

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

HUMAN SERVICES COMMITTEE  
CHRIS TRUBAC, CHAIR  
EMILY STIVERS  
TODD TENNIS  
CAROL KOENIG  
THOMAS MORGAN  
DERRELL SLAUGHTER  
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, NOVEMBER 16, 2020 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/83161669939>.

### Agenda

Call to Order

Approval of the [November 9, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Tri-County Office on Aging – Resolution to Authorize a Contract with Tri County Office on Aging (TCOA) for [Elder Services](#) Millage Eligible Services
2. Ingham Health Plan – Resolution to Authorize a [Health Services](#) Millage Contract with the Ingham Health Plan Corporation (IHPC)
3. Community Agencies – Resolution Authorizing 2021 Agreements for [Community Agencies](#)
4. Veteran Affairs Office – Resolution to [Amend Resolution #19-542](#) to Authorize an Agreement for Veterans Affairs Services with Clinton County
5. Parks Department
  - a. Resolution to Continue an Agreement with the City of Lansing for the Maintenance and Operation of [Soldan Dog Park](#) and the Non-Motorized Pathway through Scott Woods Park and Lansing River Trail from Potter Park to Maguire Park
  - b. Resolution to Authorize a Purchase Order with [Pilot Rock/RJ Manufacturing](#) as a Sole Source Vendor for Picnic Table Planks for Hawk Island
  - c. Resolution Authorizing the Implementation of a [Fee Waiver](#) at the Lake Lansing Boat Launch
  - d. Resolution Authorizing the Implementation of a [Hardship Boat Launch Pass](#) at the Lake Lansing Boat Launch
6. Health Department
  - a. Resolution to Authorize a 2020-2021 [Americorps](#) State Grant
  - b. Resolution to Make a Second Security Deposit with ANC Holdings, LLC and Establish a [Health Center](#) Co-Located with the Allen Neighborhood Center
  - c. Resolution to Convert Position #601398 ([Disease Control Nurse](#)) from .5 FTE to .75 FTE

- d. Resolution to Authorize an Agreement with [DocuSign](#)
  - e. Resolution to Accept FY 2021 [Child and Adolescent Health Center](#) Program Funds
  - f. Resolution to Authorize an Agreement with Unodeuce Multimedia for a Full Service [Video Storytelling](#) Project
  - g. Resolution to Accept Michigan Department of Health and Human Services (MDHHS), Ryan White B (RW B) [Minority Aids Initiative](#) (MAI) Award
7. Controller/Administrator – Resolution Approving Various [Contracts](#) for the 2021 Budget Year

Announcements  
Public Comment  
Adjournment

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

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

HUMAN SERVICES COMMITTEE  
November 9, 2020  
Draft Minutes

The meeting was called to order by Chairperson Trubac at 6:30 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Trubac (Ingham County), Stivers (Ingham County), Tennis (Ingham County), Morgan (Ingham County), Slaughter (Ingham County), and Naeyaert (Ingham County).

Members Absent: Koenig.

Others Present: Jared Cypher, Gregg Todd, Marion Owen, Lori Noyer, Joe Reeves, Bill Hendrian, KC Brown, and Michael Tanis.

Approval of the October 19, 2020 Minutes

CHAIRPERSON TRUBAC STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE OCTOBER 19, 2020 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Koenig.

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. Community Mental Health – Resolution to Authorize a Contract with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for a Peer Recovery Coach
3. MSU Extension – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2021
4. Health Department
  - a. Resolution to Authorize an Agreement with Lansing Community College
  - b. Resolution to Accept Grant Funds through Mid-State Health Network
  - c. Resolution to Authorize an Agreement with NACCHO

- d. Resolution to Authorize Agreements for the Region 7 Perinatal Collaborative
  - e. Resolution to Accept Michigan Primary Care Association (MPCA) Influenza Initiative Funding Award
  - f. Resolution to Amend Resolution #19-194 and to Create a Community Health Worker Position in the Strong Start Healthy Start Program
  - g. Resolution to Authorize an Agreement with Edward W. Sparrow Hospital Association
  - h. Resolution to Accept the FY21 Grant Agreement with Michigan Department of Health and Human Services – Tobacco Use Reduction for People Living with HIV – 2021
5. Controller/Administrator – Resolution Setting a Public Hearing for the Acceptance of Community Development Block Grant Funding through the CARES Act

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

- 1. Health Services Millage – Ingham Health Plan Corporation 2018/2019 Health Services Millage Compliance Review by MaLannoye Consulting (*Discussion*)

Jared Cypher, Deputy Controller, stated that every year, former consultant Mary Lannoye would monitor the Ingham Health Plan’s Health Services Millage contract. He further stated that she would submit a report to the Board of Commissioners on her findings from her contract monitoring process.

Mr. Cypher stated that Ms. Lannoye’s contract had ended on September 30, 2020. He further stated that a decision was made to not renew her contract.

Mr. Cypher stated that the topic for discussion tonight was her final annual report. He further stated that at the bottom of page 2, Ms. Lannoye detailed that the Ingham Health Plan (IHPC) chose to undertake a Medicare redetermination, and they subsequently agreed to staff training on Medicare eligibility determination for children.

Mr. Cypher stated that on page 3, Ms. Lannoye detailed that IHPC spent more funds on an annual basis than being taken in. He further stated that, for example, in 2014, they had \$13.48 million in net assets, but in 2019, they had \$4.95 million in net assets.

Mr. Cypher stated that the County needed to think of solutions for the future. He further stated that he was confident that the trend line could be reversed.

Mr. Cypher stated that the 2020 contract totaled \$1,958,634, but he had projected they would spend only \$1.4 million on millage-eligible services. He further stated that if that was accurate, that was good news, and the County might want to leave those funds on reserve if needed in the future.

Lori Noyer, IHPC Executive Director, stated that as far as the projections, she had similar numbers to Mr. Cypher. She further stated that effects of COVID-19 had affected membership and services.

Ms. Noyer stated that, in 2019, IHPC's total millage services totaled \$1.8 million, but because the contract was for \$1.5 million, they maxed out the contract. She further stated that instead of IHPC coming back to the Board of Commissioners to acquire an additional \$300,000, they determined that the additional \$300,000 be rolled over into 2020 to accommodate the full allocation.

Ms. Noyer stated that each year, because of the support from the Board of Commissioners, IHPC used less of the fund balance because they had a realistic budget based on their projections.

Commissioner Tennis stated that the Affordable Care Act was the reason that IHPC's fund balance had gone wild over the last 10 years. He further stated that before the Affordable Care Act, IHPC was funded from disproportionate share payments to serve 15,000 people at its height of service.

Commissioner Tennis stated that due to the Affordable Care Act, disproportionate share payments eventually ended, but the service provided were taken up by people who could apply for Medicaid because it was expanded to a higher income level. He further stated that IHPC went from 15,000 people down to 800 people, the rest of whom could get better health coverage through Medicaid.

Commissioner Tennis stated that in the years since, more people who did not qualify for Medicaid have reentered IHPC. He further stated that it has taken IHPC time to reduce their administrative overhead to a point where fund balance could be relied upon less.

Commissioner Slaughter asked Ms. Noyer how the passage of the Health Services Millage would affect the IHPC budget.

Ms. Noyer stated that with the additional millage funds, IHPC had requested \$2.4 million for 2021. She further stated that their General Fund usage was not only for health services because IHPC ran additional programs, and so the usage was also to supplement their other grants.

Commissioner Naeyaert asked Ms. Noyer for the current administrative overhead of IHPC.

Ms. Noyer stated that she could get that amount to the Human Services Committee.

Commissioner Naeyaert stated that she did not understand how IHPC's administrative overhead had doubled when the population served dropped more than 90 percent.

Ms. Noyer stated that the County received the full IHPC budget, which covered all expenses, and had added additional case management programs and software, so those expenses could

potentially be reflected in their numbers. She further stated that she felt IHPC had the correct size of staffing and systems.

#### Discussion.

Commissioner Tennis stated that IHPC had spent 13 percent of the millage funds on administrative costs, which was reasonable compared to Blue Cross Blue Shield who charged up to 20 percent for administrative costs. He further stated that he was confident that IHPC's administrative costs would be commensurate to the population served.

Commissioner Stivers stated that, as someone who had Blue Cross Network, the service was awful. She further stated that she took pride in the fact that IHPC took good care of its members, and she believed that it was a service that the County should provide.

#### 6. Elder Persons Millage – Tri-County Office on Aging Scope of Services (*Discussion*)

Mr. Cypher stated that earlier this year, Ingham County voters approved the Elder Persons Millage. He further stated that he had conversations with Tri-County Office on Aging (TCOA) after he had received feedback from the Human Services Committee about providing a scope of services for a potential contract for services in 2021.

Mr. Cypher stated that he planned to bring forward a contract to be approved at the next round of Committee meetings, but he did not want to do so without the opportunity for the Commissioners to review on the scope of proposed services. He further stated that he was comfortable with the proposed services brought forth by TCOA.

Marion Owen, TCOA Executive Director, stated that TCOA followed the original plan submitted from the millage committee. She further stated that also included the crisis services due to COVID-19, as TCOA received many requests for the crisis services for utilities, prescriptions, and others not included under Medicare or Medicaid.

Ms. Owen summarized the scope of proposed services to the Human Services Committee.

Ms. Owen stated that the scope of proposed services was well timed. She further stated that TCOA received federal funds due to COVID-19, but similar to other communities, those funds were gone.

Commissioner Slaughter asked Ms. Owen for the breakdown of where the services were provided he had asked for at a previous meeting of the Human Services Committee.

Ms. Owen stated that she had emailed the breakdown to the Human Services Committee earlier that day.

#### Discussion.

Ms. Owen stated that most TCOA services were within Ingham County, and elder persons in the City of Lansing received the most services. She further stated that, for example, in 2019, TCOA serviced almost 6,000 people, and of that, almost 3,000 people resided in the City of Lansing.

