

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
CHRIS TRUBAC
RYAN SEBOLT
THOMAS MORGAN
DERRELL SLAUGHTER
EMILY STIVERS
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, FEBRUARY 4, 2019 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [January 14, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Health Department/Sheriff's Office – [Jail Medical Reorganization](#) Discussion
2. Community Mental Health – Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) for [Health Services](#) Millage Eligible Services
3. Parks Department
 - a. Resolution to Authorize Contracts for Trails and Parks Millage [Applications](#)
 - b. Resolution to Authorize a Contract with [Laux Construction, LLC](#)
 - c. Trails and Parks Millage [2019 Update](#)
4. Parks Department and Potter Park Zoo – Resolution to Implement a [Revenue Management System](#)
5. Health Department
 - a. Resolution to Amend Lease Agreement with [Holy Cross Services](#)
 - b. Resolution to Authorize [Amendment # 2](#) to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services
 - c. Resolution to Authorize an Agreement with [Florida State](#) University
 - d. Resolution to Authorize a Lease Agreement for [1100 W. Saginaw](#), Lansing
 - e. Resolution to Authorize an Extension to Agreement with MSU for Psychiatric Services and to Increase [Psychiatric Services](#) to a .7 FTE Position
 - f. Resolution to Convert Primary Care Physician Position to [Nurse Practitioner & Medical Assistant 1](#) Positions (*Discussion*)
 - g. Resolution Honoring [Jennifer Allswede](#) on the Event of Her Retirement

6. Board Referrals
 - a. Letter from Lansing City Mayor Andy Schor Regarding the Consideration of Funding for the [Cambridge Pathway](#) Extension Application
 - b. Resolution 2019-12 from the [Bay County](#) Board of Commissioners Regarding Revisions to the Medicare Prescription Drug Bill of 2003

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
January 14, 2019
Draft Minutes

Members Present: Morgan, Naeyaert, Sebolt, Slaughter, Stivers (arrived at 6:31 p.m.),
Tennis, and Trubac (arrived at 6:31 p.m.).

Members Absent: None.

Others Present: Commissioner Randy Maiville, Commissioner Bryan Crenshaw, Becky
Bennett, Jared Cypher, Sue Graham, Liz Noel, Tyler A Smith, and others.

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

Approval of the December 3, 2018 Minutes

WITHOUT OBJECTION, CHAIRPERSON TENNIS RECOGNIZED THAT THE MINUTES OF THE
DECEMBER 3, 2018 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS
PRESENTED. Absent: Commissioners Trubac and Stivers

Additions to the Agenda

None.

Limited Public Comment

None.

Commissioners Trubac and Stivers arrived at 6:31 p.m.

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

2. Parks Department
 - a. Resolution Honoring Jeff Gehl
 - b. Resolution Honoring Teri Banas

3. Health Department
 - a. Resolution to Extend Cooperative Operational Agreement with the Ingham
Community Health Center Board of Directors
 - b. Resolution to Authorize the Acceptance of Complimentary Movie Theater Passes
from NCM
 - c. Resolution to Accept an Award through the National Maternal and Child Oral
Health Resource Center at Georgetown University
 - d. Resolution to Appoint Dr. David Scott Moons, M.D., Ph.D., as a Deputy Medical
Examiner for Ingham County

THE MOTION CARRIED UNANIMOUSLY.

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

1. Fair
 - a. Resolution to Authorize a Contract with Dietz Janitorial for as Needed Cleaning at the Ingham County Fairgrounds Community Hall

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE RESOLUTION.

Commissioner Sebolt stated that it appeared that the County had requested bids for the contract, but that there was no information about any bids in the Committee materials.

Jared Cypher, Deputy Controller, stated that the Purchasing Department was involved in the bidding process, and that it seemed that the bids were not provided because the contract value was below the threshold at which that information was required.

Commissioner Sebolt asked whether Dietz Janitorial was being required to comply with the County's recently-amended equal employment opportunity rules.

Chairperson Tennis stated that all vendors are supposed to meet the County's requirements for a living wage, non-discrimination, and more.

Mr. Cypher stated that he believed the equal employment opportunity information was included in the contract as an addendum, but that he would make sure.

THE MOTION CARRIED UNANIMOUSLY.

1. Fair
 - b. Fair Manager Position (*Discussion*)

Chairperson Tennis stated that the County was currently looking for a new Fair Manager. He further stated that the position had seen a lot of turnover in the previous decades.

Mr. Cypher stated that there had been seven Fair Managers since 2005. He further stated that not all of them had been terminated, and that some had left in favor of other opportunities.

Mr. Cypher stated that something was creating turnover in the position, and that it would be better for the County if the next Fair Manager would last for a while. He further stated that the Fair Manager was appointed by the Board of Commissioners, and that Becky Bennett, Board of Commissioners Office Director, and Sue Graham, Human Resources Director, were present to contribute.

Mr. Cypher stated something was not right with the hiring for the Fair Manager position, and that he wanted to ask the Committee what they wanted in a Fair Manager in order to fix the turnover problem. He further stated that something seemed to be missing.

Commissioner Morgan asked what the Fair Manager salary was.

Mr. Cypher stated that the Fair Manager was compensated at MCF 12, which ranged from \$72,161 to \$86,612 per year.

Commissioner Naeyaert stated that she would like the Fair Manager to be someone familiar with the Fair, but with greater expertise than a farmer or 4-H member. She further stated that the Fair Manager should have management experience, and that while a Bachelor's degree may not be necessary, it should be on the table as something to raise the bar.

Commissioner Naeyaert stated that the salary seemed very good for the position, and that there was no reason why the last two Fair Managers should have failed to complete projects, and that she was grateful Steve Taylor, Fair Foundation, was able to step in and assist. She further stated that the Fair Manager should be someone involved in Fairs and exhibitions, with business management experience.

Commissioner Naeyaert stated that the City of Mason was willing to coordinate with the Fair, and that there were a lot of things that could be achieved through cooperation. She further stated that the Fairgrounds was in use almost every weekend, and that customers at the Fair probably would not be opposed to paying an entrance fee to support the Fair.

Commissioner Naeyaert stated that it was possible that there were qualified people around the State looking for an opportunity like the Fair Manager job, and that the County was desirable to live in. She further stated that the Board of Commissioners should take control of the appointment process in a serious way.

Commissioner Naeyaert stated that during Fairs, there were a lot of people in the Mason area attending the Fair, but that for some reason the money was not being made. She further stated that it was difficult to see the point of putting the Fair on if it could not be self-sustaining.

Commissioner Morgan stated that “you get what you pay for,” and that he would like to know whether the salary for the County Fair Manager was comparable to that paid by other counties. He further stated that raising the classification for the position might end the “revolving door” problem, and that it cost the County more to keep hiring new Fair Managers than it would to retain a qualified person at a higher rate of pay.

Commissioner Crenshaw asked whether there had been exit interviews conducted with departing Fair Managers in the past.

Mr. Cypher stated that he was not aware of any exit interviews, with the exception of the last two Fair Managers, and that their reasons for leaving were known.

Commissioner Morgan stated that he would like to see research on what people in comparable positions throughout the State were earning, and wanted to make the County competitive. He further stated that he would like the Fair Manager position to attract more applicants.

Commissioner Slaughter asked where the job vacancy was being posted.

Mr. Cypher stated that the position was not currently posted, because he wanted to wait until after the Committee meeting to post it. He further stated that the Fair Manager position would be posted at all usual County places, as well as job listings with the Michigan Association of Festivals and Events, and a national organization.

Commissioner Crenshaw asked how many applications were received the last time a Fair Manager had been hired.

Mr. Cypher stated that the number was somewhere in the teens.

Becky Bennett, Board of Commissioners Office Director, stated that she had not received the applications, and therefore could not estimate the total received.

Mr. Cypher stated that of all the applications, there were five qualified applicants, and that three had been interviewed.

Commissioner Crenshaw asked how many applications had been received during the hiring process for the Fair Manager the time before last.

Mr. Cypher stated that he could get information on the number of applications that had been received for the Fair Manager position during each hiring process before the most recent one.

Commissioner Sebolt stated that the job description should place the accounting and promotion requirements first, because those duties comprised a large proportion of the job. He further stated that keeping a budget, and doing sales and marketing made up much of the Fair Manager's work.

Mr. Cypher stated that as the day-to-day supervisor, he was disappointed at the deterioration of the Fair facilities. He further stated that the Board of Commissioners had taken money from the Capital Fund to make up the Fair's operating shortfalls, and that the Fair Manager would need to be a "jack of all trades."

Mr. Cypher stated that perhaps the Fair Manager job could be divided, with the maintenance, upkeep, and Capital Improvements Plan duties being reassigned to the Facilities Department. He further stated that doing so would narrow the job description to require mostly business expertise, while Facilities could do work that fell in their area of expertise.

Mr. Cypher stated that if the job description was altered to define the skill set needed for the job, a more well-rounded or more experienced candidate might be attracted.

Commissioner Naeyaert stated that the Fair Manager job could be split into one management position and one marketing position, and that she would like something to be happening at the Fairgrounds every weekend.

Mr. Cypher stated that there was something happening almost every weekend at the Fairgrounds as things stood. He further stated that the Fairgrounds was huge, and there was room to expand activities at the Fairgrounds because multiple events could be held at the same time there.

Commissioner Naeyaert stated that events booked at the Fairgrounds were not all Fair-related, and that camper shows, gun and knife shows, and vintage markets all took place there. She further stated that those events only used the main building, and that the banquet room and barns could be used.

Commissioner Naeyaert stated that the grandstand needed to be built, and that shows could not be held at the Fairgrounds until it was completed.

Discussion.

Commissioner Sebolt stated that Ms. Bennett should have sign-off authority on the hiring process for the Fair Manager position. He further stated that previous hiring processes had not been communicated as effectively as possible, and that Ms. Bennett should have final sign-off.

Mr. Cypher asked what the Committee wanted the hiring process to look like. He further stated that in previous processes, there had been a blended interview panel of Commissioners and Fair Board members, then the Fair Board voted on a candidate, and finally the Board of Commissioners voted on a candidate.

Mr. Cypher stated that in previous hiring processes, the Board of Commissioners had found itself voting on candidates without most Commissioners ever meeting them. He further stated that he wanted the Board of Commissioners to be comfortable with the person it was voting on, and that perhaps Ms. Bennett and Sue Graham, Human Resources Director, could help.

Chairperson Tennis stated that during a previous hiring process, an interview panel of Board of Commissioners volunteers had been created, and that not very many had volunteered. He further stated that this hiring process was strange, because it involved the Fair Board as well.

Commissioner Crenshaw asked whether the Board of Commissioners was required to include the Fair Board or not.

Mr. Cypher stated that the Fair Board was an advisory board, so he was fairly certain the Board of Commissioners was not required to include them in the process.

Ms. Bennett stated that the last two rounds of hiring positions appointed by the Board of Commissioners had been conducted using a committee of Commissioners, along with a few non-voting members who were familiar with the position and could weigh in. She further stated that the process had worked well that way.

Commissioner Naeyaert stated that she liked that process, and that it was very important to her to hear what people who would be working directly with the candidate thought. She further stated that people often were not hesitant to share their opinions, and that the Fair Board was likely to be more unified in its opinions of candidates, while the Board of Commissioners was more varied.

Commissioner Crenshaw stated that the hiring process for Animal Control Director and Chief Public Defender had been helpful, because all Commissioners had been present, along with the public. He further stated that all parties had felt included, and all were comfortable with the vote.

Commissioner Crenshaw stated that this type of model for the Fair Manager hiring process, and all future hiring processes would be helpful. He further stated that one interview for each candidate, and one vote worked better than a multi-step process.

Commissioner Sebolt stated that the model described by Commissioner Crenshaw would have resulted in Commissioner Sebolt making a hiring decision alone during the previous hiring of the Fair Manager.

Commissioner Maiville stated that the judges had been allowed to vote during the Chief Public Defender hiring process.

Commissioner Crenshaw stated that the judges had been allowed to vote during the process of comparing all candidates, but that the final vote was made only by Commissioners.

Chairperson Tennis asked whether it was the consensus of the Committee that instead of running the hiring process through a separate board, a handful of Fair Board members would be invited to weigh in during the interview process.

Commissioner Sebolt stated that during the previous Fair Manager hiring process, the hiring committee had been only himself and Fair Board members. He further stated that future hiring processes should include a mixture of diverse opinions, including members of both the Board of Commissioners and the Fair Board, from cities as well as out-county locations.

Commissioner Morgan asked what the process would be to amend the Fair Manager job description, and how long it would take to be completed.

Ms. Graham stated that as soon as she knew what the Board of Commissioners wanted, she would get the position classified and posted.

Commissioner Naeyaert stated that the interview panel should be Commissioners and interested parties, not just Fair Board members, and that Mr. Taylor would be a very good choice. **She further stated she wanted to know what the cost to the County would be if the Fair Manager position was split into one management job and one marketing job, and what the classification levels would be.**

Commissioner Morgan stated that the Committee should try to find someone with administrative experience, and that perhaps a Bachelor's degree with five to seven years of management experience would be appropriate.

Ms. Graham stated that event management experience would be critical, because the Fair Manager job involved working with people as well as animals. She further stated that it was important that the person be able to handle multitasking when multiple events happened in quick succession.

Commissioner Maiville asked what the status of office support staff currently was at the Fair.

Mr. Cypher stated that the one support staff member in the office had left, and one person was starting January 28, 2019.

Chairperson Tennis asked what the current status of Fair employees and management was at that time.

Mr. Cypher stated that there was one lead maintenance worker, one general maintenance worker, one secretary who would start January 28, 2019, and interim Fair Manager Carol Carlson, who had filled that role twice before. He further stated that if the Fair Manager position was split into two, it would need to be coordinated with Human Resources and other offices.

Mr. Cypher stated that he would be comfortable going through that process now that a secretary and an interim Fair Manager were in place.

Ms. Graham stated the process of splitting and re-evaluating the position would take about six weeks to complete.

Commissioner Sebolt asked whether the maintenance positions would be absorbed into general County staff within the Facilities Department, or eliminated.

Mr. Cypher stated that he felt the maintenance staff would be needed at the Fairgrounds regardless of any other changes. He further stated that Brian Fisher, Facilities Manager, used to be the lead maintenance worker at the Fair and was well liked by those associated with Fair activities.

Mr. Cypher stated that Facilities personnel and Fair personnel might work well together. He further stated that he felt any reduction in staff assigned to maintenance or facilities work at the Fair would be a mistake.

Commissioner Maiville stated that Steve Taylor had tremendous insight into the Fair, and had a vision of what it could be. He further stated that Mr. Taylor did not want to be the Fair Manager, but that it would be nice to leverage him in some way.

Commissioner Maiville stated that in the recent past there had been some confusion and lack of vision with regard to Fair projects, and that someone with a good vision should be found. He

further stated that there were potentially four venues at the Fairgrounds, and that someone with vision who could follow through needed to be found to avoid a black mark on the County's reputation.

Commissioner Naeyaert stated that she was worried about the timeline. She further stated that six weeks to re-draft the positions before posting worked out to less than three months for a newly-hired Fair Manager to prepare for the Fair.

Commissioner Naeyaert asked whether the current interim Fair Manager could put together a Fair in that amount of time.

Mr. Cypher stated that it could not be done on twenty-five hours a week, and that a resolution would be needed to authorize the interim Fair Manager to work more hours per week.

Commissioner Naeyaert stated that perhaps a contract employee could do it instead.

Commissioner Crenshaw stated that in the past, there had been cost overruns, and that the Board of Commissioners had discussed finding a vision for the Fair. He further asked whether that had been done.

Mr. Cypher stated that some strategic planning meetings had been held, but that the Master Plan for the Fair was about seven or eight years old, and needed to be updated.

Commissioner Crenshaw asked whether the Fair Manager managed the Fair Board.

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Mr. Cypher stated that the Board of Commissioners had delegated authority to the Fair Board to book events and make contracts with vendors. He further stated that the Fair Board voted on policy and direction, and that the Fair Manager implemented the Fair Board's decisions, not vice versa.

Mr. Cypher stated that in practice, if the Fair Manager disagreed with the Fair Board's decisions, he could refuse, and work with the Board of Commissioners representative on the Fair Board.

Chairperson Tennis asked whether there were any other boards that worked this way. He further stated that it seemed challenging for the Fair Manager to serve two boards.

Mr. Cypher stated that the Fair Board may be the second most powerful board, after the Board of Health, which worked similarly due to federal rules.

Ms. Bennett stated that the Parks Board was similar, in that it had a lot of power, and could approve contracts without the Board of Commissioners.

Chairperson Tennis stated that it seemed the Committee would like to make changes to the Fair Manager job description, move some duties to Facilities, and try to find a new Fair Manager who would focus more on event management, exhibition, and promotion than daily operations.

Commissioner Morgan agreed, and stated that he wanted to look into increasing the qualifications and salary for the position.

Commissioner Stivers stated that she would like to see data on how the Fair Manager position's qualifications and salary compared to that of other similar positions in other counties.

Commissioner Crenshaw asked why salary would be increased if job duties were being decreased.

Commissioner Morgan stated that more compensation would be required to attract someone with "rockstar" marketing skills, and that the forces of supply and demand required that.

Commissioner Stivers stated that looking at the job descriptions and responsibilities of Fair Managers in other counties could give some insight into these issues.

Commissioner Morgan stated that in doing so, it would be important to find out how long the Fair Manager had remained in the position when weighing salary information. He further stated that if there were no comparable positions, the County could blaze a new trail.

Commissioner Naeyaert stated that the way the Board of Commissioners worked with the Fair Board, and the balance of authority between the Fair Board and the Fair Manager were creating problems. She further stated that these parameters should be looked into at a future meeting.

Chairperson Tennis stated that the Committee should have some new information to look at regarding the Fair Manager position by the end of February.

Commissioner Slaughter asked whether there was anyone who could look into Commissioner Naeyaert's concerns about the Fair Board.

Mr. Cypher stated that the Board of Commissioners appointed people to the Fair Board. He further stated that it might be helpful to schedule the Fair Board to come in so the Human Services Committee could convey its expectations to them.

Chairperson Tennis stated that he was not sure that would work well. He further stated that some Fair Board members were longtime veterans, and that some had been awarded contracts with the Fair in the past, which could be problematic.

Chairperson Tennis stated that as a new Fair Manager was being hired, it might be a good time to adjust some assumptions the Fair Board may have with regard to their role.

Mr. Cypher stated that the Fair had a kind of cultural resistance to County policy, and that frequent reminders about compliance with County policy were continually needed. He further stated that there were problems with the Fair Board abiding by proper purchasing, contracting and bidding procedures, and that as the current day-to-day supervisor, he had had to talk about it repeatedly.

Commissioner Slaughter stated that this was even more reason to re-examine the Fair Board.

Ms. Bennett stated that a Fair Board meeting had been canceled earlier the day of the meeting due to improper public notice of the meeting.

Chairperson Tennis stated that it seemed the Committee was agreed to look into a new job description for the Fair Manager, to rely on interim staff during the transition, to put together an interview committee, and to bring in interested parties and members of the public to weigh in.

Announcements

Commissioner Naeyaert stated that former Commissioners Anthony and Hope had been doing very well in the State Legislature, and had introduced several bills.

Commissioner Morgan stated that Commissioner Anthony had been elected the Democratic Caucus Chair.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:15 p.m.

FEBRUARY 4, 2019 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

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

This resolution authorizes a 2018/2019 Health Services Millage agreement with CMH. The scope of services to be covered is included in the attached document. The resolution authorizes a contract not to exceed \$1,331,769 with CMH for services provided to Ingham County residents for the period of October 1, 2018 through September 30, 2019. Funds are included in the 2019 budget for this contract.

4. *Parks Department*

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

If approved as presented by the Parks Commission, this resolution would allow funding for 17 projects at a total cost of \$3,653,934.48 from the Trails and Parks Millage Fund. Parks staff provided an alternative to what was submitted by the Parks Commission that would fund slightly more. There are sufficient funds for this resolution in the Trails and Parks Millage.

Be advised that resolution #18-110 states the following:

BE IT FURTHER RESOLVED, the role of the Park Commission is to receive, evaluate, and rate all proposals, and to forward them for consideration to the Board of Commissioners, including for each proposal a description of its primary strengths and weaknesses.

BE IT FURTHER RESOLVED, the decision whether to fund a given project is reserved to the Board of Commissioners.

- b. *Resolution to Authorize a Contract with Laux Construction, LLC.*

This resolution authorizes a contract with Laux Construction, LLC for a total construction cost not to exceed \$361,650 to enter into a contract for the purpose of making improvements to Lake Lansing North Park. The general scope of work includes, but is not limited to, new accessible HMA paved trails, gravel entry drive improvement, accessible boardwalk replacement and restroom building improvements. Sufficient funds exist in the Trails and Parks Millage to cover the costs of this project.

5. *Parks Department and Potter Park Zoo –Resolution to Implement a Revenue Management System*

This resolution authorizes a contract with Vermont Systems to provide a Revenue Management System for the Parks and Recreation Department and Potter Park Zoo. Funds are available in the Parks Department 208 fund balance for years one and two as summarized below:

| Year 1: | Year 2: |
|--------------------------------|----------------------------|
| \$151,708 - Vermont Systems | \$14,544 - Vermont Systems |
| \$18,000 - CDW-G Cradle Points | \$6,239 - Verizon |
| \$1,374 - CDW-G Monitors | |
| \$4,679 - Verizon | |

Year 1 Grand Total: \$175,761

Year 2 Grand Total: \$20,783

Year 1 and 2 Grand Total: \$196,544

Funds are available in the Zoo Fund Balance for years one and two as summarized below:

| Year 1: | Year 2: |
|-------------------------------------|--------------------|
| \$144,811 - Vermont Systems | \$14,304 - Vermont |
| \$1,188 - CDW-G Cradle Points | \$480.00 - Verizon |
| \$480 - Verizon | |
| \$20,000 - Wiring costs FD Hayes | |
| \$9,000 - Wi-Fi Survey and Hardware | |
| \$6,059 - Security Camera Server | |

Year 1 Grand Total: \$181,538

Year 2 Grand Total: \$ 14,874

Year 1 and 2 Grand Total: \$196,412

Funding for years 3-7 will be requested as a new request in the yearly budget process as listed below.

