

CHAIRPERSON
MARK GREBNER

VICE-CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM
DON VICKERS

FINANCE COMMITTEE
ANDY SCHOR, CHAIR
PENELOPE TSERNOGLOU
DEB NOLAN
REBECCA BAHAR-COOK
BRIAN McGRAIN
STEVE DOUGAN

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, APRIL 6, 2011 AT 5:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [March 16, 2011 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution Authorizing Participation with the Meridian Township Police Department [Youth Alcohol](#) Enforcement Grant
 - b. Resolution Authorizing Participation with the Meridian Township Police Department [Highway Safety](#) Grant
2. Prosecuting Attorney's Office - Resolution to Authorize a Grant Subcontract Between the City of Lansing and Ingham County Prosecuting Attorney's Office for the Training and Prosecution of [Elder Abuse](#)
3. Community Corrections Advisory Board - Resolution Authorizing a Lease with [Peckham, Inc.](#) Pathways Employment Program for Office Space at the Ingham County Grady Porter Building
4. MSU Extension/Family Division - Resolution to Authorize the Operation of a Community Supported Agriculture ([CSA](#)) Program as a Part of the 4-H Youth Garden and Farm Stand Programs at the Ingham County Family Center
5. Circuit Court - Resolution Authorizing a Contract with [ImageSoft](#) Corporation for the Discovery Phase of the Scanning Project for the Circuit Court
6. Probate Court - Resolution Authorizing Contracts with [ImageSoft](#) Corporation and with Graphic Sciences Corporation for Implementation of the Probate Court Scanning Project

7. Health Department
 - a. Resolution to Authorize [Amendment #1](#) to the 2010-2011 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
 - b. Resolution to Create a [WIC Satellite](#) at Grand River Head Start Site of Capital Area Community Services
 - c. Resolution to Authorize the Temporary [Reassignment](#) of Some Public Health Service Job Duties and Responsibilities and the Execution of the Related Letter of Understanding
8. Parks & Recreation Commission - Resolution Authorizing a [Fund Transfer](#) to the Potter Park Zoological Society
9. Facilities Department - Resolution to Authorize a Renewal of the Contract with [Teachout Security Services](#) at Various Ingham County Buildings
10. Financial Services Department - Resolution to Authorize a Contract with [Tyler Technologies](#) for MUNIS Training
11. Management Information Services Department - Resolution to Approve the Purchase of a Labor Block Support Agreement from [Netarx, Inc.](#) for On-Going Technical Support of the Ingham County Network Infrastructure
12. Board of Commissioners - Resolution Establishing Policy and Priorities for the Use of [Farmland](#) and Open Space Preservation Funds
13. Controller/Administrator's Office
 - a. Resolution Authorizing a Contract with [Van Belkum](#) for a New NICE 911 Recorder System for the Ingham County 911 Centers
 - b. Resolution Authorizing Entering into Contract with the City of Lansing for the Public Safety Interoperable Communication ([PSIC](#)) [Grant](#) Program to Enhance the Ingham County Public Safety Radio Communications System
 - c. Resolution to Authorize [Rehmann Robson](#) to Conduct an Audit of the Ingham County Drain Commission

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
March 16, 2011
Minutes

Members Present: Andy Schor, Penelope Tsernoglou, Deb Nolan, Rebecca Bahar-Cook, Steve Dougan and Board Chairperson Grebner

Members Absent: Brian McGrain

Others Present: Teri Morton, Maureen Winslow, George Stander, Willis Bennett, Dean Sienko, Jason Welter, Mary Sabaj and others

The meeting was called to order by Chairperson Schor at 5:33 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the March 2, 2011 Minutes

The March 2, 2011 Minutes were approved as submitted.

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. Sheriff's Office/Homeland Security Emergency Management Office - Resolution to Accept the Michigan Department of State Police, Emergency Management Division 2009 State Homeland Security Grant, Regional Planner Grant
3. Community Corrections Advisory Board - Resolution Authorizing a Modification to the Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Subcontracts for Community Corrections Programs for Fiscal Year 2010-2011
4. Local Emergency Planning Committee - Resolution Authorizing the Acceptance of \$225.00 from Consumers Energy for the Purchase of Emergency Preparedness and Response Supplies for the Community Emergency Response Team (CERT)
5. Circuit Court/Family Division - Resolution for Authorization to Amend the Contract Amount for the Ingham Academy Day Treatment Program

6. Probate Court
 - a. Resolution to Approve Contracts for Attorney Services for Probate Court Mental Illness Matters Heard at St. Lawrence Hospital
 - b. Resolution to Approve Contracts for Attorney Services for Probate Court in General Matters

7. Health Department
 - b. Resolution to Authorize Provider Contracts with Barry-Eaton Health Plan

8. Ingham County Parks & Recreation Commission - Resolution Authorizing Entering into a Permanent Conservation Easement Agreement with Meridian Township

9. Facilities Department
 - a. Resolution Authorizing a Contract Renewal with Smiths Detection for the Maintenance of the X-Ray Screening Device at the Grady Porter Building and Veterans Memorial Courthouse
 - b. Resolution Authorizing an Agreement with Nelson Trane (Resolution #10-111) for the Air-Cooled Rotary Screw Water Chiller at the Ingham County Human Services Building, Youth Center and Jail
 - c. Resolution Authorizing an Agreement with Astrophysics for the Maintenance of the X-Ray Screening Device at the Ingham County Family Center

10. Financial Services Department
 - a. Resolution Authorizing an Agreement with Gabriel Roeder Smith and Company to Conduct a Bi-annual Retiree Health Care Valuation
 - b. Resolution to Approve Infinisource, Inc. as the County's Third Party Administrator for the Employee's Flexible Spending Account

MOTION CARRIED UNANIMOUSLY. Absent: Comm. McGrain

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. McGrain

1. Sheriff's Office/Health Department - Resolution to Authorize 10 and 12 Hour Jail Nurse Shifts for the Jail Nurses at the Ingham County Jail

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION TO AUTHORIZE 10 AND 12 HOUR JAIL NURSE SHIFTS FOR THE JAIL NURSES AT THE INGHAM COUNTY JAIL.

Comm. Schor informed the Committee that he had received an email from Rich Estill, and on behalf of the ICEA Local 33 they are in support this resolution.

Comm. Nolan asked if there is an extra cost. Dr. Sienko explained that they are not extending the hours of the nursing pool, but, are expanding the coverage range. He further explained that presently there are 24 hours in a week where an RN is not at the jail. He stated there is an extra cost of approximately \$9,000 in shift premium. Comm. Nolan asked if this is re-arranging the schedule of the current staff. Dr. Sienko indicated that was correct.

Comm. Grebner asked if the premium is associated with the hours or is it associated with the position. Ms. Morton asked if that would be one nurse on that shift. Dr. Sienko anticipates it will be one nurse who will be the night shift person, however, cannot necessarily work 7 days a week at all times. There was a brief discussion regarding the RN hours covered, vacation, holiday pay, overtime pay and/or shift premium which will need further clarification. Ms. Morton also asked if a letter of understanding has been written. Mr. Welter stated it had not. Dr. Sienko will provide the information that addresses details of shift premiums, overtime and holiday pay before the next Full Board Meeting.

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. BAHAR-COOK, TO AMEND THE RESOLUTION IN THE 8TH WHEREAS, THE 9TH WHEREAS, AND THE FIRST BE IT FURTHER RESOLVED BY STRIKING THE WORDS TWO "NIGHT SHIFT" AND ADDING THE WORDS WORKING THE NIGHT SHIFT AFTER JAIL NURSE POSITIONS.

As follows:

8TH WHEREAS:

WHEREAS, the Ingham County Employees' Association (ICEA) is requesting a shift differential for the ~~two "night shift"~~ Jail Nurse positions **working the night shift**; and

9TH WHEREAS:

WHEREAS, additional costs in the amount of \$9,734 will be incurred with the addition of shift differential for the ~~two "night shift"~~ Jail Nurses **working the night shift** and will be split between the Ingham County Sheriff's Office and the Health Department; and

1ST BE IT FURTHER RESOLVED:

BE IT FURTHER RESOLVED, that a shift differential in the amount of \$2 per hour is authorized for the ~~two "night shift"~~ Jail Nurse positions **working the night shift**.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

Comm. Grebner asked if these are employees of the Health Department. Dr. Sienko answered yes. Comm. Grebner asked if the Sheriff's Department is involved in the selection. Dr. Sienko stated typically no with the exception of managers.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.
Absent: Comm. McGrain

7. Health Department

- a. Resolution to Authorize an Amendment to the Pediatric Physician Agreement with the College of Human Medicine at Michigan State University

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE PEDIATRIC PHYSICIAN AGREEMENT WITH THE COLLEGE OF HUMAN MEDICINE AT MICHIGAN STATE UNIVERSITY.

Comm. Schor asked for a clarification of why the 5-year term with a 2% increase per year was acceptable. Dr. Sienko explained that this is a contract with MSU, CHM and not necessarily a person, but a full time equivalent pediatrician to work in the clinic. He stated that it is likely that it will be one person although others may step in if that person is on an educational leave or is sick.

