

CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

HUMAN SERVICES COMMITTEE  
TERI BANAS, CHAIR  
TODD TENNIS  
RYAN SEBOLT  
DEB NOLAN  
THOMAS MORGAN  
NATHAN TRIPLETT  
ROBIN 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, DECEMBER 3, 2018 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### NOTE CHANGE IN TIME

### Agenda

Call to Order

Approval of the [November 19, 2018 Minutes](#) and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Health Services Millage – Resolution Authorizing a Health Services Millage Contract with the Ingham Health Plan Corporation ([IHPC](#))
2. Fair
  - a. Resolution to Authorize an Extension to a Contract with Jared A. Beduhn Excavating and Landscaping for [Excavation Services](#) at the Ingham County Fairgrounds
  - b. Resolution to Authorize an Extension to a Contract with Iverson Electric, Inc. for as Needed [Electrical Maintenance](#) at the Ingham County Fairgrounds
3. Parks Department
  - a. Resolution to Authorize a Contract with [Marine Automated Dock Systems, Inc.](#)
  - b. Resolution Authorizing Funding for [Signage](#) for Trails and Parks Millage Projects from the Trails and Parks Millage Fund
4. Health Department
  - a. Resolution to Enter into a Michigan Agriculture Environmental Assurance Program ([MAEAP](#)) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD)
  - b. Resolution to Authorize an Agreement with [Curis Consulting](#)
  - c. Resolution to Accept Grant Funding from [Mid-State Health Network](#)
  - d. Resolution to Amend Agreement with [MSU College of Nursing](#)
  - e. Resolution to Function as Medicaid Match Partner with [Pediatric Foundation of Michigan](#)
  - f. Resolution to Authorize an Agreement with Roger L. Donaldson, AIA P.L.C. for [Architectural Services](#)
5. Controller's Office – Resolution Authorizing [Adjustments](#) to the 2018 Ingham County Budget

Announcements  
Public Comment  
Adjournment

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

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

HUMAN SERVICES COMMITTEE  
November 19, 2018  
Draft Minutes

Members Present: Sebolt, Morgan (arrived at 6:32 p.m.), Tennis, Nolan, Triplett, Naeyaert and Banas

Members Absent: None.

Others Present: Joy Gleason, Pat Witte, Steve Taylor, Matt Nordfjord, Tim Morgan, Teri Morgan, Lindsey LaForte, and others.

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

Approval of the November 5, 2018 Minutes

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. TENNIS, TO APPROVE THE MINUTES OF THE NOVEMBER 19, 2018 HUMAN SERVICES COMMITTEE MEETING.

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY. Absent: Commissioner Morgan.

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. Health Department
  - a. Resolution to Amend the Infectious Disease Physician Services Agreement with Michigan State University’s College of Osteopathic Medicine – Tuberculosis Program
  - b. Resolution to Authorize an Administrative Service Agreement with Blue Cross Blue Shield of Michigan at the Ingham County Jail
  - c. Resolution to Authorize Renewal of a Collaborative, Services and Referral Agreement with Community Mental Health of Clinton, Eaton and Ingham Counties
  - d. Resolution to Re-Appoint Chief Medical Examiner
  
4. Controller’s Office - Resolution Approving Various Contracts for the 2019 Budget Year

Commissioner Morgan arrived to the meeting at 6:32 p.m.

THE MOTION CARRIED UNANIMOUSLY.

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

1. Fair - Fair Foundation Fundraising for New Grandstand (*Discussion*)

Steven Taylor, Fair Foundation, stated that they formed a committee with four members of the Fair Board and two of the Fair Foundation to fundraise for the Grandstand. He further stated that there was a lot of conversation about the Grandstand in the community.

Mr. Taylor stated that the Grandstand had been removed for about five years and it was time to change that as the events were getting smaller. He further stated that he personally wanted to take this on because he owned the tack shop on the Fairgrounds and had been there for about 15 years.

Mr. Taylor stated that he was often at the Fairgrounds more than at home and he heard what the public thought about the Fairgrounds. He further stated that they had an idea of making a memory garden next to the Grand Stand, filled with blocks, bricks, and messages, in exchange for a donation to the Grandstand.

Mr. Taylor stated that the committee formed about a month ago and continued to develop ideas about fundraising.

Commissioner Naeyaert stated that Mr. Taylor was extremely involved in the Fair. She further stated that the Fairgrounds was booked almost every weekend.

Commissioner Naeyaert stated that the Fair revenues were down and the lack of Grandstand contributed to that. She further stated that she had heard from people in the community upset about the lack of the Grandstand.

Commissioner Naeyaert stated that she would like explore all opportunities for funding for this.

Mr. Taylor stated that he met with Jared Cypher, Deputy Controller, to talk about fundraising. He further stated that the Grandstand Committee wanted to explore options such as naming rights to the Grandstand.

Mr. Taylor also said that there was a possibility of using Act 11 of 1929 for funding. He further stated that Act 11 of 1929 was developed for counties who owned their Fairgrounds.

Mr. Taylor stated that the Act allowed the County to enact 1/10 of a mill tax to fund the Fairgrounds and it was estimated that it may raise \$700,000 per year for the Fairgrounds. He further stated that he was not sure a lot of people were aware of that option.

Commissioner Naeyaert stated that it may sound ridiculous if you had not been involved in the Fair, but there were many families such as the Dart Family and Rayner Family who may want to put money into the Grandstand. She further stated that the Fair was popular in the community.

Commissioner Tennis asked if the Committee was specifically discussing the Grandstand funding tonight.

Chairperson Banas stated that when this item was put on the agenda, it was specifically concerning fundraising for the Grandstand. She further stated that the Fair Foundation was looking for general permission to proceed.

Discussion.

Mr. Taylor stated that the Grandstand Committee wanted permission to start fundraising. He further stated that they would like to know where they needed to be dollar-wise before exploring building options.

Chairperson Banas stated that there was no current funding and the estimated project cost was about \$3 million.

Teri Morton, Deputy Controller, stated that the Committee could decide when to put an RFP for an architectural study out and then go from there.

Commissioner Banas asked if the building would be owned by the County.

Mr. Taylor stated that it would be gifted to the County by the Fair Foundation as they have done with other buildings.

Commissioner Tennis stated that it was brilliant to try to sell the naming rights for the Grandstand, but the County should retain the final say to avoid having it named something that the County may find offensive.

Commissioner Nolan asked about the cost for original architectural study for the Grandstand and Exposition Center.

Mr. Taylor stated that it was estimated that an architectural study would cost about \$65,000 for the Grandstand and Exposition Center.

Commissioner Sebolt asked if this was just discussion with a nod of the head or did the Committee need to approve a formal resolution.

Ms. Morton stated that if the Fair Foundation received a nod they could go ahead with the fundraising.

Matt Nordfjord, County Attorney, stated that the County did not give general approval of what the Fair Foundation could fundraise, but could guide the process a bit. He further stated that he

had worked with another county recently to provide naming rights for their fairgrounds and it was an extensive, detailed contract.

Mr. Nordfjord stated that he would be able to work with the Controller's Office and Fair Foundation to put together a naming policy.

Commissioner Sebolt asked if any First Amendment rights would apply to what was printed on the bricks.

Mr. Nordfjord stated that people could have the freedom to print whatever they wanted, unless everyone was limited to only using family names or by some other formula.

Chairperson Banas asked if they could avoid having hate groups printing messages on the bricks.

Mr. Nordfjord stated that the County could not have a blanket restriction of who they could sell too. He further stated that the Fair Foundation could possibly not accept some donations.

Commissioner Naeyaert stated that if the Fair Foundation heard anyone interested in naming rights they should contact the Board of Commissioners, Controller's Office, and County Attorney right away.

Mr. Taylor stated that the idea for the garden was to use the shape of the double Ferris wheel for the bricks, but many other ideas were coming out. He further stated that the attendance at the Fair was over 26,000 people last year.

Mr. Taylor stated that over the last 70 years many people had been touched by the Fair and he expected the general public support to be overwhelming.

Chairperson Banas asked Mr. Taylor to contact Mr. Cypher and Mr. Nordfjord to work out a naming rights policy in order to get this right. She further stated that she would like to say thank you to the Fair Foundation for pulling this together as the Fair was culturally important to the County.

Chairperson Banas asked if anyone can watch the entire event without the Grandstand.

