

CHAIRPERSON  
MARC THOMAS

VICE-CHAIRPERSON  
DIANNE HOLMAN

VICE-CHAIRPERSON PRO-TEM  
MIKE SEVERINO

FINANCE COMMITTEE  
VICTOR G. CELENTINO, CHAIR  
TINA WEATHERWAX-GRANT  
MARK GREBNER  
CURTIS HERTEL, JR.  
TIMOTHY SOULE  
STEVE DOUGAN

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

*P.O. Box 319. Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JANUARY 17, 2007 AT 6:00 P.M. IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [December 6, 2006](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Circuit Court – General Trial Division - Resolution to [Change the Classification](#) of a Court Recorder Position in the Circuit Court – General Trial Division
2. Prosecuting Attorney’s Office - Resolution to [Reorganize](#) Staffing in the Prosecuting Attorney’s Office
3. Treasurer
  - a. Resolution to Set Policy for Certain [Delinquent Tax Payments](#)
  - b. Resolution Authorizing a [Temporary Foreclosure](#) Prevention Assistant
  - c. Resolution to Approve a Funding Request of the [Ingham County Land Bank Fast Track Authority](#)
4. Community Corrections Advisory Board
  - a. Resolution Authorizing the [Community Corrections](#) Advisory Board to Continue a Contract for Staff Consultant Services in 2007
  - b. Resolution Authorizing Entering into a Subcontract with [Total Health Education](#) for FY 2006-2007
5. Ingham County Department of Human Services - Resolution Authorizing a Budget Amendment to the Ingham County Department of [Human Services](#) 2006/07 Budget
6. Health Department
  - a. Resolution to Authorize [Three Adolescent Health](#) – Child and Adolescent Health Center Grant Agreements with the Michigan Primary Care Association
  - b. Resolution to Authorize a [Reorganization](#) within the Bureau of Health Plan Management
  - c. Notice of Grant Extension - [Robert Wood Johnson Foundation](#) InformationLinks Grant
7. Controller’s Office - Resolution Authorizing a Contract Amendment with [Health Management Associates](#) for a Review of Jail Medical Expenses

8. Board Referrals

- a. Notice of Public Hearing from the [City of East Lansing](#) Regarding the Local Development Finance Authority (Attachments on file in the Clerk's Office)
- b. Resolution from [Clinton County](#) Expressing Opposition to Amendment to the General Property Tax Act
- c. Resolution from [Antrim County](#) Expressing Opposition to Amendment to the General Property Tax Act

Announcements  
Public Comment  
Adjournment

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

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

FINANCE  
December 6, 2006  
Minutes

Members Present: Marc Thomas, Curtis Hertel, Mark Grebner, Lisa Dedden, Tina Weatherwax-Grant and Steve Dougan

Members Absent: Curtis Hertel and Lisa Dedden

Others Present: Teri Morton, Ed Dore, Janeil Valentine, Doug Stover, Karen Chadwick, Lou Stadt, Jack Restuccia, Bob Moore, Dr. Sienko, Jamie McAloon-Lampman, Pat Lindemann, Paul Pratt, Randy Bell, Regina Bell, Douglas Carr and Daniel Neff

The meeting was called to order by Chairperson Thomas at 6:07 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the November 8, 2006 Minutes and the November 14, 2006 Joint County Services/Finance Committee Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE NOVEMBER 8 AND NOVEMBER 14 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Hertel and Dedden

Additions to the Agenda

3. Resolution was amended by the Law Enforcement Committee
5. Resolution was amended by the Law Enforcement Committee
8. Technical Amendment
10. Technical Correction
15. Resolution as amended by the County Services Committee
19. Late – Resolution Appointing an Interim Controller/Administrator
20. Late – Resolution Re-activating the Special Search and Recruitment Committee to Select a County Controller/Administrator

Limited Public Comment

Mr. Carr, CEO, Greater Lansing Home Builders Association, addressed the Committee regarding agenda item 15. He encouraged the County to develop a monitoring system for polluters. The polluters should be required to pay more for a soil erosion permit. Mr. Carr then stated he is not comfortable with the escrow account issue. Also, third party inspectors do not have any incentive to keep their costs down.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. GREBNER, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

1. Animal Control – Resolution to Amend the License Fee for Un-Sterilized Dogs and to Adjust the Animal Control Department's 2007 Budget
2. IJIG's Committee – Resolution Authorizing a Career Quest Contract Extension
6. Sheriff's Office/Emergency Operations - Resolution Authorizing Contracts for Approved FY2005 State Homeland Security Grant/Law Enforcement Terrorism Prevention Projects
7. Sheriff's Office – Resolution to Accept the 2007 Risk Avoidance Grant (RAP) from the Michigan Municipal Risk Management Authority (MMRMA)

9. Circuit Court/Family Division - Resolution Authorizing a Budget Amendment to the Circuit Court – Family Court Juvenile Division 2006/07 Budget
10. Child and Family Services – Resolution Authorizing an Emergency Appropriation for a 2006 Agreement for the Child and Family Services Angel House Program
11. Health Department
  - b. Resolution to Accept a Grant from W.K. Kellogg Foundation and to Authorize an Agreement with the School Community Health Alliance of Michigan
  - c. Resolution to Adjust the Status of Two Public Health Nursing Positions
14. Equalization Department
  - a. Resolution to Contract for Commercial Appraisal Service for the Ingham County Equalization Department
  - b. Resolution Approving Entering into a Grant with the Michigan Department of Labor and Economic Growth and Appoint Douglas A. Stover as County Grant Administrator for the 2007 Remonumentation Project
  - d. Resolution to Amend the 2006 Apportionment Report
17. Board of Commissioners – Resolution Entering Into an Agreement with AVI Systems for Digital Recording Equipment for the Board of Commissioners’ and County Clerk’s Offices
18. Financial Services Department – Resolution Appointing an Outside Auditor for Ingham County
19. Resolution Appointing an Interim Controller/Administrator

Chairperson Thomas informed the Committee that Mr. Bragg is willing to serve as Health Director as long as needed. He also stated this Committee will need to re-approve agenda item #20 in January 2007.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Hertel and Dedden

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. GREBNER, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Hertel and Dedden

15. Drain Commissioner – Resolution Amending Resolution #06-156 Updating Various Fees for County Services

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION AMENDING RESOLUTION #06-156 UPDATING VARIOUS FEES FOR COUNTY SERVICES AS AMENDED IN THE BLUE SHEET BY THE COUNTY SERVICES COMMITTEE.

Mr. Lindemann explained the Drain Office is requesting to lower the cost of a soil erosion permit and to add an escrow account process. He further explained that permit holders who fail to comply with the soil erosion policy will have to pay more for a permit. Permits will be cheaper for people who do not violate the law.

Mr. Lindemann stated the amendments from the County Services Committee are acceptable. Regarding the 45 day period for issuing refund checks for escrow accounts, Mr. Lindemann stated he does not sign the checks. The Treasurer signs the refund checks. He further stated he is willing to process the required paperwork prior to the issuance of the refund check.

Comm. Grebner proposed an amendment to the Resolution regarding the completion of the documentation and when the Treasurer will receive the necessary paperwork from the Drain Office. The Committee discussed how the amendment should be worded.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DOUGAN, TO AMEND THE RESOLUTION'S THIRD BE IT FURTHER RESOLVED PARAGRAPH AS FOLLOWS:  
LAST SENTENCE: THE DRAIN OFFICE WILL COMPLETE THE NECESSARY DOCUMENTATION AND THEN FORWARD THE INFORMATION TO THE TREASURER'S OFFICE WITHIN 15 DAYS AFTER COMPLETION OF THE PUNCH LIST.

Comm. Dougan stated his concern that the escrow funds will not be issued in a timely manner. Comm. Weatherwax-Grant stated there is a perception that the punch list would not be completed as quickly as some people want.

Ms. Bell, Lansing Chamber of Commerce, stated the amendment from the County Services Committee should remain intact.

Chairperson Thomas asked what time is needed between the closing inspection and the review of the punch list. Ms. Bell explained the Chair of County Services has spoken with inspectors regarding the 45 day period. The inspectors indicated that was an acceptable time period. Chairperson Thomas stated that issue was discussed at the County Services meeting last night. Ms. Bell stated the time allotted for the processing of the paperwork and the issuance of the check is too long.

