

CHAIRPERSON
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VICE-CHAIRPERSON
VICTOR CELENTINO

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HUMAN SERVICES COMMITTEE
TERI BANAS, CHAIR
TODD TENNIS
BRIAN McGRAIN
RYAN SEBOLT
DEB NOLAN
CAROL KOENIG
ROBIN NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, FEBRUARY 5, 2018 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [January 22, 2018](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Health Services Millage – Future of the Health Services Millage (*Discussion*)
2. Big Brothers Big Sisters – Resolution to Authorize a Contract with [Big Brothers Big Sisters](#) Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program for 2018
3. Community Mental Health – Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for [Health Services Millage Eligible Services](#)
4. Parks Department
 - a. Resolution Clarifying [Design Standards](#) for Trails and Parks Millage Projects
 - b. Resolution to Authorize [Contracts](#) for Trails and Parks Millage Applications
5. Ingham County Fair
 - a. Resolution Directing the Fair Board to Develop a Plan to Reach Out to [Urban Areas](#) to Participate in the 2018 Ingham County Fair
 - b. Fair Manager Position (*Discussion*)
6. Health Department
 - a. Resolution to [Amend Resolution #17-356](#)
 - b. Resolution to Authorize Contract with [Institute for Cultural Affairs](#) to Carry Out Leadership Development Training
 - c. Resolution to [Amend Resolution #17-265](#)
 - d. Resolution to Authorize Conversion of [Nurse Assessor](#) Position
7. Facilities – Resolution to Authorize [Structural Renovations](#) at the Human Services Building

8. Human Services Committee – Resolution Authorizing an Agreement with [Miller Law Firm, P.C.](#) to Represent Ingham County in Litigation Against Manufacturers and Wholesale Distributors of Opioids

Announcements
Public Comment
Adjournment

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OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

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

HUMAN SERVICES COMMITTEE
January 22, 2018
Draft Minutes

Members Present: Banas, Tennis, Sebolt, Nolan, and Koenig (arrived at 6:44 p.m.)

Members Absent: McGrain and Naeyaert

Others Present: Commissioner Grebner, Melissa Buzzard, Tanya Moore, Jeffrey Brown, Jared Cypher, Liz Noel and others

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

Approval of the December 4, 2017 Minutes

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE MINUTES OF THE DECEMBER 4, 2017 HUMAN SERVICES COMMITTEE MEETING.

The minutes were amended as follows:

Commissioner McGrain stated that Lansing Economic Area Partnership (LEAP) had signed a Letter of Understanding to redevelop those areas which were about to be abandoned ~~by mcg-leap signed LOU to redevelop those areas~~, and the Forest Health Center was still operating as well.

This was considered a friendly amendment.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners McGrain, Koenig and Naeyaert

Additions to the Agenda –

None.

Limited Public Comment

None.

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

1. Community Mental Health – Resolution Authorizing Additional Funding for the Correctional Assessment and Treatment Services (CATS) Program

2. Parks Department
 - a. Resolution to Authorize a Contract with M.C. Smith Associates and Architectural Group, Inc. to Provide Prime Professional Services for McNamara Landing Improvements

3. Health Department
 - a. Resolution to Amend Resolution #17-358 to Authorize the Fifth Year of the Americorps*VISTA Grant Cycle for 2017-2018
 - b. Resolution to Amend the Collaborative Agreement with the Capital Area United Way
 - c. Resolution to Authorize Amendment #1 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services
 - d. Resolution to Authorize an Agreement with Southeastern Michigan Health Association
 - e. Resolution to Authorize Agreements with the Michigan Association of United Ways to Act as the Fiduciary/Payee for MI-CHAP
 - f. Resolution to Authorize a FY 2018 Subcontract with Refugee Development Center
 - g. Resolution to Amend Resolution #17-506
 - h. Resolution to Convert Full-Time Dentist Position
 - i. Resolution to Authorize Agreements with Wayne Children's Healthcare Access Program to Act as the Fiduciary/Payee for Agency Funding

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners McGrain, Koenig and Naeyaert

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

2. Parks Department
 - b. Resolution to Authorize Updates to the Trails & Parks Millage Program Coordinator Job Description

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION.

Commissioner Sebolt stated he had pulled the resolution, because those who had worked on the second round of trails and parks had been concerned about creating a full-time position, to give assistance to smaller communities that did not have staff to make requests for millage dollars. He further stated that while he acknowledged the changes being made to the job were relatively small, he wanted to make sure the bulk of this new position's time was being spent on trails.

Commissioner Nolan asked Commissioner Sebolt to explain what he meant.

Commissioner Sebolt stated the position had been created solely out of millage dollars, to make sure the smaller communities had support with the Trails and Parks Millage project. He further stated in order to make sure the bulk of this position's time was being spent on the Trails and Parks Millage, he wanted to amend the resolution to require the Parks Department to report back to the Committee about how much time was spent doing which duties.

Chairperson Banas stated the Parks Department would have an accounting of time spent on other functions. She asked if social media management was about all that had been added to the position's duties.

Melissa Buzzard, Trails and Parks Millage Coordinator, stated it would initially be doing the outreach, and a plan would be formulated for a transition to delegate those duties and other duties as assigned.

Chairperson Banas stated there had been a similar discussion during the Parks Commission meeting. She further stated she supported Commissioner Sebolt's position as well, as she thought it was a good idea to do a time analysis during the year, to make sure there was no leeching into more than the minimum of 5% of the position's time spent on that.

Discussion.

THE RESOLUTION WAS AMENDED TO ADD THE FOLLOWING CLAUSE:

BE IT FURTHER RESOLVED, that the Parks Department report back to the Human Services Committee a full accounting of hours spent on specific times annually for this position.

This was considered a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners McGrain, Koenig and Naeyaert.

2. Parks Department
 - c. Ingham County Trail Wayfinding Signage Plan (*Presentation*)

Tanya Moore, Spicer Group Landscape Architect, introduced herself to the Committee and began presenting the Ingham County Trail Wayfinding Signage Plan.

Commissioner Koenig arrived at 6:44 p.m.

Discussion.

Ms. Moore continued presenting the plan to the Committee.

Commissioner Sebolt asked if there was a QR Code at the bottom of the sign.

Ms. Moore stated that it had been discussed whether including QR Codes was the right thing, as there was setup and upkeep on the Internet that had to be done with providing a QR Code.

Chairperson Banas asked who was going to set up and maintain the QR Code, so it had a purpose on the sign.

Ms. Moore stated that the Parks Department would have to figure that out.

Commissioner Nolan stated she thought a QR Code was a great idea, but she did not know how much it would cost.

Ms. Moore stated Spicer Group had done something similar with QR Codes in the Bay City area, and they had made QR Codes on a computer and printed them to weatherproof stickers that could stick on the signs for only \$26.

Discussion.

Commissioner Koenig asked what the County wanted out of the QR Code.

Discussion.

Ms. Moore stated the QR Code could be used for blind people and ADA accessibility, to provide more information, or to link to specific park webpages.

Chairperson Banas stated the QR Code could be time-sensitive, to notify trail users if there was flooding or other hazards on the trail.

Ms. Moore stated that could be done with a QR Code.

Discussion.

Ms. Moore continued presenting the signage plan to the Committee.

Chairperson Banas stated at the Parks Commission meeting, Ms. Moore had discussed how the signs had addressed severe colorblindness. She asked Ms. Moore to explain that to the Committee.

Ms. Moore stated there had been an online test for the nine types of colorblindness, and the color combination on the signs in the presentation had passed all nine tests.

Ms. Moore continued to present the signage plan to the Committee.

Commissioner Nolan asked how much the Michigan Department of Transportation (MDOT) funding was.

Ms. Moore stated the MDOT funding depended on how much was asked for in the request, as there was no limit. She further stated she had worked on projects previously where the funding had been about \$1.8 million, and she could see some communities' trails in Ingham County being over \$1 million worth of funding.

Jared Cypher, Deputy Controller, stated the plan was to get MDOT funding using the Trails and Parks Millage money as a match.

Discussion.

Commissioner Sebolt asked what the MDOT match requirement was, and if it was 20/80 like other requests.

Ms. Moore stated MDOT funding was 20/80, but the unspoken rule was that a local match of 30% or 40% should be provided in order to get funding.

Discussion.

Ms. Moore continued to present the signage plan to the Committee.

A discussion ensued regarding signage on rivers for water trails.

Ms. Moore continued to present the signage plan to the Committee.

Chairperson Banas stated the signs could point out where the water trails met the bike paths.

Ms. Moore continued to present the signage plan to the Committee.

Chairperson Banas asked when municipalities were planning out their signs, if Ms. Buzzard would work with them to plan their signs by preparing recommendations for a particular stretch of trail.

Ms. Buzzard stated she would work with municipalities on their signage plans.

Ms. Moore continued to present the signage plan to the Committee.

Discussion.

Chairperson Banas asked how long the color on the signs would be secure for, until they started fading.

Ms. Moore stated that red faded most quickly, but the County would not use red on the signs because that was more of a warning color. She further stated that there had been a lot of work done on UV color stabilization.

Ms. Moore continued to present the signage plan to the Committee.

Commissioner Grebner stated she was impressed with the layers of the plan, right down to colorblindness colors. She further stated that the presenters were professionals that really dove deep, and she looked forward to the QR Code because she thought the County could get good feedback if there was personnel to monitor and respond to it in a timely fashion.

