

CHAIRPERSON
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VICE-CHAIRPERSON
DALE COPEDGE

VICE-CHAIRPERSON PRO-TEM
RANDY SCHAFFER

FINANCE COMMITTEE
MARK GREBNER, CHAIR
DEB NOLAN
REBECCA BAHAR-COOK
TODD TENNIS
LAURA DAVIS
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, MARCH 4, 2009 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [February 18, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution Authorizing the Purchase of a [Used Vehicle](#) for the Ingham County Sheriff's Office
2. Circuit Court/Family Division
 - a. Resolution to Authorize Ingham County Circuit Court to Accept Donations and Fund Raise for [Court Operated Programs](#) at the Ingham County Family Center
 - b. Resolution to Enter into an Agreement with [Ingham Intermediate](#) School District for the Ingham Academy
 - c. Resolution to Enter into an Agreement with [Highfields, Inc.](#) for the Ingham Academy
 - d. Resolution to Enter into an Agreement with [Highfields, Inc.](#) for the Pride Program
3. Economic Development Corporation - Resolution Requesting the Ingham County Board of Commissioners to Approve a Contract for Business Sustainability Services Between the County of Ingham and [Dru Mitchell](#)
4. Health Department
 - a. Resolution to Authorize [Amendment #2](#) to the 2008-2009 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
 - b. Resolution to Authorize [Staffing Changes](#) in the Special Supplemental Nutrition Program for Women, Infants and Children
 - c. Resolution to Authorize a [Reorganization](#) in the Disease Control, Public Health Nursing, and Planning and Special Services Divisions of the Health Department
5. Facilities Department - Resolution Authorizing the Installation of a [Chilled Water Pump](#) at the Ingham County Jail to be Performed by Myers Plumbing & Heating Inc.

6. Management Information Services Department
 - a. Resolution to Authorize Entering into a Contract to Provide Network Services to the Ingham Intermediate School District (IISD)
 - b. Resolution to Approve the Renewal of the [Avaya](#) Annual Support Agreement
7. Human Resources Department
 - a. Resolution Authorizing Compensation Modifications to the [Managerial/Confidential](#) Personnel Manual for 2010 and 2011
 - b. Resolution Approving Annual 2011 Compensation for [Non-Judicial County-Wide Elected Officials](#)
8. County Services Committee - Resolution Authorizing the Ingham County Board of Commissioners to Continue as a Member of the Lansing Area Economic Partnership ([LEAP](#))
9. Finance Committee - Resolution Establishing the [Budget Calendar](#) for 2010
10. Board Referral - Letter from the Department of Health and Human Services Regarding the [Ingham County Audit](#) for the Period of January 1, 2007 through December 31, 2007

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

February 18, 2009

Minutes

Members Present: Mark Grebner, Deb Nolan, Rebecca Bahar-Cook, Todd Tennis, Laura Davis, Steve Dougan and Board Chairperson Debbie DeLeon

Members Absent: None

Others Present: Matthew Myers, Janeil Valentine, Major Maatman and others

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 February 4, 2009 Minutes

The February 4, 2009 Minutes were approved as submitted.

Additions to the Agenda:

3. Health Department – Resolution to Authorize a Reorganization in the Disease Control, Public Health Nursing, and Planning and Special Services Divisions of the Health Department – This item was pulled from the agenda at the County Services Meeting until the Human Services Committee has a chance to consider the Resolution.
5. Motion to approve membership fees failed due to lack of support. A Resolution will be brought back to County Services and Finance Committee at their next meetings.
7. Additional Information

Limited Public Comment: None

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

1. Sheriff's Office
 - a. Resolution to Accept the 2009 Firearms Proficiency Workshop Grant
 - b. Resolution to Accept the 2009 Emergency Vehicle Operations Grant
2. Sheriff's Office/Department of Homeland Security & Emergency Management – Resolution to Accept the Michigan Department of State Police, Emergency Management Division 2007 State Homeland Security Grant Regional Planner Grant
4. Ingham County Equalization/Tax Mapping – Resolution Amending 2009 Grant Agreement with Michigan Department of Labor and Economic Growth and Amend Contracts with Ronnie M. Lester as County Representative and Wolverine Engineers and Surveyors, Inc. as Remonumentation Surveyor
5. Parks & Recreation Commission
 - a. Resolution Recommending an Appropriation to be Used for Phase II of the Greening Mid-Michigan Project

- b. Resolution Authorizing Participation in the WKAR Public TV and Radio Member Card Promotion for Admission into the Potter Park Zoo

MOTION CARRIED UNANIMOUSLY.

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

6. Lansing Area Economic Partnership (LEAP 2009 Membership) – Discussion

Comm. Nolan asked about the cost of the dues for the LEAP membership. Mr. Myers stated the 2009 dues is \$35,000. The dues were not budgeted in the 2009 budget; therefore, the cost would come from the 2009 Contingency Fund. The County Services Committee had a good discussion last night about this issue. They received informational folders. The information described things that LEAP has been involved in. Mr. Myer stated the County Services Committee will decide if it wants to pay the 2009 dues at its next meeting.

Mr. Myers said he believes LEAP has been a benefit to this community. He then stated Ms. Ferguson was named the Director of the LEAP recently. LEAP has formed around MSU and it will be the focus to attract businesses to this area. Ms. Pigg has been very supportive of LEAP. Mr. Myers further stated he feels it will be very good for the County to continue its membership with LEAP.

Comm. Nolan said she feels the County's role is more important than LEAP. Mr. Myers said the new Springboard project has brought some new businesses to the area. There are a lot of opportunities that LEAP can do for our area.

Comm. Bahar-Cook asked if the LEAP's board oversees its staff. Mr. Myers said the Executive Board oversees the staff. Comm. Bahar-Cook asked what the County could do if it wasn't a member of LEAP versus being a LEAP member. Mr. Myers said LEAP will allow the County do some things that we could not do without LEAP.

Comm. Nolan asked if LEAP could help to get Eaton and Clinton Counties to join Ingham County for the Potter Park, Potter Park Zoo and the Airport. Mr. Myers said LEAP wants to tackle those issues. The Airport Director asked LEAP to back off on that issue. Comm. Nolan said if LEAP could bring those Counties to the table, it would be worth \$35,000.

Comm. Grebner said this item will be back for this Committee in a few weeks.

Board Chairperson DeLeon updated the Committee on the Clinton County regarding the Airport Authority Board.

5c. Parks & Recreation Commission - Resolution Supporting the Creation of a New Classification Financial Coordinator Position

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION SUPPORTING THE CREATION OF A NEW CLASSIFICATION FINANCIAL COORDINATOR POSITION.

Comm. Dougan said he shared a few emails with Mr. Bennett regarding this item. He stated he asked Mr. Bennett to find an opportunity that will result in a decrease in County dollars.

Mr. Bennett informed the Committee that his Department eliminated a Park Manager position. This position was replaced with a Park Manager II level. This change resulted in a \$6,000 plus annual savings.

Board Chairperson DeLeon asked Mr. Bennett to speak about the size of the two budgets. Mr. Bennett stated the Parks budget is approximately \$1.1 to \$1.2 million and the Zoo budget is approximately \$3.1 to \$3.2 million.

MOTION CARRIED UNANIMOUSLY.

7. Controller's Office – Information Regarding Increasing the Health Waiver 3% for 2009 to Coincide with the Benchmark Increase

Mr. Myers said he provided this information to the Committee for their review. He also said additional 21 employees signed up for the health waiver. The savings from the additional employees is far greater than the \$95,000 cost for the waiver.

Comm. Dougan asked how many of the 21 employees are married to other County employees. Mr. Myers stated he could provide that information to this Committee.

8. Board Referral – Letter from the City of East Lansing Regarding P.A. 328 Personal Property Tax Abatement – IBM

The Board Referral was received and placed on file.

Announcements

Mr. Myers said he sent this Committee an email today. The email was about Sen. Stabenow's brief overview of the stimulus package. He then said Ms. Bennett will scan the information and she will email it to the Board of Commissioners. Mr. Myers also said the County is still in line for \$500,000 technology money.

The Committee held a brief discussion regarding the above information.

Public Comment: None

The meeting adjourned at 6:32 p.m.

Respectfully submitted,

Debra Neff

Agenda Item 1

RESOLUTION STAFF REVIEW

DATE: February 22, 2009

Agenda Item Title: Resolution Authorizing the Purchase of a Used Vehicle for the Ingham County Sheriff's Office

Submitted by: Sheriff's Office

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

Summary of Proposed Action: This resolution will authorize the purchase of a used 2008 Trail Blazer with approximately 11,000 miles on it from Team One Chevrolet.

Financial Implications: The Sheriff's Office 2009 Budget has the funds available to purchase this 2008 used Trail Blazer in the amount of \$18,215.