Comm. Grebner stated the Drain Office should process the necessary paperwork in a timely manner so that the refund checks will be issued in an acceptable amount of time. Chairperson Thomas stated 10 days to process the paperwork and forward the information to the Treasurer is reasonable. Mr. Lindemann stated the punch lists can be completed within two days to two weeks. Ten days is not appropriate.

Comm. Weatherwax-Grant stated the intent of the language is to make the outside people more comfortable with the turn around time in the Drain Office. Mr. Lindemann stated there is now a fear that people will have to pay more with the escrow account concept.

Comm. Grebner stated the issue is the time between the completion of the punch list and the final inspection. Mr. Lindemann stated the final inspection is included in the punch list. In response to Chairperson Thomas, Mr. Lindemann stated the refund checks can not be issued until the punch list is completed.

Chairperson Thomas asked what would happen if the proposed amendment is not approved. Comm. Grebner stated the efficiency of moving the money around would be reduced.

This discussion continued. Comm. Weatherwax-Grant stated she suspects the Resolution will need tweaking on the Board floor.

MOTION TO AMEND CARRIED UNANIMOUSLY. Absent: Comms. Hertel and Dedden

Comm. Weatherwax-Grant asked if the utility company representatives are comfortable with the amendment. Mr. Lindemann stated he believes the utility companies now understand the intent of the Resolution is to lower their costs.

Ms. Bell stated she would like a specific timeline regarding the issuance of the refund checks. She then stated this is the first step in improving the relationship between the Drain Office and the utility companies.

Chairperson Thomas stated the Home Builders Association is concerned that the performance bond will not work. Mr. Lindemann stated the Drain Office has very detailed expenditure vouchers. His Office will review the internal process every six weeks. Comm. Grebner stated it may make sense for the Board to request a report on the implementation of the fees at this Committee's first meeting in February 2008.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO ADD THE FOLLOWING LANGUAGE:  
THE DRAIN OFFICE WILL PROVIDE A REPORT ON THE IMPLEMENTATION OF THE FEES TO THE COUNTY SERVICE'S FIRST MEETING IN FEBRUARY 2008.

Comm. Weatherwax-Grant requested that staff provide a revised copy of the Resolution to interested people prior to the upcoming Board meeting.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Hertel and Dedden

MAIN MOTION CARRIED UNANIMOUSLY. Absent: Comm. Hertel and Dedden

3. City of Lansing and City of East Lansing – Resolution Authorizing Contract Amendments with Lansing and East Lansing for 911 Center 2006/07 Operations

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. WEATHERWAX-GRANT TO APPROVE THE RESOLUTION AUTHORIZING CONTRACT AMENDMENTS WITH LANSING AND EAST LANSING FOR 911 CENTER 2006/07 OPERATIONS AS AMENDED BY THE LAW ENFORCEMENT COMMITTEE.

(Comm. Dougan left the meeting at this time.)

Comm. Grebner stated that, according to the current revenue trend, the County may be going in the wrong direction by approving this Resolution. Ms. Morton explained the County will deal with this same problem next year. The long-term solution to this problem is the consolidation of the 911 Centers. If the consolidation is not realized, the County will have to change its reimbursement process. Ms. Morton further stated the County should warn the City prior to determining that it will not approve the 95% funding level in the future.

Comm. Grebner stated the County never guaranteed the City that it would pay 95% of the operational costs of the Centers.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO AMEND THE AMENDED LANGUAGE AS FOLLOWS:  
BE IT FURTHER RESOLVED, THAT THE INGHAM COUNTY BOARD OF COMMISSIONERS URGES THE CITY OF EAST LANSING AND THE CITY OF LANSING TO REQUEST 2007/2008 911 CENTERS' OPERATIONAL BUDGETS THAT DO NOT EXCEED *THE COMBINED REVENUE INCREASES FOR THE 911 MILLAGE AND THE TELEPHONE SURCHARGE FUNDS*.

MOTION TO AMEND CARRIED UNANIMOUSLY. Absent: Comms. Hertel, Dougan and Dedden

MAIN MOTION FAILED with Comm. Grebner voting YES. Absent: Comms. Hertel, Dougan and Dedden

Chairperson Thomas informed the Committee that this Resolution will be forwarded to the Board floor from the Law Enforcement Committee.

4. 911 Advisory Board/City of East Lansing – Resolution Authorizing a Contract with East Lansing for a New Trunked Logging Recorder for the 911 Center

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH EAST LANSING FOR A NEW TRUNKED LOGGING RECORDER FOR THE 911 CENTER. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Hertel, Dedden and Dougan

5. 911 Advisory Board – Resolution Authorizing a Contract with Adams Electronics Company for a New Zetron Station Alerting System for 911 Operations

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH ADAMS ELECTRONICS COMPANY FOR A NEW ZETRON STATION ALERTING SYSTEM FOR 911 OPERATIONS. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Hertel, Dedden and Dougan

Ms. Chadwick informed the Committee of proposed legislation regarding cell phone surcharges.

8. Controller's Office – Resolution Authorizing Adjustments to the 2006 Ingham County Budget and Authorizing the Controller to Make Year End Budget Adjustments

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2006 INGHAM COUNTY BUDGET AND AUTHORIZING THE CONTROLLER TO MAKE YEAR END BUDGET ADJUSTMENTS.

Mr. Dore informed the Committee that the Clerk's Office item is the only new item regarding the election.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Hertel, Dedden and Dougan

- 11a. Health Department - Resolution to Authorize Amendment #1 to the 2006-2007 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION TO AUTHORIZE AMENDMENT #1 TO THE 2006-2007 COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING (CPBC) AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Hertel, Dedden and Dougan

12. Health Department/MSU Extension – Resolution to Authorize a Memorandum of Agreement with and a Grant from the Corporation for National and Community Services

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION TO AUTHORIZE A MEMORANDUM OF AGREEMENT WITH AND A GRANT FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICES. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Hertel, Dedden and Dougan

13. Parks Department – Resolution Creating New Classifications within the Ingham County Parks Department

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION CREATING NEW CLASSIFICATIONS WITHIN THE INGHAM COUNTY PARKS DEPARTMENT. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Hertel, Dedden and Dougan

- 14c. Equalization Department - Resolution to Contract with Ronnie M. Lester as County Representative and Wolverine Engineers and Surveyors, Inc. for Services as Monumentation Surveyor for the Ingham County Monumentation and Remonumentation Project

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION TO CONTRACT WITH RONNIE M. LESTER AS COUNTY REPRESENTATIVE AND WOLVERINE ENGINEERS AND SURVEYORS, INC. FOR SERVICES AS MONUMENTATION SURVEYOR FOR THE INGHAM COUNTY MONUMENTATION AND REMONUMENTATION PROJECT.

Comm. Grebner stated this Resolution is the same one this Committee approves regarding the contract with Ronnie M. Lester from time to time. Chairperson Thomas informed Mr. Stover that this Committee appreciates his efforts on behalf of the Equalization Department.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Hertel, Dedden and Dougan

16. Human Resources – Resolution Authorizing an Amendment to the Agreement Allowing Employees in the ICEA Professional Local 33 to Have Access to Domestic Partner Dental and Vision Insurance

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT ALLOWING EMPLOYEES IN THE ICEA PROFESSIONAL LOCAL 33 TO HAVE ACCESS TO DOMESTIC PARTNER DENTAL AND VISION INSURANCE. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Hertel, Dedden and Dougan

20. Resolution Re-activating the Special Search and Recruitment Committee to Select a County Controller/Administrator

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION RE-ACTIVATING THE SPECIAL SEARCH AND RECRUITMENT COMMITTEE TO SELECT A COUNTY CONTROLLER/ADMINISTRATOR.

Comm. Weatherwax-Grant stated she spoke with Comm. Schor regarding this item. During this discussion, Comm. Schor indicated he may not participate on the Recruitment Committee again. If that is the case, Comm. Weatherwax-Grant stated she would fill his position.

