

CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE
BRIAN McGRAIN, CHAIR
TERI BANAS
TODD TENNIS
CAROL KOENIG
DEB NOLAN
KARA HOPE
ROBIN CASE NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, APRIL 18, 2016 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [April 4, 2016](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Veteran Affairs Committee - Interviews
2. Presentation - Joan Jackson Johnson: Homelessness in Ingham County
3. Health Department
 - a. Resolution to [Amend Resolution #15-193](#) to Include Ingham County Health Department Breast & Cervical Cancer Control (BCCCP)/Wisewoman Fees
 - b. Resolution Honoring [Cheryl Evans](#)
 - c. Resolution Honoring [Karen Kolb](#)
4. Controller's Office
 - a. Resolution Establishing [Priorities](#) to Guide the Development of the 2017 Budget and Activities of County Staff
 - b. Resolution Authorizing an [Amendment to the 2016 Health Services Millage](#) Contract with the Ingham Health Plan Corporation
 - c. Discussion Item: Updating [Various Fees](#) for County Services
5. Special Transportation Millage - Resolution to Submit to the Electorate a [Special Millage Question for a Countywide Transportation System](#) Primarily for the Disabled and Elderly

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.

HUMAN SERVICES COMMITTEE

April 4, 2016

Draft Minutes

Members Present: McGrain, Banas, Tennis, Koenig (Arrived at 6:34 p.m.), Nolan, and Case-Naeyaert

Members Absent: Hope

Others Present: Jared Cypher, Linda Vail, Curt Smith, Sandy Draggoo, Debbie Alexander, Ron Simon, Kevin McGraw, Sharon Dade, Matt Salmon, Henry Rojas, and others

The meeting was called to order by Chairperson McGrain at 6:33 p.m. in the Personnel Conference Room "D&E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the March 14, 2016 Minutes

MOVED BY COMM. CASE-NAEYAERT, SUPPORTED BY COMM. TENNIS, TO APPROVE THE MINUTES OF THE MARCH 14, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Hope and Koenig.

Additions to the Agenda

None.

Limited Public Comment

None.

Commissioner Koenig arrived at 6:34 p.m.

MOVED BY COMM. CASE-NAEYAERT, SUPPORTED BY COMM. BANAS, TO ADOPT A CONSENT AGENDA OF THE FOLLOWING ACTION ITEMS:

4. Health Department
 - a. Resolution to Authorize an Extension to the Agreement with Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH-CEI) for a Mental Health Therapist
 - b. Resolution to Amend the Agreement with St. Vincent Catholic Charities (STVCC) for Interpreter Services
 - c. Resolution to Authorize a Contract with Iron Mountain Inc. for the Transport, Storage and Retrieval of Files
 - d. Resolution to Authorize an Infectious Disease Physician Agreement with the College of Osteopathic Medicine at Michigan State University

- e. Resolution to Authorize Amendment #3 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health
 - f. Resolution Honoring Katie McKinley
5. Controller's Office – Resolution Authorizing Adjustments to the 2016 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

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

1. Capital Area Transportation Authority (CATA) – Presentation Regarding Special Transportation Millage Related Activities

Sandy Draggoo, CEO of CATA, introduced herself to the committee.

Debbie Alexander, Assistant Executive Director of CATA, gave a presentation regarding CATA services provided by the special transportation millage.

Commissioner Tennis asked if the changes to the Williamston services would have a noticeable effect on riders.

Ms. Alexander answered that the vehicle would be the same and so would the number the riders needed to need to call, but they would need to book their rides a day in advance and it would not operate on Saturdays.

Commissioner Case-Naeyaert asked if the seniors that used Redi-Ride were separate from the ones who used Spec Tran in the ridership breakdown.

Ms. Alexander answered yes.

Commissioner Banas asked if they learned anything insightful about the routes from customer surveys.

Ms. Alexander answered that she had engaged leaders from Mason that were looking to expand CATA's services in Mason.

Commissioner Banas asked if there were any trends in Meridian Township.

Ms. Alexander answered that there was a number of Spec-Tran users in Meridian Township and that many persons with disabilities opted for Redi-Ride because it was a better price.

Commissioner Tennis asked for the top reasons why people used their services.

Ms. Alexander answered that they were not allowed to ask for trip purposes. She stated that in general, the number one purpose for riders was for school.

Commissioner Nolan asked if the contract with MSU was profitable.

Ms. Alexander answered that MSU subsidized their service and that it broke even. She stated that no CATA service was profitable.

Commissioner McGrain asked if Spec-Train users were growing and if demand could be met.

Ms. Alexander answered that they had anticipated a spike in ridership, but there was a very flat ridership on Spec-Tran over the years. She stated that they were able to meet the demand. She further stated that they provided an excess of services than what the ADA required such as providing Spec-Tran services beyond the required times.

Chairperson McGrain asked for an update on the Bus Rapid Transit (BRT).

Ms. Alexander answered that they completed 30% engineering work. She stated that the BRT would provide dedicated bus lanes for the busiest bus route. She further stated that the cost had been reduced to \$133 million and the money they were eligible for increased from \$75 million to \$100 million. She stated that construction was planned to start for late 2017 to early 2018.

Commissioner Nolan asked where the other \$33 million was going to come from.

Ms. Alexander answered that the State's money would be matched by an 80:20 ratio, so their \$25 million would become \$125 million and that parallel projects were going to contribute the rest of the funds.

Jared Cypher, Deputy Controller, stated that the reauthorization for the special transportation millage would be on the ballot for the August primary, so a resolution would be brought to the next round of meetings. He further stated that the base millage plus the supplemental would be combined into a single reauthorization.

2. Discussion Item Regarding the Ingham County Board of Commissioners Appointment to the Ingham Health Plan Corporation Board of Directors

Mr. Cypher provided an update on the appointment of Health Director to the Ingham Health Plan Corporation Board of Directors.

Chairperson McGrain stated that, given legal advice, it should be a commissioner to be appointed. He further stated that he wanted to bring it attention to the committee.

There was a discussion regarding the frequency of the meetings and commissioner appointment.

3. Discussion Item Regarding the Volunteers of America Dental Adjuster Program

Linda Vail, Health Officer, addressed the committee regarding a request from the Volunteers of America (VOA) to help fund a public dental clinic.

Commissioner Tennis thanked Ms. Vail for her explanation. He asked if there could be reimbursement from the State.

Ms. Vail answered that the only way that the County could get reimbursed was if the VOA was paying the County for their part of their services. She stated that projections were at around \$50,000 a year and that the County would only pay for services rendered.

Commissioner Nolan asked if the dental clinic had already been built.

Kevin McGraw, Board-Chair of VOA, answered yes and introduced members involved with setting the clinic up. He addressed the committee regarding the near completion of the clinic.

Ron Simon, VOA, stated that they would need \$25,000 for the first six months and that it would leverage \$112,000 in dental care. He further stated that the recipients of the services were homeless and already at that VOA, so they would not need to be transported.

Commissioner Nolan asked for clarification on if they needed \$50,000 a year.

Mr. Simon answered yes.

Commissioner Nolan asked if it would be ongoing.

Mr. Simon answered yes and stated that he hoped the clinic would be self-sufficient in the future.

Mr. McGraw answered that the money paid by the County would only be for services rendered.

Mr. Cypher stated that the money would come from the contingency fund and that the VOA would submit a budget request for the following year.

There was a discussion regarding the requirements for the dental adjustor payment.

Commissioner Banas asked if the potential patients of the VOA dental clinic were potential patients the County would serve at its clinic.

Sharon Dade, Vice President of Social Services at the VOA, answered that 85% of the individuals coming through the facility were homeless. She stated that Ingham County had an 18% prevalence rate in terms of chronic homelessness. She further stated that the VOA medical clinic was successful because it was walk-in.

Commissioner Case-Naeyaert asked what the percentages were based off of.

Ms. Dade answered that 5,329 unique individuals were served in 2015 at the VOA. She stated that nearly every homeless person touched the VOA in some way through their services. She

further stated that at the VOA homeless individuals were more at home and comfortable with staff.

Matt Salmon, Lansing Police Department, addressed the committee regarding the helpfulness of the VOA and how trusted they were by the homeless population.

