

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, SEPTEMBER 17, 2008 AT 6:00 P.M. IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [August 20, 2008 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Prosecuting Attorney's Office - Resolution to Accept a Grant from the U.S. Justice Department for Continuation of a [Gang Resistance Program](#), to be Operated by the Lansing Police Department in the Lansing Public Schools
2. Sheriff's Office – Resolution to Authorize the Ingham County Sheriff's Office to Accept Donations for the [Honor Guard](#)
3. Circuit Court, Family Division - Resolution Authorizing Acceptance of a Bureau of [Juvenile Justice Grant](#) to Ingham County Family Division for the Summer School Educational Costs at Ingham Academy
4. Economic Development Corporation – Resolution Authorizing Submission of a [Community Development Block Grant](#) Application for \$250,000 to Advance the Jackson National Life Insurance Company Economic Development Infrastructure Project
5. Ingham County Parks & Recreation Commission - Resolution Authorizing the Approval of Expenditures for an Outdoor Interactive [Avian Exhibit](#) Using Australian Seed Eater Birds at the Potter Park Zoo
6. Health Department
  - a. Resolution to Amend the Child Care Provider Training Agreement with the [Michigan 4C Association](#)
  - b. Resolution Appointing Suganda Lowhim, M.D. as [Deputy Medical Examiner](#)
  - c. Resolution to Authorize an Amendment to the Resource and Referral Agreement with the [Michigan 4C Association](#)
  - d. Resolution to Amend the Regulation Requiring a License for the Retail Sale of [Tobacco](#) by Increasing Monetary Civil Penalties for Violating the Regulation

- e. Resolution to Authorize the Creation of a [Health Program Assistant](#)
  - f. Resolution to Appoint Dennis Jurczak, M.D. and D. Bonta Hiscoe, M.D. as Deputy Medical Directors and [Deputy Medical Examiners](#) and to Authorize Employment Contracts
7. Facilities Department - Resolution Authorizing a Contract with [B & J Painting, Inc.](#) to Prep and Paint Post #4 at the Ingham County Jail
  8. Community Corrections Advisory Board - Resolution Authorizing Entering into Subcontracts for FY 2008-2009 [Community Corrections](#) Programs
  9. Human Services Committee - Resolution to Authorize a Cooperative Cash Match Agreement with the Michigan Department of [Labor and Economic Growth](#) - Michigan Rehabilitation Services
  10. Controller's Office
    - a. Third Quarter 2008 Budget Adjustments and Contingency Fund Update – Resolution Authorizing Adjustments to the [2008 Ingham County Budget](#)
    - b. Angel House – Resolution Authorizing a Bridge Appropriation for a 2008 Agreement for the Child And Family Services [Angel House Program](#) (*Referred Back to Committee from the Board of Commissioners' August 26, 2008 Meeting*)
  11. Board Referrals
    - a. Notice of a Public Hearing from the City of Lansing Economic Development Corporation Regarding the Establishment of an Obsolete Property Rehabilitation Certificate for Property Located at [1030 S. Holmes Street](#), Lansing
    - b. Notice of a Public Hearing from the City of Lansing Economic Development Corporation Regarding Approval of a New Personal Property Exemption for [XYZ Machine & Tool Fabrication](#)
    - c. Letter and Report from [Rehman Robson](#) Regarding the Audit of Ingham County Financial Records for the Fiscal Year Ending December 31, 2007 (*Report was distributed at the Board of Commissioners' August 26, 2008 Meeting*)

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

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

## **FINANCE COMMITTEE**

August 20, 2008

### **Minutes**

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

Members Absent: None

Others Present: Teri Morton, Stuart Dunnings, Tom Shewchuk, Dr. Sienko, Robert Smith, Janeil Valentine, Rick Terrill, Tony Lindsey and Karen Chadwick

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

#### Approval of the June 18 and July 16, 2008 Minutes

The June 18, 2008 Minutes were approved as submitted.

The July 16, 2008 Minutes were approved as amended.

Page 4, last paragraph: Comm. Dougan stated he will not vote in support of the Substitute Resolution.

The sentence was amended as follows: Comm. Dougan stated he will vote in support of the Substitute Resolution *be he still has questions about this item.*

#### Additions to the Agenda

- 3. Resolution was amended by the Law Enforcement Committee.
- 12. Substitute Resolution
- 13. Substitute Resolution
- 14a. Resolution was amended by the Judiciary Committee.
- 14c. Late – Resolution to Extend the Legal Services Agreement with Cohl, Stoker, Toskey & McGlinchey, P.C.

Limited Public Comment: None

(Comm. Weatherwax-Grant arrived at about 6:11 p.m.)

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

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

5. Capital Area Transportation Authority – Resolution Authorizing the Third Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2006 through December 31, 2010
6. Ingham County Parks & Recreation Commission – Resolution Authorizing Expenditures for the Potter Park Zoo Penguin Pool Exhibit Repair
7. Circuit Court – General Trial Division – Resolution to Increase AutoMon Enrollment Fee
8. Health Department
  - a. Resolution to Authorize an Amendment to the Agreement with Michigan State University to Delegate Certain Environmental Health Responsibilities
  - b. Resolution Authorizing the Approval of a Five Year Extension of the Voluntary Funding Agreements
  - c. Resolution to Reauthorize an Agreement with the Shiawassee Community Mental Health Authority
  - d. Resolution to Reauthorize an Agreement with Capital Area Community Services to Serve Early Head Start Children Through the Jump Start Program
  - e. Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children Through the Jump Start Program
  - f. Resolution to Authorize a Public Health Nursing Letter of Understanding with the Ingham Intermediate School District
  - g. Resolution Appointing Carolyn R. Burt, D.O., as Deputy Medical Examiner and to Authorize a Contract
  - h. Resolution to Authorize Amendment #3 to the 2007-2008 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
  - i. Resolution to Authorize a 2008-2009 Agreement with the City of Lansing
  - j. Resolution to Authorize a 2008-2009 Agreement with the Michigan Department of Community Health for the Delivery of Public Health Services Under the Comprehensive Planning, Budgeting and Contracting (CPBC) Process
  - k. Resolution to Authorize an Amendment to an Agreement with the Capital Area United Way
  - l. Resolution Honoring Barbara Ketchum

9. Prosecuting Attorney's Office/MIS – Resolution Authorizing a Contract with ImageSoft to Purchase an Imaging Application for the Prosecuting Attorney's Office and the Core Imaging Application for Ingham County
10. Facilities Department
  - a. Resolution Authorizing a Contract with TeL Systems, Inc. to Purchase Courtroom Technology for the Circuit Court
  - b. Resolution Authorizing a Purchase Order with Integrated Interiors, Inc. for Acoustical Panels at the Potter Park Zoo Safari Room
  - c. Resolution Authorizing a Contract with National Restoration, Inc. to Provide Masonry Restoration Services to the Ingham County Drain Commission
11. Human Resources Department
  - a. Resolution Certifying Representatives for the MERSD Annual Meeting
  - b. Resolution Authorizing Preparation of Letters of Agreement with Bargaining Units to Accept the Recommendation of the Ingham County Health Coalition for Employee Benefits in 2009
14. Controller's Office
  - b. Resolution Authorizing a Six Week Hiring Delay Policy for the 2009 Budget Year
  - c. Resolution to Extend the Legal Services Agreement with Cohl, Stoker, Toskey & McGlinchey, P.C.

MOTION CARRIED UNANIMOUSLY.

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

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

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO PROVIDE FUNDING FOR THE ASSET INDEPENDENCE COALITION EFFORTS IN FINANCIAL EDUCATION.

Comm. Dougan asked if the "Bank on Lansing" in the Resolution is correct. Mr. Schertzing stated the name is correct. The name is modeled after a Bank of San Francisco in California.