Chairperson Thomas stated it would make sense to revisit this Resolution in January 2007. The Committee held a brief discussion regarding the search and recruitment process.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Hertel, Dedden and Dougan

Announcements: None



Public Comment: None

The meeting adjourned at 7:09 p.m.

Respectfully submitted,

Debra Neff

RESOLUTION STAFF REVIEW

DATE January 5, 2007

Agenda Item Title: Resolution to Change the Classification of a Court Recorder Position in the Circuit Court – General Trial Division

Submitted by: Circuit Court – General Trial Division

Committees: LE\_\_\_ , JD\*\_\_\_, HS\_\_\_, CS\*\_\_\_, Finance \_\_\_\*

Summary of Proposed Action: This resolution will change the classification of a Court Recorder position in the Circuit Court – General Trial Division from a pay grade of UAW/E to UAW/G. This position was created as part of the 2007 budget process.

Financial Implications: The 2007 cost for this reclassification will be \$4,469. The long-term cost is projected to be \$5,377. The Circuit Court has agreed to increase its 2007 Attrition Management target from \$54,810 to \$59,279 in order to cover the additional 2007 cost. The Attrition Management Plan is similar to the hiring delay imposed in 2005 and 2006, but instead of defining a length of time for vacant positions to be held open, the department is given a savings target, and can choose which positions to leave vacant and for how long. This allows for savings similar to a hiring delay, but gives departments more flexibility.

Other Implications: None.

Staff Recommendation: JN \_\_\_ HH \_\_\_ TM X JC \_\_\_  
Staff recommends approval of the resolution.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CHANGE THE CLASSIFICATION OF A COURT RECORDER  
POSITION IN THE CIRCUIT COURT – GENERAL TRIAL DIVISION**

WHEREAS, a Court Recorder position was created in the Circuit Court – General Trial Division as part of the 2007 budget process; and

WHEREAS, the cost of this position was projected and budgeted at a pay grade of UAW/E; and

WHEREAS, since the adoption of the 2007 Budget, the Human Resources Department has determined that this position should be classified at a pay grade of UAW/G; and

WHEREAS, the 2007 cost for this change will be \$4,469; and

WHEREAS, the UAW union supports this change in classification.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the reclassification of a Court Recorder, position number 130063, from a pay grade of UAW/E to a pay grade of UAW/G.

BE IT FURTHER RESOLVED, in order to cover the cost of this change, the Circuit Court – General Trial Division’s 2007 Attrition Management target will be increased from \$54,810 to \$59,279.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary adjustments to the Circuit Court’s 2007 Budget.

RESOLUTION STAFF REVIEW

DATE January 5, 2007

Agenda Item Title: Resolution to Reorganize Staffing in the Prosecuting Attorney's Office

Submitted by: Prosecuting Attorney's Office

Committees: LE\_\* JD\_\_\_\_, HS\_\_\_\_, CS\_\* , Finance\_\*

Summary of Proposed Action: This resolution will eliminate the part-time Clerk position in the Prosecutor's Office created as part of the 2007 budget process. The available funds will instead be used to increase an existing part-time Warrant Clerk position to full-time.

Financial Implications: The 2007 budget savings from this reorganization will be \$3,811. The long-term savings is projected to be \$4,466.

Other Implications: None.

Staff Recommendation: JN \_\_\_ HH \_\_\_ TM X JC \_\_\_  
Staff recommends approval of the resolution.

Introduced by the Law Enforcement, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO REORGANIZE STAFFING IN THE  
PROSECUTING ATTORNEY'S OFFICE**

WHEREAS, a new part-time Clerk position was created in the Prosecuting Attorney's Office as part of the 2007 budget process; and

WHEREAS, since that time the Prosecutor has determined that the funds for the new part-time position would best be utilized to increase an existing part-time Warrant Clerk position to full-time; and

WHEREAS, increasing the part-time position to full-time will cost less than the amount budgeted for the new part-time position; and

WHEREAS, the proposed reorganization has been reviewed and is supported by the Human Resources Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the elimination of a part-time Clerk position (UAW/D), position number 229116.

BE IT FURTHER RESOLVED, that the current part-time Warrant Clerk position (UAW/F), position number 229044, be increased from part-time to full-time effective upon passage of this resolution.

RESOLUTION STAFF REVIEW

DATE January 8, 2006

Agenda Item Title: Resolution to Set Policy for Certain Delinquent Tax Payments

Submitted by: Ingham County Treasurer

Committees: LE \_\_\_\_, JD \_\_\_\_, HS \_\_\_\_, CS \_\_\*, Finance \_\_\*

Summary of Proposed Action: This resolution renews current county policy for the collection of delinquent property taxes in conformance with Section 211.59(3) of the General Property Tax Act. This section of the Act allows the Board of Commissioners, by resolution, to waive delinquent property taxes and associated interest, fees, or penalties for statutorily defined eligible taxpayers under specified conditions. The proposed policy would be in effect for the years 2007 and 2008.

Financial Implications: The annual budgetary impact of the proposed policy is estimated to be several thousand dollars at a maximum.

Other Implications: None.

Staff Recommendation: JN \_\_ HH \_\_ TM \_\_ JC X  
Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO SET POLICY FOR CERTAIN DELINQUENT TAX PAYMENTS**

WHEREAS, the General Property Tax Act (act 206 of 1893) governs procedures for the collection of delinquent property taxes; and

WHEREAS, the Treasurer is presenting this resolution in continuance of prior policy of the county; and

WHEREAS, the minimal fiscal impact is currently budgeted; and

WHEREAS, Section 211.59(3) specifically states that for taxes levied after December 31, 1998, a county board of commissioners, by resolution, may provide all of the following for taxes paid before May 1 in the first year of delinquency for the homestead property of a senior citizen, paraplegic, hemiplegic, quadriplegic, eligible serviceman, eligible veteran, eligible widow, totally and permanently disabled person, or blind person, as those persons are defined in chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if a claim is made before February 15 for the credit provided by chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if that claimant presents a copy of the form filed for that credit to the county treasurer, and if that claimant has not received the credit before March 1:

- (a) Any interest, fee, or penalty in excess of the interest, fee, or penalty that would have been added if the tax had been paid before February 15 is waived.
- (b) Interest paid under subsection (1) or section 89(1)(a) is waived unless the interest is pledged to the repayment of delinquent tax revolving fund notes or payable to the county delinquent tax revolving fund, in which case the interest shall be refunded from the general fund of the county.
- (c) The county property tax administration fee is waived; and

WHEREAS, the utilization of Section 211.59(3), is in the public interest.

THEREFORE BE IT RESOLVED, that the County Treasurer is authorized to use the provisions of Section 211.59(3) for 2007 and 2008.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to all local taxing authorities in Ingham County.

**RESOLUTION STAFF REVIEW**

**DATE** January 8, 2006

**Agenda Item Title:** Resolution Authorizing a Temporary Foreclosure Prevention Assistant

**Submitted by:** Ingham County Treasurer

**Committees:** LE \_\_\_\_, JD \_\_\_\_, HS \_\_\_\_, CS \_\_\*, Finance \_\_\*

**Summary of Proposed Action:** This resolution approves the establishment of a temporary foreclosure prevention position effective February 1, 2007, to assist in the requirements of PA 123, under the Treasurer's supervision.

The Board of Commissioners previously authorized the same position in April of 2006 through Resolution #06-102.

**Financial Implications:** An expenditure from the Delinquent Tax Fund or other appropriate source as authorized by the Controller is authorized, as necessary, to cover the costs of this position. The expenditure is to be repaid from the proceeds of the delinquent property tax foreclosure process. The total cost is not to exceed \$15,000.

**Other Implications:** This position was created in 2005 to assist with forfeited parcels. Given current economic conditions, the Treasurer's Office is stepping up prevention efforts, necessitating bringing the position on-line earlier this year than in the past.

