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, NOVEMBER 19, 2008 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES, 5303 S. CEDAR, LANSING.

# Agenda

Call to Order Approval of the November 5, 2008 Minutes Additions to the Agenda Limited Public Comment

- 1. <u>Ingham County Treasurer</u> Resolution to Provide Funding for Low Income Tax Preparation
- 2. <u>Community Coalition for Youth (CCY)</u> Resolution to Authorize a 2008-2009 Grant from Capital Region Community Foundation to the Community Coalition for Youth to Launch the Ingham Change Initiative to Improve Opportunities for Young Men of Color
- 3. <u>Community Corrections Advisory Board</u> Resolution Authorizing the Community Corrections Screening and Referral Specialist Special Part-Time Position to be Converted to a Three Quarter-Time (3/4) Position
- 4. <u>East Lansing/911 Advisory Board</u> Resolution Authorizing a Contract With East Lansing for a New Heating/Cooling System for the 911 Public Safety Wireless Voice Communication System East Lansing Receive Site
- 5. Equalization/Tax Mapping Resolution to Amend the 2008 Apportionment Report
- 6. <u>Ingham County Medical Care Facility/Department of Human Services Board</u> Resolution Authorizing an Expansion of the Ingham County <u>Medical Care Facility</u>
- 7. Ingham County Parks & Recreation Commission
  - a. Resolution Authorizing the Jail Alternative Sentencing Program Budget
  - b. Resolution Changing the Position of Parks Manager III to a Parks Manager II

# 8. Health Department

- a. Resolution to Authorize a Purchase Order Utilizing Remaining Susan G. Komen Detroit for the Cure, Inc. Grant Funds and Extend the Grant Period
- b. Resolution to Authorize the Continuation of a Memorandum of Agreement and Grant from the Corporation for National and Community Services
- c. Resolution to Authorize Three Adolescent Health Child and Adolescent Health Center Grant Agreements with the Michigan Primary Care Association
- d. Resolution to Authorize an Infectious Disease Physician Agreement with the College of Osteopathic Medicine at Michigan State University
- e. Resolution to Authorize a Pediatric Physician Agreement with the College of Human Medicine at Michigan State University
- f. Resolution to Authorize a Pediatric Physician Agreement with the College of Osteopathic Medicine at Michigan State University
- g. Resolution to Authorize a Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services
- h. Resolution Authorizing a 2009 Contract and Lease Agreements with Our Savior Lutheran Church for the Operation of the Food Pantry Located at 1515 West Holmes Road, Lansing, Michigan
- i. Resolution to Authorize an Agreement with Volunteers of America for the New Hope Day Shelter Program
- 9. <u>Purchasing Department</u> Resolution Authorizing Entering into a Contract with Lansing Ice & Fuel Company to Supply Fuel for County-Owned Vehicles and Equipment
- 10. <u>Finance Committee</u> Resolution to Expand the Size of the Ingham County Road Commission

## 11. Controller's Office

- a. Resolution to Amend the 2008 Intergovernmental Services Fund Budget
- b. Resolution to Amend the 2008 Fair Fund Budget

Announcements
Public Comment
Adjournment

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

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

### FINANCE COMMITTEE

November 5, 2008 Minutes

Members Present: Curtis Hertel, Tina Weatherwax-Grant, Victor Celentino, Andy Schor,

Steve Dougan and Board Chairperson Marc Thomas

Members Absent: Mark Grebner

Others Present: Teri Morton, Paul Kindel and Stacy Sheridan

The meeting was called to order by Chairperson Grebner at 6:02 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

# Approval of the October 22, 2008 Minutes

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE OCTOBER 22, 2008 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

# Additions to the Agenda

3. Additional Information

Limited Public Comment: None

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

- 2. <u>Ingham County MSU Extension</u> 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
- 3. <u>Controller's Office</u> Resolution Authorizing 2009 Agreements for Community Agencies

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Grebner and Weatherwax-Grant

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. SCHOR, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner and Weatherwax-Grant

1. <u>Ingham County Agricultural Preservation (ICAP) Board</u> – Resolution Authorizing the Ingham County Agricultural Preservations Board's 2009 Budget

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING THE INGHAM COUNTY AGRICULTURAL PRESERVATIONS BOARD'S 2009 BUDGET.

(Comm. Weatherwax-Grant arrived at 6:05 p.m.)

The Committee held a general discussion about this item. Mr. Kindel and Ms. Sheridan addressed their questions about the 2009 Budget.

(Board Chairperson Thomas arrived at 6:10 p.m.)

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

4. <u>Finance Committee</u> – Resolution to Expand the Size of the Ingham County Road Commission (Referred back from the Board of Commissioners' October 28, 2008 Meeting)

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHOR, TO TABLE THE RESOLUTION TO EXPAND THE SIZE OF THE INGHAM COUNTY ROAD COMMISSION. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

5. <u>Board Referral</u> – Notice of Public Hearing from the City of Lansing's Economic Development Corporation Regarding the Establishment of an Obsolete Property Rehabilitation Certificate for Property at 3323 N. East Street, Lansing

The Board Referral was received and placed on file.

### Announcements

Board Chairperson Thomas informed the Committee that the Board of Commissioners' meeting next week will only have three items on the agenda. After a brief discussion, the Committee indicated it would not mind if the next Board of Commissioner's meeting is canceled.

Public Comment: None

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Debra Neff

RESOLUTION STAFF RE	EVIEW <u>DATE</u> November 7, 2008
Agenda Item Title:	Resolution to Provide Funding for Low Income Tax Preparation
Submitted by:	Ingham County Treasurer
Committees:	LE, JD, HS, CSX, FinanceX
Tax Revenue to assist in fun-	ion: This resolution authorizes the use of funds from Delinquent ding a part-time coordinator position, administered by the United tion of Income Tax reports for low to moderate citizens in Ingham,
Financial Implications: \$9 to assist in funding the position	,000.00 from Ingham County Delinquent Tax Revenue will be used ion.
Other Implications: The reproperty taxes.	efunds received by the citizens will assist in paying delinquent
Staff Recommendation: Staff recommends approval	MM_X_JN TL TM JC of the resolution.

Introduced by the County Services and Finance Committees of the:

#### INGHAM COUNTY BOARD OF COMMISSIONERS

### RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION

WHEREAS, the Asset Independence Coalition (AIC), under the umbrella of the Power of We Consortium (Ingham County Human Services Collaborative), coordinates 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 and helped achieve refunds of over \$10,000,000, including almost \$2,000,000 from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a part-time coordinator position hosted and administered by the United Way at an estimated cost of \$25,000; and

WHEREAS, the request for this base funding is being made to the Counties of Clinton, Eaton and Ingham and the City of Lansing; and

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

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorize funding for the coordination efforts at \$9,000 from Delinquent Tax Administration (516-25601).

BE IT RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low and moderate income tax preparation assistance and asset building.

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

RESOLUTION STAFF RE	VIEW <u>DATE</u> : October 20, 2008				
Agenda Item Title:	Resolution to Authorize a 2008-2009 Grant from Capital Region Community Foundation to the Community Coalition for Youth to Launch the Ingham Change Initiative to Improve Opportunities for Young Men of Color				
Submitted by:	Community Coalition for Youth (CCY)				
<b>Committees:</b>	LE, JDX, HS, CS, FinanceX				
Summary of Proposed Action: (See the attached memorandum.) This resolution authorizes a grant from the Capital Region Community Foundation for the Ingham Change Initiative: Improving Opportunities for Young Men of Color in the amount of \$5,758.00, to implement the initiative covering the period September 29, 2008 through September 28, 2009.					
	e Capital Region Community Foundation awarded a \$5,758.00 Initiative: Improving Opportunities for Young Men of Color.				
Other Implications:  CCY will utilize these grant funds to increase existing part-time staff time to work on the project as well as to pay for related program expenses.					
Staff Recommendation: MM JN _X _ TL TM JC Staff recommends approval of the resolution.					

### **MEMO**

Date: October 22, 2008

To: Judiciary Committee

Finance Committee

From: Randy A. Bell, MSU Extension Director

Re: Resolution to accept a grant to the Community Coalition for Youth to launch the Ingham

Change Initiative to improve opportunities for young men of color.

The Community Coalition for Youth (CCY) submitted a proposal to Capital Region Community Foundation requesting funding to support the launch of an initiative to reduce the disparities in outcomes for young men of color as evidenced by data collected from Ingham County.

The Capital Region Community Foundation awarded a \$5,758.00 grant for the *Ingham Change Initiative: Improving Opportunities for Young Men of Color*. CCY will utilize these grant funds to increase existing part-time staff time to work on the project as well as to pay for related program expenses.

I recommend your approval of the following resolution:

Introduced by the Judiciary and Finance Committees of the:

#### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION TO AUTHORIZE A 2008-2009 GRANT FROM CAPITAL REGION COMMUNITY FOUNDATION TO THE COMMUNITY COALITION FOR YOUTH TO LAUNCH THE INGHAM CHANGE INITIATIVE TO IMPROVE OPPORTUNITIES FOR YOUNG MEN OF COLOR

WHEREAS, the Community Coalition for Youth serves as an advisory body to the Ingham County Board of Commissioners and has a mission to facilitate and coordinate the development and implementation of data-driven, comprehensive, community-wide programs in a full continuum of care for all youth in Ingham County; and

WHEREAS, the Community Coalition for Youth submitted a proposal to the Capital Region Community Foundation requesting funding to support the launch of an initiative to reduce the disparities in outcomes for young men of color as evidenced by data collected from Ingham County; and

WHEREAS, the Capital Region Community Foundation has awarded a \$5,758.00 grant for the *Ingham Change Initiative: Improving Opportunities for Young Men of Color;* and

WHEREAS, the Community Coalition for Youth will utilize grant funds for existing staff and related program expenses for the purposes of organizing, coordination and support of the Ingham Change Initiative.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant from Capital Region Community Foundation for the *Ingham Change Initiative: Improving Opportunities for Young Men of Color.* 

BE IT FURTHER RESOLVED, that the Capital Region Community Foundation will provide Ingham County with \$5,758.00 to implement the initiative.

BE IT FURTHER RESOLVED, that the grant funding will be provided to Michigan State University Extension on behalf of Community Coalition Youth, covering the period September 29, 2008 through September 28, 2009.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary budget adjustments to the 2008 and 2009 Michigan State University Extension Budget.

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

RESOLUTION STAFF RE	DATE October 16, 2008
Agenda Item Title:	Resolution Authorizing the Community Corrections Screening and Referral Specialist Special Part-Time Position to be Converted to a Three Quarter-Time (3/4) Position
Submitted by:	Community Corrections Advisory Board
<b>Committees:</b>	LE <u>X</u> , JD <u>, HS , CS X</u> , Finance <u>X</u>
	on: nverting the Screening and Referral Specialist #336006 position UAW/F/Step1 three-quarter time (3/4) position.
Financial Implications: (S The General Fund level of su fees over an above the current	ipport stays the same; the increased costs will be met with additional
The range of salary and total the scale.	personnel costs are: \$50,926 at step one and \$58,767 at the top of
(\$58,767 - \$12,894 = \$45,872)	sts over and above the 2009 County appropriation will be \$45,873 3). The collection of fees will have to be increased to keep the 894 and that can be assessed on an annual basis during the budget
	unction used to have two special part-time positions. Over the years, e function necessitating an expansion in the working hours.
Staff Recommendation: M Staff recommends that this re	MJN _X _TLTMJC esolution be approved.