Other Implications: The County standard to purchase vehicles is to use either the State of Michigan or Oakland County cooperative contracts; however, considering the value and savings of this particular vehicle the Purchasing Department would support the purchase of the 2008 Trail Blazer, VIN #1GNDT13S58223882, from Team One Chevrolet.

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

Agenda Item 1

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF A USED VEHICLE FOR THE
INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, the Sheriff's Office 2009 Budget has the funds available to purchase a replacement Administrative vehicle; and

WHEREAS, the County standard for purchasing new vehicles is to use either the State of Michigan or Oakland County cooperative contracts; and

WHEREAS, the Purchasing Department has identified a used vehicle that meets the Sheriff's Office needs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of the following used Administrative vehicle:

One (1) Chevrolet 2008 Trail Blazer, VIN #1GNDDT13S58223882, from Team One Chevrolet at a cost of \$18,215.

RESOLUTION STAFF REVIEW

DATE February 20, 2009

Agenda Item Title: Resolution to Authorize Ingham County Circuit Court to Accept Donations and Fund Raise for Court Operated Programs at the Ingham County Family Center

Submitted by: Circuit Court/Family Division

Committees: LE____, JD_ X_, HS____, CS____, Finance_ X__

Summary of Proposed Action: This resolution would authorize the Ingham County Circuit Court Family Division to accept profits and/or donations from various fund raising activities to be used for incentives, rewards, and activities for court adjudicated delinquent youth and their families as a part of the Ingham Academy and Pride Programs.

Financial Implications: This resolution would be of continuing effect and allow Ingham County Circuit Court Family Division's budget to accept donations and to account for any funds received and the disbursement thereof in accordance with this Resolution.

Other Implications: None.

Staff Recommendation: MM___ JN_ X__ TL___ TM___ JC___
Staff recommends approval of the resolution.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE INGHAM COUNTY CIRCUIT COURT TO ACCEPT
DONATIONS AND FUND RAISE FOR COURT OPERATED PROGRAMS AT THE
INGHAM COUNTY FAMILY CENTER**

WHEREAS, the Ingham County Circuit Court operates a day treatment program, Ingham Academy, and an evening reporting program, Pride; and

WHEREAS, both programs provide treatment intervention for court adjudicated delinquent youth with the goal of eliminating or reducing the criminogenic factors that lead to delinquent behavior; and

WHEREAS, both programs use incentives and rewards such as snack food, field trips and extra curricular activities, as a part of best practice methods to encourage and support youth in making better choices; and

WHEREAS, the Ingham Academy and Pride programs would like to incorporate money earned and/or donated as a result of fund raisers, such as food sales, clothing sales, car washes, and golf outings as examples, to cover the costs of the above mentioned activities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Circuit Court Family Division to accept profits and/or donations from various fund raising activities to be used for incentives, rewards, and activities as a part of the Ingham Academy and Pride Programs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to make necessary adjustments to the Ingham County Circuit Court Family Division's budget to accept donations and to account for any funds received and the disbursement thereof in accordance with this Resolution.

Agenda Item 2b

RESOLUTION STAFF REVIEW

DATE February 20, 2009

Agenda Item Title: Resolution to Enter into an Agreement with Ingham Intermediate School District for the Ingham Academy

Submitted by: Circuit Court/Family Division

Committees: LE____, JD X, HS____, CS____, Finance X

Summary of Proposed Action: This resolution authorizes entering into a contract with Ingham Intermediate School District to provide educational services to the Ingham Academy for the regular school year and summer session in the amount of \$401,182, for the time period September 2, 2008 through August 28, 2009.

Financial Implications: These funds are approved within the Child Care Fund budget for \$342,698 for the 2008/09 school year and \$58,484 for the 2009 summer session for a total of \$401,182.

Other Implications: None.

Staff Recommendation: MM____ JN X TL____ TM____ JC____
Staff recommends approval of the resolution.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH INGHAM
INTERMEDIATE SCHOOL DISTRICT FOR THE INGHAM ACADEMY**

WHEREAS, the Ingham Academy, a day treatment program, continues to provide educational support to court adjudicated youth who have not been successful in their home school; and

WHEREAS, the Ingham Intermediate School District provides the personnel and supplies for the educational component to the treatment program; and

WHEREAS, the Ingham Intermediate School District has submitted proposed budgets for the 2008-09 fiscal year, which include \$342,698 for the 2008/09 school year and \$58,484 for the 2009 summer session; and

WHEREAS, these amounts were approved in the 2009 Ingham County Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the Ingham Intermediate School District to provide educational services to the Ingham Academy for the regular school year and summer session, in the amount of \$401,182, for the time period September 2, 2008 through August 28, 2009.

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

RESOLUTION STAFF REVIEW

DATE February 20, 2009

Agenda Item Title: Resolution to Enter into an Agreement with Highfields, Inc. for the Ingham Academy

Submitted by: Circuit Court/Family Division

Committees: LE____, JD__X__, HS____, CS____, Finance__X

Summary of Proposed Action: This resolution authorizes entering into a contract with Highfields, Inc. for the transportation and behavioral intervention of youth attending the Ingham Academy in the 2008/09 fiscal year.

Financial Implications: These funds are approved within the Child Care Fund budget in the amount of \$432,625.

Other Implications: None.

Staff Recommendation: MM__ JN__X__ TL__ TM__ JC__
Staff recommends approval of the resolution.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH HIGHFIELDS, INC. FOR
THE INGHAM ACADEMY**

WHEREAS, the Ingham Academy, an alternative day treatment program, continues to provide behavioral intervention and support to court adjudicated youth who have not been successful in their home district; and

WHEREAS, Highfields, Inc. staff provides the behavioral intervention needed by the students on a daily basis as well as the transportation of the juveniles to and from the program; and

WHEREAS, Highfields, Inc. submitted a proposed budget of \$432,625 to cover their expenses which was approved in the 2009 Ingham County Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Highfields, Inc. in the amount of \$432,625, for the transportation and behavioral intervention of youth attending the Ingham Academy, for the time period of October 1, 2008 through September 30, 2009.

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

Agenda Item 2d

RESOLUTION STAFF REVIEW

DATE February 20, 2009

Agenda Item Title: Resolution to Enter into an Agreement with Highfields, Inc. for the Pride Program

Submitted by: Circuit Court/Family Division

Committees: LE____, JD__X__, HS____, CS____, Finance__X__

Summary of Proposed Action: This resolution authorizes entering into a contract with Highfields, Inc. for the transportation and professional support to the Circuit Court/Family Division Pride Program.

Financial Implications: These funds are approved within the Child Care Fund budget in the amount of \$185,084.

Other Implications: None.

Staff Recommendation: MM__ JN__X__ TL__ TM__ JC__
Staff recommends approval of the resolution.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH HIGHFIELDS, INC. FOR
THE PRIDE PROGRAM**

WHEREAS, the Pride Program, an evening reporting program for court adjudicated youth is located at the Ingham County Family Center; and

WHEREAS, the Pride Program involves treatment intervention as recommended in the Chinn study in 2005 such as: Cognitive Behavioral Therapy, tutoring, mentoring, community service and structured recreational activity; and

WHEREAS, Highfields, Inc. provides the transportation and professional support for the court ordered youth assigned to the program; and

WHEREAS, Highfields, Inc. submitted a proposed budget for \$185,084 which was approved in the 2009 Ingham County Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Highfields, Inc. for the transportation and professional support to the Pride Program in the amount of \$185,084, from October 13, 2008 through September 30, 2009.

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

Agenda Item 3

RESOLUTION STAFF REVIEW

DATE February 19, 2009

Agenda Item Title: Resolution Requesting the Ingham County Board of Commissioners to Approve a Contract for Business Sustainability Services Between the County of Ingham and Dru Mitchell

Submitted by: Economic Development Corporation (EDC)

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution will approve a Contract for Business Sustainability Services between the County and Dru Mitchell. A scope of services is attached.

Financial Implications: The contract amount is not to exceed \$29,376. There are no fringe benefits associated with this contract.

Other Implications: As passed by the EDC Board in February 2009, the scope of services has been revised to strengthen our business retention program.

Staff Recommendation: MM__X__ JN__ TL__ TM__ JC__
Staff recommends approval of the resolution.

