

CHAIRPERSON  
MARC THOMAS

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
STEVE DOUGAN

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
CURTIS HERTEL, JR.  
TINA WEATHERWAX-GRANT  
VICTOR CELENTINO  
ANDY SCHOR  
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, AUGUST 20, 2008 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 [June 18, 2008](#) and [July 16, 2008](#) Minutes

Additions to the Agenda

Limited Public Comment

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
2. Ingham County Treasurer - Resolution to Provide Funding for the Asset Independence Coalition Efforts in [Financial Education](#)
3. City of Lansing and City of East Lansing - Resolution Authorizing Contracts with Lansing and East Lansing for [911 Center](#) 2008/09 Operations
4. CCAB/JUCC Electronic Monitoring Sub-Committee - Resolution to Authorize the Selection of Sentinel Offender Services for an Offender Funded Electronic Monitoring Program Subject to a [Final Contract Agreement](#)
5. Capital Area Transportation Authority – Resolution Authorizing the Third Amendment to the Agreement with the [Capital Area Transportation](#) Authority Dated January 1, 2006 through December 31, 2010
6. Ingham County Parks & Recreation Commission – Resolution Authorizing Expenditures for the [Potter Park Zoo Penguin Pool](#) Exhibit Repair
7. Circuit Court – General Trial Division - Resolution to Increase [AutoMon Enrollment Fee](#)
8. Health Department
  - a. Resolution to Authorize an Amendment to the Agreement with Michigan State University to Delegate Certain [Environmental Health Responsibilities](#)

- b. Resolution Authorizing the Approval of a [Five Year Extension](#) of the Voluntary Funding Agreements
  - c. Resolution to Reauthorize an Agreement with the [Shiawassee Community Mental Health Authority](#)
  - d. Resolution to Authorize an Agreement with [Capital Area Community Services](#) to Serve Early Head Start Children Through the Jump Start Program
  - e. Resolution to Authorize a Public Health Nursing [Letter of Understanding](#) with the Ingham Intermediate School District
  - f. Resolution Appointing Carolyn R. Burt, D.O., as [Deputy Medical Examiner](#) and to Authorize a Contract
  - g. Resolution to Authorize Amendment #3 to the 2007-2008 Comprehensive Planning, Budgeting and Contracting Agreement with the [Michigan Department of Community Health](#)
  - h. Resolution to Authorize a 2008-2009 Agreement with the [City of Lansing](#)
  - i. Resolution to Authorize a 2008-2009 Agreement with the Michigan Department of [Community Health](#) for the Delivery of Public Health Services Under the Comprehensive Planning, Budgeting and Contracting (CPBC) Process
  - j. Resolution to Authorize an Amendment to an Agreement with the [Shiawassee Regional Education Services District](#)
  - k. Resolution to Amend the [Collaborative Agreement](#) with the Capital Area United Way
  - l. Resolution Honoring [Barbara Ketchum](#)
9. Prosecuting Attorney's Office/MIS - Resolution Authorizing a Contract with ImageSoft to Purchase an Imaging Application for the [Prosecuting Attorney's Office](#) and the Core Imaging Application for Ingham County
10. Facilities Department
- a. Resolution Authorizing a Contract with [TeL Systems, Inc.](#) to Purchase Courtroom Technology for the Circuit Court
  - b. Resolution Authorizing a Purchase Order with Integrated Interiors, Inc. for Acoustical Panels at the [Potter Park Zoo Safari Room](#)
  - c. Resolution Authorizing a Contract with National Restoration, Inc. to Provide Masonry Restoration Services to the [Ingham County Drain Commission](#)
11. Human Resources Department
- a. Resolution Certifying Representatives for the [MERS Annual Meeting](#)
  - b. Resolution Authorizing Preparation of Letters of Agreement with Bargaining Units to Accept the Recommendation of the [Ingham Health Coalition](#) for Employee Benefits in 2009
  - c. Resolution Approving Modifications to the 2009-2010 [Managerial/Confidential Personnel Manual](#)
12. MIS Department - Resolution to Authorize the Reorganization of the [MIS Department](#)

13. Child and Family Services – Commissioner Bahar-Cook - Resolution Authorizing an Emergency Appropriation for a 2008 Agreement for the [Child and Family Services](#) Angel House Program
14. Controller's Office
  - a. Resolution Authorizing 2009 Agreements for [Juvenile Justice Community](#) Agencies
  - b. Resolution Authorizing a Six Week Hiring Delay Policy for the [2009 Budget](#) Year
15. Board Referrals
  - a. City of East Lansing - Notice of Public Hearing Regarding an Amendment to the DDA Tax Increment Financing and [Development Plan](#)
  - b. City of Lansing, Economic Development Corporation - Notice of a Public Hearing on the Approval of an [Industrial Facilities Exemption](#) Certificate for BRD Printing, Inc.
  - c. City of Lansing, Economic Development Corporation - Notice of a Public Hearing on the Establishment of an [Obsolete Property Rehabilitation District](#)

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](http://www.ingham.org)

## **FINANCE COMMITTEE**

June 18, 2008

Minutes

Members Present: Mark Grebner, Curtis Hertel, Tina Weatherwax-Grant, Victor Celentino, Andy Schor, Steve Dougan and Board Chairperson Marc Thomas

Members Absent: None

Others Present: Matthew Myers, Janeil Valentine, Rick Terrill, Randy Bell, Mary Ruttan, Diana Gramenos and Dr. Sienko

The meeting was called to order by Chairperson Grebner at 6:04 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

### Approval of the June 4, 2008 Minutes

The June 4 Minutes were approved as submitted.

### Additions to the Agenda

1. Capital Region Airport Authority – Dale Feldpausch, Deputy Executive Director, Finance/Administration – 2008/2009 Millage Levy Certification – This item is rescheduled for the July 15 meeting.
2. Substitute List of Property
- 5c. Health Department – Resolution to Authorize Agreements with the Gift of Life Organ Procurement Organization and Midwest Eye Banks
- 7b. Facilities Department – Resolution Authorizing an Amendment to the Contract with Mihm Enterprises, Inc. to Provide Exterior Restorations at the Ingham County Courthouse
- 6a. Controller's Office – Resolution of the Ingham County Board of Commissioners to Amend the Ingham County Public Safety Radio System Cost Participation Policy

Limited Public Comment: None

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

3. Sheriff's Office
  - b. Resolution to Authorize the Ingham County Sheriff's Office to Accept a Police Bicycle Donation from the American Legion, Holt Post #238
  - c. Resolution to Authorize the Ingham County Sheriff's Office to Accept a Police Bicycle Donation from the Holt Lions Club

5. Health Department
  - a. Resolution to Authorize Administrative Support Services Agreements with County Health Plans
  - b. Resolution Honoring Joy Maloney
  - c. Resolution to Authorize Agreements with the Gift of Life Organ Procurement Organization and Midwest Eye Banks
- 7b. Controller's Office - Resolution Authorizing an Amendment to the Contract with Mihm Enterprises, Inc. to Provide Exterior Restorations at the Ingham County Courthouse

MOTION CARRIED UNANIMOUSLY.

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

2. Ingham County Treasurer – Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION TO UTILIZE THE COUNTY'S OPTION TO ACQUIRE TAX FORECLOSED PROPERTY.

Comm. Dougan asked about the properties at 4405 and 4415 S. MLK. Ms. Ruttan explained these are commercial sites. The property owner's son tried to sell the property but was unsuccessful. Ms. Ruttan addressed other questions from Comm. Dougan regarding the foreclosed properties.

MOTION CARRIED UNANIMOUSLY.

3. Sheriff's Office
  - a. Resolution Authorizing the Execution of a Property Disposition Services Agreement with PropertyRoom,Com, Inc.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING THE EXECUTION OF A PROPERTY DISPOSITION SERVICES AGREEMENT WITH PROPERTYROOM,COM, INC.

The Committee held a brief discussion regarding the financial implications of this item. Chairperson Grebner stated the County Attorney should review the statutes regarding the disposition of County property. He also stated County employees should inform the County if they bid on County property.

MOTION CARRIED UNANIMOUSLY.

4. Ingham County MSU Extension Office

- a. Resolution Authorizing Ingham County MSU Extension 4-H Youth Programs to Enter into a Contract with the Lansing School District to Provide 4-H After-School Programs to Lansing Middle and High School Students

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION AUTHORIZING INGHAM COUNTY MSU EXTENSION 4-H YOUTH PROGRAMS TO ENTER INTO A CONTRACT WITH LANSING SCHOOL DISTRICT TO PROVIDE 4-H AFTER-SCHOOL PROGRAMS TO LANSING MIDDLE AND HIGH SCHOOL STUDENTS.

**COMM. CELENTINO DISCLOSED THAT HE IS AN EMPLOYEE AT DWIGHT RICH MIDDLE SCHOOL.**

MOTION CARRIED UNANIMOUSLY.

- b. Resolution Authorizing the Transfer of Funds Out of the Personnel Cost Category of the 2008 Budget for the Purpose of Funding the Renovation of Modular Work Stations in the MSU Extension Office in the Hilliard Building

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS OUT OF THE PERSONNEL COST CATEGORY OF THE 2008 BUDGET FOR THE PURPOSE OF FUNDING THE RENOVATION OF MODULAR WORK STATIONS IN THE MSU EXTENSION OFFICE IN THE HILLIARD BUILDING.

Comm. Schor stated this item should be considered along with all the other capital needs. This specific request should not be considered in a vacuum.

Comm. Hertel stated there are special circumstances with this request. There are exposed wires and the Office is in disrepair. The Office does not meet current ADA requirements. Chairperson Grebner stated the MSU Extension is willing to live without a position for a year to have the renovation completed.

MOTION CARRIED with Comm. Schor voting NO.

6. 911 Advisory Board

- a. Resolution of the Ingham County Board of Commissioners to Amend the Ingham County Public Safety Radio System Cost Participation Policy

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION OF THE INGHAM COUNTY BOARD OF COMMISSIONERS TO AMEND THE INGHAM COUNTY PUBLIC SAFETY RADIO SYSTEM COST PARTICIPATION POLICY.

Mr. Myers explained the 911 Advisory Board has recommended that the quarterly fees from two organizations be waived. The organizations are the Tri-County Emergency Medical Control Authority and the Lansing Emergency Operations Center. These organizations rarely use the radios. This Resolution was tabled at this Committee's last meeting because the County did not have a policy to waive such fees.

Comm. Schor stated it is curious that the County would waive the fee. He asked for the real reasons for waiving these fees. Mr. Myers explained that the radios are for emergency situations. These organizations rarely have emergency situations. The radios are a part of Emergency Operations and can be used by any of the agencies. The maintenance cost for these radios are being shared by the other organizations. Mr. Myers further explained that the distribution of the radios may change next year.

Comm. Schor stated he still has concerns about this request because it may lead to other fee waiver requests from other organizations.

MOTION CARRIED UNANIMOUSLY.

- b. Requests to Waive the Quarterly System Maintenance Fee (Tabled at the June 4, 2008 meeting)

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE REQUESTS TO WAIVE THE QUARTERLY SYSTEM MAINTENANCE FEE. MOTION CARRIED UNANIMOUSLY.

(Comm. Dougan left the meeting at 6:25 p.m.)

- 7. Controller's Office
  - a. Resolution Submitting to a Vote of the Electorate the Establishment of Separate Tax Limitations for Ingham County, the Townships, and the Intermediate School District

MOVED BY COMM. WEATHERWAX-GRANT, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE THE ESTABLISHMENT OF SEPARATE TAX LIMITATIONS FOR INGHAM COUNTY, THE TOWNSHIPS, AND THE INTERMEDIATE SCHOOL DISTRICT.

The Committee held a brief discussion about this item. Chairperson Grebner explained why this Resolution is necessary.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dougan

8. Board Referrals

- a. Notice of Public Hearing from the City of Lansing, Regarding the Proposed Establishment of a New Neighborhood Enterprise Zone – No. 23 Ottawa Butler Area
- b. Letter from the State Department of Treasury, Forwarding a Notice of Revocation of the Personal Property Component of the Industrial Facilities Exemption Certificate, #1999-683a, Issued to Behr Climate Systems, Inc., Located in the Village of Webberville
- c. Notice of Public Hearing from the City of East Lansing, Regarding Brownfield Redevelopment Authority Amendment #9 – for the City Center Two Urban Redevelopment Projects 1 and 2

The Board Referrals were received and placed on file.

Announcements:       None

Public Comment:       None

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Debra Neff



## **FINANCE COMMITTEE**

July 16, 2008

### **Minutes**

Members Present: Mark Grebner, Curtis Hertel, Tina Weatherwax-Grant, Victor Celentino, Andy Schor, Steve Dougan and Board Chairperson Marc Thomas

Members Absent: Andy Schor

Others Present: Teri Morton, Rick Terrill, Tom Shewchuk, George Vernon, Tom Edman, Paul Pratt, Dr. Sienko, Willis Bennett, Leslie Kuhn, Jim Hudgins, Curt Munson, Tom Selig, Bill Card and others

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

#### Additions to the Agenda

- 3. This Resolution was voted down by the Judiciary Committee with a unanimous vote, Commissioner Tennis was absent.
- 5b. Substitute Resolution
- 7b. Substitute Resolution
- 10a. Item pulled - Resolution Authorizing the Reorganization of the MIS Department
- 12b. Substitute Resolution
- 12e. Item pulled – Resolution to Restructure Revenue Collection of Parks Vehicle Entrance Fee

#### Limited Public Comment

Mr. Munson, Okemos resident, spoke regarding agenda item 7b. He stated he is very passionate about the park system. The land at issue is the nicest piece of natural park land in the greater Lansing area. Keeping this land for the community would be the right thing.

Mr. Card, Haslett, informed the Committee that Haslett has a letter that endorses the application to the DNR. He then stated he hopes this process goes smoothly.

Ms. Kuhn stated she distributed information to the Committee regarding the people who use the Lake Lansing North Park. She stated making the property a part of the Ingham County Park system is a positive move for the residents of Ingham County. Ms. Kuhn stated Ms. Harty is also happy about this issue. Ms. Harty could not be present this evening.

Mr. Pratt, Drain Office, stated Mr. Lindemann feels very strongly about agenda item 7b. He supports this item. Mr. Pratt urged the Committee to approve the Resolution.

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

2. Community Mental Health Authority of Clinton, Eaton and Ingham Counties – Resolution Accepting an Offer to Purchase County-Owned Real Property Located at 812 East Jolly Road, Lansing, MI 48910
4. Ingham County MSU Extension Office – Resolution to Authorize an Amendment and Extension of an Existing Contract Between Ingham County and the Michigan Department of Human Services for After School and Summer Programming in the City of Lansing
5. Health Department
  - a. Resolution to Eliminate a Vacant Nurse Case Manager Position and Create a Customer Services Specialist Position in Health Plan Management Services
  - b. Resolution to Authorize the Creation of a Pharmacy Benefit Coordinator Position in Health Plan Management Services
  - c. Resolution to Authorize a 2008-2009 Medical Provider Agreement with the Health Plan Corporation
  - d. Resolution to Authorize the Intergovernmental Transfer of Ingham County Funds to the State of Michigan for the Purpose of Participating in the Financing of the Non-Federal Share of DSH Payments Made Under the Indigent Care Agreement Pool to Ingham Regional Medical Center and Sparrow Health System
6. Ingham County Fairgrounds Board – Resolution Authorizing Funding for Repair Projects and the Replacement of the Tables and Chairs for the Community Building at the Fairground
7. Ingham County Parks & Recreation Commission
  - a. Resolution Authorizing Expenditures for Materials and Installation of an Irrigation System at Potter Park
  - c. Resolution Authorizing Expenditures for Paving and Related Work at Potter Park
  - d. Resolution Authorizing Expenditures for the Sealing and Repair of all Pedestrian Pathways Within the Potter Park Zoo
8. Facilities Department
  - a. Resolution Authorizing a Contract with Michigan Paving & Materials Co. for the Human Services Building Parking Lot Repairs
  - b. Resolution Authorizing a Contract with AT&T Wireless and IDSolutions at the Ingham County Family Center for the Ingham Academy

- 10c. MIS Department - Resolution to Approve the Renewal of the MUNIS Software Annual Support Agreement
- 11. Community Corrections Advisory Board – Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for the Ingham County/City of Lansing Community Corrections Fiscal Year
- 12. Controller's Office
  - b. Substitute Resolution Implementing a Hiring Freeze for Ingham County General Fund Positions
  - c. Resolution Authorizing an Agreement with the Greater Lansing Food Bank and the Trustee of the Silver A. and John E. Coffee Charitable Remainder Trust
  - d. Resolution Approving Criteria for Ranking 2009 Applications for Community Agency Funding

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

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

Absent: Comm. Schor

- 1. Capital Region Airport Authority – Robert Selig, Executive Director – 2008/2009 Millage Levy Certification

Mr. Selig distributed copies of the City of Lansing/Ingham County Community Update to the Committee for its review during his presentation. He stated the Airport Authority (Authority) is financially sound, with a balanced budget approved each year. The Authority continues to use Airport generated revenues to cover operating costs for the Capital Region International Airport and the Mason Jewitt Field.

Approximately 75% of all operating revenues come through fees and charges directly or indirectly related to passenger airlines. The Authority has established a future development focus that is designed to minimize the instability of the airline industry and the impacts of fuel pricing.

Mr. Selig stated Northwest and Delta Airlines began reducing flight schedules to airports nationally, including Lansing, during the bankruptcies in 2006-2007. Flight schedules and related airport revenues for these two airlines have not returned to pre-bankruptcy levels. The Authority has compensated for this lost revenue and has maintained competitive airline fees.

Comm. Celentino asked Mr. Selig to explain the Millage information on page 17 of his Update. Mr. Selig stated money will be set aside to cover the existing liabilities with healthcare in the

future. That obligation and the reserve requirement triggers in 2010. The Airport does not have much cash at this time; therefore, it would like to try to reserve some of the Millage funds.

Comm. Weatherwax-Grant asked if both airports may not meet their expected revenue levels. Mr. Selig stated only the Mason Airport may not reach its expected level. The challenge is to maintain competitive fees and charges while balancing the budget. We have to look at further reductions in the Airport's budget.

Comm. Dougan referred to page 4 of the Update. He stated the budget stabilization number should relate only to capital needs in the future. Chairperson Grebner stated there is no limitation on the use of the levied money other than it must be used for the Airport. Comm. Dougan stated the statement in the Update is very broad.

Mr. Selig stated retention and expansion are included in the Authority's plan. The two items must be in balance. He further stated the Authority cannot run up user fees to a point that the users cannot pay them. Comm. Dougan encouraged the Authority to reduce their expenses like the County is doing for 2009.

3. District Court – Resolution to Authorize Continuation of a Temporary Position at District Court to Assist in Meeting Case Management Demands

MOVED BY COMM. DOUGAN SUPPORTED BY COMM. WEATHERWAX-GRANT, TO TABLE THE RESOLUTION TO AUTHORIZE CONTINUATION OF A TEMPORARY POSITION AT DISTRICT COURT TO ASSIST IN MEETING CASE MANAGEMENT DEMANDS.

Board Chairperson Thomas apologized to the Committee that this item was on tonight's agenda. He thought this item would be pulled from tonight's agenda.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

7. Ingham County Parks & Recreation Commission
  - b. Substitute Resolution Authorizing an Application be Submitted to the Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant to Fund the Acquisition of 120 Acres of Natural Area to Expand Lake Lansing North Park

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE SUBSTITUTE RESOLUTION AUTHORIZING AN APPLICATION BE SUBMITTED TO THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES FOR A MICHIGAN NATURAL RESOURCES.

Comm. Dougan stated he will not vote in support of the Substitute Resolution. He stated he still has a few questions about this item. Comm. Dougan asked how much the current owner paid for

this property. Mr. Bennett stated he didn't know what the owner paid for the property. Mr. Card stated the owner's daughter also does not know this amount. Chairperson Grebner stated the purchase price will be based on an appraisal.

Comm. Dougan asked about the future maintenance costs for this property. Mr. Bennett stated the maintenance costs will be about \$500 per year. The plan is to maintain the property in its current condition.

Comm. Dougan asked if the property is current on its taxes. Mr. Bennett stated he understands the taxes are up to date. This will be clarified by the owner.

Comm. Hertel commended Meridian Township for their strong commitment on this matter. He also commended the community for their efforts. Comm. Hertel then stated he does not understand why any of the Board of Commissioners would vote against this \$25,000 purchase price.

Comm. Weatherwax-Grant echoed Comm. Hertel's statements. She then stated she supported this effort from the beginning. Comm. Weatherwax-Grant asked about the DNR's timeline. Mr. Bennett stated the grant application is due on August 1, 2008. The DNR will provide its decision by December 3, 2008. The Resolution allows the County to reject the purchase if things don't work out. If the County has to withdraw its grant application, it will not hurt its future grant requests.

Chairperson Grebner stated the Substitute Resolution requires the County to adopt another Resolution before it allocates the \$25,000 for the purchase of the property. He then asked who will have the title for the property. Mr. Bennett stated the County will have the title for the property. Meridian Township will have a conservation easement.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

Mr. Bennett thanked the community for its efforts on this matter. He is proud to have them involved in this process.

Comm. Dougan stated the Committee did not receive the bid information for agenda items 7c and 7d. Mr. Hudgins provided him with the bid information.

9. Human Resources Department – Resolution to Authorize the Transfer of MERS Retirement Funds for Zoo Teamster and Zoo United Auto Workers Staff – Reciprocal Retirement Act

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION TO AUTHORIZE THE TRANSFER OF MERS RETIREMENT FUNDS FOR ZOO TEAMSTER AND ZOO UNITED AUTO WORKERS STAFF – RECIPROCAL RETIREMENT ACT.

Comm. Dougan stated it appears the City of Lansing is moving money to MERS to cover these employees. Chairperson Grebner stated the former agreement was a MERS agreement. They may be shifting MERS funds from one MERS account to another MERS account. Comm. Dougan stated he would like to have more information on this item. He also stated he wants to be sure about the healthcare issue.

Comm. Dougan stated he would like feedback regarding the following issues:

When the employees retire, will they only receive checks from MERS?

Will the retirement healthcare benefit cover the employees and their spouses?

Chairperson Grebner asked staff to confirm if the employees were covered by MERS with the City of Lansing.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

10. MIS Department

- b. Resolution to Approve the Purchase of a Storage Area Network (SAN) for the Ingham County Data Center

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION TO APPROVE THE PURCHASE OF A STORAGE AREA NETWORK (SAN) FOR THE INGHAM COUNTY DATA CENTER.

Comm. Dougan stated the County received a local bid response that was less than the recommended vendor. Mr. Shewchuk stated the two vendors had different types of technology. With many of the vendors, there is a concern as to who will support the product if they go out of business.

The Committee continued their discussion on this item. Chairperson Grebner stated he is sure that staff has been sensitive that Mr. Shewchuk was employed by the vendor. He explained that the County should use a different vendor when the product is similar and has a lesser cost. Mr. Shewchuk stated three EMC vendors responded to the RFP but were not viable. The County needs to purchase products from a reputable and competent vendor.

