

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 21, 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 [February 7, 2024](#) Minutes
Additions to the Agenda
Limited Public Comment

1. Treasurer's Office – Resolution to Expend [Brownfield Tax Increment Proceeds](#) for Eligible Expenses on 400 Block of North Martin Luther King Jr Boulevard
2. Sheriff's Office – Resolution to Authorize the Use of Unspent Funds to Complete the 2022 Sheriff's Office [Fleet Purchase](#) Order
3. Circuit Court
 - a. Resolution to Authorize an Amendment to [Tyler Technology](#)'s Jury Management Contract
 - b. Resolution to Authorize a Statement of Work with Equivant and the State Court Administrative Office to Provide for Conversion of Data from CourtView to [WebTCS](#)
4. 9-1-1 Dispatch Center – Resolution to Authorize Purchase of Equipment and Services to Record the [Disaster Recovery Phones](#) for the 9-1-1 Center
5. Health Department
 - a. Resolution to Authorize an Agreement with [Graphic Sciences, Inc.](#) for the Transport, Storage, and Retrieval of Health Department Files
 - b. Resolution to Authorize an Agreement with [Michigan Public Health Institute](#) for Provision of the MIPathways Data Management System
 - c. Resolution to Authorize Agreements with [Barry-Eaton District](#) Health Department and Mid-Michigan District Health Department for the Region 7 Perinatal Quality Collaborative
 - d. Resolution to Authorize an Agreement with [Sparrow Hospital](#) for the Region 7 Perinatal Quality Collaborative
 - e. Resolution to Authorize an Agreement with [Michigan Public Health Institute](#) Center for Healthy Communities for the Region 7 Perinatal Quality Collaborative

- f. Resolution to Authorize the Acceptance of a [Wellbeing Grant](#) from the Michigan Association for Local Public Health
 - g. Resolution to Authorize the Creation of a .50 FTE Region 7 Perinatal Quality [Collaborative Project Specialist](#)
6. Innovation & Technology Department
- a. Resolution to Authorize a Security Assessment from [Dewpoint](#)
 - b. Resolution to Approve Retainer Hours for Support Provided by [Sentinel Technologies](#)
7. Facilities Department
- a. Resolution to Authorize a Purchase Order to [W.W. Grainger Inc.](#), for the Metal Detector at the Ingham County Family Center
 - b. Resolution to Authorize a Special Part-Time [Administrative Assistant](#) Position for the Ingham County Facilities Department
 - c. Resolution to Authorize an Amendment to the Current Agreement with [Teachout Security](#) for Unarmed Security Services at New Hope
8. Road Department
- a. Resolution to Authorize Agreements with Bunkerhill, Meridian, Stockbridge and White Oak Townships for the 2024 [Local Road Program](#)
 - b. Resolution to Authorize a Purchase Order for [Trimble Business Center](#) Software
 - c. Resolution to Authorize Purchase Orders for Roto Milling and [Pulverizing Services](#)
 - d. Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation for a Federally Funded Project on [Holt Road](#) from US-127 to Okemos Road
9. Controller/Administrator Office – Resolution to Amend Economic Development Service Contract with [Lansing Economic Area Partnership](#)

Announcements
Public Comment
Adjournment

PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

FINANCE COMMITTEE
February 7, 2024
Draft Minutes

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

Members Absent: Polsdofer.

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

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

Approval of the January 17, 2024 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, THE MINUTES OF THE JANUARY 17, 2024 FINANCE COMMITTEE MEETING WERE APPROVED AS PROVIDED. Absent: Commissioner Polsdofer.

Additions to the Agenda

Substitute

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

Limited Public Comment

None.

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

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

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. 55th 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 Marijuana 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
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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Polsdofer.

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

1. Treasurer’s Office
- f. 4th Quarter Investment Report

Treasurer Fox stated they had just concluded the Semi-Annual meeting of Michigan Association of County Treasurers where they discussed with those present how they believed things were going and the consensus was that interest rates would go somewhere, either down or could remain stable, but they were not going up. Treasurer Fox further provided an overview regarding the 4th Quarter Investment Report that was included in the Agenda packet.

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)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. MORGAN, TO REMOVE THE RESOLUTION FROM THE TABLE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Polsdofer.

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

Commissioner Maiville stated that, after looking through the minutes from the Human Services Committee meeting, he believed the item was discussed very well and he would support this resolution.

Chairperson Grebner stated that this was an okay approach to this and typically, they would have approved the resolution in the Finance Committee Meeting contingent on the Liaison Committee approving it if they were delayed due to a holiday. Chairperson Grebner stated they were agnostic on the matter.

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

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:06 p.m.

FEBRUARY 21, 2024 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. **Treasurer's Office** – *Resolution to Expend Brownfield Tax Increment Proceeds for Eligible Expenses on 400 Block of North Martin Luther King Jr Boulevard*

This resolution authorizes the expenditure of \$182,657 in tax increment proceeds for eligible expenses relating to the Land Bank's development of lots on the 400 Block of North Martin Luther King JR Boulevard.

See memo for details.

2. **Sheriff's Office** – *Resolution to Authorize the Use of Unspent Funds to Complete the 2022 Sheriff's Office Fleet Purchase Order*

This resolution authorizes the use of unspent General Fund dollars to pay the additional cost of Ford vehicles that were ordered in 2022 but not built/delivered due to supply chain issues. Ford can now fill the orders, but with 2024 vehicles at an increased cost of \$74,032 over the original cost of \$285,821 (\$359,853).

See memo for details.

- 3a. **Circuit Court** – *Resolution to Authorize an Amendment to Tyler Technology's Jury Management Contract*

This resolution authorizes an amendment to the jury management contract with Tyler Technology's to add a payment management program, which will eliminate the need for Jury Administration to send out checks for jury duty. Prepaid cards will be used instead through Tyler's Payment Management Program. Estimated cost of \$5,000 annually is available in the Jury Administration budget.

See memo for details.

- 3b. **Circuit Court** – *Resolution to Authorize a Statement of Work with Equivant and the State Court Administrative Office to Provide for Conversion of Data from CourtView to WebTCS*

This resolution authorizes an agreement with Equivant for data conversion from CourtView to WebTCS, the State of Michigan's new court case management system. The conversion, which is estimated to cost around \$80,000, is entirely reimbursable by the State.

See memo for details.

4. **9-1-1 Dispatch Center** – *Resolution to Authorize Purchase of Equipment and Services to Record the Disaster Recovery Phones for the 9-1-1 Center*

This resolution authorizes the purchase of equipment and services from INdigital and WSI to record the disaster recovery phone lines for the 9-1-1 Center.

Funding for the not to exceed \$18,000 expense is available in the 9-1-1 Emergency Telephone fund.

See memo for details.

5a. Health Department - Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files

This resolution authorizes a renewal of the agreement with Graphic Sciences, Inc. for the transport, storage, and retrieval of ICHD files effective January 27, 2024 through January 26, 2025 in an amount not to exceed \$49,000. All costs associated with this agreement are included in the 2024 budget.

5b. Health Department - Resolution to Authorize an Agreement with Michigan Public Health Institute for Provision of the MIPathways Data Management System

This resolution authorizes an agreement with Michigan Public Health Institute (MPHI) for the non-exclusive access and use of the internet based MIPathways Data Management System, effective January 1, 2024 through December 31, 2025 in an amount not to exceed \$6,000. These costs will be supported by the Family Outreach Services and the Pathways to Care budgets, each providing \$3,000 to pay for the costs associated with the MIPathways Data Management System.

5c. Health Department - Resolution to Authorize Agreements with Barry-Eaton District Health Department and Mid-Michigan District Health Department for the Region 7 Perinatal Quality Collaborative

This resolution authorizes agreements with Barry-Eaton District Health Department (BEDHD) and Mid-Michigan District Health Department (MMDHD) in amounts not to exceed \$8,000 for BEDHD, and \$8,000 for MMDHD to enable both counties to participate, attend, and travel for the Region 7 Perinatal Quality Collaborative, effective October 1, 2023 through September 30, 2024. All costs associated with this agreement are included in the 2024 budget.

5d. Health Department - Resolution to Authorize an Agreement with Sparrow Hospital for the Region 7 Perinatal Quality Collaborative

This resolution authorizes an agreement with Sparrow Hospital to enable Sparrow to provide a series of five Collaborative Labor Support Classes to Obstetric Nurses, Doulas, and birth workers, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$20,000. All costs associated with this agreement are included in the 2024 budget.

5e. Health Department - Resolution to Authorize an Agreement with Michigan Public Health Institute Center for Healthy Communities for the Region 7 Perinatal Quality Collaborative

This resolution authorizes an agreement with MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative and to conduct a Birth Equity Analysis in an amount not to exceed \$115,604, effective October 1, 2023 through September 30, 2024. Costs associated with this agreement will be covered by grant funding.

5f. Health Department - Resolution to Authorize the Acceptance of a Wellbeing Grant from the Michigan Association for Local Public Health

This resolution accepts a Local Health Department Staff Wellbeing grant from the Michigan Association for Local Public Health (MALPH), effective January 19, 2024 through September 30, 2024 in an amount totaling \$5,000. The purpose of this agreement is to specify the responsibilities of both MALPH and ICHD, related to the implementation of the Wellbeing Mini-Grant Program.

5g. Health Department - Resolution to Authorize the Creation of a .50 FTE Region 7 Perinatal Quality Collaborative Project Specialist

This resolution adds a permanent .50 FTE Region 7 Perinatal Quality Collaborative Program Specialist position, an ICEA County Pro Grade 5/Step 5 (2024 salary range of \$25,650.36 to \$30,801.32), for a total cost of \$56,843. The Region 7 Perinatal Quality Collaborative Program Specialist position is essential to ICHD's Maternal and Child Health (MCH) Division operations and ensures that the Region 7 Perinatal Quality Collaborative is successful and sustainable.

6a. Innovation and Technology Department – Resolution to Authorize a Security Assessment from Dewpoint

This resolution authorizes an agreement with Dewpoint for a full security assessment of Ingham County IT assets. Funding for the not to exceed cost of \$14,500 will be paid through the FY 2022 Homeland Security Grant Program.

See memo for details.

6b. Innovation and Technology Department – Resolution to Approve Retainer Hours for Support Provided by Sentinel Technologies

This resolution approves retainer support hours with Sentinel Technologies for continued support involving the County's telephone system, network, and backup system. Funding for the \$20,000 retainer expense is available in the IT Department's Network Consulting Fund.

See memo for details.

7a. Facilities Department – Resolution to Authorize a Purchase Order to W.W. Grainger Inc., for the Metal Detector at the Ingham County Family Center

This authorizes a PO with W.W. Grainger Inc. for an ADA compliant metal detector at the Ingham Family Center. The funding for \$5,025.27 purchase is available in the Juvenile Justice Millage.