Mr. Taylor stated that was true that anyone could watch and many people stood along the fence near the tack shop in order to watch. He further stated that this was a huge revenue loss.

Chairperson Banas stated that the Fair Foundation was not in this alone. She asked them to please come back and keep the Committee informed of what was happening.

Mr. Taylor asked if they could start fundraising and selling bricks.

Commissioner Banas stated that they could.

Ms. Morton asked about seeking an RFP.

Chairperson Banas stated that the Grandstand Committee could get the fundraising going now and check back in the new year to start an RFP process.

Mr. Taylor asked what would be the golden amount to have raised before asking for approval for the RFP.

Chairperson Banas stated that the estimated project cost was \$3 million, so if they came back with \$50,000 raised that would be attractive.

3. Parks Department

a. NRPA Kompan Prize Memo

Banas stated that the Trails Coordinator Melissa Buzzard, was given an award which included a prize of a Yeti Cooler which was valued over the \$25 limit set in the Ethics Policy.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. MORGAN, TO ALLOW MELISSA BUZZARD TO RECEIVE THE PRIZE.

Chairperson Banas stated that she would like to discuss this a bit. She further stated that the company who donated this prize was a potential vendor of playground equipment.

Chairperson Banas stated Parks Department was looking for some guidance because sometimes these prizes include cash awards up to \$3,000. She further stated that Ms. Buzzard wanted to be comfortable that this was ok receive.

Tim Morgan, Parks Department, stated that County policy was a \$25 limit for employees and this prize was about \$200 value. He further stated that Ms. Buzzard told the vendor that she would have to get approval before receiving the prize.

Mr. Morgan stated that he would like to give kudos to her and his entire staff for understanding and trying to abide by the conflict of interest policy.

Commissioner Morgan asked what year that \$25 amount was set.

Mr. Nordfjord stated that the Ethics Policy was first set up in the 1990s. He further stated that the limit was \$25 but it was predicated by a number of things, including the company being a current vendor.

Mr. Morgan stated that the Parks Department staff steered clear of any possible conflicts and typically considered the dollar amount.

Commissioner Naeyaert stated that it seemed like a very low dollar amount and it was different to get a cooler versus a \$3,000 cash prize.

Commissioner Morgan stated that it did seem to be quite low as \$25 and that amount did not go very far.

Chairperson Banas stated that it was nice to be transparent.

Commissioner Triplett stated that he had no problem approving this. He further stated that for comparison, the Michigan Legislature's threshold was \$60.

THE MOTION CARRIED UNANIMOUSLY.

Discussion.

3. Parks Department

- b. Purchase of Real Property Pursuant to MCL 15.268(d) (*Closed Session*)

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. MORGAN AT 7:02 P.M., TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING PURCHASE OF REAL PROPERTY PURSUANT TO MCL 15.268(D).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: None.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SEBOLT, TO RETURN TO OPEN SESSION AT APPROXIMATELY 7:34 P.M.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. TENNIS, TO MOVE FORWARD WITH THE COUNTY ATTORNEY'S RECOMMENDATIONS.

THE MOTION CARRIED UNANIMOUSLY.

Discussion.

Banas stated that the next Committee meeting, on December 3, 2018, will start at 7:00 p.m. instead of 6:30 p.m. due to the Chief Public Defender Interviews.

Commissioner Announcements

None.

Public Comment

Joy Gleason, Fair Board Member, stated that she was also on the Grandstand Committee. She further stated that Commissioner Naeyaert was a great voice for the people of the Southwestern part of the County who supported the Fair.



Ms. Gleason stated that there are people throughout the County who were fans and friends of the Fair. She further stated that the Northwestern corner of the County was often forgotten when it came to the Fair.

Ms. Gleason stated that there were two 4-H Clubs in the City of Lansing. She further stated that she would like to see people throughout the County to be involved in this fundraising effort.

Ms. Gleason stated that she hoped that it would be different this time around and the fundraising to be a true a community-wide effort. She further stated that all the Board of Commissioners members had constituents that may be interested in this fundraising.

Ms. Gleason stated that the Grandstand Committee needed all the hands that they could get in order to involve everyone in this fundraiser. She further stated that the Committee members knew who were movers and shakers in their communities.

Ms. Gleason asked the Committee members to please reach out to those who may be able to help with this fundraiser. She further stated that she was disappointed that the Grandstands would not be built in 2019, but 2020 was a good time to start something new.

#### Adjournment

The meeting was adjourned at 7:38 p.m.

# DECEMBER 3, 2018 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

## ACTION ITEMS:

### The Deputy Controller is recommending approval of the following resolutions

1. Health Services Millage – Resolution Authorizing a Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)

This resolution This resolution authorizes a 2019 contract with Ingham Health Plan Corporation (IHPC) to utilize Health Services Millage funds for millage eligible services, including medical, pharmacy, dental, and detox services. The contract will not exceed \$1,000,000 from the Health Services Millage, and funds are included in the 2019 budget.

2. Fair

- a. *Resolution to Authorize an Extension to a Contract with Jared A. Beduhn Excavating and Landscaping for Excavation Services at the Ingham County Fairgrounds*

This resolution authorizes a two year extension to the Jared A. Beduhn Excavating and Landscaping contract for excavation services at the Ingham County Fairgrounds at a cost not to exceed \$43,500. Funds for this contract are included in the 2019 budget.

- b. *Resolution to Authorize an Extension to a Contract with Iverson Electric, Inc. for as Needed Electrical Maintenance at the Ingham County Fairgrounds*

This resolution authorizes a two year extension to the Iverson Electric, Inc contract for as-needed electrical services at the Ingham County Fairgrounds at a cost not to exceed \$6,050. Funds for this contract are included in the 2019 budget.

3. Parks Department

- a. *Resolution to Authorize a Contract with Marine Automated Dock Systems, Inc.*

This resolution authorizes a contract with Marine Automated Dock Systems, Inc. for the purpose of designing, building and delivering two (2) T-shaped floating fishing docks to Hawk Island County Park at a total not to exceed cost of \$40,356.16, funds for this project are available from the insurance fund as these docks are replacing existing docks that were damaged by severe weather conditions.

- b. *Resolution Authorizing Funding for Signage for Trails and Parks Millage Projects from the Trails and Parks Millage Fund*

This resolution approves funding for signage in the amount not to exceed \$10,000 from the Trails and Parks Millage fund to provide for the design and printing of signage that will be provided by the Ingham County Parks to be posted on the project location from the time of the award until the work has been completed.

4. Health Department

- a. *Resolution to Enter into a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD)*

This resolution authorizes an agreement with the Michigan Department of Agriculture and Rural Development (MDARD) in the amount of \$24,000 for the period of October 1, 2018 through September 30, 2019 to provide ICHD with funding for FY 2019 to be used for the disposal of pesticides and herbicides.

*b. Resolution to Authorize an Agreement with Curis Consulting*

This resolution authorizes an agreement with CURIS Consultants for quality improvement consultation services, assessment, training, solution development for meeting value-based care objectives, and consultant training and travel costs effective January 1, 2019 through December 31, 2019 for a total amount not to exceed \$67,000. Costs of this contract and associated consultant travel and expense costs shall be paid for through the 2018 Health Center Quality Improvement funds awarded to ICHD's CHCs through the Health Resources and Services Administration (HRSA), which was accepted by Ingham County through Resolution #18-382.

*c. Resolution to Accept Grant Funding from Mid-State Health Network*

This resolution authorizes an agreement with Mid-State Health Network to accept a Mid-State Health grant totaling \$82,993 to be used to continue the 1.0 FTE Program Specialist position as well as supporting additional opioid abuse prevention efforts.

*d. Resolution to Amend Agreement with MSU College of Nursing*

This resolution amends the existing terms of the services Agreement with Michigan State University College of Nursing through June 30, 2019, with the addition of an allowance for services to be performed at Ingham Community Health Center locations should the requirement for nurse practitioner services at Jail Medical be otherwise determined prior to this amendment's expiration. The total cost of the six month extension is already within the existing FY 19 budget for Jail Medical. The cost of any portion of the contractual service hours performed through health center locations shall be paid through the revenue generated through billable services performed at the those locations.

*e. Resolution to Function as Medicaid Match Partner with Pediatric Foundation of Michigan*

This resolution authorizes the acceptance of funds from PFM in the amount of \$62,584 where ICHD will function as their Medicaid Outreach partner. This agreement will be effective October 1, 2018 through September 30, 2019.

