

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

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THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, SEPTEMBER 14, 2020 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/95386967564>.

Agenda

Call to Order

Approval of the [August 24, 2020 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Senior Citizens Advisory Committee – Interviews
2. Special Transportation Millage – Resolution Authorizing the [Sixth Amendment](#) to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020
3. Ingham County Fair
 - a. Resolution to Authorize a Contract with [Debbi Katz Productions](#) to Host a Halloween Event at the Ingham County Fairgrounds
 - b. Resolution Amending Resolution #19-210 to Include [Winter Storage Fees](#) for the Ingham County Fairgrounds
4. Parks Department
 - a. Resolution to Authorize a Contract with [JH Construction](#) for Concrete Work at Hawk Island County Park
 - b. Resolution to Authorize a Contract with [Rowe Professional Services Company](#) for the Hawk Island Boardwalk Replacement Project
 - c. Resolution to Authorize a Contract with [PNP Supply LLC](#) as a Sole Source Vendor for the Snow Making Pipe at Hawk Island
 - d. Resolution to Authorize a Purchase Order with [Vortex](#) as a Sole Source Vendor for Splash Pad Equipment for Hawk Island
5. Health Department
 - a. Resolution to Amend Staffing Services Agreement with [Cross Country](#)
 - b. Resolution to Convert a Health Educator II Position to a [Health Educator Lead](#) Position in the Strong Start Healthy Start Program
 - c. Resolution to Accept Grant Funding from [Georgetown University](#)
 - d. Resolution to Accept Michigan Department of Health and Human Services (MDHHS) Funding for [Minority Health](#) Community Capacity Building 2021 Initiative

- e. Resolution to Accept Grant Funds from [HRSA](#)
 - f. Resolution to Amend an Agreement with [Health Stream, Inc.](#) for an Online Learning Management System
 - g. Resolution to Extend Agreement with [Lara and Appriss Inc.](#)
 - h. Resolution to Authorize an Agreement with [Uber Health](#)
 - i. Resolution to [Amend Resolution #19-476](#)
6. Racial Equity Task Force – Resolution to Authorize an Agreement with the [Equity Collaborative LLC](#) to Serve as the County’s Racial Equity Taskforce Consultant
7. Health Services Millage – Evaluation/Monitoring of Ingham Health Plan Corporation Contract (*Discussion*)
8. Elder Persons Millage – Discussion

Announcements
Public Comment
Adjournment

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

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

HUMAN SERVICES COMMITTEE
August 24, 2020
Draft Minutes

Members Present: Trubac, Stivers, Tennis, Koenig (arrived at 6:52 p.m.), Morgan, Slaughter, and Naeyaert.

Members Absent: None.

Others Present: Commissioner Maiville, Gregg Todd, Jared Cypher, Teri Morton, Michael Townsend, Jill Bauer, Becky Bennett, Linda Vail, Bill Hendrian, Lindsey McKeever, Eric Thelen, Lori Noyer, Tim Morgan, Marion Owens, Joe Reeves, Elizabeth Noel, and Michael Tanis.

The meeting was called to order by Chairperson Trubac at 6:30 p.m. virtually via Zoom in accordance with the Governor's Executive Order 2020-154 regarding the Open Meetings Act.

Approval of the August 17, 2020 Minutes

CHAIRPERSON TRUBAC STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE AUGUST 17, 2020 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Koenig.

Additions to the Agenda

Michael Townsend, Budget Director, stated that the Controller's Office had identified items that warranted correcting in the Controller's Recommended Budget. He further stated that the total Parks Department total cost should be \$3,236,484 on Pages 4-31 and 1-10.

Mr. Townsend stated that the corrections would be emailed out by Wednesday, August 26, 2020. He further stated that the Tri-County Office on Aging budget should reflect \$103,676 in the total budget and non-General Fund revenue on Pages 1-10 and 1-34.

Mr. Townsend stated that the Elder Persons Millage was not listed. He further stated that it should have a budgeted amount of \$103,676 and a total millage amount of \$2,402,114, and be reflected on Page 1-10.

Mr. Townsend stated that the Health Services Millage projected fund balance of \$112,022 on Page 7-4 should be \$1,460,761. He further stated that the Fair CIP request total should be \$140,000 for repaving of surfaces.

Limited Public Comment

None.

1. Budget Hearings

The representatives from each of the following departments/affiliated entities indicated, by either verbal acknowledgement, absence, or silence, that they were satisfied with their respective portions of the Controller's Recommended Budget:

Community Agencies
Community Mental Health
Cooperative Extension
Department of Human Services
Fair
Health Department
Housing Commission
Medical Care Facility
Medical Examiner
Mid-Michigan 2-1-1 Alliance
MSHN Substance Abuse
Parks
Transportation Millage

Tri-County Aging Consortium

Marion Owens, Tri-County Office on Aging (TCOA) Director, stated that she understood that the funds that usually went to fund the dues of the Tri-County Aging Consortium would now be taken out of the Elder Persons Millage. She further stated that she and her office were concerned because the Consortium was formed as a partnership under the Urban Cooperation Act of Michigan with the Counties of Clinton, Eaton, and Ingham and the Cities of East Lansing and Lansing.

Ms. Owens stated that it was similar to Community Mental Health, where there was a commitment from Elected Officials to pay these dues. She further stated that every year, her office submitted their information to the County of which was said that it was going into the operating budget, not services.

Ms. Owens stated that the Elder Persons Millage was the only millage being touched. She further stated that while the millage was successful, a group of 12 adults worked hard to pass the millage, so she was concerned about sharing this information with them.

Ms. Owens stated that she understood that there would be administrative costs with operating the budget while in contract with the County, but that was not the intention of the millage. She further stated that between the commitment made between the Counties and Cities, the dues paid by the individual members should not be offset by other funds.

Commissioner Naeyaert asked Ms. Owen if she responded to Jared Cypher's, Deputy Controller, email because this was the first time she heard of the response from TCOA in terms of the proposal.

Mr. Cypher stated that the dues were roughly \$71,000.

Ms. Owen stated that he was correct. She further stated that the amount was for Meals on Wheels, and her office recognized the funds should come from the millage.

Commissioner Naeyaert asked if Mr. Cypher had talked to Ms. Owens or TCOA.

Mr. Cypher stated that he believed he talked to TCOA last Wednesday, and then told people about their dissatisfaction with the Controller's Recommended Budget.

Commissioner Naeyaert stated that she recalled that Commissioner Crenshaw might have received an email from TCOA.

Commissioner Stivers stated that she received communication from Tammy Lemmer, TCOA Community Relations and Grants Manager, who expressed concern about the Controller's Recommended Budget. She further stated that her understanding was that Gregg Todd, County Controller, planned to meet with Ms. Lemmer and other representatives to discuss this.

Commissioner Stivers stated that she was strongly against using millage funds for anything except for what voters had intended. She further stated that she believed the original amount in the budget was \$103,000, so she was not sure where the \$71,000 came from.

Commissioner Stivers stated that \$71,000 was a small amount for the Board of Commissioners to find another way besides cutting into TCOA. She further stated that to replace their contribution to TCOA's general operating fund with millage funds would cut back on their services.

Commissioner Tennis asked if he was correct that the understanding was that the \$2.4 million from the Elder Persons Millage would be going to the TCOA.

Commissioner Stivers stated that he was correct. She further stated that the understanding of the millage language was that the millage would be used for TCOA, who would be the dispensary of the funding.

Commissioner Tennis asked if he was correct that instead of receiving \$2.3 million and allowing the County to save money from the General Fund, TCOA wanted \$2.4 million in new funds.

Commissioner Stivers stated that was what the voters campaigned for.

Commissioner Tennis stated that the voters voted for additional senior services, but not for funds to go to TCOA. He further stated that as long as the Board of Commissioners did not make a

habit of it, he thought the voters would find it acceptable to use \$100,000 from the millage to supplement current spending.

Commissioner Tennis stated that he found it strange that the complaint would be that TCOA would be receiving \$2.3 million in new funds instead of \$2.4 million.

Commissioner Morgan stated that he agreed with Commissioner Tennis. He further stated that it was a one-year special budget circumstance.

Commissioner Morgan stated that this was unprecedented times, and at the end of the day, if the Board of Commissioners did not do this, it was the loss of a position. He further stated that finding money meant removing staff, and so he supported this.

Commissioner Stivers stated that she wondered how many seniors would not receive Meals on Wheels and other services from TCOA. She stated that this was money intended for services and \$100,000 bought many meals for seniors.

Commissioner Stivers stated that seniors not receiving meals was an unacceptable outcome.

Commissioner Koenig arrived at 6:52 p.m.

Chairperson Trubac stated that the Commissioners could revisit this topic after the adoption of the Controller's Recommended Budget.

The representatives from each of the following departments/affiliated entities indicated, by either verbal acknowledgement, absence, or silence, that they were satisfied with their respective portions of the Controller's Recommended Budget:

Veteran Affairs
Health Services Millage

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. MORGAN, TO ADOPT THE FOLLOWING ITEMS ON THE CONTROLLER'S RECOMMENDED BUDGET:

- a. Community Agencies
- b. Community Mental Health
- c. Cooperative Extension
- d. Department of Human Services
- e. Fair
- f. Health Department
- g. Housing Commission
- h. Medical Care Facility
- i. Medical Examiner
- j. Mid-Michigan 2-1-1 Alliance
- k. MSHN Substance Abuse
- l. Parks

- m. Transportation Millage
- o. Veteran Affairs
- p. Health Services Millage

THE MOTION CARRIED UNANIMOUSLY.

- 1. Budget Hearings
 - n. Tri-County Aging Consortium

Mr. Cypher stated that, as a friendly reminder, the Z List had \$300,000 available, and if the Board of Commissioners chose not to use the Elder Persons Millage to fund the dues portion for TCOA, one alternative was to add that funding to the Z List.

Commissioner Stivers stated that she would love to make the Z List \$200,000, and put \$100,000 to TCOA as promised. She further stated that a \$200,000 still gave the Commissioners room for requests.

Commissioner Tennis asked if he was correct to motion to use \$100,000 of the Z List to offset the cost of the \$103,000 allocation to TCOA. He further asked this brought back the earlier discussion of the difference between Meals on Wheels and the administration costs.