# **Community Corrections Screening and Referral Specialist**

Proposed conversion from Special Part Time to Three-Quarter Time:

# FY2008 BUDGET

Wages (Special Part Time)	\$34,674
County General Fund Appropriation	\$20,000
Client Fee Revenue	\$14,674

# **FY2008 Revised BUDGET**

Wages (Special Part Time	e) Jan. 1 – Nov. 24	\$32,754
Cost (.75 time position)	Nov. 24 – Dec. 31	\$ 5,122
Total 2008 Wages		\$37,876
County General Fund App	propriation	\$20,000
Client Fee Revenue	Jan. 1 – Nov. 30	\$25,769
Est. Client Fee Revenue	Dec.	\$ 2,343
		+ \$10,236

# FY2009 BUDGET

Wages (Special Part Time)	\$35,717
County General Fund Appropriation	\$12,894
Est. Client Fee Revenue	\$22,823

# **FY2009 Revised BUDGET**

Cost (.75 time position)	\$50,926
County General Fund Appropriation	\$12,894
Est. Client Fee Revenue	\$38,032

(10/24/08)

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

#### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION AUTHORIZING THE COMMUNITY CORRECTIONS SCREENING AND REFERRAL SPECIALIST SPECIAL PART-TIME POSITION TO BE CONVERTED TO A THREE-QUARTER (3/4) TIME POSITION

WHEREAS, the Community Corrections Screening and Referral Specialist #336006 conducts substance abuse evaluations and provides treatment recommendations for Ingham County Circuit Court clients; and

WHEREAS, the Screening and Referral Specialist is classified as a special part-time position which is limited to 19 hours per week; and

WHEREAS, the workload for this position falls within the parameters of a three-quarter time (3/4) position as defined in the U.A.W. Agreement; and

WHEREAS, the Screening and Referral Specialist position is funded in part by a County General Fund appropriation and in part by client fees assessed for services; and

WHEREAS, in conjunction with the County General Fund appropriation of \$20,000, more than enough client fee revenue has already been collected to cover the \$5,122 cost of the three-quarter time (3/4) position for the remainder of FY2008; and

WHEREAS, in conjunction with the County General Fund appropriation of \$12,894, it is projected that there will be adequate client fee revenue to cover the \$50,926 cost of the three-quarter time position in FY2009.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves converting the Screening and Referral Specialist #336006 position from a special part-time to a UAW/F/Step1 three-quarter time position.

BE IT FURTHER RESOLVED, that this change shall be effective the first pay period after the adoption of this Resolution

BE IT FURTHER RESOLVED, that the Controller is authorized to amend the 2008 and 2009 Budget and Position Allocation List in accordance with this Resolution.

RESOLUTION STAFF RE	VIEW	<u>DATE</u> :	November 6, 200	08		
Agenda Item Title:	Resolution Authorizing a Contract with East Lansing for a New Heating/Cooling System for the 911 Public Safety Wireless Voice Communication System East Lansing Receive Site					
Submitted by:	City of East Lansing/911 Advisory Board					
<b>Committees:</b>	LE X, JD_	, HS, C	CS, Finance	X		
Summary of Proposed Action: (See the attached communication.) This resolution will authorize a contract with East Lansing for a new heating/cooling system for the 911 Public Safety Wireless Voice Communication System East Lansing Receive Site Equipment Room. The City went through their normal purchasing requirements to identify a vendor for this project. The current equipment room has been too hot and the current air conditioning/heating unit has not been able to maintain the equipment room at the recommended temperature for optimal operations.  The 911 Advisory Board has reviewed this request and is recommending it to the Board of Commissioners for approval.						
Financial Implications:  The East Lansing Dispatch Center is requesting up to \$12,500 from the 911 Emergency Telephone Dispatch Services budget for Management and System Improvements, for the purchase and installation of a new heating/cooling system for the 911 Public Safety Wireless Voice Communication System East Lansing Receive Site Equipment Room.  Other Implications:  East Lansing would contract with this vendor and Ingham County would reimburse the City upon completion of the project. The City has agreed to be responsible for all future costs of this unit for maintenance and replacement.						
Staff Recommendation: MMJNX _ TLTMJC Staff recommends that this resolution be approved.						

To: John Neilsen, Deputy Controller

Date: 10/29/2008

Dear Sir:

The fire department converted a 10 X 18 foot storage room into radio room for the County radio system. Within this room we had previously used for general storage and some of our telephone equipment. We currently occupy 10% of the room by volume with a fiber optic switch, network switches along with 1 computer and the buildings PA system. The County equipment now occupies about 40 % by volume of the space with a 10 channel receive site, 2 microwave racks along with the air drying equipment, UPS and associated transformer. The new radio equipment produces a high heat output over what the general storage previously did. Over the last 2 years we have tried several different approaches to removing the heat from the space and cooling it in the summer. We have been unable to provide the space with enough cooling as the amount of heat pumped into the station has taxed our air handling system. This has caused the adjacent spaces to run a few degrees warmer and the store room several degrees warmer than recommended. This last summer we had our AC system reviewed and it was recommended that we isolate this room and provide a standalone unit to provide heating/cooling for the space.

We have received a price for a standalone unit completely installed to not exceed \$12,500.00. This would allow us to secure the space and maintain the proper temp for the equipment.

We are seeking to be reimbursed by the County for the purchase of this equipment. We understand that this is a one time purchase by the County and we will be maintaining and replacing the equipment as needed.

Thank you

Randy Yalifarro, Fire Chief East Lansing Fire Department Introduced by the Law Enforcement and Finance Committees of the:

#### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION AUTHORIZING A CONTRACT WITH EAST LANSING FOR A NEW HEATING/COOLING SYSTEM FOR THE 911 PUBLIC SAFETY WIRELESS VOICE COMMUNICATION SYSTEM EAST LANSING RECEIVE SITE

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

WHEREAS, the East Lansing 911 Center has identified the need to purchase a new heating/cooling system for the 911 Public Safety Wireless Voice Communication System East Lansing Receive Site Equipment Room; and

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

WHEREAS, the City of East Lansing has agreed to be responsible for all future costs of this unit for maintenance and replacement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of up to \$12,500, from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System, to purchase a new heating/cooling system for the 911 Public Safety Wireless Voice Communication System East Lansing Receive Site Equipment Room.

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

# **MEMORANDUM**

**To:** Finance Committee

From: Douglas A. Stover, Director

Ingham County Equalization/Tax Mapping

Date: November 6, 2008

**Subject:** 2008 Ingham County Amended Apportionment Report

The Board of Commissioners approved the 2008 Apportionment Report at its meeting on October 14, 2008, Resolution #08-283.

Election results on several millage issues make it necessary to amend the Apportionment Report. An Amended 2008 Apportionment Report will be provided at the Finance Committee meeting on Thursday, November 19, 2008.

Please feel free to contact me with any questions.

DAS/djs

Introduced by the Finance Committee of the:

# INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION TO AMEND THE 2008 APPORTIONMENT REPORT

WHEREAS, the 2008 Apportionment Report was approved by Resolution #08-283; and

WHEREAS, subsequent to that approval certain corrections have become necessary as a result of the election held on November 4, 2008.

THEREFORE BE IT RESOLVED, that Resolution #08-283 be amended by substituting the attached statement of taxable valuations and mills apportioned to the various units in Ingham County for the year 2008.

RESOLUTION STAFF RE	<b>DATE:</b> November 5, 2008
Agenda Item Title:	Resolution Authorizing an Expansion of the Ingham County Medical Care Facility
Submitted by:	Ingham County Medical Care Facility/Department of Human Services Board
Committees:	LE, JD, HSX, CSX, FinanceX
Summary of Proposed Acti Susan O'Shea, Administrator	on: (See the attached November 3, 2008 Communication from r.)
Department of Human Service Medical Care Facility that with Rehabilitation Wing. This ex	e the approval of the recommendation from the Ingham County ces Board, for an expansion project for the Ingham County owned ill add an 1,800 square foot addition to the Therapy Gym in the expansion is necessary because the present gym becomes crowded ot allow for expansion of therapy equipment.
\$8,949,419 in the Medical Ca	ne Department of Human Services Board has a balance of are Facility Depreciation Fund, approximately \$650,000 of which ject. No County General Fund dollars will be used.
Other Implications: None.	
Staff Recommendation: It Staff recommends approval of	MMJN TL TM JC X of the resolution.



November 3, 2008

Ingham County Board of Commissioners Mason, MI 48854

Dear Commissioners,

The Medical Care Facility (MCF) is seeking approval to construct an 1,800 sq. ft. addition to the Rehabilitation Wing.

In 2004, the Department of Human Services (DHS) Board and the Ingham County Board of Commissioners approved a 15,000 sq. ft. addition to the MCF. This project added 32 beds and ancillary areas for a short term rehabilitation program. The Rehab Wing opened in April 2006 and has since served 867 patients and provided 23,092 days of care.

The current proposed addition would increase the size of the Therapy Gym in the Rehab Wing. The present gym becomes very crowded during treatments and does not allow for the expansion of therapy equipment.

A Request for Proposals was published in the *Lansing State Journal* on August 22, 2008. Moore Trosper Construction Company of Holt has been selected as the general contractor. Construction of the new addition will cost approximately \$650,000. The project will be fully funded by the MCF's Depreciation Reserves and would be completed by May 2009. (As of September 30, 2008, the Depreciation Fund balance was \$8,949,419.00.)

The DHS Board has reviewed this proposal and, at its October 2008 meeting, passed a resolution supporting the project.

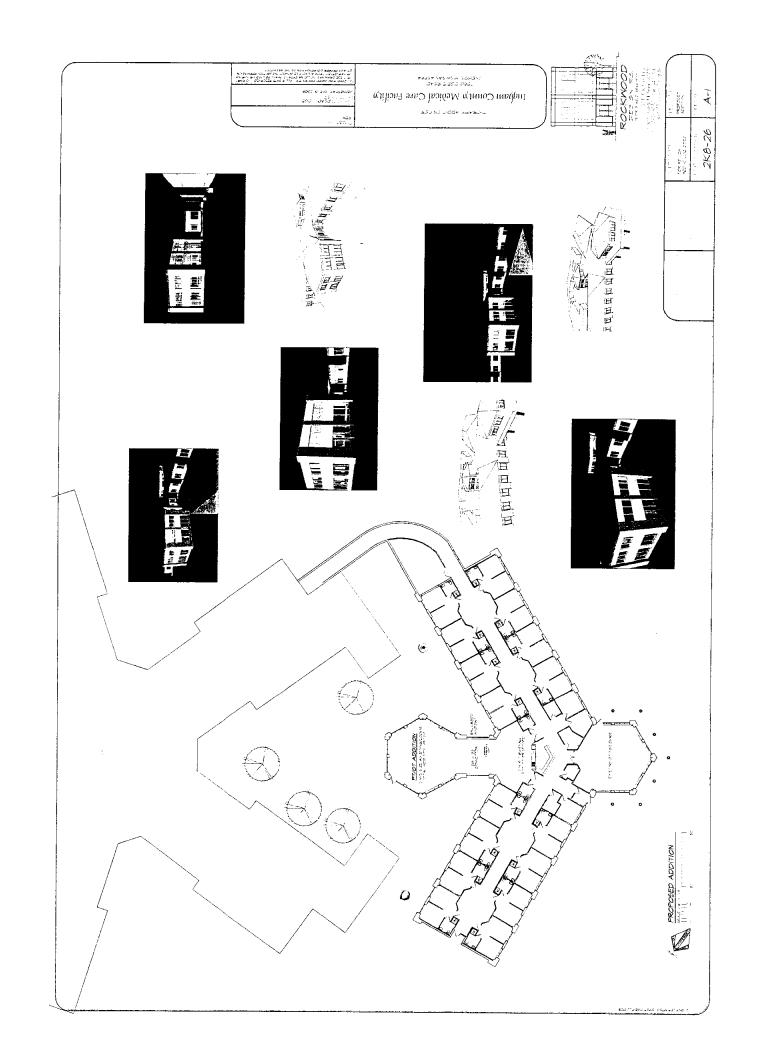
As always, I appreciate your continued support.