See memo for details.

7b. Facilities Department – Resolution to Authorize a Special Part-Time Administrative Assistant Position for the Ingham County Facilities Department

This resolution authorizes the creation of a part-time Administrative Assistant position for the Facilities Department. This position, which would be UAW G salary grade, will help maintain the timeliness of requests and duties in the Facilities Department. Funding is available in the Facilities Department wages, and is approved by both the union and HR.

See memo for details.

7c. Facilities Department – Resolution to Authorize an Amendment to the Current Agreement with Teachout Security for Unarmed Security Services at New Hope

This resolution approves an amendment to the agreement with Teachout Security to provide unarmed security at New Hope. This is response to a request from the Health Department to provide additional security for staff and clients at the New Hope clinic. Funding is available in the Facilities Department contractual line item.

See memo for details.

8a. Road Department – Resolution to Authorize Agreements with Bunkerhill, Meridian, Stockbridge, and White Oak Townships for the 2024 Local Road Program

This resolution authorizes the 2024 Local Road Program agreements with Bunkerhill, Meridian, Stockbridge, and White Oak Townships. The Road Department will perform the improvements for all of the townships except Meridian and only charge for materials and vendor expenses for the projects performed by Road Department staff and will pay 50% of the project costs up to the capped allocation for each township.

Funding for the 50% capped match of \$482,600 is available in the 2024 Road Fund budget.

See memo for details.

8b. Road Department – Resolution to Authorize a Purchase Order for Trimble Business Center Software

This resolution authorizes the purchase of Trimble Business Center Software, which can efficiently communicate between the surveying equipment and design software for road and bridge plans, which the current software cannot do.

Funding for the \$9,288 purchase is available in the 2024 Road Department budget.

See memo for details.

8c. Road Department – Resolution to Authorize Purchase Orders for Roto Milling and Pulverizing Services

This resolution authorizes purchase orders for roto milling and pulverizing services on an as-needed basis with McKearney Asphalt & Sealing Inc., and Extreme Milling & Pulverizing LLC per their costs submitted on a current request for proposals.

Funding is available in the 2024 Road Department budget.

See memo for details.

8d. Road Department – Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation for a Federally Funded Project on Holt Road from US-127 to Okemos Road

This resolution authorizes a second party agreement with MDOT for the reconstruction of Holt Road from US-127 to Okemos Road. The Road Department received STP funding, which pays 80% of actual costs with a 20% funding match from the Road Department. The funding breakdown, with a 20% contingency, is as follows:

2024-2025 STP Funds with 20% Contingency:	\$2,136,000
Road Department Match with 20% Contingency:	<u>\$ 534,000</u>
Total Estimated Project Cost (+20%):	\$2,670,000

The Road Department amount is available in the 2024 Road Fund budget.

See memo for details.

9. **Controller's Office** – *Resolution to Amend Economic Development Service Contract with Lansing Economic Area Partnership*

This resolution amends our current contract with LEAP for 2024 at the current rate of \$105,000.

See memo for details.

Agenda Item 1

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Treasurer

DATE: January 26, 2024

SUBJECT: RESOLUTION TO EXPEND BROWNFIELD TAX INCREMENT PROCEEDS FOR ELIGIBLE EXPENSES ON 400 BLOCK OF N MARTIN LUTHER KING JR BOULEVARD
For the meeting agendas of February 20 and 21

BACKGROUND

In 2007, the Board of Commissioners approved a Brownfield Plan for the Redevelopment of Ingham County Land Bank properties. The Plan was amended in 2008 and now includes parcels throughout Ingham County. A bond was issued to fund initial redevelopment work and the plan has generated additional revenue through tax increment financing. The plan calls for expenditure of tax increment funds beyond what is needed to make bond payments on eligible expenses on parcels in the Brownfield.

The countywide Brownfield Plan, commonly called the 242 Fund, has a balance of over \$700,000. Annual bond payments of about \$160,000 must be made through 2027. Annual tax increment revenue now exceeds 350,000. The plan will end after the bond payments are completed.

The Treasurer and the Land Bank have identified eligible expenses on parcels within the Brownfield. One eligible project is the Land Bank's construction of four row houses on the 400 block of North Martin Luther King Jr Boulevard in Lansing. This project has also received support from the County in the form of a Housing Trust Fund allocation and from the State of Michigan in the form of Revitalization and Placemaking funds from a grant to the City of Lansing. Because the property includes area in the Brownfield eligible expenses incurred by the Land Bank for site preparation and other purposes may be reimbursed from the Fund 242 balance. The county's Brownfields are administered by the Ingham County Brownfield Redevelopment Authority (ICBRA) with staff support from Lansing Area Economic Partnership (LEAP). The ICBRA has reviewed the proposal and recommends expenditure of up to \$182,657 on eligible expenses authorized by the Plan.

ALTERNATIVES

If funding does not come from this source either other unknown sources of funding will have to be identified or the costs of the units to potential buyers will have to be increased.

FINANCIAL IMPACT

The \$182,657 must be expended on eligible activities on eligible parcels. The funds are in hand and do not impact other services.

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 EXPEND BROWNFIELD TAX INCREMENT PROCEEDS FOR ELIGIBLE EXPENSES ON 400 BLOCK OF NORTH MARTIN LUTHER KING JR BOULEVARD

WHEREAS, on November 13, 2001, pursuant to the Brownfield Redevelopment Financing Act, PA 381 of 1996, as amended (“the Act”), the Ingham County Board of Commissioners adopted Resolution #01-328 creating the Ingham County Brownfield Redevelopment Authority (the “ICBRA”), in order to promote the redevelopment of environmentally distressed, functionally obsolete, and/or blighted areas of the County; and

WHEREAS, the Board of Commissioners approved the Brownfield Plan for Redevelopment of Ingham County Land Bank Fast Track Authority Properties on June 26, 2007 (Resolution #07-183) and further amended the Plan on February 12, 2008 (Resolution #08-022) and on October 28, 2008 (Resolution #08-292) in order to restore environmental and economic viability of those properties pursuant to the Act; and

WHEREAS, the plan called for the use of both bond proceeds and funds received through tax increment financing to revitalize parcels within the Brownfield Plan and to restore those properties to the tax roll; and

WHEREAS, redevelopment of the eligible properties within the Plan will increase tax increment revenues to repay the Bonds and improve the County’s environmental and economic viability; and

WHEREAS, the Ingham County Land Bank and ICBRA are engaged in the development of the 400 Block of North Martin Luther King Jr Boulevard, parcel numbers: 33-01-01-17-231-011; 33-01-01-17-231-021; 33-01-01-17-231-031; 33-01-01-17-231-041, currently owned by the Ingham County Land Bank; and

WHEREAS; the site includes eligible property in the Brownfield Plan; and

WHEREAS, the ICBRA recommends expending up to \$182,657, on eligible expenses and activities authorized in the Plan on the 400 Block of North Martin Luther King Jr Boulevard site to enable eligible activities in accordance with City of Lansing planned zoning; and

WHEREAS, the fund used to make payments for bond and eligible activity expenses has sufficient funds to meet obligations including these eligible expenses and activities and is projected to earn more annually in tax increment receipts than it will expend on bond payments.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Ingham authorizes expenditure in the amount of \$182,657 for eligible activities and authorizes the Chair of the Board of Commissioners to execute a Reimbursement Agreement between ICBRA and the Ingham County Land Bank.

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

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

Agenda Item 2

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

FROM: Undersheriff Andrew R. Bouck, Ingham County Sheriff's Office

DATE: February 5, 2024

SUBJECT: Resolution to authorize the use of Unspent Funds to complete the 2022 ICSO Fleet Purchase Order

For the meeting agendas of *February 15, 2024* and *February 21, 2024*

BACKGROUND

This resolution is for the approval to authorize a supplemental funding expenditure from unused General Funds in order to fulfill the Sheriff's Office 2022 fleet vehicle Purchase Order (PO) with Ford Motor Company. Annually, ICSO completes a PO for new vehicles to replace a portion of the fleet on rotating replacement schedule. In 2022, the Sheriff's Office was approved for and submitted a PO for six new vehicles from the General Funding and two vehicles from the Z-List Funding sources.

However, due to supply chain disruptions and global microchip shortages, Ford was unable to fulfill Government orders for model year (MY) 2022 in 2022 or 2023, ultimately converting the orders to be fulfilled with current MY vehicles. Additionally, Ford is unable to honor the original 2022 PO pricing, citing increased raw material costs and inflation, leading to a price increase above the originally submitted PO. Ford is now able to fulfill the 2022 PO with current MY vehicles but will only deliver upon agreement to pay the revised pricing for the vehicles.

ALTERNATIVES

In the event the price increase is not paid, the vehicles from the PO will not be delivered and the PO will remain unfulfilled. The Ingham County Purchasing Office confirmed Ford is able to increase the costs under the circumstances.

FINANCIAL IMPACT

The increased costs for the 2022 PO total an additional \$74,032 above the original PO.

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 maintaining a reliable, robust fleet enables deputies to safely patrol and respond to emergent, potentially life-threatening calls for service for a safer community; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as new vehicles reduce county liability from aging equipment failure in high risk responses and reduces fleet maintenance expenses under warranty covered repairs.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the General Fund balance to fulfill the 2022 ICSO Vehicle PO.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE USE OF UNSPENT FUNDS TO COMPLETE THE
2022 SHERIFF'S OFFICE FLEET PURCHASE ORDER**

WHEREAS, Ingham County Sheriff's Office (ICSO) was approved for and placed a Purchase Order (PO) to purchase eight new fleet vehicles in 2022 for a total expenditure of \$285,821 as part of its rotating fleet replacement schedule; and

WHEREAS, Ford Motor Company was unable to fulfill the PO in 2022 or 2023 due to pandemic related supply chain and global microchip shortages; and

WHEREAS, Ford Motor Company is now able to fulfill the 2022 PO with the current model year vehicles at an increased cost per vehicle, citing impacts from raw material expenses and inflation; and

WHEREAS, the additional costs for the 2022 ICSO Fleet PO total an additional \$74,032 of expense; and

WHEREAS, Ingham County Sheriff's Office recommends the Board of Commissioners authorize utilizing unspent funds from Ingham County's General Fund balance for a total PO amount of \$359,853 for the 2022 ICSO Fleet order.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes using unspent funds from Ingham County's General Fund balance to cover the total PO amount of \$359,853 for the 2022 ICSO Fleet order.

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.

