

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, JULY 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 [June 20, 2016 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Department of Health and Human Services - Resolution Authorizing a [Supplemental Appropriation](#) to the Department of Health and Human Services 2016 Child Care Fund Budget
2. Facilities Department - Resolution Authorizing Two Purchase Orders for the 20 Ton [RTU #10 Replacement](#) at Forest Community Health Center
3. Health Department
 - a. Resolution to Authorize a 2016 -2017 Agreement with the Michigan Department of Health and Human Services for the Delivery of [Public Health Services](#) Under the Comprehensive Agreement
 - b. Resolution Honoring [Rosemary Hinchey](#)
4. Controller's Office - Resolution Authorizing [Adjustments](#) to the 2016 Ingham County Budget
5. Board of Commissioners - Discussion: Appointment to Greater Lansing Homeless Resolution Network (GLHRN)

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

June 20, 2016

Draft Minutes

Members Present: McGrain, Banas (arrived at 6:33 p.m.), Tennis, Nolan, Koenig (arrived at 6:37 p.m.), Hope, and Case-Naeyaert

Members Absent: None

Others Present: Jared Cypher, Linda Vail, Jim Hudgins, Russell Kolski, Jill Rhode, and Ryan Buck

The meeting was called to order by Chairperson McGrain at 6:30 p.m. in the Personnel Conference Room "D&E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the June 6, 2016 Minutes

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. HOPE, TO APPROVE THE MINUTES OF THE JUNE 6, 2016 MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Banas and Koenig.

Additions to the Agenda

The agenda items were renumbered:

- Agenda item no. 1(g) became 1(h).
- Agenda item no. 1(f) became 1(g).

1. Health Department

- f. Resolution Authorizing An Agreement with Walgreen Company for 340B Prescription Drug Services

Substitute –

1. Health Department

- e. Resolution Authorizing an Agreement with Rite Aid Corporation, for 340B Prescription Drug Services

Limited Public Comment

None.

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

1. Health Department
 - a. Resolution to Authorize a 2015-2016 AmeriCorps Grant Extension
 - b. Resolution to Authorize a 2016-2017 Agreement with the City of Lansing
 - d. Resolution Authorizing an Amendment to the Service Agreement with Televox Software, Inc.
 - g. Resolution Authorizing an Agreement with NEC Networks, LLC dba CaptureRx, for 340B Prescription Third Party Administrator Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Banas and Koenig.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Banas and Koenig.

Please note that later in the meeting, the Committee suspended the rules to allow Commissioners Koenig and Banas to vote on the items on the consent agenda. Both Commissioners Koenig and Banas voted to approve the items on the consent agenda.

1. Health Department
 - e. Resolution Authorizing an Agreement with Rite Aid Corporation, for 340B Prescription Drug Services
 - f. Resolution Authorizing An Agreement with Walgreen Company for 340B Prescription Drug Services

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE THE RESOLUTION AUTHORIZING AN AGREEMENT WITH RITE AID CORPORATION, FOR 340B PRESCRIPTION DRUG SERVICES AND THE RESOLUTION AUTHORIZING AN AGREEMENT WITH WALGREEN COMPANY FOR 340B PRESCRIPTION DRUG SERVICES.

Linda Vail, Health Officer, presented on these resolutions.

Commissioner Banas arrived at 6:33 p.m.

Commissioner Nolan asked for an update on the project to install a pharmacy into the Forest Health Center.

Russell Kolski, Deputy Health Officer, stated that they were working with Jim Hudgins, Purchasing Director, to develop an RFP.

Jared Cypher, Deputy Controller, stated that these resolutions did not fit neatly within the County's purchasing policies and RFP procedures. He further stated that they would not meet the County's living wage requirements.

Discussion.

Commissioner Koenig arrived at 6:37 p.m.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. NOLAN, TO SUSPEND THE RULES AND ALLOW COMMISSIONERS KOENIG AND BANAS TO VOTE ON THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY.

COMMISSIONER KOENIG VOTED IN FAVOR OF THE ITEMS ON THE CONSENT AGENDA.

