

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

**FINANCE COMMITTEE**  
MARK GREBNER, CHAIR  
THOMAS MORGAN  
TODD TENNIS  
RYAN SEBOLT  
MARK POLSDOFER  
GABRIELLE LAWRENCE  
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, FEBRUARY 7, 2024 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [January 17, 2024](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office

- a. Resolution to Authorize the Housing Trust Fund Committee to Update and Administer [Down Payment Assistance](#) Program, As Needed
- b. Resolution to [Amend Resolution #23-492](#) Authorizing Community Development Block Grant Housing Improving Local Livability Program Application
- c. Resolution to Approve a [Contingency Fund](#) for Housing Trust Fund Competitive Grant Projects
- d. Resolution to Change the [Site](#) of a Housing Trust Fund Project
- e. Resolution to Create a Housing Trust Fund [Grants Administrator Position](#) in the Treasurer's Office
- f. [4th Quarter Investment Report](#)

2. Sheriff's Office

- a. Resolution to Approve Reactivation of Law Enforcement Position for [Village of Webberville](#) Covering Current and Future Service Agreements
- b. Resolution to Authorize a Contractual Agreement between the Ingham County Sheriff's Office and [Stryker](#) to Purchase Automated External Defibrillators
- c. Resolution to Authorize a Project Agreement with [Bluewater Technologies](#) to Upgrade Emergency Operations Center Technology

3. Circuit Court – Juvenile Division

- a. Resolution to [Amend Resolution #23-429](#) to Increase Per Diem Rates for Various Residential Placements
- b. Resolution to Authorize a Three-Year Contract with Various [Residential Placements](#)

4. 55<sup>th</sup> District Court – Resolution to Authorize a Contract with [Resolution Services Center](#) of Central Michigan to Support Small Claims Work

5. Community Corrections – Resolution to [Amend Resolution #23-244](#) to Reflect the Awarded Funding Amounts from the State Grant under PA511 for FY 2023-2024 for Various Programming with Subcontractors Outlined Herein
6. Environmental Affairs Commission – Resolution to Accept a Grant for the Development of a [Sustainability Action Plan](#)
7. Fairgrounds – Resolution to [Rescind Resolution #23-543](#) and Rebid the Deconstruction of the Hoop House
8. Facilities Department
  - a. Resolution to [Amend Resolution #22-559](#) Approving Agreements with Community Mental Health and LJ Trumble Builders, LLC., for the Renovations to Families Forward Space at the Human Services Building
  - b. Resolution to [Amend Resolution #23-542](#) Approving the Michigan Department of Health and Human Services Space Renovations at the Human Services Building
  - c. Resolution to Authorize an Agreement with [Facilities 360](#) for Carpet Cleaning Services at Several Ingham County Facilities
9. Parks Department – Resolution to Authorize an [Amendment](#) to the Parks Department 2024 Capital Improvement Budget
10. Health Department
  - a. Resolution to Accept Funds from [Delta Dental Foundation](#) to Purchase New Dental Operatory Chairs for Forest Community Health Center
  - b. Resolution to [Amend Resolution #23-268](#) with Evidian to Include Chorus Data Analytics Services for HIV Disease Management
  - c. Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs to Accept the 2024 Michigan [Marihuana Operation and Oversight Grant](#)
  - d. Resolution to Authorize an Agreement with the [Nurse Family Partnership National Service Office](#)
  - e. Resolution to Authorize [Amendment #2](#) to the 2023–2024 Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
  - f. Resolution to [Amend Resolution #23-058](#) with Walgreens to Add Pharmacy #15438, Pharmacy #15443, Pharmacy #16280, and Pharmacy #16287 to the 340B Discount Program
  - g. Resolution to [Amend Resolution #23-582](#) with NextGen® Healthcare Information Systems, Inc. to Purchase the Medication Inventory Control System Solution
11. Elder Services Millage – Resolution to Authorize a Contract with Tri County Office on Aging for [Elder Services Millage](#) Eligible Services (*Tabled at the January 17, 2024 Meeting*)
12. Innovation & Technology Department – Resolution to Approve Renewal of Support from [Core Technology](#)
13. Road Department
  - a. Resolution to Authorize Purchase Orders for [Hot Mix Asphalt](#) Mixtures
  - b. Resolution to Authorize Purchase Orders for [Emulsified Asphalts](#)

14. Controller/Administrator Office – Resolution to Approve Funding for [Broadband State Mapping Challenge Citizen Outreach](#)

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  
January 17, 2024  
Draft Minutes

Members Present: Grebner, Morgan, Sebolt, Polsdofer (arrived at 6:11 p.m.), Lawrence, Johnson (arrived at 6:04 p.m.), and Maiville.

Members Absent: Tennis.

Others Present: Michael Townsend, Gregg Todd, Madison Hughes, Anika Ried, and others.

The meeting was called to order by Chairperson Grebner at 6:01 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 December 6, 2023 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, THE MINUTES OF THE DECEMBER 6, 2023 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioners Tennis, Johnson, and Polsdofer.

Additions to the Agenda

Substitute –

10. Human Resources Department
  - a. Resolution to Approve UAW TOPS and ICEA Court Professional Reclassification Requests

Limited Public Comment

None.

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

1. Treasurer's Office
  - a. Resolution to Provide Funding for Low Income Tax Preparation
  - b. Resolution to Adopt an Ingham County Citizen Participation Plan for Michigan Community Development Block Grant Funding
  - c. Resolution to Approve the Policies And Procedures for Affordable Housing Development Gap Subsidy Grants for New Construction and Rehab Projects Utilizing Housing Trust Fund Dollars
  - d. Resolution Authorizing 2024 Administrative Fund
  - e. 2024 Borrowing Resolution (2023 Delinquent Taxes)

2. Drain Commissioner – Resolution Reaffirming Resolution #22-204 and Adopting a Revised Memorandum of Agreement Governing the Greater Lansing Regional Committee for Stormwater Management Dated September 11, 2023
3. Circuit Court – Juvenile Division – Resolution to Authorize Contracts for Lawyer Guardian Ad Litem Representation
4. 9-1-1 Central Dispatch
  - a. Resolution to Authorize the Renewal of ProQA Medical Software Licenses and Support from Priority Dispatch for the Ingham County 9-1-1 Center
  - b. Resolution to Authorize a Contract Renewal of Scheduling Software/Services for the 9-1-1 Center
6. Community Mental Health Authority – Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for Health Services Millage Eligible Services
7. Parks Department
  - b. Resolution to Adopt Fees for Food Truck Vendors that Participate in County Sponsored Events at the Ingham County Parks
  - c. Resolution to Authorize an Agreement with Spicer Group, Inc. for Prime Professional Services for Preparation and Submittal of a TAP Grant and Preliminary Engineering for the Holt to Mason Trail
  - d. Resolution to Authorize an Agreement with Spicer Group, Inc. for Prime Professional Services for Improvements at Lake Lansing Park North
8. Health Department
  - a. Resolution to Authorize Amendment #1 to the FY23 – 24 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Master Agreement
  - b. Resolution to Amend Resolution #23-087 with Michigan Public Health Institute for Administrative Support to Operate the Lansing/Ingham Peacemaker Fellowship ®
  - c. Resolution to Authorize an Agreement with Michigan Public Health Institute for Administrative Support to Operate Year Three of the Lansing/Ingham Peacemaker Fellowship ®
  - d. Resolution to Amend Resolution #23-586 Authorizing an Agreement with MSU Health Care, Inc for Pediatric Physician Services
  - e. Resolution to Authorize the Creation of a Community Health Worker - Pathways to Housing Position
  - f. Resolution to Authorize Subcontracts Awarding 13 Mini-Grants to Address COVID-19 Related Inequities and Risk Factors Among Black, Indigenous and People of Color

- g. Resolution to Authorize COVID-19 Regional Health Equity Council Backbone Organization Grant Subagreements with the Capital Area Health Alliance and TCB Consulting, LLC
  - h. Resolution to Authorize Agreements with Southeastern Michigan Health Association to Act as the Fiduciary/Payee for Agency Funding
  - i. Resolution to Authorize the Creation of an Advance Peace Resource Navigation Program Specialist
9. Road Department
- a. Resolution to Authorize Purchase Orders for 34CS Slag, CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates
  - b. Resolution to Authorize Purchase Orders for Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand
10. Human Resources Department
- b. Resolution to Authorize the Transfer of the Human Resources Department Budget Line Item for Employee Service Awards to the Diversity, Equity, and Inclusion Office
11. Controller/Administrator Office
- a. Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis, Polsdofer, and Johnson.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Tennis, Polsdofer, and Johnson.

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

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

Commissioner Johnson arrived at 6:04 p.m.

Commissioner Morgan stated that there were a lot of unanswered questions in the Human Services Committee, specifically about the customer service from the area agencies on aging provide to route services to residents. Commissioner Morgan further stated they supported the resolution, but they would prefer if the Human Services was able to review the contract first before the Finance Committee.

Commissioner Morgan stated they wanted to highlight for the record that things were not great, just okay, with how the millage funds were being spent. Commissioner Morgan further stated that the Elder Services Millage language included eliminating wait times for home care, which was being done, but also for Meals On Wheels, which no longer had a waitlist but was also no longer serving weekend meals.

Commissioner Morgan stated that it seemed like some of the intended pieces of the Elder Services Millage were not being followed through on. Commissioner Morgan further stated that they would support the resolution, but did feel slightly uncomfortable about it.

Commissioner Sebolt stated that the evaluation of millages, millage renewals, and the function of the millages would be the major focus of the upcoming Board Leadership meeting.

Commissioner Maiville asked if the Human Services Committee passed the resolution unanimously.

Gregg Todd, County Controller, stated the Human Services Committee had not met yet.

Commissioner Johnson asked if there was ever a situation or reason where a millage would be cut short or ended early.

Commissioner Sebolt stated confirmation, for example, the Ingham Health Plan Millage had a large fund balance, and the County had stopped collecting on that millage to spend down the fund balance. Commissioner Sebolt further stated that the millages allowed the County to collect up to a certain amount, but the County was not obligated to collect that amount.

Commissioner Johnson asked if extra funds collected would be returned to taxpayers.

Chairperson Grebner stated that the funds might be refunded, but it would be essentially impossible to refund extra millage funds. Chairperson Grebner stated that it was more likely that the County would wait until something came up that would be eligible under the language and spend it on that.

Commissioner Morgan asked if there were any practical needs that the resolution needed to go through the Finance Committee that night. Commissioner Morgan stated they preferred resolutions be reviewed by the policy committee first, and then the Finance Committee could review after.

Todd stated the only reason the Committee meeting was out of order was because of the Martin Luther King, Jr. Day holiday.

Chairperson Grebner stated that the resolution would not go to the full Board of Commissioners if it was tabled at the Human Services Committee meeting, unless there was contention among leadership.

Commissioner Morgan stated they would prefer to have the Human Services Committee review the resolution first, and since there was not a specific timing need to get the resolution passed, they would like to table the resolution.

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. MAIVILLE, TO TABLE THE RESOLUTION UNTIL THE HUMAN SERVICES COMMITTEE COULD APPROVE THE RESOLUTION.

THE MOTION TO TABLE THE RESOLUTION CARRIED.      **Yeas:** Morgan, Sebolt, Lawrence, Johnson, Maiville      **Nays:** Grebner      **Absent:** Polsdofer, Tennis

Chairperson Grebner stated an obscure power of the Board of Commissioners was to decide whether or not to put things on the ballot, to levy a millage, or to pay millage funds to agencies. Chairperson Grebner further stated there had been times the Board of Commissioners had decided not to pay millions of dollars to agencies, and that got their attention.

7.      Parks Department

- a.      Resolution to Authorize the Transfer of Funds from TR081 to TR061 for the Emergency Purchase of Asbestos Abatement at Lake Lansing Park South Restroom

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

Commissioner Maiville stated that he was alarmed that in 2024, there was a building with asbestos and the County was not aware until a contractor looked into it. He further stated that he wondered what other buildings had escaped this kind of oversight, as he thought that most facilities were aware of where the asbestos was and had ways to address, contain, or make people aware of it.

Commissioner Polsdofer arrived at 6:11 p.m.

Todd stated they would follow back up with the Parks Department, but they believed asbestos around the sink had been identified earlier in the renovation, but there was insulation asbestos that had been found. Todd further stated that the County did find asbestos at times, like in the tiles in the Mason Courthouse last year.

Commissioner Maiville stated the business he worked at was aware of what was in the building and when it needed to be addressed. He further stated that he was surprised the County was surprised by this in 2024.

Commissioner Johnson stated the rest of the Parks buildings could be checked for asbestos.

Todd stated that was something the County could do.

Chairperson Grebner stated checking for asbestos in those buildings could be a large project.



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

10. Human Resources Department

- a. Resolution to Approve UAW TOPS and ICEA Court Professional Reclassification Requests
- c. Resolution to Approve Reclassification of the UAW TOPS Public Defender's Office Clerk Levels II & III

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE RESOLUTIONS.

Commissioner Sebolt stated that UAW TOPS was a local union unit whose international union was affiliated with their employer, the Michigan AFL-CIO.

THE MOTION TO APPROVE THE RESOLUTIONS CARRIED UNANIMOUSLY. Absent:  
Commissioner Tennis.

11. Controller/Administrator Office

- b. Resolution to Authorize an Agreement with the Ingham Conservation District

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

Commissioner Maiville disclosed he had a family member that was the Director of the Ingham Conservation District. He further stated that he believed that the agreement was consistent with what was in place before the family member's directorship.

Discussion.

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

Announcements

Commissioner Maiville stated that he commended the architect of the ballot language for the Elder Services Millage, which allowed the County to levy up to a certain amount rather than levying the whole amount of the millage.

Chairperson Grebner stated that at a previous Committee meeting, there had been a projection of the Trails and Parks Millage fund balance being in a deficit of \$1.9 million by a certain day. Chairperson Grebner further stated that on the day referenced in the projection, the County actually had a positive balance of Trails and Parks Millage funds of \$2.9 million, so the projection was off by \$4.8 million, which was almost an entire year's worth of collection of the millage.

Chairperson Grebner stated that some projections ended up not being good, and eventually one may realize that some departments had a track record of pessimism, which the Board of Commissioners should avoid being confused by. Chairperson Grebner further stated that the Finance Committee was to pay attention to balances, cash flow, and reserves, and try to maintain a level of competence and usability for projections as something to build on and make decisions.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:18 p.m.

## FEBRUARY 7, 2024 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

- 1a. Treasurer's Office** – *Resolution to Authorize the Housing Trust Fund Committee to Update and Administer Down Payment Assistance Program, As Needed*

This resolution allows the Housing Trust Fund (HTF) to amend and update the Down Payment Assistance (DPA) Program, which was approved through the passage of Resolution #23-494, without going back through the liaison/BOC process. This will allow the HTF to streamline the process and make DPA awards in a timely manner.

No additional funding is being requested. See memo for details.

- 1b. Treasurer's Office** – *Resolution to Amend Resolution #23-492 Authorizing Community Development Block Grant Housing Improving Local Livability Program Application*

This resolution amends the CDBG CHILL application, which was approved the passage of Resolution #23-492. This amendment will remove a property in the City of Leslie, which was found to be ineligible for the funding, with direct homeowner improvement costs.

No additional funding is being requested. See memo for details.

- 1c. Treasurer's Office** – *Resolution to Approve a Contingency Fund for Housing Trust Fund Competitive Grant Projects*

This resolution approves a contingency fund for the HTF Competitive Grant Program projects utilizing \$250,000 in funding from an awarded project that did not receive State funds, which means it will not be built. The establishment of a contingency fund, administered by the HTF, will streamline the process of approving change orders for projects.

No additional funding is being requested. See memo for details.

- 1d. Treasurer's Office** – *Resolution to Change the Site of a Housing Trust Fund Project*

This resolution approves changing the site of a Housing Trust Fund funded project from 836 Dornell St, Lansing, to 323 S. Hayford St., Lansing. This change from new construction to a renovation project will be completed faster and will utilize the same award amount of \$90,000.

No additional funding is being requested. See memo for details.

**1e. Treasurer's Office – Resolution to Create a Housing Trust Fund Grants Administrator Position in the Treasurer's Office**

This resolution approves the creation of a HTF Grants Administrator position, funded through HTF funds, to monitor and report activities by subrecipients and subcontractors and ensure grant compliance, administration, and application. HR has pointed this position at an ICEA PRO Level 06 (salary range \$55,572.35 to \$66,728.37) and the union is in agreement.

See memo for details.

**2a. Sheriff's Office – Resolution to Approve Reactivation of Law Enforcement Position for Village of Webberville Covering Current and Future Service Agreements**

This resolution authorizes the restoration of the Sheriff's Office Law Enforcement Deputy position that was eliminated through the passage of Resolution #22-618 due to the increase in officer hours for the Village of Webberville as approved through Resolution #23-515.

See memo for details.

**2b. Sheriff's Office – Resolution to Approve a Contractual Agreement between the Ingham County Sheriff's Office and Stryker to Purchase Automated External Defibrillators**

This resolution approves the purchase of 30 LIFEPAC CR2 AEDs, 30 defibrillation electrodes, and three LIFEPACK CR2 training AEDs from Stryker, which is on the publicly awarded Savvik Buying Group contract, for a not to exceed amount of \$54,320.16.

