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VICE-CHAIRPERSON PRO-TEM
STEVE DOUGAN

FINANCE COMMITTEE
MARK GREBNER, CHAIR
TODD TENNIS
REBECCA BAHAR-COOK
ANDY SCHOR
DIANNE HOLMAN
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 20, 2010 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 2, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Accept a 42" Flat Screen TV from [Deputy Nick Nedow's](#) Family for the Sheriff's Office Lineup Room
 - b. Resolution to Allow the Ingham County Sheriff's Office to Join Other Law Enforcement Agencies in the State's Region One in the Sharing of Law Enforcement Data through a Three Year Homeland Security Grant with [Core Technology](#)
2. Equalization Department
 - a. 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 2010 Remonumentation Project
 - b. 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 in 2010
3. Health Department
 - a. Resolution to Authorize a Memorandum of Understanding with [Michigan Primary Care Association](#)
 - b. Resolution to Enter into a Michigan Groundwater Stewardship Program ([MGSP](#)) Clean Sweep Program Agreement with the Michigan Department of Agriculture
 - c. Resolution to Authorize a Grant from the Michigan Department of Community Health to Fund [Prevention Activities](#) among HIV Positive Persons
 - d. Resolution to Authorize a Federally Qualified Health Center Alternative Payment Agreement with the [State of Michigan](#)
 - e. Resolution to Authorize Provider Agreements with [Commercial Health Insurers](#)
 - f. Resolution to Amend the Collaborative Agreement with the [Capital Area United Way](#)
 - g. Resolution to Authorize an Agreement with the [Shiawassee](#) Regional Education Services District
 - h. Resolution to Authorize an Agreement with [Eaton Intermediate School](#) District to Prevent and Reduce Tobacco Use in Ingham County
 - i. Resolution to Authorize an Agreement with Capital Area [Community Services](#) to Serve Early Head Start Children through the Family Outreach Services Program
 - j. Resolution to Authorize a [Pharmacy Services](#) Agreement for Services at the Ingham County Jail
4. City of East Lansing/911 Advisory Board - Resolution Authorizing a Contract with East Lansing for a New Status Control Panel for the 911 Public Safety Wireless Voice Communication System at the [East Lansing 911 Center](#)

5. Integrated Justice Information Systems Group (IJIGs) - Resolution to Authorize Three Year Contracts for [Westlaw Electronic Law Library](#) Access for Various Ingham County Departments, Offices and Courts
6. Probate Court
 - a. Resolution to Approve Contracts for Attorney Services for Probate Court in [General Matters](#)
 - b. Resolution to Approve Contracts for Attorney Services for Probate Court Mental Illness Matters Heard at [St. Lawrence Hospital](#)
7. Ingham County Housing Commission - Resolution Accepting 2009 [Home Grant](#) Funding from the Michigan State Housing Development Authority in the Amount of \$400,000
8. Parks & Recreation Commission - Resolution Authorizing a Contract with [Perfitt Excavating](#) of Dansville, Michigan for Parking Lot Conditioning at Lake Lansing Park-South
9. Facilities Department
 - a. Resolution Authorizing Entering into a Contract with [Matrix Consulting](#) Engineers, Inc. to Provide Engineering and Construction Administration Services for the Human Services Building and the Ingham County Jail
 - b. Resolution Authorizing Entering into a Lease with [Y Site, LLC](#) for Use of 98 Parking Spaces for Employee Parking
10. Human Resources Department
 - a. Resolution Authorizing Modifications to the Managerial/Confidential [Personnel Manual](#) for 2010 and 2011
 - b. Resolution Approving a Collective Bargaining Agreement with the Michigan Nurses Association Nurse Practitioners/Clinic [Nurses](#)
11. Management Information Services Department
 - a. Resolution to Approve the Purchase of an [Exagrid Systems](#) Backup Appliance from CDW-G
 - b. Resolution to Approve the Purchase of Local and Long Distance Phone Services from [AT&T](#)
 - c. Resolution to Approve Entering into an Agreement with [Continuant, Inc.](#) for an Avaya Phone System Maintenance Contract
 - d. Resolution to Approve the Purchase of a Wireless Link from AT&T for the Ingham County [Fair](#)
12. Board of Commissioners' Office - Resolution to Approve the Purchase of an Audio-Over-IP Solution from [Tel Systems](#) for the Human Services Building Conference Rooms A and D & E
13. Controller/Administrator's Office - Resolution to Encourage Employee [Voluntary Time Off](#) Without Pay

Announcements **PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC**
Public Comment **DEVICES OR SET TO MUTE OR VIBRATE TO AVOID**
Adjournment **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

FINANCE COMMITTEE

December 2, 2009

Minutes

Members Present: Mark Grebner, Rebecca Bahar-Cook, Todd Tennis, Laura Davis, Steve Dougan and Board Chairperson Debbie De Leon

Members Absent: Deb Nolan

Others Present: Teri Morton, Janiel Valentine, Sue Pigg, George Vernon, Willis Bennett, Joel Maatman, Carla Clos, Pat Lindemann, Eric Schertzing, Dean Sienko, Melany Mack, Steve Haywood and others

The meeting was called to order by Chairperson Grebner at 6:05 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the November 18, 2009 Minutes

The minutes were approved as submitted.

Additions to the Agenda

- 1b. Substitute - Resolution Approving an Additional Tax Forfeiture/Foreclosure Coordinator Position in the County Treasurer's Office
2. Substitute - Resolution Pledging Full Faith and Credit to Cook and Thorburn Drain Drainage District 2010 Bonds
- 5d. Substitute - Resolution to Authorize an Agreement with Edward W. Sparrow Hospital Association for Women's Health Physician Services
- 7b. Resolution Designating a Recovery Zone Facility Bond Allocation for the Eastwood to Eastwood Phase II
Resolution to Authorize Reserving a Recovery Zone Development Bond Allocation for the Anticipated Ingham County 911 Center Project
Resolution Designating a Recovery Zone Development Bond Allocation for Eastwood Phase II
Resolution Designating a Recovery Zone Facility Bond Allocation for the Accident Fund Headquarter Parking Structure Project
- 5g. Late - Resolution to Authorize a 2009-2010 Moving Our Community Toward Health Grant

Limited Public Comment

None.

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

1. Ingham County Treasurer
 - a. Quarter Report
2. Drain Commissioner - Resolution Pledging Full Faith and Credit to Cook and Thorburn Drain Drainage District 2010 Bonds

3. Prosecuting Attorney's Office - Resolution to Authorize a Sub-Contract for Operation of the Juvenile Accountability Block Grant Program, Operated by the Dispute Resolution Center of Central Michigan
4. Sheriff's Office
 - a. Resolution to Accept Equipment for the Sheriff's Office from the Buffer Zone Protection Program (BZPP)

Friendly amendment to change the language in the resolution in the 6th WHEREAS paragraph as follows: WHEREAS, the total value of the equipment is around **\$25,295**.

- b. Resolution to Enter into a Contract with On The Run Network TV, LLC for an "In House Networking Television System" to Broadcast Correctional and Law Enforcement Information at the Ingham County Sheriff's Office
5. Health Department
 - a. Resolution to Authorize Service Contracts with Licensed Dentists for 2010
 - b. Resolution to Authorize Amendment #2 to the 2009-2010 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
 - c. Resolution to Authorize a 2009-2010 Agreement with the City of Lansing for Certain Public Health and Program Activities
 - d. Resolution to Authorize an Agreement with Edward W. Sparrow Hospital Association for Women's Health Physician Services
 - f. Resolution to Authorize Three Adolescent Health – Child and Adolescent Health Center Grant Agreements with the Michigan Primary Care Association
8. Ingham County Fair Board - Resolution Authorizing an Amendment to the Lease Agreement with Crest View Horse Tack Shop at the Ingham County Fairgrounds
9. Ingham County Parks and Recreation Commission - Resolution Authorizing the Acceptance of a \$1,625.00 Risk Avoidance Program (RAP) Grant Award for a Hawk Island Larceny and Damage Reduction Project from the Michigan Municipal Risk Management Association (MMRMA)
11. Controller/Administrator's Office
 - b. Resolution Authorizing Adjustments to the 2009 Ingham County Budget and Authorizing the Controller/Administrator to Make Year End Budget Adjustments

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

1. Ingham County Treasurer
 - b. Resolution Approving an Additional Tax Forfeiture/Foreclosure Coordinator Position in the County Treasurer's Office

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. DAVIS, TO APPROVE THE RESOLUTION APPROVING AN ADDITIONAL TAX FORFEITURE/FORECLOSURE COORDINATOR POSITION IN THE COUNTY TREASURER'S OFFICE.

Chairperson Grebner stated there were some changes clarifying the resolution made last night, but did not change the substance except to set a sunset on the position. Comm. Bahar-Cook asked Mr. Schertzing to discuss the Yearly Forfeitures Chart handout. Mr. Schertzing explained it ties into the position request. There has been a run up in people who are hurting and remain delinquent or going into forfeiture. There are twice as many as a year ago, almost 1,500 from 800. What we have not been doing is prevention. We have statutory things that must be done, twice the activity and have not added staff or been able to work properly on prevention.

Comm. Bahar-Cook asked what does personal service done mean. Mr. Schertzing answered we must knock on doors, take a picture, deliver a notice and packet of help materials. Comm. Tennis noted that the personal service is state law. Mr. Schertzing also noted this is part of Due Diligence and he prefers to go above and beyond for the court. Comm. Dougan noted the easiest way to see a foreclosure is by the posting.

Chairperson Grebner noted dotting more I's crossing more T's is beneficial when money is at stake. If there were one more person working we may catch more.

Comm. Dougan asked how many foreclosed properties have been demolished. Mr. Schertzing answered tax foreclosures are about 30, maybe another 20, and another 20 after that. Chairperson Grebner asked if the demolition was typically residential. Mr. Schertzing answered yes, but not as many as the eastern side of the state.

Comm. Dougan asked what about mortgage foreclosure? Mr. Schertzing answered actually some of the demolitions are also mortgage foreclosure we have acquired approximately 100 properties in past 2-years. The mortgage foreclosures are Fannie Mae, HUD and the open market. Tax foreclosures are bottom of barrel and typically two thirds get demolished.

Comm. Davis noted back in March we did some foreclosure prevention, and asked Mr. Schertzing if those programs are effective. She also stated it seems courageous for people to show up in public and some do not want to be in public but want to be informed. Mr. Schertzing answered it's always a win when someone calls. We would also like to do more on fraud prevention and many fall victims to the wrong place for help. Comm. Grebner stated the reason for the three year sunset is that we hope things will be different after three years and repurposed in some way. The County Board is adding it to the allocation list, but in three years please come back and explain how change or keep the position.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

5. Health Department

- e. Resolution to Authorize a Nurse Practitioner Services Agreement with Michigan State University College of Nursing

MOVED BY COMM. DAVIS, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO AUTHORIZE A NURSE PRACTITIONER SERVICES AGREEMENT WITH MICHIGAN STATE UNIVERSITY COLLEGE OF NURSING.

Comm. Dougan mentioned on Monday night at the Human Services meeting there was a request not to bring increases more than 1% to the Board, unless there is substantial reason. Dr. Sienko stated as discussed on Monday night we offered, they came back and it was split. I do appreciate your stance; however, MSU did say our offer was not acceptable. Comm. Bahar-Cook asked if anyone else could do the work. Dr. Sienko answered there are other strategies in terms of another nurse practitioner group to come in but wasn't aware of any. Comm. Bahar-Cook asked about Lansing Community College. Dr. Sienko answered the college does not have advanced program of nurse practitioners. We could hire our own nurse practitioner but, the group ensures someone is there with no juggling of scheduling so there are advantages to groups and physicians that are more expensive. Additionally, we have felt they have done a good job in the past. Comm. Tennis stated I think this is a good deal. In a tough budget cycle an increase does raise a red flag, but in this case it is warranted. Comm. Grebner stated when talking about contracts there are two very different concepts. Sometimes the contract is a different way of employing people by hiring someone else's employees and issuing a 1099 and another is like paving a parking lot. In this case the contract looks more like our labor relations/negotiations often for complex reasons. In this case it is more like a labor contract of hiring through MSU rather than the county employee. It is appropriate to apply our labor rate increase to contracts that parallel employment. Let's try to distinguish between labor/employment and maybe a phone service.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

- g. Resolution to Authorize a 2009-2010 Moving Our Community Toward Health Grant

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. DAVIS, TO APPROVE THE RESOLUTION TO AUTHORIZE A 2009-2010 MOVING OUR COMMUNITY TOWARD HEALTH GRANT.

Comm. Dougan stated I voted yes in the Human Services meeting and given a couple of days I will not vote yes again. I was looking for an e-mail from staff which I have not received. There are two red flags here. Programs that benefit getting food into target areas and at the same time grants to support the farmer's market at Davis Park for 26 or 35 operating days in the summer. The funds seem high.

Dr. Sienko answered he sent an e-mail about 5:50 p.m. and realizes it was late. Dr. Sienko introduced Ms. Mack who has more knowledge of this grant. Ms. Mack explained that Quality Dairy stores offers fresh fruit and vegetables where grocery stores are not located. In fact Quality Dairy has organic option. She also noted the program is more than just the farmers market. Benjamin Davis Farmer's Market was well received, work will be done at Wexford School, and nutrition and physical activities are planned at these farmer's markets. The best story is that senior citizens took their walkers to Benjamin Davis Park Market. At that particular market other local people who garden participated. Comm. Dougan asked how many operating days. Ms. Mack answered every Saturday June through September. Comm. Dougan appreciated the response in respect where the funds go.

Comm. Davis said you spoke Monday about volunteer hours in order to keep federal funding. Ms. Mack answered that was with the northwest initiative, and please note the resolution we only get \$25,000 from Michigan Department of Community Health, and it started at \$75,000 steadily decreasing over the years. Several years ago NBCH arranged with Michigan Nutrition Network

through the Department of Agriculture at the Federal level which is done thru activities that the partners do and part of the match is volunteer hours. We appreciate you taking on this as a Late because until November 24, 2009 we did not know the dollar amount. If we waited until January this could cause a hardship and could loose the federal money.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

6. Agricultural Preservation Board - Resolution Authorizing a One Year Contract Extension with Sheridan Land Consulting to Provide Technical Assistance to the Ingham County Agricultural Preservation Board

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING A ONE YEAR CONTRACT EXTENSION WITH SHERIDAN LAND CONSULTING TO PROVIDE TECHNICAL ASSISTANCE TO THE INGHAM COUNTY AGRICULTURAL PRESERVATION BOARD.

Comm. Dougan asked if this is the same dollar amount as last year. Response: Yes.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

7. Economic Development Corporation
 - a. Resolution Approving the 2009 Amendment to the Brownfield Redevelopment Plan for Ingham County Land Bank Authority Parcels in Lansing City Only

This item was pulled from the agenda.

- 7b. Resolution Designating a Recovery Zone Facility Bond Allocation for the Eastwood to Eastwood Phase II

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DAVIS, TO APPROVE THE RESOLUTION DESIGNATING A RECOVERY ZONE FACILITY BOND ALLOCATION FOR THE EASTWOOD TO EASTWOOD PHASE II.

Comm. Dougan asked to clarify the development on a portion of Phase II the public development on that, what is the public works defined by this issue. Ms. Pigg answered public parking and infrastructure. Chairperson Grebner asked if the ramp itself would be governmentally owned. Ms. Pigg answered that it is a mixed use structure, and the parking is owned by the government.