COMMISSIONER BANAS VOTED IN FAVOR OF THE ITEMS ON THE CONSENT AGENDA.

1. Health Department
 - h. Discussion: Status of the Community Health Center Fund

Ms. Vail presented on the status of the Community Health Center Fund.

Discussion.

Chairperson McGrain asked whether Ms. Vail believed that the proposed changes would provide a path to balance the budget.

Ms. Vail answered yes.

Commissioner Nolan asked how the approximate \$50,000 deficit in Fiscal Year 2015 was addressed.

Ms. Vail stated that it came from fund balance.

There was a discussion about how cost settlement issues were being addressed.

Commissioner Tennis stated that it would take some time for staff to warm up to these changes. He further stated that this would have a negative impact on morale in the short term.

Ms. Vail stated that there would likely be positive and negative morale changes that come along with the changes presented.

Commissioner Banas stated that this plan was based on educated guesses and assumptions. She further stated that she was interested in getting updates as these changes were implemented. Commissioner Banas stated that she was pleased to see the collaboration that went into this.

Commissioner Koenig asked why the County did not bill for social workers in the past.

Ms. Vail stated that she did not know.

Chairperson McGrain stated that it could have been that in the past, the County did not think to bill for social workers.

There was a discussion about revenue generation that a pharmacy could provide.

Ms. Rhode stated that they mailed out the financial statements to the commissioners.

Announcements

Mr. Cypher stated that they were now accepting applications for community action funding.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:09 p.m.

JULY 18, 2016 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions:

2. *Facilities Department – Resolution Authorizing Two Purchase Orders for the 20 Ton RTU #10 Replacement at Forest Community Health Center*

This resolution authorizes two purchase orders for the 20 ton RTU #10 (Roof Top Unit - air conditioning) replacement at Forest Community Health Center. The two purchase orders totaling \$74,366.00 for the following:

1. Trane US Inc., through a co-op with US Community Contract #15-JLP-023 to purchase the 20 ton rooftop unit for a cost of \$40,366.
2. Nelson Trane for installation of the rooftop unit for a cost of \$34,000.00, which includes the requested \$5,000 contingency.

Funds for the project are available in the 2015 approved CIP line item #511-61553-976000-02012.

3. *Health Department*
a. *Resolution to Authorize a 2016 -2017 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement*

This resolution authorizes the FY 2017 comprehensive agreement with the State of Michigan for the delivery of public health services. This agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The agreement serves as a vehicle for accepting slightly more than \$5.2 million in state and federal grant and formula funding to support a number of public health services. Please see the memorandum from the Health Officer for more details.

4. *Controller's Office - Resolution Authorizing Adjustments to the 2016 Ingham County Budget*

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues. This resolution includes no major adjustments affecting Human Services departments or agencies.

OTHER ITEMS:

1. *Department of Health and Human Services – Resolution Authorizing a Supplemental Appropriation to the Department of Health and Human Services 2016 Child Care Fund Budget*

This resolution authorizes a supplemental 2016 appropriation to the Ingham County Department of Health and Human Services (DHHS). Ingham County DHHS has just undergone an audit of their IVE caseload. Cases were audited for compliance with IVE eligibility. Cases found not to be in compliance are reimbursed by the Child Care Fund, retroactive to the date of non-compliance. During this year's review, a few Ingham cases were found noncompliant because of technical issues that were unrelated to the IVE eligibility of the case. Several placements were found to not be in compliance because the placement order was not dated when signed. That the County is being held financially responsible for a mere technicality in what were otherwise legitimate cases of IVE eligibility is extremely concerning. Ingham County is not the only county in the state where this is happening. The Controller's Office will be contacting Senator Stabenow's Office and the Michigan Association of Counties in the coming days and weeks to express our concerns.

A second issue is DHHS institutional care caseload. The caseload for FY 16 is higher than DHHS anticipated, causing a projected budget shortfall. DHHS has funds available in other line items to offset some of the shortfall, but not enough to cover everything.

