed \$34,406. All costs for this agreement will be covered by county general funds, ARP funds, or other local sources.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize accepting the DOJ Byrne Grant funding from MPHI effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$34,406.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT DEPARTMENT OF JUSTICE BYRNE GRANT FUNDS FROM MICHIGAN PUBLIC HEALTH INSTITUTE FOR LOCAL IMPLEMENTATION OF THE LANSING/INGHAM PEACEMAKER FELLOWSHIP®

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a Department of Justice (DOJ) grant from Michigan Public Health Institute (MPHI) for the local implementation of the Lansing/Ingham Peacemaker Fellowship and wishes to partner with Advance Peace effective October 1, 2023 through September 30, 2024; and

WHEREAS, on March 23, 2021, the Board of Commissioners approved Resolution #21-179, stating that Ingham County will establish a program to help build and sustain local community capacity to interrupt gun violence; and

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

WHEREAS, the Advance Peace planning team has established a three-year budget totaling \$1,954,240 for local implementation of the Peacemaker Fellowship® (the flagship program of the Advance Peace model), and has secured commitments for funding, of which \$34,274 was committed via formal notification of a grant award from the DOJ Byrne Grant; and

WHEREAS, ICHD will complete all required grant reporting outlined in the contract with MPHI by the required deadlines; and

WHEREAS, upon contract execution, Ingham County Health Department (ICHD) will receive monthly payments of \$2,950.50 per month from October 1, 2023, through September 30, 2024; and

WHEREAS, total payments from MPHI under this agreement shall not exceed the sum of \$34,406; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accepting a Department of Justice (DOJ) grant funds from Michigan Public Health Institute (MPHI) for the local implementation of the Lansing/Ingham Peacemaker Fellowship and to partner with Advance Peace effective October 1, 2023 through September 30, 2024.

THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners authorizes accepting a Department of Justice (DOJ) grant funds from Michigan Public Health Institute (MPHI) for the local implementation of the Lansing/Ingham Peacemaker Fellowship and to partner with Advance Peace effective October 1, 2023 through September 30, 2024.

BE IT FURTHER RESOLVED, that the that the Ingham County Board of Commissioners accepts a DOJ grant from MPHI in an amount not to exceed \$34,406, effective October 1, 2023, through September 30, 2024.

BE IT FURTHER RESOLVED, that the Advance Peace planning team will continue working to identify and secure funding sources for additional project enhancements.

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

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

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

FROM: Deb Fett, CIO

DATE: November 7, 2023

SUBJECT: Renewal of Hyland OnBase Annual Support
For the meeting agendas of November 21st, November 22nd, and November 28th, 2023

BACKGROUND

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and streamlining of our processes. Our support contract expires on December 31st, 2023. In 2016 we did a split of our support model to using Hyland under the GSA contract for our licensing support and ImageSoft for our direct support of the application. This resulted in a net savings of \$41,342.92. In 2022, Hyland moved to a subscription licensing model for all new license purchases. They invoice those renewals separately, so 2023 includes an increase of \$50,990.57 for the first-year renewal of subscription licensing purchased in 2022. The subscription licenses are primarily licenses purchased as part of the Circuit Court Family Division imaging project with a smaller number of licenses purchased for other departments. In addition to this, the maintenance costs for our perpetual licenses purchased before 2022 saw a slight increase.

ALTERNATIVES

By working through ImageSoft and Hyland for our support, we have the following results:

2019 support costs paid	\$182,288.30
2020 Actual invoice total	\$207,663.43
2021 Actual invoice total	\$203,650.17
2022 Actual invoice total	\$215,963.69

FINANCIAL IMPACT

The funding for the \$50,990.57 and the \$124,683.41 invoices from Hyland (total of \$175,673.98) is budgeted and will come from the County’s Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Hyland support renewals in the amount not to exceed \$176,000.00 which includes a small contingency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE HYLAND ONBASE ANNUAL SUPPORT

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current licensing subscription agreement will expire on December 31st, 2023; and

WHEREAS, the annual contract amount is in the approved 2024 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the Hyland OnBase annual support by paying invoices in the amount not to exceed \$176,000.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Imaging Fund (636-25870-932050).

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

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

TO: Board of Commissioners, County Services, & Finance Committees

FROM: Deb Fett, CIO

DATE: November 72023

SUBJECT: Renew CourtView Support Services
For the meeting agendas of November 21st, 22nd, and 28th, 2023

BACKGROUND

Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys’ Office. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates that will expire on December 31st, 2023. This support has been purchased every year since Ingham County has owned the application. The last invoice for total maintenance cost was \$170,232, this year’s upcoming cost proposed by Equivant is \$176,533. This is being put forth now to ensure timely payment with 2023 funds.

ALTERNATIVES

While the County is in process of moving to the State case management solution, we will continue to need support on this software until after any transition is completed. That may include yet another year of support after this one depending on the timeline for implementation.

FINANCIAL IMPACT

The funding for the \$176,533 total will come from the County’s Innovation and Technology Department’s LOFT Fund #636-25820-932050 for 2023.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the invoice renewal for Equivant support of the CourtView software in the amount of \$176,533.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE INVOICE FOR RENEWING
COURTVIEW SUPPORT SERVICES**

WHEREAS, Ingham County currently utilizes CourtView Software as our criminal justice application; and

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$176,533 for annual support is due for the support from January 1st, 2024 - December 31st, 2024; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize payment of the invoice for the renewal of support from Equivant in the amount not to exceed \$176,533.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's LOFT Fund (636-25820-932050).