Funding is available in the ICSO Administration/Supplies account.

See memo for details.

**2c. Sheriff's Office – Resolution to Authorize a Project Agreement With Bluewater Technologies to pgrade Emergency Operations Center Technology**

This resolution authorizes the Project Agreement with Bluewater Technologies for \$55,105.26 to expand and upgrade the EOC technology utilizing funding from the FY2021 and FY2022 Homeland Security Grant Program Funding.

**3a. Circuit Court – Juvenile Division – Resolution to Amend Resolution #23-429 to Increase Per Diem Rates for Various Residential Placements**

This resolution authorizes an amendment to Resolution #23-429 to increase per diems for the following providers:

PLACEMENT NAME	PER DIEM RATES
Abraxas Academy	Not to exceed \$811.20
Abraxas 1	Not to exceed \$674.51
Ottawa County Youth Facility	Not to exceed \$375.00

Sequel/Woodward	Not to exceed \$325.00
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Funding for the increased per diems is available in the Court’s Child Care Fund.

See memo for details.

**3b. Circuit Court – Juvenile Division – Resolution to Authorize a Three-Year Contract with Various Residential Placements**

This resolution authorizes three-year contracts with the following providers for juvenile residential placements:

PLACEMENT NAME	PER DIEM RATES
Abraxas Leadership Development Center	Not to exceed \$677.54
Abraxas Youth Center	Not to exceed \$699.57
Abraxas Ohio	Not to exceed \$674.97
Bethany Christian Services	Not to exceed state rate, current rate is \$426.42
Summit Academy	Not to exceed \$490.04
New Outlook Academy	Not to exceed \$471.89

Funding is available in the Court’s Child Care Fund.

See memo for details.

**4. 55<sup>th</sup> District Court – Resolution to Authorize a Contract with Resolution Services Center of Central Michigan to Support Small Claims Work**

This resolution authorizes a contract with Resolution Services Center of Central Michigan (RSCCM) to support small claims work at 55<sup>th</sup> District Court. RSCCM has providing this service since 2022 and has agreed to maintain the \$13,000 contract amount.

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

See memo for details.

**5. Community Corrections – Resolution to Amend Resolution 23-244 to Reflect the Awarded Funding Amounts from the State Grant under PA511 for FY 2023-2024 for Various Programming with Subcontractors Outlined Herein**

This resolution amends Resolution #23-244 to reduce the total amount of the 2023-2024 Community Corrections Funding Application and Plan by \$5,230 to reflect actual funding levels from the State. The reductions will spread among various service provides as detailed in the resolution.

6. **Environmental Affairs Commission** – *Resolution to Accept a Grant for the Development of a Sustainability Action Plan*

This resolution accepts a State of Michigan Community Enhancement Grant totaling \$200,000 for the development of a Sustainability Action Plan for Ingham County. The Ingham County Environmental Affairs Commission has identified a need to develop a Sustainability Action Plan. The Sustainability Action Plan will encompass both County operation and community-wide approaches with particular emphasis on environmental justice, climate resiliency, greenhouse gas emission reduction, and other topics that are determined through a direct community engagement process. The plan will focus on developing strategic actionable goals related to the topics and identify specific measures and implementation plans for achieving them. The plan will serve as a guide for County sustainability initiatives and programs both short and long-term.

7. **Fairgrounds** – *Resolution to Rescind Resolution #23-543 and Rebid the Deconstruction of the Hoop House*

This resolution rescinds Resolution #23 – 543 which authorized a contract for the deconstruction of the Hoop House on the Fairgrounds at a cost not to exceed \$94,000. Fair Management and the Fair Board agree that a solution that would not cost the Fair any money can be reached. The project will be re-bid by the Purchasing Department.

8a. **Facilities Department** - *Resolution to Amend Resolution #22-559 Approving Agreements with Community Mental Health and LJ Trumble Builders, LLC., for the Renovations to Families Forward Space at the Human Services Building*

This resolution amends the contract with LJ Trumble Builders to add \$53,000 to the contingency, due to unforeseen circumstances. Funds for this addition will be provided by CMH through their lease for space at the Human Services Building.

8b. **Facilities Department** - *Resolution to Amend Resolution #23-542 Approving the Michigan Department of Health and Human Services Space Renovations at the Human Services Building*

This resolution amends the contract with Moore Trosper Construction to add \$62,440 to the contingency, bringing the contingency to 10% of the project cost. Funds for this addition will be provided by the State of Michigan through their lease for the space at the Human Services Building.

8c. **Facilities Department** – *Resolution to Authorize an Agreement with Facilities 360 for Carpet Cleaning Services at Several Ingham County Facilities*

This resolution authorizes an agreement with Facilities 360 for carpet cleaning services at various County office buildings for one term at \$28,360. Funding is available in the Facilities Department Building Maintenance Contractual budget.

See memo for details.

9. **Parks Department** – *Resolution to Authorize an Amendment to the Parks Department 2024 Capital Improvement Budget*

This resolution amends the Parks Department’s 2024 CIP budget to allow for the purchase of three gas powered mowers instead of the two electric mowers that were originally included in the budget. No additional funds will be required.

**10a. Health Department - Resolution to Accept Funds from Delta Dental Foundation to Purchase New Dental Operatory Chairs for Forest Community Health Center**

This resolution authorizes accepting funding from the Delta Dental Foundation for the purchase of new dental operatory chairs, effective January 1, 2024 through December 31, 2024 in an amount totaling \$100,000.

**10b. Health Department - Resolution to Amend Resolution #23-268 with EpiVidian to Include Chorus Data Analytics Services for HIV Disease Management**

This resolution authorizes amending Resolution #23-268 to include the CHORUS data analytics service specific to HIV disease management, effective January 1, 2024 through September 30, 2024 for an amount not to exceed \$22,653. Cost of this amendment will be covered by HIV Care Coordination funding.

**10c. Health Department - Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs to Accept the 2024 Michigan Marihuana Operation and Oversight Grant**

This resolution authorizes a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Marihuana Act in an amount totaling \$25,488, effective January 1, 2024, through September 15, 2024.

**10d. Health Department - Resolution to Authorize an Agreement with the Nurse Family Partnership National Service Office**

This resolution authorizes an agreement with Nurse Family Partnership (NFP) National Service Office effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$50,000. The Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program supports pregnant people and parents with young children who live in communities that face greater risks and barriers to achieving positive maternal and child health outcomes. Families choose to participate in home visiting programs, and partner with health, social service, and child development professionals to set and achieve goals that improve their health and well-being. This contract will allow ICHD to continue providing NFP Home Visiting Services to low-income, first time mothers in our community.

**10e. Health Department - Resolution to Authorize Amendment #2 to the 2023–2024 Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement**

This resolution amends the 2023-2024 Master Agreement with Michigan Department of Health and Human Services (MDHHS) for the delivery of public health services under the Comprehensive Agreement. ICHD currently receives funding from MDHHS via the Master Agreement. The Master Agreement is the annual process whereby MDHHS transmits State and Federal funds to Ingham County to support public health programs. The Ingham County Board of Commissioners (BOC) approved the 2023–2024 Master Agreement through Resolution #23-339. The financial impact of this increased support will increase the FY24 original grant agreement from \$7,267,051 to \$9,111,392 for a total increase of \$1,844,341. The revised resolution makes the following specific changes to the budget:

- Breast & Cervical Cancer Control Coordination: decrease of (\$55,781) from \$55,781 to \$0
- Children’s Special Health Care Services (CSHCS) Outreach & Advocacy: increase of \$39,089 from \$177,676 to \$216,765

- Environment, Great Lakes and Energy (EGLE) Drinking Water and Onsite Wastewater Management: increase of \$38,249 from \$162,375 to \$200,624
- Family Planning Services: increase of \$230,281 from \$261,887 to \$492,168
- Food Essential Local Public Health Services (ELPHS): increase of \$222,606 from \$285,173 to \$507,779
- HIV Ryan White Part B MAI: increase of \$4,787 from \$20,000 to \$24,787
- MDHHS - ELPHS: increase of \$10,706 from \$1,041,852 to \$1,052,558
- Nurse Family Partnership: increase of \$300,000 from \$588,300 to \$888,300
- Oral Health - Kindergarten Assessment: increase of \$30,000 from \$67,273 to \$97,273
- Public Health Emergency Preparedness 10/1-6/30: increase of \$35,475 from \$113,318 to \$148,793
- Regional Perinatal Care System: increase of \$380,681 from \$100,000 to \$480,681
- Social Determinants of Health (SDOH) Planning: increase of \$58,333 from \$25,000 to \$83,333
- SEAL! Michigan Dental Sealant: increase of \$5,000 from \$50,000 to \$55,000
- Sexually Transmitted Infection Control: increase of \$85,000 from \$38,621 to \$123,621
- Child Adolescent Health Construction - East Lansing High School (ELHS): increase of \$283,731 from \$0 to \$283,731.
- Public Health Infrastructure: increase of \$176,184 from \$0 to \$176,184

**10f. Health Department - Resolution to Amend Resolution #23-058 with Walgreens to Add Pharmacy #15438, Pharmacy #15443, Pharmacy #16280, and Pharmacy #16287 to the 340B Discount Program**

This resolution amends Resolution #23-058 to add additional specialty pharmacy locations, effective upon approval.

**10g. Health Department - Resolution to Amend Resolution #23-582 with NextGen® Healthcare Information Systems, Inc. to Purchase the Medication Inventory Control System Solution**

This resolution authorizes amending Resolution #23-582 to include the NextGen® Medication Inventory Control System (MICS) solution, for an annual amount of \$30,000 plus a one-time implementation fee of \$7,000, effective upon approval. The cost of this amendment is covered by 340B revenues.

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

This resolution authorizes a contract not to exceed \$2,704,224 with Tri-County Office on Aging (TCOA) for services provided to Ingham County residents for the period of January 1, 2024 through December 31, 2024.

**12. Innovation and Technology Department – Resolution to Approve Renewal of Support from Core Technology**

This resolution renews a contract with Core Technology, which provides support for the MultiBridge and Talon software used by the Sheriff's Office and patrol cars.

The \$10,632 one-year contract is available in the IT Department's LOFT fund.

See memo for details.



**13a. Road Department – Resolution to Authorize Purchase Orders for Hot Mix Asphalt Mixtures**

This resolution authorizes agreements with Rieth-Riley Construction and McKearney Asphalt & Sealing for Hot Mix Asphalt and trucking for the 2024 construction year on an as-needed basis.

Funding is available in the 2024 Road Department budget.

See memo for details.

**13b. Road Department – Resolution to Authorize Purchase Orders for Emulsified Asphalts**

This resolution approves the purchase of emulsified asphalts for road maintenance and construction operations from Asphalt Materials, Inc., Michigan Paving and Materials, and Bit-Mat Products of Michigan for the 2024 construction and maintenance year on an as-needed basis.

Funding is available in the 2024 Road Fund budget.

See memo for details.

**14. Controller's Office – Resolution to Approve Funding for Broadband State Mapping Challenge Citizen Outreach Requests**

This resolution approves up to \$7,500 in funding for outreach materials and distribution for the Michigan Broadband State Mapping Challenge. To be eligible for the State's portion of the Federal Broadband Equity Access and Deployment (BEAD) program, locations must either be unserved or underserved (less than 100/20 Mbps). These outreach materials will provide residents with the instructions on how to challenge the State map if their location is improperly labeled as served.

Funding will be through the 2024 Contingency Fund.

See memo for details.

**PRESENTATION/DISCUSSION/OTHER ITEM:**

**1f. Treasurer's Office – 4<sup>th</sup> Quarter Investment Report**

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Alan Fox, Treasurer  
**DATE:** January 24, 2024  
**SUBJECT:** Resolution To Grant Housing Trust Fund Committee Authority To Make Policy Changes And Administer Payments For The Approved Down Payment Assistance (DPA) Program  
For the meeting agendas of February 6 & 7

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**BACKGROUND**

The Ingham County Board of Commissioners approved Housing Trust Fund (HTF) policy for the Down Payment Assistance Program utilizing County funds through Resolution #23-494.

The resolution authorized up to \$30,000 of assistance per recipient of County-supported single-family homes or other for-sale developments. Per the resolution, the HTF Committee budgeted 5% of the total \$9,000,000 Housing Trust Fund allocation for DPA Assistance (\$450,000).

Due to the dynamic nature of the local housing market, and conditions associated with homebuyers' assistance and loan processing, further policy changes and refinements, and multiple assistance payments and adjustments are projected to be required for DPA.

In order to create a program responsive to the needs of income-eligible recipients of Down Payment Assistance funds, it would be beneficial and efficient to give the Housing Trust Fund Committee the authority to make changes to the policy, process, and issue assistance payments as an alternative to processing each policy change and recipient contract through the liaison committee and Board of Commissioners approval process. To that end, the Down Payment Assistance Program Policy will be in place and the Housing Trust Fund Committee will be ready to issue payments for income-qualified recipients who have met eligibility requirements for the housing opportunities projected to be listed in early spring.

**ALTERNATIVES**

Do not grant the Housing Trust Fund with the administrative oversight of the \$450,000 in Down Payment Assistance Program funds and bring each policy and individual payment request or change order back to the BOC through the liaison committee process.

**FINANCIAL IMPACT**

A maximum of \$450,000 of unobligated Housing Trust Fund dollars has been budgeted and committed for the use of Down Payment Assistance Program. No additional funding is required.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE HOUSING TRUST FUND (HTF) COMMITTEE TO UPDATE AND ADMINISTER DOWN PAYMENT ASSISTANCE PROGRAM, AS NEEDED**

WHEREAS, the Ingham County Commissioners, through the passage of Resolution #23-494, approved the Down Payment Assistance (DPA) policy; and

WHEREAS, the Housing Trust Fund (HTF) Committee budgeted no more than \$450,000 for DPA to eligible recipients and to cover program administration costs; and

WHEREAS, due to the dynamic nature of the housing market and fluctuating requirements associated with mortgage lending, down payment requirements, policy changes, and flexible funding requirements are projected to be required to get the funds to the buyers with the greatest need; and

WHEREAS, in order to streamline the assistance process and avoid delays, the HTF Committee will need to make policy adjustments, and issue individual payments for buyers as needed; and

WHEREAS, the HTF Committee will track and oversee administration of the DPA Program, not to exceed the total of \$450,000 designated for DPA awards and administration.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners grant the HTF Committee authority to update the DPA policy as needed, and issue funds to recipients.

BE IT FURTHER RESOLVED, that the Ingham County Treasurer, serving as the HTF chairperson, has the authority to approve agreements utilizing mortgage documents approved by the County Attorney.

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Alan Fox, Treasurer  
**DATE:** January 24, 2024  
**SUBJECT:** Resolution To Update Original Resolution Authorizing Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program Application  
For the meeting agendas of February 6 & 7

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**BACKGROUND**

The Ingham County Board of Commissioners authorized an application for \$500,000 in CDBG CHILL Program funds through Resolution #23-492.

The Michigan State Housing Development Authority (MSHDA) has initially approved the application and committed the full \$500,000 requested to Ingham County but has informed the County that the proposed reconstruction/resale activity on a recently demolished former school building in the City of Leslie described in the application is ineligible for CDBG funds.

By working with Capital Area Housing Partnership (CAHP) and Capital Area Community Services (CACS) to identify properties in areas eligible for CHILL Program funds, the funds previously proposed to go to the Land Bank to fund the reconstruction/resale of on single-family home can instead be used to fund additional homeowner occupied rehabilitation and improvement projects. At least 20 properties have been identified to be on the waitlist of the existing homeowner occupied housing repair and rehab program administered by CACS and CAHP. By raising the proposed CDBG funding amount to align with the existing program cap of \$24,999 per project, the County can fund up to 20 projects prior to the CHILL Program deadline of July 2025.

**ALTERNATIVES**

Do not approve the updated resolution and decline the additional \$200,000 in CHILL Program funds to go towards eligible Homeowner Improvement activities.

**FINANCIAL IMPACT**

A maximum of \$500,000 has been committed to the County for proposed CHILL Program project activities and administration.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #23-492 AUTHORIZING  
COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING IMPROVING  
LOCAL LIVABILITY PROGRAM APPLICATION**

WHEREAS, Michigan State Housing Development Authority (MSHDA) has initially approved a commitment of \$500,000 in funding for Ingham County through the Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program; and

WHEREAS, the Ingham County Board of Commissioners (the Board) authorized the application for CDBG/CHILL Program funds through Resolution #23-492, detailing that proposed projects would complement efforts to make physical improvements to out-county and rural residential neighborhoods through single family housing redevelopment and homeowner-occupied improvement projects for low-to-moderate income homeowners; and

WHEREAS, the proposed reconstruction/resale activities on the identified site in the City of Leslie managed by the Ingham County Land Bank has been determined to be ineligible for CDBG funds because the recently demolished structure was not previously a residential site; and

WHEREAS, the proposed homeowner improvement projects described in the application are eligible for CDBG funds and consistent with the community development plan as described in the application; and

WHEREAS, by increasing the total CDBG funds going toward direct homeowner improvement project costs to \$410,000, with up to 18% going towards program administration (\$90,000), the total request for \$500,000 is consistent with the request submitted in the application; and

WHEREAS, more than 100 properties in need of substantial home improvement services have been identified through programming administered by Capital Area Housing Partnership (CAHP) and Capital Area Community Services (CACS), with at least 20 properties within non-entitlement areas eligible for CDBG/CHILL Program funds; and

WHEREAS, through Resolution #23-125, the Board approved an allocation of \$1.5 million for homeowner occupied housing repair and rehab programming administered by CAHP and CACS to provide local match for homeowner improvement project activities; and

WHEREAS, beneficiaries of CDBG/CHILL Program activities will be limited to individuals with incomes at or below 80% of the area median income (AMI); and

WHEREAS, no project costs will be incurred prior to a formal invitation to submit the application, official notice of an award, completion of required environmental review procedures, and formal written authorization to incur costs is received from the MSHDA.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an update to the program activities described in the CDBG/CHILL Program Application.