BUSINESS SUSTAINABILITY PROGRAM CONTRACT

Final revised S. Pigg, 2-13-09

I. GOALS AND OBJECTIVES OF THE BUSINESS SUSTAINABILITY PROGRAM

The purpose of this Contract is to assist Ingham County in the development and execution of a business sustainability program in Ingham County that focuses activities on the current businesses and employers located outside the boundaries of the City of Lansing. In this service area, the goals and objectives of this program are:

- A. To assist businesses to remain and expand within the County and to demonstrate a commitment to local businesses and employers by providing assistance that supports their continued operations in the County.
- B. To provide existing businesses and employers with information regarding business services and opportunities provided by the County and its partners.
- C. To increase and improve the availability of information, resources and business support networks that will help the County's employers sustain and improve their business operations here.
- D. To provide information and assessment to the County EDC on the concerns and needs of businesses in Ingham County outside of the City of Lansing, assisting the County in identifying businesses which require any type of governmental assistance and help to develop an early-warning system to detect problems before they reach the crisis stage.
- E. To participate in and enhance a regional business retention and sustainability program with our regional economic development partners including Michigan Economic Development Corporation, Lansing Economic Area Partnership, Capital Area Michigan Works, and local municipalities in the county.
- F. To assist in developing the basis for Local, County and State policy/ordinance changes to benefit businesses within the County and encourage their sustained operations and growth within their respective communities.

II. A CONTRACT SCOPE OF SERVICES TO SUPPORT THE PROGRAM

In order to accomplish the program goals and objectives, the Contractor shall perform in a lawful, satisfactory and proper manner, the following minimum services and activities:

A. Direct Business Contacts with employers

1. Conduct Face-to-face appointments with business administrators and owners at their business and employment locations in Ingham County outside of the City of Lansing.

The contractor will work with the Ingham EDC administrator and Board to develop a list of target firms to visit during the year. These visits will be scheduled and coordinated with the LEAP and the local MEDC Account representative by using the online calendar and including partner representatives in visits when beneficial. Firms not on the list may be approved for a visit by the Administrator on a case by case basis.

2. Establish and maintain quality conversation-level contacts with businesses/employers via email, telephone, and other media to discuss and respond to business challenges and opportunities with information, resource materials, and contacts.

The Contractor will be paid to meet a goal of 74 visits or approved contacts to separate businesses during each 12 month period. The payment will be made, as in past years, at a rate of \$153 per visit which includes contacts and scheduling the meeting and any follow up communications to provide requested materials etc. The Contractor shall supply a monthly invoice that details the dates and services which are being billed. The County will make payment to the contractor within 30 (thirty) days of receipt of an invoice. The contractor will be paid no more than a maximum of \$11,376 for this activity over a 12 month period of the agreement.

B. Develop Business Sustainability Support Materials for assisting local employers and to share with new or expanding employers in the County

1. Create an Asset Map of the County for Business Sustainability and disseminate the information to partner agencies and local employers and residents. This effort began with the creation of a 2007 resource directory for developers coming into the County which can be updated this year. The assets of Ingham County, its services, amenities, incentives, and other characteristics that attract and support businesses and employers will be cataloged and summarized and made available on the EDC website, in other publications and online, and in the form of documents like fact sheets, brochures, or handbooks. This task will include the creation of a specific directory of resources and helpful information for small businesses (under 5 employees) about procedures and permits in the County will be developed and disseminated. The materials will be developed, then tested for their usefulness with some area employers, and then revised as necessary.

The contractor will be paid \$2000 to update/revisions to the existing development directory; \$3,000 for the completed small business resources directory, and up to \$1000 more total for the creation of fact sheets, brochures or guides to resources to assist businesses become more sustainable in Ingham County.

2. Research and Write Three Industry Specific Profiles in 12 months. These profiles will identify a cluster of businesses or industries in the County that are compatible and complementary to existing and new business locations in the county. The summary of our business development clusters will provide the County with a better understating of our economic base and will encourage and create new relationships and supplier networks amongst local employers and businesses. The profiles will also assist the County's

business attraction efforts, providing suggestions of industries or business types to target and entice to locate here. The contractor will create profiles on industries identified with the EDC board and administrator. The profiles will be in a format that is compatible with placing it on line or using it in press releases, etc. Some example business types or emerging industries that the EDC will target will be considered include: agriculture, emerging bio-technologies, information technology, alternative energy, insurance and finance, hospital and medical, or associations and organizations.

The Contractor will be paid \$1000 for each profile as the topic is agreed upon and the project is initiated then \$1000 upon completion and delivery of that profile to the EDC. The contractor will be paid no more than the maximum of \$6,000 total for this task with in the 12 month contract period.

3. Identify specific issues or challenges to business sustainability in Ingham County that could be addressed by local government policy and procedures changes or program developments. The Contractor will conduct surveys, interviews, and focus group discussions with area businesses and employers and the agencies and organizations that serve them to identify Ingham County area specific problems that could be addressed with local government policy changes or assistance programs. The challenge or issue will be summarized in a report that includes background and description of the many facets of a challenge that limits businesses from sustaining and growing their operations here in Ingham County. The Reports will include some examples of how other communities have addressed or avoided the problem, resources available to solve the problem, and suggested changes or county.

The contractor will be paid \$3,000 upon development of the draft summary of challenges/problems that the County can address and the remaining \$3000 at the completion of the Reports submitted to the EDC.

III. IMPLEMENTATION AND MAINTENANCE OF THE CONTRACT

A. Time of Performance: The County and the contractor agree that the time of performance for this agreement shall be from the approval of this contract (March 1, 2009) to March 1, 2010. After 12 months, a renewal or repeat of this contract agreement must be approved by the EDC and County Commissioners. Any changes to the contract will be mutually agreeable to the contract parties.

B. Payments and Budgeted activities. The Contract amount total has been an amount Not to Exceed \$29,376.00. This proposal would designate \$11,376 to direct business contacts. The remainder would be divided between the three projects outlined in section II, at \$6000 each which would be paid near the start and upon completion of the project as agreed upon by the administrator and EDC board.

C. Termination- This contract makes no implied guarantee, offer or representation of future funding or work beyond the contract termination. The Contract may be terminated by either party for any reason with one month notice to the other party and no penalties.

Agenda Item 3

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION REQUESTING THE INGHAM COUNTY BOARD OF COMMISSIONERS TO APPROVE A CONTRACT FOR BUSINESS SUSTAINABILITY SERVICES BETWEEN THE COUNTY OF INGHAM AND DRU MITCHELL

WHEREAS, the business retention calling program contract between Ingham County and Dru Mitchell has proven beneficial in supporting and maintaining contact with the Ingham County employers; and

WHEREAS, the Ingham County Board of Commissioners has authorized renewals of the contract beginning in 1999 and continuing through 2008 by resolutions; and

WHEREAS, at their regular public meetings in November 2008 and January 2009, the Ingham County Economic Development Corporation (EDC) has identified a need to evolve the old business retention program into a more comprehensive Business Sustainability Program that includes a variety of effective activities including visits, electronic communications, surveys and asset mapping, business resource and research assistance materials and data, and other activities that will improve the sustainability of our county's employers and thereby our local county economy while still being completed within the amount of \$29,376 per year that was budgeted for the business retention visit program; and

WHEREAS, the Ingham County EDC resolved at its meeting on February 13, 2009 to recommend approval of a new contract for Business Sustainability Activities between the County of Ingham and Dru Mitchell; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes and establishes the Business Sustainability Program and authorizes a contract to accomplish this purpose.

BE IT FURTHER RESOLVED, that the total reimbursement under this contract will not exceed \$29,376 per a 12-month period to begin March 1, 2009.

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

RESOLUTION STAFF REVIEW

DATE February 20, 2009

Agenda Item Title: Resolution to Authorize Amendment #2 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:

This resolution authorizes Amendment #2 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 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 #08-237.

Financial Implications:

The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #2 will increase the budget for Comprehensive Local Health Services from \$4,768,298 to \$4,831,569, for a net increase of \$63,271. The Amendment makes the following specific changes in the budget:

1. Funding to support Bioterrorism preparedness: an increase of \$32,291.
2. Building Healthy Communities: a decrease of \$15,143.
3. Family Planning: an increase of \$33,108.
4. Safe Routes to School: an increase of \$13,015.

Other Implications:

The Amendment also revises sections of the Agreement:

- A. It changes the effective date for the Building Healthy Communities Planning Grant from January 1, 2009 to December 1, 2008.
- B. It restates the requirement in the Safe Routes to Schools program that we must adhere to the special requirements specified in the original 2008-2009 CPBC agreement in the section on Specific Assurances and Requirements.

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: February 17, 2008

Subject: CPBC Agreement Amendment #2 for 2008-2009

This is a recommendation to authorize Amendment #2 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 #2 will increase the budget for Comprehensive Local Health Services from \$4,768,298 to \$4,831,569 for a net increase of \$63,271. The Amendment makes the following specific changes in the budget:

1. Funding to support Bioterrorism preparedness: an increase of \$32,291.
2. Building Healthy Communities: a decrease of \$15,143.
3. Family Planning: an increase of \$33,108.
4. Safe Routes to School: an increase of \$13,015.

