

CHAIRPERSON
MARC THOMAS

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
STEVE DOUGAN

COUNTY SERVICES COMMITTEE
DEB NOLAN, CHAIR
DEBBIE DE LEON
DALE COPEDGE
TIM SOULE
MARK GREBNER
MIKE SEVERINO

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, SEPTEMBER 16, 2008, AT 7:00 PM, IN THE PERSONNEL CONFERENCE ROOM (D & E), OF THE HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [August 19, 2008 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Interviews
 - a. Equal Opportunity Committee
 - b. Youth Commission
2. Circuit Court/Family Division – Request to Waive the [Hiring Freeze](#) for an Attorney Referee Position
3. Prosecuting Attorney's Office – Request to Waive the [Hiring Freeze](#) for an Assistant Prosecuting Attorney Vacant Position and Support Clerk (Shared Time) Vacant Position
4. Animal Control Department – Request to Waive the [Hiring Freeze](#) for a Redemption Clerk/Dispatcher Position
5. Economic Development Corporation – Resolution Authorizing Submission of a Community Development Block Grant Application for \$250,000 to Advance the Jackson National Life Insurance Company [Economic Development Infrastructure Project](#)
6. Ingham County Parks & Recreation Commission - Resolution Authorizing the Approval of Expenditures for an Outdoor [Interactive Avian Exhibit](#) Using Australian Seed Eater Birds at the Potter Park Zoo
7. Health Department
 - a. Resolution to Authorize the Creation of a [Health Program Assistant Position](#)
 - b. Resolution to Appoint [Dennis Jurczak, M.D. and D. Bonta Hiscoe, M.D.](#) as Deputy Medical Directors and Deputy Medical Examiners and to Authorize Employment Contracts
8. Facilities Department - Resolution Authorizing a Contract with [B & J Painting, Inc.](#) to Prep and Paint Post #4 at the Ingham County Jail
9. Purchasing Department – Resolution Amending the Ingham County [Purchasing Policies](#)

10. County Services Committee
 - a. Resolution to Expand the Size of the Ingham County [Road Commission](#) from Three to Five Members
 - b. Resolution Congratulating [Ron House](#)
 - c. Resolution Honoring [Rex David Borgman](#)
 - d. Resolution Congratulating [Susan Pigg](#) as the Recipient of the Michigan Economic Developers Association Award
 - e. Resolution Designating October 15, 2008 as “[National Latino Aids Awareness Day](#)” in Ingham County
 - f. Resolution Designating September 26, 2008 as “[Michigan Indian Day](#)” in Ingham County

11. Controller’s Office - Third Quarter 2008 Budget Adjustments and Contingency Fund Update – Resolution Authorizing Adjustments to the [2008 Ingham County Budget](#)

Announcements
Public Comment
Adjournment

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DISRUPTION DURING THE MEETING**

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COUNTY SERVICES COMMITTEE

August 19, 2008

Minutes

Members Present: Deb Nolan, Debbie DeLeon, Dale Copedge, Mark Grebner, Mike Severino and Board Chairperson Marc Thomas

Members Absent: Tim Soule

Others Present: Matthew Myers, Tony Lindsey, George Vernon, Becky Bennett, Carole Bush-Welch, Rick Terrill, Tom Shewchuk, Sam Davis, Gene Wriggelsworth, Allan Spyke, Greg Harless, Willis Bennett, Marcus Cheatham, Jim Hudgins, Janeil Valentine, Paul Pratt, Bob Smith, Thomas Larkins, Tom Eastwood, Joe Maatman, Jill Rhode, Mike Hughes and Karen Conroy

The meeting was called to order by Chairperson Nolan at 7:02 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the June 17 and July 15, 2008 Minutes

MOVED BY COMM. DELEON, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE JUNE 17 AND JULY 16, 2008 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Grebner and Soule

Additions to the Agenda

- 5c. Health Department – Recommendation to Start a Dentist at Step 5
- 8. Substitute Resolution
- 9. Additional Information – 2008 Prequalification Application Packet
- 11b. Resolution to Extend the Legal Services Agreement with Cohl, Stoker, Toskey & McGlinchey, P.C.

Limited Public Comment

Mr. Eastwood, Electrician's Manager in Lansing, spoke about the agenda item 9. He said he endorses the Resolution in agenda item 9. Mr. Eastwood then stated he was present to speak about the Ingham County Fairgrounds' project. He said the project was to be completed before the Ingham County Fair and it was not. The project has been inspected twice. One of the inspections failed and the other inspection passed. Mr. Eastwood stated there may have been a risk to the people who attended the Fair if the project was not completed.

Chairperson Nolan stated Mr. Edman would address Mr. Eastwood's concerns. Comm. DeLeon asked if someone was present this evening to address Mr. Eastwood's concerns. Mr. Myers stated Mr. Edman was the project manager. He suggested that Mr. Eastwood should meet with Mr. Terrill and Mr. Edman to address those issues. If there are any unresolved concerns, they should be presented to this Committee.

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

1. Ingham County Drain Commissioner - Resolution Entering into an Agreement with Key Government Financing for the Financing of a Vactor Truck for the Ingham County Drain Commissioner's Office

3. Ingham County Treasurer - Resolution to Provide Funding for the Asset Independence Coalition Efforts in Financial Education

5. Health Department
 - a. Resolution to Authorize an Amendment to an Agreement with the Shiawassee Regional Education Services District

 - b. Resolution to Amend the Collaborative Agreement with the Capital Area United Way

6. Facilities Department
 - a. Resolution Authorizing a Purchase Order with Integrated Interiors, Inc. for Acoustical Panels at the Potter Park Zoo Safari Room

 - b. Resolution Authorizing a Contract with National Restoration, Inc. to Provide Masonry Restoration Services to the Ingham County Drain Commission

7. Human Resources Department
 - a. Resolution Certifying Representatives for the MERS Annual Meeting

 - b. Request for Advance Step Placement for the Director of Financial Services

 - c. Resolution Authorizing Preparation of Letters of Agreement with Bargaining Units to Accept the Recommendation of the Ingham Health Coalition for Employee Benefits in 2009

 - d. Resolution Approving Modifications to the 2009-2010 Managerial/Confidential Personnel Manual

10. County Services Committee
 - a. Resolution Recognizing August 26, 2008 as Women's Equality Day in Ingham County

 - b. Resolution Honoring Alex Grice

 - c. Resolution Honoring Daniel Blaine Shuck

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Soule

MOVED BY COMM. SEVERINO, SUPPORTED BY COMM. GREBNER, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

Absent: Comm. Soule

Chairperson Nolan asked Ms. Rhode, the new Financial Services Director, to address the Committee. Ms. Rhode spoke about her work history. Comm. DeLeon stated she worked with Ms. Rhode at the City of Lansing. It was a pleasure to work with her.

2. Sheriff's Office – Request to Fill Two Vacant Positions

MOVED BY COMM. DELEON, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE REQUEST FOR FILL THE JAIL HEAD COOK POSITION. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Soule

Comm. Grebner asked what would happen if the Clerk position was not filled. Mr. Wriggelsworth stated the Sheriff's Office has another clerk's position that has not been filled. Presently, things are not being done in a timely manner. Mr. Spyke stated the Office had its own hiring freeze policy this year. Several positions are still vacant in the Office. He then explained that many things in the Office must be completed in a timely manner. The Clerk's position is responsible for completing arrest reports, processing tickets. The tickets must be sent to the District Court.

Mr. Spyke stated he hopes the Office can eliminate more clerical positions and replace them with a good records management system. This is not the time to make that change.

Comm. Grebner asked if there are positions that are subject to the hiring freeze other than those proposed in the Controller's 2009 Recommended Budget. Mr. Spyke stated there aren't any vacant positions currently that are subject to the hiring freeze. Later this year, there may be positions that are targeted for elimination in the Controller's 2009 Recommended Budget.

Board Chairperson Thomas asked how the Clerk's work can be done if the position is not filled during the hiring freeze. Mr. Spyke stated the Office is required to provide an accident report under a FOIA request. Mr. Wriggelsworth stated accident reports must be filed in a timely manner. Mr. Spyke stated the Office does not have another transcription position at this time. Board Chairperson Thomas stated the Office can request a 10 day extension to complete FOIA requests. Mr. Wriggelsworth stated that would back up the system considerably.

Chairperson Nolan stated the Committee believes there is a compelling need to fill the Head Cook position. This is the first time during this hiring freeze that a department has requested a waiver of the hiring freeze. Mr. Spyke stated it would be detrimental to the Office to go beyond the hiring freeze this year.

Comm. Grebner stated the County should provide their services to the residents in a timely manner. Board Chairperson Thomas stated if the Board of Commissioners is not willing to do 'quick fixes' it needs to re-envision how the County can deliver services to the residents.

Comm. DeLeon stated this item was before the Law Enforcement Committee last week. That Committee and this Committee asked the same questions. She stated she supports the Office's requests. The Committee also needs to look at long-term fixes. The road patrol issue should have had more consideration this year.

MOVED BY COMM. DELEON, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE REQUEST TO FILL THE RECORDS CLERK POSITION. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Soule

4. Ingham County Parks & Recreation Commission – Resolution Authorizing Expenditures for the Potter Park Zoo Penguin Pool Exhibit Repair

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DELEON, TO APPROVE THE RESOLUTION AUTHORIZING EXPENDITURES FOR THE POTTER PARK ZOO PENGUIN POOL EXHIBIT REPAIR.