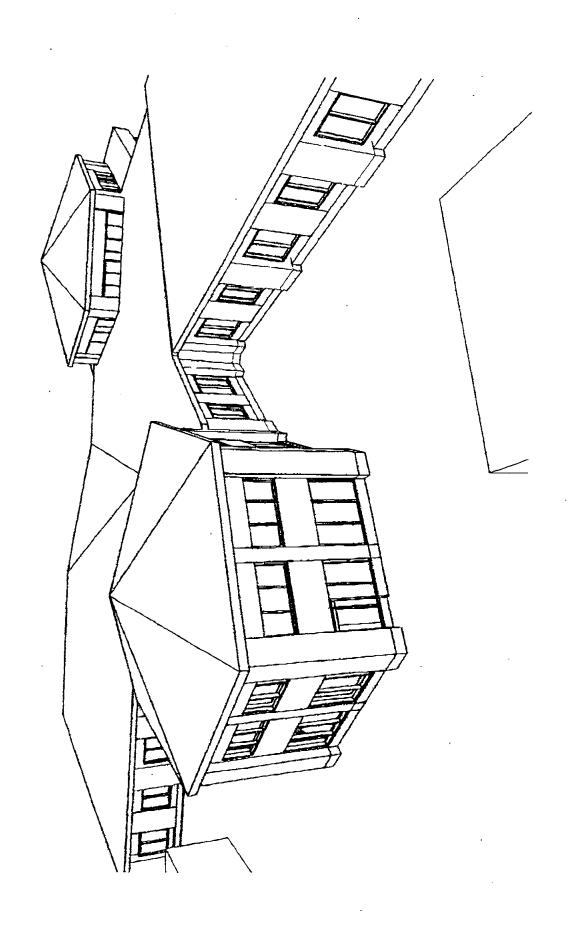
Sincerely,

Susan O'Shea Administrator

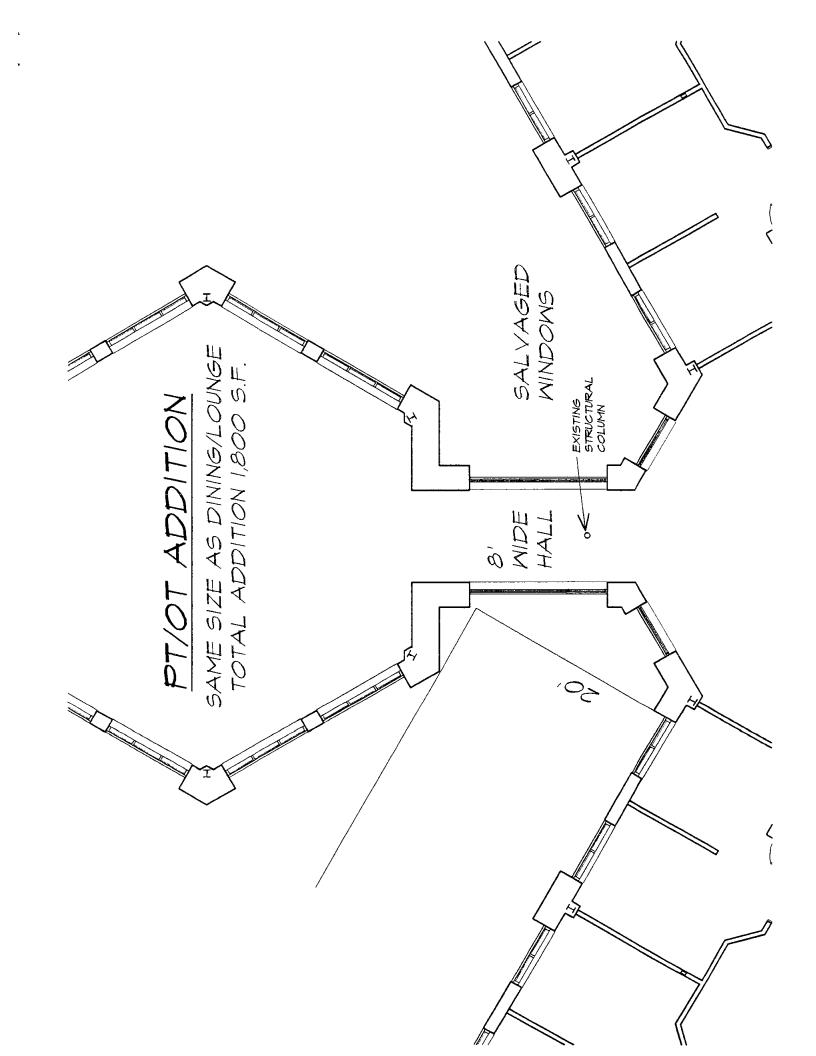
SOS/jbf

cc: Matthew Myers, Ph.D.
Ingham County Controller





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

### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION AUTHORIZING AN EXPANSION OF THE INGHAM COUNTY MEDICAL CARE FACILITY

WHEREAS, the Ingham County Department of Human Services Board is requesting that the Ingham County Board of Commissioners authorize an expansion of the Medical Care Facility in order to increase the size of the Therapy Room in the Rehabilitation Wing; and

WHEREAS, the Department of Human Services Board believes that the proposed addition is necessary to allow for the expansion of therapy equipment in the Therapy Gym because the present gym becomes very crowded during treatments; and

WHEREAS, the proposed expansion will add an 1,800 square foot addition to the Therapy Gym in the Rehabilitation Wing at a cost of approximately \$650,000; and

WHEREAS, cost of the project will be paid from the Medical Care Facility Depreciation Fund which has a current balance of \$8,949,419.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Human Services Board to implement the proposed expansion of an 1,800 square foot addition to the Therapy Gym in the Rehabilitation Wing at the Medical Care Facility, at a cost not to exceed \$650,000, to be paid from the Medical Care Facility Depreciation Fund.

BE IT FURTHER RESOLVED, that the project will be conducted in accordance with Ingham County Polices regarding the payment of Prevailing Wages and adherence to Equal Opportunity/Non-Discrimination Policies as provided by Resolutions #02-263, #02-283, #03-71, and #03-183, #04-219.

RESOLUTION STAFF RE	EVIEW <u>DATE</u> November 7, 2008
Agenda Item Title:	Resolution Authorizing the Jail Alternative Sentencing Program Budget
Submitted by:	Ingham County Parks & Recreation Commission
<b>Committees:</b>	LE, JD, HS, CSX, Finance_X
housing at the Ingham Count Ingham County Parks Depart Sentencing Program (JASP) of child support. JASP partic such as the construction of ne well as assisting with routine Two thirds of the cost of the sufficient funds have been id Zoo budgets. Funds will con	the chronic overcrowding and expenses associated with the cost of the triangle of the Court has partnered with the triangle of the Court has partnered with the triangle of the court has partnered with the triangle of the court of the court of non-payment cipants have successfully engaged in park improvement projects, ew boardwalks at Lake Lansing Park-North and Hawk Island, as a park and zoo maintenance since June 1, 2004.  The program is funded by Friend of the Court grants and budget, and lentified within the existing 2008 Parks Department and Potter Park attinue to be identified in future budget years and transferred from the otter Park Zoo budgets for the applicable time when the Friend of
Financial Implications: Funds identified within exist	ing budgets.
Other Implications: None	e.
Staff Recommendation: Staff recommends approval of	MMJN TL TM JC of the resolution.

## **INGHAM COUNTY PARKS & RECREATION COMMISSION**

Meeting of October 27, 2008 RESOLUTION #27-08

# RESOLUTION RECOMMENDING THE JAIL ALTERNATIVE SENTENCING PROGRAM BUDGET BE APPROVED

WHEREAS, in a continuing effort to reduce chronic overcrowding and expenses associated with the cost of housing at the Ingham County Jail, Ingham County Friend of the Court has partnered with the Ingham County Parks Department, and instituted an extremely successful Jail Alternative Sentencing Program (JASP) involving individuals who are in contempt of court for non-payment of child support; and

WHEREAS, the JASP program began on a test basis on June 1<sup>st</sup>, 2004; and

**WHEREAS**, JASP participants have successfully engaged in park improvement projects such as the construction of new boardwalks at Lake Lansing Park-North and Hawk Island; as well as assisting with routine park and zoo maintenance; and

**WHEREAS**, this resolution for the JASP program has the support of both the Ingham County Park & Recreation Commission and the Ingham County Friend of the Court; and

WHEREAS, two thirds of the cost of the program is funded by Friend of the Court grants and budget; and

**WHEREAS**, sufficient funds have been identified within the existing 2008 Parks Department and Potter Park Zoo Budgets; and

WHEREAS, funds will continue to be identified in future budget years; and

WHERAS, funding will be transferred from the Parks Department and Potter Park Zoo budgets for the applicable time when the FOC Coordinator positions are filled; and

WHEREAS, the Ingham County Zoo Board passed Resolution #13-08 in support of the program.

**BE IT THEREFORE RESOLVED**, that the Ingham County Parks & Recreation Commission recommends that the Ingham County Board of Commissioners approve the following structure for the JASP program:

EXPENSES One Seasonal Working Coordinator/Parks (\$13.25/hour x 2,040 hours)	\$27,030	Zoo	<b>Parks</b> \$9,010
One Seasonal Working Coordinator/Zoo (\$13.25/hour x 2,040 hours)	\$27,030	\$9,010	
One 8 Month Position/Parks (\$13.25/hour x 1386 Hours)	\$18,365		\$6,122
SUBTOTAL TOTAL PARKS AND ZOO EXPENSE	\$72,425	<u>\$9,010</u>	<u>\$15,132</u>
REVENUE Current 2008 Seasonal Budget TOTAL PARKS AND ZOO REVENUE		\$9,010 <b>\$9,010</b>	\$15,132 <b>\$15,132</b>

**Moved by** Commissioner Soule and **Supported by** Mr. Matt that Resolution #27-08 be approved. **Yes-10; No-0**. **MOTION CARRIED.** 

Introduced by the County Services and Finance Committees of the:

## INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION AUTHORIZING THE JAIL ALTERNATIVE SENTENCING PROGRAM BUDGET

WHEREAS, in a continuing effort to reduce chronic overcrowding and expenses associated with the cost of housing at the Ingham County Jail, Ingham County Friend of the Court has partnered with the Ingham County Parks Department, and instituted an extremely successful Jail Alternative Sentencing Program (JASP) involving individuals who are in contempt of court for non-payment of child support; and

WHEREAS, the JASP program began on a test basis on June 1, 2004; and

WHEREAS, JASP participants have successfully engaged in park improvement projects such as the construction of new boardwalks at Lake Lansing Park-North and Hawk Island, as well as assisting with routine park and zoo maintenance; and

WHEREAS, this resolution for the JASP program has the support of both the Ingham County Park & Recreation Commission and the Ingham County Friend of the Court; and

WHEREAS, two thirds of the cost of the program is funded by the Friend of the Court grants and budget; and

WHEREAS, sufficient funds have been identified within the existing 2008 Parks Department and Potter Park Zoo Budgets; and

WHEREAS, funds will continue to be identified in future budget years; and

WHEREAS, funding will be transferred from the Parks Department and Potter Park Zoo budgets for the applicable time when the Friend of the Court Coordinator positions are filled; and

WHEREAS, the Ingham County Zoo Board passed Resolution #13-08 in support of the program; and

WHEREAS, the Ingham County Parks and Recreation Commission passed Resolution #27-08 on October 27, 2008.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the following structure for the JASP program:

EXPENSES One Seasonal Working Coordinator/Parks (\$13.25/hour x 2,040 hours)	\$27,030	Zoo	<b>Parks</b> \$9,010
One Seasonal Working Coordinator/Zoo (\$13.25/hour x 2,040 hours)	\$27,030	\$9,010	
One 8 Month Position/Parks	\$18,365		\$6,122

# (\$13.25/hour x 1386 Hours)

# **SUBTOTAL**

# \$72,425

TOTAL PARKS AND ZOO EXPENSE	<u>\$9,010</u>	<u>\$15,132</u>	
<u>REVENUE</u>			
Current 2008 Seasonal Budget	\$9,010	\$15,132	
TOTAL PARKS AND ZOO REVENUE	\$9,010	\$15,132	

Agenda Item 7b

RESOLUTION STAFF RE	EVIEW DAT	<u>re</u>	November 7, 2008
Agenda Item Title:	Resolution Changing Manager II	g the Po	Position of Parks Manager III to a Parks
<b>Submitted by:</b>	Ingham County Park	cs & Re	ecreation Commission
<b>Committees:</b>	LE, JD, HS	, C	CS X, Finance X
system the classification of P responsibilities assigned to the	he Potter Park Zoo we Park Manager III was one Park Manager II.	establis	egrated into the Ingham County Parks shed in recognition of the additional job
Zoological Gardens of the Po	otter Park Zoo. Due to	o the pl	as hired to oversee Potter Park and the blacement of the Horticulturalist/Grounds nger required at the Potter Park Zoo.
	_	_	III position to a Parks Manager II. The ed Resolution #26-08 in support of this
\$74,884) to a Parks Manager	II position (MCF10 value). The costs associated	with a 2 ated wi	with a 2009 salary range of \$62,388 to 2009 salary range of \$57,767 to with the level III designation were set to
Other Implications: None.			
Staff Recommendation: Its Staff recommends approval of	MM_X_JN TI of the resolution.	L'	TM JC

