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VICE-CHAIRPERSON  
CURTIS HERTEL, JR.

VICE-CHAIRPERSON PRO-TEM  
THOMAS L. MINTER

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
CHRIS SWOPE  
LISA DEDDEN  
CURTIS HERTEL, JR.  
MARC THOMAS  
THOMAS L. MINTER

## **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, OCTOBER 22, 2003 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [October 8, 2003](#) Minutes

Additions to the Agenda

Limited Public Comment

1. 55<sup>th</sup> District Court - Resolution to Authorize Budget Amendments Within 55<sup>th</sup> [District Court](#)
2. Sheriff's Office
  - a. Resolution Authorizing Entering into Contract with the Office of the United States Department of Justice Programs for the 2003 Local [Law Enforcement](#) Block Grant Program
  - b. Resolution to Renew Administrative Services Contract With Blue Cross/Blue Shield of Michigan for a [Self-funded](#) Health Benefit Program for Inmates
  - c. *DRAFT FOR DISCUSSION*: Resolution to Amend the Policy to Charge Municipalities for the Medical Costs of Certain Inmates at the Ingham County Jail and to Charge [Municipalities](#) for Housing Inmates Under Municipal Ordinance Violations at the Ingham County Jail
3. Equalization - Resolution Approving the [2003 Apportionment Report](#) - *“additional information will be sent electronically to Commissioners and hard copies will be distributed at the committee meeting”*
4. Community Corrections Advisory Board: Resolution Authorizing Entering into Subcontracts for FY 2003 - 2004 [Community Corrections Programs](#)
5. Health Department
  - a. Resolution to Authorize a Medical Direction and Support Agreement with [Ionia County](#)
  - b. Resolution to Authorize Administrative Service and Medical Service Agreements with the [Ingham Health Plan](#) Corporation
  - c. Resolution to Authorize a 2003-2004 Agreement with the [City of Lansing](#)

- d. Resolution to Appoint [Dean G. Sienko, M.D.](#), to the Post of Ingham County Medical Examiner
  - e. Resolution to Appoint [Deputy Medical Examiners](#)
  - f. Resolution to Establish the Term of Office, to Set Compensation for and to Authorize Independent Contractor Agreements with [Deputy Medical Examiners](#)
  - g. Resolution to Appoint [Dennis Jurczak, M.D.](#) as Deputy Medical Director and Chief Deputy Medical Examiner and to Authorize an Employment Contract
6. Financial Services Department - Resolution Extending an Agreement with the Accident Fund for Administration of the [Self-Funded Workers' Compensation](#) Program
7. Controller's Office
- a. Ingham County 2004 [General Appropriations](#) Resolution
  - b. Resolution Amending the Ingham County [Living Wage Policy](#)

Announcements  
Public Comment  
Adjournment

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

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

FINANCE COMMITTEE  
October 8, 2003  
Minutes

Members Present: Mark Grebner, Chris Swope, Lisa Dedden, Curtis Hertel, Marc Thomas, Thomas Minter and Board Chairperson Calvin Lynch

Members Absent: None

Others Present: Jerry Ambrose, Bruce Bragg, Bob Moore and Doug Stover

The meeting was called to order by Vice Chairperson Thomas at 7:03 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the September 17, 2003 Minutes

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. DEDDEN, TO APPROVE THE SEPTEMBER 17 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

Additions to the Agenda

- 3a. Resolution Amended by County Services
- 3b. Item pulled from the Agenda
- 7b. Item postponed until the October 21 meeting
- 7c. Resolution approved by County Services. A separate motion was also approved by County Services (Motion: to direct the Controller to prepare a report detailing the costs associated with the implementation of the Living Wage Policy, as well as other related issues.
- 9. Late - Personal Property Audit Grant Program - Information

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

- 1. 911 Advisory Committee - Resolution Authorizing Contract with Lansing for the Computer Aided Dispatch System (CAD) Phase II Wireless Interface Project
- 2. Sheriff's Office
  - 1. Resolution to Accept a Grant from the Michigan Municipal Risk Management Authority for the Purchase of In-Car Cameras
  - 2. Resolution to Accept Monies Earned from Recycling Project for the Victim Services Unit
  - 3. Resolution to Purchase Tasers for the Sheriff's Office through a Grant with Michigan Municipal Risk Management Authority Using Matching Funds from East Lansing Reimbursement
- 4) Health Department
  - 1. Resolution to Authorize a "Community Voices" Grant from the W.K. Kellogg

- Foundation
- 2. Resolution to Amend the 2004 Health Department Budget and Establish a Position
- 3. Resolution to Change the Status of an Early Childhood Consultant Position
  
- 7. Controller's Office
  - a. Resolution Authorizing Adjustments to the 2003 Ingham County Budget
  - b. Briefing Books on Selected County Issues: Analyses on Area of Priority Identified by the Ingham County Board of Commissioners

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

MOVED BY COMM. MINTER, SUPPORTED BY COMM. DEDDEN, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

- Parks Board
  - Resolution Authorizing Entering Into Easement Agreements for the Lake Lansing Trail

MOVED BY COMM. DEDDEN, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO EASEMENT AGREEMENTS FOR HE LAKE LANSING TRAIL.

Comm. Dedden spoke regarding the future connection of the trails. People like to take their leashed dogs on the trails for health and safety reasons. Currently, this is not allowed at Hawk Island.

Comm. Thomas asked if the ban at Hawk Island was due to the beach. Mr. Moore stated dogs are not allowed due to the intensive nature of the park. Also, some dogs are not appropriate for the park. The Parks Board may consider this issue. Rules and regulations are currently being revised by the Parks Board. Comm. Dedden stated she would not support having unleashed dogs on the trails.

Comm. Minter stated dogs are not allowed at Lake Lansing South or Hawk Island due to the parks' intensive use and safety concerns. Hawk Island was developed with a goal of being a high activity park. Comm. Minter stated he could not support lifting this ban. The proposed dog park in agenda item 3b seems to be a good alternative.

(Chairperson Grebner arrived at 7:15 p.m. and assumed Chairing the meeting.)

Comm. Swope stated the Parks Board should review this issue and forward their responses to this Committee in writing.

Comm. Dedden stated she has seen very positive experiences with other connected trails and leashed dogs. The issue of allowing leashed dogs on the trails should be dealt with separately from the issue of allowing leashed dogs in the park.

MOTION CARRIED UNANIMOUSLY.

- Resolution to Authorize an Appropriation to be Used for the Construction of the Proposed City of Lansing Dog Park

This item was pulled from the agenda.

- Health Department
  - Resolution to Authorize a Contract with Clearwater Research, Inc. to Conduct a Behavioral Risk Factor Survey

MOVED BY COMM. MINTER, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION TO AUTHORIZE A CONTRACT WITH CLEARWATER RESEARCH, INC. TO CONDUCT A BEHAVIORAL RISK FACTOR SURVEY.

Comm. Minter requested additional information regarding the survey. Mr. Bragg explained the Survey is an important tool used by the Health Department to help measure the County's health status. Surveys are conducted by the Health Department every year. This is just one of those surveys. Funding is provided by the Kellogg Grant and the County's General Fund.

Comm. Thomas inquired as to any Living Wage Policy implications. Mr. Ambrose stated the determining threshold is \$50,000. This contract does not meet that standard. Also in response to Comm. Thomas, Mr. Bragg stated the Health Department used EPIC MRA for the last fiscal year's survey. Michigan State University has also been used to conduct a survey in the past.

MOTION CARRIED UNANIMOUSLY.

- Resolution to Reclassify Two Part Time Positions in the Adult Health Center

MOVED BY COMM. MINTER, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION TO RECLASSIFY TWO PART TIME POSITIONS IN THE ADULT HEALTH CENTER. MOTION CARRIED UNANIMOUSLY.

- Resolution to Change the Status of an Early Childhood Consultant Position

This item was approved on the Consent Agenda.

Comm. Minter questioned the phrase "to accommodate her personal needs" in the Financial Implications section of the Staff Review Sheet. Mr. Bragg explained that the Ingham Intermediate School District cut funding of the full time position to three-quarter time. This position will be eliminated at the end of June 2004. The position is fully funded within the Health Department budget. This issue was discussed further.

5. Community Mental Health - Resolution Authorizing a Lease Contract with the Community Mental Health Board of Clinton, Eaton and Ingham Counties for the Old Sheriff's Residence

MOVED BY COMM. SWOPE, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION AUTHORIZING A LEASE CONTRACT WITH THE COMMUNITY MENTAL HEALTH BOARD OF CLINTON, EATON AND INGHAM COUNTIES FOR THE OLD SHERIFF'S RESIDENCE.

Comm. Thomas asked about the source of funding for this matter. Mr. Ambrose stated CMH will repay the County's up-front monies in their lease payments to the County.

MOTION CARRIED UNANIMOUSLY.

6. MIS Department - Resolution to Authorize a Reorganization of the Management Information Services Supervisor of Computer Operations Position

MOVED BY COMM. MINTER, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE MANAGEMENT INFORMATION SERVICES SUPERVISOR OF COMPUTER OPERATIONS POSITION.

Comm. Minter asked if the nature of the original position changed so much that a reorganization request is justified. Mr. Ambrose also explained the Department was dominated by the mainframe and associated services. Currently, the Department's emphasis is on the network infrastructure and directly supporting end users. Mr. Taylor identified a need for this change and his request was then evaluated by the Human Resources Department.

Mr. Ambrose further explained that the proposed position is not a managerial position. He stated it is a credit to the MIS Director to refashion a vacant position to meet the needs of the future.

MOTION CARRIED UNANIMOUSLY.

7. Controller's Office
  - c. Resolution Amending the Ingham County Living Wage Policy

MOVED BY COMM. DEDDEN, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION AMENDING THE INGHAM COUNTY LIVING WAGE POLICY.

Mr. Ambrose explained the amendment to the Policy would exempt contractors who are engaged outside of Ingham County for the purpose of providing services to non-county residents pursuant to underlying agreements with the State of Michigan.

In response to Comm. Swope, Mr. Bragg explained the State of Michigan contracts with the Ingham County Health Department to coordinate health services in seven other counties. He then explained the financial implications.

Comm. Dedden suggested a friendly amendment to the proposed language  
Proposed language:

- I. Contractors who are engaged outside of Ingham County for the purpose of providing services to non-county residents pursuant to underlying agreements with the State of Michigan.

Suggested Change:

- I. Contractors who are engaged outside of Ingham County for the purpose of providing services to non-county residents. Contracts for services to be provided outside of Ingham County to non Ingham County residents pursuant to underlying agreements with the State of Michigan.

The suggested change was accepted as a Friendly Amendment to the Resolution. Mr. Ambrose stated the County Attorney will review this language.

MOTION CARRIED UNANIMOUSLY as amended.

Mr. Ambrose informed the Committee that the County Services Committee has received a request from Catholic Social Services for an exemption from the County's Living Wage Policy.

- d. Update on Discussions with Lansing Charter Township

Mr. Ambrose updated the Committee on the progress of negotiations with Lansing Charter Township.