Comm. Grebner asked if the bidder realized their bid was far below the other bidders. Mr. Terrill stated the vendor is aware of the bids; however, the vendor is very comfortable that the project can be completed within the bid price.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Soule

Board Chairperson Thomas thanked Mr. Bennett for responding to his request to have the bushes trimmed along the River Trail in Potter Park.

Mr. Bennett informed the Committee that the paving project at Potter Park will start on Sunday. The River Trail in the Park will also be repaved.

Comm. DeLeon stated she continues to receive great comments from resident's regarding the County's efforts to improve the Potter Park and the Zoo. Chairperson Nolan stated she has also received many good comments about the Park and the Zoo improvements. She then asked if the visitors to the Zoo and Park have increased. Mr. Bennett stated he would not know that until the County has operated the Park for one year.

7. Human Resources Department
 - c. Resolution Authorizing Preparation of Letters of Agreement with Bargaining Units to Accept the Recommendation of the Ingham Health Coalition for Employee Benefits in 2009

(This item was approved on the Consent Agenda.)

Mr. Myers stated the Health Coalition and Mr. Smith have done a wonderful job to keep the costs down for the employees and the County. Chairperson Nolan stated she will request a resolution to commend the Health Coalition for their efforts.

8. MIS Department – Substitute Resolution to Authorize the Reorganization of the MIS Department

Mr. Shewchuk, MIS Director, explained the differences between the original and the substitute Resolutions. The changes are in bold in the substitute resolution.

Comm. Copedge asked Mr. Shewchuk to explain the reason for reorganizing the MIS Department. Mr. Shewchuk stated he has been with the County for 14 months and this is the first time he has proposed a reorganizing the Department. He then explained that he evaluated his staff. Mr. Willet is a Computer Technician. The reorganization will change his position to Network Administrator I due to his work performance. This position requires advanced knowledge, the ability to work on a team and the ability to anticipate problems before they happen. Mr. Willet will primarily assist the Sheriff's Office.

Comm. Copedge asked if any of the MIS staff has worked outside of their classifications. Mr. Shewchuk explained there are grey areas in the Department. He has asked some of his staff to assist other staff persons sometimes. Comm. Copedge stated he has heard concerns about this issue. Mr. Shewchuk stated if a staff member helps another staff member it is for insignificant work. This happens on a rare basis.

Mr. Larkins, UAW representative, stated Ms. Auer, Mr. Shewchuk and Mr. Lindsey discussed the concerns about staff working out their classifications. He then stated he is present this evening to ensure that the UAW position is filled after January 1, 2009. Mr. Shewchuk stated the UAW will have one more position to fill in January.

Comm. Copedge stated his concern is if MIS has the right employees to do specific work. Mr. Shewchuk stated the MIS Department's work is very unpredictable. Comm. Copedge stated it is cheaper to have a technician conduct technical work than to have an administrator perform a technician's work. Mr. Vernon stated the number of users has decreased over time. The support technician group has stayed the same since 2000. Networking skills are more in demand than technician positions.

Mr. Shewchuk stated the MIS Department is very complex. We have put a lot of thought into this by reviewing our staff. He further stated he is very confident that the proposed reorganization will save the County money in the future.

Comm. Copedge asked if the Department tracks the time when its staff works out of their classification. Mr. Shewchuk stated he provided a 2,000 page accounting of phone calls to Ms. Auer for her information.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE SUBSTITUTE RESOLUTION TO AUTHORIZE THE REORGANIZATION OF THE MIS DEPARTMENT.

Comm. Grebner stated the MIS Department has been reorganized about 30 times over the past 20 years. He then stated if the Commissioners have heard concerns about the MIS Department, then this Committee should address the concerns. This Committee's role is to put competent people in place, such as the MIS Director, to ensure that the Department is meeting its responsibilities. Employees seem to be happy with the MIS Department currently.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Soule

9. Purchasing Department - Resolution Amending the Ingham County Purchasing Policies and Procedures to Include a Provision for Contractor Qualification Criteria and Procedures (*materials will be distributed at the meeting*)

Mr. Myers distributed copies of the 2008 Prequalification Application Packet to the Commissioners for their review. Chairperson Nolan stated she was going to pull this item from tonight's agenda but decided to leave it on for the purpose of discussion.

Comm. Copedge asked how the Contractor Qualification Criteria and Procedures document was prepared. This information is contained in the agenda packet. Mr. Hudgins stated he conducted a lot of research on the internet. The draft resolution is a culmination of all the policies he reviewed. Mr. Hudgins also stated he understood that the Board of Commissioners wants a broad Purchasing Policy.

Mr. Myers stated of some of the information in the document was provided to the County by Mr. Eastwood. Staff tried to listen to what the Commissioners were telling us about what they want in the Policy for the past six months. The draft information is a consensus of what the Commissioners want in the Policy. Mr. Myers stated staff does realize the draft Policy may need some fine tuning.

Comm. DeLeon thanked staff for putting the information together for this Committee. She also stated she appreciates having this issue on tonight's agenda. The information should be reviewed point by point this evening.

Comm. Severino stated he appreciates the staff's work to put this information together. He then stated it would be more helpful for staff and outside interests to narrow down issues regarding the Policy. This Committee could then review those issues.

Comm. Grebner stated the \$100,000 threshold is too high for most of the County's contracts. He stated the Policy should require that all vendors should disclose any criminal and civil suits that are relevant to the County's project. If a vendor does not disclose relevant information, that vendor can be disqualified from the bid process.

Board Chairperson Thomas stated he agrees with Comm. Severino that the issues should be narrowed for this Committee's review. Chairperson Nolan stated she tends to agree with Comm. Severino's and Comm. Grebner's positions on this item. Comm. DeLeon stated if staff and the

interested parties review the Policy and reach an agreement, she will accept their recommendation. Comm. Grebner stated the Purchasing Policy should address large and small projects. It should also address construction and non-construction contracts. A vendor who fails to meet the County's standards is subject to disqualification by the Board of Commissioners.

Comm. Copedge stated he agrees that staff and interested parties should come together to review the Policy. He also agreed there are companies that only write proposals for government contracts.

Chairperson Nolan thanked Mr. Hudgins for addressing this Committee's concerns about the Policy. She then suggested that the upcoming discussions should include Mr. Hudgins, Mr. Eastwood and John Myer.

11. Controller's Office –

- a. Resolution Authorizing a Six Week Hiring Delay Policy for the 2009 Budget Year

MOVED BY COMM. GRENBNER, SUPPORTED BY COMM. DELEON, TO APPROVE THE RESOLUTION AUTHORIZING A SIX WEEK HIRING DELAY POLICY FOR THE 2009 BUDGET YEAR.

Chairperson Nolan requested a clarification of the time frame for the hiring freeze. Mr. Myers stated the hiring freeze is for six weeks for every County department. The hiring freeze should save the County about \$500,000 for 2009. This savings is included in his 2009 Recommended Budget. He further explained the hiring freeze will be in effect for the entire 2009 year.

Comm. DeLeon requested a report on the previous hiring freezes. She would like to know the number of positions affected by the hiring freeze, the savings from the hiring freeze and any other pertinent information. Mr. Myers stated he could provide this Committee with a report at the end of this year for the current hiring freeze.

Comm. DeLeon stated she wants to ensure that if we are impacting services from the hiring freeze, we should also be saving money.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Soule and Copedge

- b. Resolution to Extend the Legal Services Agreement with Cohl, Stoker, Toskey & McGlinchey, P.C.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DELEON, TO APPROVE THE RESOLUTION TO EXTEND THE LEGAL SERVICES AGREEMENT WITH COHL, STOKER, TOSKEY & MCGLINCHEY, P.C.

The Committee did not discuss this item.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Soule and Copedge

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DELEON, TO RECONSIDER THE VOTES ON AGENDA ITEMS 11A AND 11B TO ALLOW COMM. COPEDEGE TO VOTE ON THOSE ITEMS. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Soule

Comm. Copedge vote in favor of agenda items 11a and 11b.

Announcements

Comm. Severino stated he invited Mike Perez and his wife to attend tonight's meeting to discuss a specific issue. He indicated Mr. and Mrs. Perez are not present this evening. Comm. Severino further stated he called Mr. Perez to inform him of tonight's meeting.

Mr. Myers spoke regarding agenda item 11b. He stated he met with the Attorneys twice to tweak the contract. Mr. Myers stated he is generally pleased with the contract.

Public Comment: None

The meeting adjourned at 8:38 p.m.

Respectfully submitted,

Debra Neff

MEMORANDUM

To: Judiciary and County Services Committees
From: Maureen Winslow, Deputy Court Administrator
Re: **Suspension Hiring Freeze for Attorney Referee**
Date: September 3, 2008

The Intake Department in the Circuit Court Family Division sorts through 95% of the petitions and tickets charging juveniles with infractions of the law and parents of youth charged with child abuse or neglect that are presented to the Court. Recently, this division lost a referee due to retirement in August and will lose an Attorney Referee as of September 19, 2008 due to relocation. The loss of these two people dramatically effects the operations of this division.

The Chief Referee and the two non-attorney referees (both in their current positions for less than one year) remaining cannot handle all of the work presented to this division without the efficiency of the Court's operations being significantly challenged. While the custody matters (removal of children from abuse and neglect environments and incarcerated delinquents) will continue to be first priority, all other cases will be delayed in handling.