Commissioner Stivers stated that the Meals on Wheels cost \$31,000.

Commissioner Tennis stated that Meals on Wheels could be paid out of the millage, as Ms. Owens had said. He further stated that, for the purposing of using the Z List, Commissioners Stivers could motion to use \$71,000 to cover the costs of the dues.

Commissioner Stivers stated that she had asked if it was possible to reduce the amount of Z List to \$200,000, instead of going through the Z List process. She asked if the Z List always had an amount of \$300,000.

Commissioner Tennis stated that the Z List was \$300,000, and the various Committees added items to the Z List. He further stated that whatever the Committee decided, the different requests went through the Finance Committee.

Commissioner Tennis stated that, if the total amount of the requests from the Committees was less than \$300,000, the requests had a good chance of being funded. He further stated that, if the total was more than \$300,000, the Finance Committee would prioritize requests.

Commissioner Koenig stated in most budget years, the Z List exceeded \$300,000 and it could not be changed by one Committee. She further stated that as a Committee, the Commissioners could not change the amount because it would preempt other people's choices.

Commissioner Stivers stated that she thought the elimination of the Z List still had to be decided. She asked if the decision whether to eliminate the Z List had been decided.

Chairperson Trubac stated that he thought it was decided at the Board Leadership meeting.

Commissioner Morgan asked if there should be a motion to adopt the Controller's Recommended Budget for TCOA, and other amendments if needed.

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. SLAUGHTER, TO ADOPT THE CONTROLLER'S RECOMMENDED BUDGET FOR THE TRI-COUNTY AGING CONSORTIUM.

Commissioner Tennis explained the use of the Z List.

MOVED BY COMM. STIVERS TO RESTORE THE FULL AMOUNT OUT OF THE GENERAL FUND FOR THE TRI-COUNTY AGING CONSORTIUM DUES AND MEALS ON WHEELS WITHOUT ADDING TO THE Z LIST.

THE MOTION DIED DUE TO LACK OF SUPPORT.

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. KOENIG, TO ADD \$71,683 TO THE Z LIST TO FUND THE DUES OF THE TRI-COUNTY AGING CONSORTIUM.

Please note that this motion was made out of order, and was then reintroduced later in the meeting.

Discussion.

Commissioner Naeyaert asked if this would ultimately be decided at the Finance Committee.

Commissioner Morgan stated yes. He further stated that, because there was not a long list of Z List items, it was good for Commissioner Stivers' wish on this.

Commissioner Morgan stated that this was not an amendment to the original motion, and so he did not want to get lost in a haze of amendments. He further stated that this was a separate motion for the sake of clarity.

THE MOTION ADOPT THE CONTROLLER'S RECOMMENDED BUDGET FOR THE TRI-COUNTY AGING CONSORTIUM CARRIED. **Yeas:** Trubac, Tennis, Koenig, Morgan, Slaughter, Naeyaert **Nays:** Stivers **Absent:** None

Teri Morton, Deputy Controller, stated that she thought Commissioner Stivers' motion was to fund the whole amount, but now the Commissioners were referring to the dues amount, and those were different amounts. She asked what amount the Commissioners wanted to add to the Z List.

Commissioner Stivers stated that she wanted the full amount added to the Z List, not just the dues.

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. KOENIG, TO ADD \$103,676 TO THE Z LIST TO FUND THE TRI-COUNTY AGING CONSORTIUM DUES AND MEALS ON WHEELS.

Commissioner Tennis stated that he would support adding \$71,000 to the Z List, but he thought using millage funds to fund Meals on Wheels was acceptable.

Commissioner Naeyaert asked if the Commissioners did not add this item to the Z List, the Finance Committee could not have this discussion.

Discussion ensued regarding the past practices of adding items the Z List.

Commissioner Morgan stated that Commissioner Stivers' motion was to add the Tri-County Aging Consortium dues and Meals on Wheels to the Z List, but what he and Commissioner Tennis had suggested was to add \$71,683 to the Z List to fund the Tri-County Aging Consortium dues.

Commissioner Stivers stated she wanted the \$31,000 for Meals on Wheels to be added Z List was because the millage was meant to supplement to provide additional services, and so if the Board of Commissioners did not include those funds, it would be funds out of the pockets of TCOA. She further stated that the Board of Commissioners could make it work because no other items were being added to the Z List.

Commissioner Tennis stated that, in his opinion, when an agency would be getting \$2.3 million in new funds, using \$100,000 or \$32,000 of that to supplement existing services, he did not see how that could be seen as shortchanging. He further stated that if this was added to the Z List, and if the Board of Commissioners approved it, that would be great, but he resented the use of the term shortchanging when TCOA was getting \$2 million in new money in a year when most departments would have budget cuts.

Commissioner Naeyaert stated that, as a liaison to the TCOA, they would prefer that the \$71,000 be added back, but understood the County has given a gift to the services in the area. She further stated that other millages were on this list, and the Board of Commissioners had not discussed supplementing the Health Department with another millage.

Commissioner Naeyaert stated that the Board of Commissioners tried not to set precedent, and while this action might be because of the current budget crisis, she supported adding the \$71,000 to the Z List.

COMMISSIONER KOENIG WITHDREW HER SUPPORT OF THE MOTION.

Commissioner Koenig stated that she recommended Commissioner Stivers ask for the \$71,000 to be added to the Z List because of the failure of support.

Commissioner Morgan stated that he agreed. He further stated that there was a much better chance of getting most of what Commissioner Stivers asked instead of asking for the full amount.

Commissioner Stivers stated that she wanted to change her amendment.

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. NAEYAERT, TO ADD \$71,683 TO THE Z LIST TO FUND THE TRI-COUNTY AGING CONSORTIUM DUES.

THE MOTION CARRIED UNANIMOUSLY.

2. Final Ranking

Chairperson Trubac stated that since there was only one item on the Z List, the Human Services Committee did not need to rank the Z List items.

The Human Services Committee's addition to the Z List was as follows:

1. Fund Membership Dues of Tri-County Office on Aging (TCOA) in the amount of \$71,683

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:16 p.m.

SEPTEMBER 14, 2020 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

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

This resolution authorizes a new scope of services which will be effective from October 1, 2020 through September 30, 2021. CATA will continue to provide CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area, as well as operate service for persons with disabilities, known as CATA Spec-Tran. For the period October 1, 2020 through September 30, 2021 the County shall reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$3,431,753 will be used to pay the actual expenses of operating, administering and marketing Spec-Tran. A maximum of \$1,224,736 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. Each subsequent Scope of Services beyond September 30, 2021 will need to be authorized by a separate, future resolution.

3. *Ingham County Fair*

- a. *Resolution to Authorize a Contract with Debbi Katz Productions to Host a Halloween Event at the Ingham County Fairgrounds*

This resolution authorizes a contract with Debbi Katz Productions (DKP) for an amount not to exceed \$150,000 to rent 20-25 pumpkin scenes and various ancillary items for the term of four years to provide a Halloween event at the Ingham County Fairgrounds. This event is expected to generate significant revenue for the Fair. Ticket prices will range from \$8 to \$22 depending on the age of the customer and the date they choose to come to the event. The average ticket price is \$12.77, therefore just 11,747 must be sold at the average ticket price to break even on the initial investment to DKP. The memorandum from the Fairgrounds Events Director includes further details.

- b. *Resolution Amending Resolution #19-210 to Include Winter Storage Fees for the Ingham County Fairgrounds*

This resolution establishes fees for winter storage at the Ingham County Fairgrounds. The Ingham County Fairgrounds offers indoor and outdoor winter storage to residents and non-residents for camping units, cars and other recreational vehicles for the winter months to generate revenue from otherwise empty buildings on the grounds. The fee structure for winter storage was not included in Resolution #19-210 setting the fees for the 2020 season.

Winter storage revenue makes up a large percentage of off-season revenue which is vital to the operation of the fairgrounds. The 2020 budget anticipates that the Fair will generate over \$59,000 in revenue from winter storage. Due to the COVID-19 pandemic, a significant shortfall is anticipated in the Fair budget for 2020. Because of restrictions put in place on public indoor gatherings, it is unlikely that the Main Arena will be available for traditionally held events in the near future. To expand revenue opportunities and lessen the shortfall, the Fairgrounds is opening the Main Arena for winter storage this season, in addition to the other buildings that are traditionally utilized. The recommended fees are in-line with storage pricing at other, similar venues.

This resolution establishes new fees for 2020 as follows:

Indoor Winter Storage: \$12/linear foot

Outdoor Winter Storage: \$100/season

Heated Indoor Winter Storage (Main Arena): \$500 minimum/season

It is anticipated that a minimum of \$9,000 in additional revenue can be generated by opening the Main Arena to storage.

4. Parks Department

a. *Resolution to Authorize a Contract with JH Construction for Concrete Work at Hawk Island County Park*

This resolution authorizes a contract with JH Construction for a total amount not to exceed of \$16,403.60 for concrete work at Hawk Island County Park. This project will replace approximately 2,500 square feet of concrete at Hawk Island next to the playground area. Funds are available in the Parks CIP budget.

b. *Resolution to Authorize a Contract with Rowe Professional Services Company for the Hawk Island Boardwalk Replacement Project*

This resolution authorizes a contract to provide prime professional services for the Hawk Island Boardwalk Replacement project. The contract will be for the base bid in the amount of \$38,900 to provide prime professional services for the Hawk Island Boardwalk Replacement project, up to and not to exceed \$5,000 for reimbursements for the wetland delineation or threatened and endangered species investigation, \$423 (3%) price increase for Phase 2 of the project if it is extended through 2023 for a total amount not to exceed of \$44,323, and authorizes a contingency for the overall all work not to exceed 20% of their base bid or \$7,780 for a total of \$52,103. It will be effective the date of execution through March 1, 2021 for Phase 1 to assist in writing grants to obtain funds necessary to complete the project and through December 31, 2023 for Phase 2. Sufficient funds for this contract are included in the Parks Department budget.

c. *Resolution to Authorize a Contract with PNP Supply LLC as a Sole Source Vendor for the Snow Making Pipe at Hawk Island*

This resolution approves entering into a contract with PNP Supply LLC in the total amount not to exceed \$31,633 for the new snow making pipe at Hawk Island. The old pipe is corroded beyond repair. Funds for this project will come from the Parks fund balance.

d. *Resolution to Authorize a Purchase Order with Vortex as a Sole Source Vendor for Splash Pad Equipment for Hawk Island*

This resolution authorizes a Purchase Order to be issued to Vortex to purchase Splash Pad equipment for Hawk Island for a total cost not to exceed \$9,400. New equipment is necessary due to the age of the existing equipment. Funds for this purchase are available in the Parks Department 2020 CIP budget.