*f. Resolution to Authorize an Agreement with Roger L. Donaldson, Aia P.L.C. for Architectural Services*

This resolution agreement with Roger L. Donaldson, AIA P.L.C. for architectural services at Forest Community Health Center totaling \$5,840 and will be effective upon execution through one year. Funds are available through revenue generated through billable services and through 340B Pharmacy savings.

*5. Controller's Office - Resolution Authorizing Adjustments to the 2018 Ingham County Budget*

This resolution authorizing adjustments to the Ingham County budget for the end of fiscal year 2018. The General Fund total will be reduced by \$145,000.

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 authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2018 Budget. The General Fund budget will be adjusted to \$86,532,857 for the fourth quarter of 2018.

There are no recommended adjustments for any Human Services Committee departments/agencies.

## Agenda Item 1

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Jared Cypher, Deputy Controller  
**DATE:** November 14, 2018  
**SUBJECT:** Resolution Authorizing a Health Services Millage Contract with IHPC  
For the meeting agendas of December 3 and December 5

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### **BACKGROUND**

This resolution authorizes a 2019 contract with Ingham Health Plan Corporation (IHPC) to utilize Health Services Millage funds for millage eligible services, including medical, pharmacy, dental, and detox services as set forth in Attachments A and B. The county will also reimburse IHPC for administrative expenses (further details in financial impact section below) including third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

### **ALTERNATIVES**

The Ingham Health Plan Corporation requested \$1,639,915 for FY 2019, which would cover all IHPC membership. The Board of Commissioners could opt to fully fund the IHPC request. A year-end analysis would be necessary to determine if there are sufficient funds in the fund balance of the millage fund to cover all members in the short term (one year).

### **FINANCIAL IMPACT**

The contract will not exceed \$1,000,000 from the Health Services Millage, and funds are included in the 2019 budget. The administrative rate remains 20% in 2019. If at the end of the contract period the total amount paid by the County is less than \$1,000,000 IHPC may request payment from the County on the December invoice of additional expensed funds. In 2018 millage expenditures on the IHPC contract are projected to exceed \$1 million.

### **OTHER CONSIDERATIONS**

Prior to implementation of the Affordable Care Act (ACA), IHPC had roughly 12,000 members in Ingham County. Since that time, millage eligible membership has run roughly between 1,000 and 1,100 members. However, the uncertain future of the ACA may bring about unforeseen changes to the number of millage eligible Ingham County residents needing IHPC services.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of 'promoting accessible healthcare' and the specific task in the action plan of 'expand access to health care for County residents, with an emphasis on the uninsured and under-insured'.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support a Health Services Millage contract with IHPC.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A HEALTH SERVICES MILLAGE CONTRACT WITH THE  
INGHAM HEALTH PLAN CORPORATION (IHPC)**

WHEREAS, Ingham County has an objective to assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care; and

WHEREAS, in November 2012, the electorate approved a countywide health services millage level of 52/100 (.52) of one mill for a period of three years (2012-2014) to be used for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than \$28,000 and who do not have medical insurance; and

WHEREAS, in November 2014, the electorate approved a renewal of the millage to ensure that the current level of service can still be provided; and

WHEREAS, IHPC provides an organized system of medical benefits utilized by county residents who are not eligible for Medicaid and do not have medical insurance.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with IHPC which authorizes the County to pay IHPC an amount not to exceed \$1,000,000 annually for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage.

BE IT FURTHER RESOLVED, that for the time period January 1, 2019 through December 31, 2019 the County shall reimburse IHPC by monthly invoice for medical, pharmacy, dental, and detox services as set forth in Attachments A and B.

BE IT FURTHER RESOLVED, the annual not to exceed amount of \$1,000,000 includes administrative costs, which will be capped at 20% of medical expenses paid to IHPC, with the administrative costs requested to be reimbursed by the County listed clearly on each monthly invoice.

BE IT FURTHER RESOLVED, that administrative costs include, but are not limited to: third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

BE IT FURTHER RESOLVED, that IHPC invoices will be submitted in a consistent format that is agreed upon by both the IHPC and the Ingham County Controller/Administrator.

BE IT FURTHER RESOLVED, that Health Services Millage funds will not be used to provide benefits to IHPC members who are eligible for insurance coverage under the ACA unless those individuals have been granted an income-related or hardship exemption.

BE IT FURTHER RESOLVED, that any additional services that IHPC wishes to be reimbursed for beyond what is in the attached scope of services must be approved by the Ingham County Board of Commissioners as an amendment to the contract.

BE IT FURTHER RESOLVED, the Ingham Health Plan Corporation shall appoint a representative put forth by the Ingham County Board of Commissioners to its Board of Directors.

BE IT FURTHER RESOLVED, that Ingham County reserves the right to make requests of IHPC for data that includes enrollment figures, financial reports, and other information and IHPC is obligated to provide the requested data in a timely manner.

BE IT FURTHER RESOLVED, the Ingham Health Plan Corporation shall be subject to regular review of member eligibility and expenses relative to this contract to ensure compliance with the contract and with the Health Services Millage ballot language.

BE IT FURTHER RESOLVED, that if expenses under this agreement exceed the \$1 million cap, the Ingham County Board of Commissioners will consider a request from IHPC for an amendment to the agreement to cover the additional millage eligible expenses.

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.



## COVERED SERVICES

### PLAN B MEDICAL COVERAGE

#### **Physician, Physician Assistant, and Nurse Practitioner Services**

**Office visit Copay: \$5.00**

Covered when provided by the member's Primary Care Physician or provided by a Specialty Care Physician. Services must be provided in an office or outpatient setting.

- Office visits
- Annual physical exams, including breast exams, pap smears, and screening tests
- Administration of immunizations (vaccine serums not covered)
- Administration of injections
- Allergy testing and serums
- Administration of allergy extract
- Anesthesia services
- Injectable antibiotic serums (all other injectable drugs not covered)
- Diagnostic and treatment services
- Immunizations
- Oral Surgery
- Ophthalmology services provided by an Ophthalmologist or Optometrist (must be related acute or chronic medical condition)
- Podiatry services
- Physical Therapy visits (6 per year)
- Radiation therapy
- Surgery
- Observation and Inpatient hospital daily visits (CPT 99221-99239 only)

#### **Outpatient Hospital Services**

**Copay: \$0.00**

Covered when ordered by the member's PCP or specialist physician to whom the enrollee is appropriately referred and medically necessary

- Anesthesia
- Diabetes education
- Radiation therapy
- Practitioner charges related to diagnostic testing and treatment services/no facility fee
- Practitioner charges related to outpatient surgeries/no facility fee
- Physical Therapy (6 visits per year)

**Urgent Care Services****Copay: \$5.00**

Covered for after-hours, non-emergency medical conditions that need to be treated before a PCP appointment can be scheduled

- Urgent care visits (facility charged not covered)
- Administration of immunizations (serum not covered- exception flu vaccine)
- Administration of injections (serum not covered- exception antibiotics )

**Laboratory Services****Copay: \$0.00**

Covered when ordered and/or authorized in advance by the enrollee's PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary.

**Radiology Services****Copay: \$0.00**

Covered for diagnosis and treatment purposes when ordered and/or authorized in advance by the enrollee's PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary

- Diagnostic x-rays
- CT scans
- Mammograms
- MRI scans
- PET scans

**Medical Supplies****Copay: \$0.00**

Covered with a valid prescription when ordered by the member's PCP or specialist physician and medically necessary.

- Glucose monitors
- Medical supplies other than gradient surgical garments, formulas and feeding supplies, oxygen and related supplies, and supplies related to any non covered durable medical equipment item
- Syringes, test strips, and lancets Available through member's Pharmacy Benefit.
- Limited wrist and knee orthotics

**Pharmacy****Copay: \$5.00 (Generic)/\$10.00 (Brand)**

- IHP formulary medications filled at a IHP participating pharmacy
- Diabetic supplies (insulin syringes, lancets, and test strips)



**PLAN B DENTAL COVERAGE**

<b>Covered Services*</b>	<b>Member Copay**</b>
Cleanings	No
Preventative Exams	No
X-rays	No
Filings	Yes, for some fillings (See Member Copayment Schedule for amount)
Crowns	Yes (See Member Copayment Schedule for amount)
Root Canals	Yes (See Member Copayment Schedule for amount)
Bridges & Dentures	Yes (See Member Copayment Schedule for amount)

\* For a list of your covered dental services and copay, see the EPO Member Copayment Schedule and certificate.