**Staff Recommendation:** JN \_\_ HH \_\_ TM \_\_ JC \_\_ X  
Staff recommends approval of the resolution.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A TEMPORARY FORECLOSURE PREVENTION ASSISTANT**

WHEREAS, the Ingham County Treasurer assumed the responsibility for Public Act 123 of 1999, the Delinquent Property Tax Foreclosure Act; and

WHEREAS, the foreclosure process provides for full cost recovery for the program including staff, legal, contract services, and supplies; and

WHEREAS, temporary staff is desirable to carry out the duties, with the costs of such staff to be paid from the funds generated by this activity; and

WHEREAS, the Ingham County Treasurer has determined the necessity for a temporary foreclosure prevention position to assist in the requirements of PA 123, under the Treasurer's supervision, to be effective February 1, 2007.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the continuation of a temporary foreclosure prevention position effective February 1, 2007.

BE IT FURTHER RESOLVED, that funding from the Delinquent Tax Fund, or other appropriate source as determined by the Controller, is authorized as necessary to cover the costs of this position to be repaid from the proceeds of the delinquent property tax foreclosure process.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller to make any necessary budget adjustments and position allocation list amendments in the Treasurer's 2007 budget, at a total amount not to exceed \$15,000.

RESOLUTION STAFF REVIEW

DATE January 9, 2007

Agenda Item Title: Resolution to Approve a Funding Request of the Ingham County Land Bank Fast Track Authority

Submitted by: Ingham County Treasurer

Committees: LE \_\_\_\_, JD \_\_\_\_, HS \_\_\_\_, CS \_\_\*, Finance \_\_\*

Summary of Proposed Action: This resolution approves the request of an appropriation from the Ingham County Delinquent Tax Revolving Fund in the amount of \$50,000 to provide continuation funding for the Land Bank. This is the amount reflected in the 2007 Budget adopted by the Land Bank Board of Directors.

Financial Implications: This \$50,000 request would be funded from proceeds from fees and administrative costs generated from the Delinquent Tax Fund.

Other Implications: The Land Bank Fast Track Authority was created in 2005 to enable the state, county, and local governments to strategically manage tax reverted and other property, and to foster the development of that property to promote economic growth.

Staff Recommendation: JN \_\_ HH \_\_ TM \_\_ JC \_\_ X  
Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A FUNDING REQUEST OF THE INGHAM COUNTY  
LAND BANK FAST TRACK AUTHORITY**

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 *et seq.*, (“the Act”) establishes the State Land Bank Fast Track Authority which, among other things, has for its purpose the assembly and clearance of title to tax reverted property in a coordinated manner; and

WHEREAS, the Act allows a foreclosing governmental unit, such as the Ingham County Treasurer, to enter into an intergovernmental agreement with the State Land Bank Fast Track Authority providing for the exercise of the powers, duties, functions, and responsibilities of an authority under the Act, and for the creation of a County Land Bank Fast Track Authority (the “Authority”) to exercise those functions; and

WHEREAS, there exist in Michigan and Ingham County a continuing need to strengthen and revitalize the economy and it is in the best interest of the State of Michigan, Ingham County, and local units of government to strategically manage tax reverted and other property to foster the development of that property and to promote economic growth in the State of Michigan, Ingham County, and local units of government; and

WHEREAS, the Ingham County Treasurer, with Ingham County Board of Commissioners’ approval, has entered into such an intergovernmental agreement under the Act; and

WHEREAS, the Ingham County Board of Commissioners has appointed a Board of Directors consisting of five members, including the Ingham County Treasurer (ex-officio) as Chairperson of the Board of Directors; and

WHEREAS, the Board of Directors adopted a 2007 budget resolution for operations and activities which includes an administrative appropriation from the Ingham County Delinquent Tax Revolving Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the request of an appropriation from the Ingham County Delinquent Tax Revolving Fund in the amount of \$50,000 as ongoing funding for the Land Bank.

BE IT FURTHER RESOLVED, that the Controller is requested to work with the Authority Chairperson to carry out this funding.

**RESOLUTION STAFF REVIEW**

**DATE:** January 5, 2007

**Agenda Item Title:** Resolution Authorizing the Community Corrections Advisory Board to Continue a Contract for Staff Consultant Services in 2007

**Submitted by:** Community Corrections Advisory Board

**Committees:** LE \_\_\*, JD \_\_\_\_, HS \_\_\_\_, CS \_\_\_\_, Finance \_\_\*

**Summary of Proposed Action:** This resolution will authorize entering into a contract with Career Quest to provide staff consultant services for the Community Corrections Advisory Board (CCAB) through 2007.

**Financial Implications:** The cost of the 2007 contract will not exceed \$57,866 for approximately 1,900 hours. The funds are in the CCAB 2007 Budget at a 2.5% increase over the 2006 contract.

**Other Implications:**

Staff Consultant services provide the CCAB Manager with assistance essential to the daily operations of the Community Corrections Office and makes possible the undertaking of special projects designed to enhance and monitor local service/treatment programs and to more effectively and efficiently manage local corrections resources, including the Ingham County Jail.

**Staff Recommendation:** JN \_\_\* HH \_\_\_\_ TM \_\_\_\_ JC \_\_\_\_  
Staff recommends approval of the resolution.

cc Mary Sabaj

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE COMMUNITY CORRECTIONS ADVISORY  
BOARD TO CONTINUE A CONTRACT FOR  
STAFF CONSULTANT SERVICES IN 2007**

WHEREAS, the Ingham County Board of Commissioners authorized funds in the FY 2007 budget to continue a contract for staff consultant services; and

WHEREAS, Career Quest will be the contractor in 2007 for these staff consultant services; and

WHEREAS, the current Career Quest contract authorizes services through December 31, 2006.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby approve entering into a contract with Career Quest for staff consultant services for the Community Corrections Advisory Board from January 1, 2007 through December 31, 2007.

BE IT FURTHER RESOLVED, that the contract funds will come from the Community Corrections Advisory Board 2007 Budget at a cost not to exceed \$57,866.

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

**RESOLUTION STAFF REVIEW**

**DATE:** January 5, 2007

**Agenda Item Title:** Resolution Authorizing Entering into a Subcontract with Total Health Education for FY 2006-2007

**Submitted by** Community Corrections Advisory Board

**Committees:** LE \_\_\*, JD \_\_\_\_, HS \_\_\_\_, CS \_\_\_\_, Finance \_\_\*

**Summary of Proposed Action:**

This resolution will authorize entering into a subcontract with Total Health Education, Inc. for the actual cost of Day Reporting Program services for the Community Corrections Advisory Board (CCAB).

**Financial Implications:**

Total Health Education was reimbursed \$4,135 through a FY 2005-2006 subcontract extension for program services provided October 1, 2006 through October 10, 2006.

The cost of the balance of 2006/07 subcontract will not exceed \$63,115, for the time period of December 20, 2006 through September 30, 2007, contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

**Other Implications:**

Total Health Education, Inc. was originally approved by the State for FY 2006-2007 in the amount of \$35,000; at the request of the CCAB, the State approved the new expanded Day Reporting Program plan description and awarded a pro-rated amount for an additional \$32,250 for the services for a total of \$67,250.

**Staff Recommendation:** JN \_\_\* HH \_\_\_\_ TM \_\_\_\_ JC \_\_\_\_

Staff recommends approval of the resolution.

cc Mary Sabaj

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A SUBCONTRACT WITH  
TOTAL HEALTH EDUCATION FOR FY 2006-2007**

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the Ingham County/City of Lansing Community Corrections Comprehensive Plan; and

WHEREAS, the State Community Corrections Advisory Board, the State of Michigan Department of Corrections - Office of Community Corrections, the Ingham County Board of Commissioners, and the City of Lansing approved the Application for State of Michigan Community Corrections Act Funds for FY 2006-2007; and

WHEREAS, the State did not fund the Community Service Program for 2006-2007 and held \$43,000 in abeyance pending submission and approval of a new program proposal; and

WHEREAS, the Community Corrections Advisory Board submitted a proposal for a Day Reporting Program that reconfigured the Day Programming Program provided by Total Health Education, Inc. that was originally approved by the State for FY 2006-2007 in the amount of \$35,000; and

WHEREAS, the State approved the new Day Reporting Program plan description and awarded a pro-rated amount of \$32,250 for the services for a total of \$67,250; and

WHEREAS, Total Health Education was reimbursed \$4,135 through a FY 2005-2006 subcontract extension for program services provided October 1, 2006 through October 10, 2006; and

WHEREAS, Total Health Education, Inc. is willing and able to provide the new Day Reporting Program services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Total Health Education, Inc. for the actual cost of Day Reporting Program services not to exceed \$63,115 for the time period of December 20, 2006 through September 30, 2007.