5. Health Department

a. *Resolution to Amend Staffing Services Agreement with Cross Country*

This resolution extends the agreement with Cross Country for locum-tens temporary placements of Medical positions for the Ingham Community Health Centers (ICHC) and Ingham County Jail Medical to March 31, 2022 in an amount not to exceed \$450,000 annually. Costs for this agreement will be covered by attrition savings from vacant provider positions.

b. *Resolution to convert a Health Educator II position to a Health Educator Lead position in the Strong Start Healthy Start Program.*

This resolution converts a Health Educator II position to a Health Educator Lead position in the Strong Start Healthy Start (SS HS) Program, effective upon approval. This conversion will provide needed support to the SSHS supervisor. The cost of this conversion is an additional \$7,651 and will be supported with grant funds from HRSA authorized in Resolution #19-194.

c. *Resolution to Accept Grant Funding from Georgetown University*

This resolution accepts \$38,750 in grant funds from Georgetown University for participation in the Partnership for Integrating Oral Health Care into Primary Care. This award is for the period of July 1, 2020 through June 30, 2021 and is the third year of funding to cover the cost of required webinars, workgroup participation and meeting attendance.

d. *Resolution to Accept Michigan Department of Health and Human Services (MDHHS) Funding for Minority Health Community Capacity Building 2021 Initiative*

This resolution accepts a funding award in an amount not to exceed \$42,000 from the Michigan Department of Health & Human Services (MDHHS) effective October 1, 2020 through September 30, 2021. This funding will be used to convene and lead a multi-sector partnership to evaluate existing community health data that is focused on health equity and racial inequities related to social determinants of health at the local and neighborhood level.

e. *Resolution to Accept Grant Funds from HRSA*

This resolution accepts grant funds from HRSA for the Ryan White Title IV Women, Infants, Children, and Youth (Part D) award in an amount not to exceed \$483,774 annually from August 1, 2020 through July 31, 2022.

f. *Resolution to Amend an Agreement with Health Stream, Inc. for an Online Learning Management System*

This resolution extends an agreement with HealthStream Inc., for a term of September 1, 2020 through August 31, 2023 at an annual cost of \$12,470 for 430 users for the provision of an online Learning Management System. Funds for this agreement are included in the 2020 budget and 2021 budget request.

g. *Resolution to Extend Agreement with Lara and Appriss Inc.*

This resolution a no-cost, third party agreement with the Michigan Department of Licensing and Regulatory Affairs and Appriss Inc. effective August 31, 2020 through August 31, 2021 for the integration and licensing of the PMP Gateway service of MAPS with ICHD's Electronic Health Records system.

h. *Resolution to Authorize an Agreement with Uber Health*

This resolution authorizes an agreement not to exceed \$10,300 with Uber Health to provide transportation services to ICHD and ICHC patients and clients effective October 1, 2020 through September 30, 2021. Funds for this agreement are included in the Health Department's 2021 budget request.

i. *Resolution to Amend Resolution #19-476*

This resolution authorizes an amendment to Resolution #19-476 to reduce grant funds from MDHHS for the TURP-PLWH program by \$30,000 from an amount of \$249,970.10 to \$219,970.10 for FY 2020.

6. Racial Equity Task Force – Resolution to Authorize an Agreement with the Equity Collaborative LLC to Serve as the County’s Racial Equity Taskforce Consultant

This resolution authorizes a contract with The Equity Collaborative LLC in an amount not to exceed \$19,500 (inclusive of all travel costs), to serve as the County’s Racial Equity Taskforce Consultant. Sufficient funds for this contract were allocated in Resolution #20-271.

OTHER ITEMS:

1. Senior Citizens Advisory Committee – Interviews
7. Health Services Millage – Evaluation/Monitoring of Ingham Health Plan Corporation Contract (Discussion)
8. Elder Persons Millage – Discussion

Agenda Item 2

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

RE: Special Transportation Millage Contract with CATA

DATE: September 4, 2020

BACKGROUND

This resolution authorizes a new scope of services which will be effective from October 1, 2020 through September 30, 2021. CATA will continue to provide CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area, as well as operate service for persons with disabilities, known as CATA Spec-Tran.

ALTERNATIVES

The County could opt to provide this transportation system in-house. However, CATA already has the buses and infrastructure in place to provide these services, and the cost to the County to begin doing so would be too great.

FINANCIAL IMPACT

For the period October 1, 2020 through September 30, 2021 the County shall reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$3,431,753 will be used to pay the actual expenses of operating, administering and marketing Spec-Tran. A maximum of \$1,224,736 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. Each subsequent Scope of Services beyond September 30, 2021 will need to be authorized by a separate, future resolution.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objectives of assisting in meeting basic needs and providing a quality transportation system.

OTHER CONSIDERATIONS

A new 5-year master agreement between CATA and Ingham County needs to be adopted prior to the end of 2020.

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 THE SIXTH AMENDMENT TO THE AGREEMENT WITH THE
CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2016 THROUGH
DECEMBER 31, 2020**

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

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

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

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

BE IT FURTHER RESOLVED, that for the period October 1, 2020 through September 30, 2021 the County shall reimburse CATA as set forth in the attached Scope of Services.

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

INGHAM COUNTY PROPOSED SCOPE OF SERVICE

For October 1, 2020 through September 30, 2021

For fiscal year 2021, Ingham County projects tax revenue in the amount of \$4,800,385 from the Special Transportation Millage. As the County's contractor, CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. CRS also refers to the Mason Connector, Williamston-Webberville Connector and Mason Redi-Ride routes. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$1,224,736 of funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.
3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum of \$3,431,753 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administering and marketing Spec-Tran.
4. It is understood that the current agreement between Ingham County and CATA expires December 31, 2020. Both parties intend to enter into a new contract for a period of January 1, 2021 through December 31, 2025 by end of calendar year 2020.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: September 1, 2020
SUBJECT: Halloween at the Fairgrounds

BACKGROUND

The Ingham County Fair Board's mission statement is to maintain a high-quality facility through optimal use of resources, and meet the customer's needs for staging agricultural, cultural, educational and entertainment events, paying special attention to ensure each experience is unique with the goal of becoming a premier entertainment facility in Michigan. The Ingham County Fairgrounds Halloween event will provide a one of a kind Halloween experience for all ages at an affordable yet profitable price point. The Jack O Lantern Experience is a family friendly alternative to traditional haunted attractions. Guests will stroll the Fairgrounds at night through various hand carved pumpkin scenes, built specifically for the Ingham County Fairgrounds. The Fair plans to enter into a contract with Debbi Katz Productions for an amount not to exceed \$150,000 to rent the 20-25 pumpkin scenes and various ancillary items for the term of four years.

Debbi Katz Productions will provide the following:

- Lay-outs of all 22 scenes
- Lay-out of how scenes fit on your trail (driving or walking)
- Expert Consulting
- Electrical power draw grid
- Marketing materials
- Soundtracks for the scenes
- Shipping to the venue
- One site visit prior to install
- Two DKP staff to oversee/ help with install of the shows (venue to supply six to eight staff/volunteers to help with install) for the first year.
- Stencils for any live pumpkins that will be added to the trail
- USE of JACK O LANTERN JOURNEY name and all of our images and graphics that go with that (there needs to be further discussions between the Fair and DKP before we agree to the use of the name Jack O Lantern Journey)

Ticket prices will range from \$8 to \$22 depending on the age of the customer and the date they choose to come to the event. The average ticket price is \$12.77, therefore just 11,747 must be sold at the average ticket price to break even on the initial investment to DKP.

Although specific clauses in the contract cannot be fully negotiated until the resolution is approved, DKP has verbally agreed to an early termination clause that allows The Fair to rent the show at the yearly price associated with a 4-year rental. If the Fair decides to terminate the agreement, the Fair agrees to pay the difference between the 4-year rental price and the years the show was actually rented, in essence, converting the lease to the shorter term.

Termination after year 1	\$100,000 owed + load out fee of \$5,500 + all travel costs
Termination after year 2	\$130,000 owed + load out fee of \$5,500 + all travel costs
Termination after year 3	\$75,000 owed + load out fee of \$5,500 + all travel costs

ALTERNATIVES

The Ingham County Fairgrounds could choose not pursue a Halloween attraction of this size and expense and instead create smaller, less expensive events.

FINANCIAL IMPACT

The down payment of \$10,000 will be taken from the Fair Fund Balance in 2020 in order to secure the spot. There is approximately \$225,000 currently in the fund balance. It is understood that the Fair is likely to have an operational deficit at the end of 2020, however the \$10,000 down payment is a small price to pay in the short-term in order to ensure the financial viability of the Fair for at least the next four years, should the event sell out.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective providing recreational opportunities.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for special events.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH DEBBI KATZ PRODUCTIONS TO HOST
A HALLOWEEN EVENT AT THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Ingham County Fairgrounds hosts multiple events annually in support of the Ingham County Board of Commissioners strategic goals to provide recreational activities offered to the community; and

WHEREAS, it is necessary to bring in new and exciting events to provide an entertainment outlet for County residents, and fix the long-term structural revenue issues with the Fair; and

WHEREAS, funds for the down payment will come from the Fair Fund Balance in 2020; and

WHEREAS, a budget adjustment will be necessary for 2021 to incorporate the revenues and expenses associated with this event.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a base contract with Debbi Katz Productions for \$150,000 annually for January 1, 2021-December 31, 2024 to provide a Halloween event at the Fairgrounds.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a \$10,000 down payment from the Fair Fund in 2020.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an optional payment not to exceed \$25,000 per year to further enhance the show to Debbi Katz Productions.