The Amendment also revises sections of the Agreement:

- C. It changes the effective date for the Building Healthy Communities Planning Grant from January 1, 2009 to December 1, 2008.
- D. It restates the requirement in the Safe Routes to Schools program that we must adhere to the special requirements specified in the original 2008-2009 CPBC agreement in the section on Specific Assurances and Requirements (page 79).

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 #2 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 #2 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 \$63,271 from \$4,768,298 to \$4,831,569 which includes: 1) Funding to support Bioterrorism preparedness: an increase of \$32,291; 2) Building Healthy Communities: a decrease of \$15,143; 3) Family Planning: an increase of \$33,108; and 4) Safe Routes to School: an increase of \$13,015.

BE IT FURTHER RESOLVED, that the Amendment also revises sections of the Agreement which include: A. It changes the effective date for the Building Healthy Communities Planning Grant from January 1, 2009 to December 1, 2008; and B. It restates the requirement in our Safe Routes to Schools program that we must adhere to the special requirements specified in the original 2008-2009 CPBC agreement in the section on Specific Assurances and Requirements (page 79).

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 February 20, 2009

Agenda Item Title: Resolution to Authorize Staffing Changes in the Special Supplemental Nutrition Program for Women, Infants and Children

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution supports authorization to reorganize some functions within the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) in the Ingham County Health Department.

The resolution reduces one full-time vacant Clinical Assistant/Technician to part-time status, eliminate the part-time Nutritionist position and create a full-time Nutrition Educator position.

Financial Implications:

Position	Change	Cost/(Savings)
601099 Nutritionist ICEA PRO-07	Eliminate PT position	(\$ 43,633)
601109 Clinic Asst/Tech UAW-D	Reduce FT to PT	(\$ 24,472)
Nutrition Educator ICEA PRO-05	New FT position	\$ 76,236
	TOTAL COST:	\$ 8,130

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

For the full-time Nutrition Educator position, total cost is \$76,236, includes fringe benefits amount of \$24,955, and the \$49,481 compensation maximum for 2009.

For the elimination of the part-time Nutritionist position, total savings is \$43,633, includes fringe benefits amount of \$14,302, and the \$29,331 compensation maximum for 2009.

For the reduction of the full-time Clinic Assistant/Technician position to part-time, total savings is \$24,472, includes fringe benefits amount of \$4,786 and the \$19,686 compensation maximum savings for 2009.

Other Implications: None.

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

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

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

Date: February 19, 2009

Subject: Staffing Adjustment in the Health Department's Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

The Health Department's Special Supplemental Nutrition Program for Women, Infants and Children (WIC) recently implemented an electronic WIC management program. This program, known as MI-WIC, is a web based program that permits State of Michigan supported WIC programs to determine program eligibility electronically, to issue benefits electronically, to schedule clients electronically and to store and access all client service related information electronically. This new system has the potential to significantly improve WIC clinic work flow processes over the previous paper-electronic WIC management system.

Specifically, the MI-WIC system is intended to reduce participant time spent at the clinic, to increase participant satisfaction, and increase nutritionist time spent with participants. This is accomplished through the implementation of a system with automated features for the certification processing including growth chart plotting, appointment scheduling, food package tailoring, and benefits issuance. The system also supports Electronic Benefits Transfer (EBT) which is a replacement to the paper based voucher system. One additional advantage provided by the MI-WIC is substantial integration with other health and human services systems for better participant management and care.

Since the Health Department's full implementation of MI-WIC system in September 2008 both the WIC Coordinator, lead staff and the Deputy Health Officer for Community Health Care Services have been evaluating the impact on the operations work flow process. This evaluation has determined that the new system has significantly increased the demands on the Department's nutritionist and nutrition educators whilst resulting in clerical efficiency gains and the elimination of certain clerical functions. For example, clerical staff no longer has to pull paper client charts as these are now obsolete.

The current staff ratios within the Department's WIC operation are based on the old MTRAX system and in order to leverage the efficiency gains of the MI-WIC program an increase in the WIC Program's nutrition staff is needed. The following recommended changes will better align WIC staffing with the functions of the MI-WIC system:

Reduce one full-time Clinical Assistant/Technician (601109 UAW D) to part-time status.
Eliminate a 0.5FTE Nutritionist position (601099 ICEA PRO 07)
Establish a full-time Nutrition Educator position (ICEA PRO 05).

These recommended changes are budget neutral. Approximately \$8,000 in increased personnel costs will be offset by the Health Department's increased caseload funding, by reimbursements derived from WIC's increased lead screening activities, and through cost savings derived from a decrease in office supplies.

The Health Department and Human Resources has discussed the proposed staffing changes with both the UAW and the ICEA and both of the collective bargaining units are supportive of the proposed staffing change.

I recommend that the Board adopt the attached resolution and authorize the recommended staffing adjustments.

Attachment

c: Jaeson T. Fournier, DC, MPH, Deputy Health Officer
Doris Goodman, RD, MS
John Jacobs, Chief Financial Officer
Tony Lindsey, Human Resources Director
Justin Spenski, ICEA
Sally Auer, UAW

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE STAFFING CHANGES IN THE SPECIAL
SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS AND
CHILDREN**

WHEREAS, the Health Department's Special Supplemental Nutrition Program for Women, Infants and Children (WIC) recently implemented an electronic WIC management program (MI-WIC); and

WHEREAS, the MI-WIC system has the potential to significantly improve WIC clinic work flow processes over the previous paper-electronic WIC management system; and

WHEREAS, the proposed adjustments can be implemented by taking advantage of currently vacant positions; and

WHEREAS, the Health Department's WIC Coordinator and the Deputy Health Officer for Community Health Care Services has evaluated staffing needs within the WIC operations and have determined that the current staff ratios are inadequate to leverage the efficiency gains of the MI-WIC program; and

WHEREAS, the Health Department and Human Resources have discussed these proposed staffing changes with the UAW and the ICEA and both of these collective bargaining units are supportive of the proposed staffing changes; and

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

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes that the following staffing changes in the Health Department's WIC Program be implemented effective upon resolution approval:

Reduce one full-time Clinical Assistant/Technician (601109 UAW D) to part-time status.
Eliminate a 0.5FTE Nutritionist position (601099 ICEA PRO 07).
Establish a full-time Nutrition Educator position (ICEA PRO 05).

RESOLUTION STAFF REVIEW

DATE February 5, 2009

Agenda Item Title: Resolution to Authorize a Reorganization in the Disease Control, Public Health Nursing, and Planning and Special Services Division of the Health Department

Submitted by: T. A. Lindsey, Human Resource Director

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

Summary of Proposed Action:

This resolution would authorize conversion of five (5) units into one cohesive unit designated as Public Health Services. It will also enable the repositioning of existing staff to address Public Health Service needs.

I. Eliminate the following vacant positions:

- 1.0 FTE Senior Public Health Nurse (601056) (ICEA PHN 4)
- 1.0 FTE Communicable Disease Field Representative (601232) (ICEA PRO 07)
- 1.0 FTE Community Health Representative IV (601091) (UAW F)
- 1.0 FTE Public Health Nurse I (601150) (PHN 2)
- 1.0 FTE Secretary Health (601012) (UAW D)

II. Establish the following positions:

- 1.0 FTE HIV/STI Prevention Coordinator (ICEA PRO 08)
- 0.5 FTE Disease Control Nurse (NP/CN 3)
- 0.5 FTE Communicable Disease Investigator (ICEA PRO 06)
- 1.0 FTE Community Health Rep III (UAW E)

III. Changes in job titles, reclassifications and salary grades:

<u>Position Number</u>	<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Title</u>
601004	MCF 12	MCF 13	Director, Public Health Services
601152	ICEA PRO 8	ICEA PRO 9	Family Outreach Services
601138	MCF11	PHN IV	Public Health Nursing Supervisor
601135	UAW F	UAW G	Public Health Specialist
601010	UAW D	UAW E	CHR III

IV. Convert to full time equivalents:

<u>Position Number</u>	<u>Current FTE</u>	<u>Proposed FTE</u>
CHR II (601092)	.50 FTE	1.0 FTE
Health Center Nurse (601087)	.75 FTE	1.0 FTE
Health Center Nurse (601088)	.75 FTE	1.0 FTE
CHR II (601363)	.50FTE	1.0 FTE
CHR II (601203)	.75 FTE	1.0 FTE
V&H Tech (601217)	.50 FTE	1.0 FTE

V. Convert the interim appointed Disease Control Supervisor (Position 601051) to permanent status.

Financial Implications: The Health Department Management intent was to remain budget neutral. However, **Budget reports a total cost reduction of \$18,264** (includes salary and benefits) as shown in the chart below:

Pos #	Position Title (with change)	Current Grade/FTE	Proposed Grade/FTE	Sal w/ben Chge Cost / (Savings)
601004	Director of Planning & Spec Serv	MCF12	MCF13	\$ 7,153
601152	Jump Start/Family Outreach Coord	ICEA/PRO08	ICEA/PRO09	\$ 7,942
601138	Nursing Director to PHN Supervisor	MCF11	ICEA/PHN4	(\$33,705)
601135	Family/Child/Infant Advocate II to Public Health Specialist	UAWF	UAWG	\$ 3,001
601010	CHRII to CHRIII	UAWD	UAWG	\$ 3,025
601092	Community Health Rep II	.50	1.0	\$27,692
601087	Health Center Nurse	.75	1.0	\$23,582
601088	Health Center Nurse	.75	1.0	\$23,582
601363	Community Health Rep II	.50	1.0	\$27,692
601203	Community Health Rep II	.75	1.0	\$11,768
601217	Hearing & Vision Tech	.50	1.0	\$27,692
601056	Sr Public Hlth Nurse(HIV Coord)	PHN4	ELIMINATE	(\$95,978)
601232	Communicable Disease Field Rep	ICEA/PRO07	ELIMINATE	(\$84,428)
601091	Community Health Rep IV	UAWF	ELIMINATE	(\$64,346)
601150	Public Health Nurse I	PHN2	ELIMINATE	(\$85,250)
601012	SECRETARY HEALTH	UAWD	ELIMINATE	(\$57,630)
NEW	HIV Prevention Coordinator	-----	ICEA/PRO08	\$91,665
NEW	Disease Control Nurse	-----	MNA3(.5)	\$47,343
NEW	Communicable Disease Investigator	-----	PRO06(.5)	\$40,271
NEW	Community Health Rep III	-----	UAWG	\$60,665
TOTAL SAVINGS				\$(18,264)

Other Implications: Greater organizational efficiency and effectiveness. The affected collective bargaining units have been informed of the proposed changes and their support has been requested.

Staff Recommendation: MM___ JN___ TL X TM___ JC___

Staff recommends approval of the resolution.

		Current Grade/FTE	Proposed Grade/FTE	GF %	Project	Current Salary w/Bens	Current Salary in proj	Current GF Sal w/bens	Proposed Salary w/Bens	Proposed GF Sal w/bens	GF Sal Difference	
601004	Director of Planning & Spec Serv	MCF/12	MCF/13	67%	01016	116,981		78,377	\$124,134	83,170	\$4,793	7,942
601152	Jump Start/Family Outreach Coord.	ICEA/PRO8	ICEA/PRO9	67%	02040	91,665		61,416	\$99,607	66,737	\$5,321	
601138	PHN Nursing Director to PHN Superv	MCF/11	ICEA-PHN/4	28%	02050	129,683		36,311	\$95,978	26,874	(\$9,437)	
601135	Family/Child/Infant Advocate II	UAW-TOPS/F	UAW-TOPS/G	48%	02200	64,346		30,886	\$67,347	32,327	\$1,440	
601010	Community Health Rep II	UAW-TOPS/D	UAW-TOPS/E	67%	01016	57,630		38,612	\$60,655	40,639	\$2,027	
601092	Community Health Rep II/UAWD	0.50	1.00	0%	01220	29,938		0	\$57,630	0	\$0	
601087	Nurse Health Center/MNA1	0.75	1.00	0%	01220	59,179		0	\$82,761	0	\$0	
601088	Nurse Health Center/MNA2	0.75	1.00	0%	01220	59,179		0	\$82,761	0	\$0	
601363	Community Health Rep II/UAWD	0.50	1.00	100%	01164	29,938		29,938	\$57,630	57,630	\$27,692	
601203	Community Health Rep II/UAWD	0.75	1.00	26%	02130	45,862		11,924	\$57,630	14,984	\$3,060	
601217	Hearing & Vision Tech/UAWD	0.50	1.00	43%	02160	29,938		12,873	\$57,630	24,781	\$11,908	
601056	Nurse, Sr Public Health(HIV coord) PHN4	1.00	0.00	32%	01150	95,978	95,978	31,097	\$0	0	(\$31,097)	
601232	Commn Disease Field Rep-PRO07 - E	1.00	0.00	0%	02231	84,428		0	\$0	0	\$0	
601091	Commuity Health Rep IV-UAWF - E	1.00	0.00	0%	01220	64,346		0	\$0	0	\$0	
601150	Nurse Public Health I- ICEA PHN2 - E	1.00	0.00	28%	02050	85,250		23,870	\$0	0	(\$23,870)	
601012	Secretary Health Dept UAWD - E	1.00	0.00	74%	01170	57,630		42,646	\$0	0	(\$42,646)	
NEW	HIV Prevention Coordinator-ICEA PRO08	0.00	1.00	32%	01150	0	0	0	\$91,665	29,699	\$29,699	
NEW	Nurse Disease Control	0.00	0.50	28%	02050	0	0	0	\$47,343	13,256	\$13,256	
NEW	Communicable Disease Inv - ICEA/PRO06	0.00	0.50	0%	02231	0	0	0	\$40,271	0	\$0	
NEW	Community Health Rep III	0.00	1.00	0%	01220	0	0	0	\$60,665	0	\$0	
						1,101,971		397,951	\$1,083,707	390,096	(\$7,855)	
									(\$18,264)		(\$7,855)	
						0						

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

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

Date: February 5, 2009

Subject: Resolution to Authorize a Reorganization in the Disease Control, Public Health Nursing, and Planning and Special Services Divisions of the Health Department

Over the last year, the Deputy Health Officer for Nursing, Planning and Special Services has assessed the focus and performance of areas under her supervision. This is a recommendation to authorize the reorganization of Disease Control, Public Health Nursing, and Planning and Special Services including the unifying and renaming of Public Health Nursing, and Planning and Special Services as Public Health Services.

This reorganization is informed by the following goals:

- 1) Adjustment for budgetary constraints, including cost savings and cost neutrality;
- 2) Administrative parsimony/efficiency which will allow for greater managerial effectiveness as well as cost savings; this adjustment in the organizational structure is due, in part, to the establishment of the Deputy Health Officer administrative level within the Department. Other managerial and supervisory responsibilities have been adjusted accordingly;
- 3) Enhancement of revenue generating opportunities and cost savings measures, such as:
 - Improving revenue generating services by expanding FTEs among existing staff who are currently involved in billable activities (e.g., Children Special Health Care Services, Vision and Hearing),
 - Improve fiscal management and accountability activities currently underway in these areas of the Department by expanding staff currently involved in billing activities (e.g., Immunizations, Public Health Nursing);
- 4) Programmatic prioritization and strengthening:
 - Increases and better coordinate prevention efforts by combining HIV and STI surveillance and prevention activities;
 - Increases in ability to serve the growing numbers of clients in need of Children's Special Health Care Services
 - Increase capacity of home visitation initiatives through workflow adjustments

The described structural/personnel changes are also complemented by workflow and quality strategies that are being implemented simultaneously. The establishment of communities of practice within Public Health

Services will improve accountability, quality, and efficiency. The Department was awarded a competitive grant from the National Association of City and County Health Officers to begin this work. The Department has been selected to apply for funding from the Robert Wood Johnson Foundation which will continue this effort to strengthen the performance and effectiveness of staff during this economically challenging period.

The reorganization and establishment of Public Health Services has been reviewed and approved by the Department of Human Resources. We have also conferred with the leadership of all effected unions and provided them documentation of the proposed changes in writing. I recommend that the Board adopt the attached resolution and authorize the recommended staffing and structural adjustments.

