

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

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

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, OCTOBER 18, 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 [October 4, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Resolution to Authorize an Interlocal Agreement with the City of Lansing for the 2023 Local [JAG Grant](#)
  - b. Resolution to Purchase [Electronic Data Protection](#) Equipment
  - c. Resolution to Purchase [Traffic Crash Investigation](#) Equipment for the Sheriff's Office
2. Treasurer's Office – Resolution to Approve an Agreement with [BS&A](#) to Upgrade Property Tax Modules from an On-Premise to a Cloud Based Solution
3. Circuit Court
  - a. 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
  - b. Resolution to Accept the FY 2024 [Swift and Sure Sanctions](#) Probation Program Grant, Continue the Grant Funded Case Management Coordinator Position, and Authorize Subcontracts with Wellness, Inx, Northwest Initiative, CEI-CMH, Rise, Averhealth, and JSG
4. Circuit Court – Juvenile Division
  - a. Resolution to Accept the Michigan [Drug Court](#) Grant Program for the Ingham County Family Recovery Court
  - b. Resolution to Authorize Contract for [Lawyer Guardian Ad Litem](#) Representation
5. Office of the Public Defender
  - a. Resolution to Amend Resolution #23-345, Changing the Local Share to \$929,081.63, and Approve an Agreement with the [City of East Lansing](#) for Its Local Share Contribution Under the County's Michigan Indigent Defense Commission 2023-2024 Compliance Plan
  - b. Resolution to Amend Resolution #23-345, Changing the Local Share to \$929,081.63, and Approve an Agreement with the [City of Lansing](#) for Its Local Share Contribution Under the County's Michigan Indigent Defense Commission 2023-2024 Compliance Plan

6. Equalization/Tax Mapping – Resolution to Approve the 2023 Ingham County [Apportionment Report](#)
7. Parks Department – Resolution to Amend the [City of Mason](#) Trails and Parks Millage Agreements
8. Health Department
  - a. Resolution to [Amend Resolution #23-376](#) to Access Additional Funding from the Michigan Department of Labor & Economic Opportunity
  - b. Resolution to Accept Council of State and Territorial [Epidemiologists](#) Disproportionately Affected Populations Grant
  - c. Resolution to Authorize the Acceptance of Contract Funds from [Mid-State Health Network](#)
  - d. Resolution to Accept Congressionally Directed Funding from the Health Resources and Services Administration Agency to Finance a Construction Project at [Forest Community Health Center](#)
  - e. Resolution to Accept the Michigan Department of Health and Human Services' FY 2024 [Child and Adolescent Health Center](#) Funds to Finance the Construction of the East Lansing Community Health Center
  - f. Resolution to Authorize the Use of Unspent Funds to Complete Renovation Project at the [Human Services Building](#)
  - g. Resolution to Convert a Temporary Project Specialist to 1.0 FTE Permanent [Project Specialist](#)
9. Lansing Area Economic Development Partnership – Resolution to Authorize [Grant Application](#) for EPA Brownfield Assessment Coalition Grant
10. Innovation & Technology Department
  - a. Resolution to Approve Extension of an Agreement with the [FD Hayes Electric Company](#) for Data and Voice Wiring Services
  - b. Resolution to Approve Fiber Engineering from [Western Tel-Com](#)
  - c. Resolution to Approve Fiber Engineering and Construction from [Western Tel-Com](#)
11. Facilities Department – Resolution to Authorize an Agreement with [Laux Construction LLC](#), for the Design Services for the Remodel of Forest Community Health Center
12. Human Resources Department
  - a. Resolution to Authorize a Contract with [Mgt Consulting of America, LLC](#). for the Purpose of Conducting a Comprehensive Countywide Compensation and Classification Study
  - b. Resolution to Approve UAW TOPS, and Managerial and Confidential [Reclassification](#) Requests
13. Controller/Administrator Office – Ingham County [2024 General Appropriations](#) Resolution

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](http://www.ingham.org).

FINANCE COMMITTEE  
October 4, 2023  
Draft Minutes

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

Members Absent: None.

Others Present: Michael Townsend, Madison Hughes, 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 September 13, 2023 and September 20, 2023 Minutes and Closed Session Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES FROM THE SEPTEMBER 13, 2023 AND SEPTEMBER 20, 2023 FINANCE COMMITTEE OPEN AND CLOSED SESSION MEETINGS.

THE MOTION CARRIED UNANIMOUSLY.

Removed from the Agenda

5. Equalization/Tax Mapping – Resolution to Approve the 2023 Ingham County Apportionment Report

Substitutes

6. Veterans Affairs
  - b. Resolution to Accept the 2024 County Veteran Service Fund Grant
12. Controller/Administrator Office
  - c. Resolution Authorizing 2024 Agreements for Juvenile Justice Community Agencies

Limited Public Comment

None.

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

1. Prosecuting Attorney's Office – Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General, the Ingham County Prosecutor's Office, the Jackson County Prosecutor's Office, and Aware Inc.

2. Circuit Court – Juvenile Division – Resolution to Convert Position #140057 (Child Care Fund Accountant) from .5 FTE to 1.0 FTE
3. Homeland Security & Emergency Planning – Resolution to Authorize an Equipment Purchase Agreement with DeDrone to Renew and Expand the Region 1 Drone Detection System
4. 55<sup>th</sup> District Court – Resolution to Authorize the Reorganization of the 55<sup>th</sup> District Court
6. Veterans Affairs
  - a. Resolution to Authorize Acceptance of the 2024 County Veteran Service Fund Grant on Behalf of Clinton County
  - b. Resolution to Accept the 2024 County Veteran Service Fund Grant
7. Health Department
  - a. Resolution to Eliminate a .50 Public Health Nurse Position and Create a 1.0 Health Department Accountant Position
  - b. Resolution to Accept FY 2024 COVID-19 Vaccination Funding from the Health Resources and Services Administration Agency
  - c. Resolution to Amend the Nextgen Healthcare Information Systems Agreement
  - d. Resolution to Authorize an Agreement with Michigan Primary Care Association
  - e. Resolution to Authorize a Data Sharing Agreement for the Creation of a Bi-Directional Interface Between Community Mental Health of Clinton, Eaton, and Ingham Counties and Ingham County Health Department’s Electronic Health Record Software Systems
  - f. Resolution to Renew an Agreement with Robin Turner to Provide Facilitation and Outreach Services to the East Lansing Community Health Center’s Community Advisory Committee
  - g. Resolution to Renew the Provider Agreement with Ingham Health Plan Corporation
8. Farmland and Open Space Preservation Board – Resolution to Authorize Various Contracts for the Farmland and Open Space Preservation Program
9. Facilities Department – Resolution to Authorize Service Warranty Renewal with Smiths Detection for the Maintenance on Both X-Ray Screening Machines at the Veterans Memorial Courthouse and Grady Porter Building
10. Road Department – Resolution to Amend an Engineering Design Services Contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project
11. Human Resources Department
  - a. Resolution Clarifying the MERS Plan Adoption Agreement
  - b. Resolution to Approve UAW TOPS and Managerial and Confidential Reclassification Requests

12. Controller/Administrator Office
  - a. Resolution to Approve a Letter of Understanding with Ingham County Employees' Association (ICEA) Park Rangers Regarding Parks Temporary and Seasonal Employees

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

12. Controller/Administrator Office
  - b. Resolution to Amend Agreement with BS&A for Enterprise Resource Planning (ERP) Software Conversion and Training

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

Commissioner Maiville disclosed they had a daughter and nephew employed by BS&A.

THE MOTION CARRIED UNANIMOUSLY.

12. Controller/Administrator Office
  - c. Resolution Authorizing 2024 Agreements for Juvenile Justice Community Agencies

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

Commissioner Johnson stated they were not aware of the Juvenile Justice Community Agencies before being elected and they believed it was great to provide this. Commissioner Johnson asked if there were any checks and balances to be sure the programs were doing what they said they were doing with the funding provided.

Michael Townsend, Budget Director, stated that all of the programs were tracked and reported back to the liaison, which in this case would be Gregg Todd, Ingham County Controller.

Chairperson Morgan stated that was a great question and they could discuss that further at the next Board of Commissioners meeting.

THE MOTION CARRIED UNANIMOUSLY.

### Announcements

Commissioner Peña stated there were bills to be voted on the floor of the House of Representatives regarding Native Americans. Commissioner Peña further stated they include the Regalia Bill, which would make it possible for students to wear eagle feathers, and the Medicine Bill, which

would make it possible for students in Kindergarten through 12<sup>th</sup> Grade of Native American origin to have a little bit of tobacco.

Commissioner Peña stated school policy currently prohibited such items on school property around the State of Michigan. Commissioner Peña further stated this would go for a vote on Wednesday, October 11, 2023 and if those present had any Native American interests in their circles, to please talk to them and their representatives.

Commissioner Johnson invited those present to the Comfort Zone at 600 South Pennsylvania in Lansing before they opened to the public, especially Chairperson Morgan since it was in their district. Commissioner Johnson further stated they would be open Thursday, October 5 from 4:00 p.m. to 11:00 p.m., Friday, October 6 from 4:00 p.m. to 1:00 a.m., Saturday, October 7 from 11:00 a.m. to 1:00 a.m., and Sunday, October 8 from 11:00 a.m. to 8:00 p.m.

Commissioner Tennis asked what the Comfort Zone was.

Commissioner Johnson explained it was a cigar lounge and bar.

Discussion ensued regarding the Comfort Zone.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 6:37 p.m.

## OCTOBER 18, 2023 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

**1a. Sheriff's Office – Resolution to Authorize an Interlocal Agreement with the City of Lansing for the 2023 Local JAG Grant**

This resolution authorizes an interlocal agreement between the Sheriff's Office and the City of Lansing for the 2023 JAG Grant, which is \$158,406. The Sheriff's Office is looking to disperse \$16,704 of this grant funding on the purchase of Glock handguns, Trijicon sights, mounting hardware, and holsters.

See memo for details.

**1b. Sheriff's Office – Resolution to Purchase Electronic Data Protection Equipment**

This resolution authorizes the purchase of storage equipment bags to protect seized digital evidence data through MOS Equipment for a cost of \$8,534.

Funding is available through the Sheriff's Office Special Units, Admin, Special Projects budget.

See memo for details.

**1c. Sheriff's Office – Resolution to Purchase Traffic Crash Investigation Equipment for the Sheriff's Office**

This resolution authorizes the purchase of traffic crash investigation equipment from Seiler Geospatial in the amount of \$4,560.43 for equipment to map and investigate crash scenes.

Funding is available through the Sheriff's Office Special Units, Special Projects budget.

See memo for details.

**2. Treasurer's Office – Resolution to Approve an Agreement with BS&A to Upgrade Property Tax Modules from an On-Premise to a Cloud Based Solution**

This resolution approves an agreement with BS&A to upgrade various property tax modules utilized by the Treasurer's Office and the Equalization Department. BS&A is moving away from on-premise software to cloud-based and will no longer be providing support for on-premise. Total cost for modules, implementation, training, and year one fees is \$198,945.

Funding will be split between the Treasurer's Office (Delinquent Tax Revolving Fund) and the Equalization Department (annual operating budget).

See memo for details.

**3a. 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*

This resolution authorizes the acceptance of the 2024 Mental Health Court Grant from SCAO in the amount of \$258,205, \$104,816, which will go toward the funding of a full time Mental Health Court – Court Services Coordinator position, ICEA Pro 05 (existing grant funded position). The remaining \$127,890 will go toward subcontracts with various providers.

See memo for details.

**3b. Circuit Court** – *Resolution to Accept the FY 2024 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Case Management Coordinator Position, and Authorize Subcontracts with Wellness, Inx; Northwest Initiative; CEI-CMH; Rise; AVerhealth; and JSG*

This resolution authorizes the acceptance of the 2024 Swift and Sure Sanctions Probation Program (SSSPP) Grant from SCAO in the amount of \$220,000, \$122,971, which is for the three-quarter grant funded salary and fringe benefits of the SSSPP Case Management Coordinator position. The remaining \$97,029 will go toward subcontracts with various providers.

See memo for details.

**4a. Circuit Court – Juvenile Division** – *Resolution to Accept the Michigan Drug Court Grant Program for the Ingham County Family Recovery Court*

This resolution authorizes the acceptance of \$130,000 from the Michigan Drug Court Grant Program to fund a ¾ time Family Recovery Court Program Coordinator with benefits (OPEIU), and a Special Part-Time Family Recovery Court Program Assistant with no benefits (UAW B pay grade).

See memo for details.

**4b. Circuit Court – Juvenile Division** – *Resolution to Authorize Contract for Lawyer Guardian Ad Litem Representation*

This resolution authorizes a contract with attorney Heather Boyer for Lawyer Guardian Ad Litem to represent children on neglect and abuse cases assigned to Judge Carol Koenig in an amount not to exceed \$56,102.29 (November 2023-December 2024), as well as web based legal research in an amount not to exceed \$2,000/attorney/calendar year and an amount not to exceed \$122,100 for vertical and collateral case representation on neglect and abuse cases as budgeted in the MDHHS grant.

See memo for details.

**5a. Office of the Public Defender** – *Resolution to Amend Resolution #23-345, Changing the Local Share to \$929,081.63, and Approve an Agreement with the City of East Lansing for Its Local Share Contribution under the County’s Michigan Indigent Defense Commission 2023-2024 Compliance Plan*

This resolution amends Resolution #23-345 to reflect the proper local share amount of the MIDC grant of \$929,081.63 as opposed to \$1,120,201 and approves an agreement with the City of East Lansing for its local share contribution of \$16,577.