## **INGHAM COUNTY PARKS & RECREATION COMMISSION**

# Meeting of October 27, 2008 RESOLUTION #26-08

# RESOLUTION AUTHORIZING STAFF TO REQUEST PERMISSION TO POST THE VACANT HAWK ISLAND PARK MANAGER POSITION AS A PARK MANAGER II

**WHEREAS**, on July 1<sup>st</sup>, 2007 Potter Park and the Potter Park Zoo were integrated into the Ingham County Parks system; and

**WHEREAS**, at that time the classification Park Manager III was established in recognition of the additional job responsibilities assigned to Willis Bennett, the Hawk Island Park Manager as a result of the addition of Potter Park and the Potter Park Zoo, and that he be compensated at the MCF-11 level (one grade increase) above Park Manager II, MCF-10, with the differential of \$5,436 to be captured each year from the Potter Park Zoo Millage; and

**WHEREAS,** in May of 2008 the Parks Director, Bob Moore, retired and Willis Bennett, Hawk Island Park Manager III, was appointed Interim Parks Director; and

**WHEREAS,** on July 22, 2008 a Horticulturalist/Grounds Manager was hired to oversee Potter Park and the Zoological Gardens of the Potter Park Zoo; and

**WHEREAS**, on September 28, 2008 Willis Bennett was appointed Ingham County Parks Director, leaving a vacancy in the position of Park Manager at Hawk Island Park; and

**WHEREAS**, due to the placement of the Potter Park Zoo Horticulturalist/Grounds Manager, continued support of a Parks manager is no longer required at Potter Park Zoo and it has been determined that the position of Hawk Island Park Manager should be posted at the previous Park Manager II level, salary range \$56,635 to \$67,979; and

**WHEREAS**, In July of 2008 the Ingham County Board of Commissioners implemented a hiring freeze (Resolution #08-194) on all General Fund positions for Ingham County; and

WHEREAS, the hiring freeze will continue through December 31, 2008; and

**WHEREAS**, the Ingham County Board of Commissioners authorized a six week hiring delay policy for the 2009 budget year (Resolution 08-214); and

**THEREFORE BE IT RESOLVED**, that the Ingham County Parks & Recreation Commission authorizes Parks Department staff to apply to County Services for permission post the Hawk Island Park Manager as a Park Manager II position.

**BE IT THEREFORE RESOLVED**, that the start date for this position be posted as "position available in January of 2009."

**BE IT THEREFORE RESOLVED**, that all hiring freeze specifications implemented by the Ingham County Board of Commissioners be adhered to.

**Moved by** Mr. Czarnecki and **Supported by** Mr. Smith that Resolution #26-08 be approved. **Yes-10**; **No-0**. **MOTION CARRIED**.

Introduced by the County Services and Finance Committees of the:

## INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION CHANGING THE POSITION OF PARKS MANAGER III TO A PARKS MANAGER II

WHEREAS, on July 1, 2007 Potter Park and the Potter Park Zoo were integrated into the Ingham County Parks system; and

WHEREAS, at that time, the classification of Park Manager III was established in recognition of the additional job responsibilities assigned to the Park Manager II, as a result of the addition of Potter Park and the Potter Park Zoo; and

WHEREAS, the Park Manager II, MCF-10 position was reclassified to a Park Manager III, MCF-11, with the differential of \$5,436 to be captured each year from the Potter Park Zoo Millage; and

WHEREAS, on July 22, 2008, a Horticulturalist/Grounds Manager was hired to oversee Potter Park and the Zoological Gardens of the Potter Park Zoo; and

WHEREAS, due to the placement of the Potter Park Zoo Horticulturalist/Grounds Manager, continued support of a Parks Manager is no longer required at Potter Park Zoo, and the Parks Director wishes to change the Parks Manager III position to a Parks Manager II, resulting in a cost savings to the County.

WHEREAS, the Ingham County Parks and Recreation Commission passed Resolution #26-08 in support of this change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes changing the Parks Manager III position (MCF11 with a 2009 salary range of \$62,388 to \$74,884) to a Parks Manager II position (MCF10 with a 2009 salary range of \$57,767 to \$69,339) effective upon the approval of this resolution.

Agenda Item 8a

<b>RESOLUTION STAFF REVIEW</b> DATE November 7, 2008		
Agenda Item Title:	Resolution to Authorize a Purchase Order Utilizing Remaining Susan G. Komen Detroit for the Cure, Inc. Grant Funds and Extend the Grant Period	
Submitted by:	Health Department	
<b>Committees:</b>	LE, JD, HS_X, CS_X, Finance_X_	
This resolution authorizes the grant funds from the Susan C grant awards and to extend the will be used to purchase an a	on: (See the attached memorandum.) E Ingham County Health Department to carry forward the unused of Komen Detroit Race for the Cure from the 2005, 2006, and 2007 are 2007 grant period through September 30, 2009. The grant funds dditional Breast and Cervical Cancer Control Program (BCCCP) County and to offset coordination expenses.	
The total amount of unused g	grant funds is \$45,168.	
the Cure funds and \$4,000 of \$19,168 of the Susan G. Kon	00 women will include \$26,000 of Susan G. Komen Detroit Race for Oakland Coordination funds for a total of \$30,000. The remaining nen Detroit Race for the Cure funds will be used to offset salary nt and data management services.	
Other Implications: The Michigan Department of	Community Health has approved this request.	
Staff Recommendation: It Staff recommends approval of	MMJN TL TM JC _X of the resolution.	

## **MEMORANDUM**

To: Human Services Committee

**County Services Committee** 

Finance Committee

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

Date: November 6, 2008

Subject: Recommendation to Extend the Susan G. Komen Detroit Race for the

Cure Grant Agreement and Authorize a Purchase Order

Ingham County coordinates the Breast and Cervical Cancer Control Program (BCCCP) in eight Michigan counties, including Oakland. The BCCCP program is funded with federal funds reappropriated by the State and allocated by the Michigan Department of Community Health to local health departments.

The Ingham County Health Department BCCCP has been the recipient of funding from the Susan G. Komen Detroit Race for the Cure for the past several years to support breast cancer screening services in Oakland County. The Susan G. Komen Detroit Race for the Cure has granted permission to the Ingham County Health Department to carry forward the unused grant funds from the 2005, 2006, and 2007 grant awards and to extend the 2007 grant period through September 30, 2009. The total amount of unused grant funds is \$45,168.

The grant funds will be used to purchase an additional BCCCP caseload of 100 for Oakland County and to offset coordination expenses. The additional caseload of 100 women will include \$26,000 of Susan G. Komen Detroit Race for the Cure funds and \$4,000 of Oakland Coordination funds for a total of \$30,000. The remaining \$19,168 of the Susan G. Komen Detroit Race for the Cure funds will be used to offset salary expenses for case management and data management services.

The Michigan Department of Community Health has approved this request. I am recommending that the Board of Commissioners adopt the attached resolution and authorize an extension of the 2007 Susan G. Komen Detroit Race for the Cure Grant through September 30, 2009 and that a purchase order be issued to the state-wide BCCCP Third Party Administrator, Health Advantage, in the amount of \$30,000 for the purpose of purchasing an additional caseload of 100 for Oakland County.

John Jacobs w/ attachment
 Laura Peterson w/attachment
 Karen Jennings w/ attachment, Janeil Valentine w/attachment

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

## INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION TO AUTHORIZE A PURCHASE ORDER UTILIZING REMAINING SUSAN G. KOMEN DETROIT FOR THE CURE, INC. GRANT FUNDS AND EXTEND THE GRANT PERIOD

WHEREAS, Ingham County operates the Breast and Cervical Cancer Control Program (BCCCP) in eight Michigan counties, including Oakland; and

WHEREAS, the BCCCP Program is funded with federal funds re-appropriated by the State and allocated by the Michigan Department of Community Health to local programs and those funds are limited; and

WHEREAS, the Ingham County Health Department has been the recipient of funding from the Susan G. Komen Detroit Race for the Cure (an affiliate of the Susan G. Komen for the Cure, Inc.) for the past several years to support these services in Oakland County; and

WHEREAS, there are funds remaining from the 2005, 2006 and 2007 grant awards; and

WHEREAS, the amounts remaining include \$3,609 (2005 grant, Resolution #05-309), \$35,909 (2006 grant, Resolution #06-282) and \$5,650 (2007 grant, Resolution #07-302) for a project total of \$45,168; and

WHEREAS, the Susan G. Komen Detroit Race for the Cure has granted permission to the Ingham County Health Department to carry forward these remaining funds and to extend the 2007 grant through September 30, 2009, for the purpose of purchasing additional BCCCP caseload for 100 women in Oakland County and offset salary expenses for case management and data management services; and

WHEREAS, the additional caseload of 100 women will include \$26,000 of Susan G. Komen Detroit Race for the Cure funds and \$4,000 of Oakland Coordination funds for a total of \$30,000.

THEREFORE BE IT RESOLVED, \$19,168 of the remaining Susan G. Komen Detroit Race for the Cure funds will be used to offset salary expenses for case management and data management services.

BE IT FURTHER RESOLVED, a purchase order in the amount of \$30,000 will need to be issued to the BCCCP Third Party Administrator, Health Advantage.

BE IT FURTHER RESOLVED, the Michigan Department of Community Health has approved this request.

BE IT FURTHER RESOLVED, the Health Officer has recommended that the Board of Commissioners authorize this grant extension through September 30, 2009, and that a purchase order be issued to Health Advantage in the amount of \$30,000 for the purpose of purchasing an additional caseload of 100 for Oakland County.

RESOLUTION STAFF RE	<b>DATE</b> November 7, 2008
Agenda Item Title:	Resolution to Authorize the Continuation of a Memorandum of Agreement and Grant from the Corporation for National and Community Services
<b>Submitted by:</b>	Health Department
<b>Committees:</b>	LE, JD, HSX, CSX, FinanceX_
This resolution will authorize and Community Service to opperiod October 1, 2008 throu fiduciary on behalf of the Posterial Implications:  The Corporation for National VISTA Coordinator, providing to their host agency supervise authorizes the transfer of \$25	on: (See the attached memorandum.)  the continuation of an agreement with the Corporation for National perate an AmeriCorps*VISTA project in Ingham County for the gh September 30, 2009, with the Health Department acting as wer of We Consortium.  I and Community Service (CNCS) will provide \$25,000 for a fing supervision, training and oversight to the VISTA volunteers and fors. This position is housed within MSU Extension. This resolution 1,000 from the Health Fund to the 2008 Budget of the Ingham over the employment costs of the VISTA Project Coordinator.
Other Implications: None.	
Staff Recommendation: Its Staff recommends approval of	MMJN TLTM JC_X of the resolution.

To: Human Services Committee

**County Services Committee** 

Finance Committee

From: Randy Bell, Ingham County MSU Extension Director

Dean Sienko, M.D., Health Officer

Date: November 13, 2008

Subject: Continuation of the Americorps\*VISTA Project Memorandum of

Agreement

This is a recommendation to authorize the continuation of an agreement with the Corporation for National and Community Service to operate an AmeriCorps\*VISTA project in Ingham County.

Ingham County has enjoyed a rich tradition of hosting VISTA members who work to alleviate poverty while personally acquiring valuable leadership experience. In early 2006, the Ingham County Health Department, on behalf of the Power of We Consortium, applied to become a sponsor of a pool of 13 VISTA members in order to extend capacity-building support to community and faith-based organizations in Ingham County.

AmeriCorps\*VISTA is a federal program operating under the Corporation for National and Community Service (CNCS), with management in Michigan at the State CNCS office in Detroit. The original Memorandum of Agreement offered by CNCS and approved by the Board of Commissioners was for the period December 10, 2006 through December 8, 2007. It was renewed for the period October 1, 2008 through September 30, 2008 and the intent is that it be annually renewed for up to an additional two years.

The VISTA Coordinator provides supervision, training and oversight to the VISTA volunteers and to their host agency supervisors. This position is housed within MSU Extension. In 2007, the CNCS awarded Ingham County an \$18,250 grant toward support of the position. These were matched with County funds, via the MSU Extension budget, to support a full time position. In 2008, the CNCS provided \$25,000 toward this position. \$25,000 is pledged for 2009.

Our pool of VISTA members will continue to support projects that target low-income populations and will provide greatly needed capacity-building at a low cost for our community-and faith-based organizations.

We recommend that the Board of Commissioners adopt the attached resolution to continue the Memorandum of Agreement with the Corporation for National and Community Service to continue the VISTA project and to accept the grant that helps support the VISTA Coordinator position.