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

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Lindsey McKeever, Fairgrounds Events Director

DATE: August 26, 2020

SUBJECT: Resolution Amending Resolution #19-210 to Include Winter Storage Fees for The Ingham County Fairgrounds

BACKGROUND

This resolution establishes fees for winter storage at the Ingham County Fairgrounds. The Ingham County Fairgrounds offers indoor and outdoor winter storage to residents and non-residents for camping units, cars and other recreational vehicles for the winter months to generate revenue from otherwise empty buildings on the grounds. The fee structure for winter storage was not included in Resolution #19-210 setting the fees for the 2020 season.

ALTERNATIVES

Ingham County Fairgrounds does not offer winter storage and therefore loses revenue.

FINANCIAL IMPACT

Winter storage revenue makes up a large percentage of off season revenue which is vital to the operation of the fairgrounds. The 2020 budget anticipates that the Fair will generate over \$59,000 in revenue from winter storage. Due to the COVID-19 pandemic, a significant shortfall is anticipated in the Fair budget for 2020. Because of restrictions put in place on public indoor gatherings, it is unlikely that the Main Arena will be available for traditionally held events in the near future. To expand revenue opportunities and lessen the shortfall, the Fairgrounds is opening the Main Arena for winter storage this season, in addition to the other buildings that are traditionally utilized. The recommended fees are in-line with storage pricing at other, similar venues.

This resolution establishes new fees for 2020 as follows:

Indoor Winter Storage: \$12/linear foot

Outdoor Winter Storage: \$100/season

Heated Indoor Winter Storage (Main Arena): \$500minimum/season

It is anticipated that a minimum of \$9,000 additional revenue can be generated by opening the Main Arena to storage.

STRATEGIC PLANNING IMPACT

This resolution supports the long term goal of providing recreational opportunities.

OTHER CONSIDERATIONS

The Deputy Controller and Fairgrounds Events Director are recommending a more in-depth review of fees charged by the Fairgrounds. It is anticipated that a resolution will be brought forward to the Board of Commissioners at a later date.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for winter storage.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING RESOLUTION #19-210 TO INCLUDE WINTER STORAGE FEES
FOR THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations from the *Maximum Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners approved the fees for the fairgrounds in Resolution #19-210; and

WHEREAS, the current fee structure for winter storage is outdated; and

WHEREAS, it is necessary to establish new fees for winter storage; and

WHEREAS, the Ingham County Fair wishes to impose a fee of \$12 per linear foot with a \$200 minimum for indoor winter storage; and

WHEREAS, the Ingham County Fair wishes to impose a fee of \$100 per season for outdoor winter storage; and

WHEREAS, the Ingham County Fair wishes to impose a fee of \$12 per linear foot with a \$500 minimum per season for heated indoor winter storage inside the Main Arena Building.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Fairgrounds to impose fees not to exceed \$12 per linear foot for indoor winter storage, \$100 per season for outdoor winter storage and \$500 minimum per season for heated indoor winter storage inside the Main Arena Building.

BE IT FURTHER RESOLVED, that these fees will be effective for winter storage in the 2020/2021 season.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: August 25, 2020
SUBJECT: Contract with JH Construction
For the meeting agenda of 9/14/20 Human Services and 9/16/20 Finance

BACKGROUND

Staff solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for concrete work at Hawk Island County Park. Staff worked with the Purchasing Department to ensure the project is in compliance with the prevailing wage rates. Three proposals were received and the Evaluation Committee recommends that a contract be awarded to JH Construction.

ALTERNATIVES

Failure to address the identified need in the County Park’s action program to provide accessible and environmentally friendly permeable concrete pathway as a model would mean it would delay the action item as identified in the Parks Master Plan.

FINANCIAL IMPACT

The Evaluation Committee recommends that a contract be awarded to JH Construction in the amount of \$16,403.60. We have these funds available in the 2020 Board approved CIP Parks Budget in line item 228-75999-974000-20P13.

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 and Section E. 4 Facilities and Infrastructure: provide user friendly, accessible facilities and quality infrastructure, by considering environmentally-friendly construction strategies.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their August 24, 2020 meeting.

RECOMMENDATION

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

TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: August 19, 2020

RE: Memorandum of Performance for Packet No. 134-20 Concrete Replacement at Hawk Island Playground

The Purchasing Department can confirm that three written bids were sought and received from vendors to replace approximately 2,500 square feet of concrete at Hawk Island next to the playground area.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	3	2
Vendors responding	3	2

A summary of the vendors' costs:

Vendor Name	Address	Local Preference	Cost
JH Construction	1167 S Aurelius Rd., Mason MI 48854	Yes	\$16,403.60
Moore Trospen	4224 Keller Road, Holt, MI 48842	Yes	\$18,500.00
E.T. Mackenzie Company	4248 West Saginaw Hwy, Grand Ledge MI 48837	No	\$33,637.00

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

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

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

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH JH CONSTRUCTION
FOR CONCRETE WORK AT HAWK ISLAND COUNTY PARK**

WHEREAS, staff solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for concrete work at Hawk Island County Park; and

WHEREAS, staff worked with the Purchasing Department to ensure the project is in compliance with the prevailing wage rates; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with JH Construction for a total amount not to exceed of \$16,403.60 for concrete work at Hawk Island County Park.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through November 30, 2020.

BE IT FURTHER RESOLVED, that there are funds available in line item 228-75999-974000-20P13 for the project.

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

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: August 25, 2020
SUBJECT: Contract with ROWE Professional Services Company
For the meeting agenda of 9/14/20 Human Services and 9/16/20 Finance

BACKGROUND

Proposals were solicited from registered architects, professional engineers and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Hawk Island Boardwalk Replacement project. We interviewed four of the ten vendors and ROWE Professional Services Company scored the highest. The evaluation committee recommends entering into a contract with ROWE Professional Services Company.

ALTERNATIVES

This project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. The alternative is to not do the project.

FINANCIAL IMPACT

Board of Commissioners Resolution 20-028 authorized \$200,000 for this project to provide professional engineers and landscape architects design and services, which was submitted for the fifth round of millage applications. There are funds available to do this project in the line item 228-62800-967000-TR084.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their August 24, 2020 meeting.

RECOMMENDATION

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

Agenda Item 4b

TO: Timothy Morgan, Parks Director
FROM: James Hudgins, Director of Purchasing
DATE: July 22, 2020
RE: Memorandum of Performance for RFP No. 113-20 Prime Professional Services for Hawk Island Boardwalk Replacement

Per your request, the Purchasing Department sought proposals from registered architects, professional engineers and landscape architects for entering into a contract to provide prime professional services for the Hawk Island Boardwalk Replacement project.

The scope of work includes, but is not limited to, providing all planning services necessary for the removal and disposal of approximately 2,000 linear feet of boardwalk and the design and construction of a new boardwalk at Hawk Island County Park. Along with oversight of MDNR grant compliance or any alternative funding compliance, if applicable.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	135	43
Vendors responding	10	5

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

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

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process. If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Phase I	Phase II	Grand Total
		Not-to-Exceed	Not-to-Excced	
Rowe Professional Services Co.	No, Flint MI	\$24,800.00	\$14,100.00	\$38,900.00
LSG Engineers & Surveyors	Yes, Lansing MI	\$54,170.00	\$9,860.00	\$64,030.00
ocba Landscape Architects	No, Kalamazoo, MI	\$45,120.00	\$35,950.00	\$81,070.00
C2AE architecture engineering	Yes, Lansing MI	\$67,838.00	\$33,200.00	\$101,038.00
MCSA Group Inc.	No, East Grand Rapids MI	\$88,200.00	\$20,850.00	\$109,050.00
williams & works	No, Grand Rapids MI	\$51,760.00	\$86,780.00	\$138,540.00
Eng. Engineering & Surveying	Yes, Lansing MI	\$101,895.00	\$61,850.00	\$163,745.00
Spicer Group Inc	Yes, Lansing MI	\$125,000.00	\$54,000.00	\$179,000.00
Wolverine Engineers & Surveyors Inc.	Yes, Mason MI	\$97,250.00	\$86,250.00	\$183,500.00
Fleis & Vanderbrink	No, Grand Rapids MI	\$145,500.00	\$85,000.00	\$230,500.00

Phase I: Design, engineering, bid preparation, and grant submittal

Phase II: Construction oversight and grant compliance (If awarded Grant through MDNR or alternative funding sources for the project to be completed)

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH ROWE PROFESSIONAL SERVICES COMPANY FOR THE HAWK ISLAND BOARDWALK REPLACEMENT PROJECT

WHEREAS, proposals were solicited from registered architects, professional engineers and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Hawk Island Boardwalk Replacement project; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to ROWE Professional Services Company.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with ROWE Professional Services Company for the base bid in the amount of \$38,900 to provide prime professional services for the Hawk Island Boardwalk Replacement project, up to and not to exceed \$5,000 for reimbursements for the wetland delineation or threatened and endangered species investigation, \$423 (3%) price increase for Phase 2 of the project if it is extended through 2023 for a total amount not to exceed of \$44,323, and authorizes a contingency for the overall all work not to exceed 20% of their base bid or \$7,780 for a total of \$52,103.

BE IT FURTHER RESOLVED, that the contract with ROWE Professional Services Company shall be effective the date of execution through March 1, 2021 for Phase 1 to assist in writing grants to obtain funds necessary to complete the project and through December 31, 2023 for Phase 2.

BE IT FURTHER RESOLVED, that there are funds available in line item 228-62800-967000-TR084.

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

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: August 25, 2020
SUBJECT: Contract with PNP Supply LLC for the Snow Making Pipe at Hawk Island
For the meeting agenda of 9/14/20 Human Services and 9/16/20 Finance

BACKGROUND

In the fall of 2018, staff repaired two areas of the snow making pipe at Hawk Island that had developed holes in the steel. Initially it was thought these two areas were isolated and that the problem had been fixed. While attempting to prepare the snowmaking system and during the initial snowmaking days of the 2019/20 season, we discovered at least three more areas that had developed corrosion. There has been significant corrosion on the existing snow making pipe at Hawk Island. Due to this corrosion, it has greatly limited our ability to make snow for the Hawk Island Tubing Hill.