Ms. Owen stated that minority count was 16.5 percent in Ingham County, but much higher in the City of Lansing. She further stated that, for example, crisis services included 44 percent minorities.

Commissioner Slaughter asked how TCOA calculated the numbers for services that was provided to the Human Services Committee.

Ms. Owen stated that TCOA looked at the need for each category of service. She further stated that TCOA attempted to be as conservative in their numbers as possible.

Commissioner Slaughter asked Ms. Owen if TCOA was subcontracting their services.

Ms. Owen stated that TCOA had contracts with the MI Choice Waiver Program because Medicaid covered limited services. She further stated that TCOA had a couple of contracts with contractors, but would be looking for additional contractors.

Ms. Owen stated that, in the City of Lansing, TCOA would be looking for additional senior sites, as there were not many of those per se. She further stated that TCOA had contracts with forty-five home care agencies to do in-home services.

Commissioner Slaughter stated that he encouraged Ms. Owen to look for more diverse contractors.

Ms. Owen stated that one of TCOA's largest home care agencies was minority-owned.

Commissioner Tennis stated that the YMCA had programs specifically for seniors, and would do off-site programming.

Ms. Owen stated that TCOA had a contract with the YMCA with their annual contract to do senior exercise.

Commissioner Tennis stated that he encouraged Ms. Owen to talk to the Alzheimer's Association because they had programs specifically aimed for people with dementia.

Ms. Owen stated that TCOA was close with the Alzheimer's Association.

#### Announcements

None.

#### Public Comment

None.

Adjournment

The meeting was adjourned at 7:11 p.m.



# NOVEMBER 16, 2020 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

## ACTION ITEMS:

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

1. Tri-County Office on Aging – *Resolution to Authorize a Contract with Tri County Office on Aging (TCOA) for Elder Services Millage Eligible Services*

This resolution authorizes a 2021 contract with Tri County Office on Aging (TCOA) to utilize Elder Services Millage funds for millage eligible services, as set forth in the attachment. The contract will not exceed \$2,095,000 from the Elder Services Millage, and funds are included in the 2021 budget.

2. Ingham Health Plan – *Resolution to Authorize a Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)*

This resolution authorizes a 2021 contract with Ingham Health Plan Corporation (IHPC) to utilize Health Services Millage funds for millage eligible services. The county will also reimburse IHPC for administrative expenses (further details in financial impact section below) including third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc. The contract will not exceed \$2,240,816 from the Health Services Millage, and funds are included in the 2021 budget. The administrative rate remains 15% in 2021. The funding should be sufficient to cover all of IHPC's projected 1,800 members in 2021.

3. Community Agencies – *Resolution Authorizing 2021 Agreements for Community Agencies*

For 2021, thirty-two (32) applications were received, requesting a total of \$271,950; and \$200,000 is included in the 2021 budget for community agency funding. Each funded agency included in the recommendation is funded either at their request, or at what they received last year, with the exception of the new applications. Total recommended funding is \$207,450. If the resolution is approved as recommended, the additional \$7,450 could be utilized from the 2021 contingency fund.

4. Veteran Affairs Office – *Resolution to Amend Resolution #19-542 to Authorize an Agreement for Veterans Affairs Services with Clinton County*

This resolution amends Resolution #19-542. The 2020 Agreement with Clinton County for the Department of Veterans Affairs is incorrect and should be reduced down from \$28,389.00 to \$22,556.15; which is the amount billed to and received by Clinton County for services provided in 2019.

5. Parks Department

a. *Resolution to Continue an Agreement with the City of Lansing for the Maintenance and Operation of Soldan Dog Park and the Non-Motorized Pathway through Scott Woods Park and Lansing River Trail from Potter Park to Maguire Park*

This resolution authorizes an agreement with the City of Lansing for the County's continued maintenance and operation of the City of Lansing's Soldan Dog Park, the non-motorized pathway through Scott Woods Park, and the Lansing River Trail from Potter Park to Maguire Park for the period of March 1, 2021 through February 28, 2026.

b. *Resolution to Authorize a Purchase Order with Pilot Rock/RJ Manufacturing as a Sole Source Vendor for Picnic Table Planks for Hawk Island*

This resolution authorizes a Purchase Order to be issued to Pilot Rock/RJ Manufacturing to purchase new recycled table planks for picnic tables, in an amount not to exceed \$5,802. Funds are included in the budget.

c. *Resolution Authorizing the Implementation of a Fee Waiver at the Lake Lansing Boat Launch*

This resolution implements a fee waiver for residents of Lake Lansing who live directly on the Lake. Financial impact is minimal, because typically the lake residents launch their boats early in the spring before staff are in place to collect fees.

d. *Resolution Authorizing the Implementation of a Hardship Boat Launch Pass at the Lake Lansing Boat Launch*

This resolution authorizes an annual boat launch pass to be provided at no cost for anyone for whom the fee would be a hardship.

6. *Health Department*

a. *Resolution to Authorize a 2020-2021 Americorps State Grant*

This resolution accepts \$170,239 for the AmeriCorps State Grant for 2020-2021 effective October 2, 2020 through October 1, 2021.

b. *Resolution to Make a Second Security Deposit with ANC Holdings, LLC and Establish a Health Center Co-Located with the Allen Neighborhood Center*

This resolution is a second security deposit of \$4,188.00 to ANC Holdings by January 15<sup>th</sup>, 2021 to continue the lease agreement with ANC Holdings, LLC for a term of August 1, 2020 through July 31, 2030, for 4,188 square foot of space to operate a Community Health Center (CHC) at 1611 E. Michigan Ave, Lansing, MI and to establish a CHC co-located with ANC.

c. *Resolution to Convert Position #601398 (Disease Control Nurse) from .5 FTE to .75 FTE*

This resolution increases a .5 FTE Disease Control Nurse Position (Position #601398) from .5 FTE to .75 FTE, effective upon execution through September 30, 2021. The cost including salary and fringes will increase from \$54,074 to \$76,372 for a total increase of \$22,298. All costs associated with this conversion will be covered by funds from the Infection Prevention Grant from the Michigan Department of Health and Human Services (MDHHS) authorized in Resolution #20-306.

d. *Resolution to Authorize an Agreement with DocuSign*

This resolution authorizes an agreement with DocuSign effective September 21, 2020 through September 20, 2021. DocuSign is an application designed to collect digital signatures (eSignature) for CHC documents like contracts, policies, Releases of Information (ROI), clinic consents and other documents on different devices. The cost for this agreement is \$5,699.20 for 1,500 envelopes/transactions. Each additional envelope/transaction over 1,500 will cost \$5.80 per envelope. The cost for this agreement is covered by CARES (Coronavirus Aid, Relief, and Economic Security) funding award from HRSA authorized under Resolution #20-176.

e. *Resolution to Accept FY 2021 Child and Adolescent Health Center Program Funds*

This resolution accepts \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2020 through September 30, 2021.

f. *Resolution to Authorize an Agreement with UnoDeuce Multimedia for a Full Service Video Storytelling Project*

This resolution authorizes an agreement with UnoDeuce Multimedia for a Full Service Video Storytelling project effective September 24, 2020 through September 23, 2021 in an amount not to exceed \$1,950.

g. *Resolution to Accept Michigan Department of Health and Human Services (MDHHS), Ryan White B (RW B) Minority Aids Initiative (MAI) Award*

This resolution accepts MDHHS RW Part B MAI funding of \$20,000 effective November 1, 2020 through March 31, 2021 to provide Outreach and Case Management services to Minority People Living with HIV (PLWHV).

7. *Controller/Administrator – Resolution Approving Various Contracts for the 2021 Budget Year*

This resolution will approve the attached list of contracts for the 2021 budget year. The list consists only of contracts that are included in the 2021 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

## Agenda Item 1

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Jared Cypher, Deputy Controller  
**DATE:** November 3, 2020  
**SUBJECT:** Resolution Authorizing an Elder Services Millage Contract with TCOA  
For the meeting agendas of November 16 and November 18

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### **BACKGROUND**

This resolution authorizes a 2021 contract with Tri County Office on Aging (TCOA) to utilize Elder Services Millage funds for millage eligible services, as set forth in the attachment. These services include:

- Meals on Wheels
- In-Home Services
- Home Modification/Repair and Chore Services
- Healthy Aging and Wellness Activities
- Crisis Services
- Non-Covered Medical Needs
- Information & Assistance Services
- Legal Services

### **ALTERNATIVES**

There is currently a waitlist for TCOA services and the 60 and older population in Ingham County is growing. TCOA already has the structure in place to address the needs of the 60 and over population. The County could attempt to provide the service in-house, or contract with another entity, but TCOA is best poised to provide the services safely and efficiently.

### **FINANCIAL IMPACT**

The contract will not exceed \$2,095,000 from the Elder Services Millage, and funds are included in the 2021 budget.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the long-term goals of Promoting Accessible Healthcare and Meeting Basic Needs.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support an Elder Services Millage contract with TCOA.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH TRI COUNTY OFFICE ON AGING (TCOA)  
FOR ELDER SERVICES MILLAGE ELIGIBLE SERVICES**

WHEREAS, the growth of the 60 and over population throughout the country, including regional, state and county areas, is impacting the services TCOA delivers; and

WHEREAS, more than 57,000 seniors (age 60+) live in Ingham County, thousands lack the financial means to fully care for themselves; and

WHEREAS, many seniors in Ingham County have multiple chronic conditions that make everyday living difficult; and

WHEREAS, as of May 31, 2020, there were almost 200 older adults in Ingham County on wait lists to receive essential services such as assistance with bathing and other personal care, homemaking chores (including snow removal), and respite programs for caregivers; and

WHEREAS, the millage will help reduce waitlists that are expected to rise dramatically with the rapid growth of the older population; and

WHEREAS, in August 2020 the electorate authorized a countywide elder 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 authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County; and

WHEREAS, TCOA has submitted a proposal to Ingham County to use Elder Services Millage dollars to fund a comprehensive array of essential services to Ingham County residents age 60 and older; and

WHEREAS, funds from the Elder Services Millage are included in the County's 2021 budget for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$2,095,000 with Tri-County Office on Aging (TCOA) for services provided to Ingham County residents for the period of January 1, 2021 through December 31, 2021.