Mr. Welter explained he had asked for a 1% increase which was rejected because it would be a loss to them and there are other associated costs, such as administrative costs. He also noted it would be a greater expense to hire an employee with fringe benefits. Mr. Welter explained he agreed to lock in the 2% for the 5-year term because chances are costs will go up and they are locked in while the County may terminate sooner. Comm. Dougan stated employee increases could be in excess of 2%.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. McGrain

Comm. Dougan provided clarification that the x-ray equipment is proprietary and maintenance is done by the different entities.

Dr. Sienko clarified his statement in the March 2, 2011 minutes. He stated that that the business owner he spoke of received a benefit from having the P2 Plan; however, not from an insurance company but by having the bank waive a Phase II study during the application process for refinancing. Dr. Sienko stated that this was some years ago and not recently.

Announcements

Comm. Schor stated that he and Comm. Bahar-Cook would not be at the April 6, 2011 meeting and if anyone else was unable to attend please contact him. He noted there must be three Commissioners present and vote unanimously to approve any resolutions.

Public Comment

None.

The meeting adjourned at approximately 6:00 p.m.

Respectfully submitted,

Julie Buckmaster

APRIL 6, 2011 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Controller's Office is recommending approval of the following resolutions:

1a. Sheriff - Resolution Authorizing Participation with the Meridian Township Police Department Youth Alcohol Enforcement Grant

The Resolution would authorize Ingham County Sheriff's Office participation in the Youth Alcohol Enforcement Grant Program, for the time period of October 1, 2010 through September 30, 2011. The grant provides overtime funds to support enforcement action to decrease consumption of alcohol by minors and to increase compliance with Ingham County's liquor licensees by conducting compliance checks at licensed establishments throughout Ingham County.

Ingham County Sheriff's Office overtime budget will be reimbursed up to \$34,999 for overtime wages associated with this grant. This is an annual grant that Ingham County Sheriff's Office participates in with other area police agencies in Ingham County. Meridian Township Police Department serves as the fiduciary this year.

1b. Sheriff - Resolution Authorizing Participation with the Meridian Township Police Department Highway Safety Grant

The Resolution would authorize the Ingham County Sheriff's Office to participate in the grant program for the time period of October 1, 2010 through September 30, 2011. The grant provides overtime funds to provide enforcement action to decrease the number of drunk driving violations and seatbelt violations by conducting random patrols, specifically for enforcement against those violations within Ingham County.

Ingham County Sheriff's Office overtime budget will be reimbursed up to \$63,949 for overtime wages associated with this grant. This is an annual grant that Ingham County Sheriff's Office participates in with other area police agencies in Ingham County. Meridian Township Police Department serves as the fiduciary this year.

2. Prosecutor's Office - Resolution to Authorize a Grant Subcontract between the City of Lansing and Ingham County Prosecuting Attorney's Office for the Training and Prosecution of Elder Abuse

The Resolution would authorize a subcontract between the City of Lansing and Ingham County, up to the amount of \$20,323 from the Office on Violence Against Women (OVW) Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life, for the time period of October 1, 2010 – September 30, 2013.

This is a train the trainer program whereby two (2) Assistant Prosecutors will go to training conferences over the course of the grant. All expenses including the costs of conferences, plane fare, hotel and food will be paid for by this grant. These individuals will be trained in the investigation and prosecution of Elder Abuse. These two individuals will then in return be responsible for training other Prosecutors and Law Enforcement in Ingham County in the investigation and prosecution of Elder Abuse.

3. Community Corrections Advisory Board - Resolution Authorizing a Lease with Peckham, Inc. Pathways Employment Program for Office Space at the Ingham County Grady Porter Building

The Resolution would authorize an annual lease agreement with Peckham, Inc. for office space in the Grady Porter Building. The space being requested previously housed Community Corrections Substance Abuse Evaluation Services. Peckham, Inc. will use the space for the Community Corrections funded Pathways Employment Program.

The lease is for 280 square feet located on 3R of the Grady Porter Building for an annual amount of \$4,719 (12 months x \$393.25 per month). The first prorated year of the lease will be effective May 1, 2011 through September 30, 2011, for a total of \$1,966.25 (5 months x \$393.25 per month). The lease will include utilities, maintenance, janitorial and trash removal. No County phone, data, or courier services will be required.

4. MSU Extension/Family Division - *Resolution to Authorize the Operation of a Community Supported Agriculture (CSA) Program as a Part of the 4-H Youth Garden and Farm Stand Programs at the Ingham County Family Center*

This resolution would authorize approval of a collaborative effort of MSU Extension and the 30th Circuit Court, Family Division to operate a small Community Supported Agriculture (CSA) Program as an educational program and fundraiser at the Ingham County Family Center.

5. Circuit Court - *Resolution Authorizing a Contract with ImageSoft Corporation for the Discovery Phase of the Scanning Project for the Circuit Court*

This resolution would authorize entering into a contract with ImageSoft at a cost of \$11,405 for the discovery phase of the domestic and asbestos cases scanning project, which includes analysis and design of the system. This will allow ImageSoft to produce a functional specification document and statement of work from which future system development will be based as the next phase of the scanning project.

The Circuit Court has \$243,100 approved in the CIP Budget for the scanning project.

6. Probate Court - *Resolution Authorizing Contracts with ImageSoft Corporation and with Graphic Sciences Corporation for Implementation of the Probate Court Scanning Project*

This resolution would authorize a multi phase approach and additional funding of up to \$225,700 from the Law and Order Fund for Technology (LOFT) for the Probate Court's Scanning Project.

The first phase is the design process, ImageSoft will provide a functional specification document at a cost of not to exceed \$8,000. At the conclusion of this first phase, the findings will be used to create an implementation Statement of Work (SOW) with budgetary pricing for phase two, estimated at a cost within the range of \$21,000 to \$42,700. The third phase is the need to back scan all of the Court documents in open Probate Court files. This would be accomplished through a contract with Graphic Sciences for an amount not to exceed \$200,000.

The Court currently has \$25,000 within its CIP fund budget for this project. Therefore, the Court will need an additional \$225,700 from the LOFT fund to fully finance the estimated final cost of up to \$250,700.

7a. Health Department - *Resolution to Authorize Amendment #1 to the 2010-2011 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health*

This resolution authorizes Amendment #1 of the 2010-2011 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #1 will increase the budget for Comprehensive Local Health Services

from \$5,026,341 to \$5,208,361 for a net increase of \$182,020. The Amendment makes the following specific changes in the budget:

1. BCCCP Coordination, a decrease of \$120,390 to \$352,110.
2. Building Healthy Communities, an increase of \$9,000 to \$34,000.
3. Complete Streets Cardiovascular Disease Funding, an increase of \$3,014 to \$9,414.
4. The Family Planning/BCCCP Joint Project, a decrease of \$5,020 to \$12,980.
5. Safe Routes to School, a decrease of \$3,025 to \$4,875.
6. WIC Resident Services, an increase of \$82,784 to \$1,173,832.
7. Essential Local Public Health Services Drinking Water programs, an increase of \$2,009 to \$46,108.
8. Food Service Sanitation an increase of \$9,102 to \$208,875.
9. Essential Local Public Health Services, an increase of \$45,481 to \$876,174.
10. Essential Local Public Health Services on Site Sewage, an increase of \$4,079 to \$98,614.
11. Local Tobacco Reduction has received \$25,000 in funding.
12. The Department received \$4,500 to participate in Michigan Minority Health Month.
13. Public Health Emergency Response H1N1 has received \$125,486.

7b. Health Department - Resolution to Create a WIC Satellite at Grand River Head Start Site of Capital Area Community Services

This resolution authorizes the establishment of a WIC satellite clinic in North Lansing. The Capital Area Community Services (CACS) operates programs in the former Grand River School in north Lansing. CACS has extended an offer to provide an entire classroom for a WIC satellite clinic for \$300 per month. These costs will be covered by the additional revenue from MDCH included in the CBPC amendment running concurrently with this resolution.

7c. Health Department - Resolution to Authorize the Temporary Reassignment of Some Public Health Service Job Duties and Responsibilities and the Execution of the Related Letter of Understanding

This resolution authorizes the temporary distribution of job duties and responsibilities among some remaining Health Department staff following the retirement of the Director of Public Health Services. This arrangement would remain in place until December 31, 2011. Additional staff transitions are anticipated towards the end of 2011 which will require a reassessment of job duties and responsibilities. The affected bargaining unit (ICEA County Professionals) has been consulted, provided documentation regarding the recommendations contained in this resolution and executed a Letter of Understanding. Savings in FY 2011 are approximately \$40,000.

8. Parks & Recreation Commission - Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society

This resolution would transfer \$70,000 from the proceeds of the Potter Park Zoo Millage to the Zoological Society to be used for marketing purposes. This would increase the Zoo Society's marketing budget from \$20,000 to \$90,000. In 2010, the Board authorized a transfer of \$60,000 from millage proceeds to the Zoo Society.

9. Facilities - Resolution to Authorize a Renewal of the Contract with Teachout Security Services at Various Ingham County Buildings

The resolution authorizes a one year contract extension for security services at county buildings under the same terms and conditions as the original agreement in an amount not to exceed \$340,000. Please note that the existing contract requires the payment of living wages, and therefore the costs may increase accordingly.