6. Health Department

a. *Resolution to Amend Lease Agreement with Holy Cross Services*

This resolution authorizes an amendment to the lease agreement with Holy Cross Services for approximately 1,010 additional square feet of clinical space available at 430 N. Larch St, Lansing, MI, effective February 1, 2019 at the same existing lease rate of \$5.00 per square foot annually. The additional lease costs will be covered by billable individual and group SUD service activities supported through the HRSA grant award and delivered through expanded health center space.

b. *Resolution to Authorize Amendment # 2 to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services*

This resolution authorizes Amendment # 2 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2018 through September 30, 2019. The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,383,596 to \$5,449,665, an increase of \$66,069. The amendment makes the following specific changes in the budget:

Breast & Cervical Cancer Coordination: increase of \$3,200 from \$175,000 to \$178,200

Family Planning Services: increase of \$32,831 from \$256,392 to \$289,223

Local Tobacco Reduction: increase of \$5,000 from \$20,000 to \$25,000

Hepatitis C: increase of \$52,588 from \$0 to \$52,588

WISEWOMAN: decrease of \$27,550 from \$41,550 to \$14,000

c. *Resolution to Authorize an Agreement with Florida State University*

This resolution authorizes Health Department staff to receive the Partners for a Healthy Baby Curriculum training through a partnership with Florida State University effective February 1, 2019 through May 31, 2019. The Partners for a Healthy Baby Curriculum will cost \$15,000.00 and will be covered by the Healthy Start grant.

d. Resolution to Authorize a Lease Agreement for 1100 W. Saginaw, Lansing

This resolution authorizes a lease with Pike Street Properties for approximately 7,988 square feet on the second floor of the office building located at 1100 W. Saginaw, Lansing. The space would accommodate an expansion of ICHC's Women's Health Services to meet growing community need for OB/GYN, family planning services and preventive women's health care. This lease will be effective March 1, 2019 through February 28, 2023. The monthly rent would be \$8,250/month for the first year (March 1, 2019 – February 29th, 2020); \$8,750/month for the second year (March 1, 2020 through February 28th, 2021); \$9,350/month for the third year (March 1, 2021 through February 28th, 2022); and \$9,550/month for the fourth year (March 1, 2022- February 28th, 2023). The lease costs will be covered through increased billable revenue captured through increased provider FTE that can be accommodated in the new space, along with additional billable service expansions with the additional space, including Non-Stress Tests (NST), and billable group visits. All common area operating expenses and utilities are included in the lease. Renovation and IT costs to ready the space for occupation, estimated at \$80,000, will be covered through FY 2018 operational surplus from the 511 fund.

e. Resolution to Authorize an Extension to Agreement with MSU for Psychiatric Services and to Increase Psychiatric Services to a .7 FTE Position

This resolution authorizes an amendment to extend the agreement with MSU for 0.7 FTE Psychiatrist for the provision of psychiatric services to Community Health Center patients in the Ryan White program through September 30, 2019 for an amount not to exceed \$211,120 annually, which includes the hourly rate plus all administrative fees. Funds are included in the 2019 budget.

g. Resolution Honoring Jennifer Allswede on the Event of Her Retirement

This resolution honors Jennifer Allswede for her 15 years of dedication and commitment to the County of Ingham and extends its sincere appreciation for the many contributions she has made to the citizens of Ingham.

OTHER ITEMS:

2. *Health Department/Sheriff's Office – Jail Medical Reorganization Discussion*

4. *Parks Department*

d. Trails and Parks Millage 2019 Update

6. *Health Department*

f. Resolution to Convert Primary Care Physician Position to Nurse Practitioner & Medical Assistant 1 Positions (Discussion)

Agenda Item 1

TO: Law & Courts and Human Services Committees

FROM: Health Officer, Linda Vail

DATE: January 19, 2019

SUBJECT: Options for Continued Operation of Jail Medical

For the meeting agendas of January 31st, February 4th, 5th, and 6th of 2019

DISCUSSION PACKET COVER STATEMENT:

Ingham County is experiencing staffing and service delivery challenges through its current Jail Medical operations. Ingham County has relied upon medical provider coverage for Jail Medical through a provider services agreement with Michigan State University College of Nursing. However, MSU College of Nursing has declined to extend its agreement for jail services past March 31, 2019. Ingham has experienced chronic staff vacancies in County positions, coinciding with increased expectations for jail medical to perform critical functions to strategic community health and safety activities, especially facilitating treatment of substance use disorder. Given these considerations, and the opportunity to determine optimal layouts of the future jail medical facility, it is timely and necessary for Ingham County to address the structure of how to continue to provide quality correctional health services.

Therefore, I present to the Board are two approaches for discussion: Full privatization, which would consolidate services, currently provided through a hybrid of contractual and direct-hire staff, into a single contractor specialized in correctional health; or Reorganization, which would employ an entirely direct-hire staff structuring aligned with Correctional Health industry standards and norms to account for current operational and oversight demands. In either approach, there would be an increased budget allocation to Jail Medical as necessary to meet increased standards for health and safety.

The proposed reorg would reduce reliance on contractual staff services (medical providers and medication passing services) by increasing the number of direct-hire staff. This includes the addition of two newly created job descriptions, Correctional Health Administrator and Correctional Health Provider, to provide dedicated oversight to service quality and operations as well as full-time coverage by a medical provider. An increased operational budget would support the direct hire-staff and assume the full costs of operation.

Privatization (contractual) would consolidate all aspects of correctional health into a single contractual entity, with the objective of enhancing the quality of service delivery while containing costs. Privatization leverages correctional health expertise of the contacting entity, provides more cost-effective options for on-site services, and ensures minimal staffing coverage at all times.

Based on the range of bids collected from the recent RFP, the cost of reorganization and privatization are comparable. This discussion packet will provide the budgetary and operational considerations needed to assess the strengths and limitations of each approach to the future delivery of jail medical services.

| Current ACTUAL ICHD COSTS | |
|---|------------------------|
| TOTAL SALARY AND FRINGE | \$ 831,966.00 |
| PRINTING AND BINDING | \$ 500.00 |
| OFFICE SUPPLIES | \$ 1,500.00 |
| OTHER SUPPLIES | \$ 700.00 |
| MEDICAL SUPPLIES | \$ 18,426.00 |
| DRUGS & PHARMACEUTICALS | \$ 251,500.00 |
| MEDICAL & DENTAL SERVICES | \$ 40,000.00 |
| INPATIENT PRISONER MEDICAL | \$ 350,000.00 |
| CONTRACTUAL SERVICES | \$ 212,550.00 |
| UTILITIES | \$ 9,280.00 |
| TELEPHONE | \$ 4,000.00 |
| EQUIPMENT REPAIR & MAIN | \$ 10,750.00 |
| SUBTOTAL | \$ 1,731,172.00 |
| IDC 10% | \$ 173,117.20 |
| Total Projected ICHD Estimate for Full | \$ 1,904,289.20 |
| ICSO COSTS | |
| Overtime Paid (\$42.17/hr) | \$ 40,273.00 |
| Code Red bonus pay | \$ 6,150.00 |
| Lansing Mason Area Ambulance Trans | \$ 4,000.00 |
| Lansing Mason Area Ambulance Evals | \$ 4,500.00 |
| Indirect costs @ 10% | \$ 5,492.00 |
| CMH Contract | \$ 31,000.00 |
| MSU Psychiatry | \$ 58,240.00 |
| Total Projected ICSO Estimate for Full | \$ 179,862.00 |
| TOTAL PROJECTED JAIL MED COST | \$2,084,151.20 |

MSU CON

| Reorg ICHD COSTS | |
|---|------------------------|
| TOTAL SALARY AND FRINGE | \$ 1,194,412.67 |
| PRINTING AND BINDING | \$ 500.00 |
| OFFICE SUPPLIES | \$ 1,500.00 |
| OTHER SUPPLIES | \$ 700.00 |
| MEDICAL SUPPLIES | \$ 18,426.00 |
| DRUGS & PHARMACEUTICALS | \$ 251,500.00 |
| MEDICAL & DENTAL SERVICES | \$ 40,000.00 |
| INPATIENT PRISONER MEDICAL | \$ 350,000.00 |
| CONTRACTUAL SERVICES | \$ 250,000.00 |
| UTILITIES | \$ 9,280.00 |
| TELEPHONE | \$ 4,000.00 |
| EQUIPMENT REPAIR & MAIN | \$ 10,750.00 |
| SUBTOTAL | \$ 2,131,068.67 |
| IDC 10% | \$ 213,106.87 |
| Total Projected ICHD Estimate for Full | \$ 2,344,175.54 |
| ICSO COSTS | |
| Retainer Balance for offiste costs | \$200,000 |
| TOTAL PROJECTED JAIL MED COST | \$ 2,544,175.54 |

CC Staffing Services

Cost difference

Current vs. Proposed

\$ 439,886.34

| | | Comparison of Staffing, Services and Costs | | | |
|--|-------|--|-----|-------------|---|
| | | Reorg | vs. | Contractual | |
| Proposed Reorg | | | | | On-site Services |
| Jail Medical FTE | | ICJ | | | Primary Care Services |
| On-site Staff | | | | | Medication Management |
| Dentist | 0.10 | FTE | | | Medication Passing |
| Dental Assistant | 0.10 | FTE | | | Medical Assessment w.n. 14 days |
| Jail Healthcare Provider (NP/PA) | 1.00 | FTE | | | Chronic disease mgt |
| LPN | 1.00 | FTE | | | Infectious disease control |
| RN | 5.00 | FTE | | | Emergency triage and referral to ED |
| Jail Medical Associate | 2.00 | FTE | | | Off site specialty care referrals |
| Medical Assistant | 3.00 | FTE | | | |
| Correctional Health Administrator | 1.00 | FTE | | | |
| Contractual Staff | | | | | |
| Perdiem Staffing Support (Concillium) | 0.0 | FTE | | | |
| NP, RN, MA, LPN - Backfill as needed | 0 | FTE | | | |
| | 0 | FTE | | | |
| Off-site Staff | | | | | |
| DHO/ED | 0.05 | FTE | | | |
| Medical Director | 0.05 | FTE | | | |
| TOTAL FTE | 13.3 | FTE | | | |
| Total Health Dept. Cost (personell and non personell) | | \$ 2,344,175.54 | | | |
| | | | | | |
| Corizon | | | | | On-site Services |
| Jail Medical FTE | | ICJ | | | Primary Care Services |
| On-site Staff | | | | | Medication Management |
| Dentist | 0.13 | FTE | | | Medication Passing |
| Pyhchiatrist | 0.20 | FTE | | | Medical Assessment w.n. 14 days |
| Midlevel (NP/PA) | 1.00 | FTE | | | Chronic disease mgt |
| LPN | 2.80 | FTE | | | Infectious disease control |
| RN | 5.20 | FTE | | | Emergency triage and referral to ED |
| Medical Assistant | 2.00 | FTE | | | Off site specialty care referrals |
| Medical Director | 0.20 | FTE | | | Onsite Xray -Diagnostic Service |
| Adminstrative Assistant | 1.00 | FTE | | | Intake Screening upon inmate entry |
| Administrator | 1.00 | FTE | | | Medical Direction |
| TOTAL FTE | 13.53 | FTE | | | Psychiatry or telepsych |
| Total Cost (personell and non personell) | | \$ 2,032,320.00 | | | |

**INGHAM COUNTY
JOB DESCRIPTION**

JAIL HEALTHCARE PROVIDER

General Summary: Under the supervision of and in collaboration with a staff physician, and under the management of the Corrections Health Administrator and the Medical Director for Community Health Services, the function of the Jail Healthcare Provider is to support the operation of the Jail Health Center by providing primary health care services to incarcerated adults. The Jail Healthcare Provider will also receive administrative supervision from a Jail Health Administrator.

Essential Functions:

1. Deliver primary and preventive care to patients of the Health Department within the Ingham County Jail Health Center.
2. Obtains complete medical history and physical data on patients. Performs complete physical exams, assessments and records findings. Synthesizes data to determine preliminary diagnosis and therapeutic plan consistent with current medical practice and health care needs. Utilizes the principles of prevention and promotes health and wellness.
3. Makes independent provider judgments, collaborating with supervising physician and other health care providers in managing medical needs of patients, as appropriate.
4. Manages medical emergencies. Intervenes in crisis situations, including taking action with scope of practice or referring to the appropriate health care provider or emergency services.
5. Performs treatments including minor procedures such as suture insertion/removal, cast removal, simple skin biopsies, incision and drainage, and other services as needed with scope of practice.
6. Maintains timely, accurate recording and reporting in the electronic medical record (EMR) system. Maintains and reviews patient records, charts and other pertinent information. Maintains patient confidentiality.
7. Orders, interprets, and follows up on laboratory and other diagnostic procedures. Reports and documents test and examination results.
8. Educates patients and other healthcare team members on health maintenance and disease management techniques.
9. Per licensing guidelines, prescribes and administers medications and injections according to collaborating physician direction and protocols.
10. Serve as patient advocate. Instructs patient regarding medications and treatment instructions, health maintenance, illness prevention, normal behavior, social and physical growth and development.
11. Refers patients to specialty care and in-patient hospital services as necessary. Arranges for and coordinates care across the continuum of health care and community services including patient admissions or transfers.

12. Provides consultation to registered nurses and other health team members on health care matters. Assists in establishing protocols and procedures.
13. Demonstrates ongoing professional growth through participation in relevant educational endeavors and appropriate associations.
14. Attends required meetings and participates in team meetings with other staff members. Collaborates with Health Department and Sheriff's Office staff and other agency personnel.
15. Complies with all agency policies and procedures concerning departmental compliance including privacy of protected health information.
16. Participates in the after-hours on-call system.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Master's Degree and graduate of an accredited Physician Assistant program with National Board Certification (PAC) OR Master's Degree in Nursing and relevant Nurse Practitioner_training/certification in the specialty area for the position held.

Experience: A minimum of two (2) years of Physician Assistant or Nurse Practitioner experience required. Background in correctional medicine/health preferred.

Other Requirements: Licensed to practice as a PA in the state of Michigan OR possession of a current license to practice as a registered nurse in the State of Michigan, with certification of a nurse practitioner in area of specialty by the ANA or NACOG and possession of a license issued by the State of Michigan as a Nurse Practitioner. Maintain re-certification and licensing accordingly. CPR certification must be kept current and applicable. **Must undergo a background security check, as required by the Ingham County Sheriff's Office, before and at any time during employment at the Jail Health Center.**

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to noise levels which require shouting in order to be heard.
3. This position is exposed to communicable diseases, blood, other body fluids, etc.

4. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, stooping/crouching, squatting, kneeling, and crawling
- This position's physical requirements require regular stamina in twisting, bending, lifting, carrying pushing, pulling and pinching
- This position's physical requirements require continuous stamina in sitting, standing, walking, traversing, reaching, grasping, handling, typing and enduring repetitive movements of the wrists, hands or fingers
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

January 2, 2019
MCF A
OR
MNA 06

**INGHAM COUNTY
JOB DESCRIPTION**

CORRECTIONS HEALTH ADMINISTRATOR

General Summary: The Corrections Health Administrator reports to the Deputy Health Officer of Community Healthcare Services. The Corrections Health Administrator manages the Jail Health Center, located within the Ingham County Jail, in Mason, Michigan and the clinical services of the Ingham County Youth Center, in Lansing, Michigan. The Administrator is responsible for the supervision of the health clinic/center, including staff and personnel, program development and management, and budget management. The Administrator must assure that programs operate in compliance with local, state and federal standards, policies and guidelines, and grant contract conditions. He/she must coordinate activities with other Health Department program managers, other local health departments, community agencies, and health care providers.

Essential Functions:

1. Responsible for the selection, orientation, supervision and evaluation of health clinic/center personnel.
 - A. Participates in interviews and makes recommendations for hiring and the release of employees.
 - B. Responsible for orientation of clinic/center staff to assure that staff members understand objectives, policies, procedures and responsibilities.
 - C. Responsible for scheduling, assigning duties, approving leave time and/or travel vouchers, and evaluating the performance of staff.
 - D. Coordinates the scheduling and assignment of medical and/or dental providers.
 - E. Ensure and participate in continuing professional development and adequate in-service training for all staff.

2. Responsible for the ongoing functioning of the health clinic/center.
 - A. Works as part of a team to determine ways to improve health clinic/center operations.
 - C. Supervises the inventory and requisitioning of medical and/or dental and office supplies or equipment.
 - D. Responsible for keeping standards of care and routing orders current.
 - E. Supervises process to assure quality of care.
 - F. Responsible for appropriate handling of client complaints and resolving issues relevant to the operation or services of the health clinic/center.

3. Responsible for implementing plans to continually improve operations of the health clinic/center.
 - A. Participates in the development of measurable objectives within the health clinic/center.
 - B. Responsible for assuring that documentation for services is accomplished and is maintained as required by local, state and federal agencies and grant funding requirements.

4. Coordinates the activities of the health clinic/center with other Agency staff and programs, including other health clinics/centers, the Disease Control Office, the Bureau of Public Health Nursing, Billing and Reporting, Accounting, Registration and Enrollment, Health Promotion, and also with the Human Resources' Department.

5. Laisse and coordinate with County Sheriff's Office and Youth Center Director around health service delivery within correctional operations, and support coordinated programs relevant to health services, among the Health Department, Youth Center, Sheriff's Office, Courts and/or other County divisions as required.
6. Develops and maintains contacts with local, state and federal agencies, as necessary, for programmatic guidance or where collaboration exists in client care and service.
7. Develops and maintains contacts with community referral sources for clients. May represent the department to the public, speaking to community groups, explaining health concern matters, and encouraging support for programs.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Bachelor's Degree, supported by coursework in Administration. License to practice as a Registered Nurse in the State of Michigan Required. Advanced Assessment skills preferred.

Experience: A minimum of three (3) years of professional experience in a county health department, hospital, corrections/correctional health or other health care organization working directly with medical providers, patients, and community organizations.

Other Requirements:

- May provide back-fill to Nurse Practitioner to support health assessments at Youth Center.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to communicable diseases, blood, other body fluids, etc.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, grasping, handling and pinching
- This position's physical requirements require regular stamina in lifting, carrying, and reaching
- This position's physical requirements require continuous stamina in sitting, standing, walking, traversing, typing and enduring repetitive movements of the wrists, hands or fingers
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

***January 2, 2019
MCF 11***

TO: LAW AND COURTS AND HUMAN SERVICES COMMITTEES
FROM: LINDA VAIL, HEALTH OFFICER
DATE: JANUARY 17, 2019
RE: **REORGANIZATION OF JAIL MEDICAL**
CC: SCOTT WRIGGLESWORTH, INGHAM COUNTY SHERIFF

I. JAIL MEDICAL OVERVIEW

The Ingham County Health Department operates and oversees Jail Medical operations located within the Ingham County Jail, located at 640 North Cedar Street, Mason. Jail Medical provides health services to inmates of the Ingham County Jail and coordinates with mental health services provided through Community Mental Health of Clinton, Eaton and Ingham Counties. On any given day, the Ingham County Jail has the responsibility serve over 400 inmates.

Jail Medical Services

Jail Medical is responsible for a breadth of activities to assure the delivery of quality and medically necessary care, to inmates of the Ingham County Jail (ICJ). This includes assuring continuity of care for those receiving community medical services; providing primary and preventive care, including dental services, for the duration of an inmate's stay at the ICJ; and triage and referral of patients to specialty care and/or for urgent care or to the emergency department as warranted. Jail Medical is responsible for prescribing and dispensing medications for inmates, and complying with community care and court ordered treatment plans. Jail Medical maintains pharmaceutical supplies of needed medications, and performs medication passing services throughout the jail twice daily. Jail Medical performs health assessments on all inmates within 14 days of their incarceration, in accordance with Michigan Department of Corrections standards. Jail Medical responds to inmate health concerns through daily sick call, requests for assessment from Ingham County Sheriff's Office (ICSO) Deputies on post, and through responding to emergency back-up calls throughout the jail. All health care services encounters are documented in an Electronic Health Record (EHR) system, maintained by the Health Department. Jail medical staff also enroll/dis-enroll all qualified inmates into Blue Cross Blue Shield of Michigan (BCBSM) insurance product for community medical appointments.

Jail Medical Staffing

The current staffing plan for Jail Medical is intended to support 24/7 coverage for medical services through four full time Jail Nurse Positions. Medication ordering and on-site management, preparation and stocking of the med passing cart are overseen through a full time Licensed Practical Nurse. Twice daily medication passing to inmates via the stocked med cart throughout the jail is provided through by 1.5 FTE per-diem Medication Associates and a contract with Cross Country Staffing. Via a services agreement with Michigan State University College of Nursing, 1.0 FTE of Nurse Practitioners provide onsite medical services, including assessment, diagnosis and treatment. Medical Services are supported through two full time Medical Assistant positions and a full time Senior Jail Nurse liaises daily with ICSO Deputies, community care providers, and CMH to coordinate inmate care. All staff and contractual service providers report directly to the Clinical Services Manager of the Community Health Centers, and receive medical direction in the form of policies, procedures, and standing orders as well as direct advisement from the Community Health Center Medical

Director. Dental services are provided one morning a week by the Ingham Community Health Center’s Dental Director and a Dental Assistant. Ingham has been authorized to utilize Cross Country Staffing to support 0.2 FTE per-diem staff coverage for medication passing functions, which must occur twice daily regardless of the staff status of Jail Medical.