MOTION CARRIED UNANIMOUSLY.

3. City of Lansing and City of East Lansing – Resolution Authorizing Contracts with Lansing and East Lansing for 911 Center 2008/09 Operations

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HERTEL, TO APPROVE THE AMENDED RESOLUTION AUTHORIZING CONTRACTS WITH LANSING AND EAST LANSING FOR 911 CENTER 2008/09 OPERATIONS.

Comm. Schor expressed his concern about the 80/20 split. Comm. Grebner explained that when the 911 Centers are consolidated, the issue of exceeding the 80/20 split will be resolved. He then stated the split was originally set as a goal. The County has been trying to set aside money for upgrades and improvements. Comm. Dougan stated the County should maintain the 80/20 split once the consolidation is complete.

The Committee held a brief discussion about the telephone surcharges. Ms. Chadwick stated the current arrangement sunsets in February 2009. The surcharge can be increased once annually. The Counties determine how to manage the surcharge funds.

MOTION CARRIED UNANIMOUSLY.

4. CCAB/JUCC Electronic Monitoring Sub-Committee – Resolution to Authorize the Selection of Sentinel Offender Services for an Offender Funded Electronic Monitoring Program Subject to a Final Contract Agreement

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE AMENDED RESOLUTION TO AUTHORIZE THE SELECTION OF SENTINEL OFFENDER SERVICES FOR AN OFFENDER FUNDED ELECTRONIC MONITORING PROGRAM SUBJECT TO A FINAL CONTRACT AGREEMENT.

Comm. Dougan stated many people cannot afford to pay for the electronic monitoring equipment. Ms. Valentine explained that Sentinel had the cheapest rate for the users of the equipment. Sentinel will also use some of the enrollment fees for indigent people. They will also provide case management services. Comm. Dougan asked where the Sentinel's base of operation is located. Ms. Valentine stated the business is located in California and it will work through the Sheriff's Office to provide this service.

Ms. Valentine explained that the final financial arrangements will be determined once this Resolution is approved by the Board of Commissioners.

MOTION CARRIED UNANIMOUSLY.

- 11c. Human Resources Department - Resolution Approving Modifications to the 2009-2010 Managerial/Confidential Personnel Manual

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. SCHOR, TO APPROVE THE  
RESOLUTION APPROVING MODIFICATION TO THE 2009-2010  
MANAGERIAL/CONFIDENTIAL PERSONNEL MANUAL

Comm. Dougan stated this item should not have been approved on the Consent Agenda. This item deserves more attention. He then stated the modifications look good. Mr. Lindsey clarified item four of the Summary of Proposed Actions in the Staff Review for Comm. Dougan.

MOTION CARRIED UNANIMOUSLY.

12. MIS Department – Substitute Resolution to Authorize the Reorganization of this MIS  
Department

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. HERTEL, THE SUBSTITUTE  
RESOLUTION TO AUTHORIZE THE REORGANIZATION OF THIS MIS DEPARTMENT.

Comm. Grebner asked if the Committee wants to strike the fourth WHEREAS paragraph in the Resolution. Board Chairperson Thomas explained that he clearly instructed the Controller and the MIS Director to include the short-term and long-term costs in the Resolution. Ms. Morton stated this language would not be in the official policy. The County Attorney did consider this issue during the planning of this Resolution.

The Committee discussed the language in the fourth WHEREAS in the Resolution. Comm. Grebner stated there is a reliable method to determine the long-term cost savings.

Comm. Dougan stated he is cautious about the bracket creep. Comm. Grebner explained this matter. He stated the County spends about a one percent increase in the bracket creep due to the reorganizations.

The Committee consented to a FRIENDLY AMENDMENT to remove the fourth WHEREAS paragraph in the Resolution.

MOTION CARRIED UNANIMOUSLY.

13. Child and Family Services – Commissioner Bahar-Cook – Resolution Authorizing a  
Bridge Appropriation for a 2008 Agreement for the Child and Family Services Angel  
House Program

MOVED BY COMM. WEATHERWAX-GRANT, SUPPORTED BY COMM. HERTEL, TO  
APPROVE THE SUBSTITUE RESOLUTION AUTHORIZING A BRIDGE  
APPROPRIATION FOR A 2008 AGREEMENT FOR THE CHILD AND FAMILY SERVICES  
ANGEL HOUSE PROGRAM. MOTION CARRIED UNANIMOUSLY.

14. Controller's Office

- a. Resolution Authorizing 2009 Agreements for Juvenile Justice Community Agencies

MOVED BY COMM. WEATHERWAX-GRANT, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION AUTHORIZING 2009 AGREEMENTS FOR JUVENILE JUSTICE COMMUNITY AGENCIES.

Comm. Dougan requested clarification regarding the appropriations for the community agencies. Comm. Weatherwax-Grant explained the process used to determine the appropriation for the community agencies. Comm. Dougan stated these community agencies should be treated like the other community agencies in regard to the five percent reduction. Comm. Weatherwax-Grant stated the funding provides the agencies with incentive to keep providing services to the community.

MOTION CARRIED UNANIMOUSLY.

15. Board Referrals

- a. City of East Lansing – Notice of Public Hearing Regarding an Amendment to the DDA Tax Increment Financing and Development Plan
- b. City of Lansing, Economic Development Corporation – Notice of Public Hearing on the Approval of an Industrial Facilities Exemption Certificate for BRD Printing Inc.
- c. City of Lansing, Economic Development Corporation – Notice of a Public Hearing on the Establishment of an Obsolete Property Rehabilitation District

The Board Referrals were received and placed on file.

Announcements

Comm. Celentino informed the Committee that its Budget Hearing is scheduled for September 24, 2008.

Public Comment:      None

The meeting adjourned at 6:47 p.m.

Respectfully submitted,

Debra Neff



**RESOLUTION STAFF REVIEW****DATE** September 6, 2008

**Agenda Item Title:** Resolution to Accept a Grant from the U.S. Justice Department for Continuation of a Gang Resistance Program, to be Operated by the Lansing Police Department in the Lansing Public Schools

**Submitted by** Prosecuting Attorney's Office

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

**Summary of Proposed Action:** This resolution will authorize accepting a continuation grant from the U.S. Justice Department "Grants to Encourage Arrest Policies" (G.R.E.A.T.) program. The Gang Resistance Education and Training (G.R.E.A.T.) program is a life-skills competency program designed to provide students with the skills they need to avoid gang pressure and youth violence. G.R.E.A.T.'s violence prevention curriculum helps students develop values and practice behaviors that will assist them to avoid destructive activities. The G.R.E.A.T. program coordinates with federal, regional, state and local agencies, as well as individuals from community and civic groups. The goal of the G.R.E.A.T. program is to train law enforcement officers in a school-based curriculum in which the officers provide instruction to school-aged children in life skill competencies, gang awareness, and antiviolence techniques. Training in the core G.R.E.A.T. program is provided to officers from any state or local law enforcement agency.

**Financial Implications:**

The grant award is for \$125,000 with \$122,520 in local match required for a total project cost of \$247,520, for the period of July 1, 2008 through November 30, 2009. The City of Lansing, will commit the \$122,520 in local match. The County will subcontract with the City of Lansing for \$238,720 and with the Boys and Girls Club of Lansing for \$8,800 to operate this grant program.