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

### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION TO AUTHORIZE THE CONTINUATION OF A MEMORANDUM OF AGREEMENT AND GRANT FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICES

WHEREAS, the Ingham County Board of Commissioners has identified a priority to support the neighborhood network centers and uses the budgets of the Health Department and Ingham County MSU Extension as the principal vehicles of support; and

WHEREAS, Resolution #06-333 authorized a Memorandum of Agreement with the Corporation for National and Community Services (CNCS) for the purpose of providing Ingham County with up to thirteen (13) America Corps\*VISTA members to perform volunteer service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social, and environmental problems; and

WHEREAS, Resolution #06-333 authorized that the Memorandum of Agreement for the period December 10, 2006 through December 8, 2007; and

WHEREAS, Resolution #07-307 authorized that the Memorandum of Agreement for the period October 1, 2007 through September 30, 2008; and

WHEREAS, the Health Officer and the Ingham County MSU Extension Director have recommended that the Board of Commissioners authorize the continuation of the Memorandum of Agreement with the CNCS and accept a \$25,000 grant.

THEREFORE BE IT RESOLVED, that a continuation of the Memorandum of Agreement and Grant from the corporation for national and community services be authorized, for the period October 1, 2008 through September 30, 2009, with the Health Department acting as fiduciary on behalf of the Power of We Consortium.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Grant from the CNCS of \$25,000 for the period October 1, 2008 through September 30, 2009, for the purpose of supporting a coordinator of VISTA volunteers assigned to Ingham County sites.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$25,000 from the Health Fund to the 2008 Budget of Ingham County MSU Extension to cover the employment costs of the VISTA Project Coordinator.

BE IT FURTHER RESOLVED, that the Controller is authorized to amend the 2009 Health Department and Ingham County MSU Extension Budgets to implement this resolution.

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

RESOLUTION STAFF RE	<b>DATE</b> November 7, 2008
Agenda Item Title:	Resolution to Authorize Three Adolescent Health – Child and Adolescent Health Center Grant Agreements with the Michigan Primary Care Association
<b>Submitted by:</b>	Health Department
<b>Committees:</b>	LE, JD, HSX, CS, FinanceX_
This resolution authorizes the Michigan Primary Care Asso	on: (See the attached memorandum.) ree School Based Health Center Grant agreements with the ociation. Ingham County operates three existing school based by State grants. The State has renewed those grants for the period of tember 30, 2009.
The goals of these grant agre	ements are summarized as:
<ol> <li>Reduce teen pregnand</li> <li>Develop and implementation</li> <li>their parents.</li> </ol>	alth care services for medically underserved County youth.  cy rates in Ingham County.  ment a successful weight management program for adolescents and  minsured youth and families accessing needed Medicaid services.
Financial Implications: The award to support the clinical services at the Otto Community Health Center for this period is \$175,000. The award to support the clinical services at Willow Health Center is \$225,000. The award to support peer education (non-clinical) services provided through Willow Health Center is \$85,000. All of these grant awards are included as revenue in the Health Department's Fiscal Year 2009 budget.	
Other Implications: None.	
Staff Recommendation: Staff recommends approval	MMJN TL TM JC _X_ of the resolution.

To: Human Services Committee

Finance Committee

From: Dean G. Sienko, MD, MS, Health Officer

Date: November 13, 2008

Subject: Resolution to Authorize Three School Based Health Grant Agreements

with the Michigan Primary Care Association

This is a recommendation to authorize three School Based Health Center grant agreements with the Michigan Primary Care Association. Ingham County operates three existing school based services that are supported by State grants. The State has renewed those grants for the period of October 1, 2008 through September 30, 2009.

The award to support the clinical services at the Otto Community Health Center for this period is \$175,000. The award to support the clinical services at Willow Health Center is \$225,000. The award to support peer education (non-clinical) services provided through Willow Health Center is \$85,000. All of these grant awards are included as revenue in the Health Department's Fiscal Year 2009 budget.

The goals of these grant agreements are summarized as:

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

I recommend that the Board adopt the attached resolution and authorize the three grant agreements with the Michigan Primary Care Association for the period of October 1, 2008 through September 30, 2009.

### Attachment

c: Jaeson Fournier, DC, MPH, Deputy Health Officer w/attachment John Jacobs, CPA, Chief Financial Officer w/attachment Barbara Watts Mastin, MA, Chief Operating Officer w/attachment Carlos Moreno, MD, MBA, Health Center Administrator w/attachment

## INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, Ingham County operates three child and adolescent health center programs as part of its Community Health Center Network;

WHEREAS, the State has awarded grants for the period of October 1, 2008 through September 30, 2009, and will use the Michigan Primary Care Association as the fiduciary agent for the contracts; and

WHEREAS, the funds from these three grants are included in the Health Department's 2009 adopted budget; and

WHEREAS, the Health Officer has recommended that the Board authorize the grant agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with the Michigan Primary Care Association for a School Based Health Center Grant – Non-Clinical Model, for services to be delivered through the Willow Health Center, totaling \$85,000 in State funds for the period October 1, 2008 through September 30, 2009.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with the Michigan Primary Care Association for a School Based Health Center Grant – Community Based Clinical Model totaling \$225,000 in State funds, for the period October 1, 2008 through September 30, 2009, for services to be delivered through the Willow Health Center.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with the Michigan Primary Care Association for a School Based Health Center Grant – Community Based Clinical Model totaling \$175,000 in State funds, for the period October 1, 2008 through September 30, 2009, for services to be delivered through the Otto Community Health Center.

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

RESOLUTION STAFF RE	<b>DATE</b> November 7, 2008
Agenda Item Title:	Resolution to Authorize an Infectious Disease Physician Agreement with the College of Osteopathic Medicine at Michigan State University
<b>Submitted by:</b>	Health Department
Committees:	LE, JD, HSX, CS, FinanceX_
This resolution authorizes an Osteopathic Medicine (MSU Health Department's HIV Co	on: (See the attached memorandum.) agreement with the Michigan State University's College of COM) to provide infectious disease physician services within the antinuum of Care Program. This program is operated within the anter and ensures access to primary and specialty care for those
physician at a rate of \$85,260 established as \$213,150 per f	OM provides for a 0.4 full-time equivalent infectious disease 0 in 2009, \$86,539 in 2010, and \$87,837 in 2011. The rate is full-time physician in 2009. This represents a 1.5% increase over The rate increases by an additional 1.5% in 2010 and increases
Other Implications: None.	
Staff Recommendation: Staff recommends approval of	MMJN TL TM JC _X of the resolution.

To: Human Services Committee

Finance Committee

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

Date: November 13, 2008

Subject: Authorization for an Infectious Disease Physician Services Agreement with

Michigan State University's College of Osteopathic Medicine

This is a recommendation to authorize an agreement with the Michigan State University's College of Osteopathic Medicine (MSU COM) to provide infectious disease physician services within the Health Department's HIV Continuum of Care Program. This program is operated within the Cedar Community Health Center and ensures access to primary and specialty care for those afflicted with HIV/AIDS.

In order to ensure high quality and comprehensive health care services for those with HIV/AIDS the clinical expertise of an infectious disease physician is required. The Michigan State University's College of Osteopathic Medicine, through its Department of Internal Medicine and Dr. Peter Gulick, has long been the provider of clinical services for HIV/AIDS outpatient services in the community.

When the Health Department was awarded funding for its HIV Continuum of Care operations in July 2007 the Department secured MSU COM infectious disease physician expertise through MSU COM. The renewal of the existing agreement with MSU COM meets the County's needs. Consequently, I am recommending that the Board of Commissioners authorize an agreement with MSU COM for a 0.4 full-time equivalent infectious disease physician at a rate of \$85,260 in 2009, \$86,539 in 2010, and \$87,837 in 2011. The rate is established as \$213,150 per full-time physician in 2009. This represents a 1.5% increase over the 2009 FTE physician rate. The rate increases by an additional 1.5% in 2010 and increases again by 1.5% in 2011.

I recommend that the Board adopt the attached resolution and authorize the agreement for infectious disease physician services with the College of Osteopathic Medicine at Michigan State University.

## Attachment

c: Jaeson Fournier, DC, MPH, Deputy Health Officer w/attachment John Jacobs, CPA, Chief Financial Officer w/attachment Barbara Watts Mastin, MA, Chief Operating Officer w/attachment

### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION TO AUTHORIZE AN INFECTIOUS DISEASE PHYSICIAN AGREEMENT WITH THE COLLEGE OF OSTEOPATHIC MEDICINE AT MICHIGAN STATE UNIVERSITY

WHEREAS, the Health Department operates a HIV Continuum of Care Program within its Cedar Community Health Center; and

WHEREAS, the Health Department's HIV Continuum of Care Program ensures access to primary and specialty medical care for individuals with HIV/AIDS; and

WHEREAS, the Health Department receives external funding through the Michigan Department of Community Health's HIV Continuum of Care program in the amount of \$200,000 to ensure the provision of ambulatory HIV/AIDS services; and

WHEREAS, the Health Department requires a 0.4 full-time equivalent infectious disease physician to provide high quality medical care to those with HIV/AIDS; and

WHEREAS, the County has contracted with Michigan State University College of Osteopathic Medicine (MSU COM) for these services since establishing its HIV Continuum of Care Program; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the agreement with MSU COM for infectious disease physician services for the period of January 1, 2009 through December 31, 2011.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the execution of an agreement with Michigan State University College of Osteopathic Medicine for a 0.40 full-time equivalent infectious disease physician, to provide infectious disease physician services within the Health Department's HIV Continuum of Care Program, who shall be a faculty member of the College and board certified in internal medicine with a subspecialty in infectious disease.

BE IT FURTHER RESOLVED, that the period of the agreement shall be January 1, 2009 through December 31, 2011.

BE IT FURTHER RESOLVED, that Ingham County shall pay MSU COM \$85,260 for these services in 2009, \$86,539 for these services in 2010, and \$87,837 for these services in 2011.

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

RESOLUTION STAFF REVIEW DATE November 7, 2008	
Agenda Item Title:	Resolution to Authorize a Pediatric Physician Agreement with the College of Human Medicine at Michigan State University
Submitted by:	Health Department
<u>Committees</u> :	LE, JD, HSX, CS, FinanceX_
This resolution authorizes a Medicine (MSU CHM) to perfect the Centers operated by the Heapediatric physician services recommendation to continu	etion: (See the attached memorandum.) In agreement with Michigan State University's College of Human provide pediatric physician services within the Community Health alth Department. The County has contracted with the MSU CHM for sto support its Well Child Health Center since mid-2005. This is a see that practice and to authorize an agreement for the period January 1, 2011. The current agreement expires on December 31, 2008.
\$99,232 in 2009, \$101,216 per full-time physician in 20	CHM will be for 0.5 full-time equivalent physicians at a rate of in 2010 and \$103,241 in 2011. The rate is established as \$198,464 009. This represents a 2.0% increase over the 2008 FTE physician an additional 2.0% in 2010 and increases again by 2.0% in 2011.
Other Implications: The County has contracted Well Child Health Center so	I with the MSU CHM for pediatric physician services to support its ince 2005.
Staff Recommendation: Staff recommends approval	MMJN TL TM JC _X_ I of the resolution.

To: Human Services Committee

Finance Committee

From: Dean G. Sienko, MD, MS, Health Officer

Date: November 13, 2008

Subject: Authorization for a Pediatric Physician Services Agreement with

Michigan State University's College of Human Medicine

This is a recommendation to authorize an agreement with Michigan State University's College of Human Medicine (MSU CHM) to provide pediatric physician services within the Community Health Centers operated by the Health Department. The County has contracted with the MSU CHM for pediatric physician services to support its Well Child Health Center since the mid-2005. This is a recommendation to continue that practice and to authorize an agreement for the period January 1, 2009 through December 31, 2011. The current agreement expires on December 31, 2008.

The renewal of this MSU CHM agreement meets the County's needs. I am, therefore, proposing that the Board of Commissioners authorize an agreement with MSU CHM for 0.5 full-time equivalent physicians at a rate of \$99,232 in 2009, \$101,216 in 2010 and \$103,241 in 2011. The rate is established as \$198,464 per full-time physician in 2009. This represents a 2.0% increase over the 2008 FTE physician rate. The rate increases by an additional 2.0% in 2010 and increases again by 2.0% in 2011.