Current Jail Medical Staffing

| | | |
|--|-------------|------------------|
| Jail Medical FTE | | |
| <i>On-site Staff</i> | | |
| Dentist | 0.10 | FTE |
| Dental Assistant | 0.10 | FTE |
| Senior Jail Nurse (Registered Nurse) | 1.00 | FTE |
| Licensed Practical Nurse | 1.00 | FTE |
| Jail Nurse (Registered Nurse) | 4.00 | FTE |
| Medication Associate (Per Diem) | 1.5 | FTE |
| Medical Assistant I | 2.00 | FTE |
| Clinical Services Manager (CHC) | 0.15 | FTE |
| <i>Contractual Staff</i> | | |
| Nurse Practitioners (MSU) 1.0 FTE | | FTE |
| Medication Passers (Cross Country) 0.2 FTE | | FTE |
| <i>Off-site Staff</i> | | |
| DHO/ED (CHC) | 0.05 | FTE |
| Medical Director (CHC) | 0.05 | FTE |
| | 9.95 | TOTAL FTE |

Current Challenges

Today, only half of the Jail Nurse and Medical Assistant positions and 0.5 FTE Medication Associates per Diem Associates positions are filled, despite recruitment efforts. Unfilled staff positions have been a chronic issue especially over the last two years. Since September of 2018, MSU College of Nursing has been fulfilling only 0.8 FTE of its contract, and has declined to extend the services agreement beyond March 31, 2019. Chronic vacancies due to recruitment and retention challenges have diminished the ability to support round the clock assessments and triage. When onsite triage/assessment is unavailable, inmates must be “sent out” to community care, which requires costly secured transport through the ICSO. Additionally, increased urgency to address opioid-related substance use disorder through the Courts and Health Department initiatives has increased the dependency on Jail Medical to fulfil and oversee court ordered treatment and linkages to community care and treatment, for which the diminished capacity of jail medical cannot adequately support. The Clinical Services Manager has routinely contributed beyond her allocated 0.15 FTE to support operations; however, this is not sustainable. The overage in FTE dedicated by the Clinical Services Manager detracts from her critical role in supporting the clinical quality improvement and readiness for value-based care for which the Community Health Centers are increasingly accountable for service reimbursement and compliance. The lack of dedicated oversight to support daily operations contributes to staffing challenges, and the capacity to manage operational success. With the loss of on-site medical provider services via the MSU College of Nursing Contract, the County must find an alternative option, either through direct staffing or contractual, to ensure continued medical care on-sight that meets quality and compliance standards.

II. PROPOSED REORGANIZATION

In response to the challenges identified above, the Health Department is proposing the following reorganized model:

Proposed

| | | |
|--|-------------|------------------|
| Jail Medical FTE | | |
| <i>On-site Staff</i> | | |
| Dentist | 0.10 | FTE |
| Dental Assistant | 0.10 | FTE |
| Correctional Health Administrator | 1.00 | FTE |
| LPN | 1.00 | FTE |
| Jail Nurse (Registered Nurse) | 5.00 | FTE |
| Medication Associate (Per Diem) | 2.00 | FTE |
| Medical Assistant I | 3.00 | FTE |
| Jail Healthcare Provider (NP/PA) | 1.00 | FTE |
| <i>Contractual Staff</i> | | |
| Per-diem Staffing Coverage Support (Cross Country Staffing - NP, RN, MA, LPN - Backfill as needed) | VARIABLES | FTE |
| <i>Off-site Staff</i> | | |
| DHO/ED | 0.05 | FTE |
| Medical Director | 0.05 | FTE |
| TOTAL FTE | 13.3 | Total FTE |

The proposed staffing model includes the addition of two new job descriptions: Correctional Health Administrator and the Jail Healthcare Provider. The Jail Health Care Provider position would enable the County to direct-hire a Nurse Practitioner or Physician's Assistant to provide 40 hours a week of on-site medical provider services, and eliminate the reliance on contractual medical providers. The Correctional Health Administrator would provide all operational oversight and management of jail medical/correctional health services, including coordination with the Courts, Health Department and other community agencies which require jail medical engagement with implementation of court ordered or community health and safety initiatives. The addition of a full-time onsite Correctional Health Administrator would eliminate the necessity of the Senior Jail Nurse position. The Senior Jail Nurse Position would be converted to a an additional 1.0 FTE Jail Nurse position, increasing the registered nurse staffing levels to 5.0 FTE, which assures greater 24/7 Nurse coverage. In addition, the Medication Assistant I and Medication Associate FTEs would also be increased to assure daily minimum staffing coverage requirements to support critical jail functions, including daily medication passing to inmates.

In addition, it is recommended that in future budget years, starting with Fiscal Year 2020, a retainer fund of \$200,000 annually be held as a cost containment and tracking strategy, to account for the full costs of off-site care, including ICSO secured transport costs. An additional \$250,000 is budgeted to cover an expansion of the existing per-diem professional staffing coverage contract provided via Cross Country Staffing to include other medical professional staffing positions, including Nurse Practitioners, LPNs and Registered Nurses to maintain minimal staffing levels as County positions are posted and filled. It is recommended that funds be provided through an increase in general fund allocation to cover the additional personnel cost of this reorganization. The total personnel and budget reorg results in a cost increase of \$2,353,809.34, which is an increase of up to \$449,520.14 from the current Health Department budget for FY 19 (see attached Budget Comparison). It is imperative that the reorg be funded as Jail Medical provides a critical service, for which the quality of care and cost containment of requires adequate staff support and oversight.

Agenda Item 1

Introduced by the Law and Courts, Human Services, and County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A RE-ORGANIZATION OF JAIL MEDICAL

WHEREAS, the Health Department currently operates Jail Medical services, to provide primary and preventive health care services to inmates of the Ingham County Jail; and

WHEREAS, the medical provider services agreement with Michigan State University College of Nursing for full-time Nurse Practitioner services expires on March 31, 2019, and will not be extended; and

WHEREAS, given this, the Health Department has taken sufficient time to re-evaluate the current jail medical operation and has determined that a reorganization is required and necessary to ensure 24/7 staff coverage and capacity to delivery high quality and compliant services; and

WHEREAS, the Health Department is recommending the creation of a Jail Medical Provider, which would be a Nurse Practitioner (MNA 06) or Physician Assistant (MCF A), to provide on-site full-time preventive and primary care services; and

WHEREAS, the Health Department is also recommending the creation of a Correctional Health Administrator (MCF 11) position to provide full-time dedicated supervision and management to support staffing level stability and jail medical service performance that meets quality and compliance with accreditation standards for health care of the jail; and

WHEREAS, the creation of the Correctional Health Administrator eliminates the need for the 0.15 FTE of the Clinical Services Manager and the Senior Jail Nurse (ICEA) position; and

WHEREAS, the Senior Jail Nurse position would be converted to an additional 1.0 FTE Jail Nurse (ICEA) position to support staffing levels capable of ensuring 24/7 coverage of registered nurses; and

WHEREAS, the Health Department also recommends the creation of an additional 1.0 FTE Medical Assistant I and 0.5 FTE Medication Associates positions, to support enhanced service delivery, particularly related to meeting substance use disorder treatment and medication assisted treatment objectives of the Court and Health Department's community health and safety initiatives; and

WHEREAS, the Health Department also recommends an expansion of the existing per-diem medical staffing contract with Cross Country Staffing to include Nurse Practitioner/Physician Assistants and Registered Nurses staffing in order to assure minimal staffing levels are maintained at all times at Ingham County Jail for continuity of care as vacant staff positions are posted and filled through direct-hire, effective March 1, 2019, for an amount not to exceed \$250,000 annually; and

WHEREAS, the costs for per-diem staffing through Cross Country Staffing shall be covered through cost savings of the vacant staff position costs; and

WHEREAS, the Budget Office has calculated that this re-organization will result in annual cost of \$2,353,809.34, which is an increase of up to \$449,520.14 from the current Health Department budget for FY 19; and

WHEREAS, the MNA and ICEA Unions have reviewed the proposed re-organization and have no objections.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the proposed reorg of Jail Medical, to be effective March 1, 2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the creation of a 1.0 FTE Correctional Health Administrator (MCF 11) and 1.0 FTE Jail Medical Provider (MNA 06 or MCF A) positions.

BE IT FURTHER RESOLVED, that the Senior Jail Nurse Position (#301215, ICEA) be converted to a new Jail Nurse (ICEA) position.

BE IT FURTHER RESOLVED, that the creation of the Correctional Health Administrator eliminates the need for the 0.15 FTE of the Clinical Services Manager, which shall be returned the Community Health Center Administration Budget.

BE IT FURTHER RESOLVED, that Ingham County Board of Commissioners also approves the creation of an additional 1.0 FTE Medical Assistant I position and increase the maximum of per-diem Medication Associates from 1.5 FTE to 2.0 FTE.

BE IT FURTHER RESOLVED, that Ingham County Board of Commissioners also approves the expansion of the existing per-diem medical staffing contract with Cross Country Staffing to include Nurse Practitioner/Physician Assistants and Registered Nurses staffing in order to assure minimal staffing levels are maintained at all times at Ingham County Jail for continuity of care as vacant staff positions are posted and filled through direct-hire, effective March 1, 2019, for an amount not to exceed \$250,000 annually.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Health Department's Jail Medical 2019 Budget and Position Allocation List in accordance with this Resolution.

BE IT FURTHER RESOLVED, that 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.

Points of consideration for Contractual Jail Medical (privatization)

- Privatization offers true cost containment for all jail medical services and oversight through a single contract, at a cost comparable to the proposed reorganization of Jail Medical County-run operation. (However, County run-operation does not truly have a cost containment cap).
- Privatization leverages industry expertise and specialization in correctional health services, including demonstrated track records in meeting and exceeding accreditation, quality and compliance standards
- Privatization assures accountability to meet compliance and accreditation standards of care, lest the vendor be found in breach of contract. A contractual provider is motivated to attain the highest quality of service and meet the County's needs in order to maintain the contract.
- Privatization offers a strategy to assure minimal staffing levels are constantly maintained through its vast staffing networks, and training and onboarding programs. This is beyond what can be leveraged through a County direct-hire staffing model, which requires additional per-diem staffing service contract for when County positions are unfilled, and longer training and onboarding timelines.
- Privatization can deliver more on-site services within its single contract and cost contained structure. For instance, on-site radiology or other beneficial services, which would reduce the number of costly "send outs" through a Deputy secured transport. For the County, each onsite service includes individual contracts with each provider to manage, and additional costs to each.

Points of Consideration for selection of Corizon above other RFP Responses.

Of the four responses considered from the Jail Medical Request for Proposals, it is the recommendation of the evaluation committee that Corizon offered the most cost effective, comprehensive response which is most aligned with Ingham County's stated need.

Compliance with RFP Instructions, and Ingham County's Stated Need:

- Corizon provided a pro-active and localized proposal based on the RFP and their observations from the Ingham County Jail tour.
- Corizon was the only respondent to include signed letters of intent from identified community partners and potential subcontractors. The identified partners align with Ingham County's existing partnerships, including Community Mental Health Authority of Clinton, Eaton and Ingham Counties.
- Corizon was the most specific and detailed in their responses to each question of the RFP compared to other respondents.

Project Approach:

- Corizon offered a superior on-site services model for both medical and dental services, including health maintenance exams for all inmates after 365 days in jail, psych-med services, chronic care management, annual flu shots, and provision of medical devices.
- Corizon specifically responded to its approach to assuring medication passing services twice a day every day, including County Holidays.
- Corizon proposed a 13.53 FTE staffing model, which is on par with the Health Department's Reorganization Proposal, to assure 24/7 staffing coverage.
- Corizon included dedicated nurse at jail intake to perform health screening and assessment, which eases efficiency of health intake procedures of the Ingham County Sheriffs Office, and offers greater care continuity throughout an inmate's stay through discharge.
- Corizon will release inmates with a 5 day supply of medications, not just 3 days as compared to the other competitive bids.

- Corizon offered flexibility to work around inmate court dates, and described how they will send released inmates their medications and care plan information, which other respondents did not speak to.
- Corizon provides printed discharge information to patients for each encounter and release from jail medical.
- Corizon addressed on-site services, including EKG and labs in their response. Specifically, Corizon provides phlebotomy on-site and lab specimen collection, which was not addressed in other competitive bids.
- Corizon will manage medical waste removal for the entire jail, not just the medical clinic, which was unique from other respondents.
- Corizon will supply and oversee maintenance of AED's, as well as stock of first aid kits and Narcan on posts throughout the jail.
- Corizon offered the most impressive staff recruitment, selection, retention and continuing education model, which supports greater staff recruitment and retention success (consistent staffing).

Qualifications and Experience:

- Corizon has an extra 25 years of experience over other respondents.
- Corizon's regional Headquarters is here in Lansing, and has operations in Kent, Calhoun, Genesee and Saginaw Counties. Their proximity and familiarity was clearly helpful in their ability to provide a custom localized bid.
- Corizon has the Michigan Department of Corrections (MDOC) contract, which is favorable to support continuity of care for Ingham County Jail's MDOC inmates, and provides access to a larger pool of information from Corizon's medical history database.
- References from Corizon clients were positive and affirming of their qualifications and experience.
- The transition of existing jail medical records to the vendor's electronic medical record system was most comprehensively addressed by Corizon.
- Corizon has experience with telemedicine services, which may be of value to Ingham County as a way to expand access to medication assistant Substance Use Disorder Treatment later on.
- Corizon offers ambulatory detoxification with physicians certified by the American Society of Addiction Medicine and provided letters of intent demonstrating relationships with the local medication assisted treatment facilities in the community, including methadone clinics. Corizon spoke most comprehensively of its use of evidence-based substance use disorder screening and treatment tools.

Cost:

- Corizon offered almost 4 FTE staff persons (an approximately \$300,000 - \$400,000 value in salaries and fringes) more than the lowest bid, which offered only 9.0 FTE of staff. Corizon was still just \$161,000 higher in overall cost than the lowest bid.
- Corizon provides its own technology hardware and infrastructure within its contained cost proposal. Other respondents sought the County to provide IT hardware.
- Other respondents required an indemnification clause to their contract, which the County is not capable to honor.
- Corizon provided a direct response to handling enrollment of eligible inmates in the Blue Cross Blue Shield (BCBS) health plan for community care. Corizon included a letter of intent to work BCBS and described its process for billing inmate insurance as possible.
- Corizon covers up to \$200,000 in additional costs for off-site care, which aligns with current costs trends. Because of the array of services Corizon offers to provide on-site, which currently require inmates to be sent-out to community providers with a secured transport, containing costs within the \$200,000 threshold would be feasible.

Agenda Item 2

TO: Board of Commissioners County Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: January 14, 2019

SUBJECT: Resolution Authorizing a Health Services Millage Agreement with CMH
For the meeting agendas of February 4 and February 6

BACKGROUND

This resolution authorizes a 2018/2019 Health Services Millage agreement with CMH. The scope of services to be covered is included in the attached document.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes a contract not to exceed \$1,331,769 with CMH for services provided to Ingham County residents for the period of October 1, 2018 through September 30, 2019. Funds are included in the 2019 budget for this contract.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long term objective of promoting accessible health care.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a 2019 Health Services Millage agreement with CMH.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

WHEREAS, in November 2014 the electorate renewed a countywide health services millage level of 52/100 (.52) of one mill for a period of five years (2015-2019) to be used for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than \$28,000 and who do not have medical insurance; and

WHEREAS, CMH has submitted a proposal to Ingham County to use Health Services Millage dollars to fund essential services and alleviate the cut in State General Fund dollars; and

WHEREAS, funds from the health services millage are allocated in the County's 2019 budget for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract not to exceed \$1,331,769 with CMH for services provided to Ingham County residents for the period of October 1, 2018 through September 30, 2019.

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

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

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

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties
Proposal for the continued use of Ingham County Health Services Millage
to close gaps in Ingham County's behavioral health care system
FY2019

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

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

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

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

The community's free-standing (outside of hospital grounds) 24/7 Psychiatric Crisis Services and Inpatient Pre-Screening Unit: This unit provides around-the-clock access to highly trained behavioral health clinicians who provide: crisis intervention, psychiatric inpatient pre-screening (and funding authorization), short-term stabilization, diversion to appropriate levels of care, housing assistance, and linkages to needed services to adults, children, and adolescents. In effort to meet the growing need for crisis stabilization services in our service area and to reduce the need for scarce psychiatric hospital placements in situational crisis, CMHA-CEI has expanded adult

and youth Urgent Care Services as part of the Crisis Services continuum, launch youth mobile crisis and is building capacity for adult mobile crisis services. These services provide immediate intensive support to individuals and families in order to intervene, stabilize, and connect them to longer term resources for ongoing care.

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

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

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

Psychiatric inpatient care for jail inmates: CMHA-CEI pays all psychiatric inpatient claims on individuals admitted directly from the jail to psychiatric inpatient facilities. Given that these claims are paid with State General Fund dollars and given the dramatic cut in this CMH's State General Fund revenues, **CMHA-CEI has limited funds to pay these psychiatric inpatient costs** and others previously funded by State General Fund dollars.

| |
|---|
| B. Low cost safety net services to meet the needs of the unserved: |
|---|

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

| | |
|--|--------------|
| Cost of proposed services in FY2019: | \$ 1,331,769 |
| Estimated number of Ingham County residents meeting the millage criteria who will be served: 1,800* Please note, the number of residents served with funds are variable from year to year based on the intensity of eligible individuals service needs and the cost of those services. | |

FY 18 Summary of Services:

In total in FY18 CMHA-CEI served 8,869 Ingham County Residents and Ingham County Millage dollars were used to help support services for 1,286 eligible Ingham County residents*. The table below provides an overview of services, costs, and numbers of Ingham County residents served utilizing Ingham County Millage dollars in FY 18.

| Category | Amount | Individuals* |
|---|--------------|--------------|
| 24/7 Psychiatric Crisis Services and Inpatient Screening | | |
| Crisis Intervention | \$42,565.19 | 60 |
| Transportation | \$9,247.55 | 11 |
| | | |
| Assessment | | |
| Assessments and Treatment Planning | \$177,965.96 | 212 |
| | | |
| Community-Based Mental Health Treatment and Supports | | |
| Assertive Community Treatment (ACT) | \$93,108.35 | 11 |
| Clubhouse Psychosocial Rehabilitation Programs | \$30,111.89 | 7 |
| Nursing Facility Mental Health Monitoring | \$28,443.04 | 11 |
| Peer Directed & Operated Support Services | \$14,116.77 | 19 |
| Targeted Case Management | \$284,561.09 | 168 |
| Therapy (mental health) | \$45,171.56 | 82 |
| | | |
| Families Forward Children's Services | | |
| Home Based Services | \$8,712.60 | 8 |
| Respite | \$3,955.81 | 5 |
| Family Training | \$868.85 | 2 |
| | | |
| Community Services for Developmentally Disabled | | |

| Category | Amount | Individuals* |
|--|------------------|---------------------|
| Applied Behavioral Analysis | \$1,015.20 | 1 |
| Community Living Supports | \$451,247.48 | 94 |
| Health Services | \$25,066.42 | 30 |
| Supports Coordination | \$5,484.14 | 7 |
| Personal Care in Licensed Specialized Residential Setting | \$110,953.30 | 47 |
| Skill Building Assistance | \$81,964.20 | 19 |
| Housing Assistance | \$19,858.08 | 1 |
| Supported Employment Services | \$3,725.40 | 2 |
| | | |
| Psychiatric and Residential Care | | |
| Medication | \$14,226.26 | 9 |
| Medication Administration | \$13,921.08 | 7 |
| Medication Review | \$31,146.63 | 27 |
| Residential Services | \$661,832.92 | 332 |
| Room and Board | \$65,595.87 | 114 |
| Total (Millage allocation fully billed for \$1,292,480 Oct. 2017-June, 2018) | \$2,224,865.64** | 1,286* |

*Individuals may be duplicate if receiving services in multiple categories

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: January 22, 2019
SUBJECT: Ingham County Trails and Park Millage
For the meeting agenda of 2/4/19 Human Services and 2/7/19 Finance

BACKGROUND

Board of Commissioners Resolution #18-231 approved a fourth round of applications that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report and special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects. Board of Commissioner Resolution #18-231 approved the scoring/ranking criteria for the Trails and Parks Program Application.

Following the directives of the Board of Commissioners, the Park Commission reviewed the 17 applications that were received from Aurelius Township (1), Delhi Township (1), City of East Lansing (2), City of Lansing (7), Lansing Township (1), Meridian Township (1), Williamston Township (1), Ingham County (2), and the Village of Dansville (1). The Park Commission scored and ranked these applications (Exhibit A) for approval for the Board of Commissioners based off of the approved scoring criteria, site visits and consultant viability reports (Exhibit B). The Parks Department staff has also included their proposed ranking based off of the scores from the Park Commission scoring criteria (Exhibit C).

ALTERNATIVES

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

FINANCIAL IMPACT

The projected funds *available* for 2019 from the Trails and Parks Millage for the fourth round of applications is \$1,267,806.00 The total projected Trails and Parks Millage funds *available* for 2020 funds and not exceeding 70% is \$2,425,693.00. The total available funds for 2019 and 2020 is \$3,693,499.00.

The total amount based of the ranked applications for the round four applications by the Park Commission is \$3,653,934.48 from the Trails and Parks Millage Fund which includes a percentage of 2019 funds as well as from 2020 funds. The total amount of local match for this round is \$3,467,351.

The total amount based off of the ranked applications for the round four applications by the Parks Department is \$3,693,499.00 from the Trails and Parks Millage Fund which includes a percentage of 2019 funds as well as 2020 funds.

OTHER CONSIDERATIONS

The Ingham County Park Commission reviewed and scored the projects and they support Table A shown in the attached resolution at their December 10, 2018 meeting.

The Ingham County Parks staff respectively does not concur with the Park Commission scoring and is submitting their own scored project sheet as shown in Table B in the attached resolution.