8. Board Referrals

- a. Resolution from Arenac County Discouraging Further Cuts in Revenue Sharing to Counties
- b. Notice of Public Hearing from Webberville Village for an Industrial Facilities Exemption Certificate for GT USA, LLC
- c. Letter from Delhi Charter Township Downtown Development Authority Outlining Proposed Amendments to the Existing Tax Increment Financing and Development Plans for Delhi Township

Mr. Ambrose informed the Committee that the Delhi Township Downtown Development Authority and the Delhi Charter Township Board of Trustees are considering amendments to the existing Tax Increment Financing and Development Plans for the DDA. The implications of the proposed amendments are detailed in Delhi Charter Township DDA's letter of September 15, 2003. Specific information regarding this issue will be submitted to this Committee at a later date.

- d. Resolution from Antrim County Expressing Opposition to Any Further Cuts in Revenue Sharing

The Board Referrals were received and placed on file.

9. Information - Personal Property Audit Grant Program

Mr. Stover stated the Michigan Department of Treasury has established a local unit grant program for the review, discovery and audit of omitted or incorrectly reported personal property. The Michigan Legislature has designated \$7,000,000 for the 2003-2004 fiscal year for the grant program. Cities, townships and counties are eligible to submit grant applications for approval to the Michigan Department of Treasury to cover a portion of local costs incurred for duties and activities related to the audit program. Included in the late information is an analysis of expected costs and revenues should the County choose to contract for personal property audit services.

Comm. Swope suggested the Equalization Department look into vacant properties during the audit. He will email additional information regarding this matter to Mr. Stover.

The Committee held a lengthy discussion regarding the financial implications of the personal property audit.

Announcements: None

Public Comment: None

The meeting adjourned at 8:17 p.m.

Respectfully submitted,

Debra Neff



**Agenda Item 1**

RESOLUTION STAFF REVIEW

DATE: October 8, 2003

Agenda Item Title: Resolution to Authorize Budget Amendments Within 55<sup>th</sup> District Court

Submitted by: 55<sup>th</sup> District Court

Committees: LE \_\_\_ JD \_\_\*, H.S. \_\_\_\_, CS \_\_\*, Finance \_\_\*

Summary of Proposed Action: (see attached October 7, 2003 memo)

This resolution will authorize Ingham County to amend the 2004 55<sup>th</sup> District Court budget by increasing revenues an additional \$28,000 and to further authorize the restoration of the part-time magistrate hours and to fund an additional 45 days up to \$11,800. In addition, the Court would hire temporary employee(s) to help catch up on a backlog of work up to 1,285 hours, with the additional \$16,200.

Financial Implications: The amendments would add \$28,000 in revenues and expenses to the 2004 55<sup>th</sup> District Court budget with increases to violation fees and expenses (all now be \$4.00 effective October 1, 2003).

Salaries and wages - temporary (101-13700-705000) increased \$16,200 to hire temporary help, **and**  
Visiting Judges (101-13700-861020) increased \$11,800 for additional part-time magistrate hours

Other Implications: None

Staff Recommendation: JA \_\_\_ JN \_\_\* HH \_\_\_

This resolution should be approved.

**Agenda Item 1**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE BUDGET AMENDMENTS WITHIN 55<sup>TH</sup> DISTRICT COURT**

WHEREAS, the 55<sup>th</sup> District Court staff has been faced with a multitude of issues regarding the implementation of the new Secretary of State fees and requirements; and

WHEREAS, the 55<sup>th</sup> District Court still must meet current work load demands and provide service to the public; and

WHEREAS, the 55<sup>th</sup> District Court has increased fees to increase their 2004 budget to pay for temporary help and additional part-time magistrate hours.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves amending the 2004 budget by increasing the revenues and expenses \$28,000 by increasing the appropriate violations fee revenue line items \$28,000 with corresponding expenses increases in salaries and wages - temporary (101-13700-705000) \$16,200 and Visiting Judges (101-13700-861020) \$11,800.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make the necessary budgetary adjustments to the 55<sup>TH</sup> District Courts' 2004 budget.

Thomas E. Brennan, Jr.  
Chief Judge

James B. Pahl  
Magistrate



Pamela J. McCabe  
Judge

Larry A. Theisen  
Court Administrator

## 55<sup>th</sup> Judicial District Court of the State of Michigan

700 Buhl Avenue, Mason, Michigan 48854 \* Phone: 517.676.8400

October 7, 2003

To: John Neilsen, Deputy Controller

From: Larry Theisen *LAT*  
District Court Administrator

Subject: Increased Revenues/Part-Time Magistrate & Temporary Help

The Court in an effort to reach it's 2003 target figure reduced the hours of the part-time Magistrate by \$3500.00. We also agreed to raise the cost of statute civil infractions and statute traffic tickets by \$3.00. With all of the new fees taking effect October 1, 2003 we decided to raise the cost of all violations \$4.00. This should result in an increase of \$28,000.00 above the revenue to be generated by the \$3.00 increase. We are requesting that the additional \$28,000.00 in revenue be used to restore the \$3500.00 in Magistrate hours and fund an additional forty-five days. This would be a total of one-hundred Magistrate days for 2004. We currently have a backlog of hearing days and anticipate that many more people will be requesting hearings to avoid the Driver Responsibility Fees being levied by the Secretary of State's Office. This would amount to \$11,800.00. The balance, \$16,200.00, we would put toward temporary help in the main office. We are currently about four weeks behind in the entry of traffic tickets. We have staff coming in on Saturdays to try and keep the entry up to date. The delay in ticket entry results in handling tickets over and over searching for tickets not in the system when persons come in promptly to pay or send payments through the mail. At times we are also behind in the entry of Civil cases which have seen a significant increase in the current year. Thank you for considering this request.

RECEIVED OCT 08 2003

**Agenda Item 2a**

RESOLUTION STAFF REVIEW

DATE: October 10, 2002

Agenda Item Title: Resolution Authorizing Entering into Contract with the Office of the United States Department of Justice Programs for the 2003 Local Law Enforcement Block Grant Program

Submitted by: Sheriff's Office

Committees: LE \_\_\*, JD \_\_\_\_, H.S. \_\_\_\_, CS \_\_\_\_, Finance \_\_\*

Summary of Proposed Action: This resolution authorizes entering into a contract with the Office of the United States Department of Justice, Office of Justice Programs for a total of \$19,216.00 with a match requirement of \$2,135.00 for a total project cost of \$21,351.00 for the time period of October 1, 2003 through September 30, 2004.

Financial Implications: The funds are proposed to come from the LEBG Grant \$19,216.00 with a local match requirement of \$ 2,135.00 (from the contingency fund) for a total project cost of \$21,351.00 and will be spent as follows:

- \$17,080.80 will be utilized for purchasing new technology: primarily laptop computers, desktop computers, mobile computers, servers, base radios, and vendor support of those items.
- \$4,270.20 will be utilized for training for law enforcement and support personnel (training and associated overtime hours necessitated by the introduction of new technological tools and computer applications).

Current Contingency amount \$ 412,964.

Other Implications: None

**Staff Recommendation:** JA \_\_\_\_ JN \*\_\_ HH \_\_\_\_

This resolution should be approved.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO CONTRACT WITH THE OFFICE OF THE UNITED STATES DEPARTMENT OF JUSTICE PROGRAMS FOR THE 2003 LOCAL LAW ENFORCEMENT BLOCK GRANT PROGRAM**

WHEREAS, the Ingham County Sheriff's Office applied for and has been approved to receive a Block Grant from the Office of the United States Department of Justice Programs; and

WHEREAS, the award amount of the Block Grant is \$19,216.00 with a local match requirement of \$2,135.00, for a total project of \$21,351.00; and

WHEREAS, \$17,080.80 will be utilized for purchasing new technology: primarily laptop computers, desktop computers, mobile computers, servers, base radios, and vendor support of those items; and

WHEREAS, \$4,270.20 of the project funding will be utilized for training for law enforcement and support personnel (training and associated overtime hours necessitated by the introduction of new technological tools and computer applications); and

WHEREAS, the Ingham County Sheriff's Office match the Federal Grant with \$2,135.00, that is being requested from the Contingency fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into contract with the Office of the United States Department of Justice, Office of Justice Programs for a total of \$19,216.00 with a match requirement of \$2,135.00, for a total project cost of \$21,351.00 for the time period of October 1, 2003 through September 30, 2004.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the matching funds of \$2,135.00 from the 2003 Contingency fund.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make the necessary budget adjustments in the Ingham County Sheriff's Office 2003 and 2004 budgets.

**Agenda Item 2b**

RESOLUTION STAFF REVIEW

DATE: October 7, 2003

Agenda Item Title: Resolution to Renew Administrative Services Contract With Blue Cross/Blue Shield of Michigan for a Self-funded Health Benefit Program for Inmates

Submitted by: Sheriff's Office

Committees: LE   \* JD   , H.S.   , CS   , Finance   \*

Summary of Proposed Action: This resolution authorizes renewing the one-year contract December 1, 2003 through November 30, 2004 with Blue Cross/Blue Shield of Michigan to provide administration of a self-funded inmate health care program at a cost of 11% of claims. The Agreement is the same basic Agreement we have been operating under for the past several years, however there is a 2% increase from 9% to 11% for an Administrative Fee. This is for medical care for inmates that are not covered under our contract terms with Ingham Medical Centers successor organization.

Financial Implications: With the discount of approximately 58% that Blue Cross/Blue Shield proposes to negotiate with health care providers that treat our inmates for medical services, we save money. There is no stop loss provision in the contract

This is the same basic agreement we have entered into since 1996, however, the Administration fee has increased from 9% to 11%.

Other Implications: The Board of Commissioners authorized the continuation of this contract on an annual basis through Resolution #01-307, but with the increase in the Administrative fee from 9% to 11%, this resolution is back before you for your approval.

**Staff Recommendation:** JA    JN   \* HH     
This resolution should be approved.

cc Matt Myers  
Bob Smith

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RENEW ADMINISTRATIVE SERVICES CONTRACT  
WITH BLUE CROSS/BLUE SHIELD OF MICHIGAN FOR A  
SELF-FUNDED HEALTH BENEFIT PROGRAM FOR INMATES**

WHEREAS, the Ingham County Sheriff's Office and the Ingham County Board of Commissioners approved entering into a one-year contract starting December 1, 1996 with Blue Cross/Blue Shield of Michigan administration of a self-funded inmate health care program; and

WHEREAS, Blue Cross/Blue Shield of Michigan has demonstrated the ability to save Ingham County approximately 58% in payments to medical providers for services provided to inmates through financial arrangements with hospitals and physicians.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves renewing the contract from December 1, 2003 through November 30, 2004 with Blue Cross/Blue Shield of Michigan to provide administration of a self-funded inmate health care program at a cost of 11% of claims.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves an automatic one year renewal of this contract each year on the anniversary of the expiration date, unless the County or Blue Cross/Blue Shield of Michigan submits, in writing, an objection to the renewal 30 days prior to the renewal.

BE IT FURTHER RESOLVED, that the County Treasurer is authorized to make monthly wire transfers to Blue Cross/Blue Shield of Michigan to pay the cost of expected claims and administration in accordance with quarterly settlement report schedules.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller's Office to make the necessary budgetary adjustments in the Ingham County Sheriff's Office 2003 and 2004 budget.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Ingham County Board Chairperson and the Ingham County Clerk's Office to sign any contracts approved as to form by Corporation Counsel and consistent with this resolution.