10. Financial Services - *Resolution to Authorize a Contract with Tyler Technologies for MUNIS Training*

The County's financial management system is provided by MUNIS software which is a product of Tyler Technologies. The resolution would authorize a contract in an amount not to exceed \$8,500 for in-house training.

11. Management Information Services—*Resolution to Approve the Purchase of a Labor Block Support Agreement from Netarx, Inc. for On-going Technical Support of the Ingham County Network Infrastructure*

This resolution would authorize a \$20,000 contract for complex technical network support services. The agreement will run until the balance is exhausted. A similar arrangement was approved by the Board in 2009.

13a. Controller/Administrator - *Resolution Authorizing a Contract with Van Belkum for a New NICE 911 Recorder System for the Ingham County 911 Centers*

The Resolution would authorize a contract with Van Belkum for the purchase and installation of a NICE 911 Recorder System at a cost of \$162,995, with a Project Contingency fund of \$3,005, for a total project cost not to exceed \$166,000 from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements. The current 911 Recorder Systems at the Lansing and East Lansing 911 Centers are malfunctioning and an RFP was conducted to replace and upgrade them with a NextGen 911 technology recorder that is compliant with the Harris EDACS Public Safety Radio System and proposed new 911 Phone System.

The Van Belkum/NICE 911 Recorder System solution is being recommended and will be installed within the Lansing 911 Center initially and then migrated to the new Ingham County Consolidated 911 Center.

13b. Controller/Administrator - *Resolution Authorizing Entering into Contract with the City of Lansing for the Public Safety Interoperable Communication (PSIC) Grant Program to Enhance the Ingham County Public Safety Radio Communications System*

The Resolution would authorize a contract with the City of Lansing for the Public Safety Interoperability Communication (PSIC) Grant Program, for a total project cost of \$45,750 of which \$36,600 is grant funds and \$9,150 is local match, for the purchase and installation of ten radios and related equipment for the Public Safety Wireless Voice Communication System.

13c. Controller/Administrator - *Resolution to Authorize Rehmann Robson to Conduct an Audit of the Ingham County Drain Commission*

This resolution would authorize an agreement to conduct an independent audit of the Drain Commission. The Drain Office is a component unit of the county for financial reporting purposes. In the past it has been included in the County-wide audit. Other component units such as the Road Commission, Medical Care Facility, Land Bank, and Housing Commission have a separate audit conducted and individual financial statements prepared prior to being combined into the County's financial statements. It appears reasonable and appropriate that the Drain Commission be treated in the same manner. Total costs for the 2010 Drain audit would be \$6,875.

BOARD OF COMMISSIONERS ACTION ITEM

12. Board of Commissioners - *Resolution Establishing Policy and Priorities for the Use of Farmland and Open Space Preservation Funds*

Commissioner Grebner has requested that the Board of Commissioners consider this resolution.

M E M O R A N D U M

TO: Law Enforcement Committee
Finance Committee

FROM: Major Joel Maatman

DATE: March 14, 2011

RE: Youth Alcohol Grant Resolution

This resolution requests permission to participate with the Meridian Township Police Department for a Youth Alcohol Enforcement grant for an amount up to \$ 34,999.00 for the time period of October 1, 2010 through September 30, 2011.

Meridian Township Police Department will reimburse Ingham County Sheriff's Deputies overtime spent working on this grant.

The financial implications for participating in this grant for the county will be to increase Ingham County Sheriff's Office overtime budget up to \$34,999.00 for reimbursement of overtime wages for participating with Meridian Township Police Department in this grant.

This is an annual grant Ingham County Sheriff's Office participates with Meridian Township Police Department and other area police agencies in Ingham County.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING PARTICIPATION WITH THE MERIDIAN TOWNSHIP POLICE DEPARTMENT YOUTH ALCOHOL ENFORCEMENT GRANT

WHEREAS, the Meridian Township Police Department entered into a Youth Alcohol Enforcement Grant Agreement with the Michigan Department of State Police's Office of Highway Safety Planning; and

WHEREAS, the purpose is to provide enforcement action to decrease consumption of alcohol by minors and to increase compliance with Ingham County's liquor licensees by conducting compliance checks at licensed establishments throughout Ingham County; and

WHEREAS, the Ingham County Sheriff's Office wishes to participate with the Meridian Township Police Department in the operation of the Youth Alcohol Enforcement Grant acquired by the Meridian Township Police Department; and

WHEREAS, Meridian Township Police Department shall reimburse Ingham County from the grant funds for the Sheriff Deputies' overtime wages and personnel costs not to exceed \$34,999.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to participate with the Meridian Township Police Department in a Youth Alcohol Enforcement grant for an amount up to \$34,999.00 for the time period of October 1, 2010 through September 30, 2011.

BE IT FURTHER RESOLVED, that this grant will be accounted for in org code 10130140 and that the Controller/Administrator is authorized to amend the Ingham County Sheriff's Office 2011 budget in accordance with this resolution.

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

MEMORANDUM

TO: Law Enforcement Committee
Finance Committee

FROM: Major Joel Maatman

DATE: March 17, 2011

RE: Traffic Enforcement and Compliance Grant

This resolution requests permission to participate with the Meridian Township Police Department for the Traffic Enforcement and Compliance Grant, for the amount up to \$63,949.00 for the time period October 1, 2010 through September 30, 2011.

Meridian Township Police Department will reimburse Ingham County Sheriff's Deputies overtime spent working on this grant.

The financial implications for participating in this grant for the county will be to increase Ingham County Sheriff's Office overtime budget up to \$63,949.00 for reimbursement of overtime wages for participating with Meridian Township Police Department in this grant.

This is an annual grant Ingham County Sheriff's Office participates with Meridian Township Police Department and other area police agencies in Ingham County.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING PARTICIPATION WITH THE MERIDIAN TOWNSHIP POLICE
DEPARTMENT HIGHWAY SAFETY GRANT**

WHEREAS, the Meridian Township Police Department entered into a Traffic Enforcement Grant Agreement with the Michigan Department of State Police, Office of Highway Safety Planning; and

WHEREAS, the purpose is to provide enforcement action to decrease the number of drunk driving violations and seatbelt violations by conducting random patrols, specifically for enforcement against those violations within Ingham County; and

WHEREAS, the Ingham County Sheriff's Office wishes to participate with the Meridian Township Police Department in the operation of the Traffic Enforcement Grant acquired by the Meridian Township Police Department; and

WHEREAS, Meridian Township Police Department shall reimburse Ingham County from the grant funds for the Sheriff Deputies' overtime wages and personnel costs not to exceed \$63,949.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to participate with the Meridian Township Police Department in the Traffic Enforcement Grant for an amount up to \$63,949.00, for the time period of October 1, 2010 through September 30, 2011.

BE IT FURTHER RESOLVED, that this grant will be accounted for in organization code 10130220 and that the Controller/Administrator is authorized to amend the Ingham County Sheriff's Office 2011 budget in accordance with this resolution.

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

MEMO

TO: Law Enforcement Committee and Finance Committee

FROM: Lisa McCormick, Chief Assistant Prosecutor

RE: Resolution to Approve Subcontract with City of Lansing and Ingham County for Training Grant Award in the area of Elder Abuse

DATE: March 23, 2011

The City of Lansing received a grant award in the amount of \$389,772 for the prosecution and training of Elder Abuse. The grant is referred to as the Office on Violence Against Women (OVW) Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life. This grant provides for two (2) Assistant Prosecutors to go to trainings over the course of the grant. These individuals will be trained in the investigation and prosecution of Elder Abuse. These two individuals will be responsible for training other prosecutors and law enforcement. All expenses including cost of conferences, plane fare, hotel, food will be paid for by this grant. The projected cost is \$20,323. The total budget for prosecutor expenses is Training/Consultant Fees \$ 8,001, CCR participation \$ 5,062, and Travel Expenses \$ 7,260. There will be no costs to the county and no requirement for matching funds.

When the City of Lansing approached our office about this grant, it was originally indicated to us that all expenses would go through the City of Lansing and the county will not be involved in any reimbursement. It was indicated that all plane fare, hotel, food, and the cost of the conferences would be paid for by the City of Lansing. When an Assistant Prosecutor went to the first conference in January of 2011 she was told that the City of Lansing did not have a high enough credit limit on their credit card and the Assistant Prosecutor had to pay for the charges and had to seek reimbursement for the same. This is contrary to what we were originally told. Due to this misrepresentation we did not seek approval for out of state travel. There is another training scheduled in April of 2011 requiring two (2) prosecutors to attend. Due to the explanation above we are putting forward this resolution and seeking approval for January and April conferences so the expenses can be reimbursed. Unfortunately, my office relied on misinformation which is why we are bringing this resolution at this late notice.