RECOMMENDATION

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

EXHIBIT B**FOURTH ROUND OF TRAILS & PARKS MILLAGE APPLICATION INFORMATION AND VIABILITY REPORTS**

The Ingham County Parks Department accepted the fourth round of trails and parks millage application this past fall with the deadline of August 31, 2018. After receipt of these 17 applications, site visits were performed, and the Park Commission was tasked with scoring and ranking these applications for submission to the Board of Commissioners.

The following chart is an overview of the fourth round of applications. After the chart you will find the scoring sheet, followed by the viability reports for each application provided by our consultant at Spicer Group. After the viability reports, the minutes from the December Park Commission meeting outlining the pros and cons for each application are provided. The final scoring/ranking by the Park Commission can be found in the submitted resolution.

| Applicant | Project Title | Grant Request |
|------------------|--|----------------------|
| Williamston | Red Cedar River Water Trail | \$50,000.00 |
| Lansing Township | Waverly Road Shared Use Path | \$344,750.00 |
| Meridian | MSU to Lake Lansing Connector, Phase II | \$645,000.00 |
| City of Lansing | Trail Connect-Cambridge to Frances Park | \$400,030.00 |
| Delhi | Holt to Mason, Phase I | \$3,543,380.00 |
| City of Lansing | Bridges | |
| Bridge 18 | CL-18-LTE-RC (between Aurelius and Crego) | \$714,017.94 |
| FLRT/Col | Volunteer Trail Ambassador/Coordinator | \$15,000.00 |
| City of Lansing | Bridges-see below breakdown (Total:\$904,978.06) | |
| Bridge 13 | CL-13 | \$86,442.85 |
| Bridge 15 | CL-15 | \$344,042.54 |
| Bridge 14 | CL-14 | \$100,980.97 |
| Bridge 31 | CL-31 | \$373,511.70 |
| E. Lansing | NTT-Ped. Connection at Riveria Drive | \$370,796.00 |
| E. Lansing | NTT-Ped Connection at Colorado Drive | \$191,684.00 |
| Ingham Co. | Hawk Island Park | \$548,500.00 |
| Dansville | Dansville Hiking/Walking Trails | \$13,500.00 |
| Ingham Co. | Lake Lansing S. Improvements | \$1,040,200.00 |
| Aurelius | Glenna Droscha Comm. Park | \$45,118.00 |

SCORING SUMMARY

TRAILS AND PARKS MILLAGE
2018 ROUND (August 2018)

| | Applicant | Project | Project Type | Match | App. Rank | Score |
|----|------------------------|--|---------------------|---------------|------------------|--------------|
| 1 | Williamston Township | Red Cedar River Water Trail | Small /Special | 54.00% | sole app | 42.07 |
| 2 | Lansing Township | Waverly Road Shared Use Path | New | 58.00% | sole app | 41.21 |
| 3 | Meridian Township | MSU to Lake Lansing Connector, Phase II | New | 25.00% | sole app | 38.96 |
| 4 | City of Lansing | Trail Connect.-Cambridge to Frances Park | New | 43.00% | 1 | 33.89 |
| 5 | Delhi Township | Holt to Mason Trail, Phase 1 | New | 10.50% | sole app | 33.29 |
| 6 | City of Lansing | Bridges **see below breakdown | | | 2-* | 32.54 |
| | <i>Bridge 18</i> | <i>CL-18-LTE-RC (bet. Aurelius and Crego)</i> | <i>Replace</i> | <i>21.00%</i> | <i>2-1</i> | |
| 7 | FLRT / City of Lansing | Volunteer Trail Amabassador/Coordinator | Special | 33.00% | sole app | 31.96 |
| 8 | City of Lansing | Bridges **see below breakdown | | 21.00% | 2-* | 31.16 |
| | <i>Bridge 13</i> | <i>CL-13-LTE-RC (east of Pennsylvania Ave)</i> | <i>Repair</i> | | <i>2-2</i> | |
| | <i>Bridge 15</i> | <i>CL-15-LTE-SP (bridge over Pennsylvania Ave)</i> | <i>Repair</i> | | <i>2-3</i> | |
| | <i>Bridge 14</i> | <i>CL-14-LTE-RC (east of Pennsylvania Ave)</i> | <i>Repair</i> | | <i>2-4</i> | |
| | <i>Bridge 31</i> | <i>CL-31-LT-GR (under Caesar Chavez Ave)</i> | <i>Repair</i> | | <i>2-5</i> | |
| 9 | City of East Lansing | NTT - Ped Connection at Riveria Drive | New | 35.00% | 1 | 29.75 |
| 10 | City of East Lansing | NTT - Ped Connection at Colorado Drive | New | 34.00% | 2 | 29.36 |
| 11 | Ingham County | Hawk Island Park | Repair | 51.90% | 2 | 28.98 |
| 12 | Village of Dansville | Dansville Hiking/Walking Trail Plan | Small/Special | 10.00% | sole app | 26.21 |
| 13 | Ingham County | Lake Lansing Park South Improvements | Repair | 36.60% | 1 | 24.86 |
| 14 | Aurelius Township | Glenna Droscha Community Park | Small | 50.00% | sole app | 22.64 |

Max. Score = 59.75

VIABILITY REPORTS

PROJECT EVALUATION AND VIABILITY REPORT TRAILS AND PARKS MILLAGE REVIEW 2018 ROUND (August 2018)

Project: GLENNA DROSCHA COMMUNITY PARK PICNIC PAVILION AND PLAYGROUND
Community: AURELIUS TOWNSHIP

Type of Application: SMALL GRANT

Reviewed By: SPICER GROUP, TANYA MOORE
Date: 10/3/2018, revised 11/15/18

Funding Sources

| | | |
|---------------------------------|--------------------|--|
| Millage Funds Requested: | \$45,118.00 | |
| Applicant Funds/Match: | <u>\$45,118.00</u> | % Match: 50% |
| Total Project Cost: | \$90,236.00 | Match Source: Township General Fund |
| Construction Cost: | \$84,309.00 | |
| Design Engineering: | \$0.00 | |
| Construction Engineering: | \$0.00 | |
| Contingency Amount: | \$5,927 | 6.57% |

Project Details:

The proposed improvements at Glenna Drosche Community Park include a new picnic pavilion, playground, picnic tables and grills.

MDOT / DNR Comments: NA, not applying for other grant funding.

Is the Project Viable? YES

Comments / Concerns:

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: There are no design or engineering costs figured into the proposal; engineered sealed prints are included for the pavilion, but not the site work and playground. Engineering costs are included in their proposal. Does the playground meet current safety standards and ADA standards? Proposal will meet or exceed current ADA and safety standards. Is there a concrete walkway provided to the playground and pavilion? There is 42 ft of 5' wide concrete walk provided from the parking to pavilion and pavilion to playground. Is the proposed safety surfacing in the playground going to be sand? Sand is not an ADA acceptable surfacing material for playgrounds. The safety surfacing will be Playmat which is an engineered wood composition which is ADA compliant. We will need to see a layout of the proposed playground and proposed improvements. Township will provide a copy of the layout during the design process.

**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2018 ROUND (August 2018)**

Project: DANSVILLE BIKING/WALKING TRAIL PLAN

Community: VILLAGE OF DANSVILLE

Type of Application: SPECIAL PROJECT, SMALL GRANT

Reviewed By: SPICER GROUP, TANYA MOORE

Date: 10/3/2018, revised 11/15/18

Funding Sources

| | | |
|---------------------------------|-------------------|---|
| Millage Funds Requested: | \$13,500.00 | |
| Applicant Funds/Match: | <u>\$1,500.00</u> | % Match: 10% |
| Total Project Cost: | \$15,000.00 | Match Source: Village of Dansville DDA |
| Construction Cost: | NA | |
| Design Engineering: | NA | |
| Construction Engineering: | NA | |
| Other Costs: | \$15,000.00 | |
| Contingency Included? | NO | |
| Contingency Amount: | \$0 | |

MDOT / DNR Comments: NA, not applying for other grant funding; DNR Recreation Plan expired in 2004.

Is the Project Viable? YES

Comments / Concerns:

The proposed project will hire a consultant to study the best route(s) for a designated path system through the Village of Dansville with conceptual plans, cost estimates and strategies for implementation. The Village will also create a Recreation Plan in order to be eligible for DNR grant funding. **Re-application from Round 2 (2016)**

11/15/2018

C:\Users\tanyam\Desktop\Round_Aug2018_Viability



**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2018 ROUND (August 2018)**

Project: HOLT TO MASON TRAIL, PHASE 1 (to be named Hayhoe Trail)
Community: DELHI TOWNSHIP

Type of Application: NEW CONSTRUCTION

Reviewed By: SPICER GROUP, TANYA MOORE

Date: 10/12/2018, revised 11/15/18

Funding Sources

| | | | |
|---------------------------------------|---------------------|-------------------------------------|--|
| Millage Funds Requested: | \$3,543,380.00 | | |
| Millage Funds allocated, 2017: | \$40,000.00 | | |
| Applicant Funds/Match: | <u>\$420,223.00</u> | % Match: 10.50% | |
| Total Project Cost: | \$4,003,603.00 | Match Source: Delhi Township | |
| Construction Cost: | \$3,034,500.00 | George and Lisa Hayhoe | |
| Design Engineering: | \$150,000.00 | | |
| Construction Engineering: | \$303,700.00 | | |
| Other Costs: | \$60,223.00 | | |
| Contingency Amount: | \$455,200 | 11.37% | |

Project Details:

| | <u>LENGTH</u> | <u>WIDTH</u> | <u>TYPE</u> |
|-------------------------|---------------|--------------|-------------|
| Total Trail Dimensions: | | | |
| Paved Trail Length: | 2 | 10 | Asphalt |
| Bridge Length: | 0 | 0 | |
| Boardwalk: | 0 | 0 | |

MDOT / DNR Comments: Meeting 10/19/18

DNR - Currently have and 2017 DNR Trust Fund application to develop Esker Park as a trail head, lake access, restrooms, etc. with construction estimated for summer 2019; plans and specifications have been approved by the DNR. The DNR would anticipate a 2019 Trust Fund application for this project. MDOT - Project has good connectivity at the north end; connecting Mason to Holt would be a good regional connection; have a completed feasibility study. Project has poor connectivity/logical termini at the south end; users would have nowhere to go until the next phase it built. MDOT sees little benefit as a stand-alone project with little traffic generators in the proposed route other than a residential neighborhood and very few businesses. The proposed storm sewer 58% of the project cost (or approx. \$1 million more than the average grant); will snow storage be an issue? Costs for mobilization and traffic control are too low. MDOT would encourage a 50% local match.

Is the Project Viable? YES, but is contingent on DEQ approval of enclosing the drain

Comments / Concerns:

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: \$40,000 allocated in 2017 round, from IC millage, is included in this application. Math doesn't add up correctly and front page requested amount does not match the amount on the cost page of the application. **Corrected math error.** A trail connecting Holt to Mason is the 2nd highest priority for new trails in Ingham County. Reviewing the project, some of the costs seem low, however due to the size of the project, the lower, per unit, costs may be justified. The scope of the project would take a large portion of the millage—is there any way to phase this into smaller projects? The Township requests the project be funded over multiple funding years rather than break the project up into multiple phases. Can state grants (DNR, MDOT) be applied for to offset the costs to the millage? Township has a current DNR TF grant and thinks and additional DNR grant would not be funded. Since Township is not an Act 51 agency, they would need to apply through the County Road Dept. (ICRD); They do not think their project would be competitive enough as compared with other TAP projects being funded through ICRD. Have wayfinding signs been included? Yes. Additionally, the Township's millage was approved in and will provide local match. PRATT - enclosing the drain will need DEQ approval and that may be difficult.

11/15/2018

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW**

Project: NORTHERN TIER TRAIL, PEDESTRIAN CONNECTION AT RIVERIA DRIVE
Community: CITY OF EAST LANSING

Type of Application: NEW CONSTRUCTION **PRIORITY:** 1
(if multiple projects)

Reviewed By: SPICER GROUP, TANYA MOORE
Date: 10/14/2018, revised 11/15/18

Funding Sources

| | | |
|---------------------------------|---------------------|-------------------------------------|
| Millage Funds Requested: | \$370,796.00 | |
| Applicant Funds/Match: | <u>\$200,000.00</u> | % Match: 35% |
| Total Project Cost: | \$570,796.00 | Match Source: DNR Trust Fund |
| Construction Cost: | \$440,157.00 | |
| Design Engineering: | \$27,399.00 | |
| Construction Engineering: | \$41,097.00 | |
| Other Costs: | \$16,480.00 | |
| Contingency Amount: | \$45,663 | 10.37% |

| Project Details: | <u>LENGTH</u> | <u>WIDTH</u> | <u>TYPE</u> |
|-------------------------|---------------|--------------|-------------|
| Total Trail Dimensions: | | | |
| Paved Trail Length: | 160' +/- | 10' | Asphalt |
| Bridge Length: | 60' | 14' | |
| Boardwalk: | 0 | 0 | |

MDOT / DNR Comments:

The City will apply for DNR grant in April 2019. **MDOT -**
Project provides neighborhood residents with access to a popular local trail. Only a local benefit; beneficiaries are limited to residents of those subdivisions; TAP prefers to connect to trails that meet AASHTO standards, but the ex. NTT does not meet AASHTO (too narrow); no non-motorized connection on Colorado and little ex. sidewalk in the Bessemaur neighborhood; project is likely oversized, especially the H10 load rating and (to a lesser extent) the width of the bridge and culvert.

Is the Project Viable? YES

Comments / Concerns:

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: DNR funding award expected in December 2019, with late 2020 or early 2021 construction. Numbers on cost page don't add up correctly. Corrected. Wayfinding signs have been included. Yes.



**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW**

Project: NORTHERN TIER TRAIL, PEDESTRIAN CONNECTION AT COLORADO DRIVE
Community: CITY OF EAST LANSING

Type of Application: NEW CONSTRUCTION **PRIORITY:** 2
(if multiple projects)

Reviewed By: SPICER GROUP, TANYA MOORE
Date: 10/14/2018, revised 11/15/18

Funding Sources

| | | |
|---------------------------------|---------------------|-------------------------------------|
| Millage Funds Requested: | \$191,684.00 | |
| Applicant Funds/Match: | <u>\$100,000.00</u> | % Match: 34% |
| Total Project Cost: | \$291,684.00 | Match Source: DNR Trust Fund |
| Construction Cost: | \$216,868.00 | |
| Design Engineering: | \$14,000.00 | |
| Construction Engineering: | \$21,002.00 | |
| Other Costs: | \$16,480.00 | |
| Contingency Amount: | \$23,334 | 10.76% |

| Project Details: | <u>LENGTH</u> | <u>WIDTH</u> | <u>TYPE</u> |
|-------------------------|---------------|--------------|-------------|
| Total Trail Dimensions: | | | |
| Paved Trail Length: | 100' +/- | 10' | Asphalt |
| Bridge Length: | 20' | 10' | Box Culvert |
| Boardwalk: | 0 | 0 | |

MDOT / DNR Comments: Meeting 10/19/18, DNR application April 2019

The City will apply for DNR grant in April 2019.

MDOT -

Project provides neighborhood residents with access to a popular local trail. Only a local benefit; beneficiaries are limited to residents of those subdivisions; TAP prefers to connect to trails that meet AASHTO standards, but the ex. NTT does not meet AASHTO (too narrow); no non-motorized connection on Colorado and little ex. sidewalk in the Bessemaur neighborhood; project is likely overdesigned, especially the H10 load rating and (to a lesser extent) the width of the bridge and culvert.

Is the Project Viable? YES

Comments / Concerns:

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: Bridge is only 10-feet wide; doesn't meet AASHTO. Clarified that the "bridge" is actually a box culvert and adequate space will be provided on either side of the 10-ft wide path to provide the AASHTO required 2-ft of clearance on both sides. DNR funding award expected in December 2019, with late 2020 or early 2021 construction. Numbers don't add up correctly on the cost page. Corrected. Wayfinding signs have been included. Yes.

11/15/2018

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2018 ROUND (August 2018)**

Project: VOLUNTEER TRAIL AMBASSADOR COORDINATOR

Community: FLRT / CITY OF LANSING

Type of Application: SPECIAL PROJECT

Reviewed By: SPICER GROUP, TANYA MOORE

Date: 10/12/2018, Revised 11/15/18

Funding Sources

| | | |
|---------------------------------|-------------------|---------------------------|
| Millage Funds Requested: | \$15,000.00 | |
| Applicant Funds/Match: | <u>\$7,500.00</u> | % Match: 33% |
| Total Project Cost: | \$22,500.00 | Match Source: FLRT |
| Construction Cost: | \$22,500.00 | |
| Design Engineering: | NA | |
| Construction Engineering: | NA | |
| Other Costs: | NA | |
| Contingency Amount: | NA | |

Project Details:

This request funds the Trails Ambassador position for a 3rd year.

MDOT / DNR Comments: NA

Is the Project Viable? YES

Comments / Concerns:

Presented 10/22/18. FLRT is working on funding sources to fund this position in the future.

11/15/2018

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2018 ROUND (August 2018)**

Project: LAKE LANSING PARK SOUTH IMPROVEMENTS
Community: INGHAM COUNTY

Type of Application: REPAIR/REHAB **PRIORITY:** 1
(if multiple projects)

Reviewed By: SPICER GROUP, TANYA MOORE
Date: 10/12/2018, updated 11/15/18

Funding Sources

| | | |
|---------------------------------|----------------|---|
| Millage Funds Requested: | \$1,040,200.00 | |
| Applicant Funds/Match: | \$600,000.00 | % Match: 36.6% |
| Total Project Cost: | \$1,640,200.00 | Match Source: DNR Trust Fund DNR LWCF |
| Construction Cost: | \$1,285,460.00 | |
| Design Engineering: | \$148,600.00 | |
| Construction Engineering: | \$74,800.00 | |
| Other Costs: | \$20,000.00 | |
| Contingency Amount: | \$126,340 | 9.83% |

Project Details:

Presented 10/22/18. The DNR Trust Fund portion of the project will include replacement of the existing bathhouse with restrooms, changing rooms, concessions, storage, first aid area and staff room. The project will also include relocation of the Sunrise Shelter, new picnic tables with umbrellas near the concessions, interpretive signs depicting the historical significance of the park, new paths and outdoor showers. The LWCF (Land and Water Conservation Fund) portion of the project will include parking lot paving, improvements to the overflow parking, drainage, new paths for better circulation, and landscaping to create bio-swales with native plantings.

MDOT / DNR Comments: DNR Grants will be submitted in April 2019.

Is the Project Viable? YES

Comments / Concerns:
No concerns.

**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2018 ROUND (August 2018)**

Project: HAWK ISLAND PARK
Community: INGHAM COUNTY

Type of Application: REPAIR/REHAB

PRIORITY: 2
(if multiple projects)

Reviewed By: SPICER GROUP, TANYA MOORE
Date: 10/12/2018, **updated 11/15/18**

Funding Sources

| | | |
|---------------------------------|---------------------|---|
| Millage Funds Requested: | \$548,500.00 | |
| Applicant Funds/Match: | <u>\$592,100.00</u> | % Match: 51.9% |
| Total Project Cost: | \$1,140,600.00 | Match Source: DNR Trust Fund DNR LWCF |
| Construction Cost: | \$873,310.00 | |
| Design Engineering: | \$108,800.00 | |
| Construction Engineering: | \$36,700.00 | |
| Other Costs: | \$33,500.00 | |
| Contingency Amount: | \$88,290 | 10.11% |

Project Details:

Presented 10/22/18. The DNR Trust Fund portion of the project will include replacement of the boardwalk on the south end of the lake with a pathway on land and overlook/fishing docks extended out to the water, replacement of some existing paths, striping of the existing loop path around the lake, parking lot striping for ADA parking spaces, a bench, trash receptacle, interpretive sign and native landscaping. The Recreation Passport portion of the project will include a new accessible canoe/kayak launch, a new floating pedal boat/row boat dock, (2) new sun-shade shelters, picnic tables, grills, fencing, paths, bench, interpretive sign, parking lot striping for ADA spaces, and native landscaping.

MDOT / DNR Comments: DNR Grants will be submitted in April 2019.

Is the Project Viable? YES

Comments / Concerns:
No concerns.

**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2018 ROUND (August 2018)**

Project: TRAIL CONNECTION, CAMBRIDGE TO FRANCES RIVER TRAIL
Community: CITY OF LANSING

Type of Application: NEW CONSTRUCTION **PRIORITY:** 1
(if multiple projects)

Reviewed By: SPICER GROUP, TANYA MOORE
Date: 10/14/2018, revised 11/15/18

Funding Sources

| | | |
|---------------------------------|---------------------|-------------------------------------|
| Millage Funds Requested: | \$400,030.00 | |
| Applicant Funds/Match: | <u>\$300,000.00</u> | % Match: 43% |
| Total Project Cost: | \$700,030.00 | Match Source: DNR Trust Fund |
| Construction Cost: | \$567,905.00 | |
| Design Engineering: | \$30,000.00 | |
| Construction Engineering: | \$35,375.00 | |
| Other Costs: | \$5,750.00 | |
| Contingency Amount: | \$61,000 | 10.74% |

| Project Details: | <u>LENGTH</u> | <u>WIDTH</u> | <u>TYPE</u> |
|-------------------------|---------------|--------------|-------------|
| Total Trail Dimensions: | | | |
| Paved Trail Length: | 1875' | 10' | Asphalt |
| Bridge Length: | 0 | 10' | |
| Boardwalk: | ?? | ?? | |

MDOT / DNR Comments: Meeting 10/19/18, DNR application April 2019

DNR - A DNR Trust Fund application for \$300,000 was submitted in April 2018. Award announcements will be made Dec. 12, 2018. Preliminary score was a 320 with supplemental information submitted bringing that score to about a 340. Trust Fund grants in the past couple years were awarded to projects with a score of 320-330. MDOT - Extends an ex. non-motorized path; part of an overall plan to fill an ex. gap with the LRT; scenic location would encourage use; not a significant connection as a stand alone project (extends a relatively short distance but does not connect to a destination); not a good ending point at Cambridge (drops users into the intersection); appears to be limited space between the river and path (given the terrain and the potential for boardwalk, the proposed location on the river side likely makes the overall cost higher than if the path was on the other side of the road); PE and CE costs are likely too low (combined 11.5%, typical costs for an MDOT funded project are 10% for PE and 15% for CE); what is plan for future phases? Concerns with path continuing along Moores River Drive eastward.