Chairperson Grebner stated it should be made clear that Mr. Shewchuk was formerly employed by AI Corporation when the County approves a contract with them because it was the best deal for the County. Mr. VanderSchaaf, MIS, stated he is very aware of the issue regarding Mr. Shewchuk's former employer.

Comm. Dougan stated he supports Chairperson Grebner's statements. He does not want the County to develop a reputation that it will always use AI Corporation. Chairperson Grebner stated with all things being equal, the County should use a different vendor than AI Corporation. Mr. Vernon, MIS, stated there was not a close comparison on this matter.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

12. Controller's Office
  - a. Resolution Amending the 2008 Budget

MOVED BY TINA, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION AMENDING THE 2008 BUDGET.

The Committee held a general discussion about this item. Ms. Morton stated as of January 1, 2007, 1.0% of salary is being side aside for the reserve for unfunded retiree health insurance liabilities. Half that amount was collected in 2006. Comm. Dougan stated he would like to see the language regarding moving funds into the retirement trust fund. We owe it to ourselves to commit to move this money, one half million dollars per year, into the trust fund.

Chairperson Grebner stated Comm. Dougan should ask Mr. Myers to start a program to commit funds to the trust fund starting next year. Ms. Morton stated this issue has been discussed by the staff.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

13. Board Referrals
  - a. Notice of Public Hearing from the City of Lansing, Regarding a New Personal Property Tax Exemption by Jackson National Life Insurance Company
  - b. Notice of Public Hearing from Delhi Charter Township to Consider an Application for an Industrial Facilities Exemption Certificate by Molded Plastics Industries, Inc.

The Board Referrals were received and placed on file.

#### Announcements

Comm. Weatherwax-Grant informed the Committee that the Judiciary Committee discussed the Angel House at their last meeting. The Judiciary Committee determined to not approve the funding request from Angel House. She then stated Comm. Nolan may bring a personal resolution to the next Board meeting regarding this matter. If not, the issue will be before the next Judiciary meeting.

Board Chairperson Thomas stated he is concerned that if the Board approves the funding request, Angel House may still have to close their doors. This would not be a good investment on the County's part.

Public Comment: None

The meeting adjourned at 7:14 p.m.

Respectfully submitted by,

Debra Neff

**Agenda Item 1**

**RESOLUTION STAFF REVIEW**

**DATE** August 8, 2008

**Agenda Item Title:** Resolution Entering into an Agreement with Key Government Financing for the Financing of a Vactor Truck for the Ingham County Drain Commissioner's Office

**Submitted by:** Ingham County Drain Commissioner

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

**Summary of Proposed Action:** This resolution authorizes the purchase of a new "Vactor Truck" for the Drain Office to clean storm drains.

**Financial Implications:** The cost for the new truck is \$308,567.50. The old truck is being traded in (\$12,500), a \$75,000 down payment is being made and the remaining cost of \$221,067.50 is being financed over a five year period with an interest rate of 4.92% per annum.

**Other Implications:** None.

**Staff Recommendation:** MM\_\_X\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC\_\_\_\_  
Staff recommends approval of the resolution.



## **Agenda Item 1**

Introduced by the County Services and Finance Committees of the:

### **INGHAM COUNTY BOARD OF COMMISSIONERS**

#### **RESOLUTION ENTERING INTO AN AGREEMENT WITH KEY GOVERNMENT FINANCING FOR THE FINANCING OF A VACTOR TRUCK FOR THE INGHAM COUNTY DRAIN COMMISSIONER'S OFFICE**

WHEREAS, the Drain Commissioner currently uses a Vactor Truck to clean storm drains; and

WHEREAS, the Drain Commissioner has determined that it is more cost-effective to purchase a new Vactor Truck rather than continue costly repairs on the current 1991 Ford Vactor Truck; and

WHEREAS, the new Vactor Truck has been priced at \$308,567.50, with a trade in value for the old Vactor Truck at \$12,500 and a \$75,000 down payment leaving a total of \$221,067.50; and

WHEREAS, the Purchasing Department and the Treasurer's Office have agreed with the financing of the Vactor Truck through an Installment Purchase Agreement with Key Government Finance at 4.92% interest per annum; and

WHEREAS, the payments to Key Government Finance shall be over a five-year period with the final payment due in 2012 in the amount of \$48,558.39 per annum which includes both principal and interest; and

WHEREAS, the estimated life expectancy for the new Vactor Truck is ten (10) years old, costs associated with the purchase of the truck are expected to be recaptured within five (5) years.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the purchase of a new Vactor Truck for the Drain Commissioner's Office, priced at \$308,567.50 minus \$12,500.00 in trade in of old Vactor Truck and a \$75,000.00 down payment leaving \$221,067.50 to be paid through an Installment Purchase Agreement with Key Government Finance at 4.92% per annum interest, with five payments of \$48,558.39 per annum which includes both principal and interest.

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

## Agenda Item 2

### RESOLUTION STAFF REVIEW

**DATE** August 8, 2008

**Agenda Item Title:** Resolution to Provide Funding for the Asset Independence Coalition Efforts in Financial Education

**Submitted by:** Ingham County Treasurer

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

**Summary of Proposed Action:** Approval of the resolution will provide additional funding to the United Way for a contract employee, office supplies and web site development. This will provide support to coordinate financial education efforts, for low income individuals and families in the Greater Lansing Area.

**Financial Implications:** \$37,000 will be authorized by this resolution to be spent from the Delinquent Tax Administration Fund (516-25601) to assist with this effort.

**Other Implications:** This is a collaborative effort between the Treasurer's Office and the City of Lansing.

**Staff Recommendation:** MM\_\_X\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC\_\_\_\_  
Staff recommends approval of the resolution.

## **Agenda Item 2**

Introduced by the County Services and Finance Committees of the:

### **INGHAM COUNTY BOARD OF COMMISSIONERS**

#### **RESOLUTION TO PROVIDE FUNDING FOR THE ASSET INDEPENDENCE COALITION EFFORTS IN FINANCIAL EDUCATION**

WHEREAS, the Asset Independence Coalition (AIC), under the umbrella of the Power of We Consortium (Ingham County Human Services Collaborative), coordinates financial education efforts, including Income Tax Preparation for low and moderate income citizens; and

WHEREAS, the AIC's efforts have been funded and carried out by an ad hoc working group of non-profits in the tri-county area; and

WHEREAS, the group has successfully assisted thousands of taxpayers with refunds from the Earned Income Tax Credit and is expanding efforts in financial education; and

WHEREAS, these efforts have expanded through a part-time coordinator position hosted and administered by the United Way and would further benefit from additional time and resources, and would benefit low income taxpayers; and

WHEREAS, the Ingham County Treasurer and Lansing Mayor have laid the groundwork for a Bank on Lansing initiative to assist the unbanked and coordinate educational efforts toward financial literacy; and

WHEREAS, these efforts assist the economic condition of those most impacted by the economy and the financial education efforts help with the payment of delinquent taxes.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes additional funding for the coordination efforts at \$37,000 to be expended from the Delinquent Tax Administration Fund (516-25601) to assist with the Bank on Lansing initiative and financial education.

BE IT FURTHER RESOLVED, that the County Controller is directed to make all necessary budget adjustments consistent with this resolution.

### Agenda Item 3

#### RESOLUTION STAFF REVIEW

**DATE** August 7, 2008

**Agenda Item Title:** Resolution Authorizing Contracts with Lansing and East Lansing for 911 Center 2008/09 Operations

**Submitted by** City of Lansing and City of East Lansing

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

**Summary of Proposed Action:**

This resolution will authorize contracts with Lansing and East Lansing for funding 911 Center 2008/09 Operations at less than the traditional 95% of operational costs. This is due to the fact that the operational budget requests exceeded the cap of 80% of annual 911 revenue as established by Resolution #00-278.

**Financial Implications:** (See the attached information on budget increases and historical data.)

2007/08 Lansing amended contract	\$5,150,270
2007/08 East Lansing amended contract	\$1,206,305

This resolution would fund the two 911 Centers at 95% of their operating budget costs within the 80% CAP limitation.

East Lansing contract	\$1,311,805
Lansing contract	\$4,947,134
2008/2009 Ingham County 911 revenue: \$7,823,673	

Combined Lansing/East Lansing contracts funded at 95%: \$6,588,977  
80% of 911 revenue: \$6,258,938  
Difference: \$330,039

As an alternative, to fully fund the operational contracts at the traditional 95% of operational costs, the East Lansing contract would be for \$1,380,977 (an increase of \$69,172) and Lansing for \$5,208,000 (an increase of \$260,899).

The additional funding would require a supplemental appropriation out of the 911 Emergency Telephone Dispatch Services Management and System Improvements reserve to increase the contracts by the additional \$330,039.

**Other Implications:**

It is estimated that approximately \$1,500,000 will still remain for Management and System Improvements reserve expenditures should this resolution be passed and after lease and maintenance costs associated with the radio project are factored in.

**Staff Recommendation:** MM \_\_\_\_ JN X TL \_\_\_\_ TY \_\_\_\_ JC \_\_\_\_

Staff recommends that this resolution be approved with full funding with the Board of Commissioners approving the supplemental appropriation. The consolidation of the 911 Centers is actively being pursued by all parties; this long-term cost saving measure will save funds and maintain the quality of 911 Emergency Telephone Dispatch Services.

## **5-year History of 911 Contracts**

	<b><u>2004/2005</u></b>	<b><u>2005/2006</u></b>	<b><u>2006/2007</u></b>	<b><u>2007/2008</u></b>	<b><u>2008/2009</u></b>
<b>Lansing</b>					<b>proposed</b>
95% of Request	\$4,337,700	\$4,475,579	\$5,074,900	\$5,177,655	\$5,208,000
% increase	9.5%	3.2%	13.4%	2.0%	0.6%
Contract	\$4,108,073	\$4,475,579	\$5,074,900	\$5,177,655	\$4,947,134
% increase	3.7%	8.9%	13.4%	2.0%	-4.5%
<b>East Lansing</b>					
95% of Request	\$1,166,942	\$1,209,721	\$1,228,212	\$1,206,305	\$1,380,977
% increase	7.1%	3.7%	1.5%	-1.8%	14.5%
Contract	\$1,105,167	\$1,209,721	\$1,228,212	\$1,206,305	\$1,311,805
% increase	1.4%	9.5%	1.5%	-1.8%	8.7%

\*These amounts reflect the original contract, amendments are not included. Though in 2004/05 the contracts were amended to the 95% request.



**LANSING POLICE DEPARTMENT**

120 W. Michigan Ave.  
Lansing, Michigan 48933  
(517) 483-4600 (TDD/Voice)  
FAX: (517) 483-4824

August 8, 2008

Tony Benavides, Mayor  
Mark E. Alley, Chief of Police

Ingham County Board of Commissioners  
Law Enforcement Committee  
5303 South Cedar Street  
Lansing, MI 48909

I have received notification that the Lansing/Ingham County 911 Center annual budget falls short of 95% reimbursement by \$260,899.00. We have trimmed our accounts as much as possible and held the increase from FY08 to FY09 to \$60,768.00. Luckily, our health insurance costs did not increase as much as we have seen in the previous few years.

I am requesting your consideration in providing these additional dollars from existing 911 funds to support the operational expenses of our center.

The City of Lansing is not in a financial position to provide additional funding for 911 operations to continue functioning at our current level. The City of Lansing's contract with Ingham County prohibits soliciting funds from any of the agencies that we serve. This places the full financial burden of any expense beyond the CAP amount on the City of Lansing, in addition to the current 5%, which the City of Lansing is required to pay by contract.

An alternative to utilizing additional 911 funds may be to revise the current contract to allow the Lansing/Ingham County 911 Center to bill the agencies we serve for these costs. The East Lansing 911 Center operates in this manner. I feel certain however, that this would not be a popular alternative with our agencies. If there are other solutions available to us, I am eager to hear about them.

I am seeking your assistance in securing the \$260,899.00 needed to fund our center at 95% for FY09.

Sincerely,

Karen Chadwick, 911 Director  
Lansing/Ingham County 911 Center  
(527) 483-7612

# Memorandum

East Lansing Police Department

To: Ingham County Commissioners  
Mr. John Neilsen

From: Chief Tom Wibert

Date: August 11, 2008

Re: Supplemental Appropriation

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Mr. Neilsen:

Please consider this correspondence as the City of East Lansing's formal request for a supplemental appropriation.

Per our confirmed final 08/09 operational budget request:

East Lansing eligible costs:	\$1,380,977
CAP Amount:	\$1,311,805
Shortfall:	\$ 69,172

Therefore, the City of East Lansing is requesting a supplemental appropriation in the amount of \$69,172.

Thank you for your consideration in this matter.



### **Agenda Item 3**

Introduced by the Law Enforcement and Finance Committees of the:

#### **INGHAM COUNTY BOARD OF COMMISSIONERS**

#### **RESOLUTION AUTHORIZING CONTRACTS WITH LANSING AND EAST LANSING FOR 911 CENTER 2008/09 OPERATIONS**

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 a policy that reserves twenty percent of the total revenues per year for these purposes and eighty percent for operational expenses by the two 911 Centers; and

WHEREAS, under this policy the Lansing and East Lansing 911 Centers' 2008/09 operational budgets will not receive the full ninety-five per cent reimbursement this fiscal year due to their costs exceeding eighty percent of the total 911 2008/09 revenues.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation out of the 911 Emergency Telephone Dispatch Services Budget by approving reimbursement of the City of East Lansing's 2008/09 operational budget of up to \$1,311,805 and by approving reimbursement of the City of Lansing's 2008/09 operational budget of up to \$4,947,134.

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.

**Agenda Item 4**

**RESOLUTION STAFF REVIEW**

**DATE: August 6, 2008**

**Agenda Title:** Resolution to Authorize the Selection of Sentinel Offender Services for an Offender Funded Electronic Monitoring Program Subject to a Final Contract Agreement

**Submitted by:** CCAB/JUCC Electronic Monitoring Sub-Committee

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

**Summary of Proposed Action:** This resolution will authorize the selection of Sentinel Offender Services for an Offender Funded Electronic Monitoring Program subject to a final contract agreement consistent with the services as set forth in the attached Scope of Work.

**Financial Implications:** There are no direct costs for this contract to Ingham County; the fees will be borne by referred clients.

**Other Implications:** It was agreed by the CCAB, Circuit Court, Pretrial Services, the District Court Probation Department, and the Sheriff's Office that Sentinel Offender Services was the most qualified vendor to provide the services as outlined in the attached Scope of Work. An RFP process was conducted and it was the unanimous recommendation of the Interview Panel to recommend this vendor.

It was also agreed that, in the absence of any monetary subsidy provided by Ingham County, client fees for services must be maintained at a level that is not overly burdensome to clients referred from the above County referral sources.

**Staff Recommendation:** MM \_\_ 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.

cc Mary Sabaj

# COUNTY OF INGHAM

## Purchasing Department

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

Project: Packet #41-08 Electronic Monitoring Services

Recommendation: Enter into an agreement with Sentinel Officer Services

Proposal Summary:

Vendors Contacted:	16	Local: 1
Vendors Responding:	5	Local: 2

Vendors notified by US Mail, advertised in local newspapers and posted on the Ingham County Purchasing website.

The following firms submitted proposals:

<u>Firm</u>	<u>Local Preference Requested</u>
House Arrest	Yes
Incarcerations Solutions	No
Judicial Services	Yes
Rancillo Home Confinement	No
Sentinel Offender Services	No

The Evaluation Committee with members from Circuit Court Pre-Trial Services, District Court Probation, Community Corrections, Sheriff's Office and the Controller's Office reviewed the responses that were received and three vendors were requested to make presentations. After completion of the evaluation process it is the recommendation of the Evaluation Committee in concurrence with the Purchasing Department to award a contract to Sentinel Offender Services for Electronic Monitoring Services. The Evaluation Committee considered the following: completeness of proposal; experience, references; quality of proposal; and pricing; value added services and or qualities.

Janeil Valentine  
Purchasing Department  
517-676-7307

## **REQUEST FOR PROPOSALS SCOPE OF WORK**

For proposals to be considered, vendors are required to submit qualifications, equipment specifications, experience and proposed fee schedule. All proposed fees and costs must be disclosed in the submitted proposal.

Ingham County would be favorable to a multi-year agreement for this project.

Demonstrate experience providing offender services and the ability to work with criminal justice personnel to successfully implement and maintain local electronic monitoring programs.

Accept referrals from multiple referral sources (e.g., Circuit and District Courts, Pretrial Services, Ingham County Sheriff's Office) from within Ingham County.

Provide all services locally using a community-based program approach that will include client enrollment, installation and removal of monitoring equipment, input of monitoring specifications, and equipment activation within 24 hours after referral, client orientation, fee assessment and collection, staff availability for Court testimony upon request, problem resolution, and equipment maintenance.

Provide a case management program component that requires regular in-person reporting, on-site breath testing and provides referral information regarding other community resources and services.

Serve as a collaborative partner by developing and maintaining strong working relationships with referral sources and other County personnel and by serving as an active, participating member of the EM Oversight Committee, including attending regular meetings to ensure successful implementation, successful ongoing operations and problem resolution.

Provide a completely offender funded client fee structure that will allow electronic monitoring to be available to the largest possible number of clients with varying financial capabilities, including provisions for indigent offenders.

Provide a full range of reliable, user-friendly, tamper-proof equipment to include home monitoring, active and passive GPS (that allows direct contact between the supervising program and the offender) and Breath Alcohol monitoring.

Provide secure monitoring services to ensure continuous electronic monitoring 24 hours a day/7 days a week/365 days a year with secure web-based internet access to client referral sources.

Provide non-compliance alerts and notifications to referral source personnel as specified by the referring agency.

Collect program data and statistics and financial information for all services and provide to the County upon request.

Introduced by the Law Enforcement, Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE SELECTION OF  
SENTINEL OFFENDER SERVICES  
FOR AN OFFENDER FUNDED ELECTRONIC MONITORING PROGRAM SUBJECT  
TO A FINAL CONTRACT AGREEMENT**

WHEREAS, the Law Enforcement Committee scheduled several meetings early in 2007 to address the complex problems associated with jail overcrowding; and

WHEREAS, at the conclusion of these informational meetings, a series of recommendations were forwarded to the Jail Utilization Coordinating Committee (JUCC) for further review and recommendations, including the recommendation that use of electronic monitoring (EM) be increased; and

WHEREAS, JUCC members agreed that jail utilization can be improved by utilizing an EM Program by the Sheriff's Office for appropriate jail inmates released early to EM and by Pretrial Services for appropriate defendants on pre-trial status; and

WHEREAS, JUCC members agreed to proceed through a JUCC Sub-Committee charged with meeting with vendors to explore available equipment and services, assisting with a Request for Proposal (RFP) process, and making a final recommendation to the County; and

WHEREAS, after distributing and receiving responses to an RFP, the JUCC Sub-Committee agrees that EM services can be made available through a completely offender funded client fee structure that will allow electronic monitoring to be available to the largest possible number of clients with varying financial capabilities, including provisions for indigent offenders; and

WHEREAS, after completing the RFP process, including presentations from selected vendors, the JUCC Sub-Committee recommends the following:

- 1.) That the County pursues a contract with Sentinel Offender Services to provide an Offender Funded Electronic Monitoring Program pursuant to the requirements of the scope of work set forth in the RFP.
- 2.) That the JUCC Sub-Committee members (Major Sam Davis – Ingham County Sheriff's Office, Rhonda Swayze - 30<sup>th</sup> Judicial Circuit Court, John Rehagen – Circuit Court Pretrial Services, Beryl Frenger – 55<sup>th</sup> District Court, and Mary Sabaj, Community Corrections) continue to serve as the Electronic Monitoring Oversight Committee (EMOC), to work with Sentinel Offender Services to develop program policies and procedures with input and final agreement to be obtained from the Courts and to provide ongoing oversight of the Offender Funded Electronic Monitoring Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contract negotiations with Sentinel Offender Services for services pursuant to the requirements of the scope of work set forth in the RFP.

BE IT FURTHER RESOLVED, that the JUCC Sub-Committee members listed above continue to serve as the Electronic Monitoring Oversight Committee (EMOC) for the purpose of working with Sentinel Offender Services to develop program policies and procedures with input and final agreement from the Courts, and to provide ongoing oversight of the Offender-Funded Electronic Monitoring Program.

BE IT FURTHER RESOLVED, that upon completion of contract negotiations with Sentinel Offender Services, a contract shall be submitted for approval by the Ingham County Board of Commissioners by a target date of October 1, 2008.

## Agenda Item 5

### RESOLUTION STAFF REVIEW

**DATE** August 7, 2008

**Agenda Item Title:** Resolution Authorizing the Third Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2006 through December 31, 2010

**Submitted by:** Capital Area Transportation Authority

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

### **Summary of Proposed Action:**

This resolution will authorize a contract amendment with CATA through the two countywide public transportation millage levies of 40/100 (.40) of one mill and .08/100 (.08) of one mill, to be used for the purpose of funding a transportation system, to be used primarily by elderly and disabled persons in Ingham County for the duration of the two Millages, from January 1, 2006 through December 31, 2010. It authorizes the annual contracts "Scope of Services" for the period October 1, 2008 through September 30, 2009 (see the attached). The revenues generated as a result of the millage levies would be contracted to the Capital Area Transportation Authority to provide the transportation service.

### **Financial Implications:**

These operational funds will come from any surplus funds from previous years and from the Special Millage authorized through 2010 at .40 of one mill, and the supplemental millage authorized through 2010 at .08 of one mill. For this amendment, the amounts included in the scope of services (a \$100,000 increase from 07/08) for rural services and SpecTran, when combined with the veterans transport portion, will exceed the 2009 estimated collection by about \$80,000 which would necessitate the use of the fund balance. There was \$84,989 in the fund balance at the end of FY 2007.

The basic formula is: CATA expenses, less farebox revenue, less federal revenue, less State revenue, before the County contracted millage revenues are utilized.

### **Other Implications:**

The Scope of Services is attached.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE THIRD AMENDMENT TO THE AGREEMENT  
WITH THE CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1,  
2006 THROUGH DECEMBER 31, 2010**

WHEREAS, the main contract with the Capital Area Transportation Authority was authorized effective January 1, 2006 through December 31, 2010, using the proceeds from the millage levy approved November 2, 2004; and

WHEREAS, on August 8, 2006, the electorate approved a supplemental countywide public transportation millage level of .08/100 (.08) of one mill, to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system, to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the 2004 public transportation millage of 40/100 (.40) of one mill and the 2006 supplemental millage of 8/100 (.08) of one mill.

BE IT FURTHER RESOLVED, that for the period October 1, 2008 through September 30, 2009, the County shall reimburse CATA as set forth in the attached Scope of Services.