Comm. Bahar-Cook asked have you heard from the state government about the counties who can't use their funds in terms of reallocation. Ms. Pigg answered no. We did send a letter requesting information regarding any additional allocation. We have spoke with other counties willing to give up their allocation but they will not give it back to the state until the state will give back to Ingham County. Comm. Bahar-Cook asked if there is a way to move more quickly. Ms. Pigg answered, yes, some counties have put pressure on the treasury to move more quickly, but at this time we have not done so. Mr. Haywood of Lansing Township answered it needs to be "placed issued" for reaction. Ms. Pigg noted the bonds must be issued by December 2010 and the process can take months. Mr. Hayward mentioned that the problem is if the state waits to long to reallocate and it takes a long lead time of due diligence, and if you are in the 4th quarter of 2010 when everyone in the nation is going to be pushing these things, your savings is lost. If there will be a reallocation it needs to happen in the next 90 days to be worthwhile.

Comm. Dougan asked in respect to Eastwood have there been any private sector retail organizations who have said this is unfair for you to be in the advancement of retail. Ms. Pigg answered no objections, if they did; it has not been voiced to municipalities. Chairperson Grebner stated that everyone understands others projects are withdrawn. If we were looking for participates and could not find anyone by looking and there are mid-size counties with county seat of 6,000 people the likelihood of finding projects is limited. Ms. Pigg noted this bond is only giving a better interest rate and how many projects in Michigan are shovel ready and financed. Again, as previously stated this is only a "C" or "C-" in terms of quality of incentive for growth and jobs. There were plenty of questions to the EDC, but in the end these were the only applications we received that were shovel ready and financed.

Board Chairperson. De Leon wanted to acknowledge all the work that has been done in such a short time, especially during the holidays. Also she wanted to share that a business woman expressed regard for the department.

Chairperson Grebner would like to point out we have simultaneously created a process and employed a process because there was no process. One possibility is the process will remain in place and we can use in the future. We may find ourselves with additional allocations in the future and we now have a method.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

Resolution to Authorize Reserving a Recovery Zone Development Bond Allocation for the Anticipated Ingham County 911 Center Project

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DAVIS, TO APPROVE THE RESOLUTION TO AUTHORIZE RESERVING A RECOVERY ZONE DEVELOPMENT BOND ALLOCATION FOR THE ANTICIPATED INGHAM COUNTY 911 CENTER PROJECT.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

Resolution Designating a Recovery Zone Development Bond Allocation for Eastwood Phase II

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DAVIS, TO APPROVE THE RESOLUTION DESIGNATING A RECOVERY ZONE DEVELOPMENT BOND ALLOCATION FOR EASTWOOD PHASE II.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

Resolution Designating a Recovery Zone Facility Bond Allocation for the Accident Fund Headquarter Parking Structure Project

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DAVIS, TO APPROVE THE RESOLUTION DESIGNATING A RECOVERY ZONE FACILITY BOND ALLOCATION FOR THE ACCIDENT FUND HEADQUARTER PARKING STRUCTURE PROJECT.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

10. Management Information Services Department – Resolution to Approve Entering into an Agreement with the FD Hayes Electric Company for Data and Voice Wiring Services

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION TO APPROVE ENTERING INTO AN AGREEMENT WITH THE FD HAYES ELECTRIC COMPANY FOR DATA AND VOICE WIRING SERVICES.

Comm. Dougan asked recognizing if this is a prevailing wage would you clarify why the lower quote was less qualified. Chairperson Grebner asked why you chose the one that was not the cheapest. Ms. Valentine answered that supply costs were less. Mr. Vernon added that they have worked on other projects and know the facilities where new people would take longer learning the runs. There was further discussion of building configuration; how cable is run and what type of materials were to be used.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

11. Controller/Administrator's Office
 - a. Resolution Approving Various Contracts for the 2010 Budget Year Adjustments

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2010 BUDGET YEAR.

Comm. Dougan asked staff to amend Agenda Item #11a by dropping the word adjustments at the end and to read as follows:

- 11a. Resolution Approving Various Contracts for the 2010 Budget Year

Comm. Dougan asked staff to amend the attachment Summary of Contracts by Committee under "REVENUE CONTRACTS" the third column to from "2009 Cost" to "2009 Revenue".

Comm. Dougan asked Ms. Valentine or Mr. Vernon to explain the large expenditures using Highfields as an example. Comm. Bahar-Cook answered because we added an 8th grade to the academy, a new class room plus transportation. Chairperson Grebner noted that contracts from year to year may represent different items with different costs. Comm. Bahar-Cook appreciated the question. Chairperson Grebner noted it is common that maintenance is built into a purchase with a warranty, and may purchase an extended warranty. We can't expect a rate of inflation only for changes. Comm. Dougan stated he understands but many MIS contract assume multi-year contracts. Mr. Vernon noted that most contracts state an up to increase or not to exceed price. Example: Not exceed 5% as part of the contract. Comm. Dougan asked Ms. Morton to touch upon the MSU horticulture educator, one position, part of budget discussion from that is more than a step increase. Board Chairperson De Leon asked if that is part of the MSU benefit package. Ms. Morton answered we have had a 5% increase which is set by MSU and their salary structure. Also, MSU covers the fringe benefit costs. MIS contracts are projected figures. Comm. Dougan asked about the jump on the 911 contract. Ms. Morton answered that this was an addition in program.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

12. Board Referrals
 - a. Letter from the City of Lansing Economic Development Corporation Regarding a Public Hearing for Approval of Brownfield Plan #6 – Sonic Restaurant
 - b. Notice of Hearing from Delhi Charter Township, Announcing a Public Hearing Regarding an Application for Industrial Facilities Exemption Certificate by Fibertec, Inc.

The Board Referrals were received and placed on file.

Announcements

Comm. Tennis commented it was a pleasure working with Comm. Grebner as Chairperson over the past year.

Comm. Davis echoed Comm. Tennis' comments.

Public Comment

None.

The meeting adjourned at approximately 7:04 p.m.

Respectfully submitted,

Julie Buckmaster

RESOLUTION STAFF REVIEW

DATE December 22, 2009

Agenda Item Title: Resolution to Accept a 42" flat screen TV from Deputy Nick Nedow's Family for the Sheriff's Office Lineup Room

Submitted by: Sheriff's Office

Committees: LE X, JD____, HS____, CS____, Finance X

Summary of Proposed Action:

This resolution will authorize the Sheriff's Office to accept a 42" flat screen TV from Deputy Nick Nedow's family for the Sheriff's Office Lineup Room.

Financial Implications:

This is a donation to the Ingham County Sheriff's Office.

Other Implications: None.

Staff Recommendation: MJM___ JN X TL ___ TM___ JC ___

Staff recommends approval of the resolution.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A 42" FLAT SCREEN TV FROM THE NICK NEDOW FAMILY

WHEREAS, Deputy Nick Nedow has been employed with the Ingham County Sheriff's Office for close to three years; and

WHEREAS, Deputy Nick Nedow has been seriously ill this last year with a potentially deadly disease; and

WHEREAS, the Ingham County Sheriff's Office has rallied behind Deputy Nick Nedow in his fight against this deadly disease by donating sick time, sponsoring a bone marrow donor drive and assisting his family in any request; and

WHEREAS, the family of Deputy Nick Nedow has been very appreciative of the assistance that members of the Sheriff's Office have provided Nick and his family in this time of need; and

WHEREAS, the family of Nick Nedow has bought and donated to the Ingham County Sheriff's Office a 42" flat screen TV for use in the Sheriff's Office Lineup Room.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the donation of the 42" flat screen TV to the Ingham County Sheriff's Office.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners thanks the family of Nick Nedow for their generous donation.

RESOLUTION STAFF REVIEW

DATE December 23, 2009

Agenda Item Title: Resolution to Allow the Ingham County Sheriff's Office to Join Other Law Enforcement Agencies in the State's Region One in the Sharing of Law Enforcement Data through a Three Year Homeland Security Grant with Core Technology

Submitted by: Sheriff's Office

Committees: LE X, JD , HS , CS , Finance X

Summary of Proposed Action:

This resolution will allow the Ingham County Sheriff's Office to participate in the Region One Homeland Security Grant, for the time period of January 1, 2010 through December 31, 2013. Core Technology will run and operated this grant and will share information between multiple law enforcement agencies in Region One.

Financial Implications:

There are no direct financial implications the first three years of this pilot program grant. Starting the fourth year, if the Ingham County Sheriff's Office wants to continue its participation, the cost to maintain the program is estimated at \$50,000 per year. Continuation of this program after the three year grant expires would be determined by the Ingham County Sheriff's Office deciding that they want to continue using the program, and requesting the additional funding and obtaining the funds through the budget process.

This agreement will last only as long as the grant funds are provided for the initial three year program.

Other Implications:

None.

Staff Recommendation: MJM JN X TL TM JC

Staff recommends approval of the resolution.

Introduced by the Law Enforcement and Finance Committees of the:

RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF'S OFFICE TO JOIN OTHER LAW ENFORCEMENT AGENCIES IN THE STATE'S REGION ONE IN THE SHARING OF LAW ENFORCEMENT DATA THROUGH A THREE YEAR HOMELAND SECURITY GRANT WITH CORE TECHNOLOGY

WHEREAS, Core Technology, an Ingham County business, along with the City of Lansing have obtained a three year Homeland Security Grant to provide all law enforcement agencies in the State's Region One with the ability to share law enforcement data; and

WHEREAS, Core Technology is seeking to enter into a three year agreement, the length of the Homeland Security Grant, with the Ingham County Sheriff's Office; and

WHEREAS, the cost of the program is being paid 100% by the Homeland Security Grant for the first three years; and

WHEREAS, the program will be run and operated by Core Technology under the Homeland Security Grant with the City of Lansing being the fiscal agent; and

WHEREAS, this program will benefit all law enforcement in Region One as it will allow for the sharing of law enforcement data which will assist in police operations throughout Region One; and

WHEREAS, at the end of the three year Homeland Security Grant, the option of continuing to participate in this project will be up to the participating law enforcement agencies in Region One.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes participation by the Ingham County Sheriff's Office in the three year information sharing grant pilot program with Core Technology, for the time period of January 1, 2010 through December 31, 2013.

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

Agenda Item 2a and 2b

To: County Services and Finance Committees

From: Douglas A. Stover, Director
Ingham County Equalization Department

Date: January 7, 2010

Subject: 2010 Remonumentation Grant

Attached are two resolutions.

The first resolution authorizes entering into the 2010 Survey and Remonumentation Grant with the Michigan Department of Labor and Economic Growth and appoints the County Grant Administrator. The appropriation amount for the 2010 grant will be \$83,529.

The second resolution appoints the County Representative and County Surveyor.

RESOLUTION STAFF REVIEW

DATE January 7, 2010

Agenda Item Title: 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 2010 Remonumentation Project

Submitted by: Ingham County Equalization Department

Committees: LE ____, JD ____, HS ____, CS X, Finance X

Summary of Proposed Action:

This resolution authorizes entering into the 2010 Survey and Remonumentation Grant with the Michigan Department of Labor and Economic Growth and appoints Douglas A. Stover, Equalization Director, for the related services of County Grant Administrator as required by Act 345, P.A. 1990.

Financial Implications:

The appropriation amount for the 2010 grant will be \$83,529.

Other Implications: None.

Staff Recommendation: MJM X JN ____ TL ____ TM ____ JC ____

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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 2010 REMONUMENTATION PROJECT

WHEREAS, a grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Labor and Economic Growth, for the sole purpose of receiving funds to implement Ingham County's Monumentation and Remonumentation Plan; and

WHEREAS, as requested, the Ingham County Remonumentation Committee did consult with and take into account the preferences and needs of local units of government, the Ingham County Road Commission, local surveyors, and area real estate developers in choosing areas in which to work; and

WHEREAS, the Office of Land Survey and Remonumentation of the Michigan Department of Labor and Economic Growth will review Ingham County's 2010 Survey and Remonumentation Grant Application in the amount of \$83,529, and will be forwarding the 2010 Grant Agreement/Contract for execution; and

WHEREAS, as required by Act 345, P.A. 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint a County Grant Administrator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a grant with the Michigan Department of Labor and Economic Growth for the purpose of receiving \$83,529 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2010.

BE IT FURTHER RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoint Douglas A. Stover, Equalization Director, for the related services of County Grant Administrator as required by Act 345, P.A. 1990.

BE IT FURTHER RESOLVED, that the County Chairperson, County Clerk, and County Grant Administrator have the authority to sign said grant contract documents once County Attorney has approved said contract.

RESOLUTION STAFF REVIEW

DATE January 11, 2010

Agenda Item Title: 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 in 2010

Submitted by: Ingham County Equalization Department

Committees: LE ____, JD ____, HS ____, CS X, Finance X

Summary of Proposed Action:

This resolution authorizes a contract with Ronnie M. Lester, D.B.A. Polaris Surveying Company, upon approval of the 2010 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990

This resolution also authorizes a contract for the services of County Remonumentation Project Surveyor as required by Act 345, P.A., 1990, with Wolverine Engineers and Surveyors, Inc.

Financial Implications:

The contract with Ronnie M. Lester will be funded by the Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2010 through December 31, 2010, at a cost not to exceed \$12,600.

The contract with Wolverine Engineers and Surveyors, Inc. will be funded by Survey and Remonumentation grant funds for a period of one year, January 1, 2010 through December 31, 2010, in an amount not to exceed \$62,800.

Other Implications:

It is the recommendation of the Purchasing Department, with the concurrence of the Remonumentation Committee that a contract be authorized with Wolverine Engineers and Surveyors; they are local vendor.

Staff Recommendation: MJM X JN __ TL __ TM __ JC __

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

COUNTY OF INGHAM

Purchasing Department

121 East Maple Street
Mason, Michigan 48854
Telephone: 517-676-7307
Fax: 517-676-7230
jvalentine@ingham.org

TO: County Services and Finance Committee
FROM: Janeil Valentine
DATE: January 7, 2010
SUBJECT: Proposal Summary – Monumentation Surveyor Contractor – Packet #155-09

Project: Contractor for Monumentation Surveyor's for 2010

Proposal Summary:

Vendors Contacted:	23	Local: 10
Vendors Responding:	3	Local: 2
Vendors Submitting a "No Response":	7	

Vendors notified by U.S. & Electronic Mail, complete Request for Proposal was posted on the Ingham County Purchasing website.

The following firms submitted proposals:

<u>Firm</u>	<u>Location</u>
Enger Surveying & Engineering Company	Mason, MI
Spicer Group, Inc	Saginaw, MI
Wolverine Engineers & Surveyors, Inc.	Mason, MI

Recommendation:

It is the recommendation of the Remonumentation Committee in concurrence with the Purchasing Department to award a contract to Wolverine Engineers & Surveyors, Inc. to be the Contractor for Monumentation Surveyor's for 2010.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**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 IN 2010**

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, D.B.A. Polaris Surveying Company, was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Committee has gone through a Request for Proposal process to select a qualified surveying company(i.e.) to conduct the actual research and monumentation field work necessary to accomplish the objectives of the grant agreement; and

WHEREAS, Wolverine Engineers and Surveyors, Inc. submitted a proposal to perform all of the monumentation services for 2010; and

WHEREAS, it is the recommendation of the Purchasing Department, with the concurrence of the Remonumentation Committee, that it is in the County's best interest to authorize a contract with Wolverine Engineers and Surveyors, Inc. for services as monumentation surveyor for 2010.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, D.B.A. Polaris Surveying Company, upon approval of the 2010 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2010 through December 31, 2010, at a cost not to exceed \$12,600.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract for the services of County Remonumentation Project Surveyor as required by Act 345, P.A., 1990, with Wolverine Engineers and Surveyors, Inc., said contract to be funded by Survey and Remonumentation grant funds for a period of one year, January 1, 2010 through December 31, 2010, in an amount not to exceed \$62,800.