BE IT FURTHER RESOLVED, that funds for this contract with TCOA will come from the Elder Services Millage.

BE IT FURTHER RESOLVED, that funds will be utilized by TCOA for Elder 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.

SERVICES TO BE PROVIDED BY THE CONTRACTOR. The Contractor shall provide a comprehensive array of services to Ingham County residents age 60 and older. The services include:

- a) Managing and operating *home delivered meals* (commonly known as Meals on Wheels) and *Congregate (Senior) Dining Sites*, providing 50,000 meals to address food insecurity and meet the nutritional and social needs of the growing population of older adults by providing up to three meals a day based on eligibility. Services shall be provided in conformity with state and federal operating standards as outlined in the Older Americans Act. Category expenditures: \$500,000
- b) Providing 100 individuals with an average of 10 hours of *In-Home Services* supports depending on the need, designed to provide or enhance their independence and avoid the need for residential/skilled nursing living arrangements. Supports include personal care (such as assistance with bathing and dressing,) homemaking services, grocery shopping assistance, and respite support for persons caring for older adults. Priority will be given to individuals currently on TCOA's wait lists and others who may not meet the nursing facility level of care determination but are at risk of health decline or lack of independence without support. Category expenditures: \$900,000
- c) Supplying *Home Modification/Repair and chore services* such as snow removal, yard work, weatherization and accessibility modifications to enhance safety and enable older adults to remain living in a safe independent environment. Category expenditures: \$100,000
- d) Supporting *Healthy Aging and Wellness Activities* such as healthy living classes for persons with diabetes and other chronic conditions, caregiver workshops, and other opportunities to engage older adults in the community to promote socialization and prevent isolation, depression and worsening chronic conditions, especially during the COVID-10 pandemic crisis. Category expenditures: \$50,000
- e) Providing *Crisis Services* through financial or other assistance in addressing utility shut offs and safe housing-related expenses (emergency shelter, fumigation, eviction prevention, etc.) for low-income seniors in imminent danger of losing independence. Assistance may be available for caregivers to meet one-time, emerging needs in support of the older adult. Category expenditures: \$50,000
- f) Supplying gap-filling support to meet the *Non-Covered Medical needs* of 25-50 low income older adults to prevent serious health crises. Expenses may include prescription medications, dental/oral health care, durable medical equipment (i.e. walkers, shower benches) dental, hearing and Personal Protective Equipment that are not covered through Medicare or other means. Category expenditures: \$100,000
- g) Managing and operating *Information & Assistance Services* to community members with questions about available programs and services, or those who otherwise do not know where to turn. These community members may be seniors, adults with disabilities or the family and friends that support them. The questions or circumstances may be straight forward and result in a simple referral or exchange of information, or they may be more complex, requiring significant time and follow-up. Services may include the support of a Community Resource Navigator who has specific training, knowledge of community resources, and background in working with older adults who have chronic health and emotional needs who are not connected to any other supports and have immediate needs. Category expenditures: \$225,000

- h) Connecting low income and underserved individuals and their families to *Legal Services* to provide legal protection, advocacy and representation in the areas of elder abuse, public benefits, senior justice and elder rights. Services also include the Long Term Care Ombudsman who advocates for the health, safety and rights of persons in nursing and other care facilities and may also include the education of local law enforcement and other key organizations and community partners on elder abuse. Category expenditures \$80,000
  
- i) \$90,000 in funds received under this agreement shall be used to pay for the staffing, overhead and other associated costs for the additional *administration* of the millage.

## Agenda Item 2

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Jared Cypher, Deputy Controller  
**DATE:** November 3, 2020  
**SUBJECT:** Resolution Authorizing a Health Services Millage Contract with IHPC  
For the meeting agendas of November 16 and November 18

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### **BACKGROUND**

This resolution authorizes a 2021 contract with Ingham Health Plan Corporation (IHPC) to utilize Health Services Millage funds for millage eligible services, as set forth in Attachments A and B. The county will also reimburse IHPC for administrative expenses (further details in financial impact section below) including third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

### **ALTERNATIVES**

The Ingham Health Plan Corporation requested \$2,240,816 for FY 2021, which would cover all IHPC membership. The Board of Commissioners could opt to not fund the IHPC request. Not funding the IHPC request would likely result in an increase in uncompensated care in the County's network of Community Health Centers.

### **FINANCIAL IMPACT**

The contract will not exceed \$2,240,816 from the Health Services Millage, and funds are included in the 2021 budget. The administrative rate remains 15% in 2021. The funding should be sufficient to cover all of IHPC's projected 1,800 members in 2021.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the long term goal of Promoting Accessible Healthcare.

### **OTHER CONSIDERATIONS**

Prior to implementation of the Affordable Care Act (ACA), IHPC had roughly 12,000 members in Ingham County. Currently, millage eligible membership is roughly 1,600 members. However, the uncertain future of the ACA may bring about unforeseen changes to the number of millage eligible Ingham County residents needing IHPC services.

### **RECOMMENDATION**

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



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

WHEREAS, in March 2020, the electorate approved a reauthorization of the countywide health services millage at a level of 63/100 (.63) of one mill for a period of four years (2020-2023) to be used for the purpose of providing basic health care and mental health services to low-income Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance, including use of these funds to help pay for access to doctor visits, generic medications, mental health services and essential care such as preventive testing and treatment for cancer, diabetes, heart disease and other serious illnesses; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with IHPC which authorizes the County to pay IHPC an amount not to exceed \$2,240,816 annually for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage.

BE IT FURTHER RESOLVED, that the millage will be used to support Ingham County residents whose household income is at or below 250% of federal poverty guidelines.

BE IT FURTHER RESOLVED, that for the time period January 1, 2021 through December 31, 2021 the County shall reimburse IHPC by monthly invoice for medical, pharmacy, dental, and detox services as set forth in Attachments A and B.

BE IT FURTHER RESOLVED, that the annual not to exceed amount of \$2,240,816 includes administrative costs, which will be capped at 15% of medical expenses paid to IHPC, with the administrative costs requested to be reimbursed by the County listed clearly on each monthly invoice.

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

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

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

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

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

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

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



## COVERED SERVICES

### PLAN B MEDICAL COVERAGE

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

**Office visit Copay: \$5.00**

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

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

#### **Outpatient Hospital Services**

**Copay: \$0.00**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PLAN B DENTAL COVERAGE**

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

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

## Agenda Item 3

**TO:** Human Services and Finance Committees

**FROM:** Jared Cypher, Deputy Controller

**DATE:** October 20, 2020

**SUBJECT:** Resolution Authorizing 2021 Agreements for Community Agencies

For the meeting agendas of November 16 and November 18

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### **BACKGROUND**

Attached is the resolution approving community agency funding for FY 2021. Each application was evaluated making the “meeting basic needs” criteria a priority as approved in Board of Commissioners Resolution #20-264.

### **ALTERNATIVES**

If these agencies did not receive funding from the County they would be forced to identify alternative sources of funding for these programs. This may prove difficult in times of greater need during the pandemic.

### **FINANCIAL IMPACT**

For 2021, thirty-two (32) applications were received, requesting a total of \$271,950; and \$200,000 is included in the 2021 budget for community agency funding. Each funded agency included in the recommendation is funded either at their request, or at what they received last year, with the exception of the new applications. Total recommended funding is \$207,450. If the resolution is approved as recommended, the additional \$7,450 could be utilized from the 2021 contingency fund.

An email containing the applications of each agency has been previously sent to you. Please review those prior to the meeting, as they will provide helpful information for your discussions.

### **STRATEGIC PLANNING IMPACT**

This resolution addresses the County’s overarching long-term objective of “Meeting Basic Needs”, such as food, clothing, and shelter.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING 2021 AGREEMENTS FOR COMMUNITY AGENCIES**

WHEREAS, the 2021 Ingham County Budget has been approved by the Board of Commissioners; and

WHEREAS, under the Community Agency Program a number of agencies have been allocated funds to provide important services that are consistent with the County's Strategic Planning objective to Ingham County residents; and

WHEREAS, the 2021 budget includes \$200,000 allocated for community agencies; and

WHEREAS, the Controller/Administrator has provided recommended funding levels for each agency that were determined using the criteria set forth in Resolution #20-264.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2021 through December 31, 2021, in the amount specified for each community agency listed on the attached, for the services to Ingham County residents previously approved by the Human Services and Finance Committees.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$7,450 from the 2021 contingency fund to the community agency fund.

