CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

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

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, JULY 16, 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 June 18, 2018 Minutes
Additions to the Agenda
Limited Public Comment

1. Medical Examiner – Annual Report (*Presentation)*

2. Community Agencies
   a. Resolution to Terminate a Community Agency Contract with Greater Lansing Housing Coalition and Authorize a New Contract with Capital Area Housing Partnership
   b. Advent House Request for Assistance

3. Parks Department
   a. Resolution to Authorize a Contract with Moore Trosper Construction Company
   b. Resolution to Authorize a Contract With L. J. Trumble Builders, LLC
   c. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant
   d. Resolution to Authorize a Contract with Bornor Restoration, Inc.

4. Health Department
   a. Resolution to Amend Resolution #16-233 Agreement with Cross Country Staffing, Inc.
   b. Resolution to Amend to Resolution #18 – 158
   c. Resolution to Authorize Amendment #3 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services
   d. Resolution to Enter Agreement with Reglantern[tm]
   e. Resolution to Enter Agreement with Messagemakers
   f. Resolution to Authorize a Short Term Lease with VOA-MI Dental Clinic
   g. Resolution to Fund Support Staff for the Ingham County Youth Commission
   h. Resolution to Convert Two Part-Time Nurse Positions
   i. Resolution to Amend Resolution #18-159 to Authorize an Agreement with University of Michigan-Flint for Implementation of the Engaged Father Program
   j. Resolution Honoring Lisa Doutherd
   k. Sewer/Septic Systems (*Discussion*)

5. Special Transportation Millage – Resolution Authorizing the Fourth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020

6. Board Referral – Letter from the Michigan Department of Treasury Regarding the Tri-County Convention Facilities Tax/4% State-Wide Liquor Tax

Announcements
Public Comment
Adjournment

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

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

HUMAN SERVICES COMMITTEE
June 18, 2018
Draft Minutes

Members Present: Banas, Nolan, Koenig, Louney, and Sebolt (arrived at 6:35 p.m.)

Members Absent: Tennis and Naeyaert

Others Present: Kim Shapiro, Jared Cypher, Lindsey LaForte, and others.

The meeting was called to order by Chairperson Banas at 6:31 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the June 4, 2018 Minutes

MOVED BY COMM. LOUNEY, SUPPORTED BY COMM. KOENIG, TO APPROVE THE MINUTES OF THE JUNE 4, 2018 HUMAN SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt, Tennis, and Naeyaert

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. Health Department – Resolution to Authorize Extended Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt, Tennis, and Naeyaert

THE MOTION TO APPROVE THE ITEM ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt, Tennis, and Naeyaert

1. Discussion – Impact of Closure of the Greater Lansing Housing Coalition

Kim Shapiro, Executive Director of the Greater Lansing Housing Coalition (GLHC), stated that she was here to address any questions about the closing of the GLHC.

Jared Cypher, Deputy Controller, stated that there had been a discussion of the impact this closure would have on the County. He further stated that there were a couple contracts that the County had with the GLHC.

Ms. Shapiro stated that the GLHC had been operating for about 30 years and had morphed to fill in a lot of gap in services in the area. She further stated that at the start of the GLHC, the Coalition would purchase distressed homes and then sell them at an affordable rate to low-income people.

Commissioner Sebolt arrived at 6:35 p.m.

Ms. Shapiro stated that the GLHC currently helped with housing for many individuals, some with mental illness, some low-income residents, and the elderly. She further stated that funding was an issue.

Ms. Shapiro stated that the director before her had not been fundraising at all and GLHC had not been able to overcome that hurdle and get back on track. She further stated that they had attempted to merge with another organization, but that was not an option at this time either.

Ms. Shapiro stated that the Toolman Program had been taken over by the Capital Area Housing Partnership and continue to build ramps for those in need in the community. She further stated that it was need-based and income-based to qualify for the program and mostly served the elderly and individuals who are disabled.

Ms. Shapiro stated that she had only been with the GLHC for a year, so she was not as knowledgeable about the history of the organization as she might have been given more time. She further stated that the Valentine apartment building was a step-down building from the Walnut building.

Ms. Shapiro stated that the Walnut building was permanent housing assistance and the occupants received assistance with employment, shopping, and other things like Community Mental Health helped with medications. She further stated that the Valentine building residents needed less services.

Chairperson Banas asked about the population served by the GLHC.

Ms. Shapiro stated that mainly the GLHC served predominantly homeless people and mentally-ill people at the Valentine and Walnut buildings.

Mr. Cypher asked who would be taking over the Walnut and Valentine buildings after the GLHC was dissolved.

Ms. Shapiro stated that it was still being worked out, but the Cinnaire group would temporarily take over the operations.

Commissioner Nolan asked which properties the GLHC owned.

Ms. Shapiro stated that they owned Walnut, Valentine, Jefferson in Mason, and Ferris.

Commissioner Koenig asked how many units were in these properties.

Ms. Shapiro stated that there was about 62 units of senior housing in Mason, and about 50 units at Ferris, 18 units at Valentine, and 9 units at Walnut.

Commissioner Koenig asked about the previous fundraising efforts, what that looked like when it was being done.

Ms. Shapiro stated that the GLHC had raised funds through flipping properties.

Commissioner Koenig stated that was not a usual fundraising source for non-profits.

Ms. Shapiro stated that there were other, more traditional sources also, but the main source of funding was from property development.

Commissioner Koenig asked how the GLHC acquired the properties.

Ms. Shapiro stated that it was from various services, including some they already owned.

Commissioner Koenig asked if GLHC sold the properties and, if so, to whom.

Ms. Shapiro stated that GLHC did not sell the properties, they developed the properties and used the tax credits and such as fundraising.

Commissioner Koenig asked what the annual budget for GLHC was, on average.

Ms. Shapiro stated that the budget was about $500,000 per year.

Chairperson Banas asked if it was used for management of the properties.

Ms. Shapiro stated that each property operated as their own limited liability corporation. She further stated that there was also the Neighborhood Empowerment Center (NEC) that operated differently.

Commissioner Koenig stated that the GLHC had some property assets. She further stated that there were about 150 people affected by this.

Commission Nolan asked who GLHC was partnering with to hand off these properties.

Ms. Shapiro stated that there was a complicated formula and Cinnaire would take back the properties and then they would turn them over to another non-profit. She further stated that the individuals living in the properties would not be affected or at risk during this process.

Ms. Shapiro stated that most residents would not notice this change.

Commissioner Nolan asked if there had been a property manager.

Ms. Shapiro stated that they did have a contracted property manager, KMG.

Commissioner Nolan asked how much money was put into GLHC contracts with the County.

Mr. Cypher stated that it was about $10,000 to $12,000 dollars annually.

Commissioner Nolan asked about how the County gave the money to the GLHC.

Mr. Cypher stated that the County doled out the money in two phases and he had instructions from the County Attorney to transfer the contracts.

Commissioner Koenig asked about funding from the Land Bank for these projects.

Ms. Shapiro stated that the Land Bank had been a tenant a while ago, but was not currently working with the GLHC.

Commissioner Koenig asked if the GLHC owned or rented their building on the School of the Blind property.

Ms. Shapiro stated that they owned it but the City of Lansing possibly had a lien on the property and they were in a discussion with the City about that property.

Commissioner Koenig asked if Cinnaire was 501c3 non-profit.

Ms. Shapiro stated that they were a for-profit agency with a non-profit arm.

Commissioner Koenig stated that she was concerned about this closure. She further stated that she was glad to hear that the residents were not at risk.

Commissioner Sebolt asked about Ms. Shapiro's area of work prior to this.

Ms. Shapiro stated that she worked with the Food Bank.

Commissioner Sebolt asked how many employees were employed by the GLHC.

Ms. Shapiro stated that the GLHC had about five employees plus a few AmeriCorps workers before they began dissolution.

Commissioner Sebolt asked how many employees worked with programs helping the residents

Ms. Shapiro stated that the GLHC oversaw grants and worked with the properties, but they were not involved in the social work aspect of the housing buildings.

Commissioner Sebolt asked about the decision to close because of lack of funding.

Ms. Shapiro stated that organization was in too large of a hole because of lack of fundraising.

Commissioner Koenig how long was the last Executive Director of GLHC had been in place.

Ms. Shapiro stated that she had been there for about three years.

Commission Nolan asked if Julie Powers had been the last director.

Ms. Shapiro stated that it was Julie Powers.

Commissioner Koenig what grants the GLHC oversaw.

Ms. Shapiro stated that GLHC received significant grant funding from the City of Lansing. She further stated that the majority of their funding came from properties and property development, not grants.

Ms. Shapiro stated that if you were a good fundraiser, you would have money coming from various sources at all times.

Commissioner Koenig stated that on average the GLHC raised $500,000 per year and about 70% was from development and about 30% from grants.

Ms. Shapiro stated she was not exactly sure of all of the history or breakdown of that fundraising.

Chairperson Banas asked how the partnership with Cinnaire developed.

Ms. Shapiro stated that Cinnaire was the syndicator for these properties and their tax credits. She further stated that the GLHC had been working with them for about 15 years.

Ms. Shapiro stated that they partnership had already been established, so it was a natural transition to move the properties to them. She further stated that these properties will likely be transferred to another non-profit.

Ms. Shapiro stated that Cinnaire was not in the business of the day-to-day management of properties but this non-profit would temporarily do so.

Chairperson Banas asked if the Board of Directors would be dissolved.

Ms. Shapiro stated that the Board would be dissolved and they were working with the City of Lansing to continue the oversight of the properties. She further stated that they have a strong partnership with Advent House also.

Chairperson Banas asked about the Mason facility.

Ms. Shapiro stated that the Mason facility ran like clockwork.

Chairperson Banas thanked Ms. Shapiro for coming to the meeting.

Commission Louney asked about the timeline for dissolution.

Ms. Shapiro stated that GLHC was working with the Attorney General's Office toward dissolution. She further stated that they were aiming to close the books by September but the GLHC office would probably be closed prior to that.

Ms. Shapiro stated that they did not have any money and she had been working for the last three months without pay. She further stated that they would close the office to end all expenses before dissolution.

Chairperson Banas stated that the GLHC had made a great impact on the community and it was sad to lose this resource.

Ms. Shapiro stated that they did not take this decision lightly and there was just no other way. She further stated that the Committee could call her cellphone or text at any time.

Ms. Shapiro provided a handout about becoming a One Stop Resource to help the homeless. She further stated that housing programs and the Food Bank programs needed more funding to make a larger impact.

Discussion.

Commissioner Louney asked about GLHC's relationship with Capital Area United Way.

Ms. Shapiro stated that she attempted to build a relationship, but the United Way had not known about the GLHC prior to that.

Commissioner Koenig asked what it would have taken to keep running for another year.

Ms. Shapiro stated that they would have needed $100,000.

Commissioner Koenig stated that seems like a little amount to keep an agency open after nearly 30 years.

<u>Announcements</u>

Commissioner Koenig stated that she was concerned about these programs for people that were all currently at risk. She further stated that as the County looked to fund programs, it should be sticking to basic needs of food and shelter.

Chairperson Banas stated that she agreed with Commissioner Koenig.

Commissioner Louney stated that perhaps the County needed to have some discussions with the Capital Area United Way in order to identify some of the needs in the community.

Chairperson Banas stated that she believed that there needed to be some public needs assessment to figure out where the County can make the best impact. She further stated that the County could be a leader to facilitate meeting some of the needs in the Community.

Discussion.

Commissioner Koenig stated that the Health Department did a needs assessment and asked if it would be helpful.

Chairperson Banas stated that it was more focused on health needs, and not housing needs.

Commissioner Koenig asked Mr. Cypher to find out what organizations have needs assessments completed, such as the Health Department, the area hospitals, and the City of Lansing.

Chairperson Banas stated that she would like to hear from those organizations at a Committee meeting after Mr. Cypher put together a summary of his findings.

Commissioner Sebolt stated that he was concerned that the at-risk population may be at an even greater risk with the new Medicaid work requirements. He further stated that the County might find that there are more residents needing access to the Ingham County Health Plan.

Discussion.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:27 p.m.

JULY 16, 2018 HUMAN SERVICES AGENDA
STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

2. *Community Agencies*

a. Resolution to Terminate a Community Agency Contract with Greater Lansing Housing Coalition and Authorize a New Contract with Capital Area Housing Partnership

This resolution terminates the 2018 Tuesday Toolmen community agency contract with Greater Lansing Housing Coalition and authorizes a new contract for Tuesday Toolmen with Capital Area Housing Partnership. Capital Area Housing Partnership has been operating the Tuesday Toolmen program since May 21, 2018.

3. *Parks Department*

a. Resolution to Authorize a Contract with Moore Trosper Construction Company

This resolution authorizes a contract with Moore Trosper for the purpose of entering into a contract for the demolition and legal disposal of a boardwalk and two fishing docks at Hawk Island County Park. The boardwalk and docks were damaged by ice and flooding in the winter/spring of 2018 and have become unsafe. The cost will not exceed $49,740 and will be paid for from the insurance fund.

b. Resolution to Authorize a Contract With L. J. Trumble Builders, LLC

This resolution approves entering into a contract with L. J. Trumble Builders, LLC. in the total amount not to exceed $72,000 for installing a new metal roof on the Maintenance Building at Hawk Island County Park. There is $55,000 that was previously approved in line item #228-75999-976000-8P02. This resolution authorizes an additional $17,000 from the Trails and Parks Millage reserve fund to be able to complete this project.

c. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant

This resolution approves entering into a Project Agreement to accept the $244,700 Michigan Natural Resources Trust Fund Grant for accessibility improvements throughout the park which include paved parking spaces, restroom improvements for ADA, and paved walkways to connect facilities within the park for people of all abilities at Lake Lansing Park North, located in Meridian Township.

d. Resolution to Authorize a Contract with Bornor Restoration, Inc.

This resolution authorizes a contract with Bornor Restoration, Inc. to install a new asphalt roof on the Band Shell at Lake Lansing Park South in a total amount not to exceed $25,000. Funds for the project are available in the Parks Department 2018 budget.

4. *Health Department*

a. Resolution to Amend Resolution #16-233 Agreement with Cross Country Staffing, Inc.

This resolution extends the agreement with CCS, authorizing per diem professional staffing for medication passing services at the Ingham County Jail. This agreement includes amended terms for staffing rates and late fees, will be effective upon execution through July 31, 2020, and will renew automatically on an annual basis. Funds for this agreement are included in the 2018 budget.

b. Resolution to Amend to Resolution #18 – 158

This resolution an amendment to Resolution #18-158, changing the term of the dental service contracts to be effective July 1, 2018 through June 30, 2019 and increasing the hourly rate of pay for contracts with licensed dentists to $82.50 - $83.75.

c. Resolution to Authorize Amendment #3 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services

This resolution authorizes an amendment to increase the agreement for Comprehensive Local Health Services from $5,440,644 to $5,535,802, an increase of $95,158. The amendment makes the following specific changes in the budget:

Public Health Emergency Preparedness (PHEP) 7/01/18 – 9/30/18: increase of $37,204 from $0 to $37,204
Public Health Emergency Preparedness (PHEP) 10/01/17 – 6/30/18: increase of $9,515 from $117,037 to $126,552
Family Planning Services: increase of $58,000 from $256,392 to $314,392
Childhood Lead Poisoning Education & Outreach: increase of $10,000 from $10,000 to $20,000
TB Control – Federal: increase of $2,432 from $12,513 to $14,945
Vapor Intrusion: increase of $8,507 from $0 to $8,507
WISEWOMAN: decrease of $25,400 from $41,400 to $16,000
Michigan Colorectal Cancer Screening Program: decrease of $5,100 from $5,100 to $0

d. Resolution to Enter Agreement with Reglantern^{tm}

This resolution authorizes a 3-year agreement with RegLantern^{TM} for use of their web-based compliance documentation platform. This platform is designed to help establish and maintain compliance with health center program regulations, authorized by section 330 of the Public Health Service (PHS) Act. The cost of this agreement will be $10,280.00 for the first year which includes the yearly rate of $4,800.00, a one-time start-up fee of $500.00 and a one-time document review fee of $4,980.00. After the first year, the cost of this agreement will be the annual rate of $4,800.00. The total cost of this agreement will be $19,880.

e. Resolution to Enter Agreement with Messagemakers

This resolution authorizes approval of an agreement with MessageMakers for communication services effective July 15, 2018 through September 30, 2018 in an amount not to exceed $30,000. Funds for this agreement are available through a previously approved Kresge grant.

f. Resolution to Authorize a Short Term Lease with VOA-MI Dental Clinic

This resolution authorizes a short term lease agreement with the Volunteers of America Michigan for 1,300 square feet of dental clinic space, located at 430 N. Larch Street in Lansing, along with furnishings, equipment, and electronic dental record access, at a rate of $1,193 a month for three months, totaling $3,578, to be effective July 1, 2018 through September 30, 2018.

g. Resolution to Fund Support Staff for the Ingham County Youth Commission

This resolution transfers $2,000 in funds from the contingency budget to cover costs of an ICHD employee serving as support to the Ingham County Youth Commission on behalf of the Ingham County Board of Commissioners

h. Resolution to Convert Two Part-Time Nurse Positions

This resolution will convert two part-time Health Center Nurse Positions to a single full-time Health Center Nurse Positions which will result in a $2,979 decrease in costs.

i. Resolution to Amend Resolution #18-159 to Authorize an Agreement with University of Michigan-Flint for Implementation of the Engaged Father Program

This resolution authorizes an agreement whereby UM-Flint will provide ICHD with up to $60,000 in funding to implement the Engaged Father Program for the period of April 1, 2018 through September 30, 2018.

j. Resolution Honoring Lisa Doutherd

This resolution honors Lisa Douthard for her 30 years of dedicated service to the community and for the contributions she has made to Ingham County.

5. <u>Special Transportation Millage</u> - Resolution Authorizing the Fourth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020

This resolution authorizes the fourth amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2016 through December 31, 2020; specifically the scope of services which will be effective from October 1, 2018 through September 30, 2019. For the period October 1, 2018 through September 30, 2019 the County will reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of $3,544,944 will be used to pay the actual expenses of operating, administrating, and marketing Spec-Tran. A maximum of $663,675 of the funds will be used to pay for the actual expenses of operating, administering, and marketing CATA Rural Services. The amount of $131,568 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2019 Fiscal Year.

OTHER ITEMS:

1. <u>Medical Examiner</u> – Annual Report (Presentation)

2b. <u>Community Agencies</u> – Advent House Request for Assistance

4. <u>Health Department</u>

k. Sewer/Septic Systems (Discussion)

Sparrow

Office of the Medical Examiner

2017 Annual Report

Executive Summary

Eaton County Ingham County Ionia County
Isabella County Shiawassee County

We are pleased to present our 2017 Annual Report. This report reflects the work of the Office of the Medical Examiner during the 2017 calendar year. Only those deaths that fall within the geographical jurisdiction of the Medical Examiner, which is based on the county in which death was pronounced, are included.