BE IT FURTHER RESOLVED, that the subcontracts are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

**RESOLUTION STAFF REVIEW**

**DATE:** December 14, 2006

**Agenda Item Title:** Resolution Authorizing a Budget Amendment to the Ingham County Department of Human Services 2006/07 Budget

**Submitted by:** Ingham County Department of Human Services (DHS)

**Committees:** LE \_\_\_\_, JD \_\_\_\_, HS \_\_\*, CS \_\_\_\_, Finance \_\_\*

**Summary of Proposed Action:** This resolution would authorize the transfer of funds from within the Ingham County Department of Human Services existing 2006/07 budget appropriation to establish funding for the new Impact/Ingham County System of Care program. The transfers are a re-allocation of the existing Child Care Fund (CCF) budget and the total County amount transferred reflects 50% General Fund (which comes from the County’s appropriation to Community Mental Health) and 50% State Child Care Fund.

**Financial Implications:**

The Ingham County Department of Human Services will contract with Community Mental Health Authority Clinton-Eaton-Ingham Counties in the amount of \$11,894 per youth/per year of enrollment up to the amount of funds available.

The budget amendment will reduce the total \$303,175 for the Helping Kids to Achieve Program and move the reduced amount to a new Community Programs/Services line item.

The original match for the Helping Kids to Achieve Program was provided in part by the Lansing School District (\$84,889) along with Community Mental Health (\$66,698). The match for the new program will be entirely from Community Mental Health (\$66,698) as part of the County appropriation to CMH.

<u>Original Budget:</u>		<u>Revised Budget:</u>
State CCF	\$151,587	\$ 66,698
Local CCF - CMH	66,698	66,698
Match - LSD	<u>84,889</u>	<u>0</u>
Total	\$303,175	\$133,396

**Other Implications:**

The children previously served through the Helping Kids to Achieve Program will continue to be served through referrals to CMH

**Staff Recommendation:** JN \_\_\* HH \_\_\_\_\_ TM \_\_\_\_\_ JC \_\_\_\_\_

This resolution is consistent with a Board of Commissioners’ priority objective to “to have model programs and facilities for at risk and adjudicated youth.”



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO THE INGHAM COUNTY DEPARTMENT OF HUMAN SERVICES 2006/07 BUDGET**

WHEREAS, the Community Mental Health Board of Clinton, Eaton, and Ingham Counties, Lansing School District, and Ingham County Department of Human Services (DHS) collaborated to develop a proposal to serve eligible children in the Lansing School District through the Ingham County Helping Kids Achieve Program; and

WHEREAS, this program was introduced in FY 2004/05 and the Community Mental Health Board of Clinton, Eaton, and Ingham Counties has the funds to continue the program within their existing budget and are now proposing to shift the funds to a more comprehensive Impact/Ingham County System of Care treatment program; and

WHEREAS, the Community Mental Health Authority of Clinton-Eaton-Ingham Counties along with the Ingham County Department of Human Services have entered into an Agreement in order to implement the values articulated through Impact/Ingham County System of Care, which will coordinate cross-system funding and create a locus of accountability to shift from residential and inpatient services to home and community-based services; and

WHEREAS, this program is consistent with Ingham County's identified priority to have model programs and facilities for at-risk and adjudicated youth and will provide community-based treatment, prevention services, provision of family advocates and support providers, strengthening youth involvement, cultural competency of staff, community-based treatment for youth with less intensive needs, and other components of funding; and

WHEREAS, the Ingham County Department of Human Services is requesting the Ingham County Board of Commissioners to transfer funds within their existing Child Care Fund 2006/07 budget to fund the Impact/Ingham County System of Care program which will allow them to purchase services from community-based program providers; and

WHEREAS, the Ingham County Department of Human Services indicates that the budget transfers are a re-allocation of existing Child Care Funds and the total amount transferred reflects General Fund dollars (through the County's appropriation to Community Mental Health) matched (50/50) with State Child Care funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a budget reduction from \$303,175 to \$133,396 within the Ingham County Department of Human Services 2006/2007 Child Care Fund Budget and to transfer the funds from the Helping Kids to Achieve Program to the Impact/Ingham County System of Care program.

BE IT FURTHER RESOLVED, that the 50% match to the State Child Care Fund will be provided entirely from Community Mental Health, and matching funds provided by the Lansing School District are eliminated.

BE IT FURTHER RESOLVED, that the Controller is directed to make the necessary budgetary transfers within the 2006/2007 Child Care Fund budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any budget amendment/contract documents as prepared by or approved as to form by the County Attorney consistent with this resolution.

Ingham County System of Care

Letter of Agreement to Provide Services for Youth and Families

**1. Purpose**

Community Mental Health Authority of Clinton-Eaton-Ingham along with the Ingham County Department of Human Services enter into this Agreement in order to implement the values articulated through Impact/Ingham County System of Care. This Agreement will coordinate cross-system funding and create a locus of accountability to shift from residential and inpatient services to home and community-based services. The long-term sustainability of this effort is dependent upon the commitment of local funds.

As a part of Ingham County's identified priority to have model programs and facilities for at risk and adjudicated youth, the Ingham County Department of Human Services agrees to consider the possible apportionment of available funds in subsequent years for specified uses, as follows: community-based treatment, prevention services, provision of family advocates and support providers, strengthening youth involvement and cultural competency of staff, community-based treatment for youth with less intensive needs, and other components of funding.

**2. Referral and Eligibility**

**Referral Screening:** All youth and families served under this agreement will follow the Impact System of Care Referral, Intake and Enrollment process.

**Eligibility:** Children and youth who are eligible for System of Care services and supports must meet the admission criteria for CMHA-CEI Family Guidance Service plus two additional criteria.

Family Guidance Service admission criteria are:

Age: 5 to 17 years,

Specific mental health needs and a mental health diagnosis,

CAFAS score of 80 or greater,

At risk for residential placement or returning home from residential placement.

Two additional criteria for System of Care eligibility are:

Ingham county residency,

Multi-system involvement (generally Family Court and/or Department of Human Services) or potential for multi-system involvement (could be Special Education).

**3. Scope of Services**

The scope of services provided through Impact/Ingham County System of Care include the following:

**Family Guidance Home Based Services:** Family Guidance home based therapists will provide treatment activities based upon established and recognized methods such as strength-based and family-centered therapy, solution-oriented therapy, cognitive behavioral therapy, behavior management consultation, and coordination and collaboration with other involved agencies and individuals.

Specific treatment activities to be utilized, as needed, include:

Intake assessments and annual reassessment

Treatment planning

Individual and family therapy

Case management

Collaboration with other involved agencies

Periodic measurement of treatment progress using the CAFAS (Child and Adolescent Functional Assessment Scale)

Love and Logic parent training

Social recreational activities

Psychiatry

Children's emergency services

Behavioral management training and consultation

Skill-building groups

Mentors/respite workers

Overnight respite in crisis residential at St. Vincent Home for Children and in respite foster care

Parent mentors.

**Wraparound Services:** The wraparound component will provide strength-based, family-centered wraparound facilitation activities, which include:

Coordinating a strength-based assessment of the child and family, including:

Identifying strengths and needs in multiple life domains;

Preparing the family for participation on the family wraparound team; and

In coordination with the family and referring agency, identifying and inviting members to team meetings.

Conducting and facilitating child and family team meetings on a regular basis.

Facilitating the development of the family's wraparound plan, including:

Developing a crisis plan;

Identifying resources to meet specified needs.

Coordination and monitoring of the implementation of the plan.

Facilitating the termination of wraparound services, including the development of a plan to assist the family in maintaining gains.

**System of Care Family Advocates:** Family advocates are parents of children with Serious Emotional Disturbance and play an active part in the System of Care. They advocate for and support families enrolled in the System of Care, participate on wraparound child and family teams, promote the involvement families receiving services in the System of Care and provide

outreach and supports to all families. Family advocate services are contracted through Association for Children’s Mental Health.

They also:

Provide information and referral, informal support, community linkages, and educational services to families of children with serious emotional disorders.

