

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, DECEMBER 3, 2008 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

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

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner - Resolution Pledging [Full Faith and Credit](#) for the Prompt Repayment of Principal and Interest on the Burgess and Branches Drain Note 2008
2. Ingham County Agricultural Preservation Board - Resolution Authorizing a Contract Extension with [Sheridan Land Consulting](#) to Provide Technical Assistance to the Ingham County Agricultural Preservation Board
3. Equalization/Remonumentation Committee
 - a. Resolution Approving Entering into a Grant with the Michigan Department of Labor and Economic Growth and [Appoint Douglas A. Stover](#) as County Grant Administrator for the 2009 Remonumentation Project
 - b. Resolution to Contract with [Ronnie M. Lester](#) as County Representative and Wolverine Engineers and Surveyors, Inc. for Services as Monumentation Surveyor for the Ingham County Monumentation and Remonumentation Project In 2009
4. Facilities Department/MIS/Family Division of Circuit Court - Resolution Authorizing a Contract with AT&T Wireless and ID Solutions to Upgrade the Security Cameras at the Ingham County Family Center for the [Ingham Academy](#)
5. Health Department
 - a. Resolution to Authorize Amendment #1 to the 2008-2009 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of [Community Health](#)
 - b. Resolution to Authorize a 2008-2009 [Moving Our Community](#) Toward Health Grant

- c. Resolution to Authorize Acceptance of a [Federal Assistance Award](#) for an Abstinence Education Program
 - d. Resolution to Authorize a [Teen Parent Program Agreement](#) with the Michigan Department of Human Services
 - e. Resolution to Authorize Service Contracts with [Licensed Dentists](#) for 2009
 - f. Resolution to Authorize Acceptance of a [Federal Assistance Award](#) for Health Care Services for the Homeless
 - g. Resolution to Execute a [Federally Qualified Health Center](#) Alternative Payment Agreement with the State of Michigan
6. Ingham County Controller's Office/911 Steering Committee – Resolution Authorizing Funds to Select a Contract for the [911 Center](#) Consolidation Site Selection
7. 911 Advisory Board/Controller's Office - Resolution Authorizing a Contract with M/A-COM, Inc. for the New [MSU WKAR](#) Tower Site Transition Project for the Public Safety Wireless Voice Communication System
8. Controller's Office
- a. Resolution Authorizing Adjustments to the [2008 Ingham County Budget](#) and Authorizing the Controller/Administrator to Make Year End Budget Adjustments
 - b. Resolution Authorizing an Agreement for [Local and Long Distance Service](#) for the Inmate and Public Pay Telephones (*Information will be provided at the meeting.*)
 - c. Resolution Amending the [County's Cell Phone Usage](#) and Reimbursement Policy

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

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

FINANCE COMMITTEE

November 19, 2008

Minutes

Members Present: Mark Grebner, Curtis Hertel, Victor Celentino, Andy Schor and Steve Dougan

Members Absent: Tina Weatherwax-Grant

Others Present: Teri Morton, Doug Stover, Jim Hudgins, Mary Sabaj, Susan O'Shea, Janeil Valentine, Willis Bennett, John Jacobs, Tom Edman, Randy Bell, Patrick Patterson and other

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

Approval of the November 5, 2008 Minutes

The November 5, 2008 Minutes were approved as submitted. Absent: Comms: Hertel and Weatherwax-Grant

The Minutes were amended as follows:

Page one: The meeting was called to order by *Vice Chairperson Hertel*.

Additions to the Agenda

- 10. Substitute Resolution
- 8j. Resolution to Authorize 2008-2009 Public Health Service Agreement with the Ingham Health Plan Corporation
- 8k. Resolution to Authorize an Agreement with Eaton Intermediate School District to Prevent and Reduce Tobacco Use in Ingham County

Limited Public Comment: None

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

- 1. Ingham County Treasurer – Resolution to Provide Funding for Low Income Tax Preparation
- 5. Equalization/Tax Mapping – Resolution to Amend the 2008 Apportionment Report
- 6. Ingham County Medical Care Facility/Department of Human Services Board – Resolution Authoring an Expansion of the Ingham County Medical Care Facility

- 7b. Ingham County Parks & Recreation Commission - Resolution Changing the Position of Parks Manager III to a Parks Manager II
8. Health Department
- a. Resolution to Authorize a Purchase Order Utilizing Remaining Susan G. Komen Detroit for the Cure, Inc. Grant Funds and Extend the Grant Period
 - b. Resolution to Authorize the Continuation of a Memorandum of Agreement and Grant from the Corporation for National Community Services
 - c. Resolution to Authorize Three Adolescent Health – Child and Adolescent Health Center Grant Agreements with the Michigan Primary Care Association
 - d. Resolution to Authorize an Infectious Disease Physician Agreement with the College of Osteopathic Medicine at Michigan State University
 - e. Resolution to Authorize a Pediatric Physician Agreement with the College of Human Medicine at Michigan State University
 - f. Resolution to Authorize a Pediatric Physician Agreement with the College of Osteopathic Medicine at Michigan State University
 - g. Resolution to Authorize a Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services
 - h. Resolution Authorizing a 2009 Contract and Lease Agreements with Our Savior Lutheran Church for the Operation of the Food Pantry Located at 1515 West Holmes Road, Lansing, Michigan
 - i. Resolution to Authorize Entering into an Agreement with Volunteers of America for the New Hope Day Shelter
9. Purchasing Department – Resolution Authorizing Entering into a Contract with Lansing Ice & Fuel Company to Supply Fuel for County-Owned Vehicles and Equipment

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

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.
Absent: Comms. Hertel and Weatherwax-Grant

2. Community Coalition for Youth (CCY) – Resolution to Authorize a 2008-2009 Grant from Capital Region Community Foundation to the Community Coalition for Youth to Launch the Ingham Change Initiative to Improve Opportunities for Young Men of Color

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO AUTHORIZE A 2008-2009 GRANT FROM CAPITAL REGION COMMUNITY FOUNDATION TO THE COMMUNITY COALITION FOR YOUTH TO LAUNCH THE INGHAM COUNTY CHANGE INITIATIVE TO IMPROVE OPPORTUNITIES FOR YOUNG MEN OF COLOR.

(Comm. Hertel arrived at 6:06 p.m.)

Comm. Schor expressed his concern that this Grant will only be for Young Men of Color and it will not include any other ethnicities or races. Chairperson Grebner stated the County Attorney will review this issue.

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

Absent: Comm. Weatherwax-Grant

COMM. HERTEL VOTED IN FAVOR OF THE CONSENT AGENDA MOTIONS. Absent: Comm. Weatherwax-Grant

2. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

3. Community Corrections Advisory Board – Resolution Authorizing the Community Corrections Screening and Referral Specialist Special Part-Time Position to be Converted to a Three-Quarter Time (3/4) Position

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION AUTHORIZING THE COMMUNITY CORRECTIONS SCREENING AND REFERRAL SPECIALIST SPECIAL PART-TIME POSITON TO BE CONVERTED TO A THREE-QUARTER TIME (3/4) POSITION.

Comm. Dougan said he will not support additional positions since the 2009 Budget has eliminated positions.

MOTION CARRIED with Comm. Dougan voting NO. Absent: Comm. Weatherwax-Grant

4. East Lansing/911 Advisory Board – Resolution Authorizing a Contract with East Lansing for a New Heating/Cooling System for the 911 Public Safety Wireless Voice Communication System East Lansing Receive Site

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH EAST LANSING FOR A NEW HEATING/COOLING SYSTEM FOR THE 911 PUBLIC SAFETY WIRELESS VOICE COMMUNICATION SYSTEM EAST LANSING RECEIVE SITE.

Comm. Schor asked why this item cannot wait until we see what happens with the consolidation. Mr. Rodabaugh explained this contract is for the East Lansing Fire Station. He then explained the need for this contract.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

7. Ingham County Parks & Recreation Commission
a. Resolution Authorizing the Jail Alternative Sentencing Program Budget

MOVED BY COMM., DOUGAN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING THE JAIL ALTERNATIVE SENTENCING PROGRAM BUDGET. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

11. Controller's Office

a. Resolution to Amend the 2008 Intergovernmental Services Fund Budget

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO AMEND THE 2008 INTERGOVERNMENTAL SERVICES FUND BUDGET.

Comm. Dougan said the Committee should be updated on the inmate telephone services. Ms. Valentine explained there is another vendor that is assessing this issue. The Vendor will present a proposal before we request bids. Inmates currently have phone service at the Jail while the County is not receiving any revenue from this service.

Comm. Schor asked if the County is taking legal action against Infinity Networks, Inc or DC Telesystems. Ms. Valentine said the County Attorney has drafted a letter to the vendors.

Chairperson Grebner said the County Attorney will make a recommendation for action to the Board of Commissioners. Ms. Morton said she will speak with Mr. Neilsen regarding this item. Comm. Schor said the County should have a new vendor for this service. Chairperson Grebner said this Committee would like to have written report for this matter.

Chairperson Grebner asked who should have noticed the inconsistent payments from the vendor. Ms. Morton said the payments became lower at the end of the year and then the payments were sporadic. Comm. Celentino asked why the County did not take legal action sooner. Ms. Valentine said Mr. Neilsen has sent the vendors letters over the last several months. It was indicated that Ms. Valentine brought this matter immediately to the Controller.

Chairperson Grebner said the County should have acted on this matter sooner. Comm. Schor said this Committee should know when contract requirements are not being met, especially regarding payments.

The Committee continued their discussion. Ms. Valentine said the phone equipment is very old and it needs to be replaced. The new vendor may want to raise the contract price to cover the costs of new equipment.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

b. Resolution to Amend the 2008 Fair Fund Budget

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION TO AMEND THE 2008 FAIR FUND BUDGET.

Mr. Edman apologized for this matter. He then stated he provided a list of projects to the County Services Committee. Mr. Edman said he was focused on the improvement projects this year, not the budget. The financial issue was discovered after the 2008 Fair. Mr. Edman further stated he is working on changes for 2009 to avoid this situation again.