RESOLUTION STAFF REVIEW

DATE September 22, 2003

***DRAFT FOR DISCUSSION***

Agenda Item Title: Resolution to Amend the Policy to Charge Municipalities for the Medical Costs of Certain Inmates at the Ingham County Jail and to Charge Municipalities for Housing Inmates Under Municipal Ordinance Violations at the Ingham County Jail

Submitted by : Sheriff's Office

Committees: LE \_\_\*, JD \_\_\_\_, H.S. \_\_\_\_, CS \_\_\_\_, Finance \_\_\*

Summary of Proposed Action: (see attached current Policy and proposed amended Policy)  
This resolution formally amends the policy to now charge municipalities for housing inmates who are charged with or convicted of violating municipal ordinance violations at the Ingham County Jail effective July 1, 2004. This would effect only the cities of Lansing and East Lansing, as they have District Courts of the third class, which means that they keep all the fines and costs assessed through their court systems for persons charged with these municipal ordinance violations, unlike the County's 55th District Court.

Financial Implications Effective the beginning of their next fiscal year, (July 1, 2004) the cities of Lansing and East Lansing will begin to pay \$35 per day (the full per diem rate is currently \$ 46.15) for any inmate incarcerated due to a city ordinance violation, if the inmate remains incarcerated after the fifth day. At the same time they will also pay for all medical expenses of these inmates, not only certain hospital related expenses as is currently the case.

For inmates charged under state law, the portion of the fines and costs assessed by the District Court is given to the county, in part to offset the cost of housing the inmate. Where inmates are charged under a municipal ordinance, the municipality retains the fines and costs, and the county does not receive anything. This payment will partially offset the cost of housing such inmates at the county jail.

The average length of stay for an inmate incarcerated under a municipal ordinance violation is 6.84 days, so the average cost for one inmate would be  $2 * \$35 = \$70.00$ . For the last twelve months, approx. 1,400 inmates have been incarcerated at the jail, so the likely annual revenue to the county is estimated at  $1,400 * \$70 = \$98,000$ . However, the use of the jail is a voluntary option on the part of the court, so discretion can be used to contain the costs, if desired.

Other Implications see attached analysis of the use of the Jail by Lansing and East Lansing for ordinance violators. When municipalities with third class courts charge criminal and civil offenses under local ordinances instead of state statute, all the fine revenue goes to the charging



municipalities, rather than to the County/Libraries. One benefit to the County is that the prosecution is the responsibility of the charging municipality rather than the Prosecutor.

**Staff Recommendation:**    JA \_\_\_ JN \* HH \_\_\_

It is anticipated that the adoption of the amendments to this policy will result in new costs being absorbed by the cities of Lansing and East Lansing. The current level of cooperation between Ingham County, the Sheriff, the district courts and their funding units in these matters are good and this policy will establish some time frames whereby the municipalities that place inmates in the Jail must pay for their use of this scarce resource. The opportunity for public review and comment should formally be given to the cities of Lansing and East Lansing prior to the adoption of this policy.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS  
RESOLUTION TO AMEND THE POLICY TO CHARGE MUNICIPALITIES FOR THE  
MEDICAL COSTS OF CERTAIN INMATES AT THE INGHAM COUNTY JAIL AND  
TO CHARGE MUNICIPALITIES FOR HOUSING INMATES UNDER MUNICIPAL  
ORDINANCE VIOLATIONS AT THE INGHAM COUNTY JAIL**

WHEREAS, the County Jails Act (MCL 801.4) mandates that counties are responsible for the safekeeping and maintenance of county jail inmates, as needed; and

WHEREAS, Ingham County does not receive any revenue from the fines or costs associated with district courts other than the first or second class that charge offenses under local ordinance violations; and

WHEREAS, Ingham County currently pays the costs for housing these inmates as well as the medical expenses of such inmates within the guidelines of Resolution # 99- 73, Resolution to Formalize the Notification Process of Inmates with Medical Conditions and Adopting a Policy to Charge Municipalities for the Medical Costs of Certain Inmates at the Ingham County Jail; and

WHEREAS, under the County Jails Act (MCL 801.4a), counties may charge cities, villages, or townships in district court units other than those of the first or second class, which have jurisdiction over the offense, for the expenses associated with inmates of county jails who are charged with or convicted of violating the respective municipality's ordinances.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts effective July 1, 2004 an amendment Resolution # 99- 73, Resolution to Formalize the Notification Process of Inmates with Medical Conditions and Adopting a Policy to Charge Municipalities for the Medical Costs of Certain Inmates at the Ingham County Jail by charging cities, villages, or townships in district court units other than those of the first or second class, which have jurisdiction over the offense, for the expenses associated with inmates of county jails who are charged with or convicted of violating the respective municipality's ordinances.

BE IT FURTHER RESOLVED, that this policy shall apply only to an inmate who is charged with or convicted of violating a municipal ordinance as a primary offense;

BE IT FURTHER RESOLVED, that the daily rate to be billed will be \$35 per day beginning on the sixth day of incarceration until released for inmates who are charged with or convicted of violating the respective municipality's ordinances.

BE IT FURTHER RESOLVED, that the daily rate to be billed under this policy will be adjusted automatically as the per diem rate charged for leasing County Jail beds to other units of government is adjusted.

BE IT FURTHER RESOLVED, that medical expenses billed under this policy includes but is not limited to all medical expenses related to drugs, medical supplies, hospital stays, hospital emergency room treatment, emergency dental care, x-rays and other means of diagnosis, surgery, as well as any other form of primary, emergency, specialty, or tertiary medical care that is administered outside of the premises of the County Jail; and in addition, to any expenses associated with the staff, security, and transportation which were made necessary by the provision of medical services for such an inmate will be charged to the municipality, provided however, that it shall not include expenses for medical care administered by a jail nurse or any other health professional which is administered within the premises of the County Jail.

BE IT FURTHER RESOLVED, that this policy shall apply to governmental units within Ingham County, other than district court units of the first or second class, which have jurisdiction of the offense and shall be responsible for the housing expenses of inmates who are housed at the Ingham County Jail as a result of being charged with or convicted of violating the local ordinances of the respective cities, villages, or townships, as permitted by the County Jails Act.

BE IT FURTHER RESOLVED, that the Sheriff shall, on a monthly basis, provide invoices to the municipality responsible for the expenses as provided by law.

BE IT FURTHER RESOLVED, that the County Clerk shall notify the Cities of Lansing and East Lansing and the Sheriff of the adoption of this resolution and policy.

## INGHAM COUNTY MUNICIPAL ORDINANCE VIOLATIONS BILLING POLICY AMENDMENTS

- Effective date: July 1, 2004.
- Daily per diem charge: Days 1 - 5 no charge, Days 6 - until release \$35 per day, with the daily rate to be billed under this policy to be adjusted automatically as the per diem rate charged for leasing County Jail beds to other units of government is adjusted.
- Medical costs: medical expenses billed under this policy include but are not limited to all medical expenses related to drugs, medical supplies, hospital stays, hospital emergency room treatment, emergency dental care, x-rays and other means of diagnosis, surgery, as well as any other form of primary, emergency, specialty, or tertiary medical care that is administered outside of the premises of the County Jail; and in addition, to any expenses associated with the staff, security, and transportation which were made necessary by the provision of medical services for such an inmate will be charged to the municipality, provided however, that it shall not include expenses for medical care administered by a jail nurse or any other health professional which is administered within the premises of the County Jail.
- Eligibility: this policy shall apply to governmental units within Ingham County other than district court units of the first or second class which have jurisdiction of the offense shall be responsible for the housing expenses of inmates who are housed at the Ingham County Jail as a result of being charged with or convicted of violating the local ordinances of the respective cities, villages, or townships, as permitted by the County Jails Act. This policy shall apply only to an inmate who is charged with or convicted of violating a municipal ordinance as a primary offense from the affected municipalities.

Introduced by the Law and Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO FORMALIZE THE NOTIFICATION PROCESS OF INMATES  
WITH MEDICAL CONDITIONS AND ADOPTING A POLICY TO CHARGE  
MUNICIPALITIES FOR THE MEDICAL COSTS OF CERTAIN INMATES AT THE  
INGHAM COUNTY JAIL**

**RESOLUTION #99-73**

WHEREAS, the County Jails Act (MCL 801.4) mandates that counties are responsible for the safekeeping and maintenance of county jail inmates, as needed;

WHEREAS, under the County Jails Act (MCL 801.4a), counties may charge cities, villages, or townships in district court units other than those of the first or second class, which have jurisdiction over the offense, for the expenses associated with inmates of county jails who are charged with or convicted of violating the respective municipality's ordinances; and

WHEREAS, an informal notification process has existed whereby the Sheriff's Office has notified the appropriate District Courts of potentially high medical costs associated with a particular inmate charged with or convicted of violating the respective municipality's ordinances, and

WHEREAS, a formal notification process would be desirable to facilitate communication between the Sheriff's Office and the appropriate District Courts in these matters; and

THEREFORE BE IT RESOLVED, that the Sheriff shall notify the appropriate court in writing or by fax of certain inmates who have potentially high cost medical cases in order that the Court may consider changes to the courts order to release an inmate on their own recognizance or suspend an inmate's sentence until after medical care has been administered.

BE IT FURTHER RESOLVED, that the Sheriff will make every reasonable effort to ensure that a responsible party at the court is personally notified.

BE IT FURTHER RESOLVED, that the Board of Commissioners requests that the Sheriff also contact the appropriate Police Department so they can provide input to the Court.

BE IT FURTHER RESOLVED, that in the event that the Court does not take action within four business hours of such written or faxed communication from the Sheriff, that the County shall bill the appropriate municipality as allowed by law for medical expenses which occur after the sending of notice by the Sheriff, on behalf of the inmate, in cases where expenses exceed \$1,000.

BE IT FURTHER RESOLVED, that this policy shall apply only to an inmate who is charged with or convicted of violating a municipal ordinance as a primary offense.

BE IT FURTHER RESOLVED, that the Board of Commissioners may consider the waiver of such charges upon request by the Prosecutor.

**RESOLUTION #99-73**

BE IT FURTHER RESOLVED, that medical expenses billed under this policy includes but is not limited to all medical expenses related to drugs, medical supplies, hospital stays, hospital emergency room treatment, emergency dental care, x-rays and other means of diagnosis, surgery, as well as any other form of primary, emergency, specialty, or tertiary medical care that is administered outside of the premises of the County Jail, and in addition, to any expenses associated with the staff, security, and transportation which were made necessary by the provision of medical services for such an inmate will be charged to the municipality; provided however, that it shall not include expenses for medical care administered by a jail nurse or any other health professional which is administered within the premises of the County Jail.

BE IT FURTHER RESOLVED, that this policy shall apply to governmental units within Ingham County other than district court units of the first or second class which have jurisdiction of the offense shall be responsible for the medical expenses of inmates who are housed at the Ingham County Jail as a result of being charged with or convicted of violating the local ordinances of the respective cities, villages, or townships, as permitted by the County Jails Act.

BE IT FURTHER RESOLVED, that the Sheriff shall, on a monthly basis, provide to the Controller's Office a list of the medical expenses incurred on behalf of such inmates and the Controller shall issue, on a periodic basis, invoices to the municipality responsible for the expenses as provided by law.

BE IT FURTHER RESOLVED, that this policy shall be effective July 1, 1999.

BE IT FURTHER RESOLVED, that the County Clerk shall notify the Cities of Lansing and East Lansing and the Sheriff of the adoption of this resolution and policy.