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

ORGANIZATION	PROGRAM	2020 AMT. RECEIVED	2021 REQUEST	2021 CONTROLLER RECOMMENDED
Advent House	Provides food, shelter, and advocacy services to those who struggle with homelessness and poverty in the community	\$15,000.00	\$15,000.00	\$15,000.00
Allen Neighborhood	Distributes over 200 lbs of bread and 800-1,200 lbs of fruits and vegetables each week to approximately 120 neighbors	1,500	2500	1500
Big Brothers Big Sisters	Provide one-to-one mentoring relationship, directly serving youth who are facing academic, familial, social, and/or emotional health challenges in their day-to-day lives	N/A	\$15,000.00	\$7,500.00
Boys & Girls Club	Serves lunch to more than 300 youth ages 6-18 during summer and snacks to 270 youth after school and dinner to approx. 30 children still at B&G after 7:00 pm	\$5,200.00	\$5,200.00	\$5,200.00
Capital Area Community Services	Provides direct home heating assistance on behalf of low income homes	\$5,000.00		
Capital Area Housing Partnership - Ballentine Apartments	Provides housing for low-income and homeless populations	\$8,000.00	\$10,000.00	\$8,000.00
Capital Area Housing Partnership - Tuesday Toolmen	Provides free home repairs and modifications (wheelchair access, grab bar installation, smoke detector repair, etc) to help people remain safely in their homes	\$3,800.00	\$5,000.00	\$3,800.00
Capital Area Housing Partnership - Walnut Street & Ferris Manor Support Services	Provides housing for low-income and homeless populations	5,000	7,500	5,000
Capital Area College Access Network UAW	Provides a community collaborative network dedicated to developing a college going culture and school-based support for college readiness, participation, and completion	N/A	\$10,000.00	\$5,000.00
Cristo Rey Community Center - Community Kitchen	Provides daily hot meals Monday through Friday, twice a day, to those in need	\$4,250.00	\$4,250.00	\$4,250.00
Cristo Rey Community Center - Food Pantry	Provides eligible community members monthly with fresh and non-perishable items for their household as well as baked items daily for anyone in need	\$9,000.00	\$9,000.00	\$9,000.00



Cristo Rey Community Center - Prescription Assistance	Provides services and bilingual staff to navigate the application process necessary for obtaining access to discounted and free prescriptions offered by pharmaceutical companies	\$6,750.00	\$6,750.00	\$6,750.00
Edgewood	Supports Americorps member service on property focused on food insecurity, healthy eating, and care in the vulnerable populations and helping to amnange resources associated with the education and support of young children	\$3,100.00		
Ele's Place	Provides a grief backpack with resources, coping strategies, and activities to help students and families through the first few months of grief due to death. Corresponding tool kits will be kept in the office for counselors and teachers	N/A	\$10,000.00	\$5,000.00
EVE Inc	Provides safe shelter, supplies, security, facility repairs and manintenance, waste removal, telephone, and shelter insurance	\$10,000.00	\$10,000.00	\$10,000.00
Gateway - Child and Family Services	Provides stable and safe living accomodations in a structured and supervised environment for children	\$15,300.00	\$22,000.00	\$15,300.00
Greater Lansing Food Bank	Provides registering and orienting new home & community gardeners, lends gardening tools, assists in diverse array of seed packets each growing season, distributes 40,000+ starter plants	\$11,500.00	\$20,000.00	\$11,500.00
Greater Lansing Homeless Resolution Network	Provides direct assistance with basic needs and referral to area agencies to assist in development of individual service plan and support to access resources quickly and ensure siccess for households in need of assistance with rent, utilities, food, and advocacy services to build stability and prevent homelessness	\$7,500.00		
Haven House	Provides food to homeless Ingham County residents while they stay in the shelter	\$14,250.00	\$15,000.00	\$14,250.00

Lansing Area AIDS Network	Provides direct client assistance in form of housing, utilities, medical/mental health assistance for care and treatment, and transportation assistance toward improved medical outcomes	\$5,000.00	\$5,000.00	\$5,000.00
Leslie Outreach	Provides for personal needs items such as soap, toothbrushes, shampoo, toilet paper, etc for clients as well as help cover some of the cost for building rental	\$1,400.00	\$1,500.00	\$1,400.00
Listening Ear	Provides 12 hour/day crisis line to provide crisis intervention, emotional support, and information/referrals; hopes to provide 24-hour service by new year	\$2,000.00	\$2,000.00	\$2,000.00
MSU Safe Place	Provides services related to basic needs of survivors of domestic violence and stalking, including minor children, such as food and supplies, advocacy assistance funds, and shelter telephone service	\$12,500.00	\$12,500.00	\$12,500.00
Northwest Initiative	Provides services to all incarcerated individuals returning to Ingham County with focus on reducing and eliminating substance abuse with emphasis on opioids by helping clients navigate systems that will reduce barriers that originally brought them to the criminal justice system	\$5,000.00	\$15,000.00	\$5,000.00
Refugee Development Center	Provides food and clothing to alleviate immediate suffering, orientation on resource location in community at reduced costs, English vocabulary necessary to access resources and communicate, education regarding steps to become self-sufficient	\$12,250.00	\$14,250.00	\$12,250.00
RSVP	Provides transportation to medical appointments and telephone reassurance services to provide assistance and social calls to elderly	\$5,000.00	\$5,000.00	\$5,000.00

Rural Family Services	Provides food bank and food and nutritional information, limited medical screening and services, clothing, furniture, and housing assistance, promotion and participation in community projects for betterment of community in rural Ingham County areas	\$14,000.00		
Southside Community Coalition	Provides after school healthy and nutritious snacks to school children, monthly luncheons to seniors, bi-monthly food distribution days with GLFB, Thanksgiving baskets, breakfast/lunch/snack to children in summer, educates children on food cultivation, and helps seniors complete food stamp applications	\$6,500.00	\$6,500.00	\$6,500.00
Southside Community Kitchen	Provides well-balanced and generous meals M-Th to those in need	\$3,500.00	\$3,500.00	\$3,500.00
St. Vincent Catholic Charities	Provides classes called "Living in America" to refugees including home/purchasing/home maintenance, small business development, academic ESOL, and computer literacy	\$0.00	\$5,000.00	\$0.00
Stockbridge Community Outreach	Assists clients with utility prevention assistance	\$4,500.00	\$5,000.00	\$4,500.00
Tri-County Office on Aging	Provides year-round 24-hour emergency response assistance to seniors experience crisis impacting basic needs and community-based services such as Meals on Wheels, Information and Assistance, housing assistance, evidence-based health and caregiver support programs, and elder abuse prevention and crisis services	\$4,500.00	\$6,000.00	\$4,500.00
WAI-IAM - Care Unit	Offers a supervised environment to house individuals while working with care coordinators and a treatment team for stabilization	\$4,500.00	\$4,500.00	\$4,500.00
WAI-IAM - Painting	Provides paint for 11 RISE homes and associated materials	N/A	\$4,500.00	\$2,250.00
WAI-IAM - Recovery Community	Provides 5-phase program to slowly transition recovering addicts back into society on a solid foundation of sobriety with stable housing, activities, peer support services, and accountability	\$10,000.00	\$10,000.00	\$10,000.00

YMCA Downtown Lansing	Provides students with meals during mentoring program meetings that help students gain understanding of current job market and skills needed for successful employment	\$1,500.00	\$4,500.00	\$1,500.00
		\$271,950.00		\$207,450.00

**Agenda Item 4**

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Ingham County Department of Veteran Affairs (Director of Veterans' Affairs)  
**DATE:** 11/03/2020  
**SUBJECT: Amended Resolution No. 19-542**  
For the meeting agendas November 17-18, 2020

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**BACKGROUND:**

The sum authorized in Resolution #19-542 for the 2020 Agreement with Clinton County for the Department of Veterans Affairs is incorrect and should be reduced down from \$28,389.00 to \$22,556.15, which is the amount billed to and received by Clinton County for services provided in 2019.

This discrepancy happened because the amount Clinton County pays is based on a formula using "actual" veteran caseloads from the previous calendar years. The metrics are not available until 31 December of each year. Therefore, during negotiations, an estimate is used based off of the previous calendar year.

**ALTERNATIVES:**

N/A

**FINANCIAL IMPACT:**

Estimated amount of \$28,389.00 will be reduced to \$22,556.15

**OTHER CONSIDERATIONS:**

None

**RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #19-542 TO AUTHORIZE AN AGREEMENT FOR VETERANS AFFAIRS SERVICES WITH CLINTON COUNTY**

WHEREAS, policy requires that all contracts over \$5,000.00 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approvals of agreements with grant agencies at various times during the fiscal year; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approvals of agreements with grant agencies at various times during the fiscal year; and

WHEREAS, Resolution #19-542 contained an incorrect amount for the agreement to provide Veterans Affairs Services to veterans of Clinton County because the amount included in the resolution was based on an estimate; and

WHEREAS, it is necessary to correct that error so that an amended contract can be executed.

THEREFORE BE IT RESOLVED, that the contract amount authorized in Resolution #19-542 for the 2020 Agreement with Clinton County for Veterans Affairs is corrected to reflect Veterans Affairs Services provided to Clinton County in the amount of \$22,556.15.

BE IT FURTHER RESOLVED, that future contracts between Clinton County and the Department of Veterans Affairs will not be included into annual county contract resolutions since the amount in the contract resolution was only an estimate.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #19-542 remain unchanged.

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

**TO:** Board of Commissioners Human Services, County Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** October 27, 2020  
**SUBJECT:** Agreement with the City of Lansing  
For the meeting agenda of 11/16/20 Human Services, 11/17/20 County Services, and 11/18/20 Finance

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**BACKGROUND**

Board of Commissioners Resolution 05-154 authorized an agreement with the City of Lansing for the Ingham County Parks Department to assume responsibility for the maintenance and operation of a non-motorized pathway through Scott Woods Park that is directly adjacent to and continuation of the Hawk Island Loop Trail. Resolution 11-037 amended Resolution 05-154 and authorized a new agreement with the City of Lansing that delegated to the Ingham County Parks Department the responsibility for the maintenance and operation of the City of Lansing’s Soldan Dog Park, the non-motorized pathway though Scott Woods Park, and the portion of the Lansing River Trail from Potter Park to Maguire Park. Board of Commissioners Resolution 16-096 extended that agreement until February 28, 2021. This resolution extends the Agreement through February 28, 2026.

**ALTERNATIVES**

Connecting communities via the Lansing River Trail to the north and the Sycamore Trail to the south has increased park visitation and interest and provided citizens alternative routes to enjoy Hawk Island County Park’s nature and splendor. The alternative is to not continue this agreement.

**FINANCIAL IMPACT**

The Parks Department maintains three miles of the River Trail from Jolly Road, Maguire Park, through Hawk Island County Park through Scott Woods north to Mount Hope Road. Each time we perform maintenance, it takes two passes on the trail, totaling six miles. Daily general maintenance tasks include snow removal, leaf blowing, etc. Expenses include fuel, use of equipment (tractor blower, brush, leaf blower, and snow thrower), as well as full time and seasonal personnel expenses. Potter Park Zoo staff maintains the trail from Pennsylvania Avenue to Mount Hope Road. Attached is a map showing the trail maintenance zones. In regards to the Scott Woods Trail, there is no revenue specifically associated with this activity, with the exception of the vehicle entrance fee to Hawk Island County Park. These entrance fees are not able to be differentiated between revenues collected at the gate for parking fees. In addition, walk in and ride in users of the trail are not charged a vehicle entrance fee. The Parks Department operates Soldan Dog Park and collects revenue for the electronic Key FOBs for entrance to the facility. Vehicle entrance fees to Hawk Island County Park are not able to be differentiated between revenues collected at the gate for parking fees for other park visitors. Administrative tasks include selling and documenting dog licenses and Key FOB sales. Within the Soldan Dog Park we perform daily general maintenance tasks including mowing, fence repairs, etc. Expenses include portable restrooms, trash bags, dog waste bags, and signage as well as full time and seasonal personnel expenses.