BE IT FURTHER RESOLVED, that the County Treasurer is authorized to amend the application, and sign and submit payment requests.

BE IT FURTHER RESOLVED, that the County Housing Trust Fund Coordinator is authorized to serve as the Certifying Officer who will oversee grant administration and the environmental review process.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the application, attachments, the Grant Agreement, and all amendments, after approval as to form by the County Attorney, if deemed necessary.

**TO:** Board of Commissioners County Services and Finance Committees

**FROM:** Alan Fox, Treasurer and HTF Chair

**DATE:** January 22, 2024

**SUBJECT: RESOLUTION TO APPROVE A CONTINGENCY FUND FOR HOUSING TRUST  
FUND COMPETITIVE GRANT PROJECTS**

For the meeting agendas of February 6 & 7

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**BACKGROUND**

The County Commissioners approved contracts for the 2023 Housing Trust Fund (HTF) competitive grant program in the amount of \$2 million through the passage of Resolution #23-276. Due to the dynamic nature and fluctuating costs associated with developing housing, change orders for additional funding are projected to be required for a number of these projects.

In order to minimize the potential delays due to processing additional funding requests through the liaison committee and BOC process, it would be beneficial to establish a contingency fund for the competitive grant program recipients. To that end, we recommend utilizing the \$250,000 awarded to the Commonwealth Development Corporation of America for the El Shabazz Senior Housing project, which did not receive State funding and therefore is not moving forward, as a contingency fund specifically for competitive grant projects.

**ALTERNATIVES**

Do not establish the contingency fund and bring each project funding change back to the BOC through the liaison committee process.

**FINANCIAL IMPACT**

The \$250,000 was allocated and unspent so no additional funding is required.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A CONTINGENCY FUND FOR HOUSING TRUST FUND  
COMPETITIVE GRANT PROJECTS**

WHEREAS, the Ingham County Commissioners, through the passage of Resolution #23-276, approved \$2 million in Housing Trust Fund (HTF) 2023 competitive grant program funds to six entities in Ingham County for low income housing projects; and

WHEREAS, Commonwealth Development Corporation of America, a grant recipient in the amount of \$250,000 for the El Shabazz Senior Housing project failed to receive State funding so therefore will not receive the \$250,000 in HTF funding; and

WHEREAS, due to the dynamic nature and fluctuating costs associated with developing housing projects, change orders for additional funding are projected to be required for a number of the remaining projects; and

WHEREAS, in order to streamline the funding process and avoid project delays, a contingency fund for the HTF 2023 competitive grant project change orders is recommended; and

WHEREAS, this contingency fund can be funded through the \$250,000 remaining from the defunct El Shabazz project.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the creation of a HTF 2023 competitive grant program contingency fund utilizing the \$250,000 from the El Shabazz project to fund anticipated change orders.

BE IT FURTHER RESOLVED, that the Ingham County Treasurer, serving as the HTF chairperson, has the authority to approve change orders utilizing the Ingham County Corporation Counsel approved Contract Change Order form.



**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Alan Fox, Treasurer and HTF Chair  
**DATE:** January 24, 2024  
**SUBJECT: RESOLUTION TO CHANGE THE SITE OF A HOUSING TRUST FUND SUPPORTED PROJECT**  
For the meeting agendas of February 6 & 7

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**BACKGROUND**

The County Commissioners approved up to \$520,000 in contracts in Resolution #23-390 to provide gap financing for five organizations and contractors for the new construction and/or rehabilitation of seven single-family houses to be made available for low-to-moderate income buyers at or below 80% of Area Median Income.

Initially, \$90,000 was allocated to Business Credit Coaching and Consulting LLC to provide gap financing for the construction of a single-family home at 836 Dornell St in Lansing. In order to minimize delays, the contractor has requested to direct these funds towards rehabilitation of an existing structure at 323 S. Hayford St in Lansing instead. The Housing Trust Fund Committee reviewed the contractor’s proposal, and recommend transferring project support from the original site to the rehabilitation of an existing structure at 323 S. Hayford St.

**ALTERNATIVES**

Do not authorize Housing Trust Fund gap financing for a single family home rehab project better suited for this contractor for successful completion.

**FINANCIAL IMPACT**

The \$90,000 has already been committed to this contractor, so no additional funding is required.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CHANGE THE SITE OF A HOUSING TRUST FUND PROJECT**

WHEREAS, the Ingham County Board of Commissioners, in Resolution #23-390 allocated funds to provide gap financing for five organizations and contractors for the new construction or rehabilitation of seven single-family houses; and

WHEREAS, these funds were allocated from American Rescue Plan (ARP) funds allocated to the Ingham County Housing Trust Fund (HTF); and

WHEREAS, the resolution authorized an allocation of \$90,000 to Business Credit Coaching and Consulting LLC (the Contractor) to assist in the construction of a new home on the vacant lot owned by the Ingham County Land Bank and located at 836 Dornell Street in Lansing; and

WHEREAS, as a result of the 2023 tax foreclosure process the contractor has identified a different site, 323 S. Hayford Street in Lansing, now owned by the Ingham County Land Bank, where rehabilitation of an existing structure may be completed for the same cost on a much faster schedule; and

WHEREAS, the contractor has more experience with extensive rehabilitations such as required for 323 S. Hayford Street than it does with new structure construction and has requested that the funds previously allocated be available instead for the rehabilitation of this property; and

WHEREAS, the rehabbed single-family home will be sold to income eligible buyers at or below 80% of Area Median Income, and meet all established HTF funding requirements; and

WHEREAS the Housing Trust Fund Committee has reviewed the contractor's proposal and recommends approval of the request.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amending the project list contained in Resolution #23-390, Table A, to change "836 Dornell St" to "323 S Hayford St."

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

**TO:** Board of Commissioners County Services and Finance Committees

**FROM:** Alan Fox, Treasurer

**DATE:** January 26, 2024

**SUBJECT: RESOLUTION TO CREATE A HOUSING TRUST FUND GRANTS ADMINISTRATOR POSITION IN THE TREASURER'S OFFICE**

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**BACKGROUND**

The Board of Commissioners allocated \$9 million in American Rescue Plan (ARP) funds to the Ingham County Housing Trust Fund through Resolution 22-211 and earlier created a Housing Trust Fund Committee to develop policies for the Fund through Resolution 21-398. The Committee has, with approval of the Board of Commissioners, allocated funds for over a dozen projects involving numerous subcontractors, many of them emerging developers with little experience managing public grants. In addition, funds from sources other than the ARP have been and will be requested.

ARP and other grant programs have reporting requirements that apply to the Housing Trust Fund as a grant recipient and to subcontractors with whom the county now has or will have contracts. The Housing Trust Fund Coordinator has had steadily increasing responsibilities developing housing policy and engaging in outreach. The Housing Trust Fund Committee has recommended by resolution that responsibility for administering, reporting, and applying for grants be assumed by an additional staff position.

**ALTERNATIVES**

If the position is not created the grant administrator responsibilities will require increasing amounts of the Housing Trust Fund Coordinator's time and will adversely impact the Coordinator's ability to continue to expand outreach and policy development at a time when the State of Michigan and others are providing more resources to entities prepared to act.

**FINANCIAL IMPACT**

Human Resources has classified the position as ICEA PRO 6, with a salary range of \$55,572.35 to \$66,728.37, plus benefits. The position will be funded through the funds already allocated to the Housing Trust Fund as well as through administrative funds from other grants. It is believed that creation of the position will be a net financial benefit to the Housing Trust Fund and assist in perpetuating the fund after the initial allocation of ARPA funds ends.

**OTHER CONSIDERATIONS**

The ICEA Union has approved creation of the position.

**RECOMMENDATION**

Based on the information provided, I respectfully request approval of the attached resolution.

**INGHAM COUNTY  
JOB DESCRIPTION**

**GRANTS ADMINISTRATOR  
INGHAM COUNTY TREASURER'S OFFICE – HOUSING TRUST FUND**

**General Summary:**

Under the supervision of the Ingham County Treasurer and the Housing Trust Fund (HTF) Coordinator, the Grants Administrator is responsible for assisting with the administration of all grants and grant agreements awarded to and managed by Ingham County Treasurer's Office in support of the Housing Trust Fund goals and objectives. The Grants Administrator is responsible for management and maintenance of grant agreements; communication with various staff members at all levels; supporting all proposal and grant agreements application processes; and the coordination and preparation of monitoring and maintaining compliance with all grants and grant agreements awarded by/to Ingham County through the Ingham County Housing Trust Fund, including but not limited to projects coordinated by the Ingham County Land Bank.

**Essential Functions:**

1. Assists HTF Coordinator in the development of strategic program narratives, progress reports, needs assessments and final reports that will be submitted to external funding agencies.
2. Assists in documenting program goals and objectives and evaluating and reporting on project progress.
3. Assists HTF Coordinator in planning, developing, implementing, evaluating new grants and grant agreements awarded to or by the organization.
4. Assists HTF Coordinator with all program grant agreement application and renewal submissions.
5. Assists HTF Coordinator with the coordination and reporting of grant agreement deliverables to external funding agencies.
6. Maintains and ensures compliance with all grant agreement requirements.
7. Maintains and manages all program correspondence with external funding agencies – keeping up to date grant filing system for grant compliance.
8. Provides recommendations on how to resolve barriers, issues, and constraints related to grant agreement deliverables.
9. Keeps abreast of all regulatory changes related to local, state, and federal funding requirements.
10. In collaboration with the HTF Coordinator, develops annual budgetary grant revenue projections, as needed.
11. With HTF Coordinator, develops ongoing analysis of grant agreement progress to inform overall organizational decision-making.

12. Develops and maintains a grant management system that tracks responses to multiple external requests for proposals, and reports to ensure timely submission of reports, meeting and complying with all external funding deadlines.
13. Manages subrecipient and contractor documentation to ensure compliance with grant requirements.
14. Potential for additional duties as assigned to be determined on a contractual basis with the Ingham County Land Bank.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education:** A Bachelor's Degree or equivalent experience is required. A degree in Business, Public Policy or Public Administration, Communications, or a related field is preferred.

**Experience:** A minimum of two years of previous experience in municipal government or nonprofit setting with grant management and administration responsibilities is required. Real Estate or Construction experience is preferred.

**Other Requirements:** Knowledge of local, state, and federal funding requirements. Demonstrated ability to manage time, interpersonal relationships, resources, and organizational information. Demonstrated ability to interpret grant agreement requirements to monitor and track grant agreement deliverables. Demonstrated strong organizational skills with high attention to detail and follow through.

*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:**

- Works in office conditions.
- Must attend meetings and seminars throughout the County and state.

**Physical Requirements:**

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

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

TO: Allen Fox, County Treasurer  
FROM: Joan Clous, Human Resources Specialist – Labor & Employee Specialist  
DATE: January 25, 2024  
RE: Memo of Analysis to create a Grants Administrator within the Treasurer’s Office.

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In order to better serve the residents of Ingham County the Treasurer’s Office seeks to make the following change:

*Creation of a Grants Administrator – Treasurer’s office position which has been placed with in the ICEA County Professional union at a level 6 (\$55,572.35 to \$66,728.37).  
Please use this memo as acknowledgement of Human Resources’ participation and analysis of your position conversation proposal. You are now ready to move forward and contact budget for a budget analysis and preparing a memo for the BOC.*

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

**Alan Fox**

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**From:** Joan Clous  
**Sent:** Thursday, January 25, 2024 8:40 AM  
**To:** Alan Fox  
**Subject:** FW: Grants Administrator - Treasurer Office

Alan,

Here is the unions approval for the Grants Administrator position. Please include with your packet to the BOC.

Joan

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**From:** Desiree Cook <DCook@ingham.org>  
**Sent:** Wednesday, January 24, 2024 3:38 PM  
**To:** Joan Clous <JClous@ingham.org>  
**Subject:** RE: Grants Administrator - Treasurer Office

Looks good to me. Thank you.

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**From:** Joan Clous <JClous@ingham.org>  
**Sent:** Wednesday, January 24, 2024 3:36 PM  
**To:** Desiree Cook <DCook@ingham.org>  
**Subject:** Grants Administrator - Treasurer Office

Desiree,

Attached is the position that we have factored and placed at an ICEA County Pro 6

1	2	3	4	5	6	7	8a	8b	9	10	11	total
190	135	115	100	50	90	110	85	85	10	10	10	990

Please let me know if the union is in agreement with the placement.

Thanks,  
Joan

**Joan Clous MPA, SHRM-CP**  
Human Resources Specialist – Labor & Employee Relations  
**Ingham County**  
5303 S. Cedar Bldg 2 Suite 2102  
Lansing MI 48911  
517-887-4374 – Office  
517-930-2075 - Cell  
517-887-4396 – Fax

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**2024 Rates**

**ICEA County  
Professional 6  
Grants Administrator**

**FULL  
TIME**

**Step 1**

**Step 5**

0	704000	Salary	55,572.35	66,728.37
8951	714000	Unemployment	277.86	333.64
1000	715000	FICA	4,251.28	5,104.72
8841	715050	Liability	765.84	919.58
2720	716020	Health	21,279.00	21,279.00
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	2,500.76	3,002.78
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,111.45	1,334.57
8986	717000	Life	149.82	149.82
8941	717100	Disability	72.24	86.75
7291	718000	Retirement	16,166.00	19,411.28
7391	718500	Retirement	555.72	667.28
8810	722000	Workers Comp	22.23	26.69
			107,380.55	123,700.48

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CREATE A HOUSING TRUST FUND GRANTS ADMINISTRATOR POSITION  
IN THE TREASURER'S OFFICE**

WHEREAS, the Ingham County Board of Commissioners have identified affordable housing as a barrier to home ownership for many residents of Ingham County; and

WHEREAS, Resolution #21-398 created the Housing Trust Fund Committee to develop policies and procedures for the implementation of a housing trust fund to ensure fair and equitable access to funding; and

WHEREAS, the Housing Trust Fund Committee has adopted a Strategic Plan to address a variety of housing quality and affordability issues within Ingham County; and

WHEREAS, Resolution #22-211 allocated \$9,000,000 in American Rescue Plan funds to the Ingham County Housing Trust Fund; and

WHEREAS, the Housing Trust Fund has applied for and intends to apply for additional public and private grant funds to supplement the American Rescue Plan funds; and

WHEREAS, the American Rescue Plan funds and other grant funds each require reporting by the Housing Trust Fund as well as monitoring and reporting of activities by subrecipients and subcontractors that have been allocated funds by the Board of Commissioners; and

WHEREAS, proper handling of these funds and acquisition of other funds would be enhanced by dedicating a staff member to grant compliance, administration, and application; and

WHEREAS, the Housing Trust Fund Committee has by resolution requested creation of this position; and

WHEREAS, the Housing Trust Fund Grants Administrator position will be classified as an ICEA PRO Level 06 (salary range \$55,572.35 to \$66,728.37); and

WHEREAS, the Housing Trust Fund Grants Administrator position will be funded through funds allocated to the Housing Trust Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the creation of a Housing Trust Fund Grants Administrator position under the direction of the County Treasurer.

BE IT FURTHER RESOLVED, that the Controller/Administrator will ensure that the position is eligible for American Rescue Plan funding.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget transfers and changes to the Approved Position List as authorized by this resolution.