See memo for details.

**5b. Office of the Public Defender** – *Resolution to Amend Resolution 23-345, Changing the Local Share to \$929,081.63, and Approve an Agreement with the City of Lansing for Its Local Share Contribution under the County’s Michigan Indigent Defense Commission 2023-2024 Compliance Plan*

This resolution amends Resolution #23-345 to reflect the proper local share amount of the MIDC grant of \$929,081.63 as opposed to \$1,120,201 and approves an agreement with the City of Lansing for its local share contribution of \$22,158.

See memo for details.

**6. Equalization/Tax Mapping** – *Resolution to Approve the 2023 Ingham County Apportionment Report*

This resolution approves the 2023 Ingham County Apportionment Report for presentation at the Finance Committee meeting on October 18, 2023.

See memo for details

**7. Parks Department** – *Resolution to Amend the City of Mason Trails and Parks Millage Agreements*

This resolution authorizes an amendment to agreements TR095 - Jefferson Trailhead/Cemetery/Community Garden, TR110 - Columbia Street Bridge – Protected Walkway Construction, and TR103 - Hayhoe Riverwalk Trail – Evaluation and Repair to reallocate \$128,200 from TR103 to TR095, and to reallocate \$55,000 from TR103 to TR110 to cover the shortages for these projects.

**8a. Health Department** - *Resolution to Amend Resolution #23-376 to Access Additional Funding from the Michigan Department of Labor & Economic Opportunity*

This resolution amends Resolution #23-376 with the Michigan Department of Labor & Economic Opportunity (MDLEO) by increasing the funding by \$65,000, effective October 1, 2023 through September 2024, increasing the total amount to not to exceed \$697,000. ICHD’s CHCs have an agreement in place with MDLEO for Refugee Health Screenings and transportation services. The purpose of additional funding is to support medical care coordination for refugees.

**8b. Health Department** - *Resolution to Accept Council of State and Territorial Epidemiologists Disproportionately Affected Populations Grant*

This resolution accepts funding from the Council of State and Territorial Epidemiologists (CSTE) effective August 8, 2023 through June 30, 2024 in an amount not to exceed \$67,460. Funding from CSTE will support the development of, and participation in, a pilot for an online training to improve data collection during interviews with patients who have reportable diseases.

**8c. Health Department** - *Resolution to Authorize the Acceptance of Contract Funds from Mid-State Health Network*

This resolution authorizes accepting \$235,303 in funding from Mid-State Health Network (MSHN) and to enter into contracts for Substance Use Disorder (SUD) Prevention services totaling \$123,964, and for SUD Treatment services totaling \$111,339, effective October 1, 2023 through September 30, 2024.

**8d. Health Department - Resolution to Accept Congressionally Directed Funding from the Health Resources and Services Administration Agency to Finance a Construction Project at Forest Community Health Center**

This resolution accepts \$620,000 of congressionally directed funding from the Health Resources and Services Administration (HRSA), effective September 30, 2023 through September 29, 2026. These funds will be used to finance a construction project at Forest CHC. The construction project will comprise of converting to private dental operatories, installing protective glass in the Dental Center reception area, enclosing the Main reception area along with badge reader access, and installing a modernized monument with digital features and lighting.

**8e. Health Department - Resolution to Accept the Michigan Department of Health and Human Services' FY 2024 Child and Adolescent Health Center Funds to Finance the Construction of the East Lansing Community Health Center**

This resolution accepts a funding award from the Michigan Department of Health and Human Services' (MDHHS) Child and Adolescent Health Center (CAHC) program, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$283,731. These funds will be used to finance the construction of ICHD's East Lansing CHC within East Lansing High School.

**8f. Health Department - Resolution to Authorize the Use of Unspent Funds to Complete Renovation Project at the Human Services Building**

This resolution authorizes using funds from the General Fund to complete the HSB renovation project effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$38,000.

**8g. Health Department - Resolution to Convert a Temporary Project Specialist to 1.0 FTE Permanent Project Specialist**

This resolution converts a temporary, part-time Project Specialist Community Action Network (CAN) position #601534, into a permanent 1.0 FTE Project Specialist with benefits, effective upon approval in an amount not to exceed \$76,650.68. This position is currently a temporary position which has remained vacant for several years and, after an operational assessment, can be repurposed. The Project Specialist/CAN Coordinator role is essential to ICHD's Maternal and Child Health (MCH) Division operations and ensures that the Infant Mortality Coalition is successful and sustainable. The financial impact for converting this position to a 1.0 FTE Project Specialist position will be \$76,650.68. All costs for this agreement will be covered by the Strong Start Healthy Start grant H4924118.

**9. Lansing Area Economic Development Partnership – Resolution to Authorize Grant Application for EPA Brownfield Assessment Coalition Grant**

This resolution authorizes LEAP to apply for a 2023 EPA Brownfield Assessment Coalition Grant. The Lansing Region was previously awarded a \$600K grant in 2019 that funded environmental assessment activities at 27 brownfield sites in Ingham County.

There is no fiscal impact to this grant application and if awarded, LEAP will administer on behalf of Ingham County.

See memo for details.

**10a. Innovation and Technology Department – Resolution to Approve Extension of an Agreement with the FD Hayes Electric Company for Data and Voice Wiring Services**

This resolution approves an extension with FD Hayes Electric for the County’s data and voice wiring services. The current contract expired in September 2020 and failed to get renewed. FD Hayes has been honoring their previous contract pricing during that time.

See memo for details.

**10b. Innovation and Technology Department – Resolution to Approve Fiber Engineering from Western Tel-Com**

This resolution approves a contract for fiber engineering to the Fairgrounds with Western Tel-Com. The Fairgrounds is currently served by a subpar connection and the needs of vendors and visitors during the fair and other events make this a critical community anchor site.

The funding for the \$5,500 total will come from the Ingham County Network Fund Miscellaneous account.

See memo for details.

**10c. Innovation and Technology Department – Resolution to Approve Fiber Engineering and Construction from Western Tel-Com**

This resolution approves a contract for fiber engineering and construction to the Ingham County Family Academy, Forest Community Health Center, and Potter Park Zoo with Western Tel-Com under the State of Michigan MiDeal contract.

The funding for the \$321,685 total and \$28,315 contingency amount if approved will come from the \$2,000,000 recommended second Tranche ARP funds.

See memo for details.

**11. Facilities Department – Resolution to Authorize an Agreement with Laux Construction LLC, for the Design Services for the Remodel of Forest Community Health Center**

This resolution authorizes an agreement with Laux Construction for security-related design services to the Forest Community Health Center including card swipe access for staff, dental privacy improvements in compliance with HIPPA for patients, and front monument sign.

The funding for the \$65,634 project is available in the Forest operational line item.

See memo for details.

**12a. Human Resources – Resolution to Authorize a Contract with MGT Consulting of America, LLC. for the Purpose of Conducting a Comprehensive Countywide Compensation and Classification Study**

This resolution authorizes a contract with MGT Consulting of America, LLC for a comprehensive countywide compensation and classification study. This agreement will include all bargaining units, with the MC group being the first.

Funding for the \$550,880 study is available in the 2023 Human Resources budget (\$500,000) and the 2024 Human Resources budget through a Z list item of \$51,000.

See memo for details.

**12b. Human Resources – *Resolution to Approve UAW TOPS Reclassification Requests***

This resolution approves the reclassification of 37 Community Health Rep IIs (UAW D: 44,058.77) to Community Health Rep IIIs (UAW E: 46,971.90). Total salary impact at top step is \$107,785.81.

See memo for details.

**13. Controller/Administrator - *Ingham County 2024 General Appropriations Resolution***

This resolution is the 2024 Appropriations Resolution, which will adopt the 2024 operating and capital budgets and millage rates as recommended by the Finance Committee at its budget hearing held on September 13, 2023.

## Agenda Item 1a

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Captain Andrew Daenzer  
**DATE:** September 29, 2023  
**SUBJECT:** 2023 Local JAG Grant Interlocal Agreement  
For the meeting agenda of October 12, 2023, and October 18, 2023

---

### **BACKGROUND**

The Sheriff's Office has been allocated \$16,704 from a \$158,406 JAG Grant award, leaving the Lansing Police Department \$141,702 as their allocated portion. To meet JAG Grant requirements both entities must enter into an interlocal agreement prior to receiving said funds.

### **ALTERNATIVES**

There are no viable alternatives.

### **FINANCIAL IMPACT**

The awarded funds will be used to assist in the purchase of Glock handguns, Trijicon sights, holsters, and mounting hardware. The purchase will be made utilizing grant funds, reducing the financial burden to the Sheriff's Office budget.

### **STRATEGIC PLANNING IMPACT**

The purchasing of these handguns with modern sights will improve training capabilities and overall accuracy for deputies by keeping up with trends in law enforcement technology.

### **OTHER CONSIDERATIONS**

The purchase of newer equipment will alleviate some of the future costs to routine replacement of our protection systems.

### **RECOMMENDATION**

Based on the information contained herein, I respectfully recommend the approval of the attached resolution to enter into the interlocal agreement for acceptance of the 2023 JAG Grant Award.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF'S OFFICE  
TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING  
FOR THE 2023 LOCAL JAG GRANT**

WHEREAS, the City of Lansing Police Department and the Ingham County Sheriff's Office were allocated \$158,406 from the 2023 Local JAG grant from the Department of Justice; and

WHEREAS, the City of Lansing is the fiduciary of this grant; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$16,704; and

WHEREAS, part of the application process to receive this funding from the 2023 Local JAG grant, the Ingham County Sheriff's Office must enter into an interlocal agreement with the City of Lansing allowing for disbursement of allocated funds to both government police agencies; and

WHEREAS, the portion allocated for the Ingham County Sheriff's Office will be spent on the purchase of Glock handguns, sights, mounting hardware, and holsters.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the interlocal agreement between Ingham County, and the City of Lansing to accept the \$158,406 allocated portion of the 2023 Local JAG grant for the time period of October 2023 through September 2025.

BE IT FURTHER RESOLVED, that the Lansing Police Department will allocate from this grant \$16,704 to the Ingham County Sheriff's Office for the purchase of Glock handguns, Trijicon sights, mounting hardware, and holsters.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary adjustments to the 2023-2025 Sheriff's Office budgets consistent with this resolution.

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

## Agenda Item 1b

**TO:** Law & Courts and Finance Committees of the Ingham County Board of Commissioners  
**FROM:** Captain Andrew Daenzer, Sheriff's Office  
**DATE:** October 2, 2023  
**SUBJECT:** Resolution to Purchase Electronic Data Protection Equipment  
For the meeting agenda of October 12, 2023 and October 18, 2023

---

### **BACKGROUND**

The Ingham County Sheriff's Office has a Detective Bureau that investigates crimes throughout our county. The digital age has increased the need to recover digital information from cell phones, computers, and other devices. When these items are taken for evidence, they must be placed in a protective bag or storage unit to prevent losing information. The Sheriff's Office would like to purchase equipment in the attached quote to ensure that evidence is protected in major investigations.

### **ALTERNATIVES**

The alternative is to not purchase these items. We do have several bags that are more than 15 years old. We were advised that the bags we have are obsolete and should not be used. If we do not upgrade this equipment, we could lose important evidence related to serious crimes.

### **FINANCIAL IMPACT**

The cost for the equipment is \$8,543. This is proprietary equipment that we would like to purchase through the provided vendor using ICSO account number 10130101-967000 Admin Special Projects.

### **STRATEGIC PLANNING IMPACT**

The purchase of this equipment is consistent with our strategic plan and mission to provide excellent services to the citizens of Ingham County.

### **OTHER CONSIDERATIONS**

This is a long-term investment for proper evidence storage. The quote is for five laptop sized bags for use in the field, 1 Blocker Locker 7, which has storage compartments with locks to ensure evidence protection and integrity while the items are being held at the office, and 1 Blockbox Lab XL which is used for storage during the examination phase of each item.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to purchase electronic data protection equipment.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PURCHASE ELECTRONIC DATA PROTECTION EQUIPMENT**

WHEREAS, the Ingham County Sheriff's Office has had, during Sheriff Scott Wriggelsworth's tenure as the Sheriff, a Detective Bureau responsible for investigating major crimes; and

WHEREAS, the Detective Bureau frequently seizes digital evidence such as laptop computers and cell phones that contain data linked to major crimes; and

WHEREAS, the Sheriff's Office would like to purchase storage equipment to protect the data on these devices included in the attached quote; and

WHEREAS, the cost of the items totals \$8,534 which will be paid for out of the Ingham County Sheriff's Office budget Special Units, Admin, Special Projects, 10130101-967000; and

WHEREAS, the purchased items will replace obsolete bags that are more than 15 years old; and

WHEREAS, the equipment is imperative to protect the integrity of the evidence collected; and

WHEREAS, the Sheriff's Office would like to purchase the equipment through MOS Equipment due to the proprietary nature.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the purchase of electronic data protection equipment in an amount not to exceed \$8,534 from MOS Equipment.