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Circuit Court / Jury Administrator
DATE: February 2, 2024
SUBJECT: **Amendment to Agreement with Tyler Technologies to add Payment Management Program**
For the meeting agendas: Law and Courts Committee, February 15, 2024; and, Finance Committee, February 21, 2024

BACKGROUND

As authorized by MCL 600.1300, the Ingham County Jury Administration provides jury management services for the 30th Circuit Court, covering locations in Lansing and Mason, as well as for the Ingham County Probate Court, the 54A District Court within the City of Lansing, the 54B District Court within the City of East Lansing, and the 55th District Court in Mason.

Ingham County Jury Administration continues to utilize jury management software through a service contract with Tyler Technologies, formerly Courthouse Technologies. This software allows Jury Administration to upload pertinent juror information from the Secretary of State, send out jury questionnaires, and tag jurors for jury service. Additionally, with the juror software from Tyler Technologies, the Administration can swiftly scan a juror's summons during the check-in process.

Once a juror is instructed to report or serves on a jury, they are compensated according to a fee schedule ranging from \$15.00 to \$45.00. Presently, after a juror completes their jury duty, Jury Administration calculates the amount to be paid to each juror, then prints and physically mails a check. If a juror serves multiple weeks, separate checks are mailed for each week. On average, Jury Administration issues between 4,000 and 5,000 checks annually.

Tyler Technologies, through the Jury Software, is offering a new Payment Management Program to streamline the process of compensating recipients via an electronic funds transfer process utilizing prepaid cards and other digital solutions. This turnkey solution of paying jurors through an electronic funds transfer process, thus eliminating paper checks, will be made available should the current agreement with Tyler Technologies be amended. This will enable Jury Administration to quickly scan the juror's summons, followed by scanning a sleeve containing a debit card, thus linking the card to the juror's information. Instead of physically mailing checks, jurors will receive automatic payment through this new process. This approach will lead to cost savings and the conservation of valuable resources for Jury Administration, while providing jurors with immediate and convenient access to their funds.

ALTERNATIVES

Should the resolution not be approved, Jury Administration will continue to issue physical checks.

FINANCIAL IMPACT

The transition to using debit cards for disbursements will result in significant cost savings for Ingham County. The cost to load each individual debit card is \$0.67, while the current cost of US Postage is \$0.68. This switch eliminates the need to print checks, manage envelope stuffing, and handle the escheatment of funds. As a result, the overall administration costs related to disbursements will be substantially reduced.

STRATEGIC PLANNING IMPACT

Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

The Payment Management Program has been vetted and approved by the appointed Ingham County Jury Board, the Chief Judge of the Circuit Court, and Treasurer Alan Fox.

RECOMMENDATION

Jury Administration would recommend authorizing the recommended amendments to the Tyler Jury Management Software agreement.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO TYLER TECHNOLOGY'S
JURY MANAGEMENT CONTRACT**

WHEREAS, as authorized by MCL 600.1300, Ingham County Jury Administration provides jury management services for the 30th Circuit Court, covering locations in Lansing and Mason, as well as for the Ingham County Probate Court, the 54A District Court within the City of Lansing, the 54B District Court within the City of East Lansing, and the 55th District Court in Mason; and

WHEREAS, Ingham County Jury Administration continues to utilize jury management software through a service contract with Tyler Technologies, formerly Courthouse Technologies; and

WHEREAS, once a juror is instructed to report or serves on a jury, they are compensated according to a fee schedule ranging from \$15.00 to \$45.00; and

WHEREAS, presently, after a juror completes their jury duty, Jury Administration calculates the amount to be paid to each juror, then prints and physically mails a check; and

WHEREAS, Tyler Technologies, through the Jury Software, is offering a new Payment Management Program to streamline the process of compensating jurors via an electronic funds transfer process utilizing prepaid cards and other digital solutions; and

WHEREAS, instead of physically mailing checks, jurors will receive automatic payment through this new process; and

WHEREAS, the Payment Management Program will lead to cost savings and the conservation of valuable resources for the Jury Administration, while providing jurors with immediate and convenient access to their funds; and

WHEREAS, Jury Administration recommends authorizing an amendment to the Tyler Technologies agreement dated March 29, 2016 to include the Payment Management Program; and

WHEREAS, funds to support the Payment Management Program are within the existing 2024 Jury Administration budget (Ord Code: 10115500).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amendment to the Tyler Technology agreement dated March 29, 2016 to include the Payment Management Program at an additional cost not to exceed \$5,000, effective until May 31, 2027.

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.

BE IT FURTHER RESOLVED, that the Budget Director is authorized to transfer \$5,000 from the Jury Administration Postage line-item (1011500 – 729000) to the Jury Administration Contractual Services (1011500 – 818000) line-item.

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Circuit Court
Krissy Brokenshire, Circuit and Probate Courts / Project Manager
DATE: February 6, 2024
SUBJECT: Memo and Resolution Requesting Authorization to Enter Into an Agreement with Equivant for Data Migration
For the meeting agendas: Law and Courts Committee, February 15, 2024; and, Finance Committee, February 21, 2024

BACKGROUND

The State of Michigan is moving to have all courts on the same case management system and is offering the web-based WebTCS system to all Michigan courts free-of-charge. The State is reimbursing the costs of data migration/conversion. This system is currently being utilized by the 54A District Court in Lansing, the 54B District Court in East Lansing, and the 55th District Court in Mason.

The 30th Circuit and Probate Courts are currently using CourtView, an Equivant product, for all case-management purposes. The data currently contained within the system will need to be converted to be able to be utilized with the WebTCS system. With over 20 years of data, the conversion workload is too great to be done by court personnel. Without the conversion, the courts will not be able to access any historical case-related data.

The State of Michigan has, up to this point, used White Box as their preferred vendor for data conversion. The increase in the number of courts moving to WebTCS has prompted the State to contract with a second vendor, Slalom, in order to accomplish these migrations.

Equivant has provided a quote, and the State Court Administrative Office is estimating the data conversion cost will not exceed \$80,000. The State Court Administrative Office will be reimbursing 100% of the cost of data migration. Lastly, a previous Resolution #23-062 was passed authorizing a Statement of Work with White Box and the State Court Administrative Office. Due to the change in the State's vendor, it is recommended that the previous Resolution #23-062 be rescinded.

ALTERNATIVES

Should the resolution not be approved, the court wouldn't have access to 20+ years of historical case-related data.

FINANCIAL IMPACT

The State of Michigan is offering the WebTCS system free of charge. This includes annual licensing. The court is currently paying \$200,000 annually to Equivant for maintenance fees. Additionally, the State of Michigan will reimburse, in full, all costs associated with conversion.

STRATEGIC PLANNING IMPACT

Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

To authorize the agreement with Equivant for the data extractions, and with Slalom for data conversion.
Furthermore, to rescind Resolution #23-062.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A STATEMENT OF WORK WITH EQUIVANT AND THE STATE COURT ADMINISTRATIVE OFFICE TO PROVIDE FOR CONVERSION OF DATA FROM COURTVIEW TO WEBTCS

WHEREAS, the Circuit and Probate Courts have embarked on a process to change court case management systems from CourtView by Equivant to WebTCS by the Michigan Supreme Court's Judicial Information Systems (JIS) at no cost to the courts; and

WHEREAS, over 20 years of historical data existing in CourtView will need to be converted into WebTCS so that the Circuit and Probate Courts will have access to that data; and

WHEREAS, Slalom is the new preferred conversion vendor for the Michigan Supreme Court; and

WHEREAS, the Supreme Court will pay for courts on case management systems other than one through JIS to change to WebTCS and to have data converted to WebTCS, and thus would have no financial implication to the court or the county; and

WHEREAS, to engage Equivant and Slalom to provide the conversions the Circuit and Probate Courts must enter into appropriate agreements; and

WHEREAS, previous Resolution #23-062 authorized conversion with a prior vendor (White Box) who is no longer being utilized; and

WHEREAS, the funds to support the case management migration, including data conversion, are within an existing CIP (Ord Code: 21413210-973000).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Equivant for data conversion at a cost not to exceed \$80,000, effective until December 31, 2025.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary documents related to this data conversion project after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby rescind Resolution #23-062.

Agenda Item 4

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, Director 9-1-1
DATE: February 5, 2024
SUBJECT: Approval to authorize the purchase of the necessary equipment and services to record the disaster recovery phones at the 9-1-1 Center

For the meeting agendas of Law & Courts on February 15, 2024, and Finance on February 21, 2024

BACKGROUND

Ingham County 9-1-1 transitioned from our analog copper 9-1-1 network to an Internet Protocol (IP)-based Next Generation 911 (NG911) infrastructure with the Board of Commissioner's approval of Resolutions #19-223 and #19-250, which identified Peninsula Fiber Network (PFN) as our 9-1-1 service provider.

PFN's NG911 services include a fully redundant, call-routing network, in and outbound texting, network management tools, and MEVO (message evolution) disaster recovery phones which are a hot standby at our 9-1-1 Center that can be utilized if we have a problem with our customer phone equipment (CPE). Our CPE also has redundancies built in, but having another avenue to receive phone calls is important to ensure that we can respond to those in need. We have 19 MEVO phones deployed at our primary 9-1-1 Center and 12 MEVO phones at our backup Center. If/when we need to utilize the MEVO phones, we need to have the phone traffic on these MEVO phones recorded. We consulted INdigital, which is the company that works with PFN, to install and configure the four needed Cisco switches (two at each site). They provided a quote for installation, configuration, and also for 5 years of prepaid maintenance, service, and support for the switches. We also had to consult NICE, who is the vendor of our recording equipment, and WSI, who is the vendor that services our NICE equipment. With the addition of these lines to record, we will require another channel license for our recorder. We will need to purchase that channel and WSI will also have installation fees.

ALTERNATIVES

We could not record the phone traffic on the MEVO phones.

FINANCIAL IMPACT

The quote received from INdigital is attached. The cost of the four Cisco switches, miscellaneous cables, installation, setup, labor, and 5 years of support, maintenance, and service come to a total of \$10,314.90. The quote received from WSI is also attached. The cost of the additional channel license, installation, labor, and warranty is \$5,991. The total of the quotes is \$16,305.90.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to purchase the needed equipment and services to record the 9-1-1 Center disaster recovery MEVO phones.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PURCHASE OF EQUIPMENT AND SERVICES TO
RECORD THE DISASTER RECOVERY PHONES FOR THE 9-1-1 CENTER**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, in 2019, the Ingham County Board of Commissioners approved the improvement of the analog copper 9-1-1 network to an Internet Protocol (IP)-based Next Generation 911 (NG911) infrastructure from Peninsula Fiber Network (PFN), which became our primary 9-1-1 service provider and;

WHEREAS, PFN's NG911 services include a fully redundant, call-routing network, in and outbound texting, network management tools, and MEVO (message evolution), disaster recovery phones which serve as a hot ready standby at our primary 9-1-1 Center and backup 9-1-1 Center if there was a problem with our customer phone equipment (CPE); and

WHEREAS, while the MEVO disaster recovery phones are not often used, these phones are currently not being recorded; and

WHEREAS, to remedy this situation, equipment and services will need to be purchased and installed to achieve this from both INdigital, a service vendor utilized by PFN, and WSI, a service vendor utilized by NICE the company that provides our recording equipment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accept the 9-1-1 Director's recommendation and authorize an expenditure not to exceed \$18,000.00 from the 9-1-1 Emergency Telephone fund to fund the necessary equipment and services from INdigital and WSI to record the MEVO phones at both the primary 9-1-1 Center and the backup 9-1-1 Center.