Comm. Celentino asked if the Fair Board receives a copy of the budget and the expenditures. Mr. Edman said the Fair Board does not understand the budget. The Board approves bills after they have been paid. They do receive a monthly flexibility report.

Mr. Edman said the 2008 Fair was very good. Chairperson Grebner said a naïve person who reads the Fair budget would not understand the budget. Comm. Celentino asked who should have red flagged this issue. Ms. Morton said there was red flag at the end of 2007. 2007 was a bad year for the Fair. She then stated the Budget Office, Financial Services and Mr. Edman will watch the Fair Board budget more closely.

Chairperson Grebner said some of the projects were capital improvements. Those projects were needed. Comm. Celentino asked if the County will be okay if the Contingency Fund is empty by the end of this year. Chairperson Grebner said the County would be fine in that situation; however, the County should not spend more money than it receives.

Comm. Hertel asked about the projects. Mr. Edman provided a list for the Committee to review. Ms. Morton said the capital improvements are still within the capital improvement budget.

Comm. Dougan requested clarification regarding the Fair Board's business plan for 2009 projects. Mr. Edman said there will be more shows during the off season. Concerts will not be held at the next Fair because they are not revenue makers. The Fair Board will need sponsorships for some of the free Fair activities and grandstand events.

Comm. Dougan asked to see the project list with the associated revenue dollars. Chairperson Grebner said Mr. Edman should provide a status report with numbers to this Committee. The status report can be submitted with the first quarter budget report.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

10. Finance Committee – Resolution to Expand the Size of the Ingham County Road Commission

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. CELENTINO, TO APPROVE VERSION 1 OF THE RESOLUTION TO EXPAND THE SIZE OF THE INGHAM COUNTY ROAD COMMISSION.

Comm. Schor asked for the logic for increasing the per diems for the Road Commissioners. Chairperson Grebner said the per diems will be increased to be on the same schedule as the Board of Commissioners. The per diem increase and the salary decrease will take effect in 2013 for the people we will appoint to the Road Commission next month.

MOTION CARRIED with Comm. Dougan voting NO. Absent: Comm. Weatherwax-Grant

Announcements

Comm. Dougan said the Committee should follow up on the deferred compensation providers. The County should not use a provider who has not contracted with the County by this time. Chairperson Grebner said this is a County Services' Committee matter.

Public Comment: None

The meeting adjourned at 6:47 p.m.

Respectfully submitted,

Debra Neff

Agenda Item 1

RESOLUTION STAFF REVIEW

DATE November 24, 2008

Agenda Item Title: Resolution Pledging Full Faith and Credit for the Prompt Repayment of Principal and Interest on the Burgess and Branches Drain Note 2008

Submitted by: Drain Commissioner

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution will allow the Drain Office to borrow money with the full faith and credit of the County. The purpose of the loan is to make maintenance improvements to the Burgess and Branches Drain.

Financial Implications: The note for the loan will be \$677,000 and will be a fifteen year note with assessments on those properties that benefit from the Burgess and Branches Drain. This will include the Road Commission, Ingham County, Delhi Township and residents. Ingham County's share for the improvement will add approximately \$5,092.00 for the Drain at Large Fee. This is based on a note not to exceed 4% and non-appeal of the special assessments. By using the full faith and credit of the County, a lower interest rate for the loan will be realized.

Other Implications: This will greatly improve the water flow in the "Keller Ridge" area of Delhi Township and eliminate water retention in the yards for many residents.

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

Agenda Item 1

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT FOR THE PROMPT REPAYMENT OF PRINCIPAL AND INTEREST ON THE BURGESS AND BRANCHES DRAIN NOTE 2008

WHEREAS, proceedings have been taken by the Ingham County Drain Commissioner for the maintenance and improvement of the Burgess and Branches Drain under the provisions of Chapter 8 of the Michigan Drain Code of 1956, as amended, pursuant to a petition filed with the Ingham County Drain Commissioner ("Drain Commissioner"); and

WHEREAS, pursuant to said proceedings, a special assessment roll has been prepared and confirmed by the Drain Commissioner in the aggregate principal amount of \$677,000, being the total amount to be financed for the project, which special assessments shall be made payable over a period of fifteen (15) years, and shall be payable from the lands benefited according to apportionments made by the Drain Commissioner pursuant to Act 40 of the Public Acts of Michigan, 1956, as amended; and

WHEREAS, the Drain Commissioner by order will authorize and provide for the issuance of the Note by the Burgess and Branches Drain Drainage District ("Drainage District") payable from the collection of special assessments against the Township of Alaiedon at-large, the Township of Delhi at-large, the County of Ingham at-large and the benefited lands within the Drainage District; and

WHEREAS, said Note is designated as the BURGESS AND BRANCHES DRAIN NOTE 2008, (the "Note") in the aggregate principal amount not to exceed Six Hundred Seventy-seven Thousand Dollars (\$677,000), to bear interest at a rate or rates to be hereafter determined but, in any event, not exceeding six percent (6.0%) per annum maturing serially as hereafter determined, in anticipation of the collection of an equal amount of special assessments against property and public corporations in the Drainage District; and

WHEREAS, said Drain has been determined to be necessary for the public health, convenience or welfare of the County of Ingham and it is in the best interest of the County that the Note be issued; and

WHEREAS, the Drain Commissioner deems it advisable and necessary to obtain from this Board a resolution consenting to pledge the full faith and credit of the County of Ingham on the Note.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Ingham:

1. That pursuant to the authorization contained in said Section 276, of Act 40, Public Acts of Michigan, 1956, as amended, in consideration of the public health and welfare of the County of Ingham, the Board of Commissioners of the County of Ingham does hereby irrevocably pledge the full faith and credit of the County of Ingham for the prompt payment of

principal and interest on the Note, and does agree that in the event that the property owners or public corporations in the Drainage District shall fail or neglect to account to the Treasurer of the County of Ingham for the amount of any special assessment installment and interest, when due, then the amount thereof shall be immediately advanced from County funds and the County Treasurer is directed to immediately advance such payment to the extent necessary.

2. That in the event that, pursuant to said pledge of full faith and credit, the County of Ingham advances out of County funds, all or any part of said installment and interest, it shall be the duty of the County Treasurer, for and on behalf of the County of Ingham, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.

3. That all resolutions and part of resolutions, insofar as the same may be in conflict with the provisions of this resolution, be and the same are hereby rescinded.

Agenda Item 2

RESOLUTION STAFF REVIEW

DATE October 21, 2008

Agenda Item Title: Resolution Authorizing a Contract Extension with Sheridan Land Consulting to Provide Technical Assistance to the Ingham County Agricultural Preservation Board

Submitted by: Ingham County Agricultural Preservation Board

Committees: LE___ JD___, HS___, CS__X, Finance__X

Summary of Proposed Action: This resolution authorizes a contract extension between Ingham County and Sheridan Land Consulting to provide technical assistance to the Ingham County Agricultural Preservation Board to implement the Purchase of Development Rights Ordinance.

The current contract with Sheridan Land Consulting will expire December 31, 2008. The Agricultural Preservation Board desires to continue the current arrangement with Sheridan Land Consulting through December 2009. The Agricultural Preservation Board will not be able to adequately implement the Purchase of Development Rights Ordinance without the extension of this contract for technical assistance.

Now that the Agricultural Preservation Board has a funding source, the consultant's scope of work will change from a focus on developing the purchase of development rights program to one of actual implementation and administration of the program. The proposed scope of services is attached.

Financial Implications: The amount of this contract for service will not exceed \$52,438, which is 5% of the estimated millage revenue. Funding for this contract is included in the 2009 budget.

Other Implications: This resolution is consistent with the Board of Commissioners' priority – Promoting Environmental Protection and Smart Growth.

Staff Recommendation: MJM__X__ JN___ HH___ TM___ JC___
Staff recommends approval of the resolution.

Agenda Item 2

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT EXTENSION WITH SHERIDAN LAND CONSULTING TO PROVIDE TECHNICAL ASSISTANCE TO THE INGHAM COUNTY AGRICULTURAL PRESERVATION BOARD

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinance authorized the establishment of the Ingham County Agricultural Preservation Board to oversee the Farmland Preservation Program; and

WHEREAS, the Board of Commissioners is under contract with Sheridan Land Consulting for technical assistance for the implementation of the Farmland Purchase of Development Rights Ordinance through December 2008; and

WHEREAS, the Agricultural Preservation Board has recommended the contract with Sheridan Land Consulting to provide technical assistance be continued through December 2009; and

WHEREAS, funding for this contract is included in the 2009 Ingham County budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Sheridan Land Consulting in an amount not exceeding \$52,438, for technical assistance to the Ingham County Agricultural Preservation Board through December 31, 2009.

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

1. Services to be performed by the Consultant. The Consultant shall serve as a resource to the APB for implementing the provisions of the County Farmland Purchase of Development Rights (PDR) Ordinance. Specifically, the Consultant shall assist the APB in identifying and performing the actions to be taken to implement the PDR Ordinance, including:

- (i) serving as a general resource to the APB;
- (ii) attending APB meetings as requested;
- (iii) qualifying Ingham County townships for state funding from the state farmland PDR program;
- (iv) developing a ranking system each year for ranking all eligible parcels that are submitted to the APB;
- (v) developing an application form(s) for applying to the land preservation program;
- (vi) administering the application, selection, and monitoring processes for the program;
- (vii) developing a model (standard, prototype), recordable conservation easement(s);
- (viii) developing a monitoring system for conservation easements;
- (ix) developing an appraisal method(s) for conservation easements and establishing their cost;
- (x) acquiring the data needed to improve the selection criteria for ranking parcels and the appraisal method(s);
- (xi) assisting landowners with the application process through closing;
- (xii) negotiating conservation easement purchase and price on behalf of county;
- (xiii) coordinating all contactors through bidding, selecting and completing work;
- (xiv) overseeing the closing and recording of conservation easements;
- (xv) locating and informing the APB of funding sources for farmland and open space preservation by PDR available from local, state, and federal governments and private sources;
- (xvi) applying for funds for farmland and open space preservation by PDR available from local, state, and federal governments and private sources;
- (xvii) preparing information on the PDR program for distribution or presentation to landowners, the general public and stake holders;
- (xviii) working with the media to inform the public of the County PDR program;
- (xix) attending meetings, presentations, and other events relevant to the County PDR program;
- (xx) providing an annual report on the program to the County Commissioners; and
- (xxi) any other tasks assigned by the Ingham County Agricultural Preservation Board within the scope of the Purchase of Development Rights Ordinance.