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



## Agenda Item 1c

**TO:** Law & Courts and Finance Committees of the Ingham County Board of Commissioners  
**FROM:** Captain Andrew Daenzer, Sheriff's Office  
**DATE:** September 27, 2023  
**SUBJECT:** Request to Purchase Accident Investigation Equipment  
For the meeting agenda of October 12, 2023 and October 18, 2023, respectively

---

### **BACKGROUND**

The Ingham County Sheriff's Office has a Traffic Team that investigates serious injury and fatal crashes county-wide as a part of the Ingham Regional Crash Investigation Team. The crash investigators use sophisticated equipment to map out crash scenes to determine speeds, braking distances, and other evidentiary factors. The Sheriff's Office would like to purchase four items totaling \$3,560.43 in the attached quote to enhance the capabilities of our investigations.

### **ALTERNATIVES**

The alternative is to not purchase these items to upgrade our investigation equipment. This purchase is to enhance what we have instead of purchasing an entirely new total station which would be a much greater cost.

### **FINANCIAL IMPACT**

The cost for the equipment is \$3,560.43. This is proprietary equipment compatible with our existing system that we would like to purchase through the provided vendor using ICSO account number 10130110-96700 Special Units Special Projects.

### **STRATEGIC PLANNING IMPACT**

The purchase of this equipment is consistent with our strategic plan and mission to provide excellent services to the citizens of Ingham County.

### **OTHER CONSIDERATIONS**

These items will increase the efficiency of diagramming a scene which may reduce overtime costs associated with the investigations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to purchase four items for crash investigations.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PURCHASE TRAFFIC CRASH INVESTIGATION EQUIPMENT  
FOR THE SHERIFF'S OFFICE**

WHEREAS, the Ingham County Sheriff's Office has had, during Sheriff Scott Wriggelsworth's tenure as the Sheriff, a Traffic Team responsible for crash investigations involving serious injury and fatal crashes; and

WHEREAS, the Traffic Team uses sophisticated equipment to map and investigate crash scenes; and

WHEREAS, the Sheriff's Office would like to purchase four crash investigation items from Seiler Geospatial included in the attached quote; and

WHEREAS, the cost of the four items totals \$3,560.43 which will be paid for out of the Ingham County Sheriff's Office budget Special Units, Special Projects 10130110-96700; and

WHEREAS, the purchased items will enhance the traffic team's efficiency, which may reduce overtime for call-back investigations; and

WHEREAS, the Sheriff's Office would like to purchase the equipment through Seiler Geospatial due to the proprietary nature.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the purchase of four traffic crash investigation items totaling \$3,560.43 from Seiler Geospatial.

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

## Agenda Item 2

TO: Board of Commissioners County Services and Finance Committees  
FROM: Alan Fox, Treasurer  
DATE: September 28, 2023  
SUBJECT: Resolution to Approve an Agreement with BS&A to Upgrade Property Tax Modules from an On-Premise to Cloud Based Solution  
For the meeting agendas of October 17 and 18

---

### **BACKGROUND**

The Ingham County Treasurer's Office and Equalization Office has been utilizing BS&A equalization/assessing/tax software since 1999 (Resolution #99-166), with an upgrade in 2011 to the .NET version of their software. BS&A is currently moving all of its on-premise software modules to cloud-based modules and have proposed the following upgrade costs:

• Assessing Module	\$23,985
• Tax Module	\$20,410
• Delinquent Tax Module	\$24,490
• Principal Residence Exemption Audit Module	\$3,575
• Project Management & Implementation	\$7,200
• Training	\$19,200
• Hosting Fees (annual)	\$23,000
• Cloud Service Fees (annual)	\$76,385
• Travel	<u>\$700</u>
Total	\$198,945

### **ALTERNATIVES**

N/A, on-premise support will not be available to continue with the current software configuration.

### **FINANCIAL IMPACT**

Funding will be split between the Treasurer's Office (Delinquent Tax Revolving Fund) and the Equalization Department (annual operating budget).

### **RECOMMENDATION**

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN AGREEMENT WITH BS&A TO UPGRADE PROPERTY TAX MODULES FROM AN ON-PREMISE TO A CLOUD BASED SOLUTION**

WHEREAS, the Equalization/Tax Mapping Department and the Treasurer’s Office purchased Equalizer software from BS&A of Bath, Michigan, in 1999 – Resolution #99-166; and

WHEREAS, BS&A equalization/assessing/tax software is the standard in Michigan for treasurer and equalization offices; and

WHEREAS, BS&A is moving away from on-premise software solutions to cloud-based solutions; and

WHEREAS, BS&A has proposed upgrading Ingham County’s existing equalization/assessing/tax software modules from on-premise to cloud-based and providing training and hosting fees for the following costs:

• Assessing Module	\$23,985
• Tax Module	\$20,410
• Delinquent Tax Module	\$24,490
• Principal Residence Exemption Audit Module	\$3,575
• Project Management & Implementation	\$7,200
• Training	\$19,200
• Hosting Fees (annual)	\$23,000
• Cloud Service Fees (annual)	\$76,385
• Travel	<u>\$700</u>
Total	\$198,945; and

WHEREAS, funding for the upgrade and first year hosting and service fees will be split between the Treasurer’s Office Delinquent Tax Revolving Fund and the Equalization Office operating budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an agreement with BS&A to upgrade property tax modules from an on-premise to cloud-based solution, to provide training for the software, and first-year service and housing fees in an amount not to exceed \$198,945.

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

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

**TO:** Law & Courts and Finance Committees  
**FROM:** Nicholas Hefty, Deputy Circuit Court Administrator – General Trial Division  
**DATE:** October 2, 2023  
**SUBJECT:** **Felony Mental Health Court – FY 2023-2024 Operational Grant Award**

For the meeting agendas of Law and Courts Committee October 12<sup>th</sup> and Finance Committee October 18, 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 \$104,816 for the grant funded salary and fringe benefits of the fulltime Mental Health Court – Court Services Coordinator position, ICEA Pro 05; and

WHEREAS, continuation of the MHC Court Services Coordinator position provides continuity of services, necessary treatment, and ancillary services coordination, and assists the Circuit Court in achieving the goals and objectives stated above; and

WHEREAS, the 2024 SCAO Michigan Mental Health Court Operational Grant provides for grant 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 (\$127,890); 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 authorizes continuation of the MHC Court Services Coordinator position for the Michigan Mental Health Grant Program – Operational Grant that has a grant period of October 1, 2023 through September 30, 2024.

BE IT FURTHER 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 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 \$127,890).

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.



## Agenda Item 3b

**TO:** Law & Courts and Finance Committees  
**FROM:** Nicholas Hefty, Deputy Circuit Court Administrator – General Trial Division  
**DATE:** October 2, 2023  
**SUBJECT:** **Swift and Sure Sanctions Probation Program – FY 2023-2024 Operational Grant Award**

For the meeting agendas of Law and Courts Committee October 12<sup>th</sup> and Finance Committee October 18, 2023

### **BACKGROUND**

The Swift and Sure Sanctions Probation Program (SSSPP) is an intensive probation supervision program that focuses on high-risk felony offender with a demonstrated history of three or more probation violations or behavioral noncompliance. The program's primary goal is to increase compliance with probation terms by promptly imposing certain, swift, and consistent sanctions for probation violations. SSSPP and similar programs throughout the United States strive to improve the successful completion of probation among high-risk probationers.

SSSPP closely monitors participants and may require them to test frequently for drug and alcohol use and attend frequent meetings with probation and/or case management staff. The State Court Administrative Office (SCAO) shares that judges presiding over SSSPP courts report deduction in positive drug tests and failures to appear at scheduled meeting for their participants.

The 30<sup>th</sup> Circuit Court submitted a grant request of \$248,517 to SCAO to continue the SSSPP for the period of October 1, 2023 through September 30, 2024. We received notification that SCAO has awarded \$220,000 to continue the program; however, we have not received the contract. The 30<sup>th</sup> Circuit Court request approval to accept the award and enter into the anticipated contract by December 2023.

### **ALTERNATIVES**

The 30<sup>th</sup> Circuit Court is unable to sustain SSSPP financially without grant funding from SCAO. The program goal of increasing the rate of successful probation completion among high-risk probationers cannot be met without this funding.

### **FINANCIAL IMPACT**

SCAO provides funding assistance derived from the swift and sure probation supervision fund created within the state treasury for the Swift and Sure Sanctions Probation Program. 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 SSSPP 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**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the continuation of the 30<sup>th</sup> Circuit Court Swift & Sure Sanctions Probation Program.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE FY 2024 SWIFT AND SURE SANCTIONS PROBATION PROGRAM GRANT, CONTINUE THE GRANT FUNDED CASE MANAGEMENT COORDINATOR POSITION, AND AUTHORIZE SUBCONTRACTS WITH WELLNESS, INX, NORTHWEST INITIATIVE, CEI-CMH, RISE, AVERHEALTH, AND JSG**

WHEREAS, the 30<sup>th</sup> Circuit Court submitted a grant request in the amount of \$248,517 to the State Court Administrative Office (SCAO) for the fiscal year of October 1, 2023 through September 30, 2024 to continue to the Swift and Sure Sanctions Probation Program (SSSPP) Grant; and

WHEREAS, the SCAO has notified the Court that a grant in the amount of \$220,000 has been awarded to continue the program, however, we have not yet received the contract; and

WHEREAS, the primary goal of the SSSPP is to increase compliance with probation terms by imposing certain, swift, and consistent sanctions for probation violations which is consistent with Ingham County's long term objective of providing appropriate sanctions for adult offenders; and

WHEREAS, \$122,971 of the grant application is for the three-quarter grant funded salary and fringe benefits of the SSSPP Case Management Coordinator position; and

WHEREAS, continuing the SSSPP Case Management Coordinator position initially referenced in Resolution #13-390 will assist the Circuit Court in achieving the goals and objections stated above; and

WHEREAS, the 2023 SCAO Swift and Sure Sanctions Probation Program Grant provides for grant implementation services and participant treatment and services as follows: representation by a defense attorney; substance abuse evaluations to be provided by Wellness, Inx; day reporting services to be provided by Northwest Initiative; drug treatment, mental health treatment, anger management, domestic violence counseling services and transitional housing to be provided by CEI-CMH and RISE Recovery Community; drug testing services to be provided by Averhealth; electronic monitoring services to be provided by JSG; and housing of participants serving jail sanctions at the Ingham County Jail (collectively not to exceed \$97,029); and

WHEREAS, the subcontracts who will provide grant implementation services and participant treatment and services for the 2024 SCAO Swift and Sure Sanctions Probation Program Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes continuation of the three-quarter SSSPP Case Management Coordinator position for the Swift and Sure Sanctions Probation Program Grant that begins on October 1, 2023 and ends on September 30, 2024.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves and authorizes entering into subcontracts for the same grant with defense attorneys, Wellness, Inx; Northwest Initiative; CEI-CMH; Rise; Averhealth; JSG; and the Ingham County Jail (collectively not to exceed \$97,029).

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 and Courts & Finance Committees

**FROM:** Annette Ellison, Deputy Court Administrator-Juvenile Division  
Mary Ferranti, Family Services Director

**DATE:** October 3, 2023

**SUBJECT:** Resolution for Acceptance of the Michigan Drug Court Grant Program for the Ingham County Family Recovery Court

For the meeting agendas of October 12 and October 18, 2023

---

**BACKGROUND**

The Circuit Court Juvenile Division has successfully applied for grant funds from the State Court Administrator’s Office and the Michigan Drug Court Grant Program. These funds are used to provide enhanced services to participants who are petitioned to the Circuit Court for child abuse and neglect with their primary barrier being substance use. The grant provides for the funding of a ¾ time Family Recovery Court Program Coordinator as well as a Special Part-Time Family Recovery Court Program Assistant. Securing this grant will allow for the continuation of employment for these two positions as well as enhanced treatment, substance use testing, and other incentive programs which will allow for a better outcome for the participants and their families.

**ALTERNATIVES**

This programming allows for at least a 50% higher rate of success for this high risk/high need population and their families.

**FINANCIAL IMPACT**

The Juvenile Division does not have a budget for these positions or enhanced services which provide substance use disorder programming. The grant funds awarded in the amount of \$130,000 provide for the continuation of two positions as well as enhanced treatment services.

**STRATEGIC PLANNING IMPACT**

Acceptance and continuation of grant funds enhances the strategic plan by supporting public safety. Family Recovery Court provides increases supervision of the families involved. This can also lead to quicker permanency in child neglect cases.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATIONS**

That the resolution be authorized.

Attached is the proposed resolution.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION FOR THE ACCEPTANCE OF THE MICHIGAN DRUG COURT GRANT PROGRAM FOR THE INGHAM COUNTY FAMILY RECOVERY COURT**

WHEREAS, on September 20, 2023, the Michigan Supreme Court, State Court Administrator's Office awarded the 30<sup>th</sup> Judicial Circuit Court-Family Recovery Court, \$130,000 through the Michigan Drug Court Grant Program (MDCGP) for Fiscal Year 2024 (October 1, 2023 through September 30, 2024); and

WHEREAS, the Family Recovery Court handles cases involving parents of children petitioned to the Court for abuse and neglect with the parent's primary barrier being substance use; and

WHEREAS, the barriers affected with this grant will include supervision, transportation, peer recovery coaching, and substance use testing; and

WHEREAS, the grant award includes maintaining funding for a  $\frac{3}{4}$  time Family Recovery Court Program Coordinator to complete screenings and intake of new participants, implement program processes, data entry, and coordinate participant services; and

WHEREAS, the Family Recovery Court Program Coordinator position as been determined by the Ingham County Human Resources Department to be a  $\frac{3}{4}$  time position with benefits and is a member of the Office and Professional Employees International Union (OPEIU) and funded for the duration of the grant ending September 30, 2024; and

WHEREAS, the grant award includes maintaining funding for a Special Part-Time Family Recovery Court Program Assistant to provide additional supervision, random substance use testing, and assisting with transportation; and

WHEREAS, the Family Recovery Court Program Assistant position has been determined by the Ingham County Human Resources Department to be a Special Part-Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant ending September 30, 2024; and

WHEREAS, the acceptance of this award is recommended to the Ingham County Board of Commissioners in order to enhance the work of the Family Recovery Court.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant award from the Michigan Drug Court Grant Program for the Ingham County Circuit Court's Family Recovery Court for the sum of \$130,000 which includes continued funding of a  $\frac{3}{4}$  Family Recovery Court Program Coordinator that would be part of the OPEIU with benefits, and continued employment of grant funded Special Part-Time Family Recovery Court Program Assistant position, at a UAW B pay grade, without benefits, for the period of October 1, 2023 through September 30, 2024.