Introduced by Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A GRANT SUBCONTRACT BETWEEN THE CITY OF LANSING AND INGHAM COUNTY PROSECUTING ATTORNEYS OFFICE FOR THE TRAINING AND PROSECUTION OF ELDER ABUSE

WHEREAS, the City of Lansing applied for and has been approved for a Elder Abuse Grant for October 1, 2010 – September 30, 2013, in which the Ingham County Prosecutor’s Office will receive training in Elder Abuse; and

WHEREAS, Ingham County is authorizing a subcontract between the City of Lansing and Ingham County in the amount of \$20,323 to pay for all training expenses; and

WHEREAS, the grant is for \$389,772, the subcontract is for \$20,323 with no county match required; and

WHEREAS, the grant provides for training two (2) prosecutors in the area of Elder Abuse; and

WHEREAS, the grant provides that two (2) prosecutors will be able to attend trainings over the course of the grant that will be fully reimbursed by the grant award; and

WHEREAS, the two (2) prosecutors attendance at the required training conferences and related expenses will be in conformance with the Ingham County and Grant agency travel policies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a subcontract between the City of Lansing and Ingham County, up to the amount of \$20,323 from the Office on Violence Against Women (OVW) Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life, for the time period of October 1, 2010 – September 30, 2013.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Ingham County Prosecutor’s Office 2010 - 2013 budgets in accordance with this resolution with revenues for this grant to be deposited to account number 10122922 503500 (City of Lansing Federal Flow Through) and expenses to be charged to 10122922 861110 (Out of State Professional Development).

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

Agenda Item 3

TO: Law Enforcement, County Services and
Finance Committees

FROM: Mary Sabaj
Community Corrections Manager

DATE: March 24, 2011

RE: Peckham, Inc. Lease

Community Corrections and Peckham, Inc. are requesting approval of this Resolution to authorize a lease agreement between Ingham County and Peckham, Inc. for office space in the Grady Porter building. The space being requested previously housed Community Corrections Substance Abuse Evaluation Services. Peckham, Inc. will use the space for the Community Corrections funded Pathways Employment Program.

Locating this program in such close proximity to the Circuit Probation Department will provide tremendous advantages. Probationers will be able to access the program immediately after being referred by their agent. The program's Employment Specialist will have the ability to work more closely with agents. The space will also allow for small work groups which will increase program efficiency, as well as the number of probationers able to receive services.

This Resolution will authorize an annual lease agreement for an office space amounting to 280 square feet located on 3R of the Grady Porter Building for an annual amount of \$4,719 (12 months x \$393.25 per monthly.) The first prorated year of the lease will be effective May 1, 2011 through September 30, 2011 for a total of \$1,966.25 (5 months x \$393.25.) The lease will include utilities, maintenance, janitorial and trash removal. No County phone, data, or courier services will be required.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A LEASE WITH PECKHAM, INC.
PATHWAYS EMPLOYMENT PROGRAM FOR OFFICE SPACE AT THE
INGHAM COUNTY GRADY PORTER BUILDING**

WHEREAS, Peckham, Inc. has requested office space at the Grady Porter Building, in the space previously used by the Community Corrections Advisory Board (CCAB) for the Community Corrections Substance Abuse Evaluation Services program, for the Pathways Employment program, a contractual service provided to the CCAB; and

WHEREAS, the Pathways program provides intensive employment services, including job readiness, job search, job retention, and job upgrade services with this space allowing the program to provide services both individually and in small groups; and

WHEREAS, the CCAB is very supportive of using this space for the Pathways program because this location will enable the program to provide employment services to the probation population more efficiently and effectively due to its close proximity to Circuit Court probation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an annual lease with Peckham, Inc. for the Pathways Employment Program in the annual amount of \$4,719 for 280 square feet on floor 3R of the Grady Porter Building, effective May 1, 2011 through September 30, 2011 the prorated amount will be \$1,966.25.

BE IT FURTHER RESOLVED, that the lease will annually renew subject to grant funding unless either party terminates the lease with 60 days written notice.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign any lease documents necessary to implement this resolution upon approval as to form by the County Attorney.

MEMO

Date: March 25, 2011

To: Judiciary and Finance Committees, Ingham Co. Board of Commissioners

From: Maureen Winslow, 30th Circuit Court, Family Division
Scott Leroy, 30th Circuit Court, Family Division
Randy Bell, Ingham MSU Extension

Re: Resolution to authorize a Community Supported Agriculture program at the Ingham County Family Center

The attached resolution seeks authorization to establish a Community Supported Agriculture (CSA) program at the Ingham County Family Center. In a CSA, individuals purchase a "share" which entitles them to a portion of produce (and potentially eggs), based on the garden's production.

As you may be aware, MSU Extension and the Court have collaborated for the past two years to provide meaningful, hands-on opportunities for students at the Center to work in a garden, raise chickens and learn about healthy eating and positive health behaviors.

Additionally, the students have sold some of their produce at various County buildings at farm stands. This has helped them gain confidence dealing with the public and developed their entrepreneurial skills. The CSA project expands on these successes.

We plan to enter into an agreement with up to five shareholders at \$300, or ten at \$150 for half shares, or a combination of the two, totaling no more than \$1,500 of income. Funds raised from the CSA shares will be used to hire two work-study students to help with aspects of maintenance for the CSA and other garden improvements/operation. The remaining half of the garden, as well as the orchard and hoop house, will continue to be used to grow food for the ICFC meals, sold at the youth farm stands, and donated to the food pantry.

MMRMA has been consulted. They advised us that since it is a fairly small project and that it is not being done for profit that they would cover Ingham County on this project with regards to any liability claims that may arise.

Lastly, the resolution asks for the County Attorney to draw up an agreement form that can be signed by CSA shareholders and an MSU Extension departmental designee which defines the terms and conditions of the CSA agreement. In doing so, the Board Chair would not have to sign each agreement and the Board would be giving blanket approval for these agreements.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE OPERATION OF A COMMUNITY SUPPORTED AGRICULTURE (CSA) PROGRAM AS A PART OF THE 4-H YOUTH GARDEN AND FARM STAND PROGRAMS AT THE INGHAM COUNTY FAMILY CENTER

WHEREAS, MSU Extension and the 30th Circuit Court, Family Division operate a half acre 4-H youth garden, hoop house, and chicken coop at the Ingham County Family Center (ICFC) for the purpose of providing students with the hands-on experience of raising fresh fruits, vegetables and eggs, learning about nutrition, and job skill development; and

WHEREAS, in addition to operating the 4-H garden program, operating a small Community Supported Agriculture (CSA) program is proposed. In a CSA, individuals purchase a "share" which entitles them to a portion of produce (and potentially eggs) based on the garden's production; and

WHEREAS, the benefits of adding the CSA fundraising activity to the current program model are that youth will have increased opportunities to learn entrepreneurship and business skills, two youths will be hired as work study students, and community members will have an opportunity to become more involved and supportive of the youth served by the ICFC; and

WHEREAS, the remaining half of the garden, as well as the orchard and hoop house, will continue to be used to grow food for the ICFC meals, sold at the youth farm stands, and donated; and

WHEREAS, safe food handling practices are followed by any staff member or student coming into contact with produce and eggs; and

WHEREAS, from a liability perspective, this endeavor was determined by MMRMA to fall into the realm of typical county business, as a fund raising event; and

WHEREAS, the income from the CSA is estimated to be no more than \$1,500 and Ingham County MSU Extension will serve as the fiduciary agent.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes MSU Extension and the 30th Circuit Court, Family Division to operate a small CSA as an educational program and fundraiser at the Ingham County Family Center.

BE IT FURTHER RESOLVED, that funds raised from the CSA shares will be used to hire two work-study students to help with aspects of maintenance for the CSA and other garden improvements/operation.

BE IT FURTHER RESOLVED, MSU Extension is authorized to enter into an agreement with up to five shareholders at \$300, or ten at \$150 for half shares, or a combination of the two, totaling no more than \$1,500 of income.

BE IT FURTHER RESOLVED, that the County Attorney develops an agreement form to be signed by CSA shareholders and MSU Extension departmental designee, which define the terms and conditions of the CSA agreement.

MEMORANDUM

To: Ingham County Finance and Judiciary Committees
From: David Easterday
Date: March 16, 2011
Re: Resolution Authorizing a Contract with ImageSoft Corporation

Attached you will find a Resolution authorizing a contract with ImageSoft Corporation. This contract will cover the discovery phase of the domestic and asbestos cases scanning project for the Circuit Court.

By beginning with domestic cases, the Circuit Court scanning project will provide an extension of efficiencies already being experienced by the Prosecutors Office and the Friend of the Court. Adding the asbestos cases to the initial phase of the scanning project will position us to seamlessly transition into our e-filing project and provide continuity to the legal community during the transition.

The discovery phase of the scanning project, which includes analysis and design of the system, will allow ImageSoft to produce a functional specification document and statement of work from which future system development will be based. The cost for the discovery phase will be \$11,405. The Circuit Court has \$243,100 approved in our CIP Budget for the scanning project.