Of the two vacant positions, a request is being made to fill the Attorney Referee position before January 1, 2009. An Attorney Referee is able to perform more judicial functions than a non attorney referee. For example, all pleas must be taken by an Attorney Referee or Judge. A plea taken at a Child Protection Proceeding or Delinquency Hearing moves a case directly to Disposition, saving the Court additional hearings and allowing the family to obtain services rapidly. All hearings that follow preliminary work must be heard by someone with a legal degree.

The person in the Attorney Referee position assists in collection of funds, particularly in holding hearings in contested matters presented to the Court in the form of a ticket.

This Court is aware of the financial position of the County and understands the need for the hiring freeze. Though the Attorney Referee position is 100% funded by the General Fund, the Family Division of the Circuit Court respectfully requests the suspension of the hiring freeze for this position.

Memo

To: Law Enforcement Committee
County Services Committee

From: Stuart J. Dunnings III, Ingham County Prosecutor

Date: 9/10/2008

Re: Assistant Prosecuting Attorney Vacant Position
Support Clerk (Shared Time) Vacant Position

The Ingham County Prosecutor's Office has two positions that I would like filled due to the critical importance they play in the efficient operation of my office.

The first position currently open is an Assistant Prosecuting Attorney. Leaving this position unfilled will, at a minimum, cripple our program initiated last year to help alleviate jail overcrowding.

-At this time we actually are down two assistants, one as a result of withdrawal of appointment and one for family medical leave for 12 weeks; as a result the loss of the additional prosecutor is more keenly affecting our day to day activities.

-Assistant Prosecutors are responsible for:

- screening both in-custody and drop-off warrant requests
- answering inquires from law enforcement and citizens
- file review for both factual and legal challenges
- case review for all felony files for proposed plea offers
- interviewing and preparing witnesses for court proceedings
- consulting with and preparing victims and their families
- negotiating with pro-per defendant and defense counsel
- pretrials for both misdemeanor and felony cases
- preliminary examinations
- jury trials in both the district and circuit courts
- probation violation hearings
- calculation of sentencing guidelines
- sentencings
- Secretary of State hearings
- drafting and approving search warrants
- on-call duty after-hours
- motion practice in both the district and circuit courts
- brief writing
- investigative subpoenas
- restitution hearings

-The open position was a unit chief assignment. That assignment involved, in addition to the above listed responsibilities:

- several charged homicides
- several open homicides
- several cold case homicides
- one of two positions in our screening unit
- one of two positions in our file management project
- consulting with other assistants on factual & legal issues

-As a result of the vacancy several senior assistants, with homicides already on their docket, have had additional charged/open/cold homicides cases assigned.

-In 2007 the assistant: screened 11,410 warrant requests; authorized 827 juvenile petitions; issued 4083 adult felonies, 40 of which were capital cases, issued 6651 adult misdemeanors; and opened 1546 appellate files.

-Our assistants are required, under the Michigan Crime Victim's Rights act, to consult with the victim before any pleas offer is made. This requirement is directly related to our ability to begin plea negotiations with defense counsel. The vacancy will increase each assistant's case load and decrease time available to make the victims contacts before the court date, resulting in more adjournments and slower case resolution.

-As a result of the vacancy we are seriously hampered in moving forward on the file management project; another program initiated by this office that will ultimately carry over to other departments and save the county considerable resources and funds.

-As a result of the vacancy we cannot maintain our "screening unit" which is an integral part of a program, outlined at length at last year's budget hearings, to decrease overall costs for the County (jail population), all local law enforcement agencies (subpoena service and overtime for court appearances) and citizens of the County.

It is imperative that this position be filled as soon as possible. For the first time in 22 years our office was granted a County funded assistant prosecutor position in 2007. This office was understaffed at the time. The inability to fill this position will impair our ability to serve the public and profoundly impair the two projects initiated as cost cutting measures for the county.

The second position that is currently open is the Support Clerk, a shared-time position.

- The Ingham County Prosecuting Attorney's Family support unit has four support clerks; two full-time, one shared-time, and one part-time. Out of the four, three support clerks are assigned to the three Support Investigators. The part-time support clerk is assigned to the part-time assistant prosecutor who is in charge of felony non-support cases.
- On average each Support Investigator has 322 cases per year.
- Support clerks are responsible for:

- Entering information on cases to the MiCSES computer system
 - Prepare system documents to serve defendants on paternity and support cases, also inter-state support cases.
 - Serving defendant's if neither of the Prosecuting Attorney Family Support Investigators or Support Investigators are available.
 - Entering dates, events, service date and other necessary update information into MiCSES.
 - Prepares orders, adjournments, default judgments, proofs of service, and other documents related to paternity and support cases.
 - Assists in the development of cases by communicating with other governmental offices without and outside the State and collecting and exchanging information.
 - Monitors time requirements required by court rules on each case.
 - Schedules appointment for parties.
 - Screens and directs telephone call in investigators, attorneys, Department of Human Services Agency, or Friend of the Court, includes answering questions, scheduling appointments, taking new information, and providing status reports to plaintiffs.
 - Provides general support on child support cases, including tracking cases, responding to inquiries, and coordinating cases with the Friend of the Court and other agencies.
- The support clerks are also required to back fill clerical positions in the criminal portion of the Prosecuting Attorney's office due to vacations, illnesses and other unforeseen absences.
 - The support clerks are scheduled to backfill the front desk and phone receptionist positions for breaks. They are also asked to backfill as stated above-vacations, illnesses, and other unforeseen absences.
 - The remaining shared-time employee is unable to work full-time. Although this employee is unable to work full-time she will work some additional hours per week to try and keep the caseload current.
 - Given the nature of time lines, and deadlines for Family Support cases, and the current caseload as a whole in the Family Support unit, and without being fully staffed, many cases could be dismissed if not handled timely.
 - To continue to serve the plaintiffs, the State of Michigan, and to continue timely operations of the Prosecuting Attorney's Family Support Unit, we respectfully request that this shared-timed position be filled.

Memo

TO: Law Enforcement Committee and County Services Committee
CC: Matthew Myers, County Controller
DATE: September 8, 2008
FROM: Jamie McAloon Lampman, Director
RE: Request to Waive Hiring Freeze on Redemption Clerk/Dispatcher Position

The position of Redemption Clerk/Dispatcher is currently vacant as the result of a recent resignation. This position serves vital functions of the Animal Control Department.

This position is not slated to be cut in 2009. The FT Redemption Clerk/Dispatcher total maximum cost is \$54,915, including fringe benefit amount of \$22,121 and the \$34,594 compensation maximum for 2008. However, we are planning to replace this position at the minimum cost of \$47,042, including fringe benefit amount of \$18,886 and the \$28,156 compensation minimum for 2008. This position is fully funded by the General Fund.

This vacancy will create undue hardship on a multitude of service levels from hindering the Department's ability to receive, process and dispatch citizen complaints; to limit customer service to the over 12,000 citizens who come to the facility seeking assistance or to redeem, relinquish and adopt animals.

ICAC has three full-time clerks on duty serving the public Tuesday through Saturday and a dispatcher Monday through Saturdays. Over the last four years, ICAC has continued to experience a steady increase in request for services, shelter traffic from the public, along with an increase in service related revenues which have all contributed to an extremely heavy work load for clerks.

A reduction in clerk staffing at this time, when demand is at an all-time-high, will place a significant burden on all areas within the department as the clerks are integral to communication not only with the public but among staff and the officers in the field. Clerks handle the brunt of over-100 calls and questions received **each hour** when the shelter is open to the public. They are the mainline between the citizens, the staff and the officers.

IMPACT OF SHORTAGE:

- Inability to efficiently meet the requests/demands of citizens thus resulting in longer wait periods, risk of endangerment to the public as a result of those longer waits. Without adequate clerk staffing the wait for service can be as long as 45 minutes versus the normal 5-10 minute wait.

- Loss in revenue as the clerks are the primary source for generating fee receipts, adoptions, redemptions and donations. Less adoptions, reduced licensing efforts and a decrease in volunteer involvement are likely to occur.
- Staff morale declines as a result of stress and heavy workloads.

Waiving the hiring freeze on this position not only ensures no reduction in service to citizens and revenues but has shown in the past that adequate staffing does increase revenues. When sufficient staffing is in place it ensures timely, efficient and professional customer service to the citizens.

This department has worked diligently over the last four years to improve customer service by turning what was once a very negative customer service image at Animal Control to a positive image where the shelter visitation rate has almost doubled from 6,500 to 12,000 visitors annually. A visit to the shelter is now an experience where citizens are encouraged to use the services of Animal Control rather than discouraged.

The short-term benefits of freezing this position are not in the County's best interest when compared to the long-term benefits of waving the freeze. The consequences of those short-term benefits will undo all the positive work accomplished in the last four years. This staffing of this position will continue to result in adoptions, increased revenues and reduced citizen complaints, all due to a properly staffed department that provides good public service.

RESOLUTION STAFF REVIEW

DATE September 8, 2008

Agenda Item Title: Resolution Authorizing Submission of a Community Development Block Grant Application for \$250,000 to Advance the Jackson National Life Insurance Company Economic Development Infrastructure Project

Submitted by: Economic Development Corporation

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

Summary of Proposed Action: Allows for the submission of an application to the Community Development Block Grant funds from the State of Michigan Economic Development Corporation, to assist in extending an additional power line (13.2kV) to Jackson National Life property on Okemos Rd, south of Jolly Rd.

Financial Implications: If approved, the block grant application is requesting \$250,000 from CDBG funds from the State with matching funds from the Lansing Board of Water and Light.