**TO:** Board of Commissioners, County Services and Budget Committees  
**FROM:** *Mark McCorkle, Executive Director – Ingham County Fair*  
**DATE:** *November 21, 2018*  
**SUBJECT:** *Excavation Services for the Ingham County Fairgrounds – Off Season and Fair*  
*For the meeting agenda of December 3, and December 5, 2018*

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**BACKGROUND**

Over two-thirds of the off season revenue is generated by the breed and youth horse shows on the Ingham County Fairgrounds, which requires a safe and professional horse arena to host the over 30 shows annually. The Main Arena hosts the majority of those horse shows and requires the “footing” to be built in such a manner as to accommodate the desired foundation to ensure the health of the horses as they move about on the “footing”. The arena “footing” has a specific composition and grade; all requiring a specialized knowledge of construction needed to ensure a successful season.

Likewise, the annual grandstand events, such as tractor pulls, motocross, rodeos, demolition derbies, and monster truck shows all require a safe, professionally constructed course to be completed the morning before that day’s performance.

**ALTERNATIVES**

The breed shows can and will relocate if their horses come up lame or develop injuries due to poorly constructed “footing” in the arena; thus having a domino effect and the potential loss of important revenue for the Ingham County Fairgrounds in excess of over \$100,000 annually.

The grandstand performances are carried out by professional companies that are paid to engage local athletes or performers who can and will no longer contract with the Ingham County Fairgrounds should the courses not be constructed correctly. The inability to secure a diverse offering at the grandstand could lead to the potential loss of revenue during the annual fair in amount of over \$30,000 annually.

**FINANCIAL IMPACT**

The Ingham County Fair has budgeted for the excavation services in the 2016 operational budget under line item 56176013 – 957540, 56176014 – 957540, and 56176014 -0805000 in the combined amount of \$43,500.00.

**OTHER CONSIDERATIONS**

None.

**STRATEGIC PLANNING IMPACT**

This resolution supports Goal C, Strategy seven, section c. of the strategic planning action plan - Support regional and local convention and tourism activities.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the awarding of a contract for Excavation Services at the Ingham County Fairgrounds for the off season and six day fair to Jared A. Beduhn Excavating and Landscaping.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EXTENSION TO A CONTRACT WITH JARED A. BEDUHN  
EXCAVATING AND LANDSCAPING FOR EXCAVATION SERVICES  
AT THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Ingham County Fair hosts over thirty horse shows and hosts six days of grandstands events annually; and

WHEREAS, the excavation services required to execute the preparation of the facilities to host said events in a safe and professional manner is one of a highly skilled nature; and

WHEREAS, in 2016, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to Jared A. Beduhn Excavation and Landscaping who submitted the most qualified bid in the amount of \$38,100.00 in year one, \$43,500.00 in year two and year three for excavation services on the fairgrounds for both off season and during the six days of the annual fair and \$150.00 per hour for additional excavation work; and

WHEREAS, Resolution #16-255 authorized entering into a contract for three years with an additional two year option with Jared A. Beduhn Excavating and Landscaping for excavation services at the Ingham County Fairgrounds at a cost not to exceed \$43,500; and

WHEREAS, the current contract with Jared A. Beduhn Excavating and Landscaping expires on June 30, 2019; and

WHEREAS, the Ingham County Fairgrounds, per the Fair Board meeting held on November 13, 2018, wishes to utilize the two year extension option with Jared A. Beduhn Excavating and Landscaping.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an additional two year extension to the Jared A. Beduhn Excavating and Landscaping contract for excavation services at the Ingham County Fairgrounds at a cost not to exceed \$43,500.00.

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

## Agenda Item 2b

**TO:** Board of Commissioners, County Services and Finance Committees  
**FROM:** *Mark McCorkle – Executive Director – Ingham County Fair*  
**DATE:** *November 21, 2018*  
**SUBJECT:** *As-Needed Electrical Maintenance for the Ingham County Fairgrounds*  
*For the meeting agenda of December 3, and 5, 2018*

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### **BACKGROUND**

In 2019, The Ingham County Fair will mark 165 years of creating memories and supporting the recreational offerings in Ingham County and the surrounding communities. The fairgrounds host over 131 events annually, which include the annual fair. This brings over 85,000 people to Ingham County throughout the year.

Throughout the past twenty plus years, the fairground has had many phases of construction, demolition, and upgrades to infrastructure; all of which have presented challenges to the electrical systems supporting the multiple venues on the grounds. The electrical services on the fairgrounds is balanced to ensure that during the over 131 events annually there is a safe, useable electrical supply to cover the demand. As with all facilities, the Ingham County Fairgrounds can experience immediate support demands during one of the numerous events. Those on-call or as-needed services are not something that is always readily available through conventional electrical service companies or within the County structure.

The electrical demands are at greatest risk during the six days of fair when there are hundreds of vendors, rides, and patrons utilize the complex supply system. The need to have an as-needed electrician on-site during the vendor set up and tear down process save countless dollars due to vendors inappropriately connecting to the systems. It also equips the fair to deal with any loss of electrical service by immediately addressing the issue to ensure a seamless experience for the 41,000 plus patrons of the fair.

### **ALTERNATIVES**

The loss of electrical supply, or having an electrical malfunction during one of the events on the Fairgrounds, or during the annual fair could potentially lead to the loss of the recurring business with the renter and/or a request for a refund from the renter due to lack of electrical supply that adversely affects their event. When calling a conventional electrical supply company for a small repair many times the call goes unaddressed or the response time is too large to save the event from failing and potentially losing the renter's loyalty and future revenue.

During the six day annual fair the lack of immediate response to electrical malfunctions could adversely affect the fair patrons, hundreds of commercial vendors, and a revenue stream that accounts for over \$700,000 annually.

### **FINANCIAL IMPACT**

The Ingham County Fair has budgeted for as-needed electrical maintenance in both the hotel/motel line item 56176900 -0931000 and the operational budget line item 56176013 – 931000 and 56176014 – 818000 for a combined total of \$10,000.00.

### **OTHER CONSIDERATIONS**

None.

**STRATEGIC PLANNING IMPACT**

This resolution supports Goal C, Strategy seven, section c. of the strategic planning action plan - Support regional and local convention and tourism activities.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the awarding of a contract for as-needed electrical maintenance on the Ingham County Fairgrounds to Iverson Electric, Inc.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EXTENSION TO A CONTRACT WITH  
IVERSON ELECTRIC, INC. FOR AS NEEDED ELECTRICAL MAINTENANCE  
AT THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Ingham County Fair hosts over 131 events annually, which includes the six days of fair; and

WHEREAS, the Ingham County Fairgrounds can experience immediate electrical support demands during one of the numerous events; and

WHEREAS, on-call or as-needed services are not always readily available through conventional electrical service companies or within the County structure; and

WHEREAS, the electrical demands are at greatest risk during the six days of fair when there are thousands of vendors, rides, and patrons utilizing the complex supply system the need to have an as-needed electrician on-site will save countless dollars and allow an immediate response to ensure that the annual fair goes have a seamless experience; and

WHEREAS, in 2016, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to Iverson Electric who submitted the most qualified bid in the amount of \$5,750.00 in year one, \$5,850.00 in year two and \$6,050.00 in year three for as-needed electrical repairs on the fairgrounds for both off season and during the six days of the annual fair and \$55.00 per hour for additional electrical work; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2016 operational budget account numbers account 56176013 – 931000 and 56176014 – 818000.

WHEREAS, Resolution #16-254 authorized entering into a contract for three years with an additional two year extension option with Iverson Electric for as-needed electrical services at the Ingham County Fairgrounds at a cost not to exceed \$6,050; and

WHEREAS, the current contract with Iverson Electric expires on June 30, 2019; and

WHEREAS, the Ingham County Fairgrounds, per the Fair meeting held on November 13, 2018, wishes to utilize the two year extension option with Iverson Electric.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an additional two year extension to the Iverson Electric, Inc contract for as-needed electrical services at the Ingham County Fairgrounds at a cost not to exceed \$6,050.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** November 19, 2018  
**SUBJECT:** Contract with Marine Automated Dock Systems, Inc.  
For the meeting agenda of 12/3/18 Human Services and 12/5/18 Finance

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**BACKGROUND**

The two fishing docks and the boardwalk along the south end of the lake at Hawk Island experienced extensive damage due to the winter/spring severe flooding coupled with ice damage that occurred. Board of Commissioners Resolution #18-305 authorized a contract for the demolition and legal disposal of a boardwalk and two fishing docks at Hawk Island County Park.