**STRATEGIC PLANNING IMPACT**

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

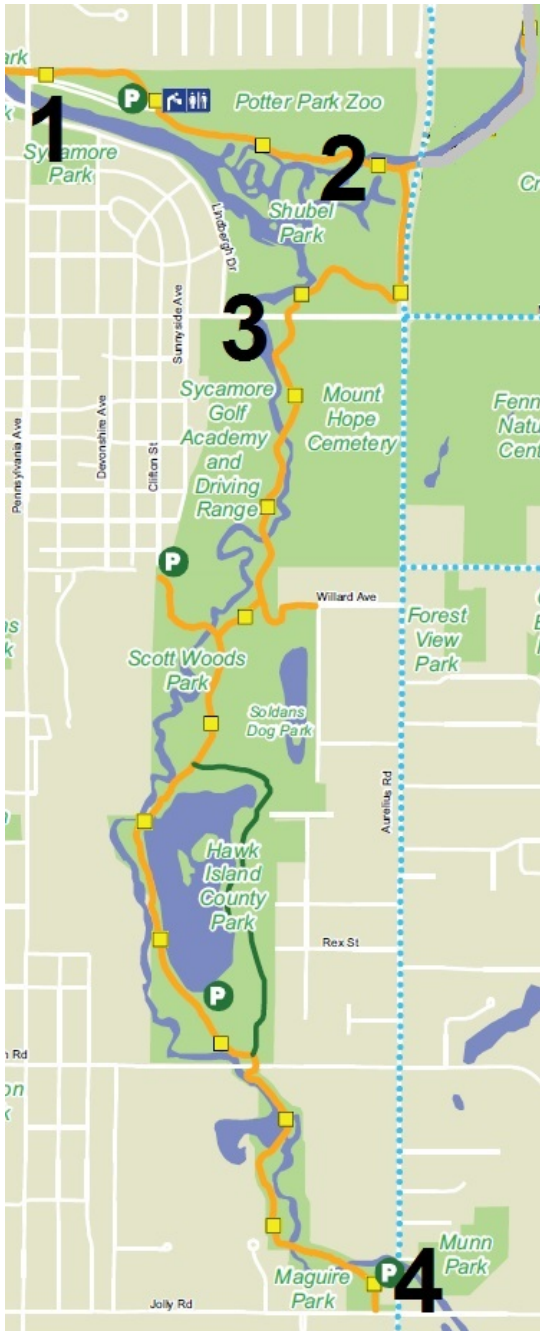
**OTHER CONSIDERATIONS**

The Park Commission supported this resolution at their October 26, 2020 meeting.

**RECOMMENDATION**

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





**TRAIL MAINTENANCE ZONES THAT ARE INCLUDED IN THE CITY OF LANSING/INGHAM COUNTY MAINTENANCE AGREEMENT**

**1** = ZOO Responsibility: Western border (Pennsylvania Avenue) of Zoo Trail Section to Aurelius Road.

**2** = ZOO Responsibility: Eastern border of Zoo Trail Section. Red Cedar and Aurelius Road south to Mount Hope Road.

**3** = INGHAM COUNTY PARK Responsibility: Mount Hope Road south Trail Section to Northern border of Hawk Island Trail Section.

**4** = INGHAM COUNTY PARK Responsibility: Southern border of Hawk Island Trail Section to Jolly Road.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONTINUE AN AGREEMENT WITH THE CITY OF LANSING  
FOR THE MAINTENANCE AND OPERATION OF SOLDAN DOG PARK AND THE  
NON-MOTORIZED PATHWAY THROUGH SCOTT WOODS PARK AND LANSING RIVER TRAIL  
FROM POTTER PARK TO MAGUIRE PARK**

WHEREAS, Board of Commissioners Resolution #16-096 authorized an agreement with the City of Lansing that authorizes the Ingham County Parks Department's continued maintenance and operation of the City of Lansing's Soldan Dog Park, the non-motorized pathway through Scott Woods Park, and the Lansing River Trail from Potter Park to Maguire Park for the period of February 9, 2016 through February 28, 2021; and

WHEREAS, the agreement entered into with the City of Lansing pursuant to Resolution 16-096 expires on February 28, 2021; and

WHEREAS, the City of Lansing, Ingham County Parks Department, and Potter Park Zoo would like to have a new agreement entered into containing/continuing the same terms as the expiring agreement for a period covering March 1, 2021 through February 28, 2026.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a new agreement with the City of Lansing that authorizes the County's continued maintenance and operation of the City of Lansing's Soldan Dog Park, the non-motorized pathway through Scott Woods Park, and the Lansing River Trail from Potter Park to Maguire Park for the period of March 1, 2021 through February 28, 2026.

BE IT FURTHER RESOLVED, that the new agreement shall contain/continue the terms and conditions of the expiring agreement authorized by Resolution #16-096.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** October 27, 2020  
**SUBJECT:** Picnic Table Plank Replacement, Sole Source  
For the meeting agenda of 11/16/20 Human Services and 11/18/20 Finance

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**BACKGROUND**

At Hawk Island County Park, many of the stationary fixed in place picnic tables purchased were through the company Pilot Rock/ RJ Thomas Manufacturing. The tabletop and bench planks are in need of replacement. Staff is recommending replacing the treated wood planks of the tables with a recycled plastic material. The recycled plastic plank surfaces are more conducive to cleaning and disinfecting. The recycled plastic planks are specific to the table frames already at the park. There are CIP monies allocated in 2020 for picnic tables at Hawk Island.

**ALTERNATIVES**

Replace the tabletops with treated wood.

**FINANCIAL IMPACT**

There are funds available in line item 208-75200-735100-20P04 as detailed below.

<b>Project</b>	<b>Beginning Allocation</b>	<b>Current Balance</b>	<b>Requested Amount</b>	<b>Remaining Balance</b>
Hawk Island Picnic Tables	\$20,000	\$11,609.20	\$5,802.00	\$5,807.20

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the resolution authorizing a purchase order with Pilot Rock/RJ Manufacturing.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER WITH PILOT ROCK/RJ  
MANUFACTURING AS A SOLE SOURCE VENDOR FOR PICNIC TABLE PLANKS  
FOR HAWK ISLAND**

WHEREAS, many of the existing picnic tables at Hawk Island County Park were purchased from Pilot Rock/RJ Manufacturing; and

WHEREAS, due to the age of the tables, it has become necessary to replace the original wood tabletop and bench planks on these tables; and

WHEREAS, Park staff is recommending replacing these wood planks with a recycled plastic material that will allow for better cleaning and disinfecting; and

WHEREAS, it is necessary to purchase these planks from Pilot Rock/RJ Manufacturing in order for them to fit correctly and safely on the existing table frames; and

WHEREAS, money has been allocated through the existing 2020 Capital Improvement "Hawk Island Picnic Tables," line item 208-75200-735100-20P04 for these planks.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a Purchase Order to be issued to Pilot Rock/RJ Manufacturing to purchase new recycled table planks in the amount not to exceed \$5,802.00.

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** October 27, 2020  
**SUBJECT:** Lake Lansing Boat Launch Waiver of Fees  
For the meeting agenda of 11/16/20 Human Services and 11/18/20 Finance

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**BACKGROUND**

The following fees are currently charged at the Lake Lansing Boat Launch to launch a watercraft:

Daily Launch Pass - \$5  
Annual Launch Pass - \$55

The Lake Lansing Boat Launch collects the parks vehicle entrance fees for vehicles not launching watercraft on days that allow at the Lake Lansing Boat Launch at the current rates listed below:

Resident Vehicle Daily - \$3  
Resident Vehicle Annual - \$32  
Non-Resident Vehicle Daily - \$5  
Non-Resident Vehicle Annual - \$42

This resolution implements a fee waiver for residents of Lake Lansing who live directly on the Lake. The Lake resident launching watercraft would simply inform Park Staff and the fee will be waived. Attached is a letter from the Lake Lansing Property Owners Association (LLPOA) supporting this resolution.

**ALTERNATIVES**

Leave the remaining fee structure as is.

**FINANCIAL IMPACT**

Typically the lake residents launch their boats early in the spring before staff are in place to collect fees. Additionally, the LLPOA can encourage their group to launch their boat during off peak season and hours to reduce the impact.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their October 26, 2020 meeting.

**RECOMMENDATION**

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

September 17, 2020

Lake Lansing Property Owners Association

RE: Boat launch fees at Lake Lansing

Dear Ingham County Parks Commission:

I have been told that there is a consideration by the Parks Department, that all boats being launched at the Lake Lansing boat launch will be charged a fee, including lake residents. The Lake Lansing Property Owners Association (LLPOA) is requesting that boat launch fees be waived for property owners that are directly on the lake. Following is a list of reasons why this action should be considered.