We pride ourselves on providing outstanding service to the communities we serve. Our commitment to excellence was recognized in 2009, when our office was granted full accreditation by the National Association of Medical Examiners (NAME), and that full accreditation status was renewed by NAME in 2014. We have developed a regional system that delivers consistency and standardization. Thanks to leadership provided by Sparrow Forensic Pathology, there is an expected process which ensures quality, compassionate care when people need it most.

It would not be possible for the Office of the Medical Examiner to operate efficiently without our dedicated staff. Additionally, our investigators are essential to our success and we are grateful for their service. The investigators are listed by county in the text of this report.

Sparrow

Sparrow Forensic Pathology

Office of the Medical Examiner
2017 Staff

Michael A. Markey, M.D.—Medical Director
John A. Bechinski, D.O.
Patrick A. Hansma, D.O.
Daniel L. Schultz, M.D.

Luke R. Vogelsberg, D-ABMDI - Chief Investigator
Holly Marsh - Administrative Assistant
Debra Parsons - Team Advisor & Autopsy Assistant
Brittany Buchholz – Autopsy Assistant & In-House Investigations
Samantha Schaeffer - Autopsy Assistant
Krystin Smith - Autopsy Assistant
Sarah Tresedder – Autopsy Assistant

Sparrow

Medical Examiner Services

Investigation of Deaths

As the Office of the Medical Examiner for five counties in Michigan, we perform autopsies and other postmortem examinations as an important part of the death investigation process. Each county in Michigan has a licensed Physician, appointed by the County Commissioners, who is responsible for investigating deaths as defined by the Michigan Compiled Laws.

In general, the deaths investigated by our office include those that are thought to result from injury or poisoning (such as homicide, suicide, and accidental deaths), and those deaths that are sudden, unexpected, and not readily explainable at the time of death. Because deaths occur around the clock, the Office of the Medical Examiner is staffed 24 hours a day, 365 days a year.

The typical sequence of events that occurs following a death is:

- A death is reported to the on-call Medical Examiner Investigator (MEI).
- The MEI assesses whether we have legal authority and duty to investigate the death.
- The death scene is visited and investigated, if indicated.
- Investigative information is obtained about the decedent's medical and social history, as well as other information surrounding the events that were associated with the death.
- If an examination is indicated, the body is transported to the Forensic Pathology Laboratory at Sparrow Hospital in Lansing, MI.

- If the investigator believes the death does not require a postmortem examination, the on-call Medical Examiner or Chief Investigator may be contacted to discuss the case before the body is released to the funeral home.
- An investigative report is written by the MEI.
- When applicable, the decedent's primary care physician is contacted and notified of the death, and medical history is confirmed.
- A death certificate is generated by either the decedent's personal physician, the attending physician in the medical facility, or the assigned Medical Examiner or Deputy Medical Examiner.
- If a postmortem examination is performed, following receipt and review of all appropriate test results and records, a postmortem examination report is written.
- Permanent records are maintained for future use, as needed, and distributed to those who have requested a copy of the report and are authorized to receive the report.

Occasionally, some deaths require follow-up investigations, which are conducted by our In-House Investigators based at Sparrow Hospital. For 2017, this function was performed by Brittany Buchholz.

Death Certification

The main focus of our investigation is to determine the cause and manner of death, and to clarify circumstances surrounding the death. The cause of death is related to the underlying disease or injury that resulted in the individual's death. The manner of death, in the state of Michigan, is limited to these five options: natural, accident, suicide, homicide, or indeterminate. In addition, information gathered

during the investigation of event(s) before death and/or evidence collected may be critical for future legal proceedings.

Case Management Approach

A board-certified Forensic Pathologist is assigned to each death and determines the level of medical investigation required. Cases are handled by one of the following approaches:

Direct Release - The body is released directly from the scene to the funeral director. The MEI is at the scene and views the body. Based upon scene and medical history information provided by the MEI to the on-call Medical Examiner or Chief Investigator, a decision may be made to release a body directly to the funeral home chosen by the family, without further examination.

External Examination – An external examination includes a detailed record of external observations of the body, and possible laboratory/toxicology testing. A report of external exam and laboratory findings is written by the responsible pathologist.

Autopsy – An autopsy includes an external examination as described above, as well as an internal examination. This internal examination may be a "limited" or "partial" autopsy, or a "full" or "complete" autopsy. A limited autopsy is an internal examination within a specific anatomic boundary (e.g. brain-only examination). Most often, limited autopsies are performed to recover a foreign body, surgical hardware, or answer specific questions. A full autopsy includes internal examination of all organs and body cavities. An autopsy usually includes laboratory/toxicology testing, and may include histologic examination and additional examination by a subspecialty consultant (e.g. cardiac or neuropathologist). A report of examination and laboratory findings is written by the responsible pathologist.

Decision to Autopsy

The Medical Examiners and Deputy Medical Examiners use standards established by the National Association of Medical Examiners (NAME) to determine whether an autopsy is indicated. The standards, most recently revised in September 2016, state:
The Forensic Pathologist shall perform a forensic autopsy when:

- The death is known or suspected to have been caused by apparent criminal violence.
- The death is unexpected and unexplained in an infant or child.
- The death is associated with police action.
- The death is apparently non-natural and in custody of a local, state, or federal institution.
- The death is due to acute workplace injury.*
- The death is caused by apparent electrocution.*
- The death is by apparent intoxication by alcohol, drugs, or poison, unless a significant interval has passed, and the medical findings and absence of trauma are well documented.
- The death is caused by unwitnessed or suspected drowning.*
- The body is unidentified and the autopsy may aid in identification.
- The body is skeletonized.
- The body is charred.
- The forensic pathologist deems a forensic autopsy is necessary to determine cause or manner of death, or document injuries/disease, or collect evidence.
- The deceased is involved in a motor vehicle incident and an autopsy is necessary to document injuries and/or determine the cause of death.

* unless sufficient antemortem medical evaluation has adequately documented findings and issues of concern that would otherwise have required autopsy performance

Accreditation

All of the Medical Examiners' offices that contract for services with Sparrow Forensic Pathology are accredited by the National Association of Medical Examiners (NAME).

Manner of Death

Guidelines for classifying the manner of death include:

- Natural deaths are due solely or nearly totally to disease and/or the aging process.
- Accident applies when an injury or poisoning (including drug overdoses) causes death and there is little or no evidence that the injury or poisoning occurred with intent to harm or cause death. In essence, the fatal outcome was unintentional.
- Suicide results from an injury or poisoning as a result of an intentional self-inflicted act committed to do self-harm or cause the death of one's self.
- Homicide occurs when the death results from a volitional act committed by another person to cause fear, harm, or death. Intent to cause death is a common element but is not required for classification as a homicide. It has to be emphasized that the classification of homicide for the purpose of death certification is a "neutral" term and neither indicates nor implies criminal intent, which remains a determination within the province of legal processes.
- Indeterminate is a classification used when the information pointing to one manner of death is no more compelling than one or more other competing manners of death, in thorough consideration of all available information.

In general, when death involves a combination of natural processes and external factors, such as injury or poisoning, preference is given to the non-natural manner of death.

Cremation Permit Authorizations

Michigan law requires funeral directors to obtain a signed cremation permit from the Medical Examiner. Our office reviews thousands of cremation permit requests each year. We review the death certificates to ensure that deaths that should have been reported to our office were in fact reported. Deaths that were not properly reported are investigated before cremation is authorized.

Testimony at Trials

The Medical Examiner and Deputy Medical Examiners are often called upon to provide testimony in criminal and civil matters. They meet regularly with members of law enforcement, prosecutors, defense attorneys and civil litigators.

Public Health and Safety Issues

Although the major purpose of the Medical Examiner's Office is to conduct death investigations, the information obtained from individual death investigations may also be studied collectively to gather information that may be used to address public health and safety issues. Our office participates with the Michigan Child Death Review process in all counties, providing significant information regarding how children died, with the goal of preventing future deaths.

Education

We have a strong affiliation with Michigan State University. Our staff teaches pathology and provides regular lectures to forensic science students. We routinely

have medical students who rotate through our office to gain experience and exposure to forensic pathology. Additionally, we participate in many programs designed to teach youth about careers in forensic pathology.

Comment on Methods and Terms

This annual report reflects the activities of our medical examiner offices during a given calendar year. With rare exception (e.g., deaths reported to the wrong medical examiner office), the data include only those cases over which the county's medical examiner can exercise jurisdiction. Jurisdiction is determined by where the individual was pronounced dead rather than the county of residence or the county in which the incident leading to death might have occurred. Furthermore, the data reflect the calendar year in which the deaths were reported to the respective medical examiner offices, regardless of the year in which the death actually occurred. The category "Total Deaths in the County" is based upon numbers provided by that County Clerk's Office. Occasionally, these numbers may change after the time of publication of this report.

The category "Referrals to Gift of Life" does not include in-hospital deaths reported to the medical examiner, which are referred to Gift of Life by hospital staff rather than the medical examiner office. For "Accidental Deaths," the subcategory "Vehicle" consists of deaths that were classified as transportation-related fatalities, and include all forms of transport; drivers/operators, passengers, and pedestrians; this category does not include types of death that might otherwise fall into a different subclassification, such as vehicle fires and traumatic asphyxia.

Eaton County

Medical Examiner

Michael A. Markey, M.D.

Deputy Medical Examiners

John A. Bechinski, D.O.
Patrick A. Hansma, D.O.

Chief Investigator

Luke R. Vogelsberg, D-ABMDI

Medical Examiner Investigators

Ruth Grant, D-ABMDI
Jessica Nicholson
Daniel Sowles, D-ABMDI
Jane Wankmiller, Ph.D, D-ABMDI
Mary Stevens
David Lowndes
Kevin Hearld

Eaton County

Summary of Cases

	2012	2013	2014	2015	2016	2017
TOTAL DEATHS IN THE COUNTY	723	833	838	903	817	783
DEATHS REPORTED TO THE ME	171	162	167	183	170	191
CASES ACCEPTED FOR INVESTIGATION[1]	170	161	159	176	154	176
MEI SCENE INVESTIGATIONS	155	157	154	172	158	187
DEATH CERTIFICATES SIGNED BY ME	77	88	84	88	84	91
BODIES TRANSPORTED TO SPARROW	58	81	66[2]	69	78	85
COMPLETE AUTOPSY	43	53	47	55	64	56
LIMITED AUTOPSY	2	1	2	3	2	4
EXTERNAL EXAMINATION	8	16	9	9	7	13
STORAGE ONLY	5	11	6	2	5	12
UNCLAIMED BODIES	1	0	1	1	2	4
REFERRALS TO GIFT OF LIFE	17	43	49	68	61	53
TISSUE/CORNEA DONORS	4	4	7	19	16	11
CREMATION PERMITS REVIEWED	304	450	407	482	452	450

[1] Not every case that is reported to the Medical Examiner's office falls within our jurisdiction. We accept cases for investigation based on the circumstances surrounding the death and the law that governs the Medical Examiner's authority (MCL 52.202). We declined jurisdiction in 15 cases that were reported to us in 2017.

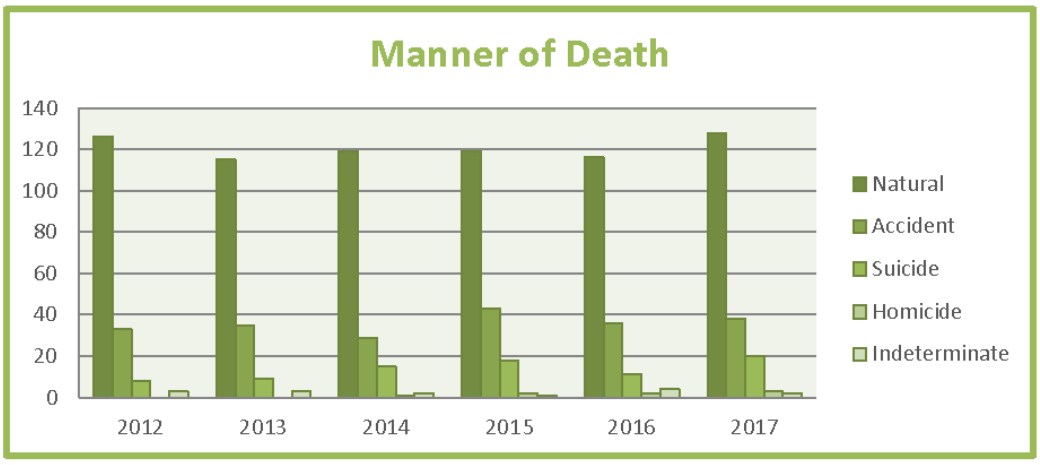
[2] Includes one non-human tissue case

Eaton County

Manner of Death

The data on the following pages refers to those deaths that were reported to the Medical Examiner's Office.

Manner of Death	2012	2013	2014	2015	2016	2017
NATURAL	126	115	119	119	116	128
ACCIDENT	33	35	29	43	36	38
SUICIDE	8	9	15	18	11	20
HOMICIDE	0	0	1	2	2	3
INDETERMINATE	3	3	2	1	4[3]	2[4]
TOTAL	170	162	166[5]	183	170[6]	191



[3] (2) multiple drug intoxication, (1) multiple injuries – pedestrian struck by motor vehicle, (1) undetermined cause; severely decomposed body

[4] (1) multiple drug intoxication, (1) sudden unexplained infant death

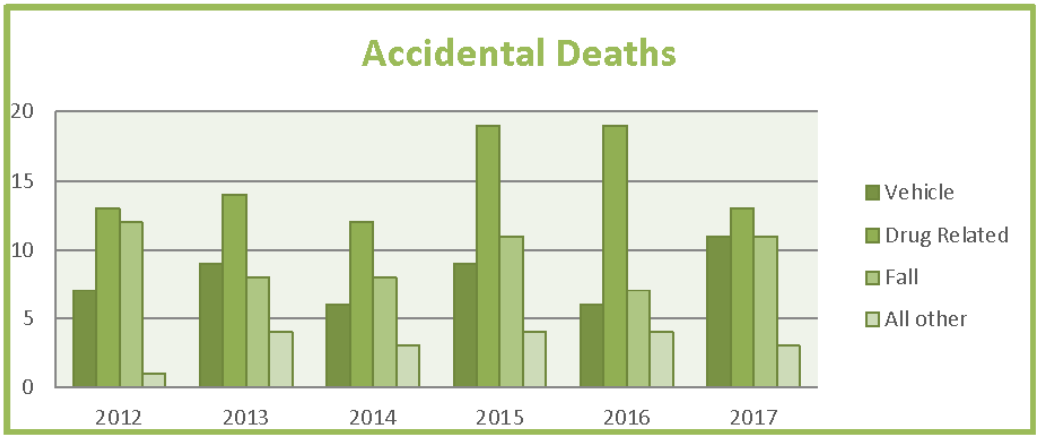
[5] Cases with no manner of death: (1) non-human tissue

[6] Cases with no manner of death: (1) non-human bones

Eaton County

Accidental Deaths

	2012	2013	2014	2015	2016	2017
VEHICLE	7	9	6	9	6	11
DRUG-RELATED	13	14	12	19	19	13
DROWNING	0	1	0	0	0	1
FALL	12	8	8	11	7	11
FIRE	0	1	1	2	0	0
ASPHYXIA	0	2	2	0	0	0
HYPOTHERMIA	1	0	0	1	2	0
OTHER	0	0	0	1[7]	2[8]	2[9]
TOTAL	33	35	29	43	36	38



[7] (1) farm machinery accident

[8] (1) rib fractures due to injury from back brace, (1) ruptured quadriceps tendon following syncopal episode

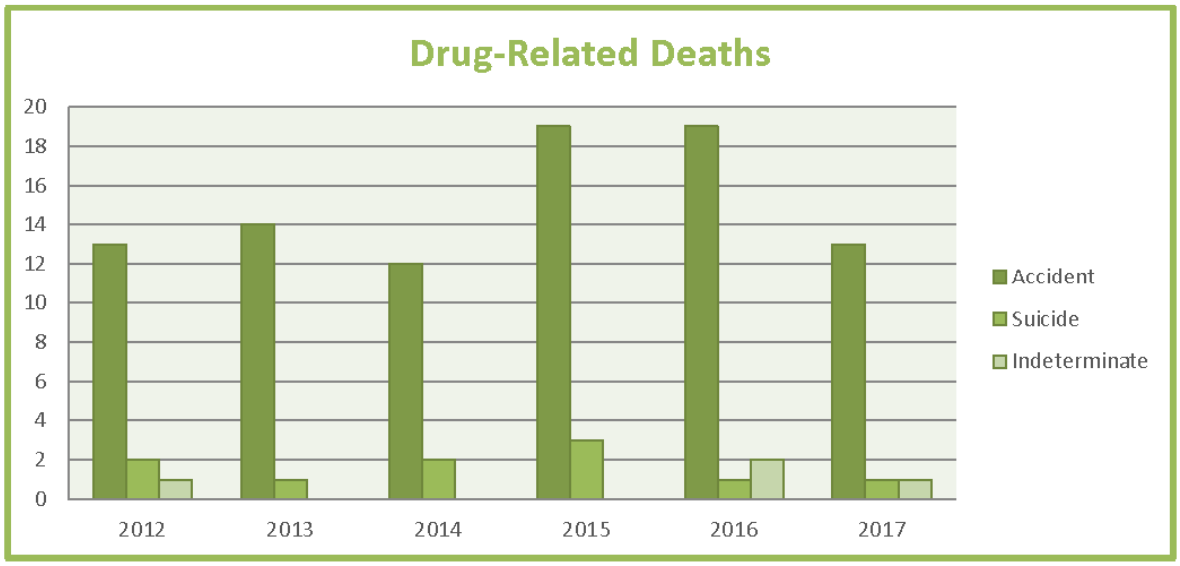
[9] (1) natural disease complicated by environmental exposure, (1) delayed complications of anaphylaxis

Eaton County

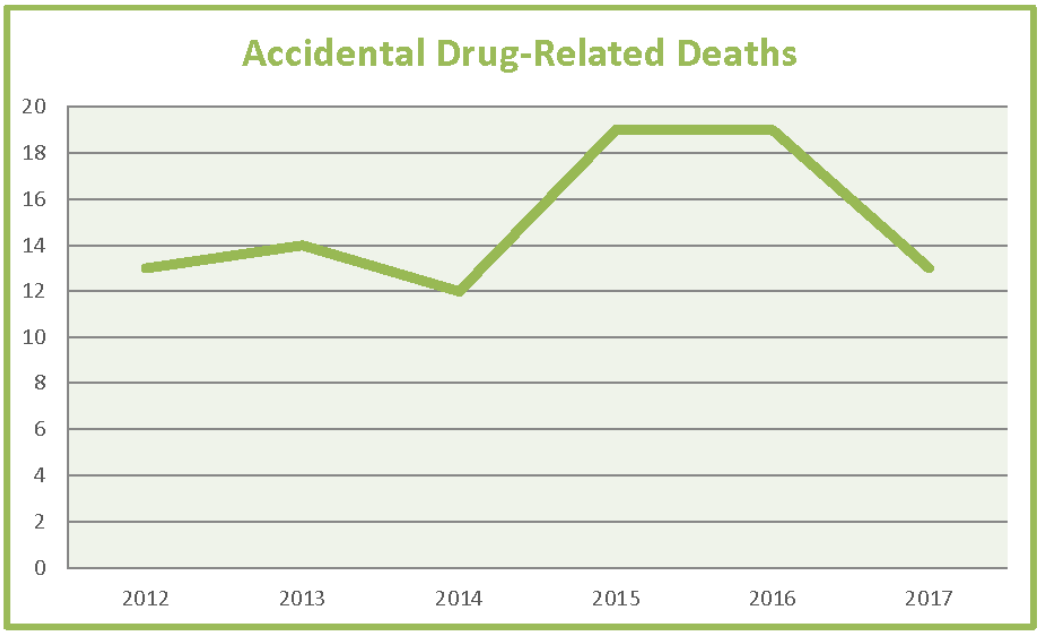
Drug-Related Deaths

For purposes of this report, drug-related fatalities are deaths in which an overdose of a combination of drugs or a single drug caused or contributed to the death. These deaths do not include situations in which intoxication might have been a factor in an incident leading to death, such as motor vehicle crashes, falls, choking while eating, or environmental exposures.