Other Implications: The expansion by Jackson National Life will create 40 new jobs for low to moderate income persons.

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

MEMO

To: County Services and Finance Committees

From: Ingham County Economic Development Corporation
Susan Pigg, Economic Development Educator

RE: Economic Development (CDBG) Grant Application

Date: September 4, 2008

In December 2007, at the request of Jackson National Life Insurance Company (JNL), State of Michigan Economic Development Corporation (MEDC) representatives, and the City of Lansing Economic Development Corporation, I began participating in meetings regarding a proposed expansion of JNL. I prepared a Notice of Intent to request Community Development Block Grant (CDBG) funds from the State of Michigan Economic Development Corporation to assist in extending an additional power line (13.2kV) to the JNL area. The increased and redundant power source would meet JNL's needs as they seek to grow and hire more people. The Lansing Board of Water and Light indicated their intent to contribute more than half the costs for this project. The MEDC responded to our Notice of Intent and invited Ingham County to complete the formal application for funds.

In February, the Ingham Economic Development Corporation reviewed this issue and passed a resolution recommending the Commissioners' support and approval of a grant application. JNL and the BWL have been researching and evaluating options for the location of electric power extensions to meet their needs with minimal impacts on area properties. I am now preparing the application to request \$250,000 of CDBG funds, with a \$505,000 match from BWL, and administration costs for Ingham County included in the application. Please note that due to right of way and easement issues and analyses done since last December, BWL has determined that the entire cost of the project would be likely closer to \$755,000, not \$500,000 as was estimated in the December NOI. Also, JNL estimates that they will create 40 jobs, not 45, as a result of this grant assistance.

I request the Commissioners approval to submit an application for CDBG funds to the State of Michigan to assist JNL with their expansion and the creation of 40 new jobs for low to moderate income persons. The Commissioners' decision must follow an opportunity for public hearing, which can be held during the same meeting.

In summary, on behalf of the Ingham County Economic Development Corporation, I respectfully request that the Commissioners approve submission of an application for \$250,000 of CDBG funds to assist in the creation of at least 40 jobs for low to moderate income persons by JNL. Resolution attached.

The proposed resolutions are attached. A copy of the Notice of Intent is also attached. I am pleased to any additional information you would find helpful.

**INFRASTRUCTURE PROJECT - NOTICE OF INTENT (NOI)
MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
ECONOMIC DEVELOPMENT INFRASTRUCTURE PROJECT
MICHIGAN ECONOMIC DEVELOPMENT CORPORATION - Program Administration**

IDENTIFICATION OF LOCAL GOVERNMENT		FUNDING SOURCES	
Applicant(s)	Ingham County	CDBG/State	\$250,000.00
Street/PO Box	121 E. Maple Street, PO Box 319	CDBG/RLF	
City	Mason	Other State	
County	Ingham	Federal	
State/Zip	Michigan 48854	Local Unit	\$250,000.00
Contact Person:	Susan M. C. Pigg	Private	
Name/Title	Economic Development Coordinator	Other	
Address	121 E. Maple St., Mason, MI 48854	Total	\$500,000.00
Telephone Number:	517-676-7285	Local Government's Federal Identification Number:	
Fax Number:	517-676-7358	EIN 38-6005629	
E-Mail Address:	spigg@ingham.org		
COMPANY		COMPANY CONTACT	
NAME OF COMPANY: Jackson National Life Insurance Company		CONTACT NAME: John Brown	
Street Address: 1 Corporate Way , Lansing MI City, Zip:48906 SIC #: 524113 NAICS		Telephone Number: 517-702-2447 Fax Number: 517-706-5517 E-Mail Address: john.brown@jnli.com	
EXISTING NUMBER OF PERMANENT JOBS: 1302			
AVERAGE HOURLY WAGE OF EXISTING EMPLOYEES: \$27.74			
NUMBER OF PERMANENT JOBS EXPECTED TO BE CREATED: 45			
LOWEST STARTING HOURLY WAGE (New Jobs): \$10.00			
AVERAGE STARTING HOURLY WAGE (New Jobs): \$23.00			
LIST FRINGE BENEFITS PROVIDED (New Jobs): Ten paid holidays per year; paid time off (PTO) program for vacation and sick; healthcare, Dental & Vision benefits (choice of two plans); 401k Retirement Plan (Salary deferral up to 50% dollar for dollar match up to 6% of salary); Profit Sharing contribution to 401k based upon Company results (typically 4% - 6% of salary); Group Term Life; Income Protection Plan; Long-Term Disability; Flexible Spending Accounts (Healthcare and Dependent Care accounts); Employee Assistance Program (EAP); Tuition Reimbursement; Dependent Tuition Program (Up to \$5,000 per year per dependent with a \$20,000 lifetime max per dependent); Education Matching Gift Program (Company matches contribution to a college or university per year up to a \$2,500 max); Associate Product Discount Program			
SENATOR NAME: Debbie Stabenow		REPRESENTATIVE NAME: Mike Rogers	
SENATE DISTRICT: 23		HOUSE DISTRICT: 67 CONGRESSIONAL DISTRICT: 8	
PLEASE SEE ATTACHED FOR ADDITIONAL INFORMATION TO BE SUBMITTED WITH NOI.			
AUTHORIZED LOCAL GOVERNMENT OFFICIAL:			
Matthew Myers, PhD Ingham County Controller		517-676-7203 12/5/07	
NAME AND TITLE	SIGNATURE	TELEPHONE	DATE
NOTE: THE ORIGINAL AND ONE COPY OF THE COMPLETED NOI MUST BE MAILED TO: MICHIGAN ECONOMIC DEVELOPMENT CORPORATION Program Administration 300 NORTH WASHINGTON SQUARE, 3RD FLOOR LANSING, MICHIGAN 48913 (517) 373-6213			

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING SUBMISSION OF A COMMUNITY DEVELOPMENT
BLOCK GRANT APPLICATION FOR \$250,000 TO ADVANCE THE JACKSON
NATIONAL LIFE INSURANCE COMPANY ECONOMIC DEVELOPMENT
INFRASTRUCTURE PROJECT**

WHEREAS, Ingham County government has long-term objectives to foster economic well being and assist their citizens in meeting basic needs; and

WHEREAS, Ingham County has been invited by the Michigan Economic Development Corporation to apply for a Community Development Block Grant for public infrastructure (electric) to advance the expansion of Jackson National Life Insurance Company in Lansing, Michigan; and

WHEREAS, this proposed project is consistent with the Ingham County Community Development Statement (Resolution #98-268) and also is consistent with the Ingham County Community Development Plan as described in the current application; and

WHEREAS, the Ingham County Economic Development Corporation finds this project is consistent with its goal of increasing the economic vitality and quality of life and recommends approval of the application submittal; and

WHEREAS, the extension and improvement of public utilities, specifically a 13.2kVelectrical line, to the area that includes Jackson National Life Insurance Company would support their creation of 40 new jobs of which at least 51% of the beneficiaries of this project will be low to moderate income persons; and

WHEREAS, the Lansing Board of Water and Light will contribute more than 50% matching funds with the CDBG grant to extend and improve electrical service; and

WHEREAS, no project costs will be incurred prior to a formal grant award, completion of the environmental review procedures, and formal written authorization to incur costs is received from Michigan Economic Development Corporation; and

WHEREAS, notice of a public hearing was published and a public hearing held on September 23, 2008, to provide citizens an opportunity to review and comment on the proposed application.

THEREFORE BE IT RESOLVED, that the Ingham County Commissioners hereby authorizes submission of an application for Community Development Block Grant Funds in the amount of \$250,000 to extend a 13.2kV electric power line with matching funds provided by the Lansing

Board of Water and Light to support the creation of 40 new jobs by Jackson National Life Insurance Company.

BE IT FURTHER RESOLVED, that the County Board of Commissioners authorizes acceptance of the grant, should it be awarded, provided that such award is substantially as requested in the grant application.

BE IT FURTHER RESOLVED, that the Controller is authorized to act as signatory on behalf of the County for the purposes of this grant and that the Board Chair is authorized to sign any documents as may be required relating to the grant award contract, as recommended by the Controller, and approved as to form by the County Attorney.

Agenda Item 6

RESOLUTION STAFF REVIEW

DATE September 5, 2008

Agenda Item Title: Resolution Authorizing the Approval of Expenditures for an Outdoor Interactive Avian Exhibit Using Australian Seed Eater Birds at the Potter Park Zoo

Submitted by: Ingham County Parks & Recreation Commission

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

Summary of Proposed Action:

This resolution would authorize a two year contract with Living Exhibits, Inc. for an outdoor interactive avian exhibit using Australian seed eater birds at the Potter Park Zoo. The contract with Living Exhibits, Inc. and the funds set aside in the 2008 Capital Improvement budget and Controller Recommended 2009 Capital Improvement Budget would provide for 415 birds, a 1,080 aviary, a professional staff person, and opportunities for visitors to interact and feed the birds. Living Exhibits, Inc. will also provide the graphics, training, and husbandry for the interactive exhibit. Living Exhibits, Inc. will donate the portable aviary to the Potter Park Zoo/Ingham County after the second year of operation.

The addition of this new exhibit sends a positive message to the public that the Potter Park Zoo is an improving and growing enterprise.

Financial Implications:

The funds will come from the Zoo Millage. This program has been approved by the Zoological Society Board, Zoo Board, and Parks and Recreation Commission. This is an enterprise activity with anticipated revenue from the sale of seed sticks.