**LAW & COURTS: Yeas:** Grebner, Stid, Bernero, Schmidt

**Nays:** None      **Absent:** Smiley, Schafer, Juall      Approved 3/11/99

**FINANCE: Yeas:** Bernero, Grebner, Lynch, Schafer, Minter

**Nays:** None      **Absent:** McDonald, Juall      Approved 3/17/99

## INGHAM COUNTY MEDICAL EXPENSE REIMBURSEMENT POLICY FOR JAIL INMATES

*Adopted through Resolution # 99-73*

The County Jails Act (MCL801.4) mandates that counties must provide for the safekeeping and maintenance, including medical care to county jail inmates, as needed. Under the County Jails Act (MCL 801.4a), cities, villages or townships of district court units other than first or second class having jurisdiction of the offense are responsible for all expenses associated with inmates who are charged with or convicted of violating the respective municipality's ordinances. Ingham County is permitted to obtain reimbursement from these municipalities for all expenses associated with housing such inmates.

Expenses for inmates' medical treatment administered outside of the jail has become an issue of growing concern for the County. These costs can be significant, unpredictable, and are generally unbudgeted. With cooperation between the Sheriff's Office and the Courts these direct costs can often be avoided by placing an inmate on inmate worker status, releasing an inmate on his own recognizance or suspending an inmate's sentence until after medical care has been administered. The costs of the medical treatment is then the responsibility of the individual that receives the treatment. This policy is designed to clarify the responsibility for the payment of medical expenses of certain inmates.

The Sheriff's Office will place a courtesy phone call and submit by fax a form to the individual designated by the District Courts. The respective District Court will then have the option to respond with a change in the appropriate court order for the inmate(s) so noted in the form within three business hours from the receipt of the or to continue the inmates status.

Should the Court choose not to change the court order to transfer the medical costs responsibility to the inmate(s), all medical treatment costs for the aforementioned inmate(s) in excess of \$1,000 will be the responsibility of the respective municipality.

Ingham County's policy regarding inmates who have been sentenced for municipal ordinance violations by 54-A District Court and 54-B District Court will be effective July 1, 1999. Housing expenses associated with inmates who have been charged or convicted of violating a local ordinance will continue to be the responsibility of the County. However, outside medical expenses as noted above will be the responsibility of the respective municipality. The Sheriff will transmit a list of all medical related expenses covered by this policy to the Ingham County Controller. The Controller will provide the list along with a invoice to the municipality involving any medical related expenses incurred by an inmate who is charged with or convicted of violating a municipal ordinance as a primary offense.

This policy includes but is not limited to all medical expenses related to drugs, medical supplies, hospital stays, hospital emergency room treatment, emergency dental care, x-rays and other means of diagnosis, surgery, as well as any other form of primary, emergency, specialty, or tertiary medical care that is administered outside of the premises of the County Jail. In addition, any expenses associated with the staff, security, and transportation which were made necessary by the provision of medical services for such an inmate will be charged to the municipality.

This policy does not affect any expenses that result from medical care administered by a jail nurse or any other health professional which is administered within the premises of the County Jail.

The municipality of the district court having jurisdiction of the offense may attempt to recoup any expenses from the inmate or the inmate's health insurer.

Any medical expenses recouped by Ingham County through the Inmate Billing program authorized through the Prisoner Reimbursement Act would not be billed through this policy.

**Agenda Item 3**

TO: Finance Committee  
Ingham County Board of Commissioners

FROM: Douglas Stover, Director  
Equalization/Tax Mapping

DATE: October 8, 2003

RE: 2003 County Apportionment Report

Attached please find Resolution Approving 2003 Apportionment Report for presentation at the Finance Committee Meeting on October 22, 2003. The Apportionment Report is not yet quite complete but should be available to you prior to the meeting.



**Agenda Item 3**

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE 2003 APPORTIONMENT REPORT

WHEREAS, State law requires that the annual apportionment report be approved by the Board of Commissioners on or before October 31 of each year

THEREFORE BE IT RESOLVED, that the attached statement of taxable valuations and millage apportioned to the various units in Ingham County for the year 2003 are hereby approved.

**Agenda Item 4**

RESOLUTION STAFF REVIEW

DATE: October 2, 2003

Agenda Item Title: Resolution Authorizing Entering into Subcontracts for FY 2003 - 2004 Community Corrections Programs

Submitted by: Community Corrections Advisory Board (CCAB)

Committees: LE \_\_\*, JD \_\_\_\_, H.S. \_\_\_\_, CS \_\_\_\_, Finance \_\_\*

Summary of Proposed Action: This resolution authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2003 through September 30, 2004, with Total Health Education for the actual cost of program services not to exceed \$50,000; with Peckham Vocation Industries, Inc., for the actual cost of services not to exceed \$64,582; with Community Mental Health for the actual cost of Substance Abuse Aftercare services not to exceed \$47,193; and with Cristo Rey Community Center for actual cost of program services not to exceed \$74,840.

It also authorizes entering into subcontracts for probation residential services from October 1, 2003 through September 30, 2004 with New Paths, Inc., Community Programs, Inc., Pathfinder Resources, Inc., Alternative Directions, Inc., K-PEP Inc., and the National Council on Alcoholism/Lansing Regional Area, Inc. for the actual cost of services on an offender-by-offender basis at the rate of \$43.00 per day, and with C-E-I Community Mental Health for probation residential substance abuse treatment services at the rate of \$43.00 per day with the overall cost of these services not to exceed \$470,850.

It also authorizes adjustments to the probation residential services agreements entered into with Alternative Directions, New Paths, Inc., Community Programs, Inc., Pathfinder Resources, Inc., Community Mental Health, National Council on Alcoholism/Lansing Regional Area, Inc., and K-PEP Inc., as may be required over the terms of the agreements in order to adjust allocations between the subcontractors to meet usage requirements and maximize overall utilization of probation residential resources, provided that the total of the allocations does not exceed \$470,850.

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

Other Implications: None

**Staff Recommendation:** JA \_\_ JN \_\_\* HH \_\_

This resolution should be approved.

cc: Mary Sabaj

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO SUBCONTRACTS FOR  
FY 2003-2004 COMMUNITY CORRECTIONS PROGRAMS**

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

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the Application for State of Michigan Community Corrections Act Funds for FY 2003-2004; and

WHEREAS, a component of the Ingham County Community Corrections Application for FY 2003-2004 provides for the continuation of the following CCAB Plans and Services programming with a portion of Ingham County's allocation of State Community Corrections funds; Substance Abuse Aftercare (SA Aftercare) to be provided by Community Mental Health, Day Programming to be provided by Total Health Education, Inc., Employment Services to be provided by Peckham Vocational Industries, Inc., and Community Service to be provided by Cristo Rey Community Center; and

WHEREAS the County approved entering into an Agreement with the State for CCAB Plans and Services funds and administration of the Community Corrections Comprehensive Plan in the amount of \$289,275; and

WHEREAS, a component of the FY 2003-2004 Application also provides for Probation Residential Services to be provided by out-of-county probation residential centers from October 1, 2003 through September 30, 2004; and

WHEREAS, a component of the Comprehensive Plan and FY 2003-2004 Application provides for Probation Residential Substance Abuse Treatment Services to be provided by Community Mental Health through the House of Commons from October 1, 2003 through September 30, 2004; and

WHEREAS, the County approved entering into an Agreement with the State for Probation Residential Services funds in the amount of \$470,850; and

WHEREAS, pursuant to contract, the County may enter into subcontracts for the purpose of implementing programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2003 through September 30, 2004, with Total Health Education, Inc. for the actual cost of services not to exceed \$50,000; with Peckham Vocational Industries, Inc. for the actual cost of services not to exceed \$64,582; with Community Mental Health for the actual cost of SA Aftercare services not to exceed \$47,193, and with Cristo Rey Community Center for the actual cost of services not to exceed \$74,840.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for Probation Residential Services from October 1, 2003 through September 30, 2004 with Alternative Directions, National Council on Alcoholism/Lansing Regional Area, Inc., Area, Inc., New Paths, Inc., Community Programs, Inc., Pathfinders Resources, Inc., and K-PEP Inc. for the actual cost of services on an offender-by-offender basis at the rate of \$43.00 per day and with C-E-I Community Mental Health, for probation residential substance abuse treatment services at the rate of \$43.00 per day, with the overall cost of these services not to exceed \$470,850.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes adjustments to the probation residential services agreements entered into with Alternative Directions, K-PEP, Inc., National Council on Alcoholism/Lansing Regional Area, Inc., New Paths, Inc., Community Programs, Inc., Pathfinders Resources, Inc., and C-E-I Community Mental Health as may be required over the terms of the agreements in order to adjust allocations between the subcontractors to meet usage requirements and maximize overall utilization of probation residential resources, provided that the total of the allocations does not exceed \$470,850.

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

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

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

**Agenda Item 5a**

RESOLUTION STAFF REVIEW

DATE:

October 10, 2003

Agenda Item Title: Resolution to Authorize a Medical Direction and Support Agreement with Ionia County

Submitted by: Health Department

Committees: LE \_\_\_\_, JD \_\_\_\_, H.S. \_\_\*, CS \_\_\_\_, Finance \_\_\*

Summary of Proposed Action: (see attached letter of explanation)

This resolution will authorize extension of a contract to provide medical direction and consultation to the Ionia County Health Department.

Financial Implications: Ionia County will pay Ingham County \$42,000 which represents about 20% of the cost of supporting the Medical Director (wages, fringes, travel, phone, professional development, liability insurance) in 2004.

Other Implications: The Ingham County Health Department has provided medical direction and consultation to the Ionia County Health Department since the mid 1980's.

Staff Recommendation: JA \_\_\_\_, JN \_\_\*, HH \_\_\_\_

This resolution should be approved.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Bruce Bragg

Date: October 17, 2003

Subject: Proposal to Provide Medical Direction and Administrative Consultive Services to Ionia County

Since the mid 1980's, the Ingham County Health Department has provided medical direction and consultation to the Ionia County Health Department. This is a recommendation to authorize a contract for 2004 that would extend that relationship.

Through this agreement, Dr. Sienko (or his replacement) dedicates approximately 20% of his (or her) time to Ionia County, including a commitment to being on-site in Ionia County at least 16 hours during each month. Additionally, the agreement provides that the administrative staff of the Health Department occasionally consults with Ionia County.

This relationship has worked well for both Ingham and Ionia Counties for several years. In 2004, Ionia County will pay Ingham County \$42,000 for this service. This compensation represents about 20% of the cost of supporting the Medical Director (wages, fringes, travel, phone, professional development, liability insurance) in 2004.

I recommend that the Board of Commissioners authorize the contract with Ionia County.

BBB/jcn

Attachment

cc: Dennis Jurczak w/attachment  
John Jacobs w/attachment  
Sugandha Lowhim w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A MEDICAL DIRECTION AND SUPPORT  
AGREEMENT WITH IONIA COUNTY**

WHEREAS, Ionia County has for several years purchased medical direction, administrative and program consultation from Ingham County for the operation of the Ionia County Health Department; and

WHEREAS, the arrangement has worked well for both Ionia and Ingham Counties, with Ionia County compensating Ingham County for approximately 20% of the cost of supporting the Medical Director of the Ingham County Health Department; and

WHEREAS, the Medical Director and other staff of the Ingham County Health Department are capable of providing the services to Ionia County; and

WHEREAS, Ionia County has agreed to pay Ingham County \$42,000 during 2004 for these services; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a contract to extend the relationship with Ionia County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Ionia County whereby Ingham County will provide medical direction and administrative consultive service to the Ionia County Health Department.