**Other Implications:**

The Ingham County Prosecutor's Office is contracting with the Lansing Police Department to hire, train, and supervise two police officers to be certified as G.R.E.A.T. officers. These officers will be fully dedicated to providing all four components of the program: the 6-week elementary school curriculum, 13-week middle school curriculum, 6-week family program, and summer component. G.R.E.A.T. will be taught to 8th graders in Lansing's four middle schools and to 5th graders in elementary schools located in high crime neighborhoods. At least one family program will be offered to 20 families. Depending upon parents' interest, additional programs may be added. The summer program will be operated in collaboration with after-school programs (e.g., Boys and Girls Club, YMCA) and will target students who have completed the G.R.E.A.T. program. This component will include field trips, local sporting events, and participation in faith-based activities and community improvement projects.

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

Staff recommends that this resolution be approved.

## Agenda Item 1

Introduced by the Law Enforcement and Finance Committees of the:

Ingham County Board of Commissioners

**RESOLUTION TO ACCEPT A GRANT FROM THE U.S. JUSTICE DEPARTMENT  
FOR CONTINUATION OF A GANG RESISTANCE PROGRAM, TO BE OPERATED  
BY THE LANSING POLICE DEPARTMENT IN THE LANSING PUBLIC SCHOOLS**

WHEREAS, the Ingham County Prosecutor's Office applied for and has been approved for an extension of the "Gang Resistance Enforcement and Training (G.R.E.A.T.)" grant from the United States Department of Justice, Office of Justice Programs; and

WHEREAS, the amount of the grant is \$125,000, with the Lansing Police Department providing additional match funding in the amount of \$122,520, for total program cost of \$247,520; and

WHEREAS, the City of Lansing, the Lansing Police Department, and the Ingham County Prosecutor's Office have agreed to administer the program, with the County serving as the fiduciary agent, and the Lansing Police Department acting as a sub-contractor.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the "Grants to Encourage Arrest Policies" grant from the Office of the United States Department of Justice, Office of Justice Programs for a total project cost of \$247,520, of which \$125,000 is the federal grant and \$122,520 is the local match, for the time period of July 1, 2008 through November 30, 2009.

BE IT FURTHER RESOLVED, that a sub-contract with the City of Lansing is authorized for \$238,720 to provide for two full-time police officers to teach the G.R.E.A.T. gang resistance curriculum in the Lansing Public Schools, as well as other grant approved program costs.

BE IT FURTHER RESOLVED, that a sub-contract with the Boys and Girls Club of Lansing is authorized for \$8,800, to provide for rent for building space, supervision of interns, and scholarships for students in the grant approved budget.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary budget adjustments to the 2008 and 2009 Prosecutor's Office Budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair 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.

**Agenda Item 2**

**RESOLUTION STAFF REVIEW**

**DATE** September 7, 2008

**Agenda Title:** Resolution to Authorize the Ingham County Sheriff's Office to Accept Donations for the Honor Guard

**Submitted by:** Sheriff's Office

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

**Summary of Proposed Action:** This resolution will authorize the Sheriff's Office to accept future donations for the Honor Guard towards the purchase of uniforms and equipment for this volunteer unit.

**Financial Implications:** This volunteer unit depends heavily on donations.

**Other Implications:** None.

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

## **Agenda Item 2**

Introduced by the Law Enforcement and Finance Committees of the:

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

#### **RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF'S OFFICE TO ACCEPT DONATIONS FOR THE HONOR GUARD**

WHEREAS, the Ingham County Sheriff's Office has an Honor Guard; and

WHEREAS, the function of the Honor Guard is to pay honor and respect to fallen officers and to survivors by providing funeral details and missions including: casket watch and movement, color guard, firing party, flag folding and presentation, and other specialized services; and

WHEREAS, the Honor Guard relies on grants and donations as their means to purchase uniforms and equipment; and

WHEREAS, the Honor Guard shall use donations received for the sole purpose of purchasing uniforms and equipment necessary for the operation of the Honor Guard.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to accept future donations on behalf of the Honor Guard to be used to purchase uniforms and equipment for the Honor Guard.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller to make the necessary adjustments to the Ingham County Sheriff's Office budget to accept donations for the Honor Guard.

**Agenda Item 3**

**RESOLUTION STAFF REVIEW**

**DATE** September 7, 2008

**Agenda Item Title:** Resolution Authorizing Acceptance of a Bureau of Juvenile Justice Grant to Ingham County Family Division for the Summer School Educational Costs at Ingham Academy

**Submitted by:** Ingham County Circuit Court – Family Division

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

**Summary of Proposed Action:** This resolution authorizes accepting a Grant from the Bureau of Juvenile Justice to the Ingham County Family Division, for the sum of \$40,000, for purposes of providing educational services to 30 court wards who are students of the Ingham Academy for the period of June 16, 2008 through July 24, 2008. It also subcontracts the funds through an agreement with the Ingham Intermediate School District (IISD). The Ingham Intermediate School District provides the academic support for the school. Certified teachers and para-professionals are provided by the Ingham Intermediate School District or by Highfields.

This is a one time grant. The Court did not budget money for summer school for the IISD educational portion of programming.

Highfields provides other support including behavioral support services. They are under contract already through the summer.

**Financial Implications:**

The Ingham Intermediate School District Summer School 2008 contract is at a not to exceed cost of \$40,000.

**Other Implications:** None.

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

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ACCEPTANCE OF A BUREAU OF JUVENILE  
JUSTICE GRANT TO INGHAM COUNTY FAMILY DIVISION FOR THE SUMMER  
SCHOOL EDUCATIONAL COSTS AT INGHAM ACADEMY**

WHEREAS, the Bureau of Juvenile Justice of the State of Michigan has awarded to Ingham County Circuit Court Family Division the sum of \$40,000 for purposes of providing summer school programming to 30 court wards who are students of the Ingham Academy; and

WHEREAS, the Circuit Court/Family Division has sub-contracted with Ingham Intermediate School District to provide these services.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes accepting a Grant from the Bureau of Juvenile Justice to the Ingham County Family Division for the sum of \$40,000, for purposes of providing educational services to 30 court wards who are students of the Ingham Academy, for the period of June 16, 2008 through July 24, 2008.

BE IT FURTHER RESOLVED, that these funds will be subcontracted to Ingham Intermediate School District for up to \$40,000.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary budget adjustments to the 2008 Circuit Court/Family Division Budget in accordance with this resolution.

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

**Agenda Item 4**

**RESOLUTION STAFF REVIEW**

**DATE** September 8, 2008

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

**Submitted by:** Economic Development Corporation

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

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

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

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

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

# *MEMO*

To: County Services and Finance Committees

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

RE: Economic Development (CDBG) Grant Application

Date: September 4, 2008

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

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

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

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



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

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

**MICHIGAN ECONOMIC DEVELOPMENT CORPORATION - Program Administration**

IDENTIFICATION OF LOCAL GOVERNMENT		FUNDING SOURCES	
Applicant(s)	Ingham County	CDBG/State	\$250,000.00
Street/PO Box	121 E. Maple Street, PO Box 319	CDBG/RLF	
City	Mason	Other State	
County	Ingham	Federal	
State/Zip	Michigan 48854	Local Unit	\$250,000.00
Contact Person:	Susan M. C. Pigg	Private	
Name/Title	Economic Development Coordinator	Other	
Address	121 E. Maple St., Mason, MI 48854	Total	\$500,000.00
Telephone Number:	517-676-7285	Local Government's Federal Identification Number:	
Fax Number:	517-676-7358	EIN 38-6005629	
E-Mail Address:	spigg@ingham.org		

COMPANY	COMPANY CONTACT
NAME OF COMPANY: Jackson National Life Insurance Company	CONTACT NAME: John Brown
Street Address: 1 Corporate Way , Lansing MI City, Zip: 48906 SIC #: 524113 NAICS	Telephone Number: 517-702-2447 Fax Number: 517-706-5517 E-Mail Address: john.brown@jnli.com