**INGHAM COUNTY  
POOLED CASH AND INVESTMENTS  
12/31/2023**

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE AS OF DECEMBER 31, 2023
<b>OPERATING BANK ACCOUNTS INCLUDING SWEEPS</b>				<b>24,722,362.11</b>
<b>CERTIFICATES OF DEPOSIT</b>				
LAFCU	12/27/2020	12/27/2023	0.70	1,014,867.19
LAFCU	12/27/2022	12/27/2025	4.66	1,000,000.00
MSUFCU	1/5/2022	1/5/2026	1.25	1,000,000.00
MSUFCU	7/1/2022	7/1/2024	1.74	1,000,000.00
MSUFCU	7/2/2020	7/2/2024	1.25	1,000,000.00
MSUFCU	3/30/2023	3/30/2024	4.13	1,000,000.00
MSUFCU	6/9/2023	6/9/2024	5.03	1,000,000.00
MSUFCU	6/9/2023	12/9/2024	4.87	1,000,000.00
MSUFCU	6/9/2023	6/9/2025	4.55	500,000.00
CASE CREDIT UNION	10/11/2023	10/10/2024	3.80	1,000,000.00
CASE CREDIT UNION	10/10/2022	10/10/2024	3.50	1,000,000.00
CHOICE ONE BANK	11/14/2023	11/13/2024	5.00	1,000,000.00
CIBC	8/18/2023	8/19/2024	5.40	1,000,000.00
CIBC	9/19/2023	9/19/2024	5.40	1,500,000.00
COMMERCIAL BANK	11/5/2023	8/7/2024	4.50	500,000.00
CONSUMERS CREDIT UNION	4/11/2023	4/11/2024	4.75	500,000.00
HIGHPOINT COMMUNITY BANK	3/17/2023	6/17/2024	4.38	250,000.00
HORIZON BANK	8/22/2023	8/22/2024	5.01	1,000,000.00
INDEPENDENT BANK	6/25/2024	6/25/2024	4.85	2,000,000.00
FLAGSTAR BANK	6/15/2023	6/10/2024	4.85	2,000,000.00
FLAGSTAR BANK	6/15/2022	6/17/2024	2.70	2,000,000.00
FLAGSTAR BANK	10/17/2023	10/17/2024	5.19	2,000,000.00
FLAGSTAR BANK	10/17/2022	10/17/2024	3.40	1,000,000.00
FNB BANK	9/8/2022	6/8/2024	2.43	1,000,000.00
FNB BANK	9/13/2022	3/13/2024	2.02	1,000,000.00
<b>TOTAL CERTIFICATES OF DEPOSIT</b>				<b>27,264,867.19</b>
<b>RESERVE AND SAVINGS</b>				
LAFCU			0.20	284,869.97
MSUFCU			3.00	691,064.44
DART			2.02	2,009,995.51
CASE CREDIT UNION			1.36	105,143.34
SMALL ACCOUNTS				61.29
MICHIGAN CLASS			5.55	5,693,753.81
<b>TOTAL RESERVE AND SAVINGS</b>				<b>8,784,888.36</b>

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE AS OF DECEMBER 31,2023
<b>FEDERAL AGENCY COUPON SECURITIES</b>				
Federal Farm Credit Bank	9/2/2020	8/25/2025	0.61	1,000,000.00
Federal Farm Credit Bank	11/19/2020	11/24/2025	0.60	2,000,000.00
Federal Home Loan Mort Corp	9/2/2020	3/17/2025	0.50	1,000,000.00
Federal Home Loan Mort Corp	9/10/2020	6/24/2024	0.41	1,000,000.00
Federal Home Loan Mort Corp	9/14/2020	9/30/2025	0.60	1,000,000.00
Federal Home Loan Bank	11/19/2020	12/1/2027	0.90	2,000,000.00
Federal Home Loan Mort Corp	10/8/2020	10/28/2026	0.75	1,000,000.00
Federal Home Loan Mort Corp	11/19/2020	5/28/2026	0.65	1,000,000.00
Federal Home Loan Bank	1/27/2021	1/29/2027	0.80	1,000,000.00
Federal Home Loan Bank	1/28/2021	11/17/2028	1.00	1,000,000.00
Federal Home Loan Bank	2/17/2021	2/22/2030	1.43	1,000,000.00
Federal Home Loan Bank	2/25/2021	9/17/2026	1.00	1,000,000.00
Federal Home Loan Bank	2/25/2021	3/3/2028	1.34	1,000,000.00
Federal Home Loan Bank	3/8/2021	3/30/2028	1.50	833,333.33
Federal Home Loan Bank	3/12/2021	3/29/2029	1.00	2,000,000.00
Federal Home Loan Bank	4/15/2021	7/15/2024	0.45	1,000,000.00
Federal Home Loan Bank	6/15/2021	6/15/2027	1.25	500,000.00
Federal Home Loan Bank	6/29/2021	7/20/2026	1.13	3,000,000.00
Federal Home Loan Bank	6/29/2021	1/22/2025	0.38	3,000,000.00
Federal Home Loan Bank	7/23/2021	8/19/2026	0.50	5,000,000.00
Federal Home Loan Bank	7/23/2021	8/23/2024	0.52	5,000,000.00
Federal Home Loan Bank	10/27/2021	11/18/2025	1.20	2,000,000.00
Federal Home Loan Bank	10/27/2021	11/23/2026	1.50	2,000,000.00
Federal Home Loan Bank	10/27/2021	11/22/2024	1.00	2,000,000.00
Federal Home Loan Bank	1/11/2022	1/27/2025	0.70	2,000,000.00
Federal Home Loan Bank	2/15/2022	3/8/2027	2.17	2,000,000.00
Federal Home Loan Bank	3/26/2022	3/28/2025	2.30	2,000,000.00
Federal Farm Credit Bank	3/30/2020	3/30/2027	1.55	2,000,000.00
Federal Farm Credit Bank	5/19/2022	12/9/2024	3.00	2,000,000.00
Federal Farm Credit Bank	5/23/2022	2/23/2024	3.00	5,000,000.00
Federal Farm Credit Bank	5/26/2022	6/1/2027	3.45	2,000,000.00
Federal Home Loan Mort Corp	7/11/2022	7/11/2024	3.50	1,250,000.00
Federal Home Loan Mort Corp	7/12/2022	1/12/2024	3.50	2,000,000.00
Federal Home Loan Bank	7/19/2022	1/19/2024	3.50	2,000,000.00
Federal Home Loan Bank	7/28/2022	7/28/2025	4.00	2,000,000.00
Federal Home Loan Bank	8/8/2022	8/8/2024	4.00	2,000,000.00
Federal Home Loan Mort Corp	7/29/2022	7/26/2024	3.65	2,000,000.00
Federal Home Loan Bank	8/23/2022	2/23/2024	3.38	2,000,000.00
Federal Home Loan Mort Corp	9/30/2022	9/30/2024	4.50	2,000,000.00
Federal Home Loan Bank	10/6/2022	10/6/2026	5.00	2,000,000.00
Federal Home Loan Bank	4/5/2023	4/5/2024	5.00	2,000,000.00
Federal Home Loan Bank	8/31/2023	9/13/2024	5.55	2,000,000.00
Federal Home Loan Bank	10/2/2023	11/1/2024	5.63	3,000,000.00
Federal Home Loan Bank	10/16/2023	4/25/2025	5.65	3,000,000.00
<b>TOTAL FED AGENCY COUPON SECURITIES</b>				<b>85,583,333.33</b>

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE AS OF DECEMBER 31,2023
<b>US TREASURY NOTES</b>				
US Treasury Note	3/30/2023	4/30/2024	2.00	1,963,718.84
US Treasury Note	9/19/2023	8/31/2024	3.25	2,948,422.78
US Treasury Note	9/19/2023	9/15/2024	0.38	2,859,548.28
US Treasury Note	9/19/2023	7/31/2024	3.00	2,954,483.76
US Treasury Note	9/19/2023	6/30/2024	3.00	2,967,807.79
US Treasury Note	9/19/2023	5/31/2024	2.50	2,967,188.32
US Treasury Note	10/16/2023	8/31/2025	5.00	2,009,537.09
<b>US TREASURY NOTES</b>				<b>18,670,706.86</b>
<b>MUNICIPAL BONDS</b>				
Houghton-Portage Twp Schs	6/21/2016	5/1/2025	2.70	201,666.00
Ionia School District	3/22/2017	5/1/2025	2.20	235,884.12
State of Michigan GO Sch Ln	10/11/2022	5/15/2027	3.20	1,757,295.56
<b>TOTAL MUNICIPAL BONDS</b>				<b>2,194,845.68</b>
<b>TOTAL POOLED INVESTMENTS</b>				<b>142,498,641.42</b>
<b>TOTAL POOLED CASH AND INVESTMENTS</b>				<b>167,221,003.53</b>



**Alan Fox, Ingham County Treasurer**

## Agenda Item 2a

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

**FROM:** Darin J. Southworth, Chief Deputy

**DATE:** January 9, 2024

**SUBJECT:** Resolution To Approve Reactivation Of Law Enforcement Position For Village Of Webberville Covering Current And Future Service Agreements

For the meeting agendas of *February 1 and February 7, 2024*

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### **BACKGROUND**

The Ingham County Sheriff's Office has contracted with the Village of Webberville since 1994 to provide law enforcement services. Recent changes presented to this Board in Resolution #22-618 reduced service hours from 80 to 40 hours/week. Resolution #23-515 restored service hours 80 hours/week with the associated finances. This resolution is to request the "position" that fulfill mutually agreed upon two-year contract, at 80 hours per week, for calendar years 2024 and 2025, with an optional 1-year extension through December 31, 2026.

### **ALTERNATIVES**

None

### **FINANCIAL IMPACT**

Outlined in Resolution #23-515.

### **STRATEGIC PLANNING IMPACT**

This agreement falls in line with the stated Ingham County Goal; to provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County, as it adds another deputy to be assigned to patrol the Village of Webberville community. This also results in the addition of another law enforcement position within the Sheriff's Office, an addition to the law enforcement resources, services, and protection within Ingham County.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize restoration of the Webberville position to fulfill the agreed upon service hours for the current period and any extensions.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE REACTIVATION OF LAW ENFORCEMENT POSITION FOR VILLAGE OF WEBBERVILLE COVERING CURRENT AND FUTURE SERVICE AGREEMENTS**

WHEREAS, the Ingham County Sheriff's Office and the Village of Webberville have restored the law enforcement services agreement from 40 hours of coverage, Resolution #22-618, to 80 hours of coverage, Resolution #23-515; and

WHEREAS, Resolution #23-515 did not request the accompanying Sheriff's Office Law Enforcement Deputy position to fulfill the two-year period, beginning January 1, 2024 through December 31, 2025, with an option to extend the agreement an additional one-year period through December 31, 2026; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves restoration of the Sheriff's Office Law Enforcement Deputy position eliminated due to Resolution #22-618.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments and changes to the position allocation list consistent with this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and the Sheriff to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.

## Agenda Item 2b

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

**FROM:** Undersheriff Andrew R. Bouck

**DATE:** January 10, 2024

**SUBJECT:** Resolution to authorize a contractual agreement between the Ingham County Sheriff's Office and *Stryker* to purchase automated external defibrillators.

For the meeting agendas of February 1<sup>st</sup> 2024 and February 7<sup>th</sup> 2024.

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### **BACKGROUND**

The Ingham County Sheriff's Office (ICSO) is responsible for maintaining thirty automated external defibrillators (AED's). AEDs are a lifesaving tool used to help those experiencing sudden cardiac arrest. The AEDs are utilized at the Ingham County Justice Complex, Veterans Memorial Courthouse, ICSO patrol vehicles, as well as at the Sheriff's Office substations in Delhi Twp and the Village of Webberville. ICSO also maintains three training AEDs, which are used to train our staff on the proper use of the equipment.

The majority of the Sheriff's Office AEDs were manufactured in 2008. The American Hospital Association's Estimated Useful Lives of Depreciable Hospital Assets lists the average life expectancy of an AED at 5 years.

The purchase of new AED's would also require new defibrillation electrodes, as the electrodes that are currently used would not be compatible with the new AED's.

A group of ICSO staff have researched several AED's and have concluded that the LIFEPAK CR2 would best suit our needs moving forward. Several greater Lansing area Fire/EMS departments have moved toward a 10 year leasing program with *Stryker*, which is a company that distributes LIFEPAK products. With this lease, these departments receive 40% off of AEDs and 50% off of accessories. *Stryker* has extended this discount to Ingham County.

### **ALTERNATIVES**

*Stryker* has been awarded a contract through Savvik Buying Group, which is a Public Safety Group Purchasing Organization with over 15,000+ agency members. *Stryker's* publicly awarded vendor contract with Savvik Buying Group meets Ingham County's competitive bidding requirement for piggybacking on a cooperative purchasing agreement.

### **FINANCIAL IMPACT**

The total cost of thirty AED's & defibrillation electrodes and three AED trainers, including shipping, is \$54,320.16. The funding was approved as part of a 2024 Strategic Planning Initiative Fund Request. The source of funding will be the ICSO Administration / Supplies account (#10130101-726010).

### **STRATEGIC PLANNING IMPACT**

This contract would serve to support the objectives of the County's 5-year strategic plan by providing Deputies with access to emergency medical equipment that would be used during their efforts to provide lifesaving care; thereby promoting the well-being and quality of life for the residents of Ingham County.



**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for the Sheriff's Office to contract with *Stryker* in order to purchase thirty AED's & defibrillation electrodes, and three AED trainers.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACTUAL AGREEMENT BETWEEN THE  
INGHAM COUNTY SHERIFF'S OFFICE AND STRYKER TO PURCHASE AUTOMATED  
EXTERNAL DEFIBRILLATORS**

WHEREAS, the Ingham County Sheriff's Office (ICSO) is responsible for maintaining thirty automated external defibrillators (AED's); and

WHEREAS, AEDs are a lifesaving tool used to help those experiencing sudden cardiac arrest; and

WHEREAS, the AEDs are utilized at the Ingham County Justice Complex, Veterans Memorial Courthouse, ICSO patrol vehicles, as well as at the Sheriff's Office substations in Delhi Twp and the Village of Webberville; and

WHEREAS, the Sheriff's Office also maintains three training AED's, which are used to help train its staff on their proper use; and

WHEREAS, the majority of the Sheriff's Office AEDs were manufactured in 2008; and

WHEREAS, the American Hospital Association's Estimated Useful Lives of Depreciable Hospital Assets lists the average life expectancy of an AED at five years; and

WHEREAS, the purchase of new AED's would also require new defibrillation electrodes, as the electrodes that are currently used would not be compatible with the new AED's; and

WHEREAS, a group of ICSO staff have researched several AED's and have concluded that the LIFEPAK CR2 would best suit our needs moving forward; and

WHEREAS, *Stryker* is a company that distributes LIFEPAK products; and

WHEREAS, several greater Lansing area Fire/EMS departments have moved toward a 10 year leasing program with *Stryker*, whereby they receive 40% off of AEDs and 50% off of accessories; and

WHEREAS, *Stryker* has extended this discount to Ingham County for the purchase of AEDs and accessories; and

WHEREAS, *Stryker* has been awarded a contract through Savvik Buying Group, which is a Public Safety Group Purchasing Organization with over 15,000+ agency members; and

WHEREAS, *Stryker's* publicly awarded vendor contract with Savvik Buying Group meets Ingham County's competitive bidding requirement for piggybacking on a cooperative purchasing agreement; and

WHEREAS, the funding for this contact was approved as part of a 2024 Strategic Planning Initiative Fund Request; and

WHEREAS, the necessary funds exist within the Ingham County Sheriff's Office budget to make this purchase; and

WHEREAS, this contract would serve to support the objectives of the County's 5-year strategic plan by providing Deputies with access to emergency medical equipment that would be used during their efforts to provide lifesaving care; thereby promoting the well-being and quality of life for the residents of Ingham County.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Sheriff's Office to purchase thirty LIFEPAK CR2 AED's, thirty defibrillation electrodes, and three LIFEPACK CR2 training AEDs from *Stryker*, in the amount of \$54,320.16.

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

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

**FROM:** Sergeant Bob Boerkoel, Office of Emergency Management

**DATE:** January 30, 2024

**SUBJECT:** Resolution to authorize a Project Agreement with Bluewater Technologies to upgrade Emergency Operations Center technology.

For the meeting agendas of *February 2, 2024* and *February 8, 2024*

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**BACKGROUND**

This Resolution is for the approval to utilize previously accepted FY2021 and FY2022 Homeland Security Grant Program (HSGP) Funding to upgrade existing Emergency Operations Center (EOC) technology. Specifically, the project seeks to utilize Bluewater Technologies to upgrade and expand hardware and software within the EOC to achieve more effective functionality and interoperability. Since the move to and implementation of the new EOC, limitations and dysfunction were identified and opportunities to expand, leverage, and simplify use of the existing technology in a more effective way have emerged. The Emergency Operations Center cannot afford shortcomings. Additionally, technology enhancements will improve the environment for training, exercises, and other events commonly hosted in the EOC.

**ALTERNATIVES**

During the Justice Complex construction, Ingham County contracted with Bluewater Technologies to provide the technological installations and programming. The project seeks to upgrade and expand upon the existing technology.

**FINANCIAL IMPACT**

The Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal using FY2021 HSGP and FY2022 HSGP grant funds. The Board of Commissioners previously accepted the grant funds via Resolutions 21-645 and 22-532.