The Purchasing Department solicited proposals from qualified and experienced contractors to enter into a contract for the purpose of designing, building and delivering two (2) T-shaped floating fishing docks to Hawk Island County Park. Staff will install these two docks by Memorial Day 2019. This replaces a portion of the docks destroyed by flooding.

**ALTERNATIVES**

Extensive damage has made it necessary to remove the boardwalk and fishing docks to ensure visitor safety. This resolution authorizes the replacement of a portion of the damaged docks using insurance money. The alternative would be to not replace the docks.

**FINANCIAL IMPACT**

The Evaluation Committee recommends that a contract be awarded to the low quote Marine Automated Dock Systems, Inc. per the quoted proposal in the amount of \$32,716.16 plus the Azek Decking in the amount of \$7,640 for a total not to exceed cost of \$40,356.16, which still makes it the lowest quote. The Azek Vinyl decking will last significantly longer than the wood. The County can pay for this from the insurance fund as instructed by the Director of Financial Services.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their November 13, 2018 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Marine Automated Dock Systems, Inc.

**Agenda Item 3a**

TO: Tim Morgan, Parks Director  
FROM: James Hudgins, Director of Purchasing  
DATE: October 31, 2018  
RE: Memorandum of performance for RFP No. 206-18 Two Fishing Docks

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Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to enter into a contract for the purpose of designing, building and delivering two (2) T-shaped floating fishing docks to Hawk Island County Park. The Parks Department will install the docks.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	22	0
Vendors responding	5	1

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

Vendor Name	Local Preference	Total Bid	Substitution	Substitution
Marine Automated Dock Systems, Inc. (MADS)	No, Harrison MI	\$32,716.16	Add \$6,140.00 for Surestep Decking	Add \$7,640.00 for Azek Decking
American Muscle Docks & Fabrication	No, West Virginia	\$44,425.00	American Muscle Docks	NA
Great Lakes Marine	No Grand Rapids MI	\$66,046.20	MAX DOCKS	NA
Moore Trospen Construction Company	Yes, Holt	\$52,974.00	Feigher Co., Aqua-Dek: Floating Aluminum Dock System	NA
The Eagle Group LTD, The Blacksmith Shop LLC	No, Greenville MI	\$84,000.00	Pressure Treated Yellow Southern Pine, Powder coated pipe railing (1 1/4")	NA

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

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

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



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH  
MARINE AUTOMATED DOCK SYSTEMS, INC.**

WHEREAS, the two fishing docks and the boardwalk along the south end of the lake at Hawk Island experienced extensive damage due to the winter/spring severe flooding coupled with ice damage; and

WHEREAS, after inspecting the damage, it was determined that removal of the structures was necessary; and

WHEREAS, Board of Commissioners Resolution #18-305 authorized a contract for the demolition and legal disposal of a boardwalk and two fishing docks at Hawk Island County Park; and

WHEREAS, proposals were solicited from qualified and experienced contractors to enter into a contract for the purpose of designing, building and delivering two (2) new T-shaped floating fishing docks to Hawk Island County Park; and

WHEREAS, staff will install these two docks by Memorial Day 2019. This replaces a portion of the docks destroyed by flooding; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Marine Automated Dock Systems, Inc., the low bidder, for the partial replacement of the dock/boardwalks that were removed due to ice/flooding damage.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Marine Automated Dock Systems, Inc. per the quoted proposal in the amount of \$32,716.16 plus the Azek Decking in the amount of \$7,640 for a total not to exceed cost of \$40,356.16 for the purpose of entering into a contract for designing, constructing and delivering two (2) T-Shaped floating fishing docks to Hawk Island County Park.

BE IT FURTHER RESOLVED, the contract shall be effective the date of execution through March 31, 2019.

BE IT FURTHER RESOLVED, costs will be paid from the insurance fund as instructed by the Director of Financial Services.

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

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Melissa Buzzard  
**DATE:** November 14, 2018  
**SUBJECT:** Signage for Completed Trails and Parks Millage Projects  
For the meeting agenda of 12/3/18 Human Services and 12/5/18 Finance

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**BACKGROUND**

The Park Commission recommends the recognition of projects completed for the Trails and Parks Millage. This resolution requests funding signage in the amount not to exceed \$10,000 from the Trails and Parks Millage fund to provide for the design and printing of signage that will be provided by the Ingham County Parks to be posted on the project location from the time of the award until the work has been completed.

Board of Commissioner Resolution 16-258 authorized funding signage in the amount not to exceed \$10,000 from the Trails and Parks Millage fund in 2016. The \$10,000 was not rolled over. Due to trails and park projects being completed, we are in need of millage plaques to recognize these were funded by the Ingham County Trails and Parks Millage.

**ALTERNATIVES**

There is no alternative.

**FINANCIAL IMPACT**

The funds are available in line item the trails and parks millage fund.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their May 23, 2016 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution as recommended by the Park Commission at their May 23, 2016 meeting.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING FUNDING FOR SIGNAGE FOR TRAILS AND PARKS MILLAGE  
PROJECTS FROM THE TRAILS AND PARKS MILLAGE FUND**

WHEREAS, the Park Commission recommends the recognition of projects completed for the Trails and Parks Millage; and

WHEREAS, it is a requirement that each entity include signage during the construction phase and post completion of the project.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes funding signage in the amount not to exceed \$10,000 from the Trails and Parks Millage fund to provide for the design and printing of signage that will be provided by the Ingham County Parks to be posted on the project location.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** November 19, 2018  
**SUBJECT:** Agreement with Michigan Department of Agriculture and Rural Development  
For the meeting agendas of December 3 and December 5, 2018

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**BACKGROUND**

Ingham County Health Department's (ICHD's) Environmental Health Division wishes to accept a grant from the Michigan Department of Agriculture and Rural Development (MDARD) in the amount of \$24,000 for the period of October 1, 2018 through September 30, 2019. The Environmental Health Division operates a Household Hazardous Waste Program (HHW) that accepts hazardous waste for disposal. This program is open to all Ingham county residents free of charge. Annually, MDARD contracts with ICHD under the Clean Sweep agreement to provide funding to cover costs of the disposal of pesticides and herbicides collected throughout the year. MDARD has proposed to provide ICHD with up to \$24,000 in funding for FY 2019 to be used for the disposal of pesticides and herbicides.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The MDARD grant funding of up to \$24,000 was anticipated and has been included in the proposed FY 2019 budget.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of Promoting service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Strategy 1. Strive to make facilities and services user-friendly. k. Provide for collection and proper disposal of household hazardous waste through the Health Department Environmental Health Division.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a Clean Sweep agreement with MDARD for up to \$24,000 effective October 1, 2018 through September 30, 2019.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO A MICHIGAN AGRICULTURE  
ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP) CLEAN SWEEP PROGRAM  
AGREEMENT WITH THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL  
DEVELOPMENT (MDARD)**

WHEREAS, Ingham County Health Department's (ICHD's) Environmental Health Division wishes to accept a grant from the Michigan Department of Agriculture and Rural Development (MDARD) in the amount of \$24,000 for the period of October 1, 2018 through September 30, 2019; and

WHEREAS, the Environmental Health Division operates a Household Hazardous Waste Program (HHW) that accepts hazardous waste for disposal; and

WHEREAS, this program is open to all Ingham county residents free of charge; and

WHEREAS, annually, MDARD contracts with ICHD under the Clean Sweep agreement to provide funding to cover costs of the disposal of pesticides and herbicides collected throughout the year; and

WHEREAS, MDARD has proposed to provide ICHD with up to \$24,000 in funding for FY 2019 to be used for the disposal of pesticides and herbicides; and

WHEREAS, this agreement shall be effective October 1, 2018 through September 30, 2019; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize a MAEAP Clean Sweep Program agreement with MDARD for up to \$24,000 effective October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an MAEAP Clean Sweep Program agreement with MDARD for up to \$24,000 effective October 1, 2018 through September 30, 2019.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** November 16, 2018  
**SUBJECT:** Authorization to enter an agreement with CURIS Consulting  
For the meeting agendas of December 3 and December 5, 2018

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into an agreement with CURIS Consulting for assessment, training, consultant travel and solution development for meeting value-based care objectives totaling \$67,000 and effective from January 1, 2019 through December 31, 2019. Medicaid, the primary payer of Community Health Center (CHC) patients, is shifting toward a value-based care approach to reimbursement by prioritizing quality patient care and reduced health care costs. ICHD sought bids for consulting services to support operational alignment within Ingham CHCs with value-based care objectives as part of its Quality Improvement strategy. ICHD received two proposals, of which CURIS Consulting was determined to be the best value for the cost. A one-year contract with CURIS Consulting will provide assessment, training, and solutions for meeting clinical quality and cost efficiency goals of value-based care. The scope of work proposed by CURIS Consulting includes: the development and execution of Quality Improvement strategies for data management and utilization; staff engagement and training in optimizing continuous Quality Improvement; identification and remediation of Patient Centered Medical Home (PCMH) practice criteria; standardization of efficient and effective workflows; and developing a sustainability plan for value-based care success. These services will improve the staff and operational readiness of the CHCs and equip them for achieving the objectives of value-based care.