This year there was money allocated to hire a snow making engineer in order to assess the piping and recommend what to do moving forward. Board of Commissioners Resolution #20-245 authorized a contract with Ratnik Industries, and the engineer, Tim Wang, has suggested utilizing a pipe specifically designed to withstand the corrosive nature of our soils at Hawk Island. This pipe is manufactured in Austria and has been successful in applications such as ours. PNP Supply LLC out of Englewood, Colorado is the sole source vendor for this type of pipe in North America. This pipe has a life expectancy of 75 years, far exceeding the short life we experienced with the existing welded steel pipe.

This resolution authorizes Phase I for the material purchase for this project. It will take eight weeks to get the materials once we have a signed agreement and place the order, so we plan to go out to bid with an RFP through purchasing late this fall/winter to have this installed next Spring/Summer for Phase II of the project.



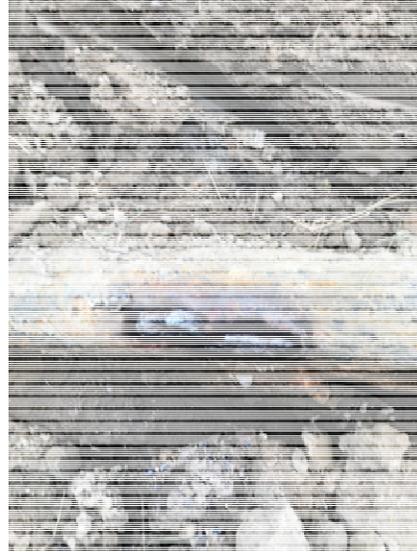
Hole in snowmaking pipe



2 holes in snowmaking pipe after grinding



Active Leak in snowmaking line



Snowmaking line after weld repairs



Staff repairing snowmaking lines.

ALTERNATIVES

We need to completely replace the underground snowmaking lines in order to continue to be able to operate the snow tubing hill at Hawk Island.

FINANCIAL IMPACT

This resolution requests authorization to use the Parks 208 fund balance. There are funds available to do this project in the Parks Department 208 fund balance and we are requesting a transfer of \$31,633 from the Parks Department 208 fund balance into line item 208-75600-818000.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their August 24, 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 A CONTRACT WITH PNP SUPPLY LLC AS A
SOLE SOURCE VENDOR FOR THE SNOW MAKING PIPE AT HAWK ISLAND**

WHEREAS, there has been significant corrosion on the existing snow making pipe at Hawk Island; and

WHEREAS, proposals were solicited for a new snow making pipe at Hawk Island; and

WHEREAS, PNP Supply LLC out of Englewood, Colorado is a sole source vendor for this type of pipe in North America.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with PNP Supply LLC in the total amount not to exceed \$31,633 for the new snow making pipe at Hawk Island.

BE IT FURTHER RESOLVED, that the contract with PNP Supply LLC shall be effective the date of execution through March 1, 2021.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes \$31,633 from the Parks Department 208 fund balance for the project and the Controller/Administrator is authorized to transfer \$31,633 from the Parks Department 208 fund balance into line item 208-75600-818000.

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

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

TO: Board of Commissioners Finance & Human Services Committees
FROM: Tim Morgan, Parks Director
DATE: August 31, 2020
SUBJECT: Splash Pad Equipment at Hawk Island
For the meeting agenda of 9/14/20 Finance and 9/16/20 Human Services

BACKGROUND

The Hawk Island splash pad was originally designed and built with all Vortex brand splash pad features and specifications. Due to the age of the facility, it has become necessary to replace one of these original features on the splash pad. There are CIP monies allocated in 2020 for splash pad repairs, pumps, etc.

ALTERNATIVES

After investigating other companies that offer splash pad products, I am recommending that we remain with Vortex brand splash pad features. The Vortex features are designed to fit with our existing system, therefore, no retrofitting will be needed, simplifying installation. Vortex is the sole source seller of their equipment. They directly manufacture and sell their own equipment; therefore, it was not a possibility to obtain three quotes.

FINANCIAL IMPACT

There are funds available in line item 664-75299-978000-20P07.

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 Vortex.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER WITH VORTEX
AS A SOLE SOURCE VENDOR FOR SPLASH PAD EQUIPMENT FOR HAWK ISLAND**

WHEREAS, the Hawk Island Splash Pad was originally designed and built with all Vortex brand splash pad features and specifications; and

WHEREAS, due to the age of the facility, it has become necessary to replace an original feature on the splash pad; and

WHEREAS, park staff recommends the splash pad equipment be purchased for Hawk Island from Vortex in the amount of \$9,400.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a Purchase Order to be issued to Vortex to purchase Splash Pad equipment for Hawk Island for a total cost not to exceed \$9,400.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 31, 2020
SUBJECT: Authorization to Amend Staffing Services Agreement with Cross Country
For the meeting agendas of September 14 and September 16, 2020

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend Resolution #20-069 to extend the agreement with Cross Country for locum-tens temporary placements of Medical positions for the Ingham Community Health Centers (ICHC) and Ingham County Jail Medical to March 31, 2022 in an amount not to exceed \$450,000 annually, or the amount budgeted for vacant provider positions. ICHHD has used the Cross Country contract to secure coverage of critical medical provider vacancies to sustain access to care for patients and inmates until the positions are recruited and filled through staff hires. In the event of physician retirements, ICHHD must maintain at least 4.0 FTE's of Physicians to support the patient care of high-risk patient panels, sustain revenue and provide collaborative support to the advance practice professionals including Nurse Practitioners and Physician Assistants of ICHC.

ALTERNATIVES

Allow lapses in physician services from retirements until positions are recruited and filled through permanent hires. This process can take 3-18 months. The current vacancy has been vacant 18 months with active recruiting.

FINANCIAL IMPACT

The use of locum tens placements through the Cross Country agreement do not increase costs, but preserve revenue. The net financial loss of a physician vacancy is up to \$301,000 annually in lost revenue. By placing locum tens physicians during position turn over, revenue and service delivery is sustained. The cost to extend the agreement through March 31, 2022 is for an amount not to exceed \$450,000 annually or the total budgeted costs of the vacant provider positions.

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 authorization to amend Resolution #20-069 to extend the agreement with Cross Country one year through March 30, 2022, for an amount not to exceed \$450,000 or the budgeted costs of vacant provider positions annually.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND STAFFING SERVICES AGREEMENT WITH CROSS COUNTRY

WHEREAS, ICHD wishes to amend Resolution #20-069 to extend the agreement with Cross Country, for locum-tens temporary placements of Medical positions for the Ingham Community Health Centers (ICHC) and Ingham County Jail Medical to March 31, 2022 in an amount not to exceed \$450,000 annually, or the amount budgeted for vacant provider positions; and

WHEREAS, ICHD has used the Cross Country contract to secure coverage of critical medical provider vacancies to sustain access to care for patients and inmates until the positions are recruited and filled through staff hires; and

WHEREAS, in the event of physician retirements, ICHD must maintain at least 4.0 FTEs of Physicians to support the patient care of high-risk patient panels, sustain revenue and provide collaborative support to the advance practice professionals including Nurse Practitioners and Physician Assistants of ICHC; and

WHEREAS, the Health Officer and the Ingham Community Health Center Board of Directors support amending Resolution #20-069 to extend the agreement with Cross Country through March 31, 2022 for an amount not to exceed \$450,000 or the budgeted costs of vacant provider positions annually.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #20-069 to extend the agreement with Cross Country through March 31, 2022 for an amount not to exceed \$450,000 or the budgeted costs of vacant provider positions annually.

BE IT FURTHER 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.

Agenda Item 5b

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 1, 2020
SUBJECT: Resolution to convert a Health Educator II position to a Health Educator Lead position in the Strong Start Healthy Start Program.

BACKGROUND

Ingham County Health Department (ICHHD) wishes to use Health Resources and Services Administration (HRSA) funding to convert a Health Educator II position to a Health Educator Lead position in the Strong Start Healthy Start (SS HS) Program, effective upon approval. ICHHD received a grant from HRSA, for the period of April 1, 2019 – March 31, 2024, in the amount of \$5,470,000 authorized by Resolution #19-194. Healthy Start is a national initiative focusing on eliminating disparities in perinatal health by reducing the rate of infant mortality and improving perinatal outcomes. The SSHS grant provides clear goals and objectives however, with the current staffing model the SSHS team is finding it challenging to meet stated goals and objectives. We believe converting the Health Educator II to a Health Educator Lead role will provide needed support to the SSHS supervisor. This change will allow the supervisor more time to focus on the grant and program management, data development, outreach and partnership building, all requirements of the grant.

ALTERNATIVES

The alternative would be to not convert the Strong Start Healthy Start Health Educator II position to a Health Educator Lead position.

FINANCIAL IMPACT

Position #601446 is currently a Health Educator II (ICEA County Pro 07) and will be converted to a Health Educator – Lead (ICEA County Pro 08 with a salary range of \$59,140-\$70,997). The cost of this conversion is an additional \$7,651 and will be supported with grant funds from HRSA authorized in Resolution #19-194.

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

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to convert a Health Educator II position to a Health Educator Lead position in the Strong Start Healthy Start Program.