Assume a leadership role in improving outcomes of children by providing families with: information around due process rights, aid in problem solving for effective interactions with public agencies, information to link back to their natural community support systems, and to support to parents in the achievement of personal goals that will improve the outcomes of their children.

Build bridges from parents/caregivers to the mental health providers, schools and agencies providing them with services, modeling effective partnership building skills.

Assist families in the System of Care to develop skills to successfully negotiate, resolve conflicts and navigate community agencies.

Are available to the family by phone or home visits to provide support and encouragement.

Support parents/caregivers in emotionally reconnecting in a positive manner with their child when they are returning home after an out of home placement.

**4. Compensation**

For the package of services outlined above, the Ingham County Department of Human Services agrees to pay Community Mental Health Authority C-E-I the amount of \$11,894 per youth/per year of enrollment. The graphic below illustrates the fee structure for both Child Care Fund and Non-Child Care Fund eligible youth.

Child Care Fund Eligible Enrollments

Cost Per Enrollment			
Cost Per Enrollment	Amount Billed To Child Care Fund	State Portion of Child Care Fund	County Portion of Child Care Fund
\$11,894.00	\$11,894	\$5,947	\$5,947

Non-Child Care Fund Eligible Enrollments

Cost Per Enrollment
---------------------

<b>Cost Per Enrollment</b>	<b>County Payment</b>
\$11,894.00	\$11,894

**5. Signature Section**

This Agreement is developed and entered into by the following authorized representatives of Ingham County Department of Human Services, and Impact/Ingham County System of Care.

---

Susan Hull, Director Date  
 Ingham County Department of Human Services

---

Robert Sheehan, Executive Director Date  
 Community Mental Health Authority, C-E-I

RESOLUTION STAFF REVIEW

DATE January 5, 2007

Agenda Item Title: Resolution to Authorize Three Adolescent Health – Child and Adolescent Health Center Grant Agreements with the Michigan Primary Care Association

Submitted by: Health Department

Committees: LE\_\_\_ JD\_\_\_, HS\_\*, CS \_\_\_, Finance\_\*

Summary of Proposed Action: (See the attached letter of explanation.)

This resolution will authorize three School-Based Health Center grant agreements with the Michigan Primary Care Association to continue these three existing school-based services contracts that are supported by State grants from October 1, 2006 through September 30, 2007.

Financial Implications:

These grant awards are included as revenue in the Health Department's 2007 adopted budget.

The proposed award to support the clinical services at the Otto Community Health Center for 2006-2007 is \$175,000.

The proposed award to support the clinical services at Willow Plaza Community Health Center is \$225,000 for 2006-2007.

The proposed award to support peer education (non-clinical) services provided through Willow Plaza is \$85,000.

Other Implications: None.

Staff Recommendation: JN\_\* HH\_\_\_ TM\_\_\_ JC\_\_\_  
Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Bruce Bragg

Date: January 4, 2007

Subject: Resolution to Authorize Three School-Based Health Grant Agreements with the Michigan Primary Care Association

This is a recommendation to authorize three School-Based Health Center grant agreements with the Michigan Primary Care Association. Ingham County operates three existing school based services that are supported by State grants. The State has renewed those grants for 2006-2007.

The proposed award to support the clinical services at the Otto Community Health Center for 2006-2007 is \$175,000. The proposed award to support the clinical services at Willow Plaza Community Health Center is \$225,000 for 2006-2007. The proposed award to support peer education (non-clinical) services provided through Willow Plaza is \$85,000. All of these grant awards are included as revenue in the Health Department's 2007 adopted budget.

The goals of these grant agreements are summarized as:

1. Increase access to health care services for medically underserved County youth.
2. Reduce teen pregnancy rates in Ingham County.
3. Develop and implement a successful weight management program for adolescents and their parents.
4. Increase number of uninsured youth and families accessing needed Medicaid services.

I am additionally recommending that the hourly wage for Peer Educators be increased from \$9.00 to \$9.25 (a three percent increase). College students greatly enjoy their involvement with the Peer Education Program. They do have to make financial decisions however, and they are confronted with opportunities paying more than \$9.00 per hour. The movement to \$9.25 will help us recruit and retain good Peer Educators.

I recommend that the Board adopt the attached resolution and authorize the three grant agreements for 2006-2007.

Attachment

c: Dean Siekno w/attachment  
Jaeson Fournier w/attachment  
John Jacobs w/attachment  
Bob Townsend w/attachment  
Kathy Way w/attachment



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THREE ADOLESCENT HEALTH – CHILD AND ADOLESCENT HEALTH CENTER GRANT AGREEMENTS WITH THE MICHIGAN PRIMARY CARE ASSOCIATION**

WHEREAS, Ingham County operates three adolescent health programs that are supported by State grants which expired September 30, 2006; and

WHEREAS, the State has awarded grants for 2006-2007 and will use the Michigan Primary Care Association as the fiduciary agent for the contracts; and

WHEREAS, the funds from these three grants are included in the Health Department's 2007 adopted budget; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorizes the grant agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with the Michigan Primary Care Association for a School-Based Health Center Grant – Non-Clinical Model, for services to be delivered through the Willow Plaza Community Health Center, totaling \$85,000 in State funds for the period October 1, 2006 through September 30, 2007.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with the Michigan Primary Care Association for a School-Based Health Center Grant – Community-Based Clinical Model totaling \$225,000 in State funds for the period October 1, 2006 through September 30, 2007, for services to be delivered through the Willow Plaza Community Health Center.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with the Michigan Primary Care Association for a School Based Health Center Grant – Community-Based Clinical Model totaling \$175,000 in State funds for the period October 1, 2006 through September 30, 2007, for services to be delivered through the Otto Community Health Center.

BE IT FURTHER RESOLVED, that the hourly wage for Peer Educators shall increase from \$9.00 to \$9.25 effective January 1, 2007.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the three grant agreements after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE January 5, 2007

Agenda Item Title: Resolution to Authorize a Reorganization within the Bureau of Health Plan Management

Submitted by: Health Department

Committees: LE\_\_\_ JD\_\_\_, HS\_\_\_\*, CS\_\_\_\*, Finance\_\_\_\*

Summary of Proposed Action: (See the attached letter of explanation.)

This resolution will authorize a reorganization within the Bureau of Health Plan Management and authorizes the reclassification of three positions. The Human Resources Department has reviewed the Employee Job Questionnaires for positions affected by the reorganization and has recommended the following actions:

Health Information Systems Coordinator - reclassify from ICEA PRO 08 to PRO 09.

Claims Management Coordinator - reclassify from ICEA PRO 06 to PRO 07.

Provider Relations Coordinator - reclassify from ICEA PRO 06 to PRO 07.

Financial Implications: The 2007 cost will be \$16,118. The long-term cost will be \$17,716 annually at the top of the scale.

Other Implications: None.

Staff Recommendation: JN X HH \_\_\_ TM \_\_\_ JC \_\_\_

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee  
County Services Committee  
Finance Committee

From: Bruce Bragg

Date: January 4, 2007

Subject: Reorganization within the Bureau of Health Plan Management

This is a recommendation to support reorganization within the Bureau of Health Plan Management and to authorize reclassification of three positions.

The Bureau of Health Plan Management supports the operation of the Ingham Health Plan Corporation and other county/regional health plans. These health plans provide basic health plan coverage to over 40,000 low-income, uninsured persons in 53 counties.

The services provided to each county/regional corporation are unique, but includes: Outreach and Enrollment, Member Services, Development and Maintenance of a Provider Network, Adjudication and Payment of Claims, Case Management Services, and Program Management Services. The total revenue anticipated from these agreements is about \$2.6 million.

During 2006, a key staff member (Administrative Information Unit Manger) resigned and was not replaced. The work of this position was built into the responsibilities of several other staff members. The Bureau has been running smoothly with the new arrangement. I am recommending that we formally recognize the reorganization.

The Human Resources Department has reviewed the Employee Job Questionnaires for positions affected by reorganization and has recommended the following actions:

Health Information Systems Coordinator - reclassify from ICEA PRO 08 to PRO 09.

Claims Management Coordinator - reclassify from ICEA PRO 06 to PRO 07.