The Potter Park Zoological Society will greatly benefit from this exhibit with increased revenues at their food concessions and gift shop.

Other Implications: None.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: James Hudgins, Director of Purchasing

SUBJECT: Potter Park Zoo Interactive Avian Exhibit

I have reviewed the background and supportive information provided by Zoo staff for the purchase of the Interactive Avian Exhibit. I concur with Park staff in its recommendation to purchase the exhibit from Living Exhibits, Inc.

INGHAM COUNTY PARKS & RECREATION COMMISSION
Meeting of September 3, 2008
RESOLUTION #22 -08

RESOLUTION AUTHORIZING THE APPROVAL OF EXPENDITURES
FOR AN OUTDOOR INTERACTIVE AVIAN EXHIBIT USING
AUSTRALIAN SEED EATER BIRDS

WHEREAS, resolutions were passed by the Potter Park Zoo Board, the Parks & Recreation Commission, and the Board of Commissioners (#08-043) authorizing the approval of expenditures for a seasonal outdoor interactive avian exhibit using Australian seed eater birds; and

WHEREAS, the exhibit was not implemented in 2008 due to inability to secure a vendor; and

WHEREAS, the Potter Park Zoo staff and Potter Park Zoological Society fully support opening the interactive exhibit in 2009; and

WHEREAS, the vendor expenses for the "Seed Eater" Exhibit previously provided in 2008 were:

First Year	\$183,000
Second Year	\$125,000
Third Year	\$ 40,000

WHEREAS, the vendor has submitted the following updated expenses for 2009 and 2010 which are higher than the original bid:

First Year - 2009	\$193,000
Second Year - 2010	\$ 99,000
Third Year - 2011	No Cost

WHEREAS, Living Exhibits, Inc. will construct a portable 1,080 square foot aviary for the housing of the birds and for the public to enter and interact; and

WHEREAS, Living Exhibits, Inc. will donate this portable structure, that can be moved, to the Potter Park Zoo/Ingham County after the second year of operation; and

WHEREAS, funds to implement the exhibit have been identified within the approved 2008 Capital Improvement budget and Controller recommended 2009 Capital Improvement budget; and

WHEREAS, the exhibit will generate revenue for Potter Park Zoo in its first year of operation; and

WHEREAS, the Potter Park Zoo will purchase birds in year three; and

WHEREAS, the Potter Park Zoo anticipates revenues from seed sticks and shall retain all generated revenue profits; and

WHEREAS, the addition of new exhibits sends a positive message to the public that the Zoo is an improving and growing enterprise;

WHEREAS, new exhibits will encourage repeat Zoo visits and inspire new visitors; and

WHEREAS, the Potter Park Zoological Society will greatly benefit from this exhibit with increased revenues at their food concessions and gift shop; and

WHEREAS, the Potter Park Zoo Board recommended the approval of expenditures for the outdoor interactive "Seed Eater" Exhibit at their September 2nd, 2008 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends that the Ingham County Board of Commissioners enter into a two year contract with Living Exhibits, Inc., San Diego, California for the construction and implementation of an outdoor interactive avian exhibit.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE APPROVAL OF EXPENDITURES
FOR AN OUTDOOR INTERACTIVE AVIAN EXHIBIT USING
AUSTRALIAN SEED EATER BIRDS AT THE POTTER PARK ZOO**

WHEREAS, Resolution #08-043 was passed by the Ingham County Board of Commissioners authorizing the approval of the vendor, Living Exhibits, Inc., for a seasonal outdoor interactive exhibit using Australian seed eater birds; and

WHEREAS, the exhibit was not implemented in 2008 due to inability to secure Living Exhibits, Inc., in a timely manner; and

WHEREAS, the Potter Park Zoo staff and Potter Park Zoological Society fully support opening the interactive exhibit in 2009; and

WHEREAS, the vendor expenses for the “Seed Eater” Exhibit previously approved in Resolution #08-043 for the 2008 season were:

First Year	\$183,000
Second Year	\$125,000
Third Year	\$ 40,000

WHEREAS, the vendor has submitted the following quotes for 2009 and 2010 and no contractual cost for 2011:

First Year - 2009	\$193,000
Second Year - 2010	\$ 99,000
Third Year - 2011	No Cost

WHEREAS, Living Exhibits, Inc. will construct a portable 1,080 square foot aviary for the housing of the birds and for the public to enter and interact; and

WHEREAS, Living Exhibits, Inc. will donate this portable structure to the Potter Park Zoo after the second year of operation; and

WHEREAS, the Potter Park Zoo will purchase birds in year three (2011) and continue to operate the exhibit; and

WHEREAS, funds to implement the exhibit have been identified within the approved 2008 Capital Improvement budget and Controller Recommended 2009 Capital Improvement budget; and

WHEREAS, the exhibit will generate revenue for Potter Park Zoo in its first year of operation (2009); and

WHEREAS, the Potter Park Zoo Board and Ingham County Parks Board have determined there should be no exhibit entry fee, thus making the exhibit available to all Zoo visitors; and

WHEREAS, the Potter Park Zoo will sell seed sticks to visitors that are anticipated to offset operational expenses, seasonal wages primarily; and

WHEREAS, the addition of new exhibits sends a positive message to the public that the Potter Park Zoo is an improving and growing enterprise, thus inspiring repeat and new visitors; and

WHEREAS, the Potter Park Zoological Society will greatly benefit from this exhibit with increased revenues at their food concessions and gift shop; and

WHEREAS, the Ingham County Parks & Recreation Commission passed Resolution #22-08 on September 3, 2008 recommending that the Board of Commissioners enter into a contract with Living Exhibits, Inc., San Diego, California for the construction and implementation of an outdoor interactive avian exhibit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a two year contract with Living Exhibits, Inc., San Diego, California for the construction and implementation of an outdoor interactive avian exhibit using Australian Seed Eater Birds.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary documents upon approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE September 5, 2008

Agenda Item Title: Resolution to Authorize the Creation of a Health Program Assistant Position

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution supports authorization of a part-time Health Program Assistant in the Registration and Enrollment Unit of the Ingham County Health Department.

Financial Implications:

Part-time Health Program Assistant for the Registration and Enrollment Unit of Ingham County Health Department	UAW Grade C 2008 Salary Range \$13,661-\$16,397
--	--

Consistent with Commissioner instructions, costs are calculated on maximum salary compensation amount.

For the part-time Health Program Assistant position, the total cost is \$27,998 including a fringe benefit amount of \$11,601 and the \$16,397 compensation maximum for 2008. Budget cost projections are provided in the attached spreadsheet.

Other Implications:

This part-time Health Program Assistant position would be funded by the Ingham Health Plan Corporation. No General Fund monies are needed.

Staff Recommendation: MM____ JN____ TL__X__ TM____ JC____

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
County Services
Finance Committee

From: Dean Sienko, M.D. Health Officer

Date: August 24, 2008

Subject: Recommendation to a create a Health Program Assistant

This is a recommendation to authorize the creation of a half-time Health Program Assistant (UAW Grade C) in the Registration and Enrollment Unit of the Health Department. This position is completely funded by administrative service fees paid by Ingham Health Plan Corporation to the Health Department. Therefore, this position requires no general fund support.

The Ingham Health Plan Corporation contracts with the Health Department for administrative services including the screening and enrollment of eligible low-income uninsured Ingham County residents into Ingham Health Plan's coverage program. These services are provided in the Registration and Enrollment Unit.

Since Ingham Health Plan was created, the Registration and Enrollment Unit has performed eligibility determination and enrollment services. As enrollment has grown, the number of staff in the Unit has remained constant. Additionally, the demand for Ingham Health Plan and other Registration and Enrollment Unit services has increased. Currently, staff spends 55% of their time providing Ingham Health Plan services. This has created a challenge to screen and enroll all eligible applicants in Ingham Health Plan while also carrying out the other duties and responsibilities of the Unit. Due to this challenge, Ingham Health Plan Corporation has agreed to an increased rate for administrative services to fund an additional half-time Health Program Assistant in the Registration and Enrollment Unit.

I recommend the Board of Commissioners adopt the attached resolution and authorize the creation of a half-time Health Program Assistant.

Attachment

c: John Jacobs w/attachment
Laura Peterson w/attachment
Tony Lindsey w/attachment
Jayson Welter w/attachment
Karen Jennings w/attachment
Sally Auer w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CREATION OF A
HEALTH PROGRAM ASSISTANT POSITION**

WHEREAS, the Ingham Health Plan Corporation contracts with the Health Department to screen and enroll low-income uninsured Ingham County residents into Ingham Health Plan's coverage program; and

WHEREAS, the community need for health coverage has led to a significant increase in the applicants and enrollees in the Ingham Health Plan; and

WHEREAS, the Registration and Enrollment Unit of the Health Department carries out the screening and enrollment obligations of the contract; and

WHEREAS, to fulfill the community need and screen all applicants requires additional staff; and

WHEREAS, this position will not require General Fund support as the Ingham Health Plan Corporation has agreed to fund the cost of a half-time Health Program Assistant (UAW Grade C); and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the creation of a half-time Health Program Assistant in the Registration and Enrollment Unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a half-time Health Program Assistant in the Registration and Enrollment Unit (UAW Grade C).