**ALTERNATIVES**

There are no alternatives.

**STRATEGIC PLANNING IMPACT**

The proposed contract supports ICHD's strategic plan goals by enhancing the efficiency and quality of health care service delivery to the community.

**FINANCIAL IMPACT**

Through the Michigan Primary Care Association, consulting services through CURIS Consulting is available at a discounted rate of 10%. The total cost of the 12 month contract scope of work shall not exceed \$57,000. In addition, the County shall also pay the travel and expenses of the consultants for bi-monthly on-site services and training, for an amount not to exceed \$10,000. The total costs of this contract and associated consultant travel and expense costs shall be paid for through the 2018 Health Center Quality Improvement funds awarded to ICHD's CHCs through the Health Resources and Services Administration (HRSA), which was accepted by Ingham County through Resolution #18-382.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend authorizing an agreement with CURIS Consultants for quality improvement consultation services, assessment, training, solution development for meeting value-based care objectives, and consultant training and travel costs effective January 1, 2019 through December 31, 2019 for a total amount not to exceed \$67,000.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CURIS CONSULTING**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with CURIS Consulting for assessment, training, consultant travel and solution development for meeting value-based care objectives totaling \$67,000 and effective from January 1, 2019 through December 31, 2019; and

WHEREAS, Medicaid, the primary payer of Community Health Center (CHC) patients, is shifting toward a value-based care reimbursement model by prioritizing quality patient care and reduced health care costs; and

WHEREAS, ICHD sought bids for consulting services to support operational alignment within the Ingham Community Health Centers with value-based care objectives, as part of its Quality Improvement strategy; and

WHEREAS, ICHD received two proposals, of which CURIS Consulting was determined to be the best value for the cost; and

WHEREAS, a one-year contract with CURIS Consulting will provide assessment, training, and solutions for meeting clinical quality and cost efficiency goals of value-based care; and

WHEREAS, the scope of work proposed by CURIS Consulting includes: the development and execution of Quality Improvement strategies for data management and utilization; staff engagement and training in optimizing Continuous Quality Improvement; identification and remediation of Patient Centered Medical Home (PCMH) practice criteria; standardization of efficient and effective workflows; and developing a sustainability plan for value-based care success; and

WHEREAS, these services will improve staff and operational readiness of the Community Health Centers for achieving the objectives of value-based care; and

WHEREAS, through the Michigan Primary Care Association, consulting services through CURIS Consulting are available at a discounted rate of 10%; and

WHEREAS, the total cost of the 12 month contract shall be \$57,000 plus the travel and expenses of the consultants for on-site services and training, not to exceed \$10,000; and

WHEREAS, the total costs of this contract and associated consultant travel and expense costs shall be paid for through the 2018 Health Center Quality Improvement funds awarded to the ICHD's CHCs through the Health Resources and Services Administration (HRSA), which was accepted by Ingham County through Resolution # 18-382; and

WHEREAS, the Ingham Community Health Center Board supports entering a quality improvement consulting services agreement with CURIS Consultants for the purpose of improving staff and operational readiness of the Community Health Centers for achieving the objectives of value-based care; and



WHEREAS, the Health Officer recommends entering into a quality improvement consulting services agreement with CURIS Consultants for the purpose of improving staff and operational readiness of the Community Health Centers for achieving the objectives of value-based care.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering an agreement with CURIS Consultants for quality improvement consultation services to the Ingham Community Health Centers for meeting value-based care objectives, effective January 1, 2019 through December 31, 2019 in an amount not to exceed \$67,000.

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

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

**TO:** Board of Commissioners Human Services and Finance Committee  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** November 16, 2018  
**SUBJECT:** Agreement with Mid-State Health Network  
For the meeting agendas of December 3 and December 5, 2018

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to renew the agreement with Mid-State Health Network (MSHN) for the acceptance of grant funds totaling \$82,993 which will enable ICHD to continue the coordination of the Ingham Opioid Abuse and Prevention Initiative (IOAPI), and also continue funding a 1.0 FTE Program Specialist position for the duration of the agreement with MSHN. MSHN works to ensure access to high-quality, locally-delivered, effective and accountable public behavioral health and substance use disorder services. Historically, this collaboration collects data in Ingham County which provides support for combating the opioid epidemic within Ingham County. This funding also supports other prevention related efforts including naloxone training for staff and community members, proper disposal of medication, tobacco surveillance, and connecting community members in need to substance abuse resources. This agreement will be effective October 1, 2018 through September 30, 2019.

**ALTERNATIVES**

There are no other alternatives.

**FINANCIAL IMPACT**

The renewal of this agreement will allow ICHD to accept \$82,993 in grant funds which will be used to continue funding a 1.0 FTE Program Specialist position for the duration of the agreement with MSHN.

**STRATEGIC PLANNING IMPACT**

This resolution supports Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Strategy 1. Strive to make facilities and services user-friendly.

w. Continue to work to stem the epidemic of Opioid/Heroin related deaths and crime. Strategy 2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models. a. Provide additional resources to the task force focusing on the epidemic of opiate addiction in Ingham County.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to accept a Mid-State Health Network Grant totaling \$82,993 to be used to continue the 1.0 FTE Program Specialist position as well as supporting additional opioid abuse prevention efforts.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT GRANT FUNDING FROM MID-STATE HEALTH NETWORK**

WHEREAS, Ingham County Health Department (ICHHD) wishes to renew its agreement with Mid-State Health Network (MSHN) for the acceptance of grant funds totaling \$82,993 which will enable ICHHD to continue the coordination of the Ingham Opioid Abuse and Prevention Initiative (IOAPI), and also continue funding a 1.0 FTE Program Specialist position for the duration of the agreement with MSHN; and

WHEREAS, MSHN works to ensure access to high-quality, locally-delivered effective and accountable public behavioral health and substance use disorder services; and

WHEREAS, historically, this collaboration collects data in Ingham County which provides support for combating the opioid epidemic within Ingham County; and

WHEREAS, this funding also supports other prevention related efforts including naloxone training for staff and community members, proper disposal of medication, tobacco surveillance, and connecting community members in need to substance abuse resources; and

WHEREAS, this agreement will be effective October 1, 2018 through September 30, 2019; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the acceptance of \$82,993 in grant funds to be used for the continued funding of a 1.0 FTE position for a Program Specialist position as well as other prevention related activities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of grant funds from MSHN in the amount of \$82,993 for the funding of a 1.0 FTE position for a Program Specialist position as well as supporting additional opioid abuse prevention related activities.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** November 16, 2018  
**SUBJECT:** Resolution to Amend the Agreement with MSU College of Nursing  
For the meeting agenda of December 3, and December 5, 2018

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to amend the terms of the current Agreement with Michigan State University College of Nursing (MSU CON) by extending the effective date through June 30, 2018 and by allowing MSU CON nurse practitioners to provide billable services through the Ingham Community Health Center (ICHC) locations. ICHHD maintains an agreement with the MSU CON for nurse practitioner coverage 40 hours a week for the Jail Medical Health Center. The current agreement expires December 31, 2018. ICHHD wishes to continue the terms of the existing agreement through June 30, 2018 in order to sustain Jail Medical operations until determinations by the Board of Commissioners are made regarding the overall operations and staffing model of Jail Medical. ICHHD and the MSU CON also wish to amend the terms of the agreement to allow for MSU CON nurse practitioners to provide billable services through the ICHC locations, should the County no longer require MSU CON services through Jail Medical prior to the expiration of the terms of the amended agreement.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The total cost of the six month extension is already within the existing FY 19 budget for Jail Medical. The cost of any portion of the contractual service hours performed through health center locations shall be paid through the revenue generated through billable services performed at the those locations.