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

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

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

DATE: January 24, 2024

SUBJECT: Authorization to enter into an agreement with Graphic Sciences, Inc.
For the Meeting Agendas of February 21, and February 22, 2024

BACKGROUND

Ingham County Health Department (ICHHD) wishes to renew its agreement with Graphic Sciences, Inc. for the transport, storage, and retrieval of ICHHD files effective January 27, 2024 through January 26, 2025 in an amount not to exceed \$49,000. Graphic Sciences, Inc. is a current vendor through the State of Michigan MiDeal Extended Purchasing program, for digital imaging, microfilming, and storage. Graphic Sciences, Inc. has estimated the costs to store files will be approximately \$2,200 per month, in addition to file retrieval at \$6.95 per file requested. The annual costs for these services will not exceed \$49,000 which will include monthly storage fees, file ingest, file retrieval, and re-file fees. Graphic Science, Inc. has estimated an additional one-time cost of approximately \$18,000 (included in the total \$49,000) to remove, transport, and catalog the files.

ALTERNATIVES

There are no viable alternatives for this project.

FINANCIAL IMPACT

The cost of this agreement will be in an amount not to exceed \$49,000, and all costs for the transport, storage, and retrieval of documents will be included in the FY24 ICHD budget.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of Promoting accessible healthcare, specifically section A.1(e) of the Action Plan to 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 enter into an agreement with Graphic Sciences, Inc. effective January 27, 2024 through January 26, 2025, in an amount not to exceed \$49,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH GRAPHIC SCIENCES, INC. FOR THE TRANSPORT, STORAGE, AND RETRIEVAL OF HEALTH DEPARTMENT FILES

WHEREAS, Ingham County Health Department (ICHHD) wishes to renew its agreement with Graphic Sciences, Inc. for the transport, storage, and retrieval of ICHHD files, effective January 27, 2024 through January 26, 2025 in an amount not to exceed \$49,000; and

WHEREAS, Graphic Sciences, Inc. is a current vendor through the State of Michigan MiDeal Extended Purchasing program for digital imaging, microfilming, and storage; and

WHEREAS, ICHHD has a current agreement with Graphic Sciences, Inc. for the transport, storage, and retrieval of Health Department files and has been satisfied with the services provided; and

WHEREAS, the Purchasing Director has confirmed that Graphic Sciences, Inc. is exempt from Ingham County's purchasing policy requiring an Request For Proposal (RFP) or other competitive bidding; and

WHEREAS, Graphic Sciences, Inc. has estimated the costs to store files will be approximately \$2,200 per month, in addition to file retrieval at \$6.95 per file requested; and

WHEREAS, the annual costs for these services will not exceed \$49,000, which will include monthly storage fees, file ingest, file retrieval, and re-file fees; and

WHEREAS, all costs for the storage of Health Department documents is included in the FY 24 ICHHD budget; and

WHEREAS, Graphic Science, Inc. has estimated an additional one-time cost of approximately \$18,000 (included in the total \$49,000) to remove, transport, and catalog the files; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize a contract with Graphic Sciences, Inc. for the transport, storage, and retrieval of files, effective January 27, 2024 through January 26, 2025 in an amount not to exceed \$49,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Graphic Sciences, Inc. for the transport, storage, and retrieval of files, effective January 27, 2024 through January 26, 2025 in an amount not to exceed \$49,000.

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

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

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

DATE: January 29, 2024

SUBJECT: Authorization for an Agreement with Michigan Public Health Institute for MIPathways
For the Meeting Agendas of February 21, and February 22, 2024

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Public Health Institute (MPHI) for the non-exclusive access and use of the internet based MIPathways Data Management System, effective January 1, 2024 through December 31, 2025 in an amount not to exceed \$6,000. Access to the MIPathways Data Management System is critical as a database for ICHD’s Family Outreach and Pathways to Care Home Visiting Programs. These programs utilize the MIPathways system to document and track their work with families and individuals within Ingham County.

ALTERNATIVES

Choosing not to enter into this agreement would forfeit use of the critical database system used to monitor ICHD’s Family Outreach and Pathways to Care services.

FINANCIAL IMPACT

The MIPathways Data Management System costs will not exceed \$6,000. These costs will be supported by the Family Outreach Services and the Pathways to Care budgets, each providing \$3,000 to pay for the costs associated with the MIPathways Data Management System.

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 approve the attached resolution to authorize an agreement with MPHI for utilization of the MIPathways Data Management System, effective January 1, 2024 through December 31, 2025 in an amount not to exceed \$6,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN PUBLIC HEALTH INSTITUTE FOR PROVISION OF THE MIPATHWAYS DATA MANAGEMENT SYSTEM

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Public Health Institute (MPHI) for the non-exclusive access and use of the internet-based MIPathways Data Management System, effective January 1, 2024 to December 31, 2025 in an amount not to exceed \$6,000; and

WHEREAS, access to the MIPathways Data Management System is a critical database for ICHD's Family Outreach and Pathways to Care Home Visiting programs; and

WHEREAS, the Family Outreach and Pathways to Care Home Visiting programs utilize the MIPathways system to document and track their work with families and individuals within Ingham County; and

WHEREAS, all costs will be supported by the Family Outreach Services and Pathways to Care budgets, each providing \$3,000 to pay for the costs associated with the MIPathways Data Management System; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with MPHI for the provision of the MIPathways Data Management System, effective January 1, 2024 to December 31, 2025 in an amount not to exceed \$6,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MPHI for the provision of the MIPathways Data Management System, effective January 1, 2024 to December 31, 2025 in an amount not to exceed \$6,000.

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

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

TO: Board of Commissioner’s Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: January 26, 2024
SUBJECT: Authorization for Agreements with Barry-Eaton District Health Department and Mid-Michigan District Health Department for the Region 7 Perinatal Quality Collaborative
For the Meeting Agendas of February 21, and February 22, 2024

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into agreements with Barry-Eaton District Health Department (BEDHD) and Mid-Michigan District Health Department (MMDHD) in amounts not to exceed \$8,000 for BEDHD, and \$8,000 for MMDHD to enable both counties to participate, attend, and travel for the Region 7 Perinatal Quality Collaborative, effective October 1, 2023 through September 30, 2024. ICHD has partnered with the Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Quality Collaborative. This regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties. In order to fund this collaborative work, MDHHS has given ICHD \$480,681 through the FY23-24 Comprehensive Agreement authorized by Resolution #23-339.

ALTERNATIVES

Choosing not to enter into this agreement could result in a gap in critical services provided to address reducing infant and maternal mortality.

FINANCIAL IMPACT

All costs associated with this agreement have been included in the FY23-24 General Operating budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize agreements with BEDHD and MMDHD in amounts not to exceed \$8,000 for BEDHD and \$8,000 for MMDHD, to enable these counties to participate, attend, and travel for Region 7 Perinatal Quality Collaborative efforts, 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 AGREEMENTS WITH BARRY-EATON DISTRICT HEALTH DEPARTMENT AND MID-MICHIGAN DISTRICT HEALTH DEPARTMENT FOR THE REGION 7 PERINATAL QUALITY COLLABORATIVE

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into agreements with Barry-Eaton District Health Department (BEDHD) and Mid-Michigan District Health Department (MMDHD) in amounts not to exceed \$8,000 for BEDHD, and \$8,000 for MMDHD, to enable these counties to participate, attend, and travel for Region 7 Perinatal Quality Collaborative efforts, effective October 1, 2023 through September 30, 2024; and

WHEREAS, ICHD has partnered with the Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Quality Collaborative; and

WHEREAS, this regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties; and

WHEREAS, to fund this collaborative work, MDHHS has given ICHD \$480,681 through the FY23-24 Comprehensive Agreement authorized by Resolution #23-339; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into agreements with BEDHD and MMDHD for providing staff support in amounts not to exceed \$8,000 for BEDHD and \$8,000 for MMDHD, effective October 1, 2023 through September 30, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with BEDHD and MMDHD for providing staff support in amounts not to exceed \$8,000 for BEDHD and \$8,000 for MMDHD, effective October 1, 2023 through September 30, 2024.

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 26, 2024
SUBJECT: Authorization for an agreement with Sparrow Hospital for the Region 7 Perinatal Quality Collaborative
For the Meeting Agendas of February 21, and February 22, 2024

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Sparrow Hospital to enable Sparrow to provide a series of five Collaborative Labor Support Classes to Obstetric Nurses, Doulas, and Birth Workers, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$20,000. ICHHD has partnered with Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Quality Collaborative. This regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties. In order to fund this collaborative work, MDHHS has given ICHD \$480,681 through the FY23-24 Comprehensive Agreement authorized by Resolution #23-339.

ALTERNATIVES

Choosing not to enter into this agreement could result in a gap in critical services designed to address infant and maternal mortality rates provided through this funding.

FINANCIAL IMPACT

All costs associated with this agreement have been included in the FY23-24 General Operating budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with Sparrow Hospital to enable Sparrow to provide a series of five Collaborative Labor Support Classes to Obstetric Nurses, Doulas, and birth workers, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$20,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SPARROW HOSPITAL FOR THE
REGION 7 PERINATAL QUALITY COLLABORATIVE**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Sparrow Hospital to enable Sparrow to provide a series of five Collaborative Labor Support Classes to Obstetric Nurses, Doulas, and birth workers, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$20,000; and

WHEREAS, ICHD has partnered with Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Quality Collaborative; and

WHEREAS, this regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties; and

WHEREAS, to fund this collaborative work, MDHHS has given ICHD \$480,681 through the FY23-24 Comprehensive Agreement authorized by Resolution #23-339; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with Sparrow Hospital to enable Sparrow to provide a series of five Collaborative Labor Support Classes to Obstetric Nurses, Doulas, and birth workers, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$20,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Sparrow Hospital to enable Sparrow to provide a series of five Collaborative Labor Support Classes to Obstetric Nurses, Doulas, and birth workers effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$20,000.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents 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 26, 2024

SUBJECT: Resolution to Authorize an Agreement with the Michigan Public Health Institute Center for Healthy Communities for the Region 7 Perinatal Quality Collaborative

For the meeting agendas of February 21, and February 22, 2024

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with the Michigan Public Health Institute (MPHI) Center for Healthy Communities (CHC) to allow MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative and to conduct a birth equity analysis, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$115,604. MPHI-CHC will provide support for general project coordination, including planning meetings, drafting required reports to the Michigan Department of Health and Human Services (MDHHS), and drafting and/or amending the Region 7 Perinatal Quality Collaborative work plan. MPHI-CHC will also provide group facilitation for the steering committee meetings and quarterly collaborative meetings in partnership with the steering committee. As a part of this agreement, MPHI-CHC will conduct an in-depth Birth Equity Analysis to develop a Birth Equity Ecosystem Map for Region 7. The Birth Equity Ecosystem Map is a visual compilation describing all conditions needed to ensure that equity in birth outcomes can be achieved by everyone. MPHI-CHC has supported Regional Perinatal Quality Collaboratives (RPQCs) since 2018 and currently provides support to three other RPQCs.