RESOLUTION STAFF REVIEW

DATE November 21, 2008

Agenda Item Title: Resolution Approving Entering into a Grant with the Michigan Department of Labor and Economic Growth and Appoint Douglas A. Stover as County Grant Administrator for the 2009 Remonumentation Project

And

Resolution to Contract with Ronnie M. Lester as County Representative and Wolverine Engineers and Surveyors, Inc. for Services as Monumentation Surveyor for the Ingham County Monumentation and Remonumentation Project in 2009

Submitted by: Equalization/Remonumentation Committee

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

Summary of Proposed Action: As part of the County's ongoing Remonumentation Project, annual adoption of the two attached resolutions is required. The first resolution approves entering into a grant with the Michigan Department of Labor and Economic Growth for continuation of the project, and reappoints Equalization Director Douglas A. Stover as the County's grant administrator.

The second resolution reappoints Ronnie B. Lester, as the County's representative for the project, and authorizes entering into a contract with Wolverine Engineers and Surveyors, Inc. for services as the County's surveyor for the project. All appointments and authorizations would continue in 2009 as they were in 2008. State laws require the resolutions to appoint a grant administrator and a county project representative.

Financial Implications: The total amount of grant funding to be received for the project in 2009 is \$93,903. The amount of the contract for services with Wolverine is not to exceed. The fees for Mr. Lester's services as the County's project representative shall not exceed \$13,440. Mr. Stover shall not receive additional compensation in his role as grant administrator.

Other Implications: It is the recommendation of the Ingham County Remonumentation Project Committee in concurrence with the Equalization and Purchasing Department to award this contract to Wolverine Engineers & Surveyors, Inc., who submitted the most responsive and responsible proposal \$72,463.

Staff Recommendation: MJM X JN ___, HH ___, 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.

Agenda Item 3a and 3b

To: County Services and Finance Committees

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

Date: November 18, 2008

Subject: 2009 Remonumentation Grant

Attached are two resolutions.

The first resolution authorizes entering into the 2009 Survey and Remonumentation Grant with the Michigan Department of Labor and Economic Growth and appoints the County Grant Administrator. The appropriation amount for the 2009 grant will be \$93,903.

The second resolution appoints the County Representative and County Surveyor.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING ENTERING INTO A GRANT WITH THE MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC GROWTH AND APPOINT DOUGLAS
A. STOVER AS COUNTY GRANT ADMINISTRATOR FOR THE 2009
REMONUMENTATION PROJECT**

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

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

WHEREAS, the Office of Land Survey and Remonumentation of the Michigan Department of Labor and Economic Growth will review Ingham County's 2009 Survey and Remonumentation Grant Application in the amount of \$93,903, and will be forwarding the 2009 Grant Agreement/Contract for execution; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a grant with the Michigan Department of Labor and Economic Growth for the purpose of receiving \$93,903 in grant funds, for the Ingham County Monumentation and Remonumentation Project in the year 2009.

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

BE IT FURTHER RESOLVED, that the Board Chairperson, County Clerk, and County Grant Administrator have the authority to sign said grant contract documents after approval as to form by the County Attorney.

COUNTY OF INGHAM
Purchasing Department

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

Recommendation to Enter Into Contract with Wolverine Engineers & Surveyors, Inc.

Project: Monumentation Surveyor for 2009

Proposal Summary:

Vendors Contacted: 27 Local: 12
Vendors Responding: 4 Local: 2

Vendors notified by US Mail, advertisement in Lansing State Journal, The Chronicle, Lansing City Pulse and posted on the Ingham County Purchasing website.

The following firms submitted proposals:

<u>Firm</u>	<u>Requested Local Preference</u>
Boss Engineering Company	
Bumstead Land Surveys	
Ledy Survey Group, Inc.	Yes
Wolverine Engineers & Surveyors, Inc.	Yes

Recommendation: It is the recommendation of the Remonumentation Committee in concurrence with the Purchasing Department to award a contract to Wolverine Engineers & Surveyors, Inc. for the Monumentation Surveyor for 2009.

Janeil Valentine
Purchasing Department
517-676-7307

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH RONNIE M. LESTER AS COUNTY REPRESENTATIVE AND WOLVERINE ENGINEERS AND SURVEYORS, INC. FOR SERVICES AS MONUMENTATION SURVEYOR FOR THE INGHAM COUNTY MONUMENTATION AND REMONUMENTATION PROJECT IN 2009

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

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

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

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

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

WHEREAS, Wolverine Engineers and Surveyors, Inc. submitted a proposal to perform all of the monumentation services for 2009; and

WHEREAS, it is the recommendation of the Purchasing Department, with the concurrence of the Remonumentation Committee, that it is in the County's best interest to authorize a contract with Wolverine Engineers and Surveyors, Inc. for services as monumentation surveyor for 2009.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners authorizes a contract with Ronnie M. Lester, D.B.A. Polaris Surveying Company, upon approval of the 2009 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2009 through December 31, 2009, at a cost not to exceed \$13,440.

BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract for the services of County Remonumentation Project Surveyor as required by Act 345, P.A., 1990, with Wolverine Engineers and Surveyors, Inc., said contract to be funded by Survey and Remonumentation grant funds for a period of one year, January 1, 2009 through December 31, 2009, in an amount not to exceed \$72,463.

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

RESOLUTION STAFF REVIEW

DATE: November 18, 2008

Agenda Item Title: Resolution Authorizing a Contract with AT&T Wireless and ID Solutions to Upgrade the Security Cameras at the Ingham County Family Center for the Ingham Academy

Submitted by: Facilities Department/MIS/Family Division of Circuit Court

Committees: LE ____, JD X, H.S. ____, CS ____, and Finance X

Summary of Proposed Action:

This resolution would authorize awarding a purchase order to AT&T Wireless and ID Solutions, 31100 Plymouth Road, Room 308, Livonia, Michigan 48150, to perform the installation, project management, engineering and programming of an upgrade of an additional ten interior surveillance cameras and two exterior surveillance cameras at the Ingham County Family Center for security purposes.

In addition, there is the need to purchase window tinting services on the east side of the building in order to get the proper camera detail and resolution for clear viewing.

Finally, a 10% project contingency appropriation is proposed in the amount of \$3,098 to cover the costs of the wiring installation and other unanticipated costs associated with the project.

Financial Implications:

The total cost of the project is a not to exceed \$34,085; the funds will come from the Juvenile Justice Millage Fund.

AT&T Wireless and ID Solutions - \$29,615 (reflects pricing from the State of Michigan Purchase Contract and shipping costs).

Tint Master - \$1,372 for the purchase of window tinting treatment services.

Project Contingency Appropriation - \$3,098 (includes funds for FD Hayes to perform the wiring installation and other potential costs).

Total project costs - not to exceed \$34,085.

Other:

The price includes one year of maintenance services for a year after the warranty period expires.

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

Staff recommends approval of the resolution.

Agenda Item 4

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH AT&T WIRELESS AND ID SOLUTIONS TO UPGRADE THE SECURITY CAMERAS AT THE INGHAM COUNTY FAMILY CENTER FOR THE INGHAM ACADEMY

WHEREAS, ten interior surveillance cameras and two exterior surveillance cameras need to be installed at the Ingham County Family Center; and

WHEREAS, it is the recommendation of the MIS and Facilities Departments to use the State of Michigan Purchase Contract with AT&T and ID Solutions; and

WHEREAS, it is recommended that the windows on the east side of the Ingham County Family Center be tinted to receive the best use of the surveillance equipment; and

WHEREAS, the funds for this project are available within the Juvenile Justice Millage Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an upgrade to the Ingham County Family Center surveillance system, at a cost not to exceed \$34,085 from the Juvenile Justice Millage Fund.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes ten interior surveillance cameras and two exterior surveillance cameras to be purchased from AT&T and ID Solutions, for a not to exceed cost of \$29,615, for additional video surveillance at the Ingham County Family Center.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of window tinting treatment services from Tint Master, for a cost not to exceed \$1,372.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a project contingency fund of \$3,098 to include the cost of wiring installation by FD Hayes.

BE IT FURTHER RESOLVED, the Controller's Office is authorized to make the necessary budget adjustments and the Purchasing Department is authorized to issue the necessary purchase order or purchase documents needed.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorized 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 November 20, 2008

Agenda Item Title: Resolution to Authorize Amendment #1 to the 2008-2009 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health

Submitted by: Health Department

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

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

This resolution authorizes Amendment #1 of the 2008-2009 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The CPBC Agreement establishes the funding levels and the terms and conditions. The Board of Commissioners authorized the 2008-2009 Agreement in Resolution #08-237.

Financial Implications:

Amendment #1 will increase the budget for Comprehensive Local Health Services from \$4,707,163 to \$4,768,298 for a net increase of \$61,135. The Amendment makes the following specific changes in the budget:

1. BCCCP Coordination: increase of \$36,375.
2. Building Healthy Communities: increase of \$20,000.
3. Childhood Lead Prevention: decrease of \$3,333.
4. TB Control: increase of \$8,093.

Other Implications:

The Amendment also revises sections of the Agreement:

- A. It requires the Health Department to convene a community coalition to plan cardiovascular disease interventions and to complete four health assessments provided on line by MDCH.
- B. It makes accessing the total amount budgeted for Family Planning in the CPBC agreement contingent upon serving at least 95% of proposed Title X users.
- C. It requires the Health Department to work with MDCH to establish Plan First! Caseload targets.

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., Health Officer

Date: November 18, 2008

Subject: CPBC Agreement Amendment #1 for 2008-2009

This is a recommendation to authorize Amendment #1 of the 2008-2009 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The funds, of course, come with terms and conditions. The CPBC Agreement establishes the funding levels and the terms and conditions. The Board of Commissioners authorized the 2008-2009 Agreement in Resolution No. #08-237.