Commissioner Nolan stated that she would be supportive of the County operating as a public entity and the VOA operating as a 501(c)(3). She further stated that she was supportive of helping with the initial cost but would not be supportive of an on-going cost.

Mr. Simon stated that the \$25,000 would leverage quite a bit more money.

Commissioner Nolan stated that she understood that the cost needed to be on-going, but the County should receive some administrative services back from the VOA.

Ms. Vail stated that fee-for-service Medicaid should only include folks that were dual eligible. She stated that since Medicare did not include dental, it fell on straight fee-for-service Medicaid dental. She further stated that, otherwise, anyone eligible for Medicaid ought to be enrolled in Healthy Michigan where they would get a better dental plan and that the County should never continue to provide services if an individual could get it better elsewhere.

Commissioner Koenig stated Community Mental Health (CMH) was currently working with the VOA to sign people up for the Healthy Michigan Plan.

Ms. Vail stated that a public health dental clinic was different from a dental Federally Qualified Health Center. She further stated that in order for the VOA clinic to be eligible for the dental adjuster payment, dental services needed to be bifurcated within the Health Department to create a public dental clinic separate from the currently running dental clinic.

Commissioner Banas asked what else was needed from the County to help the VOA.

Ms. Vail stated that she would need to provide some sort of service in order to make a legitimate contract with the VOA. She further stated that the County needed to provide some service to the clinic in order for it to be viewed as a public health dental clinic.

Commissioner Nolan stated that the agreement seemed doable.

Chairperson McGrain stated that it sounded like the committee was open to some sort of discussion.

Commissioner Banas thanked those attending for looking out for Ingham County's most vulnerable population.

Announcements

Commissioner Case-Naeyaert announced that Sobriety Court would be on April 5 at 3:00 p.m.

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:46 p.m.

APRIL 18, 2016 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions:

3. Health Department

- a. *Resolution to Amend Resolution #15-193 to Include Ingham County Health Department Breast & Cervical Cancer Control (BCCCP)/Wisewoman Fees*

This resolution amends Resolution #15-193 to include Ingham County Health Department (ICHHD) Breast and Cervical Cancer Control Program Navigation Program (BCCCNP)/Wisewoman fees. Each year, Ingham County passes a resolution to set fees for various county services as part of the budget process. Resolution #15-193 authorized these fees for FY 2016. At the time this resolution was passed, BCCCNP/WISEWOMAN services were not available to the citizens of Ingham County.

4. Controller's Office

- a. *Resolution Establishing Priorities to Guide the Development of the 2017 Budget and Activities of County Staff*

Per direction given at the March 28 Board Leadership meeting, this resolution establishes priorities to guide the development of the 2017 budget and activities of county staff. The resolution is based on staff notes from the Board's strategic planning workshop that was facilitated by Management Partners on March 24, 2016.

- b. *Resolution Authorizing an Amendment to the 2016 Health Services Millage Contract with the Ingham Health Plan Corporation*

Per Resolution #15-355 the Ingham Health Plan Corporation is required, as a condition of the health services millage contract with Ingham County, to appoint the Ingham County Health Officer to its Board of Directors. This appointment was made with the understanding that there would be no contracts between Ingham County (on behalf of the Health Department) and Ingham Health Plan Corporation. It has since been determined that is not possible. In order to avoid the conflict that such an arrangement would create, the County Attorney advises that the resolution and contract be amended to reflect that someone other than the Health Officer be appointed to represent Ingham County on the Ingham Health Plan Corporation Board.

5. Special Transportation Millage - Resolution to Submit to the Electorate a Special Millage Question for a Countywide Transportation System Primarily for the Disabled and Elderly

It is necessary to put the Special Transportation Millage before the voters this fall, as the term of the millage expires. Voters have technically approved two separate millages, one in 2010 for .48 mill and a second in 2012 for .12 mill. It is the opinion of the County Attorney that a millage "renewal" may not be presented for a combined .60 millage request as that level was never separately previously voted on by the electorate. Therefore, this resolution treats the combined .60 mill amount as a new millage intended to "restore" the prior combined millage level. If the millage is combined, it can in the future be treated as a single millage for future renewal efforts. This resolution places the combined .60 mill reauthorization on the August primary ballot.

OTHER ITEMS:

1. *Veteran Affairs Committee – Interviews*
2. *Presentation – Joan Jackson Johnson: Homelessness in Ingham County*
3. *Health Department*
 - b. *Resolution Honoring Cheryl Evans*
 - c. *Resolution Honoring Karen Kolb*
4. *Controller's Office*
 - c. *Discussion Item: Updating Various Fees for County Services*

When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2017 consistent with this standing directive and offer a few adjustments for your consideration. This information will appear as a discussion item on the current round of committee meetings. We anticipate presentation of a resolution at the next round of meetings to recommend increases to certain fees, addition of a few fees and some proposed eliminated fees. A draft version of the resolution is attached for your review and consideration.

Agenda Item 3a

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: March 31, 2016

SUBJECT: Resolution to Amend Resolution #15-193 to Include Ingham County Health Department Breast & Cervical Cancer Control Navigation Program (BCCCNP)/WISEWOMAN Fees

This resolution amends Resolution 15-193 to include Ingham County Health Department (ICHD) Breast and Cervical Cancer Control Program Navigation Program (BCCCNP)/Wisewoman fees. Each year, Ingham County passes a resolution to set fees for various county services as part of the budget process. Resolution # 15-193 authorized these fees for FY 2016. At the time this resolution was passed, BCCCNP/WISEWOMAN services were not available to the citizens of Ingham County.

The Michigan Department of Health & Human Services (MDHHS) has included funds to provide these services to Ingham County residents in an amendment to the Comprehensive Planning, Budgeting, and Contracting (CPBC) agreement. Approval of this amendment will be included on the agenda for the 4/12/16 Board of Commissioners meeting. Once the amendment is approved, ICHD will have the ability to bill for these services via procedure codes identified by MDHHS. These procedure codes and their associated fees are included as an attachment to this resolution.

I recommend that the Ingham County Board of Commissioners adopt the attached amendment to Resolution #15-193 to include the BCCCNP/WISEWOMAN fees.

c: Sarah Bryant w/attachment
Debbie Edokpolo w/attachment
Eric Thelen w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #15-193 TO INCLUDE INGHAM COUNTY HEALTH DEPARTMENT BREAST & CERVICAL CANCER CONTROL (BCCCP)/WISEWOMAN FEES

WHEREAS, each year Ingham County passes a resolution to set fees for various county services as part of the budget process; and

WHEREAS, Resolution #15-193 authorized these fees for FY 2016; and

WHEREAS, at the time Resolution #15-193 was passed, the Ingham County Health Department (ICHD) Breast & Cervical Cancer Control Navigation Program (BCCCNP)/WISEWOMAN services were not available to the citizens of Ingham County; and

WHEREAS, the Michigan Department of Health & Human Services (MDHHS) has included funds to provide this service in an amendment to the Comprehensive Planning, Budgeting, and Contracting (CPBC) agreement which; and

WHEREAS, approval of this amendment will be included on the agenda for the April 12, 2016 Board of Commissioners meeting; and

WHEREAS, once the amendment is approved ICHD will have the ability to bill for these services via procedure codes identified by MDHHS; and

WHEREAS, the Health Officer recommends that the Board of Commissioners adopt the attached amendment to Resolution #15-193 to include the BCCCNP/WISEWOMAN fees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends Resolution #15-193 to include the attached ICHD BCCCNP/WISEWOMAN fees effective May 10, 2016.