Manner of Death	*2012*	*2013*	*2014*	*2015*	*2016*	*2017*
ACCIDENT	13	14	12	19	19	13
SUICIDE	2	1	2	3	1	1
INDETERMINATE	1	0	0	0	2	1
TOTAL	16	15	14	22	22	15



2017 Drug-Related Deaths	
TOTAL	15 cases
SEX	3 female, 12 male
RACE	15 white
AGE RANGE	15-73 years
AVERAGE AGE	34.9 years
MEDIAN AGE	31 years
OPIOID-RELATED	12 cases involved an opiate or opioid (80%)
MANNER OF DEATH	13 Accidents, 1 Suicide, 1 Indeterminate



Eaton County

Suicides

Suicide Totals by Year

2012	2013	2014	2015	2016	2017
8	9	15	18	11	20

Suicide Methods

	2012	2013	2014	2015	2016	2017
FIREARM	4	6	7	7	9	12
HANGING	1	1	5	4	1	7
DRUG INTOXICATION	2	1	2	3	1	1
SHARP FORCE INJURY	0	1	0	1	0	0
SUFFOCATION	0	0	1	2	0	0
OTHER	1[10]	0	0	1[11]	0	0

Suicides by Age

	2012	2013	2014	2015	2016	2017
0 – 17	1	0	1	2	2	1
18 – 25	0	2	2	1	0	4
26 – 44	2	1	6	8	1	6
45 – 64	3	4	5	4	6	7
65 +	2	2	1	3	2	2

[10] Electrocution

[11] Drove in front of train

Eaton County

Reported Deaths of Children

Reported Deaths of Children by Age

	2012	2013	2014	2015	2016	2017
Stillborn	1	0	0	0	0	0
<1 year	1	1	1	0	0	1
1-5	0	0	1	0	0	0
6-10	0	0	0	0	0	0
11-17	1	1	2	5	2	2
TOTAL	3	2	4	5	2	3

Reported Deaths of Children by Manner of Death

Manner of Death	2012	2013	2014	2015	2016	2017
NATURAL	0	0	1	0	0	0
ACCIDENT	0	1	2	2	0	1
SUICIDE	1	0	1	2	2	1
HOMICIDE	0	0	0	1	0	0
INDETERMINATE	1	1	0	0	0	1

AGE	SEX	CAUSE OF DEATH	MANNER
		2017	
6 months	M	Undetermined	Indeterminate
15 years	M	Acute heroin toxicity	Accident
17 years	M	Shotgun wound of head	Suicide

Ingham County

Medical Examiner

Michael A. Markey, M.D.

Deputy Medical Examiners

John A. Bechinski, D.O.
Patrick A. Hansma, D.O.

Chief Investigator

Luke R. Vogelsberg, D-ABMDI

Medical Examiner Investigators

Ashley Ault
Dan Sowles, D-ABMDI
Jane Wankmiller, Ph.D, D-ABMDI
Joy Dempsey, D-ABMDI
Kathleen Brooks
Kevin Hearld
Mark Chojnowski
Megan Bohnett
Steve Dexter, RN
Brett Ramsden
Erica Betts, D.O., MPH
Jessica Nicholson
Karen Phelps
Ken Barnes
Lynne Mark
Mary Stevens
Ruth Grant, D-ABMDI

Ingham County

Summary of Cases

	2012	2013	2014	2015	2016	2017
TOTAL DEATHS IN THE COUNTY	2578	2740	2763	2717	2655	2872
DEATHS REPORTED TO THE ME	736	853	826	843	824	916
CASES ACCEPTED FOR INVESTIGATION[12]	634	731	704	672	660	677
MEI SCENE INVESTIGATIONS	589	710	634	654	677	752
DEATH CERTIFICATES SIGNED BY ME	394	443	452	407	424	422
BODIES TRANSPORTED TO SPARROW	303	349	342	328	267[13]	250
COMPLETE AUTOPSY	206	228	244	255	286	232
LIMITED AUTOPSY	7	3	4	5	9	12
EXTERNAL EXAMINATION	54	54	34	40	46	42
STORAGE ONLY	36	61	48	28	32	55
UNCLAIMED BODIES	9	3	24	21	20	34
REFERRALS TO GIFT OF LIFE	24	72	243	292	308	326
TISSUE/CORNEA DONORS	8	5	45	74	95	92
CREMATION PERMITS REVIEWED	1321	1574	1582	1717	1721	1920

[12] Not every case that is reported to the Medical Examiner's office falls within our jurisdiction. We accept cases for investigation based on the circumstances surrounding the death and the law that governs the Medical Examiner's authority (MCL 52.202). We declined jurisdiction in 239 cases that were reported to us in 2017.

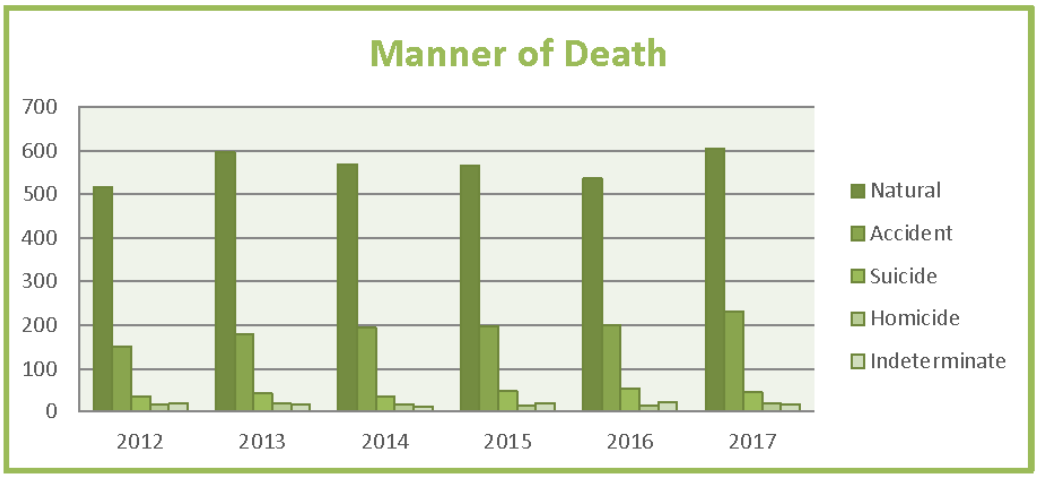
[13] In previous years, this number was listed as the sum of exams (complete, limited, external) and bodies for storage only. In 2016, this number was obtained from the contracted transport provider, and thus excludes decedents who died at Sparrow hospital and would have been transported to the Sparrow morgue by Sparrow staff irrespective of their status as a ME or non-ME case.

Ingham County

Manner of Death

The data on the following pages refers to those deaths that were reported to the Medical Examiner's Office.

Manner of Death	2012	2013	2014	2015	2016	2017
NATURAL	516	596	568	564	535	605
ACCIDENT	150	179	194	198	199	231
SUICIDE	34	41	33	46	51	44
HOMICIDE	15	13	17	14	13	19
INDETERMINATE	18	16	11	19	22	16
TOTAL	733[14]	845[15]	823[16]	841[17]	820[18]	916[19]

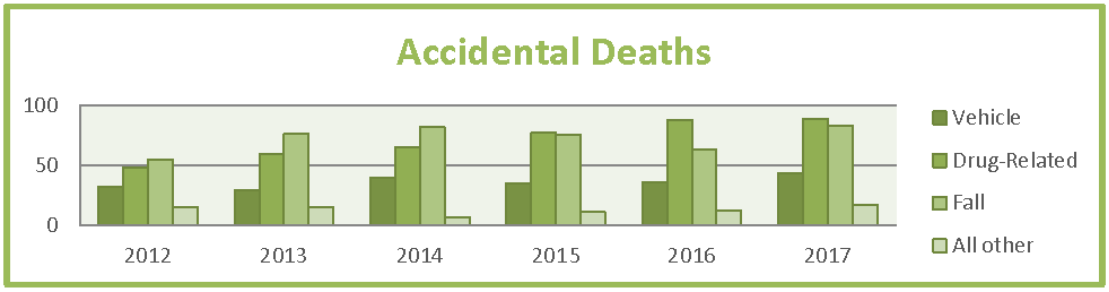


[14] Cases with no manner of death: (3) stillbirths
[15] Cases with no manner of death: (3) non-human bones
[16] Cases with no manner of death: (2) stillbirths; (1) non-human bones
[17] Cases with no manner of death: (1) products of conception; (1) stillbirth
[18] Cases with no manner of death: (3) stillbirths; (1) human bone of no contemporary forensic interest
[19] Cases with no manner of death: (1) stillbirth

Ingham County

Accidental Deaths

	2012	2013	2014	2015	2016	2017
VEHICLE	32	29	40	35	36	43
DRUG-RELATED	48	59	65	77	88	89
DROWNING	3	1	2	2	3	3
FALL	55	76	82	75	63	83
FIRE	0	2	1	0	1	0
ASPHYXIA	7	6	3	1	3	4
HYPOTHERMIA	0	2	0	1	2[20]	1
OTHER	5[21]	4[22]	1[23]	7[24]	3[25]	9[26]
TOTAL	150	179	194	198	199	231



[20] Both decedents also acutely intoxicated with ethanol (these cases not included in drug-related category)

[21] (1) anaphylaxis or other reaction to IV injection; (1) hemoperitoneum due to surgical injury; (2) blunt force injuries of head; (1) carbon monoxide intoxication

[22] (1) exacerbation of chronic obstructive pulmonary disease by chemical respiratory irritant; (1) complications of dog bite; (1) injuries from falling tree; (1) carbon monoxide intoxication

[23] (1) injuries from falling tree

[24] (2) gunshot wound deaths; (1) struck by person falling from a ladder; (1) bowel obstruction by foreign object; (1) perforated bowel; (1) remote diving accident; (1) injuries from falling tree

[25] (1) heart disease associated with anabolic androgenic steroid use; (1) methadone therapy contributing to complications of chronic ethanol abuse; (1) carbon monoxide intoxication

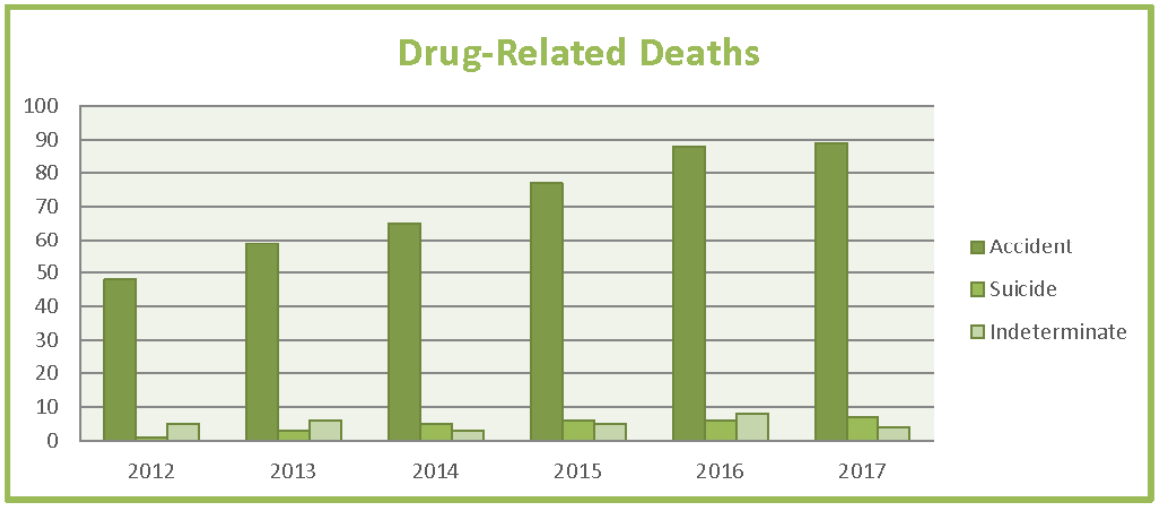
[26] (1) complications of injury from boxing; (1) fall off bicycle; (1) multiple injuries – struck by falling chimney; (1) pneumonia associated with acute and chronic ethanol use; (1) ingestion of poisonous mushroom; (1) rectal perforation from enema; (1) fell into wedged position on railroad – blunt and compressive injuries; (1) esophageal rupture from acute and chronic ethanol use

Ingham County

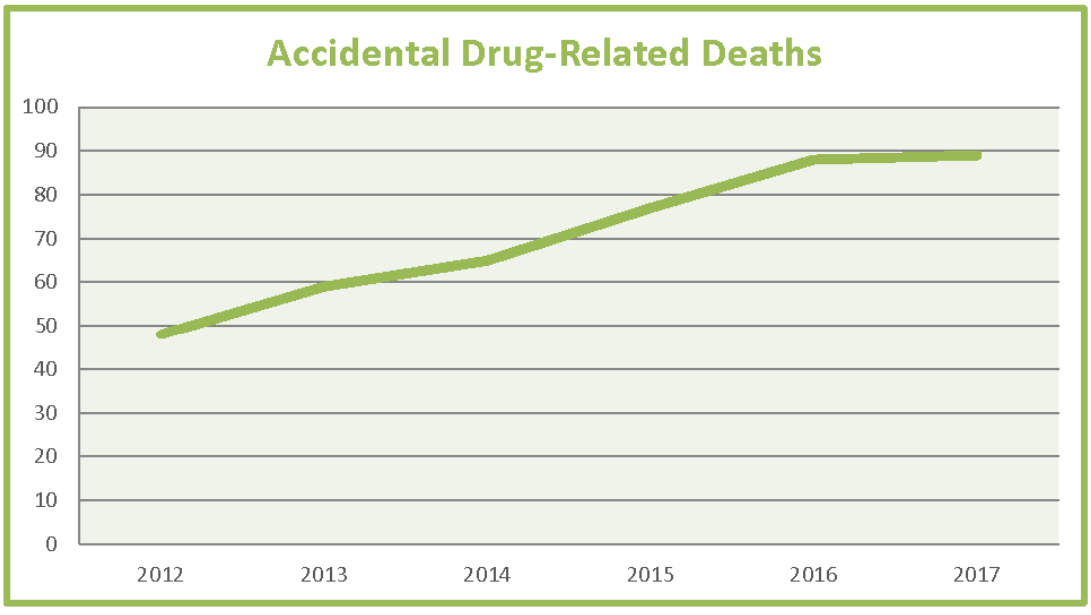
Drug-Related Deaths

For purposes of this report, drug-related fatalities are deaths in which an overdose of a combination of drugs or a single drug caused or contributed to the death. These deaths do not include situations in which intoxication might have been a factor in an incident leading to death, such as motor vehicle crashes, falls, choking while eating, or environmental exposures.

Manner of Death	*2012*	*2013*	*2014*	*2015*	*2016*	*2017*
ACCIDENT	48	59	65	77	88	89
SUICIDE	1	3	5	6	6	8
INDETERMINATE	5	6	3	5	8	4
TOTAL	54	68	73	88	102	101



2017 Drug-Related Deaths	
TOTAL	101 cases
SEX	42 female, 59 male
RACE	90 white, 9 black, 1 Asian, 1 mixed race
AGE RANGE	19-74 years
AVERAGE AGE	45 years
MEDIAN AGE	46 years
OPIOID-RELATED	79 cases involved an opiate or opioid (78.2%)
MANNER OF DEATH	89 accidents, 8 suicides, 4 indeterminate



Ingham County

Suicides

Suicide Totals by Year

2012	2013	2014	2015	2016	2017
34	41	33	46	51	44

Suicide Methods

	2012	2013	2014	2015	2016	2017
FIREARM	11	13	16	19	26	18
HANGING	16	19	11	16	10	13
DRUG INTOXICATION	1	3	5	6	6	8
SUFFOCATION	1	1	0	2	3	1
SHARP FORCE INJURY	2	0	0	1	1	1
JUMP FROM HEIGHT	1	1	1	1	3	2
DROWNING	0	1	0	0	0	0
MOTOR VEHICLE CRASH	2	1	0	0	1	1
CARBON MONOXIDE	0	2	0	0	0	0
STRUCK BY TRAIN	0	0	0	1	0	0
OTHER	0	0	0	0	1[27]	0

Suicides by Age

	2012	2013	2014	2015	2016	2017
0 – 17	2	4	1	2	3	2
18 – 25	6	11	3	9	9	9
26 – 44	14	12	10	12	21	12
45 – 64	9	11	16	18	7	18
65 +	3	3	3	5	11	3

[27] Penetrating head trauma – shot self with nail gun

Ingham County

Reported Deaths of Children

Sudden Unexplained Infant Death (SUID) refers to the death of an infant less than 1 year of age in which investigation, autopsy, medical history, review, and appropriate laboratory testing fails to identify a specific cause of death. SUID includes deaths that meet the definition of sudden infant death syndrome (SIDS).

Reported Deaths of Children by Age

	2012	2013	2014	2015	2016	2017
Stillborn	3	0	5	2	3	1
<1 year	10	12	7	8	10	8
1-5	6	3	0	5	6	3
6-10	2	3	2	1	2	1
11-17	7	5	3	6	10	4
TOTAL	28	23	17	22	31	17

Reported Deaths of Children by Manner of Death

Manner of Death	2012	2013	2014	2015	2016	2017
NATURAL	8	8	4	8	9	7
ACCIDENT	6	2	1	2	5	4
SUICIDE	2	3	1	2	3	2
HOMICIDE	4	3	2	1	4	1
INDETERMINATE	5	7	4	7	7	2

AGE	SEX	CAUSE OF DEATH	MANNER
		2017	
0	F	Intrauterine fetal demise	N/A (stillbirth)
1 day	F	Unspecified natural causes – not certified by ME	Natural
3 days	F	Unconjugated hyperbilirubinemia with kernicterus	Natural
1 month	F	Suffocation – unsafe sleep	Accident
2 months	M	Multiple injuries – inflicted by other person(s)	Homicide
3 months	M	Sudden unexplained infant death associated with unsafe sleep environment and upper respiratory tract infection	Indeterminate
4 months	M	Unspecified natural causes – not certified by ME	Natural
7 months	M	Idiopathic pulmonary hemosiderosis	Natural
8 months	F	Unspecified natural causes – not certified by ME	Natural
1 year	M	Drowning	Accident
1 year	F	Undetermined	Indeterminate
5 years	M	Multiple blunt force injuries – pedestrian struck by vehicle	Accident
10 years	F	Unspecified natural causes – not certified by ME	Natural
14 years	F	Multiple blunt force injuries – motor vehicle crash	Accident
14 years	M	Undetermined	Natural
16 years	M	Hanging	Suicide
17 years	M	Hanging	Suicide

Ionia County

Medical Examiner

Michael A. Markey, M.D.