BE IT FURTHER RESOLVED, that the County Chairperson and County Clerk have authority to sign said contracts and County Attorney be directed to prepare the necessary contracts.

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution to Authorize a Memorandum of Understanding with Michigan Primary Care Association

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS____, Finance__X__

Summary of Proposed Action:

This resolution authorizes a Memorandum of Understanding with Michigan Primary Care Association (MPCA) from September 14, 2009 through September 14, 2010. This MOU will allow for the Health Department to host an AmeriCorps member who will serve for one year as a Community Outreach Specialist, to increase access to quality health, dental and behavioral health care for residents and provide support in assessing needs and identifying gaps in health care.

Financial Implications:

MPCA has received American Recovery and Reinvestment Act funding which allows its community HealthCorps Division to place AmeriCorps members in community organizations throughout Ingham County. There is a cost share for the member. Funds to cover the cost share are available through funding reserved in the Health Department's Budget for urban redevelopment. This resolution carries forward any unspent urban development funds from FY 2009 and authorizes the use of \$10,000 of those funds for the cost share.

Other Implications:

None.

Staff Recommendation: MJM__ JN__ TL__ TM__ JC__X__

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, M.D., M.S., Health Officer

Date: January 14, 2010

Subject: Resolution to authorize a Memorandum of Understanding with Michigan Primary Care Association (MPCA)

The Ingham County Health Department regularly collaborates with neighborhood and community organizations to reduce health disparities in vulnerable populations. Greater Lansing African American Health Institute (GLAAHI) and Lansing Latino Health Alliance (LLHA) are key community partners that serve the populations suffering from the greatest health disparities.

MPCA has received American Recovery and Reinvestment Act funding which allows its community HealthCorps Division to place AmeriCorps members in community organizations throughout Ingham County. MPCA extended an opportunity to the Health Department to host one such member. This full-time member will serve for one year as a Community Outreach Specialist, to increase access to quality health, dental and behavioral health care for residents and provide support in assessing needs and identifying gaps in health care. There is a cost share for the member. Funds to cover the cost share are available.

For the past several years, the Board has allocated funds to the Health Department for urban redevelopment projects. The Investors Steering Committee (ISC) of the Power of We Consortium advises on how the funds are to be allocated. The MPCA AmeriCorp opportunity offered the chance to implement the goals of the urban redevelopment projects by assigning the AmeriCorp member to serve vulnerable communities through GLAAHI and LLHA. Placement of the AmeriCorps member with these organizations will provide the largest impact since they serve the most vulnerable populations in our community.

The ISC has recommended up to \$10,000.00 of the urban redevelopment funds be used to cover the required cost share of the AmeriCorps member. Placement of the AmeriCorp member with GLAAHI and LLHA holds great potential to benefit residents of Ingham County. I recommend that the Board of Commissioners adopt the attached resolution and authorize the Memorandum of Understanding with MPCA.

Attachment

c: John Jacobs w/attachment
Renee Canady w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH MICHIGAN
PRIMARY CARE ASSOCIATION**

WHEREAS, Ingham County regularly collaborates with neighborhood organizations to reduce health disparities in vulnerable populations; and

WHEREAS, both the Greater Lansing African American Health Institute (GLAAHI) and the Lansing Latino Health Alliance (LLHA) are Health Department Community Partners who serve vulnerable populations and neighborhoods; and

WHEREAS, the Michigan Primary Care Association (MPCA) has received American Recovery and Reinvestment Act (ARRA) funding to participate in the Michigan's AmeriCorps Program; and

WHEREAS, the Health Department was invited by MPCA to host one full-time AmeriCorps member to serve as a Community Outreach Specialist for twelve months; and

WHEREAS, the Board of Commissioners allocated funding to the Encouragement Redevelopment Fund for the service enhancement requests during the County's FY 2009 Budget Process; and

WHEREAS the Encouragement Redevelopment Fund is administered by the Power of We Consortium (PWC) Investor's Steering Committee; and

WHEREAS, the PWC Investor's Steering Committee approved an allocation of up to \$10,000 to MPCA for one full-time AmeriCorps member to serve at both the Greater Lansing African American Health Institute (GLAAHI) and the Lansing Latino Health Alliance (LLHA); and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Memorandum of Understanding with Michigan Primary Care Association of up to \$10,000 to support one full-time AmeriCorps member to serve at the Greater Lansing African American Health Institute and the Lansing Latino Health Alliance.

BE IT FURTHER RESOLVED, that the contract period is September 14, 2009 through September 14, 2010.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners re-appropriates any unspent funds from the Encouragement Redevelopment Fund in FY 2009 Budget to the FY 2010 Budget.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the 2010 Health Department Budget to implement this resolution.

BE IT FURTHER RESOLVED, the Board Chairperson is authorized to sign the Memorandum of Understanding and any associated documents after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution to Enter into a Michigan Groundwater Stewardship Program (MGSP) Clean Sweep Program Agreement with the Michigan Department of Agriculture

Submitted by: Health Department

Committees: LE____, JD____, HS_ X_, CS____, Finance_ X_

Summary of Proposed Action:

This resolution authorizes a Michigan Groundwater Stewardship Program (MGSP) Clean Sweep Program Agreement with the Michigan Department of Agriculture to allow the Ingham County Health Department to continue to collect pesticides from any end-user of pesticides, who resides in the State of Michigan. The term of the agreement will be October 1, 2009 through September 30, 2010.

Financial Implications:

The Michigan Department of Agriculture has agreed to pay Ingham County up to \$18,000 for costs associated with the collection, transportation and disposal of pesticides.

Other Implications:

None.

Staff Recommendation: MJM___ JN ___ TL ___ TM___ JC_ X___

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean G. Sienko, M.D., Health Officer

Date: January 7, 2010

Subject: Recommendation to enter into a Michigan Groundwater Stewardship Program (MGSP) Clean Sweep Program Agreement with the Michigan Department of Agriculture

This a recommendation to enter into a MGSP Clean Sweep Program Agreement with the Michigan Department of Agriculture to allow Ingham County Health Department to continue to collect pesticides from any end-user of pesticides who resides in the state of Michigan. The term of the agreement shall be October 1, 2009 through September 30, 2010. The Michigan Department of Agriculture has agreed to pay Ingham County up to \$18,000.

I recommend the Board of Commissioners adopt the attached resolution and authorize an agreement with the Michigan Department of Agriculture for the period of October 1, 2009 through September 30, 2010.

Attachment

- c. John Jacobs w/attachment
- Laura Peterson w/attachment
- Jim Wilson w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO A MICHIGAN GROUNDWATER
STEWARDSHIP PROGRAM (MGSP) CLEAN SWEEP PROGRAM
AGREEMENT WITH THE MICHIGAN DEPARTMENT OF AGRICULTURE**

WHEREAS, Ingham County Health Department has operated a Household Hazardous Waste Collection Program since 1985; and

WHEREAS, the Health Department has had a Michigan Groundwater Stewardship Program (MGSP) Clean Sweep Program Agreement with the Michigan Department of Agriculture since 2001; and

WHEREAS, each year the Agreement has allowed the Health Department to be reimbursed for costs associated with the collection, transportation and disposal of pesticides; and

WHEREAS, the Michigan Department of Agriculture has proposed to enter into a new agreement with the Health Department; and

WHEREAS, the Michigan Department of Agriculture shall pay the Health Department up to \$18,000 for costs associated with the collection, transportation and disposal of pesticides; and

WHEREAS, the term of the Agreement shall be October 1, 2009 through September 30, 2010; and

WHEREAS, the Health Department's 2010 Budget anticipates a continuation of these services and funds; and

WHEREAS; the Health Officer has recommended that the Board of Commissioners authorize a MGSP Clean Sweep Program Agreement with the Michigan Department of Agriculture.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Agreement with the Michigan Department of Agriculture for the Michigan Groundwater Stewardship Program Clean Sweep Program.

BE IT FURTHER RESOLVED, that the Michigan Department of Agriculture shall reimburse the Health Department up to \$18,000 for costs associated with the collection, transportation and disposal of pesticides.

BE IT FURTHER RESOLVED, that the term of the agreement shall be October 1, 2009 through September 30, 2010.

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

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution to Authorize a Grant from the Michigan Department of Community Health to Fund Prevention Activities among HIV Positive Persons

Submitted by: Health Department

Committees: LE____, JD____, HS_ X_, CS____, Finance_ X_

Summary of Proposed Action:

This resolution authorizes the acceptance of a grant from the Michigan Department of Community Health to fund prevention activities among HIV positive persons in Ingham County. The Prevention Case Managers will apply an evidence-based intervention that will provide individualized counseling services to persons living with HIV. Ingham County is focused on bridging the gap by offering the skills necessary in order to prevent the transmission of HIV and other sexually-transmitted infections.

To implement the activities of this grant, the Health Department will be hiring two (2) grant funded Prevention Case Managers (ICEA 6) which will need to approved under a separate resolution.

Financial Implications:

The MDCH, Division of Health, Wellness, and Disease Control will provide Ingham County with \$282,568. The grant period for this project is February 1, 2010 through September 30, 2012, with the opportunity for renewal towards the end of the grant period.

Other Implications:

None.

Staff Recommendation: MJM___ JN___ TL___ TM___ JC_ X___

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, M.D, M.S., Health Officer

Date: January 14, 2010

Subject: Michigan Department of Community Health Grant to Fund Prevention Activities among HIV Positive Persons

In October 2009 Michigan reported 14,187 HIV/AIDS cases. This fatal disease, caused by the Human Immunodeficiency Virus (HIV), is preventable. Ingham County has the third highest prevalence rate for HIV infection in Michigan (144 infected persons per 100,000 residents). Most disconcerting, however is the fact that one-fifth of persons living with HIV are unaware of their status. Without the awareness of their status and the realization of the relationship between certain behaviors and the risk of transmission, these persons pose a risk both to themselves and the community.

The Michigan Department of Community Health (MDCH) and the Ingham County Health Department (ICHD) are committed to preventing the transmission of HIV. Ingham County is currently funded to provide counseling, testing, partner and medical services to support the states efforts in controlling the spread of HIV.

In response to an opportunity to expand prevention services in Ingham County, we are pleased to announce that the health department was awarded \$282,568.00 for prevention case management services. The Prevention Case Managers will apply an evidence-based intervention that will provide individualized counseling services to persons living with HIV. Ingham County is focused on bridging the gap by offering the skills necessary in order to prevent the transmission of HIV and other sexually-transmitted infections.

The grant period for this project is February 1, 2010 through September 30, 2012, with the opportunity for renewal towards the end of the grant period.

The attached resolution will authorize acceptance of \$282,568.00 grant from the MDCH, Division of Health, Wellness, and Disease Control.

I recommend adoption of this resolution.

Attachment

c: John Jacobs w/attachment
Bob Townsend w/attachment
Renee Canady w/attachment
Ruby Rodgers w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A GRANT FROM THE MICHIGAN DEPARTMENT OF
COMMUNITY HEALTH TO FUND PREVENTION ACTIVITIES
AMONG HIV POSITIVE PERSONS**

WHEREAS, Ingham County has the third highest prevalence rate for HIV infection in the State, and the highest rate of known HIV-positive individuals who need assistance in seeking medical services; and

WHEREAS, according to the data from the HIV/AIDS Reporting System (eHARS), Ingham County has approximately 100 HIV-positive persons who are unaware of their HIV status; and

WHEREAS, both the Michigan Department of Community Health (MDCH) and the Ingham County Health Department (ICHD) are committed to conducting HIV prevention activities in order to assist HIV-positive persons sustaining behaviors that will reduce the risk for transmitting HIV; and

WHEREAS, under appropriate medical care an HIV positive person's condition may not progress to the Acquired Immunodeficiency Syndrome (AIDS); and

WHEREAS, the MDCH Division of Health, Wellness, and Disease Control has announced a grant award of \$282,568 to support a grant funded position supporting the HIV prevention initiative; and

WHEREAS, the Health Officer has recommended that the Ingham County Board of Commissioners accept this HIV Prevention Services Project Program Grant from MDCH.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the HIV Prevention Services Project Program Grant from the Michigan Department of Community Health, which will establish grant-funded position(s) which will be approved under a separate future resolution.

BE IT FURTHER RESOLVED, the period of the grant shall commence on February 1, 2010 through September 30, 2012.

BE IT FURTHER RESOLVED, the MDCH, Division of Health, Wellness, and Disease Control shall provide Ingham County with \$282,568, during the grant period to implement the actions, activities, and services included in the Health Department's proposal.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the 2010 Health Department Budget to implement this resolution.

BE IT FURTHER RESOLVED, the Board Chairperson is authorized to sign any necessary contract documents after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution to Authorize a Federally Qualified Health Center Alternative Payment Agreement with the State of Michigan

Submitted by: Health Department

Committees: LE____, JD____, HS_ X_, CS____, Finance_ X_

Summary of Proposed Action:
This resolution authorizes a Federally Qualified Health Center Agreement with the State of Michigan for the period of January 1, 2010 through December 31, 2013. This agreement will replace a similar agreement that has been in place for the period January 1, 2006 through December 31, 2009.

Financial Implications:
No immediate direct financial impact; however, this resolution authorizes an agreement that includes an alternative payment mechanism, reflective of the State’s marketplace conditions, for the services provided to Medicaid enrolled persons served through the Ingham County Health Department’s network of community health centers. This arrangement allows for adequate reimbursement for care provided to Medicare and Medicaid beneficiaries, thus allowing federal and other grant funds to be used to provide care to the uninsured.

Other Implications:
Since September 2003, the Health Department’s Community Health Centers have been designated by the Centers for Medicare and Medicaid Services as Federally Qualified Health Centers (FQHCs).

Staff Recommendation: MJM__ JN __ TL __ TM__ JC X
Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean G. Sienko, M.D., M.S., Health Officer

Date: January 14, 2010

Subject: Resolution to Execute a Federally Qualified Health Center Agreement with the State of Michigan

This is a recommendation to execute a Federally Qualified Health Center Agreement with the State of Michigan for the period of January 1, 2010 through December 31, 2013. This agreement will replace a similar agreement that has been in place for the period January 1, 2006 through December 31, 2009.

Since September 2003, the Health Department's Community Health Centers have been designated by the Centers for Medicare and Medicaid Services as Federally Qualified Health Centers (FQHCs).

In 2000 Congress passed the Benefits Improvement and Protection Act (BIPA) which enacted preferential payment policy for FQHCs to ensure adequate reimbursement for care provided to Medicare and Medicaid beneficiaries, thus allowing federal and other grant funds to be used to provide care to the uninsured. This preferential payment is known as the Prospective Payment System (PPS). Unlike the previous cost-based reimbursement system, the PPS established payment rates in advance of service delivery and created incentives for providers to operate more efficiently with reimbursement not contingent on an individual provider's actual cost of delivering care. Providers that, on average, deliver care for less than the payment amount can retain the portion of the payment amount exceeding their costs; conversely, providers lose money if their service costs are higher than the payment.