Provider Relations Coordinator - reclassify from ICEA PRO 06 to PRO 07.

The Human Resources Department further recommends that the job descriptions for these three positions and the following three positions be updated to recognize current duties:

Quality Improvement Coordinator  
Customer and Medical Services Coordinator  
Membership Services Coordinator

I recommend that the Board of Commissioners adopt the attached resolution and authorize the reorganization, including the three proposed reclassifications. The cost of the reclassifications can be managed within the existing budget of the Bureau of Health Plan Management.

Attachment

c: John Jacobs w/attachment  
Laura Peterson w/attachment  
Dean Sienko w/attachment  
Harold Hailey w/attachment  
Jayson Welter, ICEA w/attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A REORGANIZATION WITHIN THE BUREAU OF HEALTH PLAN MANAGEMENT**

WHEREAS, the Health Department has reorganized within the Bureau of Health Plan Management and the duties and responsibilities of several staff members have changed; and

WHEREAS, the Human Resources Department has reviewed the revised duties and responsibilities of six positions within the Bureau and has recommended that the job descriptions of all positions be updated and that three positions be reclassified; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners implement the reorganization, including the reclassification of three positions, and has advised that the cost can be covered by the existing budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization within the Bureau of Health Plan Management.

BE IT FURTHER RESOLVED, the Health Department and the Human Resources Department will collaborate to update the job descriptions of the six positions affected by the reorganization.

BE IT FURTHER RESOLVED, that the following positions will be reclassified effective February 3, 2007:

Health Information Systems Coordinator (Position #601061) from ICEA PRO 08 to ICEA PRO 09.

Claims Management Coordinator (Position #601066) from ICEA PRO 06 to ICEA PRO 07.

Provider Relations Coordinator (Position #601067) from ICEA PRO 06 to ICEA PRO 07.

MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Bruce Bragg

Date: January 4, 2007

Subject: Notice of Grant Extension

This communication will serve to notify the Board that the Robert Wood Johnson Foundation InformationLinks Grant has been extended. The \$74,518 grant award was authorized by Resolution #05-345 for the period December 1, 2005 through November 30, 2006.

During 2006, good progress was made on the project activities, intended to integrate public health perspective into the developing regional health information exchange. Dr. Sienko chairs the workgroup that is staffed by Marcus Cheatham. Workgroup participants include the Michigan Department of Community Health, MSU, Sparrow Health System, Ingham Regional Medical Center, Barry-Eaton District Health Department and Mid-Michigan District Health Department. Still, only about one-half of the grant funds have been expended.

The RWJ Foundation has agreed to a no-cost extension of the grant through May 31, 2007. The extension will allow the Health Department to lead an effort to develop the requirements for a project that will increase the timeliness and completeness of Mid Michigan data in the Michigan Disease Surveillance System.

Dr. Cheatham and Dr. Sienko will continue to lead this project. The funds are already available in the Health Department's 2007 budget. No additional authorization is required. This communication is intended to notify the Board of the extension of the period of the agreement.

c: Marcus Cheatham  
John Jacobs  
Dean Sienko

**RESOLUTION STAFF REVIEW**

**DATE:** January 5, 2007

**Agenda Item Title:** Resolution Authorizing a Contract Amendment with Health Management Associates for a Review of Jail Medical Expenses

**Submitted by** Controller's Office

**Committees:** LE \_\_\*, JD\_\_\_\_, HS\_\_\_\_, CS \_\_\_\_, Finance \_\_\*

**Summary of Proposed Action:** This resolution will authorize an amendment to the contract with Health Management Associates (HMA) for the purposes as indicated in the attached **REMAINING HMA TASKS RELATED TO INGHAM COUNTY JAIL**, and authorizing a transfer from the Contingency Account to the Controller's Office for the remaining funds.

**Financial Implications:**

Current contract \$12,050  
Proposed amendment \$22,310  
Total revised contract \$34,360

**Other Implications:** None.

**Staff Recommendation:** JN \_\_\* HH \_\_\_\_ TM \_\_\_\_ JC \_\_\_\_  
Staff recommends approval of the resolution.

**REMAINING HMA TASKS RELATED TO INGHAM COUNTY JAIL  
September 1, 2006**

Pharmacy Claims

Provide BCBSM with list of inmates with high-cost pharmacy claims so they can investigate further.

Establish a complete list of pharmacy claims that captures 2003 and 2004 and incorporate into other analyses.

Recoveries

Prepare a file of facility claims for inmates who were transferred under writs, each to include professional and pharmacy claims for those inmates during those times.

Divide into those associated with jails/prisons which have Blue Cross agreements (File A) and those which do not (File B).

Provide File A to Blue Cross for their use in making adjustments and crediting them to Ingham County Jail.

Provide File A to Undersheriff Myers for his use in tracking Blue Cross adjustments and File B for his use in approaching other jurisdictions to recoup claim costs directly.

In-Kind Agreement

Prepare complete list of inpatient and outpatient legitimate claims paid by Blue Cross for services delivered at IRMC 2003 – present.

Review with IRMC staff, document adjustment to In-Kind agreement for overpayments

Review process at IRMC for registering inmates under In-Kind agreement.

Prepare master list of all adjustments to be pursued, responsible party, and disposition.

Process Improvements

Assist jail as requested in documenting and auditing process improvements at jail and Blue Cross to assure optimal process performance from both parties.

Inmate Health Services Report

Edit HMA's report on use of inmate health services to reflect just those claims that were incurred by inmates, resulting in an accurate trend report.



	<b>Est. Hours</b>	<b>Cost @ \$200/hr</b>	<b>Expenses</b>	<b>TOTAL COST</b>
<b>TASK 1: Facilitate Meetings Between Jail, County and Blue Cross</b>	<b>14</b>	<b>\$2,800</b>	<b>\$60</b>	<b>\$2,860</b>
August - September 06	7	\$1,400	\$30	
January - April 07	7	\$1,400	\$30	
<b>TASK 2: Technical Assistance with Claims Analysis</b>		<b>\$2,800</b>	<b>\$30</b>	<b>\$2,830</b>
Obtain claim files and inmate census files. Sort inmate claims to estimate professional claims associated with legitimate in questionable hospital services	4	\$800	\$0	
Obtain pharmacy claims, sort claims to estimate pharmacy claims associated with legitimate in questionable hospital services	4	\$800	\$0	
Provide summaries and analysis to Jail and Blue Cross	6	\$1,200	\$0	
<b>TASK 3: Pharmacy Claims</b>	<b>6</b>	<b>\$1,200</b>	<b>\$0</b>	<b>\$1,200</b>
Provide BCBSM with list of inmates with high-cost pharmacy claims so they can investigate further. Provide jail with report.	3	\$600	\$0	

Establish a complete list of pharmacy claims that captures 2003 and 2004 and incorporate into other analyses	3	\$600	\$0	
--	---	-------	-----	--

<b>TASK 4 Recoveries</b>	<b>11</b>	<b>\$2,200</b>	<b>\$60</b>	<b>\$2,260</b>
--------------------------	-----------	----------------	-------------	----------------

Prepare a file of facility claims for inmates who were transferred under writs, each to include professional and pharmacy claims for those inmates during those times.	5	\$1,000	\$0	
--	---	---------	-----	--

Divide into those associated with jails/prisons which have Blue Cross agreements (File A) and those which do not (File B).	1	\$200	\$0	
--	---	-------	-----	--

Provide File A to Blue Cross for their use in making adjustments and crediting them to Ingham County Jail 2 hours	2	\$400	\$30	
---	---	-------	------	--

Provide File A to Undersheriff Myers for his use in tracking Blue Cross adjustments and File B for his use in approaching other jurisdictions to recoup claim costs directly.	3	\$600	\$30	
---	---	-------	------	--

<b>TASK 5: In-Kind Agreement</b>	<b>11</b>	<b>\$4,600</b>	<b>\$40</b>	<b>\$4,640</b>
----------------------------------	-----------	----------------	-------------	----------------

Prepare complete list of inpatient and outpatient legitimate claims paid by Blue Cross for services delivered at IRMC 2003 – present	3	\$600	\$0	\$600
--	---	-------	-----	-------