1. We bear the burden of cleaning up the shoreline of trash and debris that is left behind by boating traffic from those who do not live on the lake
2. The LLPOA supports both parks on the lake in the form of geese control. Last year we destroyed 61 eggs and round up 35 geese which were taken to another DNR approved lake. This year was a little down due to covid but we did destroy 41 eggs. The State however did not issue any permits this year for a goose round-up due to covid.
3. We are the lake monitors who report anything out of normal.
4. We have the burden of raking up weeds that wash ashore from boat props and the weed harvester
5. The LLPOA has sponsored Lake Lansing cleanups for both in the lake and all surrounding areas filling up multiple 10 yard dumpsters.
6. We have applied for, and paid for the removal of over 300 muskrats which are very damaging to the shoreline as well as equipment.
7. We initiated and paid for through SAD, filtration systems for water drainage coming from streets surrounding the lake
8. We promote environmentally safe practices around the lake which includes promoting phosphorous free fertilizers.
9. The LLPOA donates annually to help support the band shell
10. Residents of Lake Lansing pay a large amount of property taxes and additionally pay the Special Assessment District (SAD) fee.
11. The LLPOA has earmarked \$1000 to Ingham County to build an access for the weed harvester at the South Park to keep the machinery out of the way of the boat launch. This also creates efficiency in the collection of weeds. Last year was very difficult because the harvester was competing with people wanting to launch their boats. This is especially true for the fishing competitions that take place during the week when it becomes very congested.

If this is agreeable, I will let all residents know by email, Nextdoor.com, Facebook and at our membership meetings that launching their boat during off peak season and hours is best.

As to the implementation of who is allowed to launch their boats with fees waived, I have a few suggestions.

1. Leave it like it has been for as long as I lived on the lake for 27 years. Sure, there will be those who cheat, but I really believe these are exceptions.
2. We can pass out a special “fee waived” sticker to put on the back of the drivers license. One sticker per household which will be presented to whoever is collecting fees.
3. Create an easy to look up database by name either on laminated paper or available for mobile devices (or both).

For any of these cases, a rule could be that if the fee is waived, there are not to take up a parking spot. Not sure how important this is since most all lake residents just want to drop off their boat and drive the trailer home anyway.

I believe that allowing lake residents to launch their boats from the launch site as a courtesy is a very reasonable request. We do a lot for the lake and the community and this could be a small perk that acknowledges that. No, \$5.00 is not going to break anybody, but waiving that fee lets our membership know we have a lasting friendly relationship with Ingham County Parks.

If you have any questions or concerns, please contact me. [SteveCarpenter37@gmail.com](mailto:SteveCarpenter37@gmail.com) or 517-410-0895

Steven K Carpenter, President LLPOA

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE IMPLEMENTATION OF  
A FEE WAIVER AT THE LAKE LANSING BOAT LAUNCH**

WHEREAS, the Lake Lansing Boat Launch collects the following fees to launch a watercraft:

Daily Launch Pass - \$5  
Annual Launch Pass - \$55; and

WHEREAS, the Lake Lansing Boat Launch collects the parks vehicle entrance fees for vehicles not launching watercraft on days that allow at the Lake Lansing Boat Launch at the current rates listed below:

Resident Vehicle Daily - \$3  
Resident Vehicle Annual - \$32  
Non-Resident Vehicle Daily - \$5  
Non-Resident Vehicle Annual - \$42; and

WHEREAS, the Ingham County Parks Commission desires to implement a procedure concerning fee waivers for residents of Lake Lansing who live directly on the Lake and are included in the Special Assessment District.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves that residents of Lake Lansing who are included in the Special Assessment District and the property owners that are directly on the lake in the Lake Lansing Property Owners Association (LLPOA) will not be charged to launch their boats at the Lake Lansing Boat Launch.

BE IT FURTHER RESOLVED, that any Lake Lansing resident launching watercraft needs to inform Park Staff and the fee will be waived.



**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** October 27, 2020  
**SUBJECT:** Lake Lansing Boat Launch Hardship Program  
For the meeting agenda of 11/16/20 Human Services and 11/18/20 Finance

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**BACKGROUND**

The following fees are currently charged at the Lake Lansing Boat Launch to launch a watercraft:

Daily Launch Pass - \$5  
Annual Launch Pass - \$55

The Lake Lansing Boat Launch collects the parks vehicle entrance fees for vehicles not launching watercraft on days that allow at the Lake Lansing Boat Launch at the current rates listed below:

Resident Vehicle Daily - \$3  
Resident Vehicle Annual - \$32  
Non-Resident Vehicle Daily - \$5  
Non-Resident Vehicle Annual - \$42

This resolution implements a procedure concerning free boat launch passes to low income residents.

**ALTERNATIVES**

Leave the remaining fee structure as is.

**FINANCIAL IMPACT**

Ingham County Parks welcomes all visitors. The Parks Department already has a hardship program in place for annual parking passes, and this would be in line with that program.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their October 26, 2020 meeting.

**RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE IMPLEMENTATION OF  
A HARDSHIP BOAT LAUNCH PASS AT THE LAKE LANSING BOAT LAUNCH**

WHEREAS, the Lake Lansing Boat Launch collects the following fees to launch a watercraft:

Daily Launch Pass - \$5

Annual Launch Pass - \$55; and

WHEREAS, the Lake Lansing Boat Launch collects the parks vehicle entrance fees for vehicles not launching watercraft on days that allow at the Lake Lansing Boat Launch at the current rates listed below:

Resident Vehicle Daily - \$3

Resident Vehicle Annual - \$32

Non-Resident Vehicle Daily - \$5

Non-Resident Vehicle Annual - \$42; and

WHEREAS, the Ingham County Parks Commission desires to implement a procedure concerning free boat launch passes to low income residents.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves that an annual boat launch pass will be provided at no cost for anyone for whom the fee would be a hardship.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** October 28, 2020  
**SUBJECT:** Resolution to Authorize a FY 2020-2021 AmeriCorps State Grant  
For the meeting agendas of November 16 and 18, 2020

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**BACKGROUND**

The Michigan Department of Labor and Economic Opportunity (MDLEO) has granted Ingham County Health Department (ICHHD) a 2020-2021 AmeriCorps State Grant of \$170,239, as the third year of a three-year funding cycle. A total of 18 AmeriCorps members will be placed in host sites selected through an RFP process. These AmeriCorps members work to increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies for adopting healthy diets, and promote safe, affordable exercise options.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

This grant requires a local Match

	Amount	Percent
Grant	\$170,239	54.9%
Match	\$131,069	45.1%
Total	\$301,308	100%

The match is drawn from:

- 1) cash contributions from the external host sites totaling \$131,069;
- 2) indirect costs used as match- \$6,895.

These items are included in ICHD’s 2020-2021 budget.

**STRATEGIC PLANNING IMPACT**

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

This resolution also supports Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to accept \$170,239 for the AmeriCorps State Grant for 2020-2021 effective October 2, 2020 through October 1, 2021.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A 2020-2021 AMERICORPS STATE GRANT**

WHEREAS, Ingham County Health Department (ICHD) will soon complete a successful fourth year of a grant cycle supporting the AmeriCorps State Program, funded by the Michigan Department of Health and Human Services (MDHHS), on behalf of the Michigan Community Service Commission (MCSC) as part of a four-year funding cycle, and authorized by Resolution #18-349; and

WHEREAS, the Michigan Department of Labor and Economic Opportunity (MDLEO) has approved funding for ICHD for a new grant cycle, in the amount of \$170,239 effective October 2, 2020 through October 1, 2021; and

WHEREAS, a non-federal local match of cash and/or in-kind contributions is required; and

WHEREAS, these items are included in ICHD's 2020-2021 budget; and

WHEREAS, as a condition of this grant, the health department must at a minimum, enter into agreements with each AmeriCorps host site and with each AmeriCorps member; and

WHEREAS, under this grant, AmeriCorps members will increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies for adopting healthy diets, and promote safe, affordable exercise options; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps grant of \$170,239 with MDLEO effective October 2, 2020 through October 1, 2021.

BE IT FURTHER RESOLVED, that a non-federal match of \$131,069 is authorized and consists of indirect costs used as a match of \$6,895, and the remainder obtained through cash contributions of up to \$12,018 from each of the 18 AmeriCorps host sites, as selected through a Request for Proposal process.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any host site and member agreements, after review by the county attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** October 24, 2020  
**SUBJECT:** Authorization to Make a Second Security Deposit with ANC Holdings, LLC and Establish a health center co-located with the Allen Neighborhood Center

For the meeting agendas of November 16 and 18, 2020

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**BACKGROUND**

Resolution #20-320 authorized Ingham County Health Department's (ICHD) Community Health Centers (CHC) to enter into a lease agreement with ANC Holdings, LLC for 4,188 square foot of space to operate a CHC co-located with the Allen Neighborhood Center (ANC) at 1611 E. Michigan Ave, Lansing, MI. The proposed CHC would provide family practice care to the Eastside community through this collaborative project, which would serve a currently underserved low-income and refugee community in the surrounding neighborhood. The new CHC would be site to Ingham's scope of service sites as part of the HRSA Health Center Program.

The lease includes a base rent of \$12 per square foot for 4,188 square feet. The Lease also includes the option to finance the estimated build out costs of \$450,000.00 at 5% over the first seven years of the lease. In order to secure the location at these terms and pursue the opportunity, the County entered the lease agreement with a security deposit of \$4,188.00 by June 30, 2020. The agreement required a second security deposit of \$4,188.00 be made to ANC Holdings by January 15<sup>th</sup>, 2021 to continue the lease, otherwise the lease shall terminate at no additional financial penalty than the initial security deposit amount. Under the agreement, monthly lease payments do not commence until April 1, 2021, when the scheduled renovations and build outs commence contingent upon continuation of the lease. The expected opening date for the CHC services would be August of 2021. The terms of the lease agreement would be August 1, 2020 through July 31, 2030. Monthly lease payments for the space would commence upon April 1, 2021.

Resolution #20-320 required a complete cost neutral proposal be brought to the CHC Board and Board of Commissioners in order to authorize the second security deposit due in January of 2021. ICHD's Accounting Unit prepared five options to locate a new health center at ANC and presented them to the ICHC Finance Committee and Interim Executive Director in September 2020. The Interim Executive Director gathered feedback about the financial analysis and program decisions on the proposed options from the management staff at Forest and Willow CHCs, the Ryan White Program Manager, ICHC senior leadership, the ICHC Executive Committee, and Health Officer Linda Vail. These individuals recommended that ICHC should pursue the option that relocates existing program staff from Forest CHC and make the second security deposit with ANC.