Given concerns regarding the latter, the BIPA did permit a State and its FQHCs to negotiate and establish an alternative payment mechanism reflective of the State's marketplace conditions. Since implementing the BIPA, the State of Michigan and Michigan's Federally Qualified Health Centers have established an alternative payment mechanism with this approved as part of the State's Plan under Title XIX of the Social Security Act.

The State of Michigan, through the Medical Services Administration (Michigan Department of Community Health) has negotiated a Federally Qualified Health Center Agreement with Michigan's Federally Qualified Health Centers for the period January 1, 2010 through December 31, 2013. The State has offered to execute such an agreement with Ingham County for the services provided to Medicaid enrolled persons served through the Ingham County Health Department's network of community health centers.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the proposed FQHC Agreement with the State of Michigan.

Attachment

c: John Jacobs w/attachment
Lynn Kiter w/attachment
Barb Mastin w/attachment
Robin Turner w/attachment
Bruce Bragg w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A FEDERALLY QUALIFIED HEALTH CENTER ALTERNATIVE PAYMENT AGREEMENT WITH THE STATE OF MICHIGAN

WHEREAS, Ingham County operates a network of community health centers that provide outpatient ambulatory primary care health care services to approximately 25,000 low-income and at-risk persons, with about 50,000 medical and dental encounters provided annually to Medicaid beneficiaries; and

WHEREAS, several of the Community Health Centers operated by Ingham County Health Department have been designated by the Centers for Medicare and Medicaid Services as Federally Qualified Health Centers; and

WHEREAS, Congress enacted preferential payment policy for Federally Qualified Health Centers that helps ensure adequate reimbursement for care provided to Medicare and Medicaid beneficiaries, thus allowing federal and other grant funds to be used to provide care to the uninsured; and

WHEREAS, the State of Michigan and Michigan's Federally Qualified Health Centers have established an alternative payment methodology as permitted by the Benefits Improvement and Protection Act (BIPA) of 2000 and that stipulates service reimbursement through a Memorandum of Agreement; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize execution of a Federally Qualified Health Center Alternative Payment Agreement with the State of Michigan for the period of January 1, 2010 through December 31, 2013.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes execution of a Federally Qualified Health Center Agreement with the Michigan Department of Community Health's Medical Services Administration for the period of January 1, 2010 through December 31, 2013.

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

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution to Authorize Provider Agreements with Commercial Health Insurers

Submitted by: Health Department

Committees: LE ____, JD ____, HS X , CS ____, Finance X

Summary of Proposed Action:

This resolution provides the Health Department with the authority to enter into provider agreements with commercial health insurers.

These agreements will always be reviewed and approved by the County Attorney prior to being presented to the Board of Commissioners' Chairperson for signature.

Financial Implications:

No determinate financial implications at this time. The Health Department is seeking to maximize payments for services, when such exist, as a means of providing financial support for the community health services network. From time-to-time, opportunities are identified which provide additional payments. This resolution gives the Health Department open ended authority to enter into these agreements, which are usually paid according to an established fee schedule.

Other Implications:

None.

Staff Recommendation: MJM __ JN __ TL __ TM __ JC X

Staff recommends approval of the resolution, contingent upon the understanding that this resolution delegates broad, open-ended authority to the Health Department to enter into such agreements.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean G. Sienko, M.D., M.S., Health Officer

Date: January 14, 2010

Subject: Recommendation to Authorize Provider Agreements with Commercial Health Insurers

The Health Department provides a wide range of health care services through its network of community health centers. The Department's focus is on low-income, uninsured persons and those covered by Medicaid. However, the Department does serve persons with health insurance who have problems getting access to services through private providers or who simply prefer to utilize the Health Department.

The Department seeks to maximize payments for services, when such exist, as a means of providing financial support for the community health services network. From time-to-time, opportunities are identified which provide additional payments. Currently there are several such opportunities which the Department is recommending be authorized:

An agreement with Blue Cross Blue Shield of Michigan which will add the Health Department to its PPOM Medicare Advantage network - The Health Department will be added as a Federally Qualified Health Center at special rates. Currently, we turn people away who have this coverage because we are unable to bill. If the Department moves forward to incorporate a geriatric health center, this will be a very important payer.

An agreement with Physicians Health Network to include the Health Department as a network provider for behavioral health services - The Department began providing behavioral health, through a subcontract with CEI CMH, in November 2009. This agreement is essential to being paid for services provided to PHP members.

An agreement with McLaren Health Plan to add the Health Department's providers to its primary care and specialty care physicians network - This arrangement is particularly important to the Department because of the Infectious Disease Clinic and the Immunization Clinic. We are currently not able to bill for services provided to McLaren Health Plan enrollees.

I am recommending that the Board of Commissioners authorize the Health Department to enter into provider agreements with commercial health insurers, the first of which will be the three agreements referenced above. These agreements will always be reviewed and approved by the County Attorney prior to being presented to the Board of Commissioner Chairperson for signature.

Attachment

c: John Jacobs w/attachment
Barb Mastin w/attachment
Lynn Kitter w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PROVIDER AGREEMENTS WITH
COMMERCIAL HEALTH INSURERS**

WHEREAS, the Ingham County Health Department operates a network of community health centers which provide a wide range of health care services to Ingham County residents; and

WHEREAS, the community health centers are heavily supported by payments from third parties (health insurers, including Medicaid, Medicare and commercial insurers); and

WHEREAS, commercial insurers require participation agreements; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the execution of provider agreements with commercial health insurers.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Health Department to enter into provider agreements with commercial health insurers, with the purpose of the County receiving payment for health care services provided by the Ingham County Health Department.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners Chairperson is authorized to sign provider agreements with commercial health insurers after review by the Ingham County Attorney.

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution to Amend the Collaborative Agreement with the Capital Area United Way

Submitted by: Health Department

Committees: LE____, JD____, HS_ X_, CS____, Finance_ X_

Summary of Proposed Action:

This resolution authorizes a contract with the Capital Area United Way (CAUW) for the time period of October 1, 2009 through September 30, 2010, to coordinate the Behavioral Risk Factor & Social Capital Survey (BRF&SC).

Information and data from the BRF&SC Survey are used to gauge the numbers of uninsured, access to health care, and access to dental care which are critical issues in the present economic climate. This contract will continue the current work which is in progress. Other funding partners on this initiative, Barry-Eaton County Health Department and Mid-Michigan Health Department, have committed to or have submitted their share of the funding for this project to the pool of funds administered by CAUW. Nevertheless, data collection will not resume until Ingham County Health Department has done the same.

Financial Implications:

The amount of the contract is \$38,051, which is solely for data collection and processing and sufficient funds have been included in the Health Department's FY 2010 budget.

Other Implications:

None.

Staff Recommendation: MJM___ JN ___ TL ___ TM___ JC X___

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, M.D., M.S., Health Officer

Date: January 14, 2010

Subject: Resolution to Amend the Collaborative Agreement with the Capital Area
United Way

Ingham County has had a collaborative agreement with the Capital Area United Way (CAUW) since 2005 under which the CAUW administered a pool of funds for consulting and contracting in support of the Community Indicators Project. Barry-Eaton District Health Department, Mid-Michigan District Health Department, and Ingham County Health Department all contribute to this pool of funds, each for the collection of data for their respective jurisdictions. An important part of this work has been to administer a survey of the adult population in Ingham County and the Capital area (Ingham, Eaton, and Clinton Counties) on health related behaviors, conditions, preventive health care practices and other matters of health and wellness. These data have been collected since 1993 and have been critical for implementing new evidence-based programs as well as informing programmatic decisions in this community. The existence of this reliable evidence base has increased the likelihood of program success and assures that current community health needs are addressed efficiently.

The current agreement expired on September 30, 2009. I am requesting a contract to continue the current work which is in progress. Other funding partners on this initiative, Barry-Eaton County Health Department and Mid-Michigan Health Department, have committed to or have submitted their share of the funding for this project to the pool of funds administered by CAUW. Nevertheless data collection will not resume until Ingham County Health Department has done the same.

We believe that continuation of data collection is critical in documenting and understanding trends in access to health care and the impact of economic changes on our community's health status.

Given current budgetary constraints, we have reduced our support for this project to data collection and processing only. Data analysis and report writing for the county will be done by Ingham County Health Department staff. The funds to continue the BRF&SC Survey is already included in the Health Department's FY2010 budget.

The attached resolution will authorize a new agreement and enable data collection through September 30, 2010. The amount of the new contract will be \$38,051.

I recommend adoption of this resolution.

Attachment

c: John Jacobs w/attachment
Tim Perrone w/attachment
Renee Canady w/attachment
Peggy Roberts w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE COLLABORATIVE AGREEMENT WITH
THE CAPITAL AREA UNITED WAY**

WHEREAS, the Behavioral Risk Factor & Social Capital Survey (BRF&SC Survey) measures a number of health indicators and quality of life indices including: chronic diseases, cigarette and alcohol use, obesity and physical activity, neighborhood safety, and safe walking routes; and

WHEREAS, information and data from the BRF&SC Survey are used to gauge the numbers of uninsured, access to health care, and access to dental care which are critical issues in the present economic climate; and

WHEREAS, Ingham County and the Capital Area United Way executed a collaborative agreement in 2005, wherein the United Way arranges for consulting and contractual services in support of the Community Indicators Project; and

WHEREAS, information and data from the BRF&SC Survey is a critical component to the Community Indicators Project; and

WHEREAS, the collaborative agreement was originally authorized in Resolution #05-148 and amended in Resolutions #06-205, 07-154, 08-239, and 09-197 and collaborative activities have continued since the agreement's inception; and

WHEREAS, under this agreement the Capital Area United Way has coordinated funding from Barry-Eaton District Health Department, Mid-Michigan District Health Department, and Ingham County Health Department to administer the BRF&SC Survey; and

WHEREAS, the current agreement concluded on September 30, 2009; and

WHEREAS, the Capital Area United Way and the Health Departments have implemented strategies to decrease costs associated with this project; and

WHEREAS, the BRF&SC Survey is included in the Ingham County Health Department's FY2010 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with the Capital Area United Way to coordinate the Behavioral Risk Factor & Social Capital Survey (BRF&SC Survey).

BE IT FURTHER RESOLVED, that the amended grant period is October 1, 2009 through September 30, 2010.

BE IT FURTHER RESOLVED, that the amount of the contract is \$38,051, which is solely for data collection and processing.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the agreement after review as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution to Authorize an Agreement with the Shiawassee Regional Education Services District

Submitted by: Health Department

Committees: LE ____, JD ____, HS X, CS X, Finance X

Summary of Proposed Action:

This resolution authorizes an agreement with the Shiawassee Regional Education Service District (SRES D) to help establish Early Head Start (EHS) services in Shiawassee County by providing an Early Childhood Consultant from the Office for Young Children (OYC) to serve as a Family Advocate. The Family Advocate will provide support to families accessing and transitioning into childcare and searching for a job or returning to school, provide home visits and work with families to develop family goals. It is expected that the OYC staff person will work 20 hours/week as a Family Advocate in Shiawassee County.

Financial Implications:

SRES D will reimburse Ingham County up to \$26,000, to support the half-time involvement of an OYC Early Childhood Consultant. The term of the agreement shall be January 1, 2010 through September 30, 2010. This grant award will offset the loss of contract revenue from the Shiawassee Community Mental Health Authority. These funds are part of the Health Department's Fiscal Year 2010 Budget. No Ingham County General Funds support this activity.

Other Implications:

None.

Staff Recommendation: MJM __ JN __ TL __ TM __ JC X

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Dean Sienko, M.D., M.S., Health Officer

RE: Resolution to Authorize an Agreement with the Shiawassee Regional Education Services District

This is a recommendation to enter into an agreement with the Shiawassee Regional Education Service District (SRES D) to help establish Early Head Start (EHS) services in Shiawassee County by providing an Early Childhood Consultant from the Office for Young Children (OYC) to serve as a Family Advocate. The Family Advocate will provide support to families accessing and transitioning into childcare and searching for a job or returning to school, provide home visits and work with families to develop family goals. It is expected that the OYC staff person will work 20hours/week as a Family Advocate in Shiawassee County.

Through the proposed agreement, SRES D shall reimburse Ingham County up to \$26,000 to support the half-time involvement of an OYC Early Childhood Consultant. The term of the agreement shall be January 1, 2010 through September 30, 2010. This grant award will offset the loss of contract revenue from the Shiawassee Community Mental Health Authority. These funds are part of the Health Department's Fiscal Year 2010 budget. No Ingham County general funds support this activity.

I recommend the Board of Commissioners adopt the attached resolution and authorize an agreement with the Shiawassee Regional Educational Services District for the period of January 1, 2010 through September 30, 2010.

- c. John Jacobs w/attachment
- Laura Peterson w/attachment
- Lori Noyer w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE SHIAWASSEE
REGIONAL EDUCATION SERVICES DISTRICT**

WHEREAS, Capital Area Community Services will contract with the Shiawassee Regional Education Service District (SRESA) to establish Early Head Start service in Shiawassee County; and

WHEREAS, SRESA has proposed to enter into an agreement with Ingham County for staff support from the Office for Young Children (OYC); and

WHEREAS, the staff person in OYC will serve as a Family Advocate and provide support services to families participating in the Early Head Start Program in Shiawassee County; and

WHEREAS, the Office for Young Children is capable of providing the staff support; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an agreement with the SRESA.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Shiawassee Regional Education Services District (SRESA) through which the Office for Young Children will provide a staff person to act as a Family Advocate.

BE IT FURTHER RESOLVED, that the period of the agreement shall be January 1, 2010 through September 30, 2010.

BE IT FURTHER RESOLVED, that the SRESA will reimburse Ingham County up to \$26,000 for the contribution of a half-time Early Childhood Consultant position from the Office for Young Children.

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

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution to Authorize an Agreement with Eaton Intermediate School District to Prevent and Reduce Tobacco Use in Ingham County

Submitted by: Health Department

Committees: LE ____, JD ____, HS X, CS ____, Finance X

Summary of Proposed Action:

This resolution authorizes an agreement with Eaton Intermediate School District to engage in tobacco prevention and reduction activities in Ingham County.

The activities to be performed by the Health Department in Fiscal Year 2010 include:

- Conducting vendor education visits with all vendors selling tobacco products in Ingham County.
- Training health care providers in all Health Department clinics to identify and refer patients with alcohol, tobacco, and drug abuse problems.
- Coordinating a media training workshop with youth from local schools to produce public service announcements about the dangers of tobacco and alcohol.
- Proposing a plan in compliance with Michigan Liquor Control Commission rules for adoption by Common Ground Music Festival.
- Developing a training packet and model policies for servers of alcohol at non-profit organizations' fairs and festivals.
- Completing the development of a tri-county Tobacco Strategic Plan for Ingham, Eaton, and Clinton Counties.

Financial Implications:

Eaton Intermediate School District will provide Ingham County with \$38,555, for the contract time period of October 1, 2009 through September 30, 2010.