If this request is approved, the total cost to the Child Care Fund will be \$623,720 of which the County's share would be \$311,860. Fortunately, FY 15 came in lower than expected and our Financial Services Department had the foresight to place \$200,000 in reserve. That reserve can be used for this purpose, with the remainder of the County share coming from the contingency fund.

The Deputy Controller does not recommend approval at this time due to the concerns with IVE as outlined above. The process for an appeal (if there is one) is being explored.

3. *Health Department*
 - b. *Resolution Honoring Rosemary Hinchey*

5. *Board of Commissioners - Discussion: Appointment to Greater Lansing Homeless Resolution Network (GLHRN)*



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
INGHAM COUNTY

NICK LYON
DIRECTOR

July 6, 2016

Jared Cypher
Deputy Controller
121 E. Maple
Mason, MI 48854

Dear Mr. Cypher-

IVE Federal Audit

The State of Michigan is conducting an audit of the Federal IVE eligibility of children in foster care in 2016, and in those case reads the cases are assessed in order to ensure there are no errors in the determination of the funding eligibility. During the review of 283 IVE cases in Ingham County, it was determined that there were some issues with the eligibility for IVE funds. The attached spreadsheet details the cases and the issues identified in the audit. The total amount that needed to move from IVE funding to CCF is \$392,220. This amount would have a chargeback, so the county would end up paying \$196,110.

Institutional Care

In addition to the findings from the audit, IDHHS has also exhausted the budgeted amount of money in the Institutional Care line item, as the number of children in residential has increased this year with the unexpected 18% increase in the amount of children in foster care.

Currently we are spending an average of \$231,000 per month for residential services. Including all of half of June's billings, that line item stands at \$147,000. In order to cover the next three and one half months of Institutional care, the total needed to cover the year for the Institutional line item is \$661,500. However, there are some line items in our budget that are underspent currently, so we plan to move money from the FC line item, and the IHC line item to offset the amount needing to be requested. We could transfer a total of \$430,000 from those areas, which would mean the total need to complete the next three and one half months would be \$231,500. This amount would have a chargeback, so the county would end up paying \$115,750.

Please let me know when I can present this information to the Board of Commissioners. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carol Kehoe".

Carol Kehoe
Child Welfare Director
Ingham DHHS

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO THE
DEPARTMENT OF HEALTH AND HUMAN SERVICES 2016 CHILD CARE FUND BUDGET**

WHEREAS, the Ingham County Department of Health and Human Services (DHHS) has identified a significant increase in projected expenses from primarily a substantial increase in institutional care placement costs for the 2016 Child Care Fund budget; and

WHEREAS, the DHHS is requesting the Ingham County Board of Commissioners to increase their 2016 budget appropriation accordingly; and

WHEREAS, the State of Michigan is conducting an audit of the Federal IVE eligibility of children in foster care in 2016; and

WHEREAS, during the review, it was determined that there were some issues with the eligibility for IVE funds for certain cases.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an increase in the DHHS 2016 Child Care Fund budget appropriation by \$311,860.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to utilize \$200,000 from the fund balance of the Child Care Fund and to transfer \$111,860 from the 2016 Contingency Fund and amend the 2016 DHHS budget by increasing it in total by \$623,720 to include a match from the State of Michigan, in the amount of \$311,860 in accordance with this resolution.

BE IT FURTHER RESOLVED, that the DHHS shall continue to monitor institutional care placement costs as part of its efforts to stay within budget prior to any further appropriations being made for this purpose.

Agenda Item 2

TO: Board of Commissioners, Human Services, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: June 30, 2016
SUBJECT: Resolution authorizing two purchase orders for the 20 ton RTU #10 replacement at Forest Community Health Center

For the meeting agendas of: July 18, July 19 and July 20

BACKGROUND

The 20 ton RTU #10 at Forest Community Health Center is in need of replacement.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Both Trane US Inc., and Ingham County are members of the US Community Contract Program.

Purchasing the unit directly through the manufacturer, Trane US Inc., and the US Community Contract, the County avoids paying the mark-up cost that would apply if the unit was purchased through Nelson Trane.

The Facilities Department is asking for a \$5,000.00 contingency for any unseen circumstances that may arise during installation.