Commissioner Grebner asked what the probability was that the County would receive the MDOT Transportation Alternatives Program (TAP) grant funding.

Ms. Moore stated she had met with Mike Smith, MDOT Alternative Programs Manager, twice so far, and he had said he was looking forward to the application, because no one else had put in an application for wayfinding yet and it was eligible for the grant. She further stated her discussion with Mr. Smith had sounded encouraging.

Commissioner Grebner asked if the probability of receiving the TAP funding was about 70%.

Ms. Moore stated she believed so.

Commissioner Grebner asked what the County would do if it did not receive the funding.

Ms. Moore stated she believed the County would have to look at the Trails and Parks Millage for funding, and perhaps the first phase would have to be scaled back a bit.

Commissioner Grebner stated he would like to see the County have an informal plan if the project was going to be delayed for another 12 months, which was the current timeline, that signs would be put up a year from now regardless of whether or not the County received TAP funding. He further stated if that was not the consensus of the Committee, then he would begin making motions in other committee meetings to put them on record that it had been four full years of the Trails and Parks Millage without any signs being added.

Ms. Moore stated if the County did not receive the TAP grant money, it would make the job to put in signs that much easier, because there were a lot more hoops to jump through with MDOT grants.

Commissioner Grebner stated the County should not find itself without grant money and then be at a standstill.

Commissioner Sebolt stated that when the County submitted the grant request, they should have their State legislators submit letters in support of the request.

Discussion.

Chairperson Banas stated there was a great need for many new signs. She asked what Ms. Moore's guess for the cost of all of the signs would be, as the County needed to plan for local match allocations.

Ms. Moore stated Tim Morgan, Parks Director, had already started to plan for the local match. She further stated she did not know exactly how much the local match would be, but they had estimated it would be \$300,000 and she believed that was already in the budget.

Ms. Buzzard stated she would have to check if that money was in the budget already.

Discussion.

Chairperson Banas asked Mr. Cypher to survey communities about how many signs they needed, to plan ahead for local match.

Ms. Moore stated there would be an agreement with local communities about maintenance of signs, so the County could work with each community to figure out the number of signs needed and get a resolution from the municipality.

Ms. Cypher asked if the Board of Commissioners would be asked to bless the format of the trail signs.

Ms. Moore stated the Board of Commissioners would approve the signs.

Chairperson Banas stated uniformity of the signs was important, and the County was allowing for individuality at top of sign.

Ms. Moore explained the timeline of the project, and stated October 2018 seemed to be the most realistic deadline to meet for a TAP grant, since the project would involve meeting with the local communities to get sign estimates.

Commissioner Koenig asked if the timeline could be moved up, since it seemed like a long time, and there was still time before the first TAP grant deadline to meet with local communities.

A discussion ensued regarding the deadlines of the TAP grants.

Chairperson Banas stated a possibility could be that the County could front the money for the signs through the Trails and Parks Millage, and then MDOT could reimburse the County for those costs.

Commissioner Nolan stated she thought \$300,000 seemed like a low estimate for a 40% match of funds.

Discussion.

Ms. Moore continued to present the signage plan to the Committee.

Chairperson Banas asked if the sponsorships would provide money for the maintenance of signs, but not replacement.

Ms. Moore stated the sponsorship money could be for either maintenance or replacement of signs. She further stated the County could come up with a system to see if they needed to be repaired or replaced.

Commissioner Koenig asked if there would be a phone number that people could call to let someone know that there was flooding or something on the trail was in need of repair. She stated she wanted to be proactive on working with Friends of the Lansing River Trail (FLRT) or staff.

Discussion.

Commissioner Nolan left at 7:23 p.m.

Chairperson Banas stated that staff could provide an answer to the idea of providing a contact number, because she wanted consumers to be satisfied and involved and there were always more ideas that came through.

Commissioner Nolan returned at 7:25 p.m.

Commissioner Tennis asked how it would work if every other community was involved.

Ms. Moore stated she understood she did not want the County to tell each community what to do with their trail. She further stated there was money available through the sponsorship program to replace the signs, but the local community might be responsible for physically replacing the signs.

Ms. Buzzard stated the County would form a memorandum of understanding (MOU) with the local community, so she would figure out that detail when the MOU was formed.

Chairperson Banas stated local communities would be coming to the County forever to request millage funds, so the MOU could affect future requests.

Discussion.

Commissioner Tennis stated if the County was paying to make sure signs were maintained, and he thought it would be easier to provide the maintenance as well.

Ms. Moore stated she was not sure if the County had the staff for that upkeep, but each community, especially the larger ones, already maintained their own trails systems. She further stated when those maintenance crews were sweeping snow or mowing, there would see if a sign was damaged or graffiti they would want to fix them.

Commissioner Tennis stated he thought that since the County was paying for the signs when communities would come to them requesting funds, they might as well maintain them or have a contractor deal with it all.

Chairperson Banas asked if the idea of the County taking care of all of the signs had been discussed at all.

Ms. Moore stated it was a difficult situation because then the County would then be maintaining something on other communities' trails.

Chairperson Banas stated this had been a thematic discussion since the beginning, where the County was a partner in creating and maintaining the trails system, where they made funds available but it was not the County's place to tell communities what to do.

Discussion.

Commissioner Koenig stated the County had MOU's with local communities when the County had first done the Big Fix of the trails and parks. She further stated with that MOU, it was understood that the County would be in charge of the Big Fix, but then it would be on the local community to maintain the trails and parks after that.

Chairperson Banas stated the County would be paying for the implementation of the signs, which was a big expenditure.

Commissioner Grebner stated that the City of Lansing had permitted rotting and vandalized signs to sit on their trails for the last 20 years. He further stated if there was money available, it probably would be easier for them to get it done, but perhaps in the MOU's the County would replace a sign in some cases.

Commissioner Grebner stated he thought the County ought to plan for fairly rapid replacement of signs, and they ought to envision that signage be replaced routinely, like the State replaced highway signs without getting permission from the municipalities.

Commissioner Sebolt stated that the State could replace those highway signs, because those were State roads, whereas the trails and parks belonged to the local municipalities.

Commissioner Grebner stated if the goal was to not place blame on local governments about the lack of signage, then the County needed to make sure it got done, and if the local unit was not willing to do it then the County needed to step up.

Discussion.

Ms. Moore stated the County could maybe put sign maintenance costs in the Trails and Parks Millage.

Chairperson Banas stated that staff could look at those details, but she wanted to get the project started.

Commissioner Grebner asked if the idea was to break the vendor roles into the capability of producing the signs and the per-sign completion cost.

Ms. Moore stated that the County was limited by the County purchasing policy on what vendors were chosen. She further stated if the County submitted an MDOT TAP grant application, the County would have to submit three sources for the product.

Ms. Moore stated in the initial phase, the thought was to have one vendor do all of the signs and produce and install them.

Discussion.

Commissioner Grebner stated that the Committee's assumption was that they were talking about bidding a single thing, which included all of the signs on the list. He further stated he had previously suggested that a vendor create digital signs and from there, the cost per sign would be lower and done by another vendor.

Chairperson Banas asked if that scenario could be run through the County departments.

Mr. Cypher stated they could run that through the Purchasing Department, but he suspected if the project was bid that way, then it could be done that way.

Discussion.

Commissioner Grebner stated when he thought about the number of signs per mile of trail, he estimated 400 signs, which he did not think would cost \$1 million.

Chairperson Banas asked the administration to get the signage estimates.

Discussion.

Chairperson Banas stated that the presentation tonight was more about information that would be presented on signs and how it would look, and the next step would be more detail

Discussion.

Announcements

None.

Public Comment

Jeffrey Brown, Lansing resident, stated he appreciated the opportunity to listen to the forum and how the Committee looked at public dollars and effectiveness. He further stated it was interesting how simple sign can support community in that way, and it was humbling to see where the County was at on this particular situation and to see the Committee work so cohesively on the process.

Commissioner Nolan asked what Mr. Brown represented.

Commissioner Koenig stated Mr. Brown was a candidate for the 10th District County Commissioner seat.

Mr. Brown stated he had lived in Ingham County his whole life and had used the trails when he ran Cross Country, and he was a social entrepreneur by trade. He asked the Committee if they had thought about having an app for the trails and parks instead of a QR Code.

Ms. Moore stated they had thought about an app, because Delhi Charter Township already had an app for their trails.

Discussion.

Adjournment

The meeting was adjourned at 7:49 p.m.

FEBRUARY 5, 2018 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

2. *Big Brothers Big Sisters – Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program for 2018*

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region for the period of January 1, 2018 through December 31, 2018 in an amount not to exceed \$25,000 as Ingham County’s share of funding to provide administrative oversight and programmatic leadership for the Capital Area Mentoring Partnership (CAMP).

3. *Community Mental Health – Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Health Services Millage Eligible Services*

This resolution authorizes a contract not to exceed \$1,292,480 with CMH for services provided to Ingham County residents for the period of October 1, 2017 through September 30, 2018. Funds for this contract with CMH will come from the Health Services Millage. Millage funds will be utilized by CMH for Health Services Millage eligible services as provided in the proposal attached to the resolution.