ALTERNATIVES

ICHD’s Maternal and Child Health Division could contract with another organization to provide support to the Region 7 Perinatal Quality Collaborative and to conduct a Birth Equity Analysis.

FINANCIAL IMPACT

These funds will be made available through Grant #01018, previously approved through ICHD’s Comprehensive Agreement authorized by Resolution #23-339. The total cost of this agreement will be \$115,604 and will allow MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative, and to conduct a Birth Equity Analysis.

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 MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative and to conduct a Birth Equity Analysis in an amount not to exceed \$115,604, 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 AN AGREEMENT WITH MICHIGAN PUBLIC HEALTH INSTITUTE CENTER FOR HEALTHY COMMUNITIES FOR THE REGION 7 PERINATAL QUALITY COLLABORATIVE

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the Michigan Public Health Institute (MPHI) Center for Healthy Communities (CHC) to allow MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative, and to conduct a Birth Equity Analysis effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$115,604; and

WHEREAS, MPHI-CHC will provide support for general project coordination, including planning meetings, drafting required reports to the Michigan Department of Health and Human Services (MDHHS), and drafting and/or amending the Region 7 Perinatal Quality Collaborative work plan; and

WHEREAS, MPHI-CHC will also provide group facilitation for the steering committee meetings and quarterly collaborative meetings in partnership with the steering committee; and

WHEREAS, as a part of this agreement, MPHI-CHC will conduct an in-depth Birth Equity Analysis to develop a Birth Equity Ecosystem Map for Region 7; and

WHEREAS, the Birth Equity Ecosystem Map is a visual compilation describing all conditions that would need to be in place to ensure that equity in birth outcomes can be achieved by everyone; and

WHEREAS, MPHI-CHC has supported the Regional Perinatal Quality Collaborative (RPQC) since 2018 and currently provides support to three other RPQCs; and

WHEREAS, the cost of this agreement will be in an amount not to exceed \$115,604, and will allow MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative and to conduct a Birth Equity Analysis; and

WHEREAS, these funds will be made available through Grant #01018, previously approved through ICHD's Comprehensive Agreement authorized by Resolution #23-339; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative and to conduct a Birth Equity Analysis in an amount not to exceed \$115,604, effective October 1, 2023 through September 30, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative and to conduct a Birth Equity Analysis in an amount not to exceed \$115,604, effective October 1, 2023 through September 30, 2024.

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 23, 2024
SUBJECT: Authorization to Accept MALPH Wellbeing Grant
For the Meeting Agendas of February 21, and February 22, 2024

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept a Local Health Department Staff Wellbeing grant from the Michigan Association for Local Public Health (MALPH), effective January 19, 2024 through September 30, 2024 in an amount totaling \$5,000. The purpose of this agreement is to specify the responsibilities of both MALPH and ICHHD, related to the implementation of the Wellbeing Mini-Grant Program. This funding is designed to create collaborative services for local health department staff affected by the COVID-19 pandemic, and to bolster employees’ sense of social and emotional wellbeing. Program services may be therapeutic in nature, and may address topics such as teambuilding, mindfulness, dealing with difficult people and situations, and addressing the mitigation of workplace violence.

ALTERNATIVES

ICHHD could decline the funding and forfeit the opportunity to provide well-being services for employees in response to COVID-19 associated workplace stresses.

FINANCIAL IMPACT

The total amount of grant funding is \$5,000.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize accepting a MALPH Local Health Department Staff Wellbeing grant, effective January 19, 2024 through September 30, 2024 in an amount not to exceed \$5,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF A WELLBEING GRANT FROM THE MICHIGAN ASSOCIATION FOR LOCAL PUBLIC HEALTH

WHEREAS, Ingham County Health Department (IChD) wishes to accept a Local Health Department Staff Wellbeing grant from the Michigan Association for Local Public Health (MALPH), effective January 19, 2024 through September 30, 2024 in an amount totaling \$5,000; and

WHEREAS, the purpose of this grant agreement is to specify the responsibilities of MALPH and of the Grantee related to the implementation of the Wellbeing Mini-Grant Program; and

WHEREAS, this funding is designed to create collaborative services for local health department staff affected by the COVID-19 pandemic, and to bolster employees' sense of social and emotional wellbeing; and

WHEREAS, program services may be therapeutic in nature, and may address topics such as teambuilding, mindfulness, dealing with difficult people and situations, and addressing the mitigation of workplace violence; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accepting a MALPH Local Health Department Staff Wellbeing grant in an amount not to exceed \$5,000, effective January 19, 2024 through September 30, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting a MALPH Local Health Department Staff Wellbeing grant for an amount not to exceed \$5,000, effective January 19, 2024 through September 30, 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 Board of Commissioners is hereby authorized to sign any contract documents on behalf of the county after approved to form by the County Attorney.

Agenda Item 5g

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

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

DATE: January 26, 2024

SUBJECT: Authorization to Add a Permanent .50 FTE Region 7 Perinatal Quality Collaborative Program Specialist

For the Meeting Agendas of February 20, February 21, and February 22, 2024

BACKGROUND

Ingham County Health Department (ICHD) wishes to add a permanent .50 FTE Region 7 Perinatal Quality Collaborative Program Specialist position, an ICEA County Pro Grade 5/Step 5 (2024 salary range of \$25,650.36 to \$30,801.32), for a total cost of \$56,843. The Region 7 Perinatal Quality Collaborative Program Specialist position is essential to ICHD’s Maternal and Child Health (MCH) Division operations and ensures that the Region 7 Perinatal Quality Collaborative is successful and sustainable. The Region 7 Perinatal Quality Collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties. This additional position will allow Region 7 ICHD staff to propose and implement projects that can lead to healthier birth outcomes and lower infant mortality rates across Region 7, as well as allow extra capacity and staffing hours to further develop the Region 7 Perinatal Quality Collaborative.

ALTERNATIVES

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

FINANCIAL IMPACT

The financial impact for adding this permanent .50 FTE Region 7 Perinatal Quality Collaborative Program Specialist position will be a total cost of \$56,843. All costs for this agreement will be covered by the Region 7 Perinatal Quality Collaborative Grant #01018.

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 adding a .50 FTE Region 7 Perinatal Quality Collaborative Program Specialist position, effective upon approval for a total cost of \$56,843.

Agenda Item 5g

To: Sally Meyer, Maternal & Child Division Director
From: Joan Clous, HR Specialist – Labor & Employee Relations
Date: January 31, 2024
RE: Addition of a Part Time Program Specialist position

The Health Department is seeking to add a part time Program Specialist to enhance services to the public.

The Program Specialist is within the ICEA County Professional union and is placed at the ICEA County Pro level 5 (\$24.6638 to \$29.6166).

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

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

INGHAM COUNTY JOB DESCRIPTION PROGRAM SPECIALIST - HEALTH

General Summary:

Under the supervision of a Health Department supervisor, assists with carrying out the functions of specific health programs such as health plan enrollment; access to healthcare and mobile healthcare initiatives; overdose and substance use disorder prevention/harm reduction; tobacco treatment/cessation, basic life support (BLS) training, and connections to statewide and/or federal healthcare and human services navigation tools. Duties may include assisting in recruiting and training program staff, developing curriculum, data collection, report writing, and assistance in grant writing. Works with community resources and represents the department by servicing on community coalitions.

Essential Functions:

1. Participates in specific health department programs by assisting with the planning, coordination, and implementation of programs, community workshops, and events.
2. Recruits staff and discusses job duties with potential applicants. Receives and review applications, participate in the applicant interview process, and makes hiring recommendations. May process new employees by arranging for physical examinations and completing and sending required forms to the Human Resources department.
3. Explains various programs and workshops offered by the Health Department to schools, community organizations, and other interested groups. Schedules programs, gathers information about the needs of various groups, and prepares program materials.
4. Assists coalitions formed to work with specific Health Department programs. May plan and schedule meetings, facilitate meetings, assists with policy development, and take minutes. May recruit appropriate persons to be coalition members.
5. Maintains records and statistics on program activities and prepares activity and financial reports as required by grant funding sources. May assist with preparation of grant funding requests.
6. Markets and interprets the goals and objectives of programs to community groups, schools, professionals, and other interested people. Promotes and conducts local activities that are part of statewide campaigns.
7. Participates in staff meetings and attends and/or conducts conferences and workshops. Represents the Health Department on various councils and task forces.
8. Coordinates services and networks with schools, businesses, community organizations, and other agencies in identifying community needs and providing information or programming.
9. May train new staff to deliver Health Department programs and facilitate workshops.

Other Functions:

None listed.

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

Employment Qualifications:

Education: Possession of a Bachelor’s Degree in a social science and/or one or more of the following certifications preferred: National Certificate in Tobacco Treatment Counseling, Certified Application Counselor, Marketplace Navigator, Certified BLS Trainer.

Experience: A minimum of one year of experience in a health-related field. Experience in access to healthcare, health plan navigation, BLS training, tobacco treatment counseling, and/or substance use disorder (SUD) prevention or treatment experience preferred.

Other Requirements:

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

Physical Requirements:

Ability to travel throughout the County.

Ability to access office files.

Lifts and transports materials and equipment.

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

Working Conditions:

Works in office conditions and travels throughout the County to attend meetings.