A stable set of high quality physician services is a vital resource for the Department to carry out its role of assuring primary care access for Medicaid-eligible and uninsured persons at the Well Child Health Center. During the current contract period, MSU CHM has delivered a high quality service that meets the County's needs.

I recommend that the Board adopt the attached resolution and authorize the agreement for pediatric physician services with the College of Human Medicine at Michigan State University.

## Attachment

c: Jaeson Fournier, DC, MPH, Deputy Health Officer w/attachment John Jacobs, CPA, Chief Financial Officer w/attachment Barbara Watts Mastin, MA, Chief Operating Officer w/attachment

## INGHAM COUNTY BOARD OF COMMISSIONERS

## RESOLUTION TO AUTHORIZE A PEDIATRIC PHYSICIAN AGREEMENT WITH THE COLLEGE OF HUMAN MEDICINE AT MICHIGAN STATE UNIVERSITY

WHEREAS, the Health Department requires 0.5 full-time equivalent pediatric physicians to support the operation of its network of community health centers and to support the primary care services to Medicaid-eligible and low-income children; and

WHEREAS, the County has contracted with the Michigan State University College of Human Medicine (MSU CHM) since July 2005, for pediatric physician services, to support the primary care provided to children through the County's network of community health centers; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the agreement with MSU CHM for pediatric physician services for the period of January 1, 2009 through December 31, 2011.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a pediatric physician services agreement with the MSU CHM.

BE IT FURTHER RESOLVED, that the period of the agreement shall be January 1, 2009 through December 31, 2011.

BE IT FURTHER RESOLVED, that MSU CHM shall provide 0.5 full-time equivalent board certified physicians trained in pediatrics and adolescent medicine to implement the following scope of services:

- 1. Direct patient care (approximately 20 patients per physician per half-day session) to pediatric and adolescent patients of the Ingham County Community Health Center Network.
- 2. Provide medical consultation to registered nurses and other health team members on pediatric and adolescent health care matters.
- 3. Provide medical consultation related to pediatric and adolescent health care to other Community Health Center staff.
- 4. Provide and arrange emergency coverage (telephone triage) 24-hours a day, 7 days a week for the Health Department's pediatric patients.
- 5. Provide inpatient admissions, rounding and discharge when necessary and appropriate.
- 6. Referral of patients for specialty care.
- 7. Participate in team meetings with other staff members.
- 8. Provide routine physicals of children entering foster care.
- 9. Provide physical assessments by trained physicians in the area of abuse and neglect, for children who are suspected victims of abuse and neglect.

10. When services are provided by the contractor under the agreement to members/patients of a health plan that has contracted with Ingham County, the Contractor and its physicians shall comply with the applicable terms and conditions of the County's contract with the member's health plan.

BE IT FURTHER RESOLVED, that Ingham County shall pay Michigan State University College of Human Medicine \$99,232 for these services in 2009, \$101,216 for these services in 2010, and \$103,241 for these services in 2011.

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

<b>RESOLUTION STAFF REVIEW</b> DATE November 7, 2008	
Agenda Item Title:	Resolution to Authorize a Pediatric Physician Agreement with the College of Osteopathic Medicine at Michigan State University
<b>Submitted by:</b>	Health Department
<b>Committees:</b>	LE, JD, HSX, CS, Finance_X
Summary of Proposed Action: (See the attached memorandum.) This resolution authorizes an agreement with the Michigan State University's College of Osteopathic Medicine (MSU COM) to provide pediatric physician services to the Community Health Centers operated by the Health Department. The County has contracted with the MSU COM for pediatric physician services to support its community health centers since the mid-1970's. This is a recommendation to continue that practice and to authorize an agreement for the period January 1, 2009 through December 31, 2011. The current agreement expires on December 31, 2008.	
\$357,235 in 2009, \$364,380 per full-time physician in 200	OM will be for 1.8 full-time equivalent physicians at a rate of in 2010 and \$371,668 in 2011. The rate is established as \$198,464 O9. This represents a 2.0% increase over the 2008 FTE physician additional 2.0% in 2010 and increases again by 2.0% in 2011.
Other Implications: The County has contracted w community health centers sin	with the MSU COM for pediatric physician services to support its nice the mid-1970's.
Staff Recommendation: I Staff recommends approval	MMJN TL TM JC _X of the resolution.

To: Human Services Committee

Finance Committee

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

Date: November 13, 2008

Subject: Authorization for a Pediatric Physician Services Agreement with

Michigan State University's College of Osteopathic Medicine

This is a recommendation to authorize an agreement with the Michigan State University's College of Osteopathic Medicine (MSU COM) to provide pediatric physician services to the Community Health Centers operated by the Health Department. The County has contracted with the MSU COM for pediatric physician services to support its community health centers since the mid-1970's. This is a recommendation to continue that practice and to authorize an agreement for the period January 1, 2009 through December 31, 2011. The current agreement expires on December 31, 2008.

The renewal of this MSU COM agreement meets the County's needs. I am, therefore, proposing that the Board of Commissioners authorize an agreement with MSU COM for 1.8 full-time equivalent physicians at a rate of \$357,235 in 2009, \$364,380 in 2010 and \$371,668 in 2011. The rate is established as \$198,464 per full-time physician in 2009. This represents a 2.0% increase over the 2008 FTE physician rate. The rate increases by an additional 2.0% in 2010 and increases again by 2.0% in 2011.

A stable set of high quality physician services is a vital resource for the Department to carry out its role of assuring primary care access for Medicaid-eligible and uninsured persons. For more than 25 years, the County has contracted with MSU COM for pediatric physician services. MSU COM has consistently delivered a high quality service that meets the County's needs.

I recommend that the Board adopt the attached resolution and authorize the agreement for pediatric physician services with the College of Osteopathic Medicine at Michigan State University.

## Attachment

c: Jaeson Fournier, DC, MPH, Deputy Health Officer w/attachment John Jacobs, CPA, Chief Financial Officer w/attachment Barbara Watts Mastin, MA, Chief Operating Officer w/attachment

### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION TO AUTHORIZE A PEDIATRIC PHYSICIAN AGREEMENT WITH THE COLLEGE OF OSTEOPATHIC MEDICINE AT MICHIGAN STATE UNIVERSITY

WHEREAS, the Health Department requires 1.8 full-time equivalent pediatric physicians to support the operation of its network of community health centers and to support the primary care services to Medicaid-eligible and low-income children; and

WHEREAS, the County has contracted with Michigan State University College of Osteopathic Medicine (MSU COM) for more than 25 years for pediatric physician services to support the primary care provided to children through the County's network of community health centers; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the agreement with MSU COM for pediatric physician services for the period of January 1, 2009 through December 31, 2011.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a pediatric physician services agreement with the MSU COM.

BE IT FURTHER RESOLVED, that the period of the agreement shall be January 1, 2009 through December 31, 2011.

BE IT FURTHER RESOLVED, that MSU COM shall provide 1.8 full-time equivalent board certified physicians trained in pediatrics and adolescent medicine to implement the following scope of services:

- 1. Direct patient care (approximately 20 patients per physician per half-day session) to pediatric and adolescent patients of the Ingham County Community Health Center Network
- 2. Provide medical consultation to registered nurses and other health team members on pediatric and adolescent health care matters.
- 3. Provide medical consultation related to pediatric and adolescent health care to other Community Health Center staff.
- 4. Provide and arrange emergency coverage (telephone triage) 24-hours a day, 7 days a week for the Health Department's pediatric patients.
- 5. Provide inpatient admissions, rounding and discharge when necessary and appropriate.
- 6. Referral of patients for specialty care.
- 7. Participate in team meetings with other staff members.
- 8. Provide routine physicals of children entering foster care.

- 9. Provide physical assessments by trained physicians in the area of abuse and neglect, for children who are suspected victims of abuse and neglect.
- 10. When services are provided by the contractor under the agreement to members/patients of a health plan that has contracted with Ingham County, the Contractor and its physicians shall comply with the applicable terms and conditions of the County's contract with the member's health plan.

BE IT FURTHER RESOLVED, that Ingham County shall pay Michigan MSU COM \$357,235 for these services in 2009, \$364,380 for these services in 2010, and \$371,668 for these services in 2011.

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

RESOLUTION STAFF REVIEW <u>DATE</u> November 7, 2008	
Agenda Item Title:	Resolution to Authorize a Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services
<b>Submitted by:</b>	Health Department
Committees:	LE, JD, HSX, CS, FinanceX_
This resolution authorizes an (DHS) to deliver refugee screage 30, 2011. Under the agreement arrived refugees within 30 days comprehensive health assess laboratory tests, including tests services, and community reference.	ion: (See the attached memorandum.) a agreement with the Michigan Department of Human Services eening services for the period October 1, 2008 through September ent, the Health Department performs medical assessments of newly ays of arrival in the United States. Assessments must include a ment, an age appropriate physical examination, a number of sts for communicable disease, immunizations, provide TB screening errals as appropriate for further evaluation based on significant anguage appropriate and culturally relevant.
settle with DHS each month	by a maximum of \$372,000 per year. The Health Department will with reimbursement based on services. Reimbursement will be sures that the Health Department costs of providing these services
Other Implications: None.	
Staff Recommendation: Staff recommends approval	MMJN TL TM JC _X_ of the resolution.

To: Human Services Committee

Finance Committee

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

Date: November 6, 2008

Subject: Recommendation to Authorize an Agreement with the Michigan Department of

Human Services to Deliver Refugee Screening Services

This is a recommendation to authorize an agreement with the Michigan Department of Human Services (DHS) to Deliver Refugee Screening Services for the period October 1, 2008 through September 30, 2011. Since the late 1970's, the Health Department has been working with the refugee settlement agencies in the Lansing Area to screen newly arriving refugees.

The most recent contract expired on September 30, 2008 and the Michigan Department of Human Services (DHS) and the Health Department have mutually agreed on the terms of a new agreement. For the period of October 1, 2008 through September 30, 2011 DHS will pay Ingham County a maximum of \$372,000 per year. The Health Department will settle with DHS each month with reimbursement based on services. Reimbursement will be based on a fee screen that ensures that the Health Department costs of providing these services are covered. The Health Department medical assessments of newly arrived refugees will be performed within 30 days of arrival in the United States. Assessments must include a comprehensive health assessment, an age appropriate physical examination, a number of laboratory tests, including tests for communicable disease, immunizations, provide TB screening services, and community referrals as appropriate for further evaluation based on significant findings. Services must be language appropriate and culturally relevant.

I recommend that the Board of Commissioners adopt the attached resolution and authorize execution of this Client Services Contract with DHS. The revenue and expenditures related to these services are included in the Health Department's 2009 Budget.

## Attachment

c: Jaeson Fournier, DC, MPH, Deputy Health Officer w/attachment John Jacobs, CPA, Chief Financial Officer w/attachment Barbara Watts Mastin, MA, Chief Operating Officer w/attachment

### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION TO AUTHORIZE A CLIENT SERVICES AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES FOR REFUGEE MEDICAL ASSESSMENT SERVICES

WHEREAS, Ingham County has since FY 2001-2002 had a Client Services Contract with the Michigan Department of Human Services (formerly the Michigan Family Independence Agency); and

WHEREAS, under the agreement, Ingham County conducts health assessments of refugees, within 30 days of arrival in the United States, and the assessments include a comprehensive health assessment, an age appropriate physical examination, a number of laboratory tests, immunizations, TB services, and community referrals when appropriate for further evaluation; and

WHEREAS, the Michigan Department of Human Services has presented an agreement for the term of October 1, 2008 through September 30, 2011, with a maximum annual allowable amount of \$372,000; and

WHEREAS, the Health Officer has advised that the Health Department will be reimbursed based on services rendered during an assessment and that the procedural fee screens sufficiently cover the cost of providing these services; and

WHEREAS, the Health Officer has advised that the funds generated from the refugee screening services are included as revenue in the Department's 2009 adopted budget and has recommended that the Board of Commissioners authorize the agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes execution of a client services agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services, with a maximum annual allowable amount of \$372,000, for the period of October 1, 2008 through September 30, 2011.