**STRATEGIC PLANNING IMPACT**

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as equipment purchased will expand and improve upon the functionality of the EOC, lending to a more effective work, training and disaster response environment; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies previously awarded to Ingham County Emergency Management.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Ingham County Sheriff’s Office to contract with Bluewater Technologies to expand the EOC technology hardware and software.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PROJECT AGREEMENT WITH BLUEWATER TECHNOLOGIES TO UPGRADE EMERGENCY OPERATIONS CENTER TECHNOLOGY**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management received pass through grant funds from the FY2021 and FY2022 Homeland Security Grant Programs (HSGP); and

WHEREAS, the Ingham County Board of Commissioners previously accepted the FY2021 and FY 2022 HSGP grant funds via Resolutions 21-645 and 22-532; and

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

WHEREAS, the Ingham County Sheriff's Office and Office of Emergency Management utilizes the Emergency Operations Center (EOC) for training, exercising, and activations in the event of a disaster; and

WHEREAS, upgrading the EOC technology is intended to enhance and optimize the functionality and reliability of the workspace; and

WHEREAS, Ingham County previously contracted with Bluewater Technologies to provide the technology hardware and software for the Ingham County Justice Complex; and

WHEREAS, Bluewater provided a quotation identifying the intended hardware, software, and programming upgrades; and

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

WHEREAS, the total expenditure quotation for this proposal is \$55,105.26.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Project Agreement with Bluewater Technologies for \$55,105.26 to expand and upgrade the EOC technology utilizing funding from the FY2021 and FY2022 Homeland Security Grant Program Funding.

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

## Agenda Item 3a

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Kevin Bucci, Juvenile Services Director  
**DATE:** January 23, 2024  
**SUBJECT:** Resolution to Amend Resolution #23-429 to Increase Per Diem Rates for Various Residential Placements  
For the meeting agenda of February 1, 2024 – Law and Courts and February 7, 2024 – Finance

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### **BACKGROUND**

The Juvenile Division, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate residential treatment facility.

For the past 9 years, the Juvenile Division has continued a downward trajectory of youth requiring placement in residential treatment facilities. This has been achieved by working with youth and families in the community and utilizing innovative and evidence-based practices. Although the Juvenile Division has worked extremely hard to keep youth from entering treatment facilities, at times, these services are required to protect the community.

Entering into three-year contracts with various residential treatment facilities allows the Juvenile Division to forecast costs. The Juvenile Division has thoroughly examined and investigated all treatment facilities on the list attached to this memo.

The Juvenile Division wishes to enter into an agreement from October 1, 2023 – September 30, 2026.

Resolution #23-429 was adopted on September 26, 2023 regarding various residential placements. After further discussion with Abraxas, Ottawa County, and Sequel/Woodward, the projected per diems exceeded the previously approved amounts. This new resolution is being submitted to amend Resolution #23-429 to increase the per diems and to allow the Court to continue to utilize these programs.

### **ALTERNATIVES**

The Juvenile Division place youth in residential treatment facilities without a contract.

### **FINANCIAL IMPACT**

The Juvenile Division has a line item allocated to cover the cost of residential placements. For the past three years, the Juvenile Division has underspent this line item due to the ongoing efforts of treating youth in the community by using innovative and evidence-based practices.

### **STRATEGIC PLANNING IMPACT**

Provide appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #23-429 TO INCREASE PER DIEM RATES FOR  
VARIOUS RESIDENTIAL PLACEMENTS**

WHEREAS, the Ingham County Circuit Court Juvenile Division, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate treatment facility; and

WHEREAS, the Ingham County Commissioners approved residential placement for juveniles with various providers through the passage of Resolution #23-429; and

WHEREAS, after further discussions with three of the providers; Abraxas, Ottawa County, and Sequel/Woodward, it was found that their projected per diems exceeded the previously approved amounts; and

WHEREAS, the Juvenile Division has adequate funding for the increase in per diems for these three providers; and

WHEREAS, the revised per diem list is attached to this resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amendment to Resolution #23-429 to increase the per diem rates for Abraxas, Ottawa Count, and Sequel/Woodward per the attached rate schedule for the time period of October 1, 2023 through September 30, 2026.

BE IT FURTHER RESOLVED, that the funds for these placements will come from the Family Division's Private Institution line item within the Child Care Fund.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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.

Ingham County Circuit Court – Juvenile Division  
**Residential Placements**

<b>PLACEMENT NAME</b>	<b>PER DIEM RATES</b>
Abraxas Academy	Not to exceed \$811.20
Abraxas 1	Not to exceed \$674.51
Ottawa County Youth Facility	Not to exceed \$375.00
Sequel/Woodward	Not to exceed \$325.00



**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Kevin Bucci, Juvenile Services Director  
**DATE:** January 25, 2024  
**SUBJECT:** Resolution to Authorize Three Year Contracts with Various Residential Placements  
For the meeting agenda of February 1, 2024 – Law & Courts and February 7, 2024 – Finance

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**BACKGROUND**

The Juvenile Division, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate residential treatment facility.

For the past 9 years, the Juvenile Division has continued a downward trajectory of youth requiring placement in residential treatment facilities. This has been achieved by working with youth and families in the community and utilizing innovative and evidence-based practices. Although the Juvenile Division has worked extremely hard to keep youth from entering treatment facilities, at times, these services are required to protect the community.

Entering into three-year contracts with various residential treatment facilities allows the Juvenile Division to forecast costs. The Juvenile Division has thoroughly examined and investigated all treatment facilities on the list attached to this memo.

The Juvenile Division wishes to enter into an agreement from October 1, 2023 – September 30, 2026.

**ALTERNATIVES**

The Juvenile Division place youth in residential treatment facilities without a contract.

**FINANCIAL IMPACT**

The Juvenile Division has a line item allocated to cover the cost of residential placements. For the past three years, the Juvenile Division has underspent this line item due to the ongoing efforts of treating youth in the community by using innovative and evidence-based practices.

**STRATEGIC PLANNING IMPACT**

Provide appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information presented, I respectfully recommend entering into contracts with the listed residential placements.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A THREE-YEAR CONTRACT WITH  
VARIOUS RESIDENTIAL PLACEMENTS**

WHEREAS, the Ingham County Circuit Court Juvenile Division, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate treatment facility; and

WHEREAS, the Ingham County Circuit Court Juvenile Division would like to enter into three-year contracts with various residential treatment facilities for the purpose of providing treatment intervention to adjudicated delinquent youth; and

WHEREAS, entering into three-year contracts allows for the County to better forecast residential costs for the coming budget years; and

WHEREAS, the Ingham County Circuit Court Juvenile Division conducts ongoing examination of the treatment facilities to ensure services are being delivered appropriately and effectively; and

WHEREAS, a list of residential placement facilities and per diem's can be found attached to this resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with the attached list of residential treatment facilities for the care and treatment services of Court adjudicated youth not to exceed the per diems listed in the same attachment for the time period of October 1, 2023 through September 30, 2026.

BE IT FURTHER RESOLVED, that the funds for these placements will come from the Family Division's Private Institution line item within the Child Care Fund.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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.

Ingham County Circuit Court – Juvenile Division  
**Residential Placements**

<b>PLACEMENT NAME</b>	<b>PER DIEM RATES</b>
Abraxas Leadership Development Center	Not to exceed \$677.54
Abraxas Youth Center	Not to exceed \$699.57
Abraxas Ohio	Not to exceed \$674.97
Bethany Christian Services	Not to exceed state rate, current rate is \$426.42
Summit Academy	Not to exceed \$490.04
New Outlook Academy	Not to exceed \$471.89

## Agenda Item 4

**TO:** Board of Commissioners Law and Courts and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** January 23, 2024  
**SUBJECT:** Resolution to Authorize a Contract with Resolution Services Center of Central Michigan to Support Small Claims Work  
For the meeting agendas of February 1 and 7

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### **BACKGROUND**

Resolution Services Center of Central Michigan (RSCCM) is a Community Dispute Resolution Program through the State Court Administrators Office (SCAO). Programs provided by RSCCM include mediation, facilitated dialogues, restorative practices, juvenile diversion, and mediation/restorative training. RSCCM is a relatively small nonprofit, comprised of five full-time staff, 32 part-time staff, and over 45 active volunteers. In April 2020, RSCCM responded to requests from the courts in the county to assist with the backlog of small claim cases as a result of COVID-19 stay-at-home orders. In just a few weeks, RSCCM developed a referral process for accepting small claim cases, contacted parties, facilitated all cases remotely, and provided outcome information back to the referring courts. This work continues today. Small claims cases have increased by 54% (compared to 2019, pre-COVID numbers). The courts and affected parties recognize the benefit of this model which is more accessible than spending time at the courthouse waiting for their cases to be heard.

This work is valued and needed, but not adequately funded. RSCCM receives an allocation from SCAO, but it is based on a statewide formula and only partially funds provided services.

RSCCM submitted a continuation budget request of \$13,000, which is included in the 2024 Adopted Budget.

### **FINANCIAL IMPACT**

Funding for this contract is included in the 2024 budget.

### **RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH RESOLUTION SERVICES CENTER OF  
CENTRAL MICHIGAN TO SUPPORT SMALL CLAIMS WORK**

WHEREAS, Resolution Services Center of Central Michigan (RSCCM) is a Community Dispute Resolution Program through the State Court Administrator's Office (SCAO) providing services in the areas of mediation, facilitated dialogues, restorative practices, juvenile diversion, and mediation/restorative training; and

WHEREAS, with the onset of the COVID-19 stay-at-home order, RSCCM responded to requests from the courts in the County to assist with the backlog of small claim cases by developing a referral process for accepting small claims cases, contacting parties, facilitating all cases remotely, and providing outcome information back to the referring courts; and

WHEREAS, these services have proven valuable to both the courts and the parties they serve and the demand for these services is expected to continue into the future; and

WHEREAS, RSCCM submitted a budget request of \$13,000, for 2024, which is included in the 2024 Adopted Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Resolution Services Center of Central Michigan for small claims case assistance at the 55th District Court in the amount of \$13,000 for the time period of January 1, 2024 through December 31, 2024.

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.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #23-244 TO REFLECT THE AWARDED FUNDING AMOUNTS FROM THE STATE GRANT UNDER PA511 FOR FY 2023-2024 FOR VARIOUS PROGRAMMING WITH SUBCONTRACTORS OUTLINED HEREIN**

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan in 1991; and

WHEREAS, the Community Corrections Advisory Board (CCAB) approved the Funding Application and Plan for FY 2023-2024; and

WHEREAS, the final awarded amount from the State of Michigan differed from the requested amount by a reduction of \$5,230; and

WHEREAS, pursuant to the FY 2023-2024 Application, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes amending Resolution #23-244 and further authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections for FY 2023-2024 in the amount of \$343,452 (a reduction of \$5,230) in CCAB Plans and Services and Administration funds for the time period of October 1, 2023 through September 30, 2024.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2023 through September 30, 2024 with Prevention and Training Services for MRT Change Groups for a revised cost not to exceed \$26,500; with Prevention and Training Services for Domestic Violence Intervention Groups for a revised cost not to exceed \$31,903; with TRI-CAP for Opioid Specific Program services for a revised cost not to exceed \$29,582; with CEI-CMH for Relapse Prevention and Recovery services for a not to exceed \$71,918; with Northwest Initiative - ARRO for the CHOICES program services for a revised cost not to exceed \$45,000; and with Judicial Services Group. Ltd. for electronic monitoring services for Pretrial defendants for a not to exceed amount of \$9,317.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA Pro 06 salary grade not to exceed \$26,197.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

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 6

TO: Board of Commissioners

FROM: Morgan Feldpausch, Environmental Sustainability Manager

DATE: January 18, 2023

SUBJECT: Resolution to Accept Grant for the Development of A Sustainability Action Plan

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### **BACKGROUND**

The County is the recipient of a State of Michigan Community Enhancement Grant totaling \$200,000 for the development of a Sustainability Action Plan for Ingham County. The Ingham County Environmental Affairs Commission has identified a need to develop a Sustainability Action Plan. The Sustainability Action Plan will encompass both County operation and community-wide approaches with particular emphasis on environmental justice, climate resiliency, greenhouse gas emission reduction, and other topics that are determined through a direct community engagement process. The plan will focus on developing strategic actionable goals related to the topics and identify specific measures and implementation plans for achieving them. The plan will serve as a guide for County sustainability initiatives and programs both short and long-term.

### **ALTERNATIVES**

The alternative is to not accept the grant.

### **FINANCIAL IMPACT**

The grant gives the County the ability to develop a Sustainability Action Plan. The funding will support various aspects of the development process, including community engagement, data collection, and expert-level subject matter consultation.

### **OTHER CONSIDERATIONS**

There are no other considerations at this time.

### **RECOMMENDATION**

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



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT A GRANT FOR THE DEVELOPMENT OF A  
SUSTAINABILITY ACTION PLAN**

WHEREAS, the Ingham County Environmental Affairs Commission has identified a need to develop a Sustainability Action Plan for Ingham County; and

WHEREAS, the development of a Sustainability Action Plan is crucial for addressing environmental concerns and promoting sustainable practices within Ingham County; and

WHEREAS, the plan will guide the Ingham County Environmental Affairs Commission in fulfilling its duties and responsibilities; and

WHEREAS, with the support of the Ingham County Environmental Affairs Commission, the Environmental Sustainability Manager submitted an application for \$200,000 to Representative Penelope Tsernoglou's Community Enhancement Grant program to develop a Sustainability Action Plan for Ingham County; and

WHEREAS, the application to develop a Sustainability Action Plan was funded at \$200,000 in Michigan Act No. 119 Public Acts of 2023 appropriations bill under the Department of Labor and Economic Opportunity.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the funding for the development of a Sustainability Action Plan from the Community Enhancement Grant program administered by the Michigan Department of Labor and Economic Opportunity in the amount of \$200,000.

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

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

## Agenda Item 7

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Lindsey McKeever, Fairgrounds Events Director  
**DATE:** January 10, 2024  
**SUBJECT:** Resolution to Cancel Resolution 23-543 and authorize the rebidding of the Hoop House deconstruction project

### **BACKGROUND**

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

Bid Packet #47-23 was issued by the Purchasing Department in 2023. Freedom Construction and Consulting, LLC was the lowest bidder at \$94,000. However, Fair Management and the Fair Board agree that a solution that would not cost the Fair any money can be reached. In order for this solution to come to realization, the Board of Commissioners should authorize this resolution which will allow a company or person to deconstruct the hoop house and assume ownership of the building materials. Management believes that this will be completed at no cost to the Fair.

### **ALTERNATIVES**

The alternative is to allow Freedom Construction and Consulting, LLC to remove the hoop house at a cost of \$94,000.

### **FINANCIAL IMPACT**

The cost of deconstructing the Hoop House may be \$0.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

There are no other considerations at this time.

### **RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RESCIND RESOLUTION #23-543 AND REBID THE  
DECONSTRUCTION OF THE HOOP HOUSE**

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

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

WHEREAS, the Fairgrounds currently floods during heavy rainstorms; and

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

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

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

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

WHEREAS, RFP #47-23 was published in order to obtain a qualified contractor at a competitive rate to deconstruct the hoop house; and

WHEREAS, Freedom Construction and Consulting, LLC was chosen as the contractor for recommendation to the Ingham Board of Commissioner; and

WHEREAS, Resolution #23-543 authorized Freedom Construction and Consulting, LLC to remove the hoop house at a total cost of \$94,000; and

WHEREAS, after further consideration, the Fair Board and management agree that seeking alternate bids providing the opportunity for the winning proposal to assume ownership of the Hoop House building materials after removal may result in the project costing \$0.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners rescinds Resolution #23-543.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Purchasing Department to issue an RFP to deconstruct the hoop house with the opportunity for the winning proposal to assume ownership of the building materials.

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

**Agenda Item 8a**

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

**FROM:** Glenn Canning, Facilities Director

**DATE:** January 24, 2024

**RE:** Resolution to Authorize Amending Resolution #22-559 Approving LJ Trumble Builders, LLC., for the Renovations to Families Forward Space at the Human Services Building

For the meeting agendas of: February 5, 6 & 7

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**BACKGROUND**

Resolution #22-559 approving LJ Trumble Builders LLC., for the Families Forward renovations at the Human Services Building needs to be amended. The contingency needs to be increased by \$53,000 to \$103,000. This brings the total not to exceed amount to \$1,200,000.

**ALTERNATIVES**

The alternative would be to not approve leaving the potential for unforeseen circumstances to not be fully covered.

**FINANCIAL IMPACT**

Community Mental Health will reimburse Ingham County through lease payments.

**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 amend Resolution #22-559 to increase the contingency amount to \$103,000.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #22-559 APPROVING AGREEMENTS WITH  
COMMUNITY MENTAL HEALTH AND LJ TRUMBLE BUILDERS, LLC., FOR THE  
RENOVATIONS TO FAMILIES FORWARD SPACE AT THE HUMAN SERVICES BUILDING**

WHEREAS, Resolution #22-559 approved an agreement with LJ Trumble Builders, LLC., for the renovations to the Families Forward space at the Human Services Building; and

WHEREAS, the contingency needs to be increase by \$53,000 to \$103,000 for unforeseen circumstances; and

WHEREAS, the Facilities Department recommends amending Resolution #22-559 to increase the contingency amount for a total not to exceed amount of \$1,200,000; and

WHEREAS, Community Mental Health (CMH) will reimburse Ingham County up to \$700,000 through the new lease agreement; and

WHEREAS, funds for this project are available as follows:

Ingham CIP carpet; \$200,000  
Ingham CIP CMH renovations: \$500,000  
Ingham General Fund reserves: \$200,000  
CMH building revolving fund; \$300,000; and

WHEREAS, the \$53,000 will come from Ingham General Fund reserves.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #22-559 to increase the contingency amount by \$53,000 for the renovations to the Families Forward space at the Human Services building with LJ Trumble Builders LLC., for a not to exceed amount of \$1,200,000 which include a \$103,000 contingency.