4. *Parks Department*

- a. *Resolution Clarifying Design Standards for Trails and Parks Millage Projects*

This resolution clarifies design standards for millage projects by adopting the following policy: in cases where a permitting authority disagrees with use of a particular county standard, the terms of the draft permit proposed by the permitting authority will control; but the applicant is required to promptly notify the County Park Commission of the permitting authority’s position. Parks Department staff are to raise any concerns with the permit in consultations with the applicant and the permitting authority.

- b. *Resolution to Authorize Contracts for Trails and Parks Millage Applications*

This resolution authorizes two-year agreements with municipalities for trails and parks millage projects as detailed in the chart below:

Entity	Project Title	Amount Requested	Millage Funds Recommended for Funding	Year Funded
Aurelius Township	Aurelius Township 5-Year Parks and Recreation Plan	\$3,875.00	\$3,875.00	2018
Lansing (FLRT)	Volunteer Trail Ambassador Coordinator	\$17,500.00	\$17,500.00	2018
Lansing	Bank Stabilization - Washington Avenue	\$55,000.00	\$55,000.00	2018
Lansing	Bridge Rehabilitation - Bridge#CL-09-LTW-GR	\$78,750.00	\$78,750.00	2018
Lansing	Bridge Removal and Replacement - Bridge#CL-21-LTE-RC	\$1,333,750.00	\$1,333,750.00	2018
Lansing	Fenner Pathway extension	\$455,250.00	\$455,250.00	2019-2020
Lansing	Universally accessible canoe/kayak launch at City Market	\$14,400.00	\$14,400.00	2018
Lansing	Universally Accessible Canoe/Kayak Launch at Moores Park	\$10,500.00	\$10,500.00	2018

Lansing	Universally Accessible Canoe/Kayak Launch at Krueger Landing	\$10,500.00	\$10,500.00	2018
Leroy Township	Simmons Memorial Park - Trail Attached to Handicap Accessible Parking	\$50,000.00	\$50,000.00	2019
Mason	Hayhoe Riverwalk Extension- Kerns Road	\$153,281.00	\$153,281.00	2019
Meridian Township	Old Raby Culvert Replacement	\$95,000.00	\$95,000	2018
Stockbridge	Lakelands Trail Resurfacing	\$809,980.00	\$809,980.00	2018-2019

5. Ingham County Fair

a. *Resolution Directing the Fair Board to Develop a Plan to Reach Out to Urban Areas to Participate in the 2018 Ingham County Fair*

This resolution directs the Ingham County Fair Board to develop a plan to reach out to the urban areas, and in particular urban farmers, to participate in the 2018 Ingham County Fair and present this plan to the Human Services Committee. The Fair Board shall report on the success of their efforts to the Human Service Committee within a month of the conclusion of the Fair.

6. Health Department

a. *Resolution to Amend Resolution #17-356*

This resolution authorizes an amendment to Resolution #17-356 to reflect the updated City of Lansing funding allocations as follows:

1. \$34,000 to support the Day Care Scholarship Program
2. \$7,000 for an Account Clerk in the Office for Young Children which will administer the Day Care Scholarship Program
3. \$9,000 to support the position of a Health Center Nurse

b. *Resolution to Authorize Contract with Institute for Cultural Affairs to Carry Out Leadership Development Training*

This resolution authorizes an agreement with the Institute for Cultural Affairs in an amount not to exceed \$9,800 for carrying out TOP Facilitation Method trainings to be conducted between February 20, 2018 and September 30, 2018.

c. *Resolution to Amend Resolution #17-265*

This resolution amends Resolution #17-265 to adjust the contract period to be effective October 1, 2017 through September 30, 2018, as it has taken longer than anticipated to implement the outreach process. All other terms of the agreement will remain the same.

d. *Resolution to Authorize Conversion to Nurse Assessor Position*

This resolution converts the Nurse Assessor position #601242 to a Nurse Practitioner, doing so will enable the Health Department to capture additional revenue for billable services provided through STI. This conversion will increase the position cost by \$23,364. Seventy percent of the additional costs (\$16,364) will be covered by billable revenue generated by the Nurse Practitioner in STI, and thirty percent of the additional cost (\$7,009) will be accommodated through a budget adjustment so as not to exceed the total amount provided by the Family Court.

7. Facilities - Resolution to Authorize Structural Renovations at the Human Services Building

This resolution authorizes a contract with LJ Trumble Builders for the renovation of 5,500 square feet of select office and waiting areas on the upper level of the Human Services Building. Funds for this project are available from two sources, \$225,200.00 from the PCMH Grant authorized by R14-391 and the remaining balance of \$174,000 will come from excess funding at September 30, 2017 from the Health Department.

8. Human Services Committee – Resolution Authorizing an Agreement with Miller Law Firm, P.C. to Represent Ingham County in Litigation Against Manufacturers and Wholesale Distributors of Opioids

This resolution authorizes an agreement with Miller Law Firm to provide legal services to the County regarding filing lawsuits against the pharmaceutical industry in an effort to recoup costs associated with the seemingly ubiquitous opioid epidemic. Miller Law Firm, P.C. will be paid 25% of any recovery for Ingham County on a contingent fee basis. This agreement will be effective upon the date of execution and continue until completion of the lawsuit.

OTHER ITEMS:

1. Health Services Millage – Future of the Health Services Millage (Discussion)

5. Ingham County Fair

b. Fair Manager Position (Discussion)

Agenda Item 2

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: January 17, 2018

Subject: Contract with Big Brothers Big Sisters Michigan Capital Region for the Capital Area Mentoring Partnership Program
For the meeting agendas of February 5 and February 7

BACKGROUND

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region (BBBSMCR) for the Capital Area Mentoring Partnership Program (CAMP). With Support from the County, CAMP will continue to bring in speakers to provide training on a plethora of topics (Child trauma, effective communication within matches, Human Trafficking, Runaway prevention, bullying, the importance of the screening process, etc.) to CAMP members, volunteers, and youth within their programs. CAMP will utilize the funds to bring awareness of the program to the community with the purchase of promotional items as well as utilizing quarterly service projects in the community as a platform. CAMP is not yet its own 501 C3 and is facilitated by Big Brothers Big Sisters Michigan Capital Region.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The contract will not exceed \$25,000 for the time period of January 1, 2018 through December 31, 2018. Funds for this contract are included in the 2018 budget.

OTHER CONSIDERATIONS

Capital Area Mentoring Partnership (formerly the Community Coalition of Youth) is a collaboration of mentoring organizations and community resources that focuses on mentoring in the tri-county, serving youth from the age of five years to twenty-five. The collaboration is diverse; organizations offer one-to-one mentoring, group mentoring, services to homeless youth, immigrant children, refugee children, children with disabilities, children involved with the Juvenile Justice System and/or African American young men, etc.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH BIG BROTHERS BIG SISTERS MICHIGAN CAPITAL REGION TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE CAPITAL AREA MENTORING PARTNERSHIP PROGRAM FOR 2018

WHEREAS, the Ingham County/City of Lansing Youth Violence Prevention Coalition since renamed the Community Coalition for Youth (CCY) was established in 1994 by former Mayor David Hollister and former Ingham County Board of Commissioners Chairperson, Jean McDonald, in response to a dramatic increase in youth violence and delinquency in Ingham County during the 1990's; and

WHEREAS, CCY adopted a comprehensive strategy to advance youth mentoring to close educational opportunity and achievement gaps to increase high school graduation and post-secondary completion rates, prevent and reduce violence and delinquency, and provide opportunities for civic engagement, entrepreneurship, and career and professional development to support the next generation of parents and leaders; and

WHEREAS, the structure to further mentoring for Ingham County youth was formed by CCY and is called the Capital Area Mentoring Partnership (CAMP); and

WHEREAS, previously this contract was held by Capital Area United Way (CAUW) and in 2014 was transitioned to Big Brothers Big Sisters Michigan Capital Region; and

WHEREAS, the Ingham County budget included \$25,000 as the County's share of funding for CAMP in the fiscal year 2018.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Big Brothers Big Sisters Michigan Capital Region for the period January 1, 2018 through December 31, 2018 in an amount not to exceed \$25,000 as Ingham County's share of funding to provide administrative oversight and programmatic leadership for the CAMP.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH THE COMMUNITY MENTAL HEALTH
AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES (CMH)
FOR HEALTH SERVICES MILLAGE ELIGIBLE SERVICES**

WHEREAS, the State of Michigan dramatically reduced State General Fund payments to CMH in fiscal year 2015; and

WHEREAS, the cut eliminated 67% of the State General Fund dollars to the CMH system; and

WHEREAS, these cuts continue to cause ongoing fiscal and service gaps for CMH; and

WHEREAS, in November 2014 the electorate renewed a countywide health services millage level of 52/100 (.52) of one mill for a period of five years (2015-2019) 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, CMH has submitted a proposal to Ingham County to use Health Services Millage dollars to fund essential services and alleviate the cut in State General Fund dollars; and

WHEREAS, funds from the health services millage are allocated in the County's 2018 budget for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract not to exceed \$1,292,480 with CMH for services provided to Ingham County residents for the period of October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, funds for this contract with CMH will come from the Health Services Millage.

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

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

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

Proposal for the continued use of Ingham County Health Services Millage to close gaps in Ingham County's behavioral health care system

FY2018

Summary of proposal: This proposal requests the continuation of Ingham County Health Services Millage funding, to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI), to support a comprehensive package of behavioral healthcare services designed to address of the most pressing behavioral healthcare needs in the Ingham County community.