FY 2016 Breast & Cervical Cancer Control Navigation Program (BCCNP)/WISEWOMAN Fees

Location		2016		FY16
of	Fee	Proposed		Projected
Service	Description	Fee	Units	Revenue
BCCCP	Alert Value Case Management	\$101.00	5	\$505
BCCCP	Hypertension Case Management	\$27.00	5	\$135
BCCCP	Wellness Assessment	\$41.00	20	\$820
BCCCP	Disease Management Initial Assessment	\$41.00	20	\$820
BCCCP	Lifestyle Modification Mgmt of CVD - 1st stage	\$41.00	20	\$820
BCCCP	Lifestyle Modification Mgmt of CVD - Final stage	\$88.00	20	\$1,760
BCCCP	Disease Management Follow Up	\$101.00	20	\$2,020
BCCCP	Patient Education - Non Physician Provider	\$169.00	20	\$3,380
BCCCP	Patient Navigation	\$81.00	20	\$1,620

Agenda Item 3b

TO: Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: April 4, 2012

Attached is a resolution honoring Cheryl Evans for her 10 years of service to Ingham County staff and residents. I recommend that the Board of Commissioners adopt the attached resolution.

c: Eric Thelen w/attachment
Lynn Kiter w/attachment

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING CHERYL EVANS

WHEREAS, Cheryl Evans started her career with Ingham County Health Department (ICHD) with Health Plan Management Services (HPMS) in February of 2006 as a Billing and Reporting Clerk; and

WHEREAS, Ms. Evans was instrumental in facilitating access for thousands of residents across the State of Michigan to an organized system of health care; and

WHEREAS, Ms. Evans coordinated payments between the county health plans, a third party administrator, and the provider community ensuring members would receive essential medical care; and

WHEREAS, as part of her role with HPMS, Ms. Evans provided lead support to the Claims Services unit by assisting with functions such as claim processing, provider credentialing, and customer service; and

WHEREAS, in April of 2014, Ms. Evans transitioned into the Billing and Reporting Department as Billing and Reporting Clerk; and

WHEREAS, for the past two years Ms. Evans has processed claims and payments for services rendered to patients within ICHD's Community Health Centers; and

WHEREAS, Ms. Evans' work was exceptional and she was committed to performing her job functions in the best interest of the customers and patients; and

WHEREAS, Ms. Evans' skills, initiative, and positive support of her team members will be missed by her colleagues; and

WHEREAS, after 10 years of dedicated service to ICHD, Cheryl Evans is retiring on July 1st, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honor Cheryl Evans for her 10 years of dedicated service to the Health Department and for her dedication and commitment to her work.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.

Agenda Item 3c

TO: Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: April 4, 2016

Attached is a resolution honoring Karen Kolb for over 10 years of service to Ingham County staff and residents. I recommend that the Board of Commissioners adopt the attached resolution.

c: Eric Thelen w/attachment
Lynn Kiter w/attachment

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING KAREN KOLB

WHEREAS, Karen Kolb started her career with Ingham County Health Department (ICHD) with Health Plan Management Services (HPMS) in November of 2005 as a Community Health Representative II; and

WHEREAS, Ms. Kolb was instrumental in facilitating access for thousands of residents across the state Michigan to an organized system of health care; and

WHEREAS, Ms. Kolb served as a bridge between the County Health Plans, Michigan Department of Health and Human Services, and the community by coordinating member enrollment into the plans; and

WHEREAS, in her role with HPMS, Ms. Kolb provided administrative support to the Claims Services Unit by assisting with functions such as claim processing, provider credentialing, and customer service; and

WHEREAS, in April of 2014, Ms. Kolb transitioned into the Billing and Reporting Department as Community Health Representative II and then as a Billing and Reporting Clerk in 2015; and

WHEREAS, for the past two years Ms. Kolb has reviewed insurance status and processed charges for services rendered to patients within ICHDs Community Health Centers; and

WHEREAS, Ms. Kolb's commitment to performing her duties in a very detailed and accurate manner has made her a great asset to the patients and staff; and

WHEREAS, Ms. Kolb's skills, initiative, and positive support of her team members will be missed by her colleagues; and

WHEREAS, after 10 years of dedicated service to ICHD Karen Kolb is retiring on July 1st, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honor Karen Kolb for more than 10 years of dedicated service to the Health Department and for her dedication and commitment to her work.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.

TO: Board of Commissioners Liaison Committees
FROM: Jared Cypher, Deputy Controller
DATE: April 6, 2016
SUBJECT: Resolution Establishing Priorities to Guide the Development of the 2017 Budget and Activities of County Staff

For the meeting agendas of April 14, April 18, April 19, and April 20

BACKGROUND

Per direction given at the March 28 Board Leadership meeting, this resolution establishes priorities to guide the development of the 2017 budget and activities of county staff. The resolution is based on staff notes from the Board’s strategic planning workshop that was facilitated by Management Partners on March 24, 2016.

ALTERNATIVES

The Board of Commissioners could choose not to approve a priority setting resolution however that would leave departments and agencies with no guidance for 2017 budget preparation. The same would hold true if the Board chose to wait until Management Partners submitted a final report.

FINANCIAL IMPACT

This resolution has no direct or immediate financial impact however departments and agencies are expected to use the resolution as a guide when developing their 2017 budget requests. The Controller will also use this resolution as a tool to develop the 2017 Controller Recommended Budget.

OTHER CONSIDERATIONS

The Board of Commissioners has hired Management Partners to do strategic planning facilitation, and to date a final report has not been presented for adoption by the Board. Later this year, the Board will be asked to make its final recommendations through a separate resolution for a strategic plan to guide county planning and operations for the next three to five years.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution establishing priorities to guide the development of the 2017 budget and activities of county staff.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE
2016 BUDGET AND ACTIVITIES OF COUNTY STAFF**

RESOLUTION # 15 - 57

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long term objectives:

- *Enhancing access to county records
- *Providing a quality transportation system including roads
- *Providing a suitable and ecologically sensitive drainage system
- *Providing recreational opportunities
- *Fostering economic well being
- *Promoting environmental protection, smart growth and conservation
- *Preventing and controlling disease
- *Promoting accessible health care
- *Assisting in meeting basic needs
- *Fostering youth development
- *Supporting public safety
- *Assuring fair and efficient judicial processing
- *Providing appropriate evidence based sanctions for adult offenders
- *Providing appropriate evidence based treatment and sanctions for at-risk juveniles; and

WHEREAS, these long term objectives are intended to promote:

- A healthy and active population
- A safe community
- A thriving economy and high quality of life
- A clean and protected environment
- An innovative approach to government; and

WHEREAS, these services are to be delivered to promote fairness, equity, and social justice; and

WHEREAS, the Board of Commissioners has identified priorities to guide the development of the 2016 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following priority areas to be utilized by the Controller/Administrator's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2016:

1. Current year expenditures should be supported by current year revenues. The Controller/Administrator will develop a multi-year budget projection and a long-range plan to finance the County's legacy costs. These projections will be used to guide the Board's decision as to the appropriate use of the County's reserves in the development of the 2016 Budget.
2. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long term objectives should be continued in 2016, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds.
3. The Board of Commissioners expects all department offices and courts to consider these priorities in the development of their budgets and activities for 2016.
4. Priority consideration should be given to producing the following outcomes:
 - a) A healthy and active population
 1. Maintain and expand access to health care for Ingham County residents, with an emphasis on the uninsured and under-insured.
 2. Implement the long range plan for the operation and location of Community Health Centers.
 3. Provide accessible recreational opportunities throughout the County guided by the County Parks Master Plan and the Potter Park Master Plan. Update the County Parks Master Plan and include a long-range plan for the utilization of the Trails and Parks Millage.
 4. Maximize ability to capture more federal funds for health care.
 5. Develop and implement a long-range plan for the utilization of the Health Services Millage that includes mental health services.
 - b) A safe community
 1. Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population.
 2. Maximize use of the Juvenile Justice Millage funds to provide the most appropriate community-based programming for at-risk juveniles and juvenile offenders.
 3. Develop a plan for renovating or new construction for the Ingham County Jail, 55th District Court, and Animal Control facilities including a financing plan with regional and private partners where appropriate.
 - c) A thriving economy and high quality of life
 1. Encourage re-use of abandoned, polluted, and tax-reverted properties through various redevelopment tools.
 2. Direct resources towards maintenance of and reinvestment in existing assets.
 3. Prepare to work with County Departments and Agencies as appropriate in anticipation of additional revenue for road maintenance should the statewide ballot proposal be approved in the Spring of 2015.
 - d) A clean and protected environment
 1. Encourage County-funded projects to be environmentally sensitive, when appropriate.
 2. Monitor environmental hazards and seek to prevent and mitigate pollution.
 3. Expend resources to preserve farmland and open space and to prevent urban sprawl.

e) An innovative approach to government

1. Exploration of efficiencies through regional cooperation, emphasizing consolidation and service sharing, accountability and transparency, and controlling costs.
2. Enhanced use of technology to provide information and transparency to the public.