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

<b>RESOLUTION STAFF REVIEW</b> DATE November 7, 2008	
Agenda Item Title:	Resolution Authorizing a 2009 Contract and Lease Agreements with Our Savior Lutheran Church for the Operation of the Food Pantry Located at 1515 West Holmes Road, Lansing, Michigan
Submitted by:	Health Department
<b>Committees:</b>	LE, JD, HSX, CS, FinanceX
Church, to keep the food pant Center) for the period January agreements in line with the H begin monitoring the contract To keep the food pantry on si	on: 2009 contract and lease agreements with Our Savior Lutheran try at its current location (the site of the Ingham County Family y 1, 2009 through September 30, 2009. These dates will bring the lealth Department's fiscal year – as the Health Department will t effective January 1, 2009 should this resolution be approved.  Ite, the Juvenile Justice Millage must be reimbursed at fair market this site has been determined to be \$600 monthly.
with Our Savior Lutheran Ch through the end of the agreen Millage Fund the \$600 per m	the Health Department's FY 2009 budget is authorized to contract urch. The church will then reimburse the County \$600 per month nent period. The County will then reimburse the Juvenile Justice onth fair market value rent. Our Savior Lutheran Church agrees to ther costs associated with the operation of this Food Pantry.
Other Implications: The Human Services Commissite at the April 21, 2008 mee	ttee expressed its intent to continue the food pantry at the current eting.

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

To: Human Services Committee

Finance Committee

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

Date: November 13, 2008

Subject: Contract and Lease Agreements with Our Savior Lutheran Church to

support the Operation of Food Pantry

On December 11, 2007 the Ingham County Board of Commissioners authorized an appropriation from the Juvenile Justice Millage to purchase of Our Savior Lutheran Church and School located at 1601 West Holmes Road, Lansing, Michigan for the purpose of housing the Ingham County Family Center (Resolution #08-147).

Subsequently, on May 27, 2008 the Commissioners established a contract and a lease agreement with Our Savior Lutheran Church for the operation of the Food Pantry located at 1515 West Holmes Road, Lansing, Michigan (Resolution #08-147).

This Food Pantry is the largest in the area feeding over 2,000 families per year. The Human Services Committee expressed its intent to continue the food pantry at the current site at the April 21, 2008 meeting.

According to the County Attorney, in order to operate the food pantry on site, the Juvenile Justice Millage must be reimbursed at fair market value. This was determined to be \$600 per month. In Resolution #08-147 an agreement was established under which the County contracted with Our Savior Lutheran Church for the operation of the Food Pantry. The Church then reimbursed the County \$600 per month to lease the Pantry. The County then reimbursed the Juvenile Justice Millage Fund \$600. Our Savior Lutheran Church agreed to pay all utility costs and any other costs associated with the operation of this Food Pantry. This agreement will expire December 31, 2008.

In order to maintain the Food Pantry at this site, I recommend that the Commissioners authorize a new contract and a new lease agreement with Our Savior Lutheran Church, for the period January 1, 2009 through September 30, 2009. The total amount of the agreement is \$5,400 and it has been included in the Health Department's budget. These dates will bring the agreements in line with the Health Department's fiscal year.

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

## INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION AUTHORIZING A 2009 CONTRACT AND LEASE AGREEMENTS WITH OUR SAVIOR LUTHERAN CHURCH FOR THE OPERATION OF THE FOOD PANTRY LOCATED AT 1515 WEST HOLMES ROAD, LANSING, MICHIGAN

WHEREAS, over 20,000 families per year need emergency food in Ingham County; and

WHEREAS, on December 11, 2007, in Resolution #07-333, the Ingham County Board of Commissioners authorized an appropriation for the purchase of Our Savior Lutheran Church and School located at 1601 West Holmes Road, Lansing, Michigan for the purpose of housing the Ingham County Family Center; and

WHEREAS, Our Savior Lutheran Church operates the largest church Food Pantry in Ingham County, serving approximately 2,000 families per year, at this site; and

WHEREAS, on May 27, 2008 in Resolution #08-147, the Ingham County Board of Commissioners established a contract and a lease agreement with Our Savior Lutheran Church for the operation of the Food Pantry located at 1515 West Holmes Road, Lansing, Michigan; and

WHEREAS, the Ingham County Board of Commissioners desires to continue to support the Food Pantry at the current location.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract in the amount of \$5,400 with Our Savior Lutheran Church, 7910 E. St. Joe Highway, Lansing, Michigan 48917, for the operation of the Food Pantry located at 1515 West Holmes Road, Lansing, Michigan, for the time period of January 1, 2009 through September 30, 2009.

BE IT FURTHER RESOLVED, the lease agreement will provide that Our Savior Lutheran Church will pay Ingham County at a rate of \$600 per month to continue to operate the food pantry at this location.

BE IT FURTHER RESOLVED, the County will reimburse the Ingham County Juvenile Justice Millage Fund \$600 per month.

BE IT FURTHER RESOLVED, Our Savior Lutheran Church agrees to pay all utility costs and any other costs associated with the operation of this Food Pantry.

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

RESOLUTION STAFF RE	<b>DATE</b> November 7, 2008
Agenda Item Title:	Resolution to Authorize an Agreement with Volunteers of America for the New Hope Day Shelter Program
<b>Submitted by:</b>	Health Department
<b>Committees:</b>	LE, JD, HS_X, CS, FinanceX_
This resolution authorizes an Day Center which provides some Previous requests for funding granted by the Board of Comappropriations to VOA as parrequested an appropriation from	on: (See the attached memorandum.) agreement with Volunteers of America (VOA) for the New Hope ervices to homeless citizens of Ingham County.  g were made by VOA in 2005 and 2007/2008. These requests were missioners, and the Board also agreed to consider similar rt of the County's budget process if requested by VOA. VOA has om the County for 2008. As outlined in the initial request last year, adding solution for the New Hope Day Shelter Program.
2009) contract with VOA of	authorize a 10-month (December 1, 2008 through September 30, \$25,000. The abbreviated contract period will align the contract s fiscal year. Future contracts will be for a 12-month period based iscal year.
Other Implications: None.	
Staff Recommendation: Its Staff recommends approval of	MMJN TLTM JC _X of the resolution.

To: Human Services Committee

Finance Committee

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

Date: November 13, 2008

Subject: Authorizing a contract with Volunteers of America for the New Hope Day

Shelter Program

Volunteers of America has operated the New Hope Day Shelter Program, a program offering refuge and recovery for homeless residents, for a number of years. Tax code changes at the federal level (the American Jobs Creation Acts) resulted in a loss to VOA of over two million dollars in 2007, putting the program at risk.

In Resolution #07-330, the Board of Commissioners authorized a contingency appropriation of \$30,000.00 to VOA for the New Hope Day Shelter Program. The Board also agreed to consider similar appropriations to VOA as part of the County's budget process if requested by VOA.

Patrick Patterson, VOA's V.P. of Lansing Operations has requested an appropriation from the County for 2008. As outlined in the initial request last year, this is part of a three-year funding solution for the New Hope Day Shelter Program.

The attached resolution will authorize a 10-month contract with VOA. The abbreviated contract period will align the contract with the Health Department's fiscal year. Future contracts will be for a 12-month period based on the Health Department's fiscal year.

I recommend that the contract be authorized.

c: John Jacobs w/attachment Renee Canady w/attachment Melany Mack w/attachment Patrick Patterson w/attachment

AGENDA ITEM #\_\_8/



## Volunteers of America Michigan **Homeless Day Center Scope of Services**

#### **Program Goals:** 1.

- Reduce the number of homeless persons resting in public places by providing a safe A. haven for homeless men, women and children during time periods when overnight shelters are inaccessible.
- Provide case management services to assist homeless persons to stabilize for housing В. readiness and placement for available Housing first initiatives
- Address underlying causes of homelessness through collaboration with other human C. services agencies in the community.

#### **Program Objectives:** 2.

- Provide day-shelter, lunches and healthy snacks to 700 different homeless persons A. (annual unduplicated county).
- Meet the basic needs (e.g. food, shelter, clothing) and emergency needs of seven hundred В. (700) different homeless day-shelter clients (annual unduplicated count).
- Enter basic case records in the Homeless Management Information System (HMIS) for C. seven hundred (700) different day-shelter clients. Case record entries will minimally include client profile data, universal data elements and identification of client needs and service provided (Service Transactions).
- Conduct basic assessments of presenting problems/client needs, develop individualized D. service plans and provide case-management services for at least three-hundred fifty (350) different day-shelter clients (annual unduplicated count).
- Pursuant to "2D" above, enter detailed HIMIS case records for three-hundred fifty (350) E. day-shelter clients receiving case-management services that include, at minimum, Client Profile data, Universal Data elements, appropriate assessments screens, identification of client needs and services provided (Service Transactions), referrals made on behalf of clients, and case notes.
- Facilitate arrangements for a cadre of other human services organizations to provide on-F. site resources at the Contractor's day shelter facility. On-site resources will address underlying problems associated with homelessness, as identified by clients and dayshelter staff. Assistance provided by on-site resources providers shall include, but not be limited to the following ten (10) service livery areas:

Volunteers of America Michigan Homeless Day Center Scope of Services Page Two

- 1. Acute and Primary Healthcare
- 2. Employment Development
- 3. Assistance for People with Disabilities
- 4. Healthcare and Prescription Medicine Coverage
- 5. HIV/AIDS Testing and Counseling
- 6. Housing Placement
- 7. Legal Services
- 8. Mental Health Treatment
- 9. Substance Abuse Treatment
- 10. Veterans Services
- G. Provide referrals for three-hundred fifty (350) different day-shelter clients (annual unduplicated count) receiving assessment and case-management services to on-site agencies or other community-based providers, as appropriate, to address identified client needs and underlying problems associated with homelessness.

## 3. Measurable Outcomes:

- A. Pursuant to "2A and 2B" above, 100% of the (700) homeless clients served will receive on-site day-shelter and supportive services that meet basic and emergency needs, as documented in client case files maintained by the Contractor.
- B. Pursuant to "2C" above, 100% of day-shelter clients served (700) clients will have case records entered in the Homeless Management Information System (HMIS). Data quality will be monitored by the Contractor to ensure that at least 90% of the HMIS case records entered have at least 90% of the Universal Data Elements completed.
- C. Pursuant to "2D" and 2"2E" above, as indicated by HMIS reports and information received from on-site collaborating agencies, the Contractor will show:
  - The number/percentage of clients who achieve increases in entitlement and/or earned income;
  - The number/percentage of clients who secure employment;
  - The number/percentage of clients who are placed in Emergency (Overnight) Shelter;
  - The number/percentage of clients who are placed in Transitional or Permanent House; and,
  - The number/percentage of clients who show increases in self sufficiency.
- D. Pursuant to "2F" above, the contractor will execute inter-agency agreements with all of the organizations providing on-site services. The interagency agreements will include and established schedule and identification of space for the agencies to work on-site with day shelter clients.
- E. Pursuant to "2G" above, the number/percentage of day-shelter clients who follow through with referrals provided by the Contractor will be documented and reported upon request by the County.

Volunteers of America Michigan Homeless Day Center Scope of Services Page Three

## 4. Time of Performance:

- A. On December 1, 2008, the contractor shall commence performance of the services required under this contract.
- B. The Contractor shall continue to perform such services and activities until expiration of this contract on September 30, 2009, unless otherwise terminated pursuant to the terms of this agreement.

## 5. Compensation, Method of Payment and Reporting:

A. As full and complete compensation for the Contractor's satisfactory performance under and completion of this contract, and as provider for by (Part I) Section 5, Subsection "B", herein, Ingham County hereby agrees to pay the Contractor the amount of twenty-five (\$25,000.00) dollars from the City of Lansing General Funds.

## INGHAM COUNTY BOARD OF COMMISSIONERS

## RESOLUTION TO AUTHORIZE AN AGREEMENT WITH VOLUNTEERS OF AMERICA FOR THE NEW HOPE DAY SHELTER PROGRAM

WHEREAS, the Volunteers of America has operated the New Hope Day Shelter Program to serve low-income, homeless County residents; and

WHEREAS, in Resolution #07-330 the Board of Commissioners authorized a contract for \$30,000 with the Volunteers of America for the New Hope Day Shelter Program from the 2007 Contingency Fund, for the period December 1, 2007 through November 30, 2008, for services to homeless Ingham County residents; and

WHEREAS, in Resolution #07-330 the Board of Commissioners also agreed to consider any similar future appropriations to the Volunteers of America as part of the County's budget process; and

WHEREAS, the Volunteers of America have requested a continuation contract; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract for \$25,000 with the Volunteers of America, 430 North Larch Street, Lansing, Michigan 48912 for the New Hope Day Shelter Program for the period of December 1, 2008 through September 30, 2009.