BE IT FURTHER RESOLVED, that the term of the agreement shall be January 1, 2004 through December 31, 2004 and that Ionia County shall pay Ingham County \$42,000 for the services set out in the Scope of Services statement attached to the contract.

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

**Agenda Item 5b**

RESOLUTION STAFF REVIEW

DATE: October 10, 2003

Agenda Item Title: Resolution to Authorize Administrative Service and Medical Service Agreements with the Ingham Health Plan Corporation

Submitted by: Health Department

Committees: LE \_\_\_\_, JD \_\_\_\_, H.S. \_\_\*, CS \_\_\*, Finance \_\_\*

Summary of Proposed Action: (see attached letter of explanation)

This resolution will authorize two contracts with the Ingham Health Plan Corporation including the Agreement for Administrative Services and Agreement for Medical Services. The Health Department provides basic administrative support for the Ingham Health Plan Board of Directors. The County is a major service provider for the Corporation. Approximately 10,000 Ingham Health Plan (IHP) enrolled members receive their primary care services through the network of health centers operated by the Ingham County Health Department. The resolution will establish a new full-time Nurse Case Manager (ICEA Public Health Nursing Unit) to support the efforts to control emergency room utilization and to obtain Medicaid reimbursement and amend the 2004 Health Department budget to recognize the cost of the new employee supported by the revenue from the IHP.

Financial Implications: For this Administrative Services agreement, Ingham County receives \$4.75 per member per month for each person enrolled in the Ingham Health Plan.

The Corporation pays the County \$12.75 per member per month for each IHP enrolled person assigned to the Health Department when that person is not eligible for the State Medical Program (Plan B members) and \$22.00 per member per month for each IHP enrolled person assigned to the Health Department when that person is eligible for the State Medical Program (Plan A members). The Medical Services Agreement also provides for the Corporation to pay the County \$400,000 to support the Adult Dental Clinic and \$236,325.

New this year will be a one time payment of \$8,000 to support the start up cost for the Ingham Advantage Program. The agreement will pay the County \$2,500 per month to support the ongoing services. The County will establish a full-time Nurse Case Manager (ICEA Public Health Nursing Unit) to support the efforts to control emergency room utilization and to obtain Medicaid reimbursement. All other expenditures that are a part of these two contracts with the IHPC are included in the Department's 2004 budget.

Other Implications: None

Staff Recommendation: JA \_\_\_\_ JN \_\_\*\_\_ HH \_\_\_\_

This resolution should be approved.



## MEMORANDUM

To: Human Services Committee  
County Services Committee  
Finance Committee

From: Bruce Bragg

Date: October 17, 2003

Subject: Recommendation to Authorize Contracts with the Ingham Health Plan Corporation

This is a recommendation to authorize two contracts with the Ingham Health Plan Corporation:

1. Agreement for Administrative Services
2. Agreement for Medical Services

With the support of the Ingham County Board of Commissioners, the Ingham Health Plan Corporation was formed in 1998. The Corporation uses Ingham County, State of Michigan and Federal funds which are passed through Ingham Regional Medical Center and Sparrow Health System (in the form of a special disproportionate share hospital payment) to fund a health benefit plan for low income and uninsured Ingham County residents. Currently there are about 15,000 such persons enrolled in the Ingham Health Plan.

Ingham Health Plan enrollees receive a health plan card and are assigned to a primary care provider (the Health Department provides primary care to about 10,000 IHP members). The enrollee also has a pharmacy benefit, laboratory services benefit, speciality physician benefit and radiology benefit. The primary care provider network also includes Cristo Rey Community Center, MSU Health Team, McLaren Medical Management (the former Ingham Regional owned physician practices) and others. The total enrollment is projected to remain at about 15,000 for 2003-2004.

The Ingham Health Plan Corporation has no staff of its own. It obtains administrative support from the Ingham County Health Department. It obtains legal counsel from the firm of Miller, Canfield, Paddock and Stone P.L.C. It obtains health care consultation from Health Management Associates, PC. The Health Department provides basic administrative support for the Board of Directors, including arranging meetings, keeping records, processing contracts, developing the provider network, and it identifies, qualifies and enrolls eligible persons into the Ingham Health Plan. For this service, Ingham County receives \$4.75 per member per month for each person enrolled in the Ingham Health Plan. This arrangement is facilitated by an Administrative Services Agreement between the Corporation and the County.

The Ingham Health Plan Corporation contracts with health care providers to obtain the services necessary to serve the enrolled population. The County is a major service provider for the

Corporation. Approximately 10,000 IHP enrolled members receive their primary care services through the network of health centers operated by the Ingham County Health Department. The Corporation pays the County \$12.75 per member per month for each IHP enrolled persons assigned to the Health Department when that person is not eligible for the State Medical Program (Plan B members). The Corporation pays the County \$22.00 per member per month for each IHP enrolled person assigned to the Health Department when that person is eligible for the State Medical Program (Plan A members). These services are facilitated by the Medical Services Agreement.

The Medical Services Agreement also provides for the Corporation to pay the County \$400,000 to support the Adult Dental Clinic and \$236,325 to support public health nursing services to women, infants and children and to low income adults.

The Corporation has asked the Health Department to expand services in three areas:

- 1) Understand and better manage member use of emergency rooms. The Department will use the claims payment system to identify frequent users of the emergency room, identify non-emergent use of the emergency room and develop strategies to better manage those enrollees.
- 2) Assist the Corporation to recover payments from the Medicaid Program. The Department will identify enrollees who become Medicaid eligible and will work to retroactively bill for eligible services.
- 3) Assist the Corporation to initiate and expand the Ingham Advantage Program (small employer subsidy program). The Health Department will act as the local agent, developing marketing materials, identifying and certifying eligible businesses.

The Corporation will make a one time payment of \$8,000 to support start up cost for the Ingham Advantage Program and will pay the County \$2,500 per month to support the ongoing services. The County will establish a full-time Nurse Case Manager (ICEA Public Health Nursing Unit) to support the efforts to control emergency room utilization and to obtain Medicaid reimbursement. The cost of the new employee is supported by the revenue from the IHP. The Controller will need to amend the 2004 Health Department budget, adding \$57,450 to support the expenditures not included in the 2004 budget that has been recommended to the Board of Commissioners for adoption. All other expenditures that are a part of these two contracts with the IHPC are included in the Department's 2004 budget.

The attached resolution will authorize the Administrative Services Agreement and the Medical Services Agreement for FY 2003 - 2004. It will authorize the Controller to amend the budget and authorize the Board Chairperson to sign the two agreements.

I recommend that the Board of Commissioners adopt the attached resolution, authorize the agreements with the Ingham Health Plan Corporation.

Attachment:

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ADMINISTRATIVE SERVICE AND MEDICAL SERVICE AGREEMENTS WITH THE INGHAM HEALTH PLAN CORPORATION**

WHEREAS, the Ingham Health Plan Corporation (IHPC) was organized in 1998 to establish and implement a health benefit plan for uninsured persons; and

WHEREAS, the IHPC has contracted with Ingham County since 1998 for administrative support services for the Corporation, provided by the Ingham County Health Department; and

WHEREAS, the IHPC has contracted with Ingham County since 1998 for primary care and speciality care services provided to a portion of the Ingham Health Plan enrolled population through the County's network of community health centers operated by the Health Department; and

WHEREAS, the IHPC has proposed to contract with Ingham County for administrative support services and medical services for the period October 1, 2003 through September 30, 2004; and

WHEREAS, the Health Officer has advised that the revenue and services that are facilitated by the proposed contracts are part of the Health Department's 2003-2004 budget; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the administrative services and medical services contracts with the Ingham Health Plan Corporation for 2003-2004.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Administrative Services Agreement with the Ingham Health Plan Corporation (IHPC) whereby the Corporation will provide Ingham County with \$4.75 per month for each person enrolled in the Ingham Health Plan and whereby the Ingham County Health Department will provide administrative support services to the IHPC, including:

- a. Administrative support services for the IHPC Board of Directors, organizing meetings, recording meetings, maintaining files and records, etc.
- b. Developing and implementing a system for enrolling persons meeting the eligibility standards established by the IHPC Board.
- c. Developing and operating a system to support the enrolled population.
- d. Assisting the Corporation in the development of a provider network.
- e. Assisting the Corporation in the management of provider contracts and relationships.
- f. Assisting the Corporation to monitor and manage emergency room use by the enrolled population.

- g. Assisting the Corporation to recover eligible payments from the Medicaid Program.

BE IT FURTHER RESOLVED, that the Corporation will make a one-time payment of \$8,000 and reimburse Ingham County \$2,500 per month for services related to development and implementation of the Ingham Advantage program (small employer subsidy program).

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a Medical Services Agreement with the IHPC whereby the Corporation will pay Ingham County \$12.75 per month for each IHP enrollee assigned to the Health Department who does not meet the qualifications for the State Medical Plan (Plan B members) and the Corporation will pay Ingham County \$22.00 per month for each IHP enrollee assigned to the Health Department who meets the qualifications for the State Medical Plan (Plan A members) and whereby the Ingham County Health Department will provide primary care services to the IHP enrolled population assigned to it.

BE IT FURTHER RESOLVED, that the IHPC shall, through the Medical Services Agreement, pay Ingham County \$400,000 to support the operation of the Adult Dental Clinic and shall pay the County \$236,325 for other services provided by the Health Department to support public health nursing services to women, infants and children and to low income adults.

BE IT FURTHER RESOLVED, that a full-time Nurse Case Manager position (ICEA Public Health Nurse 03) shall be created in the Health Plan Management Bureau to support the services to the Ingham Health Plan Corporation, focusing on the emergency room utilization.

BE IT FURTHER RESOLVED, that the Controller is authorized to adjust the Health Department's 2004 budget to recognize additional revenue of \$57,450 to support the Nurse Case Manager position.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the Administrative Services and the Medical Services Agreements after review by the County Attorney.

**Agenda Item 5c**

RESOLUTION STAFF REVIEW

DATE: October 10, 2003

Agenda Item Title: Resolution to Authorize a 2003-2004 Agreement with the City of Lansing

Submitted by: Health Department

Committees: LE \_\_\_\_, JD\_\_\_\_, H.S.\_\_\_\_\*, CS \_\_\_\_, Finance \_\_\_\_\*

Summary of Proposed Action: (see attached letter of explanation)

This resolution will authorize the continuation of a contract and financial support of certain services provided by or through the Ingham County Health Department for this fiscal year.

Financial Implications: The City of Lansing shall provide \$176,900 to support the following services:

1. Adult Health/V.D. Clinic	\$ 36,000
2. Food Bank Project Operation	10,000
3. Child Care Scholarship Program/OYC	89,000
4. High Risk Adolescent Program	25,000
5. Medical Access Program	10,000
6. Ingham County/City of Lansing Youth Violence Prevention Coalition	<u>6,900</u>
	\$176,900

The funds are anticipated within the Health Department budget.

Other Implications: None

Staff Recommendation: JA \_\_\_\_ JN \_\_\_\_\* HH \_\_\_\_

This resolution should be approved.