Is the Project Viable? YES

Comments / Concerns:

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: Costs were not included for curb cuts, detectable warnings, crosswalk striping or wayfinding signage. Are there curb cuts on existing sidewalk at Cambridge? There is ex. curb cut at Cambridge and Moores River Dr (MRD), but not the north side of MRD. The costs are included in the project costs, lumped with HMA and subbase. Have you considered connecting to the small parking lot near the Frances Park entrance? The City has explored the connection and has deemed it unnecessary and unsafe. Have wayfinding signs been included in the costs? Yes.



**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2018 ROUND (August 2018)**

Project: BRIDGE REHABILITATION - BRIDGE # 18
Community: CITY OF LANSING
Type of Application: REPAIR/REHAB **PRIORITY:** 2
(if multiple projects)
Reviewed By: SPICER GROUP, TANYA MOORE **(See priority of bridges below)**
Date: 10/14/2018, updated 11/15/18

Funding Sources (Below cost is for all 5 bridges---see breakdown between 5 bridges below)

| | | |
|---------------------------------|---------------------|---|
| Millage Funds Requested: | \$1,618,996.00 | |
| Applicant Funds/Match: | <u>\$441,204.00</u> | % Match: 21% |
| Total Project Cost: | \$2,060,200.00 | Match Source: Lansing Park Millage |
| Construction Cost: | \$1,580,600.00 | |
| Design Engineering: | \$158,300.00 | |
| Construction Engineering: | \$83,000.00 | |
| Other Costs: | \$51,000.00 | |
| Contingency Amount: | \$187,300 | 11.85% |

Project Details:

| | <u>LENGTH</u> | <u>WIDTH</u> | <u>TYPE</u> |
|---|---------------|--------------|-----------------------|
| Bridge repairs to include deck, railing, pilings, superstructure and repainting (deck was previously funded). | | | |
| Total Trail Dimensions: | | | |
| Paved Trail Length: | 0 | 10 | |
| Bridge Length: | varies | 10 | Wood/Weathering Steel |
| Boardwalk: | 0 | 0 | |

MDOT / DNR Comments: No comments from DNR or MDOT.

Is the Project Viable? YES

Comments / Concerns:

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: The existing bridges do not meet AASHTO and proposed bridge repair/replacement will not meet AASHTO.

- CL-18-LTE-RC - along Red Cedar River between Aurelius Road and Crego Park; trail is currently shut down.
- CL-13-LTE-RC and CL-14-LTE-RC - located just east of Pennsylvania Ave. along north bank Red Cedar River.
- CL-15-LTE-SP - bridge over Pennsylvania Ave.
- CL-31-LT-GR - located along the east bank of the Grand River under the Cesar E Chavez Ave bridge

Application is missing pages. Pages were submitted. There was no detailed cost estimate submitted. Detailed estimates were submitted. Were wayfinding signs included in the costs? These are ex. Sections of trail so they will be part of the wayfinding "big fix". Numbers on cost sheet don't add up correctly. Corrected.

| Priority | 1 | 2 | 3 | 4 | 5 |
|-------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Bridge # | 18 | 13 | 15 | 14 | 31 |
| | REPLACE | REPAIR | REPAIR | REPAIR | REPAIR |
| Millage Req: | \$714,017.94 | \$86,442.85 | \$344,042.54 | \$100,980.97 | \$373,511.70 |
| Local Match: | <u>\$194,582.06</u> | <u>\$23,557.15</u> | <u>\$93,757.46</u> | <u>\$27,519.03</u> | <u>\$101,788.30</u> |
| Total Proj Cost: | \$908,600.00 | \$110,000.00 | \$437,800.00 | \$128,500.00 | \$475,300.00 |
| Constr. Cost: | \$688,000.00 | \$70,000.00 | \$346,000.00 | \$101,300.00 | \$375,300.00 |
| Design Eng.: | \$70,000.00 | \$10,000.00 | \$32,000.00 | \$10,000.00 | \$36,300.00 |
| Constr. Eng.: | \$33,000.00 | \$5,000.00 | \$20,000.00 | \$5,000.00 | \$20,000.00 |
| Other Costs: | \$35,000.00 | \$15,000.00 | \$0.00 | \$500.00 | \$500.00 |
| Contingency: | \$82,600.00 | \$10,000.00 | \$39,800.00 | \$11,700.00 | \$43,200.00 |



**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2018 ROUND (August 2018)**

Project: WAVERLY ROAD SHARED USE PATHWAY
Community: LANSING TOWNSHIP

Type of Application: NEW CONSTRUCTION **PRIORITY:** 1
(if multiple projects)

Reviewed By: SPICER GROUP, TANYA MOORE
Date: 10/12/2018, revised 11/15/18

Funding Sources

| | | |
|---------------------------------|---------------------|--------------------------------|
| Millage Funds Requested: | \$344,750.00 | |
| Applicant Funds/Match: | <u>\$485,250.00</u> | % Match: 58% |
| Total Project Cost: | \$830,000.00 | Match Source: MDOT HSIP |
| Construction Cost: | \$690,500.00 | MDOT TAP |
| Design Engineering: | \$50,000.00 | |
| Construction Engineering: | \$50,000.00 | |
| Other Costs: | \$39,500.00 | |
| Contingency Amount: | \$0 | 0.00% |

Project Details:

Project includes the completion of a priority path system along the east side of Waverly Road from St. Joe Hwy. to Old Lansing Road.

| | | | |
|--------------------------------|---------------|--------------|-------------|
| Total Trail Dimensions: | <u>LENGTH</u> | <u>WIDTH</u> | <u>TYPE</u> |
| Paved Trail Length: | .88 miles | 10 | Concrete |
| Bridge Length: | 0 | 0 | |
| Boardwalk: | 0 | 0 | |

MDOT / DNR Comments: Meeting 10/19/18

DNR - No comments. MDOT - Submitted a TAP grant application for October 2018 deadline. Project addresses a documented safety concern (fatality of pedestrian); evidence of need demonstrated by worn "goat path" along route; connectivity is poor (some sidewalk on St. Joe east of Waverly, but many gaps and no bike lanes or marked shoulders; sidewalks north and south sides of St. Joe west of Waverly but there is a 1500' gap on the north side and no bike lanes or marked shoulders; no connectivity to north other than about 200' of ex. sidewalk on west side of Waverly; connects to bike lanes on Old Lansing Rd west of Waverly but no sidewalks or ped accommodations; nothing on Old Lansing east of Waverly or on Waverly south of Old Lansing Rd); appears to be limited room for path at north end (to meet AASHTO will need 10 ft for path with 2-ft clearance on both sides, and 5-ft of separation between face of curb and clearance (Totals 19-ft)); project appears to remove newer sidewalk, why not fill gaps in the ex. sidewalk system?; estimates for mobilization and traffic control are probably too low; using concrete instead of asphalt makes it more expensive.

Is the Project Viable? YES

Comments / Concerns:

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: MDOT HSIP grant applied for. MDOT TAP schedule? Application has been submitted (Oct. 2018) Have wayfinding signs been included in the cost? No. Presentation comments: 1. have ex. bike lanes on Michigan Ave., 2. Non-motorized transportation plan updated in spring 2018., 3. County Road Department may rebuild Waverly in 2019, but are still looking for funding.; 4. Concrete paths match better with ex. sidewalks.

**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2018 ROUND (August 2018)**

Project: MSU TO LAKE LANSING CONNECTOR, PHASE II
Community: MERIDIAN TOWNSHIP

Type of Application: NEW CONSTRUCTION **PRIORITY:** 1
(if multiple projects)

Reviewed By: SPICER GROUP, TANYA MOORE
Date: 10/15/2018, revised 11/15/18

Funding Sources

| | | |
|---------------------------------|---------------------|-------------------------------|
| Millage Funds Requested: | \$645,000.00 | |
| Applicant Funds/Match: | <u>\$215,000.00</u> | % Match: 25% |
| Total Project Cost: | \$860,000.00 | Match Source: Township |
| Construction Cost: | \$740,000.00 | In-kind Labor (Engineering) |
| Design Engineering: | \$25,000.00 | |
| Construction Engineering: | \$10,000.00 | |
| Other Costs: | \$15,000.00 | |
| Contingency Amount: | \$70,000 | 9.46% |

| | | | |
|-------------------------|---------------|--------------|-------------|
| Project Details: | <u>LENGTH</u> | <u>WIDTH</u> | <u>TYPE</u> |
| Total Trail Dimensions: | | | |
| Paved Trail Length: | 1.2 miles | 10' | Asphalt |
| Bridge Length: | | | |
| Boardwalk: | | | |

MDOT / DNR Comments: Meeting 10/19/18

MDOT - Project would benefit a high number of users. There is good connectivity (ex. Path on west end, entrance to park on east end). TAP conditional commitment will be issued for Phase I, Good public involvements and feasibility study. Follows an ex. gravel path which reduces costs. A lot of retaining wall needed for the proposed alignment; endangered species and other environmental issues may complicate and/or delay the project; there are potential issues if any part of the project ends up in the rail ROW; there is lots of tree removal; need to add a pay item for crosswalk striping.

Is the Project Viable? YES

Comments / Concerns:

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: At approximately station point 14+00 the proposed trail is intersecting the corner of a "dog enclosure". Will this be addressed in the design? The dog enclosure will be adjusted as part of the project. Are any railings required where the proposed trail crosses the Mud Creek Drain (approx. stn. pt. 17+00)? The crossing will be wide enough so railing will not be required. At the proposed trail terminus at Okemos Road—the north trail terminus looks like it will cross Okemos Road and connect to the boardwalk (funded in 2017), what will the south terminus point connect to? Is it necessary to have both access points? The second access point is not path, but for the sanitary force main and is necessary. The terminus at Grand River Ave. appears to cross private property; has an easement been provided? The application eludes to 3 easements, but only discusses one of those. Where are the other 2? No easements have been acquired; easements needed are from 2494 and 2498 Grand River (stn 0+00-6+00) and from DTN Management (Campus Hill Apartments, stn. 6+00-17+00). Have wayfinding signs been included? No.



**MINUTES FROM THE DEC. 10, 2018 PARK COMMISSION MEETING
WILLIAMSTOWN TOWNSHIP**

Project Title: Red Cedar River Water Trail

Type of Project: Special Project, Small Project

Amount Requested: \$50,000

Ms. Gregg stated she was impressed with the interdepartmental cooperation for this project. Mr. Unsworth stated this project is good for connectivity. Commissioner Banas stated we should recommend a blueways project. Ms. Pawar stated she is in support of this project.

Ms. Pawar stated she would like a better way of scoring small projects for the next round of millage applications. For example, reserving a certain amount of money for small projects.

Commissioner Banas stated she likes supporting communities that have not been previously awarded. Commissioner Banas recommended staff provide these justifications for the recommendations in the memo to the Board of Commissioners. Mr. Bennett stated the Park Commissioners' scoring should be shared with the Board of Commissioners. Mr. Unsworth clarified these are recommendations to the Board of Commissioners.

MOVED BY MS. HAMRICK, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND FUNDING WILLIAMSTOWN TOWNSHIP'S RED CEDAR RIVER WATER TRAIL IN YEAR 2019.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON. MOTION CARRIED.

FLRT/CITY OF LANSING

Project Title: Volunteer Trail Ambassador Coordinator

Type of Project: Special Project

Amount Requested: \$15,000

Mr. Morgan stated this position is crucial to be able to support the wayfinding program. Ms. Hamrick stated Ms. Ross has been integral in involving different communities. Ms. Hamrick stated one more year of funding is critical. Ms. Gregg stated she is worried that the wayfinding process may not be done in a year, and wonders if there is an alternative way to fund this position. Ms. Ross stated she agrees with her comments about wayfinding, and she has applied for grant programs and will do more events to get revenue. She is working on building a model that relies less on millage funding.

Commissioner Banas asked if this position wasn't funded how the work would get done. Ms. Hamrick stated the work wouldn't get done. Commissioner Banas stated she thinks the volunteer turnout hasn't been very good. Mr. Unsworth stated it is harder to get younger volunteers to participate. Mr. Unsworth stated TART has a lot of retired volunteers, and it will take time to get more volunteers.

MOVED BY MS. HAMRICK, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND FUNDING THE CITY OF LANSING/FLRT'S VOLUNTEER TRAIL AMBASSADOR COORDINATOR IN YEAR 2019.

YES-6; NO-0; ABSTAIN-1 (CHERRY HAMRICK). ABSENT: PAUL PRATT AND BRIAN JACKSON. MOTION CARRIED.

VILLAGE OF DANSVILLE

Project Title: Village of Dansville Biking/Walking Trail Plan

Type of Project: Special Project, Small Grant

Amount Requested: \$13,500

Mr. Morgan stated the Village of Dansville previously applied for this and was denied. Mr. Morgan encouraged the Park Commission to recommend this project. Ms. Buzzard stated she met with the Village of Dansville to discuss the plan which would allow for the village be able to apply for grants and future connectivity. Ms. Gregg stated we should encourage communities to have plans so that they can apply for grants in the future. Mr. Unsworth stated they are a part of the community and he supports this. Ms. Pawar stated she supports this too. Commissioner Banas stated there is an interest from bike groups to ride into the community. Mr. Unsworth stated this is a nice bike ride to Dansville. Mr. Bennett stated we would like to get to the Iron Belle Trail eventually, and the only way to do this is through Dansville. Mr. Bennett stated they alluded to this, but he suggests the Park Commission makes the recommendation with a stipulation they must include how to get from the Mason Hayhoe trail to Stockbridge.

MOVED BY MS. GREGG, SUPPORTED BY COMMISSIONER BANAS

TO RECOMMEND FUNDING THE VILLAGE OF DANSVILLE'S BIKING/WALKING TRAIL PLAN IN 2019.

COMMISSIONER BANAS SUGGESTED A FRIENDLY AMENDMENT SUPPORTED BY MS. GREGG TO RECOMMEND FUNDING THE PLAN WITH THE STIPULATION THAT THE VILLAGE OF DANSVILLE MUST INCLUDE IN THE PLAN ALL INFORMATION REQUIRED TO DEVELOP A TRAIL CONNECTING THE HAYHOE TRAIL IN MASON TO STOCKBRIDGE THROUGH DANSVILLE.

THIS AMENDMENT WAS ACCEPTED AS FRIENDLY BY THE COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON. MOTION CARRIED.

AURELIUS TOWNSHIP

Project Title: Glenna Droscha Community Park Picnic Pavilion & Playground

Type of Project: Small Grant

Amount Requested: \$45,118

Commissioner Banas stated she does not recommend funding this project. Ms. Hamrick reminded Commissioners this is a trails and parks millage. Commissioner Banas stated it is both, it isn't that we just help build a park, but where there is a park that is being developed, the amenity that is being put into the park should improve the value of the trail. Ms. Pawar stated the population is 4,400. The park that is there is sufficient for their needs. From a population perspective, not many people would benefit from this project. Mr. Morgan stated the *park* part of the millage is referring to Ingham County Parks. Mr. Morgan stated ~8-10% has been allocated for County Parks and 90% has been allocated to fund trail projects for other municipalities. Mr. Bennett stated it is a good project for 10 years down the road, but we need to work on connectivity now.

MOVED BY COMMISSIONER BANAS, SUPPORTED BY MR. EARL

TO RECOMMEND NOT FUNDING AURELIUS TOWNSHIP'S GLENNA DROSCHA COMMUNITY PARK PICNIC PAVILION & PLAYGROUND.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON.

MOTION CARRIED.

DELHI TOWNSHIP

Project Title: Holt to Mason Trail, Phase 1 (to be named Hayhoe Trail)

Type of Project: New Construction

Amount Requested: \$3,543,380

Ms. Gregg asked if we can commit funding past the current millage. Mr. Morgan stated no, it would only be a show of support not a commitment. Mr. Morgan stated the DNR needs an actual resolution showing an actual commitment. Ms. Buzzard stated Spicer Group and the State said we could possibly fund a portion of the amount, contingent upon the community applying for a grant.

Ms. Buzzard said the Township has stated they will not apply for a grant. Commissioner Banas stated the Township is unwilling to apply for a grant because they are applying for grants for local projects. Commissioner Banas stated other communities have made a choice to prioritize certain projects over other projects. The Township thinks they should not have to make that choice, and they deserve the funding.

Ms. Gregg asked if there is a limit to the number of grants a community can apply. Ms. Buzzard stated no, there is not a limit. Ms. Longpre stated typically two grants could be awarded to a community, usually not more than that. Mr. Morgan stated Ms. Buzzard met with TAP who said this was a good project. Mr. Bennett stated this application had the lowest match provided in this round. Commissioner Banas stated she is reluctant about this, it is our obligation to make our dollars stretch as far as possible, and to deal with public safety needs. In particular she would like to fund the Lansing Township project because it would remedy a safety issue. Commissioner Banas would like to support Delhi Township, but not the full amount, it is not realistic. Can they do a portion of this project, if it would makes sense? If not she doesn't see this happening.

Mr. Morgan stated if they apply for a TAP grant, maybe the Park Commission could fund a portion of the project. Mr. Unsworth stated they lowballed the cost on the ditch. Mr. Unsworth stated from a bicyclist's point of view, there are other routes in that area you could choose for a lot cheaper. He would recommend a signed bike route instead of a trail that he considers is not very attractive. Ms. Buzzard stated there are some other alternatives. Mr. Bennett stated he is abstaining from this discussion since he works for Delhi Township.

Ms. Gregg stated if we are okay with partially funding this, she would like to discuss other projects to see what other funds we may have and return to this at a later time in the meeting. Ms. Hamrick stated she doesn't want to fund the whole amount, but would like to show some support. Ms. Gregg stated she would like to fund a portion for them to plan this, and encourage them to apply for a grant and to prioritize this project. Mr. Bennett stated he is against giving money to communities if they don't have a clear plan. This applies to any community. Ms. Hamrick asked if County staff had asked the Township to break this down and give a phased approach. Ms. Buzzard stated we have asked the Township this, and if they did phase it, that could result in a trail to nowhere.

MOVED BY COMMISSIONER BANAS, SUPPORTED BY MS. GREGG

TO RECOMMEND NOT FUNDING 3.5 MILLION AT THIS TIME IN THE MEETING FOR DELHI TOWNSHIP'S HOLT TO MASON TRAIL, PHASE 1 (TO BE NAMED HAYHOE TRAIL).

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON. ABSTAIN MATT BENNETT. MOTION CARRIED.

LANSING TOWNSHIP

Project Title: Waverly Road Shared Use Pathway Project

Type of Project: New Construction

Amount Requested: \$344,750

Ms. Hamrick stated she recommends this project. This is a safety concern. She has witnessed a person in a wheelchair getting hit along this stretch. Mr. Unsworth stated this is a necessary project. Commissioner Banas stated there was a pedestrian death and the number one goal of government is to protect public safety. The collaboration with other communities is also important. Ms. Buzzard stated this is a big safety concern. Ms. Gregg stated she supports the project.

MOVED BY COMMISSIONER BANAS, SUPPORTED BY MS. HAMRICK

TO RECOMMEND FUNDING LANSING TOWNSHIP'S WAVERLY ROAD SHARED USE PATHWAY PROJECT IN YEAR 2019.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON.
MOTION CARRIED.

MERIDIAN TOWNSHIP

Project Title: MSU to Lake Lansing Connector Trail - Phase II

Type of Project: New Construction

Amount Requested: \$645,000

Commissioner Banas stated public input shows that there is supports of this project. Connecting MSU and the parks is great. We would like to see the momentum of this project and see it completed. Mr. Unsworth stated this is an important project. Ms. Gregg stated this opens up a section of trails that are attractive and will be enjoyed and heavily used. It will make it easier to commute by bike. Ms. Pawar stated this project is important for connectivity.

MOVED BY COMMISSIONER BANAS, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND FUNDING MERIDIAN TOWNSHIP'S MSU TO LAKE LANSING CONNECTOR TRAIL - PHASE II WITH 50% FUNDING IN 2019 AND 50% IN 2020

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON.
MOTION CARRIED.

CITY OF LANSING

Project Title: Cambridge to Francis River Trail Connection

Type of Project: New Construction

Amount Requested: \$400,030

Ms. Gregg stated in her opinion this is too small of a connector to fund. It is not of regional significance. Commissioner Banas urged staff include in the memo to the Board of Commissioners that this is a fine connector project, just not of regional importance yet.

MOVED BY MS. GREGG, SUPPORTED BY COMMISSIONER BANAS

TO RECOMMEND NOT FUNDING THE CITY OF LANSING'S CAMBRIDGE TO FRANCIS RIVER TRAIL CONNECTION.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON.
MOTION CARRIED.

CITY OF LANSING

Project Title: Bridge #13, 14, 15, 18 and 31

Type of Project: Repair/Rehab

Amount Requested: \$1,618,996 breakdown of cost:

Bridge #18 Replace: \$714,017.94

Bridge #13 Repair: \$86,442.85

Bridge #15 Repair: \$344,042.54

Bridge #14 Repair: \$100,980.97

Bridge #31 Repair: \$373,511.70

Mr. Morgan stated Bridge #18 could have been funded in the big fix. Mr. Bennett stated this is a safety concern and should be recommended.

BRIDGE 18

MOVED BY COMMISSIONER BANAS, SUPPORTED BY MR. BENNETT

TO RECOMMEND FUNDING THE CITY OF LANSING'S BRIDGE #18 WITH 50% FUNDING IN 2019 AND 50% IN 2020.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON.
MOTION CARRIED.