FINANCE: Yeas: Anthony, Bahar-Cook, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays: None **Absent:** None **Approved 2/18/15**

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE
2017 BUDGET AND ACTIVITIES OF COUNTY STAFF**

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County has incorporated strategic planning into the annual budget process since 1993; and

WHEREAS, Ingham County has contracted with Management Partners as a strategic planning facilitator; and

WHEREAS, the final report by Management Partners has not yet been adopted by the Board of Commissioners; and

WHEREAS, the following goals were identified at a Board Leadership meeting:

- Provide access to quality innovative and cost-effective services that promote well-being and quality of life to citizens in Ingham County.
- To enhance and provide the necessary support and equipment to meet the IT needs of each department.
- Make Ingham County the employer of choice where diversity and inclusion is advanced within the employee rank and file.
- Maintain and enhance County fiscal health to ensure delivery of services to residents.
- In order to improve service, improve communications both internal and external.
- Achieve safe, positive, healthy, efficient, and functional county facilities and property consistent with sound environmental stewardship.
- Provide safe, quality infrastructure to support existing development and smart economic growth.

WHEREAS, later this year the Board of Commissioners will make its final recommendations through a separate resolution for a strategic plan to guide the county planning and operations for the next three to five years; and

WHEREAS, the Board of Commissioners has identified priorities to guide the development of the 2017 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following priority areas to be utilized by the Controller/Administrator's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2017:

1. Current year expenditures should be supported by current year revenues. The Controller/Administrator will develop a multi-year budget projection and a long-range plan to finance the County's legacy costs. These projections will be used to guide the Board's decision as to the appropriate use of the County's reserves in the development of the 2017 Budget.

2. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long term objectives should be continued in 2017, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds.
3. The Board of Commissioners expects all department offices and courts to consider these priorities in the development of their budgets and activities for 2017.
4. Priority consideration should be given to the following:
 - Implement the recommendations for the Trails and Parks Millage made by the Board of Commissioners' Trails and Parks Task Force.
 - Continue implementation of the long range plan for the operation and location of the Community Health Centers by renovating the Human Services Building.
 - Evaluate the employee compensation (Hay) Study and develop a strategy for its implementation.
 - Continue to reduce the budgeted use of fund balance in the general fund.
 - Implement a plan for renovating or new construction for the Ingham County Jail, 55th District Court, and Animal Control facilities.

TO: Board of Commissioners Human Services Committee
FROM: Jared Cypher, Deputy Controller
DATE: April 6, 2016
SUBJECT: Resolution Authorizing an Amendment to the 2016 Health Services Millage Contract with the Ingham Health Plan Corporation

For the meeting agenda of April 18, 2016

BACKGROUND

Per resolution #15-355 Ingham Health Plan Corporation is required, as a condition of the health services millage contract with Ingham County, to appoint the Ingham County Health Officer to its Board of Directors. This appointment was made with the understanding that there would be no contracts between Ingham County (on behalf of the Health Department) and Ingham Health Plan Corporation. It has since been determined that is not possible. In order to avoid the conflict that such an arrangement would create, the County Attorney advises that the resolution and contract be amended to reflect that someone other than the Health Officer be appointed to represent Ingham County on the Ingham Health Plan Corporation Board.

ALTERNATIVES

If this resolution was not approved, it is likely that the Ingham County Health Officer would need to resign from the Ingham Health Plan Corporation Board due to the conflict arising from any future contractual relationships. This would leave Ingham County without representation on that Board.

FINANCIAL IMPACT

This resolution has no direct financial impact.

OTHER CONSIDERATIONS

Ingham County has a contract with Ingham Health Plan Corporation for services to health services millage eligible residents through December 31, 2016. It is expected that Ingham Health Plan Corporation will submit a request to continue that arrangement in 2017 through the budget process.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend the 2016 health services millage contract with Ingham Health Plan Corporation.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE
2016 HEALTH SERVICES MILLAGE CONTRACT WITH
THE INGHAM HEALTH PLAN CORPORATION**

WHEREAS, Resolution #15-355 authorized a contract with Ingham Health Plan Corporation for services to health services millage eligible residents; and

WHEREAS, as a condition of the contract, the Ingham Health Plan Corporation was required to appoint the Ingham County Health Officer to their Board of Directors; and

WHEREAS, this condition was authorized under the assumption that there would be no contracts between Ingham County (on behalf of the Health Department) and the Ingham Health Plan Corporation; and

WHEREAS, it will be necessary in the future to have such contracts; and

WHEREAS, the Board of Commissioners desires to avoid any situation that would appear as a conflict; and

WHEREAS, the County Attorney recommends the appointment of someone other than the Health Officer to represent Ingham County on the Ingham Health Plan Corporation Board of Directors.

THEREFORE BE IT RESOLVED, that the 2016 health services millage contract with the Ingham Health Plan Corporation be amended to reflect that the Board of Commissioners has the authority to designate someone to serve on the Ingham Health Plan Corporation Board of Directors.

BE IT FURTHER RESOLVED, all other terms and conditions of the contract remain unchanged.

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

TO: Finance and Liaison Committees
FROM: Timothy J. Dolehanty, Controller
DATE: April 5, 2016
SUBJECT: 2017 Update of County Fees

When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2017 consistent with this standing directive and offer a few adjustments for your consideration. This information will appear as a discussion item on the current round of committee meetings. We anticipate presentation of a resolution at the next round of meetings to recommend increases to certain fees, addition of a few fees and some proposed eliminated fees. A draft version of the resolution is attached for your review and consideration.

Attached spreadsheets provide details of recommended fee adjustments to be effective for the Health Department and the Friend of the Court on October 1, 2016, park and zoo winter seasonal fees on November 1, 2016, and for all other departments on January 1, 2017. As noted in the fee schedule, seasonal fees will continue through March 31, 2017.

The first attachment (Attachment A) offers analysis of proposed fees for 2017. The annual average United States' consumer price index was used to do the calculation. This rate of 0.3% was also used by the State of Michigan for the inflation rate multiplier.

The following information is included for each fee:

1. Location of Service
2. Fee Description
3. The 2016 cost as calculated in last year's fee update process.
4. The 2017 cost, which was calculated by multiplying the 2016 cost by the consumer price index.
5. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution #02-155. For other fees added after the passage of Resolution #02-155, in most cases, it was assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.

6. The 2017 calculated fee is based on the 2016 cost multiplied by the target percent.
7. Although many fees were proposed to remain unchanged in 2017, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount and, in the case of some larger fees, rounded to the lower \$5 or \$10 increment. In some cases the cost multiplied by the target percent is much greater than the current fee, so only an incremental increase was proposed in anticipation of further upward adjustments over several years. Fees that are proposed to increase are presented in **bold type**.
8. Units. This variable was used to calculate anticipated revenue generated by a proposed fee. Initial information was provided in the Maximus study, and in some cases has been updated by the departments.
9. Department/Controller Recommendation. Department heads agreed with the initial proposed fees in most cases. Where there was disagreement, the department head was asked to provide supporting information such as a memorandum of explanation. In all cases, the Controller agreed with recommendations of the department head as follows:
 - a. CS: The Clerk's Office would like to maintain the 2016 rates for all of their fees. Lines 1-2, the Clerk indicated that small incremental changes would delay check out for customers and compared to other counties they already charge on the high end. The Marriage Solemnize fee (line 4) was significantly increased a few years ago.
 - b. CS: The Board of Commissioners' Office just passed new FOIA fees in 2015 and would rather not increase fees twice in a one year period (Lines 10-14).
 - c. CS: The Parks Department agrees with some of the proposed fees with the following exceptions: Lines 72 and 74, Resident and Non-Resident Annual Fee - a one-dollar increase creates inefficiencies at the park entrances and will require more change counting and lines to occur. Our market research reflects no park system charging an odd dollar amount. Fees are generally in \$5 increments. Our \$30 annual fee is in line with what other Counties are charging. Line 111, Abandonment/Recovery – we would ask to leave this fee as is, given that it is rarely charged, perhaps one time annually. This fee was not intended to generate revenue, but to serve as a deterrent to canoers who were abandoning a canoe or kayak along the river. This has worked exceedingly well. Line 112, Late Fee - we would ask to leave this fee as is given that it is rarely charged, perhaps two times annually. This fee was not intended to generate revenue, but to serve as a deterrent to canoers who were arriving back in the park long after dark, this has worked exceedingly well. Line 121, Boat Launch Annual – a one-dollar increase creates inefficiencies at the park entrances. This will require more change counting and lines to occur. Our market research reflects no park system charging an odd dollar amount. Fees are generally in \$5 increments. Line 133, Day Camp – we agree with your recommendation to increase the non-resident and extended hour camp sessions. We would also like to increase the resident fee to be consistent with changes. Line 139, Disc Golf Annual – a one-dollar increase creates inefficiencies at the park entrances. This will require more change