Thank you for your consideration of our request to enter into this contract. Your support will allow us to move forward with the scanning project.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH IMAGESOFT CORPORATION FOR THE DISCOVERY PHASE OF THE SCANNING PROJECT FOR THE CIRCUIT COURT

WHEREAS, the Ingham County Prosecutor's Office and the Friend of the Court have successfully implemented paperless scanning projects; and

WHEREAS, the Circuit Court has a need for an imaging solution in order to improve efficiency and document management; and

WHEREAS, Ingham County continues to be able to piggyback onto the Request for Proposal (RFP) previously administered by Genesee County that will guarantee On-Base software discounts of 20% (\$25,000 - \$50,000) or 25% (\$50,000 - \$100,000) for Ingham County departments through the end of 2012; and

WHEREAS, the Circuit Court plans to start the scanning project with Domestic and Asbestos cases; and

WHEREAS, the analysis and design process will encompass the Circuit Court, Circuit Court Clerk's Office, and Friend of the Court offices for those case types; and

WHEREAS, the significant points for consideration are: centralized vs. decentralized capture, integration with CourtView and the value of inter and intra departmental workflow automation; and

WHEREAS, at the end of the analysis and design process, ImageSoft will provide a Functional Specification document and will use the findings to create a Statement of Work (SOW) with budgetary pricing.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with ImageSoft at a cost of \$11,405.

BE IT FURTHER RESOLVED, that the cost will be paid by the Circuit Court's CIP Budget, which has \$243,100 that has been approved for scanning/imaging purposes.

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

Agenda Item 6

TO: Judiciary Committee
 Finance Committee

FROM: George M. Strander
 Probate Court Administrator & Probate Register

DATE: March 24, 2011

RE: Imaging Resolution

For your consideration is a Resolution authorizing contracts with ImageSoft Corporation and Graphic Sciences Corporation representing the first phase of the Probate Court's courtwide imaging project. The Resolution also authorizes the expenditure of funds in satisfaction of these contracts and for the purpose of completing the imaging project in the Probate Court.

The contract with ImageSoft would be for their services in analyzing and designing an imaging system using OnBase imaging software for the Probate Court. The end product of this service would be functional specifications for the installation of the hardware and software needed. We are asking that up to \$8,000 (out of our CIP budget) be authorized for this purpose.

The contract with Graphic Sciences would be for back scanning of documents in open Probate Court files. This back scanning is necessary in order not to lose years of already scanned documents. The following points are relevant here:

- Pursuant to a security court rule (MCR 8.302), the Probate Court has for several years been copying (via scanning) specific documents on a daily basis;
- The Probate Court has been using Visiflow, while the current preferred imaging program in the county is OnBase;
- Once the county courts go to the newest version of CourtView, only one scanning software can be supported, and that will be OnBase, thereby making scanning or retrieval via Visiflow impossible;
- In order for the Probate Court to retain its years of scanned images, these images must either be found and converted to OnBase, or all documents in open files simply scanned in OnBase;
- Our Management Information Systems department has advised that identification and conversion of old images is too difficult and time-consuming;
- If we back-scanned all documents in open files, one might suggest that we use able and willing retired employees to prepare the files; however, it is uncertain that such an arrangement would save money, and there does not appear to be anyone who can do this for us; thus, we need a vendor to take the existing files, prepare them, and then scan the documents.

We are asking for up to \$200,000 (from the Law and Order Fund for Technology) be authorized for Graphic Sciences to do the needed back scanning. The Probate Court is not interested in pursuing an imaging solution with ImageSoft if the years of scanned documents cannot be converted or re-imaged.

Once ImageSoft has completed the analysis and design phase and has provided us with functional specifications, we would be in a position to purchase the hardware and software necessary to implement the functional specifications. We estimate the total cost of implementation to be anywhere from \$21,000 to \$42,700. This would include the cost of client and workflow licenses, maintenance, scanners, and services, and may also include the costs of integration with CourtView and the relevant maintenance.

After paying for analysis and discovery out of our CIP Budget, the line item dedicated to the scanning system will not have enough funds to cover the second phase of the project. If the analysis and design costs \$8,000, we will need anywhere from \$4,000 to \$25,700 in addition to what is already budgeted in our CIP Budget. We are asking for these additional funds also to come from LOFT.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACTS WITH IMAGESOFT CORPORATION AND WITH GRAPHIC SCIENCES CORPORATION FOR IMPLEMENTATION OF THE PROBATE COURT SCANNING PROJECT

WHEREAS, the Ingham County Probate Court has been using Visiflow to image select documents for several years in compliance with a security copying court rule; and

WHEREAS, Ingham County has made a commitment to increase and make uniform the utilization of imaging countywide, and thereby realize greater efficiencies; and

WHEREAS, the Ingham County Prosecutor's Office and the Friend of the Court have begun to use OnBase imaging software through vendor ImageSoft; and

WHEREAS, Visiflow and OnBase cannot both be used once the newest version of CourtView is installed for use by courts, and the use of OnBase would prevent access to already created Visiflow images; and

WHEREAS, the Probate Court has a need for courtwide imaging in order to improve efficiency and document management; and

WHEREAS, Ingham County continues to be able to employ the Request for Proposal (RFP) previously administered by Genesee County that will guarantee On-Base license discounts of 20% (\$25,000 - \$50,000) or 25% (\$50,000 - \$100,000) for Ingham County departments through the end of 2012; and

WHEREAS, upon implementation of OnBase, the Probate Court plans to scan each document upon filing; and

WHEREAS, the Probate Court plans to back scan all documents in all open case files and thereby not require existing Visiflow images to be found and then converted to OnBase; and

WHEREAS, Graphic Sciences Corporation has provided quality imaging for the Probate Court in the past, and remains a preferred vendor for batch imaging, also being able to charge under the state contract; and

WHEREAS, the Probate Court plans to contract initially with ImageSoft to provide analysis and design of a comprehensive imaging solution for the court; and

WHEREAS, the analysis and design process will at least include consideration of the following: centralized vs. decentralized image capture, integration with CourtView, intra-departmental workflow automation, imaging upon docketing, integration with non-docket-based images, and image search options; and

WHEREAS, at the end of the analysis and design process, ImageSoft will provide a Functional Specification document and will use the findings to create an implementation Statement of Work (SOW) with budgetary pricing; and

WHEREAS, the Probate Court plans to contract with Graphic Sciences for necessary batch scanning; and

WHEREAS, ImageSoft has estimated the cost the analysis and design process to be \$7,460; and

WHEREAS, ImageSoft has estimated the cost of the implementation phase of the imaging project to be within the range of \$21,000 to \$42,700; and

WHEREAS, Graphic Sciences has estimated the imaging and indexing of existing documents in open files to cost approximately \$200,000; and

WHEREAS, the Probate Court has \$25,000 in its Capital Improvement Projects budget to cover the cost of the “New Scanning System,” including the cost of analysis and design; and

WHEREAS, the Probate Court seeks the Law and Order Fund for Technology (LOFT) to cover the cost of the project in excess of the \$25,000 in the CIP budget, which would include the estimated costs of the back scanning and the implementation phase of the imaging, for a total project cost estimate within the range of \$229,000 to \$250,700.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with ImageSoft Incorporated for analysis and design at a cost not to exceed \$8,000.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes entering into a contract with Graphic Sciences Incorporated for back scanning at a cost not to exceed \$200,000.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the purchase of the hardware and software necessary to implement the functional specifications, including the purchase of client and workflow licenses, maintenance, scanners, other services, including the costs of integration with CourtView, at a cost not to exceed \$42,700.

BE IT FURTHER RESOLVED, that a total Probate Court Imaging Project Budget of up to \$250,700 is authorized with funding of \$25,000 from the existing Probate Court’s 2011 CIP Budget and additional funding of up to \$225,700 from the Law and Order Fund for Technology (LOFT).

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

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

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, M.D. Health Officer

Date: March 14, 2010

Subject: CPBC Agreement Amendment #1 for 2010-2011

This is a recommendation to authorize Amendment #1 of the 2010-2011 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The CPBC Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2010-2011 Agreement in Resolution No. #10-334.

The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #1 will increase the budget for Comprehensive Local Health Services from \$5,026,341 to \$5,208,361 for a net increase of \$182,020. The Amendment makes the following specific changes in the budget:

14. BCCCP Coordination, a decrease of \$120,390 to \$352,110.
15. Building Healthy Communities, an increase of \$9,000 to \$34,000.
16. Complete Streets Cardiovascular Disease Funding, an increase of \$3,014 to \$9,414.
17. The Family Planning/BCCCP Joint Project, a decrease of \$5,020 to \$12,980.
18. Safe Routes to School, a decrease of \$3,025 to \$4,875.
19. WIC Resident Services, an increase of \$82,784 to \$1,173,832.
20. Essential Local Public Health Services Drinking Water programs, an increase of \$2,009 to \$46,108.
21. Food Service Sanitation an increase of \$9,102 to \$208,875.
22. Essential Local Public Health Services, an increase of \$45,481 to 876,174.
23. Essential Local Public Health Services On Site Sewage, an increase of \$4,079 to \$98,614.
24. Local Tobacco Reduction has received \$25,000 in funding.
25. The Department received \$4,500 to participate in Michigan Minority Health Month.
26. Public Health Emergency Response H1N1 has received \$125,486.