Deputy Medical Examiners

John A. Bechinski, D.O.
Patrick A. Hansma, D.O.

Chief Investigator

Luke R. Vogelsberg, D-ABMDI

Medical Examiner Investigators

Ann Ward
Derek Schroeder
James Buxton
James Jones
John Sigg
Katharine Dernocoeur
Mark Crawfis
Matthew Kasper, D-ABMDI
Rick Vriesenga
Rob Fisk
Thomas Wodarek
Timothy Thelen

Ionia County

Summary of Cases

Our contract with Ionia began in mid-January, 2014. The 2014 data reflect deaths that occurred between Jan. 22, 2014, and Dec. 31, 2014.

	2014	2015	2016	2017
TOTAL DEATHS IN THE COUNTY	316	321	324	348
DEATHS REPORTED TO THE ME	86	92	95	113
CASES ACCEPTED FOR INVESTIGATION[28]	85	91	92	110
MEI SCENE INVESTIGATIONS	60	69	92	109
DEATH CERTIFICATES SIGNED BY ME	46	48	47	59
BODIES TRANSPORTED TO SPARROW	45	42	38	54
COMPLETE AUTOPSY	36	36	33	36
LIMITED AUTOPSY	2	0	2	2
EXTERNAL EXAMINATION	3	4	2	13
STORAGE ONLY	3	2	1	3
UNCLAIMED BODIES	2	0	1	1
REFERRALS TO GIFT OF LIFE	34	40	34	49
TISSUE/CORNEA DONORS	5	9	13	9
CREMATION PERMITS REVIEWED	173	166	196	221

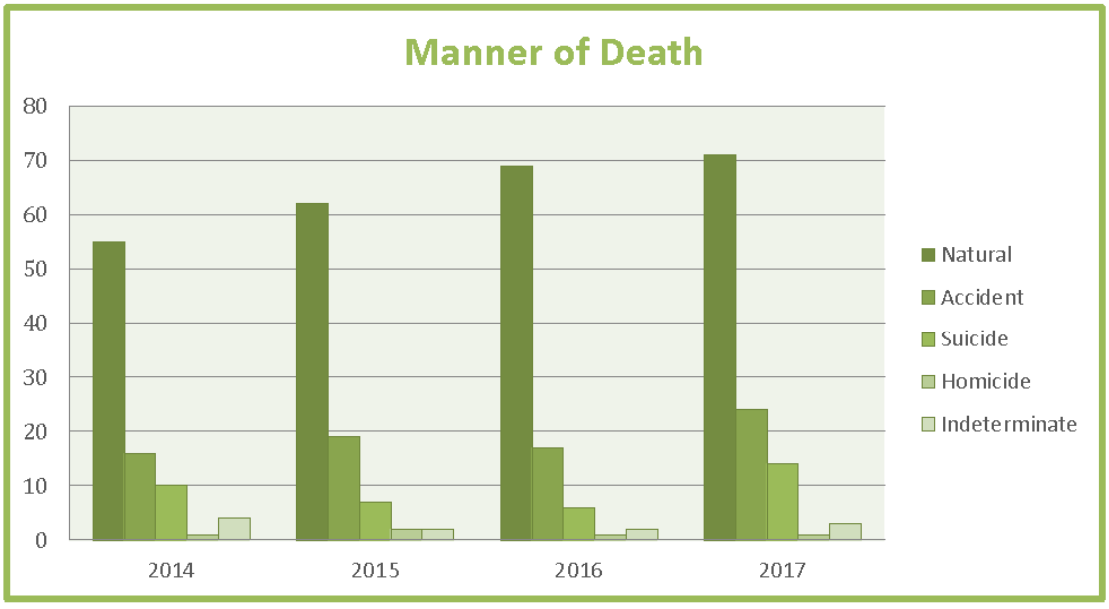
[28] Not every case that is reported to the Medical Examiner's office falls within our jurisdiction. We accept cases for investigation based on the circumstances surrounding the death and the law that governs the Medical Examiner's authority (MCL 52.202). We declined jurisdiction in 3 cases that were reported to us in 2016.

Ionia County

Manner of Death

The data on the following pages refers to those deaths that were reported to the Medical Examiner's Office.

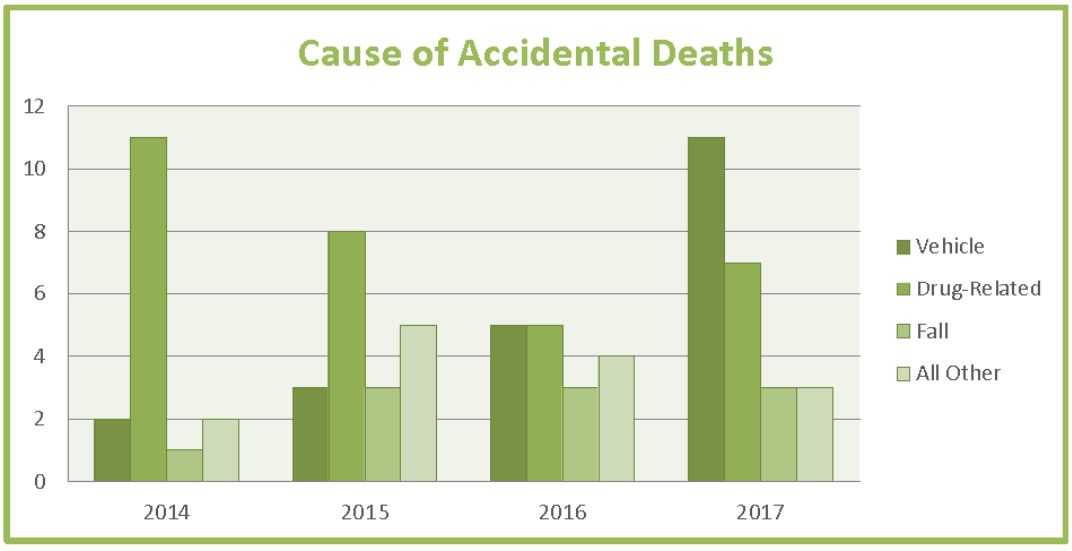
Manner of Death	*2014*	*2015*	*2016*	*2017*
NATURAL	55	62	69	71
ACCIDENT	16	19	17	24
SUICIDE	10	7	6	14
HOMICIDE	1	2	1	1
INDETERMINATE	4	2	2	3
TOTAL	86	92	95	113



Ionia County

Accidental Deaths

	2014	2015	2016	2017
VEHICLE	2	3	5	11
DRUG-RELATED	11	8	5	7
DROWNING	0	1	0	1
FALL	1	3	3	3
FIRE	0	2	2	1
ASPHYXIA	1	1	1	1
WATER INTOXICATION	1	0	0	0
HYPOTHERMIA	0	0	1	0
INDUSTRIAL ACCIDENT	0	1	0	0
TOTAL	16	19	17	24

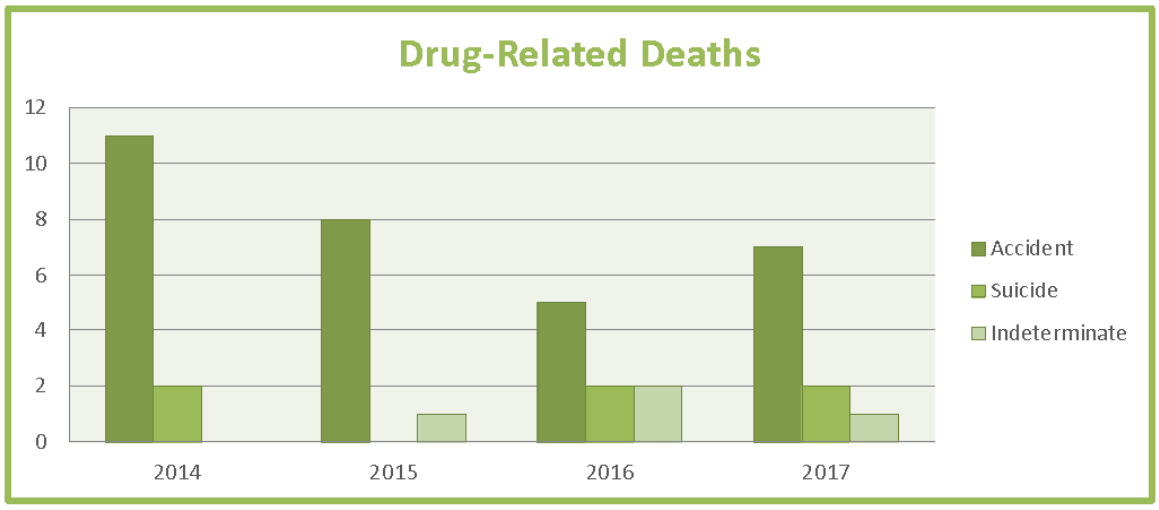


Ionia County

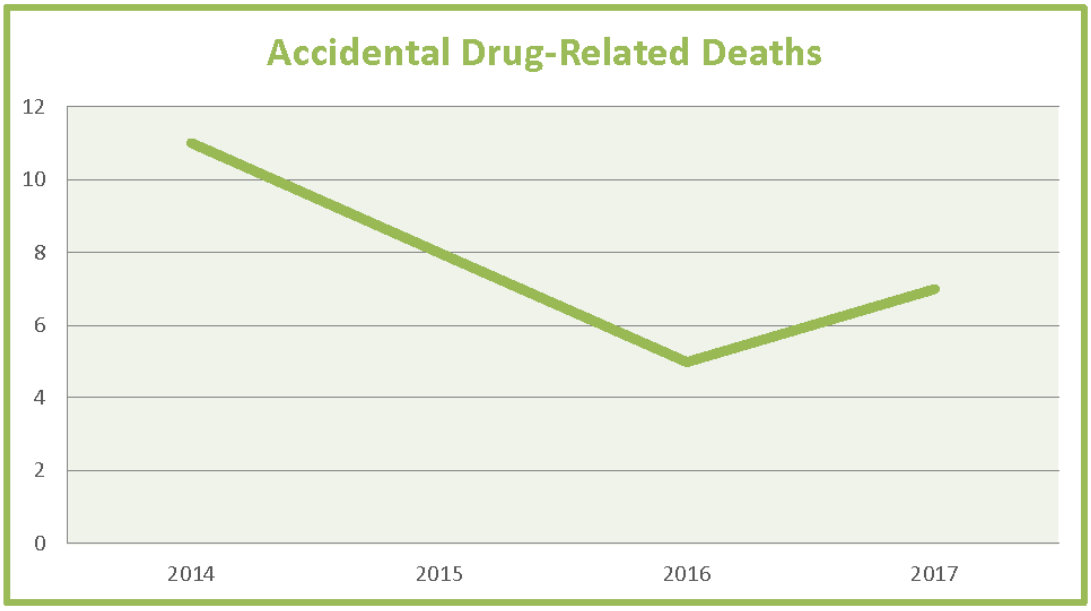
Drug Related Deaths

For purposes of this report, drug related fatalities are deaths in which an overdose of a combination of drugs or a single drug caused or contributed to the death. These deaths do not include situations in which intoxication might have been a factor in an incident leading to death, such as motor vehicle crashes, falls, choking while eating, or environmental exposures.

	2014	*2015*	*2016*	*2017*
ACCIDENT	11	8	5	7
SUICIDE	2	0	2	2
INDETERMINATE	0	1	2	1



2017 Drug Related Deaths	
TOTAL	10 cases
SEX	5 female, 5 male
RACE	10 white
AGE RANGE	26-68 years
AVERAGE AGE	38.9 years
MEDIAN AGE	35 years
OPIOID-RELATED	9 cases involved an opiate or opioid (90%)
MANNER OF DEATH	7 accidents, 2 suicides, 1 indeterminate



Ionia County

Suicides

Suicide Totals by Year

2014	2015	2016	2017
10	7	6	14

Suicide Methods

	2014	2015	2016	2017
FIREARM	5	2	4	3
HANGING	3	3	0	6
DRUG INTOXICATION	2	0	2	2
CARBON MONOXIDE	0	1	0	2
MOTOR VEHICLE	0	1	0	0
OTHER	0	0	0	1[29]

Suicides by Age

Age	2014	2015	2016	2017
0 – 17	1	0	0	0
18 – 25	3	1	0	2
26 – 44	3	4	4	4
45 – 64	1	2	0	5
65+	2	0	2	3

[29] (1) pedestrian struck by train

Ionia County

Reported Deaths of Children

Sudden Unexplained Infant Death (SUID) refers to the death of an infant less than 1 year of age in which investigation, autopsy, medical history, review, and appropriate laboratory testing fails to identify a specific cause of death. SUID includes deaths that meet the definition of sudden infant death syndrome (SIDS).

Reported Deaths of Children by Age

	2014	2015	2016	2017
Stillborn	0	0	0	0
<1 year	2	0	0	1
1-5	1	0	0	0
6-10	0	0	0	0
11-17	2	0	0	2
TOTAL	5	0	0	3

Reported Deaths of Children by Manner of Death

Manner of Death	2014	2015	2016	2017
NATURAL	2	0	0	1
ACCIDENT	1	0	0	0
SUICIDE	1	0	0	0
HOMICIDE	0	0	0	1
INDETERMINATE	1	0	0	1

AGE	SEX	CAUSE OF DEATH	MANNER
		2017	
2 months	M	Undetermined – possible unsafe sleep	Indeterminate
13 years	M	Complications of Goldenhar Syndrome	Natural
16 years	M	Stab wound of neck	Homicide

Isabella County

Medical Examiner

Michael A. Markey, M.D.

Deputy Medical Examiners

John A. Bechinski, D.O.
Patrick A. Hansma, D.O.

Chief Investigator

Luke R. Vogelsberg, D-ABMDI

Medical Examiner Investigators

Christy Mead
Kari Duman
Mary Stevens
Matthew Drake
Michael Rohn
Philip Nartker
Richard Clark
Robert Schumacker
Taylor Hoekwater

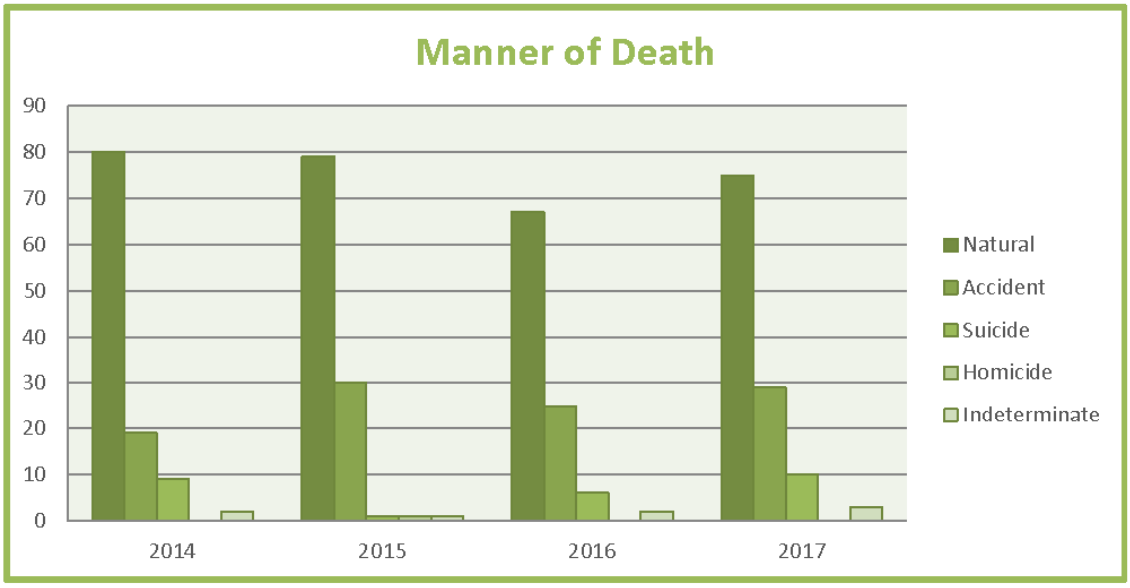
Isabella County
Summary of Cases

	2014	2015	2016	2017
TOTAL DEATHS IN THE COUNTY	475	485	507	528
DEATHS REPORTED TO THE ME	110	113	100	118
CASES ACCEPTED FOR INVESTIGATION[30]	106	104	91	110
MEI SCENE INVESTIGATIONS	65	100	93	105
DEATH CERTIFICATES SIGNED BY ME	59	54	48	56
BODIES TRANSPORTED TO SPARROW	39	46	41	45
COMPLETE AUTOPSY	30	44	35	38
LIMITED AUTOPSY	0	1	1	2
EXTERNAL EXAMINATION	9	1	3	5
STORAGE ONLY	0	0	2	0
UNCLAIMED BODIES	0	4	2	1
REFERRALS TO GIFT OF LIFE	33	53	40	51
TISSUE/CORNEA DONORS	2	6	8	10
CREMATION PERMITS REVIEWED	269	277	267	315

[30] Not every case that is reported to the Medical Examiner's office falls within our jurisdiction. We accept cases for investigation based on the circumstances surrounding the death and the law that governs the Medical Examiner's authority (MCL 52.202). We declined jurisdiction in 8 cases that were reported to us in 2017.