Context: With ongoing experience with the significant State General Fund reduction (2/3 of the funds formerly provided to CMHA-CEI) and the implementation of the Healthy Michigan Plan, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) has, at this point, much greater clarity as to the fiscal and service gaps resulting from these changes. This clarity underscores the substantial set of services and persons that are not covered by the Healthy Michigan Plan – costs which must be covered by the scarce State General Fund and local dollars within CMHA-CEI's budget. Many of these costs are related to the provision of services to persons for whom CMHA-CEI is the provider and cost underwriter, but who are not eligible for the Healthy Michigan Plan. This group includes: 1) Individuals enrolled in Medicare and not eligible for Medicaid. 2) Those with "spend down" Medicaid eligibility, which means they become eligible for Medicaid benefits only after meeting the monthly spend-down amount. 3) Those with severe, chronic and urgent mental health treatment needs (crisis stabilization, day program services, residential care, case management) not covered by any other coverage plan.

The services proposed in this document **address longstanding gaps in services and gaps that emerged with the dramatic cut in state General Fund dollars** to this CMH and CMHs across the state.

A. Closing newly emerging gaps in Ingham County's essential behavioral health care services system:

These service gaps are the result of the dramatic cut (65%), implemented in April 2014 and expanded in October 2014, in state General Fund dollars to this CMH and CMHs across the state.

The community's free-standing (outside of hospital grounds) 24/7 Psychiatric Crisis Services and Inpatient Pre-Screening Unit: This unit provides around-the-clock access to highly trained behavioral health clinicians who provide: crisis intervention, psychiatric inpatient pre-screening (and funding authorization), short-term stabilization, diversion to appropriate levels of care, housing assistance, and linkages to needed services to adults, children, and adolescents.

The community's Assessment and Referral Team: This unit provides a full bio-psychosocial assessment and a comprehensive behavioral health and ancillary treatment, supports, and referral plan (using person-centered planning methods) for adults who are uninsured.

The community's urgent care and intensive home-based treatment program for at-risk children, youth, and their families: This program works to improve the ability of children and youth, with serious emotional disturbance, to function better at home, in school, in the community, and with peers by providing - primarily in the home, school, and workplace of the families enrolled in this program (with some services provided at CMHA-CEI offices) - family and individual psychotherapy, psychiatry, nursing, parenting skills, crisis therapeutic group home, training and coaching, school liaison services, and referral network linkages.

A spectrum of community-based treatment teams for vulnerable populations: These multidisciplinary teams, made up of mental health therapists/casemanagers, psychiatrists, nurses, mental health workers/consumer services specialists, and peer support specialists, provide psychotherapy, psychiatry, nursing, and a range of supports to **adults in a variety of settings with very high levels of mental health needs, those enrolled in a specialized older adult program, and adults with intellectual/developmental disabilities.**

Psychiatric inpatient care for jail inmates: In addition to the jail-based CMHA-CEI has also paid all psychiatric inpatient claims on individuals admitted directly from the jail to psychiatric inpatient facilities. Given that these claims are paid with State General Fund dollars and given the dramatic cut in this CMH’s State General Fund revenues, **CMHA-CEI is without the funds to continue to pay these psychiatric inpatient costs** and others previously funded by State General Fund dollars.

B. Development of low cost safety net services to meet the needs of the unserved:

Psychiatric care and outpatient therapy for children and adults with moderate mental health needs: This community has long experienced a significant and growing gap in the availability of office-based outpatient psychotherapy for children, adolescents and adults. These services (along with CMHA-CEI’s 24/7 psychiatric crisis services unit) provide the community’s mental health safety net.

Cost of proposed services in FY2018:	\$ 1,292,480
Estimated number of Ingham County residents meeting the millage criteria who will be served: 2,200*	

FY 17 Summary of Services:

The table below provides an overview of services, costs, and numbers of Ingham County residents served utilizing Ingham County Millage dollars in FY 17.

Category	Amount	Individuals*
24/7 Psychiatric Crisis Services and Inpatient Screening		
Crisis Intervention	\$ 58,880.44	124
Transportation	\$ 3,844.50	7
Assessment		
Assessments and Treatment Planning	\$ 211,935.83	368
Community-Based Mental Health Treatment and Supports		
Assertive Community Treatment (ACT)	\$ 65,946.08	25
Clubhouse Psychosocial Rehabilitation Programs	\$ 23,048.62	13
Nursing Facility Mental Health Monitoring	\$ 10,109.71	17
Peer Directed & Operated Support Services	\$ 11,193.16	37
Targeted Case Management	\$ 148,580.98	222
Therapy (mental health)	\$ 56,302.09	105
Families Forward Children's Services		

Category	Amount	Individuals*
Home Based Services	\$ 61,225.79	32
Respite	\$ 15,391.57	10
Family Training	\$ 188.14	1
Wraparound Services	\$ 12,272.74	4
Community Services for Developmentally Disabled		
Community Living Supports	\$ 221,716.17	166
Health Services	\$ 9,965.05	44
Supports Coordination	\$ 3,578.48	5
Personal Care in Licensed Specialized Residential Setting	\$ 55,266.42	118
Skill Building and Assistance	\$ 62,518.57	63
Speech & Language Therapy	\$ 2,028.73	3
Psychiatric and Residential Care		
Medication	\$ 1,675.74	2
Medication Administration	\$ 5,083.08	9
Medication Review	\$ 14,059.80	36
Residential Services	\$ 159,747.02	294
Room and Board	\$ 42,135.16	277
Total (Millage allocation fully billed for \$1,254,835 Oct. 2016-June, 2017)	\$1,256,694**	1,991

*Individuals may be duplicate if receiving services in multiple categories

**Expenses beyond Millage Allocation covered by CMHA-CEI funds during this period.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Tim Morgan, Parks Director
DATE: January 23, 2018
SUBJECT: Design Standards for Trails and Parks Millage Projects
For the meeting agenda of 2/5/18 Human Services and 2/7/18 Finance

BACKGROUND

Board of Commissioners Resolutions #16-238, #16-257, #17-109 for all previous rounds of millage grants states that Trails and Parks Millage projects must meet acceptable design standards. As these projects have developed, design standards have been discussed with partners involved with various stages of the project and have resulted in conflicts with permitting agencies standards.

Having received feedback from permitting agencies, the Park Commission recommends the following resolution clarifying design standards for millage projects both for future projects and retroactively for all past millage projects that are not currently completed.

ALTERNATIVES

This clarification will benefit not just the permitting agency but the County and grantee in recommending best design standards for millage projects. These recommendations from the partnering and permitting agencies tend to look at the bigger picture, and possibly deviate from County standards that may not be the correct standard for all projects. This will prevent the grantee from being stuck in between stringent standards set forth by the millage contract and the permitting agency's standards. Any deviations from county standards must be reported to the County promptly and discussed if necessary.

FINANCIAL IMPACT

The financial impact will consist of amending the past millage project contracts that are not currently completed as well as possible attendance at meetings between grantees and permitting agencies to discuss any deviations from design standards that may arise.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a motion at their January 16, 2018 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution clarifying design standards for Trails and Parks Millage projects.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CLARIFYING DESIGN STANDARDS FOR TRAILS AND PARKS MILLAGE PROJECTS

WHEREAS, the Ingham County Trails and Parks Program Application states that the Trails and Parks Millage projects must meet acceptable design standards and is the best design solution as adopted by Board of Commissioners Resolution 17-275; and

WHEREAS, the County will review any deviations from such standards on a case by case basis; and

WHEREAS, applicants must obtain necessary permits for the projects, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc.; and

WHEREAS, at least one case has surfaced where the announced design standards of the Trails and Parks Millage may conflict with the standards and rules of a permitting agency; and

WHEREAS, on reflection, the Park Commission does not believe that wise administration of the millage money should require the applicant to be caught between the standards of a permitting agency and the general standards demanded by the County for its millage projects.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners adopt the following policy: in cases where a permitting authority disagrees with use of a particular county standard, the terms of the draft permit proposed by the permitting authority will control; but the applicant is required to promptly notify the County Park Commission of the permitting authority's position.

BE IT FURTHER RESOLVED, Parks Department staff are to raise any concerns with the permit in consultations with the applicant and the permitting authority.

BE IT FURTHER RESOLVED, this policy is retroactive for any signed agreements that have not yet been completed and any future agreements.

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: Tim Morgan, Parks Director
DATE: January 23, 2018
SUBJECT: Ingham County Trails and Park Millage
For the meeting agenda of 2/5/18 Human Services and 2/7/18 Finance

BACKGROUND

Board of Commissioners Resolution #17-275 approved a third round of applications that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report and special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects. Board of Commissioner Resolution #17-275 approved the scoring/ranking criteria for the Trails and Parks Program Application.

Following the directives of the Board of Commissioners, the Park Commission reviewed the 18 applications that were received from Aurelius Township (1), Delhi Township (1), City of East Lansing (1), City of Lansing (8), Leroy Township (1), City of Leslie (1), City of Mason (1), Meridian Township (2), Onondaga Township (1), and Stockbridge (1). The Park Commission recommended 13 of the applications be funded (please reference the attached spreadsheet).