EXISTING NUMBER OF PERMANENT JOBS: 1302

AVERAGE HOURLY WAGE OF EXISTING EMPLOYEES: \$27.74

NUMBER OF PERMANENT JOBS EXPECTED TO BE CREATED: 45

LOWEST STARTING HOURLY WAGE (New Jobs): \$10.00

AVERAGE STARTING HOURLY WAGE (New Jobs): \$23.00

LIST FRINGE BENEFITS PROVIDED (New Jobs): Ten paid holidays per year; paid time off (PTO) program for vacation and sick; healthcare, Dental & Vision benefits (choice of two plans); 401k Retirement Plan (Salary deferral up to 50%; dollar for dollar match up to 6% of salary); Profit Sharing contribution to 401k based upon Company results (typically 4% - 6% of salary); Group Term Life; Income Protection Plan; Long-Term Disability; Flexible Spending Accounts (Healthcare and Dependent Care accounts); Employee Assistance Program (EAP); Tuition Reimbursement; Dependent Tuition Program (Up to \$5,000 per year per dependent with a \$20,000 lifetime max per dependent); Education Matching Gift Program (Company matches contribution to a college or university per year up to a \$2,500 max); Associate Product Discount Program

SENATOR NAME: Debbie Stabenow	REPRESENTATIVE NAME: Mike Rogers
SENATE DISTRICT: 23	HOUSE DISTRICT: 67 CONGRESSIONAL DISTRICT: 8

**PLEASE SEE ATTACHED FOR ADDITIONAL INFORMATION TO BE SUBMITTED WITH NOI.**

AUTHORIZED LOCAL GOVERNMENT OFFICIAL:	
Matthew Myers, PhD Ingham County Controller	517-676-7203 12/5/07

NAME AND TITLE	SIGNATURE	TELEPHONE	DATE
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NOTE: THE ORIGINAL AND ONE COPY OF THE COMPLETED NOI MUST BE MAILED TO:  
MICHIGAN ECONOMIC DEVELOPMENT CORPORATION  
Program Administration  
300 NORTH WASHINGTON SQUARE, 3RD FLOOR  
LANSING, MICHIGAN 48913 (517) 373-6213

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Agenda Item 5**

**RESOLUTION STAFF REVIEW**

**DATE** September 5, 2008

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

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

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

**Summary of Proposed Action:**

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

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

**Financial Implications:**

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

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

**Other Implications:** None.

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

**MEMORANDUM**

**TO:** County Services and Finance Committees

**FROM:** James Hudgins, Director of Purchasing

**SUBJECT:** Potter Park Zoo Interactive Avian Exhibit

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

**INGHAM COUNTY PARKS & RECREATION COMMISSION**

Meeting of September 3, 2008

RESOLUTION #22 -08

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**RESOLUTION STAFF REVIEW**

**DATE** September 5, 2008

**Agenda Item Title:** Resolution to Amend the Child Care Provider Training Agreement with the Michigan 4C Association

**Submitted by:** Health Department

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

**Summary of Proposed Action:**

This resolution authorizes an amendment to the Child Care Provider Training Agreement between Ingham County and the Michigan Community Coordinated Child Care Association (MI 4C) to allow Ingham County to continue providing services for the period of October 1, 2008 through March 31, 2009.

For many years, the MI 4C has helped fund the Office for Young Children through child care provider recruitment and training service agreements. The MI 4C acts as the fiduciary agency for the training grants on behalf of the Michigan Early Childhood Investment Corporation (ECIC).

**Financial Implications:**

The Michigan 4C Association will reimburse Ingham County up to \$38,000 during the period for expenses related to the scope and units of service included in the amendment. The funds provided through this grant are included in the Health Department's 2009 budget recommendation.

**Other Implications:**

None.

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

Staff recommends approval of the resolution.

## **MEMORANDUM**

To: Human Services Committee  
Finance Committee

From: Dean Sienko

Date: September 2, 2008

Subject: OYC Training Agreement with the Michigan 4C Association

Resolution 07-203 authorized a Child Care Provider Training Agreement between Ingham County and the Michigan Community Coordinated Child Care Association (MI 4C) to provide child care provider recruitment and training services. This is a recommendation to authorize an amendment to the Child Care Provider Training Agreement to allow Ingham County to continue providing services for the period of October 1, 2008 through March 31, 2009.

For many years, the MI4C has helped fund the Office for Young Children through child care provider recruitment and training service agreements. The Michigan 4C acts as the fiduciary agency for the training grants on behalf of the Michigan Early Childhood Investment Corporation (ECIC).

The Michigan 4C Association shall reimburse Ingham County for up to \$38,000 during the period for expenses related to the scope and units of service included in the amendment. The funds provided through this grant are included in the Health Department's 2009 budget recommendation.

I recommend that the Board of Commissioners adopt the attached resolution and authorize an amendment to the Child Care Provider Training Agreement with the Michigan Community Coordinated Child Care Association for the period of October 1, 2008 through March 31, 2009.

Attachment

c: John Jacobs w/attachment  
Laura Peterson w/attachment  
Barb Monroe w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE  
CHILD CARE PROVIDER TRAINING AGREEMENT  
WITH THE MICHIGAN 4C ASSOCIATION**

WHEREAS, Resolution #07-203 authorized a Child Care Provider Training Agreement between Ingham County and the Michigan Community Coordinated Child Care Association (MI 4C) to provide child care provider recruitment and training services in Ingham, Clinton, Eaton and Shiawassee Counties; and

WHEREAS, the Michigan Community Coordinated Child Care (4C) Association acts as the fiduciary agent for the Michigan Early Childhood Investment Corporation; and

WHEREAS, the current agreement will expire on September 30, 2008; and

WHEREAS, the Michigan 4C Association is proposing to amend the current agreement to extend the contract period from October 1, 2008 through March 31, 2009; and

WHEREAS, the Michigan 4C Association shall reimburse Ingham County for up to \$38,000 during the period for expenses related to the scope and units of service included in the amendment; and

WHEREAS, the Health Department's 2009 budget anticipates a continuation of 4C services and funding; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an amendment to the Child Care Training Agreement with the Michigan 4C Association.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amendment to the Child Care Training Agreement with the Michigan 4C Association.

BE IT FURTHER RESOLVED, that the amendment shall extend the period from October 1, 2008 through March 31, 2009 and that the Michigan 4C Association shall reimburse Ingham County up to \$38,000 for services provided pursuant to the agreement.

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

**Agenda Item 6b**

**RESOLUTION STAFF REVIEW**

**DATE** September 5, 2008

**Agenda Item Title:** Resolution Appointing Suganda Lowhim, M.D. as Deputy Medical Examiner

**Submitted by:** Health Department

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

**Summary of Proposed Action:**

This resolution will appoint Dr. Suganda Lowhim, M.D. as a Deputy Medical Examiner. This appointment will expire with the other Deputy Medical Examiner appointments on December 31, 2011.

**Financial Implications:**

Dr. Lowhim is a county employee. Compensation for this position is included in the budget and this resolution does not authorize any additional compensation.

**Other Implications:**

None.

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

Staff recommends approval of the resolution.

**MEMORANDUM**

TO: Human Services Committee  
Finance Committee

FROM: Dean G. Sienko, M.D., Health Officer, Chief Medical Examiner

DATE: September 4, 2008

RE: Appointment of Dr. Suganda Lowhim, M.D. as a Deputy Medical Examiner

This is a recommendation to appoint Dr. Suganda Lowhim, M.D. as a Deputy Medical Examiner. This appointment will expire with the other Deputy Medical Examiner appointments on December 31, 2011.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPOINTING SUGANDA LOWHIM, M.D.  
AS DEPUTY MEDICAL EXAMINER**

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

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

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

WHEREAS, Dr. Sienko is requesting that the Board of Commissioners hereby appoint Dr. Suganda Lowhim, M.D., a County employee who serves as a Primary Care Physician and as a Deputy Medical Director, as a Deputy Medical Examiner.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints Dr. Suganda Lowhim, M.D., a County employee, as a Deputy Medical Examiner to a term of office expiring December 31, 2011, subject to the terms and conditions set out in Resolutions #07-325 and #07-326.