The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #1 will increase the budget for Comprehensive Local Health Services from \$4,707,163 to \$4,768,298 for a net increase of \$61,135. The Amendment makes the following specific changes in the budget:

1. BCCCP Coordination: increase of \$36,375.
2. Building Healthy Communities: increase of \$20,000.
3. Childhood Lead Prevention: decrease of \$3,333.
5. TB Control: increase of \$8,093.

The Amendment also revises sections of the Agreement:

- D. It requires us to convene a community coalition to plan cardiovascular disease interventions and to complete four health assessments provided on line by MDCH.
- E. It makes accessing the total amount budgeted for Family Planning in the CPBC agreement contingent upon serving at least 95% of proposed Title X users.
- C. It requires us to work with MDCH to establish Plan First! caseload targets.

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

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #1
TO THE 2008-2009 COMPREHENSIVE PLANNING,
BUDGETING AND CONTRACTING AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

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

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

WHEREAS, the MDCH and Ingham County have entered into a 2008-2009 Agreement for the delivery of public health services under the Comprehensive Planning, Budgeting and Contracting (CPBC) process to clarify roles and responsibilities, including funding relationships, authorized by Resolution #08-237; and

WHEREAS, the MDCH has proposed an amendment to the 2008-2009 CPBC to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #1 to the 2008-2009 Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH).

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

BE IT FURTHER RESOLVED, that the net adjustment in the total amount of CPBC funding shall be an increase of \$61,135 from \$4,707,163 to \$4,768,298 which includes: 1) BCCCP Coordination: an increase of \$36,375; 2) Building Healthy Communities: an increase of \$20,000; 3) Childhood Lead Prevention: a decrease of \$3,333; and 4) TB Control: an increase of \$8,093.

BE IT FURTHER RESOLVED, that the Amendment also revises sections of the Agreement which include: A. It requires the Health Department to convene a community coalition to plan cardiovascular disease interventions and to complete four health assessments provided on line by MDCH; B. It makes accessing the total amount budgeted for Family Planning in the CPBC agreement contingent upon serving at least 95% of proposed Title X users; and C. It requires the Health Department to work with MDCH to establish Plan First! caseload targets.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2009 Budget in order to implement this resolution.

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

RESOLUTION STAFF REVIEW

DATE November 20, 2008

Agenda Item Title: Resolution to Authorize a 2008-2009 Moving Our Community Toward Health Grant

Submitted by: Health Department

Committees: LE____, JD____, HS_ X __, CS____, Finance_ X __

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

This resolution authorizes a grant agreement with the Michigan Department of Community Health (MDCH) and the Michigan Nutrition Network to implement activities to change policies and environments to support nutrition and physical activity. This is the fifth year of this agreement.

Year five activities will focus on physical activity and healthy eating through a variety of innovative projects implemented by community partners through subcontracts.

Financial Implications:

MDCH will provide Ingham County with \$44,857 to implement the initiative, and the funds shall be included in the 2008-2009 CPBC Agreement for the period October 1, 2008 through September 30, 2009. \$75,576 in additional funds for the project will be provided by the Michigan Nutrition Network.

Grant activities will be implemented through subcontracts totaling up to \$107,601 as outlined below; further detail is contained in the attached memorandum.

- LeRoy Harvey - \$15,320
- South Lansing Community Development Association - \$45,125
- Mid-Michigan Environmental Action Council - \$15,000
- NorthWest Initiative - \$32,156

An amount of \$2,500 will be allocated to support travel and supplies for grant-related activities.

Other Implications:

None.

Staff Recommendation: MM____ JN____ TL____ TM____ JC_ X __

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

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

Date: November 20, 2008

Subject: Resolution to authorize a 2008-2009 Moving Our Community Toward Health Grant

This is a recommendation to authorize a grant agreement with Michigan Department of Community Health (MDCH) and Michigan Nutrition Network to implement activities to change policies and environments to support nutrition and physical activity. This is the fifth year of this agreement. The first two years' activities involved surveys and assessments of local supports and barriers to increasing physical activity in the community, building linkages, and forging partnerships. The second, third, and fourth years of the initiative included efforts to implement improvement plans.

Year Five activities will focus on physical activity and healthy eating through a variety of innovative projects implemented by community partners as detailed below. Grant activities will be implemented through subcontracts totaling up to \$107,601 as detailed below:

LeRoy Harvey will assist with coordination of the project and complete a related mapping project through a subcontract of up to \$15,320. Mr. Harvey has assisted with coordination of the project since the inception of Moving Our Community Toward Health in 2005.

South Lansing Community Development Association will be receive a subcontract for up to \$45,125 to develop a Farmers Market in South Lansing and to conduct a social marketing campaign to increase physical activity and healthy eating among low income South Lansing residents.

Mid-Michigan Environmental Action Council will receive a subcontract for \$15,000 to increase physical activity, implement a Complete Streets Ordinance, and create a non-motorized plan for the City of Lansing.

NorthWest Initiative will receive a subcontract for up to \$32,156 to continue the School Garden Projects begun in past years of MOCTH, to engage three more convenience stores to carry fresh fruits and vegetables, and to pilot a community garden project for senior citizens.

An amount of \$2,500 will be allocated to support travel and supplies for grant-related activities.

I recommend that the Board adopt the attached resolution and authorize the 2008-2009 Moving Our Community Toward Health grant and subcontracts.

Attachment

c: Melany Mack w/attachment
 John Jacobs w/attachment
 Janine Sinno w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 2008-2009 MOVING OUR COMMUNITY
TOWARD HEALTH GRANT**

WHEREAS, the Michigan Department of Community Health (MDCH) implements a grant program to improve diet and physical activity in communities; and

WHEREAS, Ingham County was the recipient of a Moving Our Community Toward Health grant for the past four years; and

WHEREAS, the MDCH has awarded a \$44,857 implementation grant for the Moving Our Community Toward Health Initiative in FY2008-2009; and

WHEREAS, \$75,576 in additional funds for the project will be provided by the Michigan Nutrition Network; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the 2008-2009 Moving Our Community Toward Health grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Moving Our Community Toward Health Grant with the Michigan Department of Community Health.

BE IT FURTHER RESOLVED, that the MDCH will provide Ingham County with \$44,857 to implement the initiative, and the funds shall be included in the 2008-2009 CPBC Agreement for the period October 1, 2008 through September 30, 2009.

BE IT FURTHER RESOLVED, Michigan Nutrition Network will provide Ingham County with up to \$75,576 to implement the initiative.

BE IT FURTHER RESOLVED, that subcontracts are authorized up to the specified amounts with the following individuals and organizations:

- LeRoy Harvey, 1641 Mt. Vernon, East Lansing - up to \$15,320
- South Lansing Community Development Association - up to \$45,125
- Mid-Michigan Environmental Action Council - \$15,000
- NorthWest Initiative - up to \$32,156

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2009 budget to implement the resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the grant agreement, the Professional Services Contract from Michigan Nutrition Network, and the subcontracts after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE November 20, 2008

Agenda Item Title: Resolution to Authorize Acceptance of a Federal Assistance Award for an Abstinence Education Program

Submitted by: Health Department

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

Summary of Proposed Action: (See the attached memorandum of explanation.)
This resolution authorizes acceptance of a federal assistance award for an Abstinence Education Program with the United States Department of Health and Human Services (HHS).

Financial Implications:

The Health Department's Healthy Choices Abstinence Program has been one of HHS' Abstinence Education demonstration projects since 1999. This designation requires abstinence education programming targeted at Ingham County youth, ages 9 to 17 and their parents, and provides \$276,826 for the period of October 1, 2008 through September 30, 2009.

As in previous years, the Health Department will continue to work with schools and community agencies to provide research supported curriculum and activities that promote youth abstinence from risk-taking behaviors. The partnership with community agencies will be formalized through contractual agreements with these agencies responding to a mini-grant process with the expectation that abstinence programming will meet the specific needs of an individual agency's constituents. The agency contracts will not exceed \$28,000 collectively.

Other Implications:

Evaluation of the Health Department's Healthy Choices program will be accomplished through collection and input of pre and post intervention data. Maintenance and support of the data collection system will be contractually provided by Public Sector Consultants for no more than \$20,000. Evaluation of the data will occur via a contract with Michigan State University, with this contract not to exceed \$15,000.

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., M.S.
Health Officer/Medical Director

DATE: November 20, 2008

SUBJECT: Authorization to Accept a Federal Assistance Award for an Abstinence Education Program from the United States Department of Health and Human Services

This is a recommendation to authorize acceptance of a federal assistance award for an Abstinence Education Program with the United States Department of Health and Human Services (HHS).

Reducing the incidence of sexually transmitted diseases and unintended pregnancies among adolescents is an important objective for the Health Department as these issues continue to persist as important public health challenges. Fortunately, HHS funds abstinence-until-marriage education programs, like the Health Department's, as part of its strategy to reduce the incidence of STDs and unintended pregnancies among adolescents. The purpose of HHS' Abstinence Education demonstration projects is to enable community agencies to develop, implement and evaluate programs that teach adolescents to abstain from sexual activity until marriage in order to avoid risks of unintended pregnancy, STDs, and related health problems.

The Health Department's Healthy Choices Abstinence Program has been one of HHS' Abstinence Education demonstration projects since 1999. This designation requires abstinence education programming targeted at Ingham County youth, ages 9 to 17 and their parents and provides \$276,826 for the period of October 1, 2008 through September 30, 2009.

As in previous years, the Health Department will continue to work with schools and community agencies to provide research supported curriculum and activities that promote youth abstinence from risk-taking behaviors. The partnership with community agencies will be formalized through contractual agreements with these agencies responding to a mini-grant process with the expectation that abstinence programming will meet the specific needs of an individual agency's constituents. The agency contracts will not exceed \$28,000 collectively.

Given that this award is for a demonstration project evaluation of the program's effectiveness is required. Evaluation of the Department's Healthy Choices program will be accomplished through collection and input of pre and post intervention data. Maintenance and support of the

data collection system will be contractually provided by Public Sector Consultants for no more than \$20,000. Evaluation of the data will occur via a contract with Michigan State University, with this contract not to exceed \$15,000. The attached resolution authorizes expenditure of for these evaluation services.