**MEMORANDUM**

TO: Human Services Committee  
Finance Committee

FROM: Bruce Bragg

DATE: October 8, 2003 SUBJECT:  
2003-2004 Agreement with the City of Lansing

The City of Lansing is proposing to continue the financial support of certain services provided by or through the Ingham County Health Department. These services would include:

1. The City of Lansing would provide \$36,000 to support the operation of the Adult Health/V.D. Clinic. This is the level of support that the City has provided for several years. The City funding would support part of the cost of a Nurse Practitioner (\$17,000) and would be used to purchase prescription drugs for low income, uninsured persons.
2. The City of Lansing would provide \$10,000 to support the operation of the Food Bank Project. This is the level of support that the City has provided for this project for several years. City funds are used to support part of the salary of a Food Bank Specialist.
3. The City of Lansing would provide \$89,000 to support the operation of a Day Care Scholarship Program within the Office for Young Children. The amount supported for scholarships for low-income, City of Lansing residents to provide for day care for their children is \$80,000. The amount supported for the operation of the Office for Young Children is \$9,000. Approximately 120 low-income families benefit from this service.
4. The City of Lansing began supporting psychological treatment for families involved with sexual abuse of children in 1987-88. Families are identified by Health Department programs, the Family Independence Agency, Probate Court, and other community agencies. If there is no other source of assistance, they are referred to the High Risk Adolescent Program at Willow Plaza Services. The High Risk Program makes a referral to psychologists in private practice that have agreed to provide treatment services at a reduced rate. The City has allocated \$15,000 per year for this service for each year since 1987-88. The City of Lansing will also contribute \$10,000 to help support the cost of operating the High Risk Adolescent Program; these funds support part of the salary of a Lead Counselor.
5. The City of Lansing provided \$10,000 to support the transfer of the Medical Access Program from the Red Cross to the Ingham County Health Department in 1997-98. It proposes to continue that support in 2003-2004. This has been a very successful transfer. The City funds support part of the cost of employing a Community Health Representative

- II.
6. The City of Lansing has provided \$6,900 to support the activities of the Ingham County/City of Lansing Youth Violence Coalition for the last two years. This funding is incorporated into the agreement for public health services. The funds actually flow through to the MSU Extension budget, where that activity is supported. The City proposes to continue that funding in 2003-2004.

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

BBB/jcn

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A 2003-2004 AGREEMENT WITH  
THE CITY OF LANSING**

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

WHEREAS, the City of Lansing is proposing to provide such support in 2003-2004; and

WHEREAS, these revenues are anticipated in the Health Department's 2004 budget request; and

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

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

BE IT FURTHER RESOLVED, that the period of the agreement shall be July 1, 2003 through June 30, 2004.

BE IT FURTHER RESOLVED, that the City of Lansing shall provide \$176,900 to support the following services:

1. Adult Health/V.D. Clinic
2. Food Bank Project Operation
3. Child Care Scholarship Program/OYC
4. High Risk Adolescent Program
5. Medical Access Program
6. Ingham County/City of Lansing Youth Violence Prevention Coalition

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



**Agenda Item 5d**

RESOLUTION STAFF REVIEW

DATE: October 10, 2003

Agenda Item Title: Resolution to Appoint Dean G. Sienko, M.D. to the Post of Ingham County Medical Examiner

Submitted by: Health Department

Committees: LE \_\_\_\_, JD \_\_\_\_, H.S. \_\_\*, CS \_\_\_\_, Finance \_\_\*

Summary of Proposed Action: (see attached letter of explanation)

This resolution will authorize the appointment of Dean G. Sienko, M.D. to the post of Ingham County Medical Examiner for a term of office beginning January 1, 2004 and ending December 31, 2007. Dr. Sienko also serves as the Medical Director of the Ingham County Health Department. Dr. Sienko's current four (4) year term of office ends December 31, 2003.

Financial Implications: (no direct costs for this resolution)

Other Implications: None

Staff Recommendation: JA \_\_\_\_ JN \*\_\_ HH \_\_\_\_

This resolution should be approved.

## Memorandum

TO: Human Services Committee  
Finance Committee

FROM: Bruce Bragg

DATE: October 8, 2003

SUBJECT: Appointment of the Ingham County Medical Examiner

State Law (P.A. 1953, No. 181, as amended) requires that the Board of Commissioners of each county in Michigan appoint a physician to act as the Medical Examiner with the responsibility of investigating "... the cause and manner of death in cases of all persons who die suddenly, unexpectedly, violently, as a result of any suspicious circumstances, while imprisoned in a county or city jail, or persons without medical attendance 48 hours prior to the time of death; or as the result of an abortion..."

The Ingham County Board of Commissioners has appointed Dean G. Sienko, M.D., to the position of Medical Examiner for a term of office ending December 31, 2003. The Statute requires the Board to appoint the Medical Examiner to a four-year term.

The attached resolution will appoint Dean G. Sienko, M.D. to the post of Ingham County Medical Examiner for a term of office beginning January 1, 2004 and ending December 31, 2007. Dr. Sienko also serves as the Medical Director of the Ingham County Health Department. All of the records and support services for the Medical Examiner's Office are in the administrative unit of the Health Department.

I recommend that the Board appoint Dr. Sienko to a new four-year term of office as the Medical Examiner.

BBB/jcn

Attachment

cc: Dean Sienko, M.D. w/attachment  
Dennis Jurczak, M.D. w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPOINT DEAN G. SIENKO, M.D.  
TO THE POST OF INGHAM COUNTY MEDICAL EXAMINER**

WHEREAS, P.A. 1953, No. 181, as amended, requires Boards of Commissioners to appoint a licensed physician as county medical examiner to hold office for a period of four years; and

WHEREAS, the Medical Examiner “. . . shall make investigations as to the cause and manner of death in cases of all persons who die suddenly, unexpectedly, violently, as a result of any suspicious circumstances, while imprisoned in a county or city jail, or persons without medical attendance 48 hours prior to the time of death; or as the result of an abortion . . .”; and

WHEREAS, the term of office of the Ingham County Medical Examiner, Dean G. Sienko, M.D. expires on December 31, 2003; and

WHEREAS, Dean G. Sienko, M.D. also serves as the Medical Director of the Ingham County Health Department; and

WHEREAS, the Medical Examiner records and all support services for the Medical Examiner’s Office are located in the Ingham County Health Department.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners appoints Dean G. Sienko, M.D. to the position of Ingham County Medical Examiner for a term of office beginning January 1, 2004 and ending December 31, 2007.

**Agenda Item 5**

RESOLUTION STAFF REVIEW

DATE: October 10, 2003

Agenda Item Title: Resolution to Appoint Deputy Medical Examiners

**and**

Resolution to Establish the Term of Office, to Set Compensation for  
and to Authorize Independent Contractor Agreements with Deputy  
Medical Examiners

Submitted by: Health Department

Committees: LE \_\_\_\_, JD \_\_\_\_, H.S. \_\_\_\_, CS \_\_\_\_, Finance \_\_\*

Summary of Proposed Action: (see attached letter of explanation)

These two resolutions will authorize the appointment of the Deputy Medical Examiners and the accompanying resolution will authorize independent contractor agreements and set the compensation, term of office and expenditure reimbursement for these Deputy Medical Examiners.

Financial Implications: The Deputy Medical Examiners shall be compensated at the rate of \$86.14 per day when on-call, plus an additional \$43.07 per day for each of the ten (10) designated holidays worked for 2004 and that their rates shall be adjusted consistent with the salary rate adjustments authorized for managerial and confidential employees, effective each January 1<sup>st</sup>, beginning on January 1, 2005 through 2007.

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

Other Implications:

Dennis Jurczak, M.D., Chief Deputy Medical Examiner is recommending these appointments to coincide with the term of the Ingham County Medical Examiner, through 2007.

Staff Recommendation: JA \_\_\_\_ JN \* \_\_\_\_ HH \_\_\_\_

This resolution should be approved.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Dennis Jurczak, M.D., Chief Deputy Medical Examiner

Date: October 17, 2003

Subject: Recommendation to appoint Deputy Medical Examiners for 2004-2007

In the absence of Dean G. Sienko, M.D., Ingham County Medical Examiner, I am recommending that the following physicians, residents of Ingham County, be appointed as Ingham County Deputy Medical Examiners:

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

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

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

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

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

Matthew Kaufman, M.D.  
1117 White Pond Road  
East Lansing, Michigan 48823

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

Gordon Spink, D.O., Ph.D.  
3910 Sandlewood  
Okemos, Michigan 48864

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

The Medical Examiner and Deputy Medical Examiners must be physicians licensed in Michigan. They are responsible for investigating the cause and manner of all violent, unexpected or unattended deaths. Either the Medical Examiner or a deputy is on-call every day of the year to respond to calls. The office is involved in determining the cause and manner of death for about 550 cases annually.

Attached is a resolution to appoint the Deputy Medical Examiners. Also attached is a resolution to set the compensation, term of office and expenditure reimbursement for Deputy Medical examiners and to authorize independent contractor agreements. I recommend that the Board adopt both resolutions.

Attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPOINT DEPUTY MEDICAL EXAMINERS**

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

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

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

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

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

Gordon Spink, D.O., Ph.D.  
3910 Sandlewood  
Okemos, Michigan 48864

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

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

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

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

Matthew Kaufman, M.D.  
1117 White Pond Road  
East Lansing, Michigan  
48823

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes the term of office of Ingham County Deputy Medical Examiners to concur with the term of office of the County Medical Examiner beginning January 1, 2004 through December 31, 2007.

BE IT FURTHER RESOLVED, that Deputy Medical Examiners shall be compensated at the rate of \$86.14 per day when on-call, plus an additional \$43.07 per day for each of the following holidays worked:

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

BE IT FURTHER RESOLVED, that the daily rate and holiday supplement shall be adjusted consistent with the salary rate adjustments authorized for managerial and confidential employees, effective each January 1<sup>st</sup>, beginning on January 1, 2005.

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

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

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

RESOLUTION STAFF REVIEW

DATE: October 10, 2003

Agenda Item Title: Resolution to Appoint Dennis Jurczak, M.D. as Deputy Medical Director and Chief Deputy Medical Examiner and to Authorize an Employment Contract

Submitted by: Health Department

Committees: LE \_\_\_\_, JD\_\_\_\_, H.S.\_\_\_\_\*, CS \_\_\_\_\*, Finance \_\_\_\_\*

Summary of Proposed Action: (see attached letter of explanation)

This resolution will authorize an employment contract with Dr. Jurczak for the period October 1, 2003 through September 30, 2004 and appoint Dr. Jurczak as Deputy Medical Director and Chief Deputy Medical Examiner.

Financial Implications: This agreement includes a 3 percent increase in compensation, from \$60 per hour to \$62 per hour. Dr. Jurczak is compensated by wages only, although the County does contribute its share of FICA and provides for workers' compensation.

Other Implications: Dennis Jurczak, M.D. has served as a Deputy Medical Director for the Ingham County Health Department since July 2002, and was appointed Acting Medical Director and Chief Deputy Medical Examiner effective March 1, 2003, to replace Dean G. Sienko, M.D. who has been serving on active duty status with the U. S. Army.

Staff Recommendation: JA \_\_\_\_ JN \_\_\_\_\* HH \_\_\_\_  
This resolution should be approved.



## MEMORANDUM

To: Human Services Committee  
County Services Committee  
Finance Committee

From: Bruce Bragg

Date: October 17, 2003

Subject: Recommendation to authorize an Employment Contract with Dennis Jurczak, M.D.