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

<b>RESOLUTION STAFF REVIEW</b> DATE November 7, 2008	
Agenda Item Title:	Resolution Authorizing Entering into a Contract with Lansing Ice & Fuel Company to Supply Fuel for County-Owned Vehicles and Equipment
Submitted by:	Purchasing Department
<b>Committees:</b>	LE, JD, HS, CSX, Finance_X
	on: This Resolution will authorize a three year contract with fuel for County-owned vehicles and equipment. The contract will an additional two years.
paid individually from each l	ne contract will cover all Ingham County Departments and will be Department's budget. The cost to the County is \$0.086 above the ompany at the time of their purchase, excluding any exempt taxes.
Other Implications: Lansi responded to the RFP.	ng Ice &Fuel is a local vendor and was one of two companies that
Staff recommends approval of the Board is to accept or reje	MM X JN TL TM JC of the resolution. As required by the Board Ethics Policy, the role of ct the recommendation. If the recommendation is rejected, the eason(s) for the rejection and instruct the staff to review the

recommendation.

TO: County Services and Finance Committees

FROM: James Hudgins, Director of Purchasing

DATE: November 6, 2008

RE: Fuel Purchase Program for County Owned Vehicles and Equipment

This is a resolution authorizing entering into a contract with Lansing Ice & Fuel Company for a period of three (3) years with an option to renew the contract for an additional two-year period. Lansing Ice and Fuel Company will provide regular unleaded gasoline and other types of fuel on an as-needed basis for County-owned vehicles and equipment.

Lansing Ice & Fuel, a registered and local vendor with the County, will provide County employees with easy access to and the convenience of numerous fueling stations in and around the County and the state. It also backs out all exempt sales tax and provides fuel usage reports by department utilizing a card accounting system. All fuel purchased meets or exceeds the minimum standards established by the State of Michigan. The price charged to the County for all fuel charges is based on the Contractor's cost on the date of purchase plus a differential (for freight and margin), excluding any exempt taxes.

I recommend approval of the following Resolution.

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: November 6, 2008

SUBJECT: Proposal Summary – Fueling Program

## **Project Description:**

This project consists of soliciting proposals for the purchase of regular unleaded gasoline and other types of fuel on an as-needed basis for County-owned vehicles and equipment.

## **Proposal Summary:**

Proposers Contacted: 6 Local: 4
Proposers Responding: 2 Local: 1

The following firms submitted a proposal:

Firm Cost Diff. /Gallon Local Preference Requested

Lansing Ice & Fuel \$0.086 Y - Lansing, MI FleetCor Technologies \$0.110 (diesel \$0.170)N - Norcross, GA

## Recommendation:

Award a contract to Lansing Ice & Fuel for a period of three (3) years with an option to renew for two (2) additional years.

## Source of Funding:

Individual department's budgets.

## Advertisement:

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

## **Contact Person:**

Jim Hudgins, Purchasing Director

### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LANSING ICE & FUEL COMPANY TO SUPPLY FUEL FOR COUNTY-OWNED VEHICLES AND EQUIPMENT

WHEREAS, the County requires a primary supplier of fuel for County-owned and operated vehicles and equipment at fair and reasonable prices on an as-needed basis; and

WHEREAS, the current fueling contract with Lansing Ice & Fuel Company expires December 31, 2008; and

WHEREAS, the Purchasing Department solicited proposals for the purchase of fuel, and after review and evaluation, recommends entering into contract with the lowest responder, Lansing Ice & Fuel Company, a local vendor, to supply fuel for County-owned vehicles and equipment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a fueling contract with Lansing Ice & Fuel Company to supply fuel for County-owned vehicles and equipment for a period of three (3) years with an option to renew the contract for an additional two-year period.

BE IT FURTHER RESOLVED, that the price charged to the County for fuel purchases shall be based on Lansing Ice & Fuel's cost on the date of purchase, plus a \$0.086 per gallon differential for all types of fuel purchased.

BE IT FURTHER RESOLVED, that this differential shall be added to Lansing Ice & Fuel's actual invoice cost to determine the County's fuel price, excluding any exempt taxes.

BE IT FURTHER RESOLVED, that the fuel will be purchased utilizing a card accounting system to be provided by Lansing Ice & Fuel.

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

November 12, 2008

TO: County Services and Finance Committees

FROM: Becky Bennett

**Board Coordinator** 

RE: Expanding the Ingham County Road Commission

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

On October 28, 2008 the Board of Commissioners held a public hearing regarding the expansion of the Road Commission. At that meeting the resolution increasing the size of the Road Commission was referred to the County Services and Finance Committees.

Attached are two versions of the resolution. The number of Road Commissioners has been left blank in each resolution until a decision has been made by the Committees.

Version 1 – Authorizes expansion of the Road Commission keeping the salary at its current level for all members. The current salary is \$9,100, plus a \$35 per diem for attending meetings. The number of Road Commissioners has been left blank until a decision has been made by the Committee.

Version 2 - Authorizes expansion of the Road Commission reducing the salary for newly appointed members to \$5,460 with a \$35 per diem for attending meetings. This number was arrived at by combining the current \$9,100 salary level of the current 3 members and dividing by 5. If the Road Commission is increased to 4 members, the salary would be \$6,825, plus a \$35 per diem for attending meetings. The salaries of the current members must remain at \$9,100 until their terms expire. Joe Guenther's term will expire December 31, 2010 and Shirley Rodgers' term will expire December 31, 2012. Once their terms expire, their salaries will be reduced to \$5,460 or \$6,825.

It is important to keep in mind that if the new Road Commission member is appointed before this issue is resolved, the new member's salary will be in effect for 6 years and cannot be decreased until their term expires.

The Road Commission has included the salaries for 5 Road Commission members in their 2009 budget.

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

## **VERSION 1**

Introduced by the County Services and Finance Committees of the:

### INGHAM COUNTY BOARD OF COMMISSIONERS

## RESOLUTION TO EXPAND THE SIZE OF THE INGHAM COUNTY ROAD COMMISSION

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

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

WHEREAS, effective January 3, 2007, the County Road Law (MCL 224.6) was amended to allow County Board of Commissioners to increase the size of Road Commissions from three (3) to four (4) or to five (5) members; and

WHEREAS, a larger governing body provides for more diversity in representation and allows for the consideration of a broader range of viewpoints in the decision-making process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall expand the size of the Ingham County Road Commission from three (3) to \_\_\_\_\_ members effective January 1, 2009.

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

BE IT FURTHER RESOLVED, that the new Road Commission members will be compensated at the current Road Commission salary level of \$9,100, with a \$35 per diem for meetings attended.

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

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

## **VERSION 2**

Introduced by the County Services and Finance Committees of the:

## INGHAM COUNTY BOARD OF COMMISSIONERS

## RESOLUTION TO EXPAND THE SIZE OF THE INGHAM COUNTY ROAD COMMISSION

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

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

WHEREAS, effective January 3, 2007, the County Road Law (MCL 224.6) was amended to allow County Board of Commissioners to increase the size of Road Commissions from three (3) to four (4) or to five (5) members; and

WHEREAS, a larger governing body provides for more diversity in representation and allows for the consideration of a broader range of viewpoints in the decision-making process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall expand the size of the Ingham County Road Commission from three (3) to \_\_\_\_\_ members effective January 1, 2009.

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

BE IT FURTHER RESOLVED, that Road Commission members appointed after December 31, 2008 will be compensated at a salary level of \_\_\_\_\_ with a \$35 per diem for meetings attended.

BE IT FURTHER RESOLVED, that current Road Commission members will continue to be compensated at the rate \$9,100 with a \$35 per diem for meetings attended through the remainder of their existing terms which expire December 31, 2010 and December 31, 2012.

BE IT FURTHER RESOLVED, that upon the expiration of the current terms of existing members, the salary will be reduced from \$9,100 to \_\_\_\_\_ with a \$35 per diem for meetings attended.

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

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

RESOLUTION STAFF RE	<b>DATE</b> November 13, 2008.
Agenda Item Title:	Resolution to Amend the 2008 Intergovernmental Services Fund Budget
<b>Submitted by:</b>	Controller's Office
<b>Committees:</b>	LE_* JD, HS, CS, Finance*_
Summary of Proposed Action: Due to a problem with the vendor for inmate telephone services, the transfer from the Intergovernmental Services Fund to the General Fund is projected to be \$320,000 less than budgeted. A transfer from the 2008 contingency fund is recommended for this amount.	
along with an adjustment to t	e current contingency amount is \$447,952. This proposed action, the Fair Fund being considered by the County Services and Finance ance of \$27,952 in the 2008 contingency account.
Other Implications: The Purchasing Department is in the process of selecting a new vendor to provide inmate telephone services. A 2009 budget adjustment is likely, as it is not expected that the new vendor will be able to guarantee revenue equal to the budgeted amount of \$410,000. All necessary actions will be pursued to recoup funds from the previous vendor.	
	MMJNTLTM_XJC
Staff recommends approval of	of this resolution.

Introduced by the Law Enforcement and Finance Committees of the:

## INGHAM COUNTY BOARD OF COMMISSIONERS

## RESOLUTION TO AMEND THE 2008 INTERGOVERNMENTAL SERVICES FUND BUDGET

WHEREAS, within the Intergovernmental Services Fund (F645), revenues and expenses are budgeted for an Inmate Phone contract, and

WHEREAS, revenues of \$410,000 are budgeted for 2008, based on a contract with Infinity Networks Inc., later partnered with DC TelSystems, and

WHEREAS, \$370,000 of this revenue is budgeted to be transferred to the general fund, and

WHEREAS, since the beginning of 2008, these payments have been consistently under budget, with payments ceasing in April, and

WHEREAS, the Purchasing Department is in the process of selecting a new vendor to provide this service to the Ingham County Jail inmates.

THEREFORE BE IT RESOLVED, that up to \$320,000 be transferred from the 2008 contingency account to offset the loss of revenue from the inmate phone activity within the Intergovernmental Services fund.

BE IT FURTHER RESOLVED, that after a new vendor is selected, a 2009 budget adjustment to the Intergovernmental Services Fund may be required, as it is not expected that a new vendor will be able to guarantee the budgeted revenue total of \$410,000.

RESOLUTION STAFF R	<b>EVIEW</b> DATE November 13, 2008.
Agenda Item Title:	Resolution to Amend the 2008 Fair Fund Budget
Submitted by:	Controller's Office
Committees:	LE JD, HS, CS <u>*</u> _, Finance_ *_
Summary of Proposed Action: Without a transfer from the General Fund, the Fair Fund will be in a deficit fund situation at the end of 2008. The primary problem was revenue that came in significantly lower than budgeted. Off-season rentals and activities have decreased significantly in 2008. A transfer from the 2008 contingency fund of up to \$100,000 is recommended. Because 2008 numbers have not yet been finalized for the Fair Fund, the actual transfer to avoid a negative fund situation may be considerably more or less once the books are closed.  Financial Implications: The current contingency amount is \$447,952. This proposed action, along with an adjustment to the Intergovernmental Services Fund being considered by the Law Enforcement and Finance Committees, will leave a balance of \$27,952 in the 2008 contingency account.	
Other Implications: The 2009 budget for the Fair Fund will be amended to align expenses with newly projected revenues. The fund will also be carefully monitored throughout 2009 to ensure that a General Fund appropriation is not necessary.	
Staff Recommendation: MM JN TL TM_X JC Staff recommends approval of this resolution.	

## INGHAM COUNTY BOARD OF COMMISSIONERS

## RESOLUTION TO AMEND THE 2008 FAIR FUND BUDGET

WHEREAS, actual 2008 revenues for the Ingham County Fair came in significantly under budget, primarily due to a decrease in off-season rentals and activities, and

WHEREAS, the current unrestricted fund balance in the Fair Fund (F561) is not sufficient to cover this shortfall, and

WHEREAS, a transfer from the General Fund to the Fair Fund is necessary to avoid a deficit fund situation.

THEREFORE BE IT RESOLVED, that up to \$100,000 be transferred from the 2008 contingency account to the Fair Fund in order to avoid a deficit fund situation.

BE IT FURTHER RESOLVED, that the Fair will amend its 2009 budget with reduced revenue projections and amend its expense budget to stay within the revised revenue projections to ensure that no general fund appropriation is required to avoid a deficit fund balance in 2009.