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

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

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

FROM: Deb Fett, CIO

DATE: November 6, 2023

SUBJECT: PACC/PAAM Licensing and Support Renewal
For the Agendas of November 21st, November 22nd, and November 28th.

BACKGROUND

PACC/PAAM is the software that our Ingham County Prosecutor’s Office relies on for case tracking, victims’ rights notifications and warrant charging guidance information. It is a creation of the Prosecuting Attorneys Association of Michigan.

Last year’s licensing and support costs were \$5,566. This year the cost will be \$9,010 as they have realigned costs with services yet again. The major portion is now paid as dues and services and not as support, thus changing what IT is responsible for.

ALTERNATIVES

Ingham County could choose not to use the software.

FINANCIAL IMPACT

The funding for the \$9,010 total will come from the County’s LOFT Fund 636-25820-932050.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The PACC/PAAM system has been used by our Prosecutor’s Office for many years and is used by many of the counties in Michigan. It serves as a hub for the creation of a statewide network between prosecuting attorneys and state agencies, such as the Michigan State Police, Department of Human Services, and the Department of Corrections.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for PACC/PAAM Licensing and Support renewal in the amount of \$9,010.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF PACC/PAAM LICENSING AND SUPPORT

WHEREAS, Ingham County Prosecutor's Office relies on our PAAC/PAAM system; and

WHEREAS, the software has been in use for many years; and

WHEREAS, the renewal for licensing and support will be \$9,010.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of licensing and support from PACC/PAAM in an amount not to exceed \$9,010.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's LOFT Fund #63625820-932050.

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 9d

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

FROM: Deb Fett, CIO

DATE: November 8, 2023

SUBJECT: Pluralsight Training for ITD staff
For the meeting agendas of November 21st, 22nd and 28th, 2023

BACKGROUND

Innovation and Technology Department (ITD) utilizes online training for our technical staff to ensure that they have access to the latest skills and best practices in the industry. Our current provider is Pluralsight, which we have found to be the best option of the available training providers as they offer not only the training but a skillset analysis that will allow us to more accurately find just the right topics needed to ensure staff are not wasting time with topics in which they are already proficient. This contract expires November 15, 2023 and ITD would like to renew.

ALTERNATIVES

In the past we have used Lynda.com, ITProTV and other training sites. These are adequate in many ways but the topics tend to get stale. We could also not do training and allow our staff to stagnate in their skills.

FINANCIAL IMPACT

The funding for the \$20,468.25 total will come from the County's Innovation and Technology Department's Staff Development and Training Fund #636-95800-960000. This was quoted by CDWG under the State of Michigan MiDeal Contract.

OTHER CONSIDERATIONS

Ongoing training is an important part of ensuring our ITD staff are best able to serve our citizens.

STRATEGIC PLANNING IMPACT

This authorization supports Goal D – Information Technology, specifically Strategy 1 – Support well-trained IT managers and staff current with emerging trends and best practices.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Pluralsight training from CDWG in the amount of \$20,468.25.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF PLURALSIGHT STAFF TRAINING FROM CDWG

WHEREAS, Pluralsight is a company that provides IT training in easy to understand videos along with virtual labs and practice exams; and

WHEREAS, ongoing training is an important part of ensuring our Innovation and Technology Department (ITD) staff are best able to serve our citizens; and

WHEREAS, ITD has been pleased with the offerings from Pluralsight and has found it to be very effective; and

WHEREAS, the subscription for training for our entire ITD staff for one year expires November 15, 2023.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of Pluralsight training from CDWG in the amount not to exceed \$20,468.25.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Staff Development and Training Fund #63695800-960000.

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 10a

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: November 7, 2023
RE: Resolution to Authorize an Agreement with Trane U.S. Inc., for Upgrading the Temperature Controls and Software at the 9-1-1 Center

For the meeting agendas of: November 21 & 22

BACKGROUND

The software and controllers that controls the temperatures of the 9-1-1 Center are in need of upgrades, the current software has caused the temperatures of the 9-1-1 Center to become uncomfortable for the dispatchers. Trane who is on the Omnia co-operative agreement therefore three quotes are not required per the Ingham County Purchasing Policy, submitted a proposal of \$16,638.

ALTERNATIVES

The alternative would be to not approve leaving the staff to remain working in uncomfortable conditions in a high stress work environment.

FINANCIAL IMPACT

Funds are available in building equipment maintenance line item #261-32500-932000.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Trane U.S. Inc., for the upgrades to the temperature controls and software.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRANE U.S. INC., FOR UPGRADING THE TEMPERATURE CONTROLS AND SOFTWARE AT THE 9-1-1 CENTER

WHEREAS, the software and controllers that control the temperatures of the 9-1-1 Center are in need of upgrades, the current software has caused the temperatures of the 9-1-1 Center to become uncomfortable for the dispatchers; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the Omnia Co-Operative Agreement do not require three quotes; and

WHEREAS, Trane U.S. Inc., is on the Omnia Co-Operative Agreement; and

WHEREAS, the Facilities Department recommends an agreement with Trane U.S. Inc., for \$16,638 to upgrade the temperature controls and software at the 9-1-1 Center; and

WHEREAS, funds are available in the building equipment maintenance line item #261-32500-932000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Trane U.S. Inc., 3350 Pine Tree Road, Lansing, Michigan 48911, for upgrading the temperature controls and software at the 9-1-1 Center for an amount not to exceed \$16,638.