ALTERNATIVES

The Ingham County Trails and Parks Comprehensive Report provided for a detailed inventory and assessment of the County's existing trails, identification of planned trails and regional corridors, public and stakeholder preferences for millage expenditures and regional corridors. These Park Commission recommendations for the new countywide trails and parks millage allocations and funding request through the current application process by each community present priorities in an effort to accomplish these tasks. Without these new construction enhancements and rehabilitation of existing trails, bridges and County Park infrastructure, which had been deferred in the past, with the goal to provide opportunities for people to walk and bike to more places through non-motorized trails linking people to places such as parks, neighborhoods, schools, places of employment and businesses for both recreation and commuting purposes may fall short. Approving this resolution will allow local communities to provide for the Trails & Parks Task Force's recommendation and the Board of Commissioner's directive to address new construction, special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects.

FINANCIAL IMPACT

The projected funds *available* for 2018 from the Trails and Parks Millage for the third round of applications is \$2,770,478. The total projected Trails and Parks Millage funds *available* including available 2018 funds and funds not exceeding 70% from 2019 and 2020 is \$7,306,478.

The total amount *recommended* for the round three applications by the Park Commission is \$3,087,786 from the Trails and Parks Millage Fund which includes a percentage of 2018 funds as well as recommendations from 2019 and 2020 funds. The total amount of local match for this round is \$1,750,009.

OTHER CONSIDERATIONS

The Ingham County Park Commission reviewed and scored the projects and they supported this resolution at their December 11, 2017 meeting.

At a subsequent conversation following the Park Commission meeting Commissioner Teri Banas expressed desire to allow communities that were not recommended for funding a chance to increase their match for further consideration by the Board of Commissioners, thus resulting in an additional Therefore Be It Further Resolved being added to the resolution.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolutions as recommended by the Park Commission at their December 11, 2017 meeting.



INGHAM COUNTY TRAILS & PARKS MILLAGE GRANTS

2019 Amount Unallocated After Park & Rec. Commission	\$746,213.00
2018 Total Amount Recommended	\$2,024,265.00
2019 Amount Unallocated After Park & Rec. Commission	\$2,033,500.00
2020 Amount Unallocated After Park & Rec. Commission	\$2,502,500.00

Score	Project Type	Applicant	Project Title	Grant Request	Fund in 2018	2019 Or Multiple Yrs.	Grant Award 2018	Grant Award 2019	Grant Award 2020
53.88	New	Lansing	Universally Accessible Canoe/Kayak Launch at Krueger Landing	\$10,500.00	Yes		\$10,500.00	\$0.00	\$0.00
52.25	New	Lansing	Universally accessible canoe/kayak launch at City Market	\$14,400.00	Yes		\$14,400.00	\$0.00	\$0.00
50.75	New	Lansing	Universally Accessible Canoe/Kayak Launch at Moores Park	\$10,500.00	Yes		\$10,500.00	\$0.00	\$0.00
47.25	New	Mason	Hayhoe Riverwalk Extension- Kerns Road	\$153,281.00		Yes 2015	\$0.00	\$153,281.00	\$0.00
46	Repair/Rehab	Stock-bridge	Lakelands Trail Resurfacing	\$808,980.00		Yes (18-19)	\$404,990.00	\$404,990.00	\$0.00
45.13	New	Lansing	Fenner Pathway extension	\$455,250.00		Yes (19-20)	\$0.00	\$227,625.00	\$227,625.00
44.13	Small grant	Aurelius Twp	Aurelius Township 5-Year Parks and Recreation Plan	\$3,875.00	Yes		\$3,875.00	\$0.00	\$0.00
43.88	Repair/Rehab	Lansing	Bank Stabilization - Washington Avenue	\$55,000.00	Yes		\$55,000.00	\$0.00	\$0.00
43.5	Repair/Rehab	Lansing	Bridge Rehabilitation - Bridge#CL-09-LTW-GR	\$78,750.00	Yes		\$78,750.00	\$0.00	\$0.00
43	New	Delhi Twp	RAM 2 Burdfield Trail	\$2,764,210.00	No		\$0.00	\$0.00	\$0.00
42.5	Repair/Rehab	Meridian Twp	Old Rasy Culvert Replacement	\$95,000.00	Yes		\$95,000.00	\$0.00	\$0.00
40.25	Small grant	Oncodaga Twp	Oncodaga Township - Baldwin Park & Trellis Enhancement Project	\$44,433.93	No		\$0.00	\$0.00	\$0.00
40.13	Repair/Rehab	Lansing	Bridge Removal and Replacement - Bridge#CL-21-LTE-RC	\$1,333,750.00	Yes		\$1,333,750.00	\$0.00	\$0.00
38.85	Special	FLRT/Lansing	Volunteer Trail Ambassador Coordinator	\$17,500.00	Yes		\$17,500.00	\$0.00	\$0.00
38	New	Meridian Twp	Okerros Road Pedestrian Boardwalk	\$1,170,000.00	No		\$0.00	\$0.00	\$0.00
37.75	Special	Leslie	Leslie Wayfinding Project	\$7,500.00	No		\$0.00	\$0.00	\$0.00
34.5	Small grant	Leroy Twp	Simmons Memorial Park - Trail Attached to Handicap Accessible Parking	\$50,000.00		Yes 2019	\$0.00	\$50,000.00	\$0.00
27.13	Special	East Lansing	Northern Tier Trail Safety Fencing	\$331,000.00	No		\$0.00	\$0.00	\$0.00
Amount Requested				\$7,404,949.93			\$2,024,265.00	\$895,896.00	\$227,625.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR TRAILS AND PARKS
MILLAGE APPLICATIONS**

WHEREAS, Board of Commissioners Resolution #17-275 approved a third round of applications that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects; and

WHEREAS, 18 applications that were received from Aurelius Township (1), Delhi Township (1), City of East Lansing (1), City of Lansing (8), Leroy Township (1), City of Leslie (1), City of Mason (1), Meridian Township (2), Onondaga Township (1), and Stockbridge (1); and

WHEREAS, after careful review and evaluation of the applications by the Park Commission, the Park Commission recommends funding the below applications.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves entering into contracts with the following entities designated within the below table:

Entity	Project Title	Amount Requested	Millage Funds Recommended for Funding	Year Funded
Aurelius Township	Aurelius Township 5-Year Parks and Recreation Plan	\$3,875.00	\$3,875.00	2018
Lansing (FLRT)	Volunteer Trail Ambassador Coordinator	\$17,500.00	\$17,500.00	2018
Lansing	Bank Stabilization - Washington Avenue	\$55,000.00	\$55,000.00	2018
Lansing	Bridge Rehabilitation - Bridge#CL-09-LTW-GR	\$78,750.00	\$78,750.00	2018
Lansing	Bridge Removal and Replacement - Bridge#CL-21-LTE-RC	\$1,333,750.00	\$1,333,750.00	2018
Lansing	Fenner Pathway extension	\$455,250.00	\$455,250.00	2019-2020
Lansing	Universally accessible canoe/kayak launch at City Market	\$14,400.00	\$14,400.00	2018
Lansing	Universally Accessible Canoe/Kayak Launch at Moores Park	\$10,500.00	\$10,500.00	2018
Lansing	Universally Accessible Canoe/Kayak Launch at Krueger Landing	\$10,500.00	\$10,500.00	2018
Leroy Township	Simmons Memorial Park - Trail Attached to Handicap Accessible Parking	\$50,000.00	\$50,000.00	2019
Mason	Hayhoe Riverwalk Extension- Kerns Road	\$153,281.00	\$153,281.00	2019
Meridian Township	Old Raby Culvert Replacement	\$95,000.00	\$95,000	2018
Stockbridge	Lakelands Trail Resurfacing	\$809,980.00	\$809,980.00	2018-2019

BE IT FURTHER RESOLVED, that all work will be completed within two years from the date the contracts are executed except in the case of projects that are being funded across multiple years, which include Fenner Pathway Extension, Simmons Memorial Park and Hayhoe Riverwalk which will be completed in 2021.

BE IT FURTHER RESOLVED, that if work is not completed within two years due to delay from awaiting other funding sources that an extension may be requested and negotiated and mutually agreed upon between both parties.

BE IT FURTHER RESOLVED, granting of millage dollars to municipalities is subject to the acquisition of local or grant match funding awarded when included in the original proposal.

BE IT FURTHER RESOLVED, to require the entity to include signage provided by the Ingham County Parks Department referencing the millage funds during the construction phase and a permanent sign to remain on the site in perpetuity post completion of the project.

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 entities with projects not recommended for funding in this resolution will have until March 15, 2018 to increase their match amount for further consideration by the Board of Commissioners.

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.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION DIRECTING THE FAIR BOARD TO DEVELOP A PLAN
TO REACH OUT TO URBAN AREAS TO PARTICIPATE
IN THE 2018 INGHAM COUNTY FAIR**

WHEREAS, agriculture is of economic importance to all residents of Ingham County and the Ingham County Fair is a celebration of the contributions of agriculture; and

WHEREAS, the Farm to Table movement has made individuals, particularly those living in urban and suburban settings, more conscious of where and how their food is grown; and

WHEREAS, urban farming has grown in Ingham County and connected city residence with the agricultural economy; and

WHEREAS, farmers markets in our cities have brought fresh food into our cities from various types of farms from across the regions; and

WHEREAS, the Ingham County Fair should be an event that incorporates and celebrates all residents of our County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Ingham County Fair Board to develop a plan to reach out to the urban areas and in particular urban farmers, to participate in the 2018 Ingham County Fair and present this plan to the Human Services Committee.