Other Implications:

Eaton Intermediate School District (EISD) provides administrative and staff support to Ingham Substance Abuse Prevention Coalition (ISAPC). EISD contracts with community partners, including the Health Department, for activities contained in ISAPC's Implementation Plan. The money for this work comes from Mid-South Substance Abuse Commission.

Staff Recommendation: MJM __ JN __ TL __ TM __ JC X

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, M.D., M.S., Health Officer

Date: January 7, 2010

Subject: Contract with Eaton Intermediate School District

The Health Department is strongly committed to preventing and reducing tobacco use and alcohol abuse in our community. The Department is an active member of the Ingham Substance Abuse Prevention Coalition (ISAPC) which is dedicated to bringing effective prevention services to our community through comprehensive collaboration. Eaton Intermediate School District (EISD) provides administrative and staff support to ISAPC.

EISD contracts with community partners, including the Health Department, for activities contained in ISAPC's Implementation Plan. The money for this work comes from Mid-South Substance Abuse Commission.

The activities to be performed by the Health Department in FY10 include:

- Conducting vendor education visits with all vendors selling tobacco products in Ingham County.
- Training health care providers in all Health Department clinics to identify and refer patients with alcohol, tobacco, and drug abuse problems.
- Coordinating a media training workshop with youth from local schools to produce public service announcements about the dangers of tobacco and alcohol.
- Proposing a plan in compliance with Michigan Liquor Control Commission rules for adoption by Common Ground Music Festival.
- Developing a training packet and model policies for servers of alcohol at non-profit organizations' fairs and festivals.
- Completing the development of a tri-county Tobacco Strategic Plan for Ingham, Eaton, and Clinton Counties.

These activities are highly consistent with alcohol and tobacco control and prevention work the Health Department is engaged in. The attached resolution will authorize acceptance of the \$38,555 contract with Eaton Intermediate School District. I recommend adoption of this resolution.

Attachment

c: John Jacobs w/attachment
Bob Townsend w/attachment
Renee Canady w/attachment
Melany Mack w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EATON INTERMEDIATE SCHOOL DISTRICT TO PREVENT AND REDUCE TOBACCO USE IN INGHAM COUNTY

WHEREAS, Eaton Intermediate School District provides administrative support for the Ingham Substance Abuse Prevention Coalition to collaborate and advocate for stronger prevention measures of tobacco access and availability; and

WHEREAS, Ingham Substance Abuse Prevention Coalition's Implementation Plan for 2010 includes several outcomes targeted to prevent and reduce tobacco use in Ingham County; and

WHEREAS, the Ingham County Health Department is committed to preventing and reducing the use of tobacco; and

WHEREAS, the Ingham County Health Department has been requested to engage in the activities related to alcohol and tobacco prevention and reduction in the Ingham Substance Abuse Prevention Coalition's Implementation Plan; and

WHEREAS, Eaton Intermediate School District has agreed to pay \$38,555 for performance of such activities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Eaton Intermediate School District for \$38,555, to engage in the tobacco prevention and reduction activities.

BE IT FURTHER RESOLVED, the contract period shall be from October 1, 2009 through September 30, 2010.

BE IT FURTHER RESOLVED, that the Controller/Administrator, on the recommendation of the Health Officer, is authorized to utilize contract funds to reimburse County employees for travel and other expenses related to the tobacco prevention and reduction activities as specified in the Ingham Substance Abuse Prevention Coalition's Implementation Plan, Investment Plan, utilizing the standard procedures and reimbursement rates set out in policies adopted by the Board of Commissioners.

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

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS____, Finance__X__

Summary of Proposed Action:

This resolution authorizes an agreement with Capital Area Community Services (CACS) to expand home visiting outreach services to the Early Head Start population through the Health Department's Family Outreach Services Program.

CACS is proposing to expand its agreement with Ingham County with funds from the American Recovery and Reinvestment Act (ARRA) of 2009. These funds will be used to support an existing position at the Health Department. The term of the proposed agreement is January 4, 2010 to September 30, 2010.

Financial Implications:

Capital Area Community Services will provide Ingham County with up to \$44,293 to support home visiting outreach services to the Early Head Start Program. The agreement requires the Department to provide in-kind support valued at \$8,859, in the form of supervisor salary and benefits, indirect costs, and facilities. This requirement is identical to the existing contract. Previous experience has demonstrated our ability to support the in-kind requirements outlined in the agreement.

Other Implications:

None.

Staff Recommendation: MJM__ JN__ TL__ TM__ JC__X__

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Service Committee
Finance Committee

FROM: Dean G. Sienko, M.D., M.S., Health Officer

DATE: January 7, 2010

RE: Recommendation to Authorize an Agreement with Capital Area Community Services

This is a recommendation to authorize an agreement with Capital Area Community Services (CACS) to expand home visiting outreach services to the Early Head Start population through the Health Department's Family Outreach Services Program.

CACS has developed programming for a younger population of low-income, at-risk children through Federal grants and has contracted with the Family Outreach Services Program to deliver home-based services to these children and their families since the program's inception.

CACS is proposing to expand its agreement with Ingham County with funds from the American Recovery and Reinvestment Act (ARRA) of 2009. These funds will be used to support an existing position at the Health Department. The term of the proposed agreement is January 4, 2010 to September 30, 2010.

The agreement requires the Department to provide in-kind support valued at \$8,859 in the form of supervisor salary and benefits, indirect costs, and facilities. This requirement is identical to the existing contract. Previous experience has demonstrated our ability to support the in-kind requirements outlined in the agreement.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with CACS.

Attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CAPITAL AREA COMMUNITY SERVICES TO SERVE EARLY HEAD START CHILDREN THROUGH THE FAMILY OUTREACH SERVICES PROGRAM

WHEREAS, Ingham County Health Department provides services to high risk families; and

WHEREAS, Capital Area Community Services (CACS) manages the Early Head Start Program to provide education and support to high risk families with children from birth through the child's third year of life; and

WHEREAS, since 2002, CACS has contracted with Ingham County to incorporate an Early Head Start home visiting outreach component to the programming provided by Family Outreach Services (FOS); and

WHEREAS, CACS has proposed to expand Early Head Start services with FOS using additional resources available through the American Recovery and Reinvestment Act (ARRA) of 2009, for the period of January 4, 2010 to September 30, 2010; and

WHEREAS, these funds will be used to support an existing position; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the expansion of the agreement with Capital Area Community Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Capital Area Community Services to provide home visiting outreach services to support the Early Head Start Program.

BE IT FURTHER RESOLVED, that the period of the agreement will be January 4, 2010 to September 30, 2010.

BE IT FURTHER RESOLVED, that Capital Area Community Services will provide Ingham County with up to \$44,293, to support home visiting outreach services to the Early Head Start Program.

BE IT FURTHER RESOLVED, that the Health Department is required by the grant agreement to provide, as a non-federal share, an in-kind match in an amount of at least \$8,859, which shall constitute staff wages and benefits, indirect costs, facilities, advisory committee participation and parent participation.

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

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution to Authorize a Pharmacy Services Agreement for Services at the Ingham County Jail

Submitted by: Health Department

Committees: LE X, JD____, HS X, CS____, Finance X

Summary of Proposed Action:

This resolution authorizes a three year agreement (April 1, 2010 through March 31, 2013) with Contract Pharmacy Services, Inc. (CPS) for prescription medication for inmates of the Ingham County Jail.

Financial Implications:

CPS, Inc. will provide prescription medications to the Correctional Health Services unit at the Jail at acquisition cost plus a \$2.75 dispensing fee per prescription.

The County currently expends approximately \$550,000 annually to support this service. An analysis prepared relative to budgeted and projected Correctional Health Services costs for 2010 reflects an approximate annual savings of \$200,000 by contracting with CPS. Correctional Health Services currently pays a \$5 dispensing fee per prescription.

Other Implications:

None.

Staff Recommendation: MJM____ JN X TL____ TM____ JC____

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

MEMORANDUM

To: Human Services Committee
Finance Committee
Law Enforcement Committee

From: Dean G. Sienko, M.D., Health Officer

Date: January 14, 2010

Subject: Contract for Pharmacy Services at the Ingham County Jail

Ingham County currently purchases prescription medications to support the needs of Ingham County Jail inmates. The County has been expending approximately \$550,000 annually to support this service. Currently the County purchases prescription medications through the McLaren Retail Pharmacy at Ingham Regional Medical Center.

In August 2009, the Purchasing Department issued a Request for Proposal for prescription medication services to support medical services at the Jail. Eight proposals were received. The proposals were evaluated by three staff members of the Ingham County Health Department (Jaeson Fournier, Barb Mastin and David Saltman). The evaluation was based on 25 criteria, including price, electronic ordering, emergency support systems, and the ability to interface with an electronic health record. Two companies scored substantially higher than the rest. Health Department staff contacted existing users of the two companies to determine how well the companies delivered on standards and promises.

The evaluation team has recommended that the County contract with Contract Pharmacy Services, Inc., 125 Titus Avenue, Warrington, Pennsylvania. CPS, Inc. will provide prescription medications to the Correctional Health Services unit at the Jail at acquisition cost plus a \$2.75 dispensing fee per prescription.

The Health Officer recommends that the Board of Commissioners adopt the attached to authorize a three year agreement with Contract Pharmacy Services, Inc. for prescription medication for inmates of the Ingham County Jail.

Attachment

c: John Jacobs w/attachment
Barb Mastin w/attachment
David Saltman w/attachment
Greg Harless, ICSD, Chief Deputy w/attachment

COUNTY OF INGHAM

Purchasing Department

121 East Maple Street
Mason, Michigan 48854
Telephone: 517-676-7307
Fax: 517-676-7230
jvalentine@ingham.org

TO: Law Enforcement, Human Services and Finance Committee
FROM: Janeil Valentine
DATE: January 7, 2010
SUBJECT: Proposal Summary – Pharmacy Services – Packet #57-09

Project: The project involved soliciting sealed proposals for pharmacy services for the Ingham County Health Department's Medical Unit at the Ingham County Correctional Facility.

Proposal Summary:

Vendors Contacted:	15	Local:	6
Vendors Responding:	9	Local:	3
Vendors Submitting a "No Response":			1

The following vendors submitted proposals:

Vendor

Clinical Pharmacy Services of Mid-Michigan
Contract Pharmacy Services, Inc.
Correct RX Pharmacy Services, Inc.
Diamond Medical
Maxor Correctional Pharmacy Services
McLaren Pharmacy – Ingham Regional Medical Center
PGPA Pharmacy, Inc.
Westwood Pharmacy

Location

Lansing, MI
Warrington, PA
Linthicum, MD
Indiana, PA
Franklin, TN
Lansing, MI
Okemos, MI
Richmond, VA

Recommendation:

After a complete evaluation using many variables, service and costs it is the recommendation of the Evaluation Committee and the Health Department in concurrence with the Purchasing Department to award a three year contract to Contract Pharmacy Services, Inc.

Advertisement:

Vendors notified by Electronic Mail, advertisement in Lansing State Journal and posted on the Ingham County Purchasing website.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PHARMACY SERVICES AGREEMENT FOR SERVICES AT THE INGHAM COUNTY JAIL

WHEREAS, the Health Department operates the correctional health services at the Ingham County Jail; and

WHEREAS, the Health Department and the Sheriff's Office are committed to providing high quality and efficient health care services to jail inmates; and

WHEREAS, pharmacy products represent a necessary but substantial cost in the delivery of health care services to jail inmates; and

WHEREAS, Ingham County issued an Request for Proposals for pharmacy services to support the correctional health services at the Jail; and

WHEREAS, the responses were evaluated on price and services that was measured by scoring each proposal on 25 variables, the Evaluation Committee and the Health Officer are recommending a pharmacy services contract with Contract Pharmacy Services, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Contract Pharmacy Services, Inc., 125 Titus Avenue, Warrington, PA 18976, for pharmacy services at the Ingham County Jail.

BE IT FURTHER RESOLVED, that the period of the agreement shall commence on April 1, 2010 and terminate on March 31, 2013.

BE IT FURTHER RESOLVED, that Contract Pharmacy Services, Inc. shall provide pharmaceuticals to support the medical services at the Ingham County Jail at the actual acquisition cost plus a dispensing fee of \$2.75 per prescription.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the Ingham County Attorney.

Agenda Item 4

RESOLUTION STAFF REVIEW

DATE December 26, 2010

Agenda Item Title: Resolution Authorizing a Contract with East Lansing for a New Status Control Panel for the 911 Public Safety Wireless Voice Communication System at the East Lansing 911 Center

Submitted by: City of East Lansing/911 Advisory Board

Committees: LE X , JD , HS , CS , Finance X

Summary of Proposed Action:

This resolution will authorize a contract with East Lansing for a new Status Control Panel for the 911 Public Safety Wireless Voice Communication System at the East Lansing 911 Center.

The 911 Advisory Board has reviewed this request and is recommending it to the Board of Commissioners for approval. The Control Panel would be transferable to the new 911 Consolidated Center.

Financial Implications:

The East Lansing Dispatch Center is requesting up to \$5,897 from the 911 Emergency Telephone Dispatch Services Budget for Management and System Improvements for the purchase and installation of a new Model 26 Status Control Panel (12 VDC Operation) which includes: one (1) 12 VCD Power Supply, one (1) Model 26 to Model 26 cable (50') and one (1) Model 26 Standard Software Option for the 911 Public Safety Wireless Voice Communication System at the East Lansing 911 Center.

Model 26 Status Control Panel for East Lansing Fire Department -	\$5,445.00
Installation of Model 26 Status Control Panel for East Lansing Fire Department -	<u>452.00</u>
	\$5,897.00

Other Implications:

East Lansing would purchase these services from the Harris Corporation the 911 vendor, and Ingham County would reimburse the City upon completion of the project.

Staff Recommendation: MJM JN X TL TM JC
Staff recommends approval of the resolution.

Agenda Item 4

Zetron Model 26 for the East Lansing PSAP

This unit is used in the East Lansing PSAP (Dispatch Center) for station alerting for Fire/EMS runs for East Lansing Fire Departments and Meridian Township Fire Departments. They currently have two Zetron Model 26 units in their dispatch which are located at two of the five console positions. They have one at the East Lansing dispatcher's position and one at the Meridian Township dispatcher's position. However, when they have more than two people working and they need to station alert one of the Fire Departments, the console is being used and this delays doing the station alerting.

They operate with one person doing everything, i.e., call taking, dispatching units and doing LEIN checks and answering non-911 calls also. This Third Zetron Model 26 would allow for faster and easier station alerting when needed and the two console positions are occupied. This could be done by the third dispatcher or a supervisor. This third Zetron Model 26 could also be used at the new consolidated Central Dispatch when that is in place.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH EAST LANSING FOR A NEW STATUS CONTROL PANEL FOR THE 911 PUBLIC SAFETY WIRELESS VOICE COMMUNICATION SYSTEM AT THE EAST LANSING 911 CENTER

WHEREAS, the Ingham County Board of Commissioners has established a 911 Emergency Telephone Dispatch Services Fund for Management and System Improvements to the County emergency dispatch system; and

WHEREAS, the East Lansing 911 Center has identified the need to purchase a new Status Control Panel for the 911 Public Safety Wireless Voice Communication System at the East Lansing 911 Center; and

WHEREAS, the 911 Advisory Board is recommending that the Ingham County Board of Commissioners fund this request from the 911 Emergency Telephone Dispatch Services - 911 fund for Management and System Improvements and have verified that it meets the standards as established by the Ingham County Emergency Telephone Services Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of up to \$5,897 from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements, to reimburse East Lansing for their costs associated with the purchase and installation of a new Model 26 Status Control Panel and accessories for the 911 Public Safety Wireless Voice Communication System at the East Lansing 911 Center.