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

Agenda Item 10b

TO: Board of Commissioners Human Services, County Services, & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: November 7, 2023

RE: Resolution to Authorize an Agreement with Moore Trosper Construction Co., for the Renovations to the Michigan Department of Health and Human Services Space at the Human Services Building

For the meeting agendas of: November 20, 21 & 22

BACKGROUND

Michigan Department of Health and Human Services (MDHHS) currently leases approximately 55,026 square feet of space at the Human Services Building (HSB). It is unknown when the space was last updated. The space is outdated and in need of renovations. The renovations include but are not limited to removal of existing gypsum board partitions, modifications to existing partitions, installation of new gypsum board partitions, new flooring, paint, sound attenuation panels, cabinetry, window film, doors, frames, hardware, security type windows, ceiling modifications, toilet room renovations, mechanical system adjustments, light fixture replacements, and new lighting control systems.

Moore Trosper submitted the lowest responsive and responsible proposal of \$1,624,400 for the renovations, we are requesting a contingency of \$100,000 for any unforeseen circumstances, for a total not to exceed amount of \$1,724,400.

ALTERNATIVES

The alternative would be to not approve allowing the space to become less useful as the needs of MDHHS has changed over the years and risking higher construction costs.

FINANCIAL IMPACT

The funds for this renovation will be reimbursed by the State of Michigan through payments made under an amended lease.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Moore Trosper to renovate the MDHHS leased space at HSB.

Agenda Item 10b

TO: Glenn Canning, Facilities Director
CC: Joel Hathon, Project Manager, Facilities
FROM: James Hudgins, Director of Purchasing
DATE: August 23, 2023
RE: Memorandum of Performance for RFP No. 39-23 Improvements to the Michigan Department of Health and Human Services

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to the existing area leased by the Michigan Department of Health and Human Services, located within the Ingham County Human Services Building (HSB).

The spaces being renovated are all located on the ground floor level of the HSB. The scope of work includes, but is not limited to, removing existing gypsum board partitions, modifying existing partitions, installing new gypsum board partitions, new flooring, paint, sound attenuation panels, cabinetry, window film, doors, frames, hardware, security type windows, ceiling modifications, toilet room renovations, mechanical system adjustments, light fixture replacements, and new lighting control systems.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	93	18
Vendors attending pre-bid/proposal meeting	13	10
Vendors responding	4	4

A summary of the vendors' costs:

Vendor Name	Local Preference	Total Cost
Royal Paint Company	Unresponsive - not a general contractor	
Moore Trospen Construction Co.	Yes, Holt MI	\$ 1,624,400.00
Laux Construction LLC	Yes, Mason MI	\$ 1,625,700.00
Wolverine Building Group	Yes, Lansing MI	\$ 1,783,250.00
Demaria Building Company	Yes, Okemos MI	\$ 1,813,327.00

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

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MOORE TROSPER
CONSTRUCTION CO., FOR THE RENOVATIONS TO THE MICHIGAN DEPARTMENT OF
HEALTH AND HUMAN SERVICES SPACE AT THE HUMAN SERVICES BUILDING**

WHEREAS, Michigan Department of Health and Human Services (MDHHS) currently leases approximately 55,026 square feet of space at the Human Services Building (HSB); and

WHEREAS, it is unknown when the space was last updated, the space is outdated and in need of renovations; and

WHEREAS, the renovations include but are not limited to: removal of existing gypsum board partitions, modifications to existing partitions, installation of new gypsum board partitions, new flooring, paint, sound attenuation panels, cabinetry, window film, doors, frames, hardware, security type windows, ceiling modifications, toilet room renovations, mechanical system adjustments, light fixture replacements, and new lighting control systems; and

WHEREAS, the Purchasing Department solicited proposals from qualified vendors; and

WHEREAS, the Facilities Department recommends an agreement with Moore Trosper Construction Co., a local vendor who submitted the lowest responsive and responsible proposal of \$1,624,400 for the renovations to MDHHS space at HSB; and

WHEREAS, the Facilities Department is requesting a contingency of \$100,000 for any unforeseen circumstances; and

WHEREAS, the lease with the State of Michigan will need to be amended to include the funding for this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Moore Trosper Construction Co., 4224 Keller Road, Holt, Michigan, 48842, for the renovations to the Michigan Department Health and Human Services space at the Human Services Building for a not to exceed amount of \$1,724,400 which includes a \$100,000 contingency.

BE IT FURTHER RESOLVED, that the lease with the State of Michigan for the Michigan Department of Health and Human Services space at the Human Services Building is hereby amended by an amount not to exceed \$1,724,400 to reimburse Ingham County for costs associated with this project.

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

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: November 7, 2023

SUBJECT: Proposed Resolution Authorizing a Purchase Order for Helically Corrugated Steel Pipe

For the agendas on November 21 and 22

BACKGROUND

The purpose of this memorandum is to request approval to purchase helically corrugated steel pipe from Contech Engineered Solutions LLC.

Bids for pipe were solicited and evaluated by the Ingham County Purchasing Department for Invitation for Bid (IFB) #212-23 as shown per the Memorandum of Performance. Contech Engineered Solutions LLC was the lowest bid on steel pipe and is also a local vendor. Jensen Bridge and Supply Co was removed from consideration because they submitted a bid with prices guaranteed for only 30 days.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department 2024 budget includes sufficient funds to cover the cost associated with this contract. The 2024 bid unit prices have increased on an average of 15 percent of 2023 unit prices. The estimated total cost is less than \$100,000.