BE IT FURTHER RESOLVED, that the Fair Board shall report on the success of their efforts to the Human Service Committee within a month of the conclusion of the Fair.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 19, 2018
SUBJECT: Resolution to Amend Resolution #17-356
For the meeting agendas of February 5, 2018 & February 7, 2018

BACKGROUND

Resolution #17-356 authorized an agreement with the City of Lansing (COL) for financial support of multiple services provided by or through the Ingham County Health Department (ICHD) that benefit Lansing residents. Since the initial resolution approving this agreement was passed, COL has adjusted the allocation of the proposed \$50,000 in funding as follows:

1. \$34,000 to support the Day Care Scholarship Program
2. \$7,000 for an Account Clerk in the Office for Young Children which will administer the Day Care Scholarship Program
3. \$9,000 to support the position of a Health Center Nurse

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

Acceptance of the \$50,000 in proposed funding allows ICHD to maintain services it may otherwise be unable to provide. These funds have been included in the 2017-18 budgets. There is no change to the overall amount of funding being received, only the way it is being allocated. The \$1,000 previously allocated towards membership with the Greater Lansing Homeless Resolution Network/CoC has been added to the previously allocated \$8,000 towards the Health Center Nurse funding, bringing the new total to \$9,000.

OTHER CONSIDERATIONS

There are no other alternatives.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #17-356.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #17-356

WHEREAS, Resolution #17-356 authorized an agreement with the City of Lansing (COL) for financial support of multiple services provided by or through the Ingham County Health Department (ICHHD) that benefit Lansing residents; and

WHEREAS, since the initial resolution approving this agreement was passed, COL has adjusted the allocation of the proposed \$50,000 in funding as follows:

1. \$34,000 to support the Day Care Scholarship Program
2. \$7,000 for an Account Clerk in the Office for Young Children which will administer the Day Care Scholarship Program
3. \$9,000 to support the position of a Health Center Nurse; and

WHEREAS, acceptance of the \$50,000 in proposed funding allows ICHHD to maintain services it may otherwise be unable to provide; and

WHEREAS, these funds have been included in the 2017-18 budgets and there is no change to the overall amount of funding being received, only the way it is being allocated; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an amendment to Resolution #17-356 to reflect the updated COL funding allocation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an amendment to Resolution #17-356 to reflect the updated COL funding allocations as follows:

1. \$34,000 to support the Day Care Scholarship Program
2. \$7,000 for an Account Clerk in the Office for Young Children which will administer the Day Care Scholarship Program
3. \$9,000 to support the position of a Health Center Nurse

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.

Agenda Item 6b

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 23, 2018
SUBJECT: Agreement with Institute for Cultural Affairs to carry out Technology of Participation (TOP) Facilitation Methods Training

For the meeting agendas of February 5, 2018 and February 7, 2018

BACKGROUND

The recent Ingham County Health Department (ICHD) strategic plan process revealed a need for leadership development among ICHD managers, supervisors and staff. In order to meet this specific need, our Health Officer and Health Promotion & Prevention Manager have incorporated leadership development opportunities into the budget of the Kresge Foundation: Emerging Leaders in Public Health project in an amount not to exceed \$9,800. TOP facilitation methods center on understanding group dynamics, motivating teams through effective group processes, discovering solutions and creating action plans with high levels of buy-in and accountability. The Focused Conversation TOP method is also a valuable tool for 1:1 coaching with staff that promotes self-reflection and mutual learning. Facilitative leadership is one of six core leadership competencies for creating a strong work climate. Additionally, it is an essential skill in community partnerships that seek to empower residents and stakeholders in co-creating strategies to address community health concerns. TOP Facilitated Method trainings will be conducted between February 20, 2018 and September 30, 2018.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

Funding for the proposed training will be covered by the Kresge Grant. There are no other financial impacts.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with Institute for Cultural Affairs for facilitation methods training in an amount not to exceed \$9,800.

DESCRIPTION FOR TECHNOLOGY OF PARTICIPATION (ToP)® ON SITE FACILITATION METHODS TRAINING

This proposal is written by Dennis Jennings & Associates and Judy Weddle & Associates, Certified Facilitators and Mentor Trainers with the Technology of Participation (ToP)® Network, a program partner of the Institute of Cultural Affairs-ICA. This proposal is written response to a request for onsite training in facilitative leadership skills for the Ingham County Health Department professionals.

Training demonstrations and practice scenarios can be customized for your organization.

These trainers bring experience in both facilitating and training with public health professionals. Additionally, the ToP Facilitation Methods Training is approved for 13.5 CHES-MCHES hours for Certified Health Education Specialists.

What is the intent of the training?

The intent of this training is to further develop facilitative leadership skills through the ToP Group Facilitation Methods Training.

This training recognizes that the style required of leaders today is changing. There is an undeniable trend toward group participation and involvement in problem solving, planning and decision making. Community members, partners, staff and consumers expect to be asked to participate; and organizations of all kinds are responding to structural changes that place increasing responsibility in the hands of teams and collaborative partners.

Understanding group processes and mastering the skills required by this participatory culture are now essentials of effective leadership. Any individual who plays a leadership role in a group needs the capacity to enable the group to maximize its own potential for effective decision-making and practical implementation of results.

Who is the ToP Network?

The ToP Network, a program partner with the Institute of Cultural Affairs-ICA, is a unique group of facilitation and training associates providing effective participatory skills to individuals and organizations across the United States and internationally. With our years of international experience, the ToP Network continues to be on the leading edge of change in designing, delivering and training to people to use simple, yet highly productive group leadership processes. In the United States, the *Technology of Participation ToP*® programs and methods are used by for-profit and not-for-profit, government agencies, health and educational institutions, professional associations and local communities.

What is the Technology of Participation (ToP)®?

The Technology of Participation ToP ® is a unique method of facilitation that helps groups think, talk and work together and provides leaders and team members with structured methods that:

Enhance Individual and Team Results by

- Building a sense of ownership and commitment
- Aligning ideas and input
- Moving ideas into action

Improve Organizational Effectiveness by

- Creating unity and cooperation
- Establishing new levels of trust and teamwork
- Improving communication

Produce Exemplary Service Performance by

- Channeling the inherent insight and wisdom of individuals and groups
- Using adaptable, flexible decision-making methods that save time and money
- Ensuring real participation at all levels

The Technology of Participation ToP ® provides an effective approach that will aid those who are creating a climate of involvement in the community or organization. You will experience the methods, talk about the theory behind them, practice them in small groups, and then get feedback on your style and skills. You'll leave this training series ready to immediately apply what you've learned.

Using the Technology of Participation ToP ® series, you will learn to:

- Capture the power of diversity and harvest it for a shared vision
- Focus group energy by utilizing individual insight
- Build commitment by using a process that assures effective action
- Minimize polarization and conflict

The Technology of Participation ToP ® provides:

An Exceptionally Qualified Faculty Each faculty team brings a wealth of both upfront facilitation and training experience coming from work with large and small businesses, not-for-profits, community agencies, governmental and educational institutions and neighborhoods. They are skilled at both transferring these methods and answering your questions about how these methods work. The faculty provides an interdisciplinary and multicultural approach to organizational and community change and development. *ToP* courses are available in the US in both English and Spanish.

Take-Home References Our comprehensive participant workbooks, which clearly outline the steps for each method, provide a practical reference for your future use.

Limited Course Size Programs are all presented in a relaxed and interactive small group learning environment. Courses are intentionally limited in size to insure the highest levels of participation and learning.

What is the content and timeframe of this training proposal?

Dennis Jennings and Judy Weddle will deliver a two-day ToP Group Facilitation Methods Training in collaboration with the local MPHI Apprentice Trainer on the agreed upon dates. The trainers will consult with your organization to adapt the training programs to the needs of your organization. (See agenda)

Group Facilitation Methods

Participants learn three Group Facilitation Methods that are the foundation of the Technology of Participation (ToP)[®]: Focused Conversation Method, Consensus Workshop Method and Action Planning Process.

The Focused Conversation Method

You will learn a structured process that helps you plan and facilitate a meaningful exchange of ideas. You will discover ways to involve the entire group in thinking through difficult issues. This process heightens your effectiveness in facilitating group communication.

You will be able to:

- Conduct purposeful, productive discussions
- Capture the wisdom of the group
- Surface new decisions and solutions
- Ask questions that stimulate candid feedback and discussion

The Consensus Workshop Method

You will energize problem-solving with a process that builds active participation and teamwork. You will productively channel diverse ideas into consensus decisions that everyone can own and support. This dynamic process provides you with the tools to facilitate groups to new levels of creativity and cooperation.

You will be able to:

- Tap rational and intuitive thought processes
- Integrate diverse ideas
- Generate practical and creative solutions
- Develop a group consensus

You will experience the methods, walk through the theory behind them, practice them in small groups, and then get feedback on your style and skills. You will leave this training series ready to immediately apply what you've learned.

Action Planning Method

You will master this powerful implementation process that enables you to pull together an effective plan, organize needed resources and mobilize a group's energy into action.

You will be able to:

- Visualize a successful result
- Analyze the current reality
- Create a practical plan
- Maximize group commitment and involvement

You will experience the methods, walk through the theory behind them, practice them in small groups and then get feedback on your style and skills. You will leave this training series ready to immediately apply what you have learned.