**ALTERNATIVES**

The County may not make a second security deposit with ANC Holdings, LLC and establish a Community Health Center at Allen Place (1611 E. Kalamazoo St., Lansing, MI).

### **FINANCIAL IMPACT**

The opportunity to open a new CHC at Allen Place would support additional revenue generation potential for unmet demand for healthcare services in the community. Assessment of financial viability for creating the new CHC by relocating existing program staff from Forest CHC estimates additional cost to the overall ICHC budget at \$126,579 in Year One and \$999 in Year Two.

### **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 make a second security deposit of \$4,188.00 to ANC Holdings by January 15<sup>th</sup>, 2021 to continue the lease agreement with ANC Holdings, LLC for a term of August 1, 2020 through July 31, 2030, for 4,188 square foot of space to operate a CHC at 1611 E. Michigan Ave, Lansing, MI and to establish a CHC co-located with ANC.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO MAKE A SECOND SECURITY DEPOSIT WITH ANC HOLDINGS, LLC AND ESTABLISH A HEALTH CENTER CO-LOCATED WITH THE ALLEN NEIGHBORHOOD CENTER**

WHEREAS, Resolution #20-320 authorized Ingham County Health Department's (ICHD) Community Health Centers (CHCs) to enter into a lease agreement with ANC Holdings, LLC for 4,188 square foot of space to operate a health center co-located with the Allen Neighborhood Center (ANC) at 1611 E. Michigan Ave, Lansing, MI; and

WHEREAS, the proposed CHC would provide family practice care to the Eastside community through this collaborative project, which would serve a currently underserved low-income and refugee community in the surrounding neighborhood; and

WHEREAS, the new CHC would be site to Ingham's scope of service sites as part of the HRSA Health Center Program; and

WHEREAS, the lease includes a base rent of \$12 per square foot for 4,188 square feet; and

WHEREAS, the lease also includes the option to finance the estimated build out costs of \$450,000.00 at 5% over the first seven years of the lease; and

WHEREAS, in order to secure the location at these terms and pursue the opportunity, the County entered the lease agreement with a security deposit of \$4,188.00 by June 30, 2020; and

WHEREAS, the agreement required a second security deposit of \$4,188.00 be made to ANC Holdings by January 15<sup>th</sup>, 2021 to continue the lease, otherwise the lease shall terminate at no additional financial penalty than the initial security deposit amount; and

WHEREAS, the terms of the lease agreement are August 1, 2020 through July 31, 2030 with monthly lease payments commencing April 1, 2021, when the scheduled renovations and build outs commence contingent upon continuation of the lease; and

WHEREAS, the expected opening date for the CHC services would be August of 2021; and

WHEREAS, should the County not make the second security deposit due in January of 2021, the lease shall terminate with no further penalty to the County than forfeit of the initial \$4,188.00 deposit; and

WHEREAS, Resolution #20-320 required a complete cost neutral proposal be brought to the CHC Board and Board of Commissioners in order to authorize the second security deposit due in January of 2021; and

WHEREAS, ICHD's Accounting Unit prepared five options to locate a new CHC at ANC and presented them to the ICHC Finance Committee and Interim Executive Director in September 2020; and

WHEREAS, the Interim Executive Director gathered feedback about the financial analysis and program decisions on the proposed options from the management staff at Forest and Willow CHCs, the Ryan White Program Manager, ICHC senior leadership, the ICHC Executive Committee, and Health Officer Linda Vail; and

WHEREAS, these individuals recommended that ICHC should pursue the option that relocates existing program staff from Forest CHC and make the second security deposit with ANC; and

WHEREAS, the opportunity to open a new CHC at Allen Place would support additional revenue generation potential for unmet demand for healthcare services in the community; and

WHEREAS, assessment of financial viability for creating the new CHC by relocating existing program staff from Forest CHC estimates additional cost to the overall ICHC budget at \$126,579 in Year One and \$999 in Year Two; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support making a second security deposit of \$4,188.00 to ANC Holdings by January 15<sup>th</sup>, 2021 to continue the lease agreement with ANC Holdings, LLC for a term of August 1, 2020 through July 31, 2030, for 4,188 square foot of space to operate a health center at 1611 E. Michigan Ave, Lansing, MI and to establish a health center co-located with ANC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize a second security deposit of \$4,188.00 to ANC Holdings by January 15<sup>th</sup>, 2021 to continue the lease agreement with ANC Holdings, LLC. for a term of August 1, 2020 through July 31, 2030, for 4,188 square foot of space to operate a health center at 1611 E. Michigan Ave, Lansing, MI and to establish a health center co-located with ANC.

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:** Human Services, County Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** October 29, 2020  
**SUBJECT:** Resolution to Convert Position # 601398 from .5 FTE to .75FTE  
For the meeting agendas of November 16, 17 and 18, 2020

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to increase a .5 FTE Disease Control Nurse Position (Position #601398) from .5 FTE to .75 FTE, effective upon execution through September 30, 2021. Increasing Position #601398 from .5 FTE to .75FTE will allow ICHD’s Communicable Disease Division (CD) to increase their capacity and provide additional support for COVID-19 disease investigation and prevention efforts. Increasing this position will allow ICHD’s CD to utilize current staff to bring their expertise and knowledge to support these efforts.

**ALTERNATIVES**

ICHD could not increase the position.

**FINANCIAL IMPACT**

Position #601398 will be converted from a .5FTE to a .75FTE, (MNA Grade 3 Step 4) the cost including salary and fringe from \$54,074 to \$76,372 for a total increase of \$22,298. All cost associated with of this conversion will be covered by funds from the Infection Prevention Grant from the Michigan Department of Health and Human Services (MDHHS) authorized in Resolution #20-306. This position will remain at .75 FTE through the duration of the grant upon loss of grant it will revert back to a .5 FTE position.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize position #601398 Disease Control Nurse to be increased from .5 FTE to .75 FTE effective upon approval through the duration of the grant.

D Edokpolo Request 11/2/2020

	Proposed Increase in FTE Pos #601398 MNA Grade 3, Step 4 .75 FTE	Present Position #601398 MNA Grade 3, Step 4 .5 FTE	Increase Cost due to change in FTE
SALARY	56,046	38,748	17,299
UNEMPLYMT	280	194	87
FICA/MEDICARE	4,288	2,964	1,323
DENTAL	936	936	-
VISION	135	135	0
PHP MED	17,018		5,673
MERS	6,939	4,616	2,323
MERS HYBRID	560	387	173
RTEE CHGBCK	3,585	3,585	-
SEPARATE	981	678	303
RE/HLTH/T	2,522	1,744	779
WORKERS COMP	60	31	29
DISABILITY	73		73
LIFE 30K	115	58	58
Salary	56,046	38,748	17,299
Fringes	37,492	15,326	10,820

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT POSTION #601398 (DISEASE CONTROL NURSE)  
FROM .5 FTE TO .75 FTE**

WHEREAS, Ingham County Health Department (ICHD) wishes to temporarily increase a .5 FTE Disease Control Nurse Position (Position #601398) from .5 FTE to .75 FTE, effective upon execution through September 30, 2021; and

WHEREAS, increasing Position #601398 from .5 FTE to .75FTE will allow ICHD's Communicable Disease Division (CD) to increase their capacity and provide additional support for COVID-19 disease investigation and prevention efforts; and

WHEREAS, increasing this position will allow CD to utilize current staff to bring their expertise and knowledge to support these efforts; and

WHEREAS, position #601398 will be increased from a .5FTE to a .75FTE, (MNA Grade 3 Step 4) increasing the salary and fringe from \$54,074.00 to \$76,372.00 for a total increase of \$22,298.00; and

WHEREAS, all costs of this increase will be covered by funds from the Infection Prevention Grant from the Michigan Department of Health and Human Services (MDHHS) authorized in Resolution #20-306; and

WHEREAS, this position will revert back to a .5 FTE position at the conclusion of the grant; and

WHEREAS, the Health Officer recommends approval to increase position #601398 Disease Control Nurse from .5 FTE to .75 FTE effective upon approval through September 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of position #601398 Disease Control Nurse from .5 FTE to .75 FTE effective upon approval through September 30, 2021.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any 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:** October 29, 2020  
**SUBJECT:** Authorization to Enter Agreement with DocuSign  
For the meeting agendas of November 16 and November 18, 2020

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**BACKGROUND**

Ingham County Health Department (ICHHD), Community Health Centers (CHCs) wish to enter into an agreement with DocuSign effective September 21, 2020 through September 20, 2021. DocuSign is an application designed to collect digital signatures (eSignature) for CHC documents like contracts, policies, Releases of Information (ROI), clinic consents and other documents on different devices. The cost for this agreement is \$5,699.20 for 1500 envelopes/transactions. Each additional envelope/transaction over 1500 will cost \$5.80 per envelope. The cost for this agreement is covered by CARES (Coronavirus Aid, Relief, and Economic Security) funding award from HRSA authorized under Resolution #20-176.

**ALTERNATIVES**

There are currently no products in place which support this operational need for the CHCs. During this time of COVID-19, there is a need to collect signatures for important documents electronically. The alternative would be to continue to rely on collecting signatures for important documents in-person.

**FINANCIAL IMPACT**

The cost for this agreement is \$5,699.20 for 1500 envelopes/transactions. Each additional envelope/transaction over 1500 will cost \$5.80 per envelope. The cost for this agreement is covered by CARES (Coronavirus Aid, Relief, and Economic Security) funding award from HRSA authorized under Resolution #20-176.