The Department will also contract with local recreational and/or meeting centers for the purpose of conducting Abstinence Program events.

I recommend that the Board adopt the attached resolution and authorize acceptance of the federal assistance award for an Abstinence Education Program.

Attachment

- c: Jaeson Fournier, DC, MPH, Deputy Health Officer w/attachment
- John Jacobs, CPA, Chief Financial Officer w/attachment
- Barbara Watts Mastin, MA, Chief Operating Officer w/attachment
- Carlos Moreno, MD, MBA, Health Center Administrator w/attachment
- Jan Kimble, M.A., L.P.C., Program Coordinator w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF A FEDERAL ASSISTANCE
AWARD FOR AN ABSTINENCE EDUCATION PROGRAM**

WHEREAS, preventing sexually transmitted diseases and unintended pregnancies among adolescents is an important public health challenge; and

WHEREAS, Ingham County has secured a \$276,826 federal assistance award from the United States Department of Health and Humans Services (HHS) for an abstinence education demonstration program for the period of September 30, 2008 through September 29, 2009; and

WHEREAS, the Health Department has continuously provided services as an Adolescent Family Life Abstinence Education Demonstration Project grantee since 1999; and

WHEREAS, the Health Officer has advised the Board of Commissioners that the Department's Abstinence Education Program has been effective and recommends that the Board of Commissioners authorize acceptance of the federal assistance award in the amount of \$276,826.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts a federal assistance award in the amount of \$276,826, for an Abstinence Education Prevention Program for the period September 30, 2008 through September 29, 2009.

BE IT FURTHER RESOLVED, that a \$15,000 contract with Michigan State University and a \$20,000 contract with Public Sector Consultants be authorized for evaluation of the project for the same period as the grant award.

BE IT FURTHER RESOLVED, that subcontracts with community agencies for abstinence education activities are authorized with the total of all subcontracts not to exceed \$28,000.

BE IT FURTHER RESOLVED, that contracts are authorized with local organizations for recreational and meeting space to support the Abstinence Education Program activities.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to amend the Health Department's 2009 Budget in order to implement this resolution.

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

RESOLUTION STAFF REVIEW

DATE November 20, 2008

Agenda Item Title: Resolution to Authorize a Teen Parent Program Agreement with the Michigan Department of Human Services

Submitted by: Health Department

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

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

This resolution authorizes a Teen Parent Program Agreement with the Michigan Department of Human Services for the period of October 1, 2008 through September 30, 2010.

The Health Department's Teen Parent Program, working in coordination with other community agencies, supports pregnant and parenting teens as they take on the responsibilities of parenthood. More specifically, the Teen Parent Program promotes independence and self-sufficiency, promotes enhanced self-esteem, promotes improved communications skills and the completion of one's high school education. In addition, the program assists participants in securing food, clothing, transportation, childcare, job and/or job training, and safe and affordable housing. Information on prenatal care, birth process, child development, parenting skills, anger management, and risk behaviors is also provided.

Financial Implications:

The Michigan Department of Human Services will provide \$136,169 in each year for the period of October 1, 2008 through September 30, 2010 for the Health Department to provide Teen Parent Program services.

Other Implications:

Since 1993, the Health Department has provided parenting services to youth under the age of twenty-one through this program.

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., M.S.
Health Officer/Medical Director

DATE: November 20, 2008

SUBJECT: Authorization to Execute a Teen Parent Program Agreement with the Michigan Department of Human Services

This is a recommendation to authorize a Teen Parent Program Agreement with the Michigan Department of Human Services for the period of October 1, 2008 through September 30, 2010.

Since 1993, the Health Department has provided parenting services to youth under the age of twenty-one through this program. The Health Department has competitively secured funding from the Michigan Department of Human Services that assures continuity of this program for the next two years. The Michigan Department of Human Services will provide \$136,169 in each year for the period of October 1, 2008 through September 30, 2010 for the Health Department to provide Teen Parent Program services.

The Health Department's Teen Parent Program, working in coordination with other community agencies, supports pregnant and parenting teens as they take on the responsibilities of parenthood. More specifically, the Teen Parent Program promotes independence and self-sufficiency, promotes enhanced self-esteem, promotes improved communications skills and the completion of one's high school education. In addition, the program assists participants in securing food, clothing, transportation, childcare, job and/or job training, and safe and affordable housing. Information on prenatal care, birth process, child development, parenting skills, anger management, and risk behaviors is also provided.

The Teen Parent Program has been an effective and integral component of the Health Department's comprehensive service delivery to the community's youth.

I recommend that the Board of Commissioners adopt the attached resolution to authorize an agreement with DHS for Teen Parent Program from October 1, 2008 through September 30, 2010.

Attachment

Jaeson Fournier, DC, MPH, Deputy Health Officer w/attachment
John Jacobs, CPA, Chief Financial Officer w/attachment
Barbara Watts Mastin, MA, Chief Operating Officer w/attachment
Carlos Moreno, MD, MBA, Health Center Administrator w/attachment
Jan Kimble, M.A., L.P.C., Program Coordinator w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A TEEN PARENT PROGRAM AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF HUMAN SERVICES**

WHEREAS, Ingham County has secured grant funding from the Michigan Department of Human Services for a Teen Parent Program; and

WHEREAS, the Health Department has successfully operated a Teen Parent Program under contract with the State of Michigan since 1993; and

WHEREAS, the Teen Parent Program is an integral component of the Health Department's comprehensive services provided to youth; and

WHEREAS, the Teen Parent Program is an important and effective program in supporting pregnant and parenting teens as they take on the responsibilities of parenthood; and

WHEREAS, the Michigan Department of Human Services has awarded Ingham County \$136,169 in annual funding for its Teen Parent Program for the period of October 1, 2008 through September 30, 2010; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the Teen Parent Program Agreement with the Michigan Department of Human Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes execution of a Teen Parent Program Agreement with the Michigan Department of Human Services for the period October 1, 2008 through September 30, 2010.

BE IT FURTHER RESOLVED, that the State of Michigan shall provide Ingham County with programmatic support in the amount of \$136,169 for the period of October 1, 2008 through September 30, 2009, and in the amount of \$136,169 for the period of October 1, 2009 through September 30, 2010.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to amend the Health Department's 2009 Budget in order to implement this resolution.

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

RESOLUTION STAFF REVIEW

DATE November 20, 2008

Agenda Item Title: Resolution to Authorize Service Contracts with Licensed Dentists for 2009

Submitted by: Health Department

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

Summary of Proposed Action: (See the attached memorandum of explanation.)
This resolution authorizes service contracts with dentists for calendar year 2009.

For the Department to maintain high quality dental care for its pediatric and adult dental populations and to maintain revenue projections resulting from dental services it is critical to recruit and retain contractual dentists.

Financial Implications:

The Department's 2009 adopted budget includes \$159,120 to support approximately 60 hours per week of contractual dentists.

In order to competitively secure contractual dentists it is important that the Health Department increase the hourly rate from \$49.52 to \$51.01 reflecting an increase of 3%. The 2009 budget anticipates 60 hours per week of contractual dentist time at the rate of \$51.01 per hour.

Other Implications:

Additionally, the Department employs two full-time dentists at its Adult Dental and one full-time dentist at its Healthy Smiles health centers.

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., M.S.
Health Officer/Medical Director

DATE: November 20, 2008

SUBJECT: Recommendation to Authorize 2009 Contracts with Dentists

This is a recommendation to authorize service contracts with dentists for calendar year 2009. The Department's 2009 adopted budget includes \$159,120 to support approximately 60 hours per week of contractual dentists. Additionally, the Department employs two full-time dentists at its Adult Dental and one full-time dentist at its Healthy Smiles health centers.

For the Department to maintain high quality dental care for its pediatric and adult dental populations and to maintain revenue projections resulting from dental services it is critical to recruit and retain contractual dentists. In order to competitively secure contractual dentists it is important that the Health Department increase the hourly rate from \$49.52 to \$51.01 reflecting an increase of 3%. The 2009 budget anticipates 60 hours per week of contractual dentist time at the rate of \$51.01 per hour.

The attached resolution will authorize contracts with licensed dentists at the rate of \$51.01 per hour. The Department will manage contractual hours to stay within the total budgeted amount for contractual dentists. The County Attorney will prepare contracts that require the dentist to maintain professional liability insurance consistent with County policies. I recommend that the Board authorize the contracts.

Attachment

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SERVICE CONTRACTS
WITH LICENSED DENTISTS FOR 2009**

WHEREAS, Ingham County operates two dental health centers and uses a mix of employed and contracted dentists to provide services; and

WHEREAS, the Health Department's 2009 budget includes \$159,120 to pay for contractual dentists, assuming an average of 60 hours of contractual dental services per week between the two health centers; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize contracts with dentists at the rate of \$51.01 per hour.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes service contracts with licensed dentists during calendar year 2009.

BE IT FURTHER RESOLVED, that the dentists shall be paid at the rate of \$51.01 per hour, with total expenditures not to exceed \$159,120 during Fiscal Year 2009.

BE IT FURTHER RESOLVED, that the County Attorney is authorized to prepare service contracts for licensed dentists recommended by the Health Department and that the County Board Chairperson is authorized to sign such contracts.

RESOLUTION STAFF REVIEW

DATE November 20, 2008

Agenda Item Title: Resolution to Authorize Acceptance of a Federal Assistance Award for Health Care Services for the Homeless

Submitted by: Health Department

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

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

This resolution authorizes acceptance of a federal assistance award (grant) with the United States Department of Health and Human Services (HHS) for the Health Department's Health Care for the Homeless Project. This funding helps support the Health Department's provision of primary care, outreach, case management, and supportive services to Ingham County's homeless population. These services are provided through the Department's Sparrow Community Health Center and at various homeless shelters via the Department's mobile health "bus."