The Facilities Department is requesting approval to issue two purchase orders totaling \$74,366.00 for the following:

1. Trane US Inc., through a co-op with US Community Contract #15-JLP-023 to purchase the 20 ton rooftop unit for a cost of \$40,366.00.
2. Nelson Trane for installation of the rooftop unit for a cost of \$34,000.00, which includes the requested \$5,000.00 contingency.

Funds for the project are available in the 2015 approved CIP line item #511-61553-976000-02012.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the issuing of two purchase orders for the 20 ton RTU #10 replacement at Forest Community Health Center.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING TWO PURCHASE ORDERS FOR THE 20 TON RTU #10
REPLACEMENT AT FOREST COMMUNITY HEALTH CENTER**

WHEREAS, the 20 ton RTU #10 at Forest Community Health Center is in need of replacement; and

WHEREAS, both Trane US Inc., and Ingham County are members of the US Community Contract Program;
and

WHEREAS, purchasing the unit directly through the manufacturer, Trane US Inc., and the US Community Contract, the County avoids paying the mark-up cost that would apply if the unit was purchased through Nelson Trane; and

WHEREAS, the Facilities Department is asking for a \$5,000.00 contingency for any unseen circumstances that may arise during installation; and

WHEREAS, the Facilities Department is requesting approval to issue two purchase orders totaling \$74,366.00 for the following:

1. Trane US Inc., through a co-op with US Community Contract #15-JLP-023 to purchase the 20 ton rooftop unit for a cost of \$40,366.00
2. Nelson Trane for installation of the rooftop unit for a cost of \$34,000.00 which includes the requested \$5,000.00 contingency

WHEREAS, funds for the project are available in the 2015 approved CIP line item #511-61553-976000-02012.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes two purchase orders for the 20 ton RTU #10 replacement at Forest Community Health Center as follows:

1. Trane US Inc., 3600 Pammel Creek Road, LaCrosse, Wisconsin, 54601-7599, through a co-op with US Community Contract #15-JLP-023 to purchase the rooftop unit for a total cost of \$40,366.00.
2. Nelson Trane, 5335 Hill 23 Drive, Flint, Michigan, 48507-3906 for installation of the rooftop unit for a total cost of \$34,000.00 which includes the \$5,000.00 contingency.

BE IT FURTHER RESOLVED, the project will be completed for a total not to exceed total cost of \$74,366.00 which includes the \$5,000.00 contingency.

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

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: June 29, 2016
SUBJECT: FY 17 State of Michigan Comprehensive Agreement

For the meeting agenda of July 26, 2016

BACKGROUND

The Ingham County Health Department (ICHHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The agreement serves as a vehicle for accepting slightly more than \$5.2 million in state and federal grant and formula funding to support a number of public health services. The public health services to be delivered under this agreement include essential local public health operations and categorical programs including:

AIDS/HIV Prevention and Care	Lead Safe Homes
Bioterrorism Emergency Preparedness	Maternal & Child Health Programs
Breast & Cervical Cancer Control Navigation Program	Tobacco Reduction
Children Special Health Care Services	Tuberculosis Control
Communicable Disease Prevention	Sexually Transmitted Disease Ctrl
Family Planning	Vision & Hearing Screening
Food Vendors and Restaurant Inspections	The WIC Program
Immunizations	WISEWOMAN

ALTERNATIVES

There are no viable alternatives for this project

FINANCIAL IMPACT

The grant amounts, detailed in the agreement, are included in the proposed FY 17 ICHD budget.

OTHER CONSIDERATIONS

The resolution also authorizes subcontracts in the Breast and Cervical Cancer Control Navigation Program and Nurse Family Partnership programs. The resolution includes authorization for a number of service contracts to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medical Svcs
- Referral, Coordination, and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility Services
- Arranging for Medicaid-related Transportation and Provision of Medicaid-related Translation

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this agreement with Michigan Department of Health & Human Services (MDHSS).