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



**EXHIBIT “A”**

**SCOPE OF SERVICES**

**For October 1, 2008, through September 30, 2009**

CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$600,000.00 of the funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.
3. Continue to operate service for persons with disabilities, known as CATA SpecTran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum of \$2,950,000.00 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administering and marketing SpecTran.
4. The amount of \$101,927.00 shall be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region. CATA has no responsibility for this service and does not participate in its operation or funding.

## Agenda Item 6

### RESOLUTION STAFF REVIEW

**DATE** August 8, 2008

**Agenda Item Title:** Resolution Authorizing Expenditures for the Potter Park Zoo Penguin Pool Exhibit Repair

**Submitted by:** Ingham County Parks & Recreation Commission

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

#### **Summary of Proposed Action:**

The Purchasing Department solicited and received sealed bids for the repair and restoration of the Potter Park Zoo Penguin Pool and Exhibit. Repairs have been made to the penguin pool to stop a significant leak. This leak has caused underground erosion over the years and repairs need to be made. Deterioration of the exhibit and pool has occurred over the course of many years and restoration is needed to cover past repair efforts and bring the pool and exhibit back to its original state. The low bidder, Cusack's Masonry Restoration, Inc. of Hubbardston Michigan met all specifications and requirements.

#### **Financial Implications:**

This is an approved 2008 Capital Improvement item with a budgeted amount of \$50,000. The low bid was submitted by Cusack's Masonry Restoration, Inc. in the amount of \$23,450.00. In addition, the Facilities Director has requested \$5,000 be set aside as a contingency amount for unidentified problem areas associated with the project.

**Other Implications:** None.

**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.

**INGHAM COUNTY PARKS & RECREATION COMMISSION**

Meeting of July 28, 2008  
RESOLUTION #21-08

**RESOLUTION AUTHORIZING EXPENDITURES FOR  
THE POTTER PARK ZOO PENGUIN POOL EXHIBIT REPAIR**

**WHEREAS**, the penguin pool leaks up to 1 foot of water per day; and

**WHEREAS**, these leaks cause underground erosion which is causing a potential failure of the overall pool structure; and

**WHEREAS**, continually replenishing the pool increases utility use to maintain correct water temperatures; and

**WHEREAS**, work on the project cannot begin until October 1<sup>st</sup>, 2008 because the penguins must be finished molting, and work needs to be finished within 30 days due to weather conditions; and

**WHEREAS**, the Ingham County Purchasing Department solicited bids in accordance with Ingham County Purchasing policies that will be due August 5th, 2008; and

**WHEREAS**, the bids will be reviewed by the Ingham County Purchasing, Facilities, and Parks Departments to ensure the low bidder meets all specifications and requirements; and

**WHEREAS**, in order to expedite the project the Facilities Department has requested that the Parks & Recreation Commission approve a process whereby the Purchasing Director will recommend the approved vendor after all bids are received on August 5, 2008; and

**WHEREAS**, the approved 2008 Capital Improvement budgeted amount is \$50,000.

**WHEREAS**, in order to meet the October 1<sup>st</sup>, 2008 deadline the Potter Park Zoo Board passed Resolution #11-08 on July 1, 2008 recommending that the Parks & Recreation Commission request that the Board of Commissioners enter into a contract with the vendor approved by the Ingham County Purchasing Director.

**THEREFORE BE IT RESOLVED**, that the Ingham County Parks & Recreation Commission recommends that the Board of Commissioners enter into a contract with the vendor approved by the Ingham County Purchasing Director in an amount not to exceed \$50,000.

**Moved by** Mr. Smith and **Supported by** Commissioner Holman that Resolution #21-08 be approved. **Yes-8; No-0. MOTION CARRIED.**

## MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: August 4, 2008

SUBJECT: Bid Summary – Penguin Exhibit Renovations

### Project Description:

This project consists of revitalizing the artificial rockwork (shotcrete) formations, such that the overall appearance of the pool and rockwork will once again look new.

### Bid Summary:

Bidders Contacted: 9                      Local: 2  
Bidders Responding: 5                      Local: 2

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local Preference Requested</u>
Cusack's Masonry Restoration, Inc.	\$23,450	N – Hubbardston, MI
D.C. Byers Co./Detroit, Inc.	\$39,834	Y – East Lansing, MI
Bornor Restoration, Inc.	\$48,825	Y – Lansing, MI
American Enzyme, Inc.	\$81,886	N – Portage, MI
National Restoration, Inc.	\$85,500	N – Keego Harbor, MI

### Recommendation:

Award a contract to Cusack's Masonry Restoration, Inc. in an amount not to exceed \$28,450 (includes a \$5,000 contingency amount for inconspicuous repairs, if needed.)

### Source of Funding:

Zoo Millage Fund; \$50,000 approved in 2008 CIP Zoo Budget.

### Advertisement:

The solicitation was advertised in the LSJ and El Central, and posted on the Purchasing Department's Web Page.

### Prevailing Wage Policy:

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

### Local Purchasing Preference Policy:

Not applicable; D.C. Byers' bid was not within 5% of Cusack's bid.

### Contact Person(s):

Rick Terrill, Facilities Director; Jim Hudgins, Purchasing Director

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING EXPENDITURES FOR  
THE POTTER PARK ZOO PENGUIN POOL EXHIBIT REPAIR**

WHEREAS, repairs were made to stop a significant leak in the penguin pool which has caused underground erosion over the years; and

WHEREAS, deterioration to the exhibit and pool has occurred over the course of many years and restoration is needed to cover past repair efforts and bring the pool and exhibit back to its original state; and

WHEREAS, work on the project cannot begin until October 1, 2008 because the penguins must be finished molting, and work needs to be finished within 45 days due to weather conditions; and

WHEREAS, in order to meet the October 1, 2008 deadline, the Potter Park Zoo Board passed Resolution #11-08 on July 1, 2008 and the Ingham County Parks & Recreation Commission passed Resolution #21-08 on July 28, 2008 recommending that the Board of Commissioners enter into a contract with the vendor approved by the Ingham County Purchasing Director in an amount not to exceed \$50,000; and

WHEREAS, the Ingham County Purchasing Department solicited bids in accordance with Ingham County Purchasing policies that were due August 5, 2008; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing, Facilities, and Parks Departments on August 5, 2008 to ensure the low bidder met all specifications and requirements; and

WHEREAS, Cusack's Masonry Restoration, Inc. submitted the lowest bid at \$23,450; and

WHEREAS, the approved 2008 Capital Improvement budgeted amount is \$50,000; and

WHEREAS, the Facilities Director has requested that \$5,000 be set aside as a contingency amount for unidentified problems associated with the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Cusack's Masonry Restoration, Inc. of Hubbardston, Michigan for the repair of the Potter Park Zoo Penguin Pool Exhibit.

BE IT FURTHER RESOLVED, that \$5,000 be set aside as a contingency amount for unidentified problems associated with the project.

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.

**Agenda Item 7**

**RESOLUTION STAFF REVIEW**

**DATE** August 6, 2008

**Agenda Item Title:** Resolution to Increase AutoMon Enrollment Fee

**Submitted by:** 30th Judicial Circuit Court-General Trial Division

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

**Summary of Proposed Action:** This resolution supports increasing the current enrollment fee of \$10 for Circuit Court users to \$15. This increase would be used to subsidize the cost of electronic monitoring services for indigent defendants.

**Financial Implications:** Currently, approximately \$35,856 has accumulated from the enrollment of Circuit Court Pretrial Services defendants since the implementation of the kiosk September 2001. That amounts to an average of \$5,123 per year.

If enrollments remain stable, increasing the enrollment fee by \$5 will provide approximately \$2,562 annually, which can be used to subsidize the costs of electronic monitoring for indigent defendants.

**Other Implications:**

With a sliding fee scale of a minimum cost of \$8 to \$12 per day depending on the type of electronic monitoring service, this could provide funds to provide 214 to 320 electronic monitoring days for County paid indigent clients.

**Staff Recommendation:** MM \_\_ JN X TL \_\_ TM \_\_ JC \_\_  
Staff recommends approval of this resolution

**Agenda Item 7**

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO INCREASE AUTOMON ENROLLMENT FEE**

WHEREAS, Ingham County and the 54A District Court entered into a contract with the AutoMon Corporation in 2000 in which the AutoMon Corporation agreed to provide an automated reporting system for persons on probation or pretrial release; and

WHEREAS, an enrollment fee of \$10 was established by Ingham County and the 54A District Court; and

WHEREAS, said enrollment fee is paid by the defendant and deposited into account 267-36240 for the Community Corrections Advisory Board, for use by Ingham County to advance probation and pretrial release programs; and

WHEREAS, the enrollment fee has not been upwardly adjusted since the contract's inception in 2000; and

WHEREAS, an upward adjustment of the enrollment fee would increase the amount of money available for use to advance probation and pretrial release programs such as subsidizing the cost of an electronic monitoring system for indigent defendants.

THEREFORE BE IT RESOLVED, that the \$10 enrollment fee established at the inception of the contract between Ingham County, the 54A District Court and AutoMon be increased to \$15 and that the additional money paid for Circuit Court enrollments be used to subsidize the cost of electronic monitoring services for indigent defendants.

BE IT FURTHER RESOLVED, that the fee increase will take effect September 1, 2008.

RESOLUTION STAFF REVIEW

DATE August 8, 2008

Agenda Item Title: Resolution to Authorize an Amendment to the Agreement with Michigan State University to Delegate Certain Environmental Health Responsibilities

Submitted by: Health Department

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

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

This resolution authorizes an amendment to an agreement that Ingham County has had with Michigan State University since the 1970's to delegate certain authority to MSU to conduct environmental health inspections and take certain actions reserved for the Ingham County Health Department under the public health law and the Ingham County Sanitary Code.

The 2005-2008 agreement expired July 14, 2008. This amendment will extend the agreement through July 14, 2011.

Financial Implications:

Compensation to MSU is limited to the fee revenue generated from the establishments licensed and inspected, less the State charge and a per license fee to be retained by the Health Department to help offset administrative costs.

Other Implications:

None.

Staff Recommendation: MM\_\_\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC X

Staff recommends approval of the resolution.



# MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Dean Sienko, M.D.

Date: August 14, 2008

Subject: Recommendation to Authorize an Amendment to the Agreement with Michigan State University to Delegate Certain Environmental Health Responsibilities

Ingham County and Michigan State University (MSU) executed an agreement in the mid 1970's whereby Ingham County delegated certain authority to MSU to conduct environmental health inspections and take certain actions reserved for the Ingham County Health Department under the public health law and the Ingham County Sanitary Code. The arrangement has worked quite well. In 2003 the agreement was updated, delegating the responsibilities relate to the Food Service Sanitation Program and to campground and swimming pool licensing and inspections. MSU was required to hire qualified staff to implement the programs and to follow the same program standards that are required of the Health Department. Compensation to MSU was limited to the fee revenue generated from the establishments licensed and inspected, less the State charge and a per license fee to be retained by the Health Department to help offset administrative costs.

The 2005-2008 agreement expired July 14, 2008. I am recommending that the Board of Commissioners authorize an amendment to extend the agreement through July 14, 2011.

I recommend that the Board adopt the attached resolution and authorize the amendment to the Agency Agreement.

Attachment

c: Laura Peterson w/attachment  
Jim Wilson w/attachment  
John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH  
MICHIGAN STATE UNIVERSITY TO DELEGATE CERTAIN ENVIRONMENTAL  
HEALTH RESPONSIBILITIES**

WHEREAS, Ingham County has since the mid 1970's delegated certain responsibilities and authorities for inspection and licensing of food service establishments operating on the main Michigan State University (MSU) campus; and

WHEREAS, the Ingham County Health Department and Michigan State University are desirous of adhering to the provisions of the Food Law of 2000, as amended, and certain provisions of the Public Health Code pertaining to swimming pool, child care facility, and campground inspections; and

WHEREAS, Ingham County and MSU entered into an Agency Agreement as allowed by the Food Law, MCL 289.3105 and the Public Health Code, MCL 333.2435, for the period July 15, 2005 through July 14, 2008; and

WHEREAS, the terms of the Agency Agreement have been advantageous to both parties; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an amendment to the Agency Agreement to extend it through July 14, 2011.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Agency Agreement with Michigan State University.

BE IT FURTHER RESOLVED, that the County, on behalf of the Department, hereby continues its appointment of MSU as its agent for the purpose of making recommendations on license applications and suspensions and for the administration and enforcement of other provisions set forth in PA 2000, as amended, Minimum Program Requirements, as established by the Michigan Department of Community Health, and Chapter IV of the Ingham County Sanitary Code, 1978 Edition, regarding food service establishments and facilities that are owned, kept, operated or sponsored by MSU or an outside entity, whether fixed or mobile, temporary or permanent, that are located on the MSU campus at East Lansing, which shall be limited to locations identified in the Agency Agreement.

BE IT FURTHER RESOLVED, that MSU shall continue to accept from applicants all fees for food service establishment licenses, swimming pool renewal permits, child care licensing permits and campground licenses and shall submit same within ten (10) business days of receipt. Upon receipt of all fees, the Department shall continue to reimburse MSU for the fees received by MSU for the above referenced licenses minus the portion of the fees belonging to the State of

Michigan and cost of administrative and support services provided by the Department at the rate of two hours per fixed food service license, to be adjusted annually based on CPI/labor costs.

BE IT FURTHER RESOLVED, the MSU sanitarian shall conduct an annual self-evaluation of the food service inspections, utilizing Michigan Department of Agriculture's current methodology and shall present the results to the Department by December 31 of each calendar year.

BE IT FURTHER RESOLVED, the amendment shall extend the Agency Agreement for the period to commence July 15, 2008 and to continue through July 14, 2011.

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

RESOLUTION STAFF REVIEW

**DATE** August 8, 2008

**Agenda Item Title:** Resolution Authorizing the Approval of a Five Year Extension of the Voluntary Funding Agreements

**Submitted by:** Health Department

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

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

This resolution approves a five (5) year extension of the Voluntary Funding Agreements with the three major providers of solid waste disposal services in Ingham County. The extension shall commence on January 1, 2009 and continue through December 31, 2013.

In January 2003, pursuant to Resolution #02-272, these three providers for solid waste disposal entered into Voluntary Funding Agreements with Ingham County to fund fifty percent of the County's household hazardous waste, solid waste regulation, and solid waste and recycling education programs.

**Financial Implications:**

Over the first term of the Agreements, Granger, Waste Management, and Allied will have collectively paid to the County approximately \$1,000,000 to fund the County's household hazardous waste, solid waste regulation, and solid waste and recycling education program.

**Other Implications:**

None.

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

## MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Dean Sienko, M.D.

Date: July 30, 2008

Subject: Resolution to Authorize an Extension of the Voluntary Funding Agreements

The three principal providers of solid waste disposal services in Ingham County are Granger III and Associates, L.L.C. (“Granger”), Waste Management of Michigan, Inc. (“Waste Management”) and C&C Landfill, Inc. & Adrian Landfill, Inc. (“Allied”). These three providers collectively dispose of more than 95 percent of Ingham County solid waste.

In January 2003, pursuant to Resolution No. 02-272, these three providers for solid waste disposal entered into Voluntary Funding Agreements with Ingham County to fund fifty percent of the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education programs. Over the first term of the Agreements, Granger, Waste Management, and Allied will have collectively paid to the County approximately \$1,000,000 to fund the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education program.

The Voluntary Funding Agreements will expire on December 31, 2008. The Agreements provide the County the option to extend them for an additional five (5) year term. I recommend the Ingham County Board of Commissioners approve a five (5) year extension of the Voluntary Funding Agreements. The extension shall commence on January 1, 2009 and continue through December 31, 2013.

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

Introduced by Human Services and Finance Committees of the

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE SOLID WASTE DISPOSAL FUNDING AND SETTLEMENT AGREEMENT AND THE SOLID WASTE DISPOSAL FUNDING AGREEMENTS**

**RESOLUTION #02-272**

**WHEREAS**, the County adopted a plan for funding solid waste recycling, education, and household hazardous waste disposal programs, pursuant to Resolution No. 00-144, June 13, 2000 (the "Funding Plan"); and

**WHEREAS**, Granger Associates, Inc. ("Granger") has challenged the County's Funding Plan in an action entitled Granger Associates, Inc., et al v Ingham County, Ingham County Circuit Court File No. 00-92931-CZ (the "Action"). The Action consists of seventeen counts including procedural, statutory and constitutional challenges to the Funding Plan; and

**WHEREAS**, in an effort to resolve this litigation, and with the approbation of the Circuit Court, the Parties have engaged in settlement discussions. Mr. Bruce Bragg and Mr. Gerald Ambrose conducted the bulk of the Settlement discussions with Granger, Waste Management, Inc. ("Waste Management") and Allied Waste Industries, Inc. ("Allied") and, subsequently, the attorneys for Granger, Waste Management and Allied and the County effectuated the settlement concept which the parties were interested in pursuing; and

**WHEREAS**, as a result of the settlement discussions, Granger has agreed to a Settlement Agreement, as one of three or more Reciprocal Agreements, and Allied and Waste Management have agreed to the Reciprocal Agreements that will accomplish a global settlement of the Action and substitute a new voluntary contractual Solid Waste Program funding arrangement among and between the County and, initially, the three principal providers of solid waste disposal services in Ingham County (i.e. Granger, Waste Management and Allied), which, collectively, dispose of more than 95 percent of Ingham County solid waste under the terms and conditions set forth in the attached proposed Settlement Agreement and Reciprocal Agreements which are attached collectively hereto as Exhibit 1 and incorporated by this reference as if fully set forth here. In summary form, the New Voluntary Contractual Solid Waste funding arrangement provides that:

1. The Industry Participants will fund fifty percent of the County's current household hazardous waste, solid waste regulation, and solid waste and recycling education programs (other than the actual collection or maintaining of offsite facilities for recyclables) on a voluntary contractual basis; and
2. WMM shall contractually provide certain recycling services listed in Paragraphs 1.3, 1.4 and 1.5 of the WMM agreement, at WMM's sole cost and expense, through December 31, 2005.

**WHEREAS**, in an effort to resolve the action amicably the Health Officer and County Controller have suggested that the proposed global settlement of the Action and substitution of a new voluntary contractual Solid Waste Program funding arrangement among and between the County, initially, and the three principle providers of solid waste disposal services in Ingham County is an acceptable compromise to the Action and an acceptable mechanism for funding solid waste recycling, education, and household hazardous waste disposal programs; and

**RESOLUTION #02-272**

**WHEREAS**, Legal Counsel for the County has negotiated, drafted and reviewed the terms of the Settlement Agreement and the Reciprocal Agreements and has advised this Board that such Agreements do adequately effectuate the new voluntary contractual Solid Waste Program funding arrangement; and

**WHEREAS**, the County Board of Commissioners is amenable to settlement of this matter under the terms and conditions set forth in the Settlement Agreement and the Reciprocal Agreements and pursuant to the new voluntary contractual Solid Waste Program funding arrangement.

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners approves settlement of the pending litigation under the terms and conditions set forth in the Settlement Agreement and Reciprocal Agreements under the express condition that each and every party approves and executes the respective Settlement Agreement and Reciprocal Agreements.

**BE IT FURTHER RESOLVED**, that the Board of Commissioners approves the new voluntary contractual Solid Waste Program funding arrangement.

**BE IT FURTHER RESOLVED**, that the Board of Commissioners directs the Health Officer to notify all affected municipalities that the provision of recycling services listed in Paragraphs 1.3, 1.4 and 1.5 of the WMM Agreement, which are contractually provided by WMM, at WMM's sole cost and expense, shall terminate on January 1, 2006, and that thereafter neither WMM nor the County shall bear the expense of providing any such services.

**BE IT FURTHER RESOLVED**, that the Board of Commissioners directs the Health Officer to undertake good faith efforts to assist the affected municipalities to secure alternative recycling services upon the termination of WMM's contractual obligation set forth above.

**BE IT FURTHER RESOLVED** that the Chairperson of the County Board of Commissioners and County Clerk are authorized, upon satisfaction of the conditions set forth in this Resolution, to execute the Settlement Agreement and Reciprocal Agreements on behalf of the County Board of Commissioners.

**RESOLUTION #02-272**

**AYES:**       **Members:**   Celentino, Czarnecki, Dedden, De Leon, Grebner, Hertel, Krause, Lynch, Minter, Schafer, Severino, Stid, Swope

**NAYS:**       **Members:**   None

**RESOLUTION DECLARED ADOPTED.**

**CLERK TO THE INGHAM COUNTY BOARD  
OF COMMISSIONERS**

I, Mike Bryanton, the duly acting Clerk to the Ingham County Board of Commissioners hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Ingham County Board of Commissioners, at a regular meeting held on November 12, 2002, at which meeting a quorum was present, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been available as required by said Act.

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Clerk to the Ingham County  
Board of Commissioners

**HUMAN SERVICES: Yeas:** Hertel, Dedden Lynch, Celentino  
**Nays:** None   **Absent:** Severino   **Approved 11/4/02**

**FINANCE:** Grebner, Stid, Swope, Krause, Schafer  
**Nays:** None   **Absent:** Hertel, Minter   **Approved 11/6/02**



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE APPROVAL OF A FIVE YEAR EXTENSION  
OF THE VOLUNTARY FUNDING AGREEMENTS**

WHEREAS, Granger III and Associates, L.L.C. (“Granger”), Waste Management of Michigan (“Waste Management”) and C&C Landfill, Inc., and Adrian Landfill, Inc. (“Allied”) are the three principal providers of solid waste disposal services in Ingham County; and

WHEREAS, collectively, they dispose of more than 95 percent of Ingham County solid waste; and

WHEREAS, pursuant to Resolution #02-272, the County entered into Voluntary Funding Agreements with Granger, Waste Management and Allied to partially fund the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education program; and

WHEREAS, over the first term of the Voluntary Funding Agreements, Granger, Waste Management and Allied will have collectively paid to the County approximately \$1,000,000 to partially fund the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education program; and

WHEREAS, the Voluntary Funding Agreements will expire on December 31, 2008; and

WHEREAS, the Voluntary Funding Agreements provide the County the option to extend them for an additional five (5) year term; and

WHEREAS, the required notice to extend the Voluntary Funding Agreements must be delivered prior to November 31, 2008; and

WHEREAS, the Health Officer recommends the extension of the Voluntary Funding Agreements for an additional five (5) year term.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a five (5) year extension of the Voluntary Funding Agreements.

BE IT FURTHER RESOLVED, that the extension of the Voluntary Funding Agreements shall commence on January 1, 2009 and continue through December 31, 2013.

BE IT FURTHER RESOLVED, that the County Attorney is authorized and directed to provide the required contractual notice of the extension of the Voluntary Funding Agreements.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the extension of the Voluntary Funding Agreements after review by the County Attorney.

**RESOLUTION STAFF REVIEW**

**DATE** August 8, 2008

**Agenda Item Title:** Resolution to Reauthorize an Agreement with the Shiawassee Community Mental Health Authority

**Submitted by:** Health Department

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

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

This resolution extends the agreement with the Shiawassee Community Mental Health Authority (SCMHA) to provide the services of a half-time Early Childhood Consultant in the Ingham County Health Department (ICHHD) Office for Young Children (OYC) to support a grant called "Shiawassee Collaborative Foundations for Success."