Ms. Hamrick asked for the condition of the Caser Chavez bridge. Commissioner Banas asked if there is an immediate need. Ms. Gregg stated can this can wait three years for the next millage. Ms. Gregg stated the Pennsylvania Bridge is heavily used. The Caesar Chavez bridge would have the least impact if not funded now.

BRIDGE 13, 15, 14, 31

MOVED BY MS. GREGG, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND FUNDING THE CITY OF LANSING'S BRIDGE #13 IN YEAR 2019.

TO RECOMMEND FUNDING THE CITY OF LANSING'S BRIDGE #15 IN YEAR 2020

TO RECOMMEND FUNDING THE CITY OF LANSING'S BRIDGE #14 IN YEAR 2020.

TO RECOMMEND NOT FUNDING THE CITY OF LANSING'S BRIDGE #31.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON.
MOTION CARRIED.

Ms. Gregg stated we encourage the City of Lansing to reapply for Bridge #31 if the millage is renewed.

EAST LANSING

Project Title: Pedestrian Connection to Northern Tier Trail at Riveria Drive

Type of Project: New Construction

Amount Requested: \$370,796

Project Title: Pedestrian Connection to Northern Tier Trail at Colorado Drive

Type of Project: New Construction

Amount Requested: \$191,684

Mr. Unsworth stated these are local projects, and some of the routes were on sidewalks to get to the trails. According to the census, it is a poverty stricken area, but in reality he thinks this is reaching. Mr. Unsworth stated it is not a regional connection. Mr. Bennett stated he agrees, this is similar to why we didn't fund the City of Lansing's Cambridge to Francis River Trail Connection. Mr. Unsworth stated it is not appropriate for the whole population of the County, it just benefits two neighborhoods. Ms. Gregg stated eventually she sees this as an important connection for the future. Ms. Gregg said there is an apartment complex it would connect to, which could be considered low income.

Commissioner Banas asked why is it so expensive. Ms. Longpre stated they have to meet the requirements of going over a County drain, it has to be clear span and be outside of drain flow, etc. Colorado Drive goes across a City drain and their engineers said they can do a box culvert which is less expensive. Mr. Morgan stated this is a project they cannot fund on their own, it is a spoke and important on a local level. Ms. Longpre stated extending the trail further is challenging, they will have to go through neighborhoods. These small connections is the only way they can make their way down to the River Trail. Ms. Pawar stated it is a local project, it does connect to neighborhoods and it would make a great connection for them. Connectivity has to start somewhere, and maybe in a few years we can think about this. Commissioner Banas stated to get to regional connections it does require small steps to go through neighborhoods, and we do need to be mindful of that.

MOVED BY MR. UNSWORTH, SUPPORTED BY MR. BENNETT

TO RECOMMEND NOT FUNDING EAST LANSING'S PEDESTRIAN CONNECTION TO NORTHERN TIER TRAIL AT RIVERIA DRIVE AND EAST LANSING'S PEDESTRIAN CONNECTION TO NORTHERN TIER TRAIL AT COLORADO DRIVE.

YES-5; NO-1 (JESSY GREGG); ABSTAIN-1 (CHERRY HAMRICK). ABSENT: PAUL PRATT AND BRIAN JACKSON. MOTION CARRIED.

INGHAM COUNTY

Project Title: Lake Lansing Park South Improvements

Type of Project: Repair/Rehab

Amount Requested: \$1,040,200

Commissioner Banas stated she is partial to the Lake Lansing Park South project since the bathhouse is crumbling. It is a regional destination park. It would be hard to do this improvement without County dollars. Can we do both County projects? Ms. Gregg reminded the commissioners we have not allocated any money to Delhi Township yet. Ms. Pawar said there is a need for this project, and she would prioritize Lake Lansing Park South over the Hawk Island project. Commissioner Banas asked if we can use different CIP funds for the Hawk Island project. Mr. Morgan stated insurance will cover some improvements to Hawk Island.

Ms. Hamrick and Ms. Gregg stated they are concerned if we fund this there will not be enough money for Delhi Township's project. Mr. Unsworth stated the biggest part of Lake Lansing is the bathhouse and paving. Mr. Witte stated this is a safety concern, the bathhouse is a need. Ms. Pawar stated that parks need improvements, a diverse population uses the park and bathroom accessibility is important. There is a need for this to be funded.

Commissioner Banas stated the bathhouse is a big component but the rest of the project is ADA accessibility. The Park Commission has pledged to support accessibility, which is a part of public safety. We are trying to use millage dollars to improve regional connectivity as well as public safety. This is a park that attracts people from across the greater Lansing area. Commissioner Banas urges the commission to fully fund the project. This deals with public safety. Mr. Bennett stated we should fully fund this project.

Mr. Bennett stated if we had the money we could fund Delhi Township, but if we funded them, we would have

nothing else to give to other communities. If the millage is renewed, and Delhi Township reapplied, that would allow for funding to be spread out over six years. Ms. Gregg stated other communities like Meridian Township has provided high matches for their projects, whereas Delhi Township has not shown this same level of commitment. Commissioner Banas recommended this point be included in the memo to the Board of Commissioners. Commissioner Banas stated Delhi Township would have been funded if they would have asked for less money and provided more match.

Mr. Morgan stated he is thankful the Park Commission is recommending this project. Commissioner Banas read from Mr. Morgan's monthly report "we received notice on this round of MDNR Trust Fund Grant for Lake Lansing South which we scored number one for Trust Fund and should get that award." Mr. Morgan clarified it is not for this project, this would be a new application but it could score high because it is a high population area just like the grant we scored number one. Mr. Morgan stated currently there are no showers at Lake Lansing South and this project would be a facelift for the park. Mr. Witte stated it is a destination and Lake Lansing South has a body of water which attracts many visitors. Commissioner Banas said she has heard from some people that their only vacation was to Lake Lansing.

MOVED BY MS. PAWAR, SUPPORTED BY COMMISSIONER BANAS

TO RECOMMEND FUNDING INGHAM COUNTY'S LAKE LANSING PARK SOUTH IMPROVEMENTS PROJECT IN YEAR 2020.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON. MOTION CARRIED.

INGHAM COUNTY

Project Title: Hawk Island Park Improvements

Type of Project: Repair/Rehab

Amount Requested: \$548,500

MOVED BY MS. GREGG, SUPPORTED BY MS. HAMRICK

TO RECOMMEND NOT FUNDING INGHAM COUNTY'S HAWK ISLAND PARK IMPROVEMENTS.

Commissioner Banas asked if we could break the project up? Mr. Morgan stated we split this into a Trust Fund and a Land and Water Conservation Fund grant, so we could choose one or the other. Mr. Morgan stated the Trust Fund grant is for a new paved path, three new fishing piers, etc. Mr. Morgan stated the Land and Water Conservation Fund grant is for an accessibly canoe / kayak launch, new shelters, and new walkways which would replace the current dock. Mr. Morgan stated the priority is the Trust Fund grant in the amount of \$300,000. Ms. Hamrick stated if this project is funded, that would leave no funding for Delhi Township.

MS. GREGG WITHDREW HER MOTION AND MS. HAMRICK WITHDREW HER SUPPORT OF THE MOTION. MR. UNSWORTH PROPOSED THE FOLLOWING MOTION:

MOVED BY MR. UNSWORTH, SUPPORTED BY COMMISSIONER BANAS

TO RECOMMEND FUNDING A PORTION OF INGHAM COUNTY'S HAWK ISLAND PARK IMPROVEMENTS PROJECT IN THE AMOUNT OF \$300,000 FOR THE PORTION OF THE APPLICATION TIED TO THE DNR TRUST FUND APPLICATION TO INCLUDE A NEW PAVED PATH, IN LIEU OF THE BOARDWALK ALONG BANK OF THE LAKE, REPLACEMENT OF ASPHALT WALKWAYS BETWEEN THE BATHHOUSE, PARKING LOT AND DOCKS, THREE NEW FISHING PIERS / OVERLOOK DOCKS, NATIVE LANDSCAPING, PARKING LOT

STRIPING, AND STRIPING OF THE TRAIL LOOP AROUND THE LAKE AND OUT TO
CAVANAUGH ROAD WITH \$78,604.18 FUNDED IN 2019 AND \$221,395.82 FUNDED IN 2020.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON.
MOTION CARRIED.

Project Title: Holt to Mason Trail, Phase 1 (to be named Hayhoe Trail)

Type of Project: New Construction

Amount Requested: \$3,543,380

Mr. Unsworth recommended Delhi Township look at alternative routes. Ms. Pawar stated there is a connectivity issue, what the proposal writers have done is not enough. It should be broken down in segments, and how it is being brought forward needs work. Mr. Unsworth said they lowballed the cost for ditches. Tri-County Regional Planning Commission will have a plan that will be unveiled in March, so he thinks there is reason to delay this. Ms. Gregg stated arranging easements can be time consuming. With creative application of funds, there could be a more enjoyable route.

Mr. Bennett stated if the millage is renewed, maybe we could forgo this for a couple of years. We could work between different communities to come up with a plan for connectivity. Ms. Gregg thinks we will have to lead this. Mr. Bennett stated Aurelius Township is small, they are not going to want to take ownership. Maybe Dart could get involved. Mr. Bennett stated if our Park Commission wants this as a priority, we may need to be proactive. Mr. Unsworth stated the way the Ingham County Trails and Parks Comprehensive Report was written is that it is in the hands of the communities. Commissioner Banas stated the Task Force didn't want to take ownership since we didn't want to get in over our heads. Maybe there is a discussion that needs to be had. Commissioner Banas stated it is not productive to have the Township ask to have the County fully fund their project. Commissioner Banas stated we funded 10 out of 14 communities, and if we funded Delhi Township we would only be able to fund 2 projects. Commissioner Banas recommended not funding this because it is the only project we could fund and then there would be other worthy projects we could not fund. We would welcome an application in the future.

MOVED BY COMMISSIONER BANAS, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND NOT FUNDING DELHI TOWNSHIP'S HOLT TO MASON TRAIL, PHASE 1
(TO BE NAMED HAYHOE TRAIL) PROJECT THIS YEAR DUE TO THE HIGH COST.

YES-6; NO-0; ABSTAIN-1 (MATT BENNETT). ABSENT: PAUL PRATT AND BRIAN JACKSON.
MOTION CARRIED.

BOARD/STAFF COMMENTS

Ms. Hamrick stated she will get back to the Park Commission about jackets. Ms. Pawar thanked Ms. Buzzard for setting up the site visits. Ms. Buzzard thanked the Park Commissioners for their hard work.

PARKS DEPARTMENT RANKING



INGHAM COUNTY TRAILS & PARKS MILLAGE GRANTS

| Score | Project Type | Applicant | Project Title | Grant Request | Fund in 2019 | 2020 Or Multiple Yrs. | Grant Award 2019 | Grant Award 2020 | 2019 Total Amount Recommended | Total Available in 2020 | Total Amount Recommended 2019-2020 |
|-------|--------------|------------------|--|---------------------------|--------------|-----------------------|------------------|------------------|-------------------------------|-------------------------|------------------------------------|
| | | | | | | | | | \$0.00 | \$0.00 | \$3,693,499.00 |
| 42.07 | Special | Williamston | Red Cedar River Water Trail | \$50,000.00 | Yes | | \$50,000.00 | \$0.00 | \$1,267,806.00 | \$0.00 | \$3,693,499.00 |
| 41.21 | New | Lansing Township | Waverly Road Shared Use Path | \$344,750.00 | Yes | | \$344,750.00 | \$0.00 | | | |
| 38.96 | New | Meridian | MSU to Lake Lansing Connector, Phase II | \$645,000.00 | Yes | | \$645,000.00 | \$0.00 | | | |
| 33.89 | New | City of Lansing | Trail Connect-Cambridge to Frances Park | \$400,030.00 | | Yes (19-20) | \$200,015.00 | \$200,015.00 | | | |
| 33.29 | New | Delhi | Holt to Mason, Phase I (\$1,000,000) | \$2,543,380.00 | | | \$0.00 | \$1,000,000.00 | | | |
| 32.54 | | City of Lansing | Bridges | | | | \$0.00 | \$0.00 | | | |
| | Repair | Bridge 18 | CL-18-LTE-RC (between Aurelius and Crego) | \$714,017.94 | | Yes (2020) | \$0.00 | \$714,017.94 | | | |
| 31.96 | Special | FLRT/Col | Volunteer Trail Ambassador/Coordinator | \$15,000.00 | Yes | | \$15,000.00 | \$0.00 | | | |
| 31.16 | | City of Lansing | Bridges-see below breakdown (Total:\$904,978.06) | | | | \$0.00 | \$0.00 | | | |
| | Repair | Bridge 13 | CL-13 | \$86,442.85 | | Yes (2020) | \$0.00 | \$86,442.85 | | | |
| | Repair | Bridge 15 | CL-15 | \$344,042.54 | | Yes (2020) | \$0.00 | \$344,042.54 | | | |
| | Repair | Bridge 14 | CL-14 (\$94,215) | \$100,880.87 | | No | \$13,041.00 | \$81,174.67 | | | |
| | Repair | Bridge 31 | CL-31 | \$373,511.70 | No | No | \$0.00 | \$0.00 | | | |
| 29.75 | New | E. Lansing | NTT-Ped. Connection at Riveria Drive | \$370,796.00 | No | No | \$0.00 | \$0.00 | | | |
| 29.36 | New | E. Lansing | NTT-Ped Connection at Colorado Drive | \$191,684.00 | No | No | \$0.00 | \$0.00 | | | |
| 28.98 | Repair | Ingham Co. | Hawk Island Park \$300,000 | \$548,500.00 | No | | | | | | |
| 26.21 | Special | Dansville | Dansville Hiking/Walking Trails | \$13,500.00 | No | | \$0.00 | \$0.00 | | | |
| 24.86 | Repair | Ingham Co. | Lake Lansing S. Improvements | \$1,040,200.00 | No | | \$0.00 | \$0.00 | | | |
| 22.64 | Special | Aurelius | Glenna Droscha Comm. Park | \$45,118.00 | No | | \$0.00 | \$0.00 | | | |
| | | | Amount Requested | \$8,826,954.00 | | TOTAL ASK | \$1,267,806.00 | \$2,425,693.00 | | | |

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, Board of Commissioners Resolution #18-231 approved a fourth round of applications that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects; and

WHEREAS, 17 applications that were received from Aurelius Township (1), Delhi Township (1), City of East Lansing (2), City of Lansing (7), Lansing Township (1), Meridian Township (1), Williamston Township(1), Ingham County (2), Village of Dansville (1); and

WHEREAS, after careful review and evaluation of the applications by the Park Commission, the Park Commission submits the following ranking shown in Table A for funding of the below applications.

Table A

| Entity | Project Title | Amount Requested | Millage Funds Recommended for Funding | Year Funded |
|----------------------|--|-------------------------|--|--------------------|
| Williamston Township | Red Cedar River Water Trail | \$50,000.00 | \$50,000.00 | 2019 |
| Lansing (FLRT) | Volunteer Trail Ambassador Coordinator | \$15,000.00 | \$15,000.00 | 2019 |
| Lansing | Bridge 13 | \$86,442.85 | \$86,442.85 | 2019 |
| Lansing Township | Waverly Road Shared Use Path | \$344,750.00 | \$344,750.00 | 2019 |
| Village of Dansville | Dansville Hiking/Walking Trails Plan | \$13,500.00 | \$13,500.00 | 2019 |
| Lansing | CL-18 | \$714,017.94 | \$714,017.94 | 2019-2020 |
| Lansing | CL-15 | \$344,042.54 | \$344,042.54 | 2020 |
| Lansing | CL-14 | \$100,980.97 | \$100,980.97 | 2020 |
| Meridian Township | MSU to Lake Lansing Connector, Phase 2 | \$645,00.00 | \$645,000.00 | 2019-2020 |
| Ingham Co. | Hawk Island Park | \$300,000.18 | \$300,000.18 | 2019-2020 |
| Ingham Co. | Lake Lansing S. Improvements | \$1,040,200.00 | \$1,040,200.00 | 2020 |

WHEREAS, after careful review and evaluation of the applications the Parks Department respectfully submits the following ranking in Table B for funding of the below applications.

Table B

| Entity | Project Title | Amount Requested | Millage Funds Recommended for Funding | Year Funded |
|----------------------|---|-------------------------|--|--------------------|
| Williamston Township | Red Cedar River Water Trail | \$50,000.00 | \$50,000.00 | 2019 |
| Lansing Township | Waverly Road Shared Use Path | \$344,750.00 | \$344,750.00 | 2019 |
| Meridian Township | MSU to Lake Lansing Connector, Phase 2 | \$645,00.00 | \$645,000.00 | 2019-2020 |
| City of Lansing | Trail Connect-Cambridge to Frances Park | \$400,030.00 | \$400,030.00 | 2019-2020 |
| Delhi Township | Holt to Mason, Phase 1 | \$3,543,380.00 | \$1,000,000.00 | 2020 |
| City of Lansing | CL-18 | \$714,017.94 | \$714,017.94 | 2019-2020 |
| Lansing/(FLRT) | Volunteer Trail Ambassador Coordinator | \$15,000.00 | \$15,000.00 | 2019 |
| City of Lansing | Bridge 13 | \$86,442.85 | \$86,442.85 | 2019 |
| City of Lansing | Bridge CL-15 | \$344,042.54 | \$344,042.54 | 2020 |
| City of Lansing | Bridge CL-14 | \$100,980.97 | \$100,980.97 | 2020 |

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

BE IT FURTHER RESOLVED, that all work will be completed within two years from the date the contracts are executed except in the case of projects that are being funded across multiple years, which will be completed in 2022.

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

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

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

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

BE IT FURTHER RESOLVED, the role of the Park Commission is to receive, evaluate, and rate all proposals, and to forward them for consideration to the Board of Commissioners, including for each proposal a description of its primary strengths and weaknesses.

BE IT FURTHER RESOLVED, the decision whether to fund a given project is reserved to the Board of Commissioners.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: January 17, 2019
SUBJECT: Lake Lansing North Grant
For the meeting agenda of 2/4/19 Human Services and 2/6/19 Finance

BACKGROUND

The county received a 2017 Michigan Natural Resource Trust Fund Grant from the Michigan Department of Natural Resources for improvements at Lake Lansing North Park. The project will provide accessibility improvements throughout the park. The Purchasing Department solicited proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Lake Lansing North Park. The general scope of work includes, but is not limited to, new accessible HMA paved trails, gravel entry drive improvement, accessible boardwalk replacement and restroom building improvements.

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 complete the project.

FINANCIAL IMPACT

Board of Commissioners Resolution #18-307 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement in the amount of \$244,700, plus a local match of \$115,000 for a total project amount of \$359,700.

Board of Commissioners Resolution #18-185 authorized a contract with the prime professional, ROWE Professional Services Company in the amount of \$28,787 plus an additional \$3,000 by short form authorization leaving a remaining balance of \$327,913. An additional \$1,865 is required for permitting.

The Evaluation Committee recommends that a contract be awarded to Laux Construction, LLC as quoted in the base bid in the amount of \$330,700 plus Alternate 1 in the amount of \$4,750, Alternate 2 in the amount of \$13,000, and Alternate 3 in the amount of \$3,200, plus a contingency of \$10,000 for a total construction cost not to exceed \$361,650.

This resolution authorizes an additional an additional \$35,602 from the Trails and Parks Millage fund balance 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(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 January 14, 2019 meeting.

RECOMMENDATION

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

Agenda Item 3b

TO: Tim Morgan, Parks Director
FROM: James Hudgins, Director of Purchasing
DATE: December 4, 2018
RE: Memorandum of Performance for RFP No. 220-18 Lake Lansing North Park Improvements

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Lake Lansing North Park.

The scope of work includes, but is not limited to, new HMA paved trails and/or concrete sidewalk, gravel entry drive improvement, boardwalk replacement and restroom building improvements.

The Purchasing Department can confirm the following:

| Function | Overall Number of Vendors | Number of Local Vendors |
|--|---------------------------|-------------------------|
| Vendors invited to propose | 39 | 12 |
| Vendors attending pre-bid/proposal meeting | 14 | 6 |
| Vendors responding | 3 | 2 |

A summary of the vendors’ costs is located on the next page.

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.

SUMMARY OF VENDORS' COSTS

| VENDOR NAME | LOCAL PREF | BASE BID Total Cost for Completing Work | ALT 1 Add Alternate to Provide Removal and Replacement of Entry Door and Hardware at Men's and Women's Toilet Room at the Main Shelter Building Location | ALT 2 Add alternate to provide new room exhaust fan above each ADA toilet stall in each men's and women's room at both main shelter building and sand hill shelter | ALT 3 Add alternate to provide removal and replacement of existing interior light fixtures in each men's and women's room at both main shelter building and sand hill shelter building | ALT 4 Total cost for installing an 8' wide concrete path and concrete barrier free parking pad. | Substitutions (Optional) |
|-------------------|--------------|---|--|--|--|---|--|
| Laux Construction | Yes, Holt MI | \$330,700.00 | \$4,750.00 | \$13,000.00 | \$3,200.00 | \$26,300.00 | \$25.00/cu yd excavate and dispose of poor soils |
| Sorensen Gross | No, Flint MI | \$395,000.00 | \$1,600.00 | \$7,700.00 | \$8,400.00 | \$44,000.00 | |
| Moore Trospen | Yes, Holt MI | \$398,000.00 | \$4,600.00 | \$10,500.00 | \$5,400.00 | \$32,000.00 | |

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH LAUX CONSTRUCTION, LLC.