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

RESOLUTION STAFF REVIEW

DATE: January 3, 2010

Agenda Item Title: Resolution to Authorize Three Year Contracts for Westlaw Electronic Law Library Access for Various Ingham County Departments, Offices and Courts

Submitted by: IJIGS – The Integrated Justice Information Systems Group: Sheriff, Prosecutor, 55th District, 30th Circuit and Probate Courts

Committees: LE X, JD X, HS____, CS____, Finance X

Summary of Proposed Action:

This resolution would authorize three year contracts with Westlaw for Ingham County Courts and departments that use automated Law Library access as substantial group discounts.

Financial Implications:

- Circuit Court \$ 915.60 monthly fee * 12 = \$10,987.20 * 3 = \$32,961.60
- Friend of the Court \$ 209.30 monthly fee * 12 = \$ 2,511.60 * 3 = \$ 7,534.80
- District Court \$ 297.85 monthly fee * 12 = \$ 3,574.20 * 3 = \$10,722.60
- Sheriff’s Office \$ 260.10 monthly fee * 12 = \$ 3,121.20 * 3 = \$ 9,363.60
- Prosecuting Attorney’s Office \$1,068.20 monthly fee * 12 = \$12,818.40 * 3 = \$38,455.20

The funds for these contracts are contained in both the operational and in the IJIGS’ Budgets (the Probate Court’s access is included in the Circuit Court’s budget and contract).

The prices may increase as much as 5% in years two and three...however, Westlaw gave a significant "discount" (with special pricing) these plans are up to 65% off the list price, which normally is only 30%. This substantial discount will far outweigh the 5% increases in years two and three.

Other Implications:

The IJIGS Committee voted on December 11, 2009 to approve all Ingham County user departments to end their contract with Lexis and to go to Westlaw for all Electronic Law Library computer access effective January 1, 2010. In turn, all Ingham County user departments will get reduced costs for whatever hard copy law books and bulletins updates that they continue to use.

Staff Recommendation: MJM____ JN X TL ____ TM____ JC ____

Staff recommends approval of this resolution.

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution to Approve Contracts for Attorney Services for Probate Court in General Matters

Submitted by: Ingham County Probate Court

Committees: LE____, JD__X__, HS____, CS____, Finance__X__

Summary of Proposed Action:

This resolution would authorize legal counsel service contracts in guardianship, conservatorship, and other matters for the 2010 fiscal year.

Financial Implications:

The funds are within the existing Probate Court 2010 Budget:

1. Attorney Robert Refior - not to exceed \$8,500; and
2. Attorney Louis Kafantaris - not to exceed \$8,500.

Total \$17,000.

Other Implications:

The Probate Court, by statute, must in certain circumstances provide legal counsel to respondents in guardianship, conservatorship, and other matters.

Staff Recommendation: MJM__ JN__X__ TL__ TM__ JC__

Staff recommends approval of the resolution.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE CONTRACTS FOR ATTORNEY SERVICES
FOR PROBATE COURT IN GENERAL MATTERS**

WHEREAS, the Ingham County Probate Court, in response to recent budget difficulties, seeks to reduce expenses wherever possible while maintaining services; and

WHEREAS, the Probate Court, by statute, must in certain circumstances provide legal counsel to respondents in guardianship, conservatorship, and other matters; and

WHEREAS, the Probate Court has for some time entered into cost-saving contractual relationships with a few local attorneys to provide said required attorney services; and

WHEREAS, the amount of \$17,000 is a fair and appropriate amount for the provision of said services for an entire year; and

WHEREAS, the attorneys Robert Refior and Louis Kafantaris have provided these services in the past, have rendered good services, are willing to continue for the 2010 year, and this Court is willing to have them so continue; and

WHEREAS, it is appropriate for each of said attorneys to be compensated one-half of the total contract (i.e., \$8,500 each).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves Probate Court's legal counsel service contracts in guardianship, conservatorship, and other matters in an amount not to exceed \$17,000 for the 2010 Fiscal Year from the existing Probate Court Budget as follows:

1. Attorney Robert Refior - not to exceed \$8,500; and
2. Attorney Louis Kafantaris - not to exceed \$8,500.

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

RESOLUTION STAFF REVIEW **DATE:** January 8, 2010

Agenda Item Title: Resolution to Approve Contracts for Attorney Services for Probate Court Mental Illness Matters Heard at St. Lawrence Hospital

Submitted by: Ingham County Probate Court

Committees: LE ____, JD X, HS ____, CS ____, Finance X

Summary of Proposed Action:
This resolution would authorize legal counsel service contracts to represent respondents in involuntary mental illness matters at St. Lawrence Hospital for the 2010 fiscal year.

Financial Implications:
The funds are within the existing Probate Court 2010 budget:

- 1. Attorney Michael Staake for 25 weeks - not to exceed \$6,756.75; and
- 2. Attorney William Metros for 12 weeks - not to exceed \$3,243.25.

Total \$10,000.

Other Implications:
The Probate Court, by statute, must provide legal counsel to respondents in involuntary mental illness matters.

Staff Recommendation: MJM __ JN X TL __ TM __ JC __
Staff recommends approval of the resolution.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE CONTRACTS FOR ATTORNEY SERVICES FOR PROBATE COURT
MENTAL ILLNESS MATTERS HEARD AT ST. LAWRENCE HOSPITAL**

WHEREAS, the Ingham County Probate Court, in response to recent budget difficulties, seeks to reduce expenses wherever possible while maintaining services; and

WHEREAS, the Probate Court, by statute, must provide legal counsel to respondents in involuntary mental illness matters; and

WHEREAS, the Probate Court has for some time entered into cost-saving contractual relationships with a few local attorneys to provide mental-illness-related legal counsel services at St. Lawrence Hospital as part of a tri-county coverage of local mental illness cases; and

WHEREAS, the amount of \$10,000 is a fair and appropriate amount for the provision of said services for an entire year, which for Ingham County represents 37 out of 52 weeks of St. Lawrence hearings; and

WHEREAS, the attorneys Michael Staake and William Metros have provided these services in the past, have rendered good services, are willing to continue for the 2010 year, and this Court is willing to have them so continue; and

WHEREAS, attorney Michael Staake is willing to provide said services for 25 of the 37 relevant weeks, for a prorated compensation of \$6,756.75, and attorney William Metros is willing to provide said services for the remaining 12 weeks, for a prorated compensation of \$3,243.25.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves Probate Court's legal counsel service contracts to represent respondents in involuntary mental illness matters at St. Lawrence Hospital for an amount not to exceed \$10,000 for the 2010 Fiscal Year from the existing Probate Court Budget as follows:

1. Attorney Michael Staake for 25 weeks - not to exceed \$6,756.75; and
2. Attorney William Metros for 12 weeks - not to exceed \$3,243.25.

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

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution Accepting 2009 Home Grant Funding from the Michigan State Housing Development Authority in the Amount of \$400,000

Submitted by: Ingham County Housing Commission

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution will accept HOME grant funding from the Michigan State Housing Development Authority on behalf of the Ingham County Housing Commission. The Housing Commission will utilize the funds as designated in the grant agreement.

Financial Implications:

\$400,000 from the Michigan State Housing Development Authority

Other Implications:

None.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ACCEPTING 2009 HOME GRANT FUNDING FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY IN THE AMOUNT OF \$400,000

WHEREAS, the Ingham County Housing Commission has applied for HOME funding on behalf of Ingham County from the Michigan State Housing Development Authority, and

WHEREAS, the Michigan State Housing Development Authority has granted Ingham County \$400,000 for rental rehabilitation in the City of Mason; and

WHEREAS, the Ingham County Housing Commission through its Resolution No. HOME 2010-01 has recommended that the grant be accepted.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the HOME Grant of \$400,000 from the Michigan State Housing Development Authority, on behalf of the Ingham County Housing Commission, to utilize the funds as designated in the grant agreement.

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

Agenda Item 8

RESOLUTION STAFF REVIEW

DATE January 4, 2010

Agenda Item Title: Resolution Authorizing a Contract with Perfitt Excavating of Dansville, Michigan for Parking Lot Conditioning at Lake Lansing Park-South

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE____, JD____, HS____, CS_ X_, Finance X__

Summary of Proposed Action:

This resolution will authorize entering into a contract with Perfitt Excavating of Dansville. The conditioning of Lake Lansing Park-South's existing aggregate parking lot and correction of drainage issues identified by the Drain Commissioner is step one in a two step process towards preparing the site for eventual asphalt paving.

This renovation will enhance the visitor experience and support the recommended Lake Lansing Watershed drainage efforts of the Ingham County Drain Commissioner.

Financial Implications:

Funds were previously set aside for the pavement of the parking lot in the 2007 approved budget and will be carried over into the 2010 Capital Improvement Budget (Line Item #450-75200-973190)

Other Implications:

The Purchasing Department reviewed the bids and determined the low bidder, Perfitt Excavating of Dansville, met all specifications and requirements.

Staff Recommendation: MJM_ X_ JN_ __ TL_ __ TM_ __ JC_ __

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: January 4, 2010
SUBJECT: Bid Summary – Lake Lansing South Parking Lot

Project Description:

This project involves conditioning the existing aggregate parking lot and adding appurtenances to enhance drainage at Lake Lansing South.

Bid Summary:

Bidders Contacted: 22 Local: 6 Bidders Responding: 8 Local: 3

<u>Firm</u>	<u>Total Cost</u>	<u>Local</u>
Perfitt Excavating, Inc.	\$23,018	Y – Dansville
Cook Brothers Excavating, Inc.	\$32,823	N – Portland
TJ Smith & Gravel, Inc.	\$35,450	N – Owosso
Cadwell Brothers Construction Co.	\$36,359	N – Lansing (Clinton)
TL Contracting, Inc.	\$37,477	N – Dewitt
Rieth-Riley Construction Co.	\$39,667	Y – Mason
Mike & Son Asphalt, Inc.	\$40,000	N – Bath
E.T. MacKenzie Co.	\$40,709	Y – Lansing

Reasons cited by other firms for not submitting a bid included not specializing in this type of work.

Advertisement:

The bid was advertised in the Lansing State Journal, El Central, various construction news services, and posted on the Purchasing Department’s web page.

Recommendation:

Award a contract to Perfitt Excavating, Inc. in an amount not to exceed \$23,018.

Prevailing Wage:

Contractor is required to comply with the County’s Prevailing Wage Policy.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH PERFITT EXCAVATING OF DANSVILLE, MICHIGAN FOR PARKING LOT CONDITIONING AT LAKE LANSING PARK-SOUTH

WHEREAS, over the course of many years park staff has identified a need to condition the existing parking lot at Lake Lansing Park-South in order to better manage drainage issues; and

WHEREAS, funds were previously set aside for the pavement of the parking lot in the 2007 approved budget; and

WHEREAS, the renovation will enhance the visitor experience and support the recommended Lake Lansing Watershed drainage efforts of the Ingham County Drain Commissioner; and

WHEREAS, the conditioning and correction of drainage issues of the parking lot is step one in a two step process towards preparing the site for eventual asphalt paving; and

WHEREAS, the Ingham County Purchasing Department initiated the Request for Quotes (RFQ) process by inviting sealed bids from experienced and qualified firms for the purpose of conditioning the existing aggregate parking lot, and adding appurtenances to enhance drainage to the Lake Lansing Park-South parking lot; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing Department and it was determined that the low bidder met all specifications and requirements; and

WHEREAS, the Purchasing Department recommends the proposal submitted by Perfitt Excavating, Inc. of Dansville, Michigan be accepted; and

WHEREAS, the Parks & Recreation Commission supported this project by passing Resolution #40-09 at their December 21, 2009 meeting; and

WHEREAS, funding for this project has been carried over since 2007 and will be carried to the 2010 Capital Improvement Budget line item 450-75200-973190.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract for the conditioning of the Lake Lansing Park-South parking lot project in an amount not to exceed \$23,018.00.

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

RESOLUTION STAFF REVIEW

DATE January 7, 2010

Agenda Item Title: Resolution Authorizing Entering into a Contract with Matrix Consulting Engineers, Inc. to Provide Engineering and Construction Administration Services for the Human Services Building and the Ingham County Jail

Submitted by: Facilities Department

Committees: LE ____, JD ____, HS ____, CS X, Finance X

Summary of Proposed Action:

This resolution authorizes awarding a contract to Matrix Consulting Engineers, Inc., 1601 E. Grand River Avenue, Lansing, Michigan 48906, to provide consulting services for the Human Services and Jail Boiler Replacement Projects.

Financial Implications:

Cost not to exceed - \$19,900.00. Funding for these projects have been approved in the 2010 CIP Line Item 631-23304-976000-0FC01- HSB Boiler Replacement and 2010 CIP Line Item 245-31199-976000-0FC02.

Other Implications:

Matrix Consulting Engineers, Inc. is a local vendor and submitting the lowest, responsive bid.

Staff Recommendation: MJM X JN __ TL __ TM __ JC __

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 7, 2010

SUBJECT: Resolution Authorizing Entering into a Contract with Matrix Consulting Engineers, Inc. to Provide Engineering and Construction Administration Services for the Human Services Building and the Ingham County Jail

The resolution before you authorizes awarding a contract to Matrix Consulting Engineers, Inc. to provide consultant services for the Human Services Building and the Jail Boiler Replacement Projects.

Matrix Consulting Engineers, Inc., who submitted the lowest responsive and responsible bid, are being chosen after going through a competitive bidding process and the recommendation of the Purchasing and Facilities Departments. We are confident that they will provide us with the quality service we need to complete this project successfully.

Funding for these projects have been approved in the 2010 CIP Line Item 631-23304-976000-0FC01- HSB Boiler Replacement and 2010 CIP Line Item 245-31199-976000-0FC02.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: January 6, 2010
SUBJECT: Proposal Summary – Professional Services

Project Description:

This contract is for providing professional engineering and construction administration services for the design of a boiler and feed tank at the Jail, and a boiler and air handler at the Human Services Facility. Both buildings will subsequently be bid as a single project.

Proposal Summary:

Proposers Contacted: 3 Local: 3
Proposers Responding: 3 Local: 3

<u>Firm</u>	<u>Total Cost</u>	<u>Local</u>
Matrix Consulting Engineers, Inc.	\$19,900	Y – Lansing
Clark, Trombley & Randers	\$21,300	Y – Lansing
Fishbeck, Thompson, Carr & Huber	\$40,400	Y – Lansing

Recommendation:

Award a contract to Matrix Consulting Engineers, Inc. in an amount not to exceed \$19,900.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MATRIX CONSULTING ENGINEERS, INC. TO PROVIDE ENGINEERING AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE HUMAN SERVICES BUILDING AND THE INGHAM COUNTY JAIL

WHEREAS, the condition of the existing boilers and feed tank at the Jail have deteriorated over time and are in need of replacement; and

WHEREAS, the condition of the existing boiler and air handler at the Human Services Building have deteriorated over time and are in need of replacement; and

WHEREAS, the funds for this project have been budgeted and approved in the 2010 CIP Line Item 631-23304-976000-0FC01- HSB Boiler Replacement and 2010 CIP Line Item 245-31199-976000-0FC02; and

WHEREAS, and after careful review of bids, the Purchasing and Facilities Departments both concur that a contract be awarded to Matrix Consulting Engineers, Inc., who submitted the lowest responsive and responsible bid in the amount of not to exceed \$19,900.00. This amount includes \$7,100.00 for Human Services Building and \$12,800.00 for the Jail.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Matrix Consulting Engineers, Inc., 1601 E. Grand River Avenue, Lansing, Michigan 48906, to provide consulting services for the Human Services and Jail Boiler Replacement Projects for a not to exceed cost of \$19,900.00.