The Memorandum of Agreement will be extended for the period from October 1, 2008 through September 30, 2009.

**Financial Implications:**

SCMHA will pay Ingham County up to \$40,000 for the services of a half-time Early Childhood Consultant position from the Office for Young Children.

**Other Implications:**

None.

**Staff Recommendation:** MM\_\_\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC X

Staff recommends approval of the resolution.

# MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Dean Sienko

Date: August 14, 2008

Subject: Memorandum of Agreement with Shiawassee Community Mental Health Authority

Resolution #07-224 authorized a Memorandum of Agreement with the Shiawassee Community Mental Health Authority (SCMHA) to provide the services of a half-time Early Childhood Consultant in the Ingham County Health Department (ICHHD) Office for Young Children (OYC) to support a grant called "Shiawassee Collaborative Foundations for Success." The resolution authorized an agreement period of October 1, 2007 through September 30, 2008.

The Shiawassee Community Mental Health Authority (SCMHA) has proposed to amend the Memorandum of Agreement to extend the period from October 1, 2008 through September 30, 2009 and increase the amount reimbursed to the County to no more than \$40,000.

I recommend that the Board of Commissioners amend the Memorandum of Agreement with the SCMHA.

Attachment

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO REAUTHORIZE AN AGREEMENT WITH THE SHIAWASSEE  
COMMUNITY MENTAL HEALTH AUTHORITY**

WHEREAS, the Board of Commissioners authorized a Memorandum of Agreement with the Shiawassee Community Mental Health Authority (SCMHA) to provide the services of a half-time Early Childhood Consultant in the Ingham County Health Department (ICHD) Office for Young Children (OYC) to support a grant called “Shiawassee Collaborative Foundations for Success;” and

WHEREAS, Resolution #07-224 authorized an agreement period of October 1, 2007 through September 30, 2008; and

WHEREAS, the Shiawassee Community Mental Health Authority (SCMHA) has proposed to amend the Memorandum of Agreement to extend the period from October 1, 2008 through September 30, 2009, and increase the amount reimbursed to the County to no more than \$40,000; and

WHEREAS, the Office for Young Children will be able to continue to provide the staff support; and

WHEREAS, the Health Officer recommends that the Board of Commissioners amend the Memorandum of Agreement with the SCMHA.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends the Memorandum of Agreement with the Shiawassee Community Mental Health Authority (SCMHA) through which the Office for Young Children will provide staff support to the “Shiawassee Collaborative Foundations for Success.”

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2008 through September 30, 2009.

BE IT FURTHER RESOLVED, that SCMHA will pay Ingham County up to \$40,000 for the services 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 amendment to the Memorandum of Agreement after review by the County Attorney.

**RESOLUTION STAFF REVIEW**

**DATE** August 8, 2008

**Agenda Item Title:** Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children Through the Jump Start Program

**Submitted by:** Health Department

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

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

This is a recommendation to authorize an agreement with Capital Area Community Services (CACS) to provide home visiting outreach services to the Early Head Start population through the Ingham County Jump Start Program.

Through Federal grants, CACS has developed programming for a younger population of low-income, at-risk children. One of the components of the programming is home-visiting in which CACS utilized the model created in the Jump Start Program to deliver those services. The CACS is proposing to continue this agreement with Ingham County, to provide the CACS Early Head Start Program enrollees the outreach services of the Jump Start Program. The term of the proposed agreement is August 1, 2008 to July 31, 2009.

**Financial Implications:**

Capital Area Community Services will provide Ingham County with up to \$62,295 to support home visiting outreach services to the Early Head Start Program. The agreement requires the Health Department to provide in-kind support valued at \$15,574 in the form of supervisor salary and benefits, indirect costs, facilities and advisory committee and parent participation in the programming.

**Other Implications:**

None.

**Staff Recommendation:** MM\_\_ JN\_\_ TL\_\_ TM\_\_ JC X

Staff recommends approval of the resolution.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Dean Sienko, M.D.

Date: August 14, 2008

Subject: Agreement with Capital Area Community Services to Provide Outreach Services to the Early Head Start Program

This is a recommendation to authorize an agreement with Capital Area Community Services to provide home visiting outreach services to the Early Head Start population through the Ingham County Jump Start Program.

Through Federal grants, CACS has developed programming for a younger population of low-income, at-risk children. One of the components of the programming is home-visiting in which CACS utilized the model created in the Jump Start Program to deliver those services. The CACS is proposing to continue this agreement with Ingham County, to provide the CACS Early Head Start Program enrollees the outreach services of the Jump Start Program. The term of the proposed agreement is August 1, 2008 to July 31, 2009.

This is an excellent example of using service models in one organization to support the service needs in another organization. These services are anticipated and supported in the 2009 budget at the level proposed in this agreement.

The agreement requires the Department to provide in-kind support valued at \$15,574 in the form of supervisor salary and benefits, indirect costs, facilities and advisory committee and parent participation in the programming. Our experience last year was that we were able to do this as part of our normal work and we expect this to continue.

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

Attachment

c: Renee Canady w/attachment  
John Jacobs w/attachment  
Jane Noice w/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 JUMP START PROGRAM**

WHEREAS, Capital Area Community Services (CACS) manages the Head Start Program to provide early education and growth programming to a younger at-risk population; and

WHEREAS, CACS has contracted with Ingham County to incorporate a home visiting outreach component to the programming through the Jump Start Program; and

WHEREAS, Capital Area Community Services has proposed to continue the services for the period August 1, 2008 to July 31, 2009; and

WHEREAS, the Health Department has proposed to continue such programming as part of its Jump Start Initiative; and

WHEREAS, the Health Officer has advised that this agreement is anticipated in the 2009 budget and has recommended that the Board of Commissioners authorize the continuation 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 worker services to support the Early Head Start Program.

BE IT FURTHER RESOLVED, that the period of the agreement will be August 1, 2008 to July 31, 2009.

BE IT FURTHER RESOLVED, that Capital Area Community Services will provide Ingham County with up to \$62,295 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 \$15,574 which shall constitute supervisor wage/salary and benefits, indirect, 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** August 8, 2008

**Agenda Item Title:** Resolution to Authorize a Public Health Nursing Letter of Understanding with the Ingham Intermediate School District

**Submitted by:** Health Department

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

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

This resolution authorizes an agreement with the Ingham Intermediate School District (IISD). Under this agreement the IISD will purchase public health nursing and home visiting outreach services to support the needs of at-risk children, birth through three years of age. This represents an expansion of a contractual relationship that began during FY 1996-97.

**Financial Implications:**

Ingham Intermediate School District will provide up to \$128,788 in "Early-On" funds, to reimburse Ingham County for public health nursing and paraprofessional services to high risk infants and children for the period of the agreement from July 1, 2008 through June 30, 2009.

**Other Implications:**

None.

**Staff Recommendation:** MM\_\_\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC X

Staff recommends approval of the resolution.



## **MEMORANDUM**

TO: Human Services Committee  
Finance Committee

FROM: Dean G. Sienko, M.D.

DATE: August 14, 2008

SUBJECT: Public Health Nursing Agreement with the Ingham Intermediate School District

The Ingham Intermediate School District (IISD) has proposed a \$128,788 Agreement with Ingham County to purchase public health nursing and home visiting outreach services to support the needs of at-risk children, birth through three years of age. This represents an expansion of a contractual relationship that began during FY 1996-97.

The Health Department has collaborated with the IISD for many years to support the Early-On Program, directed at young children identified as at-risk for developmental delay. The proposed agreement will compensate the County for public health nursing and Jump Start paraprofessional outreach services. These funds are anticipated in the FY 2008 and FY 2009 Health Department budgets.

I recommend that the Board of Commissioners adopt the attached resolution to authorize the 2008-2009 Agreement effective July 1, 2008 through June 30, 2009, with the Intermediate School District for Early-On funds.

### Attachment

c: Renee Canady w/attachment  
John Jacobs w/attachment  
Anita Turner w/attachment  
Lisa Chambers w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PUBLIC HEALTH NURSING LETTER OF UNDERSTANDING WITH THE INGHAM INTERMEDIATE SCHOOL DISTRICT**

WHEREAS, the Ingham Intermediate School District is the administrator of Michigan's Early-On Program, a program to identify and serve high risk infants and children through three years of age; and

WHEREAS, the Health Department's Public Health Nursing Unit and the Child Health Clinic represent important resources to identify, prevent, and correct health problems in high risk infants and children; and

WHEREAS, in FY 1996-97, the Ingham Intermediate School District initiated a Letter of Understanding with Ingham County to help support public health nursing services to high risk infants and children; and

WHEREAS, the Intermediate School District proposes to execute a new Letter of Understanding for public health nursing and home visiting outreach services for FY 2008-2009; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with the Intermediate School District to accept the funds and provide the supportive services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Ingham Intermediate School District to provide up to \$128,788 in "Early-On" funds, to reimburse Ingham County for public health nursing and paraprofessional services to high risk infants and children.

BE IT FURTHER RESOLVED, that the period of the agreement shall be July 1, 2008 through June 30, 2009.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement and to sign any documents that might be required by the Intermediate School District, after review by the County Attorney.

RESOLUTION STAFF REVIEW

**DATE** August 8, 2008

**Agenda Item Title:** Resolution Appointing Carolyn R. Burt, D.O., as Deputy Medical Examiner and to Authorize a Contract

**Submitted by:** Health Department

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

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

This resolution will appoint Dr. Carolyn R. Burt, D.O. as a Deputy Medical Examiner. This appointment will expire with the other Deputy Medical Examiner appointments on December 31, 2010.

**Financial Implications:**

The contracts will be consistent with the contractual terms and conditions including the term of office and method and rate of compensation as previously approved by Resolutions #07-325 and #07-326.

**Other Implications:**

None.

**Staff Recommendation:** MM\_\_\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC X

Staff recommends approval of the resolution.

## **MEMORANDUM**

TO: Human Services Committee  
Finance Committee

FROM: Dean G. Sienko, M.D.  
Medical Examiner

DATE: August 5, 2008

RE: Appointment of Dr. Carolyn R. Burt, D.O. as a Deputy Medical Examiner

This is a recommendation to appoint Dr. Carolyn R. Burt, D.O. as a Deputy Medical Examiner. This appointment will expire with the other Deputy Medical Examiner appointments on December 31, 2010.

**ADOPTED - DECEMBER 11, 2007**  
**Agenda Item No. 17**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPOINT DEPUTY MEDICAL EXAMINERS**

**RESOLUTION #07-325**

WHEREAS, the Ingham County Board of Commissioners has the responsibility to appoint the Ingham County Medical Examiner, and upon the recommendation of the Medical Examiner, appoint Deputy Medical Examiners; and

WHEREAS, the Medical Examiner, Dr. Dean Sienko, is recommending that the Board of Commissioners appoint a set of physicians as Deputy Medical Examiners according to the terms and conditions set by the Board of Commissioners in a separate resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners appoints the following physicians as Deputy Medical Examiners for the period and according to the terms and conditions set out in a separate resolution and other terms and conditions set out in the independent contractor agreements:

Margaret Aguwa, D.O.  
3880 Crooked Creek  
Okemos, Michigan 48864

D. Bonta Hiscoe, M.D.  
1817 Walnut Hills  
East Lansing, Michigan 48823

Duane G. Mayhew, M.D.  
1072 Applegate Lane  
East Lansing, MI 48823

Linda Coniglio, D.O., Ph.D.  
5680 Marsh Road  
P.O. Box 10  
Haslett, Michigan 48840

Dennis Jurczak, M.D.  
5664 Bayonne  
Haslett, Michigan 48840

Ron Rhule, D.O.  
1785 Williamston Road  
Williamston, MI 48895

Richard Griffin, D.O.  
2946 Footman Drive  
East Lansing, Michigan 48823

Martin Jones, M.D.  
1433 N. Homer Street  
Lansing, Michigan 48912

William Swords, D.O.  
4265 Okemos Road  
Okemos, Michigan 48864

Curtis A. Liechty, M.D.  
1130 Farwood Drive  
East Lansing, MI 48823

**HUMAN SERVICES: Yeas:** Hertel, Grebner, Bahar-Cook, Soule, Severino  
**Nays:** None    **Absent:** Schor    **Approved 12/3/07**

**FINANCE: Yeas:** Celentino, Weatherwax-Grant, Grebner, Hertel, Tennis, Dougan  
**Nays:** None    **Absent:** None    **Approved 12/5/07**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ESTABLISH THE TERM OF OFFICE, TO SET COMPENSATION  
FOR AND TO AUTHORIZE INDEPENDENT CONTRACTOR AGREEMENTS WITH  
DEPUTY MEDICAL EXAMINERS**

**RESOLUTION #07-326**

WHEREAS, the Ingham County Board of Commissioners has the responsibility to appoint the Ingham County Medical Examiner, and upon the recommendation of the Medical Examiner appoint Deputy Medical Examiners; and

WHEREAS, the Ingham County Board of Commissioners wishes to establish the term of office, set the compensation, and authorize independent contractor agreements for Deputy Medical Examiners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes the term of office of Ingham County Deputy Medical Examiners to concur with the term of office of the County Medical Examiner beginning January 1, 2008 through December 31, 2011.

BE IT FURTHER RESOLVED, that Deputy Medical Examiners shall be compensated at the rate of \$95.99 per day when on-call, plus an additional \$47.98 per day for each of the following holidays worked:

New Year's Eve  
New Year's Day  
Easter  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday following Thanksgiving Day  
Christmas Day  
Christmas Eve

BE IT FURTHER RESOLVED, that the daily rate and holiday supplement shall be adjusted consistent with the salary rate adjustments authorized for managerial and confidential employees, effective each January 1, beginning on January 1, 2009.

BE IT FURTHER RESOLVED, that Deputy Medical Examiners shall also be reimbursed for business related expenses in accordance with the Ingham County Travel Policies and Procedures, and at rates established in the Managerial and Confidential Employee Personnel Manual.

**ADOPTED - DECEMBER 11, 2007**  
**Agenda Item No. 18**

**RESOLUTION #07-326**

BE IT FURTHER RESOLVED, that independent contractor agreements are authorized for all Deputy Medical Examiners appointed by the Board of Commissioners, setting out the term of office, compensation and other terms of the appointment.

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

**HUMAN SERVICES: Yeas:** Hertel, Grebner, Bahar-Cook, Soule, Severino

**Nays:** None      **Absent:** Schor      **Approved 12/3/07**

**FINANCE: Yeas:** Celentino, Weatherwax-Grant, Grebner, Hertel, Tennis, Dougan

**Nays:** None      **Absent:** None      **Approved 12/5/07**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPOINTING CAROLYN R. BURT, D.O., AS A DEPUTY MEDICAL EXAMINER AND TO AUTHORIZE A CONTRACT**

WHEREAS, the Ingham County Board of Commissioners under the authority of Public Act 181 of 1953, as amended, is responsible for appointing the County Medical Examiner, and with the approval of the Medical Examiner, may appoint Deputy Medical Examiners; and

WHEREAS, the Board of Commissioners has granted authority to contract with the physicians appointed as Deputy Medical Examiners, and has set out certain contractual terms and conditions including the term of office and method and rate of compensation in Resolutions #07-325 and #07-326; and

WHEREAS, the Ingham County Board of Commissioners has appointed Dean G. Sienko, M.D. as the Medical Examiner in Ingham County to a term expiring December 31, 2011; and

WHEREAS, Dr. Sienko is requesting that the Board of Commissioners hereby appoint Carolyn R. Burt, D.O. as a Deputy Medical Examiner.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints Carolyn R. Burt, D.O., P.O. Box 19, Shaftsbury, Michigan 48882, as a Deputy Medical Examiner to a term of office expiring December 31, 2011, subject to the terms and conditions set out in Resolutions #07-325 and #07-326

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a contract with Dr. Burt subject to the terms and conditions set out in Resolutions #07-325 and #07-326.

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



**RESOLUTION STAFF REVIEW**

**DATE** August 8, 2008

**Agenda Item Title:** Resolution to Authorize Amendment #3 to the 2007-2008 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health

**Submitted by:** Health Department

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

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

This resolution authorizes Amendment #3 of the 2007-2008 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The CPBC Agreement establishes the funding levels and the terms and conditions. The Board of Commissioners authorized the 2007-2008 Agreement in Resolution No. 07-223.

**Financial Implications:**

The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #3 will increase the budget for Comprehensive Local Health Services from \$4,666,667 to \$4,826,975 for a net increase of \$160,308. The Amendment makes the following specific changes in the budget:

1. Support for AIDS Referral and Care - \$30,880.
2. An increase in the Breast and Cervical Cancer Control Program (BCCCP) - \$29,100.
3. Bioterrorism activities support in August and September - \$32,291.
4. Regional Epidemiologist support in August and September - \$1,667.
5. Childhood Lead Poisoning prevention activities - \$55,000.
6. Diabetes Rewards program in WISEWOMAN - \$1,620.
7. An increase in the Family Planning/BCCCP Joint Project - \$3,000.
8. An increase in support for the WIC program - \$6,750.

The Amendment also revises sections of the Agreement:

- A. It increases from 3,225 to 3,516 the number of cancer screenings required of the BCCCP.
- B. It clarifies the deliverables under the Infant Mortality Coalition Support-Interconception Care Project.
- C. Informs us of the requirement to submit a plan for distributing reward items under the Diabetes Rewards program.

**Other Implications:**

This amendment also places additional requirements upon the Health Department; however, all are routine and none are unexpected.

**Staff Recommendation:** MM\_\_\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC X

Staff recommends approval of the resolution.

# MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Dean Sienko, M.D.

Date: August 1, 2008

Subject: CPBC Agreement Amendment #3 for 2007-2008

This is a recommendation to authorize Amendment #3 of the 2007-2008 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The funds, of course, come with terms and conditions. The CPBC Agreement establishes the funding levels and the terms and conditions. The Board of Commissioners authorized the 2007-2008 Agreement in Resolution No. #07-223.

The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #3 will increase the budget for Comprehensive Local Health Services from \$4,666,667 to \$4,826,975 for a net increase of \$160,308. The Amendment makes the following specific changes in the budget:

1. Support for AIDS Referral and Care - \$30,880.
2. An increase in the Breast and Cervical Cancer Control Program (BCCCP) - \$29,100.
3. Bioterrorism activities support in August and September - \$32,291.
4. Regional Epidemiologist support in August and September - \$1,667.
5. Childhood Lead Poisoning prevention activities - \$55,000.
6. Diabetes Rewards program in WISEWOMAN - \$1,620.
7. An increase in the Family Planning/BCCCP Joint Project - \$3,000.
8. An increase in support for the WIC program - \$6,750.

The Amendment also revises sections of the Agreement:

- A. It increases from 3,225 to 3,516 the number of cancer screenings required of the BCCCP.
- B. It clarifies the deliverables under the Infant Mortality Coalition Support-Interconception Care Project.
- C. Informs us of the requirement to submit a plan for distributing reward items under the Diabetes Rewards program.

I recommend that the Board of Commissioners adopt the attached resolution and that the Controller is authorized to amend the Health Department's 2008 Budget in order to implement this resolution.

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #3  
TO THE 2007-2008 COMPREHENSIVE PLANNING,  
BUDGETING AND CONTRACTING AGREEMENT WITH  
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

WHEREAS, the responsibility for protecting the public health is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, the Michigan Department of Community Health (MDCH) and Ingham County have historically entered into contracts to clarify the role and responsibility of each party in protecting the public health; and

WHEREAS, the MDCH and Ingham County have entered into a 2007-2008 Agreement for the delivery of public health services under the Comprehensive, Planning, Budgeting and Contracting (CPBC) process to clarify roles and responsibilities, including funding relationships, authorized by Resolution #07-223 and amended by Resolutions #08-13 and #08-84; and

WHEREAS, the MDCH has proposed a third amendment to the 2007-2008 CPBC to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #3 to the 2007-2008 Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the amendment shall: 1) Add/revise information in Section IV – Payment and Reporting Procedures; 2) Add/revise information in Attachment I – Annual Budget Instructions; 3) Add/revise information in Attachment III – Program Specific Assurances and Requirements; and 4) Incorporate Attachment IV – Funding/Reimbursement Matrix for the Local Public Health Operations (LPHO) and categorical budget detail, output measures and performance reimbursement criteria, as indicated in the attachment.

BE IT FURTHER RESOLVED, that the net adjustment in state/federal funding shall be an increase of \$160,308 from \$4,666,667 to \$4,826,975 which includes: 1) Support for AIDS Referral and Care - \$30,880, 2) an increase in the Breast and Cervical Cancer Control Program (BCCCP)- \$29,100, 3) Bioterrorism activities support in August and September - \$32,291, 4) Regional Epidemiologist support in August and September - \$1,667, 5) Childhood Lead Poisoning prevention activities - \$55,000, 6) Diabetes Rewards program in WISEWOMAN - \$1,620, 7) an increase in the Family Planning/BCCCP Joint Project - \$3,000, 8) an increase in

support for the WIC program - \$6,750, and that Controller is authorized to amend the Health Department's Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Amendment also revises sections of the Agreement which includes: A) It increases from 3,225 to 3,516 the number of cancer screenings required of the, BCCCP, B) It clarifies the deliverables under the Infant Mortality Coalition Support-Interconception Care Project, C) Informs us of the requirement to submit a plan for distributing reward items under the Diabetes Rewards program.

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

**RESOLUTION STAFF REVIEW**

**DATE** August 8, 2008

**Agenda Item Title:** Resolution to Authorize a 2008-2009 Agreement with the City of Lansing

**Submitted by:** Health Department

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

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

This resolution authorizes an agreement with the City of Lansing for the time period of July 1, 2008 through June 30, 2009, whereby Lansing will provide financial support for various services provided by or through the Ingham County Health Department that benefit Lansing residents.

**Financial Implications:**

The City of Lansing shall provide \$150,000 to support the following services:

1. Adult Health/STI Clinic - \$30,500
2. Food Bank Project Operation - \$10,000
3. Child Care Scholarship Program/OYC - \$68,000
4. High Risk Adolescent Program - \$21,500
5. Health Care Access - \$10,000
6. Community Coalition for Youth - \$10,000

This budget represents a reduction of \$6,900 from the previous year's contract. Support for prescription drugs for the uninsured has been reduced by \$900 meaning fewer pharmaceuticals will be provided; support for child care scholarships has been reduced by \$6,000 meaning 12 fewer families will be served.

**Other Implications:**

None.

**Staff Recommendation:** MM\_\_\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC X

Staff recommends approval of the resolution.

# Memorandum

TO: Human Services Committee  
Finance Committee

FROM: Dean Sienko, M.D.