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**RESOLUTION STAFF REVIEW**

**DATE** September 5, 2008

**Agenda Item Title:** Resolution to Authorize an Amendment to the  
Resource and Referral Agreement with the Michigan 4C  
Association

**Submitted by:** Health Department

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

**Summary of Proposed Action:**

This resolution authorizes an amendment to the Resource and Referral Agreement between Ingham County and the Michigan Community Coordinated Child Care Association (MI 4C) to provide information and referral, training, and other services to child care organizations and to parents of children in Ingham, Clinton, Eaton and Shiawassee Counties. The current agreement with the Michigan 4C will expire on September 30, 2008. The Michigan 4C is proposing an amendment to the Agreement to extend services from October 1, 2008 through March 31, 2009.

**Financial Implications:**

The Michigan 4C Association shall reimburse Ingham County for up to \$223,000 during the period for expenses related to the scope and units of service included in the amendment. The funds provided through this grant are included in the Health Department's 2009 budget recommendation.

**Other Implications:**

None.

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

Staff recommends approval of the resolution.

## **MEMORANDUM**

To: Human Services Committee  
Finance Committee

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

Date: September 4, 2008

Subject: Resolution to Authorize an Amendment to the Resource and Referral Agreement with the Michigan Community Coordinated Child Care Association (MI 4C)

Resolution 06-279 authorized a Resource and Referral Agreement between Ingham County and the Michigan Community Coordinated Child Care Association (MI 4C) to provide information and referral, training, and other services to child care organizations and to parents of children in Ingham, Clinton, Eaton and Shiawassee Counties.

The current agreement with the Michigan 4C will expire on September 30, 2008. The Michigan 4C has proposing an amendment to the Agreement to extend services from October 1, 2008 through March 31, 2009.

This is a recommendation to authorize an amendment to the Resource and Referral Agreement to allow Ingham County to continue providing services for the period of October 1, 2008 through March 31, 2009. The Michigan 4C Association shall reimburse Ingham County for up to \$223,000 during the period for expenses related to the scope and units of service included in the amendment. The funds provided through this grant are included in the Health Department's 2009 budget recommendation.

I recommend that the Board of Commissioners adopt the attached resolution and authorize an amendment to the Resource and Referral Agreement with the Michigan Community Coordinated Child Care Association for the period of October 1, 2008 through March 31, 2009.

Attachment

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE  
RESOURCE AND REFERRAL AGREEMENT WITH THE MICHIGAN 4C  
ASSOCIATION**

WHEREAS, Resolution #06-279 authorized a Resource and Referral Agreement between Ingham County and the Michigan Community Coordinated Child Care Association (MI 4C) to provide information and referral, training, and other services to child care organizations and to parents of children in Ingham, Clinton, Eaton and Shiawassee Counties; and

WHEREAS, the Michigan 4C acts as the fiduciary agency for the child care grants on behalf of the Michigan Early Childhood Investment Corporation; and

WHEREAS, the current Resource and Referral Agreement with the Michigan 4C will expire on September 30, 2008; and

WHEREAS, the Michigan 4C has proposed an amendment to the Agreement to extend services from October 1, 2008 through March 31, 2009; and

WHEREAS, the Health Department's 2009 Budget anticipates a continuation of Michigan 4C services and funding; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an amendment to the Resource and Referral Agreement with the Michigan 4C.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amendment to the Resource and Referral Agreement with the Michigan 4C.

BE IT FURTHER RESOLVED, that the period of the amendment will be October 1, 2008 through March 31, 2009, and that the Michigan 4C Association shall reimburse Ingham County for up to \$223,000 during the period for expenses related to the scope and units of service included in the amendment.

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

RESOLUTION STAFF REVIEW

DATE September 5, 2008

Agenda Item Title: Resolution to Amend the Regulation Requiring a License for the Retail Sale of Tobacco by Increasing Monetary Civil Penalties for Violating the Regulation

Submitted by: Health Department

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

**Summary of Proposed Action:**

This resolution amends the regulation requiring a license for the retail sale of tobacco, to prohibit the sale of tobacco to minors, and restricting the location of tobacco vending machines to increase the penalties for tobacco license violations. These penalties were originally included on the Adjusted Fee Schedule included with Resolution #08-145. The County Attorney advises that penalties cannot be increased without a public hearing, per Section 2442 of the Public Health Code.

**Financial Implications:**

The Health Department did not project any revenue increases for 2009 based on these increases, so there is no affect on the 2009 budget.

The penalty for the first violation of the regulation will be doubled from \$50.00 to \$100.00. The other penalties will be increased by the cost increase factor used to adjust the fee schedule. A second violation will result in a \$270.00, penalty up from \$250.00 in the existing regulation. The penalty for a third violation will increase from \$500.00 to \$540.00 and that for a fourth violation will increase from \$1000.00 to \$1,080.00.

**Other Implications:**

This resolution is proposed by the Health Department for consideration as a result of the public hearing on this issue being held at the Human Services Committee meeting on September 15, 2008.

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

Staff recommends approval of the resolution.

## **MEMORANDUM**

To: Human Services Committee  
Finance Committee

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

Date: September 11, 2008

Subject: Amending the Tobacco Regulation to Increase Penalties

It was noted that penalties for tobacco license violations were included on the Adjusted Fee Schedule included with Resolution #08-145. Tim Perrone advises that penalties cannot be increased without a public hearing, per Section 2442 of the Public Health Code.

The Health Department did not project any revenue increases for 2009 based on these increases, so there is no affect on the 2009 budget. However, to correct this situation, either the Resolution must be amended, striking out the penalty increases, or the Regulation must be amended to reflect them.

Since it appears to be the Board's intent to increase the penalties, I've instructed staff to prepare a version of the Regulation that incorporates the increases. The most significant change will be that the penalty for the first violation of the regulation will be doubled from \$50.00 to \$100.00. The other penalties will be increased by the cost increase factor used to adjust the fee schedule. A second violation will result in a \$270.00, penalty up from \$250.00 in the existing Regulation. The penalty for a third violation will increase from \$500.00 to \$540.00 and that for a fourth violation will increase from \$1000.00 to \$1,080.00.

Doubling the penalty for a first violation is the biggest advantage to amending the Regulation. Most stores only make the mistake of selling to a minor one time so the bulk of our enforcement action involves first offenses. A significant amount of staff time is involved with stores which have a first violation, and an increase in the penalty will cover more of these costs.

I recommend amending the Tobacco Regulation to increase penalties.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE REGULATION  
REQUIRING A LICENSE FOR THE RETAIL SALE OF TOBACCO  
BY INCREASING MONETARY CIVIL PENALTIES  
FOR VIOLATING THE REGULATION**

WHEREAS, the Ingham County Board of Commissioners has established a Regulation Requiring a License for the Retail Sale of Tobacco, to Prohibit the Sale of Tobacco to Minors, and Restricting the Location of Tobacco Vending Machines (Resolution #92-95) in order to protect the health and safety of the residents of Ingham County; and

WHEREAS, the Tobacco Regulation was amended in 2007 to raise penalties and fees, strengthen compliance checks in hookah lounges, equalize penalties for violations of the regulation between different jurisdictions and permit revenue generated through license fees and penalties to be used for tobacco control programs (Resolution #07-298); and

WHEREAS, it is desirable for certain Ingham County programs to cover much of the cost of their operation through fees and other revenues; and

WHEREAS, the Health Officer has recommended that that penalties for violations of the Tobacco Regulation be increased; and

WHEREAS, a public hearing was held before the Human Services Committee on September 15, 2008; and the changes were approved by the committee at that time.