counting and lines to occur. Our market research reflects no park system charging an odd dollar amount. Line 158-159, Utility Vehicle/Golf Cart Rental - we would ask to leave this fee as is given that it is rarely charged, perhaps one time annually. This fee was not intended to generate revenue, but to serve as a deterrent to park visitors and event planners who were “borrowing” a vehicle for a few minutes and it resulted in an extended time that interfered with park work functions. This has worked very well. Line 165, Nature Programs (per person) – we have had past requests for guided walks or tours and we are discussing development of a program. This will allow us to implement the program in a timely manner once established. Line 166, Passport Photos – picture fees can be set by Ingham County, while the processing fee is set by the State Department. \$15 is a competitive fee based on market research. Line 167, Snow Shoe Rental – We have had frequent requests for this program. We would like to have a fee set for this and develop the program. Based on market research this is an equitable fee. Line 168, Band Shell Rental – these fees are being collected by the Friends of Ingham County Parks. There is no BOC resolution declaring that Band Shell fees will be collected by the Friends of Ingham County Parks. In addition, this practice is not in keeping with our relationship with the Friends who financially support construction of facilities in the parks and following construction, that facility is then donated to the Parks. Line 170, Band Shell Equipment Rental – this is when renting the band shell.

- d. CS: The Zoo agreed with most of the proposed fee increases. Lines 174 and 175, Resident and Non-Resident Annual Passes, this is the same rate as the other park annual passes and we should stay consistent to the parks, therefore we would like to stay at the 2016 rates. Line 180, the target percentage changed from 25% to 40% and Line 182, the target percentage changed from 25% to 35%. This was increase based on information from the Zoo that the costs needed to be increased and the Controller’s Office supports these changes.
- e. CS: The Register of Deeds does not agree with increasing any of the fees for 2017. The fees associated with the cost of the subscriptions on Laredo and Tapestry should at this time remain the same as they have knowledge that the State of Michigan will be increasing the filing fees for documents in the very near future (Lines 198, 202 and 204).
- f. CS: The Treasurer does not agree with the increase in proposed fee (Line 205). He believes it costs more to update the forms each year and the cost just increased last year. He recommends waiting for another year.
- g. HS: The Health Department agrees with most of the proposed fee increase. However, Line 26, the Office for Young Children feel that the proposed fee is too high and are willing to increase the fee but just not as much as our proposed amount. This is a mandated fee for daycare providers. Lines 87 and 92-95, Environmental Health fees were just passed by the Board at the end of 2015 and the Health Department would prefer not to increase twice within a year period.

- h. L&C: Animal Control proposed fee increases are supported by the department except the following: Lines 2-3 and 5-7, the Director and the Treasurer believe our fees are high enough that they are seeing diminishing returns (that is, lost revenue because people won't pay that much to license their dogs) at least in some categories. They would like to hold the above fees to the 2016 rate for 2017 and then analyze them more for 2018.
 - i. L&C: The District Court does not recommend any fee increase for 2017 (Lines 52-53).
 - j. L&C: The Friend of the Court does not want to increase the bench warrant fee in Line 67. This fee has been increased over the years and these fees are very difficult to collect and have a very high outstanding balance.
10. Additional revenue is projected from the department head/Controller recommended increase in fees multiplied by the units.

A summary of proposed fee increases for 2017 is presented in the final spreadsheet (Attachment B). The spreadsheet simply lists the 2016 fee, department head and Controller recommendations, and projected revenue for each fee where an increase was proposed.

Fee increases recommended by the Controller's Office would generate approximately \$45,621 in additional revenue in 2017. Total revenue generated by the listed fees is approximately \$5.7 million, meaning the proposed adjustments would increase the base by about 1.0%.

Please do not hesitate to contact me if you have any questions regarding this information.

Attachments

DRAFT RESOLUTION

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2017 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2016 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2016.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