Review with IRMC staff, document adjustment to In-Kind agreement for overpayments	6	\$3,600	\$30	\$3,630
---	---	---------	------	---------

Review process at IRMC for registering inmates under In-Kind agreement	2	\$400	\$10	\$410
--	---	-------	------	-------

<b>TASK 6: Financial Summary</b>	<b>3</b>	<b>\$600</b>	<b>\$0</b>	<b>\$600</b>
Prepare master list of all adjustments to be pursued, responsible party, and disposition	3	\$600	\$0	
<b>TASK 7: Process Improvements</b>	<b>6</b>	<b>\$1,200</b>	<b>\$30</b>	<b>\$1,230</b>
Assist jail as requested in documenting and auditing process improvements at jail and Blue Cross to assure optimal process performance from both parties.	6	\$1,220	\$30	
<b>TASK 8: Inmate Health Services Report</b>	<b>10</b>	<b>\$2,000</b>	<b>\$50</b>	<b>\$2,050</b>
Edit HMA's report on use of inmate health services to reflect just those claims that were incurred by inmates, resulting in an accurate trend report.	10	\$2,000	\$20	
Present report to jail and county	4	\$800	\$30	
<b>TOTAL</b>				<b>\$22,310</b>

Tasks highlighted orange have been completed

**Agenda Item 7**

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT AMENDMENT WITH HEALTH MANAGEMENT ASSOCIATES FOR A REVIEW OF JAIL MEDICAL EXPENSES**

WHEREAS, jail medical expenses have risen significantly over the past two years; and

WHEREAS, the Board of Commissioners approved a contract with Health Management Associates (HMA) to conduct a review of jail medical expenses for Ingham County in order to determine if opportunity exists to control these costs; and

WHEREAS, HMA has completed their initial review and additional work needs to be completed to adequately finalize the review; and

WHEREAS, the Interim Controller is recommending that HMA be utilized to do the additional review at an additional cost not to exceed \$22,310.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to the contract with Health Management Associates for this purpose at a total cost not to exceed \$34,360.

BE IT FURTHER RESOLVED, that the Controller is authorized to transfer up to \$22,310 from the Contingency Account to the Controller's Budget for this purpose.

BE IT FURTHER RESOLVED, that the Board Chairperson and the County Clerk are authorized to sign any contract amendments as recommended by the Controller and approved as to form by the County Attorney.



# CITY OF EAST LANSING

The Home of Michigan State University

Agenda Item 8a

November 10, 2006

Mr. Ed Dore  
Controller  
Ingham County  
PO Box 319  
Mason, MI 48854

RECEIVED  
NOV 16 2006  
INGHAM COUNTY  
CONTROLLER'S OFFICE

## RE: Local Development Finance Authority

Dear Mr. Dore:

The Local Development Finance Authority (LDFA) of the Cities of Lansing and East Lansing, Michigan has approved the Tax Increment Financing and Development Plan (Plan) for the Lansing Regional SmartZone. The LDFA has forwarded the Plans to the East Lansing City Council for review and approval following required notices and a public hearing.

410 Abbott Road  
East Lansing, MI 48823

(517) 337-1731  
Fax (517) 337-1559  
www.cityofeastlansing.com

Per the requirements of Public Act 281 of 1986, the City of East Lansing is required to provide notice regarding the proposed Plan. To achieve these purposes, please find the enclosed public notice and proposed Plan.

East Lansing City Council has scheduled a public hearing to consider the Plan on December 5, 2006. Please see the enclosed notice for specific details on time and location.

The LDFA and City of East Lansing welcome your comments on the proposed Plan and offer the opportunity to meet with you or any representatives to discuss the Plan in detail.

If you have any questions regarding this notice or the Plan, or would like to schedule a meeting to discuss the Plan, please contact me at your convenience at 319-6864.

Sincerely,

Timothy H. Dempsey  
Community and Economic Development Administrator

Encl.

CC: SUE PIGG, EDL OFFICE

## CLINTON COUNTY BOARD OF COMMISSIONERS

**Chairperson**  
Larry Martin  
**Vice-Chairperson**  
Robert Showers  
**Members**  
John Arehart  
David Pohl  
Mary L. Rademacher  
Claude A. Vail  
Virginia Zeeb

**COURTHOUSE**  
**100 E. STATE STREET**  
**ST. JOHNS, MICHIGAN 48879-1571**  
**989-224-5120**



**Administrator**  
Ryan L. Wood  
**Clerk of the Board**  
Diane Zuker

### **RESOLUTION 2006-30** **OPPOSING AMENDMENT TO THE** **GENERAL PROPERTY TAX ACT (HB 6391) RESOLUTION**

WHEREAS, House Bill (HB) 6391 has been introduced in the House; and

WHEREAS, HB 6391 is a bill to amend 1893 PA 206, entitled "The General Property Tax Act" by amending section 24f (MCL, 211.24f), as amended by 2000 PA 244; and

WHEREAS, section 24f (5) proposed amendment states "A County shall only submit a proposal on a question of imposing a new countywide millage or increasing or renewing an existing countywide millage at a general November election. As used in this subsection, "General November Election" means that term as defined in Section 2 of the Michigan Election Law, 1954 PA 116, MCL 168.2."

THEREFORE BE IS RESOLVED that the Clinton County Board of Commissioners hereby goes on record in strong opposition to HB 6391;

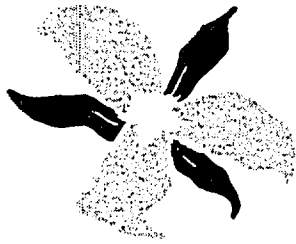
BE IT FURTHER RESOLVED that copies of this Resolution shall be forwarded to Governor Jennifer Granholm, Senator Alan Cropsey, Representatives Scott Hummel and Richard Ball, Representative-elect Paul Opsommer, Michigan Association of Counties, and the other 82 Michigan Counties.

STATE OF MICHIGAN

COUNTY OF CLINTON

I, DIANE ZUKER, Clerk of the County of Clinton do hereby certify that the foregoing resolution was duly adopted by the Clinton County Board of Commissioners at the regular meeting held November 28, 2006 and is on file in the records of this office.

  
\_\_\_\_\_  
Diane Zuker, Clinton County Clerk



ANTRIM COUNTY  
BOARD OF COMMISSIONERS

P.O. Box 520  
Bellaire, Michigan 49615  
Phone (231) 533-6353  
Fax (231) 533-6935

Chairman:

November 21, 2006

At the November 9, 2006 meeting of the Antrim County Board of Commissioners, the following Resolution was offered:

RESOLUTION #26-06 by Robert McLeod, seconded by Michael Crawford

WHEREAS, House Bill (HB) 6391 has been introduced in the House; and

WHEREAS, HB 6391 is a bill to amend 1893 PA 206, entitled "the General Property Tax Act" by amending section 24f (MCL, 211.24f) as amended by 2000 PA 244; and

WHEREAS, section 24f(5) proposed amendment state "A County shall only submit a proposal on a question of imposing a new county-wide millage or increasing or renewing an existing countywide millage at a general November election. As used in this subsection, "General November Election" means that term as defined in Section 2 of the Michigan Election Law, 1954 PA 116, MCL 168.2.

BE IT THEREFORE RESOLVED, that the Antrim County Board of Commissioners hereby goes on record in strong opposition to HB 6391.

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to Governor Jennifer Granholm, Senator Jason Allen, Representative Kevin Elsenheimer, Michigan Association of Counties, and the other 82 Michigan Counties.

Yes - McLeod, Dawson, Bary, White, Howelman, Crawford, Stanek, Blackmore, Allen;  
No - None;

Absent - None.

RESOLUTION #26-06 DECLARED ADOPTED.



ANTRIM COUNTY CLERK, BELLAIRE MI  
STATE OF MICHIGAN, COUNTY OF ANTRIM, ss  
I, Laura Sexton, Clerk of the County of Antrim, do certify  
the foregoing is a true and exact copy of the original  
record now remaining in this office.

IN TESTIMONY WHEREOF, I have set my hand and  
official seal at the Village of Bellaire this 21<sup>st</sup> day of  
November, 2006

 County Clerk