This is a recommendation to authorize an employment contract with Dennis Jurczak, M.D. to serve as Deputy Medical Director of the Health Department. During Dr. Sienko's active military duty, Dr. Jurczak will serve as the Acting Medical Director. Additionally, Dr. Jurczak will be appointed to the position of Chief Deputy Medical Examiner. Dr. Jurczak is separately appointed as a Deputy Medical Examiner. In the role of Chief Deputy Medical Examiner, Dr. Jurczak provides direction to the Medical Examiner's Office during the absence of Dr. Dean Sienko, Ingham County Medical Examiner.

During Dr. Sienko's active military duty, Dr. Jurczak is working nearly full-time to support the functions of medical direction and Medical Examiner. He also guides the provision of medical direction to Barry-Eaton District Health Department and to the Ionia County Health Department, assisted by Dr. Sugandha Lowhim, a primary care physician employee of the Department.

The recommendation includes a three percent increase in compensation, from \$60 per hour to \$62 per hour. Dr. Jurczak is compensated by wages only, although the County does contribute its share of FICA and provides for workers' compensation.

Ingham County has greatly benefitted from the employment of Dr. Jurczak. The Department's 2004 budget assumes that he will continue his employment at half-time after the return of Dr. Sienko.

If Dr. Jurczak takes on-call duties as a Deputy Medical Examiner, he is additionally compensated in accordance to the resolution setting out term of appointment and compensation for Deputy Medical Examiners.

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

cc: John Jacobs w/attachment  
Dennis Jurczak w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPOINT DENNIS JURCZAK, M.D. AS DEPUTY MEDICAL DIRECTOR AND CHIEF DEPUTY MEDICAL EXAMINER AND TO AUTHORIZE AN EMPLOYMENT CONTRACT**

WHEREAS, Dennis Jurczak, M.D. has served as a Deputy Medical Director for the Ingham County Health Department since July 2002, and was appointed Acting Medical Director and Chief Deputy Medical Examiner effective March 1, 2003, to replace Dean G. Sienko, M.D. who has been placed on active duty status with the U. S. Army; and

WHEREAS, the employment contract with Dr. Jurczak expired on September 30, 2003; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an employment contract with Dr. Jurczak for the period October 1, 2003 through September 30, 2004 and appoint Dr. Jurczak as Deputy Medical Director and Chief Deputy Medical Examiner.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an employment contract with Dennis Jurczak, M.D., 5564 Bayonne, Haslett, Michigan.

BE IT FURTHER RESOLVED, that the Board of Commissioners appoints Dr. Jurczak to the positions of Deputy Medical Director of the Health Department, to serve as Acting Medical Director during the active military duty of Dean G. Sienko, M.D., and as Ingham County Chief Deputy Medical Examiner.

BE IT FURTHER RESOLVED, that Dr. Jurczak shall be compensated at the rate of \$62 per hour, not to exceed 2080 during the contract period.

BE IT FURTHER RESOLVED, that Dr. Jurczak shall receive direction from the Medical Director/Medical Examiner, and in the absence of the Medical Director/Medical Examiner from the Health Department Director.

BE IT FURTHER RESOLVED, that while serving as a Deputy Medical Examiner, compensation shall be in accordance with the resolution establishing term of appointment and compensation for Deputy Medical Examiners.

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

## Agenda Item 6

RESOLUTION STAFF REVIEW

DATE October 9, 2003

Agenda Item Title: Resolution Extending an Agreement with the Accident Fund for Administration of the Self-Funded Workers' Compensation Program

Submitted by: Robert J. Smith, SPHR, Benefits and Insurance Administrator

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

Summary of Proposed Action: Renew current agreement with Accident Fund to provide administration of the self-funded Workers' Compensation Program for Ingham County.

Financial Implications: There is an increase in actual costs per claim administration, cost for re-insurance of catastrophic claims, and maximum of annual premiums. These increase are consistent with expected increases in payroll and increased costs pressures on the re-insurance markets as a whole.

The increase from 7.73% to 9.0% for the next three years is a reasonable increase based on market conditions. According to Accident Fund representatives, many clients are experiencing increases well over 10%. Our lower increase is based on the experience rating of claims and the aggressive return to work posture adopted by the county which results in lower overall claims costs.

A complete breakdown of proposed and current costs is attached.

Other Implications: Accident Fund has provided excellent service to the county and the employees who have been injured. They have been aggressive in working with the Insurance Administrator on contested claims, coordinate their communications with providers and the Insurance Administrator well, and keep the employee well informed of the progress of their claim.

Accident Fund will continue the "***Life of claim***" service for this renewal period. This is an exception to the norm as most of their new clients and renewals are being written as ***Life of Contract***. The difference is a Life of Contract claim is processed for the base fee for the life of the contract plus 24 months. If the claim is still open, there is a \$300 per year, per open claim continuance fee, as long as the claim is open. A Life of Contract claim will be managed by the Accident Fund as long as the claim is active, even if the county and Accident Fund end their relationship at some future point in time.

Accident Fund has agreed to provide the Insurance Administrator on line access to claims data and information for county claims. This will allow the Insurance Administrator to more easily monitor and manage the process and answer questions from employees and supervisors more quickly.

Staff Recommendation: JA X JN \_\_\_\_ HH \_\_\_\_  
Staff recommends approval of this resolution.

<b>Accident Fund Proposed renewal quote January 1, 2004 through December 31, 2007</b>				
	Existing Annual	One Year	Two Years	Three Years
Estimated Period Payroll	\$49,191,453	\$55,325,045	\$110,650,090	\$165,975,135
Specific Retention	\$300,000	\$300,000	\$300,000	\$300,000
Specific Limit	Statutory	Statutory	Statutory	Statutory
Employers Liability Limit	\$5 million	\$5 million	\$5 million	\$5 million
Aggregate Limit	N/A	N/A	N/A	N/A
Aggregate Retention	N/A	N/A	N/A	N/A
Minimum Aggregate Retention	N/A	N/A	N/A	N/A
Rate per \$100 of payroll	7.73%	9.00%	9.00%	9.00%
Excess Premium <sup>1</sup>	\$38,025	\$49,793	\$99,585	\$149,379
Minimum Excess Premium <sup>1</sup>	\$34,222	\$44,813	\$89,627	\$134,439
<b>Service Per Claim Fees</b>				
	2003+	2004*	2005*	2006*
Indemnity	\$607	\$637	\$670	\$704
Medical	\$111	\$117	\$123	\$130
+In no event shall the service fee exceed \$39,167 (2003)				
*In no event shall the service fee exceed \$44,125 (2004-6) <i>Historically Ingham County has maxed out the service fee.</i>				
<b>Additional Fees per hour</b>				
Loss Prevention <sup>2</sup>	\$100	\$100	\$110	\$110
Legal	\$90	\$90	\$100	\$100
Investigation	\$90	\$90	\$100	\$100
<sup>1</sup> Excess Premium subject to annual payroll audit. <sup>2</sup> Service fees include 48 hours of Loss Prevention services for the contract period 2004 through 2006. <sup>3</sup> PPOM & Pharmacy charges will be 25% of savings below Michigan fee schedule.				

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION EXTENDING AN AGREEMENT WITH THE ACCIDENT FUND  
COMPANY FOR ADMINISTRATION OF THE SELF-FUNDED WORKERS'  
COMPENSATION PROGRAM**

WHEREAS, Ingham County has self-funded its Workers' Compensation Program since April 1, 1979 and wishes to continue the program which includes the Medical Care Facility; and

WHEREAS, The Accident Fund has provided exceptional service in administering our Workers' Compensation program since 1998; and

WHEREAS, The Accident Fund has proposed a three-year extension of this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an additional three-year agreement with the Accident Fund Company commencing on January 1, 2004 to provide workers compensation claims and engineering services at an annual cost not to exceed \$49,793.

BE IT FURTHER RESOLVED, that Ingham County will reimburse the Accident Fund Company for the actual cost of the workers' compensation excess insurance with specific limits of \$5,000,000 with a \$300,000 retention per occurrence.

BE IT FURTHER RESOLVED, that based on estimated payroll, the Medical Care Facility will continue to pay their appropriate share of the annual claims handling and engineering fees.

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

**M E M O R A N D U M**

**TO:** Finance Committee  
**FROM:** Jerry Ambrose, Controller  
**RE:** 2004 Appropriations Resolution  
**DATE:** October 16, 2003

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Attached is the 2004 Appropriations Resolution, which will adopt the 2004 operating and capital budgets and millage rates as recommended by the Finance Committee at its budget hearing held on September 24, 2003. The details of this budget can be found in the "2004 Ingham County Budget as Recommended by the Finance Committee" that was distributed at the October 14 Board of Commissioners meeting.

Aside from dollar amounts, this resolution varies little from year to year. However, the following changes are also recommended and are included in the proposed resolution:

- 1) The resolution details the specific hiring delays and freezes identified by departments, offices, and the courts as part of their individual 2004 budgets;
- 2) The resolution provides that any unspent funds appropriated to Cooperative Extension in 2003 for the administration of the Youth Commission will be reappropriated into Extension's 2004 budget;
- 3) The resolution provides that the current Community Agency process will be terminated at the end of 2004 unless renewed by the Board of Commissioners, and further, that the Finance Committee would be responsible for recommending to the Board whether the process should be continued, and under what conditions. In its identification of priority issues, the Board has determined that the current process should be evaluated, and this action would be one means of assuring that the matter will be addressed. It would also put agencies receiving funds through the community agency process on notice that there may not be funds available after 2004 or that the process may be changed. Attached for your information is an analysis of the current process and possible alternatives.

A public hearing on the 2004 Budget will be held at the Board of Commissioners meeting on Tuesday, October 28, 2003. A notice of public hearing will appear in the Lansing State Journal on Sunday, October 19.

Please feel free to contact me if you have any questions.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**INGHAM COUNTY 2004 GENERAL APPROPRIATIONS RESOLUTION**

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds; and

WHEREAS, County offices, the courts, county departments, and others have submitted requests for a county appropriation in the 2004 budget; and

WHEREAS, the County Controller has considered these requests and has submitted a recommended budget as required by statute and Board of Commissioners' resolution; and

WHEREAS, the various liaison committees of the Board of Commissioners have reviewed their section of the Controller's Recommended Budget and have made recommendations for approval or modification to the Finance Committee; and

WHEREAS, the Finance Committee has reviewed each liaison committee's recommendations and together with its own Strategic Planning Initiatives Fund allotment, has presented a recommended balanced budget to the Board of Commissioners and to the public; and

WHEREAS, the Board of Commissioners annually adopts a balanced budget and authorizes appropriations subject to the conditions set forth in its annual General Appropriations Resolution; and

WHEREAS, the budget contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the 2004 Ingham County Budget, as set forth in the Finance Committee Recommended Budget, dated September 24, 2003 and incorporated by reference herein, is hereby adopted on a basis consistent with Ingham County's Budget Adoption and Amendment policies and subject to all county policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED, that the following tax levies are hereby authorized for the 2003 tax year/2004 budget year for a total county levy of 8.6011 mills, including authorized levies for general fund operations, special purpose, and Airport Authority millage:

2003/04 Millage Summary

<u>Purpose</u>	<u>Millage</u>
General Operations	6.3512
Special Purpose - Emergency Telephone Services	.7577
Special Purpose - County-wide Transportation	.3966
Special Purpose - Juvenile Justice	.5980
Trust & Agency - Capital Region Airport Authority	.4976

BE IT FURTHER RESOLVED, that the revenues received by the county under Public Acts 106 and 107, 1985 (Convention Facility Tax revenue) shall not be used to reduce the county's 2003/2004 operating millage as defined by Public Act 2, 1986.