2017 County Fees Analysis
Human Services Committee

ATTACHMENT A

FEES PROPOSED TO CHANGE ARE IN BOLD

Location of Service	Fee Description	2016 Cost	2017 Cost Increase Factor	2017 Cost	Target Percent	2016 Fee	2017 Calc. Fee	2017 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue	
1	Comm. Health	GC Prob Tech	\$21.15	0.3%	\$21.22	100%	COST	21.22	COST	1,000	COST	\$0
2	Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$15.28	0.3%	\$15.32	100%	\$15.00	15.32	\$15.00	75	\$15.00	\$0
3	Comm. Health	INS Vaccination Verif Form I-693	\$38.19	0.3%	\$38.31	100%	\$38.00	38.31	\$38.00	400	\$38.00	\$0
4	Comm. Health	Immuniz Record Copying Fee	\$4.58	0.3%	\$4.60	100%	\$4.00	4.60	\$4.00	800	\$4.00	\$0
5	Comm. Health	MIHP Tran. Bus/Van	\$35.60	0.3%	\$35.70	100%	\$35.60	35.70	\$35.00	400	\$35.60	\$0
6	Comm. Health	MIHP - Trans Taxi	\$32.56	0.3%	\$32.65	100%	\$32.56	32.65	\$32.00	70	\$32.56	\$0
7	Comm. Health	MIHP Trans. Volunteer	\$0.35	0.3%	\$0.35	100%	\$0.35	0.35	\$0.35		\$0.35	\$0
8	Comm. Health	Compreh Envir Investigation	\$305.55	0.3%	\$306.47	100%	\$300.00	306.47	\$305.00	11	\$305.00	\$55
9	Comm. Health	Assessment of Home	\$129.86	0.3%	\$130.25	100%	\$125.00	130.25	\$130.00	5	\$130.00	\$25
10	Imm. Clinic	Internat'l Travel Consult	\$62.92	0.3%	\$63.10	100%	\$62.00	63.10	\$63.00	500	\$63.00	\$500
11	Imm. Clinic	Influenza - Mass Vacc. Clinic	\$30.66	0.3%	\$30.76	75%	market price	23.07	market price	4,000	market price	\$0
12	Med Examiner	Cremation Permits	\$27.69	0.3%	\$27.77	100%	\$27.00	27.77	\$27.00	1,300	\$27.00	\$0
13	Med Examiner	Autopsy Report Copies (family)	\$18.46	0.3%	\$18.51	100%	\$0.00	18.51	\$0.00	5	\$0.00	\$0
14	Med Examiner	Autopsy Report Copies (others)	\$46.14	0.3%	\$46.28	100%	\$25.00	46.28	\$25.00	5	\$25.00	\$125
15	OYC	Consultation Request (per hr.)	\$73.72	0.3%	\$73.94	100%	\$73.00	73.94	\$73.00	10	\$73.00	\$730
16	OYC	Agency Training Request- Base, 1.5 hr.	\$221.17	0.3%	\$221.84	100%	\$215.00	221.84	\$220.00	9	\$220.00	\$45
17	OYC	Agency Training Request- Base, 2.5 hr.	\$368.61	0.3%	\$369.72	100%	\$355.00	369.72	\$360.00	11	\$360.00	\$55
18	OYC	Agency Training Request- Base, 3.0 hr.	\$418.08	0.3%	\$419.33	100%	\$432.00	419.33	\$432.00	10	\$432.00	\$0
19	OYC	Agency Training Request- Base, 5.0 hr.	\$696.78	0.3%	\$698.87	100%	\$688.00	698.87	\$690.00	8	\$690.00	\$16
20	OYC	Agency Train. Request- Base, 1.5 hr, each add.	\$14.74	0.3%	\$14.79	100%	\$16.00	14.79	\$16.00	0	\$16.00	\$0
21	OYC	Agency Train. Request- Base, 2.5 hr, each add.	\$22.12	0.3%	\$22.18	100%	\$23.00	22.18	\$23.00	0	\$23.00	\$0
22	OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	\$29.49	0.3%	\$29.58	100%	\$28.00	29.58	\$29.00	100	\$29.00	\$100
23	OYC	OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)	\$36.86	0.3%	\$36.97	100%	\$36.00	36.97	\$36.00	700	\$36.00	\$0
24	OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	\$73.72	0.3%	\$73.94	100%	\$71.00	73.94	\$72.00	100	\$72.00	\$100
25	OYC	OYC - Advanced Training - 8-10 hrs./per person	\$104.45	0.3%	\$104.76	100%	\$110.00	104.76	\$110.00	50	\$110.00	\$0
26	OYC	OYC - Required Training - > 10 hrs./per person	\$190.84	0.3%	\$191.41	100%	\$138.00	191.41	\$145.00	100	\$140.00	\$200
27	OYC	OYC-Agency Request Head Start CPR & 1st Aide	\$70.00	0.3%	\$70.21	100%	\$70.00	70.21	\$70.00	150	\$70.00	\$0
28	Env. Health	FOOD SERVICE SANITATION PROGRAM										
29	Env. Health	Food Service Establishment License Fee										
30	Env. Health	Category 1 (see definition below) - License Fee *	\$585	0.3%	\$586.76	80%	\$470.00	469.40	\$470.00	360	\$470.00	\$0
31	Env. Health	Category 1 (see definition below) - Full Plan Review	\$1,214	0.3%	\$1,217.64	80%	\$970.00	974.11	\$970.00	6	\$970.00	\$0
32	Env. Health	Category 1 (see definition below) - New Owner/Eval	\$645	0.3%	\$646.43	80%	\$515.00	517.15	\$515.00	26	\$515.00	\$0
33	Env. Health	Category 1 (see definition below) - New Owner w/minimal plan review	\$774	0.3%	\$776.32	80%	\$620.00	621.06	\$620.00	2	\$620.00	\$0
34	Env. Health	Category 2 (see definition below) - License Fee *	\$808	0.3%	\$810.42	80%	\$645.00	648.34	\$645.00	407	\$645.00	\$0
35	Env. Health	Category 2 (see definition below) - Full Plan Review	\$1,689	0.3%	\$1,694.07	80%	\$1,350.00	1,355.25	\$1,350.00	25	\$1,350.00	\$0
36	Env. Health	Category 2 (see definition below) - New Owner/Eval	\$905	0.3%	\$907.72	80%	\$725.00	726.17	\$725.00	26	\$725.00	\$0
37	Env. Health	Category 2 (see definition below) - New Owner w/minimal plan review	\$950	0.3%	\$952.85	80%	\$760.00	762.28	\$760.00	12	\$760.00	\$0

Location of Service	Fee Description	2016 Cost	2017 Cost Increase Factor	2017 Cost	Target Percent	2016 Fee	2017 Calc. Fee	2017 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
38 Env. Health	Category 3 (see definition below) - License Fee *	\$1,145	0.3%	\$1,148.44	80%	\$915.00	918.75	\$915.00	172	\$915.00	\$0
39 Env. Health	Category 3 (see definition below) - Full Plan Review	\$2,429	0.3%	\$2,436.29	80%	\$1,945.00	1,949.03	\$1,945.00	26	\$1,945.00	\$0
40 Env. Health	Category 3 (see definition below) - New Owner/Eval	\$1,320	0.3%	\$1,323.96	80%	\$1,055.00	1,059.17	\$1,055.00	14	\$1,055.00	\$0
41 Env. Health	Category 3 (see definition below) - New Owner w/minimal plan review	\$1,462	0.3%	\$1,466.39	80%	\$1,170.00	1,173.11	\$1,170.00	2	\$1,170.00	\$0
42 Env. Health	Mobile - License Fee *	\$453	0.3%	\$454.36	80%	\$360.00	363.49	\$360.00	1	\$360.00	\$0
43 Env. Health	Mobile - Full Plan Review	\$621	0.3%	\$622.86	80%	\$495.00	498.29	\$495.00	1	\$495.00	\$0
44 Env. Health	Mobile - New Owner/Eval.	\$516	0.3%	\$517.55	80%	\$415.00	414.04	\$415.00	1	\$415.00	\$0
45 Env. Health	STFU - License Fee * (state mandated fee)	\$453	0.3%	\$454.36	34%	\$152.00	152.46	\$152.00	152	\$152.00	\$0
46 Env. Health	STFU - Full Plan Review	\$621	0.3%	\$622.86	80%	\$495.00	498.29	\$495.00	25	\$495.00	\$0
47 Env. Health	STFU - New Owner/Eval	\$557	0.3%	\$558.67	80%	\$445.00	446.94	\$445.00	1	\$445.00	\$0
48 Env. Health	Temporary Food License	\$373	0.3%	\$374.12	50%	\$195.00	187.06	\$195.00	111	\$195.00	\$0
49 Env. Health	Seasonal Facilities - License Fee *	\$550	0.3%	\$551.70	50%	\$275.00	275.85	\$275.00	43	\$275.00	\$0
50	Other Food Service Fees										
51 Env. Health	Late Fee for Food License effective 1st day after April 30th	\$135.00	0.3%	\$135.41	100%	\$135.00	135.41	\$135.00	0	\$135.00	\$0
52 Env. Health	Late Fee for Temporary Food License application less than 5 days prior to event (in addition to the \$195 license)	\$195.00	0.3%	\$195.59	100%	\$195.00	195.59	\$195.00	0	\$195.00	\$0
53 Env. Health	Inspection fee for STFU	\$382	0.3%	\$383.15	24%	\$90.00	90.27	\$90.00	92	\$90.00	\$0
54 Env. Health	Vending License	\$493	0.3%	\$494.48	20%	\$100.00	100.30	\$100.00	80	\$100.00	\$0
55 Env. Health	Construction/Remodeling that begins without approved plans (**)	\$986	0.3%	\$988.96	80%	\$790.00	791.17	\$790.00	2	\$790.00	\$0
56 Env. Health	Food Service plan review re-evaluation or re-submission	\$500.00	0.3%	\$501.50	100%	\$500.00	501.50	\$500.00	1	\$500.00	\$0
57	Enforcement Food Service Program Fees										
58 Env. Health	Informal Hearing Fee (**)	\$1,126	0.3%	\$1,129.38	100%	\$1,126.00	1,129.38	\$1,126.00		\$1,126.00	\$0
59 Env. Health	Formal Hearing Fee (**)	\$1,126	0.3%	\$1,129.38	100%	\$1,126.00	1,129.38	\$1,126.00		\$1,126.00	\$0
60 Env. Health	Follow Up inspection to assess compliance for critical violations (**)	\$524	0.3%	\$525.57	100%	\$524.00	525.57	\$524.00		\$524.00	\$0
61 Env. Health	Fee for new owner operating without new license(**)	\$810	0.3%	\$812.43	80%	\$650.00	649.94	\$650.00	3	\$650.00	\$0
62 Env. Health	WATER SUPPLY WELL & ON-SITE SEPTIC DISPOSAL										
63 Env. Health	Well - permit to construct or alter a private residential , type II, or type III well	\$428	0.3%	\$428.95	90%	\$385.00	386.05	\$385.00	98	\$385.00	\$0
64 Env. Health	Septic - new or repair permit for residential or commercial	\$948	0.3%	\$950.84	90%	\$850.00	855.76	\$850.00	115	\$850.00	\$0
65 Env. Health	Combined - well & septic	\$1,166	0.3%	\$1,169.50	90%	\$1,050.00	1,052.55	\$1,050.00	60	\$1,050.00	\$0
66 Env. Health	Septic - new/repair septic tank only	\$391	0.3%	\$392.17	90%	\$350.00	352.96	\$350.00	25	\$350.00	\$0
67 Env. Health	Well - Sanitary survey, public non community Type II - transient well	\$475	0.3%	\$476.43	90%	\$430.00	428.78	\$430.00	14	\$430.00	\$0
68 Env. Health	Well - Sanitary survey, public non community Type II non - transient Well	\$550	0.3%	\$551.65	90%	\$495.00	496.49	\$495.00	5	\$495.00	\$0
69 Env. Health	Septic Evaluation - application for residential or commercial lot & soil evaluation	\$430	0.3%	\$431.29	90%	\$390.00	388.16	\$390.00	25	\$390.00	\$0
70 Env. Health	Septic Evaluation - plan review for engineered system	\$346	0.3%	\$347.04	90%	\$311.00	312.33	\$311.00	61	\$311.00	\$0