Financial Implications:

The United States Department of Health and Human Services (HHS) will provide Ingham County with \$80,091 for the period of November 1, 2008 through October 31, 2009. However, this award represents only fifty percent of the target Fiscal Year 2009 funding level. This reduction is due to the fact that the Health Center Program (and HHS) is operating under a Continuing Resolution since the Congress has not finalized the Fiscal Year 2009 appropriation. Another notice of grant award (NGA) indicating a revised award is expected to be issued later in the budget period after final action is taken by the Congress; that revised NGA will provide additional grant support for the budget period that is consistent with Congressional intent for the Health Center program for the fiscal year.

Other Implications:

The Health Department has been providing health care services to Ingham County's homeless population since 1987.

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/Medical Director

Date: November 26, 2008

Subject: Recommendation to Authorize Acceptance of a Federal Assistance Award
for Health Care Services for the Homeless

This is a recommendation to authorize acceptance of a federal assistance award (grant) with the United States Department of Health and Human Services (HHS) for the Health Department's Health Care for the Homeless Project.

The Health Department has been providing health care services to Ingham County's homeless population since 1987. Since 1988, the Health Department has received annual funding through the Bureau of Primary Health Care for these activities and currently the Department is in year eight of a ten year project period. As part of the program requirements, the Health Department submits a non-competitive grant application that justifies a continuance of its funding.

Consequently, the Health Department received a Notice of Grant Award (NGA) from HHS that it's Health Care for the Homeless program has been successfully renewed for the period of November 1, 2008 through October 31, 2009. However, the NGA provides authorization at fifty percent of the target Fiscal Year 2009 funding level. This reduction is due to the fact that the Health Center Program (and HHS) is operating under a Continuing Resolution since the Congress has not finalized the Fiscal Year 2009 appropriation. Another NGA indicating a revised award is expected to be issued later in the budget period after final action is taken by the Congress; that revised NGA will provide additional grant support for the budget period that is consistent with Congressional intent for the Health Center program for the fiscal year.

This funding helps support the Health Department's provision of primary care, outreach, case management, and supportive services to Ingham County's homeless population. These services are provided through the Department's Sparrow Community Health Center and at various homeless shelters via the Department's mobile health "bus."

I recommend that the Board adopt the attached resolution and authorize acceptance of a federal assistance award in the amount of \$80,091 for health care services for the homeless.

Attachment

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF A FEDERAL ASSISTANCE
AWARD FOR HEALTH CARE SERVICES FOR THE HOMELESS**

WHEREAS, the Ingham County Health Department has received continuance funding through the federal Public Health Services Act Section 330h (Health Care for the Homeless) since 1988; and

WHEREAS, the Ingham County Health Department has provided medical and outreach services to Ingham County's homeless population since 1987; and

WHEREAS, the United States Department of Health and Human Services has provided a Notice of Grant Award in the amount of \$80,091, for the period of November 1, 2008 through October 31, 2009; and

WHEREAS, the Health Department proposes to use this federal assistance in support of primary care, outreach, case management, and supportive services for Ingham County's homeless population; and

WHEREAS, the Health Officer has advised the Board of Commissioners that this federal assistance award is included in the Health Department's 2009 adopted budget, and recommends that the Board of Commissioners authorize and accept this federal assistance award in the amount of \$80,091.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the \$80,091 in federal assistance for the period of November 1, 2008 through October 31, 2009.

RESOLUTION STAFF REVIEW

DATE November 25, 2008

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

Submitted by: Health Department

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

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

This resolution will execute a Federally Qualified Health Center Alternative Payment Agreement with the State of Michigan for the period of January 1, 2006 through December 31, 2009.

In 2000, Congress passed the Benefits Improvement and Protection Act (BIPA) which enacted preferential payment policy for FQHCs to ensure adequate reimbursement for care provided to Medicare and Medicaid beneficiaries, thus allowing federal and other grant funds to be used to provide care to the uninsured. Under this system, payment rates are established in advance of service delivery and providers that, on average, deliver care for less than the payment amount can retain the portion of the payment amount exceeding their costs; conversely, providers lose money if their service costs are higher than the payment.

The Benefits Improvement and Protection Act permits a State and its FQHCs to negotiate and establish an alternative payment mechanism reflective of the State's marketplace conditions. Since implementing the BIPA, the State of Michigan and Michigan's Federally Qualified Health Centers have established an alternative payment mechanism with this approved as part of the State's Plan under Title XIX of the Social Security Act.

Financial Implications:

As a public entity FQHC, Ingham County has greater service costs than its peer not-for-profit FQHCs. Consequently, the Health Department and the Michigan Department of Community Health's Medical Services Administration have negotiated a supplemental payment for expenditures beyond the Memorandum of Agreement (MOA) encounter rate. Specifically, for those FQHCs that are also public entities, the Prospective Payment System (PPS) amount can be settled to the costs incurred over and above the current MOA encounter rate. This supplemental payment will be settled to the current Federal Medical Assistance Participation (FMAP) rate for the fiscal year with the non-federal share for the supplemental payment provided through an Intergovernmental Transfer from Ingham County.

Other Implications:

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

Staff Recommendation: 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., M.S., Health Officer

Date: November 26, 2008

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

This is a recommendation to execute a Federally Qualified Health Center Alternative Payment Agreement with the State of Michigan for the period of January 1, 2006 through December 31, 2009.

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

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

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

As a public entity FQHC, Ingham County has greater service costs than its peer not-for-profit FQHCs. Consequently, the Health Department and the Michigan Department of Community Health's Medical Services Administration have negotiated a supplemental payment for expenditures beyond the Memorandum of Agreement (MOA) encounter rate. Specifically, for those FQHCs that are also public entities, the PPS amount can be settled to the costs incurred over and above the current MOA encounter rate. This supplemental payment will be settled to the current Federal Medical Assistance Participation (FMAP) rate for the fiscal year with the

non-federal share for the supplemental payment provided through an Intergovernmental Transfer from the Ingham County.

Attachment

c: Robin Turner, Chairperson, Ingham Community Health Center Board w/attachment
Jaeson Fournier, DC, MPH, Deputy Health Officer w/attachment
John Jacobs, CPA, Chief Financial Officer w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, Ingham County operates a network of community health centers that provide outpatient ambulatory primary care health care services to approximately 25,000 low-income and at-risk persons, with over 40,000 medical and dental encounters provided annually to Medicaid beneficiaries; and

WHEREAS, several of the Community Health Centers operated by the Ingham County Health Department have been designated by the Centers for Medicare and Medicaid Services as Federally Qualified Health Centers, with the initial designation award in September 2003; and

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

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

WHEREAS, the Health Department and the Michigan Department of Community Health's Medical Services Administration have negotiated a provision within the Memorandum of Agreement that recognizes Ingham County's status as a public entity Federally Qualified Health Center; and

WHEREAS, the Public Entity Provision within the Memorandum of Agreement will allow Ingham County to gain the federal share of expenditures beyond the Memorandum of Agreement encounter rate.

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize execution of a Federally Qualified Health Center Alternative Payment Agreement with the State of Michigan for the period of January 1, 2006 through December 31, 2009.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes execution of a Federally Qualified Health Center Alternative Payment Agreement for the period of January 1, 2006 through December 31, 2009 with the Michigan Department of Community Health's Medical Services Administration.

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

RESOLUTION STAFF REVIEW

DATE November 19, 2008

Agenda Item Title: Resolution Authorizing Funds to Select a Contractor for the 911 Center Consolidation Site Selection Consultant Services

Submitted by: Ingham County Controller's Office/911 Steering Committee

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

Summary of Proposed Action:

This resolution will authorize funds and a vendor to contract for 911 Center Consolidation Site Selection Consultant Services.

The 911 Center Consolidation Facilities Subcommittee and 911 Steering Committee have recommended that an Architectural/Engineering (A/E) firm familiar with 911 Centers and Homeland Security Standards be engaged to assist the Committee and County in making a site selection.

Financial Implications:

The Contract for the 911 Center Site Selection Consultant Services will not exceed \$8,000, and be completed by February 1, 2009. The funds will come from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements. It is likely we will also need further consulting assistance to put the actual Plan into effect and to accomplish all the many details of the project.

Other Implications:

The vendor will be chosen after proposals are taken and reviewed within the context of the County's policies for selecting professional services.

Some of the criteria are —

Feasibility Study:

- A) Site evaluations - this would include vacant parcels and architectural evaluations.
- B) Projected financial implications - estimated construction costs and/or remodel costs associated with location.
- C) Recommendation on site location.

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

Agenda Item 6

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING FUNDS TO SELECT A CONTRACTOR FOR THE 911 CENTER CONSOLIDATION SITE SELECTION CONSULTANT SERVICES

WHEREAS, the Ingham County Board of Commissioners previously authorized a contract with Plante & Moran, PLLC to evaluate the potential of combining the two 911 Dispatch Centers into one consolidated 911 Dispatch Center operated by the County of Ingham, as well as a review of an alternative Dual Dispatch Plan; and

WHEREAS, the Ingham County Board of Commissioners has previously expressed its intent to enter into a conditional agreement with the Cities of Lansing and East Lansing for the purposes of creating a Consolidated 911 Center operation according to an Action Plan, to develop one consolidated Ingham County 911 Dispatch Center; and

WHEREAS, representatives from the Cities of East Lansing and Lansing, Ingham County and the Public Safety Community have been meeting as a 911 Steering Committee and Subcommittees to implement the Action Plan by July of 2010; and

WHEREAS, the 911 Center Consolidation Facilities Subcommittee and the 911 Steering Committee have recommended that an Architectural/Engineering firm familiar with 911 Centers and Homeland Security Standards be engaged to assist the Committee and County in making a site selection.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves this recommendation and authorizes an appropriation for an amount not to exceed \$8,000 to select a contractor for the 911 Center Consolidation Site Selection Consultant Services, to be completed by February 1, 2009.

BE IT FURTHER RESOLVED, that up to \$8,000 for this purpose will come from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements.

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

Agenda Item 7

RESOLUTION STAFF REVIEW

DATE: November 19, 2008

Agenda Item Title: Resolution Authorizing a Contract with M/A-COM, Inc. for the New MSU WKAR Tower Site Transition Project for the Public Safety Wireless Voice Communication System

Submitted by: 911 Advisory Board/Controller's Office

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

Summary of Proposed Action: (See the attached communication.)