Agenda Item 7b

RESOLUTION STAFF REVIEW

DATE September 5, 2008

Agenda Item Title: Resolution to Appoint Dennis Jurczak, M.D. and D. Bonta Hiscoe, M.D. as Deputy Medical Directors and Deputy Medical Examiners and to Authorize Employment Contracts

Submitted by: Health Department

Committees: LE____, JD____, HS_ X_, CS_ X_, Finance_ X__

Summary of Proposed Action:

This resolution authorizes employment contracts with Dennis Jurczak, M.D. and D. Bonta Hiscoe, M.D. Dr. Jurczak will serve as Deputy Medical Director of the Health Department and Chief Deputy Medical Examiner. Dr. Hiscoe will serve as a Deputy Medical Director of the Health Department. They are both separately appointed as a Deputy Medical Examiners. The contracts will be for the period October 1, 2008 through September 30, 2009.

Financial Implications:

There will be a two percent increase in compensation, from \$69.08 per hour to \$70.46 per hour. They will be compensated by wages only, although the County will treat them as temporary employees and will contribute its share of FICA and provide for workers' compensation, and additionally makes deductions for federal and state income taxes and for the employee's share of FICA. The County will provide for professional liability insurance coverage.

Total annual cost for these two positions is approximately \$160,000.

Other Implications:

None.

Staff Recommendation: MM__ JN__ TL__ TM__ JC_ X__

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

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

Date: September 10, 2008

Subject: Recommendation to Authorize Employment Contracts with Dennis Jurczak, M.D.
and D. Bonta Hiscoe, M.D.

This is a recommendation to authorize employment contracts with Dennis Jurczak, M.D. and D. Bonta Hiscoe, M.D. The recommendation is that Dr. Jurczak serve as Deputy Medical Director of the Health Department and Chief Deputy Medical Examiner; in the role of Chief Deputy Medical Examiner, Dr. Jurczak provides direction to the Medical Examiner's Office during my absence. The recommendation is that Dr. Hiscoe will serve as a Deputy Medical Director of the Health Department. They are both separately appointed as a Deputy Medical Examiners.

Dr. Jurczak and Dr. Hiscoe will assist me and Dr. Sugandha Lowhim, Chief Deputy Medical Director in providing medical direction to the Health Department and to Ionia County Health Department under contract. They will also support the Ingham and Ionia public health preparedness efforts. The Department's 2008 budget assumes that Dr. Jurczak and Dr. Hiscoe will work a combined total of about 20 hours per week. However, their schedules are flexible and they are prepared to work additional hours when needed, and when funds are available.

The recommendation includes a two percent increase in compensation, from \$69.08 per hour to \$70.46 per hour. They will be compensated by wages only, although the County will treat them as temporary employees and will contribute its share of FICA and provide for workers' compensation, and additionally makes deductions for federal and state income taxes and for the employee's share of FICA. The County will provide for professional liability insurance coverage.

When Dr. Jurczak and Dr. Hiscoe take on-call duties as a Deputy Medical Examiners, they will be additionally compensated in accordance with resolution #07-326 setting out the term of appointment and compensation for Deputy Medical Examiners.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the employment contracts with Dennis Jurczak, M.D. and D. Bonta Hiscoe, M.D.

Attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPOINT DENNIS JURCZAK, M.D. AND D. BONTA HISCOE, M.D. AS DEPUTY MEDICAL DIRECTORS AND DEPUTY MEDICAL EXAMINERS AND TO AUTHORIZE EMPLOYMENT CONTRACTS

WHEREAS, Dennis Jurczak, M.D. and D. Bonta Hiscoe, M.D. have served as Deputy Medical Directors for the Ingham County Health Department, and they have been appointed by the Board of Commissioners as Deputy Medical Examiners; and

WHEREAS, the employment contracts with Dr. Jurczak and Dr. Hiscoe will expire on September 30, 2008; and

WHEREAS, Dr. Dean Sienko, the Health Officer and Medical Director/Medical Examiner recommends that the Board of Commissioners authorize employment contracts with Dr. Jurczak and with Dr. Hiscoe for the period October 1, 2008 through September 30, 2009.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an employment contract with Dennis Jurczak, M.D., 5564 Bayonne, Haslett, Michigan under which he will serve in the role of Deputy Medical Director in the Ingham County Health Department and as the Chief Deputy Medical Examiner.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an employment contract with D. Bonta Hiscoe, 1817 Walnut Heights Dr., East Lansing, Michigan under which he will serve in the role of Deputy Medical Director in the Health Department.

BE IT FURTHER RESOLVED, that Dr. Jurczak and Dr. Hiscoe shall be compensated at the rate of \$70.46 per hour, not to exceed a combined total of 1,500 hours during for the contract period of October 1, 2008 through September 30, 2009.

BE IT FURTHER RESOLVED, that for purposes of benefits, Dr. Jurczak and Dr. Hiscoe shall be treated as temporary employees.

BE IT FURTHER RESOLVED, that Dr. Jurczak and Dr. Hiscoe shall receive direction from the Medical Director/Medical Examiner, and in the absence of the Medical Director/Medical Examiner from the person authorized to act with the authority vested in the Health Officer as described in the Department's Plan of Organization adopted in Resolution #07-079.

BE IT FURTHER RESOLVED, that while serving as Deputy Medical Examiners, compensation shall be in accordance with Resolution #07-326 establishing term of appointment and compensation for Deputy Medical Examiners.

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

Agenda Item 8

RESOLUTION STAFF REVIEW

DATE September 5, 2008

Agenda Item Title: Resolution Authorizing a Contract with B & J Painting, Inc. to Prep and Paint Post #4 at the Ingham County Jail

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution authorizes a contract with B & J Painting, Inc. to prep and paint post #4 at the Jail.

Financial Implications: The total amount of the contract is \$37,700 and the funds are available through the Jail Operating Budget.

Other Implications: B & J Painting, Inc. is a local contractor and they submitted the lowest bid for this project.

Staff Recommendation: MM__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: September 4, 2008

SUBJECT: Resolution Authorizing a Contract with B & J Painting Inc. to Prep and Paint Post #4 at the Ingham County Jail

The resolution before you authorizes awarding a contract to B & J Painting Inc. for the purpose of preparation and repainting of Post #4 at the Ingham County Jail.

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

Funding for the project is available within the Jail Operational Budget, 101-31100-931010, Jail Painting.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: September 2, 2008
SUBJECT: Bid Summary – Painting Post

Project Description:

Repainting Post #4 of the Ingham County Correctional Facility.

Bid Summary:

Bidders Contacted: 11 Local: 5
Bidders Responding: 3 Local: 2

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local Preference Requested</u>
B & J Painting, Inc.	\$37,700	Yes – Lansing, Michigan
C3 Contracting, Inc.	\$49,999	No – Comstock, Michigan
The Large Company*	\$62,100	Yes – Lansing, Michigan

* Bid rejected due to no Bid Bond submitted.

Recommendation:

Award a contract to B & J Painting in an amount not to exceed \$37,700.

Source of Funding:

Building, Painting, Maintenance – General Fund; \$60,000 budgeted

Advertisement:

The RFP was advertised in the Lansing City Pulse and El Central, and posted on the Purchasing Department Web Page.

Prevailing Wage:

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

Local Purchasing Preference:

Not applicable.

Contact Person(s):

Rick Terrill, Facilities Director; Jim Hudgins, Purchasing Director

Agenda Item 8

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH
B & J PAINTING, INC. TO PREP AND PAINT POST #4
AT THE INGHAM COUNTY JAIL**

WHEREAS, Post #4 at the Ingham County Jail needs to be correctly prepped and repainted; and

WHEREAS, the funds for this project are available within the Jail Operational Budget: 101-31100-931010 Jail Painting; and

WHEREAS, the Purchasing Department solicited bids for this project, and after review it is the recommendation of the Facilities Department in concurrence with the Purchasing Department to award a contract to B & J Painting, Inc. to prep and paint Post #4, in an amount not to exceed \$37,700.00 which reflects the payment of prevailing wage.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to B & J Painting, Inc., 1400 E. Grand River Avenue, Lansing, Michigan 48906, to perform preparation and repainting of Post #4 at the Ingham County Jail for a total cost not to exceed \$37,700.00.

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 September 5, 2008

Agenda Item Title: Resolution Amending the Ingham County Purchasing Policies

Submitted by: Purchasing Department

Committees: LE____, JD____, HS____, CS__X__, Finance____

Summary of Proposed Action: This resolution authorizes an amendment to the Ingham County Purchasing Policy. The amendment requires bidders to submit information during the bid process that requires the duty to self report violations related to the work anticipated through a contract with Ingham County. The resolution also allows for Ingham County to reject bids as a result of previous violations and allows for the rejection of a bid for the intentional failure to disclose material information related to citations and/or fines.

Financial Implications: This resolution could positively impact the liability exposure by Ingham County, as a result of maintaining contracts with vendors who have complied with State and Federal mandates relating to providing goods and services to Ingham County.

Other Implications: This resolution shields Ingham County from contracting with vendors who could potentially bring discredit to the County and confirms the County's desire to maintain a strong ethics policy.

Staff Recommendation: MM__X__ JN____ TL____ TM____ JC____
Staff recommends approval of the resolution.