- c: Renee Canady, Deputy Health Officer, Public Health Services, Health Department
Jaeson Fournier, Deputy Health Officer, Community Health Care Services, Health Department
Laura Peterson, Deputy Health Officer, Health Plan Management
John Jacobs, Chief Financial Officer, Health Department
T. A. Lindsey, Human Resources Director
Janet Bowen, President, Ingham County Employees' Association Public Health Nurses Unit
Justin Spenski, President, Ingham County Employees' Association Professional Employees Unit
Kathy Fitton, President, Michigan Nurses Association

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A REORGANIZATION IN THE DISEASE CONTROL, PUBLIC HEALTH NURSING, AND PLANNING AND SPECIAL SERVICES DIVISIONS OF THE HEALTH DEPARTMENT

WHEREAS, the Board of Commissioners establishes the Plan of Organization for the Health Department, with the concurrence of the Michigan Department of Community Health; and

WHEREAS, Health Officer Dean G. Sienko, M.D., reorganized the administrative structure of the Health Department as approved in Resolution #07-079 and establishing position of Deputy Health Officer for Nursing, Planning and Special Services; and

WHEREAS, the Administrators of the Ingham County Health Department are encouraged to continually evaluate staffing needs and to identify opportunities to reduce costs and improve efficiency; and

WHEREAS, the Deputy Health Officer has reviewed the structure of the Department and has proposed a number of changes in reporting relationships and job functions; and

WHEREAS, the Deputy Health Officer recommends unifying Departmental functions by integrating Public Health Nursing and Planning and Special Services; and

WHEREAS, the proposed changes will result in enhanced programmatic, administrative and fiscal efficiency; and

WHEREAS, the proposed adjustments can be implemented by taking advantage of currently vacant positions and upcoming retirements; and

WHEREAS, the proposed recommendations have been evaluated by the Human Resources Department which has concurred with the recommendations that are contained in this resolution; and

WHEREAS, the affected bargaining groups have been consulted and provided documentation regarding the recommendations contained in this resolution; and

WHEREAS, the Health Officer, as advised by the Deputy Health Officer, has recommended that the Board of Commissioners authorize the proposed reorganization and the resulting establishment of positions and changes in job titles and classifications; and

WHEREAS, the Health Officer has advised that **no** additional funds are required to implement the proposed changes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Ingham County Health Department Plan of Organization.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles and reclassification/salary grades.

Position No./ Title	Current Grade	Current Salary/Benefits	Proposed Grade	Proposed Salary-/Benefits	Increase/Decrease
601004 Director, Public Health Services	MCF 12	\$116,981	MCF 13	\$124,134	\$7,153
601152 Family Outreach Services Supervisor	ICEA PRO 8	\$91,665	ICEA PRO 9	\$99,607	\$7,942
601138 Public Health Nursing Supervisor	MCF 11 (Director)	\$129,683	PHN IV (Supervisor)	\$95,978	(\$33,705)
601135 Public Health Specialist	UAW F	\$64,346	UAW G	\$67,347	\$3,001
601010 CHR III	UAW D	\$57,630	UAW E	\$60,655	\$3025

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following positions be established:

Position Title	Proposed Grade	Salary/Benefits
HIV Prevention Coordinator	ICEA PRO8	\$91,665
Disease Control Nurse (.5 FTE)	MNA 3	\$47,343
Communicable Disease Investigator (.5 FTE)	ICEA PRO6	\$40,271
CHR III (1 FTE)	UAW E	\$60,665

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following conversion to full time equivalents.

Position No. / Title	Current FTE	Current Salary/Benefits	Proposed FTE	Proposed Salary/Benefits	Increase
601092 CHR II	.50 FTE	\$29,938	1.0 FTE	\$57,630	\$27,692
601087 Health Center Nurse	.75 FTE	\$59,179	1.0 FTE	\$82,761	\$23,582
601088 Health	.75 FTE	\$59,179	1.0 FTE	\$82,761	\$23,582

Center Nurse					
601363 CHR II	.50FTE	\$29,938	1.0 FTE	\$57,630	\$27,692
601203 CHR II	.75 FTE	\$45,862	1.0 FTE	\$57,630	\$11,768
601217 V&H Tech	.50 FTE	\$29,938	1.0 FTE	\$57,630	\$27,692

BE IT FURTHER RESOLVED, that the following positions be eliminated:

Position No./ Title	Grade	Salary/Benefits Savings
601056 Senior Public Health Nurse (HIV Coordinator)	PHN 4	(\$95,978)
601232 Communicable Disease Field Representative	ICEA PRO7	(\$84,428)
601091 Community Health Representative IV	UAW F	(\$64,346)
601150 Public Health Nurse I	PHN 2	(\$85,250)
601012 Secretary Health	UAW D	(\$57,630)

BE IT FURTHER RESOLVED, that the employee appointed as the Interim Disease Control Supervisor, (601051) MCF 12, be made permanent.

BE IT FURTHER RESOLVED, that all position adjustments be effective upon resolution approval with the exception of the Public Health Nursing Director which will take effect upon retirement of the incumbent.

Agenda Item 5

RESOLUTION STAFF REVIEW

DATE February 19, 2009

Agenda Item Title: Resolution Authorizing the Installation of a Chilled Water Pump at the Ingham County Jail to be Performed by Myers Plumbing & Heating Inc.

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution will authorize a contract with Myers Plumbing & Heating Inc. to install a chilled water pump at the Jail.

Financial Implications: The contract amount will be \$30,496, and the funds have been budgeted through the CIP. Myers was the low bid.

Other Implications: None.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 19, 2009

SUBJECT: Resolution Authorizing the Installation of a Chilled Water Pump at the Ingham County Jail to be Performed by Myers Plumbing & Heating Inc.

The resolution before you authorizes awarding a contract to Myers Plumbing & Heating Inc., for the purpose of adding a chilled water pump at the Ingham County Jail. This would allow us to control the cooling tower water and operate the system more efficiently.

Myers Plumbing & Heating Inc., who submitted the lowest responsive and responsible bid, was chosen after going through a competitive bidding process and the recommendation of the Purchasing Department. Due to the scope and size of this project, it is necessary to contract with a qualified and experienced firm. We are confident that Myers Heating & Plumbing Inc., will provide us with the quality service we need to complete this project successfully.

The funds for this project are available thru CIP Project #245-31199-976000-8FC10.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: February 19, 2009

SUBJECT: Bid Summary – Chilled Water Pump

Project Description:

This project involves installing a redundant chilled water pump to the chiller plant at the Ingham County Jail.

Bid Summary:

Bidders Contacted: 10 Local: 3
Bidders Responding: 6 Local: 3

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local</u>
Myers Plumbing & Heating, Inc.	\$30,496	N – Lansing address, but Clinton Co.
T.H. Eifert, LLC	\$33,960	Y – Lansing
William E. Walter, Inc.	\$37,159	N – Flint
Shaw-Winkler, Inc.	\$43,000	Y – E. Lansing
John E. Green Co.	\$44,200	Y – Mason
Northshore Construction	\$45,914	N – Muskegon

Recommendation:

Award a contract to Myers Plumbing & Heating, Inc. in an amount not to exceed \$30,496.

Advertisement:

The RFP was advertised in the Lansing State Journal, various construction news services, El Central, and posted on the Purchasing Department Web Page.

Prevailing Wage:

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

Agenda Item 5

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE INSTALLATION OF A CHILLED WATER
PUMP AT THE INGHAM COUNTY JAIL TO BE PERFORMED BY
MYERS PLUMBING & HEATING INC.**

WHEREAS, with this addition of the chilled water pump at the Jail, the County would be able to add more control to the cooling tower water and operate the system more efficiently; and

WHEREAS, the funds for this project have been budgeted and approved in the 2008 Capital Improvement Plan, line item number 245-31199-976000-8FC10; and

WHEREAS, after careful review of the bids, the Purchasing and Facilities Departments both concur that a contract be awarded to Myers Plumbing & Heating Inc., who submitted the lowest responsive and responsible bid in the amount of not to exceed a cost of \$30,496.00, which also reflects the payment of prevailing wage.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Myers Plumbing & Heating, Inc., 16825 Industrial Parkway, Lansing, Michigan 48906, to install a new Chilled Water Pump at the Ingham County Jail for a not to exceed cost of \$30,496.00.

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

Agenda Item 6a

RESOLUTION STAFF REVIEW

DATE February 20, 2009

Agenda Item Title: Resolution to Authorize Entering into a Contract to Provide Network Services to the Ingham Intermediate School District (IISD)

Submitted by: Management Information Services Department (MIS)

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution will authorize a contract agreement between Ingham County Management Information Systems and Ingham Intermediate School District. MIS will be providing support for the II

...

SD Student Records Application.

Financial Implications: The contract amount will pay Ingham County \$3,000 for MIS technical support and \$17,000 for hardware and software.

Other Implications: None.

Staff Recommendation: MM__X__ JN__ TL__ TM__ JC__
Staff recommends approval of the resolution.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENTERING INTO A CONTRACT TO PROVIDE
NETWORK SERVICES TO THE INGHAM INTERMEDIATE SCHOOL DISTRICT
(IISD)**

WHEREAS, the Ingham Intermediate School District (IISD) is seeking to partner with the Ingham County Management Information Services (MIS) to host their Student Records application; and

WHEREAS, MIS already has the foundation in place to host this application; and

WHEREAS, MIS provided the IISD a proposal to purchase the necessary hardware, software and on-going services to implement the Student Records application in the Ingham County Data Center (see proposal/Attachment A-1); and

WHEREAS, MIS will provide IISD one-year of support services at a cost \$3,000 annually and a one-time hardware and software cost of \$17,000 for a total of \$20,000; and

WHEREAS, the IISD would like to proceed with the attached proposal (Attachment A-1); and

WHEREAS, MIS has forwarded the proposal to the County Attorney so a contract can be developed upon authorization of this resolution.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into an agreement with the Ingham Intermediate School District to provide on-going support for their Student Records application.