DATE: August 7, 2008

SUBJECT: 2008-2009 Agreement with the City of Lansing

As in previous years, the City of Lansing is proposing to provide financial support for various services provided by or through the Ingham County Health Department that benefit Lansing residents. For this year's agreement the City is offering \$150,000. The supported services would include:

1. The City of Lansing will provide \$30,500 to support the operation of the Adult Health/Infectious Disease Clinic. The City funding would cover part of the cost of a Nurse Practitioner (\$27,000) and would be used to purchase prescription drugs (\$3,500) for low income, uninsured persons.
2. The City of Lansing will provide \$10,000 to for the operation of the Ingham County Food Bank. City funds are used to support part of the salary of a Food Bank Specialist.
3. The City of Lansing will support a Day Care Scholarship Program with a total of \$68,000 in funding. They will provide \$59,000 in scholarship monies and \$9,000 for the operation of the Office for Young Children which will administer the scholarships. Approximately 100 low-income families will benefit from this program.
4. The City of Lansing will support counseling and psychological treatment for youth in families involved with sexual abuse of children with \$21,500 in total funds. The youth are identified by the Health Department, the Department of Social Services, Probate Court, and other community agencies. If there is no other source of assistance, the youth are referred to the High Risk Adolescent Program at Willow Plaza Services which makes a referral to psychologists or counselors who provide treatment at a discounted rate. The City has allocated \$11,500 for psychological services for 30 youth and \$10,000 to support the salary of a Lead Counselor at the High Risk Program.
5. The City of Lansing will provide \$10,000 for health care access for City of Lansing residents. The Health Department utilizes these funds to support part of the cost of employing a Community Health Representative II who works with IHP and Medicaid enrollment.

6. The City of Lansing will provide \$10,000 to support the activities of the Community Coalition for Youth. This funding is incorporated into the agreement for public health services. The funds actually flow through to the MSU Extension budget, where that activity is supported.

This budget represents a reduction of \$6,900 from the previous year's contract. Accordingly, we have scaled back services we provide so that service levels are proportionate to funding levels.

Support for prescription drugs for the uninsured has been reduced by \$900 meaning fewer pharmaceuticals will be provided; support for child care scholarships has been reduced by \$6,000 meaning 12 fewer families will be served. We did not reduce funding for psychological services for high risk youth. We feel that this program is very important to the youth served and that we should try to preserve it if we can.

This support from the City of Lansing is an important source of revenue for several of the programs operated by the Health Department. The City of Lansing and Ingham County have had a good working relationship in this area for many years. I urge the Board to authorize the continuation of that relationship by adopting the attached resolution.

c: John Jacobs w/attachment

Bob Townsend w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A 2008-2009 AGREEMENT WITH THE CITY OF LANSING**

WHEREAS, the City of Lansing has for many years provided funding to Ingham County to help support public health services for City of Lansing residents; and

WHEREAS, the City of Lansing is proposing to provide such support for the 2008-2009 fiscal year; and

WHEREAS, these revenues are anticipated in the Health Department's 2009 budget request; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the agreement with the City of Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the City of Lansing to provide financial support to certain services provided by or through the Ingham County Health Department.

BE IT FURTHER RESOLVED, that the period of the agreement shall be July 1, 2008 through June 30, 2009.

BE IT FURTHER RESOLVED, that the City of Lansing shall provide \$150,000 to support the following services:

1. Adult Health/STI Clinic - \$30,500
2. Food Bank Project Operation - \$10,000
3. Child Care Scholarship Program/OYC - \$68,000
4. High Risk Adolescent Program - \$21,500
5. Health Care Access - \$10,000
6. Community Coalition for Youth - \$10,000

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



**RESOLUTION STAFF REVIEW**

**DATE** August 8, 2008

**Agenda Item Title:** Resolution to Authorize a 2008-2009 Agreement with the Michigan Department of Community Health for the Delivery of Public Health Services Under the Comprehensive Planning, Budgeting and Contracting (CPBC) Process

**Submitted by:** Health Department

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

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

This resolution will authorize the 2008-2009 Agreement for the Delivery of Public Health Services under the Comprehensive Planning, Budgeting and Contracting (CPBC) Process. The Agreement for “The Delivery of Public Health Services under the Comprehensive Planning, Budgeting and Contracting (CPBC) Process” is the principal mechanism for clarifying the role and responsibilities of the state and local governments. The Agreement serves as the vehicle for accepting state and federal grant and formula funding to support a number of public health services. The public health services to be delivered under this Agreement include Local Public Health Operations, Community Health Assessment Services and Categorical Programs including:

AIDS/HIV Prevention and Care	Immunizations
Bioterrorism Emergency Preparedness	Infant Mortality Reduction
Breast and Cervical Cancer Control	Lead Safe Homes
Children’s Special Health Care Services	Local Tobacco Reduction
Family Planning	Sexually Transmitted Disease Control
Healthy Communities Cardiovascular Disease Control	Prevention of Sudden Infant Death Syndrome

The resolution includes authorization for a number of service contracts to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medical Services
- Referral, Coordination, and Monitoring of Medicaid Services
- Medicaid-specific Training on Outreach Eligibility and Services

**Financial Implications:**

Approximately \$4.7 million of state/federal funds will be made available to Ingham County through the CPBC Agreement, and Ingham County's contribution to expenditures associated with the Agreement and budget shall not exceed levels appropriated in the County's 2009 Budget for these purposes.

**Other Implications:**

None.

**Staff Recommendation:** MM\_\_\_ JN\_\_\_ TL\_\_\_ TM\_\_\_ JC X

Staff recommends approval of the resolution.

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

FROM: Dean G. Sienko, M.D.

DATE: August 14, 2008

SUBJECT: 2008-2009 Agreement for the Delivery of Public Health Services under the Comprehensive Planning, Budgeting and Contracting (CPBC) Process

The State of Michigan and the 83 counties share responsibility for the protection of the public health of the citizens of Michigan. The Agreement for "The Delivery of Public Health Services under the Comprehensive Planning, Budgeting and Contracting (CPBC) Process" is the principal mechanism for clarifying the role and responsibilities of the state and local governments. The Agreement serves as the vehicle for accepting about \$4.7 million in state and federal grant and formula funding to support a number of public health services. The public health services to be delivered under this Agreement include Local Public Health Operations, Community Health Assessment Services and Categorical Programs including:

AIDS/HIV Prevention and Care	Immunizations
Bioterrorism Emergency Preparedness	Infant Mortality Reduction
Breast and Cervical Cancer Control	Lead Safe Homes
Children's Special Health Care Services	Local Tobacco Reduction
Family Planning	Sexually Transmitted Disease Control
Healthy Communities Cardiovascular Disease Control	Prevention of Sudden Infant Death Syndrome

The attached resolution will authorize the 2008-2009 Agreement. The Michigan Department of Community Health has tentatively set grant and formula funding levels for FY 2009. These levels are included in the Health Department's FY 2009 budget proposal now being evaluated by the Controller. The resolution also authorizes subcontracts in the Breast and Cervical Cancer Control Program. These are all state and federal funds and are included in the Department's FY 2009 budget request.

The resolution includes authorization for a number of service contracts to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medical Services
- Referral, Coordination, and Monitoring of Medicaid Services
- Medicaid-specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Translation

This strategy of contracting for outreach services is a key part of the Health Department's 2009 budget request. During 2004-2005 the State promulgated a Medicaid policy to establish the procedures for utilizing this outreach funding arrangement. The Medicaid policy guides the way in which the department builds relationships with neighborhood and community agencies. The contracts are established in conformance with the state policy and reporting is required to demonstrate that services are consistent.

This resolution and the corresponding Agreement represent important financial support for the Health Department programs established through the County budget process. I recommend the adoption of this resolution and the authorization of the Agreement, contracts and subcontracts. The MDCH will propose an amendment to the Agreement to incorporate the specific formula and categorical grant funding levels adopted by the Legislature and established by department formula if they differ from the tentative levels.

Attachment

c:                John Jacobs w/attachment  
                    Bob Townsend w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 2008-2009 AGREEMENT WITH  
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH FOR  
THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER  
THE COMPREHENSIVE PLANNING, BUDGETING  
AND CONTRACTING (CPBC) PROCESS**

WHEREAS, the responsibility for protecting the public health is a shared responsibility between the State and county governments in Michigan; and

WHEREAS, the Michigan Department of Community Health and Ingham County have historically entered into contracts to clarify the role and responsibility of each party in protecting the public health; and

WHEREAS, the Michigan Department of Community Health is in the process of establishing tentative grant funding levels for 2008-2009, and these funding levels are included in the Health Department's 2009 budget request; and

WHEREAS, the Michigan Department of Community Health has proposed a 2008-2009 Agreement for the delivery of public health services under the Comprehensive, Budgeting and Contracting (CPBC) process to clarify roles and responsibilities, including funding relationships; and

WHEREAS, the Health Officer recommends that the 2008-2009 CPBC Agreement be authorized and executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2008-2009 Agreement with the Michigan Department of Community Health for the delivery of public health services under the Comprehensive Planning, Budgeting and Contracting Process.

BE IT FURTHER RESOLVED, that the period of the Agreement shall be October 1, 2008 through September 30, 2009.

BE IT FURTHER RESOLVED, that the scope of services included in this Agreement shall include Local Public Health Operations, and several categorical public health programs identified in the attachments to the Agreement.

BE IT FURTHER RESOLVED, that approximately \$4.7 million of state/federal funds will be made available to Ingham County through the CPBC Agreement, and that Ingham County's contribution to expenditures associated with the Agreement and budget shall not exceed levels appropriated in the County's 2009 Budget for these purposes.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontracts for the period October 1, 2008 through September 30, 2009 with specialty physicians, laboratories, and health care institutions and other service providers necessary to implement the Breast and Cervical Cancer Control Program in Clinton, Gratiot, Ingham, Jackson, Livingston, Oakland and Washtenaw Counties, which is a program included in the CPBC Agreement.

BE IT FURTHER RESOLVED, that service contracts are authorized with the following list of providers to support outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medicaid Services
- Referral, Coordination and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Provision of Medicaid-related Translation

These service contracts braid together requirements and funds from multiple sources including the County, W. K. Kellogg Foundation and Medicaid Administration (Federal Share). The braided service contracts shall be authorized up to the amounts identified below for the period October 1, 2008 through September 30, 2009:

- Allen Neighborhood Center \$122,196 (\$109,038 for outreach; \$13,158 for Planning/Coordination to strengthen social safety net in the community)
- NorthWest Initiative \$122,196 (\$109,038 for outreach; \$13,158 for Planning/Coordination to strengthen social safety net in the community)
- Carefree Clinic \$20,000
- Baker Donora Center \$81,400
- South Lansing Community Development Association \$26,265
- South Side Community Coalition \$109,038
- Capital Area Community Services \$4,000
- Child Abuse Prevention Services \$55,000
- Catholic Charities St. Vincent Home \$137,000
- Cristo Rey \$65,000
- Family and Community Development Services \$94,000
- Greater Lansing African American Health Institute \$67,320
- School Community Health Alliance of Michigan \$1,212,513

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

**RESOLUTION STAFF REVIEW**

**DATE** August 8, 2008

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

**Submitted by:** Health Department

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

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

This resolution extends an existing agreement with the Shiawassee Regional Education Services District to provide staff from the Office for Young Children to serve as the Great Start Collaborative Coordinator in Shiawassee County.

In 2006, the Shiawassee RESD was awarded a Great Start Collaborative grant by the Early Childhood Investment Corporation (ECIC). The purpose of the Great Start initiative has been to assure a coordinated system of community resources and support to assist Michigan families in providing a great start for their children from birth through age five.

**Financial Implications:**

The RESD proposes to contract for 80% of a Program Coordinator's time for the period of October 1, 2008 through September 30, 2009. The Ingham County Health Department will be reimbursed up to \$89,000 under the agreement.

**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 Sienko, M.D.

Date: August 14, 2008

Subject: Agreement with Shiawassee Regional Education Service District

In 2006, the Shiawassee RESD was awarded a Great Start Collaborative grant by the Early Childhood Investment Corporation (ECIC). The purpose of the Great Start initiative has been to assure a coordinated system of community resources and support to assist Michigan families in providing a great start for their children from birth through age five.

Resolution 06 – 248 authorized an agreement with the Shiawassee Regional Education Service District (RESD) to provide staff from the Office for Young Children to serve as the Great Start Collaborative Coordinator in Shiawassee County.

The Shiawassee RESD has proposed to continue the agreement with Ingham County. The RESD proposes to contract for 80% of a Program Coordinator's time for the period of October 1, 2008 through September 30, 2009. The Ingham County Health Department will be reimbursed up to \$89,000 under the agreement.

I recommend that the Board of Commissioners adopt the attached resolution and authorize an amendment to the agreement with the Shiawassee Regional Education Services District.

Attachment

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 AMENDMENT TO AN AGREEMENT WITH  
THE SHIAWASSEE REGIONAL EDUCATION SERVICES DISTRICT**

WHEREAS, in 2006, the Shiawassee Regional Education Services District was awarded a Great Start Collaborative grant by the Early Childhood Investment Corporation (ECIC); and

WHEREAS, Resolution #06-248 authorized an agreement with the Shiawassee Regional Education Services District (RES D) to contract with Ingham County to retain the services of the Office for Young Children (OYC) to lead the Great Start Collaborative initiative in Shiawassee County; and

WHEREAS, the RES D proposes to continue the agreement with Ingham County and contract for 80% of a OYC Program Coordinator's time during the period of October 1, 2008 through September 30, 2009; and

WHEREAS, Ingham County will be reimbursed up to \$89,000 for the cost of the services made available through this agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an amendment to the agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with the Shiawassee Regional Education Services District (RES D) with the intent of providing staff from the Office for Young Children to serve as the Great Start Collaborative Coordinator in Shiawassee County.

BE IT FURTHER RESOLVED, that Ingham County shall make available the services of 80% of a Program Coordinator's time during the period October 1, 2008 through September 30, 2009.

BE IT FURTHER RESOLVED, that the RES D shall compensate Ingham County up to \$89,000 for the cost of the services provided during the period October 1, 2008 through September 30, 2009.

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

RESOLUTION STAFF REVIEW

DATE August 8, 2008

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

Submitted by: Health Department

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

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

This resolution will extend the partnership between the Capital Area United Way (CAUW) and the Ingham County Health Department (ICHHD) for tasks associated with the *Community Indicators Project*. The most recent agreement began on July 1, 2005 and ended on March 31, 2008.

ICHHD will contribute to the pool of funds dedicated to Phase IV tasks associated with the *Community Indicators Project*. These funds from Community Health Assessment, along with funds from Capital Area United Way and other sources, are intended to achieve the mutual objectives outlined for Phase IV of the *Community Indicators Project* through a work plan approved by the Community Data Committee. Proposed work for Phase IV includes:

1. Secure consulting services to develop new indicators for Health Equity and School Readiness.
2. Secure consulting services to work on the web version of the *Power of We Indicators Report*.
3. Maintain the continuous sampling methodology for the Behavior Risk Factor Survey as recommended by the Community Data Committee.

Financial Implications:

Ingham County will contribute up to \$48,300.00 from the Health Department's 2008 budget to support the research, analysis, and report writing essential to the collaboration. Any funds not expended by the end of the Health Department's 2008 fiscal year (September 30, 2008) will be carried forward to support contracted activities during the remainder of the agreement period.

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 Sienko, M.D.

Date: August 5, 2008

Subject: Collaborative Agreement with Capital Area United Way

This is a recommendation to authorize a collaborative agreement with the Capital Area United Way. The agreement will extend the partnership between the Capital Area United Way (CAUW) and the Ingham County Health Department (ICHHD) for tasks associated with the *Community Indicators Project*. The most recent agreement began on July 1, 2005 and ended on March 31, 2008.

The ICHD and the CAUW have collaborated closely on the *Community Indicators Project* since its inception. The Community Data Committee was created by the *Power of We Consortium* and the Capital Area United Way in 2001, and, since then, has successfully produced the first, second, and third editions of the *Power of We: Indicators of Our Well-being*. These reports on well-being in our community have prompted many conversations about which indicators are improving or declining and provide a way to measure our progress over time. The reports also provide valuable information about how everyone in the community can become involved to help make it healthier and more livable for all. The *Power of We* reports support a sense of shared accountability and have become an essential part of many community improvement initiatives. To sustain momentum and to continue to build on the foundation that has been laid, the indicators and measures of community well-being require periodic refinements and updating, something this agreement is meant to accomplish.

## **Accomplishments in Phase I:**

1. A long range improvement plan for the Community Indicators Project was produced in conjunction with the Community Data Committee.
2. A continuous-sample survey process was designed to collect data on a combined Behavior Risk Factor Survey (BRFS) and Social Capital Survey.
3. Data collection was commenced using a continuous sample process.

## **Accomplishments in Phase II work:**

1. The 2006 BRFS and Social Capital Survey sample, including a random sample of 800 Capitol Area residents and an over sample of approximately 350 African American residents has been completed.

2. An over sample of 300 residents in selected Lansing neighborhoods was designed, implemented, and completed, in response to their requests for information about health status in these areas.
3. Information to update the *Power of We Website* was compiled.
4. CAUW provided administrative support to the Community Data Committee and managed a pool of funds set aside for consulting and other contractual services in support of the *Community Indicators Project*. CAUW contributed to the pool of funds available for the project and assumed the lead in raising additional funds for the project in conjunction with the Investors Steering Committee of the Power of We Consortium.
5. CAUW secured consulting and other contractual services to carry out the scope of work in the work plan approved by the Community Data Committee for the *Community Indicators Project*.

**Accomplishments in Phase III work:**

1. CAUW continued to provide administrative support to the Community Data Committee and managed a pool of funds to carry out the work plan the committee has approved.
2. CAUW contracted with vendors necessary to produce the third edition of the *Power of We Indicators Report*.
3. CAUW engaged a number of community partners in a collaborative dialogue process to refine the modules used for the Behavior Risk Factor Survey.
4. CAUW issued a competitive RFP and secured consulting and contractual services to implement the second year of the continuous sampling methodology for the Behavior Risk Factor Survey as recommended by the Community Data Committee.

**Proposed work for Phase IV work:**

1. Secure consulting services to develop new indicators for Health Equity and School Readiness.
2. Secure consulting services to work on the web version of the *Power of We Indicators Report*.
3. Maintain the continuous sampling methodology for the Behavior Risk Factor Survey as recommended by the Community Data Committee.

**Proposed role of the Ingham County Health Department:**

1. ICHD will contribute a maximum of \$48,300.00 into the pool of funds dedicated to Phase IV tasks associated with the *Community Indicators Project*. These funds from Community Health Assessment along with funds from Capital Area United Way and other sources are intended to achieve the mutual objectives outlined for Phase IV of the *Community Indicators Project* through a work plan approved by the Community Data Committee.

I recommend that the Board of Commissioners adopt the attached resolution and authorize amendment of the collaborative agreement with the Capital Area United Way.

Attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

WHEREAS, Ingham County and the Capital Area United Way share an interest in promoting the health and well being of Ingham County residents, and both desire to measure health and well being over time through a set of indicators; and

WHEREAS, Ingham County and the Capital Area United Way executed a collaborative agreement in 2005, wherein the United Way provides administrative support to the Community Data Committee and manages a pool of funds for consulting and other contractual services in support of the *Community Indicators Project*; and

WHEREAS, the collaborative agreement was originally authorized in Resolution #05-148 and amended in Resolutions #06-205 and #07-154 and there has been no break in collaborative activities since the agreement's inception; and

WHEREAS, a major product of continued collaboration will be the production of the fourth edition of the *Indicators of Our Well-Being* report in 2009, along with the raw data from resident surveying that will be available for community use; and

WHEREAS, the Health Officer has advised that the Ingham County funds to support the continuation of this collaboration are included in the Health Department's 2008 budget and has recommended that Ingham County enter into a collaborative agreement with the Capital Area United Way that will continue the collaborative work begun in 2005.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with the Capital Area United Way.

BE IT FURTHER RESOLVED, that the contract period shall be from April 1, 2008 through March 31, 2009.

BE IT FURTHER RESOLVED, that Ingham County will contribute up to \$48,300.00 from the Health Department's 2008 budget to support the research, analysis, and report writing essential to the collaboration.

BE IT FURTHER RESOLVED, that any funds not expended by the end of the Health Department's 2008 fiscal year (September 30, 2008) shall be carried forward to support contracted activities during the remainder of the agreement period.

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

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING BARBARA KETCHUM**

**RESOLUTION #**

WHEREAS, Barbara Ketchum began her career with Ingham County in September 1997 as a temporary Clerk Typist in the Immunization Clinic in the Ingham County Health Department; and

WHEREAS, in December, 1997 she was appointed to a permanent position as a Community Health Representative II in the Immunization Clinic; and

WHEREAS, in October, 1999 she was promoted to a Community Health Representative III; and

WHEREAS, in May, 2006, as the result of the classification study, she was promoted to a Community Health Representative IV; and

WHEREAS, for 11 years she has been dedicated to serving the Ingham County Health Department and the community; and

WHEREAS, her outstanding service and reporting as an immunization liaison facilitated the health improvement and protection of students enrolled in Ingham County schools; and

WHEREAS, her outstanding work on quality assurance has made the Ingham County Health Department a better institution than it was upon her arrival; and

WHEREAS, she established a reputation of reliability, expertise, and trustworthiness among her colleagues and the community.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Barbara Ketchum for her many years of dedicated service to the County of Ingham and for the contributions she has made to the Ingham County Health Department.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.

RESOLUTION STAFF REVIEW

DATE: AUGUST 7, 2008

**Agenda Item Title:** Resolution Authorizing a Contract with ImageSoft to Purchase an Imaging Application for the Prosecuting Attorney's Office and the Core Imaging Application for Ingham County

**Submitted by:** Prosecuting Attorney's Office/MIS

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

**Summary of Proposed Action:**

This resolution would authorize a contract with ImageSoft to Purchase and install an imaging application for the Prosecuting Attorney's Office. This is the first phase of this process to enable the Prosecuting Attorney's Office to go to a "paperless office" by allowing the Prosecuting Attorney's Office to electronically scan and store documents through a state-of-the-art document management system.

**Financial Implications:** The total cost for this phase will be \$246,200, to be financed out of the IJIS budget (\$179,000) and the MIS Networking Fund budget (\$67,200). MIS has negotiated a guarantee of an On-Base software discount of 25% for all Ingham County departments through the end of 2009 based on a Genesee County RFP/Contract.

**Other:** The IJIG's Committee approved this recommendation to the Board of Commissioners for the partial purchase of this application for the Prosecuting Attorney's Office in the amount of \$179,000 from IJIS Funds (Public Improvement Fund 245).

In 2007, the Board of Commissioners approved a consulting agreement with Mike Ferency to review the Prosecuting Attorney's Office procedures to identify a consistent and uniform presentation of law enforcement agency reports, materials and identification of evidence, including witnesses with the goal of the Prosecuting Attorney's Office to progress toward a "paperless" system of the in-take of requests for criminal complaints. This is the software application identified for that purpose.