THEREFORE BE IT RESOLVED, that the Regulation Requiring a License for the Retail Sale of Tobacco, to Prohibit the Sale of Tobacco to Minors, and Restricting the Location of Tobacco Vending Machines, as amended (Resolution #07-298) be amended as recommended, establishing a monetary civil penalty of One Hundred Dollars (\$100.00) for the first violation; Two Hundred Seventy Dollars (\$270.00) for a second violation; and Five Hundred Forty Dollars (\$540.00) for a third violation; and One Thousand Eighty Dollars (\$1,080.00) for fourth and subsequent violations.

BE IT FURTHER RESOLVED, that these changes are effective October 1, 2008.

**RESOLUTION STAFF REVIEW**

**DATE** September 5, 2008

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

**Submitted by:** Health Department

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

**Summary of Proposed Action:**

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

**Financial Implications:**

Part-time Health Program Assistant for the Registration and Enrollment Unit of Ingham County Health Department

UAW Grade C 2008 Salary Range  
\$13,661-\$16,397

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

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

**Other Implications:**

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

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

Staff recommends approval of the resolution.

## MEMORANDUM

To: Human Services Committee  
County Services  
Finance Committee

From: Dean Sienko, M.D. Health Officer

Date: August 24, 2008

Subject: Recommendation to a create a Health Program Assistant

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

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

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

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

Attachment

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



**Agenda Item 6e**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

RESOLUTION STAFF REVIEW

DATE September 5, 2008

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

Submitted by: Health Department

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

**Summary of Proposed Action:**

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

**Financial Implications:**

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

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

**Other Implications:**

None.

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

Staff recommends approval of the resolution.

## MEMORANDUM

To: Human Services Committee  
County Services Committee  
Finance Committee

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

Date: September 11, 2008

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

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

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

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

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

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

Attachment

c: John Jacobs w/attachment  
Dennis Jurczak, M.D. w/attachment  
D. Bonta Hiscoe, M.D. w/attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

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

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

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

**Agenda Item 7**

**RESOLUTION STAFF REVIEW**

**DATE** September 5, 2008

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

**Submitted by:** Facilities Department

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

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

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

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

**Staff Recommendation:** MM\_\_X\_\_ JN\_\_ TL\_\_ TM\_\_ JC\_\_  
Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 4, 2008

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

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

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

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

I recommend approval of this resolution.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: September 2, 2008

SUBJECT: Bid Summary – Painting Post

Project Description:

Repainting Post #4 of the Ingham County Correctional Facility.

Bid Summary:

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

The following firms submitted a bid:

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

\* Bid rejected due to no Bid Bond submitted.

Recommendation:

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

Source of Funding:

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

Advertisement:

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

Prevailing Wage:

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

Local Purchasing Preference:

Not applicable.

Contact Person(s):

Rick Terrill, Facilities Director; Jim Hudgins, Purchasing Director



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

RESOLUTION STAFF REVIEW

DATE September 6, 2008

**Agenda Item Title:** Resolution Authorizing Entering into Subcontracts for FY 2008-2009 Community Corrections Programs

**Submitted by:** Community Corrections Advisory Board (CCAB)

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

**Summary of Proposed Action:**

This resolution authorizes entering into an Agreement with the M.D.O.C. for Ingham County/City of Lansing Community Corrections for FY 2008-2009 for: \$279,300 in CCAB Plans and Services and Administration Funds; \$31,347 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of \$310,647; and for the use of 31.75 residential beds per day amounting to \$550,465.63, for the time period of October 1, 2008 through September 30, 2009.

The resolution also provides for a subcontract with a new Day Programming vendor, McMathis Counseling Services, selected through an RFP process for the actual cost of services not to exceed \$78,000; with Peckham Vocational Industries, Inc. for the actual cost of employment services not to exceed \$64,600; and with C-E-I Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed \$47,200.

The resolution also authorizes a subcontract with Plans and Services and Drunk Driving Jail Reduction and Community Treatment Program (DDJR/CTP) funds with C-E-I Community Mental Health for program enhancements (H.O.P.E.) at the House of Commons not to exceed \$46,347.

**Financial Implications:**

These funds are all state grant funds from the Office of Community Corrections (OCC) and the subcontracts are all subject to the availability of these state funds to Ingham County.

**Other Implications:** CCAB will officially approve McMathis Counseling Services at their September 9, 2008 meeting.

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

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

cc: Mary Sabaj, CCAB

**COUNTY OF INGHAM**  
**Purchasing Department**

Project: Packet #46-08 Day Program Services

Recommendation: Enter into an agreement with McMathis Counseling Services

Proposal Summary:

Vendors Contacted:	13	Local: 11
Vendors Responding:	2	Local: 2

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

The following firms submitted proposals:

<u>Firm</u>	<u>Local Preference Requested</u>
Insight, Inc.	Yes
McMathis Counseling Services	Yes

The Evaluation Committee of CCAB members from 30<sup>th</sup> Circuit Court, Circuit Court Probation, Defense Attorney Representative and Community Corrections reviewed the responses that were received and the respondents were requested to make presentations. Additionally site visits were made to the respondents' locations. After completion of the evaluation process it is the recommendation of the Evaluation Committee in concurrence with the Purchasing Department to award a contract to McMathis Counseling Services for Day Program Services. The Evaluation Committee considered the following: completeness of proposal; experience, location, quality of proposal; understanding and experience with the required program and cost.

Janeil Valentine  
Purchasing Department  
517-676-7307

## Agenda Item 8

Introduced by the Law Enforcement and Finance Committees of the:

### INGHAM COUNTY BOARD OF COMMISSIONERS

#### **RESOLUTION AUTHORIZING ENTERING INTO SUBCONTRACTS FOR FY 2008-2009 COMMUNITY CORRECTIONS PROGRAMS**

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

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the Application for State of Michigan Community Corrections Act Funds for FY 2008-2009; and

WHEREAS, the FY 2008-2009 Application provides for the continuation of the following CCAB Plans and Services programming and the Drunk Driving Jail Reduction and Community Treatment Program with a portion of Ingham County's allocation of State Community Corrections funds; Relapse Prevention and Recovery and Holistic OUIL III Program Enhancements (H.O.P.E.) to be provided at the House of Commons by C-E-I Community Mental Health, Employment Services to be provided by Peckham Vocational Industries, Inc; Jail-Based Case Management services to be provided by CCAB staff; and Day Programming to be provided by a vendor yet to be determined; and

WHEREAS, after completing an RFP process in conjunction with the County Purchasing Department, a CCAB evaluation committee recommends that a subcontract be entered for FY2008-2009 with McMathis Counseling Services to provide Day Programming Services; and

WHEREAS, the FY 2008-2009 grant award provides Ingham County with the use of 31.75 beds per day, with M.D.O.C. contracting directly with residential providers rather than with local jurisdictions, in an amount not to exceed \$550,466.63; and

WHEREAS, pursuant to the FY 2008-2009 Application, residential services are to be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., the Home of New Vision, National Council on Alcoholism, and CEI Community Mental Health –House of Commons; and

WHEREAS, pursuant to the FY2008-2009 grant award, the County may enter into subcontracts for the purpose of implementing Plans and Services and DDJR/CTP programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services and DDJR/CTP programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Agreement with the M.D.O.C. for Ingham County/City of Lansing Community Corrections for FY 2008-2009: for \$279,300 in CCAB Plans and Services and administration funds, \$31,347 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of \$310,647, and for the use of 31.75 residential beds per day amounting to \$550,465.63 for the time period of October 1, 2008 through September 30, 2009.