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 a purchase order with Contech Engineered Solutions, LLC for helically corrugated steel pipe for a one (1) year term (2024 calendar year), with an option to renew for the 2025 calendar year.

Agenda Item 11a

TO: Andrew Dunn, Director of Operations, Ingham County Road Department
FROM: James Hudgins, Director of Purchasing
DATE: October 26, 2023
RE: Memorandum of Performance for IFB No. 212-23 Helically Corrugated Steel Pipe

The Ingham County Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing helically corrugated steel pipe for the Ingham County Road Department, for a period of one (1) year with an option for a one-year renewal. Prices will remain constant with no price increases for the initial one-year term of the contract.

Material is to conform to Section 909.05 of the Michigan Department of Transportation 2020 Standard Specifications for Construction for Corrugated Steel Pipe with the exception of re-rolled pipe ends shall have at least three circumferential corrugations. Standard lengths of helically corrugated steel pipe with re-rolled ends will be purchased in 20-foot, 24-foot, and 30-foot lengths. Connecting bands shall be a two bolt-hole style and include bolts.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	17	2
Vendors responding	3	1

A summary of the vendors' costs is on the following pages:

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

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

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

VENDOR COSTS

Vendor Name		St. Regis Culvert Inc.	Jensen Bridge and Supply Co.	Contech Engineered Solutions LLC	
Local Preference		No, Charlotte MI	No, Sandusky MI	Yes, Mason MI	
<i>Aluminized Type 2 Pipe Diameter</i>	<i>Gauge</i>	<i>Price per Linear ft.</i>	<i>Price per Linear ft.</i>	<i>Price per Linear ft.</i>	
8" Spiral Aluminized Type 2	14	N/A	N/A	N/A	
12" Spiral Aluminized Type 2	14	\$ 15.96	\$ 13.85	\$ 14.75	
15" Spiral Aluminized Type 2	14	\$ 19.95	\$ 17.26	\$ 18.15	
18" Spiral Aluminized Type 2	14	\$ 23.94	\$ 20.68	\$ 20.95	
24" Spiral Aluminized Type 2	14	\$ 32.00	\$ 27.54	\$ 27.75	
30" Spiral Aluminized Type 2	14	\$ 40.80	\$ 34.40	\$ 35.25	
36" Spiral Aluminized Type 2	14	\$ 48.96	\$ 40.84	\$ 41.75	
48" Spiral Aluminized Type 2	14	\$ 65.84	\$ 56.49	\$ 55.10	
60" Spiral Aluminized Type 2	12	\$ 126.95	\$ 101.81	\$ 92.25	
72" Spiral Aluminized Type 2	12	N/A	\$ 128.59	\$ 119.75	
<i>Aluminized Type 2 Connecting Bands</i>	<i>Gauge</i>	<i>Width</i>	<i>Price Each</i>	<i>Price Each</i>	<i>Price Each</i>
12" Aluminized Connecting Band	14	24"	\$ 32.00	\$1.75/foot	\$ 27.15
24" Aluminized Connecting Band	14	24"	\$ 64.00	\$2.25/foot	\$ 51.50

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR
HELICALLY CORRUGATED STEEL PIPE**

WHEREAS, the Road Department annually purchases approximately 2,000 feet of corrugated steel pipe for use as drainage culverts and storm sewer construction; and

WHEREAS, the Purchasing Department recently released bid packet #212-23 and received competitive bid proposals for furnishing helically corrugated steel pipe for a period of one (1) year with an option for a one-year renewal, beginning from date of January 1, 2024; and

WHEREAS, bids for helically corrugated steel pipe were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to award the contract to the most complete lowest qualified bidder, Contech Engineered Solutions, LLC for furnishing helically corrugated steel pipe; and

WHEREAS, the Road Department 2024 budget includes sufficient funds to cover the cost associated with this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid from Contech Engineered Solutions, LLC, located at 661 Jerico Dr, Mason, Michigan for furnishing helically corrugated steel pipe to the Road Department per bid packet #212-23 for a one-year period, with a one-year renewal option, beginning from date of January 1, 2024.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Contech Engineered Solutions, LLC to purchase pipe 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 contract documents that are consistent with this resolution 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: November 7, 2023

SUBJECT: Proposed Resolution Authorizing a purchase order for Bulk Fuel Delivery

For the agendas November 21 and 22

BACKGROUND

The purpose of this memorandum is to request the approval to purchase bulk fuels including unleaded gasoline and diesel fuel that will be supplied and delivered to Road Department district garages on an as-needed basis. The contract will be effective for one year. The Road Department annually purchases approximately 180,000 gallons of fuel for maintenance and construction operations.

Bids were sought per Invitation for Bid (IFB) #215-23 from experienced and qualified vendors for the purpose of delivering fuel to the Road Department district garages for a period of one year. The bids were received and evaluated by the Purchasing Department as detailed in the attached Memo of Performance. The Purchasing Department and the Road Department are in concurrence to award the contract to the lowest, most complete and qualified bidder, Avery Oil & Propane.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost of this contract.

OTHER CONSIDERATIONS

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

RECOMMENDATION

I recommend that the approval of the attached resolution to authorize a purchase order with Avery Oil & Propane for the purchase of bulk fuel for the Ingham County Road Department.