MIS and interested departments originally looked at our current imaging system, Vista SG, to determine if it met the Prosecuting Attorney's Office requirement. It did not. MIS also interviewed EMC and their Captiva product, Vista Solutions, ImageSoft, and another company out of Ohio that carried the On-Base product.

ImageSoft was by far the most impressive company that could meet the County's needs. MIS brought ImageSoft in to do a demonstration for numerous County departments and they were equally impressed. At that point MIS decided to pursue ImageSoft.

This application will also be the backbone for a county-wide document imaging system to be used by all County departments for this purpose.

**Staff Recommendation:** MM \_\_\_\_ JN X TL \_\_\_\_ TM \_\_\_\_ JC \_\_\_\_  
Staff recommends this resolution for approval.



## **Agenda Item 9**

Introduced by Law Enforcement and Finance Committees of the:

### **INGHAM COUNTY BOARD OF COMMISSIONERS**

#### **RESOLUTION AUTHORIZING A CONTRACT WITH IMAGESOFT TO PURCHASE AN IMAGING APPLICATION FOR THE PROSECUTING ATTORNEY'S OFFICE AND THE CORE IMAGING APPLICATION FOR INGHAM COUNTY**

WHEREAS, the Prosecuting Attorney's Office in conjunction with MIS has a need for a county-wide imaging solution; and

WHEREAS, this application will allow the Prosecuting Attorney's Office to electronically scan and store documents that will lead to cost savings through the efficient use of state-of-the-art document management; and

WHEREAS, Ingham County will piggyback onto the Request for Proposal (RFP) previously administered by Genesee County that will guarantee an On-Base software discount of 25% for all Ingham County departments through the end of 2009; and

WHEREAS, the Pit Crew and IJIG's committees approved the purchase for the Prosecuting Attorney's office in the amount of \$179,000 from IJIS funds (Public Improvement Fund 245); and

WHEREAS, MIS will fund an additional \$67,200 to be paid from the Networking Fund for core imaging components that can be utilized by other county departments for a total cost of \$246,200.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize entering into a contract with ImageSoft at a cost of \$246,200 for the purpose of supplying and installing an On-Base imaging system for the Ingham County Prosecuting Attorney's office.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the IJIS (\$179,000) and the Ingham County Networking fund (\$67,200).

BE IT FURTHER RESOLVED, that the Controller 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: AUGUST 7, 2008

**Agenda Item Title:** Resolution Authorizing a Contract with TeL Systems, Inc. to Purchase Courtroom Technology for the Circuit Court

**Submitted by:** MIS/Facilities Departments

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

**Summary of Proposed Action:**

This resolution would authorize a contract with TeL Systems, Inc. to purchase and install video/audio courtroom technology at two courtrooms at the Circuit Court.

**Financial Implications:** The total cost will be paid out of the Circuit Court's budgeted CIP funds in the amount of \$117,628.19.

**Other:** An Evaluation Committee comprised of Circuit Court, Purchasing and MIS reviewed the proposals, and after careful consideration and evaluation, the committee is unanimously recommending entering into a contract with TeL Systems. (See the attached sheet.)

**Staff Recommendation:** MM \_\_\_\_ 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.

# COUNTY OF INGHAM

## Purchasing Department

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

Project: Packet #11-08 Courtroom Technology

Recommendation: Enter into an agreement with Tel Systems

Proposal Summary:

Vendors Contacted:	7	Local: 1
Vendors Responding:	4	Local: 0

Vendors notified by US Mail, advertised in local newspapers and posted on the Ingham County Purchasing website.

The following firms submitted proposals:

<u>Firm</u>	<u>Local Preference Requested</u>
AT&T & ID Solutions	No
AVI Systems	No
Federated Service Pro	No
Tel Systems	No

The Evaluation Committee reviewed the responses that were received and all vendors were requested to make presentations and meet with the Evaluation Committee. After completion of very detailed evaluation process it is the recommendation of the Evaluation Committee in concurrence with Circuit Court and the Purchasing Department to award a contract to Tel Systems. The Evaluation Committee considered the following: completeness of proposal; experience, quality of proposal; and pricing.

Janeil Valentine  
Purchasing Department  
517-676-7307

Introduced by Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH TeL SYSTEMS, INC. TO  
PURCHASE COURTROOM TECHNOLOGY FOR THE CIRCUIT COURT**

WHEREAS, the Circuit Court has a need to upgrade audio/video technology in two Circuit Court courtrooms in the Veterans Memorial Courthouse; and

WHEREAS, these upgrades will allow the courts to provide better customer service by utilizing state-of-the-art technology; and

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

WHEREAS, the Circuit Court has budgeted CIP funds in the amount of \$121,137 and the recommended bid amount is \$117,628.19; and

WHEREAS, an Evaluation Committee comprised of Circuit Court, Purchasing and MIS reviewed the proposals, and after careful consideration and evaluation, the committee is unanimously recommending entering into a contract with TeL Systems.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize entering into a contract with TeL Systems, Inc. at a cost of \$117,628.19 for the purpose of supplying and installing courtroom technology.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Circuit Court's budgeted CIP funds.

BE IT FURTHER RESOLVED, that the Controller 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.

**Agenda Item 10b**

**RESOLUTION STAFF REVIEW**

**DATE** August 8, 2008

**Agenda Item Title:** Resolution Authorizing a Purchase Order with Integrated Interiors, Inc. for Acoustical Panels at the Potter Park Zoo Safari Room

**Submitted by:** Facilities Department

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

**Summary of Proposed Action:** Approval of this resolution will authorize a contract with Integrated Interiors, Inc. to order and install acoustical sound-dampening panels in the “Safari Room” (large conference room) at the Potter Park Zoo.

**Financial Implications:** The contract amount will not exceed \$14,055. This includes materials and installation. The cost for this project will be paid from the Zoo Millage. \$20,000 was approved in the 2008 CIP.

**Other Implications:** Five Bidders were contacted. However, Integrated Interiors was the only bidder 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: August 7, 2008

SUBJECT: Potter Park Zoo- Safari Room Acoustical

The resolution before you authorizes the Facilities and Purchasing Departments to issue a purchase order to Integrated Interiors, Inc., for an amount not to exceed \$14,055.00, for the purpose of providing the products and services needed to install the Whisperwall System to improve the sound quality in the Safari Room.

Due to the specialized nature of this project, only one bid was received from Integrated Interiors Inc. The Facilities and Purchasing Departments, in consultation with its consultant Simoni Systems, have reviewed the bid and are in agreement that Integrated Interiors Inc. would be the best candidate for the installation of this sound system.

The funds for this project are available in CIP-Safari Room Ceiling Panels, 258-69900-977000-0706Z.

I recommend approval of this resolution.

## MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: August 4, 2008

SUBJECT: Bid Summary – Acoustical Project

### Project Description:

This project consists of soliciting bids to provide and to install an acoustical sound-dampening system in the Safari Room at Potter Park Zoo.

### Bid Summary:

Bidders Contacted: 5                      Local: 1  
Bidders Responding: 1                      Local: 0

The following firm submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local Preference Requested</u>
Integrated Interiors, Inc.	\$14,055	N – Warren, MI

### Recommendation:

Award a Purchase Order to Integrated Interiors, Inc. in an amount not to exceed \$14,055.

### Source of Funding:

Zoo Millage Fund; \$20,000 approved in 2008 Zoo CIP.

### Advertisement:

The solicitation was advertised in the LSJ and El Central, and posted on the Purchasing Department's Web Page.

### Prevailing Wage Policy:

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

### Local Purchasing Preference Policy:

Not applicable; Integrated Interiors was the only bidder.

### Contact Person(s):

Rick Terrill, Facilities Director; Jim Hudgins, Purchasing Director

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A PURCHASE ORDER WITH  
INTEGRATED INTERIORS, INC.  
FOR ACOUSTICAL PANELS AT THE POTTER PARK ZOO SAFARI ROOM**

WHEREAS, the Facilities Department and the Zoological Society have identified a need to improve the sound quality in the Safari Room at the Potter Park Zoo so that presentations made by docents and communication among visitors can be optimized; and

WHEREAS, funds for this project have been budgeted for in the 2008 CIP Project 258-69900-977000-0706Z, Safari Room Ceiling Panels; and

WHEREAS, the Purchasing Department solicited bids for the purpose of providing and installing an acoustical sound-dampening system in the Safari Room at the Potter Park Zoo; and

WHEREAS, due to the specialized nature of this project, only one bid was received from Integrated Interiors, Inc. for a cost not to exceed \$14,055.00; and

WHEREAS, the Facilities and Purchasing Departments in consultation with its consultant Simoni Systems, have reviewed the bid and are in agreement that a Purchase Order be awarded to Integrated Interiors, Inc., 21221 Hoover Road, Warren, Michigan 48089.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Purchase Order be issued to Integrated Interiors, Inc. in an amount not to exceed \$ \$14,055 to supply and install an acoustical sound-dampening system in the Safari Room of the Potter Park Zoo.

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.



**Agenda Item 10c**

**RESOLUTION STAFF REVIEW**

**DATE** August 8, 2008

**Agenda Item Title:** Resolution Authorizing a Contract with National Restoration, Inc. to Provide Masonry Restoration Services to the Ingham County Drain Commission

**Submitted by:** Facilities Department

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

**Summary of Proposed Action:** This resolution will award a contract to National Restoration, Inc. to complete repairs and restoration of masonry work at the Drain Office Building.

**Financial Implications:** Through CIP project funds, \$84,600 is budgeted for this project plus \$15,000 contingency for inconspicuous repairs (if needed). This was approved in the 2008 CIP Budget 245-27599-976000-8FC03.

**Other Implications:** This was the low bidder. The only local bidder was more than \$100,000 higher than the recommended contractor.

**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: August 7, 2008

SUBJECT: Drain Commission Building

The resolution before you authorizes awarding a contract to National Restoration Inc., for a cost not to exceed \$84,600.00 plus a \$15,000.00 contingency for inconspicuous repairs (if needed). The total not to exceed cost is \$99,600.00 for the purpose of providing masonry repairs on the Ingham County Drain Commission Building.

National Restoration Inc., who submitted the lowest responsive and responsible bid, was chosen after going through a competitive bidding process and the recommendation of the Purchasing Department. Due to the scope and size of this project, it is necessary to contract with a qualified and experienced firm.

A budget for this project was approved in the 2008 CIP Budget, 245-27599-976000-8FC03. I recommend approval of this resolution.

## MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: August 4, 2008

SUBJECT: Bid Summary – Masonry Restoration at the Ingham County Drain Office

### Project Description:

This project consists of complete removal and replacement of the southeast masonry wall of the garage, replacement of damaged or displaced burnished concrete block, mortar joint repointing of cracked or deteriorated mortar, replacement of sealant, reflashing and refinishing surfaces of existing steel lintels and isolated cleaning of masonry staining.

### Bid Summary:

Bidders Contacted: 24                      Local: 8  
Bidders Responding: 5                      Local: 1

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local Preference Requested</u>
National Restoration, Inc.	\$84,600	N – Keego Harbor, MI
Stouffer Masonry, Inc.	\$88,700	N – Comstock Park, MI
Grunwell-Cashero Co.	\$112,000	N – Detroit, MI
Boss Construction, Inc.	\$133,360	N – Taylor, MI
Schiffer Mason Contractors, Inc.	\$197,700	Y – Holt, MI

### Recommendation:

Award a contract to National Restoration, Inc. in an amount not to exceed \$99,600 (includes a \$15,000 contingency amount for inconspicuous repairs, if needed.)

### Source of Funding:

General Fund; \$175,000 approved in 2008 CIP

### Advertisement:

The solicitation was advertised in the LSJ and El Central, and posted on the Purchasing Department's Web Page.

### Prevailing Wage Policy:

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

### Local Purchasing Preference Policy:

Not applicable; Schiffer Mason's bid not within 5% of National Restoration's bid.

Contact Person(s): Rick Terrill, Facilities Director; Jim Hudgins, Purchasing Director

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH  
NATIONAL RESTORATION, INC. TO PROVIDE  
MASONRY RESTORATION SERVICES  
TO THE INGHAM COUNTY DRAIN COMMISSION**

WHEREAS, the Drain Commission Building in Mason is in need of masonry restorations due to deterioration over time and the garage has become a safety issue; and

WHEREAS, the funds for this project are available within the 2008 Capital Improvement Project; 245-27599-976000-8FC03 - Drain Building Repair; 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 National Restoration, Inc. to provide the masonry restorations for a cost not to exceed \$84,600.00, which reflects the payment of prevailing wage; and

WHEREAS, the Facilities Department would like to add a contingency amount of \$15,000.00 for inconspicuous repairs, if needed.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to National Restoration, Inc., 2306 Hester Court, Keego Harbor, Michigan 48320, to perform masonry repairs at the Drain Commission Building in Mason, for a total cost not to exceed \$99,600.00.

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.

**Agenda Item 11a**

**RESOLUTION STAFF REVIEW:**

**DATE:** July 22, 2008

**Agenda Item Title:** Resolution Certifying Representatives for the MERS Annual Meeting

**Submitted By:** T.A. Lindsey, Human Resources Director

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

**Summary of Proposed Action:** In accordance with provisions of Act 427, P.A. 1984 (the Municipal Employees' Retirement Act), the Municipal Employees' Retirement System Board conducts an annual meeting for the purpose of selecting nominees to serve on the Board and the transaction of other business as the Board deems necessary. An election is held to determine the Employee Delegate by secret ballot, and the Board requests the governing body to appoint an Officer Delegate. The 2008 MERS Annual Meeting will be held at the Grand Traverse Resort in Acme, MI during the time period of September 30 - October 2, 2008.

**Financial Implications:** Registration is \$185.00 per person (\$370.00 for Officer Delegate and Employee Delegate). Registration includes all scheduled meetings and meals. Travel and accommodations are paid by the County.

**Other Implications:** The associated costs are charged against Human Resources' Line Item #101 22600 863000 (Travel - MERS Conference) and is limited to a maximum for both delegates of \$900.00.

**Staff Recommendation:** MM\_\_ JN\_\_ TL X TM\_\_ JC\_\_  
Staff recommends the approval of this Resolution.

**Agenda Item 11a**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CERTIFYING REPRESENTATIVES FOR THE  
MERS ANNUAL MEETING**

WHEREAS, the Municipal Employees' Retirement System will hold the 62nd Annual Meeting at the Grand Traverse Resort in Acme, MI during the time period of September 30 - October 2, 2008; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been elected by the other employee members, and appoint an officer delegate of the governing body; and

WHEREAS, Ingham County will pay the expenses of the Officer Delegate and Employee Delegate pursuant to the County's mileage policy to a maximum of \$900.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Meeting:

Officer Delegate: T. A. Lindsey

Employee Delegate: Sally Auer

RESOLUTION STAFF REVIEW

DATE August 4, 2008

**Agenda Item Title:** Resolution Authorizing Preparation of Letters of Agreement with Bargaining Units to Accept the Recommendation of the Ingham Health Coalition for Employee Benefits in 2009

**Submitted by:** Human Resources Department  
Robert J. Smith, SPHR and T. A. Lindsey

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

**Summary of Proposed Action:** Establish PHP of Mid Michigan as the single carrier for both medical and prescription insurance coverage on a fully insured basis. Eliminate Blue Cross/Blue Shield and MERS Premier Health as health insurance providers. Eliminate 4D Pharmacy Management Incorporated as the Third Party Administrator for self-funded prescription insurance coverage.

The Health Coalition recommends that Ingham County offer a base plan which would be a Health Savings Account compliant and a high and low option. All plans would be offered through PHP with a single fully insured prescription plan. Continue with the HUMANA Medicare Advantage plan as an option for Medicare eligible retirees. A detailed description of the recommendations is attached including costs for both employees and Ingham County.

**Financial Implications:** The total cost of providing health and prescription insurance to active employees will increase by 0.75% (three quarters of one percent) and the retiree costs will decrease by 6% (six percent) with an overall increase of 0.61% (approximately two thirds of one percent). After adjustments are made for employee contributions, the cost to Ingham County is estimated to increase by approximately \$55,000 or 0.6% over 2008. **This assumes a 3% increase in the benchmark.**

Aggregate County costs based upon enrollment effective July 2008, indicates that Zoo Employees will cost the County 30% percent less than in 2008. While other employees will incur additional costs, the net aggregate effect is an increase of \$8,000.00 per month or 1.17%

**Other Implications:** Many of the savings will be realized by moving to a single carrier. Besides saving money for the County, employees and retirees, it facilitates administration. PHP has committed to providing Electronic Data Interchange capabilities to eliminate many of the administrative issues, provide electronic billing by the fourth quarter 2008, and move to accepting electronic payment for monthly invoices.

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

## Attachment 1

### Proposed changes in Health Care providers and Plans - August 2008 2009 Recommendations from the Ingham Health Coalition

#### HEALTH INSURANCE

##### ACTIVE EMPLOYEES

1. Terminate MERS Premier Health Plans. As of July 25, 2008 70 employees were enrolled in a MERS Plan.
2. Eliminate Blue Cross/Blue Shield plans. As of July 25, 2008 there were 26 employees enrolled in a Blue Cross plan, 12 of which were Zoo employees.
3. Eliminate 4D Pharmacy Management as a third party administrator for a “carved out” prescription insurance plan.
4. Offer three levels of coverage through PHP
  - a. A base plan which would have employee premium shares of \$2.00 to \$6.00 depending on coverage level. This plan would be a Health Savings Account compliant plan with a \$1,250.00 deductible for all items for an individual and \$2,500 for a family. Although the actual costs are below the benchmark, maintaining even nominal premium shares minimizes the development of a “free health insurance”. Also, if no premium sharing is unsustainable, it is more difficult psychologically to move from no premium share than it is to increase an existing premium share amount.
  - b. A **HIGH** option equivalent to the current high medical plan offered by PHP with zero dollar deductibles, \$20.00 office visits, with out-of-network benefits is also available.
  - c. A **LOW** option virtually identical to the current low plan with no changes in benefits. There is no out-of-network coverage available with this option.
  - d. Both *options* would have the same prescription plan , the same as the current low plan.
5. Rate charts attached.

##### RETIREES

6. Eliminate MERS Premier Health Plans. As of July 25, 2008, 34 retirees were enrolled in a MERS Plan.
7. Eliminate all Blue Cross/Blue Shield plans. As of July 25, 2008, there were 41 retirees enrolled in a Blue Cross plan.
8. Eliminate 4D Pharmacy Management as a third party administrator for a “carved out” prescription insurance plan.
9. Non Medicare eligible retirees would have the same choices as actively employed employees.
  - a. A base plan which would have employee premium shares of \$2.00 to \$6.00 depending on coverage level. This plan would be a Health Savings Account compliant plan with a \$1,250.00 deductible for all items for an individuals and \$2,500 for a family.
  - b. A **HIGH** option equivalent to the current high medical plan offered by PHP with zero dollar deductibles, \$20.00 office visits, with out-of-network benefits also available.
  - c. A **LOW** option virtually identical to the current low plan with no changes in benefits. There is no out-of-network coverage available with this option.
  - d. Both *options* would have the same prescription plan, the same as the current low plan.
10. Medicare eligible employees will have the choice of several plans.
  - a. PHP High and PHP Low Medicare Supplement Plans
  - b. Humana Medicare Advantage Plan



2009 Health Insurance Premiums and Premium Sharing Arrangements Proposed by the  
Ingham Health Coalition  
Active Employees-All Employee Groups

Active Employees-All Employee Groups			
Coverage	Hi Option	Lo Option	Base Plan
<b>MEDICAL AND PRESCRIPTION PREMIUMS</b>			
Single	\$489.75	\$401.94	\$305.97
2 Person	\$1027.72	\$842.13	\$640.47
Family	\$1198.74	\$946.48	\$708.89
<b>3% INCREASE IN BENCHMARK</b>			
Single	\$ 338.69	\$ 338.69	\$ 338.69
2 Person	\$ 709.13	\$ 709.13	\$ 709.13
Family	\$ 795.93	\$ 795.93	\$ 795.93
<b>BALANCE AFTER BENCHMARK</b>			
Single	\$ 151.06	\$63.25	\$(32.72)
2 Person	\$ 318.59	\$133.00	\$(68.66)
Family	\$ 402.81	\$150.55	\$(86.04)
<b>EMPLOYEE MONTHLY PREMIUM SHARE</b>			
Coverage	Hi Option	Lo Option	Base Plan
<b>3% INCREASE IN BENCHMARK</b>			
Single	\$ 75.53	\$ 31.62	\$0.00
2 Person	\$ 159.29	\$ 66.50	\$0.00
Family	\$ 201.40	\$ 75.27	\$0.00
Family ¾ Time employee	\$ 330.31	\$ 170.85	\$ 68.42
2 Person Part time Employee	\$ 613.50	\$ 471.81	\$ 34.50
Family Part time Employee	\$402.92	\$ 784.52	\$ 576.16
<b>MONTHLY COST TO INGHAM COUNTY</b>			
Single	\$ 414.22	\$ 370.32	\$ 305.97
2 Person	\$ 868.43	\$ 775.63	\$ 640.47
Family	\$ 997.34	\$ 871.21	\$ 708.89
Family ¾ Time employee	\$ 868.43	\$ 775.63	\$ 640.47
2 Person Part time Employee	\$ 414.22	\$ 370.32	\$ 305.97
Family Part time Employee	\$ 414.22	\$ 370.32	\$ 305.97

## 2009 Health Insurance Premiums and Premium Sharing Arrangements Proposed by the Ingham Health Coalition

NON MEDICARE ELIGIBLE RETIREES			
Coverage	High Option	Lo Option	Base Plan
Single	\$489.75	\$401.94	\$305.97
2 Person	\$1027.72	\$842.13	\$640.47
Family	\$1198.74	\$946.48	\$708.89
BENCHMARK			
	\$ 357.10	\$ 357.10	\$ 357.10
BALANCE AFTER BENCHMARK			
Single	\$132.65	\$44.84	(\$51.13)
COST OF INSURING DEPENDENTS			
Single	\$132.65	\$44.84	(\$51.13)
COST OF INSURING DEPENDENTS			
2 Person	\$ 537.97	\$ 440.19	\$ 334.50
Family	\$708.99	\$ 544.54	\$ 402.92
TOTAL MONTHLY PREMIUM SHARE			
Single	\$132.65	\$44.84	\$ 0.00
2 Person	\$ 537.97	\$ 440.19	\$ 334.50
Family	\$708.99	\$ 544.54	\$ 402.92
2 Person	\$ 537.97	\$ 440.19	\$ 334.50
TOTAL MONTHLY COST TO INGHAM COUNTY			
	\$423.43	\$379.52	\$305.97

## 2009 Health Insurance Premiums and Premium Sharing Arrangements Proposed by the Ingham Health Coalition

MEDICARE ELIGIBLE RETIREES				
	High Option	Lo Option	Base Plan	HUMANA Medicare Advantage
One Medicare Eligible	\$526.65	\$465.83	\$232.01	\$ 273.50
2 Person	\$1,052.20	\$931.66	\$464.03	\$ 547.00
One Medicare One Non Medicare	\$1,015.32	\$867.78	\$537.98	n/a
BENCHMARK				
	\$ 357.10	\$ 357.10	\$ 357.10	\$ 357.10
BALANCE AFTER BENCHMARK				
	\$ 176.48	\$ 115.66	\$(118.16)	\$(227.17)
RETIREE PREMIUM SHARE				
Single	\$84.78	\$54.37	\$0.00	\$ 0.00
COST OF INSURING DEPENDENTS				
2 Person Both Medicare	\$525.55	\$465.83	\$232.02	\$ 273.50
Retiree Medicare Spouse Non-Medicare	\$488.67	\$401.95	\$305.97	n/a
Retiree Non-Medicare Spouse Medicare	\$526.65	\$465.83	\$232.02	n/a
TOTAL MONTHLY PREMIUM SHARE				
Single	\$84.78	\$54.37	\$0.00	\$ 0.00
2 Person Both Medicare	\$ 610.32	\$508.78	\$232.02	\$ 273.50
Retiree Medicare Spouse Non-Medicare	\$ 610.32	\$508.78	\$305.97	n/a
Retiree Non-Medicare Spouse Medicare	\$ 573.44	\$444.90	\$305.97	n/a
TOTAL MONTHLY COST TO INGHAM COUNTY				
	\$441.88	\$411.47	\$232.01	\$ 273.50

## **Attachment 2**

### **Employees Benefits with no changes - August, 2008 (Informational Only)**

#### **2009 recommendations from the Ingham Health Coalition**

##### **HEALTH WAIVER**

1. All waivers issued for the first time will be \$103.00 monthly
2. For employees who have continuously received the waiver since 2005
  - a. Single \$103.00
  - b. 2. Person \$175.27
  - c. Family \$196.72
3. If both spouses work for Ingham County and continuously received the waiver since 2005.
  - a. Dual Waiver \$103.00
  - b. New relationships formed on after January 1, 2006 by marriage or new hire will not receive a waiver payment. By design, waivers should move risks and costs out of health plan(s). If both are employed by Ingham County, the County Health plan(s) will still bear entire costs resulting in no long-term cost reduction.