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

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

**TO:** Law & Courts and Finance Committees  
**FROM:** Annette Ellison, Deputy Court Administrator  
**DATE:** October 3, 2023  
**SUBJECT: RESOLUTION TO AUTHORIZE CONTRACTS FOR  
LAWYER GUARDIAN AD LITEM REPRESENTATION**

For Meeting Agendas: October 12, 2023 – Law and Courts  
October 18, 2023 – Finance

### **BACKGROUND**

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to enter into a new contract for legal representation of children in neglect and abuse cases for Judge Koenig. This contract would fill the remainder of 2023 and all of 2024. The Division would prefer to contract now into the additional year ending December 2024 to avoid an additional contract renewal process within the next 90 days. Thus, the new contract will be in effect from November 1, 2023 through December 31, 2024.

Lawyer Guardian Ad Litem, Annette Skinner has the current contract for 2023 but has requested to resign effective October 21, 2023. The existing contract with Attorney Skinner terminates December 31, 2023.

Beginning November 1, 2023, Attorney Heather Boyer has been selected to continue out the contract for the remaining period of 2023. The attorney recommended in this resolution has been providing legal services for the Circuit Court Juvenile Division as a Court Appointed Panel attorney and is familiar with the practice and procedure of the Court. Attorney Boyer was selected from very select applicants after a posting to all existing panel attorneys.

The Court has entered into Lawyer Guardian Ad Litem contracts since 2002 in an effort to reduce costs for attorney fees and provide consistent and efficient legal representation for children. The Judiciary selects specific attorneys for these contracts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients.

The case distribution for neglect and abuse cases is as follows: Judge Koenig .2, Judge McCormick .2, Judge Garcia .2, Judge Dunnings .2, and Judge Cole .2 of the Family Division docket. The Juvenile Division recommends providing a 2% cost of living increase to the 2024 contracts. This allows the Juvenile Division to incrementally increase contract rates in order to avoid large increases.

The court has received a significant grant from the Michigan Department of Health and Human Services to increase the quality of legal representation in neglect and abuse cases. This grant allows the Court to allocate funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

### **ALTERNATIVES**

The Court assigns court appointed attorneys from the court appointed list to represent youth. This would result in a reduction in the quality of legal representation for children in neglect and abuse cases.



### **FINANCIAL IMPACT**

Funds to support this contract have been allocated in the Juvenile Division's 2023/2024 budget. No additional funding is requested.

### **STRATEGIC PLANNING IMPACT**

Develop an indigent defense service plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

Adequate attorney compensation was recognized as one of the eight core standards of the Michigan Indigent Defense Commission. The Commission's report states:

Assigned counsel should receive prompt compensation at a reasonable rate and should be reimbursed for their reasonable out-of-pocket, case-related expenses. Assigned counsel should be compensated for all work necessary to provide quality legal representation. Activities outside of court appearances, such as directing an investigation, negotiating, or tactical planning, etc., require no less legal skill and expertise than in-court appearances, and are equally important to quality representation.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Enter into a contract.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACT FOR  
LAWYER GUARDIAN AD LITEM REPRESENTATION**

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide Lawyer Guardian Ad Litem representation for children in neglect and abuse cases; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for children, has contracted with specialized Lawyers Guardian Ad Litem; and

WHEREAS, the 2023 Budget approved by the Board of Commissioners, authorizes funds to contract with specialized attorneys to provide legal representation; and

WHEREAS, the specialized attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law and a well-known reputation for zealously advocating for their clients; and

WHEREAS, the Circuit Court Family Division caseloads are weighted equally; and

WHEREAS, it is recommended that Attorney Heather Boyer provide Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Carol N. Koenig at a rate not to exceed \$7,879.75 for months November and December of calendar year 2023 and \$48,222.54 for a year for calendar year 2024 (not to exceed \$56,102.29, 14 months); and

WHEREAS, the Circuit Court Juvenile Division received a grant from the Michigan Department of Health and Human Services in the amount of \$122,100 to increase the quality of legal representation for neglect and abuse cases; and

WHEREAS, the grant from the Michigan Department of Health and Human Services allows the Circuit Court Juvenile Division to distribute funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Heather Boyer for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Carol N. Koenig at a rate not to exceed \$7,879.75 for months November and December of calendar year 2023 and \$48,222.54 for a year for calendar year 2024 (not to exceed \$56,102.29, 14 months); and

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide web based legal research and court rules at a rate not to exceed \$2,000 per attorney per calendar year as budgeted in the Michigan Department of Health and Human Services (MDHHS) grant.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide additional payments for Lawyer Guardian Ad Litem in an amount not to exceed \$122,100 for vertical and collateral case representation on neglect and abuse cases as budgeted in the MDHHS grant.

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

**TO:** Law & Courts and Finance Committees

**FROM:** Jackie Bucsi, Administrator

**DATE:** September 26, 2023

**SUBJECT:** Resolutions to Amend Resolution #23-345 and Approve Agreements with the City of East Lansing and the City of Lansing for their Local Share Contributions under the County's Michigan Indigent Defense Commission (MIDC) 2023-2024 Compliance Plan

**BACKGROUND**

The Michigan Indigent Defense Commission (MIDC) approved Ingham County's 2023-2024 Compliance Plan and Cost Analysis, which continues the Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court.

A grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2023 through September 30, 2024, and the budget was approved for an amount of up to \$8,065,828.26, including a local share of \$929,081.63. The local share will be split among Ingham County (\$890,346.63), the City of Lansing (\$22,158), and the City of East Lansing (\$16,577).

The Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent. Beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less. The consumer price index since November 1 of the prior state fiscal year has not increased so the local share did not increase this year.

Resolution #23-345 incorrectly listed the local share as \$1,120,201.

**FINANCIAL IMPACT**

These resolutions would authorize agreements for the Cities of East Lansing and Lansing to pay their 2023-2024 local share of the MIDC grant to Ingham County for amounts of \$16,577 and \$22,158, respectively. These payments will cover the time period of October 1, 2023 through September 30, 2024 and are to be billed and paid in one payment.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

**RECOMMENDATION**

Based on the information presented, we respectfully recommend approval of the attached resolutions.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #23-345, CHANGING THE LOCAL SHARE TO \$929,081.63, AND APPROVE AN AGREEMENT WITH THE CITY OF EAST LANSING FOR ITS LOCAL SHARE CONTRIBUTION UNDER THE COUNTY'S MICHIGAN INDIGENT DEFENSE COMMISSION 2022-2023 COMPLIANCE PLAN**

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's 2023-2024 Compliance Plan, which continues funding of a Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court; and

WHEREAS, the Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent"; and

WHEREAS, beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less; and

WHEREAS, the consumer price index since November 1 of the prior state fiscal year has increased more than 3%, so there is no change to the local share from fiscal year 2022-2023; and

WHEREAS, a grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2023 through September 30, 2024, and the budget was approved for an amount of up to \$8,065,828.26, including a local share of \$929,081.63; and

WHEREAS, Resolution #23-345 incorrectly listed the local share as \$1,120,201; and

WHEREAS, the City of East Lansing's portion of the local share for the 2023/2024 grant year is \$16,577; and

WHEREAS, the City of East Lansing and Ingham County wish to enter into an agreement whereby the City pays its local share of the grant to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement whereby the City of East Lansing will pay its 2023-2024 local share of the MIDC grant to Ingham County for an amount of \$16,577, covering the time period of October 1, 2023 through September 30, 2024, to be paid in one payment.

BE IT FURTHER RESOLVED, that the correct local share for the period of October 1, 2023 through September 30, 2024 is \$929,081.63.

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 contract documents on behalf of the County after approval as to form by the County Attorney.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION 23-345, CHANGING THE LOCAL SHARE TO \$929,081.63, AND APPROVE AN AGREEMENT WITH THE CITY OF LANSING FOR ITS LOCAL SHARE CONTRIBUTION UNDER THE COUNTY'S MICHIGAN INDIGENT DEFENSE COMMISSION 2023-2024 COMPLIANCE PLAN**

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's 2023-2024 Compliance Plan, which continues funding of a Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court; and

WHEREAS, the Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent"; and

WHEREAS, beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less; and

WHEREAS, the consumer price index since November 1 of the prior state fiscal year has increased more than 3%, so there is no change to the local share from fiscal year 2022-2023; and

WHEREAS, a grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2023 through September 30, 2024, and the budget was approved for an amount of up to \$8,065,828.26, including a local share of \$929,081.63; and

WHEREAS, Resolution #23-345 incorrectly listed the local share as \$1,120,201; and

WHEREAS, the City of Lansing's portion of the local share for the 2023/2024 grant year is \$22,158; and

WHEREAS, the City of Lansing and Ingham County wish to enter into an agreement whereby the City pays its local share of the grant to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement whereby the City of Lansing will pay its 2023-2024 local share of the MIDC grant to Ingham County for an amount of \$22,158, covering the time period of October 1, 2023 through September 30, 2024, to be paid in one payment.

BE IT FURTHER RESOLVED, that the correct local share for the period of October 1, 2023 through September 30, 2024 is \$929,081.63.

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 contract documents on behalf of the County after approval as to form by the County Attorney.



**Agenda Item 6**

To: Finance Committee  
Ingham County Board of Commissioners

From: Rosemary A. Anger, Director  
Equalization & Tax Mapping Department

Date: September 13, 2023

Re: 2023 County Apportionment Report

Attached please find the resolution approving the 2023 Ingham County Apportionment Report for presentation at the Finance Committee meeting on October 18, 2023. The Apportionment Report is not complete at this time. The report will be distributed prior to the October 18, 2023 meeting.

Also, please be aware that any millage proposals that may be submitted and approved by the electorate for the upcoming November election may result in a necessity to amend the 2023 Apportionment Report.

Respectfully,

A handwritten signature in blue ink that reads "Rosemary A. Anger". The signature is written in a cursive, flowing style.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE 2023 INGHAM COUNTY APPORTIONMENT REPORT**

WHEREAS, State Law requires that the Board of Commissioners approve on or before October 31st of each year the annual Apportionment Report stating millages to be apportioned and spread on the taxable valuations of real and personal property within the County.

THEREFORE BE IT RESOLVED, that the attached statement of taxable valuations and millages apportioned to the various units in Ingham County for the year of 2023 is hereby approved.

(report)

## Agenda Item 7

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** October 3, 2023  
**SUBJECT:** Amend the City of Mason Trails and Parks Millage Agreements  
For the meeting agenda of October 16, 2023 Human Services and October 18, 2023 Finance

---

### **BACKGROUND**

The City of Mason is requesting an amendment to project TR095 (Jefferson Trailhead/Cemetery/Community Garden), TR110 (Columbia Street Bridge – Protected Walkway Construction), and TR103 (Hayhoe Riverwalk Trail – Evaluation and Repair) to reallocate the unspent funds these projects to complete the projects.

### **ALTERNATIVES**

The Park Commission considered this request at their September 11, 2023 meeting and recommended this approach. The alternatives would be to not authorize the reallocation.

### **FINANCIAL IMPACT**

The City of Mason is requesting amendments to Agreements TR095, TR103, and TR110 to reallocate \$128,200 from TR103 to TR095, and to reallocate \$55,000 from TR103 to TR110 to cover the overages. The reallocation has no additional impact on the Trails and Parks Millage fund balance.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their September 11, 2023 meeting.

### **RECOMMENDATION**

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



SENT VIA EMAIL

September 6, 2023

Ingham County  
Attn: Tim Morgan, Parks Director  
121 E. Maple Street, Suite 102  
Mason, MI 48854  
Email: TMorgan@ingham.org

Dear Mr. Morgan,

The City of Mason is requesting consideration of grant amendments as detailed in the attachments (Resolution 2023-38) to the following grant agreements:

- Jefferson Trailhead / Cemetery / Community Garden (CIP: 2020-P15/ TR095)
- Columbia Street Bridge- Protected Walkway Construction (CIP: 2021-P2/ TR110), and
- Hayhoe Riverwalk Trail – Evaluation and Repair (CIP: 2020-P3/ TR103)

These projects were recently bid out and due to the high bids received, the City is proposing to reduce the scope of Hayhoe Riverwalk Trail Repair and shift some of those funds to the other projects coming in over budget. This will allow progress on all three projects and completion of two, without any additional allocation by Ingham County.

The scope change to the Hayhoe Riverwalk Trail Repair will remove the Lee Austin Park trail relocation. That portion of the project is currently part of a larger Park Master Plan discussion with significant public engagement. Based on the results, it may change the goals for this area and the location of the trail. It would be appropriate to delay until the park plans have been finalized. The City of Mason hopes we will still be eligible to be considered for a future grant at this location if we apply.