BE IT FURTHER RESOLVED, that Ingham County Board of Commissioners authorizes amending the ten-year lease agreement with CMH for the Families Forward space at the Human Services Building to increase by \$53,000 for a total amount not to exceed \$700,000 over the term of the 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 Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

## Agenda Item 8b

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

**FROM:** Glenn Canning, Facilities Director

**DATE:** January 24, 2024

**RE:** Resolution to Amend Resolution #23-542 Approving Moore Trosper Construction Co., for the Michigan Department of Health and Human Services Space Renovations at the Human Services Building

For the meeting agendas of: February 5, 6 & 7

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### **BACKGROUND**

Resolution #23-542 approving Moore Trosper Construction Co., for the Michigan Department of Health and Human Services (MDHHS) space renovations at the Human Services Building (HSB) needs to be amended. We have been requested by MDHHS to increase the contingency amount of \$100,000 to \$162,440, to utilize the full 10% contingency allowance on County projects. This brings the total not to exceed amount of the project to \$1,786,840.02.

### **ALTERNATIVES**

The alternative would be to not approve leaving the potential for the costs of unforeseen circumstances to not be fully covered.

### **FINANCIAL IMPACT**

The State of Michigan will reimburse the County through lease payments.

### **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 approve amending Resolution #23-542 to increase the contingency amount to \$162,440.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #23-542 APPROVING THE  
MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES SPACE RENOVATIONS  
AT THE HUMAN SERVICES BUILDING**

WHEREAS, Resolution #23-542 approved an agreement with Moore Trosper Construction Co., for the renovations to the Michigan Department of Health and Human Services (MDHHS) at the Human Services Building; and

WHEREAS, the Facilities Department was requested by MDHHS to increase the contingency amount of \$100,000 to \$162,440 to utilize the full 10% contingency allowance on Ingham County projects; and

WHEREAS, the Facilities Department recommends amending the resolution to increase the contingency amount to \$162,400 which will increase the not to exceed amount to \$1,786,840.02; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #23-542 to increase the contingency amount by \$62,400 for the renovations to the MDHHS space at the Human Services Building with Moore Trosper Construction Co., for a not to exceed amount of \$1,786,840.02 which includes a contingency of \$162,440.

BE IT FURTHER RESOLVED, that the lease with the State of Michigan for the Michigan Department of Health and Human Services space at the Human Services Building is hereby amended by an amount not to exceed \$1,786,840.02 to reimburse Ingham County for costs associated with this project.

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:** Glenn Canning, Facilities Director  
**DATE:** January 24, 2024  
**RE:** Resolution to Authorize an Agreement with Facilities 360 for Carpet Cleaning Services at Several Ingham County Facilities

For the meeting agendas of: February 6 & 7

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**BACKGROUND**

The carpet and flooring throughout the buildings need to be routinely professionally cleaned. The Purchasing Department put out a request for proposals from qualified, experienced vendors. Facilities 360 submitted the lowest responsive and responsible proposal of \$28,360 for a one year term with an annual renewal option for a period of three years.

**ALTERNATIVES**

The alternative would be to not approve leaving the carpet and flooring to become stained and unsanitary.

**FINANCIAL IMPACT**

Funds are available in building maintenance contractual line items.

**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 Facilities 360 for the carpet cleaning services at several Ingham County facilities.

**Agenda Item 8c**

TO: Glenn Canning, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: November 8, 2023  
RE: Memorandum of Performance for RFP No. 37-23 - Carpet Cleaning Services

Per your request, the Purchasing Department sought proposals from qualified and experienced firms for the purpose of providing carpet cleaning and optional protectant application services at various County facilities for a period of three (3) years with an option to renew for two (2) additional years.

The scope of work includes, but is not limited to, providing all labor and materials to safely clean and sanitize the flooring throughout Ingham County buildings in compliance with all industry, federal, state, and local guidelines. Material Safety Data Sheets for all chemicals used will be submitted to the Facility Manager for approval.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	21	8
Vendors responding	3	1

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Grand Total	Additional As-needed Carpet Cleaning \$/SF	Carpet Protector \$/SF
		Years 1 - 3	Years 1 - 3	Years 1 - 3
Facilties360	No, Wayne MI	\$ 87,260.00	\$0.07 / \$0.08 / \$0.09	\$0.07 / \$0.08 / \$0.09
Du-All Cleaning, Inc.	No, Sterling Heights MI	\$ 192,222.96	\$0.08 each year	\$0.03 each year
Boling Janitorial Service & Capital Area Cleaning Supplies	Yes, Lansing MI	\$ 522,810.37	\$0.19 each year	\$0.06 each year

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH FACILITIES 360 FOR  
CARPET CLEANING SERVICES AT SEVERAL INGHAM COUNTY FACILITIES**

WHEREAS, the carpet and flooring throughout the buildings need to be routinely professionally cleaned; and

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

WHEREAS, the Facilities Department recommends an agreement with Facilities 360, who submitted the lowest responsive and responsible proposal of \$28,360 for the carpet cleaning services at several Ingham County facilities for a one-year term with an annual renewal option for a three year period; and

WHEREAS, funds are available in the maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Facilities 360, 35150 West Michigan Ave., Wayne, Michigan, 48184, for carpet cleaning services at several Ingham County Facilities for a one-year term in the amount of \$28,360 with an annual renewal option for a period of three years.

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

## Agenda Item 9

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** January 23, 2024  
**SUBJECT:** Resolution authorizing a modification to the Parks Department 2024 Capital Improvement Projects zero turn mower purchase  
For the meeting agenda of February 5, 2024 Human Services and February 7, 2024 Finance

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### **BACKGROUND**

Within the current 2024 Parks Capital Improvement budget, two zero-turn electric lawnmowers were scheduled to be replaced. It was the Parks Department and the Board of Commissioner's priority to start transitioning to carbon neutrality, however, after much research and speaking with multiple other agencies, the electrical zero-turn mowers are not at the technological level to withstand mowing large grassy areas for many hours. Due to the need of replacing the current mowers, the Parks Department would like to request a modification to the previously approved capital expenditure and purchase three gas powered mowers.

### **ALTERNATIVES**

To purchase the two electric mowers as budgeted.

### **FINANCIAL IMPACT**

No additional funds would be required.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

The Park Commission reviewed this request at their January 8, 2024 meeting and approves this approach to purchase three gas powered zero-turn mowers.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the resolution authorizing a modification to the Parks Department 2024 Capital Improvement Projects zero turn mower purchase.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE PARKS DEPARTMENT  
2024 CAPITAL IMPROVEMENT BUDGET**

WHEREAS, within the current 2024 Parks Capital Improvement (CIP) budget, two zero-turn electric lawnmowers are scheduled to be replaced; and

WHEREAS, the Parks Department were to begin the transition to carbon neutrality as a priority of the Parks Department as well as the Board of Commissioners; and

WHEREAS, currently commercial grade electrical zero-turn mowers are not at the technological level to withstand mowing large grassy areas for many hours; and

WHEREAS, due to the need to replace current aging mowers, the Parks Department is requesting an alteration of the previously approved Capital expenditure; and

WHEREAS, the Parks Department is requesting the ability to purchase three gas powered zero-turn mowers; and

WHEREAS, there are no additional funds required.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amendment to the Ingham County Parks Department 2024 CIP budget, to include the purchase of three gas powered zero-turn lawnmowers in place of the originally authorized two zero-turn electric lawnmowers.

## Agenda Item 10a

**TO:** Board of Commissioner’s Human Services and Finance Committees

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

**DATE:** January 9, 2024

**SUBJECT:** Authorization to Accept Funding from Delta Dental Foundation to Purchase New Dental Operatory Chairs for Forest Community Health Center

For the meeting agendas of February 5, and February 7, 2024

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### **BACKGROUND**

Ingham County Health Department’s (ICHD’s) Community Health Centers (CHCs) wish to accept \$100,000 in funding from the Delta Dental Foundation, effective January 1, 2024 through December 31, 2024. These funds will be used to purchase new dental operatory chairs for ICHD’s Forest CHC. As Forest continues to offer expanded dental services, the existing dental chairs are aging and near the end of their life cycle.

### **ALTERNATIVES**

If we do not accept the funds from Delta Dental Foundation, we will not be able to purchase dental new operatory chairs for Forest CHC.

### **FINANCIAL IMPACT**

There is no cost associated with this resolution.

### **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 funding from the Delta Dental Foundation for the purchase of new dental operatory chairs, effective January 1, 2024 through December 31, 2024 in an amount totaling \$100,000.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT FUNDS FROM DELTA DENTAL FOUNDATION TO PURCHASE  
NEW DENTAL OPERATORY CHAIRS FOR FOREST COMMUNITY HEALTH CENTER**

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to accept \$100,000 in funding from the Delta Dental Foundation, effective January 1, 2024 through December 31, 2024; and

WHEREAS, as Forest CHC continues to offer expanded dental services, the existing dental chairs are aging and near the end of their life cycle; and

WHEREAS, these funds will be used to purchase new dental operator chairs for Forest CHC; and

WHEREAS, there is no cost associated with this resolution; 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 funds from the Delta Dental Foundation to purchase new dental operator chairs for Forest CHC, effective January 1, 2024 through December 31, 2024 in an amount totaling \$100,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting funding from the Delta Dental Foundation to purchase new dental operator chairs for Forest CHC, effective January 1, 2024 through December 31, 2024 in an amount totaling \$100,000.

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

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



**TO:** Board of Commissioner’s Human Services and Finance Committees

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

**DATE:** January 8, 2024

**SUBJECT:** Authorization to Amend Resolution #23-268 with Epividian to Include CHORUS Data Analytics Services for HIV Disease Management

For the Meeting Agendas of February 5 and February 7, 2024

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**BACKGROUND**

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to amend Resolution #23-268 with Epividian to include the CHORUS data analytics service specific to HIV disease management, effective January 1, 2024 through September 30, 2024 for an amount not to exceed \$22,653. Epividian provides an analytics program entitled CHORUS and Ryan White Data Service (RWDS). CHORUS exports Electronic Health Record (EHR) data, interprets and classifies medical data in the EHR to deliver disease management to HIV providers, and delivers population reporting and more. Epividian continues to help ICHD’s CHCs improve data accuracy, patient care delivery, and reduce clerical errors. The current agreement allows Epividian to integrate data from the CHCs’ EHR to a secured, federal clinical data system for patients in the Ryan White Program.

**ALTERNATIVES**

Choosing not to update to the CHORUS platform could result in non-compliance with Ryan White specifications and extra labor costs associated with manual data entry.

**FINANCIAL IMPACT**

The total cost of this amendment is \$22,653 and will be covered by HIV Care Coordination funding.

**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 amending Resolution #23-268 with Epividian to include the CHORUS data analytics service specific to HIV disease management, effective January 1, 2024 through September 30, 2024 for an amount not to exceed \$22,653.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #23-268 WITH EPIVIDIAN TO INCLUDE CHORUS DATA ANALYTICS SERVICES FOR HIV DISEASE MANAGEMENT**

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to amend Resolution #23-268 with Epividian to include the CHORUS data analytics service specific to HIV disease management, effective January 1, 2024 through September 30, 2024 for an amount not to exceed \$22,653; and

WHEREAS, Epividian provides an analytics program entitled CHORUS and Ryan White Data Service (RWDS); and

WHEREAS, CHORUS exports electronic health record (EHR) data, interprets and classifies medical data in the EHR to deliver disease management to HIV providers, and delivers population reporting and more; and

WHEREAS, Epividian continues to help ICHHD's CHCs improve data accuracy, patient care delivery, and reduce clerical errors; and

WHEREAS, the current agreement allows Epividian to integrate data from ICHHD's CHCs' EHRs to a secured, federal clinical data system for patients in the Ryan White Program; and

WHEREAS, the total cost of this amendment will be \$22,653 and will be covered by HIV Care Coordination funding; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending the agreement with Epividian, authorized by Resolution #23-268 to include the CHORUS data analytics service, effective January 1, 2024 through September 30, 2024 for an amount not to exceed \$22,653.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with Epividian, authorized by Resolution #23-268 to include the CHORUS data analytics service, effective January 1, 2024 through September 30, 2024 for an amount not to exceed \$22,653.

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

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

**TO:** Board of Commissioner’s Human Services and Finance Committees

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

**DATE:** January 10, 2024

**SUBJECT:** Authorization for an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept the 2024 Michigan Marihuana Operation and Oversight Grant

For the Meeting Agendas of February 5 and February 7, 2024

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Marihuana Act in an amount totaling \$25,488, effective January 1, 2024, through September 15, 2024. The Michigan Legislature has appropriated funds for the Marihuana Operation and Oversight Grant in the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26426 and the Michigan Regulation and Taxation of Marihuana Act, 2018, IL 1, MCL 333.27951 to 333.27967. Specifically, Public Act 87 of 2021 section 901 directs funds appropriated for grants to education, communication, and outreach regarding the Michigan Marihuana Act. Grants available to counties are distributed proportionately based upon the number of registry identification cards issued to or renewed for the residents of each county. ICHD previously received this grant in 2019, 2020, 2021, 2022 and 2023 (through Resolutions #19-115, #20-070, #21-128, #22-143, and #23-109). Grants may not be used for law enforcement purposes.

ICHD seeks to engage in activities such as providing education to adolescents, patients, caregivers and community members through targeted advertising and marketing, and to communicate harm reduction strategies such as safe storage and avoidance of impaired driving to the general public. These activities will contribute to the following objectives:

- Educate marijuana users and others about safe storage and provide lock bags to those who have need
- Educate marijuana users and others about the dangers of driving while under the influence of cannabis
- Educate pregnant women and others about the risks associated with marijuana use during pregnancy and breastfeeding
- Increase perception of risk for adolescent marijuana use
- Measure the self-reported use of marijuana

**ALTERNATIVES**

Choosing not to accept this funding would forfeit critical opportunities to educate, communicate and inform Ingham County residents regarding marijuana safe usage.

**FINANCIAL IMPACT**

This agreement with LARA will result in accepting a grant in an amount totaling \$25,488, effective January 1, 2024, to September 15, 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 that the Ingham County Board of Commissioners authorize an agreement with LARA to accept funds in an amount totaling \$25,488, effective January 1, 2024 to September 15, 2024.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS TO ACCEPT THE  
2024 MICHIGAN MARIHUANA OPERATION AND OVERSIGHT GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Marihuana Act in an amount totaling \$25,488, effective January 1, 2024, through September 15, 2024; and

WHEREAS, the Michigan Legislature has appropriated funds for the Marihuana Operation and Oversight Grant in the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26426 and the Michigan Regulation and Taxation of Marihuana Act, 2018, IL 1, MCL 333.27951 to 333.27967; and

WHEREAS, Public Act 87 of 2021 section 901 directs funds appropriated for grants to education, communication, and outreach regarding the Michigan Medical Marihuana Act; and

WHEREAS, grants available to counties are distributed proportionately based upon the number of registry identification cards issued to or renewed for the residents of each county; and

WHEREAS, ICHD previously received this grant in 2019, 2020, 2021, 2022, and 2023 (through Resolutions #19-115, #20-070, #21-128, #22-143, and #23-109); and

WHEREAS, grants may not be used for law enforcement purposes; and

WHEREAS, ICHD seeks to engage in activities such as providing education to adolescents, patients, caregivers and community members through targeted advertising and marketing, and to communicate harm reduction strategies such as safe storage and avoidance of impaired driving to the general public; and

WHEREAS, ICHD seeks to engage in the aforementioned activities with objectives to:

- Educate marijuana users and others about safe storage and provide lock bags to those who have need
- Educate marijuana users and others about the dangers of driving while under the influence of cannabis
- Educate pregnant women and others about the risks associated with marijuana use during pregnancy and breastfeeding
- Increase perception of risk for adolescent marijuana use
- Measure the self-reported use of marijuana; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with LARA to accept funds in an amount totaling \$25,488, effective January 1, 2024, to September 15, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting a grant agreement with LARA for education, communication, and outreach regarding the Michigan Medical Marihuana Act and the Michigan Regulation and Taxation of Marihuana Act, in an amount totaling \$25,488 effective January 1, 2024, to September 15, 2024.

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

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

**TO:** Board of Commissioner’s Human Services and Finance Committees

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

**DATE:** January 17, 2024

**SUBJECT:** Authorization for an Agreement with Nurse Family Partnership National Service Office  
For the Meeting Agendas of February 5 and February 7, 2024

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Nurse Family Partnership (NFP) National Service Office effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$50,000. The Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program supports pregnant people and parents with young children who live in communities that face greater risks and barriers to achieving positive maternal and child health outcomes. Families choose to participate in home visiting programs, and partner with health, social service, and child development professionals to set and achieve goals that improve their health and well-being. This contract will allow ICHHD to continue providing NFP Home Visiting Services to low income, first time mothers in our community.

**ALTERNATIVES**

By not entering into this agreement, ICHHD would forfeit critical health care services provided to Ingham County residents.