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 2016 -2017 AGREEMENT WITH THE
MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF
PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT**

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

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

WHEREAS, the MDHHS and Ingham County Health Department (ICHD) has proposed a 2016 – 2017 Agreement for the delivery of public health services under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relations; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2016 – 2017 Agreement with the MDHHS for the delivery of public health services under the Comprehensive Agreement Process.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include essential local public health services, and several categorical public health programs identified in the attachments to the Agreement.

BE IT FURTHER RESOLVED, that approximately \$5.2 million of state/federal funds will be made available to ICHD through the Comprehensive Agreement, and that ICHDs contribution to expenditures associated with the agreement and budget shall not exceed levels appropriated in the County's 2017 Budget for these purposes.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontracts for the period of October 1, 2016 – September 30, 2017 with specialty physicians, laboratories and health care institutions and other service providers necessary to implement the Breast and Cervical Cancer Control Navigation Programs in Clinton, Gratiot, Ingham, Ionia, Jackson, Livingston, Washtenaw, Genessee, Lapeer and Shiawasee Counties, which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize a subcontract for the period of October 1, 2016 – September 30, 2017 with the Nurse Family Partnership to provide technical support, training and materials specific to the Nurse Family Partnership model which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that service contracts are authorized with the providers named below to support outreach activities to potential and current Medicaid beneficiaries in the following categories:

Medical Outreach and Public Awareness
Facilitating Medicaid Eligibility Determination
Program Planning, Policy Development and Interagency Coordination Related to Medicaid Svcs
Referral, Coordination and Monitoring of Medicaid Services
Medicaid-Specific Training on Outreach Eligibility and Services
Arranging for Medicaid-related Transportation and Provision for Medicaid-related Translation

These service contracts braid together requirements and funds from multiple sources including the County and Medicaid Administration (Federal Share). The braided contracts shall be authorized up to the amounts identified below for the period of October 1, 2016 – September 30, 2017:

- Allen Neighborhood Center \$88,088
- Northwest Initiative \$88,088
- South Lansing Community Development Association \$24,952
- South Side Community Coalition \$85,586
- Child & Family Charities \$52,250
- Catholic Charities St Vincent Home \$128,250
- Cristo Rey Community Center \$61,750
- Family Community Development Services \$126,190

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit the 2016 - 2017 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2017 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign contracts, subcontracts associated with the Comprehensive Agreement after review by the County Attorney.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING ROSEMARY HINCHEY

WHEREAS, after 10 years of dedicated service to Ingham County and the Ingham County Environmental Health Division Rosemary Hinchey will be retiring on July 29th, 2016; and

WHEREAS, Rosemary started her career at Ingham County in April 2006 as an Environmental Health Specialist in the Food Program; and

WHEREAS, Rosemary accepted the position of Sanitarian 1 in October of 2011; and

WHEREAS, for the past 10 years Rosemary has provided dedicated service to the Environmental Health Division including conducting food facility evaluations, pool evaluations, tattoo evaluations, and compliant investigations; and

WHEREAS, Rosemary also served as the lead Sanitarian for Michigan State University evaluations; and

WHEREAS, Rosemary has always shown dedication and compassion in the Environmental Health Division through her relationships with both coworkers and clients.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Rosemary Hinchey for her 10 years of service to the Health Department and for her commitment to protecting the safety of the public through her work.

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

TO: Board of Commissioners Finance and Liaison Committees
FROM: Teri Morton, Budget Director
DATE: July 5, 2016
SUBJECT: Second Quarter 2016 Budget Adjustments and Contingency Fund Update
For the meeting agendas of 7/14/16 Law and Courts, 7/18/16 Human Services,
7/19/16 County Services and 7/20/16 Finance

BACKGROUND

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

ALTERNATIVES

FINANCIAL IMPACT

Detail of the the recommended adjustments to the Ingham County budget for the second quarter of fiscal year 2016 are attached. The total increase to the General Fund is \$22,384.

The largest adjustments in the general fund are an increase in property tax revenue of \$86,000 to reflect the actual taxable value included in 2016 Equalization Report, which was slightly higher than budgeted, and a decrease in interest revenue of \$79,500 to reflect current projections. Also included are two grant increases in the Prosecuting Attorney's Office and an increase in the Jury Administration budget for the transition to the new jury management software, which was inadvertently excluded from the 2016 adopted budget.