The Mason City Council supports this amendment request and approved the attached Resolution 2023-38. Thank you for your consideration of these amendments and please let me know if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "D. S. Stuart".

Deborah S. Stuart  
City Manager

Enclosures / Attachments:  
City of Mason City Council Resolution No. 2023-38

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2023-38**

**AUTHORIZING GRANT AMENDMENTS REQUESTS TO THE  
INGHAM COUNTY REGIONAL TRAILS AND PARK MILLAGE GRANT AGREEMENTS**

**September 5, 2023**

**WHEREAS**, the City of Mason received funding for the following City Projects (“Projects”) from the Ingham County Trails and Parks Millage Fund for the purpose of regional recreational amenity maintenance:

- Jefferson Trailhead / Cemetery / Community Garden (CIP: 2020-P15/ TR095)
- Columbia Street Bridge- Protected Walkway Construction (CIP: 2021-P2/ TR110), and
- Hayhoe Riverwalk Trail – Evaluation and Repair (CIP: 2020-P3/ TR103); and

**WHEREAS**, the City executed grant agreement in October 2021 based on the probable costs outlined in Exhibit A; and

**WHEREAS**, the City received bids that varied from those probable costs that were in excess of the grant award and anticipated match; and

**WHEREAS**, the City, in an effort to be prudent with the grant award and continue with all projects, reduced the scope in project TR103 to remove the lower priority trail relocation related to Lee Austin Park with plans to apply for that portion in a future round; and

**WHEREAS**, the City believes reallocating grant and match funds from TR103 to projects TR095 and TR110 as outlined in Exhibit A to ensure all projects move forward without a grant increase request.

**NOW, THEREFORE, BE IT RESOLVED THAT:** the City Council hereby authorizes the City Manager to submit a grant amendment request to the Ingham County Trails and Parks Millage Fund as outlined in Exhibit A and commits to the following match for those projects:

- Hayhoe Riverwalk Trail – Rayner Bond Fund: \$14,962.50;
- Columbia Street Bridge- Protected Walkway- Major Street Fund: \$24,099.38;
- Jefferson Trailhead: Rayner Bond Fund: \$36,944.50, and

negotiate final terms of the grant amendments consistent with this resolution, if approved; and

**BE IT FURTHER RESOLVED**, the City Council hereby authorizes the budget amendments required to facilitate this project consistent with this resolution, if amended.

\*\*\*\*\*

The foregoing Resolution was moved for adoption by Councilmember Clark and seconded by Councilmember Droscha and declared adopted by the following vote:

Yes (6) Clark, Droscha, Ferris, Preadmore, Schaffer, Whipple

No (0)

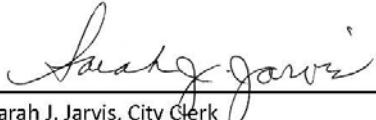
Absent (1) Vogel

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN     )  
COUNTY OF INGHAM    ) ss  
CITY OF MASON         )

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Mason at a regularly scheduled meeting held on Monday, September 5, 2023, pursuant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the Council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 6<sup>th</sup> day of September, 2023.

  
\_\_\_\_\_  
Sarah J. Jarvis, City Clerk  
City of Mason, Ingham County, Michigan

## Ingham County Grants Amendment Request

Grant Approved October 2021						
Project	Construction	Construction Engineering (no more than 15%)	Contingency (no more than 10%)	Total	County Grant	City Match
Jefferson Trailhead/Community Garden- (#TR095)	\$181,750.00	\$27,262.50	\$18,175.00	\$227,187.50	\$204,000.00	\$23,187.50
Columbia Street Bridge- Protected Walkway Construction (#TR110)	\$144,370.00	\$21,655.50	\$14,437.00	\$180,462.50	\$162,000.00	\$18,462.50
Hayhoe Riverwalk Trail- Repair (#TR103)	\$300,420.00	\$45,063.00	\$30,072.00	\$375,555.00	\$337,000.00	\$38,525.00
<b>Total</b>	<b>\$626,540.00</b>	<b>\$93,981.00</b>	<b>\$62,684.00</b>	<b>\$783,205.00</b>	<b>\$703,000.00</b>	<b>\$80,175.00</b>

Actual Cost/ Requested Amendment						
Project	Construction	Construction Engineering (no more than 15%)	Contingency (no more than 10%)	Total	County Grant	City Match
Jefferson Trailhead/Community Garden- (#TR095)	\$295,315.60	\$44,297.34	\$29,531.56	\$369,144.50	\$332,200.00	\$36,944.50
Columbia Street Bridge- Protected Walkway Construction (#TR110)	\$192,879.50	\$28,931.93	\$19,287.95	\$241,099.38	\$217,000.00	\$24,099.38
Hayhoe Riverwalk Trail- Repair (#TR103)	\$119,650.00	\$17,947.50	\$11,965.00	\$149,562.50	\$134,600.00	\$14,962.50
<b>Total</b>	<b>\$607,845.10</b>	<b>\$91,176.77</b>	<b>\$60,784.51</b>	<b>\$759,806.38</b>	<b>\$683,800.00</b>	<b>\$76,006.37</b>



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE CITY OF MASON  
TRAILS AND PARKS MILLAGE AGREEMENTS**

WHEREAS, the City of Mason is requesting an amendment to agreements TR095 - Jefferson Trailhead/Cemetery/Community Garden, TR110 - Columbia Street Bridge – Protected Walkway Construction, and TR103 - Hayhoe Riverwalk Trail – Evaluation and Repair to transfer \$128,200 from TR103 to TR095, and to transfer \$55,000 from TR103 to TR110 to cover the shortages for these projects.

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

Contract Title	Project #	Current Contract Amount		Total Revised Contract Amount
Jefferson Trailhead/Cemetery/Community Garden	TR095	\$204,000	Transfer \$128,200 from TR103 to TR095	\$332,200
Columbia Street Bridge – Protected Walkway Construction	TR110	\$162,000	Transfer \$55,000 from TR103 to TR095	\$217,000
Hayhoe Riverwalk Trail – Evaluation and Repair	TR103	\$337,000		\$134,600

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$128,200 from line item 228-62800-967000-TR103 to line item 228-62800-967000-TR095.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$55,000 from line item 228-62800-967000-TR103 to line item 228-62800-967000-TR110.

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

## Agenda Item 8a

**TO:** Board of Commissioners Human Services and Finance Committee  
**FROM:** Adenike Shoyinka, MD, Medical Health Officer  
**DATE:** September 22, 2023  
**SUBJECT:** Authorization to Amend Resolution #23-376 to Accept Additional Funding from the Michigan Department of Labor & Economic Opportunity.  
For the meeting agendas of October 16, 2023 October 18, 2023

---

### **BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #23-376 with the Michigan Department of Labor & Economic Opportunity (MDLEO) by increasing the funding by \$65,000, effective October 1, 2023 through September 2024, in an amount not to exceed \$697,000. ICHD's CHCs have an agreement in place with MDLEO for Refugee Health Screenings and transportation services. The purpose of additional funding is to support medical care coordination for refugees.

### **ALTERNATIVES**

If we do not accept additional funding, ICHD's CHCs will have to identify alternative ways to subsidize medical care coordination for refugees.

### **FINANCIAL IMPACT**

MDLEO will provide a total funding amount not to exceed \$697,000 for fiscal year 2024.

### **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 authorization to amend Resolution #23-376 with the Michigan Department of Labor & Economic Opportunity (MDLEO) by increasing the funding by \$65,000, effective October 1, 2023 through September 2024, in an amount not to exceed \$697,000.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #23-376 TO ACCESS ADDITIONAL FUNDING FROM THE MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #23-376 with the Michigan Department of Labor & Economic Opportunity (MDLEO) by increasing the funding by \$65,000, effective October 1, 2023 through September 2024, in an amount not to exceed \$697,000; and

WHEREAS, ICHHD's CHCs have an agreement in place with MDLEO for Refugee Health Screenings; and

WHEREAS, the purpose of additional funding is to support medical care coordination for refugees; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend amending Resolution #23-376 with the Michigan Department of Labor & Economic Opportunity, increasing the funding by \$65,000 to an amount not to exceed \$697,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #23-376 with the Michigan Department of Labor & Economic Opportunity, increasing the funding by \$65,000 to an amount not to exceed \$697,000.

BE IT FURTHER RESOLVED, that the funding period shall be October 1, 2023 through September 30, 2024.

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 8b

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** August 29, 2023  
**SUBJECT:** Authorization to Accept Council of State and Territorial Epidemiologists Disproportionately Affected Populations Grant  
For the Meeting Agendas of September 18 and September 20, 2023

### **BACKGROUND**

Ingham County Health Department (ICHHD) wishes to accept funding from the Council of State and Territorial Epidemiologists (CSTE) effective August 8, 2023 through June 30, 2024 in an amount not to exceed \$67,460. Funding from CSTE will support the development of, and participation in, a pilot for an online training to improve data collection during interviews with patients who have reportable diseases. This training will be implemented to improve data collection for three disproportionately affected populations: people with disabilities, people experiencing homelessness, and people who use substances. The Medical Health Officer is authorized to submit the budget electronically, and tentatively electronically approve the Memorandum of Agreement.

### **ALTERNATIVES**

Choosing not to participate in this online training will reduce ICHHD's ability to collect critical disease data for those with disabilities, for those who use substances and for those experiencing homelessness.

### **FINANCIAL IMPACT**

This funding will need to be added to ICHHD's FY23-24 budget.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured, as well as A.1(d) Expand programming to identify and address the prevalence of STDs in the community, particularly HIV/AIDS.

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize accepting a CSTE grant effective August 8, 2023 through June 30, 2024 in an amount not to exceed \$67,460.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT COUNCIL OF STATE AND TERRITORIAL EPIDEMIOLOGISTS  
DISPROPORTIONATELY AFFECTED POPULATIONS GRANT**

WHEREAS, Ingham County Health Department (ICHHD) wishes to accept funding from the Council of State and Territorial Epidemiologists (CSTE), effective August 8, 2023 through June 30, 2024 in an amount not to exceed \$67,460; and

WHEREAS, funding from CSTE will support the development of and participation in an online pilot training geared to improve data collection during interviews with patients who have reportable diseases; and

WHEREAS, this training will be implemented to improve data collection for three disproportionately affected populations: people with disabilities, people experiencing homelessness, and people who use substances; and

WHEREAS, the Medical Health Officer is authorized to submit the budget electronically, and tentatively electronically approve the Memorandum of Agreement; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accepting funding from CSTE effective August 8, 2023 through June 30, 2024 in an amount not to exceed \$67,460.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting funding from CSTE, effective August 8, 2023 through June 30, 2024 in an amount not to exceed \$67,460.

BE IT FURTHER RESOLVED, that the Medical Health Officer is authorized to submit the budget electronically, and tentatively electronically approve the Memorandum of Agreement.

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 and any budget amendments 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:** September 22, 2023  
**SUBJECT:** Authorization to Accept Funds and Enter Into Contracts from Mid-State Health Network  
For the meeting dates of October 16, and October 18, 2022

---

**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to accept \$235,303 in funding from Mid-State Health Network (MSHN), and wishes to enter into contracts for Substance Use Disorder (SUD) Prevention services and SUD Treatment services, effective October 1, 2023 through September 30, 2024. The FY24 MSHN SUD Prevention contract will total \$123,964 and will enable ICHHD to continue the coordination of the Ingham Opioid Abuse and Prevention Initiative (IOAPI), Narcan training and distribution, and youth vaping and marijuana prevention and harm reduction efforts.

The FY24 MSHN SUD Treatment contract will total \$111,339 and will enable ICHHD to implement a robust Overdose Response System that department staff and community partners developed and piloted between 2020 and 2022 and began implementing in 2022-23. The FY24 MSHN SUD Treatment contract will also enable ICHHD to continue a Harm Reduction Community Education Campaign that was initially developed and launched in FY23.

**ALTERNATIVES**

ICHHD could choose not to accept the funding but would forfeit ongoing efforts to create greater awareness and improved efforts to address SUD.

**FINANCIAL IMPACT**

ICHHD's FY24 budget includes \$123,964 from the MSHN Prevention contract and \$111,339 from the MSHN Treatment contract.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of providing access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County, specifically A.1.(w) Work to stem the epidemic of Opioid/Heroin related deaths and crime and overarching long-term objective of promoting accessible healthcare, and A.1(e) 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 accepting \$235,303 in funding from MSHN and to enter into contracts for SUD Prevention services totaling \$123,964, and for SUD Treatment services totaling \$111,339, effective October 1, 2023 through September 30, 2024.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF CONTRACT FUNDS  
FROM MID-STATE HEALTH NETWORK**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept \$235,303 in funding from Mid-State Health Network (MSHN), and wishes to enter into contracts for Substance Use Disorder (SUD) Prevention services and SUD Treatment services, effective October 1, 2023 through September 30, 2024; and

WHEREAS, the FY24 MSHN SUD Prevention contract will total \$123,964 and will enable ICHD to continue the coordination of the Ingham Opioid Abuse and Prevention Initiative (IOAPI), Narcan training and distribution, and youth vaping and marijuana prevention and harm reduction efforts; and

WHEREAS, the FY24 MSHN SUD Treatment contract will total \$111,339 and will enable ICHD to implement a robust Overdose Response System that department staff and community partners developed and piloted between 2020 and 2022 and began implementing in 2022-2023; and

WHEREAS, the FY24 MSHN SUD Treatment contract will also enable ICHD to continue a Harm Reduction Community Education Campaign that was initially developed and launched in FY23; and

WHEREAS, ICHD's FY24 budget includes \$123,964 from the MSHN Prevention contract and \$111,339 from the MSHN Treatment contract; and

WHEREAS, the Health Officer recommends that the Ingham county Board of Commissioners authorize accepting \$235,303 from MSHN and entering into contracts with MSHN for SUD Prevention services totaling \$123,964 and SUD Treatment services totaling \$111,339, effective October 1, 2023 through September 30, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting \$235,303 from MSHN and entering into contracts with MSHN for SUD Prevention services totaling \$123,964 and SUD Treatment services totaling \$111,339, effective October 1, 2023 through September 30, 2024.