Isabella County
Manner of Death

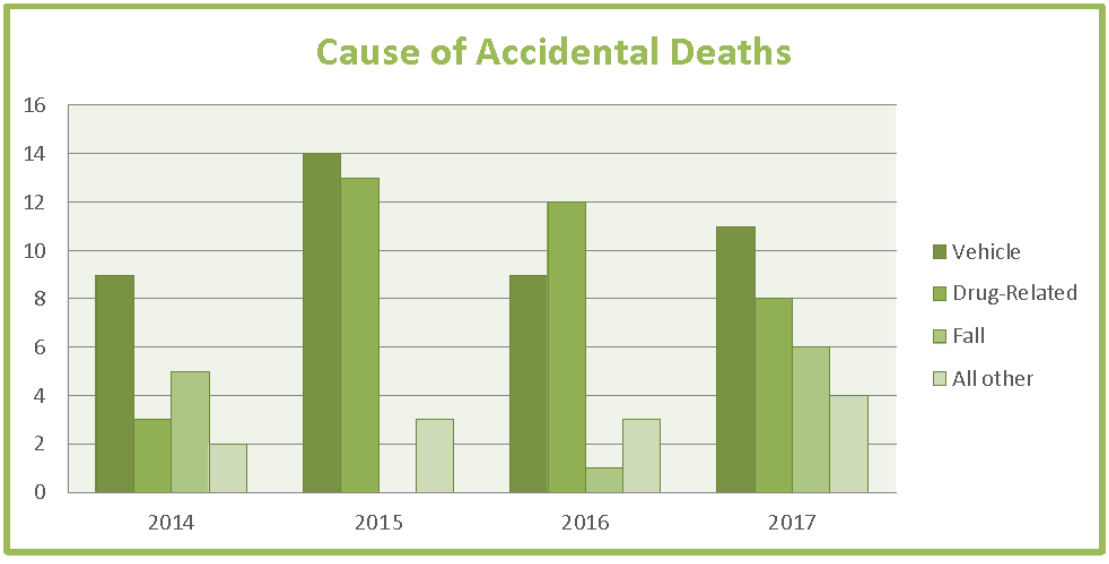
Manner of Death	*2014*	*2015*	*2016*	*2017*
NATURAL	80	79	66	75
ACCIDENT	19	30	25	29
SUICIDE	9	1	6	10
HOMICIDE	0	1	0	0
INDETERMINATE	2	1	2	3
TOTAL	110	112[31]	100[32]	118[33]



[31] Case with no manner of death: stillborn following motor vehicle crash
[32] Case with no manner of death: stillbirth
[33] Case with no manner of death: stillbirth

Isabella County
Accidental Deaths

	2014	2015	2016	2017
VEHICLE	9	14	9	11
DRUG-RELATED	3	13	12	8
DROWNING	1	1	0	2
FALL	5	0	1	6
ASPHYXIA	0	1	0	2
HYPOTHERMIA	0	1	1	0
ANIMAL	1	0	0	0
FALLING TREE	0	0	1	0
PINNED IN MACHINERY	0	0	1	0
TOTAL	19	30	25	29

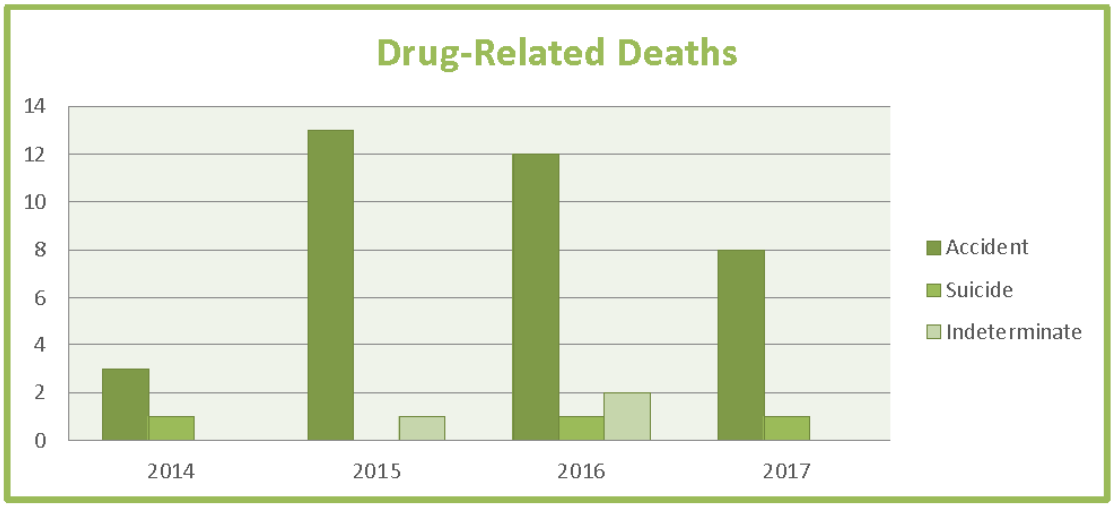


Isabella County

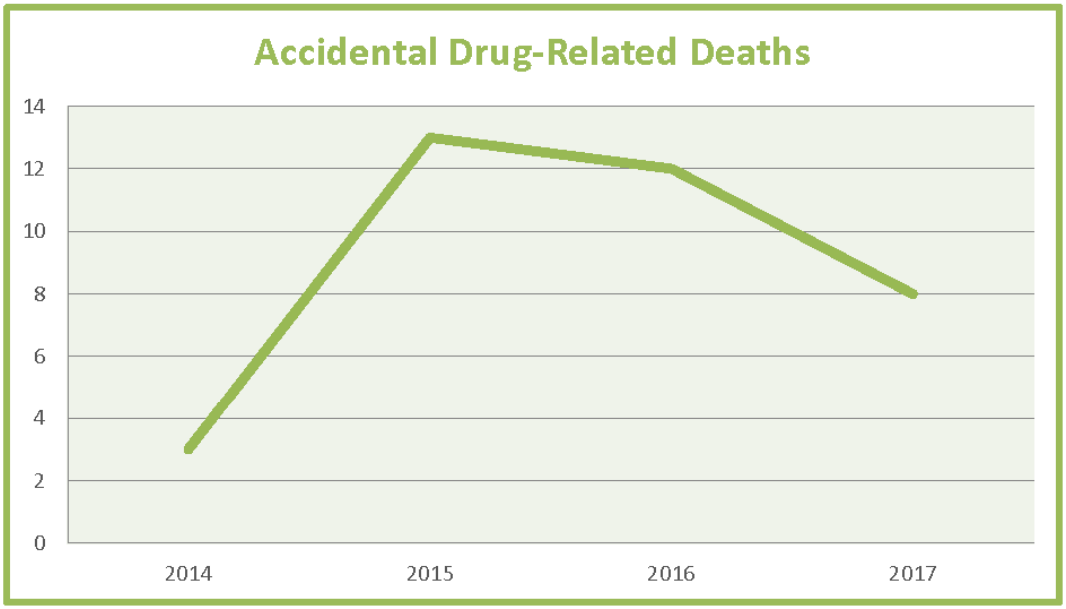
Drug Related Deaths

For purposes of this report, drug related fatalities are deaths in which an overdose of a combination of drugs or a single drug caused or contributed to the death. These deaths do not include situations in which intoxication might have been a factor in an incident leading to death, such as motor vehicle crashes, falls, choking while eating, or environmental exposures.

Manner of Death	*2014*	*2015*	*2016*	*2017*
ACCIDENT	3	13	12	8
SUICIDE	1	0	1	1
INDETERMINATE	0	1	2	0



2017 Drug Related Deaths	
TOTAL	9 cases
SEX	4 female, 5 male
RACE	5 white, 4 Native American
AGE RANGE	23 - 54 years
AVERAGE AGE	38.3 years
MEDIAN AGE	39 years
OPIOD-RELATED	8 cases involved an opiate or opioid (88.9%)
MANNER OF DEATH	8 accidents, 1 suicide



Isabella County

Suicides

Suicide Totals by Year

2014	2015	2016	2017
9	1	6	10

Suicide Methods

	2014	2015	2016	2017
FIREARM	5	1	3	7
HANGING	3	0	1	2
ASPHYXIA	0	0	1	0
DRUG INTOXICATION	1	0	2	1

Suicides by Age

Age	2014	2015	2016	2017
0 – 17	0	0	0	0
18 – 25	4	0	1	0
26 – 44	2	0	3	3
45 – 64	1	0	2	6
65+	2	1	0	1

Isabella County

Reported Deaths of Children

Sudden Unexplained Infant Death (SUID) refers to the death of an infant less than 1 year of age in which investigation, autopsy, medical history, review, and appropriate laboratory testing fails to identify a specific cause of death. SUID includes deaths that meet the definition of sudden infant death syndrome (SIDS).

Reported Deaths of Children by Age

	2014	2015	2016	2017
Stillborn	0	2	1	1
<1 year	0	1	0	0
1-5	1	0	0	1
6-10	0	0	0	0
11-17	0	4	0	1
TOTAL	1	7	1	3

Reported Deaths of Children by Manner of Death

Manner of Death	2014	2015	2016	2017
NATURAL	0	1	0	0
ACCIDENT	1	4	0	2
SUICIDE	0	0	0	0
HOMICIDE	0	0	0	0
INDETERMINATE	0	0	0	0

AGE	SEX	CAUSE OF DEATH	MANNER
		2017	
0	F	Stillborn	N/A (stillbirth)
4 years	F	Blunt force head trauma (motor vehicle crash)	Accident
17 years	M	Drowning	Accident

Shiawassee County

Medical Examiner

Michael A. Markey, M.D.

Deputy Medical Examiners

John A. Bechinski, D.O.
Patrick A. Hansma, D.O.

Chief Investigator

Luke R. Vogelsberg, D-ABMDI

Medical Examiner Investigators

Mark Pendergraff, D-ABMDI
Dennis Campbell
Ashley Ault
Lawrence Goff
Nicholas Stratton
Shane Grinnell
MaryLynn Jordan
Mary Valentine

Shiawassee County

Summary of Cases

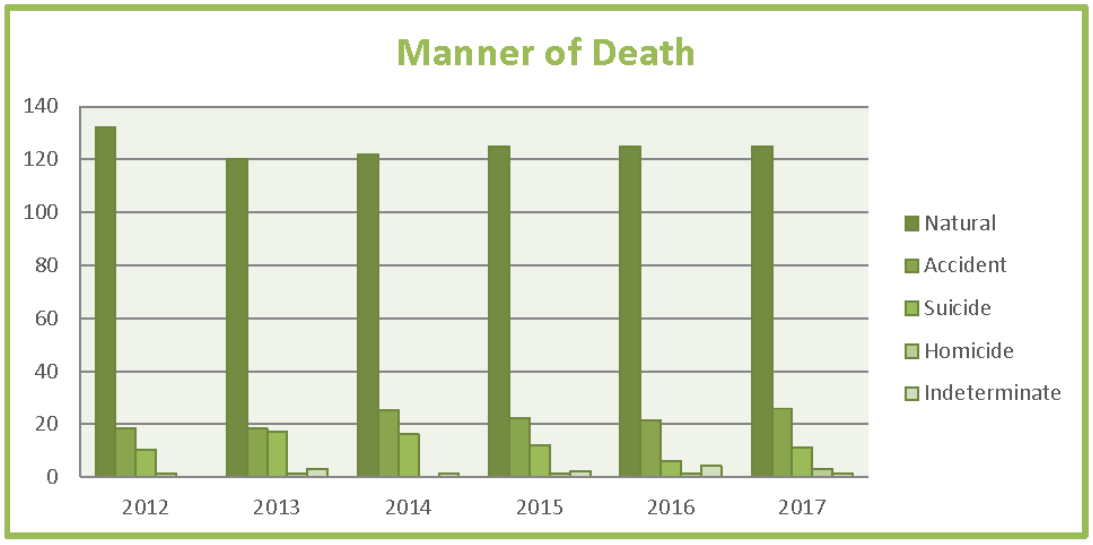
	2012	2013	2014	2015	2016	2017
TOTAL DEATHS IN THE COUNTY	533	587	651	600	629	618
DEATHS REPORTED TO THE ME	164	159	164	162	158	168
CASES ACCEPTED FOR INVESTIGATION[34]	143	145	145	142	130	151
MEI SCENE INVESTIGATIONS	139	138	137	138	133	151
DEATH CERTIFICATES SIGNED BY ME	70	71	81	72	64	66
BODIES TRANSPORTED TO SPARROW	44	54	54	52	48	57
COMPLETE AUTOPSY	31	32	39	45	44	41
LIMITED AUTOPSY	2	5	4	1	1	7
EXTERNAL EXAMINATION	7	15	11	5	2	3
STORAGE ONLY	4	2	0	1	1	6
REFERRALS TO GIFT OF LIFE	16	16	31	28	43	44
TISSUE/CORNEA DONORS	4	2	2	7	15	8
UNCLAIMED BODIES	0	0	1	0	1	0
CREMATION PERMITS REVIEWED	243	265	308	298	375	356

[34] Not every case that is reported to the Medical Examiner's office falls within our jurisdiction. We accept cases for investigation based on the circumstances surrounding the death and the law that governs the Medical Examiner's authority (MCL 52.202). We declined jurisdiction in 17 cases that were reported to us in 2017.

Shiawassee County

Manner of Death

Manner of Death	2012	2013	2014	2015	2016	2017
NATURAL	132	120	122	125	125	125
ACCIDENT	18	18	25	22	21	26
SUICIDE	10	17	16	12	6	11
HOMICIDE	1	1	0	1	1	3
INDETERMINATE	0	3	1	2	4	1
TOTAL	161[35]	159	164	162	158[36]	168[37]

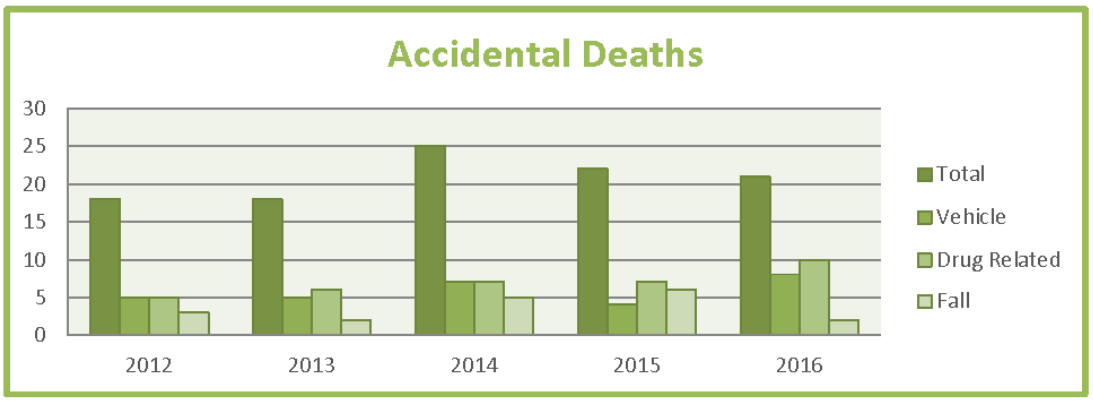


[35] Cases with no manner of death: (2) stillbirths; (1) non-human material
[36] Cases with no manner of death: stillbirth
[37] Cases with no manner of death: (1) stillbirth; (1) found "trophy" human skull of no contemporary forensic interest

Shiawassee County

Accidental Deaths

	2012	2013	2014	2015	2016	2017
VEHICLE	5	5	7	4	8	3
DRUG-RELATED	5	6	7	7	10	14
DROWNING	2	0	0	0	0	0
FALL	3	2	5	6	2	7
FIRE	0	1	2	0	1	1
ASPHYXIA	3	2	3	1	0	0
INSECT STING(S)	0	0	0	2	0	0
HYPOTHERMIA	0	0	1	0	0	0
OTHER	0	2[38]	0	2[39]	0	0
TOTAL	18	18	25	22	21	1[40]



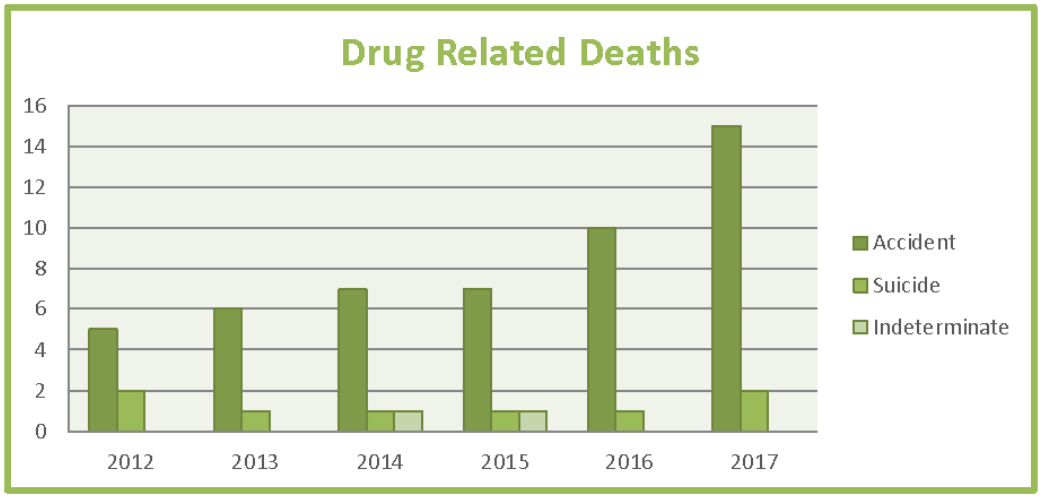
[38] (1) carbon monoxide toxicity; (1) electrocution
[39] (1) perforated artery during attempt at catheter placement; (1) compressed by machinery
[40] Hypothermia complicated by multiple drug intoxication, blunt head trauma, and cardiopulmonary disease

Shiawassee County

Drug Related Deaths

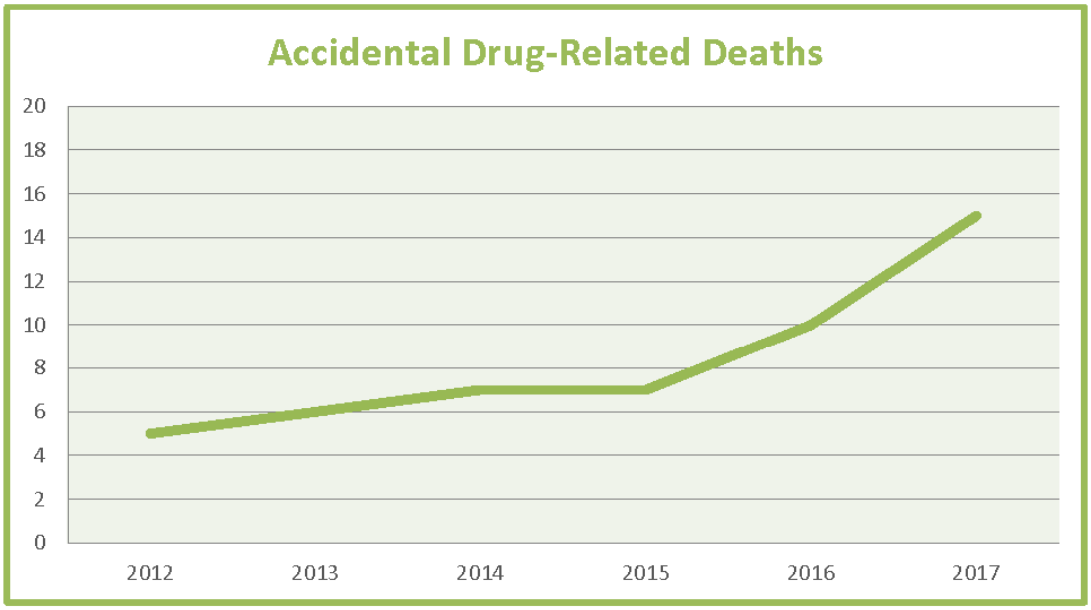
For purposes of this report, drug related fatalities are deaths in which an overdose of a combination of drugs or a single drug caused or contributed to the death. These deaths do not include situations in which intoxication might have been a factor in an incident leading to death, such as motor vehicle crashes, falls, choking while eating, or environmental exposures.