This is an unusually large number of budget adjustments. One contributing factor for the large number of adjustments is that MDCH has gone to an all electronic contract management system called EGrAMS and their staff is still mastering the new system. Another contributing factor is that the budgets depend on the timing of Federal funding allocations and Michigan legislative appropriation. The timing of these actions is beyond MDCH's control.

Regarding the reduction in BCCCP Coordination funding (item 1 above), in 2010 we anticipated that MDCH's original budget for that program would not be sustained, and our 2011 budget therefore reflects lower caseload. Regarding the increase in WIC Resident Services (item 6), we believe that the grant amount plus other program

revenues such as WIC lead screening revenue from Medicaid, will exceed the cost of the program for 2011. A resolution which accompanies this one, to provide WIC services at Grand River Head Start, is aimed at ensuring we are able to capture this revenue. Regarding Public Health Emergency Response Funds (item 13), I draw to your attention the fact that certain emergency response expenditures were authorized in resolution #10-405 in anticipation of these funds, and the funds have been received as expected.

Finally, regarding the \$4,500 in funds for Michigan Minority Health Month (item 12), all this money will pass through the department into community contracts for youth and health-oriented events which must be held in April. The four community organizations that will produce health events are:

- \$1,000 -- Greater Lansing African American Health Institute
- \$1,000 -- Lansing Latino Health Alliance
- \$1,000 -- Woodlands Indian Community Center
- \$1,500 -- One Love Global, Inc.

We are requesting that contracts be authorized with these organizations at this time.

I recommend that the Board of Commissioners adopt the attached resolution.

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #1
TO THE 2010-2011 COMPREHENSIVE PLANNING,
BUDGETING AND CONTRACTING AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

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

WHEREAS, the Michigan Department of Community Health (MDCH) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDCH and Ingham County have entered into a 2010-2011 Agreement for the delivery of public health services under the Comprehensive Planning, Budgeting and Contracting (CPBC) process as authorized by Resolution #10-334; and

WHEREAS, the MDCH has proposed an amendment to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #1 to the 2010-2011 Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of CPBC funding shall increase from \$5,026,341 to \$5,208,361 for a net increase of \$182,020, which includes:

1. BCCCP Coordination, a decrease of \$120,390 to \$352,110.
2. Building Healthy Communities, an increase of \$9,000 to \$34,000.
3. Complete Streets Cardiovascular Disease Funding, an increase of \$3,014 to \$9,414.
4. The Family Planning/BCCCP Joint Project, a decrease of \$5,020 to \$12,980.
5. Safe Routes to School, a decrease of \$3,025 to \$4,875.
6. WIC Resident Services, an increase of \$82,784 to \$1,173,832.
7. Drinking Water programs, an increase of \$2,009 to \$46,108.
8. Food Service Sanitation an increase of \$9,102 to \$208,875.
9. Local Public Health Operations, an increase of \$45,481 to 876,174.
10. On Site Sewage, an increase of \$4,079 to \$98,614.
11. Local Tobacco Reduction has received \$25,000 in funding.
12. The Department received \$4,500 to participate in Michigan Minority Health Month.
13. Public Health Emergency Response H1N1 has received \$125,486.

BE IT FURTHER RESOLVED, that contracts are authorized with four community based organizations to produce youth and health-oriented events for Michigan Minority Health Month in April as indicated in item 12 above. The four organizations and the amounts each will receive are:

- \$1,000 -- Greater Lansing African American Health Institute
- \$1,000 -- Lansing Latino Health Alliance
- \$1,000 -- Woodlands Indian Community Center
- \$1,500 -- One Love Global, Inc.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2011 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Service Committee
Finance Committee

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

DATE: March 24, 2011

RE: Establishment of a WIC satellite site

The Ingham County WIC (Women, Infants and Children) Clinic currently serves over 7,300 participants. WIC provides nutritious foods to pregnant women, infants and children under 5 years of age. The vast majority of the WIC budget is supported by funds from USDA, through MDCH. Ingham County's WIC program has exceeded program requirements and as a result has been awarded FY 2011 performance funds through the MDCH. Each increase in caseload of 100 participants will result in an increase of \$140 per participant in base funding. These funds must be used to maximize caseload, and expand breastfeeding support and nutritional services.

We have developed a plan to meet the above performance criterion, without increasing current staffing. In addition, this revenue will be used to cover costs in Public Health Nursing that are associated with these increased WIC services, resulting in a decrease in utilization of the county general fund.

In order to engage more eligible women in WIC, we have evaluated the distribution of addresses among the target population. A significant portion of under-served eligible women were identified in North Lansing. As such we have identified a potential site for expanded services. Capital Area Community Services (CACS) operates programs including Head Start in the former Grand River School in north Lansing. CACS has extended an offer to provide an entire classroom for a WIC satellite clinic for \$300 per month. These costs will be covered by the additional revenue from MDCH. In order to serve clients at the site we also require two computers with accompanying software and printers at a cost of approximately \$3,232.

Having a WIC satellite at the Head Start site will facilitate collaboration between the WIC and CACS staff, and enhance services to Head Start families. It will provide an excellent opportunity for overall outreach by ICHD as well as for increasing enrollment in our WIC program. The WIC satellite room will be used twice a week, and ICHD could provide other services at that site on the other 3 days. This arrangement will be piloted for one year and then evaluated for fiscal and functional effectiveness.

I recommend that we enter into an agreement with CACS in order to establish a WIC satellite clinic at the Grand River School.

Thank you for your consideration.

Introduced by the Human Services and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE A WIC SATELLITE AT THE GRAND RIVER HEAD START SITE OF CAPITAL AREA COMMUNITY SERVICES

WHEREAS, the Ingham County Health Department's Women, Infants and Children (WIC) Clinic carries a caseload over 7,300 participants; and

WHEREAS, WIC participant data show that 1,492 WIC participants live in the 48906 and 48912 zip code area near the Grand River Head Start; and

WHEREAS, the Head Start Program enrolls a number of children whose mothers are eligible for WIC services; and

WHEREAS, the Michigan Department of Community Health – WIC Division has approved a performance allocation of funding for FY 2010/11 to provide expanded WIC services and has amended the Comprehensive Planning, Budgeting and Contracting Agreement for 2010-2011 as indicated in resolution number #__-__; and

WHEREAS, all Head Start children are WIC eligible, and the collaboration between Head Start and Health Department staff would be beneficial to both agencies; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the addition of the Grand River Head Start site as a WIC satellite clinic to serve North Lansing.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes an agreement with Capital Area Community Services Head Start for a satellite WIC Clinic.

BE IT FURTHER RESOLVED, that the Ingham County Health Department is authorized to obtain space and accompanying services at Grand River Head Start for up to \$300 per month.

BE IT FURTHER RESOLVED, that the Health Department is authorized to purchase two computers with software and printers for use at the Grand River site for a cost not to exceed \$3,500.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Agenda Item 7c

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE TEMPORARY REASSIGNMENT OF SOME PUBLIC HEALTH SERVICE JOB DUTIES AND RESPONSIBILITIES AND THE EXECUTION OF THE RELATED LETTER OF UNDERSTANDING

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

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

WHEREAS, the Deputy Health Officer has reviewed the structure and determined it more appropriate to temporarily redistribute duties and job functions; and

WHEREAS, the proposed change is consistent with ICEA County Professional Article 11, Section 2 Temporary Assignment; and

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

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

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

WHEREAS, the affected bargaining unit (ICEA County Professionals) has been consulted, provided documentation regarding the recommendations contained in this resolution and executed a Letter of Understanding; and

WHEREAS, the Health Officer, as advised by the Deputy Health Officer, has recommended that the Board of Commissioners authorize the proposed temporary reassignment of duties and responsibilities; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes implementation of the Letter of Understanding and temporary reassignment arrangements.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following temporary compensation changes until December 31, 2011.

<u>Position No.</u>	<u>Current Grade</u>	<u>Proposed Temporary Grade</u>
601135	ICEA Pro 05	ICEA Pro 07
601042	ICEA Pro 09	ICEA Pro 10

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

BE IT FURTHER RESOLVED, that all position adjustments be effective April 1, 2011.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Agenda Item 8

DATE: March 23, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society

This resolution would appropriate \$70,000 to the Potter Park Zoological society to be used to promote the Potter Park Zoo. It is intended that the appropriation will be in addition to funds (\$20,000) already budgeted by the Zoological society for this purpose. The Potter Park Zoological society is a private 501(c)3 non-profit organization whose sole function is to raise funds for, and to support, the Zoo. Although this appropriation is very similar to other community agency appropriations within the budget, it will differ in two ways. First, the funds will come from the Zoo millage budget and not require any general fund appropriation. Second, the level of oversight will be greater since the Zoological Society works on a daily basis with Zoo and Parks staff with offices located at the Zoo. The Potter Park Zoological Society will, on a monthly basis, supply the county with invoices detailing the expenditures and county staff will, on a quarterly basis, include with monthly financial reports a marketing expense report to the Zoo Board.