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

RESOLUTION STAFF REVIEW

DATE January 7, 2010

Agenda Item Title: Resolution Authorizing Entering into a Lease with Y Site, LLC for Use of 98 Parking Spaces for Employee Parking

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution authorizes entering into a lease with Y Site, LLC, 301 W. Lenawee, Lansing Michigan 48933, to lease 98 parking spaces at the vacant lot behind the Old YMCA in Lansing. The County would enter into a three-year lease with a two-year extension for parking spaces.

Financial Implications:

- Length of Lease - 98 spaces, for 3 years with a 2 year extension including a cancellation clause that is mutually agreed upon by both parties.
- Maintenance - Ingham County will be responsible for snow removal, salting and minor repairs to the parking lot.

98 parking spaces would cost \$6,000.00 per month. Funds for parking have already been accounted for and approved for in each department’s individual line items

Other Implications:

Moving 98 of the approximate 126 parking spaces from the Lansing South Parking Ramp to the vacant lot behind the old YMCA would save the County approximately \$3,500 per month.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

Staff recommends approval of the resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: January 6, 2010
SUBJECT: Employee Parking Near VMC

The resolution before you authorizes Ingham County to enter into a 3-year lease with a 2-year extension for parking spaces with Y Site, LLC to lease 98 parking spaces to Ingham County for an amount of \$6,000 a month for the purpose of saving the County approximately \$3,500 a month in parking fees.

We are confident that by relocating the 98 parking spaces from the City of Lansing's South Parking Ramp to the vacant lot behind the old YMCA at 301 W. Lenawee, Lansing, MI 48933 the County will have significant savings annually. The Facilities Department will be responsible for snow removal and salting during the winter months.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A LEASE
WITH Y SITE, LLC FOR USE OF 98 PARKING SPACES
FOR EMPLOYEE PARKING**

WHEREAS, Ingham County currently has a lease agreement with the City of Lansing Parking Authority to lease up to 300 parking spaces in their parking structure; and

WHEREAS, the County currently occupies approximately 126 parking spaces under that lease agreement at \$97.00 per month per space; and

WHEREAS, Y Site, LLC is willing to enter into an agreement with Ingham County to lease 98 parking spaces at a cost of \$6,000.00 per month, which is approximately \$61.00 per month per space; and

WHEREAS, Ingham County would move 98 of the approximate 126 parking spaces from Lansing South Parking Ramp to the vacant lot behind the old YMCA at 301 W. Lenawee, Lansing, Michigan 48933; and

WHEREAS, funds for parking have already been accounted for and approved for in each departments individual line items; and

WHEREAS, the lease between Y Site, LLC and Ingham County would be as follows:

- Length of Lease - 98 spaces, for three years with a two year extension including a cancelation clause that is mutually agreed upon by both parties;
- Maintenance - Ingham County will be responsible for snow removal, salting and minor repairs to the parking lot.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a lease with Y Site, LLC, 301 W. Lenawee, Lansing Michigan 48933, to lease 98 parking spaces at the vacant lot behind the Old YMCA in Lansing for a cost of \$6,000.00 per month.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign any documents necessary to implement this resolution upon approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE December 16, 2009

Agenda Item Title: Resolution Authorizing Modifications to the Managerial/Confidential Personnel Manual for 2010 and 2011

Submitted by: Human Resources Department, T.A. Lindsey, Director

Committees: LE___ JD___, HS___, CS X, Finance X

Summary of Proposed Action:

This modification is consistent with other employment related provisions implemented for other Ingham County Employee Groups regarding accrual of paid leave.

Financial Implications: Cost savings and equal treatment during difficult financial circumstances.

Other Implications: Consistent with other Ingham County employee groups.

Staff Recommendation: MM___ JN___ TL X TM___ JC___

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING MODIFICATIONS TO THE
MANAGERIAL/CONFIDENTIAL PERSONNEL MANUAL FOR 2010 AND 2011**

WHEREAS, the Managerial/Confidential Personnel Manual has previously been adopted for 2009 - 2011 respectively; and

WHEREAS, the Board desires to make certain changes in this Manual to be consistent with employment policies being offered to various represented County Employees concerning accrual of paid leave.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Managerial/Confidential Personnel Manual for 2009 - 2011 as reflected in the attached Manual Amendments.

Add to Section J, LEAVES OF ABSENCE; Subsection 1, Sick Leave, a new subsection (h), to read as follows:

J. LEAVES OF ABSENCE

1. Sick Leave.

* * *

h. Proration.

- (1) Effective the first full pay period of April, 2010, the accrual rates in Subsections (a) and (b) of this Article are based upon a full-time employee being on the active payroll and compensated for all of the payroll period. Being on the active payroll and compensated means receiving wages, or on paid leave, such as paid sick leave, holidays, vacation, compensatory leave, county paid military leave, or paid union leave. An employee shall not be considered on the active payroll and being compensated when they are on unpaid leaves, workers compensation, disability leave, unpaid FMLA, or layoff. Accruals shall be prorated if a full time employee is on the active payroll and compensated less than eighty (80) hours in a payroll period. Accruals provided in (a) and (b) above, for three-quarter time employee shall be prorated if the three-quarter time employee is on the active payroll and compensated less than sixty (60) hours in a payroll period. Accruals provided in Subsections (a) and (b), for part-time employee shall be prorated if the part-time employee is on the active payroll and compensated less than forty (40) hours in a payroll. Proration under this section will be calculated based on the ratio of time compensated versus the applicable normal full payroll amount (80, 60, or 40 hours).
- (2) Unpaid time taken off pursuant Ingham County Board of Commissioners' Resolution #09-081, or any resolution continuing such unpaid time off policy, and any unpaid furlough days that may hereinafter be approved by the Ingham County Board of Commissioner, will not affect accrual of any vacation or sick leave, and, rather, such leave will accrued as though the unpaid time off or furlough days had been worked.

Revise Section M, VACATIONS, to read as follows:

M. VACATIONS.

1. Employees who have completed at least six (6) months of continuous service are eligible for compensated annual leave. Following six (6) months of employment, an employee may apply to use any credited vacation hours, but vacation hours may not be used prior to the payroll period in which they are earned according to the vacation schedule below. An employee's vacation credit accumulation rate shall be based upon the length of continuous service, and the amount of vacation leave earned each payroll period by each full time employee shall be according to the following schedule:

<u>Years of Continuous Service</u>	<u>Hours Earned Each Fully Compensated Payroll Period</u>	
1	3.384	(88)
2	3.693	(96)
3	4.000	(104)
4 thru 8	4.923	(128)
9	5.231	(136)
10 thru 14	5.846	(152)
15 thru 19	6.492	(168)
20 and over	6.769	(176)

2. Part-time employees who work less than full-time but at least half-time (twenty (20) hours per week) shall accrue vacation leave at one-half (½) the rate of full-time employees and three quarter time employees who work thirty (30) to thirty-nine (39) hours per week shall accrue vacation leave at 75% of the rate of full-time employees.

3. Proration.
 - (a) Effective the first full pay period of April, 2010, the accrual rates in Subsection (1) of this Article are based upon a full-time employee being on the active payroll and compensated for all of the payroll period. Being on the active payroll and compensated means receiving wages, or on paid leave, such as paid sick leave, holidays, vacation, compensatory leave, county paid military leave, or paid union leave. An employee shall not be considered on the active payroll and being compensated when they are on unpaid leaves, workers compensation, disability leave, unpaid FMLA, or layoff. Accruals shall be prorated if a full time employee is on the active payroll and compensated less than eighty (80) hours in a payroll period. Accruals provided in Subsection 2, above, for three-quarter time employee shall be prorated if the three-quarter time employee is on the active payroll and compensated less than sixty (60) hours in a payroll period. Accruals provided in Subsection 2, above, for part-time employee shall be prorated if the part-time employee is on the active payroll and compensated less than forty (40) hours in a payroll. Proration under this section will be calculated based on the ratio of time compensated versus the applicable normal full payroll amount (80, 60, or 40 hours).

 - (b) Unpaid time taken off pursuant Ingham County Board of Commissioners' Resolution #09-081, or any resolution continuing such unpaid time off policy, and any unpaid furlough days that may hereinafter be approved by the Ingham County Board of Commissioner, will not affect accrual of any vacation or sick leave, and, rather, such leave will accrued as though the unpaid time off or furlough days had been worked.

RESOLUTION STAFF REVIEW

DATE January 07, 2010

Agenda Item Title: Resolution Approving a Collective Bargaining Agreement with the Michigan Nurses Association Nurse Practitioners/Clinic Nurses

Submitted by: Human Resources Department, T. A. Lindsey, Human Resources Director

Committees: LE ____, JD ____, HS ____, CS X, Finance X

Summary of Proposed Actions:

Non- Economic

- **Agreement Term:** 3 Years [1/1/2009 - 12/31/2011]
- **Article 2 Recognition:** Article revised to require the Department to advise the Union thirty (30) days prior to posting when it seeks funding for a new specialized nursing position classification.
- **Article 3, Management Rights:** Article revised to permit reasonable suspicion drug testing of employees and to require disclosure of felony or misdemeanor convictions. Further, employees working with minors or who have access to minors records must disclose arrests or charges relating to child abuse or neglect. In addition, Article revised to require that new rules be posted for ten (rather than five) days prior to implementation.
- **Article 4, Association Security Section 5. Notice of New Hires.** Article revised to provide that the Employer will provide an Association Representative the opportunity to meet with new employees at the weekly orientation session. The Association shall be responsible to provide the necessary information at orientation.

Section 5. Notice of New Hires.

- **Article 6 - Representation:** Provides that the Department's budget request will be sent to the MNA. However, the final approved budget only needs be sent to the MNA if not on the County website.
- **Article 7, Grievance Procedure:** Changes to two weeks (from 72 hours) prior to the hearing the deadline for submitting exhibit and witness lists.
- **Articles 8, Maintenance of Discipline:** Provides that discipline shall be removed from an employee record – at request of the employee – after 24 months.
- **Article 10, Salaries:** Clarifies that new hires will be sign a form noting that they had been advised of credit given to new employees on the salary scale for prior public health nursing experience.
- **Article 14, Vacations:** Changes from 20 to 28 hours the vacation credit (which was effective because of

the elimination of the Columbus Day holiday). Also provides that if a vacation is canceled due to an emergency impacting the operations of the Health Department the employee may be reimbursed up to a maximum of \$250.00, for airline/hotel costs not refunded.

- **Article 15 Holidays:** This section was revised to provide the standard provisions for eligibility for holiday pay– including that they must work their scheduled hours (or be on an approved paid leave) the scheduled day before and after the holiday. In addition, the previous elimination of the Columbus Day holiday (and providing an additional 8 hours of bonus vacation).
- **Article 20 - Sick Leave:** This has been revised to clarify that employees must call into work at least an hour prior to the employee’s scheduled starting time.
- **Article 22 - Unpaid Leaves of Absence:** This Article revised to include the new “service member” and “qualifying exigency” provisions of the FMLA. In addition, this section was revised to provide that an employee who returns to another (not the employee’s former position) after expiration of a medical leave, will have seniority reinstated after expiration of the probationary period.

Economic

- **Article 10 - Salaries 10, On-Call Bonus:** The on call bonus increased by the same percentages as wages. (I.E. Ratification date - December 31, 2009–\$3.11; January 1, 2010 - December 31, 2010 - \$3.14; January 1, 2011- December 31, 2011 –\$3.17). The increased pay for the on call bonus is NOT retroactive.
- **Article 10 --Salaries 10, Overtime:** Eliminates overtime pay for work over eight hours in a day, and only provides overtime for hours worked over forty per week.
- **Article 14 - Vacation & Article 20 - Sick Leave:** Both Articles have been revised so paid accumulations are only earned when an employee receives compensation on the active payroll (i.e. prorated to not receive when on unpaid status). The current practice provides full accumulation if an employee receives any pay in a pay period. This change will be effective July 1, 2009, or when the ICEA Professional Units, the OPEIU Professional Units and non-union also change. *[The OPEIU has also tentatively agreed to the change.]* In addition, the vacation cap was raised from 300 hours to 320 hours. *[The ICEA professional contracts provide for a cap of 380 hours – see the ICEA Professional unit and ICEA Court Employees unit. The Union requested that nurses—as professionals – be treated consistent with these contracts. While we refused to increase the cap consistent with the other ICEA professional units, we did offer a small 20 hour change, which was reluctantly agreed to by the unit.]*
- **Article 16 - Hospitalization - Medical Coverage:** The Health Coalition as approved are incorporated into the Agreement. For 2010 and 2011, the benchmarks will increase in an amount recommended by the Coalition and approved by the Board, but at least 2%.
- **Article 21 Funeral Leave–** Added persons who satisfy the requirements of resolution 08-042 (Other Qualified Adults) to the definition of immediate family which permits three days paid funeral leave. Also added grandchildren, and step brothers and sisters. Also added step-parent and step children to the definition of non-immediate family which permits one day paid funeral leave. *(Consistent with other ICEA contracts).*

- **Article 31 - Salaries:**
 2009 - 2% retroactive only to employees actively employed at ratification date.
 2010 - 1%
 2011 - 1%

- **Letter Agreement Regarding Authority of the Department to Expand Hours To Include 10 Hour Shifts or Regularly Scheduled Evening or Saturday Schedules:** This letter agreement expressly removes the contract bar against the Department implementing 10 hour shifts or regularly scheduling unit members for Saturday or evening hours. In addition, if the Department implements 10 hour shifts, the premium pay provisions for work after 5pm are eliminated.

- **Letter Agreement Regarding Furlough Days.**
 The Association has agreed to the Furlough Day plan sought by the County. However, because the Health Officer believes that certain of the Clinics/Operations staffed by unit members may need to remain open December 27, 28, and 29, 2010, the County and Association have agreed to the following caveat:
 For those operations/clinics which the Health Officer determines cannot be closed December 27, 28, and 29, 2010, the Health Officer will have the discretion to either:
 - a. Exempt employees, in whole or in part, from participation in this program where the employees are not funded (or fully funded) from County General Fund monies. However, the Health Officer may not exempt a position from this program if the position is fully funded by County General Fund monies, and may only partially exempt an employee from this program based upon the percentage of funding derived from County General Fund monies.
 - b. Permit employees to take up to three (3) furlough days at a mutually agreed upon time during the 2010 calendar year.

- **Letter Agreement Regarding Jennifer Hufnagel Seniority.** To avoid, settle a grievance, on a non-precedential basis, Jennifer Hufnagel will be credited, upon execution of this agreement and the collective bargaining agreement, with the seniority she had accumulated prior to her leave of absence. However, this shall not entitle Ms. Hufnagel to retroactive benefits or accumulations (including, but not limited to, vacation time) for the period prior to ratification. This credit of seniority shall only be utilized for prospective benefits.