Most of the increases outside of the general fund are in the Machinery and Equipment Revolving Fund for replacement computer equipment. Funds are available for these purchases through accumulated chargebacks to departments.

Resolution 16-190 made several adjustments to the Zoo fund to ensure that current year revenues can support current year expenditures. Since the adoption of that resolution, the Zoo budget has been reviewed further, and an increase of \$84,313 in revenues and expenditures is recommended to continue to align the current year budget with previous years' actuals and the current year's projections.

OTHER CONSIDERATIONS

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$315,450. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

RECOMMENDATION

It is recommended that the Board adopt the adjustments to the Ingham County budget for the second quarter of fiscal year 2016 as presented in the attached resolution and schedule.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2016 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2016 Budget on October 27, 2015 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2016 BUDGET 7/1/16</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$80,896,808	\$22,384	\$80,919,192
208	Parks	2,279,091	2,450	2,281,541
256	ROD Automation	217,790	839	218,629
258	Potter Park/Zoo	3,672,269	84,313	3,756,582
262	Concealed Pistol Licensing	10,000	70,000	80,000
664	Mach. & Equip. Revolving	1,343,246	46,971	1,390,217

GENERAL FUND REVENUES

	2016 Budget – <u>7/1/16</u>	Proposed <u>Changes</u>	2016 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	44,696,645	86,000	44,782,645
Property Tax Adjustments	(150,000)		(150,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(10,000)		(10,000)
Industrial Facility Tax	300,000		300,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
State Revenue Sharing	6,088,744		6,088,744
Convention/Tourism Tax - Liquor	1,395,224		1,395,224
Court Equity Fund	1,490,000		1,490,000
Use of Fund Balance	2,778,068		2,778,068
Department Generated Revenue			
Animal Control	708,636		708,636
Circuit Court - Family Division	1,016,625		1,016,625
Circuit Court - Friend of the Court	562,000		562,000
Circuit Crt - General Trial	2,467,390		2,467,390
Controller	3,170		3,170
Cooperative Extension	2,500		2,500
County Clerk	632,210		632,210
District Court	2,674,448		2,674,448
Drain Commissioner/Drain Tax	394,758		394,758
Economic Development	56,640		56,640
Elections	66,550		66,550
Emergency Operations	53,582		53,582

Equalization /Tax Mapping	10,100		10,100
Facilities	172,957		172,957
Financial Services	89,673		89,673
Health Department	120,000		120,000
Human Resources	42,368		42,368
Probate Court	277,178		277,178
Prosecuting Attorney	597,652	15,884	613,536
Register of Deeds	2,036,729		2,036,729
Remonumentation Grant	87,454		87,454
Sheriff	6,440,124		6,440,124
Treasurer	5,301,633	(79,500)	5,222,133
Tri-County Regional Planning	63,921		63,921
Veteran Affairs	399,829		399,829
Total General Fund Revenues	80,896,808	22,384	80,919,192

GENERAL FUND EXPENDITURES

	2016 Budget - <u>7/11/16</u>	Proposed <u>Changes</u>	2016 Proposed <u>Budget</u>
Board of Commissioners	556,179		556,179
Circuit Court - General Trial	8,613,169		8,613,169
District Court	3,175,311		3,175,311
Circuit Court - Friend of the Court	1,594,800		1,594,800
Jury Board	1,199		1,199
Probate Court	1,485,465		1,485,465
Circuit Court - Family Division	5,489,400		5,489,400
Jury Selection	127,967	6,500	134,467
Elections	358,257		358,257
Financial Services	771,089		771,089
County Attorney	445,143		445,143