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

Attachment A-1

February 18, 2009

Daryl Tilley
Supervisor, Information Systems
Ingham Intermediate School District
2630 W. Howell Rd.
Mason, MI 48854

Dear Daryl,

Thank you for meeting with Ingham County to discuss collaboration possibilities. This letter is in response to IISD's need to replace your Student Management application and have it hosted in the Ingham County Data Center. Based on previous meetings and correspondence we have agreed to provide the following:

- Integrate the Student Management Application into the current Ingham County virtual server environment. The application will be virtualized on an existing Ingham County ESX host and require the following resources:
 - 5 VM's – 1 per school, 1 test
 - 16GB RAM Total – 3 GB per VM
 - 1.1 TB Disk Storage - 200 GB Storage per server (185GB needed per server additional beyond 3GB minimum).
 - 2 - Server 2003 OS License (5 VM's per license)
- Ingham County resources will maintain hardware, software, backups and availability.
- IISD will be given administrative access to the Student Management Application.
- IISD staff will have access to the Ingham County Help Desk.
- IISD staff will be responsible for providing end-user support for their clients.
- IISD will abide by the applicable policies and procedures of Ingham County.
- IISD will provide connectivity to the Ingham County Data Center and work with Ingham County MIS personnel to achieve a secure connection.
- IISD will be provided remote desktop access to the Student Management application.
- IISD will provide the Microsoft Server OS licensing.
- Ingham County MIS hours of operations are 8:00am to 5:00 pm, Monday – Friday except county recognized holidays. An on-call tech is available 24x7x365 for after hours support.
- Payment terms:
 - One-time costs will be paid within 60 days after completion of installation
 - On-going costs will be paid annually

Following are the detailed cost associated with the implementation of the Student Management Application:

	Quantity	Price Each	Total	Notes:
Virtual Server /15GB of Storage	5	\$2,000	\$10,000	One-time fee
Storage: 4-300GB SAS Drives	4	\$1,500	\$6,000	One-time fee
Server OS Licensing	2	n/a	n/a	Provided by IISD
Ingham County MIS Annual Support	1	\$3,000	\$3,000	
Installation and Setup by MIS staff	1	\$1,000	\$1,000	Only billed for actual hours used. Not to exceed 20 hours.
		Total	\$20,000	

Upon acceptance of this proposal a Resolution must be submitted to the Ingham County Board of Commissioners authorizing this transaction and a legal agreement between Ingham County and the Ingham Intermediate School District must be signed.

Ingham County is pleased to partner with the Ingham Intermediate School District and look forward to a long-term relationship. Please review this proposal and contact me directly if you have any questions.

Sincerely,

Tom Shewchuk

Agenda Item 6b

RESOLUTION STAFF REVIEW

DATE February 20, 2009

Agenda Item Title: Resolution to Approve the Renewal of the Avaya Annual Support Agreement

Submitted by: Management Information Services Department (MIS)

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution will authorize a one-year renewal of the annual Avaya Support Agreement for telephones. We have used Avaya telephones for the past eight years.

Financial Implications: The total cost of the contract will be \$104,763.48, and this has been budgeted in the MIS 2009 budget.

Other Implications: None.

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

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE AVAYA
ANNUAL SUPPORT AGREEMENT**

WHEREAS, the majority of Ingham County currently utilizes an Avaya phone system and has utilized it for the past eight plus years; and

WHEREAS, the Avaya phone system has been under annual maintenance for this entire time; and

WHEREAS, this agreement will authorize 12 monthly payments of \$8,730.29, for a period of one year, totaling an annual payment of \$104,763.48; and

WHEREAS, this monthly payment has been planned for and budgeted, and will provide the needed support to maintain current phone operations.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a renewal of the Avaya Annual Support Agreement, for a total cost of \$104,763.48, to be paid from the Telephone Communications Fund (675-26600921050).

BE IT FURTHER RESOLVED, that the effective date of the Agreement will be begin upon the date the Agreement has been signed by all parties and the Agreement will be effective for one year.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

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

RESOLUTION STAFF REVIEW

DATE February 25, 2009

Agenda Item Title: RESOLUTION AUTHORIZING COMPENSATION
MODIFICATIONS TO THE MANAGERIAL/CONFIDENTIAL
PERSONNEL MANUAL FOR 2010 AND 2011

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

Committees: LE ____, JD ____, HS ____, CS __*, Finance __*

Summary of Proposed Action:

Due to significant negative economic changed circumstances; appropriate precautionary measures are necessary.

Financial Implications: An immediate cost savings for the 2010 and 2011 Budgets.

Other Implications: An illustration of fiscal responsibility for the workforce.

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

Staff recommends approval of the resolution.

Agenda Item 7a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING COMPENSATION MODIFICATIONS TO THE
MANAGERIAL/CONFIDENTIAL PERSONNEL MANUAL FOR 2010 AND 2011**

WHEREAS, Resolution #08-220, authorized certain benefit and compensation modifications to the Managerial/Confidential Personnel Manual including a wage increase of 2 percent for 2009 and 2010 respectively; and

WHEREAS, Ingham County's rapidly changing negative economic projections do not support implementation of a 2 percent wage increase for 2010.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Managerial/Confidential Personnel Manual by reducing the 2010 scheduled wage increase from 2 percent to 1 percent.

BE IT FURTHER RESOLVED, that the Board authorizes a 1 percent wage increase for Managerial and Confidential employees for 2011.

RESOLUTION STAFF REVIEW

DATE February 25, 2009

Agenda Item Title: RESOLUTION APPROVING ANNUAL 2011 COMPENSATION FOR NON - JUDICIAL COUNTY-WIDE ELECTED OFFICIALS

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

Committees: LE____, JD____, HS____, CS_*____, Finance_*____

Summary of Proposed Action:

The following Ingham County Elected Non-Judicial Officials; County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall receive a zero percent increase for 2011.

Elected Official	2010	2011
County Clerk	\$88,590	\$88,590
Drain Commissioner	\$82,812	\$82,812
Prosecuting Attorney	\$127,578	\$127,578
Register of Deeds	\$82,812	\$82,812
Sheriff	\$119,486	\$119,486
Treasurer	\$95,448	\$95,448

Financial Implications:

Changed circumstance (Ingham County's rapidly changing negative economic projection) does not support implementation of wages for 2011 for the Non-Judicial County-Wide Elected Officials.

Other Implications: Percentage increases are consistent with those received by Managerial / Confidential employees.

Staff Recommendation: MM____ 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 APPROVING ANNUAL 2011 COMPENSATION FOR
NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS**

WHEREAS, Resolution #08-220, authorized certain benefit and compensation modifications to the Managerial/Confidential Personnel Manual including a 2 percent wage increase for 2009 and 2010 respectively; and

WHEREAS, Resolution #09-12 authorized a 2 percent wage increase for Ingham County Non-Judicial Elected Officials for both 2009 and 2010; and

WHEREAS, Ingham County's rapidly changing negative economic projections do not support implementation of a wage increase for 2011 for the Non-Judicial County-Wide Elected Officials.

THEREFORE BE IT RESOLVED, that the following Ingham County Non-Judicial Elected Officials; County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall be provided a 2011 salary as listed below (reflects a 0 percent increase for 2011):

Elected Official	2010	2011
County Clerk	\$88,590	\$88,590
Drain Commissioner	\$82,812	\$82,812
Prosecuting Attorney	\$127,578	\$127,578
Register of Deeds	\$82,812	\$82,812
Sheriff	\$119,486	\$119,486
Treasurer	\$95,448	\$95,448

BE IT FURTHER RESOLVED, that the salary is contingent upon the elected official foregoing any per diem, fees, or payments to which the elected official may otherwise be entitled, other than as may be specifically identified herein, including but not limited to Delinquent Tax Administration fees (Treasurer); fees from divorces involving minor children (Prosecutor); per diem for Elections Commission and Plat Board (Clerk, Register of Deeds, Treasurer); housing and clothing/cleaning allowance (Sheriff); Drainage Board meetings (Drain Commissioner).

BE IT FURTHER RESOLVED, these salaries are established on the expectation each elected official will perform services comparable to the hours worked by the County managers.

BE IT FURTHER RESOLVED that the County of Ingham shall pay the annual Michigan Bar Dues for the Prosecuting Attorney.

Agenda Item 8

RESOLUTION STAFF REVIEW

DATE February 18, 2009

Agenda Item Title: Resolution Authorizing the Ingham County Board of Commissioners to Continue as a Member of the Lansing Area Economic Partnership (LEAP)

Submitted by: County Services Committee

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution will authorize payment to LEAP for the second year of a three-year commitment. The payment will continue the partnership with LEAP and Ingham County and will authorize the Ingham County Board of Commissioners to be a Board member of LEAP for 2009.