**FINANCIAL IMPACT**

This NFP agreement will be supported with MIECHV Grant money provided in partnership with Michigan Department of Health and Human Services (MDHHS), and previously approved through the FY23-24 Comprehensive Agreement via Resolution #23-339.

**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 entering into contract with NFP National Service Office, to accomplish serving low income, first time mothers effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$50,000.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE  
NURSE FAMILY PARTNERSHIP NATIONAL SERVICE OFFICE**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Nurse Family Partnership (NFP) National Service Office effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$50,000; and

WHEREAS, the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program supports pregnant people and parents with young children who live in communities that face greater risks and barriers to achieving positive maternal and child health outcomes; and

WHEREAS, families choose to participate in home visiting programs, and partner with health, social service, and child development professionals to set and achieve goals that improve their health and well-being; and

WHEREAS, this contract will allow ICHD to continue providing NFP Home Visiting Services to low-income, first time mothers in Ingham County; and

WHEREAS, this NFP agreement will be supported with MIECHV grant money provided in partnership with Michigan Department of Health and Human Services (MDHHS), and previously approved through the FY23-24 Comprehensive Agreement via Resolution #23-339; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with the NFP National Service Office effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the NFP National Service Office effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$50,000, to continue providing NFP Home Visiting Services to low-income, first time mothers in Ingham County.

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



**TO:** Board of Commissioner’s Human Services and Finance Committees

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

**DATE:** January 16, 2024

**SUBJECT:** FY24 State of Michigan Master Agreement Amendment #2

For the Meeting Agendas of February 5 and February 7, 2024

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to amend the 2023-2024 Master Agreement with Michigan Department of Health and Human Services (MDHHS) for the delivery of public health services under the Comprehensive Agreement. ICHHD currently receives funding from MDHHS via the Master Agreement. The Master Agreement is the annual process whereby MDHHS transmits State and Federal funds to Ingham County to support public health programs. The Ingham County Board of Commissioners (BOC) approved the 2023–2024 Master Agreement through Resolution #23-339.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The financial impact of this increased support will increase the FY24 original grant agreement from \$7,267,051 to \$9,111,392 for a total increase of \$1,844,341. The revised resolution makes the following specific changes to the budget:

- Breast & Cervical Cancer Control Coordination: decrease of (\$55,781) from \$55,781 to \$0
- Children’s Special Health Care Services (CSHCS) Outreach & Advocacy: increase of \$39,089 from \$177,676 to \$216,765
- Environment, Great Lakes and Energy (EGLE) Drinking Water and Onsite Wastewater Management: increase of \$38,249 from \$162,375 to \$200,624
- Family Planning Services: increase of \$230,281 from \$261,887 to \$492,168
- Food Essential Local Public Health Services (ELPHS): increase of \$222,606 from \$285,173 to \$507,779
- HIV Ryan White Part B MAI: increase of \$4,787 from \$20,000 to \$24,787
- MDHHS - ELPHS: increase of \$10,706 from \$1,041,852 to \$1,052,558
- Nurse Family Partnership: increase of \$300,000 from \$588,300 to \$888,300
- Oral Health - Kindergarten Assessment: increase of \$30,000 from \$67,273 to \$97,273
- Public Health Emergency Preparedness 10/1-6/30: increase of \$35,475 from \$113,318 to \$148,793
- Regional Perinatal Care System: increase of \$380,681 from \$100,000 to \$480,681
- Social Determinants of Health (SDOH) Planning: increase of \$58,333 from \$25,000 to \$83,333
- SEAL! Michigan Dental Sealant: increase of \$5,000 from \$50,000 to \$55,000
- Sexually Transmitted Infection Control: increase of \$85,000 from \$38,621 to \$123,621

- Child Adolescent Health Construction - East Lansing High School (ELHS): increase of \$283,731 from \$0 to \$283,731.
- Public Health Infrastructure: increase of \$176,184 from \$0 to \$176,184

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment #2 with MDHHS for the delivery of public health services under the Comprehensive Agreement 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 AMENDMENT #2 TO THE 2023–2024 MASTER AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT**

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

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

WHEREAS, MDHHS and ICHD have entered into a 2023-2024 Master Agreement authorized through Resolution #23-339; and

WHEREAS, MDHHS has proposed Amendment #2 to adjust grant funding levels and clarify agreement procedures; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize Amendment #2.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #2 to the 2023-2024 Master Agreement with MDHHS for the delivery of public health services under the Comprehensive Agreement Process.

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

BE IT FURTHER RESOLVED, that the total amount of the Master Agreement funding shall increase from \$7,267,051 to \$9,111,392 for a total increase of \$1,844,341.

BE IT FURTHER RESOLVED, that the increase consists of the following specific change to program budget:

- Breast & Cervical Cancer Control Coordination: decrease of (\$55,781) from \$55,781 to \$0
- Children’s Special Health Care Services (CSHCS) Outreach & Advocacy: increase of \$39,089 from \$177,676 to \$216,765
- Environment, Great Lakes and Energy (EGLE) Drinking Water and Onsite Wastewater Management: increase of \$38,249 from \$162,375 to \$200,624
- Family Planning Services: increase of \$230,281 from \$261,887 to \$492,168
- Food Essential Local Public Health Services (ELPHS): increase of \$222,606 from \$285,173 to \$507,779
- HIV Ryan White Part B MAI: increase of \$4,787 from \$20,000 to \$24,787
- MDHHS - ELPHS: increase of \$10,706 from \$1,041,852 to \$1,052,558

- Nurse Family Partnership: increase of \$300,000 from \$588,300 to \$888,300
- Oral Health - Kindergarten Assessment: increase of \$30,000 from \$67,273 to \$97,273
- Public Health Emergency Preparedness 10/1-6/30: increase of \$35,475 from \$113,318 to \$148,793
- Regional Perinatal Care System: increase of \$380,681 from \$100,000 to \$480,681
- Social Determinants of Health (SDOH) Planning: increase of \$58,333 from \$25,000 to \$83,333
- SEAL! Michigan Dental Sealant: increase of \$5,000 from \$50,000 to \$55,000
- Sexually Transmitted Infection Control: increase of \$85,000 from \$38,621 to \$123,621
- Child Adolescent Health Construction - East Lansing High School (ELHS): increase of \$283,731 from \$0 to \$283,731.
- Public Health Infrastructure: increase of \$176,184 from \$0 to \$176,184.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2024 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Dr. Adenike Shoyinka, MD, MPH, or her designee, is authorized to sign and submit Amendment #2 to the 2023-2024 Master Agreement electronically through the Mi-E Grants system 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:** January 8, 2024

**SUBJECT:** Authorization to Amend Resolution #23-058 with Walgreens to add Pharmacy #15438, Pharmacy #15443, Pharmacy #16280 and Pharmacy #16287 to the 340B Discount Program

For the Meeting Agendas of February 5 and February 7, 2024

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**BACKGROUND**

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to amend Resolution #23-058 with Walgreens to add additional specialty pharmacy locations, effective upon approval. These specialty pharmacy locations include Pharmacy #15438, Pharmacy #15443, Pharmacy #16280, and Pharmacy #16287.

The Pharmacy locations are as follows:

- Pharmacy #15438: 41460 Haggerty Circle South, Canton, MI 48188
- Pharmacy #15443: 10530 John W. Elliot Dr., Ste. 100, Frisco, TX 75033
- Pharmacy #16280: 10530 John W. Elliot Dr., Ste. 100, Frisco, TX 75033
- Pharmacy #16287: 130 Enterprise Drive, Pittsburgh, PA 15275

The 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use. Public Law #102-585 states that the Veterans Health Care Act of 1992 codified as Section 340B of the Public Health Service Act, limits the amount that manufactures may charge covered entities. The 340B program offers opportunities to purchase discounted drugs for use during the patient visit, or for dispensing from a covered entity owned pharmacy, or via contract arrangement with a retail pharmacy. ICHD’s CHCs currently participate in the 340B program only for the purchase of drugs administered as part of a patient visit.

**ALTERNATIVES**

If Resolution #23-058 is not amended, ICHD would not be able to realize savings associated with patients utilizing Walgreen’s Pharmacies #15438, #15443, #16280 and #16287.

**FINANCIAL IMPACT**

There is no cost to participate in this agreement. This agreement will generate \$500,000 in annual savings, based on the volume of existing patients who presently receive prescription medications from Walgreen’s Pharmacies #15438, #15443, #16280 and #16287.

**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 amending Resolution #23-058 with Walgreens to add specialty pharmacy locations to include Pharmacy #15438, Pharmacy #15443, Pharmacy #16280 and Pharmacy #16287, effective upon approval.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #23-058 WITH WALGREENS TO ADD PHARMACY #15438, PHARMACY #15443, PHARMACY #16280, AND PHARMACY #16287 TO THE 340B DISCOUNT PROGRAM**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #23-058 with Walgreens to add additional specialty pharmacy locations, effective upon approval; and

WHEREAS, these specialty pharmacy locations include Pharmacy #15438, Pharmacy #15443, Pharmacy #16280, and Pharmacy #16287; and

WHEREAS, Pharmacy #15438 is located at 41460 Haggerty Circle South, Canton, MI 48188; and

WHEREAS, Pharmacy #15443 is located at 10530 John W. Elliot Dr., Ste. 100, Frisco, TX 75033; and

WHEREAS, Pharmacy #16280 is located at 10530 John W. Elliot Dr., Ste. 100, Frisco, TX 75033; and

WHEREAS, Pharmacy #16287 is located at 130 Enterprise Drive, Pittsburgh, PA 15275; and

WHEREAS, the 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use; and

WHEREAS, Public Law #102-585 states that the Veterans Health Care Act of 1992 codified as Section 340B of the Public Health Service Act, limits the amount that manufactures may charge covered entities; and

WHEREAS, the 340B program offers opportunities to purchase discounted drugs for use during the patient visit, for dispensing from a covered entity owned pharmacy, or via contract arrangement with a retail pharmacy; and

WHEREAS, ICHD's CHCs currently participate in the 340B program only for the purchase of drugs administered as part of a patient visit; and

WHEREAS, there is no cost to participate in this agreement; and

WHEREAS, this agreement will generate \$500,000 in annual savings, based on the volume of existing patients who presently receive prescription medications from Walgreen's Pharmacies #15438, #15443, #16280 and #16287; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #23-058 with Walgreens to add Pharmacy #15438, Pharmacy #15443, Pharmacy #16280, and Pharmacy #16287, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #23-058 with Walgreens to add Pharmacy #15438, Pharmacy #15443, Pharmacy #16280, and Pharmacy #16287, effective upon approval.

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

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



**TO:** Board of Commissioner’s Human Services and Finance Committees

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

**DATE:** January 8, 2024

**SUBJECT:** Authorization to Amend Resolution #23-582 with Nextgen® Healthcare Information Systems, Inc. to Purchase the Medication Inventory Control System (Mics) Solution

For the Meeting Agendas of February 5 and February 7, 2024

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**BACKGROUND**

Ingham County Health Department’s (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #23-582 with NextGen® Healthcare Information Systems, Inc. to include the NextGen® Medication Inventory Control System (MICS) solution, for an annual amount not to exceed \$30,000 plus a one-time implementation fee of \$7,000, effective upon approval. NextGen® MICS is an electronic health record (EHR) barcode reader that streamlines the administration documentation of immunizations and inventory for end users. This solution instantly collects inventory or vaccine data and populates key fields improving clinical workflow, while optimizing patient safety and reducing financial waste.

**ALTERNATIVES**

There are other vendors; however the MICS solution is provided by our current EHR vendor, NextGen, therefore forgoing additional costs associated with interfaces.

**FINANCIAL IMPACT**

The cost for this solution includes an annual amount of \$30,000 plus a one-time implementation fee of \$7,000, and will be covered by 340B revenue.

**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 amending Resolution #23-582 with NextGen® Healthcare Information Systems, Inc. to include the NextGen® Medication Inventory Control System (MICS) solution, for an annual amount of \$30,000 plus a one-time implementation fee of \$7,000, effective upon approval.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #23-582 WITH NEXTGEN® HEALTHCARE INFORMATION SYSTEMS, INC. TO PURCHASE THE MEDICATION INVENTORY CONTROL SYSTEM SOLUTION**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #23-582 with NextGen® Healthcare Information Systems, Inc. to include the NextGen® Medication Inventory Control System (MICS) solution, for an annual amount not to exceed \$30,000 plus a one-time implementation fee of \$7,000, effective upon approval; and

WHEREAS, NextGen® MICS is an electronic health record (EHR) barcode reader that streamlines the administration documentation of immunizations and inventory for end users; and

WHEREAS, this solution instantly collects inventory or vaccine data and populates key fields improving clinical workflow, while optimizing patient safety and reducing financial waste; and

WHEREAS, the cost for this solution includes an annual amount of \$30,000 plus a one-time implementation fee of \$7,000, and will be covered by 340B revenue; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending the agreement with NextGen® Healthcare Information Systems, Inc. authorized by Resolution #23-582 to include the NextGen® Medication Inventory Control System (MICS) solution, for an annual amount of \$30,000, plus a one-time implementation fee of \$7,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with NextGen® Healthcare Information Systems, Inc. authorized by Resolution #23-582 to include the NextGen® Medication Inventory Control System (MICS) solution, for an annual amount of \$30,000 plus a one-time implementation fee of \$7,000.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Jared Cypher, Deputy Controller  
**DATE:** December 29, 2023  
**SUBJECT:** Resolution Authorizing an Elder Services Millage Contract with TCOA  
For the meeting agendas of January 17 and January 22

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**BACKGROUND**

This resolution authorizes a 2024 contract with Tri County Office on Aging (TCOA) to utilize Elder Services Millage funds for millage eligible services, as set forth in the attachment. These services include:

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

**ALTERNATIVES**

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

**FINANCIAL IMPACT**

The contract will not exceed \$2,704,224 from the Elder Services Millage, and sufficient funds are available from the Elder Services Millage.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

WHEREAS, funds from the Elder Services Millage are included in the County's 2023 budget for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$2,704,224 with Tri-County Office on Aging (TCOA) for services provided to Ingham County residents for the period of January 1, 2024 through December 31, 2024.

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

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

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

YEAR 2024  
SERVICES TO BE PROVIDED BY THE CONTRACTOR.

The Contractor shall provide a comprehensive array of services to Ingham County residents aged 60 and older including:

- a) Managing and operating Home Delivered Meals (commonly known as Meals on Wheels) and Congregate (Senior) Dining Sites, providing meals to address food insecurity and meet the nutritional and social needs of the growing population of older adults. Services shall be provided in conformity with state and federal operating standards as outlined in the Older Americans Act.
- b) Providing individuals with In-Home Services and supports depending on the need, designed to provide or enhance their independence and avoid the need for residential/skilled nursing living arrangements. Supports can include personal care (such as assistance with bathing and dressing) homemaking services, grocery shopping assistance, and respite support for persons caring for older adults. Priority will be given to individuals currently on the Tri County Office on Aging's (TCOA's) wait lists and others who may not meet the nursing facility level of care determination but are at risk of health decline or lack of independence without support.
- c) Supplying Chore Services such as snow removal, yard work, and weatherization to enhance safety and enable older adults to remain living in a safe independent environment.
- d) Supporting Healthy Aging and Wellness Activities such as healthy living classes for persons with diabetes and other chronic conditions, caregiver workshops, and other opportunities to engage older adults in the community to promote socialization and prevent isolation, depression, and worsening chronic conditions.
- e) Providing Crisis Services and gap filling supports through financial or other assistance in addressing utility shut offs and safe housing-related expenses (emergency shelter, fumigation, eviction prevention, property tax assistance, etc.) and other immediate needs such as bus passes for low-income seniors in imminent danger of losing independence. Assistance may be available for caregivers to meet one-time, emerging needs in support of the older adult.
- f) Supplying gap-filling support to meet the Non-Covered Medical needs of low-income older adults to prevent serious health crises. Expenses may include prescription medications, dental/oral health care, durable medical equipment (i.e. walkers, shower benches), and hearing aids that are not covered through Medicare or other means. Non-emergency medical transport can be arranged for those awaiting approval for transportation services through Medicaid or Medicare.

- g) Managing and operating Information & Assistance Services to community members with questions about available programs and services, or those who otherwise do not know where to turn. These community members may be seniors, adults with disabilities or the family and friends that support them. The questions or circumstances may be straight forward and result in a simple referral or exchange of information, or they may be more complex, requiring significant time and follow-up. Services may include the support of a Community Resource Navigator who has specific training, knowledge of community resources, and background in working with older adults who have chronic health and emotional needs who are not connected to any other supports and have immediate needs.
- h) Connecting low income and underserved individuals and their families to Legal Services to provide legal protection, advocacy and representation in the areas of elder abuse, public benefits, senior justice and elder rights. Services also include the Long-Term Care Ombudsman who advocates for the health, safety and rights of persons in nursing and other care facilities and may also include the education of local law enforcement and other key organizations and community partners on elder abuse.
- i) Ten percent of the funds received under this agreement shall be used to pay for the staffing, overhead and other associated costs for the additional administration of the millage.