County Clerk	953,950		953,950
Controller	937,239		937,239
Equalization/Tax Services	729,444		729,444
Human Resources	748,469		748,469
Prosecuting Attorney	6,347,069	15,884	6,362,953
Purchasing	217,271		217,271
Facilities	2,078,574		2,078,574
Register of Deeds	751,832		751,832
Remonumentation Grant	87,454		87,454
Treasurer	540,495		540,495
Drain Commissioner	964,065		964,065
Economic Development	131,524		131,524
Community Agencies	220,000		220,000
Ingham Conservation District	8,190		8,190
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	113,053		113,053
Jail Maintenance	215,600		215,600
Sheriff	20,794,155		20,794,155
Tri-County Metro Squad	75,000		75,000
Community Corrections	154,896		154,896
Animal Control	1,738,197		1,738,197
Homeland Sec./Emergency Ops.	204,115		204,115
Board of Public Works	300		300
Drain Tax at Large	430,000		430,000
Health Department	5,302,865		5,302,865
Community Health Centers	2,892,486		2,892,486

Jail Medical	1,921,190		1,921,190
Medical Examiner	359,075		359,075
Substance Abuse	701,927		701,927
Community Mental Health	1,897,161		1,897,161
Department of Human Services	1,924,769		1,924,769
Tri-County Aging	78,512		78,512
Veterans Affairs	551,795		551,795
Cooperative Extension	444,081		444,081
Library Legacy Costs	133,236		133,236
Parks and Recreation	1,566,141		1,566,141
Contingency Reserves	315,450		315,450
Legal Aid	20,000		20,000
2-1-1 Project	45,750		45,750
Community Coalition for Youth	27,000		27,000
Capital Improvements	1,654,999		1,654,999
Total General Fund Expenditures	80,896,808	22,384	80,919,192

General Fund Revenues

Property Tax Revenue	Increase current year property tax revenue \$86,000 to reflect taxable value from 2016 Equalization Report.
Prosecuting Attorney	Increase State Victim Rights revenue \$4,800 for tablet purchases per grant award. Increase VOCA revenue \$11,084 for Small Talk contract per grant award.
Treasurer	Decrease interest revenue \$79,500 to reflect current projections.

General Fund Expenditures

Jury Administration	Increase budget \$6,500 for transition to new jury management software.
Prosecuting Attorney	Increase State Victim Rights revenue \$4,800 for tablet purchases per grant award. Increase VOCA revenue \$11,084 for Small Talk contract per grant award.

Non-General Fund Adjustments

Parks (F208)	Increase passport revenue per projections and increase expenses to purchase replacement passport camera (\$2,450).
ROD Automation (F256)	Increase use of fund balance to purchase one replacement PC (\$839).
Potter Park/Zoo (F258)	Increase revenues and expenditures \$84,313 to reflect current projection as follows: Decrease revenue control \$4,000, increase property tax related revenue \$37,900, decrease special events revenue \$1,500, increase zoo interactive site revenues \$6,875, decrease parking fees \$27,889, decrease interest revenue \$10,000, increase donations revenue \$20,000, decrease miscellaneous revenues \$25,000, increase use of fund balance \$87,927, decrease expenditure control \$5,000, decrease permanent salaries \$15,054, increase temporary salaries \$42,126, increase controllable costs \$40,241, and increase utilities \$22,000.
Concealed Pistol Licensing (F262)	Set up budget for Concealed Pistol Licensing fund. Fund was created in 2015, budget not included in 2016 budget process. (\$70,000)
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds for emergency replacement of Probate Court video conferencing equipment (\$17,601), 2 PCs (\$1,677) and a scanner (\$3,500) for Circuit Court, one tablet for Controller's Office (\$1,711), one laptop for the County Clerk (\$1,328), one PC for Prosecuting Attorney's Office (\$942), 3 PCs for Cooperative Extension (\$2,516), 4 PCs for Treasurer's Office (\$3,458), 2 PCs for Veterans Affairs (\$2,166), 3 PCs for the Youth Center (\$2,516), and 11 PCs for the Sheriff's Office (\$9,556).

2016 CONTINGENCY

Adopted Contingency Amount	\$350,000
R16-165: BOC Temporary Employee for FOIA	(4,550)
R16-269: VOA New Hope Day Shelter	(30,000)
Current Contingency Amount	\$315,450