**STRATEGIC PLANNING IMPACT**

This supports Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Strategy 1. Strive to make facilities and services user-friendly. Expand access to healthcare for County residents, with an emphasis on the uninsured and the underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to amend the existing terms of the services Agreement with Michigan State University College of Nursing through June 30, 2019, with the addition of an allowance for services to be performed at Ingham Community Health Center locations should the requirement for nurse practitioner services at Jail Medical be otherwise determined prior to this amendment's expiration.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND AGREEMENT WITH MSU COLLEGE OF NURSING**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the terms of the current Agreement with Michigan State University College of Nursing (MSU CON) by extending the effective date through December 31, 2018 and by allowing MSU CON nurse practitioners to provide billable services through the Ingham Community Health Center (ICHC) locations; and

WHEREAS, ICHD maintains an agreement with the MSU CON for nurse practitioner coverage 40 hours a week for the Jail Medical Health Center; and

WHEREAS, the current agreement expires December 31, 2018 and ICHD wishes to continue the terms of the existing agreement through June 30, 2018 in order to sustain Jail Medical operations until determinations by the Board of Commissioners are made regarding the overall operations and staffing model of Jail Medical; and

WHEREAS, ICHD and MSU CON also wish to amend the terms of the agreement to allow for MSU CON nurse practitioners to provide billable services through the ICHC locations, should the County no longer require MSU CON services through Jail Medical prior to the expiration of the terms of the amended agreement; and

WHEREAS, the total cost of the six month extension is already within the existing FY 19 budget for Jail Medical; and

WHEREAS, the cost of any portion of the contractual service hours performed through at health center locations shall be paid through the revenue generated through billable services performed at the those locations; and

WHEREAS, the Health Officer and the Ingham Community Health Center Board support this amendment to the services agreement with the MSU CON.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the existing terms of the services agreement with Michigan State University College of Nursing through June 30, 2019.

BE IT FURTHER RESOLVED, that the amendment includes allowing for services to be performed at Ingham Community Health Center locations should the requirement for nurse practitioner services at Jail Medical be otherwise determined prior to this amendment's expiration.

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

**TO:** Board of Commissioners Human Services & Finance Committee  
**FROM:** Linda S Vail, MPA, Health Officer  
**DATE:** November 19, 2018  
**SUBJECT:** Medicaid Match Partner with the Pediatric Foundation of Michigan  
For the meeting agendas of December 3 and December 5, 2018

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to partner with the Pediatric Foundation of Michigan (PFM) to be Medicaid Match partners. PFM is a 501 (C)(3) charitable arm of the American Academy of Pediatrics, Michigan Chapter. PFM seeks to further educational, charitable, literacy, and scientific activities by supporting and improving pediatric healthcare in the State of Michigan. PFM works with Pediatricians in Michigan to support families who receive Medicaid and helps support outreach services to families with children. PFM sustainability is dependent upon receiving Medicaid Outreach Match funds. This agreement will be effective October 1, 2018 through September 30, 2019.

As the Medicaid Outreach Partner for PFM, ICHHD will:

1. Receive funds from PFM in the amount of \$62,584
2. Set up a system to provide quarterly reimbursement of costs
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Match Funds
4. Perform on site monitoring of PFM
5. Forward any required reports as provided by PFM

PFM will:

1. Provide quarterly financial reports of all expenses.
2. Provide quarterly reports for Medicaid Outreach.
3. Keep ICHHD up-to-date on any changes in funding.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

ICHHD will retain a 10% administrative fee of the total funds received during the duration of this agreement; including Medicaid Match funds.

**STRATEGIC PLANNING IMPACT**

This resolution supports Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Strategy 1. Strive to make facilities and services user-friendly b. Expand Medicaid enrollment activities throughout Ingham County. e. Expand access to health care for County residents, with an emphasis on the uninsured and the under-insured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the acceptance of funds from PFM in the amount of \$62,584 where ICHD will function as their Medicaid Outreach partner. This agreement will be effective October 1, 2018 through September 30, 2019.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO FUNCTION AS MEDICAID MATCH PARTNER WITH  
PEDIATRIC FOUNDATION OF MICHIGAN**

WHEREAS, Ingham County Health Department (ICHD) wishes to partner with the Pediatric Foundation of Michigan (PFM) to be Medicaid match partners; and

WHEREAS, PFM is a 501 (C)(3) charitable arm of the American Academy of Pediatrics, Michigan Chapter; and

WHEREAS, PFM seeks to further educational, charitable, literacy, and scientific activities by supporting and improving pediatric healthcare in the State of Michigan; and

WHEREAS, PFM works with Pediatricians in Michigan to support families who receive Medicaid and helps support outreach services to families with children; and

WHEREAS, PFM sustainability is dependent upon receiving Medicaid Outreach Match funds; and

WHEREAS, this agreement will be effective October 1, 2018 through September 30, 2019; and

WHEREAS, as the Medicaid Outreach partner with PFM ICHD will:

1. Receive funds from PFM in the amount of \$62,584
2. Set up a system to provide quarterly reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Match Funds.
4. Perform on site monitoring of PFM.
5. Forward any required reports as provided by PFM; and

WHEREAS, PFM will:

1. Provide quarterly financial reports of all expenses
2. Provide quarterly reports for Medicaid Outreach
3. Keep ICHD up-to-date on any changes in funding; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the acceptance of funds up to \$62,584, from PFM for ICHD to function as its Medicaid Outreach partner for the period of October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of funds from PFM up to \$62,584 and to function as the Medicaid Match Partner for the period of October 1, 2018 through September 30, 2019.



BE IT FURTHER RESOLVED, that ICHD will retain a 10% administrative fee of the total funds received during the duration of this agreement including the Medicaid Match funds.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** November 16, 2018  
**SUBJECT:** Agreement with Roger L. Donaldson, AIA P.L.C. for Architectural Services  
For the meeting agendas of December 3 and December 5, 2018

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Roger L. Donaldson, AIA P.L.C. for architectural services totaling \$5,840 effective upon execution through one year. ICHHD's Forest Community Health Center (CHC) requires renovations in order to accommodate increased medical provider and support staff capacity and maximize use of currently underutilized space for billable health care service delivery. These renovations will include closing off a portion of the waiting area to create an additional clinical team room, adding another check-in window, and modifications that will create more office space for supportive services.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

Three bids were collected for these architectural renovations. Roger L. Donaldson, AIA P.L.C. provided the lowest competitive bid for professional design services to Forest Community Health Center totaling \$5,440. Additionally, there will be a Lansing Plan Review Fee cost of \$200 and a printing cost of \$200 for a combined cost of architectural services and associated fees totaling \$5,840. These costs will be covered through surplus revenue generated through billable services and through 340B Pharmacy savings.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to enter into an agreement with Roger L. Donaldson, AIA P.L.C. for architectural services at Forest Community Health Center totaling \$5,840 and will be effective upon execution through one year.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ROGER L. DONALDSON, AIA P.L.C.  
FOR ARCHITECTURAL SERVICES**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Roger L. Donaldson, AIA P.L.C. for architectural services totaling \$5,840 effective upon execution through one year; and

WHEREAS, ICHD's Forest Community Health Center (CHC) requires renovations in order to accommodate increased medical provider and support staff capacity and maximize use of currently underutilized space for billable health care service delivery; and

WHEREAS, these renovations will include closing off a portion of the waiting area to create an additional clinical team room, adding another check-in window, and modifications that will create more office space for supportive services; and

WHEREAS, of the three bids collected for the architectural services, Roger L. Donaldson, AIA P.L.C., provided the lowest competitive bid for professional design services design services to Forest CHC totaling \$5,440; and

WHEREAS, additionally, there will be a Lansing Plan Review Fee cost of \$200 and a printing cost of \$200 for a combined cost of architectural services and associated fees totaling \$5,840; and

WHEREAS, these costs will be covered through surplus revenue generated through billable services and through 340B Pharmacy savings; and

WHEREAS, the Health Officer and the Ingham Community Health Center Board recommend entering an agreement with Roger L. Donaldson, AIA P.L.C. for architectural services at Forest Health Center totaling \$5,840 and effective upon execution through one year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Roger L. Donaldson, AIA P.L.C. for architectural services at Forest Health Center totaling \$5,840 effective upon execution through one year.