## Agenda Item 12

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

FROM: Deb Fett, CIO

DATE: January 23, 2024

SUBJECT: Core Technology Multibridge/Talon Renewal  
For the agendas of February 6th, February 7th, and February 13th

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### **BACKGROUND**

Ingham County currently uses Multibridge and Talon software from Core Technology in our Sheriff's Office and patrol cars. This software has been in use for many years and provides critical access to LEIN data for our officers.

In order to ensure the system has no downtime or other issues which would hinder law enforcement, IT renews support on the software each year. Our support expired on December 31, 2023 as the renewal was late getting to us.

### **ALTERNATIVES**

None.

### **FINANCIAL IMPACT**

The funding for the \$10,632.00 total will come from the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the invoice for Core Technology to renew support of the Multibridge/Talon software in the amount of \$10,632.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE RENEWAL OF SUPPORT FROM CORE TECHNOLOGY**

WHEREAS, Core Technology is the company that provides support for the MultiBridge and Talon software used by our Sheriff's Office and patrol cars; and

WHEREAS, ongoing support is critical to ensuring that we have no disruption of service to our law enforcement personnel; and

WHEREAS, the current contract expired on December 30, 2023; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize payment of the invoice for the renewal of support from Core Technology in the amount not to exceed \$10,632.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

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



TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: January 17, 2024

SUBJECT: Proposed Resolution Authorizing Purchase Orders for Hot Mix Asphalt (HMA) Mixtures

For the agendas on February 6 and 7

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**BACKGROUND**

The Road Department purchases approximately 50,000 tons of Hot Mix Asphalt annually. Trucking of the Hot Mix Asphalt during paving operations may be provided by the supplier at an hourly rate, if Road Department staff are not available.

Bids for Hot Mix Asphalt and trucking were solicited and evaluated by the Ingham County Purchasing Department for Invitation for Bid #8-24 as shown per the Memorandum of Performance. Materials will be purchased on an as-needed, unit price basis for a period of one-year.

The purpose of this memorandum is to request approval to purchase Hot Mix Asphalt Mixtures (13A, 4EML, 36A) with the option of trucking from Rieth-Riley Construction and Hot Mix Asphalt Mixtures (36A Winter Grade) with the option of trucking from McKearney Asphalt & Sealing Inc.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

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

**OTHER CONSIDERATIONS**

The Hot Mix Asphalt mixtures shall meet or exceed the specifications as detailed in the Invitation for Bid #8-24.

**RECOMMENDATION**

I recommend that the committees approve the attached resolution to authorize purchase orders with Rieth-Riley Construction and McKearney Asphalt & Sealing Inc. for the purchase of hot mix asphalt with optional trucking.

**Agenda Item 13a**

TO: Andrew Dunn, Director of Operations, Ingham County Road Department  
FROM: James Hudgins, Director of Purchasing  
DATE: January 10, 2024  
RE: Memorandum of Performance for IFB No. 8-24 Hot Mix Asphalt (HMA) Mixtures

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing its 2024 seasonal requirement of Hot Mix Asphalt (HMA) mixtures 13A, 36A, 4EML and winter grade to the Ingham County Road Department. Ingham County Road Department. Bids were also requested for furnishing flow boys and quad axle trucks, and related trucking services to the Road Department crews on jobsites.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	55	11
Vendors responding	2	2

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

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

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

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

SUMMARY OF THE VENDORS' COSTS

Vendor: MCKEARNEY ASPHALT						Vendor: REITH-RILEY					
Local Preference: Yes, Lansing MI						Local Preference: Yes, Mason MI					
	Unit of Measure	Est. Quantity	HMA per ton	Total Amount	Plant Location		Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A Top	Ton	30,000 ±	No Bid	N/A	N/A	HMA 13A Top	Ton	30,000 ±	\$ 60.50	\$ 1,815,000.00	Lansing or Mason
4EML	Ton	10,000±	No Bid	N/A	N/A	4EML	Ton	10,000±	\$ 78.00	\$ 780,000.00	Lansing or Mason
HMA 36A	Ton	10,000 ±	No Bid	N/A	N/A	HMA 36A	Ton	10,000 ±	\$ 70.00	\$ 700,000.00	Lansing or Mason
Batch Plant 36A (Winter grade)	Ton	200 ±	\$ 200.00	\$ 40,000.00	Lansing	Batch Plant 36A (Winter grade)	Ton	200 ±	No Bid	N/A	N/A
<b>TOTAL BID PRICE</b>				<b>\$40,000.00</b>		<b>TOTAL BID PRICE</b>				<b>\$3,295,000.00</b>	
Flowboy & Driver Trucking	Rental Rate/Hour		\$225.00		N/A	Flowboy & Driver Trucking	Rental Rate/Hour		\$220.00		6 hour min.
Quad-axle & Driver Trucking	Rental Rate/Hour		\$200.00		N/A	Quad-axle & Driver Trucking	Rental Rate/Hour		\$170.00		6 hour min.
Hours in Advance to rent			24			Hours in Advance to rent			24		

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR  
HOT MIX ASPHALT MIXTURES**

WHEREAS, the Road Department annually purchases approximately 50,000 tons of hot mix asphalt (HMA) for road maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released Invitation for Bid #8-24 and received competitive bid proposals for the purchase of HMA with a trucking option for a period of one (1) year; and

WHEREAS, bids for HMA Mixtures were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute purchase orders with Rieth-Riley Construction for HMA Mixtures 13A, 4EML, 36A and with McKearney Asphalt & Sealing Inc. for HMA Mixture Batch Plant 36A (Winter Grade); and

WHEREAS, the Road Department 2024 budget includes sufficient funds to cover the cost associated with the purchase of Hot Mix Asphalt with optional trucking.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bids and authorizes purchase orders with the following:

Rieth-Riley Construction located at 4150 South Creyts Road, Lansing, Michigan 48917 for HMA Mixtures 13A, 4EML, and 36A

McKearney Asphalt & Sealing Inc. located at 16501 South US 27 Hwy, Lansing, Michigan 48906 for HMA Mixture Batch Plant 36A (Winter Grade)

on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Invitation for Bid #8-24.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Rieth Riley Construction and McKearney Asphalt & Sealing Inc. to purchase these above-named materials as needed and budgeted, on behalf of the Road Department.

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

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: January 17, 2024

SUBJECT: Proposed Resolution Authorizing Purchase Orders for Emulsified Asphalts

For the agendas on February 6 and 7

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**BACKGROUND**

The purpose of this correspondence is to support the attached resolution to purchase Emulsified Asphalts. The Road Department annually purchases these emulsified asphalts for various road maintenance operations. The following are estimated quantities of the emulsified asphalts:

- AE-90 for spray-patching cracks and potholes. +/- 10,000 gallons
- Fog Seal for chip seal operations. +/- 10,000 gallons
- Low Tracking bond coat for asphalt pavement tac +/- 10,000 gallons
- CRS-2M for chip seal operations +/- 400,000 gallons
- CM-300 for on-site manufacturing of cold patch. +/- 15,000 gallons
- Pug Mill – for on-site manufacturing of cold patch

Bids were sought from experienced and qualified vendors for the purpose of supplying emulsified asphalts to the Road Department for a period of one (1) year via Invitation for Bid #9-24. The bids were received and evaluated by the Purchasing Department as detailed in the attached Memo of Performance. The Purchasing Department and Road Department are in concurrence to accept the bids purchase emulsified asphalts from the following:

Asphalt Materials Inc. for AE-90, CM-300, and Pug Mill Services.

Michigan Paving and Materials for Low Track Bond Coat and AE-90

Bit-Mat Products of Michigan for Low Track Bond Coat, CRS-2M, AE-90, and Fog Seal

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The Road Department budget includes sufficient funds to cover the cost associated with the purchase of Emulsified Asphalts.

**OTHER CONSIDERATIONS**

The Emulsified Asphalts shall meet or exceed the specifications as detailed in the Invitation for Bid #9-24.

**RECOMMENDATION**

I recommend that the Committees approve the attached resolution to authorize purchase orders with Bit-Mat Products of Michigan, Michigan Paving and Materials, and Asphalt Materials, Inc.

**Agenda Item 13b**

TO: Andrew Dunn, Director of Operations, Ingham County Road Department  
FROM: James Hudgins, Director of Purchasing  
DATE: January 10, 2024  
RE: Memorandum of Performance for IFB No. 9-24 Emulsified Asphalts

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing its 2024 seasonal requirements of emulsified asphalts to the Ingham County Road Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	28	7
Vendors responding	3	0

A summary of the vendors' costs is located on following pages.

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

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

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

SUMMARY OF THE VENDORS' COSTS

Vendor Name:		Local Preference				
Bit-Mat Products		No, Ashley IN				
Emulsified Asphalt Designation	Plant <u>Pickup</u> or <u>Delivery</u> to Job Site, <b>F.O.B.</b>	Detention Rates for Unloading	Price per Gallon	Approx. # of Gallons	Approx. Total Cost	Plant or Refinery Location:
<b>Low-Tracking Bond Coat</b>	F.O.B. Plant Pickup	N/A	\$ 2.35	10,000 (+ or -) Gallons	\$ 23,500.00	Bay City MI
<b>CRS-2M</b>	F.O.B. Delivery to Job Site	<b>3 Hrs. free \$135</b>	\$ 2.19	400,000 (+ or -) Gallons	\$ 876,000.00	Bay City MI
<b>AE-90 (or qualified equivalent)</b>	F.O.B. Plant Pickup	N/A	\$ 2.20	10,000 (+ or -) Gallons	\$ 22,000.00	Bay City MI
<b>Fog Seal</b>	F.O.B. Delivery to Job Site	<b>3 Hrs. free \$135</b>	\$ 1.75	10,000 (+ or -) Gallons	\$ 17,500.00	Bay City MI
<b>CM-300 (or qualified equivalent)</b>	F.O.B. Delivery to Metro Garage	N/A	<b>No Bid</b>	15,000 (+ or -) Gallons	N/A	N/A
Furnish Pug Mill Services for the Production of Cold Patch at the Ingham County Road Department Metro Garage						
*Pug Mill Mobilization Cost \$		No Bid				
*Cold Patch Production Cost: \$ _____ per ton		No Bid				
*Freight Cost: \$ _____		No Bid				

Vendor Name:		Local Preference				
Michigan Paving & Materials Co. Inc.		No, Alma MI				
Emulsified Asphalt Designation	Plant <u>Pickup</u> or <u>Delivery</u> to Job Site, F.O.B.	Detention Rates for Unloading	Price per Gallon	Approx. # of Gallons	Approx. Total Cost	Plant or Refinery Location:
Low-Tracking Bond Coat	F.O.B. Plant Pickup	N/A	\$2.96	10,000 (+ or -) Gallons	\$29,600.00	Alma MI
CRS-2M	F.O.B. Delivery to Job Site	\$110/Hr.	\$2.48	400,000 (+ or -) Gallons	\$992,000.00	Alma & Monroe MI
AE-90 (or qualified equivalent)	F.O.B. Plant Pickup	N/A	\$2.41	10,000 (+ or -) Gallons	\$24,100.00	Alma MI
Fog Seal	F.O.B. Delivery to Job Site	\$110/Hr.	\$1.98	10,000 (+ or -) Gallons	\$19,800.00	Alma MI
CM-300 (or qualified equivalent)	F.O.B. Delivery to Metro Garage	N/A	No Bid	15,000 (+ or -) Gallons	N/A	N/A
Furnish Pug Mill Services for the Production of Cold Patch at the Ingham County Road Department Metro Garage						
*Pug Mill Mobilization Cost \$		No Bid				
*Cold Patch Production Cost: \$_____ per ton		No Bid				
*Freight Cost: \$_____		No Bid				



Vendor Name:		Local Preference				
Asphalt Materials Inc.		No, Oregon OH				
Emulsified Asphalt Designation	Plant <u>Pickup</u> or <u>Delivery</u> to Job Site, <b>F.O.B.</b>	Detention Rates for Unloading	Price per Gallon	Approx. # of Gallons	Approx. Total Cost	Plant or Refinery Location:
<b>Low-Tracking Bond Coat</b>	F.O.B. Plant Pickup	N/A	\$ <b>3.50</b>	10,000 (+ or -) Gallons	\$ <b>35,000.00</b>	Oregon OH
<b>CRS-2M</b>	F.O.B. Delivery to Job Site	<b>\$150/Hr.</b>	\$ <b>2.70</b>	400,000 (+ or -) Gallons	\$ <b>1,080,000.00</b>	Oregon OH
<b>AE-90 (or qualified equivalent)</b>	F.O.B. Plant Pickup	N/A	\$ <b>2.30</b>	10,000 (+ or -) Gallons	\$ <b>23,000.00</b>	Oregon OH
<b>Fog Seal</b>	F.O.B. Delivery to Job Site	<b>\$150/Hr.</b>	\$ <b>1.70</b>	10,000 (+ or -) Gallons	\$ <b>17,000.00</b>	Oregon OH
<b>CM-300 (or qualified equivalent)</b>	F.O.B. Delivery to Metro Garage	N/A	\$ <b>4.10</b>	15,000 (+ or -) Gallons	\$ <b>61,500.00</b>	Oregon OH
Furnish Pug Mill Services for the Production of Cold Patch at the Ingham County Road Department Metro Garage						
*Pug Mill Mobilization Cost \$		\$	1,750.00			
*Cold Patch Production Cost: \$_____ per ton		\$	3.00			
*Freight Cost: \$_____		\$0.20 per gallon				

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR  
EMULSIFIED ASPHALTS**

WHEREAS, the Road Department annually purchases approximately 445,000 gallons of emulsified asphalt for road maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released Invitation for Bid #9-24 and received competitive bid proposals for the purchase of Emulsified Asphalts for a period of one (1) year; and

WHEREAS, bids for emulsified asphalts were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to accept bids from all three vendors; and

WHEREAS, the Road Department recommends a purchase order with Asphalt Materials, Inc. for AE-90, CM-300, and Pug Mill Services; and

WHEREAS, the Road Department recommends a purchase order with Michigan Paving and Materials for Low Track Bond Coat and AE-90; and

WHEREAS, the Road Department recommends a purchase order with Bit-Mat Products of Michigan for Low Track Bond Coat, CRS-2M, AE-90, and Fog Seal; and

WHEREAS, the Road Department 2024 budget includes sufficient funds to purchase the emulsified asphalts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes the purchase of emulsified asphalts from the following:

Asphalt Materials, Inc located at 8720 Robbins Road, Indianapolis, Indiana 46268 for AE-90, CM-300, and Pug Mill Services

Michigan Paving and Materials located at 1950 Williams Street, Alma, Michigan 48801 for Low Track Bond Coat and AE-90

Bit-Mat Products of Michigan located at PO box 428, Ashley, Indiana 46705 for Low Track Bond Coat, CRS-2M, AE-90, and Fog Seal

on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Invitation for Bid #9-24.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Asphalt Materials, Inc, Michigan Paving and Materials, and Bit-Mat Products of Michigan to purchase Emulsified Asphalt as needed and budgeted, on behalf of the Road Department.

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

**TO:** Board of Commissioners County Services and Finance Committees

**FROM:** Gregg Todd, Controller

**DATE:** January 22, 2024

**SUBJECT: RESOLUTION TO APPROVE FUNDING FOR BROADBAND STATE MAPPING  
CHALLENGE CITIZEN OUTREACH**

For the meeting agendas of February 6 & 7

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**BACKGROUND**

The State of Michigan will be allocating its \$1.6 billion Broadband Equity Access and Deployment Program (BEAD) funding through a competitive grant program in the summer of 2024. In order to be eligible for funding, a location (either a residence, business or Community Anchor Institution) must be either unserved or underserved (less than 100/20 Mbps) by broadband. To determine whether or not a location is served, unserved or underserved, the State will be publishing broadband location maps by early February.

Once these maps are published, there will be a 30-day window to “challenge” whether or not a location has broadband. In order to maximize our residents’ ability to challenge the maps, we have worked with Merit Network on postcard mailers that provide a QR code to register their location and to automate broadband speed tests, which will help determine if a location is underserved.

We are requesting \$7,500 from the Contingency Fund for broadband specific outreach materials (post cards, mailers, fliers, etc.) and distribution costs.

**ALTERNATIVES**

Take no action on community outreach.

**FINANCIAL IMPACT**

\$7,500 funding is available in the 2024 Contingency Fund.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE FUNDING FOR  
BROADBAND STATE MAPPING CHALLENGE CITIZEN OUTREACH**

WHEREAS, the Michigan High-Speed Internet Office (MIHI) is responsible for the distribution of \$1.6 billion in federal Broadband Equity Access and Deployment (BEAD) Program funding; and

WHEREAS, the BEAD Program grant application process will open in the summer of 2024; and

WHEREAS, BEAD funding will only be available to unserved and underserved (less than 100/20 Mbps) locations as determined by State broadband availability maps; and

WHEREAS, the accuracy of these maps can be challenged through a formal 30-day challenge process; and

WHEREAS, in order to maximize citizen participation in the challenge process, Merit Network has developed outreach materials and developed a website to log challenges and perform speed tests; and

WHEREAS, a not to exceed amount of \$7,500 is requested from the 2024 Contingency Fund for outreach materials and distribution costs.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves an expenditure not to exceed \$7,500 from the 2024 Contingency Fund for broadband outreach materials and distribution costs.

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.