##### **DENTAL INSURANCE**

Self insured benefit administered through Delta Dental of Michigan

1. Benefits schedule
  - a. Class I Benefits Plan Pays 100%
    - i. Cleaning, X-rays, 6 month checkups
  - b. Class II Benefits Plan Pays 75%
    - i. Basic fillings and restorative
  - c. Class III Benefits Plan Pays 50%
    - i. Major restorative, oral surgery, bridges, crowns
  - d. Class IV Benefits Not covered
    - i. Orthodontia
2. Maximum benefit per member per year \$800.00

##### **VISION INSURANCE**

Self Insured plan administered through Vision Service Plan (VSP)

1. Benefits schedule
  - a. Eye Exams Once every 12 months CoPay \$10.00
  - b. Frames Once every 24 month Copay \$25.00 (\$115 retail allowance)
  - c. Lenses Once every 12 months\* Copay included in frames

\*If medically necessary otherwise every 24 months.

##### **FLEXIBLE SPENDING PLANS**

Employee funded plans administered through American Fidelity

- a. Dependent Care reimbursement \$5000. annual maximum (IRS Maximum)
- b. Unreimbursed Medical Spending \$5000 annual maximum

## **VOLUNTARY INSURANCE PRODUCTS**

Employee funded plans administered through American Fidelity

1. Plans Offered
  - a. Supplemental Dental Insurance
  - b. Cancer Insurance (Catastrophic Illness)
  - c. Supplemental Life Insurance
  - d. Accident Only Supplemental Coverage

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING PREPARATION OF LETTERS OF AGREEMENT  
WITH BARGAINING UNITS TO ACCEPT THE RECOMMENDATION OF THE  
INGHAM HEALTH COALITION FOR EMPLOYEE BENEFITS IN 2009**

WHEREAS, the Ingham Health Coalition investigated various plan designs and options and determined that eliminating multiple insurance carriers would yield savings for employees, retirees, and Ingham County; and

WHEREAS, after extensive research and analysis of available options in Health Care, the Ingham Health Coalition considers PHP of Mid-Michigan best able to meet the insurance needs of employees and retirees within current budget constraints; and

WHEREAS, Letters of Understanding which would enable these options to be effective January 1, 2009, are being prepared for the various bargaining units.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Letters of Understanding regarding the recommendations of the Health Coalition for 2009 health insurance options.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign said letters on behalf of the County, contingent upon final approval of the bargaining units.

BE IT FURTHER RESOLVED, that the employer will provide the Health Insurance Program as recommended by the Health Coalition to Managerial and Confidential Employees effective January 1, 2009.

BE IT FURTHER RESOLVED, that the Managerial/Confidential Personnel Manual shall be updated to incorporate the revised Health Insurance Program.

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

RESOLUTION STAFF REVIEW

DATE July 31, 2008

**Agenda Item Title:** Resolution Approving Modifications to the 2009-2010  
Managerial/Confidential Personnel Manual

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

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

**Summary of Proposed Action:**

Change vision cover to provide eye exams every 12 months with a \$10.00 co-pay at participating providers. Frames and lenses will be provided every 24 months (\$115 retail allowance) with a \$25 co-pay. Lenses may also be obtained at 12 months if there is a medical/optical need. In lieu of the lens and frames benefits, contact lenses may be substituted.

1. Decrease life insurance coverage for part time employees hired after January 1, 2009, to receive pro rata coverage.
2. Longevity Bonus - Financial Services shall have thirty (30) days between the verification of eligibility and the payment process.
3. Decrease sick time accruals for employees hired after January 1, 2009 as follows: Full-time employees hired on or after January 1, 2009, shall earn sick leave credit at a rate of four (4.0) hours each payroll period. Three quarter-time and part-time employees hired after January 1, 2009, shall earn 75% and 50% of that amount, respectively.
4. Change the language for sick time payout to read: Upon retirement or death, employees or their beneficiaries will be paid 50% of the balance of unused sick leave up to a maximum of 1,600 hours at their current hourly rate. Pay out will not exceed 800 hours.
5. Add a Sick Leave Donation option which allows employees with a minimum of eighty (80) hours of sick time to donate up to sixteen (16) hours to no more than two (2) employees in one (1) calendar year. To be eligible to receive sick leave donations, an employee must have used all of their own accumulated vacation, compensatory, sick and personal time.
6. Add a "Me Too" clause which states that if an economic enhancement is received by the majority of the bargaining units, the Board of Commissioners shall review and may approve said enhancements covered by the Managerial/Confidential Plan.
7. Provide salary increases as follows: 2.0% effective January 1, 2009 and 2.0 % effective January 1, 2010.

**Financial Implications:** The costs for these modifications are in the 2009 Budget. The 2.0% increase in wages in 2009 are projected to cost \$151,445, plus \$39,633 in additional fringes, for a total cost of \$191,078.

**Other Implications:** None.

**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 APPROVING MODIFICATIONS TO THE  
2009-2010 MANAGERIAL/CONFIDENTIAL PERSONNEL MANUAL**

WHEREAS, the Managerial/Confidential/Elected Officials Steering Committee solicited input from managerial and confidential employees regarding benefit and salary changes to the Managerial/Confidential Personnel Manual; and

WHEREAS, after careful consideration, the Steering Committee recommended changes for the 2009-2010 Managerial/Confidential Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommendations, as proposed by the Managerial/Confidential/Elected Officials Steering Committee, to the 2009-2010 Managerial/Confidential Personnel Manual as follows:

1. Decrease life insurance coverage for part time employees hired after January 1, 2009, to receive pro rata coverage.
2. Longevity Bonus - Financial Services shall have thirty (30) days between the verification of eligibility and the payment process.
3. Decrease sick time accruals for employees hired after January 1, 2009 as follows: Full-time employees hired on or after January 1, 2009, shall earn sick leave credit at a rate of four (4.0) hours each payroll period. Three quarter-time and part-time employees hired after January 1, 2009, shall earn 75% and 50% of that amount, respectively.
4. Upon the retirement of an employee, 50% of a maximum 1600 hours, to a maximum pay out of 800 hours at the current hourly rate: upon death, this same calculation to his/her MERS Beneficiary.
5. Change the language for sick time payout to read: Upon retirement or death, employees or their beneficiaries will be paid 50% of the balance of unused sick leave up to a maximum of 1,600 hours at their current hourly rate. Pay out will not exceed 800 hours.
6. Add a Sick Leave Donation option which allows employees with a minimum of eighty (80) hours of sick time to donate up to sixteen (16) hours to no more than two (2) employees in one (1) calendar year. To be eligible to receive sick leave donations, an employee must have used all of their own accumulated vacation, compensatory, sick and personal time.
7. Add a "Me Too" clause which states that if an economic enhancement is received by the majority of the bargaining units, the Board of Commissioners shall review and may approve said enhancements covered by the Managerial/Confidential Plan.
8. Provide salary increases as follows: 2.0% effective January 1, 2009 and 2.0 % effective January 1, 2010.



**RESOLUTION STAFF REVIEW**

**DATE** August 12, 2008

**Agenda Item Title:** Resolution to Authorize the Reorganization of the MIS Department

**Submitted by:** Tom Shewchuk, Director, MIS Department  
T. A. Lindsey, Human Resources Director

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

**Summary of Proposed Action:** This resolution supports the reorganization of the Management Information Systems (MIS) Department.

**Financial Implications:**

Position #	Current Grade	Current Max. Cost	Proposed Grade	Proposed Max. Cost
958020	PRO-05	\$73,257.00	PRO-07	\$83,955.00
958017	UAW-I	\$67,249.00	PRO-07	\$78,239.00
958014	UAW-I	\$73,611.00	UAW-J	\$77,053.00
958003	PRO-10	\$95,240.00	PRO-11	\$101,729.00
958005	PRO-10	\$95,240.00	PRO-11	\$101,729.00
New	UAW-I	\$73,611.00	UAW-I	\$73,611.00

The total cost for the first year increases for the persons who are being reclassified as a result of the reorganization is \$7,193. The new UAW-1 position will not be filled until January of 2009. This position is a significant savings from the Lieutenant position from the Sheriff's Office.

**Other Implications:** There are implications for the Ingham County Employees Association - County Professionals (ICEA) and United Auto Workers/Technical/Office/Paraprofessional Services (UAW). Representatives have been notified of this reorganization.

**Staff Recommendation:** MM X 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 TO AUTHORIZE THE REORGANIZATION  
OF THE MIS DEPARTMENT**

WHEREAS, Management Information Services (MIS) is proposing a reorganization/ restructuring of the department due to substantial changes in organizational service needs, and changes in classification responsibilities, departmental efficiency, budgetary constraints, and internal equity; and

WHEREAS, the Sheriff's Office has requested additional MIS support; and

WHEREAS, Resolution #08-96, Authorizing the Initial Reorganization of MIS, yielded a cost savings of \$26,776 - \$34,685; and

WHEREAS, from a straight salary perspective, this reorganization will yield a cost savings of \$44,192 for the first year (see attached "MIS Cost Savings Summary" document); and

WHEREAS, the Ingham County Employees Association - County Professionals (ICEA), and United Auto Workers/Technical/Office/Paraprofessional Services (UAW) Representatives have been notified of this reorganization; and

WHEREAS, the MIS Department desires the following changes:

- Reclassify the Server Technician Coordinator (position #958020) from an ICEA PRO-05 salary grade to a Network Administrator Level I, ICEA PRO-07 salary grade.
- Reclassify Network Administrators (position #958003 & 958005) from an ICEA PRO-10 salary grade to a Network Administrator III, ICEA PRO-11 salary grade.
- Reclassify the Computer Technician (position #958017) from a UAW-I salary grade to a Network Administrator Level I, ICEA PRO-07 salary grade.
- Reclassify the Computer Technician (position #958014) from a UAW-I salary grade to a Computer Technician Level II, UAW-J salary grade.
- Approve a Computer Technician Level I, UAW-I.

WHEREAS, in recognition of the County's hiring freeze, we will not add the new Computer Technician Level I (UAW-I) until 2009.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the reorganization of MIS as outlined below:

<b>Position #</b>	<b>Current Grade</b>	<b>Current Max. Cost</b>	<b>Proposed Grade</b>	<b>Proposed Max. Cost</b>
958020	PRO-05	\$73,257.00	PRO-07	\$83,955.00
958003	PRO-10	\$95,240.00	PRO-11	\$101,729.00
958005	PRO-10	\$95,240.00	PRO-11	\$101,729.00
958017	UAW-I	\$67,249.00	PRO-07	\$78,239.00
958014	UAW-I	\$73,611.00	UAW-J	\$77,053.00
New Title	UAW-I	\$73,611.00	UAW-I	\$73,611.00

BE IT FURTHER RESOLVED, that job descriptions for the above positions be amended/ revised by the MIS Department and/or Human Resources to reflect elevated levels of duties and responsibilities commensurate with the reclassification.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary adjustments to the 2008 MIS Budget and Position Allocation List in accordance with this resolution.

BE IT FURTHER RESOLVED, that Human Resources is directed to execute Letters of Agreement with the respective unions reflecting the reclassifications/salary ranges.

BE IT FURTHER RESOLVED, that this reorganization will take effect beginning on the first day of the payroll period after approval by the Board of Commissioners.

## **MIS Cost Savings**

### **Personnel**

- **Supervisor of Computer Operations:**
  - A cost savings of \$103,669 from July 2007 – July 2008.
- **New Help Desk/Dispatcher:**
  - A cost difference and savings of (\$103,669 minus \$72,965) \$30,704.
- **New MIS position at the Sheriff's Office:**
  - Original salary \$114,163 and the salary of the replacement is \$86,360. A cost savings of \$27,803.
- Operating with 1 less MIS staff for the past year while serving more users.

### **Additional Revenue generators for MIS:**

The following additional revenue is being generated by MIS **with no additional staff:**

- **Tri-County Office on Aging:**
  - \$40,000 additional revenue with no additional staff.
- **TIC Group/Records Management System:**
  - Additional revenue generated is \$2000 annually.
- **Potter Park Zoo:**
  - 40 additional users.
- **Ingham Family Center:**
  - 12 – 15 additional staff and 40 – 50 computers that need to be maintained.

### **Technology Savings:**

- **Server Virtualization:**
  - Saving approximately \$80,000 in 2008 and \$126,000 in 2009 plus no maintenance costs.
- **Munis OSDBA:**
  - 2008/2009 cost savings \$13,363.
- **Training Room PC's:**
  - Total cost savings \$3600.00.
- **Multi-Function Copiers:**
  - Time Savings, Supplies: toner, cartridges, paper, etc.,
  - Paper

### **Future Cost Savings/Revenue Efforts:**

- **Video Surveillance:**
  - 1 system and Maintenance fees
- **Imaging/Paperless:**
  - Labor/Time Savings, Storage Space, Supplies
- **E-Filing** – On-Line fees for submitting documents to the courts
- **Wireless for the Fair** – 40% revenue for local Wi-Fi access
- **WebTec's** - On-Line payments for the courts

RESOLUTION STAFF REVIEW

DATE July 8, 2008

*TABLED FROM THE JULY 10, 2008 MEETING*

**Agenda Title Resolution:** Resolution Authorizing an Emergency Appropriation for a 2008 Agreement for the Child and Family Services Angel House Program

**Submitted by:** Child and Family Services – Commissioner Bahar-Cook

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

**Summary of Proposed Action:**

This resolution will authorize an emergency appropriation for a contract with the Child and Family Services Angel House Program in the amount of \$ \_\_\_\_\_.

**Financial Implications:**

Funding for the emergency appropriation for this contract will come from the Contingency Fund, which has a current balance of \$447,952.

**Other Implications:**

The request fits within the Board of Commissioners' priorities of "Meeting Basic Needs". However, due to the loss of funding sources primarily due to a change in funding philosophy from the Michigan Department of Human Services (DHS) the Child and Family Services Angel House Program will be structurally challenged to be financially solvent from now on.

**Staff Recommendation:** MM \_\_\_ JN X TL \_\_\_ TM \_\_\_ JC \_\_\_

Staff recommends that the Child and Family Services present plans to resolve the issue of being structurally challenged to be financially solvent for the long-run, prior to approving this short-term infusion of funds for 2008. This is the same recommendation made at the end of 2006 when the Board of Commissioners approved an emergency appropriation of \$40,000.

**ADOPTED  
DECEMBER 12, 2006  
Agenda Item. No. 33**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN EMERGENCY APPROPRIATION FOR A 2006  
AGREEMENT FOR THE  
CHILD AND FAMILY SERVICES ANGEL HOUSE PROGRAM**

**RESOLUTION #06-335**

WHEREAS, Child and Family Services has operated the Angel House Program to serve County residents since May of 2006; and

WHEREAS, due to the loss of funding sources primarily due to a change in funding philosophy from the Michigan Department of Human Services (DHS), the Child and Family Services Angel House Program will be under-funded during this 2006 fiscal year; and

WHEREAS, Child and Family Services has requested an emergency appropriation to assist in the adequate funding of the Angel House Program; and

WHEREAS, this request is consistent with the Board of Commissioners' priorities of "Meeting Basic Needs".

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract for \$40,000 with the Child and Family Services Angel House Program for the period of May 1, 2006 through December 31, 2006, for services to Ingham County residents as outlined in their attached proposal.

BE IT FURTHER RESOLVED, that the Controller is authorized to appropriate \$40,000 from the 2006 Contingency Fund for this purpose.

BE IT FURTHER RESOLVED, that the Board Chairperson and the County Clerk are authorized to sign the necessary contracts consistent with this resolution as prepared by the County Attorney.

**JUDICIARY:** Weatherwax-Grant, Holman, Nolan, Schafer, Dougan  
**Nays:** None      **Absent:** Bahar-Cook      **Approved 11/30/06**

**HUMAN SERVICES:** Yeas: Grebner, Bahar-Cook, Hertel, Severino  
**Nays:** None      **Absent:** Dedden, Schor      **Approved 12/4/06**

**FINANCE:** Yeas: Thomas, Grebner, Weatherwax-Grant, Dougan  
**Nays:** None      **Absent:** Hertel, Dedden      **Approved 12/6/06**

**Child & Family Services, Capital Area**  
**Angel House - Children's Shelter and Assessment Center**  
**Proposal to Ingham County**  
**Grant Period: May 1 – December 31, 2006**  
**Scope of Services**

**Primary Goal and Objectives**

The goal and mission of Angel House is "to provide a coordinated, multidisciplinary approach to serving children and families who have been victimized by child abuse, using efficient, effective, and child-centered assessment, intervention, and emergency shelter services." Angel House uses the nationally recognized Children's Assessment Center (CAC) and Family to Family (F2F) models for service delivery. This multi-disciplinary approach brings together all the professionals and agencies needed to offer comprehensive and child friendly services to abused children and their families.

Primary program objectives are:

- ⌚ Provide 24 hour emergency shelter for children taken into protective custody (15 bed capacity).
- ⌚ Provide a safe, child friendly environment for children to be interviewed and assessed for abuse.
- ⌚ Provide "best practice" placement planning for children who will not return to their biological home.
- ⌚ Provide crisis intervention and trauma counseling for children, parents, and family members.
- ⌚ Provide support groups for parent, children and teens who have been victimized by abuse.
- ⌚ Provide support and assistance to families during the time of family restructuring.
- ⌚ Provide advocacy services to children and non-offending parents before, during and after court testimony.

**Target Population**

The target population for Angel House is children (aged birth to seventeen) who have been physically or sexually abused or severely neglected and their non-offending caregivers. The Angel House facility is located in Mason at 830 Kerns Road and serves all of Ingham County. Considering that over 90% of abused children live in poverty, the population served is largely comprised of low-income families.

**Statement of Need**

Angel House responds to a growing need and gap in services for child victims of abuse and their family members. Last year, the Ingham County Department of Human Services (DHS) substantiated 1,327 cases of child abuse and neglect in Ingham County. An additional 565 cases were investigated by law enforcement agencies. Data on the incidence of sexual abuse from Sparrow Hospital Sexual Assault Nurse Examiners (SANE) indicate that more than 200 abused children were examined in 2005. These numbers represent a disturbing trend: since 1997, Ingham County has experienced higher and increasing rates of child abuse and foster care placement compared to the majority of Michigan's counties.

Angel House was developed by a local group of private and public sector child welfare leaders. The group identified the critical gaps in the Ingham County child welfare service continuum as

follows: (1) Children in need of emergency shelter are quite often taken into protective custody in the middle of the night, in large sibling groups and end up sleeping on the floors of offices, or riding around in police cars until emergency foster care can be located; (2) Siblings are often split up at the time of emergency removal; (3) placement planning for children who will not return home is inadequate, often resulting in repeated moves from foster or relative homes to other homes; (4) there is little coordination among the agencies that investigate, assess, treat, and support child victims. It is not uncommon for a child to be interviewed by law enforcement, child protective services, prosecuting attorney, physician, and a mental health practitioner on separate days, at separate (and often inappropriate) locations – adding further trauma to the child and stress to the family.

Angel House opened in late May. At the end of October, 111 admissions to shelter care and 157 forensic interviews had been provided.

**Program Outcomes**

The following outcomes are stated in the United Way grant for Angel House:

- 400 unduplicated Ingham County cases (children and parents) will access and complete services.

- 80% of families served become safe and stable family units, demonstrating changed behaviors or conditions.
- 90% of families will not have an additional confirmed complaint of abuse and neglect demonstrating changed behaviors or conditions or new skills or knowledge.
- 85% of parents served will demonstrate new knowledge and skills in areas of appropriate discipline, parent-child boundaries, child nurturing and developmental needs and communication.
- 80% of children served will demonstrate reduced trauma and anxiety and report improved functioning; and report that their family environment is safe, stable, and healthy.

### **Community Continuum of Care**

The attached Angel House Service and Community Continuum flow chart best describes how the two services of Angel House (Emergency Shelter/Placement Planning and Forensic Assessment) are critical to the continuum of services to abused and neglected children.

Interagency collaborative agreements and Memorandums of Understanding (MOU) have been signed by the Ingham County Department of Human Services-Children's Protective Services, Ingham County Prosecuting Attorney's Office, Ingham County Circuit Court-Family Division, Ingham County Sherriff's Office, Lansing Police Department, and Sparrow Health System.

### **Contact Information**

Jim Paparella  
Executive Director  
Child & Family Services, Capital Area  
4287 Five Oaks Drive  
Lansing, MI 48911  
517.882.4000 ext. 123  
jim@childandfamily.org



VIA EMAIL

August 12, 2008

Leaders,

At Commissioner Bahar-Cook's request, I have prepared a draft proposal and revised budget for the change in scope of services for Angel House - to be presented at Judiciary Committee this Thursday.