BE IT FUTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2008 through September 30, 2009 with McMathis Counseling Services, pending CCAB approval, for Day Programming services for the actual cost of services not to exceed \$78,000; with Peckham Vocational Industries, Inc. for the actual cost of employment services not to exceed \$64,600; and with C-E-I Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed \$47,200.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a subcontract for DDJR/CTP and Plans and Services programming with C-E-I Community Mental Health for program enhancements (H.O.P.E.) at the House of Commons not to exceed \$46,347.

BE IT FURTHER RESOLVED, that entering into the subcontracts is contingent upon entering into the Agreement with the State.

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

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

RESOLUTION STAFF REVIEW

DATE September 5, 2008

**Agenda Item Title:** Resolution to Authorize a Cooperative Cash Match Agreement with the Michigan Department of Labor and Economic Growth - Michigan Rehabilitation Services

**Submitted by:** Human Services Committee

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

**Summary of Proposed Action:**

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with the Michigan Department of Labor and Economic Growth – Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by agencies in the community - United Way, Peckham, Inc., and Capital Area Center for Independent Living.

Ingham County will be replacing the Ingham County Department of Human Services in this role, because the current arrangement has come under scrutiny because match dollars may not be federal, and this agreement between two state agencies raises that concern.

**Financial Implications:**

The agreement will not exceed \$205,555.56 (\$55,500 local match). The agreements with Michigan Department of Labor and Economic Growth – Michigan Rehabilitation Services and United Way, Peckham, Inc., and Capital Area Center for Independent Living will be for the time period of October 1, 2008 through September 30, 2009.

**Other Implications:**

None.

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

Staff recommends approval of the resolution.



AGENDA ITEM #

9

JENNIFER M. GRANHOLM  
GOVERNORSTATE OF MICHIGAN  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
LANSINGKEITH W. COOLEY  
DIRECTOR

July 21, 2008

Ms. Robin Naeyaert  
Ingham County Financial Services  
PO Box 319  
Mason, MI 48854

Dear Ms. Naeyaert:

Michigan Rehabilitation Services (MRS) engages in cash match agreements which require cash contributions from partner organizations. Typically, a partner organization contributes 27%, which is matched by MRS at 73%, to generate federal funds to serve the targeted population, persons with disabilities.

These cash contributions or match dollars may not be federal and can be accepted from public agencies (such as Ingham County). The Lansing District Office of Michigan Rehabilitation Services has had a long-standing agreement with the state Department of Human Services. Recently, this agreement has come under scrutiny because it is with another state agency, thereby raising a concern with the perception that the match dollars may be federal.

We have been advised that it would be preferable to establish this agreement with another entity such as a local government entity to avoid the appearance and confusion of inter-departmental agreements at the state level. Reportedly, Jack Restuccia agreed to Ingham County as the identified match partner in this agreement. Your participation does not require funding as the match funds are provided by United Way, Peckham, Inc., and Capital Area Center for Independent Living.

We are requesting your assistance and support in order to maintain this agreement. The funds generated are used to provide various services: vocational guidance and counseling, employment related training and transportation, and placement supports to residents of the tri-county area who are eligible for MRS services.

I am attaching a copy of the original agreement along with an addendum reflecting the loss of \$4000 in local United Way funding. As you can see, the schedule of payment and terms are specified. I look forward to your involvement with this year's agreement and with next year's as well. We are planning to make schedule changes so that the agreement is processed and finalized for payment more efficiently.

Please do not hesitate to contact me if I can be of assistance regarding this matter. I can be reached at 517-241-5122 or emailed at [renauerr@michigan.gov](mailto:renauerr@michigan.gov).

Thank you,

Rosanne Renauer  
District Manager

JUL 24 11 13 AM '08

## **Agenda Item 9**

Introduced by the Human Services and Finance Committees of the:

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

#### **RESOLUTION TO AUTHORIZE A COOPERATIVE CASH MATCH AGREEMENT WITH THE MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH - MICHIGAN REHABILITATION SERVICES**

WHEREAS, Michigan Rehabilitation Services (MRS) engages in cash match agreements which require contributions from partner organizations; and

WHEREAS, the Ingham County Department of Human Services (DHS) has had a long-standing agreement with MRS to act as a pass through entity for match funding provided by local agencies; and

WHEREAS, the agreement between DHS and MRS has come under scrutiny because match dollars may not be federal, and this agreement between two state agencies raises that concern; and

WHEREAS, MRS finds it preferable to establish this agreement with a local government agency to avoid the appearance and confusion of inter-departmental agreements at the State; and

WHEREAS, Ingham County has been identified as an appropriate pass through entity to help maintain this agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a cash match agreement, not to exceed \$205,555.56 (\$55,500 local match) with Michigan Department of Labor and Economic Growth – Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services.

BE IT FURTHER RESOLVED, that this Agreement with MRS is contingent upon Ingham County's local match portion (\$55,500) being provided by United Way, Peckham, Inc., and Capital Area Center for Independent Living, and the ability of the County to enter into satisfactory agreements with these agencies for the match to be provided, and no County funds will be used for this purpose.

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

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments in accordance with this resolution.



BE IT FURTHER RESOLVED, 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.

MEMORANDUM

September 5, 2008

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Third Quarter 2008 Budget Adjustments and Contingency Fund Update

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

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

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

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

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

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

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

## GENERAL FUND REVENUES

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

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

#### GENERAL FUND EXPENDITURES

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

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

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

#### **Non-General Fund Adjustments**

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

Potter Park/Zoo  
(F258)

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

Mach./Equip. Revolving  
(F664)

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



**2008 CONTINGENCY**

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

(Referred Back to Committee from the Board of Commissioners' August 26, 2008 Meeting)

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A BRIDGE APPROPRIATION  
FOR A 2008 AGREEMENT  
FOR THE CHILD AND FAMILY SERVICES ANGEL HOUSE PROGRAM**

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

WHEREAS, due to the loss of funding sources primarily due to a change in funding philosophy from the Michigan Department of Human Services (DHS) the Child and Family Services Angel House Program will be under-funded during this 2008 fiscal year; and

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

WHEREAS, the Ingham County Board of Commissioners previously approved entering into a contract for \$40,000 with Child and Family Services Angel House Program for the period of May 1, 2006 through December 1, 2006 for services to Ingham County residents as an emergency appropriation; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract for \$25,000 from the Juvenile Justice Millage fund with Child and Family Services for the Angel House Program for the period of August 1, 2008 through December 1, 2008 for services to Ingham County residents as outlined in their attached proposal.

BE IT FURTHER RESOLVED, that the following stipulations must be met prior to adoption of this resolution by the full Board of Commissioners:

- Child and Family Services will provide the Ingham County Circuit Court Family Division, Ingham County Department of Human Services, and Board of Commissioners with a written Proposal for the new Residential Services to Pregnant and Parenting Adolescents Program and Children's Assessment Center (CAC) Program;
- Written confirmation is received from the State of Michigan Department of Human Services that the proposed new Residential Services to Pregnant and Parenting Adolescents Program and Children's Assessment Center (CAC) budget proposals are eligible for Child Care Fund match.

- Child and Family Services will provide the Ingham County Board of Commissioners with a long-term financial plan, including a description of how this transitional funding will help the organization remain financially solvent to maintain its long-term service to our community.