BE IT FURTHER RESOLVED, that the Controller/Administrator 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 Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** September 25, 2023  
**SUBJECT:** Authorization to Accept Congressionally Directed Funding from the Health Resources and Services Administration Agency to Finance a Construction Project at Forest Community Health Center.

For the meeting agendas of October 16, and October 18, 2023

---

### **BACKGROUND**

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept \$620,000 of congressionally directed funding from the Health Resources and Services Administration (HRSA), effective September 30, 2023 through September 29, 2026. These funds will be used to finance a construction project at Forest CHC. The construction project will comprise of converting to private dental operatories, installing protective glass in the Dental Center reception area, enclosing the Main reception area along with badge reader access, and installing a modernized monument with digital features and lighting.

### **ALTERNATIVES**

If we do not accept these funds, we will not be able to move forward on the construction project.

### **FINANCIAL IMPACT**

Congressionally directed funding for the term of September 30, 2023 through September 29, 2026 will be approximately \$620,000.

### **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 accepting \$620,000 of congressionally directed funding from HRSA, effective September 30, 2023 through September 29, 2026 in an amount not to exceed \$620,000.



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT CONGRESSIONALLY DIRECTED FUNDING FROM THE HEALTH RESOURCES AND SERVICES ADMINISTRATION AGENCY TO FINANCE A CONSTRUCTION PROJECT AT FOREST COMMUNITY HEALTH CENTER**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept \$620,000 of congressionally directed funding from the Health Resources and Services Administration (HRSA), effective September 30, 2023 through September 29, 2026; and

WHEREAS, the funds will be used to finance a construction project at Forest CHC; and

WHEREAS, the construction project will comprise of converting to private dental operatories, installing protective glass in the Dental Center reception area, enclosing the Main reception area along with badge reader access, and installing a new, modernized monument with digital features and lighting; and

WHEREAS, the congressionally directed funding for the term of September 30, 2023 through September 29, 2026 will be an amount not to exceed \$620,000; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize accepting congressionally directed funding from HRSA to finance the construction project at Forest CHC effective September 30, 2023 through September 29, 2026 in an amount not to exceed \$620,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting congressionally directed funding from the HRSA to finance the construction project at Forest CHC effective September 30, 2023 through September 29, 2026 in an amount not to exceed \$620,000.

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

BE IT FURTHER RESOLVED, that 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.

## Agenda Item 8e

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** September 20, 2023  
**SUBJECT:** Authorization to Accept the Michigan Department of Health and Human Services' FY 2024 Child and Adolescent Health Center Funds to Finance the Construction of the East Lansing Community Health Center.

For the Meeting Agendas of October 16 and October 18, 2023

---

### **BACKGROUND**

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept a funding award from the Michigan Department of Health and Human Services' (MDHHS) Child and Adolescent Health Center (CAHC) program, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$283,731. These funds will be used to finance the construction of ICHD's East Lansing CHC within East Lansing High School.

### **ALTERNATIVES**

If we do not accept these funds, we will not be able to finance the construction of the East Lansing Community Health Center.

### **FINANCIAL IMPACT**

MDHHS' CAHC construction funding will be effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$283,731.

### **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 accepting the funding award from the MDHHS for the CAHC program, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$283,731.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES' FY 2024 CHILD AND ADOLESCENT HEALTH CENTER FUNDS TO FINANCE THE CONSTRUCTION OF THE EAST LANSING COMMUNITY HEALTH CENTER**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept the funding award from the Michigan Department of Health and Human Services' (MDHHS) Child and Adolescent Health Center (CAHC) program, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$283,731; and

WHEREAS, these funds will be used to finance the construction of ICHD's East Lansing CHC within East Lansing High School; and

WHEREAS, MDHHS' CAHC funding award will be effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$283,731; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize accepting a funding award from MDHHS' CAHC program to finance the construction of ICHD's East Lansing CHC, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$283,731.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting a funding award from the MDHHS' CAHC program to finance the construction of ICHD's East Lansing CHC, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$283,731.

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 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:** September 26, 2023

**SUBJECT:** Authorization to Use Unspent Funding from Ingham County’s General Fund to Complete Renovation Project at the Human Services Building

For the Meeting Agendas of October 16, 2023 and October 18, 2023

---

**BACKGROUND**

Ingham County Health Department (ICHD) wishes to use \$38,000 in funding from Ingham County’s General Fund balance to complete a renovation project at the Human Services Building (HSB) effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$38,000. ICHD began a renovation project in 2022 at the HSB. As only a portion of this funding was allocated for the project in FY22, the remaining \$38,000 was added back to the General Fund Balance. ICHD wishes to use the \$38,000 of unused funding, to complete the renovation project at HSB.

**ALTERNATIVES**

Choosing not to enter into this agreement would result in ICHD not completing their facility renovation project.

**FINANCIAL IMPACT**

The balance of the renovation project will not exceed \$38,000, which will be funded by Ingham County’s General Fund.

**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 using unspent funds from Ingham County’s General Fund Balance to complete the HSB Renovation project effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$38,000.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE USE OF UNSPENT FUNDS TO COMPLETE  
RENOVATION PROJECT AT THE HUMAN SERVICES BUILDING**

WHEREAS, Ingham County Health Department (ICHHD) wishes to use \$38,000 in funding from Ingham County's General Fund balance to complete a renovation project at the Human Services Building (HSB) effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$38,000; and

WHEREAS, ICHHD started a renovation project in 2022 at the HSB; and

WHEREAS, as only a portion of this funding was allocated for the project in FY22, the remaining \$38,000 was added to Ingham County's General Fund Balance; and

WHEREAS, ICHHD wishes to use \$38,000 from Ingham County's General Fund balance to complete the renovation project at the HSB; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize using unspent funds from Ingham County's General Fund balance for the HSB Renovation Project, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$38,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes using unspent funds from Ingham County's General Fund balance for the HSB Renovation Project, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$38,000.

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

BE IT FURTHER RESOLVED, that 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.

**Agenda Item 8g**

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** August 28, 2023  
**SUBJECT:** Authorization to Convert a Temporary Project Specialist position to a Permanent 1.0 FTE Project Specialist  
For the Meeting Agendas of October 31, November 1, and November 2, 2022.

---

**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to convert a temporary, part-time Project Specialist Community Action Network (CAN) position #601534, into a permanent 1.0 FTE Project Specialist with benefits, effective upon approval in an amount not to exceed \$76,650.68. This position is currently a temporary position which has remained vacant for several years and, after an operational assessment, can be repurposed. The Project Specialist/CAN Coordinator role is essential to ICHHD’s Maternal and Child Health (MCH) Division operations and ensures that our Infant Mortality Coalition is successful and sustainable. This conversion will also allow health department staff to propose and implement projects that can lead to healthier birth outcomes and lower infant mortality rates across the county. Without this conversion, the temporary position is not sustainable and causes delays in operations when needing to turnover staffing after each six month contract term. Converting this position to full-time will improve recruitment and retention of an incumbent, will allow extra capacity and staffing hours to further develop the Infant Mortality Coalition, and will provide coordination for the Fetal Infant Mortality Review program.

**ALTERNATIVES**

Choosing not to convert this position could jeopardize ICHHD’s continuing efforts to ensure best practices and the highest standards of care.

**FINANCIAL IMPACT**

The financial impact for converting this position to a 1.0 FTE Project Specialist position will be \$76,650.68. All costs for this agreement will be covered by the Strong Start Healthy Start grant H4924118.

**FY2023**  
**ICEA CO Prof Grade 5/ Step 5**  
**1 FTE**

<b>Salary</b>	<b>\$60,395</b>	<b>29.04 Hourly Rate</b>
Unemployment	302	
FICA	4,620	
Health Insurance	21,879	
Dental Insurance	936	
Vision Insurance	134	
Retiree Chargeback	3,585	
Retiree Trust	2,718	
Separation Buyout	1,208	
Retirement	18,445	

Retirement – hybrid	604	
Worker’s Comp	296	
Disability	79	
Life	120	
Total Fringe	<b>54,925</b>	26.41 Fringe Rate
<b>Total Salaries and Fringe</b>	<b>115,319</b>	

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize converting a temporary, part-time Project Specialist Community Action Network (CAN) position #601534, to a 1.0 FTE Project Specialist Position, effective upon approval in an amount not to exceed \$76,650.68.

**Agenda Item 8g**

TO: Sally Meyer, Maternal and Child Health Division Director

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist  
Joan Clous, Human Resources Generalist – Labor Relations Specialist

DATE: 10-2-2023

RE: Memo of Analysis converting a temporary position into a full-time position

---

Human Resources can confirm the following information:

1. The Health Department would like to convert a temporary Project Specialist, Community Action Network Coordinator position to a full-time position with an established job description. The Health Department and HR have reviewed the job description and it is still accurate of the duties that need to be performed. The job description will remain an ICEA County Pro 05.

I have sent the ICEA County Pro chair notice and they support. I have attached the Unions response.

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

*If I can be of further assistance, please email or call me (887-4375).*



**From:** [Desiree Cook](#)  
**To:** [Elisabeth Bliesener](#)  
**Subject:** RE: Converting a position  
**Date:** Monday, October 2, 2023 1:09:34 PM

---

Beth,

We do, thank you.

Desiree

---

**From:** Elisabeth Bliesener <EBliesener@ingham.org>  
**Sent:** Monday, October 2, 2023 1:00 PM  
**To:** Desiree Cook <DCook@ingham.org>  
**Cc:** Joan Clous <JClous@ingham.org>  
**Subject:** Converting a position

Hi Desiree,

The Health Department would like to convert the temporary Project Specialist, Community Action Network Coordinator position (vacant currently) to a full-time, permanent role with the same existing job description that was already established. Does the Union support this?

Thanks,  
Beth

**INGHAM COUNTY  
JOB DESCRIPTION**

**Project Specialist, Community Action Network (CAN)**

**General Summary:**

Under the supervision of the Healthy Start Supervisor, the Project Specialist, Community Action Network, will coordinate the relationship and activities of the Community Action Network. Plans, organizes, coordinates and completes special projects, as assigned, for the Strong Start. Healthy Start Grant. Will collaborate with community members, neighborhood organizations, providers and other key stakeholders to improve partnerships and achieve collective impact in order to eliminate infant mortality disparities in Ingham County.

**Essential Functions:**

1. Identifies and recruits Strong Start. Healthy Start participants to participate as active decision makers in the Community Action Network.
2. Cultivates community relationships with units of government, neighborhoods, community foundations, faith based organizations, community agencies and area businesses. Convenes community stakeholders around issues and needs of Strong Start. Healthy start participants and infant mortality.
3. Plans and implements monthly Community Action Network meetings to inform and encourage dialogue on issues significant to improving perinatal system coordination, including Fetal Infant Mortality Review (FIMR) findings and recommendations.
4. Works with staff to implement, evaluate and report on project activities. Assists with training and technical support to implement and complete project activities.
5. Collects and analyzes project data. Creates and distributes reports, graphs, and charts. Maintains project records and files.
6. Develops project-related materials that are culturally appropriate and at the appropriate literacy level of the intended audience. Creates e-bulletins and provides updates to the Community Action Network Facebook page and Healthy Start website.
7. Ensures compliance and attainment of project goals and objectives in a timely manner. Reviews and implements project assessment tools.
8. Tracks status for and completion of special projects and the contract management process.
9. Prepares written reports, minutes, memos, agendas and other project-related correspondence for internal and external distribution.
10. Attends and coordinates internal and external meetings and community events. Includes scheduling of meetings, preparing agendas, securing meeting location, and securing speakers.

**Other Functions:**

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

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

### **Employment Qualifications:**

**Education:** A minimum of a Bachelor's Degree in Public Administration, Human Services, Business Administration or related field is required.