Location of Service	Fee Description	2016 Cost	2017 Cost Increase Factor	2017 Cost	Target Percent	2016 Fee	2017 Calc. Fee	2017 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
71	BODY ART FACILITY PROGRAM										
72	Env. Health License renewal	\$414	0.3%	\$415.24	80%	\$330.00	332.19	\$330.00	15	\$330.00	\$0
73	Env. Health Full plan review	\$538	0.3%	\$539.61	80%	\$430.00	431.69	\$430.00	4	\$430.00	\$0
74	CAMPGROUND INSPECTIONS										
75	Env. Health Permanent Campground	\$417	0.3%	\$418.25	100%	\$415.00	418.25	\$415.00	9	\$415.00	\$0
76	Env. Health Temporary Campground	\$188	0.3%	\$188.56	100%	\$185.00	188.56	\$185.00	2	\$185.00	\$0
77	MORTGAGE CERTIFICATION INSPECTIONS (POINT OF SALE)										
78	Env. Health Point of Sale - Application/Administrative processing fee	\$293	0.3%	\$293.88	85%	\$250.00	249.80	\$250.00	510	\$250.00	\$0
79	Env. Health Point of Sale - On-site evaluation of well & septic	\$594	0.3%	\$595.78	75%	\$450.00	446.84	\$450.00	16	\$450.00	\$0
80	Env. Health Point of Sale - Waste treatment evaluation	\$350	0.3%	\$351.05	100%	\$350.00	351.05	\$350.00	2	\$350.00	\$0
81	Env. Health Point of Sale - Well evaluation	\$250	0.3%	\$250.75	100%	\$250.00	250.75	\$250.00	6	\$250.00	\$0
82	Env. Health Point of Sale - inspector annual renewal fee	\$200	0.3%	\$200.60	100%	\$200.00	200.60	\$200.00	17	\$200.00	\$0
83	CHILD CARE & FOSTER CARE INSPECTIONS										
84	Env. Health Full inspection, water system, sewage disposal, building and grounds	\$284	0.3%	\$284.85	100%	\$280.00	284.85	\$280.00	82	\$280.00	\$0
85	POOLS										
86	Env. Health Pool Inspection	\$176	0.3%	\$176.53	100%	\$175.00	176.53	\$175.00	175	\$175.00	\$0
87	Env. Health Additional pool at the same location	\$122.38	0.3%	\$122.74	100%	\$100.00	122.74	\$110.00	0	\$100.00	\$0
88	Env. Health Re-inspection fee after violation	\$122.38	0.3%	\$122.74	100%	\$200.00	122.74	\$200.00	0	\$200.00	\$0
89	TOBACCO & E-CIGARETTE										
90	Env. Health Tobacco & E- cigarette sales license - East Lansing	\$374	0.3%	\$375.12	78%	\$290.00	290.87	\$290.00	27	\$290.00	\$0
91	Env. Health Tobacco & E- cigarette sales license - Not East Lansing	\$374	0.3%	\$375.12	90%	\$335.00	337.61	\$335.00	239	\$335.00	\$0
92	Env. Health Tobacco & E- cigarette Change of Ownership Fee - East Lansing	\$135.70	0.3%	\$136.10	100%	\$130.00	136.10	\$135.00	5	\$130.00	\$0
93	Env. Health Tobacco & E- cigarette Change of Ownership Fee - Not East Lansing	\$157.41	0.3%	\$157.88	100%	\$150.00	157.88	\$155.00	9	\$150.00	\$0
94	Env. Health Tobacco & E- cigarette sales license vending machine	\$341.08	0.3%	\$342.10	100%	\$335.00	342.10	\$340.00	1	\$335.00	\$0
95	Env. Health Temporary Tobacco License - Sampling Permit	\$136.43	0.3%	\$136.84	100%	\$130.00	136.84	\$135.00	0	\$130.00	\$0
96	Env. Health Late Fee and/or failure to report change of ownership (**)	\$195.41	0.3%	\$195.99	100%	\$200.00	195.99	\$200.00	0	\$200.00	\$0
97	POLLUTION PREVENTION PROGRAM (P2)										
98	Env. Health Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee	\$149.30	0.3%	\$149.75	50%	\$70.00	74.87	\$70.00	131	\$70.00	\$0
99	Env. Health Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Inspection Fee	\$298.61	0.3%	\$299.51	50%	\$145.00	149.75	\$145.00	90	\$145.00	\$0
100	Env. Health Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Reporting Fee	\$298.61	0.3%	\$299.51	50%	\$145.00	149.75	\$145.00	213	\$145.00	\$0
101	Env. Health Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Inspection Fee	\$477.76	0.3%	\$479.20	50%	\$235.00	239.60	\$235.00	81	\$235.00	\$0
102	Env. Health Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Reporting Fee	\$447.90	0.3%	\$449.25	50%	\$220.00	224.62	\$220.00	107	\$220.00	\$0
103	Env. Health Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee	\$716.66	0.3%	\$718.81	50%	\$350.00	359.40	\$350.00	21	\$350.00	\$0

	Location of Service	Fee Description	2016 Cost	2017 Cost Increase Factor	2017 Cost	Target Percent	2016 Fee	2017 Calc. Fee	2017 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
104	Env. Health	Use hourly rate for Plan Review & Consultation										
105		MISC FEES										
106	Env. Health	Hourly rate for services not specified in the fee schedule	\$100.00	0.3%	\$100.30	100%	\$100.00	100.30	\$100.00	0	\$100.00	\$0
107	Env. Health	Late fee for all licenses not specified above, effective 30 days after due date	\$130.00	0.3%	\$130.39	100%	\$130.00	130.39	\$130.00	0	\$130.00	\$0
108	Env. Health	Sanitary Code appeal fee	\$130.00	0.3%	\$130.39	100%	\$130.00	130.39	\$130.00	0	\$130.00	\$0
109	Env. Health	Returned check fee	\$30.00	0.3%	\$30.09	100%	\$30.00	30.09	\$30.00	0	\$30.00	\$0

Food Service Establishment License Fee	
Category 1	Serving only. Take out pizza only, Religious Organizations, concessions, coffee shop, donuts, ice cream, school kitchens (K-12), Fraternal/Civic organizations, Bar with limited or no PHF
Category 2	Full service with alcohol (Fast food, pizza with additional menu, catering operations)
Category 3	Full service with alcohol (Larger, more complicated menus, fine dining), Institutional (large campus cafeterias), Hospital, Large Hotels

* Includes State of Michigan fee of \$29 for fixed food licenses and \$8 for temporary licenses

** Administrative Fee

2017 County Fees Analysis
 Human Services Committee

ATTACHMENT B

Location of Service	Fee Description	2016 Fee	Controller/ Department Recommend.	Additional Revenue
Comm. Health	Compreh Envir Investigation	\$300.00	\$305.00	\$55
Comm. Health	Assessment of Home	\$125.00	\$130.00	\$25
Imm. Clinic	Internat'l Travel Consult	\$62.00	\$63.00	\$500
OYC	Agency Training Request- Base, 1.5 hr.	\$215.00	\$220.00	\$45
OYC	Agency Training Request- Base, 2.5 hr.	\$355.00	\$360.00	\$55
OYC	Agency Training Request- Base, 5.0 hr.	\$688.00	\$690.00	\$16
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	\$28.00	\$29.00	\$100
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	\$71.00	\$72.00	\$100
OYC	OYC - Required Training - > 10 hrs./per person	\$138.00	\$140.00	\$200
Total				\$1,951

Agenda Item 5

TO: Board of Commissioners Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: April 7, 2016

SUBJECT: Resolution to Submit to the Electorate a Special Millage Question for a Countywide Transportation System Primarily for the Disabled and Elderly

For the meeting agendas of April 18 and April 20

BACKGROUND

It is necessary to put the Special Transportation Millage before the voters this fall, as the term of the millage expires. Voters have technically approved two separate millages, one in 2010 for .48 mill and a second in 2012 for .12 mill. It is the opinion of the County Attorney that a millage "renewal" may not be presented for a combined .60 millage request as that level was never separately previously voted on by the electorate. Therefore, this resolution treats the combined .60 mill amount as a new millage intended to "restore" the prior combined millage level. If the millage is combined, it can in the future be treated as a single millage for future renewal efforts. This resolution places the combined .60 mill reauthorization on the August primary ballot.