D Edokpolo Request 8/26/20 r1

	Proposed Increase in Pay Grade Pos # 601446 ICEA Grade 8 Step 5	Present Pos # 601446 ICEA Grade 8 Step 5	Increase in Cost Due to Change in Pay Grade
SALARY	70,997	65,092	5,905
UNEMPLYMT	355	326	29
FICA/MEDICARE	5,431	4,892	539
DENTAL	936	936	0
VISION	135	135	0
PHP MED	7,614	7,614	0
MERS 0101H	17,636	16,839	796
RTEE CHG B	3,585	3,585	0
SEPARATE	1,242	1,139	103
RET/HLTH/T	3,195	2,929	266
DISABILITY	92	85	8
LIFE 30K	115	115	0
WORKER'S COMP	57	52	5
Salary	70,997	65,092	5,905
Fringes	<u>40,393</u>	<u>38,647</u>	<u>1,746</u>
	111,390	103,739	7,651

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT A HEALTH EDUCATOR II POSITION TO A HEALTH EDUCATOR LEAD POSITION IN THE STRONG START HEALTHY START PROGRAM

WHEREAS, ICHD wishes to use Health Resources and Services Administration (HRSA) funding to convert a Health Educator II position (ICEA County Pro 07) and to a Health Educator – Lead position (ICEA County Pro 08 with a salary range of \$59,140-\$70,997) in the Strong Start Healthy Start (SS HS) Program, effective upon approval; and

WHEREAS, ICHD received a grant from HRSA, for the period of April 1, 2019 – March 31, 2024, in the amount of \$5,470,000 authorized by Resolution #19-194; and

WHEREAS, SSHA is a national initiative focusing on eliminating disparities in perinatal health by reducing the rate of infant mortality and improving perinatal outcomes; and

WHEREAS, the SSHA grant provides clear goals and objectives; however, with the current staffing model the SSHA team is finding it challenging to meet stated goals and objectives; and

WHEREAS, we believe converting the Health Educator II position (ICEA County Pro 07) and to a Health Educator – Lead position (ICEA County Pro 08 with a salary range of \$59,140-\$70,997) role will provide needed support to the SSHA supervisor; and

WHEREAS, this change will allow the supervisor more time to focus on the grant and program management, data development, outreach and partnership building, which are all requirements of the grant; and

WHEREAS, position #601446 is currently a Health Educator II (ICEA County Pro 07) and will be converted to a Health Educator – Lead (ICEA County Pro 08 with a salary range of \$59,140-\$70,997); and

WHEREAS, the cost of this conversion is an additional \$7,651 and will be supported with grant funds from HRSA authorized in Resolution #19-194; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners approves of this request to convert a Health Educator II position (ICEA County Pro 07) and to a Health Educator – Lead position (ICEA County Pro 08 with a salary range of \$59,140-\$70,997) in the Strong Start Healthy Start Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Health Department to convert a Health Educator II position (ICEA County Pro 07,) and to a Health Educator – Lead position (ICEA County Pro 08 with a salary range of \$59,140-\$70,997) in the Strong Start Healthy Start Program.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 14, 2020
SUBJECT: Resolution to Accept funding from Georgetown University
For the meeting agendas of September 14 and September 16, 2020

BACKGROUND

Ingham County Health Department's (ICHD's) Ingham Community Health Centers (ICHC) wishes to accept \$38,750 in funding from Georgetown University to allow the Women's Health and Cedar Pediatrics clinics to continue their participation in the Partnership for Integrating Oral Health Care into Primary Care, effective July 1, 2020 through June 30, 2021. These funds are awarded on a competitive basis and will be used to support Women's Health and Cedar Pediatrics' continued integration of oral health care into primary care. This funding will cover the costs for the third year of participation including required webinars, workgroup participation, and meeting attendance.

ALTERNATIVES

We are unaware of any other funding available for supporting the integration of interprofessional oral health core clinical competencies into primary care practice.

FINANCIAL IMPACT

ICHD will accept \$38,750 in grant funds from Georgetown University for participation in the Partnership for Integrating Oral Health Care into Primary Care. This award is for the period of July 1, 2020 through June 30, 2021 and is the third year of funding to cover the cost of required webinars, workgroup participation and meeting attendance.

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 the acceptance of \$38,750 funding from Georgetown University for the continued participation of Women's Health and Cedar Pediatrics in the Partnership for Integrating Oral Health Care into Primary Care.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT GRANT FUNDING FROM GEORGETOWN UNIVERSITY

WHEREAS, Ingham County Health Department's (ICHD's) Ingham Community Health Centers (IHC) wishes to accept \$38,750 in funding from Georgetown University to allow Women's Health and Cedar Pediatrics clinics to continue their participation in the Partnership for Integrating Oral Health Care into Primary Care, effective July 1, 2020 through June 30, 2021; and

WHEREAS, these funds are awarded on a competitive basis and will be used to support Women's Health and Cedar Pediatrics' continued integration of oral health care into primary care; and

WHEREAS, this funding will cover the costs for the third year of participation including required webinars, workgroup participation, and meeting attendance; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support the acceptance of \$38,750 of Georgetown University funds to support the continued integration of oral health care into primary care in Women's Health and Cedar Pediatrics effective July 1, 2020 through June 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of \$38,750 of Georgetown University funds to support the continued integration of oral health care into primary care in Women's Health and Cedar Pediatrics effective July 1, 2020 through June 30, 2021.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 26, 2020
SUBJECT: Authorization to Accept Minority Health Community Capacity Building Funds
For the meeting agendas of September 14 and September 16, 2020

BACKGROUND

Ingham County Health Department (ICHD) wishes to accept funding from the Michigan Department of Health and Human Services (MDHHS) in an amount not to exceed \$42,000 for the Minority Health Community Capacity Building 2021 Initiative effective October 1st, 2020 through September 30, 2021. Ingham County was selected by the MDHHS Office of Equity and Minority Health to be the recipient for this funding award. This funding will be used to convene and lead a multi-sector partnership to evaluate existing community health data that is focused on health equity and racial inequities related to social determinants of health at the local and neighborhood level. The partnership will work with community members to co-develop processes for ongoing collaboration, community engagement and needs sharing related to data collection and reporting methods. Findings will be published in a Health Equity report with the goal of creating a more comprehensive understanding of health equity and inequities throughout Ingham County and support data-driven policy and systems solutions to address these inequities. ICHD will provide financial and progress reports to and work closely with the MDHHS Office of Equity and Minority Health to evaluate the initiative.

ALTERNATIVES

The alternative to accepting this award would be to identify funding within our existing budget to support implementation.

FINANCIAL IMPACT

The award will be effective October 1, 2020 through September 30 2021, in an amount not to exceed \$42,000 and is awarded by MDHHS.

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept a funding award in an amount not to exceed \$42,000 from the Michigan Department of Health & Human Services (MDHHS) 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 MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
(MDHHS) FUNDING FOR MINORITY HEALTH COMMUNITY CAPACITY BUILDING
2021 INITIATIVE**

WHEREAS, ICHD wishes to accept funding from the Michigan Department of Health and Human Services (MDHHS) in an amount not to exceed \$42,000 for the Minority Health Community Capacity Building 2021 Initiative effective October 1st, 2020 through September 30, 2021; and

WHEREAS, ICHD was selected by the MDHHS Office of Equity and Minority Health to be the recipient for this funding award; and

WHEREAS, this funding will be used to convene and lead a multi-sector partnership to evaluate existing community health data that is focused on health equity and racial inequities related to social determinants of health at the local and neighborhood level; and

WHEREAS, the partnership will work with community members to co-develop processes for ongoing collaboration, community engagement and needs sharing related to data collection and reporting methods; and

WHEREAS, findings will be published in a Health Equity report with the goal of creating a more comprehensive understanding of health equity and inequities throughout Ingham County and support data-driven policy and systems solutions to address these inequities; and

WHEREAS, ICHD will provide financial and progress reports to and work closely with the MDHHS Office of Equity and Minority Health to evaluate the initiative; and

WHEREAS, the Health Officer has recommends that the Board of Commissioners authorize acceptance of funding from MDHHS in an amount not to exceed \$42,000 for the Minority Health Community Capacity Building 2021 Initiative effective October 1st, 2020 through September 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of funding from MDHHS in an amount not to exceed \$42,000 for the Minority Health Community Capacity Building 2021 Initiative effective October 1st, 2020 through September 30, 2021.

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

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to electronically sign and submit any contract documents on behalf of the county in EGRAMS 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: August 25, 2020
SUBJECT: Authorization to Accept Grant Funds from HRSA
For the meeting agendas of September 14, and 16, 2020

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept grant funds from Health and Human Resources and Services Administration (HRSA) in the amount of \$483,774 annually. ICHHD and HRSA have had a contract since 2012, authorized by Resolution #12-347, to provide family centered care involving outpatient and ambulatory care for women, infants, children and youth (WICY Part D) with HIV/AIDS as part of the Ryan White Program. The current award funding ends July 31, 2020. ICHHD submitted a Competitive Continuation proposal to continue to provide HIV primary care services to WICY living with HIV in the Ingham County service area for the period of August 1, 2020 through July 31, 2022. ICHHD has been notified of an award of new Part D funding for its Community Health Centers based Infectious Disease Program with HRSA in an amount not to exceed \$483,774. This funding will continue to support the current WICY Part D staff, supplies, equipment, and patient information materials, and will support a .20 FTE Infectious Disease Provider Services Agreement with Michigan State University (MSU) to be renewed at a 2.75% annual increase, for the amount of \$52,484.70 in Year 1 (August 1, 2020 through July 31, 2021) and in the amount of \$53,928.02 in Year 2 (August 1, 2021 through July 31, 2022).

ALTERNATIVES

ICHHD could refuse the funding.

FINANCIAL IMPACT

ICHHD will accept grant funds not to exceed \$483,774 annually from HRSA effective August 1, 2020 through July 31, 2022. These funds will continue to provide for a .20 FTE Infectious Disease Provider Services Agreement with MSU to be renewed with a 2.75% increase, for the amount of \$52,484.70 in Year 1 (August 1, 2020 through July 31, 2021) and in the amount of \$53,928.02 in Year 2 (August 1, 2021 through July 31, 2022).