Agenda Item 11b

TO: Andrew Dunn, Director of Operations, Ingham County Road Department
FROM: James Hudgins, Director of Purchasing
DATE: October 26, 2023
RE: Memorandum of Performance for IFB No. 215-23 Bulk Fuel Delivery for the Ingham County Road Department

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of entering into a contract to provide bulk fuels including unleaded gasoline and diesel fuels to the Ingham County Road Department’s Western, Eastern and Metro garages on as as-needed basis. The Contractor, upon request, will also take quarterly samples of Ingham County Road Department stored gasoline and diesel fuel for analysis and reporting for all locations.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	19	6
Vendors responding	3	1
Vendors Unresponsive	2	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Regular Octane Unleaded Gasoline (Min. 87 Octane)	Premium #2 Treated Ultra Low Sulfur Diesel Fuel	Quarterly Fuel Testing	Time Stamp
		<i>Estimated Annual Qty:</i> <i>60,000 Gallons</i>	<i>Estimated Annual Qty:</i> <i>120,000 Gallons</i>		
		Differential Price/Gallon	Differential Price/Gallon	Cost Per Service	
Avery Oil & Propane Inc.	Yes, Mason MI	\$ 0.12	\$ 0.12	\$ 50.00	10/25/23 @ 1:33 PM
		Notes: The differential above contains costs that suppliers invoice as a separate line item of approximately .013, and other costs that are incurred but not on the invoice from suppliers such as freight and the cost to treat the diesel fuel.			
Sunoco / Gladieux	No, Dallas TX	\$ 0.25	\$ 0.25	\$ 150.00	10/26/23 @ 10:33 AM
		Notes: None listed			
Webster Garner	No, Clio MI	\$ 0.12	\$ 0.14	No Cost	10/26/23 @ 10:27 AM
		Notes: Webster + Garner Oil and Propane			
RKA Petroleum	No, Romulus MI	Unresponsive, "All prices quoted shall be in United States dollars and "whole cent"; no cent fractions shall be used. There are no exceptions."			10/25/23 @ 4:33 PM
Corrigan Oil Co.	No, Brighton MI	Unresponsive, "All prices quoted shall be in United States dollars and "whole cent"; no cent fractions shall be used. There are no exceptions."			10/26/23 @ 7:17 AM

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR BULK FUEL DELIVERY

WHEREAS, the Road Department annually purchases approximately 180,000 gallons of fuel for use during maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released bid packet #215-23 and received competitive bid proposals for the delivery of bulk fuels including unleaded gasoline and diesel; and

WHEREAS, bids for the delivery of fuel were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of the Road Department staff, to award this contract to the lowest, most complete, qualified bidder and purchase fuel on an as-needed, unit price basis from Avery Oil & Propane; and

WHEREAS, the Road Department 2024 budget includes sufficient funds for this contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bid from Avery Oil & Propane, located at 402 North St, Mason Michigan 48854 for the purchase of unleaded gasoline and diesel fuel on an as-needed, unit price basis for a period of one year at the rates detailed in their proposal response to IFB #215-23.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Avery Oil & Propane to purchase unleaded gasoline and diesel fuel 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 contract documents on behalf of the County after approval as to form by the County Attorney.

TO: Board of Commissioners, County Services and Finance Committees

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: November 7, 2023

SUBJECT: Proposed Resolution to Authorize a Contract for 2024-2025 As-Needed Engineering Design Services

For the Meeting Agendas of November 21, 22, and 28

BACKGROUND

Road Department staffing is such that many times during the engineering design phase of projects there is insufficient staff, equipment, or expertise to perform all project related data collection, design, or document preparation required to meet funding deadlines. As a result, the Road Department must rely on engineering design consultants to perform the work when needed.

The Purchasing Department solicited proposals under RFP #220-23 from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis throughout 2024 and 2025. A total of nine proposals were received, which were reviewed by Road Department staff for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county.

Based on the review of the proposals, the Road Department recommends that five of the nine respondents be retained to provide the requested services. When retaining engineering design services for a specific project, the Road Department will strive to retain the most cost-effective consultant who is able to provide the experience and expertise necessary for the specific project under contract. The Road Department recommends that the following respondents be retained to provide the requested as-needed engineering design services for 2024 and 2025:

Bergmann, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917
C2AE, 106 W. Allegan Street, Suite 500, Lansing, MI 48933
DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911
Fishbeck 5913 Executive Drive, Suite 100, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917

ALTERNATIVES

Increased staffing will be necessary to provide these services without the use of consultants.

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the proposals from the five vendors above.

Agenda Item 11c

TO: Neal Galehouse, Director of Engineering
FROM: James Hudgins, Director of Purchasing
DATE: June 26, 2019
RE: Memorandum of Performance for RFP No. 220-23 2024-2025 As-Needed Engineering Design Services

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide 2024 and 2025 as-needed engineering design services for the Ingham County Road Department.

The scope of work includes, but is not limited to, staffing of full-time/part-time engineer(s), surveyor(s), and/or technician(s) as needed to perform duties regularly associated with all aspects of road & bridge design, miscellaneous traffic engineering and survey. The consultant(s) shall use the current edition of the following design standards: AASHTO, MDOT, MMUTCD, along with the Ingham County Drain Commission’s and Road Department’s standards and rules.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	139	40
Vendors responding	9	6

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.