Manner of Death	*2012*	*2013*	*2014*	*2015*	*2016*	*2017*
ACCIDENT	5	6	7	7	10	15[41]
SUICIDE	2	1	1	1	1	2
INDETERMINATE	0	0	1	1	0	0
TOTAL	7	7	9	9	11	17



[41] (1) case is multifactorial – hypothermia complicated by multiple drug intoxication, blunt head injuries, and cardiopulmonary disease (explains discrepancy in total number of accidental drug-related deaths between this chart and that on previous page)

2017 Drug Related Deaths	
TOTAL	17 cases
SEX	5 female, 12 male
RACE	17 white
AGE RANGE	21 - 722 years
AVERAGE AGE	45.3 years
MEDIAN AGE	33 years
OPIOD-RELATED	17 cases involved an opiate or opioid (100%)
MANNER OF DEATH	15 accidents, 2 suicides



Shiawassee County

Suicides

Suicide Totals by Year

2012	2013	2014	2015	2016	2017
10	17	16	12	6	11

Suicide Methods

	2012	2013	2014	2015	2016	2017
FIREARM	6	10	7	4	3	9
HANGING	1	5	7	6	1	0
DRUG INTOXICATION	2	1	1	1	1	2
CARBON MONOXIDE	1	0	1	0	0	0
MOTOR VEHICLE CRASH	0	0	0	0	0	0
STRUCK BY TRAIN	0	1	0	1	1[42]	0

Suicides by Age

Age	2012	2013	2014	2015	2016	2017
0 – 17	1	0	1	0	0	0
18 – 25	0	4	2	1	0	1
26 – 44	2	3	7	6	1	3
45 – 64	3	8	4	3	5	4
65+	4	2	2	2	0	3

[42] Motor vehicle parked on train trucks – struck by train in motor vehicle

Shiawassee County

Reported Deaths of Children

Reported Deaths of Children by Age

	2012	2013	2014	2015	2016	2017
Stillborn	2	1	1	0	1	1
<1 year	1	2	1	1	2	1
1-5	0	0	0	0	0	0
6-10	0	0	0	0	1	0
11-17	2	2	1	0	0	0
TOTAL	5	5	3	1	4	2

Reported Deaths of Children by Manner of Death

Manner of Death	2012	2013	2014	2015	2016	2017
NATURAL	0	0	0	0	0	0
ACCIDENT	2	2	1	0	1	0
SUICIDE	1	0	1	0	0	0
HOMICIDE	0	1	0	0	1	0
INDETERMINATE	0	1	0	1	1	1

AGE	SEX	CAUSE OF DEATH 2017	MANNER
0	F	Stillbirth – intrauterine fetal demise	N/A (stillbirth)
25 days	F	Undetermined – possible unsafe sleep	Indeterminate

Comparisons Across Counties

	Eaton	*Ingham*	*Ionia*	*Isabella*	*Shiawassee*
POPULATION[43]	107,759	280,895	63,905	70,311	70,648
TOTAL DEATHS	783	2,872	348	528	618
DEATHS REPORTED TO THE ME (% OF TOTAL DEATHS)	191 (24.4%)	916 (31.9%)	113 (32.5%)	118 (22.3%)	168 (27.2%)
CASES ACCEPTED FOR INVESTIGATION	176	677	110	110	151
MEI SCENE INVESTIGATION	187	752	109	105	151
DEATH CERTIFICATES SIGNED BY ME	91	422	59	56	66
TOTAL EXAMS (% OF CASES ACCEPTED)	73 (41.5%)	286 (42.2%)	51 (46.4%)	45 (40.9%)	51 (33.8%)
NATURAL DEATHS (% OF DEATHS REPORTED)	128 (67.0%)	605 (66.0%)	71 (62.8%)	75 (63.6%)	125 (74.4%)
ACCIDENTAL DEATHS (% OF DEATHS REPORTED)	38 (19.9%)	231 (25.2%)	24 (21.2%)	29 (24.6%)	26 (15.5%)

[43] Population statistics provided by suburbanstats.org

	Eaton	*Ingham*	*Ionia*	*Isabella*	*Shiawassee*
SUICIDES (% OF DEATHS REPORTED)	20 (10.5%)	44 (4.8%)	14 (12.4%)	10 (8.5%)	11 (6.5%)
HOMICIDES (% OF DEATHS REPORTED)	3 (1.6%)	19 (2.1%)	1 (0.9%)	0 (0%)	3 (1.8%)
INDETERMINATE (% OF DEATHS REPORTED)	2 (1.1%)	16 (1.7%)	3 (2.7%)	3 (2.5%)	1 (0.6%)
DRUG-RELATED DEATHS (% OF DEATHS REPORTED)	15 (7.9%)	101 (11.0%)	10 (8.8%)	9 (7.6%)	11 (6.6%)
REFERRALS TO GIFT OF LIFE	51	326	49	51	44
TISSUE/CORNEA DONORS	11	92	9	10	8
UNCLAIMED BODIES	4	34	1	1	0

Additional Information

In the five counties for which Sparrow Forensic Pathology served as the Office of the Medical Examiner in 2017:

- Zero bodies were exhumed for examination
- Zero bodies remained unidentified at the time a final disposition for the remains was determined
- Toxicology testing was performed in 495 of the 512 examinations performed[44]

[44] Toxicology testing is performed in nearly all cases in which an examination is performed. Exceptions to this may include (but are not limited to): cases sent in for identification purposes only, apparent natural deaths sent in for external examination to rule out trauma, and cases for which adequate toxicology specimens cannot be obtained (due to prolonged stay in hospital following initial event, or decomposition).

Agenda Item 2a

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: July 9, 2018

SUBJECT: Tuesday Toolmen Community Agency Contract

For the meeting agendas of July 16 and July 18

BACKGROUND

This resolution terminates the 2018 Tuesday Toolmen community agency contract with Greater Lansing Housing Coalition and authorizes a new contract for Tuesday Toolmen with Capital Area Housing Partnership. Capital Area Housing Partnership has been operating the Tuesday Toolmen program since May 21, 2018.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The original contract for 2018 was $3,800. The first payment of $1,900 was already made to Greater Lansing Housing Coalition, so this contract will be for the remaining $1,900 through December 31, 2018.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long term objective of assisting in meeting basic needs.

OTHER CONSIDERATIONS

N/A.

RECOMMENDATION

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

Agenda Item 2a

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO TERMINATE A COMMUNITY AGENCY CONTRACT WITH GREATER LANSING HOUSING COALITION AND AUTHORIZE A NEW CONTRACT WITH CAPITAL AREA HOUSING PARTNERSHIP

WHEREAS, the Greater Lansing Housing Coalition is closing after approximately 30 years of serving the Lansing area; and

WHEREAS, Ingham County has a 2018 community agency contract with the Greater Lansing Housing Coalition for the Tuesday Toolmen program; and

WHEREAS, effective May 21, 2018 the Tuesday Toolmen program is now being managed and operated by the Capital Area Housing Partnership.

THEREFORE BE IT RESOLVED, the 2018 community agency contract for Tuesday Toolmen with Greater Lansing Housing Coalition is terminated.

BE IT FURTHER RESOLVED, that a contract with Capital Area Housing Partnership is authorized not to exceed $1,900 for the Tuesday Toolmen program with Capital Area Housing Partnership for the period of May 21, 2018 through December 31, 2018.

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.

Agenda Item 3a

TO: Board of Commissioners Human Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: June 26, 2018

SUBJECT: Contract with Moore Trosper Construction Company

For the meeting agenda of 7/16/18 Human Services and 7/18/18 Finance

---

BACKGROUND

The two fishing docks and the boardwalk along the south end of the lake at Hawk Island experienced extensive damage due to the winter/spring severe flooding coupled with ice damage that occurred. After inspecting the damage, it has been determined that removal of the structures are necessary.

The Purchasing Department solicited proposals from qualified and experienced vendors for the purpose of entering into a contract for the demolition and legal disposal of a boardwalk and two fishing docks at Hawk Island County Park. The project scope includes the complete removal and legally dispose of one (1) 375' in-lake wood boardwalk and two (2) 20'x40' wood fishing docks at Hawk Island County Park. Removal and haul away includes all dock structures including pilings.

ALTERNATIVES

Extensive damage has made it necessary to remove the boardwalk and fishing docks to ensure visitor safety.

FINANCIAL IMPACT

The Evaluation Committee recommends that a contract be awarded to Moore Trosper Construction Company in an amount not to exceed $49,740.

The County can pay for this from the insurance fund as instructed by the Director of Financial Services.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their June 25, 2018 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Moore Trosper Construction Company.

Agenda Item 3a

TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: May 15, 2018

RE: Memorandum of Performance for RFP #117-18: Demolition and Disposal Services

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a contract for the demolition and legal disposal of a boardwalk and two fishing docks at Hawk Island County Park. The County requested that the materials are to be reused and/or recycled as much as possible instead of deposited into a landfill.

The Purchasing Department can confirm the following:

Function	Overall Number Of Vendors	Number Of Local Vendors
Vendors invited to propose	64	21
Vendors responding	3	2

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

Vendor Name	**Local Pref**	**Total Bid**
Moore Trosper Construction Co.	Yes, Holt MI	$49,740.00
Wonsley Tree Service Inc.	No, Alma MI	$64,000.00
LJ Trumble Builders LLC	Yes, Lansing MI	$99,477.00

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.

Agenda Item 3a

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH MOORE TROSPER CONSTRUCTION COMPANY

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

WHEREAS, after inspecting the damage, it has been determined that removal of the structures are necessary; and

WHEREAS, proposals were solicited for the demolition and legal disposal of a boardwalk and two fishing docks at Hawk Island County Park; and

WHEREAS, the project scope includes the complete removal and legally dispose of one (1) 375' in-lake wood boardwalk and two (2) 20'x40' wood fishing docks at Hawk Island County Park. Removal and haul away includes all dock structures including pilings; and

WHEREAS, the Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment, services and permits to perform and complete all work required for the project; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Moore Trosper Construction Company, the low bidder.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Moore Trosper Construction Company for a cost not to exceed $49,740 for the purpose of entering into a contract for the demolition and legal disposal of a boardwalk and two fishing docks at Hawk Island County Park.

BE IT FURTHER RESOLVED, the contract shall be effective the date of excecution through December 31, 2018.

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

BE IT FURTHER RESOLVED, that the 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 3b

TO: Board of Commissioners Human Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: June 26, 2018

SUBJECT: Contract with L. J. Trumble Builders, LLC.

For the meeting agenda of 7/16/18 Human Services and 7/18/18 Finance

---

BACKGROUND

The Parks Department owns and maintains the buildings at Hawk Island. The Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs. The Purchasing Department solicited proposals from qualified and experienced roofing contractors for installing a new metal roof on the Maintenance Building at Hawk Island County Park.

ALTERNATIVES

The Parks Department owns and maintains the building at Hawk Island that are in need of roof replacement. Failure to address these needs could result in damage to the building and contents within.

FINANCIAL IMPACT

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to L. J. Trumble Builders, LLC. for the base bid in a total amount not to exceed $72,000 which includes authorizing the cost to replace damaged roof sheathing-substrate, if needed at a cost of $3.00 per square foot, total contingency of $2,200.

There is $55,000 that was previously approved in line item #228-75999-976000-8P02. This resolution authorizes an additional $17,000 from the Trails and Parks Millage reserve fund to be able to complete this project.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their June 25, 2018 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with L. J. Trumble Builders, LLC.

Agenda Item 3b

TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: April 18, 2018

RE: Memorandum of Performance for RFP No. 78-18: Installation of Metal Roof

Per your request, the Purchasing Department sought proposals from qualified and experienced roofing contractors for installing a new metal roof on the Maintenance Building at Hawk Island County Park.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	44	16
Vendors responding	4	1

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

VENDOR NAME	LOCAL PREF	BASE BID Supply & Install New 26-Gauge Metal Roof on Maintenance building at Hawk Island	ALTERNATE BID Total Cost for Supplying and Installing a New 24-Gauge Metal Roof on the Maintenance Bld. at Hawk Island	ITEM PRICING Cost/SF to replace damaged roof sheathing-substrate, if needed.
L.J. Trumble Builders LLC	Yes, Lansing, MI	$69,800.00	$75,000.00	$3.00
McDonald Roofing & Sheet Metal	No, Jackson, MI	$72,948.00	$75,143.00	$3.25
Superior Services RSH Inc.	No, Clinton County MI	$75,500.00	$84,400.00	$4.00
Silverline Contracting LLC	No, Howell MI	$88,900.00	$91,900.00	$7.00

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.

Agenda Item 3b

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH L. J. TRUMBLE BUILDERS, LLC

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Hawk Island County Park; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced roofing contractors for installing a new metal roof on the Maintenance Building at Hawk Island County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to L. J. Trumble Builders, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with L. J. Trumble Builders, LLC. in the total amount not to exceed $72,000 for installing a new metal roof on the Maintenance Building at Hawk Island County Park, including replacing damaged roof sheathing-substrate, if needed at a cost of $3.00 per square foot.

BE IT FURTHER RESOLVED, $55,000 is available in line item #228-75999-976000-8P02.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize an additional $17,000 from the Trails and Parks Millage reserve fund for the project.

BE IT FURTHER RESOLVED, this agreement shall be effective the date of execution through December 31, 2018.

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

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

Agenda Item 3c

TO: Board of Commissioners Human Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: June 26, 2018

SUBJECT: Lake Lansing North Grant

For the meeting agenda of 7/16/18 Human Services and 7/18/18 Finance

---

BACKGROUND

Board of Commissioners Resolution #17-107 authorized the submission of a Michigan Natural Resources Trust Fund Grant for park and accessibility and roadway improvements at Lake Lansing Park North. The Michigan Natural Resources Trust Fund recommended this project for funding. This resolution authorizes the acceptance of the project agreement for the Michigan Natural Resources Trust Fund grant.

The project will provide accessibility improvements throughout the park. These improvements will include paved parking spaces, restroom improvements, paved walkways to connect facilities within the park for people of all abilities, etc. Below is a detailed list of the improvements:

- Replacement of approximately 800 feet of the entrance drive.
- Path widening at Oak Knoll, Sandhill, and Main shelter areas.
- New 6-foot-wide path at Oak Knoll and Sandhill areas.
- ADA paved parking spaces at Oak Knoll, Sandhill, and Main shelter areas.
- Boardwalk replacement and new bench at the Oak Knoll area.
- Replacement of drinking fountains with ones that include a dog bowl and concrete approach at Sandhill and Main shelter areas.
- Native landscaping at the Oak Knoll area.
- Restroom renovations at the Sandhill and Main shelter locations, includes various replacements and reconfigurations of concrete entry slabs, interior walls, partitions and other features.

ALTERNATIVES

This project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. This grant will allow for accessibility improvements throughout the park which include paved parking spaces, restroom improvements for ADA and paved walkways to connect facilities within the park for people of all abilities. The only alternative is to not accept the grant.

FINANCIAL IMPACT

The grant award is in the amount of $244,700, matched with a financial commitment to the project in the amount of $114,900, authorized in Board of Commissioners Resolution #17-107.

This resolution authorizes an additional $100 from the parks general fund to correct the local match to 30% instead of 29.99%. This will bring our local match to a total of $115,000, which is 30% of the total project.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their June 25, 2018 meeting.

RECOMMENDATION

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

Agenda Item 3c

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the amount of $244,700 for the grant application titled Lake Lansing North Park Improvements #TF17-0157 to the Michigan Natural Resources Trust Fund for accessibility improvements throughout the park for people of all abilities at Lake Lansing Park North, located in Meridian Township; and

WHEREAS, these improvements will include paved parking spaces, restroom improvements, paved walkways to connect facilities within the park for people of all abilities, native landscaping, replacement of drinking fountains, path widening, and replacement of approximately 800 feet of the entrance drive, etc.; and

WHEREAS, the required matching funds of $114,900 will come from previously appropriated County funds reserved for this purpose in Resolution #17-107.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes an additional $100 from the Parks general fund for the matching funds for the project.

BE IF FURTHER IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, approves entering into a Project Agreement to accept the $244,700 Michigan Natural Resources Trust Fund Grant for the time period of June 5, 2018 through June 30, 2020 for accessibility improvements throughout the park which include paved parking spaces, restroom improvements for ADA and paved walkways to connect facilities within the park for people of all abilities at Lake Lansing Park North, located in Meridian Township.

BE IF FURTHER IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby accept the terms of the Agreement for grant # TF17-0157 as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide one hundred fifteen thousand ($115,000) dollars to match the grant authorized by the DEPARTMENT.

2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.

3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.

4. To regulate the use of the facility constructed and reserved under this agreement to assure the use thereof by the public on equal and reasonable terms.

5. To comply with any and all terms of said agreement including all terms not specifically set forth in the foregoing portions of this resolution.

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

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

Agenda Item 3d

TO: Board of Commissioners Human Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: June 26, 2018

SUBJECT: Contract with Bornor Restoration, Inc.

For the meeting agenda of 7/16/18 Human Services and 7/18/18 Finance

---

BACKGROUND

The Parks Department owns and maintains the buildings at Lake Lansing Park South. The Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs. The Purchasing Department solicited proposals from qualified and experienced roofing contractors for installing a new asphalt roof on the Band Shell at Lake Lansing Park South.

ALTERNATIVES

The Parks Department owns and maintains the building at Lake Lansing Park South that are in need of roof replacement. Failure to address these needs could result in damage to the building and contents within.

FINANCIAL IMPACT

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Bornor Restoration, Inc. to install a new asphalt roof on the Band Shell at Lake Lansing Park South in a total amount not to exceed $25,000 which includes authorizing roof sheathing/substrate replacement if necessary at a cost of $4.50 per square foot, total contingency of $2,622.

Funds are available in previously approved line item #228-75999-976000-8P04.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their June 25, 2018 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Bornor Restoration, Inc.

Agenda Item 3d

TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: May 16, 2018

RE: Memorandum of Performance for RFP No. 122-18: Installation of Asphalt Roof

Per your request, the Purchasing Department sought proposals from qualified and experienced roofing contractors to install a new asphalt roof on the Band Shell at Lake Lansing Park South.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	107	24
Vendors responding	2*	1

*One (1) bid non-responsive, did not submit bid-bond.

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

Vendor Name	**Local Pref**	**Bid Bond**	**Total Bid**	**COST/SF to replace damaged roof sheathing/substrate, if needed**
Bornor Restoration Inc.	Lansing MI	Yes	$22,378.00	$4.50/SF
Rasmussen LLC	Walker MI	No	Non-responsive (Missing Bid Bond)	

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.

Agenda Item 3d

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH BORNOR RESTORATION, INC.

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Lake Lansing Park South; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced roofing contractors for installing a new asphalt roof on the Band Shell at Lake Lansing Park South; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Bornor Restoration, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Bornor Restoration, Inc. in the total amount not to exceed $25,000 for installing a new asphalt roof on the Band Shell at Lake Lansing Park South, including roof sheathing/substrate replacement if necessary at a cost of $4.50 per square foot, effective the date of execution through December 31, 2018.

BE IT FURTHER RESOLVED, that funds are available in line item #228-75999-976000-8P04.

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 4a

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 28, 2018

SUBJECT: Amendment to Agreement with Cross Country Staffing, Inc.