***PROGRAM SPECIALIST - HEALTH
ICEA County PRO-05
December 2019***

Position Costs Analysis

	ICEA CO Prof Grade 5 - Step 1 .5 FTE	ICEA CO Prof Grade - Step 5 .5 FTE
Salary	25,651	30,802
Unemployment	128	154
FICA	1,962	2,356
Health Insurance	10433	10433
Dental Insurance	936	936
Vision Insurance	134	134
Retiree Chgbk	3586	3,586
Retiree Trust	1,154	1,386
Separation Buyout	513	616
Retirement	4,848	5,821
Retirement - hybrid	257	308
Workers Comp	126	151
Disability	33	40
Life	120	120
Total Fringe	24,230	26,042
Total Salaries and Fringe	49,881	56,843

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CREATION OF A .50 FTE
REGION 7 PERINATAL QUALITY COLLABORATIVE PROJECT SPECIALIST**

WHEREAS, Ingham County Health Department (ICHD) wishes to add a permanent .50 FTE Region 7 Perinatal Quality Collaborative Program Specialist position, an ICEA County Professional Grade 5 (2024 salary range of \$25,650.36 to \$30,801.32); and

WHEREAS, the Region 7 Perinatal Quality Collaborative Program Specialist position is essential to ICHD's Maternal and Child Health (MCH) Division operations, and ensures that the Region 7 Perinatal Quality Collaborative is successful and sustainable; and

WHEREAS, this regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties; and

WHEREAS, this additional position will allow Region 7 ICHD staff to propose and implement projects that can lead to healthier birth outcomes and lower infant mortality rates across Region 7; and

WHEREAS, adding this position will allow extra capacity and staffing hours to further develop the Region 7 Perinatal Quality Collaborative; and

WHEREAS, the total 2024 cost, including wages and benefits for creating this .50 FTE Region 7 Perinatal Quality Collaborative Project Specialist position is \$56,843; and

WHEREAS, all costs for this agreement will be covered by the Region 7 Perinatal Quality Collaborative Grant #01018; and

WHEREAS, the Medical Health Officer recommends that Ingham County Board of Commissioners authorize adding a .50 FTE Region 7 Perinatal Quality Collaborative Program Specialist position, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creating a .50 FTE Region 7 Perinatal Quality Collaborative Program Specialist position, an ICEA County Professional Grade 5 (2024 salary range of \$25,650.36 to \$30,801.32), effective upon approval.

BE IT FURTHER RESOLVED, that the costs for this agreement will be covered by the Region 7 Perinatal Quality Collaborative Grant #01018.

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

Agenda Item 6a

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

FROM: Deb Fett, CIO

DATE: February 6, 2024

SUBJECT: Dewpoint Security Assessment
For the meeting agendas of February 20th, 21st, and 27th, 2024

BACKGROUND

Ingham County has worked with Dewpoint many times in the past both for development and security needs. The Friend of the Court security assessment provided by the State of Michigan was done by Dewpoint and Trace3 a couple years ago. Innovation and Technology has been pleased with the level of detail and care for our systems that Dewpoint has provided and would like to use them for a new security assessment.

ALTERNATIVES

Other agencies could be used but Dewpoint has provided us with the most in-depth results so far and we would request to continue to use them.

FINANCIAL IMPACT

The funding for the \$14,500 will come from the FY 2022 Homeland Security Grant Program #29942610 818000 HS22.

OTHER CONSIDERATIONS

Dewpoint is a local vendor, a participant under the State of Michigan (SOM) MiDeal (Contract #071B3200057) program.

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.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for a security assessment from Dewpoint in an amount not to exceed \$14,500.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A SECURITY ASSESSMENT FROM DEWPOINT

WHEREAS, Ingham County has worked with Dewpoint in the past for security assessments provided by the State of Michigan; and

WHEREAS, the Innovation and Technology Department (ITD) has a need to do a full security assessment; and

WHEREAS, Dewpoint is a local vendor, a participant under the State of Michigan (SOM) MiDeal (Contract #071B3200057) program and Dewpoint has previously performed similar work for Ingham County; and

WHEREAS, ITD is recommending and requesting the Ingham County Board of Commissioners approval to work with Dewpoint to perform said assessment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby authorize contracting with Dewpoint for a total cost of \$14,500 to perform a security assessment.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the FY 2022 Homeland Security Grant Program #29942610 818000 HS22.

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

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

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

FROM: Deb Fett, CIO

DATE: February 6, 2024

SUBJECT: Retainer Hours from Sentinel
For the meeting agendas of February 20th, 21st, and 27th, 2024

BACKGROUND

Ingham County has previously had a contract in place with Sentinel to provide us with on call hours for support. As we continue to have an ongoing need for support involving our telephone system, network, and backup system, it would be beneficial to have a pool of hours available for these needs without needing to do an emergency PO.

ALTERNATIVES

In obtaining quotes for previous projects, it was discovered that Sentinel Technologies had the lowest pricing and offered good, reliable service. ITD is very happy with the work that has been done with Sentinel on our projects over the years. Sentinel also has the experience with our systems that allows them to do the work faster without needing to pay for hours for them to learn what we have.

FINANCIAL IMPACT

The funding for the \$20,000 will come from the County’s Innovation and Technology Department Network Consulting Fund #636-25810-802000.

OTHER CONSIDERATIONS

Sentinel Technologies is a participant of the WSCA-NASPO Cooperative Purchasing Organization. Master Agreement Number: NVP #AR3227 Participating Addendum for Michigan #210000001333

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.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution for retainer hours from Sentinel in an amount not to exceed \$20,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE RETAINER HOURS FOR SUPPORT PROVIDED BY
SENTINEL TECHNOLOGIES**

WHEREAS, Ingham County continues to have an ongoing need for support involving our telephone system, network, and backup system; and

WHEREAS, the Innovation and Technology Department (ITD) has worked with Sentinel Technologies for support in the past with much success; and

WHEREAS, the requested amount is in the 2024 budget; and

WHEREAS, ITD has reviewed the potential alternatives and deems Sentinel Technologies as the most capable and cost-effective solution.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize purchasing retainer hours from Sentinel Technologies in the amount not to exceed \$20,000.

BE IT FURTHER RESOLVED, the total cost will be paid from the County's Innovation and Technology Department Network Consulting Fund #636-25810-802000.

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

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

Agenda Item 7a

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: February 6, 2024
RE: Resolution to Authorize a Purchase Order to W.W. Grainger Inc., for the Metal Detector at the Ingham County Family Center

For the meeting agendas of: February 20 & 21

BACKGROUND

The metal detector at the Ingham County Family Center has outlived its useful life and needs to be replaced. Quotes were sought from qualified and experienced vendors, and W.W. Grainger Inc., provided a quote for the ADA compliant metal detector in the amount of \$5,025.27. It was determined that the warranty services from W.W. Grainger Inc., supersede the other two quotes as well as the product itself is a better quality and having other Garrett units, we have had found that from our experience the units have had less maintenance and repairs needed saving the County money long term.

ALTERNATIVES

The alternative would be to not approve leaving staff and students vulnerable to potential threats.

FINANCIAL IMPACT

Funds are available in line item #264-66400-978000-22F30.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Funds
264-66400-978000-22F30	\$1,201,029	\$90,683.82	\$5,025.27	\$85,658.55
Juvenile Justice Mileage				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to WW. Grainger Inc., for the metal detector for the Ingham County Family Center.

Agenda Item 7a

TO: Glenn Canning, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: January 29, 2024
RE: Memorandum of Performance for Packet #64-24: Walk-Through Metal Detector for the Family Center

Bids were sought from qualified and experienced vendors for the purpose of purchasing an ADA compliant, walk-through, metal detector for the Ingham County Family Center.

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

Company Name	Local Preference	Amount
RSD Security Scanners	N, El Paso, TX	\$3,776.80
CMP Distributors	N, Lansing, MI (Clinton County)	\$4,950.00
Grainger	Y, Lansing	\$5,025.27

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO W.W. GRAINGER INC.,
FOR THE METAL DETECTOR AT THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, the metal detector at the Ingham County Family Center has outlived its useful life; and

WHEREAS, quotes were sought from qualified and experienced vendors; and

WHEREAS, the Facilities Department recommends a purchase order to W.W. Grainger Inc., who submitted the most responsive and responsible quote of \$5,025.27 for the Americans with Disabilities Act (ADA) compliant, walk through metal detector for the Ingham County Family Center; and

WHEREAS, funds are available in the Juvenile Justice Mileage line item #264-66400-978000-22F30.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to W.W. Grainger Inc., 5617 Enterprise Drive, Lansing, Michigan 48911, for the ADA-complaint, walk through metal detector at the Ingham County Family Center in the amount of \$5,025.27.

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: February 6, 2024

RE: Resolution to Authorize a Special Part-time Administrative Assistant Position for the Ingham County Facilities Department

For the meeting agendas of: February 20 & 21

BACKGROUND

In an effort to keep up with the demands and operations of the Facilities Department Office, a special part-time administrative assistant position is being requested. Without the position the office staff will struggle to maintain timeliness of requests and duties, which negatively impacts the operations of the Facilities Office. The Human Resources Department and UAW are in agreeance with the creation of this position.

ALTERNATIVES

The alternative would be to not approve the position, which will cause office staff to fall behind and negatively affect the operations of the Facilities Department.

FINANCIAL IMPACT

Funds for the position will come from Facilities wages.

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 the creation of the special part-time administrative assistant position for the Ingham County Facilities Department.

TO: Glenn Canning, Director of Facilities
FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
DATE: 11-17-2023
RE: Memo of Analysis for Creating a Special Part-Time Position

Human Resources can confirm the following information regarding creating a special part-time position for the Facilities Department:

1. Per the Facilities Department request, they would like to create a Special Part-Time position. This will be a Special Part-time position and will not receive benefits. After analysis, the best decision is to use an already created job description – Administrative Assistant – Facilities. It is appropriately compensated at following - UAW G step 1. I have attached a copy of the job description. The Facilities Department will create 1 Special Part-time position with the already created job description at UAW G step 1.

The UAW has been notified and they support this request. I have attached the UAW response.

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

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

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT, FACILITIES DEPARTMENT

General Summary:

Under the supervision of the Director of Facilities, coordinates the daily workflow of the department. Provides accounting, clerical, and administrative support. Receives, prioritizes and records work orders. Compiles and analyzes information for the department's accounting activities and budgets. Maintains departmental files. Serves as liaison to internal departments as well as external agencies, contractors, and organizations. Maintains the department's website.