ALTERNATIVES

There would be negative service impacts if the special transportation millages were not reauthorized. The County would likely need to find over \$100,000 from the general fund to continue transporting veterans to the VA hospital. There would be a loss of approximately \$4 million to CATA Spec-Tran and Rural Service operations.

FINANCIAL IMPACT

The total collection for the 2016 fiscal year is budgeted at just over \$4 million. Just over \$100,000 is retained by the County for the operation of a vehicle used to transport area veterans to VA hospitals in the region. The remainder is used to pay for the actual expenses of operating, administering and marketing CATA Rural Services, and to pay the actual expenses of operating, administering and marketing Spec-Tran.

OTHER CONSIDERATIONS

Ingham County and CATA are currently in the first year of a 5 year agreement for Spec-Tran and CATA Rural Services utilizing funds from the Special Transportation Millage.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to submit to the electorate a special millage question for a countywide transportation system primarily for the disabled and elderly.

GENERAL INFO 2016 ELECTIONS –RENEWALS AND NEW SPECIAL MILLAGES

This communication is to provide some basic information on special millage’s for renewal or new millages to be on either the 2016 Primary to be held August 2, 2016 or the General Election to be held November 8, 2016 for renewal. In order to be on the ballot for the August primary, language has to be approved and submitted to the Clerk for certification by May 10th at 4pm. For the November general election, the deadline is August 16th at 4pm.

The last regularly scheduled BOC Committee meetings to meet that schedule before the Clerk’s deadlines are:

August Primary Election Schedule:

- Law & Courts Committee - April 14
- Human Services Committee - April 18
- County Services Committee - April 19
- Finance Committee - April 20
- Board of Commissioners - April 26

November General Election Schedule:

- Law & Courts Committee - July 14
- Human Services Committee - July 18
- County Services Committee - July 19
- Finance Committee - July 20
- Board of Commissioners Meeting – July 26

2016 ELECTION DATES:

- Primary August 2, 2016
- General November 8, 2016

RENEWAL MILLAGES (DRAFT Resolutions attached)

- Emergency Telephone Services, 9-1-1
- Potter Park Zoo
- Special Transportation, Combined Millages
- Juvenile Justice

OTHER POTENTIAL NEW MILLAGES

- Animal Control Shelter Replacement
- Jail/Sheriff’s Office Replacement
- Senior Millage
- Ingham County Separate Tax Limitations

MILLAGE	2016 Proposed Renewal Election	2016 Rate*	Original Rate	Current Authorization	Last Date for Renewal
Emergency 911	Primary 8/2/16	0.8431	0.85	2012-2015	2016
Potter Park Zoo	General 11/8/16	0.4100	0.46	2011-2015	2016
Special Transportation	Primary 8/2/16	0.4800	0.48	2011-2015	2016
Special Transportation II	Primary 8/2/16	0.1200	0.12	2012-2015	2016
Juvenile Justice	Primary 8/2/16	0.6000	0.60	2012-2016	2016
Farmland/Open Space		0.1400	0.14	2008-2017	2018
Health Services		0.3500	0.52	2015-2019	2020
Trails and Parks		0.5000	0.50	2014-2019	2020
Indigent Veterans Support		0.0330	0.0302	2016	see below**

**2015 Tax Year*

***The indigent veterans millage will need to be reauthorized each year as a part of the general appropriations resolution, and is the only millage listed here that is collected in the same tax year and budget year, at the same time as the General Fund Operating millage.*

Annual Cost to Homeowners of Various Millage Rates		
	\$100,000 Home	\$200,000 Home
<u>Mills</u>	<u>(\$50,000 Taxable Value)</u>	<u>(\$100,000 Taxable Value)</u>
0.1400	\$7.00	\$14.00
0.4100	\$20.50	\$41.00
0.6000	\$30.00	\$60.00
0.8500	\$42.50	\$85.00
1.0000	\$50.00	\$100.00

Agenda Item 5

From: Byrum, Barb
Sent: Wednesday, March 23, 2016 1:56 PM
To: Neilsen, John
Cc: Hope, Kara; Anthony, Sarah; Maiville, Randy; Crenshaw, Bryan; Celentino, Victor; Tsernoglou, Penelope; McGrain, Brian; Nolan, Deb; Case-Naeyaert, Robin; Bahar-Cook, Rebecca; Tennis, Todd; Koenig, Carol; Banas, Teri; Schafer, Randy; Bennett, Becky; Shuster, Jennifer; Stites, Robin
Subject: 2016 Elections

John,

Please allow this email message to serve as an update for the 2016 Election Year.

I am including the Board of Commissioners on this message, as they may find the information helpful.

May 3, 2016: Dansville Schools, Lansing Public Schools, Mason Public School, Eaton Rapids Public Schools, and Northwest Community Schools will all have proposals on the ballot in Ingham County.

August 2, 2016: This is the State Primary Election. Currently, Leslie Public Schools and Leslie Township Fire Department have filed ballot proposals with my office, however the deadline to submit or withdraw a ballot proposal for the August Primary is May 10, 2016. Numerous candidates will appear on this ballot, the filing deadline is at 4pm on April 19, 2016. However, those individuals running for the Office of Precinct Delegate have a filing deadline of May 3, 2016.

November 8, 2016: This is the State General Election. Currently, there are not any ballot proposals for this election, however the deadline to submit or withdraw a ballot proposal for the November General Election is August 16, 2016. Numerous candidates will appear on this ballot, the filing deadline is determined by what office is being sought.

I would encourage any individuals who have questions or concerns to reach out to me personally.

I hope you have found the above information helpful.

Sincerely,
Barb Byrum
Ingham County Clerk
517-676-7204

Sincerely,
Barb Byrum
Ingham County Clerk
517-676-7201

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR A COUNTYWIDE TRANSPORTATION SYSTEM PRIMARILY FOR THE DISABLED AND ELDERLY

WHEREAS, the Board of Commissioners desire to continue to provide a transportation system at the same level of service, primarily for the elderly and disabled within Ingham County; and

WHEREAS, the Board of Commissioners has provided the financial stability necessary for sound planning through a long-term Millage during the past several years; and

WHEREAS, the current authorized Millages of 0.4800 mill adopted in 2010, and 0.1200 mill adopted in 2012, both expire in 2015; and

WHEREAS, the current Millage is needed to continue to provide the same level of necessary services.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the primary election to be held on August 2, 2016.

PUBLIC TRANSPORTATION SYSTEM FOR ELDERLY AND DISABLED MILLAGE QUESTION

For the purpose of reauthorizing funding for a transportation system to be used primarily by elderly and disabled persons in Ingham County at the same combined total millage level previously approved by the voters in 2010 and 2012, shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be increased by up to 60/100 (.60) of one mill, \$.60 per thousand dollars of state taxable valuation for a period of five years (2016-2020) inclusive? If approved and levied in full, this Millage will raise an estimated additional \$4,096,250 for the transportation system in the first calendar year of the levy based on state taxable valuation.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposed to be stated on the August 2, 2016 ballot and to be prepared and distributed in the manner required by law.