Notables:

1. The shift in shelter services is towards specialized residential care for pregnancy and parenting teens from the juvenile justice and child welfare systems. In fact, we have such clients currently and the change in programming has begun.
2. It is anticipated that at least half of the per diem for this population of adolescents will come from federal Title IV-E funds. This will be a substantial increase compared to the previous level of Title IV-E utilization, which obviously takes pressure off of utilization of county Child Care Funds.
3. Regarding the use of the county Child Care Fund, critical towards a balanced budget for Angel House will be Ingham County's cooperation in taking control of the private dollars that are dedicated to Angel House, placing those dollars in the county Child Care Fund, drawing down the state match, and granting or contracting that sum back to Angel House. This is explained in the attached proposal draft as well as depicted in the attached proposed budget. In terms of precedent, this has been done in other counties.

If we can make this work, Angel House will be solvent, continue to meet the needs of our most vulnerable population of children and youth, and could actually reduce its use of the Ingham County Child Care Fund.

Please let me know if there is anything I need to change or add to these documents before I finalize.

Thank you.

Jim Paparella, Executive Director  
Child & Family Services, Capital Area  
4287 Five Oaks Drive  
Lansing, MI 48911  
Voice: 517.882.4000 ext. 123  
Fax: 517.882.3506  
[jim@childandfamily.org](mailto:jim@childandfamily.org)  
[www.childandfamily.org](http://www.childandfamily.org)

**Child & Family Services, Capital Area - Angel House**  
***Proposal to Ingham County for Expanded and Enhanced Services***  
***August 14, 2008***

**Background and Need**

Residential Services to Pregnant and Parenting Adolescents

There has been growing demand for therapeutic residential services to pregnant and parenting teens in the juvenile justice and child welfare systems in the Ingham County area. This trend was exacerbated by the recent closure of Florence Crittenton Services in neighboring Jackson County. Florence Crittenton provided shelter and counseling services to troubled teen mothers in the Mid-Michigan region and they closed their operations in July due to financial problems.

Children's Assessment Center

Concerns have been raised by Children's Protective Services, Ingham County Sheriff's Office, Lansing Police Department, Ingham Prosecuting Attorney's Office, and other community users of the Children's Assessment Center (CAC) at Angel House that the staffing pattern is insufficient to meet the needs of children and youth referred for assessment and treatment of sexual abuse.

**Proposed Scope of Services**

(1) Residential Services to Pregnant and Parenting Adolescents

Angel House has the capacity and staff credentials to expand programming and serve the pregnant and parenting adolescent population. Criteria for admission will be those youth who will benefit from a residential stay in a structured programming environment, as mutually determined by the Angel House clinical team and the referring professional. Each client will receive intensive case management, parenting and life skills training, mental health and substance abuse counseling, and an action plan which specifies goals and objectives towards program completion. The primary goal is to fully prepare the youth for independent living and economic self-sufficiency and shorten their stay in the foster care system.

Angel House is within walking distance of the Ingham Intermediate School District Career Center and Mason School District alternative education facility. As appropriate, transportation will be provided to youth who will remain in their present educational setting.

(2) Children's Assessment Center (CAC)

Angel House proposes to provide Ingham County the following services in the Children's Assessment Center (CAC) at Angel House: specialized mental health support for child sexual abuse victims and non-offending family members, including individual, family, and group counseling; 24/7 crisis intervention, medical advocacy, and multidisciplinary team support.

**Funding**

Ingham County agrees to provide \$25,000 in Juvenile Justice Millage funds and include a Child Care Fund Program Request in the FY 2008-09 Annual Child Care Fund Annual Plan and Budget to help support the services at Angel House. The amount designated in the Child Care Fund will be \$\_\_\_\_\_, comprised solely with private grants and donations and state Child Care Fund match. Child & Family Services/Angel House will agree to release control of private grants and donations and forward that control to Ingham County as needed to fully fund the designated Child Care Fund amount.

Angel House will meet the program requirements necessary to be considered certified and entitled to receive County Child Care Funds.

The attached proposed budget is for 12 months.



**BUDGET PROPOSAL FOR ANGEL HOUSE (2008-09)**

REVENUE:	Subtotal	Total With CCF Match
PER DIEM SHELTER CARE	580,780	580,780
MICHIGAN VICTIMS OF CRIME COMMISSION	65,583	65,583
JUVENILE JUSTICE MILLAGE	25,000	25,000
UNITED WAY (CAPITAL AND MASON AREA)	21,500	43,000
FUND RAISING EVENTS	20,000	40,000
DONATIONS & PRIVATE FOUNDATIONS	72,000	144,000

<b>TOTAL REVENUE</b>	<b>784,863</b>	<b>898,363</b>
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**EXPENSES:**

SALARIES	453,924
BENEFITS	66,914
PAYROLL TAXES	40,340
PROFESSIONAL SERVICES:	7,574
SUPPLIES	28,750
TELEPHONE & INTERNET	13,800
POSTAGE AND SHIPPING	1,350
OCCUPANCY	59,500
LIABILITY INSURANCE	18,792
PRINTING AND PUBLICATIONS	250
TRANSPORTATION	3,000
TRAINING AND CONFERENCES	4,500
MEMBERSHIP DUES	4,500
LOAN INTEREST	7,040
DEPRECIATION (F&F)	7,921
DEPRECIATION (AH FACILITY)	47,527
MISCELLANEOUS	2,500
REPLACEMENT RESERVE	23,476

ADMINISTRATION	106,705
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<b>TOTAL EXPENSES</b>	<b>898,363</b>
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<b>EXCESS OR (DEFICIT)</b>	<b>-</b>
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Introduced by the Judiciary, Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN EMERGENCY APPROPRIATION FOR A 2008  
AGREEMENT FOR THE CHILD AND FAMILY SERVICES  
ANGEL HOUSE PROGRAM**

WHEREAS, Child and Family Services has operated the Angel House Program to serve County residents since May of 2006; and

WHEREAS, due to the loss of funding sources primarily due to a change in funding philosophy from the Michigan Department of Human Services (DHS) the Child and Family Services Angel House Program will be under-funded during this 2008 fiscal year; and

WHEREAS, Child and Family Services has requested an emergency appropriation to assist in the adequate funding of the Angel House Program; and

WHEREAS, the Ingham County Board of Commissioners previously approved entering into a contract for \$40,000 with Child and Family Services Angel House Program for the period of May 1, 2006 through December 1, 2006 for services to Ingham County residents as an emergency appropriation; and

WHEREAS, this request is consistent with the Board of Commissioners' priorities of "Meeting Basic Needs".

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract for \$\_\_\_\_\_ with Child and Family Services for the Angel House Program for the period of August 1, 2008 through December 1, 2008 for services to Ingham County residents as outlined in their attached proposal.

BE IT FURTHER RESOLVED, that the Controller is authorized to appropriate \$\_\_\_\_\_ from the 2008 Contingency Fund for this purpose.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary contracts consistent with this resolution as prepared by the County Attorney.

**RESOLUTION STAFF REVIEW**

**DATE:** July 31, 2008

**Agenda Item Title:** Resolution Authorizing 2009 Agreements for Juvenile Justice Community Agencies

**Submitted by:** Judiciary Committee

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

**Summary of Proposed Action:**

This resolution would authorize contracts for the 2009 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$100,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors, to increase the capacity of the County juvenile justice system for the treatment of delinquent and disturbed youth, which the County believes to be consistent with the provisions of the millage.

The Judiciary Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications were distributed to the Board of Commissioners at their July 22, 2008 meeting; please bring this information to the Judiciary and Finance Committee meetings.

**Financial Implications:**

\$100,000 is available for this purpose. For 2009 the requests for funds are:

Dispute Resolution Center of Central Michigan -	\$75,730
Lansing Teen Court -	39,000
Larry M. Trice, Outreach Services - (did not apply this year)	-0-
Child and Family Services Capital Area -	<u>50,000</u>
	\$164,730

The previous allocation for an eighteen month period was allocated as follows:

Dispute Resolution Center of Central Michigan -	\$ 30,000
Lansing Teen Court -	40,000
Larry M. Trice, Outreach Services -	5,000
Child and Family Services Capital Area -	<u>75,000</u>
	\$150,000

**Other Implications:**

This will be the third Juvenile Justice Community Agency Process. The second round was for eighteen months for the time period July 1, 2007 through December 31, 2008, as a one time transitional process. Hereafter, the Juvenile Justice Community Agency Process will be an annual process for the duration of the millage period (2007 -2011) to coincide with the County calendar fiscal year.

**Staff Recommendation:** MM \_\_\_ JN X TL \_\_\_ TM \_\_\_ JC \_\_\_

This resolution is consistent with a Board of Commissioners' priority objective:

**Providing Appropriate Treatment and Sanctions for at Risk Juveniles**

Continue to implement recommendations resulting from the system-wide evaluation of programs and placements for delinquent juveniles done by the Center for Criminal Justice Research, and from the development of strategies by the Ingham County/City of Lansing Community Coalition for Youth, utilizing Child Care Funds and juvenile millage funds to expand the juvenile justice system in a manner that is most appropriate for Ingham County in order to foster appropriate behavior, apply appropriate sanctions, and reduce criminal recidivism.

*Specific enhancement: Use Juvenile Justice Millage funds to implement the action plan created in the Chinn Study, including specifically: the creation of a continuum of care facility that will have a comprehensive juvenile assessment component; day treatment/evening reporting program; and center for respite/crisis intervention to support community-based programming that will support the Court's and County's goals of treating adjudicated youth locally within Ingham County whenever appropriate, and for these model programs and facilities for at-risk and adjudicated youth to be in place no later than 2008.*

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT THE 2009 JUVENILE JUSTICE  
COMMUNITY AGENCY PROCESS CALENDAR**

**RESOLUTION #08-153**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002 and renewed in 2006, for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a Resolution to establish the 2009 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of \$100,000 for this purpose,

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby adopts the attached 2009 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.

**JUDICIARY: Yeas:** Weatherwax-Grant, Tennis, Bahar-Cook, Holman, Nolan, Schafer  
**Nays:** None **Absent:** None **Approved 5/15/08**

**FINANCE: Yeas:** Grebner, Hertel, Celentino, Schor, Dougan  
**Nays:** None **Absent:** Weatherwax-Grant **Approved 5/21/08**



## JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

May 27, 2008	The Board of Commissioners adopts the Juvenile Justice Community Agency Process Calendar Resolution.
May 28, 2008	A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is June 30 2008, 5:00 p.m.
July 8, 2008	The Controller's Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney's Office to ensure that the agency's proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.
July 22 2008	A Juvenile Justice Community Agency notebook is prepared by the Controller's Office. The notebook includes all agencies who submitted applications for review by the Judiciary Committee. (The Notebook is distributed at the Board of Commissioners' Meeting.)
August 14, 2008	The Judiciary Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Judiciary Committee meeting. The Judiciary Committee makes their recommendations by Resolution to the Finance Committee.
August 20, 2008	The Finance Committee approves the Resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.
August 26, 2008	The Board of Commissioners authorizes a resolution for the 2009 Juvenile Justice Community Agency grant awards.
August 27, 2008	The Juvenile Justice Community Agency applications are sent to the County Attorney's Office for contract preparation.
August 29, 2008	Juvenile Justice Community Agencies are notified of the County grant award and informs the agency that a County contract will be forthcoming in December.
December, 2008	<p>Contracts are received from the County Attorney's Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.</p> <p>Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency's signed contract and the appropriate documentation as listed above.</p>
July 15, 2009	The Juvenile Justice Community Agencies send in their first six month report to the Controller's Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING 2009 AGREEMENTS FOR JUVENILE JUSTICE  
COMMUNITY AGENCIES**

WHEREAS, a Juvenile Millage was approved by the voters of Ingham County in November of 2002, and renewed in 2006 for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners established a Juvenile Justice Community Agency Process, through Resolution #08-153 by reserving a pool of Juvenile Justice Millage funds, to seek and fund proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage proposal approved by the voters; and

WHEREAS, the County has received applications for the 2009 Juvenile Justice Community Agency Process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2009 through December 31, 2009, for each Community Agency listed below in accordance with the dollar amounts allocated in the 2009 Budget as stated below, and for the services to Ingham County residents previously approved by the Judiciary Committee:

Child and Family Services Capital Area	\$ _____
Dispute Resolution Center	\$ _____
Lansing Teen Court	\$ _____

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary contracts documents consistent with this resolution and approved as to form by the County Attorney.

RESOLUTION STAFF REVIEW

**DATE** August 7, 2008

**Agenda Item Title:** Resolution Authorizing a Six Week Hiring Delay Policy for the 2009 Budget Year

**Submitted by:** Controller's Office

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

**Summary of Proposed Action:** This resolution will authorize a six week hiring delay policy for 2009. The policy is proposed as follows:

- 1) The hiring delay will be effective for all departments, with exceptions only for positions that are funded 100% from non-General Fund sources.
- 2) The length of the hiring delay will be from the date of termination to the hire date. Departments will be allowed to post positions, interview candidates and make offers of employment in the interim.
- 3) Departments will only be able to fill vacant positions with temporary employees when funds for temporary salaries are already available within the department budget.
- 4) In a case where a department deems it necessary to fill a position before six weeks have passed, if alternative budget savings can be identified by the department outside of permanent wages and fringes, the Controller may approve a budget transfer in the amount necessary to offset savings that would have been derived by the six week hiring delay.

**Financial Implications:** It is estimated that this six week hiring delay will result in a General Fund savings of \$500,000.

**Other Implications:** This six week hiring delay is one of the strategies included in the 2009 Controller Recommended budget, in which \$5.6 million in expenditure reductions and revenue increases will be proposed in order to present a balanced budget.

**Staff Recommendation:** MM\_\_\_ JN\_\_\_ TL\_\_\_ TM\_X JC\_\_\_  
Staff recommends approval of this resolution.

Introduced by the County Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A SIX WEEK HIRING DELAY POLICY FOR THE  
2009 BUDGET YEAR**

WHEREAS, in order to balance the 2009 Ingham County Budget, the Controller Recommended Budget will identify \$5.6 million in expenditure reductions and revenue increases; and

WHEREAS, \$500,000 of this amount is based on the implementation of a six week hiring delay; and

WHEREAS, several permanent positions are proposed for elimination in the 2009 Controller Recommended Budget, and this strategy will offset the need for further position reductions.

THEREFORE BE IT RESOLVED, that for budget year 2009, a six week hiring delay will be implemented as detailed in the attached policy.

BE IT FURTHER RESOLVED, that budget year 2009 is the same as the 2009 calendar year, except for Fund 221 (Health Fund) and Fund 292 (Family Division Child Care Fund), for which the 2009 budget year is October 1, 2008 to September 30, 2009.

BE IT FURTHER RESOLVED, that the hiring delay will be effective for all departments, with the only exceptions being for positions that are funded 100% from non-General Fund sources.

BE IT FURTHER RESOLVED, that departments will only be able to fill vacant positions with temporary employees when funds for temporary salaries are already available within their department budget.

BE IT FURTHER RESOLVED, that in cases where a department deems it necessary to fill a position before six weeks have passed, if alternative budget savings can be identified by the department outside of permanent wages and fringes, the Controller may approve a budget transfer in the amount necessary to offset savings that would have been derived by the six week hiring delay.

## **2009 HIRING DELAY POLICY**

As part of the budget balancing strategy for 2009, Ingham County will impose a six week hiring delay for the 2009 budget year. (The 2009 budget year is the same as the 2009 calendar year, except for Fund 221 (Health Fund) and Fund 292 (Family Division Child Care Fund), for which the 2009 budget year is October 1, 2008 to September 30, 2009.)

- 1) The hiring delay will be effective for all departments. The only exceptions will be for positions that are funded 100% from non-General Fund sources.
- 2) The length of the hiring delay will be from the date of termination to the hire date. Departments will be allowed to post positions, interview candidates and make offers of employment in the interim, but the hire date cannot be until six weeks after the termination date.
- 3) Departments will only be able to fill vacant positions with temporary employees when funds for temporary salaries are already available within the department budget. The provision of Resolution 91-267, which allows departments to hire temporary employees to fill fully vacant authorized positions for the most critical functions of the vacant positions, and for the Controller to transfer funds from permanent salaries to temporary salaries as necessary, is rescinded for 2009.
- 4) In a case where a department deems it necessary to fill a position before six weeks have passed, if alternative budget savings can be identified by the department outside of permanent wages and fringes, the Controller may approve a budget transfer in the amount necessary to offset savings that would have been derived by the six week hiring delay.



# CITY OF EAST LANSING

The Home of Michigan State University

AGENDA ITEM # 15a

July 9, 2008

Mr. Marc Thomas  
Chairperson  
Ingham County Board of Commissioners  
PO Box 319  
Mason, MI 48854

**RE: DDA Tax Increment Financing and Development Plan Amendment No. 6**

Dear Mr. Thomas:

The Downtown Development Authority (DDA) of the City of East Lansing, Michigan has approved Amendment No. 6 (the "Amendment") for purposes of approving the Amended and Restated City Center Tax Increment Financing Plan #2 (the "Plan") and has forwarded it to the East Lansing City Council for review and approval.

Section 14(4) of Act 197 of the Public Acts of Michigan, 1975, as amended, requires the DDA to fully inform the taxing jurisdictions of the fiscal and economic implications of the proposed Plan. To achieve these purposes, the Authority is enclosing the amended Plan which details the proposed projects, programs, and associated financing.

East Lansing City Council has scheduled a public hearing to consider the Amendment on August 6, 2008 at 7:30 p.m. Please see the enclosed notice for details.

The DDA and the City Council welcome your comments on the proposed Amendment per Section 14(4) of Act 197. The City Council would be happy to discuss the proposed Amendment and Plan with you prior to the public hearing and/or at the public hearing.

If you have any questions regarding the Amendment or would like to schedule a time to meet, please contact me at 319-6864 or [tdempsey@cityofeastlansing.com](mailto:tdempsey@cityofeastlansing.com).

Sincerely,

Timothy H. Dempsey  
Community and Economic Development Administrator

Encl. 2

410 Abbott Road  
East Lansing, MI 48823

(517) 337-1731  
Fax (517) 337-1559  
[www.cityofeastlansing.com](http://www.cityofeastlansing.com)



## **CITY OF EAST LANSING**

### **NOTICE OF PUBLIC HEARING ON PROPOSED AMENDMENT NO. 6 FOR PURPOSES OF AMENDING AND RESTATING THE CITY CENTER TAX INCREMENT FINANCING AND DEVELOPMENT PLAN #2 OF THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF EAST LANSING.**

Please take notice that a Public Hearing shall be held before the Council of the City of East Lansing on Wednesday, August 6, 2008 at 7:30 p.m. in Council Chambers, 101 Linden Street, East Lansing, MI 48823 to consider adoption of Ordinance No. 1197 approving Amendment No. 6 for Tax Increment Financing and Development Plan #2 of the Downtown Development Authority of the City of East Lansing pursuant to and in accordance with Act No. 197, Public Acts of Michigan, 1975, as amended.

The Tax Increment Financing and Development Plan #2 applies to the Development Area bounded generally by Hillside Court to the west; Linden Street and Albert Avenue to the north; Collingwood to the east; and Grand River Avenue to the south.

Please note that all aspects of the proposed Amendment No. 6 to the Tax Increment Financing and Development Plan #2 are open for discussion at the public hearing, at which all interested persons will be provided an opportunity to be heard and written communication will be received and considered. The complete plans are on file at the City of East Lansing, Department of Planning and Community Development, 410 Abbott Road, East Lansing, Michigan, 48823, and may be examined from 8 a.m. – 5 p.m. Monday through Friday. Any proposed relocation of families or residents shall adhere to the provisions of Act No. 227, Public Acts of Michigan, 1972, as amended.

The City of East Lansing will provide reasonable accommodations, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at this meeting, upon notice to the City of East Lansing prior to the meeting. Individuals with disabilities requiring reasonable accommodations or services should write or call the City Manager's Office, 410 Abbott Road, East Lansing, MI, 48823, 517-319-6920, TDD 1-800-649-3777.

Sharon A. Reid  
City Clerk

July 16, 2008



## LANSING ECONOMIC DEVELOPMENT CORPORATION

401 S. WASHINGTON SQ., SUITE 100, LANSING MI 48933, PHONE: (517) 483-4140 FAX: (517) 483-6057  
[www.edc.cityoflansingmi.com](http://www.edc.cityoflansingmi.com)

Virg Bernero, Mayor

Lansing Economic Development Corporation  
Lansing Tax Increment Finance Authority  
Lansing Brownfield Redevelopment Authority  
Lansing Regional SmartZone<sup>sm</sup>

7/15/2008

Ms. Becky Bennett  
Board Coordinate  
Ingham County Board of Commissioners  
PO Box 319  
Mason, MI 48854

### City of Lansing Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, July 28, 2008 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of an Industrial Facilities Exemption Certificate (IFT-01-08) requested by the applicant indicated below:

Applicant: BRD Printing Incorporated  
Location: 912 W. St. Joseph Ave.  
Property Description: LOTS 17, 18, 19, E 1/2 LOT 16, ALSO LOT 20 EXC S 75.9 FT OF E 42 FT; ALSO S 16.5 FT LOT 2; BLOCK 7 BUSH, BUTLER & SPARROW'S ADD

Approval of an Industrial Facilities Exemption Certificate (IFT-01-08) requested by BRD Printing Incorporated will result in the abatement of real and personal property taxes located within the subject property. Further information regarding this application for property tax abatement may be obtained from Mr. Ken Szymusiak, Economic Development Corporation of the City of Lansing, 401 S. Washington Sq., Suite 100, Lansing, Michigan, 48933, (517) 485-5412.





Virg Bernero, Mayor

## LANSING ECONOMIC DEVELOPMENT CORPORATION

401 S. WASHINGTON SQ., SUITE 100, LANSING MI 48933, PHONE: (517) 483-4140 FAX: (517) 483-6057  
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Lansing Economic Development Corporation  
Lansing Tax Increment Finance Authority  
Lansing Brownfield Redevelopment Authority  
Lansing Regional SmartZone<sup>sm</sup>

7/15/2008

Ms. Becky Bennett  
Board Coordinate  
Ingham County Board of Commissioners  
PO Box 319  
Mason, MI 48854

### City of Lansing Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, July 28<sup>th</sup>, 2008 at 7:00 p.m. in the City Council Chambers, 10<sup>th</sup> Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the establishment of an Obsolete Property Rehabilitation District (the "District"), pursuant to and in accordance with the provisions of the Obsolete Property Rehabilitation Act, Public Act 146 of 2000, for property located at 3215 S. Pennsylvania Ave., Lansing, Michigan, but more particularly described as follows:

LOTS 52, 53, 54, 55, 56, & N 100 FT OF OUTLOT A SUPERVISORS PLAT OF SCHWORERS BLOOMFIELD FARMS

Creation of this District will enable the owner of property within the District to apply for an Obsolete Property Rehabilitation Exemption Certificate which would result in the abatement of certain property taxes. Further information regarding this issue may be obtained from Mr. Ken Szymusiak, Economic Development Corporation of the City of Lansing, 401 S Washington Sq, Suite 100, Lansing, MI 48933, (517) 485-5412.