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 CONSIDERATION:

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorization for the acceptance of grant funds from HRSA for the Ryan White Title IV Women, Infants, Children, and Youth (Part D) award in an amount not to exceed \$483,774 annually from August 1, 2020 through July 31, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT GRANT FUNDS FROM HRSA

WHEREAS, ICHD wishes to accept grant funds from Health and Human Resources and Services Administration (HRSA) in the amount of \$483,774 annually; and

WHEREAS, ICHD and HRSA have had a contract since 2012, authorized by Resolution #12-347, to provide family centered care involving outpatient and ambulatory care for women, infants, children and youth (WICY Part D) with HIV/AIDS as part of the Ryan White Program; and

WHEREAS, the current award funding ends July 31, 2020; and

WHEREAS, ICHD submitted a Competitive Continuation proposal to continue to provide HIV primary care services to WICY living with HIV in the Ingham County service area for the period of August 1, 2020 through July 31, 2022; and

WHEREAS, ICHD has been notified of an award of new Part D funding for its Community Health Centers based Infectious Disease Program with HRSA in an amount not to exceed \$483,774; and

WHEREAS, this funding will continue to support the current WICY Part D staff, supplies, equipment, and patient information materials, and will support a .20 FTE Infectious Disease Provider Services Agreement with Michigan State University (MSU) to be renewed at a 2.75% annual increase, for the amount of \$52,484.70 in Year 1 (August 1, 2020 through July 31, 2021) and in the amount of \$53,928.02 in Year 2 (August 1, 2021 through July 31, 2022); and

WHEREAS, the Health Officer and the Community Health Center Board of Directors recommends that the Board of Commissioners authorize the acceptance of the HRSA funding award for the Ryan White Title IV Women, Infants, Children, and Youth (Part D), in an amount not to exceed \$483,774 annually from August 1, 2020 through July 31, 2022.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of HRSA funding award for the Ryan White Title IV Women, Infants, Children, and Youth (Part D), in an amount not to exceed \$483,774 annually from August 1, 2020 through July 31, 2022.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2020 Budget in order to implement this resolution.

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 30, 2020

SUBJECT: Resolution to amend the agreement with Health Stream, Inc. for an online learning management system.

For the meeting agendas of September 14, 2020 & September 16, 2020

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend an agreement with HealthStream, Inc., to provide an online Learning Management System. ICHD has contracted with HealthStream since September 1, 2014. Resolution #17-362 authorized an amendment to the original agreement for a term of September 1, 2017 through August 31, 2020. ICHD would like to amend its agreement for an additional three years effective September 1, 2020 through August 31, 2023 at an annual cost of \$12,470 for 430 users. ICHD utilizes HealthStream to offer healthcare and public health trainings to its employees as well as creating and delivering its own trainings. ICHD has created and implemented almost 50 original trainings for its employees and these courses are accessed by more than 350 employees on a monthly basis. HealthStream has provided significant advantages in the management, expanse of content and tracking and reporting necessary for maintaining compliance with the Health Resources and Services Administration (HRSA), accreditation through the State of Michigan, and the Public Health Accreditation Board (PHAB). ICHD relies upon HealthStream to demonstrate its compliance in professional development, training, and credentialing to HRSA, accreditation reviewers from the State of Michigan, and PHAB.

ALTERNATIVES

ICHD could find a different Learning Management System, but that would result in the loss of the original trainings that ICHD has created using HealthStream. HealthStream is also how ICHD has trained its staff on COVID-19 response, including PPE.

FINANCIAL IMPACT

The amended agreement is for an annual licensing fee of \$12,470 for 430 users. Funds for this learning management system are included in the budget for 2020 and 2021.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

I recommend that the Ingham County Board of Commissioners authorize ICHD to amend an agreement with HealthStream Inc., for a term of September 1, 2020 through August 31, 2023 at an annual cost of \$12,470 for 430 users for the provision of an online Learning Management System.

Renewal Proposal

July 30, 2020

Presented by:
Matt Hogue
HealthStream, Inc.
Phone – 615.598.4346
209 10th Ave. South | Suite 450 | Nashville, TN | 37203
Matt.hogue@healthstream.com

Cost Proposal

Pricing Considerations

- Bundled pricing depends on # of users / solutions / term.
- Pricing valid for 30 days

3 Yr Renewal for 430 Users

SOLUTION	Users	User Price/Year	Annual Investment
HLC	430	\$6.52	\$2,803.60
Hstream	430	\$5.38	\$2,313.40
KnowledgeQ	430	\$8.80	\$3,784.00
SafetyQ	430	\$8.30	\$3,569.00
Annual Total		\$29.00	\$12,470.00

3 Yr Renewal for 450 Users

SOLUTION	Users	User Price/Year	Annual Investment
HLC	450	\$6.52	\$2,934.00
Hstream	450	\$5.38	\$2,421.00
KnowledgeQ	450	\$8.80	\$3,960.00
SafetyQ	450	\$8.30	\$3,735.00
Annual Total		\$29.00	\$13,050.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND AN AGREEMENT WITH HEALTH STREAM, INC FOR AN
ONLINE LEARNING MANAGEMENT SYSTEM**

WHEREAS, ICHD wishes to amend an agreement with HealthStream, Inc., to provide an online Learning Management System; and

WHEREAS, ICHD has contracted with HealthStream since September 1, 2014; and

WHEREAS, Resolution #17-362 authorized an amendment to the original agreement for a term of September 1, 2017 through August 31, 2020; and

WHEREAS, ICHD would like to amend its agreement for an additional three years with effective September 1, 2020 through August 31, 2023 at an annual cost of \$12,470 for 430 users; and

WHEREAS, ICHD utilizes HealthStream to offer healthcare and public health trainings to its employees as well as creating and delivering its own trainings; and

WHEREAS, ICHD has created and implemented almost 50 original trainings for its employees and these courses are accessed by more than 350 employees on a monthly basis; and

WHEREAS, HealthStream has provided significant advantages in the management, expanse of content and tracking and reporting necessary for maintaining compliance with the Health Resources and Services Administration (HRSA), accreditation through the State of Michigan, and the Public Health Accreditation Board (PHAB); and

WHEREAS, ICHD relies upon HealthStream to demonstrate its compliance in professional development, training, and credentialing to HRSA, accreditation reviewers from the State of Michigan, and PHAB; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the amendment of Resolution #17-362 to extend the agreement with HealthStream, Inc. to provide an online Learning Management System effective September 1, 2020 through August 31, 2023 in the amount of \$12,470.00 for 430 users.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the amendment of Resolution #17-362 to extend the agreement with HealthStream, Inc. for the provision of an online Learning Management System effective September 1, 2020 through August 31, 2023 in the amount of \$12,470.00 for 430 users.

BE IT FURTHER 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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 1, 2020
SUBJECT: Agreement with LARA and Appriss Inc.
For the meeting agendas of September 14 and September 16, 2020

BACKGROUND

Ingham County Health Department (ICHD) wishes to extend the agreement with Michigan Department of Regulatory and Licensing Affairs (LARA) and Appriss Inc. for accessing the Michigan Automated Prescription Systems (MAPS) for one year effective September 1, 2020 through August 31, 2021. Due to changes with the State of Michigan regulatory requirements of prescribers and dispensers relative to required use of MAPS by prescribers and dispensers, LARA is offering a third party agreement between the State of Michigan, its technology partners Appriss Inc, and ICHD to become an authorized user for facilitating integration of ICHD’s Electronic Health System (EHR) with MAPS, for access to the Prescription Monitoring Program (PMP) Gateway Services. MAPS is the State’s prescription monitoring program to track controlled substances and schedules 2-5 drugs. It is a tool used by prescribers and dispensers to assess patient risk, and to prevent drug abuse and diversion at a prescriber, pharmacy and patient level.

ALTERNATIVES

Prescribers and subscribers are required to query MAPS in the State of Michigan. LARA is subsidizing the licensing and integration costs with Appriss Inc., with ICHD’s electronic health record system. The alternative would be for ICHD to pay for these costs itself.

FINANCIAL IMPACT

There is no cost associated with this agreement. LARA will cover the integration and licensing costs of the service through August 31, 2021. The State will not cover any additional costs that ICHD’s vendor (NextGen) may charge related to the integration. Any costs associated with this integration through NextGen are expected to be within the proposed costs budgeted for FY 20 and FY 21.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing ICHD to enter a no-cost, third party agreement with the Michigan Department of Licensing and Regulatory Affairs and Appriss Inc. effective August 31, 2020 through August 31, 2021 for the integration and licensing of the PMP Gateway service of MAPS with ICHD’s Electronic Health Records system.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXTEND AGREEMENT WITH LARA AND APPRISS INC.

WHEREAS, ICHD wishes to extend the agreement with Michigan Department of Regulatory and Licensing Affairs (LARA) and Appriss Inc. for accessing the Michigan Automated Prescription Systems (MAPS) for one-year effective September 1, 2020 through August 31, 2021; and

WHEREAS, due to changes with the State of Michigan regulatory requirements of prescribers and dispensers relative to the required use of MAPS by prescribers and dispensers, LARA is offering a third-party agreement between the State of Michigan, its technology partners Appriss Inc, and ICHD to become an authorized user for facilitating integration of ICHD's Electronic Health System (EHR) with MAPS, for access to the Prescription Monitoring Program (PMP) Gateway Services; and

WHEREAS, MAPS is the State's prescription monitoring program to track controlled substances and schedules 2-5 drugs; and

WHEREAS, it is a tool used by prescribers and dispensers to assess patient risk, and to prevent drug abuse and diversion at a prescriber, pharmacy and patient level; and

WHEREAS, there are no costs associated with this extension as LARA will cover the integration and licensing costs of the service through August 31, 2021; and

WHEREAS, the State will not cover any additional costs that ICHD's vendor (NextGen) may charge related to the integration, any costs associated with this integration through NextGen are expected to be within the proposed costs budgeted for FY 20 and FY 21; and

WHEREAS, the Health Officer and the Community Health Center Board recommends extending the agreement with LARA and Appriss Inc. for continued access to the MAPS system effective September 1, 2020 to August 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the extension of the agreement with LARA and Appriss Inc. for continued access to the MAPS system effective September 1, 2020 through August 31, 2021.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 25, 2020
SUBJECT: Authorization to Renew agreement with Uber Health
For the meeting agendas of September 14 and September 16, 2020

BACKGROUND

Ingham County Health Department (ICHD) wishes to renew the agreement with Uber Health effective October 1, 2020 through September 30, 2021 for an amount not to exceed \$10,300.00. Through resolution #19-415, the current agreement will expire September 30, 2020. Uber Health provides transportation services to patients and clients to medical and health related appointments and services when there are no other alternatives. After a bid in 2019 for local taxi services yielded no results, Uber Health was identified as an alternative service provider for reliable rides to and from necessary Ingham County Health Center (ICHC) and ICHD appointments and referrals. Uber Health utilizes a specifically designed dashboard to ensure healthcare privacy and security standards that meet HIPAA compliance, and their services are available to clients 24 hours a day.