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

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

## Agenda Item 5

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: November 19, 2018

RE: Year End Adjustments, and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the end of fiscal year 2018. The General Fund total will be reduced by \$145,000.

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 authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2018 Budget. The General Fund budget will be adjusted to \$86,532,857 for the fourth quarter of 2018.

The Equalization Department prepared the annual tax appeal liability and determined a tax shortage in the General Fund revenue in the amount of \$145,000.

There are two internal transfers in the General Fund, \$11,094 from Animal Control wages line item to the Sheriff overtime line item to cover overtime incurred while a Sheriff Sergeant served as Interim Animal Control Director. The second one, \$29,694 from the transfer to the Friend of Court Fund to the Machine and Equipment Fund transfer to pay for reinforcing the old GPB entrance front doors and installing scanners.

After reviewing the Friend of Court Fund (F215) expenses the transfer budgeted from the General Fund will be reduced by \$145,000.

The Road Department's final 2018 budget adjustment is recognizing additional revenue received from the State under PA 207 of 2018 in the amount of \$2,324,173.

The contingency fund is currently at \$53,471. The attached document details how the Board allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

**2018 CONTINGENCY**

Adopted Contingency Amount	\$350,000
R17-436: Additional Community Agency Funding	(15,650)
R18-035: Additional Funding for CATS	(10,180)
R18-084: Additional Funding for Sheriff Portable Radios	(23,747)
R18-088: Additional Funding for Jail Based Break Out from Wellness	(20,800)
R18-114: Additional Funding to Hire Assistant Prosecuting Attorney	(76,702)
R18-190: Additional Funding to Circuit Court Imagesoft	(87,450)
R18-210: SAKI Grant Funds	(40,000)
R18-302: Additional Funding Support Staff for ICYC	(2,000)
R18-316: Additional Funding Advent House Ministries	(15,000)
R18-443: Additional Funding CAPCOG	(5,000)
<b>Current Contingency Amount</b>	<b>\$53,471</b>

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2018 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2018 Budget on November 14, 2017 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.

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute.

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:

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2018 Ingham County General Fund budget at \$86,532,857.

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2018 BUDGET 11/18/18</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$86,677,857	(145,000)	\$86,532,857
201	Road	28,603,982	2,324,173	30,928,155
664	Machine and Equipment	1,962,663	29,694	1,992,357

**GENERAL FUND REVENUES**

	<u>2018 Budget –</u> <u>11/19/18</u>	<u>Proposed</u> <u>Changes</u>	<u>2018 Proposed</u> <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	49,994,805	(145,000)	49,849,805
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	6,209,651	0	6,209,651
Convention/Tourism Tax - Liquor	1,407,051	0	1,407,051
Court Equity Funding	1,486,000	0	1,486,000
Personal Property Tax Replacement	750,000	0	750,000
Use of Fund Balance - Committed	1,400,000	0	1,400,000
Use of Fund Balance - Uncommitted	2,669,818	0	2,669,818
<b>Department Generated Revenue</b>			
Animal Control	1,191,930	0	1,191,930
Circuit Court - Family Division	1,429,133	0	1,429,133
Circuit Court - Friend of the Court	597,000	0	597,000
Circuit Court - General Trial	2,180,032	0	2,180,032
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	622,210	0	622,210
District Court	2,495,065	0	2,495,065
Drain Commissioner/Drain Tax	445,500	0	445,500
Economic Development	63,037	0	63,037
Elections	75,550	0	75,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	0	0	0
Financial Services	39,673	0	39,673
Health Department	120,000	0	120,000
Human Resources	52,649	0	52,649
Human Services	200,000	0	200,000
Probate Court	277,178	0	277,178
Prosecuting Attorney	721,093	0	721,093
Purchasing	179,106	0	179,106
Register of Deeds	2,192,597	0	2,192,597
Remonumentation Grant	85,000	0	85,000

Sheriff	4,867,892	0	4,867,892
Treasurer	4,137,133	0	4,137,133
Tri-County Regional Planning	63,921	0	63,921
Veteran Affairs	393,928	0	393,928
<b>Total General Fund Revenues</b>	<b>86,677,857</b>	<b>(145,000)</b>	<b>86,532,857</b>

**GENERAL FUND EXPENDITURES**

	<u>2018 Budget – 11/19/18</u>	<u>Proposed Changes</u>	<u>2018 Proposed Budget</u>
Board of Commissioners	614,930	0	614,930
Employee Concessions	0	0	0
Circuit Court - General Trial	8,552,970	0	8,552,970
District Court	3,315,922	0	3,315,922
Circuit Court - Friend of the Court	1,775,438	(174,694)	1,600,744
Jury Board	1,192	0	1,192
Probate Court	1,599,196	0	1,599,196
Circuit Court - Family Division	5,690,682	0	5,690,682
Jury Selection	143,709	0	143,709
Elections	537,532	0	537,532
Financial Services	769,802	0	769,802
County Attorney	467,299	0	467,299
County Clerk	1,015,672	0	1,015,672
Controller	917,802	0	917,802
Equalization/Tax Services	749,902	0	749,902
Human Resources	770,400	0	770,400
Prosecuting Attorney	6,964,078	0	6,964,078
Purchasing	230,294	0	230,294
Facilities	2,121,816	0	2,121,816
Register of Deeds	763,882	0	763,882
Remonumentation Grant	85,000	0	85,000
Treasurer	573,396	0	573,396
Drain Commissioner	1,028,544	0	1,028,544
Economic Development	134,487	0	134,487
Community Agencies	230,650	0	230,650
Ingham Conservation District Court	7,954	0	7,954
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	113,053	0	113,053
Jail Maintenance	212,600	0	212,600
Sheriff	20,412,444	11,094	20,423,538



Metro Squad	43,570	0	43,570
Community Corrections	161,036	0	161,036
Animal Control	2,343,788	(11,094)	2,332,694
Emergency Operations	239,008	0	239,008
Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,699,042	0	5,699,042
CHC	3,600,156	0	3,600,156
Jail Medical	1,669,946	0	1,669,946
Medical Examiner	654,820	0	654,820
Substance Abuse	706,777	0	706,777
Community Mental Health	2,024,693	0	2,024,693
Department of Human Services	2,002,229	0	2,002,229
Tri-County Aging	83,295	0	83,295
Veterans Affairs	574,096	0	574,096
Cooperative Extension	407,416	0	407,416
Library Legacy Costs	0	0	0
Parks and Recreation	1,586,857	0	1,586,857
Contingency Reserves	58,471	0	58,471
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	25,000	0	25,000
Miscellaneous Transfers	200,000		200,000
Capital Improvements	4,214,461	29,694	4,244,155
<b>Total General Fund Expenditures</b>	<b>86,677,857</b>	<b>(145,000)</b>	<b>86,532,857</b>

### General Fund Revenues

Treasurer To adjust budget per Equalization determination that the annual tax will reduce tax revenue (145,000).

### General Fund Expenditures

Circuit Court- Friend of Court To reduce the transfer (\$145,000) to Friend of Court F215 to reflect expenses incurred. Also to move (\$29,694) expense to cover CIP project reinforcing the old GPB entrance front doors and installing scanners.

Sheriff To move Animal Control wages (\$11,094) to Sherriff to cover overtime cost incurred while Sheriff Sergeant serviced as Interim Animal Control Director.

Animal Control To move Animal Control wages (\$11,904) to Sherriff to cover overtime cost incurred while Sheriff Sergeant serviced as Interim Animal Control Director.

Capital Improvements To move (\$29,694) expense to cover CIP project reinforcing the old GPB entrance front doors and installing scanners to the Machine and Equipment Fund (F664)

**Non-General Fund Adjustments**

Road To recognize additional revenue (\$2,324,173) received from the state under PA 207 of 2018.  
(F201)

Machine and Equipment To set up revenue and expense (\$29,694) to pay for reinforcing the old GPB entrance front doors and installing scanners.  
(F664)