WHEREAS, Board of Commissioners Resolution #18-307 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement for the grant application titled Lake Lansing North Park Improvements #TF17-0157; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Lake Lansing North Park. The general scope of work includes, but is not limited to, new accessible HMA paved trails, gravel entry drive improvement, accessible boardwalk replacement and restroom building improvements; and

WHEREAS, Board of Commissioners Resolution #18-307 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement in the amount of \$244,700, plus a local match of \$115,000 for a total project amount of \$359,700; and

WHEREAS, Board of Commissioners Resolution #18-185 authorized a contract with the prime professional, ROWE Professional Services Company in the amount of \$28,787 plus an additional \$3,000 by short form contract authorization; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Laux Construction, LLC as quoted in the base bid in the amount of \$330,700 plus Alternate 1 in the amount of \$4,750, Alternate 2 in the amount of \$13,000, and Alternate 3 in the amount of \$3,200, plus a contingency of \$10,000 for a total construction cost not to exceed \$361,650; and

WHEREAS, an additional \$1,865 is required for permitting; and

WHEREAS, the actual cost for the permitting, construction, and contingency exceeds the original budget by \$35,602; and

WHEREAS, additional funds need to be appropriated for the project from the Trails and Parks Millage fund balance in an amount of \$35,602.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Laux Construction, LLC as quoted in the base bid in the amount of \$330,700 plus Alternate 1 in the amount of \$4,750, Alternate 2 in the amount of \$13,000, and Alternate 3 in the amount of \$3,200, plus a contingency of \$10,000 for a total construction cost not to exceed \$361,650 to enter into a contract for the purpose of making improvements to Lake Lansing North Park.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$35,602 from the Trails and Parks Millage fund balance for the Lake Lansing North Park project for permitting and construction and the Controller is authorized to transfer \$35,602 from the Trails and Parks Millage fund balance into line item #245-75299-974000-7P14.

BE IT FURTHER RESOLVED, that the term of the contract shall be from the date of execution until June 30, 2020.

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.

2019 Trails and Parks Millage Update

The year of 2018 flew by in the Parks Department with new grants being awarded, projects being started and completed both throughout the County and within our parks system. Due to unforeseen circumstances such as an asphalt strike and endangered species surveys a few projects throughout the County were delayed.

As we enter the fifth year of the millage, Park staff are excited to see the completion of multiple projects, extending trails and increasing regional connectivity to Ingham County. We are also looking forward to potentially working with new communities that are in the docket for the current round of grants and expanding the impact of this millage. Below we have included the past year highlights of millage accomplishments.

COMPLETED PROJECTS

City of East Lansing

- Harrison Meadows Bridge
- Abbey Road Bridge
- Soccer Complex Bridge
- Sealing and paving along the N. Tier Trail

City of Lansing

- Overband and crack sealing the Rivertrail
- Moore's Park Rivertrail Bridge repair
- FLRT Ambassador Work

City of Leslie

- Trail Planning Project

City of Mason

- Hayhoe Riverwalk Extension and Trailhead

Ingham County Capital Improvement Projects

- New roof for maintenance building-Hawk Island
- Splash pad features-Hawk Island
- New band shell roof-Lake Lansing South

Delhi Township

- Design and engineering for the Holt to Mason Trail

IN PROGRESS PROJECTS

City of Lansing

- **Elm Street:**
 - Reopened for the winter. Paving to be done early spring 2019.
- **North Stairs (Lansing Center):**
 - Stair treads and landings have been installed. Contractor is finishing up concrete patching and will begin installing electrical and the concrete foundation for the light standard to be installed.
- **Bridge 16:**
 - The bridge abutment has been poured. The contractor will begin backfilling around the abutment next week. The final span may be placed mid to late next week depending on when the backfilling is complete.
- **Bridge 20:**
 - The contractor will be addressing the bridge joints with temporary shoring for the winter and backfilling post holes and bridge approaches next week.
- **South Stairs:**
 - Construction is scheduled for the end of January to early February 2019
- **Rivertrail Rehabilitation (Paving):**
 - Paving completed for the winter and will reconvene next spring
- **Trail Ambassador work**

City of Mason

- Hayhoe Riverwalk Extension-Kerns Road

Village of Stockbridge

- Lakelands Trail Resurfacing

Leroy Township

- Simmons Memorial Park project

Meridian Township

- Township trail rehabilitation
- Old Raby culvert replacement
- Okemos Road Pedestrian boardwalk
- Township bridge repair, bridges 1-7
- MSU to Lake Lansing Connector Trail-Phase 1

Aurelius Township

- 5-Year Parks and Recreation Plan

Ingham County Parks Grants-Awarded

- Michigan Natural Resources Trust Fund Grant match –Lake Lansing South
- Land and Water Conservation Fund-Burchfield

Ingham County Parks Grants-In Progress

- Recreation Passport Grant-Burchfield
- Michigan Natural Resources Trust Fund-Burchfield
- Michigan Natural Resources Trust Fund-Lake Lansing North

2018-2019-2020 MILLAGE FORECAST

2018

| | | |
|--|---|--------------------|
| 2018 Millage Revenue (forecast) | | \$3,790,454 |
| Parks 2018 Operating (budgeted) | | \$51,500 |
| Parks 2018 CIP Budget (budgeted) | | \$105,000 |
| MDNR Grants Match LLS Res 18-108&109 (59K+156,600) | | \$215,600 |
| Millage Sign for Finished Projects Res Dec 2018 | | \$10,000 |
| Millage Coordinator Budget | | \$117,422 |
| Millage Consultant year 2 | | \$98,921 |
| | Available Fiscal 2018 Millage Funding | \$3,192,011 |
| | Approved millage projects 2018 round BOC | \$2,770,478 |
| City of Lansing Additional Request "Big Fix overage" | (-) | \$270,318 |
| | Balance unallocated for 2018 | \$151,215 |

2019

| | | |
|---|---|------------------------|
| 2019 Millage Revenue (forecast) | | \$3,790,454 |
| | 70% future allocations – maximum available | \$2,653,318 |
| | Less East Lansing Additional \$437,589 Res.#17-380 | |
| | 70% future allocations - maximum available after Res.#17-380 | \$2,215,729 |
| | 30% - 2019 application round & other forecasted expenditures | \$1,137,136 |
| | Approved millage projects 2018 round BOC | \$1,104,683 |
| | Balance unallocated for 2019 | \$1,111,046 |
| 2019 Expenses (forecast) | | |
| Wayfinding for exiting Trails (proposed design/produce/install) | | \$400,000 |
| Parks 2019 Operating | | \$52,250 |
| CIP Request Parks Millage request | | \$297,500 |
| Millage Coordinator Budget | | \$130,743 |
| Millage Consultant - New Contract- Year 3 | | \$99,883 |
| | Expenditure Forecast | \$980,376 |
| | 30% less expenditures balance | \$156,760 |
| | Projected available for 2019 | \$1,267,806 |

2020

| | | |
|---|---|--------------------|
| 2020 Millage Revenue | | \$3,790,454 |
| | 70% future allocations - maximum available | \$2,653,318 |
| | 30% - 2020 application round & other forecasted expenditures | \$1,137,136 |
| | Approved millage projects 2018 round BOC | \$227,625 |
| | Total Balance 70% unallocated for 2020 | \$2,425,693 |
| 2020 Expenses (forecast) | | |
| CIP Request Parks Millage request | | \$337,500 |
| Parks 2020 Operating | | \$53,000 |
| L &W Burchfield Res#18-107 (Need add 20K see notes match) | | \$20,000 |
| MDNR Grants Match L &W Burchfield Res#18-107 | | \$56,300 |
| Millage Coordinator Budget | | \$134,000 |
| Millage Consultant - New Contract- Year 4 | | \$101,873 |
| | Expenditure Forecast | \$702,673 |
| | 30% less expenditures balance (available in 2020) | \$434,463 |
| Next Round Millage (Deadline 8/31/2018) Estimated funds available | | |
| | | \$3,693,499 |
| Estimated Fund Balance 12/1/2018 | | \$451,885 |
| Pursuit of Property Closed Session \$???? | | ??? |

Notes:

Language BOC Resolution 17-275 ... "THEREFORE BE IT RESOLVED, the Board of Commissioners may tentatively allocate funding for projects over a multi-year period (an annual amount not to exceed 70% of projected future millage revenue in any given year) to provide flexibility and to construct large projects in multi-year phases."

12/3/2018

Agenda Item 4

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

FROM: Tim Morgan, Parks Director & Cynthia Wagner, Zoo Director

DATE: January 18, 2019

SUBJECT: Revenue Management System

For the meeting agenda of 2/4/19 Human Services, 2/5/19 County Services, and 2/6/19 Finance

BACKGROUND

Currently the Park uses a web based reservation system (ActiveNet) for shelter reservations, inflatables, band shell, special events, canoe/kayaks, and snow tubing hill reservations in the administrative office. Currently the Zoo uses a web based reservation system (Doubleknot) for shelter reservations, education programs, memberships, and events in the administrative office. A variety of tickets, cash registers and credit card terminals are used in the collection of revenue throughout the zoo and parks and are not networked. Revenue information/paperwork is then physically transported to the administrative office for receipting and data collection. Financial information for the zoo and parks is entered and stored in MUNIS. A new revenue management system will streamline and make our operations more efficient.

Ingham County Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a contract to provide a turnkey Revenue Management System for the Parks and Recreation Department and Potter Park Zoo. Three vendors were invited to present hands on demonstrations to Zoo, Parks, I.T. Department, Treasures' Office and Financial Services staff. Then two finalists were selected for another webinar interview. Then we did a site visit with the top pick-Vermont Systems and went over all the hardware and software for each location. Based on the site visit the bid totals were adjusted and the recommendation from staff was that Vermont Systems was the only viable vendor for both the Parks and Zoo.

ALTERNATIVES

The alternative is to continue to operate with our current system which is outdated.

FINANCIAL IMPACT

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department and Zoo staff, to award the contract to Vermont Systems, Inc. Funds are available in the Parks 208 fund balance for year one and two. Funds are available in the Zoo fund balance for year one and two. Funding for year 3-7 will be requested as a new request in the yearly budget process.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of developing a performance-based measurement system for monitoring and reporting County service delivery and outcomes, specifically Section A. 3 (f) of the Action Plan - by developing a performance measurement system to track the success of County services.

This resolution supports the overarching long-term objective of ensuring employees provide complete and courteous responses to resident questions and inquiries, specifically Section A. 4 (b) of the Action Plan - Provide responsive customer service and public engagement.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their January 14, 2019 meeting. The Zoo Advisory Board supported this resolution at their January 9, 2019 meeting.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution to implement a Revenue Management System.

Agenda Item 4

TO: Cynthia Wagner, Potter Park Zoo Director
Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: August 23, 2018

RE: Memorandum of Performance for RFP No. 139-18: Point of Sale System

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a contract to provide a turnkey Point of Sale System for the Parks and Recreation Department and Potter Park Zoo.

The Purchasing Department can confirm the following:

| Function | Overall Number of Vendors | Number of Local Vendors |
|----------------------------|---------------------------|-------------------------|
| Vendors invited to propose | 52 | 2 |
| Vendors responding | 7 | 0 |

A summary of the vendors' costs is on the next page:

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

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

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

SUMMARY OF VENDORS' COSTS

| Vendor Name | Local Pref | Grand Total Parks | Grand Total Potter Park Zoo |
|-----------------------------------|------------------------|--|--|
| Doublenot LLC | No, Essex Junction, VT | Together pay \$168,237.00; World pay \$163,263.00 | Together pay \$65,799.00; World pay \$67,947.00 |
| Centaman, Inc. | No, Saratoga, CA | \$194,471.00 | No Bid |
| NewBold Corporation | No, Chicago IL | \$238,474.00 | \$258,759.00 |
| Vermont Systems Inc. | No, Roslyn Heights, NY | \$290,511.50 | \$288,227.50 |
| Explorer Systems Inc., dba: Versi | No, Rocky Mountain, VA | \$296,888.05 | \$269,303.79 |
| Flatland Software, dba: RocketRez | No, Allen, TX | \$342,100.00 | \$340,200.00 |
| US eDirect | No, Canada | \$461,691.00 | \$391,719.00 |

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO IMPLEMENT A REVENUE MANAGEMENT SYSTEM

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced vendors for the purpose of entering into a contract to provide a turnkey Revenue Management System for the Parks and Recreation Department and Potter Park Zoo; and

WHEREAS, a new revenue management system will streamline and make our operations more efficient; and

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

THEREFORE BE IT RESOLVED, that the Parks and Recreation Commission and Potter Park Zoo Advisory Board recommend that the Ingham County Board of Commissioners approve entering into a contract with Vermont Systems, Inc. for a term of five years with an option to renew for an additional 2-year period, contingent upon funding being approved from the annual budget request for years 3 through 7 of the contract term.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a contract with Vermont Systems, Inc. in an amount of \$151,708 for year one and \$14,544 for year two (\$7,944 in annual maintenance and support and \$6,600 for Card Connect Lease fees) for the Parks Department and authorizes \$144,811 for year one and \$14,304 for year two (\$7,404 annual maintenance and \$6,900 Card Connect fees) for the Zoo.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the Ingham County I.T. Department to purchase 10 new monitors from CDW-G for the Park's Department administrative office in an amount not to exceed \$1,374.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize a contract with F.D. Hayes for wiring at the Zoo in an amount not to exceed \$20,000.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize the Ingham County I.T. Department to purchase Wi-Fi hardware for the Zoo in an amount not to exceed \$9,000.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize the purchase of a camera server from VidCom Solutions in an amount not to exceed \$6,100 for the Zoo.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the Ingham County I.T. Department to purchase the hardware from CDW-G for 13 cradle points in an amount not to exceed \$18,000 for the Park's Department and authorizes the purchase of 1 cradle point in an amount not to exceed \$1,189 for the Zoo.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a service fee for the 13 cradle points paid to Verizon Wireless Services, LLC in the amount of \$4,679 for 2019 and \$6,239 for 2020 for the Park's Department and authorizes a service fee for 1 cradle point in an amount of \$480 annually for the Zoo.

BE IT FURTHER RESOLVED, funds are available in the Parks Department 208 fund balance for years one and two as summarized below:

| Year 1: | Year 2: |
|--------------------------------|----------------------------|
| \$151,708 - Vermont Systems | \$14,544 - Vermont Systems |
| \$18,000 - CDW-G Cradle Points | \$6,239 - Verizon |
| \$1,374 - CDW-G Monitors | |
| \$4,679 - Verizon | |

Year 1 Grand Total: \$175,761
 Year 2 Grand Total: \$20,783
 Year 1 and 2 Grand Total: \$196,544

BE IT FURTHER RESOLVED, funds are available in the Zoo Fund Balance for years one and two as summarized below:

| Year 1: | Year 2: |
|-------------------------------------|--------------------|
| \$144,811 - Vermont Systems | \$14,304 - Vermont |
| \$1,188 - CDW-G Cradle Points | \$480.00 - Verizon |
| \$480 - Verizon | |
| \$20,000 - Wiring costs FD Hayes | |
| \$9,000 - Wi-Fi Survey and Hardware | |
| \$6,059 - Security Camera Server | |

Year 1 Grand Total: \$181,538
 Year 2 Grand Total: \$ 14,874
 Year 1 and 2 Grand Total: \$196,412

BE IT FURTHER RESOLVED, funding for year 3-7 will be requested as a new request in the yearly budget process as listed below:

Parks

| Year | Annual Maintenance & Support Paid to Vermont Systems | Card Connect Lease fees Paid to Vermont Systems | Cradle Point Service Fee Paid to Verizon | Subscription License Year 4-7 Paid to CDW-G | Total |
|--------|--|---|--|---|----------|
| Year 3 | \$8,341 | \$6,600 | \$6,239 | | \$21,180 |
| Year 4 | \$8,341 | \$6,600 | \$6,239 | \$900 | \$22,080 |
| Year 5 | \$8,758 | \$6,600 | \$6,239 | | \$21,597 |
| Year 6 | \$8,758 | \$6,600 | \$6,239 | | \$21,597 |
| Year 7 | \$9,196 | \$6,600 | \$6,239 | | \$22,035 |

Zoo

| Year | Annual Maintenance & Support Paid to Vermont Systems | Card Connect Lease fees Paid to Vermont Systems | Cradle Point Service Fee Paid to Verizon | Subscription License Year 4-7 Paid to CDW-G | Total |
|--------|--|---|--|---|----------|
| Year 3 | \$7,774 | \$6,900 | \$480.00 | | \$15,154 |
| Year 4 | \$7,774 | \$6,900 | \$480.00 | \$300 | \$15,454 |
| Year 5 | \$8,163 | \$6,900 | \$480.00 | | \$15,543 |
| Year 6 | \$8,163 | \$6,900 | \$480.00 | | \$15,543 |
| Year 7 | \$8,571 | \$6,900 | \$480.00 | | \$15,951 |

BE IT FURTHER RESOLVED, the Board of Commissioners authorize a contract with Vermont Systems, Inc. in an amount of \$14,941 for year three, \$14,941 for year four, \$15,358 for year five, \$15,358 for year six, and \$15,796 for year 7 for the Parks Department, and \$14,674 for year three, \$14,674 for year four, \$15,063 for year five, \$15,063 for year six and \$15,471 for year 7 for the Zoo contingent upon funding being approved from the annual budget request for years 3 through 7 of the contract term.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a service fee for years 3-7 for the 13 cradle points paid to Verizon Wireless Services, LLC in the amount of \$6,239 annually for the Park's Department and \$480 annually for the Zoo contingent upon funding being approved from the annual budget request for years 3 through 7 of the contract term.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an additional \$900 for a subscription license paid to CDW-G for use of the cradle points for year 4-7 for the Park's Department and \$300 for the Zoo, contingent upon funding being approved from the annual budget request for years 4 through 7 of the contract term.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 17, 2019
SUBJECT: Amendment to Lease Agreement with Holy Cross Services
For the meeting agenda of February 4 and February 6, 2019

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wishes to amend the lease agreement with Holy Cross Services for the New Hope Community Health Center to acquire an additional 1,010 square feet of contiguous clinical space. Through Resolution #18-446, ICHD accepted an award of funding from the U.S. Department of Health Resources and Services Administration (HRSA) to improve the quality of mental health and Substance Use Disorder services (SUD). Acquisition of this additional space will support service enhancements associated with this funding award including integrated SUD treatment, Medication Assisted Treatment (MAT) and group and individual counseling. This amendment will be effective February 1, 2019 through September 30, 2020.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The current lease terms between ICHD and Holy Cross Services for the property located at 430 N. Larch Street, Lansing, MI, 48912, extend from October 1, 2017 through September 30, 2020, at the rate of \$5.00/ square foot, for a total lease amount of \$20,000 annually. The addition of the 1010 square feet would increase the annual costs of the lease by \$5,050 annually, at the same existing lease rate of \$5.00/ square foot annually. The additional lease costs will be covered by billable individual and group SUD service activities supported through the HRSA grant award and delivered through expanded health center space.

STRATEGIC PLAN

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 that the Ingham County Board of Commissioners authorizes an amendment to the lease agreement with Holy Cross Services for approximately 1,010 additional square feet of clinical space available at 430 N. Larch St, Lansing, MI, effective February 1, 2019 at the same existing lease rate of \$5.00 per square foot annually.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND LEASE AGREEMENT WITH HOLY CROSS SERVICES

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wishes to amend the lease agreement with Holy Cross Services for the New Hope Community Health Center to acquire an additional 1,010 square feet of contiguous clinical space; and

WHEREAS, through Resolution #18-446, ICHHD accepted an award of funding from the U.S. Department of Health Resources and Services Administration (HRSA) to improve the quality of mental health and Substance Use Disorder services (SUD); and

WHEREAS, acquisition of this additional space will support service enhancements associated with this funding award including integrated SUD treatment, Medication Assisted Treatment (MAT) and group and individual counseling; and

WHEREAS, the current lease terms between ICHHD and Holy Cross Services for the property located at 430 N. Larch Street, Lansing, MI, 48912, extend from October 1, 2017 through September 30, 2020, at the rate of \$5.00/ square foot, for a total lease amount of \$20,000 annually; and

WHEREAS, this amendment will be effective February 1, 2019 through September 30, 2020; and

WHEREAS, the additional lease costs will be covered by billable individual and group SUD service activities supported through the HRSA grant award and delivered through expanded health center space; and

WHEREAS, the Ingham Community Health Center Board of Directors and the Health Officer support the amendment to the lease agreement with Holy Cross Services for approximately 1,010 additional square feet of clinical space available at 430 N. Larch St, Lansing, MI, at the same existing lease rate of \$5.00 per square foot annually.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the lease agreement with Holy Cross Services for approximately 1,010 additional square feet of clinical space available at 430 N. Larch St, Lansing, MI, effective February 1, 2019 at the same existing lease rate of \$5.00 per square foot annually.

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

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

TO: Board of Commissioners Human Services and Finance Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 14th, 2019
SUBJECT: FY 19 State of Michigan Comprehensive Agreement Amendment # 2
For the meeting agendas of February 4th, 2019 and February 6th, 2019

BACKGROUND

Ingham County Health Department (ICHHD) 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 2018-2019 Comprehensive Agreement through Resolution #18-351 and Amendment # 1 through Resolution #18-470.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,383,596 to \$5,449,665, an increase of \$66,069. The amendment makes the following specific changes in the budget:

Breast & Cervical Cancer Coordination: increase of \$3,200 from \$175,000 to \$178,200

Family Planning Services: increase of \$32,831 from \$256,392 to \$289,223

Local Tobacco Reduction: increase of \$5,000 from \$20,000 to \$25,000

Hepatitis C: increase of \$52,588 from \$0 to \$52,588

WISEWOMAN: decrease of \$27,550 from \$41,550 to \$14,000

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 # 2 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2018 through September 30, 2019.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT # 2 TO THE 2018-2019 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 2018-2019 Comprehensive Agreement authorized in Resolution #18-351 and Amendment # 1 in Resolution #18-470; and

WHEREAS, MDHHS has proposed Amendment # 2 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 # 2 to the 2018-2019 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that the total amount of the Comprehensive Agreement funding shall increase from \$5,383,596 to \$5,449,665, an increase of \$66,069.