ToP Facilitation Methods Agenda

Day One

Morning

- Introductions/Overview on Facilitative Leadership
- Introduction of the Focused Conversation Method
- Demonstration of the Focused Conversation Method
- Walk-Through of the Theory of the Focused Conversation Method
- Preparation of Focused Conversations for Practice

Afternoon

- Practice of the Focused Conversation Method
- Introduction of the Consensus Workshop Method
- Demonstration of the Consensus Workshop Method
- Walk-Through of the Consensus Workshop Method
- Application of the Consensus Workshop Method
- Closure

Day Two

Morning

- Review of the Methods and Applications
- Introduction of the Action Planning Method
- Demonstration of the Action Planning Method
- Walk-through of the Action Planning Method

Afternoon

- Applications of the Action Planning Method
- Preparation for Practice of Consensus Workshop Method
- Small group practice sessions with debrief
- Applications of Methods in a real situation
- Closure

Training Requirements and Costs for ToP Facilitation Methods Training

PARTICIPANTS: Internal public health professionals designated by your organization. There will be a maximum of 20 participants.

LOCATION: In an uninterrupted seminar room environment with sufficient seating and table space for the number of participants plus large, unobstructed wall space on which to affix the training materials and data from the group. Facility must allow items to be posted on walls. Training space needs to be available throughout both days and evenings so there is no need to remove training materials and re-set the space each day. The training will require one additional breakout space that will hold up to 10 participants.

TIME FRAME: The two-day training session will be scheduled on agreed upon dates from 8:00 AM to 5:00 both days. Trainers need access the afternoon prior to the training to set up the training space and will need access an hour prior each day and an hour after each day.

RESPONSIBILITIES OF TRAINERS: Judy Weddle and Dennis Jennings will be the trainers who will adapt the training design to your needs. They will provide curriculum workbooks and materials, set up the training space, and provide highly interactive training sessions.

RESPONSIBILITIES OF YOUR ORGANIZATION: Your organization is responsible to provide meeting space appropriate for the training sessions and catering/beverage arrangements in the morning and afternoon for each session. Provide supplies including flipcharts and easels. A materials list of onsite items to be acquired will be provided. In addition, the host organization will provide needed equipment and services including audio-visual, copying of handouts prior to the sessions, onsite access to copying and documentation support for the training program as needed.

Fees for:

Design, preparation and delivery of ToP Facilitation Methods Training \$ 6800.00

Expenses for:

ToP Facilitation Curriculum Workbooks for 15 participants \$ 1425.00
based upon \$ 95.00 per participant. Invoiced and paid separately
to The Institute of Cultural Affairs-ICA.

Materials provided by trainers \$ 100.00

Reimbursement for round trip mileage (or car rental), meals and lodging at your local rates for 3 evenings for 2 trainers.

Payment will be invoiced upon completion of the training session. Workbooks are invoiced to your organization separately from training fees.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONTRACT WITH INSTITUTE FOR CULTURAL AFFAIRS TO CARRY OUT LEADERSHIP DEVELOPMENT TRAINING

WHEREAS, Ingham County Health Department's (ICHD's) strategic plan process revealed a need for leadership development among ICHD managers, supervisors and staff; and

WHEREAS, ICHD was accepted in 2017 to the Kresge Foundation: Emerging Leaders in Public Health project (Resolution #17-385), which allows funds to be used for leadership development among ICHD employees; and

WHEREAS, facilitative leadership is one of six core leadership competencies for creating a strong work climate; and

WHEREAS, facilitative leadership is also an essential skill in community partnerships that seek to empower residents, employees and stakeholders in co-creating strategies to address community health concerns; and

WHEREAS, the Institute for Cultural Affairs (ICA) was founded in 1972 and is a global leader in empowering groups to advance economic justice and equity; and

WHEREAS, TOP Methods have been used by public health practitioners in Ingham County since the late 1990s to increase access to healthcare, mobilize neighborhoods which lack opportunities for good health, and guide department decision-making and coalition-building efforts; and

WHEREAS, providing an on-site TOP training for an ICHD group will reduce costs by 50% per person as opposed to sending staff to an offsite training.

THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with the Institute for Cultural Affairs in an amount not to exceed \$9,800 for carrying out TOP Facilitation Method trainings to be conducted between February 20, 2018 and September 30, 2018.

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 Board Chairperson is 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: Linda S. Vail, MPA, Health Officer
DATE: January 19, 2018
SUBJECT: Resolution to Amend Resolution #17-265
For the meeting agendas of February 5, 2018 and February 7, 2018

BACKGROUND

Resolution #17-265 authorized an agreement with the City of Lansing's (COL) Human Relations & Community Services Department (HRCS) to engage in multiple local initiatives to provide outreach, facilitate services and address gaps in services for underserved individuals and families. Ingham County Health Department (ICHD) and COL wish to amend Resolution #17-265 to adjust the contract period to be effective October 1, 2017 through September 30, 2018, as it has taken longer than anticipated to implement the outreach process. All other terms of the agreement will remain the same.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

There is no change to the financial impact of this agreement.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #17-265 to adjust the contract period to run from October 1, 2017 through September 30, 2018.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #17-265

WHEREAS, Resolution #17-265 authorized an agreement with the City of Lansing's Human Relations & Community Services Department (HRCS) to engage in multiple local initiatives to provide outreach, facilitate services and address gaps in services for underserved individuals and families; and

WHEREAS, Ingham County Health Department (IHD) and COL wish to amend Resolution #17-265 to adjust the contract period to be effective October 1, 2017 through September 30, 2018, as it has taken longer than anticipated to implement the outreach process; and

WHEREAS, all other terms of the agreement will remain the same; and

WHEREAS, the Health Officer recommends that the Board of Commissioners amend Resolution #17-265 to adjust the contract period to be effective October 1, 2017 through September 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amend Resolution #17-265 to adjust the contract period to be effective October 1, 2017 through September 30, 2018.

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

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

Agenda Item 6d

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 22, 2018
SUBJECT: Authorization to convert Full-time Nurse Assessor position #601242
For the meeting agendas of February 5, 2018 and February 7, 2018

BACKGROUND

Ingham County Health Department (ICHD) has a 1.0 FTE Nurse Assessor position that provides health screening services to residents of the Youth Center 12 hours a week and provides screening and treatment services through ICHD's Communicable Disease Control Center Division (CD) the other 28 hours. The Family Court provides ICHD with \$65,520 to cover the costs of providing health screening services to Youth Center residents, including staff costs. ICHD currently loses billable revenue for the services provided through CD's Sexually Transmitted Infection (STI) Unit, as Nurse Assessor services are not reimbursable. By converting the Nurse Assessor position #601242 to a Nurse Practitioner, ICHD will be able to capture additional revenue for billable services provided through STI.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The current 1.0 FTE Nurse Assessor position is budgeted at \$63,207 (MNA, Grade 2). Converting this 1.0 FTE Nurse Assessor position into 1.0 FTE Nurse Practitioner, (MNA, Grade 6, max compensation of \$86,571) will increase the position cost by \$23,364. Seventy percent of the additional costs (\$16,364) will be covered by billable revenue generated by the Nurse Practitioner in STI, and thirty percent of the additional cost (\$7,009) will be accommodated through a budget adjustment so as not to exceed the total amount provided by the Family Court.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to convert the 1.0FTE Nurse Assessor position to 1.0 FTE Nurse Practitioner position #601242 effective upon approval by the Board of Commissioners.

TO: Linda Vail, Health Officer
Anne Scott, Deputy Health Officer

FROM: Joan Clous, HR Specialist

DATE: January 23, 2018

RE: Memo of Analysis for conversion of Nurse Assessor to Nurse Practitioner

The Health Department would like to convert a Nurse Assessor position to a Nurse Practitioner position to enhance their ability to serve residents of Ingham County.

1. Position number 601242 is currently titled as Nurse Assessor at a salary of MNA/02 (\$52,133.75 - \$62,582.45) converting to a Nurse Practitioner will result in salary of MNA/06 (\$72,119.38 - \$86,570.67). This is a vacant position; the union has been notified of the change and has given their support.

Please use this memo as acknowledgement of Human Resources' participation. You are now ready to complete the next step in the process.