For the meeting agendas of July 16th and July 18th, 2018

BACKGROUND

Ingham County Health Department (ICHD) is seeking approval to extend the agreement with Cross Country Staffing (CCS) authorizing per diem professional staffing for medication passing services at the Ingham County Jail through July 31, 2020. ICHD currently provides medical services and medications to inmates within the Ingham County Sheriff's Office (ICSO) correctional facility. Medication passing is necessary for the delivery of high quality and efficient health care services to inmates. Resolution #16-233, authorized an extension to the agreement between ICHD and CCS to provide per diem professional staffing for medication passing services at the ICSO correctional facility through July 28, 2018. This amendment to the agreement will include the following amended terms:

- The rates for a LPN increased to $7/hour, a RN increased to $5.50/hr., and a CNA increased to $3/hr. These lower rates have not been updated since 2013, hindering recruitment and leading to vacancies that interrupt services.
- A charge of 18% or the highest maximum lawful rate per annum will be added to the outstanding amount unpaid for thirty days or more.
- The terms of this agreement will renew automatically on an annual basis

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The total costs of this agreement will not exceed what is budgeted for this line item in the budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to extend the agreement with CCS, authorizing per diem professional staffing for medication passing services at the Ingham County Jail. This agreement includes amended terms for staffing rates and late fees, will be effective upon execution through July 31, 2020, and will renew automatically on an annual basis.

Agenda Item 4a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #16-233 AGREEMENT WITH CROSS COUNTRY STAFFING, INC.

WHEREAS, Ingham County Health Department (ICHD) extended the agreement with Cross Country Staffing (CCS) for per diem professional staffing for medication passing services at the Ingham County Jail through July 31, 2020; and

WHEREAS, ICHD currently provides medical services and medications to inmates within the Ingham County Sheriff's Office (ICSO) correctional facility; and

WHEREAS, Resolution #16-233, authorized an extension to the agreement between Ingham County Health Department (ICHD) and CCS, for per diem professional staffing for medication passing services at the ICSO correctional facility; and

WHEREAS, the current agreement with CCS expires on July 28, 2018; and

WHEREAS, medication passing is necessary for the delivery of high quality and efficient health care services inmates; and

WHEREAS, this amendment includes the following amended terms:

- The rates for a LPN increased to $7/hour, a RN increased to $5.50/hr., and a CNA increased to $3/hr. These rates had not been updated since 2013, hindering recruitment and leading to vacancies that interrupt services.
- A charge of 18% or the highest maximum lawful rate per annum will be added to the outstanding amount unpaid for thirty days or more.
- That the terms of the agreement will renew automatically on an annual basis; and

WHEREAS, the increases in cost associated with the increases in the hourly rates for staff are minimal, and assist in recruiting to fulfill the per diem positions; and

WHEREAS, the total costs of this agreement will not exceed what is budgeted for this service line item; and

WHEREAS, the Health Officer and the Ingham Community Health Center Board recommend extending the agreement with CCS through July 31, 2020.

THEREFORE BE IT RESOLVED, that an extension of the agreement between ICHD and CCS for per diem professional staffing for medication passing services at the ICSO correctional facility is authorized through July 31th, 2020.

BE IT FURTHER RESOLVED, that the amended agreement includes the following terms: Rates for a LPN be increased to $7/hour, a RN increased to $5.50/hr., and a CNA increased to $3/hr.

- A charge of 18% or the highest maximum lawful rate per annum will be added to the outstanding amount unpaid for thirty days or more.
- The terms of the agreement will renew automatically on an annual basis.

BE IT FURTHER RESOLVED, that all other terms of the agreement shall remain the same.

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

Agenda Item 4b

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 23, 2018

SUBJECT: Authorization to Amend Resolution 18-158

For the meeting agenda of July 16th and July 18th , 2018

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend Resolution #18-158, changing the terms of the contract by increasing the hourly rate of pay for contracts with licensed dentists to $82.50 - $83.75, and by changing the effective date to July 1, 2018 through June 30, 2019. ICHD's Ingham Community Health Centers (ICHCs) provide dental services through its Forest and Cedar Community Health Center locations. Resolution #18-158, authorized ICHC dental services contract agreements for the period of January 1, 2018 through December 31, 2018, to be paid at the rate of $64.66 - $66.14 per hour for licensed dentists, and $30.88 - $36.63 per hour for licensed dental hygienists, for a total amount not to exceed $172,596. The ICHCs have not been able to successfully recruit dentists through staff or contractual positions, and thus 1.5 FTE Dentist positions remain vacant. However, ICHD and Volunteers of America Michigan (VOA MI) are currently negotiating the possible transfer of the dental clinic operated by VOA MI, co-located with the Ingham Community Health Centers' Sparrow -VOA Health Center location at 430 N. Larch St., Lansing, to the ICHD's Human Services building. Through this potential transfer, there is an opportunity to contract with the licensed dentists currently employed and or contracted at the VOA MI dental clinic at a rate of $82.50 -$83.75 per hour. These contractual dentists would fulfill the existing vacant 1.5FTE dentist positions within the ICHC's budget. The addition of these contractual dentists would sustain dental services for patients at the 430 N. Larch St., Lansing location, and provide needed revenue-generating capacity for billable services.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

Licensed dentists generate needed revenue to support medical and oral health services through the ICHCs. Unless ICHCs are able to secure the licensed dental providers currently providing dental services at the VOA MI dental clinic for a full year at their current rate of pay, ICHCs will continue to lose revenue from the unfilled 1.5 FTE Licensed dentist positions. In addition, ICHCs need to be successful in recruiting these contractual dentists in order to maintain ongoing access to on-site dental services at 430 N. Larch St., Lansing. The licensed dentists contracted under this amended resolution would also be able to provide services across ICHC's mobile dental operation and at Forest Community Health Center-Dental, assisting in capturing the maximum revenue from billable visits provided at these locations.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing an amendment to Resolution #18-158, changing the term of the dental service contracts to be effective July 1, 2018 through June 30, 2019 and increasing the hourly rate of pay for contracts with licensed dentists to $82.50 - $83.75.

ADOPTED - APRIL 10, 2018
AGENDA ITEM NO. 24

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH LICENSED DENTISTS AND HYGIENISTS

RESOLUTION # 18 – 158

WHEREAS, Ingham Community Health Centers (ICHC) of the Ingham County Health Department (ICHD) provides dental services through its Forest and Cedar Community Health Center locations; and

WHEREAS, in 2018, one full-time dentist and one full-time hygienist position will be vacant, due to retirements and staff resignations; and

WHEREAS, historically, filling dental and hygienist positions has taken many months and the extended vacancies lead to reductions in capacity to meet patient demand and revenue goals; and

WHEREAS, ICHD's 2018 Budget includes $172,596 in remaining salary allocations from the vacated positions; and

WHEREAS, contracting services from local licensed dentists and hygienists will enable the ICHD to maintain capacity for service delivery and revenue generation until the time that the permanent positions can be successfully filled; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes dental services contracts with licensed Dentists for the period of January 1, 2018 through December 31, 2018, at the rate of $64.66 - $66.14 per hour; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes dental services contracts with licensed Dental Hygienists for the period of January 1, 2018 through December 31, 2018, at the rate of $30.88 - $36.63 per hour.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes ICHC dental services contract agreements for the period of January 1, 2018 through December 31, 2018, which shall be paid at the rate of $64.66 - $66.14 per hour for licensed Dentists, and $30.88 - $36.63 per hour for licensed Dental Hygienists, for a total amount not to exceed $172,596.

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

HUMAN SERVICES: Yeas: Banas, Tennis, Sebolt, Nolan, Louney
Nays: None **Absent:** Koenig, Naeyaert **Approved 04/02/2018**

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Louney, Schafer
Nays: None **Absent:** None **Approved 04/04/2018**

Agenda Item 4b

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND TO RESOLUTION #18 – 158

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) provide dental services through its Forest and Cedar Community Health Center locations; and

WHEREAS, Resolution #18-158, authorized ICHC's dental services contract agreements for the period of January 1, 2018 through December 31, 2018, to be paid at the rate of $64.66 - $66.14 per hour for licensed dentists, and $30.88 - $36.63 per hour for licensed Dental Hygienists, for a total amount not to exceed $172,596; and

WHEREAS, ICHCs have not been able to successfully recruit contractual dentists through staff or contractual positions, and thus the 1.5 FTE dentist position remains vacant; and

WHEREAS, ICHD and Volunteers of America MI (VOA MI) are currently negotiating the possible transfer of the dental clinic operated by VOA MI, co-located with the ICHCs' Sparrow VOA Health Center location at 430 N. Larch St., Lansing, to ICHD's Human Services building; and

WHEREAS, there is an opportunity to contract with licensed Dentists currently employed and or contracted at the VOA MI dental clinic at a rate of $82.50 -$83.75 per hour to fulfill the existing vacant 1.5FTE Dentist positions within ICHCs and sustain dental services for patients at the 430 N. Larch St., Lansing location; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an amendment changing the term of the dental service contracts to be effective July 1, 2018 through June 30, 2019, and increasing the rate of pay for contracts with licensed Dentists to $82.50 - $83.75 per hour.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the amendment to Resolution #18-158 changing the term of the dental service contracts to be effective July 1, 2018 through June 30, 2019 and increasing the hourly rate of pay for contracts with licensed dentists to $82.50 - $83.75.

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

Agenda Item 4c

TO: Board of Commissioners Human Services and Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 25th, 2018

SUBJECT: FY 18 State of Michigan Comprehensive Agreement Amendment # 3

For the meeting agendas of July 16, 2018 and July 18, 2018

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend the Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) by increasing the funding received by $95,158. Ingham County Health Department (ICHD) currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits state and federal funds to Ingham County to support public health programs. The Board of Commissioners (BOC) authorized the 2017-2018 Comprehensive Agreement through Resolution #17-293 and Amendment # 1 through Resolution # 18-024 and Resolution # 18-081 and Amendment # 2 through Resolution 18-155. This amendment is effective October 1, 2017 through September 30, 2018.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

This amendment will increase the agreement for Comprehensive Local Health Services from $5,440,644 to $5,535,802, an increase of $95,158. The amendment makes the following specific changes in the budget:

Public Health Emergency Preparedness (PHEP) 7/01/18 – 9/30/18: increase of $37,204 from $0 to $37,204
Public Health Emergency Preparedness (PHEP) 10/01/17 – 6/30/18: increase of $9,515 from $117,037 to $126,552
Family Planning Services: increase of $58,000 from $256,392 to $314,392
Childhood Lead Poisoning Education & Outreach: increase of $10,000 from $10,000 to $20,000
TB Control – Federal: increase of $2,432 from $12,513 to $14,945
Vapor Intrusion: increase of $8,507 from $0 to $8,507
WISEWOMAN: decrease of $25,400 from $41,400 to $16,000
Michigan Colorectal Cancer Screening Program: decrease of $5,100 from $5,100 to $0

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 3 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2017 through September 30, 2018.

Agenda Item 4c

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT # 3 TO THE 2017-2018 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

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

WHEREAS, MDHHS and ICHD have entered into a 2017-2018 Comprehensive Agreement authorized in Resolution #17-293; and Amendment # 1 in Resolution #18-024 and Resolution #18-081 and Amendment # 2 in Resolution 18-155; and

WHEREAS, MDHHS has proposed Amendment # 3 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment # 3 to the 2017-2018 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that the total amount of the Comprehensive Agreement funding shall increase from $5,440,644 to $5,535,802, an increase of $95,158.

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to program budgets:

Public Health Emergency Preparedness (PHEP) 7/01/18 – 9/30/18: increase of $37,204 from $0 to $37,204
Public Health Emergency Preparedness (PHEP) 10/01/17 – 6/30/18: increase of $9,515 from $117,037 to $126,552
Family Planning Services: increase of $58,000 from $256,392 to $314,392
Childhood Lead Poisoning Education & Outreach: increase of $10,000 from $10,000 to $20,000
TB Control – Federal: increase of $2,432 from $12,513 to $14,945
Vapor Intrusion: increase of $8,507 from $0 to $8,507
WISEWOMAN: decrease of $25,400 from $41,400 to $16,000
Michigan Colorectal Cancer Screening Program: decrease of $5,100 from $5,100 to $0

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

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit Amendment #3 of the 2017-2018 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

Agenda Item 4d

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 29, 2018

SUBJECT: Resolution to Authorize an Agreement with RegLantern™

For the meeting agenda of July 16th and July 18th, 2018

BACKGROUND

Ingham Community Health Centers (ICHCs) wishes to enter into a 3-year agreement with RegLantern™ for use of their web-based compliance documentation platform. This platform is designed to help establish and maintain compliance with health center program regulations, authorized by section 330 of the Public Health Service (PHS) Act. This agreement will provide access to the web-based platform, review of documents submitted, and consultation identifying 'met', and 'unmet' requirements which help establish and maintain compliance with legislation and regulations. During the last two operational site visits (2014 and 2017), ICHCs were found to have more than four areas of non-compliance, which required excess staff time to complete corrective actions. Future findings of non-compliance may pose risk to the health department's good standing and access to HRSA funds. RegLantern™ services meet and exceed the needs of ICHCs by demonstrating exceptional performance in compliance expertise and overall value for their services. Therefore, Ingham County Health Department (ICHD) is requesting authorization to enter an agreement with RegLantern™ for the use of their web-based compliance documentation effective July 31, 2018 through July 31, 2021 in an amount not to exceed $19,880.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The cost this agreement will be $10,280.00 for the first year which includes the yearly rate of $4,800.00, a one-time start-up fee of $500.00 and a one-time document review fee of $4,980.00. After the first year, the cost of this agreement will be the annual rate of $4,800.00. The total cost of this agreement will be $19,880.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to enter an agreement with RegLantern™ for use of their web-based platform effective July, 31, 2018 through July 31, 2021 in an amount not to exceed $19,880.

Agenda Item 4d

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER AGREEMENT WITH REGLANTERN™

WHEREAS, Ingham Community Health Centers (ICHCs) wishes to enter into a 3-year agreement with RegLantern™ for use of their web-based compliance documentation platform; and

WHEREAS, this platform is designed to help establish and maintain compliance with health center program regulations, authorized by section 330 of the Public Health Service (PHS) Act; and

WHEREAS, this agreement will provide access to the web-based platform, review of documents, and consultation identifying 'met', and 'unmet' requirements which help establish and maintain compliance with legislation and regulations; and

WHEREAS, during the last two Operational Site Visits, in 2014 and 2017, ICHCs were found to have more than four areas of non-compliance requiring excess staff time to complete corrective actions; and

WHERAS, future findings of non-compliance may pose risk the health department's good standing and access to HRSA funds; and

WHEREAS, RegLantern™ services meet and exceed the needs of ICHCs by demonstrating exceptional performance in compliance expertise and overall value for their services; and

WHEREAS, Ingham County Health Department (ICHD) is requesting authorization to enter into an agreement with RegLantern™ for the use of their web-based documentation platform, effective July 31, 2018 through July 31, 2021, in an amount not to exceed $19,880; and

WHEREAS, the Health Officer and ICHCs Board of Directors recommend entering a contractual agreement with RegLantern™ for use of their web-based platform.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering an agreement with RegLantern™ for the use of their web-based documentation platform, effective July 31, 2018 through July 31, 2021, in an amount not to exceed $19,880.

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

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

Agenda Item 4e

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 28, 2018

SUBJECT: Agreement with MessageMakers

For the meeting agendas of July 16 and July 18, 2018

BACKGROUND

Ingham County Health Department, (ICHD) wishes to enter into an agreement with MessageMakers (MM) for communication services. In 2017, ICHD was awarded a grant from the Kresge Foundation for the proposed project of creating a designation of best practice for exemplifying Health Equity and Social Justice (HESJ) in everyday practice and service. Under this grant, ICHD was challenged to establish a new, transformative role within the community it serves. ICHD chose the role of transformation through assisting human service agencies with the ability to assess their policies, procedures and practices through a health equity lens. This goal necessitates developing a health equity assessment, health equity tools, a health equity report, a retrofit brand, and messaging for ICHD.

Ingham County's Purchasing department issued a Request for Proposals (RFP) for communication services. While all of the proposals received were from companies with high levels of experience and expertise, the proposal submitted by MessageMakers offered the most comprehensive set of deliverables. The cost of this agreement totaling $30,000 is completely funded by the Kresge Grant and will be effective July 15, 2018 through September 30, 2018.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

There is no financial impact as all costs associated with this agreement will be completely funded by the Kresge grant, approved by Resolution #17-385.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based upon the information presented, I respectfully recommend approval of the attached resolution to enter an agreement with MessageMakers in the amount of $30,000.00, effective July 15, 2018 through September 30, 2018.

Agenda Item 4e

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER AGREEMENT WITH MESSAGEMAKERS

WHEREAS, Ingham County Health Department (ICHD) was awarded a grant from the Kresge Foundation for the proposed project of creating a designation of best practice for exemplifying Health Equity and Social Justice (HESJ) in everyday practice and service; and

WHEREAS, under the Kresge grant, ICHD has taken the initiative to establish a new, transformative role of assisting human service agencies with the ability to assess their policies, procedures and practices through a health equity lens; and

WHEREAS, this goal necessitates developing a Health Equity Assessment, Health Equity Tools a Health Equity Report, and a retrofit brand identity and messaging; and

WHEREAS, in order for ICHD to reach these objectives, the Kresge Foundation recommends and supports communications consulting to help build the capacity to implement this transformative role; and

WHEREAS, the Ingham County Purchasing Department issued a Request for Proposals (RFP) for communication services; and

WHEREAS, MessageMakers proposed a comprehensive set of communication services in response to the RFP Packet 98-19 that meets the needs of the Kresge grant; and

WHEREAS, the cost of this agreement totaling $30,000 is completely funded by the Kresge grant and approved by Resolution #17-385; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes approval of an agreement with MessageMakers for communication services effective July 15, 2018 through September 30, 2018 in an amount not to exceed $30,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes approval of an agreement with MessageMakers for communication services effective July 15, 2018 through September 30, 2018 in an amount not to exceed $30,000.

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

Agenda Item 4f

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 28, 2018

SUBJECT: Authorization for Short Term Lease With VOA-MI Dental Clinic

For the meeting agendas of July 16th and July 18th, 2018

BACKGROUND

Volunteers of America of MI (VOAMI), located at 430 N. Larch Street, in Lansing, Michigan is ceasing its dental clinic operations effective July 1, 2018. Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) is seeking an agreement to continue providing dental services at the 430 N. Larch location, which will be billable under the SMG-VOA Community Health Center, co-located in an adjacent space at this same address. ICHD has the capacity to absorb the existing VOAMI dental staff through existing vacant positions in the FY 2018 Budget (1.0 FTE Dental Assistant, 1.0 FTE Dental Hygienist and 1.5 FTE Dentists). In order to avoid a disruption in dental service delivery to patients at the 430 N. Larch Street location, ICHD wishes to enter a short term lease. This short term lease will include dental clinic space, equipment, furnishings and electronic dental record licenses necessary to operate the dental clinic through September 20, 2018, while terms of the comprehensive transfer and lease agreements are negotiated for an effective date of October 1, 2018. Should long term lease/transfer agreement terms for the dental clinic space not be reached by October 1, 2018, ICHD will not incur financial risk, as the staff will continue to fulfill budgeted positions and continue billable services provided through the Forest Community Health Center and the Mobile Dental programs. The cost of the short term lease (Effective July 1, 2018 through September 30, 2018) would be at the rate of $5/square foot for 1,300 square feet (totaling $6,500 divided by 12 months = $542.00) a month, plus $1.00 a month lease for equipment and furnishings, and a $650 monthly fee for electronic dental record access in the VOA dental clinic, for a total of $1,193/month.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The cost of the short term lease (Effective July 1, 2018 through September 30, 2018) will be at the rate of $5/square foot for 1,300 square feet (totaling $6,500 divided by 12 months = $542.00) a month, plus $1.00 a month lease for dental clinic space, equipment and furnishings, and a $650 monthly fee for electronic dental record access used in the VOA Dental Clinic, totaling
$1,193 per month. The total costs not budgeted for the three month lease will total $3,578.00 and will be covered through billable visits generated from services provided at the VOA Dental Clinic.