Funds in the amount of \$70,000 will be transferred from the Potter Park Zoo Fund to the Potter Park Zoological Society contingent upon development of a contract.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A FUND TRANSFER
TO THE POTTER PARK ZOOLOGICAL SOCIETY**

WHEREAS, the electorate of Ingham County overwhelmingly approved the millage proposal in November of 2010 to fund the operation and improvement of Potter Park and the Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society is a private, 501c(3) nonprofit, fundraising organization that raises funds to support the Zoo; and

WHEREAS, in that capacity the Zoological Society supports: Marketing, Educational Programming, the Docent Association, the Teen Zookeeper Program, Special Events, and the Zookambi Summer Camp; and

WHEREAS, the Zoological Society operates on a \$1,600,000 budget, all of which is spent on supporting the Potter Park Zoo through educational programming, special events, operating costs, and capital improvements; and

WHEREAS, the Potter Park Zoological Society Board of Directors is comprised of ten prominent community leaders; and

WHEREAS, the Ingham County Board of Commissioners approved the transfer of \$60,000 from the proceeds of the Potter Park Zoo Millage to the Potter Park Zoological Society for 2010 marketing purposes; and

WHEREAS, the Potter Park Zoological Society Board has approved within the 2011 Zoological Society Budget \$20,000 for advertising; and

WHEREAS, the Potter Park Zoological Society has agreed to supply the County with invoices detailing spending of these funds on a monthly basis and County staff will provide a quarterly marketing expense report to the Potter Park Zoo Board; and

WHEREAS, the Potter Park Zoo Board and the Parks and Recreation Commission recommend the Board of Commissioners authorize the transfer of \$70,000, to be used by the Potter Park Zoological Society for 2011 marketing purposes.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves a transfer of \$70,000 from the proceeds of the Potter Park Zoo Millage to be used by the Potter Park Zoological Society for 2011 marketing purposes.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary documents.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: March 22, 2011

SUBJECT: Resolution Authorizing to Renew the Contract with Teachout Security Services at Various Ingham County Buildings

The resolution before you authorizes extending a contract to Teachout Security Services for the purpose of providing qualified private security guards to monitor the entry to the following locations: Human Services Building at 5303 S. Cedar St., Lansing, Michigan, the Veterans Memorial Courthouse at 313 W. Kalamazoo St., Lansing, Michigan, the Ingham County Courthouse at 341 S. Jefferson, Mason, Michigan, the 55th District Court at 700 Buhl St., Mason, Michigan, and the Ingham County Family Center at 1601 W. Holmes Rd., Lansing, Michigan.

Renewal of services will fall under the current terms and conditions under the existing agreement and will run from June 1, 2011 to May 31, 2012.

Funds for this contract are available within the appropriate 931100 maintenance related contractual accounts.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A RENEWAL OF THE CONTRACT WITH TEACHOUT SECURITY SERVICES AT VARIOUS INGHAM COUNTY BUILDINGS

WHEREAS, the current contract with Teachout Security Services was approved by Resolution #07-088 and included an option to extend the term of the Agreement for one year upon written consent by both the County and Teachout Security Services; and

WHEREAS, the Facilities Department would like to extend the current contract for one year under the same terms and conditions as the original agreement, and the extended contract would run from June 1, 2011 through May 31, 2012; and

WHEREAS, Teachout Security Services provides qualified private security guards to monitor the following County locations: Human Services Building at 5303 S. Cedar, Lansing, Michigan, the Veterans Memorial Courthouse at 313 W. Kalamazoo Street, Lansing, Michigan, the Ingham County Courthouse at 341. S. Jefferson, Mason, Michigan, the 55th District Court at 700 Buhl Street, Mason, Michigan, and the Ingham County Family Center at 1601 W. Holmes Road, Lansing, Michigan; and

WHEREAS, the funds for this contract are available within the appropriate contractual account line items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a contract extension for one year to Teachout Security Services, 416 Frandor Avenue, Suite 103, Lansing, Michigan 48912, under the same terms and conditions as the original agreement, with an amount not to exceed \$340,000.

BE IT FURTHER RESOLVED, the contract requires the payment of living wages, and fees will increase concurrently based on the living wage rate provided.

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

Agenda Item 10

TO: Ingham County Board of Commissioners
FROM: Jill Rhode, Financial Services Director
DATE: March 28, 2011
RE: MUNIS Training and Assistance

The County's financial management system is provided by MUNIS software which is a product of Tyler Technologies. This summer, we are requesting that Tyler visit us to assist the County in integrating several updates to the current system. We are planning on automating the employee benefit enrollment process, adding automatic bill payment for our accounts payable system and expanding the accounting for the drain commissioner's office.

We are planning one Tyler employee to be here for five days at a cost of \$5,875. In addition, there will be additional cost of travel and five nights of lodging. We anticipate the total cost to be about \$8,500.

These changes will greatly increase our efficiencies and this \$8,500 should be considered an investment in our future.

Please let me know if you have any questions.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH TYLER TECHNOLOGIES FOR
MUNIS TRAINING**

WHEREAS, Ingham County currently uses Tyler Technologies' MUNIS software for its financial management system; and

WHEREAS, the Financial Services Department is recommending that several modules be enhanced or implemented and is in need of assistance from Tyler Technologies; and

WHEREAS, MUNIS has agreed to provide this assistance at a cost of \$8,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Tyler Technologies at a cost of \$8,500.

BE IT FURTHER RESOLVED, the total cost of \$8,500 will be paid by the Data Processing Fund.

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

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

Agenda Item 11

To: Board of Commissioners
From: Tom Shewchuk, Management Information Services Director
Date: February 23, 2011
Re: Resolution – Labor Block Support Agreement

Dear Commissioners,

In 2009, MIS purchased a \$20,000.00 Labor Block Support Agreement from Analysts International for the purpose of assisting our department with complex technical networking issues. The funds for this agreement are almost depleted and I would like to purchase a new block of labor from Netarx, Inc. in the amount of \$20,000.00. I anticipate these funds will last approximately the same amount of time as the last agreement, unless we experience any significant issues.

As some of you are aware I used to be employed at Analysts International prior to joining Ingham County. Netarx, Inc. purchased a division of Analysts International a couple years ago including a number of network engineers responsible for assisting Ingham County in designing and implementing our current infrastructure. I am recommending Netarx, Inc. because of their experience, knowledge of our environment, and their technical ability. They have been a great partner over the years and I am confident they will continue to provide Ingham County with the best overall value.

Thank you in advance for your consideration and please feel free to contact me if you have any questions.

Sincerely,

Tom

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF A LABOR BLOCK SUPPORT AGREEMENT FROM NETARX, INC. FOR ON-GOING TECHNICAL SUPPORT OF THE INGHAM COUNTY NETWORK INFRASTRUCTURE

WHEREAS, the Management Information Services Department (MIS) has a need for assistance in the troubleshooting, implementation and resolution of complex technical issues with the County's network that exceeds the Department's current technical expertise; and

WHEREAS, some of these issues will be unforeseen and will require immediate attention; and

WHEREAS, MIS has purchased numerous Labor Block Support Agreements in the past that give MIS access to technical resources in a timely manner; and

WHEREAS, the total cost of the Labor Block Support Agreement is \$20,000.00 and will expire when the balance of the agreement reaches \$0; and

WHEREAS, these services are needed in order to maintain a highly available County network.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a purchase of the Labor Block Support Agreement from Netarx, Inc. in the amount of \$20,000, to be paid from the Network Account Fund (245-25810932030).

BE IT FURTHER RESOLVED, the effective date of the Agreement will be begin upon the date the Agreement has been signed by all parties and the Agreement will be effective until the balance is \$0.

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING POLICY AND PRIORITIES FOR THE USE
OF FARMLAND AND OPEN SPACE PRESERVATION FUNDS**

WHEREAS, by Resolution 04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Preservation Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, on August 5, 2008, the voters of Ingham County approved the levy of 0.14 mills for the purpose of funding the Farmland and Open Space Preservation Board; and

WHEREAS, Resolution 10-100 directs the Farmland and Open Space Preservation Board to identify property for possible inclusion in the program, to rank the proposals received according to established criteria, and to select development rights for purchase which requires approval by the Board of Commissioners; and

WHEREAS, under State law, the criteria for appointing members of the Farmland and Open Space Preservation Board designates three of the seven voting members as representing "agricultural interests"; and

WHEREAS, Ingham County owes a primary duty as fiduciary, in disbursing Agricultural Preservation funds, to the taxpayers and citizens of the County, to ensure the funds are used as efficiently as possible, to obtain the greatest value at the least cost; and

WHEREAS, the policy of the Ingham County Board of Commissioners is that purchases of development rights shall be conducted at arms length, and without favoritism; and

WHEREAS, the Ingham County Board of Commissioners wishes to clarify the responsibilities of the Farmland and Open Space Preservation Board and Purchasing Department staff.

THEREFORE BE IT RESOLVED, that the Ingham County Farmland and Open Space Preservation Board is directed to revise its procedures to facilitate competition among potential sellers, for the County's funds.

BE IT FURTHER RESOLVED, that the Farmland and Open Space Preservation Board shall seek expressions of interest from a sufficient number of owners that there will be at least three times as much property offered for sale each year as can be purchased with the proceeds of that year's millage funds.