BE IT FURTHER RESOLVED, that the increase consists of the following specific change to program budget:

Breast & Cervical Cancer Coordination: increase of \$3,200 from \$175,000 to \$178,200
Family Planning Services: increase of \$32,831 from \$256,392 to \$289,223
Local Tobacco Reduction: increase of \$5,000 from \$20,000 to \$25,000
Hepatitis C: increase of \$52,588 from \$0 to \$52,588
WISEWOMAN: decrease of \$27,550 from \$41,550 to \$14,000

BE IT FURTHER RESOLVED, that Resolution 18-470 is amended to reflect the amount of the Comprehensive Agreement after Amendment # 1 should be \$5,383,596.

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 # 2 of the 2018-2019 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 8, 2019
SUBJECT: Agreement with Florida State University
For the meeting agendas of February 4 and February 6, 2019

BACKGROUND

Ingham County Health Department's (ICHD) Healthy Start (HS) program wishes to partner with Florida State University for training in the Partners for a Healthy Baby Curriculum. Participating in this training will allow HS staff to enhance their skills and further ICHD's current HS program. This training will be two days and will be facilitated by a certified Partners for a Healthy Baby Curriculum facilitator to be hosted at ICHD. This training will cost \$15,000.00 which includes all travel arrangements for the trainer(s) including airfare, lodging, transportation, meals, shipment of the training materials to the site and back, folder packets for participants with printed PowerPoints, activity sheets, resources, training props, and all AV equipment including a laptop, speaker, projector, and wireless microphones. The cost of this training will be covered by the HS Project Grant authorized in Resolution # 14-413. This agreement will be effective February 1, 2019 through May 31, 2019.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The Partners for a Healthy Baby Curriculum will cost \$15,000.00 and will be covered by the Healthy Start grant.

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 that the Board of Commissioners approve the resolution for ICHD's HS staff to receive the Partners for a Healthy Baby Curriculum training through a partnership with Florida State University effective February 1, 2019 through May 31, 2019.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH FLORIDA STATE UNIVERSITY

WHEREAS, Ingham County Health Department's (ICHHD) Healthy Start (HS) program wishes to partner with Florida State University for training in the Partners for a Healthy Baby Curriculum; and

WHEREAS, participating in this training will allow HS staff to enhance their skills and further ICHD's current HS program; and

WHEREAS, this training will be two days and will be facilitated by a certified Partners for a Healthy Baby Curriculum facilitator to be hosted at ICHD; and

WHEREAS, this training will cost \$15,000.00 which includes all travel arrangements for the trainer(s) including airfare, lodging, transportation, meals, shipment of the training materials to the site and back, folder packets for participants with printed PowerPoints, activity sheets, resources, training props, and all AV equipment including a laptop, speaker, projector, and wireless microphones; and

WHEREAS, the cost of this training will be covered by the HS Project Grant authorized in Resolution # 14-413; and

WHEREAS, the Health Officer recommends entering into an agreement with Florida State University for training in the Partners for a Healthy Baby Curriculum to be effective February 1, 2019 through May 31, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Florida State University for training in the Partners for a Healthy Baby Curriculum effective February 1, 2019 through May 31, 2019.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 17, 2019
SUBJECT: Authorization to Enter a Lease Agreement for 1100 W. Saginaw, Lansing
For the meeting agenda of February 4, and February 6, 2019

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHC) wishes for Ingham County to enter into a lease with Pike Street Properties for approximately 7,988 square feet on the second floor of the office building located at 1100 W. Saginaw, Lansing. The space would accommodate an expansion of ICHC's Women's Health Services to meet growing community need for OB/GYN, family planning services and preventive women's health care. Women's Health is an area that has been identified for strategic expansion by the ICHC Board. This need is emphasized by the current constriction of community providers that accept Medicaid for prenatal care in the community. The expanded space offered at 1100 W. Saginaw will allow for additional provider FTE and billable services to help meet the growing demand. This lease will be effective March 1, 2019 through February 28, 2023.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The monthly rent would be \$5,000/month for the first year (March 1, 2019 – February 29th, 2020); \$5,550/month for the second year (March 1, 2020 through February 28th, 2021); \$5,950/month for the third year (March 1, 2021 through February 28th, 2022); and \$6,500/month for the fourth year (March 1, 2022- February 28th, 2023). The lease costs will be covered through increased billable revenue captured through increased provider FTE that can be accommodated in the new space, along with additional billable service expansions with the additional space, including Non-Stress Tests (NST), and billable group visits. All common area operating expenses and utilities are included in the lease. Renovation and IT costs to ready the space for occupation, estimated at \$80,000, will be covered through FY 2018 operational surplus from the 511 fund.

STRATEGIC PLAN

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 for Ingham County to enter a lease agreement with Pike Street Properties for 7,988 square feet on the 2nd floor of the office building located at 1100 W. Saginaw, Lansing, effective March 1, 2019 through February 28, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A LEASE AGREEMENT FOR 1100 W. SAGINAW, LANSING

WHEREAS, Ingham County Health Department (ICHHD) Community Health Centers (CHC) wishes to enter into a lease with Pike Street Properties for approximately 7,988 square feet on the 2nd floor of the office building located at 1100 W. Saginaw, Lansing; and

WHEREAS, the space would accommodate an expansion of ICHC's Women's Health Services to meet growing community need for OB/GYN, family planning services and preventive women's health care; and

WHEREAS, Women's Health is an area that has been identified for strategic expansion by the ICHC Board; and

WHEREAS, this need is emphasized by the current constriction of community providers that accept Medicaid for prenatal care in the community; and

WHEREAS, the expanded space offered at 1100 W. Saginaw will allow for additional provider FTE and billable services to help meet the growing demand; and

WHEREAS, this lease will be effective March 1, 2019 through February 28, 2023; and

WHEREAS, the lease covers common area operating expenses and utility costs; and

WHEREAS, the lease costs will be covered through increased billable revenue captured through increased provider FTE that can be accommodated in the new space, along with additional billable service expansions with the additional space, including Non-Stress Tests (NST), and billable group visits; and

WHEREAS, renovation and IT costs to ready the space for occupation, estimated at \$80,000, will be covered through FY 2018 operational surplus from the 511 fund; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support entering a lease agreement with Pike Street Properties for the second floor of the office building located at 1100 W. Saginaw, Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize a lease agreement with Pike Street Properties for 7,988 square feet on the second floor of the office building located at 1100 W. Saginaw, Lansing.

BE IT FURTHER RESOLVED, that the monthly rent shall be \$5,000/month for the first year (March 1, 2019 – February 29th, 2020); \$5,500/month for the second year (March 1, 2020 through February 28th, 2021); \$5,950/month for the third year (March 1, 2021 through February 28th, 2022); and \$6,500/month for the fourth year (March 1, 2022- February 28th, 2023).

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

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

TO: Board of Commissioners Human Services, County and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 17, 2019
SUBJECT: Authorization to extend the agreement with MSU for psychiatric service and to increase psychiatric services to a .7 FTE position
For the meeting agenda of February 4, and February 6, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to extend an agreement with Michigan State University (MSU) to continue providing psychiatric services at Ingham Community Health Centers (ICHC). This agreement enables ICHCs to provide mental health services to new and existing patients with severe and complex needs which is included in the ICHC scope of behavioral health services. This agreement would be extended for an additional year, effective October 1, 2018 through September 30, 2019.

ICHHD's CHCs are also seeking to add an additional 0.1 FTE for Psychiatric Services, funded by the Michigan Department of Health and Human Services (MDHHS) HIV Care Coordination grant, accepted through Resolution #18-417. The addition of this .1 FTE position will increase ICHC's current .6 FTE contractual position to a .7 FTE.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The amended agreement term (October 1, 2018 through September 30, 2019) for 0.7 FTE Psychiatrists would be for an amount not to exceed \$211,120 annually, which includes the hourly rate plus all administrative costs. The funds for 0.6 FTE of the services has been included in the FY 2019 budget, and the 0.1 additional FTE is covered through the HIV Care Coordination award funds.

STRATEGIC PLAN

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 an amendment to extend the agreement with MSU for 0.7 FTE Psychiatrist for the provision of psychiatric services to Community Health Center patients in the Ryan White program through September 30, 2019 for an amount not to exceed \$211,120 annually, which includes the hourly rate plus all administrative fees.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION TO AGREEMENT WITH MSU FOR PSYCHIATRIC SERVICES AND TO INCREASE PSYCHIATRIC SERVICES TO A .7 FTE POSITION

WHEREAS, Ingham County Health Department (ICHHD) wishes to extend an agreement with Michigan State University (MSU) to continue providing psychiatric services at Ingham Community Health Centers (ICHC); and

WHEREAS, this agreement enables ICHCs to provide mental health services to new and existing patients with severe and complex needs, which is included in the ICHC scope of behavioral health services; and

WHEREAS, this agreement enables the scope of behavioral health services to include the provision of mental health services to new and existing patients with severe and complex needs; and

WHEREAS, this agreement would be extended for an additional year, effective October 1, 2018 through September 30, 2019; and

WHEREAS, ICHHD's CHCs are also seeking to add an additional 0.1 FTE for Psychiatric Services, funded by the Michigan Department of Health and Human Services (MDHHS) HIV Care Coordination grant, accepted through Resolution #18-417; and

WHEREAS, the amended agreement term October 1, 2018 through September 30, 2019 for 0.7 FTE Psychiatrists would be for an amount not to exceed \$211,120 annually which includes the hourly rate plus all administrative costs; and

WHEREAS, the funds for 0.6 FTE of the services has been included in the FY 2019 budget, and the 0.1 additional FTE is covered through the HIV Care Coordination award funds; and

WHEREAS, the Health Officer and the Ingham Community Health Center Board of Directors recommend approval of this resolution to extend the agreement with MSU for 0.7 FTE Psychiatrist for the provision of psychiatric services to Community Health Center patients.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to extend the agreement with MSU for 0.7 FTE Psychiatrist for the provision of psychiatric services to Community Health Center patients for an amount not to exceed \$211,120 annually which includes the hourly rate plus all administrative costs, for a term of October 1, 2018 through September 30, 2019.

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

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

TO: Board of Commissioners Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 18, 2019
SUBJECT: Authorization to convert Primary Care Physician Position 601198 to Nurse Practitioner & Medical Assistant I Position
For the meeting agenda of February 4, February 5 and February 6, 2019

BACKGROUND

Ingham County Health Department's (ICHD) Women's Health Center wishes to convert Primary Care position #601198 into a 1.0 FTE Nurse Practitioner and a 1.5 FTE Medical Assistant I position. This position has remained vacant with no viable candidates responding to the posting in over a year. In the last two years several community providers of Women's Health Services, including Obstetrics and Gynecological services (OB/GYN) services, have closed (MSU Women's Health and Sparrow's Midwest OB/GYN Associates) or ceased to accept Medicaid Health Plans (Alliance Health). As a result, Ingham Community Health Centers (IHCs) are experiencing an increased demand for Women's Health Services, particularly prenatal care, as there are fewer OB/GYN options for those on Medicaid, the uninsured, and the medically underserved in the community. Ensuring women's timely entry into prenatal care within the first trimester of pregnancy is critical to prevent poor birth outcomes and infant mortality. Low-income African American women sustain the highest rates of infant mortality and maternal death associated with pregnancy and birth in Ingham County. It is critical that IHCs increase their capacity to meet the growing demand for prenatal care, and women's health services in the community.

Creating these positions will support the clinical staffing model, per the Health Center reorganization in 2017 which was authorized in Resolution #17-243. Through this action, ICHD's Women's Health Center would increase its Nurse Practitioner provider capacity from 2.7 FTE to 3.7 FTE, enabling service delivery to up to 200 additional prenatal patients annually. This position would be effective February 1, 2019.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The conversion of the budgeted Primary Care Physician (MCF Grade E, Step 5 \$177,265) to 1.0 FTE Nurse Practitioner (MNA Grade NP/CN 6, Step 5 \$94,511) and 1.5 FTE Medical Assistant I (UAW Grade D, Step 5 - 1.0 FTE \$39,344 + 0.5FTE \$19,672), with benefits calculated, will result in a cost savings of \$28,320 for FY 2019.

STRATEGIC PLAN

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 vacant 1.0 FTE Primary Care Physician position to 1.0 FTE Nurse Practitioner and 1.5 FTE Medical Assistant I positions to support Ingham Community Health Centers' provider capacity to meet growing demand for Women's Health Services in the community, effective February 1, 2019.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT PRIMARY CARE PHYSICIAN POSITION TO
NURSE PRACTITIONER & MEDICAL ASSISTANT 1 POSITIONS**

WHEREAS, Ingham County Health Department's (ICHD) Women's Health Center wishes to convert Primary Care position #601198 into a 1.0 FTE Nurse Practitioner and a 1.5 FTE Medical Assistant I position; and

WHEREAS, this position has remained vacant with no viable candidates responding to the posting in over a year; and

WHEREAS, in the last two years several community providers of Women's Health Services, including Obstetrics and Gynecological services (OB/GYN) services, have closed (MSU Women's Health and Sparrow's Midwest OB/GYN Associates) or ceased to accept Medicaid Health Plans (Alliance Health); and

WHEREAS, as a result, Ingham Community Health Centers (IHCs) are experiencing an increased demand for Women's Health Services, particularly prenatal care, as there are fewer OB/GYN options for those on Medicaid, the uninsured, and the medically underserved in the community; and

WHEREAS, ensuring women's timely entry into prenatal care within the first trimester of pregnancy is critical to prevent poor birth outcomes and infant mortality; and

WHEREAS, low-income African American women sustain the highest rates of infant mortality and maternal death associated with pregnancy and birth in Ingham County; and

WHEREAS, it is critical that IHCs increase their capacity to meet the growing demand for prenatal care and women's health services in the community; and

WHEREAS, creating these positions will support the clinical staffing model, per the Health Center reorganization in 2017 which was authorized in Resolution #17-243; and

WHEREAS, through this action, ICHD's Women's Health Center would increase its Nurse Practitioner provider capacity from 2.7 FTE to 3.7 FTE, enabling service delivery to up to 200 additional prenatal patients annually; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support the conversion of the Primary Care Physician position to 1.0 FTE Nurse Practitioner and 1.5 Medical Assistant I positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the vacant 1.0 FTE budgeted Primary Care Physician (Position #601198) to create 1.0 FTE Nurse Practitioner (MNA Grade NP/CN 6) and 1.5 FTE Medical Assistant I (UAW Grade D) positions.

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING JENNIFER ALLSWEDE ON THE
EVENT OF HER RETIREMENT**

WHEREAS, Jennifer Allswede began her career at the Ingham County Health Department (ICHHD) as a Family Child Infant Advocate with the Early Head Start (EHS) Program on October 6, 2003; and

WHEREAS, in that role, Jennifer provided voluntary home visiting services to pregnant women and families with children under three years of age, provided child development information, and worked to ensure that children were healthy and developing on track; and

WHEREAS, in 2006, Jennifer moved to a similar role with the Jump Start Family Outreach Program; and

WHEREAS, in that role, Jennifer worked with families who were identified to be at risk for child abuse and neglect and, in addition to home visiting services, regularly provided presentations at area schools and other community sites where she facilitated play groups and other events for families; and

WHEREAS, in 2008, Jump Start Family Outreach Program transitioned to Family Outreach Services; and

WHEREAS, Jennifer was particularly skilled at working with teens and clients with cognitive challenges by making sure that the information that she brought to them was relevant and understandable; and

WHEREAS, Jennifer modeled the skills that she taught; and

WHEREAS, on September 5, 2014, Jennifer became a Community Health Worker (CHW) with the Pathways to Care Program (previously called Pathways to Better Health); and

WHEREAS, in that role, Jennifer provided home visiting services to inform eligible or potentially eligible clients about Medicaid, how to access Medicaid programs and how to overcome barriers to care; and

WHEREAS, Jennifer provided support to incoming CHWs, sharing her valuable insight, perspective, guidance, and resources as a seasoned CHW; and

WHEREAS, Jennifer additionally provided healthy lifestyle behavior support through the WISEWOMAN program by identifying and discussing risk factors for cardiovascular disease, encouraging healthy lifestyle choices, and addressing health equity and social justice issues; and

WHEREAS, Jennifer was passionate about assisting the community in giving them the tools and the resources they needed to continue to become self-advocates for their medical and social needs; and

WHEREAS, with more than 15 years of dedicated service to the Ingham County Health Department, Jennifer is retiring from her position as a Community Health Worker.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Jennifer Allswede for her 15 years of dedication and commitment to the County of Ingham and extends its sincere appreciation for the many contributions she has made to the citizens of Ingham.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends its best wishes to Jennifer and hopes for continued success in all of her future endeavors.

Andy Schor
Mayor



City Hall - 9th Floor
124 W. Michigan Avenue
Lansing, MI 48933-1694
PH: 517.483.4141 – FAX: 517.483.6066
Lansing.Mayor@lansingmi.gov

OFFICE OF THE MAYOR
CITY OF LANSING, MICHIGAN

December 20, 2018

Mr. Victor Celentino, Chairperson
Mr. Bryan Crenshaw, Chair-elect
Ingham County Courthouse
P.O. Box 319, Mason, MI 48854

Dear Chair Celentino and Chair-Elect Crenshaw:

The City of Lansing is pleased to support the Ingham County Parks and Trails Millage and recently applied for funding for several projects. We are committed to continuing this valuable and collaborative partnership to maintain and improve the regional trail system. The trail system is an important resource for Lansing residents, businesses and tourists and we look forward to continuing the progress made possible by the millage.

The most recent recommendations from the Ingham County Parks Commissioners does not include the application for the Cambridge pathway extension. We also applied for funding from the Michigan Department of Natural Resources Trust Fund and received a score for this project that ranks in the top ten in the state. The maximum funding allowed by the state was \$300,000. Our intent was to use the Ingham County Parks and Trails Millage to match the Trust Fund Grant.

This section of trail runs along the Grand River and connects to Cambridge road. Currently individuals who do not want to cross into Frances Park are forced into the street if they wish to continue east on Moores River Drive. This is compounded by the fact that there is a curve on Moores River Drive that limits visibility and makes this a dangerous situation for the pedestrian.

I am asking for the Board of Commissioners to consider funding this project as these come before you for approval in 2019.

I appreciate your consideration of these grant applications and if I may provide any additional information on these projects, please feel free to contact my office at 517-483-4141

Sincerely,

A handwritten signature in black ink, appearing to read "A. Schor".

Andy Schor
Mayor of Lansing

**BAY COUNTY BOARD OF COMMISSIONERS
JANUARY 8, 2019
RESOLUTION**

BY: COMMISSIONER KIM J. COONAN, 4TH DISTRICT (1/8/19)

WHEREAS, Health care costs continue to rise for all Americans and, for some Americans, this increase can be devastating; and

WHEREAS, Medicare is the focus of many lawmakers who portray it as an "entitlement" program that costs the Treasury too much money. Technically, the term "entitlement" is correct but it has an unfortunate connotation; and

WHEREAS, Medicare is an essential medical plan that millions of seniors and disabled individuals depend upon to stay alive. Medicare is not a gift, as the term "entitlement" suggests. Many of the beneficiaries have worked their entire adult life and paid into the system in order to receive this crucial medical plan; and

WHEREAS, Due to spiraling costs largely associated with the price of prescription medications, our elected officials find themselves passing on increased costs to those who can least afford that increase, namely senior citizens and disabled individuals who are on Medicare's Part D drug program; and

WHEREAS, When congress enacted Medicare Prescription Drug Bill they enacted a law that does not allow Medicare to negotiate with pharmaceutical companies for drug price the way Medicaid and the Veterans Administration does; and

WHEREAS, One economist, Dean Baker, estimates that Medicare could have saved approximately \$332 billion dollars between 2006 and 2013 (approximately \$50 billion a year) had the Department of Health and Human Services been permitted to negotiate prices of drugs with the drug companies, as federal agencies do in other programs; and

WHEREAS, Rising prescription drug costs have been the primary reason for the increase in health benefit costs; and

WHEREAS, The increasing cost of prescription drugs and outrageous profits made by pharmaceutical companies is a systemic problem that significantly affects our state and our nation. It deserves non-partisan effort; and

WHEREAS, We must prevent our elected officials from balancing the budget on the backs of those who can least afford it, the elderly and disabled. Increases in premiums and drug costs are unacceptable ways to deal with a flawed Medicare Prescription Drug Bill; and

WHEREAS, We must preserve the Medicare program as it currently exists and to do so requires immediate action to cut unnecessary costs, particularly in the area of prescription drug coverage; and

WHEREAS, We must revise the Medicare Prescription Drug Bill of 2003 to allow negotiating lower drug prices and the importation of identical, cheaper, drugs from Canada and elsewhere; and

WHEREAS, We cannot allow the previously approved bill to stand as adopted at the risk of having the Medicare program be the cause of a staggeringly increasing deficit which will require tax increases or cuts to the rest of the government, nor can we allow the continuance of price increases to our citizens cause many to contemplate discontinuing medically necessary drugs in order to pay their bills, heat their houses and have food on the table; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners goes on record urging our Legislators to immediately commence the process of revising the Medicare Prescription Drug Bill of 2003 to allow negotiating lower drug prices and the importation of identical, cheaper drugs from Canada and elsewhere; Be It Further

RESOLVED That a copy of this resolution be forwarded to our area Federal and State Legislators, the National Association of Counties, the Michigan Association of Counties and the other Michigan counties.

KIM J. COONAN, 4TH DISTRICT
COUNTY COMMISSIONER

Coonan - Revision to Medicare Prescription Drug Bill of 2003
MOVED BY COMM. KRYGIER

SUPPORTED BY COMM. COONAN

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|-----------------|---|---|---|-----------------|---|---|---|
| MICHAEL J. DURANCZYK | X | | | KIM J. COONAN | X | | | MICHAEL E. LUTZ | X | | |
| ERNIE KRYGIER | X | | | THOMAS M. HEREK | X | | | | | | |
| VAUGHN J. BEGICK | X | | | TOM RYDER | X | | | | | | |

VOTE TOTALS:
ROLL CALL: YEAS 7 NAYS 0 EXCUSED 0
VOICE: YEAS 7 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED X DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____