Vendor's Providing Proposals:

Vendor Name	Local Preference
RS Engineering	No, Lansing (Eaton County) MI
BERGMANN	No, Lansing (Eaton County) MI
Fishbeck	Yes, Lansing MI
Mannik Smith Group	Yes, Okemos MI
DLZ	Yes, Lansing MI
ROWE Professional Services Co.	No, Flint MI
C2AE	Yes, Lansing MI
Spaulding DeDecker	Yes, Lansing MI
HUBBELL, ROTH & CLARK INC.	Yes, Holt MI

Costs as separate attachment .pfd.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR
2024-2025 AS-NEEDED ENGINEERING DESIGN SERVICES**

WHEREAS, Road Department staffing is such that many times during the engineering design phase of projects there is insufficient staff, equipment, or expertise to perform all project related data collection, design, or document preparation required to meet funding deadlines; and

WHEREAS, the Purchasing Department solicited proposals (RFP #220-23) from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis throughout 2024 and 2025, receiving nine proposals; and

WHEREAS, Road Department staff reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates, and overall value to the County; and

WHEREAS, when retaining services for a specific project, the Road Department will strive to retain the most cost-effective consultant who is able to provide the experience and expertise necessary for the specific project under contract; and

WHEREAS, the County on behalf of the Road Department will enter into an agreement with the selected consultants, which ensures requirements and responsibilities are defined; and

WHEREAS, the costs for these services have been included in the Road Fund Budget; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a contract with the following consultants to provide the requested as-needed engineering design services:

Bergmann, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917
C2AE, 106 W. Allegan Street, Suite 500, Lansing, MI 48933
DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911
Fishbeck 5913 Executive Drive, Suite 100, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Bergmann, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917; C2AE, 106 W. Allegan Street, Suite 500, Lansing, MI 48933; DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911; Fishbeck 5913 Executive Drive, Suite 100, Lansing, MI 48911; and RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917 to provide as-needed engineering design services throughout 2024 and 2025 at rates not to exceed those stated in their proposals to RFP #220-23.

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

TO: Board of Commissioners, County Services and Finance Committees

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: November 7, 2023

SUBJECT: Proposed Resolution to Authorize a Contract for 2024-2025 As-Needed Material Testing and/or Fabrication Inspection Services

For the Meeting Agendas of November 21, 22, and 28

BACKGROUND

Road Department staffing is such that many times during the construction season there is insufficient staff, equipment, or expertise to perform all the project related material testing and/or fabrication inspections required for road and/or bridge projects. As a result, the Road Department must rely on consultants to supplement staff.

The Purchasing Department solicited proposals under RFP #219-23 from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide the services on an as-needed basis throughout 2024 and 2025. A total of five proposals were received, which were reviewed by Road Department staff for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county.

Based on the review of the proposals, the Road Department recommends that three of the five respondents be retained to provide the requested services. When retaining material testing and/or fabrication inspection services for a specific project, the Road Department will strive to retain the most cost-effective consultant who is able to provide the experience and expertise necessary for the specific project under contract. The Road Department recommends that the following respondents be retained to provide the requested material testing and/or fabrication services for 2024 and 2025:

Materials Testing Consultants, 2855 Jolly Road, Okemos, MI 48864
Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, MI 48911
Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, MI 48911

ALTERNATIVES

N/A

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the proposals from the three vendors above.

Agenda Item 11d

TO: Neal Galehouse, Director of Engineering
FROM: James Hudgins, Director of Purchasing
DATE: October 19, 2023
RE: Memorandum of Performance for RFP No. 219-23: 2024-2025 As-Needed Material Testing and/or Fabrication Inspection Services

Per your request, the Purchasing Department sought proposals from MDOT prequalified and experienced engineering firms for the purpose of entering into a contract to provide 2024 and 2025 As-Needed Material Testing and/or Fabrication Inspection Services.

The scope of work includes, but is not limited to; material testing and/or fabrication inspection services for Ingham County Road Department federal-aid road and/or bridge construction projects within the public road rights-of-way in Ingham County, Michigan. Staffing will be on-site in the field or in-plant on an as-needed; full-time or part-time basis.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	23	6
Vendors responding	5	5

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 VENDOR'S COST:

Vendor Name	SME	PSI	DLZ	MTC	NTH
Local	Yes, Lansing MI	Yes, Lansing MI	Yes, Lansing MI	Yes, Okemos MI	Yes, East Lansing MI
Density Tech & Concrete Technician	\$90/hr	N/A	N/A	\$70/hr	Varies
HMA Plant & Aggregate Sampling Technician	\$105/hr	\$59/hr	N/A	\$70/hr	Varies
Certified Welding Inspector, Level II NDT Tech.	\$150/hr	N/A	N/A	\$150/hr	Varies
NACE CIP-1 or 2 Coatings Specialist	\$150/hr	N/A	N/A	N/A	Varies
Field/Project Assistant	\$110/hr	N/A	N/A	\$60/hr	Varies
Non-Pressed Precast Fabrication Inspector/Visual Inspection	\$125/hr	\$75/hr	N/A	\$85/hr	Varies
Pressed Precast Fabrication Shop Inspector/In-plant Inspection	\$125/hr	\$75/hr	N/A	\$85/hr	Varies
Certified Welding Inspector	\$150/hr	N/A	N/A	\$120/hr	Varies
Construction Inspector	N/A	N/A	\$75/hr	N/A	N/A
Senior Inspector	N/A	N/A	\$81.25/hr	N/A	N/A
Junior Construction Inspector	N/A	N/A	\$65/hr	N/A	N/A
Structural Steel/CWI	N/A	N/A	\$100/hr	N/A	N/A
Project Consultant	\$170/hr	\$110/hr	\$120/hr	\$160/hr	N/A
Project Management/Reports	15% of each Invoice	N/A	N/A	\$150/hr	N/A
Contract Administrator	N/A	N/A	\$90/hr	N/A	N/A
Overtime Rates	Standard Rate 1.5%	\$88.50/hr & \$112.50/hr	N/A	1.3% X Standard Rate	N/A
Concrete Compressive Strength Cylinders	\$23/each	\$22/each	\$23/each	\$22/each	\$22/each
Washed Gradations	\$240/each	N/A	N/A	\$200/each	N/A
HMA Extraction/Gradation	N/A	\$195/each	\$425/each	\$400/each	\$210/each
Crushed Content	\$95/each	N/A	N/A	\$85/each	N/A
Sieve Analysis	N/A	\$85/each	\$96/each	\$185/each	\$85/each