ALTERNATIVES

An alternative would be to enter into a transportation agreement with another agency.

FINANCIAL IMPACT

Uber Health service cost will vary based on use. The costs will be covered by FY21 budgeted transportation and shall not exceed \$10,300.00.

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 Uber Health to provide transportation services to ICHD and ICHC patients and clients 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 AUTHORIZE AN AGREEMENT WITH UBER HEALTH

WHEREAS, ICHD wishes to renew the agreement with Uber Health effective October 1, 2020 through September 30, 2021 for an amount not to exceed \$10,300.00; and

WHEREAS, Resolution #19-415 states that the current agreement will expire September 30, 2020; and

WHEREAS, Uber Health provides transportation services to patients and clients to medical and health related appointments and services when there are no other alternatives; and

WHEREAS, after a bid in 2019 for local taxi services yielded no results, Uber Health was identified as an alternative service provider for reliable rides to and from necessary Ingham County Health Center (ICHC) and ICHD appointments and referrals; and

WHEREAS, Uber Health utilizes a specifically designed dashboard to ensure healthcare privacy and security standards that meet HIPAA compliance, and their services are available to clients 24 hours a day; and

WHEREAS, Uber Health service cost will vary based on use and the costs will be covered by FY 20 budgeted transportation costs and will not exceed \$10,300.00; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Uber Health effective October 1, 2020 through September 30, 2021; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Uber Health to provide transportation services to patients and clients of ICHD and the ICHCs, effective October 1, 2020 through September 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Uber Health effective October 1, 2020 through September 30, 2021 in an amount not to exceed \$10,300.

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: Human Services and Finance Committees
FROM: Linda S. Vail, MPA Health Officer
DATE: September 3, 2020
SUBJECT: Resolution Authorizing the amendment of Resolution #19-476

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend Resolution #19-476 to reflect a reduction in funds for FY 2020 for the Tobacco Use Reduction Program for People Living with HIV (TURP-PLWH). Resolution #19-476 authorized the acceptance of grant funds from the Michigan Department of Health and Human Services (MDHHS) for \$249,970.10. MDHHS has reduced the amount that ICHHD will receive for FY 20 by \$30,000.00 to an adjusted amount of \$219,970.10. Effective October 1, 2019 through September 30, 2020.

ALTERNATIVES

There are no other alternatives as this is for FY 20 funding.

FINANCIAL IMPACT

MDHHS will reduce the amount of the TURP-PLWH grant authorized in Resolution #19-476 by \$30,000.00 from \$249,970.10 to \$219,970.10 for FY 20.

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 an amendment to Resolution #19-476 to reduce grant funds from MDHHS for the TURP-PLWH program by \$30,000 from an amount of \$249,970.10 to \$219,970.10 for FY 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #19-476

WHEREAS, Ingham County Health Department wishes to amend Resolution #19-476 to reflect a reduction in funds for FY 2020 for the Tobacco Use Reduction Program for People Living with HIV (TURP-PLWH); and

WHEREAS, Resolution #19-476 authorized the acceptance of grant funds from the Michigan Department of Health and Human Services (MDHHS) for \$249,970.10; and

WHEREAS, MDHHS has reduced the amount that ICHD will receive for FY 20 by \$30,000.00 to an adjusted amount of \$219,970.10, effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Health Officer recommends amending Resolution #19-476 for MDHHS to reduce grant funds from MDHHS for the TURP-PLWH program by \$30,000 from an amount of \$249,970.10 to \$219,970.10 for FY 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the amendment of Resolution #19-476 for MDHHS to reduce grant funds from MDHHS for the TURP-PLWH program by \$30,000 from an amount of \$249,970.10 to \$219,970.10 for FY 2020.

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

BE IT FURTHER RESOLVED, that the Health Officer, or her designee, is authorized to submit this agreement through Mi-E Grants after approval as to form by the County Attorney.

Agenda Item 6

TO: Human Services and Finance Committees

FROM: Commissioner Derrell Slaughter, Law & Courts Chairperson

DATE: September 4, 2020

SUBJECT: Authorization to Enter into an Agreement with The Equity Collaborative LLC to Serve as the County's Racial Equity Taskforce Consultant

BACKGROUND

The Ingham County Board of Commissioners unanimously passed Resolution #20-254 declaring racism a public health crisis on June 9, 2020. In this resolution, Ingham County recommitted its full attention to improving the quality of life and health of our Black Ingham County residents. As a follow up to this resolution, the Board of Commissioners created the Ingham County Racial Equity Taskforce on June 23, 2020 (Resolution #20-271).

The Racial Equity Taskforce is a broadly representative advisory board made up of Ingham County leaders, employees, and the community working to achieve community-centered solutions to address the legacy of racial injustices faced by Black communities. The charge of the Ingham County Racial Equity Taskforce is to support an overarching goal of achieving equitable outcomes in wealth accumulation and income, education, safety, health and other measures of well-being among all Black Ingham County residents. Furthermore, the Racial Equity Taskforce is charged with the following actions:

- Convene County residents in a variety of locations and settings to hold broad-based, inclusive listening sessions aimed at prioritizing the needs of Black residents of Ingham County.
- Develop within six (6) months of the first meeting of the Taskforce a comprehensive set of recommendations for realignment of County and community resources and investments aimed at creating equitable outcomes in the areas of wealth accumulation and income, education, safety, health and other measures of well-being among all County residents and County employees.
- Identify and track metrics pertaining to, but not limited to, areas involving criminal justice, social capital, environmental concerns, voter suppression, education, and transportation.
- Report annually to the Ingham County Human Services Committee of the Ingham County Board of Commissioners.

Therefore, in August 2020, an RFP for a Racial Equity Taskforce Consultant was issued by the Purchasing Department to support this initiative. Five (5) proposals were received and reviewed by an Evaluation Committee which was comprised of District 3 Commissioner and Law & Courts Chairperson Derrell Slaughter; District 7 Commissioner and Human Services Chairperson Chris Trubac; Becky Bennett, Director, Board of Commissioners' Office; Adriana Leo, Policy Analyst with the Ingham County Health Department; and, Jim Hudgins, Director of Purchasing.

After review and evaluation of the proposals, the Evaluation Committee overwhelmingly recommends that the Ingham County Board of Commissioners authorize entering into an agreement with The Equity Collaborative to serve as the County's Racial Equity Taskforce Consultant. At this time, the Committee is only recommending completing Phase I (Systemic Equity Assessment and Report) of The Equity Collaborative's proposal. This process is expected to take approximately 6-8 months.

ALTERNATIVES

The BOC could elect to forego hiring an outside company and instead charge the Racial Equity Taskforce with this task.

FINANCIAL IMPACT

Resolution #20-271 appropriated \$20,000 for this important endeavor. Additional funding may be requested once Phase I of this project is completed.

OTHER CONSIDERATIONS

Other municipalities in and around Michigan are implementing similar initiatives.

STRATEGIC PLANNING IMPACT

The proposed resolution supports the Ingham County Board of Commissioners' Strategic Plan's value of diversity, equity and inclusion and long-term objective of fostering economic well-being.

RECOMMENDATION

I respectfully recommend approval of the following resolution.

Agenda Item 6

TO: Derrell Slaughter, Ingham County Commissioner, District 3
CC: Becky Bennett, Director, Board of Commissioners' Office
FROM: James Hudgins, Director of Purchasing
DATE: August 18, 2020
RE: Memorandum of Performance for RFP No. 117-20 Racial Equity Taskforce Consultant

Per your request, the Purchasing Department sought proposals from qualified and experienced consultants to work with the Ingham County Board of Commissioners' newly created Racial Equity Taskforce to advance the goal of achieving equitable outcomes in wealth accumulation and income, education, safety, health and other measures of well-being among all Black Ingham County residents.

The scope of work includes, but is not limited to, investigating the efforts of other communities, nationally and internationally, that have successfully confronted the problem of racism. The awarded vendor will recommend several suitable methods of engaging community members in ameliorate racism in the County. The vendor will facilitate the development of an inaugural work plan of the Ingham County Racial Equity Taskforce; along with, soliciting information from County residents on their beliefs and attitudes regarding their own and other racial groups and interviewing key officials and community gatekeepers on the issues regarding the causes, consequences, and potential solutions to reduce the effects of racism in the County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	110	30
Vendors responding	5	0

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

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

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process. If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Cost Not-to-Exceed
Larder Data Consulting LLC	No, Kalamazoo, MI	\$18,000.00
Amy Cell LLC	No, Ypsilanti, MI	\$19,325.00
Marquis Bradshaw Esq.	No, Brooklyn, NY	\$42,500.00 +Travel Expense
Project 986 Consulting LLC	No, Derwood MD	\$44,075.00
The Equity Collaborative	No, Hillaboro, NC	\$49,500.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE EQUITY COLLABORATIVE LLC
TO SERVE AS THE COUNTY'S RACIAL EQUITY TASKFORCE CONSULTANT**

WHEREAS, the Ingham County Board of Commissioners unanimously passed Resolution #20-254 declaring racism a public health crisis in the County of Ingham that affects all members of society on a local (urban and rural), state, and national level and demands action from all levels of government and society; and

WHEREAS, that the Ingham County Board of Commissioners adopted Resolution #20-271 establishing the Ingham County Racial Equity Taskforce, a broadly representative advisory board made up of Ingham County leaders, employees, and the community to achieve community-centered solutions to address the legacy of racial injustices faced by Black communities; and

WHEREAS, in support of this initiative, the Purchasing Department issued an RFP for a Racial Equity Taskforce Consultant and received five proposals; and

WHEREAS, after review and evaluation, the Evaluation Committee is unanimously recommending the award of the agreement to The Equity Collaborative LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with The Equity Collaborative LLC, P.O. Box 14, Hillsborough, NC 27278, in an amount not to exceed \$19,500 (inclusive of all travel costs), to serve as the County's Racial Equity Taskforce Consultant.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the agreement on behalf of the County, subject to the approval as to form by the County Attorney.