Essential Functions:

1. Receives, prioritizes, and dispatches staff on work orders for County Departments and partners. Keeps log of work orders and prepares summary report. In the absence of the Managers, assign work orders, take calls, answer questions, and assist staff. Assist Managers; answer questions, gather and compile information on projects, purchase orders and contracts as needed.
2. Performs and maintains accounting & budgetary functions for the Facilities Department. Responsible for data entry of accounting transactions, computation & distribution of charges and/or credits and of auditing accounts for maintenance funds. Assists in preparing reports and information regarding the departmental budget.
3. Receipts, cross-references, and arranges payment of invoices utilizing computerized system. Enters purchase orders and tracks expenditures against the Facilities Department budget.
4. Performs data entry of invoices, purchase order requisitions, and reports. Initiates various reports from data entry such as budget status and attendance reports.
5. Initiates, processes, and maintains contracts for the Facilities Department including contracts on building systems, equipment, construction projects, and contractual services. Maintains contact with legal counsel regarding contracts and coordinates payments for these contracts.
6. Issues gate cards and ID Card Access. Acts as Software administrator utilizing the Premisys, Galaxy or Bosch software; create and assign ID access cards at the request of departments. Add or delete access as needed per the request of the department. Create access groups, group schedules. Verifies card access and runs reports. Coordinates with the City of Lansing for the issuance of monthly parking passes.
7. Maintains department personnel records and files, accident reports, disciplinary actions and other documents including electronic and paper copies. Reviews and processes payroll, and Personnel Action Requests using computerized system as well as assisting with the pre-employment process. FMLA tracking and notifying managers if there are discrepancies. Receives and distributes paychecks.
8. Performs secretarial functions for the department, includes taking minutes at various meetings. Uses a variety of software programs to provide secretarial support including typing, compose and preparing documents, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing outgoing mail and other clerical functions. Receives telephone calls and walk-in visitors and responds to inquiries, requests for services, and complaints.

9. Schedules conference rooms for various County and non-profit organizations, including set-up and video equipment requests. Also schedules teleconferencing.
10. Maintains the department's website. Dept. Meeting Scheduling & Dept. Zoom Admin.
11. Maintains relationships with vendors and orders supplies including janitorial, office, maintenance supplies, office equipment, and cell phones. Distributes and maintains list of cell phones.
12. Department Procurement Card Coordinator. Verifies all p-card documents from all department staff, verifies accuracy, data entry for submission to Financial Service Dept.
13. MUNIS Contract Module Assist. Attend MUNIS training, with the Director's approval assist other department administration with training their staff on the contract module in MUNIS, answer contract module related questions and walking them through the process to solve the issue.
14. Review Building Authority Minutes. Reviews the minutes for invoices to pay, approval of; contracts, purchase order, projects or change orders. Collects necessary documents and carries out approved tasks. Works with Financial Services and the Treasurer's Office to ensure retainage is placed into an interest bearing account. Works with Budget Office for the transfer of funds.
15. Acts as back-up for the Controller's Secretary will answer Controller's phone line, answer emails, cover Building Authority meetings to take minutes; gather, assemble, post, and send out agenda for the Building Authority as needed.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis.
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: A high school diploma plus the equivalent of 12 college credits in Accounting, Bookkeeping or a related field is required.

Experience: A minimum of two to three years' experience is required. Experience in accounting, bookkeeping or a related field is preferred.

Other Requirements: None

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures, or weather conditions.
2. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:

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

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

*October 2021
UAW G*

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A SPECIAL PART-TIME ADMINISTRATIVE ASSISTANT POSITION FOR THE INGHAM COUNTY FACILITIES DEPARTMENT

WHEREAS, in an effort to keep up with the demands and operations of the Facilities Department Office, a special part-time administrative assistant position is being requested; and

WHEREAS, without the position office staff will struggle to maintain timeliness of requests and duties, which negatively impacts the operations of the Facilities Office; and

WHEREAS, the Human Resources Department and UAW are in agreeance with the creation of this position; and

WHEREAS, funds for the position will come from Facilities wages.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of the special part-time administrative assistant position for the Facilities Department.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary 2024 budget and position allocation lists adjustments consistent with this resolution.

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: February 7, 2024
RE: Resolution to Authorize an Amendment to the Current Agreement with Teachout Security for Unarmed Security Services at New Hope

For the meeting agendas of: February 20 & 21

BACKGROUND

The agreement with Teachout Security needs to be amended to include security services for New Hope. This will be billed at the hour bill rate of \$25.76 plus the yearly living wage increase that will run through July of 2026.

ALTERNATIVES

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

FINANCIAL IMPACT

Funds are available in the appropriate 818000 contractual line item.

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 amendment with Teachout Security for unarmed security services at New Hope.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CURRENT AGREEMENT WITH
TEACHOUT SECURITY FOR UNARMED SECURITY SERVICES AT NEW HOPE**

WHEREAS, the current agreement with Teachout Security needs to be amended to add the New Hope location for unarmed security services; and

WHEREAS, security services are needed at the New Hope location to keep staff and clients safe; and

WHEREAS, this will be billed at the current hourly bill rate of \$25.76 plus the yearly living wage increase; and

WHEREAS, the Facilities Department recommends amending the current agreement with Teachout Security to add the New Hope location; and

WHEREAS, funds are available in the appropriate 818000 contractual line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement amendment with Teachout Security, regional office located at 6920 South Cedar Street Suite 11, Lansing, Michigan, 48911, and corporate offices at 2348 Stone Bridge Drive Flint, Michigan 48532, for unarmed security guard services at New Hope to be billed at the hourly bill rate of \$25.76 plus the yearly living wage increase through July of 2026.

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, County Services Committee and Finance Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 5, 2024

SUBJECT: Proposed Resolution to Authorize Agreements with Bunkerhill, Meridian, Stockbridge and White Oak Townships for the 2024 Local Road Program

For the meeting agendas of February 20, 21 and 26

BACKGROUND

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

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

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

Bunkerhill Township, Meridian Township, Stockbridge Township and White Oak Township have coordinated with the Road Department to schedule work for the 2024 construction season. The attached table provides details regarding the 2024 funding allocations available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the township and the funding responsibility of the Road Department.

Several other discussions are in progress with the remaining townships, so additional resolutions will be requested in the future as priorities and budgets are determined.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department match contribution for the Local Road Program in the amount of \$481,600 for these four townships is included in the adopted 2024 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department for Bunkerhill Township, Stockbridge Township and White Oak Township, but the road repairs proposed by Meridian Township will be performed by contractors with specialty equipment. Any project costs exceeding the capped match amounts from the Road Department will be each township's financial responsibility.

OTHER CONSIDERATIONS

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

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH BUNKERHILL, MERIDIAN,
STOCKBRIDGE AND WHITE OAK TOWNSHIPS FOR THE 2024 LOCAL ROAD PROGRAM**

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

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

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

WHEREAS, Bunkerhill Township, Meridian Township, Stockbridge Township and White Oak Township have coordinated with the Road Department to schedule work for the 2024 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2024 construction season, except in Meridian Township, where the work will be performed by outside contractors; and

WHEREAS, the Road Department shall only charge for materials and vendor expenses for the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each township; and

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

WHEREAS, the Road Department's capped match contribution in the total amount of \$481,600 combined for these four townships is included in the adopted 2024 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Bunkerhill Township, Meridian Township, Stockbridge Township and White Oak Township for the 2024 Local Road Program.

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

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

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

2024 Local Road Program (LRP)

Township	Match Balance Thru 2023	2024 ICRD Match Allocation	Total 2024 Match Available	Proposed 2024 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Bunkerhill	\$0.00	\$33,300.00	\$33,300.00	HMA pads on Haynes Rd (Baseline Rd to Fitchburg Rd) and HMA overlays on Vicary Rd (Meridian Rd to Nims Rd), Baseline Rd (Haynes Rd to Freiermuth Rd), and Decamp Rd (Williamston Rd to Haynes Rd).	\$328,661.67	\$295,361.67	\$33,300.00
Meridian	\$0.00	\$335,000.00	\$335,000.00	The Township is managing their own local road program through a 10 year township-wide millage.	\$4,250,000.00	\$3,915,000.00	\$335,000.00
Stockbridge	\$0.00	\$33,300.00	\$33,300.00	HMA overlays on Obrien Rd (Parman Rd to Chapman Rd) and Chapman Rd (Obrien Rd to one mile north of Obrien Rd)	\$298,381.00	\$265,081.00	\$33,300.00
White Oak	\$40,000.00	\$40,000.00	\$80,000.00	HMA overlay on Columbia Rd (Meech Rd to Dietz Rd).	\$205,412.00	\$125,412.00	\$80,000.00

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 5, 2024

SUBJECT: Proposed Resolution to Authorize a Purchase Order for Trimble Business Center Software

BACKGROUND

The Road Department presently uses two Bentley Systems products to generate digital road and bridge construction plans. The design function is provided by OpenRoads Designer and the graphics function is provided by MicroStation. Using sophisticated software, such as OpenRoads and MicroStation, is the most efficient way to generate road and bridge plans for the road and bridge construction industry. The Road Department has been using the Bentley Systems products for approximately 30 years.

Unfortunately, the survey equipment currently being used does not have the proper software to communicate with the design software, requiring multiple software workarounds and significant amounts of manual data entry. The purchase of Trimble Business Center software will increase efficiency and accuracy of the data collected, resulting in a reliable design product and accurate construction. It will also allow for the surveyor to provide data at any arbitrary point instantaneously within a construction project, whereas the existing practice requires significant time and hand calculations, causing delays during construction.

ALTERNATIVES

The Road Department can continue to use the existing surveying equipment without the Trimble Business Center software. However, the efficiency and accuracy of this method will continue to cause delays in projects, possibly resulting in contractor claims against the Road Department.

FINANCIAL IMPACT

An analysis was performed comparing the amount of labor required for survey collection and construction staking using the current method vs using the surveying software. In just a single construction year (90 days of work), the software is expected to save the Road Department more than 130 hours of data input, equating to more than \$10,000 in savings.

The cost of the perpetual license for Trimble Business Center software is \$9,288. As a result, the cost of the perpetual license pays for itself during one construction season.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize the purchase of Trimble Business Center software.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR
TRIMBLE BUSINESS CENTER SOFTWARE**

WHEREAS, the Road Department has been using Bentley Systems software products for approximately 30 years, as using sophisticated software is the most efficient way to generate road and bridge plans for the road and bridge construction industry; and

WHEREAS, the survey equipment currently being used by the Road Department does not have the proper software to communicate with the design software, requiring multiple software workarounds, and significant amounts of manual data entry; and

WHEREAS, the Road Department is seeking authorization to purchase a perpetual license of the Trimble Business Center software, which can efficiently communicate between the surveying equipment and design software; and

WHEREAS, the cost of the perpetual license of the Trimble Business Center software, provided through Seiler Geospatial, the current Road Department survey equipment vendor, is \$9,288; and

WHEREAS, the cost of the perpetual license is anticipated to pay for itself within one construction season, due to the elimination of the manual data entry associated with the current process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase order for one perpetual license of Trimble Business Center software from Seiler Geospatial, located at 5700 N Aurelius Rd, Suite #500, Lansing, MI 48911, in the amount of \$9,288.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with Seiler Geospatial to purchase the Trimble Business Center software 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: February 6, 2024

SUBJECT: Proposed Resolution Authorizing Purchase Orders for Roto Milling and Pulverizing Services

For the agendas on February 20 and 21

BACKGROUND

The Road Department utilizes roto milling and pulverizing services on road construction projects throughout the county.