Agenda Item 9

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE INGHAM COUNTY PURCHASING POLICIES

WHEREAS, Ingham County purchases goods and services; and

WHEREAS, the County seeks responsible partners who can provide needed goods and services at a good price while meeting their obligations in the community; and

WHEREAS, purchases have sometimes become controversial because of prior conduct by bidders, suppliers, subcontractors and such, and the Board of Commissioners desires to provide clear direction to staff on ways to evaluate bids and proposals; and

WHEREAS, under the Ingham County Ethics Policy staff makes the recommendation for the award of the contract subject only to review by the Board of Commissioners to ensure that the purchasing policies and procedures have been followed; and

WHEREAS, the purchasing process would be improved by imposing onto the seller/bidder/proponent the duty to disclose factors which might reasonably affect the County's willingness to enter into contract.

THEREFORE BE IT RESOLVED, the Board of Commissioners directs staff to include language in all RFP's, bid documents, and other contracts requiring the contracting party to disclose all material factors and information which indicate previous problems, or which might impair performance of the contract, or which might bring discredit upon the County if generally known. The disclosure shall include all specific information necessary to obtain independent documentation of the detrimental material.

BE IT FURTHER RESOLVED, that in considering the award of a contract, staff should take the disclosed information into account, with an understanding that all information should be evaluated impartially.

BE IT FURTHER RESOLVED, that subsequent discovery by the Board of a matter not disclosed by the proponent which materially affects the proponent's suitability shall be grounds for review and possible revocation of the contract, and that the failure to disclose shall be weighed against the proponent.

BE IT FURTHER RESOLVED, the following must be disclosed, and whose non-disclosure constitutes sufficient grounds for non-award or revocation of a contract:

1. Citations and/or fines within the last three (3) years by any Federal, State or Local regulatory agency. The date, identity of the agency issuing the citation or fine, description of the violation, and final rulings of the agency must be disclosed.

BE IT FURTHER RESOLVED, whether a matter which the proponent has failed to disclose is material, and the weight to be given to it, are within the discretion of the Board, which may take into account such factors including, but not limited to, the seriousness of the undisclosed matter, the culpability of the proponent in failing to disclose it, and the impact of contract rescission on the public welfare.

BE IT FURTHER RESOLVED, if a proposal or bid is disallowed, or a contract is rescinded, because of the discovery of undisclosed material detrimental information, under the Ingham County Ethics Policy, the normal course of action will be for the staff to reconsider their recommendation and bring back to the Board a recommendation to proceed in a way which best advances the public interest.

Agenda Item 10a

September 2, 2008

TO: County Services Committee

FROM: Becky Bennett
Board Coordinator

RE: Expanding the Ingham County Road Commission from Three to Five members

An amendment to the County Road Law, (MCL 224.1) became effective on January 1, 2007, which gives County Board of Commissioners the authority and option of expanding the size of its Road Commissions from a three-member board to a four or five-member board.

The attached resolution authorizes the Ingham County Board of Commissioners to expand the size of the Ingham County Road Commission from three members to five, effective January 1, 2009.

In order for the Board of Commissioners to proceed in increasing the number of Road Commissioners, the statute requires that a public hearing be held regarding the proposed change. Notice of time and place must be given not less than 28 days before the hearing. Written notice of the hearing must also be given to the Ingham County Road Commission and posted on the County's website.

If this resolution is approved at the September 16, 2008 County Services Committee meeting, it will be placed on the October 28, 2008 agenda for the Board of Commissioners meeting following the required public hearing scheduled for that date.

If you have any questions, feel free to contact me.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXPAND THE SIZE OF THE INGHAM COUNTY ROAD
COMMISSION FROM THREE TO FIVE MEMBERS**

WHEREAS, the Ingham County Road Commission provides a valuable service to Ingham County residents; and

WHEREAS, by statute, the size of Road Commissions has been limited to three (3) members; and

WHEREAS, effective January 3, 2007, the County Road Law (MCL 224.1) was amended to allow County Board of Commissioners to increase the size of Road Commissions from three (3) to five (5) members; and

WHEREAS, expanding the size of the Road Commission will provide better representation to County residents, and will also ensure increased accountability of the Road Commission itself.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby expands the size of the Ingham County Road Commission from three (3) members to (5) members effective January 1, 2009.

BE IT FURTHER RESOLVED, that the initial term of the two new members will be staggered with one term expiring December 31, 2010 and one term expiring December 31, 2014.

BE IT FURTHER RESOLVED, that a public hearing shall be set for October 28, 2008 before the Board of Commissioners at 7:30 pm in the Board of Commissioners' Room, Ingham County Courthouse, Mason, Michigan for the purpose of hearing any interested persons on the proposed increase in membership on the Ingham County Road Commission.

BE IT FURTHER RESOLVED, that pursuant to the Statute, the Clerk shall publish notice of the public hearing at least twenty eight (28) days before the hearing date.

Agenda Item 10b

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CONGRATULATING RON HOUSE

WHEREAS, Ron House has been chosen by the Webberville Masonic Lodge to represent Webberville as the “2008 Citizen of the Year”; and

WHEREAS, for more than 44 years Ron has been involved with Moore's Farm Repair where he is known as a welder, fabricator and design engineer, and although he sold his business to his son Scott, he continues to work there on a daily basis; and

WHEREAS, throughout the years Ron has also managed to find time to serve his community, he served as Chief of the Le Roy Township Fire Department where he volunteered as a fireman for many years; and

WHEREAS, Ron enjoys seeing students learn from hands-on projects, area youth have gained valued wisdom and guidance through Ron's continued support and involvement with the Webberville Schools Industrial Arts, FFA and 4-H; and

WHEREAS, he has also been involved with the Webberville United Methodist Church on many projects, including PET, which provides axles around the world for those who are unable to walk.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates Ron House on being selected as the Webberville Masonic Lodge's “2008 Citizen of the Year”.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to Ron for his dedication and commitment to the citizens of Ingham County and wishes him continued success in his future endeavors.

Agenda Item 10c

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING REX DAVID BORGMAN

WHEREAS, Rex David Borgman is a 2008 graduate of Williamston High School, he is active in the community, and enjoyed participating in the choir at his high school; and

WHEREAS, Rex began his scouting career as a Cub Scout, where he earned the Arrow of Light, after joining Troup #63 in 2001; and

WHEREAS, his scout leadership history includes experience as patrol leader, quartermaster, scribe and instructor; and

WHEREAS, Rex is very active in the Gabe-shi-win-gi-ji-kens Lodge of the Order of the Arrow, where he is currently serving his second term as Council Chief for the Lodge, he participated in the Order of the Arrow National Service Week this year by working at George Washington-Thomas Jefferson National Park; and

WHEREAS, over the last two summers Rex has given back to scouting by working at Northwood Scout Reservation; and

WHEREAS, to achieve the Eagle rank, a scout must demonstrate leadership and citizenship, while earning 21 merit badges before reaching the age of 18 and must also complete a service project for the benefit of his community, school or religious institution; and

WHEREAS, Rex's service project entailed supervising repairs at Cabot Cemetery in Wheatfield Township which included erecting unearthed headstones, repairing broken headstones, moving footstones to facilitate mowing, maintenance and the removal of invasive plants; and

WHEREAS, with 28 merit badges, Rex has earned the rank of Eagle Scout.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Rex David Borgman for achieving the Eagle Scout rank and serving as a positive role model for the youth in our community.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in his future endeavors.

Agenda Item 10d

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CONGRATULATING SUSAN PIGG AS THE RECIPIENT OF THE MICHIGAN ECONOMIC DEVELOPERS ASSOCIATION AWARD

WHEREAS, Susan Pigg is the Economic Development Educator for Ingham County's Michigan State University Extension Office; and

WHEREAS, Susan has served as a member of the Michigan Economic Developers Association since 2004, where she served as President in 2006; and

WHEREAS, Susan is the current Chairperson of the Education Committee, a committee which she has served on since 1999; and

WHEREAS, she has also played an important role in the Certified Business Park Program as a committee member since 1999, and as Chairperson from 2000 through 2003; and

WHEREAS, in 2003, Susan received the Mike Conboy Professional Development Award for her work in economic development education; and

WHEREAS, Susan Pigg recently received a President's Award from the Michigan Economic Developers Association, which is presented to individuals who have demonstrated their commitment to the organization through volunteer work.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates Susan Pigg on receiving the Michigan Economic Developers Association's President's Award.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to Susan for the contributions she has made to the County of Ingham and its citizens.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION DESIGNATING OCTOBER 15, 2008 AS "NATIONAL LATINO AIDS AWARENESS DAY" IN INGHAM COUNTY

WHEREAS, Ingham County is one of the counties in Michigan with a prevalence rate for Chicano/Latinos that is higher than the overall statewide rate; and

WHEREAS, the impact of HIV/AIDS among Chicanos/Latinos is still invisible in many communities and agencies at a local and statewide level; and

WHEREAS; HIV/AIDS continues to have a disproportionate impact on our Chicano/Latinos and the lack of HIV prevention and care challenges the extended Chicano/Latino family; and

WHEREAS, the extended Chicano/Latino family has been forced to find new reservoirs of compassion, and to confront difficult issues such as drug use and sexuality; and

WHEREAS, Chicano/Latinos represent 4% of Michigan's population as well as 4% of those living with HIV or AIDS; and

WHEREAS, National Latino AIDS Awareness Day is intended to promote HIV prevention efforts in the Chicano/Latino community that are culturally and linguistically appropriate and effective, and to support efforts to overcome the stigma and discrimination that so often accompanies the disease; and

WHEREAS, this year's campaign is "United We Can: HIV/AIDS Stops here. Prevention Starts With Us. Unidos Podemos: Detengamos Al VIH/SIDA. La Prevencion Empieza Con Nosotros."