BE IT FURTHER RESOLVED, that in accordance with Public Act 2 of 1986, that 50% of the actual Convention Facility Tax revenue not used to reduce the county's Operating tax rate shall be transmitted to the Mid-South Substance Abuse Commission, with the remaining revenues to be deposited in the county's General Fund.

BE IT FURTHER RESOLVED, that the revenues received by the county under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the county's 2003/2004 operating millage levy, and that 11/17 of the actual Health and Safety Fund Act revenue not used to reduce the county's Operating tax rate shall be appropriated to the Ingham County Health Department budget for those public health prevention programs and services whose costs which is in excess of 1989 appropriation levels.

BE IT FURTHER RESOLVED, that in accordance with Public Act 264 of 1987, that 5/17 of the actual Health and Safety Fund Act revenue not used to reduce the county's Operating tax rate shall be used for personnel and operating costs which are in excess of 1988 appropriation levels at the Circuit Court, Family Court, District Court, and Sheriff Department Law Enforcement with the remaining revenues generated by P.A. 264 of 1987 to be used for other General Fund expenditures.

BE IT FURTHER RESOLVED, that to the extent that funds required by the Family Division of Circuit Court for child care services during the 2004 budget year exceed \$1,955,757, which is the amount budgeted as county cost by Ingham County in 1979, an affidavit from the Chief Judge of the Circuit Court will be required, which must state that the additional funds are necessary for the Circuit Court to meet its state imposed duties at a barely adequate level.

BE IT FURTHER RESOLVED, that the adopted budget is based on current estimates of revenues and expenditures, and that the Board of Commissioners may find it necessary to adjust budgeted revenues and expenditures from time to time during the year.

BE IT FURTHER RESOLVED, that the County Controller is hereby authorized to make budgetary transfers within the various funds and authorize expenditures in accordance with the budgetary procedures established by the Board of Commissioners in Resolution 90-274, as amended by



Resolution 94-93, a summary of which has been forwarded by the Controller to each department head, court and elected official.

BE IT FURTHER RESOLVED, that expenditures shall not be incurred in excess of the individual budgets adopted herein without first amending the budget pursuant to the budgetary procedures established by the Board of Commissioners in Resolution 90-274, as amended by Resolution 94-93.

BE IT FURTHER RESOLVED, that all purchases made with funds appropriated in this budget shall be made in conformance with the Purchasing Procedures Manual, as adopted and amended by the Board, and that these budgeted funds are appropriated contingent upon compliance with the Purchasing Procedures Manual.

BE IT FURTHER RESOLVED, that the approved Position Allocation List contained in the budget shall limit the number of permanent employees who can be employed in all departments, offices, and the courts, and no funds are appropriated for any permanent position or employee not on the Approved Position List.

BE IT FURTHER RESOLVED, that the Board of Commissioners may, from time to time during the year, change the approved Position Allocation List and/or impose a hiring freeze, as circumstances warrant, and that the same limitation as to the number of permanent employees who can be employed with a revised Position Allocation List.

BE IT FURTHER RESOLVED, that certain positions contained in the Position Allocation List which are supported in some part by a grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the county receiving the budgeted revenues.

BE IT FURTHER RESOLVED, that in the event that such anticipated outside funding is not received or the county is notified that it will not be received, said positions shall be considered not funded and removed from the approved Position Allocation List.

BE IT FURTHER RESOLVED, that in the event the Board imposes a hiring freeze and vacancies occur during the existence of that hiring freeze, the vacant position shall not be filled, except by specific Board authorization.

BE IT FURTHER RESOLVED, that, in order to meet 2004 target budget savings, several departments have committed to specific hiring delays as follows:

Board of Commissioners - one part-time position for twelve months.

Equalization - one position for four months.

Financial Services - one position for twelve months.

Probate Court - one position for one month.

Prosecuting Attorney - one part-time and two full-time positions for twelve months each.

Sheriff - twenty positions for two months each and one position for twelve months.

BE IT FURTHER RESOLVED, that the policies regarding temporary employees shall remain in full force and effect.

BE IT FURTHER RESOLVED, that budgets for all funds are adopted on a January 1st fiscal year, with the following exceptions: County Health Fund (221), FIA - Child Care Fund (288), FIA - Social Welfare Fund (290), Family Division - Child Care Fund (292), all of which are adopted on an October 1st fiscal year, and the Fair Board Fund (561), which is adopted on a November 1st fiscal year.

BE IT FURTHER RESOLVED, that funding for the current number of court reporters is contingent upon the Court's continuation of its policy to utilize an electronic means of capturing the record in the courtroom of one or more judges when the next reporter leaves the system consistent with the letter of agreement signed on May 10, 1992 between the Board of Commissioners, the Court, and the ICEA, provided however, that the electronic equipment will be operated by a court employee other than the Judge, as stated by the Circuit Court in its Policy and Procedure Manual (Section 6, Number 06.01.01, approved September 10, 2002).

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the use of budgeted funds for the purchase of vehicles and necessary equipment such as marking kits, light bars, sirens, prisoner transport shields, radar, etc., from the State of Michigan and other municipal cooperative purchasing programs approved by the purchasing department.

BE IT FURTHER RESOLVED, that the vehicles being replaced are authorized to be transferred to another county department or agency for fair-market value established by the Purchasing Director, or are authorized to be sold at state auction or to a private company; the method of disposal shall be that which is deemed to be in the best interest of the county as determined by the Purchasing Director.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to the following grant programs and other county appropriations which are contained in the adopted budget, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget:

Cooperative Reimbursement Program for the Friend of the Court (\$4,454,736)  
Annual Grant for FOC Medical Enforcement (\$170,116)  
Annual Grant for FOC Michigan Works Program (\$68,592)  
Cooperative Reimbursement Program for Prosecuting Attorney (\$842,090)  
Annual Grant for Prosecuting Attorney Victim/Witness Program (\$170,000)  
Annual Grant for Prosecuting Attorney Domestic Violence Prevention Program (\$57,994)  
Annual Grant for Prosecuting Attorney Anti-Drug Abuse Program (\$194,352)  
Annual Renewal of Juvenile Accountability Incentive Block Grant (\$10,195)  
Annual Grant for Prosecuting Attorney D.A.R.T Program (\$233,452)  
Annual Grant for Prosecuting Attorney Gun Violence Program (\$69,769)  
Annual Child Care Agreement with State of Michigan (\$8,613,869)  
Annual Grant for DARE Program (\$72,083)  
Annual Grant for Secondary Road Patrol (\$294,690)  
Annual Grant for Marine Safety Program (\$21,000)  
Annual Grant for Emergency Management (\$33,000)  
Annual Grant for Drug Assets Forfeiture Program (\$246,745)  
Annual Grant for Remonumentation Program (\$88,241)  
Annual Work Study Grants (\$75,179)

Annual Agreement with Capital Area Rail Council (\$2,350)  
Annual Renewal of 911 Operating Agreements with Lansing (\$3,959,918) and East Lansing (\$1,089,983)  
Annual Renewal of Special Transportation Contract with CATA, subject to any changes in scope of work being approved by the Human Services Committee (\$2,493,865)  
Annual Renewal of Contracts with Clinton County for Veteran Affairs services (\$17,576)  
Annual Renewal of Contracts with Eaton County for Veteran Affairs services (\$45,188)  
Annual Renewal of Contract with East Lansing for Household Hazardous Waste pick up (\$4,000)  
Annual Renewal of Contract with LCC for Child Care Referral Services (\$20,000)  
Annual Renewal of Contract with Ingham Intermediate School District for Early-On Program Services (\$119,972)  
Annual Renewal of Contract with Mid-Michigan District Health Department for Michigan Children's Immunization Registry (MCIR) (\$20,000)  
Annual Renewal of Contract with Fortis Benefits Insurance Company for Employee Life Insurance (\$115,000)  
Annual Renewal of Contract with Canada Life for Employee Disability Insurance (\$70,000)

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the county's fiscal year be considered authorized providing that they have been authorized in part for in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that funds appropriated to a community agency but not spent by the end of the fiscal year may be carried over into the next fiscal year without additional Board approval, provided the Controller and Budget Office certify that the funds are available, and that the agency wishing to have said funds reappropriated provides a definitive scope of work for review by the Controller's Office and the County Attorney.

BE IT FURTHER RESOLVED, that the current Community Agency process is terminated at the end of 2004 unless renewed by the Board of Commissioners, and further, that the Finance Committee is responsible for recommending to the Board whether the process should be continued, and if so, under what conditions;

BE IT FURTHER RESOLVED, that the Finance Committee shall make its recommendation regarding the Community Agency process by March 31, 2004

BE IT FURTHER RESOLVED, that Community Agencies awarded contracts for 2004 be notified that there will be no Community Agency process in 2005, unless a new Community Agency process is established by the Board of Commissioners.

BE IT FURTHER RESOLVED, that any funds not spent in 2003, which were appropriated to Cooperative Extension for administration of the Youth Commission as authorized by Resolution 03-224, be carried over into 2004 without additional Board approval.

BE IT FURTHER RESOLVED, that any request for reappropriation to the 2004 budget of funds not spent in 2003 for a specific project must be received by the Budget Office no later than March 15, 2004, otherwise the request for reappropriation will not be considered.

**Agenda Item 7b**

October 17, 2003

TO: County Services Committee  
Finance Committee

FROM: Jerry Ambrose, Controller

RE: Proposed Amendment to the Ingham County Living Wage Policy

Per the direction of the Committee at the last meeting, a second amendment to the County's Living Wage Policy has been prepared which would exempt full-time college students working on a less than part-time basis in their field of study.

The current Living Wage Policy provides for exclusions where employees are engaged in formally recognized training programs. It does not recognize situations where full-time college students work on a less than part-time basis in their field of study. It appears that the use of college students working in their field of study is a regular occurrence in county government (i.e. in the Budget Office, the Medical Care Facility, and the Health Department) and in non-profit agencies such as Catholic Social Services. While the duration of such work may sometimes be limited to the academic school year, and thus may fit under the established 9 month time limit for seasonal employees, there are often times when the duration may be as long as 1 or 2 years.

Requiring compliance with a living wage standard may narrow these opportunities for gaining practical experience while pursuing academic training beyond high school.

If the County Board wishes to continue the current policy, then consideration should be given to consider increasing the hourly rate for Peer Educators (currently paid \$8.00 per hour) and Budget Analysts (currently paid \$8.50 to \$10.00 per hour) to \$11.50. The county's cost of increasing the hourly rate of Peer Educators is estimated to be \$48,000 (assuming all cost is General Fund) and the cost of increasing the Budget Analyst's hourly rate is estimated to be \$2,200.

A resolution amending the policy is attached.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING THE INGHAM COUNTY LIVING WAGE POLICY**

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #03-168, which established a policy requiring certain contractors to pay their employees a living wage; and

WHEREAS, the Board of Commissioners has determined it advisable to amend the policy to exclude full-time college students who are working less than full time in their field of study.

THEREFORE BE IT RESOLVED, that Resolution #03-168 is amended to provide the following additional exemptions in the appropriate part of the resolution:

J. Full-time college students working less than full-time in their field of study, and who receive no contractor benefits including, but not limited to, vacation, sick leave, holiday pay, and health insurance, are exempt from this policy, subject to certification by the contractor as to the field of study and hours worked.