The purpose of this memorandum is to request approval to execute purchase orders for roto milling and pulverizing services from McKearney Asphalt & Sealing Inc. and Extreme Milling & Pulverizing LLC.

Bids for roto milling and pulverizing services were solicited and evaluated by the Ingham County Purchasing Department for Request for Proposal #35-24 as shown per the Memorandum of Performance. The Purchasing Department and the Road Department are in concurrence to enter into an agreement for roto milling and pulverizing services with McKearney Asphalt & Sealing Inc. and Extreme Milling & Pulverizing LLC. Services will be requested on an as-needed, unit price basis for a period of one-year.

ALTERNATIVES

N/A

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

No other considerations at this time.

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize purchase orders with McKearney Asphalt & Sealing Inc. and Extreme Milling & Pulverizing for roto milling and pulverizing services.

Agenda Item 8c

TO: Andrew Dunn, Director of Operations, Ingham County Road Department
FROM: James Hudgins, Director of Purchasing
DATE: February 5, 2024
RE: Memorandum of Performance for RFP #35-24, 2024 Roto Milling & Pulverizing Services

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors for providing roto milling and pulverizing services for the Ingham County Road Department on an as-needed basis for the period of one (1) year with a possible one (1) year extension.

The scope of work includes, but is not limited to, providing all services and related materials to complete the roto milling and pulverizing work in accordance with the 2020 MDOT Standard Specifications for Construction. The Contractor will work with the Director of Operations and/or their designee to compile a listing of roads to be completed.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	63	10
Vendors responding	4	1

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name Local Preference	McKearney Asphalt & Sealing Inc.		Michigan Paving & Materials Co.		Extreme Milling & Pulverizing LLC		C & D Hughes Inc.	
	Yes, Lansing (Ingham County) MI		No, Lansing (Clinton County) MI		No, Lansing (Clinton County) MI		No, Charlotte (Eaton County) MI	
Description	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
	Less than 5 Hours	Min. of 5 Hours	Less than 5 Hours	Min. of 5 Hours	Less than 5 Hours	Min. of 5 Hours	Less than 5 Hours	Min. of 5 Hours
6' 6" Minimum Mill	\$850.00	\$650.00	\$850.00	\$750.00	\$700.00	\$700.00	\$800.00	\$690.00
3' Minimum Mill	\$650.00	\$650.00	\$400.00	\$400.00	No Bid	No Bid	\$800.00	\$690.00
Skid Steer Mounted 18" Wide Mill	\$350.00	\$350.00	\$350.00	\$300.00	\$650.00	\$550.00	No Bid	No Bid
Pulverizing	No Bid	No Bid	\$1,000.00	\$1,000.00	\$570.00	\$570.00	\$800.00	\$690.00
Trucking Services	\$225.00	\$225.00	\$250.00	\$200.00	\$190.00	\$190.00	No Bid	No Bid
Mobilization Fee	\$1,500.00	\$650.00	\$300.00	\$300.00	\$1,500.00	\$1,000.00	\$1,000.00	\$0.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PURCHASE ORDERS
FOR ROTO MILLING AND PULVERIZING SERVICES**

WHEREAS, the Road Department utilizes roto milling and pulverizing services on road construction projects throughout the county; and

WHEREAS, the Purchasing Department recently released Request for Proposal #35-24 and received bid proposals for the purchase of roto milling and pulverizing services for a period of one (1) year; and

WHEREAS, bids for roto milling and pulverizing were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute purchase orders with McKearney Asphalt & Sealing Inc. and Extreme Milling & Pulverizing LLC; and

WHEREAS, the Road Department 2024 budget includes sufficient funds to cover the cost associated with the purchase of roto milling and pulverizing services.

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

McKearney Asphalt & Sealing Inc. located at 901 East Gier Street, Lansing, MI 48906

Extreme Milling & Pulverizing LLC located at 16220 National Parkway, Lansing, MI 48906

for providing roto milling and pulverizing services to the Road Department on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Request for Proposal #35-24.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with McKearney Asphalt & Sealing Inc. and Extreme Milling & Pulverizing LLC to purchase roto milling and pulverizing services as needed and budgeted, on behalf of the Road Department.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 5, 2024

SUBJECT: Proposed Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation for a Federally Funded Project on Holt Road from US-127 to Okemos Road

For the Meeting Agendas of February 20, 21 and 26

BACKGROUND

The Road Department has received federal Surface Transportation Program (STP) funds to reconstruct Holt Road from US-127 to Okemos Road, in Sections 16-21 of Alaiedon Township. The scope of work for the project includes 2.3 miles of concrete breaking, hot mix asphalt overlay, concrete curb and gutter, and pavement markings. The ICRD has coordinated this reconstruction project with MDOT, to accommodate the detours necessary for their project on US-127 and I-96.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: MDOT will enter into a first party agreement with the Contractor, which basically ensures that all the federal/state construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and obligations for the federal funding.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The STP funding pays for 80% of the construction costs and is not capped. The local match for the STP funding is the responsibility of the Road Department. The project is also utilizing advance construction STP funds from the 2025 fiscal year in the amount of \$290,000, which requires a deposit from the Road Department in the amount of \$250,000, which will be eligible for reimbursement from STP funds in the 2025 fiscal year. The Road Department’s anticipated match and deposit have been included in the 2024 Road Fund Budget.

Per the MDOT Contract 24-5021, the estimated funding for the project is as follows:

2024 STP Funds (80%):	\$1,490,000
2025 STP Funds (80%):	\$ 290,000
Road Department Match (20%):	\$ 445,000
Total Estimated Project Cost:	\$2,225,000

Due to the nature of construction and the higher bid results over the past few years, a 20% contingency is being requested for the project. Therefore, the estimated construction funding responsibilities for the project, with a 20% contingency included, are as follows:

2024-2025 STP Funds with 20% Contingency:	\$2,136,000
Road Department Match with 20% Contingency:	<u>\$ 534,000</u>
Total Estimated Project Cost (+20%):	\$2,670,000

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize a second party agreement with MDOT as described in Contract 24-5021 with a 20% contingency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND PARTY AGREEMENT
WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION
FOR A FEDERALLY FUNDED PROJECT ON
HOLT ROAD FROM US-127 TO OKEMOS ROAD**

WHEREAS, the Road Department received federal Surface Transportation Program (STP) funds to reconstruct Holt Road from US-127 to Okemos Road, located in Sections 16-21 of Alaiedon Township; and

WHEREAS, the STP funding pays for 80% of the actual construction costs, with a 20% funding match being the responsibility of the Road Department; and

WHEREAS, the project is also utilizing advance construction STP funds from the 2025 fiscal year in the amount of \$290,000, requiring a deposit from the Road Department in the amount of \$250,000, which shall be eligible for reimbursement in the 2025 fiscal year; and

WHEREAS, the MDOT Contract #24-5021 states the estimated construction funding responsibilities for the project are as follows:

2024 STP Funds (80%):	\$1,490,000
2025 STP Funds (80%):	\$ 290,000
Road Department Match (20%):	<u>\$ 445,000</u>
Total Estimated Project Cost:	\$2,225,000; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs for the project to account for unexpected construction costs; and

WHEREAS, the estimated construction funding responsibilities for the project, with a 20% contingency included, are as follows:

2024-2025 STP Funds with 20% Contingency:	\$2,136,000
Road Department Match with 20% Contingency:	<u>\$ 534,000</u>
Total Estimated Project Cost (+20%):	\$2,670,000; and

WHEREAS, the Road Department's anticipated local participation costs and the STP advance construction deposit have been included in the 2024 Road Fund Budget; and

WHEREAS, the construction project will be undertaken pursuant to an agreement between MDOT and the Contractor; and

WHEREAS, the County on behalf of the Road Department, must enter into an associated second party agreement with MDOT consistent with federal funding requirements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #24-5021 with the Michigan Department of Transportation to reconstruct Holt Road from US-127 to Okemos Road, located in Sections 16-21 of Alaiedon Township for a total estimated project cost of \$2,225,000 consisting of \$1,490,000 in 2024 Surface Transportation Program funding, \$290,000 in 2025 Surface Transportation Program funding and \$445,000 in Road Department funds.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$2,670,000 consisting of \$2,136,000 in 2024-2025 Surface Transportation Program funding and \$534,000 in Road Department funds.

BE IT FURTHER RESOLVED, that the Road Department will provide the Michigan Department of Transportation with a \$250,000 deposit for use of advance construction funds from the 2025 Surface Transportation Program, with the deposit being eligible for reimbursement during their 2025 fiscal year.

BE IT FURTHER RESOLVED, that the Road Department's anticipated local participation match for the federal funding and the STP advance construction deposit have been included in the 2024 Road Fund Budget.

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

Agenda Item 9

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: February 12, 2024
SUBJECT: Resolution To Amend Economic Development Service Contract With Lansing Economic Area Partnership

For the meeting agendas of February 20 and 21

BACKGROUND

The County Commissioners contracted with Lansing Economic Area Partnership (LEAP) for economic development services through the passage of Resolution 20-505, which expired on December 31, 2023. LEAP has offered to extend their contract with the County through December 31, 2024 at the same not to exceed price of \$105,000.

ALTERNATIVES

Do not extend the contract.

FINANCIAL IMPACT

The \$105,000 is budgeted in the 2024 Budget.

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 ECONOMIC DEVELOPMENT SERVICE CONTRACT
WITH LANSING ECONOMIC AREA PARTNERSHIP**

WHEREAS, Lansing Economic Area Partnership (LEAP) contracted with Ingham County through the passage of Resolution #20-505 to provide economic development services, including but not limited to coordination of the Economic Development Corporation and Brownfield Redevelopment Authority from January 1, 2021 to December 31, 2023; and

WHEREAS, LEAP is able and willing to continue its role in promoting and administering economic development activities on behalf of Ingham County at the same agreement amount not to exceed \$105,000 for 2024; and

WHEREAS, LEAP has the ability to provide staff services to the County Economic Development Corporation and Brownfield Redevelopment Authority; and

WHEREAS, working directly with LEAP will assure coordination with regional economic development activities.

THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby authorize an amendment to the existing contract with LEAP in an amount not to exceed \$105,000 per year for a period of January 1, 2024 to December 31, 2024.

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