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR
2024-2025 AS-NEEDED MATERIAL TESTING AND/OR FABRICATION INSPECTION SERVICES**

WHEREAS, Road Department staffing is such that many times during the construction season there is insufficient staff, equipment, or expertise to perform all project related material testing and/or fabrication inspections required for road and/or bridge projects; and

WHEREAS, the Purchasing Department solicited proposals (RFP #219-23) from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide services on an as-needed basis throughout 2024 and 2025, receiving five proposals; and

WHEREAS, Road Department staff reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates, and overall value to the County; and

WHEREAS, when retaining services for a specific project, the Road Department will strive to retain the most cost-effective consultant who is able to provide the experience and expertise necessary for the specific project under contract; and

WHEREAS, the County on behalf of the Road Department will enter into an agreement with the selected consultants, which ensures requirements and responsibilities are defined; and

WHEREAS, the costs for these services have been included in the Road Fund Budget; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a contract with the following consultants to provide the requested as-needed material testing and/or fabrication inspection services:

Materials Testing Consultants, 2855 Jolly Road, Okemos, MI 48864

Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, MI 48911

Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, MI 48911

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Materials Testing Consultants, 2855 Jolly Road, Okemos, MI 48864; Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, MI 48911; and Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, MI 48911 to provide as-needed material testing and/or fabrication inspection services throughout 2024 and 2025 at rates not to exceed those stated in their proposals to RFP #219-23.

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

Agenda Item 12a

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 7, 2023
SUBJECT: Resolution to Approve UAW TOPS and Managerial & Confidential Reclassification Requests, and ICEA County Professional Job Title Change

For the meeting agendas of November 21 and November 22

BACKGROUND

The UAW TOPS and ICEA County Professional collective bargaining agreements and the Managerial & Confidential Personnel Manual are effective January 1, 2022 through December 31, 2024. These agreements and manual each include a process for employee submission of reclassification requests. The Human Resources Department has executed the approved process for reclassification requests for employees in these groups. 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 UAW TOPS AND MANAGERIAL & CONFIDENTIAL
RECLASSIFICATION REQUESTS AND AN ICEA COUNTY PROFESSIONAL
JOB TITLE CHANGE**

WHEREAS, the UAW TOPS and ICEA County Professional collective bargaining agreements and the Managerial & Confidential Personnel Manual are each effective January 1, 2022 through December 31, 2024; and

WHEREAS, these agreements and manual include a process for employee submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the approved process for reclassification requests for employees in these groups.

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>
130035	Court Recorder Probate/Cir. Ct.	Move from UAW G to UAW J
130037	Court Recorder Probate/Cir. Ct.	Move from UAW G to UAW J
130061	Court Recorder Probate/Cir. Ct.	Move from UAW G to UAW J
148013	Court Recorder Probate/Cir. Ct.	Move from UAW G to UAW J
148016	Court Recorder Probate/Cir. Ct.	Move from UAW G to UAW J
148053	Court Recorder Probate/Cir. Ct.	Move from UAW G to UAW J
601414	Grants Coordinator to Grants Administrator	Remains ICEA Co Pro 8 w/Job Title Change
226012	Benefits Coordinator (Vacant)	Move from MC 5 to MC 6

<u>Position Title</u>	<u>2023</u> <u>Current Grade, Step 5</u>	<u>2023</u> <u>Proposed Grade, Step 5</u>	<u>Difference</u>
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Benefits Coordinator	MC 5: 56,158.71	MC 6: 60,462.42	4,303.71

TOTAL: 62,689.11

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 & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 9, 2023
SUBJECT: Resolution to Authorize Renewing a Subscription with GovernmentJobs.Com, Inc. DBA NEOGOV for Human Resources Software
For the meeting agendas of November 21 and November 22

BACKGROUND

The current GovernmentJobs.com, Inc. DBA NEOGOV subscription for human resources software expires on December 31, 2023. The Human Resources Department recommends renewing the subscription with GovernmentJobs.com, Inc. DBA NEOGOV to continue utilizing human resources software for recruiting, hiring, onboarding, and learning management effective January 1, 2024 through December 31, 2025.

ALTERNATIVES

If the subscription were not to be renewed, the use of the human resources software products for recruiting, hiring, onboarding and learning management would discontinue, resulting in reverting to ineffective and inefficient recruiting, hiring, onboarding and learning management methodology.