Financial Implications: The annual payment is \$35,000 for membership. This is not currently in the budget and would be paid from contingency funds. The current amount in contingency is \$427,495.

Other Implications: None.

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

Agenda Item 8

TO: County Services and Finance Committees

FROM: Becky Bennett
Board Coordinator

RE: LEAP Membership

The Ingham County Board of Commissioners became a member of the Lansing Area Economic Partnership (LEAP) in 2008 as a way to expand the County's efforts at business attraction. Through LEAP Ingham County would have a voice with other local municipalities and private businesses in attracting new business to the area.

The 2009 membership fee of \$35,000 is now due. The Board of Commissioners has the opportunity to decide if it wishes to continue as a member of LEAP or to move in a different direction. This membership allows the Board to appoint one person as a voting member. If the Board wishes to continue as a member, the membership fee would have to be taken from the 2009 contingency fund.

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

Agenda Item 8

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE INGHAM COUNTY BOARD OF
COMMISSIONERS TO CONTINUE AS A MEMBER OF THE LANSING AREA
ECONOMIC PARTNERSHIP (LEAP)**

WHEREAS, Resolution #07-316 authorized the Ingham County Board of Commissioners to join the Lansing Area Economic Partnership (LEAP); and

WHEREAS, the Ingham County Board of Commissioners recognizes the value of being a member of LEAP as a way to expand the County's efforts at business attraction; and

WHEREAS, the Ingham County Board of Commissioners recognizes, through LEAP, Ingham County has a voice with other local municipalities and private businesses in attracting new business; and

WHEREAS, through LEAP, Ingham County is able to participate in the opportunity to spur economic development in the region; and

WHEREAS, continued membership for LEAP is \$35,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the expenditure of \$35,000 from the 2009 Contingency Fund to continue as a member of Lansing Area Economic Partnership (LEAP).

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners recognizes that continued membership in LEAP allows the Board to maintain one person as a voting member of LEAP.

MEMORANDUM

February 25, 2009

TO: Finance Committee

FROM: Teri Morton, Budget Director

RE: Resolution Establishing the 2010 Budget Calendar

Attached is a resolution establishing the Budget Calendar for 2010. Included in this schedule is the presentation of performance measures and activity indicators to assist the Board of Commissioners in formulating its strategic goals for 2010 as well as the annual review of fees for various county services.

The liaison committees of the Board of Commissioners will review the departments' 2010 background information and make recommendations for strategic goals during the round of committee meetings starting April 16. The strategic goals for 2010 are scheduled to be recommended by the Finance Committee on April 22 and passed by the Board of Commissioners on April 28. These goals will be forwarded to departments for use in preparation of their 2010 budget requests, which will be due on May 27. Date ranges are given for the Controller's budget meetings and liaison and Finance budget hearings. Exact dates will be released as they become available. Commissioners are invited to attend all of these meetings.

Please contact me if you have any questions.

Agenda Item 9

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING THE BUDGET CALENDAR FOR 2010

WHEREAS, Public Act 621 of 1978 provides that the Board of Commissioners establishes an appropriate time schedule for preparing the budget; and

WHEREAS, this Act requires that each elected official, department head, administrative office or employer of a budgetary center shall comply with the time schedule and requests for information from the Controller.

THEREFORE BE IT RESOLVED, that the attached budget calendar for the 2010 budget process be adopted.

BE IT FURTHER RESOLVED, that the County Clerk shall be directed to provide written notification of the attached budget calendar to all elected officials and department heads.

SUMMARY
2010 BUDGET CALENDAR

March 4	Finance Committee recommends 2010 budget calendar.
March 10	Board of Commissioners approves 2010 budget calendar.
April 16 - 21	Liaison Committees forward recommendations for strategic goals for 2010 to the Finance Committee.
April 22	Finance Committee recommends strategic goals for 2010.
April 28	Board of Commissioners adopts strategic goals for 2010.
April 30 – May 6	Committees review fees for various county services to make recommendations for any appropriate increases to be effective January 1, 2010.
May 14 -20	Committees make recommendations for increases to fees for various county services to be effective January 1, 2010.
May 26	Board of Commissioners adopts increases to fees for various county services to be effective January 1, 2010.
May 27	Department heads, agencies and community agencies submit operating and capital budgets.
June 22 - July 2	Controller holds budget meetings with departments.
August 25	Controller's Recommended Budget distributed to full Board of Commissioners.
August 31 - September 9	Liaison Committees hold hearings on operating and capital budget recommendations. (Exact dates to be announced by August 1.)
September 23	Finance Committee holds hearings and makes operating and capital improvement budget recommendations.
October 27	Board holds public hearing on the General Fund Budget. Board adopts operating and capital budgets and millages.



DEPARTMENT OF HEALTH & HUMAN SERVICES

AGENDA ITEM # 10

Office of Inspector General
Office of Audit Services

National External Audit Review Center
1100 Walnut St., Suite 850
Kansas City, Missouri 64106-2197

RECEIVED
FEB 23 2009

FEB 20 2009

CIN A-05-09-92135

BOARD OF COMMISSIONERS
INGHAM COUNTY MICHIGAN
121 EAST MAPLE STREET
P.O. BOX 319
MASON, MICHIGAN 48854

Dear Board Members:

We have completed our initial review of the audit report on the County for the period January 1, 2007 through December 31, 2007. Based on our initial review, we believe the audit, performed by REHMANN ROBSON, Certified Public Accountants, met Federal audit requirements.

For your convenience, the findings and recommendations are summarized in Attachment A and identified by Federal department responsible for resolution. Final determinations with respect to actions to be taken on Department of Health and Human Services (HHS) recommendations will be made by the following HHS resolution official. Please respond to the HHS resolution official at the following address within 30 days from the date of this letter:

HHS RESOLUTION OFFICIAL

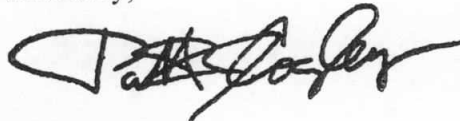
Department of Health and Human Services
ASRT/Office of Finance, Division of Systems Policy,
Payment Integrity, and Audit Resolution
HHH Building, Room 549D
200 Independence Avenue SW.
Washington, DC 20201

Your written response may consist of: (1) any comments or additional information that you believe may have a bearing on the final determination of actions to be taken with respect to the HHS recommendations, (2) an update of comments submitted with the report or (3) confirmation that your previous comments and corrective action plan remain unchanged for the recommendations summarized in Attachment A. The above common identification number (CIN) should be referenced in all correspondence relating to this report. All correspondence, including requests for additional time to prepare your response, should be submitted to the HHS resolution official address. Please do not send your comments or requests to the National External Audit Review Center.

In accordance with the principles of the Freedom of Information Act (Public Law 90-23), reports issued on the Department's grantees and contractors are made available, if requested, to members of the press and general public to the extent information contained therein is not subject to exemptions in the Act which the Department chooses to exercise. (See 45 CFR Part 5 Section 5.21 of the Department's Public Information Regulations.)

If you have any questions, please contact our office at (800)732-0679.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick J. Cogley", written over a horizontal line.

Patrick J. Cogley
Regional Inspector General for Audit Services

Attachment

<i>Recommendation Codes</i>	<i>Page</i>	<i>Amount</i>	<i>Resolution Agency</i>	<i>Recommendations</i>
053928100	13-14	N/A	HHS/DSPPIAR	2007-1. Segregation of Duties and Journal Entry Review/Approval. We recommend policies and procedures be developed and implemented to ensure 1) no one individual has the opportunity to access incompatible payroll functions and 2) journal entries are properly reviewed and approved.
200919100	13-14	N/A	HHS/DSPPIAR	
200922100	7,15	N/A	HHS/DSPPIAR	2007-2. Material Audit Adjustments. This finding is a material weakness. We recommend policies and procedures be strengthened to ensure accurate and reliable reporting of financial information.
Management Letter				
220908100	5	N/A	HHS/DSPPIAR	Capital Assets. We recommend procedures be developed and implemented to ensure the capital asset listing indicates the source of funding, the percentage of Federal participation in the cost of the asset, whether title to the asset is vested in the Federal government, and the use and condition of the asset in accordance with Federal regulations.
306901100	5	N/A	HHS/DSPPIAR	Suspension and Debarment. We recommend procedures be developed and implemented to ensure compliance with Federal suspension and debarment requirements.
200928100	6	N/A	HHS/DSPPIAR	Payroll Munis System– Segregation of Duties. We recommend procedures be developed and implemented to ensure system users are not granted access greater than is necessary to perform their job duties.