**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 Ingham County Board of Commissioners authorize entering into an agreement with DocuSign effective September 21, 2020 through September 20, 2021.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DOCUSIGN**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with DocuSign effective September 21, 2020 through September 20, 2021; and

WHEREAS, DocuSign is an application designed to collect digital signatures (eSignature) for Community Health Center (CHC) documents like contracts, policies, Releases of Information (ROI), clinic consents and other documents on electronic devices; and

WHEREAS, collecting these signatures digitally will allow patients/clients of the CHCs to sign and submit their signatures remotely; and

WHEREAS, the cost of this agreement is \$5,699.20 for 1,500 envelopes/transactions; and

WHEREAS, each additional envelope/transaction over 1,500 will cost \$5.80 per envelope/transaction; and

WHEREAS, the cost for this agreement is covered by Coronavirus Aid, Relief, and Economic Security (CARES) funding award from Health Resources and Services Administration (HRSA) authorized under Resolution #20-176; and

WHEREAS, the Health Officer and the Ingham Community Health Center Board of Directors supports entering into an agreement with DocuSign effective September 21, 2020 through September 20, 2021, to allow ICHD's CHCs to collect patient and client signatures electronically.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with DocuSign effective September 21, 2020 through September 20, 2021 to allow ICHD's CHCs to collect patient and client signatures electronically.

BE IT FURTHER RESOLVED, that the cost of this agreement is \$5,699.20 for 1,500 envelopes/transactions.

BE IT FURTHER RESOLVED, that each additional envelope/transaction over 1,500 will cost \$5.80 per envelope/transaction.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any 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:** October 29, 2020  
**SUBJECT:** Resolution to Accept of FY 2021 Child and Adolescent Health Center Program Funds  
For the meeting agendas of November 16, and November 18, 2020

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to accept \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program to be used for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2020 through September 30, 2021. This funding will support continued operations of ICHD’s school-based and school-linked health centers. The Ingham County Board of Commissioners authorized ICHD to accept the CAHC program funding from the Michigan Department of Health and Human Services (MDHHS), as administered through the Michigan Primary Care Association (MPCA), for the period of October 1, 2011 through September 30, 2019, through resolutions #11-235, #12-199, #13-049, #14-358, #15-412, #16-448, #17-434, #18-347 and #19-386.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The CAHC funding award for the term of October 1, 2020 through September 30, 2021 is \$585,000 and is divided as follows:

- Eastern Health Center - \$195,000
- Sexton Health Center - \$195,000
- Willow Health Center - \$195,000

**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 Ingham County Board of Commissioners authorize accepting \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2020 through September 30, 2021.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT FY 2021 CHILD AND ADOLESCENT HEALTH CENTER PROGRAM FUNDS**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program to be used for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2020 through September 30, 2021; and

WHEREAS, the funding will support continued operations of ICHD's school-based and school-linked health centers; and

WHEREAS, the Ingham County Board of Commissioners authorized ICHD to accept CAHC funding from the Michigan Department of Health and Human Services (MDHHS), as administered through the Michigan Primary Care Association (MPCA), for the period of October 1, 2011 through September 30, 2019, through resolutions #11-235, #12-199, #13-049, #14-358, #15-412, #16-448, #17-434, #18-347; and #19-386 and

WHEREAS, the CAHC funding award effective October 1, 2020 through September 30, 2021 is \$585,000 and is divided as follows: Eastern Health Center - \$195,000, Sexton Health Center - \$195,000, Willow Health Center - \$195,000; and

WHEREAS, the Ingham Community Health Center Board of Directors supports accepting \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2020 through September 30, 2021; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes accepting \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2020 through September 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2020 through September 30, 2021.

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:** October 29, 2020  
**SUBJECT:** Resolution Authorizing an Agreement with UnoDeuce Multimedia  
For the meeting agendas of November 16 and November 18, 2020

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**BACKGROUND**

Ingham County Health Department's (ICHHD), Community Health Centers (CHCs) seek to enter into an agreement with UnoDeuce Multimedia for a Full Service Video Storytelling project effective September 24, 2020 through September 23, 2021. The cost for this agreement is \$1,950.00 for three (3) 90-second videos which can be shared online, and posted to our website. The funding for this agreement will be covered by the Michigan Health Endowment Funding (MHEF) award approved through Resolution #20-174. This agreement will allow the CHCs to use video storytelling to promote services, and educational awareness campaigns.

**ALTERNATIVES**

The alternative to entering into this agreement would be to either forego producing these videos, or have them produced in-house using unsophisticated and unprofessional production tools.

**FINANCIAL IMPACT**

The amount of this agreement will not exceed \$1,950.00. The funding for this agreement will be covered by the Michigan Health Endowment Funding (MHEF) award approved through Resolution #20-174.

**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 attached resolution authorizing an with agreement with UnoDeuce Multimedia for a Full Service Video Storytelling project effective September 24, 2020 through September 23, 2021 in an amount not to exceed \$1,950.00.





# Estimate

# EST-0588

**UnoDeuce Multimedia**  
PO Box 10105

Lansing Michigan 48901  
U.S.A

**Bill To**  
**Ingham County Health Department**  
KeyonieJames

Estimate Date : 24 Sep 2020

#	Item & Description	Qty/Hrs	Rate	Amount
<b>Telehealth 3 Part Video Series (60-90 seconds)</b>				
1	Full Service Video Storytelling Includes recording on site interviews and B-roll, editing video/audio, color correction, graphic creation/animation, one music bed purchase and development of mp4 file to use in power points and online. Will can also be delivered in Square, Vertical and Widescreen formats.	3.00	650.00	1,950.00
			Sub Total	1,950.00
			<b>Total</b>	<b>\$1,950.00</b>

**Notes**

Looking forward to working with you!

**Terms & Conditions**

This cost does not cover travel outside of the Greater Lansing Area (Dewitt, Grand Ledge, Williamston, Mason) nor any other stock video/music/ photography material that is additional to what we already have access to. This estimate only covers one revision per video. These videos have to be completed within 12 months from the start of production and will require 50% down to start the project.

Authorized Signature \_\_\_\_\_

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH UNODEUCE MULTIMEDIA  
FOR A FULL SERVICE VIDEO STORYTELLING PROJECT**

WHEREAS, Ingham County Health Department's (ICHHD), Community Health Centers (CHCs) seek to enter into an agreement with UnoDeuce Multimedia for a Full Service Video Storytelling project; and

WHEREAS, this agreement would be effective September 24, 2020 through September 23, 2021; and

WHEREAS, the cost for this agreement is \$1,950.00 for three (3) 90-second videos which can be shared online and posted to our website; and

WHEREAS, the funding for this agreement will be covered by the Michigan Health Endowment Funding award approved through Resolution #20-174; and

WHEREAS, this agreement will allow the CHCs to use video storytelling to promote services and educational awareness campaigns; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with UnoDeuce Multimedia effective September 24, 2020 through September 23, 2021 in an amount not to exceed \$1,950.00; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with UnoDeuce Multimedia effective September 24, 2020 through September 23, 2021 in an amount not to exceed \$1,950.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with UnoDeuce Multimedia effective September 24, 2020 through September 23, 2021 in an amount not to exceed \$1,950.00.

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

**Agenda Item 6g**

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** October 15, 2020  
**SUBJECT:** Resolution to Accept Michigan Department of Health and Human Services (MDHHS), Ryan White B Minority Aids Initiative (MAI) Award  
For the meeting agendas of November 16 and November 18, 2020

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**BACKGROUND**

Ingham County Health Department (ICHHD) and Ingham Community Health Centers (ICHC) wish to accept a funding award of \$20,000 from the Michigan Department of Health and Human Services (MDHHS), Ryan White B Minority Aids Initiative (MAI) Award. This funding support is for the period of November 1, 2020 through March 31, 2021.

**ALTERNATIVES**

There are no other alternatives.

**FINANCIAL IMPACT**

This funding amount of \$20,000 will support Ryan White B Program efforts at ICHC to provide Outreach and Case Management services to Minority People Living with HIV (PLWHV).

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.(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 the acceptance of this MDHHS RW Part B MAI funding of \$20,000 effective November 1, 2020 through March 31, 2021.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (MDHHS), RYAN WHITE B (RW B) MINORITY AIDS INITIATIVE (MAI) AWARD**

WHEREAS, Ingham County Health Department (ICHHD) and Ingham Community Health Centers (ICHCs) wish to accept MDHHS RW B MAI funding of \$20,000 effective November 1, 2020 through March 31, 2021; and

WHEREAS, RW B MAI funding will support Outreach and Case Management services for Minority populations living with HIV; and

WHEREAS, ICHHD has received the MDHHS RW B MAI funding award for the budget period of November 1, 2020 through March 31, 2021 in an amount not to exceed \$20,000; and

WHEREAS, the Ingham County Community Health Center Board has reviewed and recommends the acceptance of the MDHHS RW B MAI funding award; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of the MDHHS RW B MAI funding award of \$20,000 effective November 1, 2020 through March 31, 2021.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of the MDHHS RW B MAI funding award of \$20,000 effective November 1, 2020 through March 31, 2021.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, is authorized sign the agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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

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

## Agenda Item 7

DATE: November 3, 2020

TO: Finance and Liaison Committees

FROM: Jill Bauer, Administrative Analyst

RE: Resolution Approving Various Contracts for the 2021 Budget Year

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This resolution will approve the attached list of contracts for the 2021 budget year. The list consists only of contracts that are included in the 2021 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over \$5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index's Annual Inflation rate or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2021 increase of 1.4% or less are the only ones included in this resolution.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2021 BUDGET YEAR**

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2021 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

HUMAN SERVICES COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2020 COST	2021 PROJECTED	Proj. Increase over 2020	% Increase over 2020	Funding Source
Ingham County	Capital Area United Way	Annual Renewal of Contract for Central Michigan 2-1-1 Services	01/01/21	12/31/21	\$ 45,750	\$ 45,750	\$0	0%	General Fund
Health Department	Holy Cross	Homeless Day Center	10/01/20	09/30/21	\$ 28,500	\$ 28,500	\$0	0%	General Fund
Health Department	South Lansing Community Dev Ctr	Community Development/Outreach	10/01/20	09/30/21	\$ 23,704	\$ 23,704	\$0	0%	General Fund
Health Department	Our Savior Lutheran Church	Food Pantry Operation - 1515 W. Holmes Road	10/01/20	09/30/21	\$ 7,200	\$ 7,200	\$0	0%	General Fund