Financial Implications: The cost for modifications was included in the 2009 and 2010 Budgets.

Other Implications: None.

Staff Recommendation: MM___ JN___ TL X TM___ JC___
 Staff recommends acceptance of the tentative agreement.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT
WITH THE MICHIGAN NURSES ASSOCIATION NURSE PRACTITIONERS/CLINIC
NURSES**

WHEREAS, a tentative agreement has been reached between representatives of Ingham County and the Michigan Nurses Association Nurse Practitioners/Clinic Nurses for the period of January 1, 2009 through December 31, 2011; and

WHEREAS, the Employer has received notice from the Michigan Nurses Association Nurse Practitioners/Clinic Nurses that the tentative agreement has been ratified by the Union; and

WHEREAS, the provisions of the agreement have been approved by the County Services and Finance Committees, and are within the guidelines established by the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the tentative agreements reached with Ingham County and the Michigan Nurses Association Nurse Practitioners/Clinic Nurses.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign the contract on behalf of the County.

BE IT FURTHER RESOLVED, retro-pay shall not be paid until the contract is signed by both parties.

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution to Approve the Purchase of an Exagrid Systems Backup Appliance from CDW-G

Submitted by: Management Information Services Department (MIS)

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution will authorize a contract with CDW-G to provide state-of-the-art backup solutions and is recommending the Exagrid Systems 10TB backup appliance.

Financial Implications:

This contract is with CDW-G is in the amount of \$63,118.86, and will be paid out of the County's Network Fund (245-25810-932030).

The County will use the U.S. General Services Administration Contract, contract number GS-35F-0195J to purchase this backup system from CDW-G.

Other Implications:

None.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

Staff recommends approval of the resolution.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF AN EXAGRID SYSTEMS BACKUP
APPLIANCE FROM CDW-G**

WHEREAS, the current tape backup system for the Ingham County Network is over seven years old and in need of replacement; and

WHEREAS, the current backup and restoring of data is slow, and maintenance is time consuming for Management Information Services (MIS) staff; and

WHEREAS, the MIS Department examined numerous state-of-the-art backup solutions and is recommending the Exagrid Systems 10TB backup appliance; and

WHEREAS, the Exagrid backup appliance has been budgeted for and will be purchased from the U.S. General Services Administration Contract, contract number GS-35F-0195J, at a total cost of \$63,118.86, which includes a one-year of maintenance.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase of the Exagrid System backup appliance from CDW-G in the amount of \$63,118.86.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Network Fund (245-25810-932030).

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

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 December 17, 2009

Agenda Item Title: Resolution to Approve the Purchase of Local and Long Distance Phone Services from AT&T

Submitted by: Management Information Services Department

Committees: LE ____, JD ____, HS ____, CS X__, Finance X__

Summary of Proposed Action:

This resolution will authorize continuing the current Ingham County local and long distance telephone contract with AT&T for three years. There will be a reduction in the cost for these services beginning in 2010.

Financial Implications:

The three-year contract will be for a total cost of \$67,223.40, plus local and long distance calling.

The new monthly rate will be \$1,737.06; local calls will be \$.045 per call, and long distance calls will be \$.0245 per minute, for a minimum annual savings of \$11,539.20.

The old rate was \$2,698.66 per month, \$.08 per each local call and \$.0245 per minute on long distance calls.

There will be a one-time cost of \$4,689.24 to convert the County's current 111 POTS line to Centrex lines that will save the County \$3.19 per line per month.

Other Implications:

MIS is recommending the County purchase local and long-distance phone services from AT&T from the State of Michigan MiDeal Co-operative Contract for a period of three-years.

Staff Recommendation: MJM X JN __ TL __ TM __ JC __

Staff recommends approval of the resolution.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF LOCAL AND LONG DISTANCE PHONE SERVICES FROM AT&T

WHEREAS, the current Ingham County local and long distance telephone contract with AT&T will expire in January, 2010; and

WHEREAS, currently Ingham County pays \$2,698.66 per month, \$.08 per each local call and \$.0245 per minute on long distance calls; and

WHEREAS, the new monthly rate will be \$1,737.06, locals calls will be \$.045 per call, and long distance calls will be \$.0245 per minute, for a minimum annual savings of \$11,539.20; and

WHEREAS, there will be a one-time cost of \$4,689.24 to convert our current 111 POTS line to Centrex lines, which will save the County \$3.19 per line per month; and

WHEREAS, MIS is recommending the County purchase local and long-distance phone services from AT&T from the State of Michigan MiDeal Co-operative Contract for a period of three-years, for a total cost of \$67,223.40, plus local and long distance calling.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase of the local and long distance phone service from AT&T in the amount of \$67,223.40, plus local and long distance calling.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Telephone Communications Fund (675-26600-921050).

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

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 December 28, 2009

Agenda Item Title: Resolution to Approve Entering into an Agreement with Continuant, Inc. for an Avaya Phone System Maintenance Contract

Submitted by: Management Information Services Department

Committees: LE ____, JD ____, HS ____, CS __X__, Finance __X__

Summary of Proposed Action:

This resolution authorizes entering into a three-year contract with Continuant, Inc. with an option to renew for two additional years for the purpose of on-going phone maintenance of the County's Avaya G3 Definity phone system and Intuity Audix voicemail system.

Financial Implications:

Annual cost = \$52,419.84. The monthly cost for maintenance is \$4,368.32 which is over 50% less than the County's previous maintenance contract for a total annual savings of over \$50,000.

Other Implications:

This recommendation is based on Continuant's high level of technical support, its quantity of qualified and experienced engineers and support staff, and references verified.

Management Information Services (MIS) in conjunction with Purchasing sought proposals and are recommending awarding this three-year contract with Continuant, Inc. Continuant, Inc. is not a local vendor; they are located in Fife, WA.

Staff Recommendation: MJM __X__ JN __ TL __ TM __ JC __

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: December 23, 2009
SUBJECT: Bid Summary – Avaya Phone System Maintenance Contract

Project Description:

This project involves entering into a 3-year contract with a qualified and experienced vendor for the purpose of providing maintenance of the County’s Avaya G3 Definity phone system and Intuity Audix voicemail system.

Bid Summary:

Bidders Contacted: 14 Local: 2
Bidders Responding: 4 Local: 0

<u>Firm</u>	<u>Monthly Cost</u>	<u>Local</u>
Techmode, LLC	\$2,926.59	N – Auburn Hills, MI
Morgan Birge & Associates, Inc.	\$4,270.40	N – Chicago, IL
Continuant, Inc.	\$4,368.32	N – Fife, WA
Cross Telecom Corporation	\$10,939.13	N –Bloomington, MN

Reasons cited by other firms for not submitting a bid include not wanting to compete with other Avaya Business Partners and unable to get timely 3rd party authorization from Avaya with respect to Avaya’s rules of engagement for responding to bids.

Advertisement:

The bid was advertised in the Lansing State Journal, El Central, and posted on the Purchasing Department’s web page.

Recommendation:

Award to Continuant, Inc. a 3-year contract with an option to renew for two additional years. This recommendation is based on Continuant’s high level of technical support, its quantity of qualified and experienced engineers and support staff, and references verified.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE ENTERING INTO AN AGREEMENT WITH CONTINUANT, INC.
FOR AN AVAYA PHONE SYSTEM MAINTENANCE CONTRACT**

WHEREAS, Ingham County has a need for on-going phone maintenance on its Avaya phone system; and

WHEREAS, Management Information Services (MIS) in conjunction with Purchasing sought proposals; and

WHEREAS, an Evaluation Committee comprised of the MIS and Purchasing Departments reviewed the proposals, and after careful consideration and evaluation, the committee is recommending entering into a contract with Continuant, Inc.; and

WHEREAS, the monthly cost for maintenance is \$4,368.32, which is over 50% less than the County's previous maintenance contract for a total annual savings of over \$50,000; and

WHEREAS, the length of the contract is for a period of three-years with the option to renew for an additional two years.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a three-year contract with Continuant, Inc. for the purpose of on-gong phone maintenance at an annual cost of \$52,419.84, with the option to renew for an additional two years.

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

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 6, 2010

Agenda Item Title: Resolution to Approve the Purchase of a Wireless Link from AT&T for the Ingham County Fair

Submitted by: Management Information Services

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution authorizes the purchase of a Wireless Link from AT&T. AT&T will provide wireless network equipment (radios and antennas) and maintenance for three years for the purpose of increasing the network capacity between the Fairgrounds and the County's network located at the Hilliard Building.

Financial Implications:

The purchase cost is \$14,162.39, and will be paid from the Machinery and Equipment Fund #561-76900-978000.

Other Implications:

AT&T is a local vendor and provided the lowest, responsive bid.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: January 6, 2010
SUBJECT: Proposal Summary – Wireless Link for the Fairgrounds

Project Description:

This contract is for providing wireless network equipment (radios and antennas) and maintenance for three years for the purpose of increasing the network capacity between the Fairgrounds and the County's network located at the Hilliard Building.

Proposal Summary:

Proposers Contacted: 3 Local: 3
Proposers Responding: 3 Local: 3

<u>Firm</u>	<u>Total Cost</u>	<u>Local</u>
AT&T	\$14,162.39	Y – Lansing
Arialink	\$20,400.00	Y – Lansing
Central Solutions, Inc.	\$30,099.00	Y – Mason

Recommendation:

Award a contract to AT&T in an amount not to exceed \$14,162.39.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF A WIRELESS LINK FROM AT&T FOR THE INGHAM COUNTY FAIR

WHEREAS, Ingham County has a need to replace the current communications link from the Hilliard building to the Ingham County Fair; and

WHEREAS, this will increase the network speed, allow for connectivity to the main county phone system, allow wireless connectivity in the main arena building and eliminate current monthly phone charges of \$450.00; and

WHEREAS, MIS evaluated three proposals along with the Fair Director and after careful evaluation recommend the proposal from AT&T in the amount of \$14,162.39; and

WHEREAS, Ingham County will own the wireless equipment and three years of maintenance is included.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase of a Wireless Link form AT&T in the amount of \$14,162.39, to be paid from the Machinery and Equipment Fund #561-769009-78000.

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

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 7, 2010

Agenda Item Title: Resolution to Approve the Purchase of an Audio-Over-IP Solution from Tel Systems for the Human Services Building Conference Rooms A and D &E

Submitted by: Board of Commissioners' Office

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution authorizes the purchase of the Audio-over-IP system from TeL Systems for the Human Services Building Conference Room A and D&E.

Financial Implications:

Cost = \$7,316.61 of an Audio-over-IP system and will be paid from line item 664-10199-818000. These monies will be taken from the \$33,211.14 previously approved for the Granicus Project through Resolution #09-225.

Other Implications:

None.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

Staff recommends approval of the resolution.

Agenda Item 12

January 6, 2010

TO: County Services and Finance Committees

FROM: Becky Bennett
Board Coordinator

RE: Resolution to Approve the Purchase of an Audio-Over-IP Solution from Tel Systems for the Human Services Building Conference Rooms A and D &E

The Board adopted Resolution 09-225 authorizing a contract with Granicus to purchase a web-based audio\video recording application. This application will allow the full Board of Commissioners' meetings to be broadcast live via the internet, will be utilized for the recording of liaison committee meetings and will also be used by the Parks Department, Land Bank, Register of Deeds' Office, Potter Park Zoo and MSU Extension.

After further investigation of the audio configuration and our current conference rooms, the MIS Department recommends utilizing the current network wiring to record meetings. After seeking proposals, the MIS Department recommends the purchase of an Audio-over-IP solution from TeL Systems at a total cost of \$7,316.61. These monies will be taken from the \$33,211.14 previously approved for the Granicus Project.

Tom Shewchuk and I will be at the County Services Committee meeting to answer any questions you may have.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF AN AUDIO-OVER-IP SOLUTION FROM TEL SYSTEMS FOR THE HUMAN SERVICES BUILDING CONFERENCE ROOMS A AND D & E

WHEREAS, the County recently approved the purchase of the Granicus Web-Based Audio/Video recording system; and

WHEREAS, after further investigation of the audio configuration and our current conference rooms, it is recommended we utilize our current network wiring to record meetings; and

WHEREAS, the MIS Department recommends an Audio-over-IP solution and sought 3 proposals; and

WHEREAS, after careful review MIS recommends the purchase of an Audio-over-IP system from TeL Systems at a total cost of \$7,316.61, which will be taken from funds previously approved for the Granicus project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of the Audio-over-IP system from TeL Systems in the amount of \$7,316.61.

BE IT FURTHER RESOLVED, that the \$7,316.61 necessary for the purchase of an Audio-over-IP system will be paid from line item 664-10199-818000.

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

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 upon approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE January 11, 2010

Agenda Item Title: Resolution to Encourage Employee Voluntary Time Off Without Pay

Submitted by: Controller/Administrator's Office

Committees: LE ____, JD ____, HS ____, CS X, Finance X

Summary of Proposed Action: This resolution would continue indefinitely the employee voluntary time off without pay provision authorized for 2009 by Resolution #09-081.

Financial Implications: Voluntary time off without pay saved the General Fund approximately \$25,000 in 2009 and is budgeted to save \$20,000 in 2010.

Other Implications: As in 2009, Department Heads, Elected Officials, and Judges may allow up to ten days of voluntary time off without pay at their discretion. This time off will not affect employees' insurance coverage, annual accumulations, or longevity pay.

Temporary employees will not be used to substitute for employees using voluntary leave without pay.

Staff Recommendation: MJM X JN ____ TL ____ TM X JC ____

Staff recommends approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENCOURAGE EMPLOYEE VOLUNTARY TIME OFF WITHOUT PAY

WHEREAS, Resolution #09-081 encouraged employee voluntary time off without pay for 2009 in an attempt to minimize Ingham County government's projected budget deficit; and

WHEREAS, employee voluntary time off without pay saved the General Fund approximately \$25,000 in 2009 and is budgeted to save \$20,000 in 2010; and

WHEREAS, many employees took advantage of this option in 2009, and there is interest in having this option continue indefinitely.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby encourages Department Heads, Elected Officials, and Judges, where possible, to allow employees voluntary time off without pay.

BE IT FURTHER RESOLVED, that the decision to allow employee time off without pay for up to 10 days annually shall be at the sole discretion of the Department Head, Elected Official, or Judge based on the department's work flow.

BE IT FURTHER RESOLVED, that in such cases where employees are allowed time off without pay, temporary employees shall not be used in place of the employee on leave.

BE IT FURTHER RESOLVED, that in such cases where employees are allowed time off without pay, overtime shall not be paid to other employees in place of the employee on leave.

BE IT FURTHER RESOLVED, that employees taking voluntary time off of ten (10) days or less shall have their medical insurance continued; will not be required to use annual accumulations; and will not forfeit holiday pay if the time off without pay is taken before or after a holiday.

BE IT FURTHER RESOLVED, that taking voluntary time off of ten (10) days or less shall have no effect on employees' sick and vacation accumulations or longevity pay.

BE IT FURTHER RESOLVED, that the Chairperson is authorized to sign any necessary or required letters of understanding with the unions if necessary for implementation.

BE IT FURTHER RESOLVED, that the provisions of this resolution in regard to voluntary time off will continue until otherwise authorized by the Board of Commissioners.