This resolution will authorize a contract with M/A-COM, Inc. for the move to the new MSU WKAR Tower Site for the Public Safety Wireless Voice Communication System Project. MSU is building a new WKAR Tower and the County will be responsible to take our communications equipment off of the existing tower and move it to the new Tower to be erected adjacent to it. Several options were reviewed and this option is being recommended to minimize down time, for the radio system, maximize the use of replacement equipment, which will make the most spare parts available for reuse at the new 911 Consolidated Center and for the rest of the radio system.

Financial Implications:

This contract with M/A-COM, Inc. for the move to the new MSU WKAR Tower Site for the Public Safety Wireless Voice Communication System Project will be at a cost not to exceed \$46,000, with the funds to come from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System.

Other Implications: The 911 Advisory Board will meet on November 20, 2008 to review and approve this final recommendation.

Staff Recommendation: MM JN X TL TM JC

Staff recommends approval of the resolution contingent on the 911 Advisory Board approving the recommendation.

WKAR Tower Options

- **Option 1 Replace all antennas/feedlines**
 - Downtime < 4 hours (probably closer to 2 hours or less)
 - Cost Highest
 - Risk Lowest Risk/Downtime – new parts, tested before cutover
- **Option 2 New feedlines/waveguide, reuse antennas**
 - Downtime ~ 2 days
 - Cost Medium
 - Risk Med. Risk/Downtime – some new parts, nothing pre-tested
- **Option 3 Reuse all antennas/feedlines/waveguide**
 - Downtime ~ 7 days
 - Cost Lowest
 - Risk High Risk/Downtime – no new parts, nothing pre-test

Budgetary Costs

- | | | |
|--|------------------|------------------|
| • Option 1
– New antennas/feedlines/waveguide | \$ 40,000 | <4 hrs |
| • Option 1A
– Includes Option 1 + coverage testing | \$ 46,000 | |
| • Option 2
– New feedlines & waveguide | \$ 36,000 | 2 days |
| • Option 2A
– Includes Option 2 + coverage testing | \$ 42,000 | |
| • Option 3
– Reuse existing antenna systems | \$ 22,000 | 7 days |
| • Option 3A
– Includes Option 3 + coverage testing | \$ 28,000 | |

Your Choice.....How much downtime can you tolerate?
TE will finetune pricing once an option is chosen

TE needs 90 days notice to order parts & schedule tower work



Reusable Parts

- **Microwave Dish & Waveguide** **Opt 1**
 - Possibly Reuse for Center Consolidation
- **Spare Antennas** **Opt 1**
 - DB413 (Dobie and Dansville)
 - DB411 (numerous RX sites)
- **Spare Feedline** **Opt 2**
 - 1-5/8" & 7/8" Feedline
- **Remember the past damage at Dobie Rd. *It can happen at other sites.***

Agenda Item 7

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH MA/COM INC. FOR THE NEW
MSU WKAR TOWER SITE TRANSITION PROJECT FOR THE PUBLIC SAFETY
WIRELESS VOICE COMMUNICATION SYSTEM**

WHEREAS, the Ingham County Board of Commissioners operates the Ingham County Public Safety Radio Communications System; and

WHEREAS, MSU is building a new WKAR Tower and the County will be responsible to take our communications equipment off of the existing tower and move it to the new Tower to be erected adjacent to it; and

WHEREAS, the 911 Advisory Committee has reviewed several cost options and is recommending that the Ingham County Board of Commissioners approve a contract with M/A-COM, Inc. for the new MSU WKAR Tower Site Transition Project to the Public Safety Wireless Voice Communication System.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with M/A-COM, Inc. for the new MSU WKAR Tower Site Transition Project for the Ingham County Public Safety Wireless Voice Communication, as recommended by the Ingham County 911 Advisory Committee for a cost not to exceed \$46,000, to be completed by June 1, 2009.

BE IT FURTHER RESOLVED, that up to \$46,000 for this purpose will come from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements.

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

MEMORANDUM

November 17, 2008

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Fourth Quarter 2008 Budget Adjustments, Year End Adjustment and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the fourth quarter of 2008. The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Adjustments are made for a variety of reasons, such as updated revenue and expenditure projections, increased grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The major adjustment made this quarter is to the Liquor Tax budget. After receipt of the last payment from the State of Michigan in November, the total revenue received is \$110,643 greater than budgeted. Fifty-percent of this revenue will be distributed to the Mid-South Substance Abuse Commission, and the other 50% will be used to reduce the budgeted use of fund balance. There is also a contingency appropriation of \$3,600 recommended to cover increased veterans burial expenses.

The remaining adjustments are line item transfers requiring Board approval because transfers are being made to or from a personnel line item, or to recognize additional revenue.

This resolution also authorizes the County Controller/Administrator, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2008 Budget. The General Fund budget will be adjusted to the amount of \$84,632,504 for the fourth quarter of 2008.

Also included is an update of contingency fund spending so far this year. If budget adjustments to be considered by the Board of Commissioners at its November 25 meeting, as well as those in the attached resolution, are approved as proposed, the contingency amount will be \$24,352. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$579,831.

Should you have any questions or require any additional information, 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 AND AUTHORIZING THE CONTROLLER/ADMINISTRATOR TO MAKE
YEAR END BUDGET ADJUSTMENTS**

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; and

WHEREAS, the Board of Commissioners annually authorizes the Controller/Administrator to make necessary year-end transfers to comply with state statute.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller/Administrator 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 11/15/08</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$84,577,181	\$55,322	\$84,632,504
208	Parks	2,105,573	0	2,105,573
215	Friend of the Court	4,770,817	2,100	4,772,917
267	Community Corrections	1,037,998	3,500	1,041,498

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2008 Ingham County General Fund budget at \$84,632,504.

GENERAL FUND REVENUES

	2008 Budget – <u>9/15/08</u>	Proposed <u>Changes</u>	2008 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	47,920,884		47,920,884
Property Tax Adjustments	(100,000)		(100,000)
Delinquent Real Property Tax	50,000		50,000
Unpaid Personal Property Tax	25,000		25,000
Industrial Facility Tax	475,000		475,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
Transfer from Rev. Sh. Res. Fund	5,726,831		5,726,831
Convention/Tourism Tax - Liquor	1,592,770	110,643	1,703,413
Health and Safety Fund	148,267		148,267
Use of Fund Balance	2,695,155	(55,321)	2,639,834
Department Generated Revenue			
Animal Control	621,444		621,444
Circuit Court - Family Division	863,173		863,173
Circuit Court - Friend of the Court	575,430		575,430
Circuit Crt - General Trial	2,318,700		2,318,700
Cooperative Extension	213,822		213,822
County Clerk	543,600		543,600
District Court	2,764,282		2,764,282
Drain Commissioner/Drain Tax	385,000		385,000
Economic Development	149,683		149,683
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	870,515		870,515
Purchasing	248,706		248,706
Register of Deeds	2,369,250		2,369,250
Remonumentation Grant	179,087		179,087
Sheriff	5,716,910		5,716,910
Treasurer	6,919,319		6,919,319
Tri-County Regional Planning	59,937		59,937
Veteran Affairs	187,201		187,201
Total General Fund Revenues	84,577,182	55,322	84,632,504

GENERAL FUND EXPENDITURES

	2008 Budget – 9/15/08	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	2,457,950		2,457,950
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	6,714,366		6,714,366
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	6,374,423		6,374,423
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	235,655		235,655
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	19,584,626		19,584,626
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	55,322	855,942

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	3,600	381,747
Cooperative Extension	927,409		927,409
Parks and Recreation	1,975,230		1,975,230
Contingency Reserves	447,952	(3,600)	444,352
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	3,982,214		3,982,214
Total General Fund Expenditures	84,577,182	55,322	84,632,504

General Fund Revenues

Liquor Tax	Increase revenue \$110,643 to reflect actual revenue collection for 2008. 50% of this amount will be distributed to the Mid-South Substance Abuse Commission and 50% will be used to decrease the 2008 use of fund balance.
Use of Fund Balance	Decrease use of fund balance \$55,321, to reflect 50% of increase in liquor tax collection.

General Fund Expenditures

Substance Abuse Comm.	Increase payment to Mid-South Substance Abuse Commission \$55,322 to reflect 50% of increase in liquor tax collection.
Veterans Affairs	Increase veterans burial expense \$3,600 due to increase in county burial applications. Transfer \$159 from meeting fees to temporary salaries for additional hours for substitute transportation officer.
Contingency	Decrease contingency account \$3,600 for increased veterans burial expense.

Non-General Fund Adjustments

Parks (F208)	Transfer funds from permanent salaries and fringes to temporary salaries to accommodate staff time being charged to Potter Park Zoo fund. (\$14,124) Transfer funds from permanent salaries available from vacant parks director position to recruiting expenses used for searches for new director. (\$7,985)
Friend of the Court (F215)	Transfer funds from permanent salaries and fringes available from staff vacancies in excess of the department's attrition management target to purchase a used vehicle from the Sheriff's Office. (\$5,500) Increase revenues and expenses due to amendment of the Access to Visitation grant. (\$2,100)
Community Corrections	Increase Automon enrollment revenue budget to recognize (F267) collected revenue. Funds will be used to purchase an Automon kiosk enrollment station at the Veterans' Memorial Courthouse. (\$3,500)

2008 CONTINGENCY

Adopted Contingency Amount	\$579,831
R07-309: Additional Appropriation Community Agencies	(\$1,250)
R07-334: Temporary District Court Clerk	(\$15,323)
R08-020: Reorganize Central Services	(\$16,229)
R08-021: Lake Lansing Watershed Management Plan	(\$4,800)
R08-067: Refugee Development Center	(\$1,825)
R08-128: 2008 1 st Quarter Adjustment	(\$88,852)
R08-148: Food Pantry Contract and Lease Agreement	(\$3,600)
Proposed: Amend 2008 Intergovernmental Services Fund	(\$320,000)
Proposed: Amend 2008 Fair Fund	(\$100,000)
Proposed: 2008 4 th Quarter/Year End Adjustment	(\$3,600)
Current Contingency Amount	\$24,352

Agenda Item 8b

RESOLUTION STAFF REVIEW

DATE: November 20, 2008

Agenda Item Title: Resolution Authorizing an Agreement for Local and Long Distance Service for the Inmate and Public Pay Telephones

Submitted by: Controller's Office/Purchasing Department/Sheriff's Office

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

Summary of Proposed Action:

This resolution authorizes a contract with Securus Technologies for the inmate phone system and the public pay phones on county properties.