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby proclaims October 15, 2008 as "National Latino AIDS Awareness Day" in Ingham County and urges all citizens to utilize this day to raise awareness, prevent infection, encourage HIV testing and commemorate October 15th as a recognized Day of Remembrance.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION DESIGNATING SEPTEMBER 26, 2008 AS
“MICHIGAN INDIAN DAY” IN INGHAM COUNTY**

WHEREAS, Michigan Indian Day was established in 1984 by former Michigan Governor William Milliken to acknowledge the many attributes Native Americans in Michigan have made to the State; and

WHEREAS, Native Americans were the original inhabitants of the land that now constitutes the County of Ingham, State of Michigan and the United States, according to the 2000 Census, Michigan’s Native population of 125,000 is the tenth largest in the nation, has the 4th largest American Indian population east of the Mississippi River, and includes 12 federally recognized tribal groups; and

WHEREAS, Native Americans have made distinct and important contributions to Ingham County and the rest of the world in many fields, including agriculture, medicine, music, language, and art, and they have distinguished themselves as local and national leaders, inventors, entrepreneurs, spiritual leaders, and scholars; and

WHEREAS, Michigan Indian Day is an excellent opportunity to allow Americans of all backgrounds to demonstrate their respect of and admiration for Native Americans for the richness of their contribution to the political, cultural, and economic life of the United States; and

WHEREAS, the fourth Friday of September has been designated as Michigan Indian Day to honor Michigan’s Native Americans and the multitude of contributions they have made to this great State and Country; and

WHEREAS, on Michigan Indian Day there are activities that will be occurring at Michigan State University and the Nokomis Learning Center to focus attention on the many cultural and historical contributions of Michigan’s Native American community.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby designates September 26, 2008 as “Michigan Indian Day” in Ingham County.

BE IT FURTHER RESOLVED, that the Board urges all citizens to honor and recognize the achievements and significant contributions the Native American Community has made to the County of Ingham, State of Michigan and the United States.

MEMORANDUM

September 5, 2008

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Third Quarter 2008 Budget Adjustments and Contingency Fund Update

Attached please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2008. There is no change to the General Fund amount of \$84,306,337.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

This quarter's adjustments include some increases to the equipment revolving fund for unbudgeted computer replacements. Also included are line item transfers requiring Board approval due to the dollar amounts and an increase to two previously approved Health Department contracts.

The largest adjustment is in the Health Fund to recognize increased Health Plan Management revenue in the amount of \$87,550 due to statewide Plan A expansion and the addition of the Washtenaw County Health Plan. This revenue will be used to cover the increased expenses of postage, supplies, contractual services and phones and to extend the county's proximity card system for security at the Cedar Pointe Building.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$447,952. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$579,831.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE
2008 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2008 Budget on October 23, 2007 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller's staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2008 BUDGET 9/01/08</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$84,306,337	0	\$84,306,337
221	Health	42,350,984	107,572	42,458,556
245	Public Improvements	2,517,381	0	2,517,381
258	Potter Park/Zoo	5,666,590	0	5,666,590
664	Mach. & Equip. Revolving	1,192,668	6,962	1,199,630

GENERAL FUND REVENUES

	2008 Budget – <u>9/01/08</u>	<u>Proposed</u> <u>Changes</u>	2008 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	47,920,884		47,920,884
Property Tax Adjustments	(100,000)		(100,000)
Delinquent Real Property Tax	50,000		50,000
Unpaid Personal Property Tax	25,000		25,000
Industrial Facility Tax	475,000		475,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
Transfer from Rev. Sh. Res. Fund	5,726,831		5,726,831
Convention/Tourism Tax - Liquor	1,592,770		1,592,770
Health and Safety Fund	148,267		148,267
Use of Fund Balance	2,693,774		2,693,774
Department Generated Revenue			
Animal Control	621,444		621,444
Circuit Court - Family Division	863,173		863,173
Circuit Court - Friend of the Court	575,430		575,430
Circuit Crt - General Trial	2,318,700		2,318,700
Cooperative Extension	213,822		213,822
County Clerk	543,600		543,600
District Court	2,748,935		2,748,935
Drain Commissioner/Drain Tax	385,000		385,000
Economic Development	64,942		64,942
Elections	170,700		170,700
Emergency Operations	49,721		49,721
Equalization /Tax Mapping	30,800		30,800

Human Resources	34,073		34,073
Ingham Medical In Kind Services	479,744		479,744
Probate Court	277,178		277,178
Prosecuting Attorney	735,139		735,139
Purchasing	248,706		248,706
Register of Deeds	2,369,250		2,369,250
Remonumentation Grant	179,087		179,087
Sheriff	5,682,910		5,682,910
Treasurer	6,919,319		6,919,319
Tri-County Regional Planning	59,937		59,937
Veterans Affairs	187,201		187,201
Total General Fund Revenues	84,306,337	0	84,306,337

GENERAL FUND EXPENDITURES

	2008 Budget – 9/01/08	Proposed <u>Changes</u>	2008 Proposed <u>Budget</u>
Board of Commissioners	615,497		615,497
Circuit Court - General Trial	7,966,156		7,966,156
District Court	2,442,603		2,442,603
Circuit Court - Friend of the Court	1,366,721		1,366,721
Jury Board	1,757		1,757
Probate Court	1,468,879		1,468,879
Circuit Court - Family Division	6,718,701		6,718,701
Jury Selection	71,224		71,224
Elections	504,950		504,950
Financial Services	681,994		681,994
County Attorney	426,962		426,962
County Clerk	787,846		787,846
Controller	906,341		906,341

Equalization/Tax Services	690,213	690,213
Human Resources	663,562	663,562
Prosecuting Attorney	6,237,666	6,237,666
Purchasing	262,327	262,327
Facilities	1,615,023	1,615,023
Register of Deeds	675,425	675,425
Remonumentation Grant	179,087	179,087
Treasurer	683,510	683,510
Drain Commissioner	1,001,560	1,001,560
Economic Development	150,914	150,914
Community Agencies	254,985	254,985
Equal Opportunity Committee	1,075	1,075
Women's Commission	1,028	1,028
Environmental Affairs Comm	500	500
AC Shelter Advisory Board	500	500
FOC Advisory Committee	3,642	3,642
Historical Commission	500	500
Tri-County Regional Planning	99,897	99,897
Jail Maintenance	322,036	322,036
Sheriff	19,550,626	19,550,626
Community Corrections	135,948	135,948
Animal Control	1,497,069	1,497,069
Emergency Operations	173,544	173,544
Board of Public Works	500	500
Drain Tax at Large	324,202	324,202
Health Department	12,719,568	12,719,568
Medical Examiner	306,158	306,158
Substance Abuse	800,620	800,620

Community Mental Health	2,022,457	2,022,457
Department of Human Services	1,422,797	1,422,797
Tri-County Aging	77,800	77,800
Veterans Affairs	378,147	378,147
Cooperative Extension	927,409	927,409
Parks and Recreation	1,970,330	1,970,330
Contingency Reserves	447,952	447,952
Agricultural Preservation Board	38,000	38,000
2-1-1 Project	25,000	25,000
Capital Area Rail Council	2,350	2,350
Transfer to Budget Stabilization	700,000	700,000
Capital Improvements	3,982,779	3,982,779
Total General Fund Expenditures	84,306,337	84,306,337

Non-General Fund Adjustments

Health (F221)	Increase the budget for the contract with the Michigan Department of Community Health to amend the Comprehensive Planning, Budget and Contracting Agreement to increase the Public Health Data Applications in the Capital Area Regional Health Information Organization (\$20,000). Amend the Kellogg Foundation grant to decrease the Community Voices local match funds in order to purchase a laptop computer and a statistical software program (\$21,500). Recognize increased revenue due to statewide Plan A expansion and addition of Washtenaw County Health Plan to cover increased expenses of postage, supplies, contractual services, phones and proximity card system (\$87,550). Increase grant match from \$10,800 to \$10,822 for SARA Title III Data Analysis project authorized by Resolution 08-129 (\$22).
Public Improvements (F245)	Transfer funds from stone repair at Mason Courthouse project to monument repairs at Mason Courthouse project (\$6,000).

Potter Park/Zoo
(F258)

Transfer funds from Park Irrigation project to Kangaroo Barn Roof project to cover increased costs (\$11,000). Transfer funds from the Park Irrigation System project (\$7,200) and from the Thatch Roof Project (\$11,000) to the Shade Canopy – Penguins – Installation project to cover increased costs.

Mach./Equip. Revolving
(F664)

Increase CIP upgrade funds to purchase: one laptop for the Board of Commissioners Office (\$837), one PC for the Sheriff's Office (\$1,000), one laser printer for the Circuit Court (\$1,300), and one PC for the Circuit Court – Family Division. (\$1,000) Increase budget for Probate Court microfilming/scanning project (\$2,825). Quotes came in higher than budget.

2008 CONTINGENCY

Adopted Contingency Amount	\$579,831
R07-309: Additional Appropriation Community Agencies	(\$1,250)
R07-334: Temporary District Court Clerk	(\$15,323)
R08-020: Reorganize Central Services	(\$16,229)
R08-021: Lake Lansing Watershed Management Plan	(\$4,800)
R08-067: Refugee Development Center	(\$1,825)
R08-128: 2008 1 st Quarter Adjustment	(\$88,852)
R08-148: Food Pantry Contract and Lease Agreement	(\$3,600)
Current Contingency Amount	\$447,952