**Experience:** A minimum of one year experience in community building or working with community based agencies is required

### **Other Requirements:**

▪

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

### **Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is exposed to communicable diseases, blood, other body fluids, etc.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

### **Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to read fine detail and writing and numbering of documents and case files.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***ICEA PRO 05  
September 2014***

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT A TEMPORARY PROJECT SPECIALIST TO  
1.0 FTE PERMANENT PROJECT SPECIALIST**

WHEREAS, Ingham County Health Department (ICHD) wishes to convert a temporary, part-time Project Specialist Community Action Network (CAN) position #601534, into a permanent 1.0 FTE Project Specialist with benefits, effective upon approval; and

WHEREAS, this position is currently a temporary position which has remained vacant for several years and, after an operational assessment, can be repurposed; and

WHEREAS, the Project Specialist/CAN Coordinator role is essential to ICHD's Maternal and Child Health (MCH) Division operations and ensures that our Infant Mortality Coalition is successful and sustainable; and

WHEREAS, this conversion will also allow ICHD's staff to propose and implement projects that can lead to healthier birth outcomes and lower infant mortality rates across the county; and

WHEREAS, without this conversion, the temporary position is not sustainable and causes delays in operations when needing to turnover staffing after each six month contract term; and

WHEREAS, converting this position to full-time will improve recruitment and retention of an incumbent, will allow extra capacity and staffing hours to further develop the Infant Mortality Coalition, and will provide coordination for the Fetal Infant Mortality Review program; and

WHEREAS, the financial impact for converting this position to a 1.0 FTE Project Specialist position will be \$76,650.68; and

WHEREAS, the cost increase will be charged to the Strong Start Healthy Start grant H4924118; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that Ingham County Board of Commissioners authorize converting a temporary, part-time Project Specialist position #601534, into a permanent 1.0 FTE Project Specialist with benefits, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting a temporary, part-time Project Specialist position #601534, into a permanent 1.0 FTE Project Specialist with benefits, effective upon approval.

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

## Agenda Item 9

**TO:** Board of Commissioners, County Services Committee

**FROM:** Dillon Rush, Lansing Economic Area Partnership (LEAP) – Economic Development Contractor

**DATE:** October 3, 2023

**SUBJECT:** Proposed Application to Apply for U.S. EPA Assessment Coalition Grant

### **BACKGROUND**

U.S. Environmental Protection Agency (EPA) offers various funding opportunities to communities to assist in efforts to remediate environmental contamination across brownfield sites. Brownfields are properties such as former industrial sites, closed gas stations, dumps, or other sites that are vacant or underutilized due to contamination, functional obsolescence, or blight. The cleanup and revitalization of brownfields can provide many community benefits, including protection of public health and the environment, opportunities for economic development, advanced manufacturing, job creation, neighborhood improvement, creation of parks and community spaces, shared water resource protection, and other benefits.

In 2019, the Lansing region, via a coalition model, received \$600,000 from the EPA's Assessment Coalition Grant program, for which the funds were mobilized across 33 brownfield sites in the form of Phase I & Phase II environmental assessments, hazardous materials assessments, reuse plans, and more. 27 of these sites were in Ingham County, naturally where most brownfields exist in the Lansing region.

EPA's Fiscal Year 2024 grant cycle opened in September 2023, with applications due in mid-November 2023. EPA's Assessment Coalition Grant is bigger than ever, with awards up to \$1,500,000. To potentially access these funds and ultimately better serve the region's communities, a coalition model will once again afford the Lansing region the best opportunity to succeed. EPA's Fiscal Year 2024 Assessment Coalition Grant application requires a lead applicant, as it did in 2019, to apply for funding on behalf of a Coalition. Ingham County is an eligible lead applicant as a county entity. Coalition members, which are determined formally after award, include counties of Eaton and Clinton as traditional partners, and up to two community-based organizations. LEAP, under its contract with Ingham County for economic development services, which includes managing brownfield grants, would lead all application efforts and grant administration, if awarded.

### **ALTERNATIVES**

Ingham County technically could apply for its own EPA grant funding without a coalition; however, it is not recommended as the coalition model affords our region the best chance of receiving funds, as experienced over the past decade. Also, via a coalition, Ingham County essentially maintains no administrative lift (as LEAP manages the grant) but accesses a much larger pot of federal resources.

### **FINANCIAL IMPACT**

No matching funds would be required of Ingham County. LEAP would manage the grant as a contractor. Ingham County would act as a fiduciary with full reimbursement from the grant regularly.

### **RECOMMENDATION**

Based on the information provided, LEAP respectfully requests the following resolution be approved to authorize submission of an Ingham County application for EPA's Assessment Coalition Grant.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE GRANT APPLICATION FOR  
EPA BROWNFIELD ASSESSMENT COALITION GRANT**

WHEREAS, brownfields are properties such as former industrial sites, closed gas stations, dumps, or other sites that are vacant or underutilized due to contamination, functional obsolescence, or blight; and

WHEREAS, the cleanup and revitalization of brownfields can provide many community benefits, including protection of public health and the environment, opportunities for economic development, advanced manufacturing, job creation, neighborhood improvement, creation of parks and community spaces, shared water resource protection, and other benefits; and

WHEREAS, Ingham County faces the challenge of redeveloping brownfields at many sites throughout the community; and

WHEREAS, the U.S. Environmental Protection Agency (EPA) opened solicitations in September 2023 for its Fiscal Year 2024 brownfield grants, notably including its Assessment Coalition Grant program; and

WHEREAS, the Lansing Region has received grant funding from EPA's Assessment Coalition grant previously, most recently in its Fiscal Year 2019, providing \$600,000 for environmental assessments and reuse planning to enable contamination remediation and redevelopment, managed by the Lansing Economic Area Partnership (LEAP) via the city of Lansing as the lead grant awardee; and

WHEREAS, the Fiscal Year 2019 grant, now completed, funded vital assessment activities at 33 brownfield sites throughout the region, of which 27 are in Ingham County, such as the TechSmith Project; REO Gateway Apartments, and Stadium North Lofts; and

WHEREAS, the EPA's Fiscal Year 2024 Assessment Coalition Grant will award up to \$1,500,000 and forming a regional Coalition empowers the Lansing region to apply for these large federal resources and ultimately better serve its communities; and

WHEREAS, upon potential grant award, the Lansing Region's Coalition will be made formal during later public meetings and will include the counties of Ingham, Eaton, and Clinton, along with up to two community-based organizations; and

WHEREAS, the EPA's Fiscal Year 2024 Assessment Coalition Grant application requires a lead applicant to apply for funding on behalf of a Coalition; and

WHEREAS, Ingham County is an eligible lead applicant as a county entity; and

WHEREAS, LEAP, under its contract with Ingham County for economic development services, which includes managing brownfield grants, will lead all application efforts and grant administration if awarded, with no matching funds required of Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby affirms Ingham County to be the lead applicant for a U.S. EPA's Fiscal Year 2024 Assessment Coalition Grant application.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to act as the grant's Authorized Organization Representative to officially carry out, execute and submit an application for U.S. EPA's Fiscal Year 2024 Assessment Coalition Grant.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to execute any documents required to carry out and complete the application and accept a potential grant award consistent with this resolution after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator, if awarded, to make the necessary budget adjustments to receive the funds, create the necessary accounts, make necessary transfers, and complete other administrative actions in accordance with the requirements of the grantor.

BE IT FURTHER RESOLVED, that should any section, clause or phrase of this resolution be declared by the Courts to be invalid, the same shall not affect the validity of this resolution as a whole nor any part thereof other than the part so declared to be invalid and all resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.



## Agenda Item 10a

TO: Board of Commissioners, County Services Committee, and Finance Committee  
FROM: Deb Fett, CIO  
DATE: October 3, 2013  
SUBJECT: Resolution – FD Hayes Wiring Contract Extension  
For the Agendas of October 17th, October 18th, and October 24th

---

### **BACKGROUND**

Ingham County has been utilizing FD-Hayes for all county wiring projects since January 2010. The contract approved under Resolution #09-415 was for three years with an option to extend for two (2) additional years. In 2013, Resolution #13-260 was approved to extend the contract for two years. Resolution #15-259 resulted from RFP 55-15 done in May, 2015 for Voice/Data Wiring Services where FD Hayes was the only company to submit a bid proposal. That RFP and bid proposal had an option to extend for two (2) additional years. The latest renewal for two (2) years happened on Resolution #18-412 in 2018 and the renewal was overlooked during the pandemic. The current contract expired on September 3<sup>rd</sup>, 2020. FD Hayes has graciously allowed us to continue at the previous pricing during that timeframe and only now seeks to extend our contract.

The Innovation and Technology Department has been pleased with the workmanship completed by FD Hayes under the past contract. FD Hayes has extensive knowledge of Ingham County facilities and has completed many projects during the past thirteen years of this and the previous contract.

### **ALTERNATIVES**

As always, the option to put out a new Request for Proposal is available. Due to the upcoming needs for various projects and our expired contract, ITD would like to extend the current contract for an additional two (2) more years to allow us to properly exercise that option.

### **FINANCIAL IMPACT**

The funding for an annual amount for services is budgeted and will come from the County's Innovation and Technology Department's Network Contracted Services Fund #636-25810-818000.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the extension of our contract with FD Hayes for fixed hourly rate for labor and fixed rate for materials for two (2) additional years.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE EXTENSION OF AN AGREEMENT WITH THE  
FD HAYES ELECTRIC COMPANY FOR DATA AND VOICE WIRING SERVICES**

WHEREAS, Ingham County has a need for on-going Telecommunications Data and Voice wiring; and

WHEREAS, FD Hayes was awarded a contract for such under Resolution #15-259 which was extended under Resolution #18-412; and

WHEREAS, the pricing is based on a fixed hourly rate for labor and fixed rate for materials, with the fixed hourly labor rate of:

Regular Time	\$78.50
Overtime	\$103.50
Holiday	\$128.50

; and

WHEREAS, the current contract expired on September 3<sup>rd</sup>, 2020 during the pandemic.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize extending the contract with the FD Hayes Electric Company for the purpose of on-going Telecommunications Data and Voice wiring for an additional two (2) years with the fixed hourly labor rates of:

Regular Time	\$78.50
Overtime	\$103.50
Holiday	\$128.50

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 10b

TO: Board of Commissioners, Law & Courts Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: October 3, 2023

SUBJECT: Fiber Engineering from Western Tel-com  
For the Agendas of October 17th, October 18th, and October 24th

---

### **BACKGROUND**

Ingham County is working on strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements. During this process, it became clear that although our Fairgrounds does not have a large number of employees working at the location, it is a venue that brings in revenue from exhibitors and events that more and more require Internet access for credit card transactions. This request is for the engineering phase prior to fiber broadband installation to the Ingham County Fairgrounds, which is currently served by a subpar connection. Innovation & Technology has been working with Western Tel-com (#43137) under the State of Michigan MiDeal contract.

### **ALTERNATIVES**

In exploring the options, it was clear that the option chosen must be extremely reliable and robust to ensure that the County cannot only remain operational but be able to support both the exhibitors and events that occur regularly at the Fairgrounds.

### **FINANCIAL IMPACT**

The funding for the \$5,500 total will come from the Ingham County Network Fund Miscellaneous account. MiDeal contract #071B3200106.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

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

### **RECOMMENDATION**

Based on the information presented, we respectfully recommend approval of the attached resolution for fiber installation from Western Tel-com in the amount not to exceed \$5,500.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

WHEREAS, an additional location was identified that requires engineering for fiber broadband installation to the Ingham County Fairgrounds which is currently served by a subpar connection; and

WHEREAS, the funds have been budgeted in the current fiscal year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of fiber engineering from Western Tel-com in the amount not to exceed \$5,500.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Ingham County Network Fund Miscellaneous Account,

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 10c

TO: Board of Commissioners, Law & Courts Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: October 3, 2023

SUBJECT: Fiber Engineering and Construction from Western Tel-com  
For the Agendas of October 17th, October 18th, and October 24th

---

### **BACKGROUND**

Ingham County is working on strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements. This is the third round which would include engineering and construction for fiber broadband installation to several locations currently served by subpar connections. The locations would be Ingham County Family Academy, Forest Community Health Center, and Potter Park Zoo. Innovation & Technology has been working with Western Tel-com (#43137) under the State of Michigan MiDeal contract.

### **ALTERNATIVES**

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

### **FINANCIAL IMPACT**

The funding for the \$321,685 total and \$28,315 contingency amount if approved will come from the \$2,000,000 recommended second Tranche ARP funds. MiDeal contract #071B3200106.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

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

### **RECOMMENDATION**

Based on the information presented, we respectfully recommend approval of the attached resolution for fiber installation from Western Tel-com in the amount not to exceed \$350,000.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

WHEREAS, this third round includes engineering and construction for fiber broadband installation to additional Ingham County locations currently served by subpar connections which are directly serving the public; and

WHEREAS, the locations include the following Community Anchor Institutions of Potter Park Zoo, Ingham County Family Academy and Forest Community Health Center; and

WHEREAS, the funds have been recommended to be allocated from the American Rescue Plan funds received in the budgeted year and include \$321,685 for engineering and construction with a \$28,315 contingency, for a total not to exceed amount of \$350,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of fiber engineering from Western Tel-com in the amount not to exceed \$350,000.

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

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

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 11

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

**FROM:** Glenn Canning, Facilities Director

**DATE:** October 3, 2023

**RE:** Resolution to Authorize an Agreement with Laux Construction for Design Services for the Remodel at Forest Community Health Center

For the meeting agendas of: October 17 & 18

---

### **BACKGROUND**

The Health Department has requested remodel services for Forest Community Health Center for the health and safety of both staff and patients. This will include the front reception area to have card swipe access for staff, the dental area to provide privacy in compliance with HIPPA for patients and front monument sign.

Laux Construction, a local vendor who is on the MiDeals contract, therefore three quotes are not required per the Ingham County Purchasing Policy, submitted a proposal of \$65,624 for the design services.

### **ALTERNATIVES**

The alternative would be to not approve leaving staff and patients vulnerable.

### **FINANCIAL IMPACT**

Funds are available in the Forest operational line item # 511-61525-976000-02230.