OTHER CONSIDERATIONS

There are no other considerations.

STRATEGIC PLAN IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend authorization to enter a short term lease agreement with the Volunteers of America Michigan for 1,300 square feet of dental clinic space, located at 430 N. Larch Street in Lansing, along with furnishings, equipment, and electronic dental record access, at a rate of $1,193 a month for three months, totaling $3,578, to be effective July 1, 2018 through September 30, 2018.

Agenda Item 4f

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE FOR SHORT TERM LEASE WITH VOA-MI DENTAL CLINIC

WHEREAS, Volunteers of America of MI (VOAMI) is ceasing its operation of the dental clinic located at 430 N. Larch Street in Lansing, Michigan effective July 1, 2018; and

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) are pursuing an agreement to continue providing dental services at the 430 N. Larch Street location, which will be billable under the SMG-VOA Community Health Center, which is co-located in an adjacent space at this address; and

WHEREAS, ICHD has the capacity to absorb the existing VOAMI dental staff through existing vacant positions in the FY 2018 Budget (1.0 FTE Dental Assistant, 1.0 FTE Hygienist and 1.5 FTE Dentists); and

WHEREAS, in order to avoid a disruption in service delivery to patients at the 430 N. Larch Street location, ICHD wishes to enter a short term lease for space, equipment, furnishings and electronic dental record licenses necessary to operate the dental clinic through September 20, 2018, while terms of comprehensive transfer and lease agreements are negotiated for an effective date of October 1, 2018; and

WHEREAS, should long term lease/transfer term agreements for the dental clinic space not be reached by October 1, 2018, ICHD would not incur financial risk, as the staff would continue to fulfill budgeted positions and would continue billable services provided through the Forest Community Health Center and the Mobile Dental programs; and

WHEREAS, the cost of the short term lease would be at the rate of $5/square foot for 1,300 square feet (totaling $6,500 divided by 12 months = $542.00) a month, plus $1.00 a month lease for equipment and furnishings, and a $650 monthly fee for electronic dental record used in the VOA dental clinic; and

WHEREAS, the total monthly cost of the short term lease would be at $1,193/month for three months, effective July 1, 2018 through September 30, 2018, for a total unbudgeted cost of $3,576.00; and

WHEREAS, the unbudgeted costs will be covered through billable visit revenue for services provided at the VOA Dental Clinic; and

WHEREAS, the Health Officer and the Ingham Community Health Center Board supports entering a short term lease agreement with VOAMI for the dental clinic space, equipment and electronic dental record access.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize a lease agreement with VOAMI for dental clinic space, equipment and electronic dental record access effective July 1, 2018 through September 30, 2018 at the rate of $5/square foot for 1,300 square feet (totaling $6,500 divided by 12 months = $542.00) a month, plus $1.00 a month lease for equipment and furnishings, and a $650 monthly fee for electronic dental record used in the VOA dental clinic.

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

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

Agenda Item 4g

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 3, 2018

SUBJECT: Resolution to Fund Support Staff to Youth Commission

For the meeting agendas of July 16, July 17 and July 18, 2018

BACKGROUND

Ingham County Health Department (ICHD) is seeking funding for an ICHD employee to serve as support staff and advisor to the Ingham County Youth Commission (ICYC) on behalf of the Ingham County Board of Commissioners (BOC). The Ingham County BOC requested that ICHD appoint a staff member to serve in this capacity to assist and advise the ICYC. ICHD selected an employee with qualifications and experience to serve in this capacity, but because this employee is in a grant funded position, other funds would be necessary to cover non-grant funded work by this employee. ICHD is requesting the estimated cost of $2,000 to cover work related to supporting the ICYC, be provided through funds from the contingency balance. This agreement will be in effect upon approval and be ongoing.

ALTERNATIVES

BOC finds other means to support the Ingham County Youth Commission.

FINANCIAL IMPACT

If approved, all funding to cover this support staff position in the amount of $2,000 would be provided through funds from the contingency budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support transferring $2,000 in funds from the contingency budget to cover costs of an ICHD employee serving as support to the Ingham County Youth Commission on behalf of the Ingham County Board of Commissioners, effective upon approval and ongoing.

Agenda Item 4g

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO FUND SUPPORT STAFF FOR THE INGHAM COUNTY YOUTH COMMISSION

WHEREAS, Ingham County Health Department (ICHD) is seeking funding for an ICHD employee to serve as support staff and advisor to the Ingham County Youth Commission (ICYC) on behalf of the Ingham County Board of Commissioners (BOC); and

WHEREAS, the Ingham County BOC requested that ICHD appoint an employee to serve in this capacity to assist and advise the ICYC; and

WHEREAS, ICHD selected an employee with qualifications and experience to serve in this capacity, but because this employee is in a grant funded position, other funds would be necessary to cover non-grant funded work by this employee; and

WHEREAS, ICHD is requesting the estimated cost of $2,000 to cover work related to supporting the ICYC, be provided through funds from the contingency balance; and

WHEREAS, the Health Officer recommends that the estimated costs of $2,000 to cover the work related to supporting the ICYC, be provided through funds from the contingency balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes transferring $2,000 in funds from the Contingency budget to cover costs of an ICHD employee serving as support to the Ingham County Youth Commission on behalf of the Ingham County Board of Commissioners.

BE IT FURTHER RESOLVED, that the Controller/Adminsitrator 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 4h

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 28, 2018

SUBJECT: Authorization to Convert Two Part-Time Nurse Positions

For the meeting agenda of July 16th and July 18th, 2018

BACKGROUND

Ingham County Health Department wishes to convert two vacant part-time Health Center Nurse positions into a single full-time Health Center Nurse position in order to successfully recruit and fill a full 1.0 FTE. Ingham County Health Department's (ICHD) Community Health Centers (CHCs) delivers pediatric and women's health services through its Cedar Community Health Center location at 5303 S. Cedar Street in Lansing. Cedar Community Health Center recently had two part-time Health Center Nurses retire from its operation: position #601283 (Cedar Pediatrics) and #601247 (Women's Health). Half-time positions have been historically less attractive to potential candidates and can result in prolonged vacancies. This can hinder capacity to deliver high quality patient care and meet operational needs. Merging the two part-time positions to create a single full-time Health Center Nurse position increases the likelihood of timely success in filling the full 1.0 FTE, and better supports operational capacity to meet patient care needs. Current staffing levels will be sustained by the full-time Health Center Nurse dividing time between the Women's Health and Cedar Pediatric clinics of the Cedar Community Health Center.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The conversion of Health Center Nurse positions #601283 and #601247 into a single 1.0 FTE Health Center Nurse (MNA Grade 6/ Step 5) will result in a $2,979 decrease in costs incurred by ICHD.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to convert the two part-time Health Center Nurse Positions to a single full-time Health Center Nurse Positions. Which will result in a $2,979 decrease in costs incurred by ICHD.

Agenda Item 4h

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT TWO PART-TIME NURSE POSITIONS

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) delivers pediatric and women's health services through its Cedar Community Health Center location at 5303 S. Cedar Street in Lansing; and

WHEREAS, Cedar Community Health Center recently had two part-time Health Center Nurses retire from its operation: (position #601283 at Cedar Pediatrics and #601247 at Women's Health); and

WHEREAS, ICHD wishes to convert these two vacant part-time Health Center Nurse positions into a single full-time Health Center Nurse position in order to successfully recruit and fill a full 1.0 FTE; and

WHEREAS, half-time positions have been historically less attractive to candidates and can result in prolonged vacancies, which hinder capacity to deliver high quality patient care and meet operational needs; and

WHEREAS, merging the two part-time positions to create a single full-time Health Center Nurse position increases the likelihood of timely success in hiring to fulfill the full 1.0 FTE, and better supports operational capacity to meet patient care needs; and

WHEREAS, current staffing levels will be sustained by the full-time Health Center Nurse dividing time between the Women's Health and Cedar Pediatric clinics of the Cedar Community Health Center; and

WHEREAS, the Health Officer recommends, and the Ingham Community Health Center Board supports the conversion of Health Center Nurse positions #601283 and #601247 into a single 1.0 FTE Health Center Nurse (MNA Grade 6/ Step 5) will result in a $2979.00 decrease in costs incurred by ICHD.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the two vacant part-time Health Center Nurse positions (#601283 and #601247) into a single 1.0 FTE Health Center Nurse (MNA Grade 6/ Step 5).

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

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

Agenda Item 4i

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 9, 2018

SUBJECT: Agreement with University of Michigan Flint for Engaged Father Program

For the meeting agendas of July 16 & 18, 2018

BACKGROUND

Ingham County Health Department (ICHD) wishes to partner with UM-Flint to implement the Engaged Father Program Logic Model at seven Michigan Healthy Start home visitation sites, including Ingham County Health Department (ICHD) Healthy Start in order to promote infant wellbeing by providing expectant and new fathers with parent education, support, and access to resources during their transition to parenthood. The University of Michigan-Flint (UM-Flint) was awarded funds from the Michigan Health Endowment Fund (MHEF) along with Medicaid Match funds to support a project designed to reduce risk factors associated with infant mortality and other negative birth outcomes by significantly improving the provision of services to expectant and new fathers within Michigan. These funds from MHEF and Medicaid Match will be used for evaluation of the Dads Matter initiative and will be further used for training of the Fatherhood Facilitator in the 24/7 Dad Curricula, and for the design and printing of program literature. Key outcomes of the Engaged Father Program include increased participation in Healthy Start home visitation, increased knowledge of infant health and infant safe care, and improved infant health outcomes such as reduced infant mortality, infant low birth weight, and infant preterm birth.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

Under this subcontract, UM-Flint will provide ICHD with up to $60,000 in funding to implement the Engaged Father Program for the period of April 1, 2018 through September 30, 2018. This funding was not anticipated in the ICHD FY 2018 budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend the Board of Commissioners approve the attached resolution authorizing an agreement with the UM-Flint for the Engaged Father Program, in an amount not to exceed $60,000 for the period of April 1, 2018 through September 30, 2018.

Agenda Item 4i

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #18-159 TO AUTHORIZE AN AGREEMENT WITH UNIVERSITY OF MICHIGAN-FLINT FOR IMPLEMENTATION OF THE ENGAGED FATHER PROGRAM

WHEREAS, the University of Michigan-Flint (UM-Flint) was awarded funds from the Michigan Health Endowment Fund (MHEF) along with Medicaid Match funds to support a project designed to reduce risk factors associated with infant mortality and other negative birth outcomes by significantly improving the provision of services to expectant and new fathers within Michigan; and

WHEREAS, the project includes implementation of the Engaged Father Program at seven Michigan Healthy Start home visitation sites, including Ingham County Health Department (ICHD) Healthy Start; and

WHEREAS, the project will utilize the Engaged Father Program Logic Model to promote infant wellbeing by providing expectant and new fathers with parent education, support, and access to resources during their transition to parenthood; and

WHEREAS, key outcomes of the Engaged Father Program include increased participation in Healthy Start home visitation, increased knowledge of infant health and infant safe care, and improved infant health outcomes such as reduced infant mortality, infant low birth weight, and infant preterm birth; and

WHEREAS, UM-Flint has requested to subcontract with ICHD for the Engaged Father Program, in an amount not to exceed $60,000 for the period of April 1, 2018 through September 30, 2018; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with the UM-Flint for the Engaged Father Program, in an amount not to exceed $60,000 for the period of April 1, 2018 through September 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the UM-Flint for the Engaged Father Program, in an amount not to exceed $60,000 for the period of April 1, 2018 through September 30, 2018.

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

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

Agenda Item 4j

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING LISA DOUTHERD

WHEREAS, Lisa Doutherd began her career with the Ingham County Health Department's (ICHD) Child Health Center in 1988, registering children for their Early and Periodic Screening, Diagnostic and Treatment (EPSDT) testing which provides Medicaid eligible children with a broad array of preventive and treatment services; and

WHEREAS, in 1989 Lisa was hired by Dr. Renee Canady as the Lead Social Worker for the Willow Health Center's Turning Point Program, where she provided social work services for children and adolescents in the clinic until 2013, serving a total of 24 years with the Ingham County Willow Health Center; and

WHEREAS, Lisa participated in several social justice trainings and made it a priority to address the realities of health inequities through her work as Lead Social Worker and Clinical Supervisor; and

WHEREAS, Lisa has served as a preceptor for various local colleges and universities with students in pursuit of their social work degrees; and

WHEREAS, in 2013 Lisa transitioned to the role of Clinical Supervisor for Pathways to Better Health, Community Health Worker program, later named Pathways to Care; and

WHEREAS, Lisa became instrumental in implementing a Centers for Medicare and Medicaid Services grant which provided support, advocacy and care coordination for individuals and families experiencing chronic disease and other risk factors in the Tri-County area; and

WHEREAS, Lisa assisted with coordination of the Mobile Health Clinics, which provided access to care and connection to community resources throughout the high risk areas of the community; and

WHEREAS, Lisa leaves ICHD with an enduring mark of her humbleness, servant hood, professionalism, loyalty, perseverance and a genuine love for Ingham County Health Department and the Ingham County community.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Lisa Douthard for her 30 years of dedicated service to the community and for the contributions she has made to ICHD.

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

Agenda Item 5

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: June 15, 2018

SUBJECT: Resolution Authorizing the Fourth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020

For the meeting agendas of July 16 and July 18

BACKGROUND

This resolution authorizes the fourth amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2016 through December 31, 2020; specifically the scope of services which will be effective from October 1, 2018 through September 30, 2019. For the period October 1, 2018 through September 30, 2019 the County will reimburse CATA as set forth in the attached Scope of Services.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of $3,544,944 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of $663,675 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of $131,568 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2019 Fiscal Year.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long term objectives of assisting in meeting basic needs, promoting accessible healthcare and fostering economic wellbeing.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

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

Agenda Item 5

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE FOURTH AMENDMENT TO THE AGREEMENT WITH THE CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2016 THROUGH DECEMBER 31, 2020

WHEREAS, an agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2020; and

WHEREAS, in August 2016, the electorate approved a countywide public transportation millage level of 60/100 (.60) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and be used to provide the transportation service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the countywide public transportation millage.

BE IT FURTHER RESOLVED, that for the period October 1, 2018 through September 30, 2019 the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, the Chairperson of the Board and the County Clerk are hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.

INGHAM COUNTY PROPOSED SCOPE OF SERVICE

For October 1, 2018 through September 30, 2019

For fiscal year 2019, Ingham County projects tax revenue in the amount of $4,340,187 from the Special Transportation Millage. As the County's contractor, CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.

2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. CRS also refers to the Mason Connector, Williamston-Webberville Connector and Mason Redi-Ride routes. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of $663,675 of funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.

3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum $3,544,944 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administrating and marketing Spec-Tran.

4. The amount of $131,568 shall be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2019 Fiscal Year. CATA has no responsibility for this service and does not participate in its operation or funding.

AGENDA ITEM # 4

72 (Rev. 04-15)

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

May 14, 2018

Ms. Carol Koenig, Chair
Ingham County Board of Commissioners
PO Box 319
Mason, MI 48854

Dear Ms. Koenig:

TRI-COUNTY CONVENTION FACILITIES TAX/4% STATE-WIDE LIQUOR TAX

Distribution for 2018 and 2019

Counties share in the tri-county convention facilities tax levied under the State Convention Facilities Development Act (1985 Public Act 106) and the 4 percent liquor tax levied under the Michigan Liquor Control Code of 1998 (1998 Public Act 58), when those revenues exceed the debt service requirements and operational expenditures for convention facilities. The General Property Tax Act (MCL 211.24e(2)) requires the State Treasurer to annually certify an estimate of revenues to be received by counties under 1985 Public Act 106. The estimated amount of the convention facility/liquor tax (CFT) distribution to Ingham County from FY 2017-18 collections is $1,409,261. The final FY 2017-18 distribution to counties will be made in October 2018. The estimated amount of the convention facility/liquor tax distribution to Ingham County from FY 2018-19 collections is $1,409,713. This FY 2018-19 estimate is provided for county budgeting purposes only.

Reduction in Base Tax Rate for 2018 Truth-In-Taxation Hearing Purposes

MCL 211.24e(4) requires that the FY 2017-18 CFT estimate be adjusted by the difference between the estimated and actual distribution for FY 2016-17. The difference for Ingham County between the actual FY 2016-17 distribution and the Department of Treasury estimate of that distribution is $0. Therefore, the amount of the CFT distribution that is to be used to reduce the Ingham County base tax rate for 2018 truth-in-taxation hearing purposes under MCL 211.24e(2) is $1,409,261 ($1,409,261 + $0).

CIGARETTE TAX/HEALTH AND SAFETY FUND ACT

Distribution for 2018 and 2019

When cigarette tax revenues exceed $875.2 million, counties receive a share of those revenues under the Health and Safety Fund (HSF) Act (1987 Public Act 264). Cigarette tax revenues were below $875.2 million in FY 2016-17, and are estimated to be below $875.2 million in FY 2017-

18 and FY 2018-19. Therefore counties received no HSF distribution in 2017, and are estimated to receive no HSF distribution in 2018 or 2019.

SUMMARY INFORMATION

The total amount from liquor and cigarette tax distributions that Ingham County must use to reduce its base tax rate for 2018 truth-in-taxation hearing purposes is $1,409,261. If a county's 2018 base tax rate, after the reduction for CFT and HSF revenue, is greater than the 2018 millage the county proposes to levy, the county is not required to hold a truth-in-taxation hearing.

Counties may follow the truth-in-taxation hearing process to use the revenues for increased spending, but 50 percent of the CFT revenue not used to reduce their millage rate is required by MCL 211.24e(2) to be distributed to the county's designated substance abuse coordinating agency for substance abuse programs. All of the HSF revenues not used to reduce their millage rate must be spent as specified in 1987 Public Act 264. A Property Services Division bulletin, which explains the required calculations of MCL 211.24e(2) and 1987 Public Act 264, has been distributed to your county treasurer and is available upon request.

Sincerely,

Evah Cole

Evah Cole, Division Administrator
Revenue Sharing and Grants Division

c: County Treasurer
County Equalization Director
County Executive/Administrator/Controller/Coordinator