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

Nurse Practitioner	FT		Nurse Assessor	FT	
	UAWD step 1	UAWD step 5		UAWD step 1	UAWD step 5
704000 Salary	\$72,119	\$86,571	704000 Salary	\$52,134	\$63,207
720000 Longevity	0	0	720000 Longevity	0	0
Wages	\$72,119	\$86,571	Wages	\$52,134	\$63,207
715000 FICA&med	5,517	6,623	715000 FICA&med	3,988	4,835
716020 Hlth &Surchrg	18,341	18,341	716020 Hlth &Surchrg	18,341	18,341
716100 Dental	922	922	716100 Dental	922	922
716200 Vision	124	124	716200 Vision	124	124
717000 Life Insurance	86	86	717000 Life Insurance	86	86
717000 Disability	94	113	717000 Disability	68	82
Retirement ICEA County Prof Hybrid DB	7,342	8,813	Retirement ICEA County Prof Hybrid DB	5,307	6,434
ICEA County Prof Hybrid DC	721	866	ICEA County Prof Hybrid DC	521	632
722000 Workers Comp	87	104	722000 Workers Comp	63	76
722600 CARES	33	33	722600 CARES	33	33
716040 Health Ins Trust	3,245	3,896	716040 Health Ins Trust	2,346	2,844
Total	\$108,631	\$126,491	Total	\$83,934	\$97,618

Max Salary difference: \$23,364

Max Compensation difference: \$28,873

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONVERSION OF NURSE ASSESSOR POSITION

WHEREAS, ICHD has a 1.0 FTE Nurse Assessor position #601242 which provides health screening services to residents of the Youth Center 12 hours a week, and provides screening and treatment services through ICHD's Communicable Disease Control Division (CD) the other 28 hours; and

WHEREAS, the Family Court provides ICHD with \$65,520 to cover the costs of providing health screening services to Youth Center residents, including staff costs; and

WHEREAS, ICHD currently loses billable revenue for the services provided through CD's Sexually Transmitted Infections (STI) Unit, as Nurse Assessor services are not reimbursable; and

WHEREAS, by converting the Nurse Assessor position to a Nurse Practitioner, ICHD will be able to capture additional revenue for billable services provided through STI; and

WHEREAS, the current 1.0 FTE Nurse Assessor position is budgeted at \$63,207 (MNA, Grade 2). Converting this 1.0 FTE Nurse Assessor position into 1.0 FTE Nurse Practitioner (MNA, Grade 6, max compensation of \$86, 571) will increase the position cost by \$23,364; and

WHEREAS, seventy percent of the additional costs (\$16,364) will be covered by the billable revenue generated by the Nurse Practitioner in STI, and thirty percent of the additional cost (\$7,009) will be accommodated through a budget adjustment so as not to exceed the total amount provided by the Family Court; and

WHEREAS, the Health Officer supports the conversion of 1.0 FTE Nurse Assessor position into 1.0 FTE Nurse Practitioner position effective immediately.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the 1.0 FTE Nurse Assessor position #601242 into a 1.0 FTE Nurse Practitioner position effective immediately.

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

Agenda Item 7

TO: Board of Commissioners, Human Services, County Services, and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 22, 2018

SUBJECT: Resolution to renovate space in the Human Services Building

For the meeting agendas of: February 6th & 7th

BACKGROUND

The Purchasing Department solicited bids for the renovation of 5,500 square feet of select office and waiting areas on the upper level of the Human Services Building.

ALTERNATIVES

There are no alternatives for this contract.

FINANCIAL IMPACT

Both the Purchasing and Facilities Departments agree that a contract be awarded to LJ Trumble Builders, LLC, a registered local vendor, who submitted the lowest responsive and responsible bid of \$369,200.00 which includes alternate number one.

Funds for this project are available from two sources, \$225,200.00 from the PCMH Grant authorized by R-14-391 and the remaining balance of \$174,000 will come from excess funding at September 30, 2017 from the Health Department.

OTHER CONSIDERATIONS

There are no other considerations for this contract.

RECOMMENDATION

Based on the information presented, the Facilities Department requests approval of a contract with LJ Trumble Builders for the renovation of 5,500 square feet of select office and waiting areas on the upper level of the Human Services Building.

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: January 17, 2018

RE: Memorandum of Performance for RFP No. 1-18: Human Services Building Upper Level Renovation

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of renovating the upper level of the Human Services Building.

This project renovates 5,500 square feet of select office and waiting areas on the second floor of the Ingham County Human Services Building. This renovation includes new finishes throughout, minor wall construction, new light fixtures, and seven (7) new transaction windows.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	47	13
Vendors attending pre-bid/proposal meeting	19	11
Vendors responding	6	4

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

Vendor Name	Local Pref	Base Bid	Alternate #1	Total Bid
LJ Trumble Builders, LLC	Yes, Lansing MI	\$356,900.00	\$12,300.00	\$369,200.00
Moore Trospen Construction Co.	Yes, Holt MI	\$367,720.00	\$11,700.00	\$379,420.00
Laux Construction LLC	Yes, Holt MI	\$384,300.00	\$9,500.00	\$393,800.00
Cross Renovations Inc.	No, Livonia MI	\$399,777.00	\$10,200.00	\$409,977.00
Nielsen Commercial Construction Co.	Yes, Holt MI	\$400,850.00	\$9,800.00	\$410,650.00
Frederick Construction Inc.	No, Vicksburg MI	\$414,400.00	\$9,600.00	\$424,000.00

Alternate #1: Cost to Add LED Lighting to the Entire Scope of Work Including Offices, Work Areas, and Storage

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE STRUCTURAL RENOVATIONS AT THE HUMAN SERVICES BUILDING

WHEREAS, the Purchasing Department solicited bids for the renovation of 5,500 square feet of select office and waiting areas on the upper level of the Human Services Building; and

WHEREAS, both the Purchasing and Facilities Departments agree that a contract be awarded to LJ Trumble Builders, LLC, a registered local vendor, who submitted the lowest responsive and responsible bid of \$369,200.00 which includes alternate number one; and

WHEREAS, the Facilities Department is requesting a contingency in the amount of \$30,000.00 for any unforeseen circumstances that may arise during a project of this nature; and

WHEREAS, the renovations will be performed for a total not to exceed cost of \$399,200.00 which includes the requested contingency; and

WHEREAS, funds for this project are available from two sources; and

WHEREAS, \$225,200.00 from the PCMH Grant authorized by R-14-391; and

WHEREAS, the remaining balance of \$174,000 will come from excess funding at September 30, 2017 from the Health Department; and

WHEREAS, renovations will begin once approval is obtained and all contracts are signed; and

WHEREAS, the anticipated completion date is the end of May, 2018.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract agreement with LJ Trumble Builders, LLC, 6850 Aurelius Road, Lansing, Michigan 48911, to perform the renovation of 5,500 square feet of select office and waiting areas on the upper level of the Human Services Building for a not to exceed total cost of \$399,200.00 which includes the requested \$30,000.00 contingency.

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 8

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: January 22, 2018

RE: Resolution Authorizing an Agreement with Miller Law Firm, P.C. to Represent Ingham County
in Opioid Litigation
For the meeting agendas of February 5 and February 7

BACKGROUND

This resolution authorizes an agreement with Miller Law Firm to secure legal assistance in litigation and providing legal services in pursuing legal claims against various pharmaceutical manufacturers and/or distributors.

ALTERNATIVES

The County could opt not to participate in litigation vs. manufacturers and distributors of opioids.

FINANCIAL IMPACT

Miller Law Firm would be paid 25% of any recovery for Ingham County on a contingent fee basis.

OTHER CONSIDERATIONS

Robins Geller Rudman & Dowd LLP will serve as co-counsel.

Miller Law Firm has also been retained by Wayne, Oakland and Monroe Counties.

RECOMMENDATION

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

Agenda Item 8

TO: Jared Cypher, Deputy Controller
FROM: James Hudgins, Director of Purchasing
DATE: January 4, 2018
RE: Memorandum of performance for RFP No. 204-17: Legal Services for the Ingham County Board of Commissioners

Per your request, the Purchasing Department sought proposals from licensed and qualified legal firms and practitioners for the purpose of entering into a contract on a contingent fee basis to provide legal services to the County regarding filing lawsuits against the pharmaceutical industry in an effort to recoup costs associated with the seemingly ubiquitous opioid epidemic.

The RFP was advertised in the Lansing State Journal, Lansing City Pulse and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	126	33
Vendors responding	2	0

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

Vendor Name	Local Pref	Contingency Fee
The Miller Law Firm	No, Rochester MI	25%
Weitz + Luxenberg	No, Detroit, MI	30%

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 or by phone at 676-7309.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH MILLER LAW FIRM, P.C. TO REPRESENT INGHAM COUNTY IN LITIGATION AGAINST MANUFACTURERS AND WHOLESALE DISTRIBUTORS OF OPIOIDS

WHEREAS, opiate/opioid abuse, addiction, morbidity and mortality has created a serious public health and safety crisis in Ingham County and is a public nuisance; and

WHEREAS, the Board of Commissioners has the authority to take action to protect the public health, safety, and welfare of the citizens of Ingham County; and

WHEREAS, the Board of Commissioners has expended, is expending, and will continue to expend in the future County public funds to respond to the serious public health and safety crisis involving opioid/opiate abuse, addiction, morbidity and mortality in Ingham County; and

WHEREAS, the Board of Commissioners may sue to obtain any money due the County; and

WHEREAS, the Board of Commissioners has received information that indicates that the manufacturers and wholesale distributors of controlled substances who dispensed or otherwise caused opioids to be diverted into Ingham County may have violated Federal and State laws and regulations that were enacted to prevent the diversion of legally produced controlled substances into the illicit market; and

WHEREAS, the citizens of Ingham County will benefit from the retention of special outside counsel to investigate and pursue, if appropriate, County claims against the manufacturers and/or wholesale distributors of controlled substances in Ingham County, on a contingent fee basis, wherein there is no attorney fee or reimbursement of litigation expenses if there is no recovery.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with Miller Law Firm, P. C. to investigate and pursue, if appropriate, County claims against the manufacturers and/or wholesale distributors of controlled substances in Ingham County.

BE IT FURTHER RESOLVED, Miller Law Firm, P.C. will be paid 25% of any recovery for Ingham County on a contingent fee basis.

BE IT FURTHER RESOLVED, this agreement will be effective upon the date of execution and continue until completion of the lawsuit.

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.