Financial Implications:

Current rates are:

Local calls will be billed at a surcharge of \$4.25 plus \$.25 per minute;
Intra-Lata (i.e. regional) calls will be billed at a surcharge of \$4.25 plus \$.30 per minute;
Intrastate calls will be billed at a surcharge of \$3.69 plus \$.69 per minute;
Interstate calls will be billed at a surcharge of \$3.95 plus \$.89 per minute.

The negotiated contract will be for \$ _____ for the _____ period of time

\$410,000 is anticipated in the County's 2009 budget.

Other Implications: (See the attached communication - Inmate Phone Contract.)

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

Staff recommends approval of this resolution.

Inmate Phone Contract

RFP# 18-05 was issued with the stated new objective of the County. The County asked to receive proposals which provided the lowest cost to the users of the phones while assuring the County of a continuation of its current revenue stream associated with the provision of these phones (\$410,000 annually).

Four vendors responded:

- EVERCOM (now Securus Technologies)
- SBC (the vendor at the time)
- ENCARTELE
- INFINITY

Resolution #05 – 311 authorized a five-year contract (2006 -2010) with Infinity Networks, Inc. for the inmate phone system and the public pay phones on county properties.

The County was guaranteed \$410,000 annually for the first three years of the contract and \$415,000 annually for the last two years. Public pay phones were to be provided at no cost to the County.

The 2006-08 Annual Contract amount is \$410,000 (12 months @ \$ 34,166.67 per month).

In June 2007, a communication was received by the County indicating that Infinity was working with a partner DC TeleSystems, L.L.C. to provide services.

The County received its monthly revenue from the inception of the contract until around the first of this current contract year; then we started to get reduced amounts sporadically.

Several meetings were held with the new vendor DC TeleSystems L.L.C. with respect to problems associated with service and the lack of full payments. The vendor said they were losing money on the contract, could only pay reduced commissions, and wanted to renegotiate with the County. The County indicated verbally at several meetings that the contract was not based on commissions, they were obligated to pay us the full amount of the annual guaranteed amount; the vendor could request early termination of the contract but DC TeleSystems L.L.C. was contractually obligated to pay the County the full amounts until the end of the contract or until the County granted them an early termination. A follow-up communication was sent to summarize this position.

On October 27, 2008 DC TeleSystems, L.L.C. faxed a letter indicating that they did not feel they had any obligation to pay the County, they were only a service provider and that Infinity may be the proper vendor to seek our funds from. They still want to negotiate with the County over the money.

2008 payments on the contract are approximately \$58,200 to date. This projects to be about \$51,800 short for the 2008 contract year.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ENTERING INTO AN AGREEMENT FOR LOCAL AND LONG
DISTANCE SERVICE FOR THE INMATE AND PUBLIC PAY TELEPHONES**

WHEREAS, the Ingham County Purchasing Department sought proposals for the provision of approximately 100 inmate, 27 visitation, and 20 public pay phones through the issuance of RFP# 18-05; and

WHEREAS, the stated objective of the County was to receive proposals which provided the lowest cost to the users of the phones while assuring the County of a continuation of its current revenue stream associated with the provision of these phones; and

WHEREAS, the County entered into a five-year agreement with Infinity Networks for new equipment, new visitation telephones, local and long distance service for all inmate and public telephones based on the terms and conditions as outlined in the Request for Proposals Packet #18-05 and Infinity Networks Inc., response dated August 16, 2005; and

WHEREAS, the current vendor has failed to perform satisfactorily which requires a new vendor to provide the service for new equipment, new visitation telephones, local and long distance service for all inmate and public telephones in Ingham County; and

WHEREAS, the Controller's Office, the Purchasing Department and the Sheriff's Office are recommending that the County authorize a _____ year agreement with Securus Technologies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a _____ year agreement for the period of _____ thru _____, with Securus Technologies for new equipment, new visitation equipment, local and long distance service for all inmate and public telephones.

Unless otherwise agreed by Ingham County and Infinity, the following rates will be charged:

For inmate phones:

Local calls will be billed at a surcharge of \$ _____ plus \$ _____ per minute.

Intra-Lata (i.e. regional) calls will be billed at a surcharge of \$ _____ plus \$ _____ per minute.

Intrastate calls will be billed at a surcharge of \$ _____ plus \$ _____ per minute.

Interstate calls will be billed at a surcharge of \$ _____ plus \$ _____ per minute.

For public phones:

\$ ____ per local call.

\$ ____ per minute for long distance.

Securus Technologies will provide Ingham County with a Prepaid Call Program.

Securus Technologies will install its technology platform for recording and reporting purposes.

Securus Technologies will pay Ingham County \$ ____ in years ____ and ____ provided however, that by mutual consent the County and Securus Technologies, may reduce the commission paid in exchange for reducing some or all of the rates provided above Commission Inmate Collect Calls made from the Ingham County Correctional Facility.

Securus Technologies will also provide public payphones at no cost to Ingham County and shall also pay Ingham County a commission of ____ % on the usage of the public phones.

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

Agenda Item 8c

RESOLUTION STAFF REVIEW

DATE November 21, 2008

Agenda Item Title: Resolution Amending the County's Cell Phone Usage and Reimbursement Policy

Submitted by: Controller's Office

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution adopts a new cell phone policy and rescinds a previous policy and is in compliance with IRS regulations.

Financial Implications: Employees who opt to use a County-owned cell phone for personal use, will have a deduction from their paycheck. \$13 per month will be deducted for cell phone usage. If the employee has internet and text messaging capabilities and it is used for personal use, \$25 per month will be deducted.

Other Implications: This policy is recommended by a Committee comprised of representatives of Controller's Office, Sheriff's Office, Financial Services, Human Resources and Purchasing Departments.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING THE COUNTY'S CELL PHONE USAGE AND
REIMBURSEMENT POLICY**

WHEREAS, the Ingham County Board of Commissioners authorized in Resolution #98-122, County's Travel Policy which included provisions for reimbursing employees for business calls on their personal cellular telephone and said provisions were revised by a Technology Cellular Phone Usage & Reimbursement memo dated December 28, 2001; and

WHEREAS, the Internal Revenue Service has implemented new requirements concerning governmental employees' personal use of County issued cell phones; and

WHEREAS, a Cell Phone Policy Committee was formed including representatives from Controller's Office, Sheriff's Office, Financial Services, Human Resources and Purchasing Departments; and

WHEREAS, after reviewing costs and options, the Cell Phone Policy Committee recommends the adoption of the revised Cell Phone Usage and Reimbursement Policy.

WHEREAS, the County Attorney's Office has reviewed the revised Cell Phone Usage and Reimbursement Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners rescinds the current Technology Cellular Phone Usage & Reimbursement Policy memo dated December 28, 2001, and the provision for reimbursing employees for business calls on the personal cellular telephone portion of the Travel and Employee Reimbursement Policy established by Resolution #98-122, with the attached revised Cell Phone Usage and Reimbursement Policy.

BE IT FURTHER RESOLVED, the revised Cell Phone Usage and Reimbursement Policy will supersede all former policies and shall be effective January 1, 2009.

Cell Phone Usage and Reimbursement Policy

All employees supplied with a County cell phone may choose one of two methods regarding personal phone calls:

1. Personal Use

Method One – Reimbursement of Personal Use

An employee may use the County issued phone for personal use and be charged a monthly personal use fee (the monthly fee for 2009 will be \$13) which will be deducted from his/her pay check. If the employee has text and internet service, the fee will be \$25 per month unless personal usage causes the bill to exceed the allowable minutes and rate. (If the employee needs texting and internet service for work purposes only and does not use it for personal use, they will only be charged the phone personal use fee.) These fees will be adjusted on an annual basis and deducted on the second pay of the month.

The employee will be expected to keep personal use during business hours to a minimum and to make calls in the most cost-effective way.

County telephone billings are subject to FOIA access.

Method Two – No Personal Use Allowed

An employee can use his/her County issued cell phone exclusively for business use and will be required to sign each monthly bill declaring no personal use. This bill will be reviewed by the Department Head to verify all usage is business necessary. The entire bill will be forwarded to Financial Services for review.

2. Lost Phones

Any employee who loses a County issued phone will be charged a fee equaling 50% of the cost of replacement of the telephone. If the employee loses a second phone within the same year, the fee will total 100% of the County's cost for the replacement phone.

3. Purchasing Phones and Accessories

The County may purchase a replacement or upgraded phone no more than once every two years. This includes any necessary accessories. Any phone may be updated more often if specially requested by the Department Head and justified for County business purposes.

4. Internet and Texting Options

Internet and texting capabilities will be limited to employees whose job duties require daily use of internet and texting. All employees requesting these options must supply a detailed County business justification and Department Head approval.

5. Business Use of Personal Cell Phones

Any employee may be reimbursed for the actual cost of business calls required to be made on a personal telephone. The County will not reimburse expenses associated with normal monthly costs, service fees, or equipment repair charges. The amount proposed to be reimbursed must be documented with a copy of an itemized billing statement.

A) Business calls made using “free time” under a cellular phone agreement may be reimbursed at a rate of \$.10 per minute. In no case will the reimbursement exceed the total amount of the cell phone bill.

B) Alternatively, reimbursement for business calls may be calculated in proportion to total usage available under a plan. When using this method, the total minutes used for business call shall be determined and divided by the total minutes available on the plan as set out on the billing for that phone. The resulting fraction shall be multiplied by the total current charges for that phone.

In either case, the employee is required to submit a monthly expense reimbursement form.