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



## LANSING ECONOMIC DEVELOPMENT CORPORATION

401 S. WASHINGTON SQ., SUITE 100, LANSING MI 48933, PHONE: (517) 483-4140 FAX: (517) 483-6057  
[www.edc.cityoflansingmi.com](http://www.edc.cityoflansingmi.com)

Lansing Economic Development Corporation  
Lansing Tax Increment Finance Authority  
Lansing Brownfield Redevelopment Authority  
Lansing Regional SmartZone<sup>sm</sup>

Virg Bernero, Mayor

8/13/2008

Ms. Becky Bennett  
Board Coordinate  
Ingham County Board of Commissioners  
PO Box 319  
Mason, MI 48854

### City of Lansing Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, August 25, 2008 at 7:00 p.m. in the City Council Chambers, 10<sup>th</sup> Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, City Assessor, other interested persons and ad valorem taxing units to appear and be heard on the establishment of an Obsolete Property Rehabilitation Certificate (the "Certificate"), pursuant to and in accordance with the provisions of the Obsolete Property Rehabilitation Act, Public Act 146 of 2000, for property located at 1030 S. Holmes St., Lansing, Michigan, but more particularly described as follows:

**LOTS 3, 4 & 5, ALSO A STRIP OF LAND 50 FT WIDE ACROSS SE ¼ OF SW ¼ SEC 27 T4N R2W LYING W OF & ADJ CON RAIL R/W & LYING N'LY OF S LINE LOT 7 & S'LY OF N LINE LOT 3 AS EXT'D E, ALSO UND 3/8 INT IN PRIVATE PARKING AREA A & B; WALTER NELLER CO'S PROFESSIONAL & BUSINESS MART SUB**

Approval of this Certificate will provide the owner or potentially the developer of property an abatement of certain property taxes for the improvements to the property noted above. Further information regarding this issue may be obtained from Mr. Ken Szymusiak, Economic Development Corporation of the City of Lansing, 401 S. Washington Sq. Ste 100, Lansing, MI, 48933, (517) 483-4140.



## LANSING ECONOMIC DEVELOPMENT CORPORATION

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[www.edc.cityoflansingmi.com](http://www.edc.cityoflansingmi.com)

Virg Bernero, Mayor

Lansing Economic Development Corporation  
Lansing Tax Increment Finance Authority  
Lansing Brownfield Redevelopment Authority  
Lansing Regional SmartZone<sup>sm</sup>

8/13/2008

Ms. Becky Bennett  
Board Coordinate  
Ingham County Board of Commissioners  
PO Box 319  
Mason, MI 48854

City of Lansing

### Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, August 18, 2008 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons, including but not limited to the City Assessor and representatives of the affected taxing units, to appear and be heard on the approval of a New Personal Property Exemption (PPE-05-08) requested by the applicant indicated below:

Applicant: XYZ Machine Tool & Fabrication Inc.  
Applicant's Address: 2127 W. Willow Street, Lansing, MI, 48917

#### Location of subject property:

COM ON S LINE W WILLOW ST 132 FT W OF E LINE OF W 1/2 OF NW 1/4 SEC 8, TH S 297 FT, E 132 FT, S 184 FT TO N'LY LINE LM RR, SW'LY ALONG RR TO PT 289.5 FT W OF E LINE OF W 1/2 OF NW 1/4 SEC 8, N 609.5 FT TO S LINE W WILLOW ST, E 160 FT TO BEG; SEC 8 T4N R2W; Commonly known as 1030 S. Holmes St., Lansing, Michigan

Approval of a New Personal Property Exemption (PPE-05-08) requested by XYZ Machine Tool & Fabrication Inc. will result in the abatement of new personal property taxes located within the subject property that is eligible for the tax exemption. Further information regarding this application for property tax abatement may be obtained from Mr. Ken Szymusiak, Economic Development Corporation of the City of Lansing, 401 S. Washington Sq., Suite 100, Lansing, Michigan, 48933, (517) 485-5412.



# REHMANN ROBSON

*Certified Public Accountants*

A member of THE REHMANN GROUP

An Independent Member of Baker Tilly International

June 10, 2008

To the Board of Commissioners  
Ingham County, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of *Ingham County, Michigan* (the "County") for the year ended December 31, 2007, and have issued our report thereon dated June 10, 2008. Professional standards require that we provide you with the following information related to our audit.

**Our Responsibility Under Auditing Standards Generally Accepted in the United States of America and OMB Circular A-133**

As stated in our engagement letter dated January 7, 2008, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the County's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

As part of obtaining reasonable assurance about whether the County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also, in accordance with OMB Circular A-133, we examined, on a test basis, evidence about the County's compliance with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* applicable to each of its major federal programs for the purpose of expressing an opinion on the County's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the County's compliance with those requirements.



### **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters on March 10, 2008.

### **Significant Audit Findings**

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the County are described in Note 1 to the financial statements.

As presented in Note IV.D. to the financial statements, the County adopted Statement of Governmental Accounting Standards (GASB Statement) No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The County was required to adopt GASB 45 for 2007. The effect of implementing GASB 45 was to record a net other postemployment benefit liability of \$6,832,704 for the difference between the actuarial required contribution to the retiree healthcare trust and the actual contributions. The implementation also necessitated additional note disclosures but did not result in the restatement of beginning net assets/fund balances.

We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of the collectability of certain medical care facility receivables from first and third party payers is based on an aging and expected collection analysis.
- Management's estimate of the useful lives of depreciable capital assets is based on the length of time it is believed that those assets will provide some economic benefit in the future.

- Management's estimate of the accrued compensated absences is based on current hourly rates and policies regarding payment of sick and vacation banks.
- Management's estimate of the insurance claims incurred but not reported is based on information provided by the entity's third party administrators and subsequent claims activity.

We evaluated the key factors assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The following material misstatement was detected as a result of audit procedures and was corrected by management:

The fair value of investments (i.e., commercial paper) was misstated by \$479,544, having a material effect on the general fund, emergency telephone services fund, and the governmental activities in the government-wide financial statements.

#### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated June 10, 2008.



*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to an entity's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the governing body and management of the Ingham County and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Rehmann Lobson*

# Ingham County

## Comments and Recommendations

For the Year Ended December 31, 2007

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In planning and performing our audit of the financial statements of Ingham County, Michigan as of and for the year ended December 31, 2007, in accordance with auditing standards generally accepted in the United States of America, we considered the County's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

A *control deficiency* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. The deficiencies we noted that we consider to be significant deficiencies are described in the Schedule of Findings and Questioned Costs in the County's Single Audit report.

A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control. The deficiencies we noted that we consider to be material weaknesses are described in the Schedule of Findings and Questioned Costs in the County's Single Audit report.

### **Other Matters**

- During our risk assessment process and capital asset testing, it came to our attention that there are no procedures in place to track capital assets purchased with federal grants. If capital assets were to be purchased, without an adequate system to track the assets, the county would be unable to comply with federal compliance requirements.
- During our risk assessment process and grant testing, it came to our attention that management was unaware of suspension and debarment requirements outlined in the OMB Circular A-133 Compliance Supplement. Federal regulations require that vendors awarded contracts in excess of \$25,000 using federal grant funds and all subrecipients of federal awards are to be verified as neither suspended nor debarred.

## **Ingham County**

### **Comments and Recommendations (Concluded)**

**For the Year Ended December 31, 2007**

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#### **Other Matters (Concluded)**

- During our risk assessment process and payroll testing, it came to our attention that one employee from each department is responsible for inputting hours worked to the Munis system for all time worked in the department. During this process, these employees have access to the hourly rates associated with each pay code, and could intentionally or erroneously change the pay rate for anyone in the department. We consider this access to be a control deficiency that would be significant if each payroll register were not being reviewed by an appropriate person in each department, which is currently the case.

\* \* \* \* \*