BE IT FURTHER RESOLVED, that the Farmland and Open Space Preservation Board shall rate each offered parcel or group of parcels in such a way that their rating, when multiplied by the acreage, shall be a fair representation of the value of the preservation rights to the citizens of the County.

BE IT FURTHER RESOLVED, that the Purchasing Department shall be responsible for establishing and carrying out a competitive process for selecting the specific parcels to be purchased each year by the County.

To: Law Enforcement and Finance Committees
From: Tom Shewchuk
CC: Jim Hudgins, Rick Terrill, Bruce Gaukel, Jeff Kludy, Bryce Alford, Lance Langdon, Heidi Williams, John Neilsen
Date: March 20, 2011
Re: Voice Recording System (VRS) recommendation for the Ingham County 911 PSAP

The two existing Ingham County 911 Public Safety Answering Points (PSAP) utilize a Voice Recording System (VRS) to record all 911 phone and radio calls. This information is critical to the operations of the PSAP and provides the Directors the information needed to share this information with the courts, public safety agencies, and the public. Both systems are older, experiencing technical issues, are not compatible with the next generation phone system being implemented in the new consolidated PSAP, and are in need of replacement.

Ingham County Purchasing, MIS, and the 911 Technology Committee sought Requests for Proposals (RFP) for a new system. Pre-bid meetings were held and 3 vendors participated: Van Belkum, Sound Communications, and Advanced Wireless Technologies (AWT). AWT chose not to respond, Sound Communications responded but was late, and Van Belkum proposed a NICE VRS solution that met all of our requirements. One of the vendors did not get their RFP to Ingham County on time and sold a Verint solution that does not possess the same functionality as the NICE solution, and the other vendor could not meet the requirements. Some other reasons for the limited response are the specialized nature of the technology and vendor territories. For instance, Van Belkum is the only NICE reseller in Michigan and one of our requirements is to have a vendor within close proximity in the case of technical issues.

We asked Van Belkum to do a presentation of their solution and to answer any questions. After our meeting it was unanimous that the NICE system meets our requirements and is the best solution for the two existing 911 PSAP's and the new PSAP in Ingham County. The Ingham County Purchasing department also sought General Services Administration (GSA) pricing (a federal cooperative purchasing program that competitively procures government contracts) from an out-of-state vendor (American Telecom Solutions) who wanted to respond but chose not to. Van Belkum's bid was significantly lower, approximately \$60,000, than the quote provided by American Telecom who holds the contract for the GSA schedule 70 for 911 Voice Recording Systems.

After careful consideration our team unanimously recommends Ingham County purchase the NICE Voice Recording System from Van Belkum at a total price not to exceed \$166,000.00.

Thank you in advance for your consideration and please feel free to contact me if you have any questions.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH VAN BELKUM FOR A NEW NICE 911 RECORDER SYSTEM FOR THE INGHAM COUNTY 911 CENTERS

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

WHEREAS, the Lansing and East Lansing 911 Centers have identified the need to replace the current malfunctioning 911 Recorder Systems with a NextGen 911 technology recorder; and

WHEREAS, the Van Belkum/NICE 911 Recorder System solution is compliant with the Harris EDACS Public Safety Radio System and proposed new 911 Phone System; and

WHEREAS, the Van Belkum/NICE 911 Recorder System solution will be installed within the Lansing 911 Center initially and then migrated to the new Ingham County Consolidated 911 Center; and

WHEREAS, the 911 Advisory Board is recommending that the Ingham County Board of Commissioners fund this request from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Van Belkum for the purchase and installation of a NICE 911 Recorder System at a cost of \$ 162,995, with a Project Contingency fund of \$3,005 for a total project cost not to exceed \$166,000, from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements as part of the upgrade of the Public Safety Radio Communications System in Ingham County.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any necessary contract/purchase documents for an approved vendor and subcontract with Lansing consistent with this Resolution and approved as to form by the County Attorney.

Agenda Item 13b

To: Ingham County Board of Commissioners
From: Bryce C. Alford, 911 Radio Systems Administrator
Re: Purchase of Radios through a Grant
Date: March 21, 2011

Ingham County is proposing to purchase ten Motorola XTL5000 radios to enhance our interoperability between the Ingham County UHF EDACS radio system, Ingham County Central Dispatch and the MPSCS radio system. This would be done through a PSIC (Public Safety Interoperable Communications) Grant.

Six of the ten radios are to replace existing Motorola Astro MPSCS interoperability patch radios which are obsolete due to their age and they are no longer supported by Motorola for repair and parts. These radios are approximately 14 years old.

The six obsolete radios I am proposing to replace are currently functioning as patch radios between the Ingham County EDACS radio system and the MPSCS radio system on the following MPSCS talk groups:

19P911, 23P911, 33P911, 33MPSC1, 33MPSC2, MPSCEVNT

The four additional radios would be installed at our new consolidated Ingham County Central Dispatch for the purpose of providing interoperability with the Michigan State Police and the Public Safety Agencies within the neighboring Counties of Shiawassee, Livingston and Washtenaw (which are all on the MPSCS).

The equipment we are asking for consists of the following items:

10 - Motorola XTL-5000 control station radios - state contract pricing of \$3690 each (\$36,900)
10 - Control station Yagi antennas - \$125 each (\$1,250)
1500 ft. - ½" heliax antenna cable (\$3,000)
40 - Connectors for ½" heliax cable (\$800)
10 - Lightning arresters (\$800)
Installation of radios and antennas: \$3,000

Total project cost: \$45,750

This PSIC Grant is a 20% match and Ingham County's portion that I am recommending be approved would be \$9,150.00.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO CONTRACT WITH THE CITY OF LANSING FOR THE PUBLIC SAFETY INTEROPERABLE COMMUNICATION (PSIC) GRANT PROGRAM TO ENHANCE THE INGHAM COUNTY PUBLIC SAFETY RADIO COMMUNICATIONS SYSTEM

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

WHEREAS, the Systems Administrator and 911 Advisory Board have identified PSIC grant funds that fund eighty percent of the costs (\$36,600) to purchase ten Motorola XTL5000 radios to enhance our interoperability between the Ingham County Public Safety Radio Communications System, Ingham County Central Dispatch and the Michigan Public Safety Communication System (MPSCS) radio system; and

WHEREAS, the 911 Advisory Board is recommending that the Ingham County Board of Commissioners fund this twenty percent grant match request (\$9,150) from the 911 Emergency Telephone Dispatch Services - Ingham County Public Safety Radio Communications System Project Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contract with the City of Lansing for the Public Safety Interoperability Communication (PSIC) Grant Program for a total project cost of \$45,750, of which \$36,600 is grant funds and \$9,150 is local match for the purchase and installation of the necessary radios and related equipment for the Public Safety Wireless Voice Communication System for the time period of January 1, 2007 to June 30, 2012.

BE IT FURTHER RESOLVED, that the following budget and purchase orders are authorized as part of this communications project:

10 - Motorola XTL-5000 control station radios - state contract pricing of \$3,690 each (\$36,900)
10 - Control station Yagi antennas - \$125 each (\$1250)
1500 ft. - ½" heliax antenna cable (\$3,000)
40 - Connectors for ½" heliax cable (\$800)
10 - Lightning arresters (\$800)
Installation of radios and antennas: \$3,000

Total project cost: \$45,750

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers of these grant match funds from the 911 Emergency Telephone Dispatch Services - 911 fund for Management and System Improvements as part of the upgrade of the Public Safety Radio Communications System in Ingham to be completed by June 30, 2011.

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

Agenda Item 13c

TO: County Services and Finance Committees
FROM: Mary Lannoye, County Controller/Administrator
SUBJECT: December 31, 2010 Financial Audit for the Drain Commission
DATE: March 24, 2011

As you are aware, Ingham County is audited annually by Rehmann Robson, Certified Public Accountants. While the Ingham County Drain Commission is a component unit of the County for reporting purposes, it has traditionally been included in the County-wide audit.

Other component units such as the Road Commission, Land Bank, Medical Care Facility and Housing Commission have a separate audit conducted and individual financial statements prepared prior to being combined into the County's financial statements.

It appears reasonable and appropriate that the Drain Commission be treated in the same manner. We have received a proposal from Rehmann Robson in the amount of \$6,875 to conduct a separate audit of the Drain Commission for the year ended December 31, 2010.

We have reviewed the proposal and believe it is reasonable. We recommend that we contract to provide this additional service for 2010. The attached resolution authorizes this agreement.

If you have any questions or wish to discuss, please let me know.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE REHMANN ROBSON TO CONDUCT AN AUDIT OF THE
INGHAM COUNTY DRAIN COMMISSION**

WHEREAS, Ingham County currently uses Rehmann Robson Certified Public Accountants to conduct its annual audit; and

WHEREAS, it has been determined that as a component unit of the County that the Drain Commission receive a separate audit and financial statement for 2010; and

WHEREAS, Rehmann Robson has agreed to conduct this audit for the year ended December 31, 2010 at a cost of \$6,875.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the contract with Rehmann Robson to conduct this audit for the year ended December 31, 2010.

BE IT FURTHER RESOLVED, the total cost of \$6,875 will be paid by the Drain Commission.

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

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