### **OTHER CONSIDERATIONS**

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

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Laux Construction for the design services for the remodel of Forest Community Health Center.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LAUX CONSTRUCTION LLC, FOR THE DESIGN SERVICES FOR THE REMODEL OF FOREST COMMUNITY HEALTH CENTER**

WHEREAS, the Health Department has requested remodel services for Forest Community Health Center for the health and safety of both staff and patients; and

WHEREAS, the remodel will include the front reception area to have card swipe access, the dental area to provide privacy for patients in compliance with Health Insurance Portability and Accountability Act (HIPAA), and front monument signage; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the MiDeals contract do not require three quotes; and

WHEREAS, Laux Construction LLC, is on the MiDeals contract; and

WHEREAS, both the Health Department and Facilities Department recommend an agreement with Laux Construction, a local vendor who submitted the proposal of \$65,624 for the design services for the remodel of Forest Community Health Center; and

WHEREAS, funds are available in the Forest Operational line item #511-61525-976000-02230.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Laux Construction LLC, 1018 Hogsback Rd, Mason, Michigan 48854, for design services for the remodel of Forest Community Health Center for an amount not to exceed \$65,624.

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



**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** October 3, 2023  
**SUBJECT:** Resolution to Authorize a Contract with MGT Consulting of America, LLC. for the Purpose of Conducting a Comprehensive Countywide Compensation and Classification Study

For the meeting agendas of October 17 and October 18

---

**BACKGROUND**

The County’s last countywide classification and compensation study was completed by O. William Rye over twenty-three years ago. The Ingham County Board of Commissioners believes that it should seek to attract and retain highly qualified employees who will be paid currently marketable and equitable compensation including benefits. Given the economic climate over the last number of years, the Ingham County Board of Commissioners is committed to understanding the disparities, if any, in the wages of county employees as compared to other like counties and governments. The Purchasing Department advises that the County Procurement Policy allows us to forgo the competitive bidding requirement when utilizing certain cooperative purchasing agreements and the Purchasing Director has reviewed the cooperative purchasing agreement documents with MGT Consulting of America, LLC provided from Livingston County and the Michigan Association of Counties and believes that these documents comport with our Procurement Policy. Accordingly, we seek authorization to enter into a cooperative purchasing agreement with MGT Consulting of America for the purpose of conducting a comprehensive countywide compensation and classification study. If approved, a Compensation and Classification Advisory Committee comprised of staff from Human Resources, the Controller’s Office and union leadership will be established to work with the consultant during the study.

**ALTERNATIVES**

If the resolution is not approved, reclassification requests will continue to be processed by the Human Resourced Department in accordance with the O. William Rye study.

**FINANCIAL IMPACT**

The contract amount is within the 2023 approved budget for the compensation and classification study.

**STRATEGIC PLAN CONSIDERATIONS**

A compensation and classification study supports the county’s goal of attracting and retaining exceptional employees who are committed to the community.

**OTHER CONSIDERATIONS**

Union leadership has been and will be kept abreast of the compensation and classification process and has expressed support for participation in the process, which process will begin with assessment of non-union positions.

**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 AUTHORIZE A CONTRACT WITH MGT CONSULTING OF AMERICA, LLC.  
FOR THE PURPOSE OF CONDUCTING A COMPREHENSIVE COUNTYWIDE  
COMPENSATION AND CLASSIFICATION STUDY**

WHEREAS, the County's last countywide classification and compensation study was completed by O. William Rye over twenty-three years ago; and

WHEREAS, the Ingham County Board of Commissioners believes that it should seek to attract and retain highly qualified employees who will be paid currently marketable and equitable salaries including benefits; and

WHEREAS, given the economic climate over the last number of years, the Ingham County Board of Commissioners is committed to understanding the disparities, if any, in the wages of county employees as compared to other like counties and governments; and

WHEREAS, the Purchasing Department advises that the County Procurement Policy allows us to forgo the competitive bidding requirement when utilizing certain cooperative purchasing agreements; and

WHEREAS, the Purchasing Director has reviewed the cooperative purchasing agreement documents with MGT Consulting of America, LLC. provided from Livingston County and the Michigan Association of Counties and believes that these documents comport with our Procurement Policy; and

WHEREAS, union leadership has been and will be kept abreast of the compensation and classification process and has expressed support for participation in the process, which process will begin with assessment of non-union positions; and

WHEREAS, a Compensation and Classification Advisory Committee comprised of staff from Human Resources, the Controller's Office, and union leadership will be established to work with the consultant during the study.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to MGT Consulting of America, LLC., for a total cost not to exceed \$550,880 to conduct a countywide comprehensive compensation and classification study.

BE IT FURTHER RESOLVED, that the contract amount is within the 2023 and 2024 approved budgets for the compensation and classification study.

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

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

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** September 29, 2023  
**SUBJECT:** Resolution to Approve UAW TOPS Reclassification Requests  
For the meeting agendas of October 3 and October 4

---

**BACKGROUND**

The UAW TOPS collective bargaining agreement is effective January 1, 2022 through December 31, 2024. This agreement includes a process for employee submission of reclassification requests. The Human Resources Department has executed the approved process for reclassification requests for employees in this group. 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 AND CONFIDENTIAL RECLASSIFICATION REQUESTS**

WHEREAS, the UAW TOPS collective bargaining agreement is effective January 1, 2022 through December 31, 2024; and

WHEREAS, this agreement includes 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 this group.

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>
601043	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601049	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601053	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601092	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601095	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601106	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601149	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601175	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601176	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601177	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601183	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601186	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601191	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601200	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601211	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601238	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601239	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601249	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601252	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601263	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601267	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601286	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601336	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601337	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601352	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601375	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601385	Community Health Rep. II to CHR III	Move from UAW D to UAW E



CHR III	UAW D: 44,058.77	UAW E: 46,971.90	2,913.13
CHR III	UAW D: 44,058.77	UAW E: 46,971.90	2,913.13
TOTAL:			107,785.81

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 Finance Committee  
**FROM:** Michael A. Townsend, Budget Director  
**DATE:** September 29, 2023  
**SUBJECT:** 2024 Appropriations Resolution  
For the meeting agendas of 10/18/23 Finance

---

**BACKGROUND**

Attached is the 2024 Appropriations Resolution, which will adopt the 2024 operating and capital budgets and millage rates as recommended by the Finance Committee at its budget hearing held on September 13, 2023.

**ALTERNATIVES**

The Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds.

**FINANCIAL IMPACT**

This resolution will adopt Ingham County’s spending plan for 2024. The details of this budget can be found in the “2024 Ingham County Budget as Recommended by the Finance Committee” that will be distributed to the Board of Commissioners at the October 10, 2023 meeting and available on line.

**OTHER CONSIDERATIONS**

A public hearing on the 2024 Budget will be held at the Board of Commissioners meeting on Tuesday, October 24, 2023. A notice of public hearing will appear in the City Pulse on Wednesday, October 11, 2023.

**RECOMMENDATION**

The Controller’s Office recommends the adoption of the 2024 Appropriations Resolution as recommended by the Finance Committee.



Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

INGHAM COUNTY 2024 GENERAL APPROPRIATIONS RESOLUTION

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds; and

WHEREAS, county offices, the courts, county departments, and others have submitted requests for a county appropriation in the 2024 budget; and

WHEREAS, the County Controller has considered these requests and has submitted a recommended budget as required by statute and Board of Commissioners’ resolution; and

WHEREAS, the various liaison committees of the Board of Commissioners have reviewed their section of the Controller's Recommended Budget and have made recommendations for approval or modification to the Finance Committee; and

WHEREAS, the Finance Committee has reviewed each liaison committees’ recommendations and together with its own Strategic Planning Initiatives Fund allotment; and

WHEREAS, the Board of Commissioners annually adopts a balanced budget and authorizes appropriations subject to the conditions set forth in its annual General Appropriations Resolution.

THEREFORE BE IT RESOLVED, that the 2024 Ingham County Budget, as set forth in the Finance Committee Recommended Budget, dated September 13, 2023 and incorporated by reference herein, is hereby adopted on a basis consistent with Ingham County's Budget Adoption and Amendment Policies and subject to all county policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED, that the following tax levies are hereby authorized for the 2023 tax year/2024 budget year for a total county levy of 11.3116 mills, including authorized levies for General Fund operations and special purpose millages:

2022/23 Millage Summary

<u>Purpose</u>	<u>Millage</u>
General Operations	6.7479
General Operations – Indigent Veterans Support	.0328
Special Purpose - Emergency Telephone Services	.8483
Special Purpose - County-wide Transportation	.5988
Special Purpose - Juvenile Justice	.6000
Special Purpose - Potter Park Zoo and Potter Park	.4986
Special Purpose – Farmland/Open Space Preservation	.1395
Special Purpose – Health Care Services	.0000
Special Purpose – Trails and Parks	.4986
Special Purpose – Animal Shelter	.2000

Special Purpose – Justice	.8476
Special Purpose – Elder Person	.2994

BE IT FURTHER RESOLVED, that the revenues received by the County under Public Acts 106 and 107, 1985 (Convention Facility Tax revenue) shall not be used to reduce the County's 2023/2024 operating millage as defined by Public Act 2, 1986.

BE IT FURTHER RESOLVED, that in accordance with Public Act 2 of 1986, that 50% of the actual Convention Facility Tax revenue not used to reduce the County's operating tax rate shall be transmitted to the Mid-State Health Network, with the remaining revenues to be deposited in the County's General Fund.

BE IT FURTHER RESOLVED, that the revenues received by the County under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the County's 2023/2024 operating millage levy, and that 11/17 of the actual Health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be appropriated to the Ingham County Health Department budget for those public health prevention programs and services whose costs are in excess of 1989 appropriation levels.

BE IT FURTHER RESOLVED, that in accordance with Public Act 264 of 1987, that 5/17 of the actual Health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be used for personnel and operating costs which are in excess of 1988 appropriation levels at the Circuit Court, Family Court, District Court, and Sheriff Department Law Enforcement with the remaining revenues generated by P.A. 264 of 1987 to be used for other General Fund expenditures.

BE IT FURTHER RESOLVED, that the adopted budget is based on current estimates of revenues and expenditures, and that the Board of Commissioners may find it necessary to adjust budgeted revenues and expenditures from time to time during the year.

BE IT FURTHER RESOLVED, that the County Controller is hereby authorized to make budgetary transfers within the various funds and authorize expenditures in accordance with the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolutions #94-93 and #04-253, a summary of which has been forwarded by the Controller to each department head, court and elected official.

BE IT FURTHER RESOLVED, that expenditures shall not be incurred in excess of the individual budgets adopted herein without first amending the budget pursuant to the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolutions #94-93 and #04-253.

BE IT FURTHER RESOLVED, that all purchases made with funds appropriated in this budget shall be made in conformance with the County's Purchasing Procedures, as adopted and amended by the Board, and that these budgeted funds are appropriated contingent upon compliance with the County's Purchasing Procedures.

BE IT FURTHER RESOLVED, that the approved Position Allocation List contained in the budget shall limit the number of permanent employees who can be employed in all departments, offices, and the courts, and no funds are appropriated for any permanent position or employee not on the approved Position Allocation List.

BE IT FURTHER RESOLVED, that the Board of Commissioners may, from time to time during the year, change the approved Position Allocation List and/or impose a hiring freeze, as circumstances warrant, and that the same limitation as to the number of permanent employees who can be employed with a revised Position Allocation List.

BE IT FURTHER RESOLVED, that certain positions contained in the Position Allocation List which are supported in some part by a grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the County receiving the budgeted revenues.

BE IT FURTHER RESOLVED, that in the event that such anticipated outside funding is not received or the County is notified that it will not be received, said positions shall be considered not funded and removed from the approved Position Allocation List.

BE IT FURTHER RESOLVED, that the policies regarding temporary employees shall remain in full force and effect.

BE IT FURTHER RESOLVED, that budgets for all funds are adopted on a January 1st fiscal year, with the following exceptions: Friend of the Court Services Fund (215), County Health Fund (221), Indigent Defense Fund (260), Community Corrections Fund (267), Community Development Block Grant Fund (280), Community Development Block Grant Fund (287), DHS - Child Care Fund (288), DHS - Social Welfare Fund (290), Family Division – Child Care Fund (292), Prosecuting Attorney Cooperative Reimbursement Grant Fund (298), and Community Health Center Network Fund (511), all of which are adopted on an October 1st fiscal year.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the use of budgeted funds for the purchase of vehicles and necessary equipment such as marking kits, light bars, sirens, prisoner transport shields, radar, etc., from the State of Michigan and other municipal cooperative purchasing programs approved by the Purchasing Department.

BE IT FURTHER RESOLVED, that the vehicles being replaced are authorized to be transferred to another county department or agency for fair-market value established by the Purchasing Director, or are authorized to be sold at state auction or to a private company; the method of disposal shall be that which is deemed to be in the best interest of the County as determined by the Purchasing Director.

BE IT FURTHER RESOLVED, that the Ingham County Sheriff's Office is authorized to sell at fair-market value any used Ingham County Patrol Vehicles to the Ingham Intermediate School District for its Law Enforcement Program.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that funds appropriated to a community agency but not spent by the end of the fiscal year may be carried over into the next fiscal year without additional Board approval, provided the Controller and Budget Office certify that the funds are available, and that the agency wishing to have said funds reappropriated provides a definitive scope of work for review by the Controller's Office and the County Attorney.

BE IT FURTHER RESOLVED, that any request for reappropriation to the 2024 budget of funds not spent in 2023 for a specific project must be received by the Budget Office no later than March 15, 2024, otherwise the request for reappropriation will not be considered.