FINANCIAL IMPACT

The cost to renew the subscription for two years is in the amount of \$197,931.12, for which funds are available in the General Fund.

STRATEGIC PLAN CONSIDERATIONS

Renewing the subscription for two years would allow for continuing to provide effective and efficient human resources services to County employees and County residents, including recruitment of employees who value public service.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize renewing the subscription with GovernmentJobs.Com, Inc. DBA NEOGOV for human resources software.

Introduced by the County Services & Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE RENEWING A SUBSCRIPTION WITH
GOVERNMENTJOBS.COM, INC. DBA NEOGOV FOR HUMAN RESOURCES SOFTWARE**

WHEREAS, the current GovernmentJobs.com, Inc. DBA NEOGOV subscription for human resources software expires on December 31, 2023; and

WHEREAS, the Human Resources Department recommends renewing the subscription with GovernmentJobs.com, Inc. DBA NEOGOV to continue utilizing human resources software for recruiting, hiring, onboarding, and learning management effective January 1, 2024 through December 31, 2025 in the amount of \$197,931.12; and

WHEREAS, funds are available in the appropriate General Fund line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a renewing the subscription with GovernmentJobs.com, Inc. DBA NEOGOV, 2120 Park Pl, Suite 100, El Segundo, CA 90245, for human resources software for a two-year period, effective January 1, 2024 through December 31, 2025.

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 & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 9, 2023
SUBJECT: Resolution to Authorize Entering into a Statement of Work Agreement with Compass, a Division of Encompass EAP, for a Cultural Assessment of the Road Department
For the meeting agendas of November 21 and November 22

BACKGROUND

Recent employee relations interactions between employees and management at the Road Department demonstrate a need to examine the working environment and gain cultural insight to learn what is working well and to determine the nature of any real or perceived challenges or barriers. Compass, a division of Encompass, Ingham County’s employee assistance program provider provides cultural assessment services for this purpose, with a focus on teamwork, communication, trust, fairness, leadership, job performance and working relationships and has proposed entering into a Statement of Work Agreement for the Road Department for this purpose.

ALTERNATIVES

If the Statement of Work Agreement is not authorized, continuing employee relations issues are likely to occur without identification and resolution of any real or perceived challenges or barriers to successful working relationships.

FINANCIAL IMPACT

The Cultural Assessment process is proposed in an amount not to exceed \$25,000, funding for which is available in the contingency fund.

STRATEGIC PLAN CONSIDERATIONS

Fostering healthy, productive working relationships enhances the ability of the County to attract and retain employees who value public service.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

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

Introduced by the County Services & Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A STATEMENT OF WORK AGREEMENT WITH
COMPASS, A DIVISION OF ENCOMPASS EAP, FOR A CULTURAL ASSESSMENT OF THE
ROAD DEPARTMENT**

WHEREAS, recent employee relations interactions between employees and management at the Road Department demonstrate a need to examine the working environment and gain cultural insight to learn what is working well and to determine the nature of any real or perceived challenges or barriers; and

WHEREAS, Compass, a division of Encompass, Ingham County's employee assistance program provider provides cultural assessment services for this purpose, with a focus on teamwork, communication, trust, fairness, leadership, job performance and working relationships and has proposed entering into a Statement of Work Agreement for the Road Department for this purpose; and

WHEREAS, continuing employee relations issues are likely to occur without identification and resolution of any real or perceived challenges or barriers to successful working relationships.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a Statement of Work Agreement with Compass, a Division of Encompass EAP, for a cultural assessment of the Road Department in an amount not to exceed \$25,000, to be funded through the County Contingency Fund.

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

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

Agenda Item 13

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: November 8, 2023
SUBJECT: Resolution to Purchase Circuit Court Annex, 426 S. Walnut Street, Lansing
County Services November 21 and Finance November 22

BACKGROUND

Please see attached the resolution and purchase agreement for 426 S. Walnut Street, Lansing. As discussed in the September 19 County Services and September 20 Finance Committee closed sessions, this would approve the purchase of the property for \$935,000.

FINANCIAL IMPACT

Funding for the \$935,000 purchase would be through the ARPA Visiting Judge program.

RECOMMENDATIONS

Recommend approval of the resolution and purchase of 426 S. Walnut Street.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A PURCHASE AGREEMENT FOR
426 S. WALNUT STREET, LANSING**

WHEREAS, the Ingham County Board of Commissioners approved the American Rescue Plan Act (ARPA) 30th Circuit Court Visiting Judge Program through Resolution #22-212, to help reduce the Court's jury trial backlog created by COVID-19; and

WHEREAS, to house the Visiting Judge Program, the lease of 426 S. Walnut Street, Lansing was approved through Resolution #22-213; and

WHEREAS, the projected ongoing need for additional court room space and the proximity of 426 S. Walnut to the Veterans Memorial Courthouse make the property worth purchasing; and

WHEREAS, the property owner, Community Mental Health Association of Michigan, has agreed to sale the property to Ingham County for \$935,000; and

WHEREAS, Corporate Counsel has drafted the attached Purchase Agreement for 426 S. Walnut Street, Lansing for Board Chair's signature.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves a Purchase Agreement with Community Mental Health Association of Michigan for 426 S. Walnut Street, Lansing, Michigan with a purchase price of \$935,000.

BE IT FURTHER RESOLVED, that the purchase of 426 S. Walnut Street will be funded through the ARPA 30th Circuit Court Visiting Judge Program.

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.