

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, JANUARY 19, 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 [December 8, 2010](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution to Accept the 2011 Emergency Vehicle [Operations Grant](#)
2. Ingham County Drain Commission - Resolution Authorizing Establishment of an [Assessment Administrator](#) Position in the Drain Commissioner's Office
3. City of Lansing and 911 Technology Committee - Resolution Authorizing a Contract with [VisionAIR](#) for a New Computer Aided Dispatch (CAD) for the Lansing 911 Center and to Upgrade Both 911 Centers Manual Emergency Medical Dispatch (EMD) Programs
4. Circuit Court/Family Division - Resolution to Authorize Entering into a Contract with [Sequel TSI of Idaho, LLC](#)
5. 55th District Court - Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court: State Court Administrative Office-Mental Health Services for Drug Court Participants Program ([SCAO/MHSDCP](#))
6. Friend of the Court - Resolution to Authorize Entering into a Contract with [Graphic Sciences](#) and to Hire Temporary Employees to Image Friend of the Court Case Files
7. Health Department
 - a. Resolution to Authorize the 2010 – 2011 Schedule A Addendum to the [BCBS](#) Administrative Services Agreement for Services to Ingham County Jail Inmates
 - b. Resolution to Authorize a Contract with [Presort Services, Inc.](#)
 - c. Resolution to Authorize Three Adolescent Health – Child and Adolescent Health Center Grant Agreements with the [Michigan Primary Care Association](#)
 - d. Resolution to Amend Resolution #10-138 to Extend an Agreement with Ingham [Intermediate School District](#) / Ingham Birth to Five Great Start Collaborative
 - e. Resolution to Authorize an Agreement with [Eaton Intermediate](#) School District to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County

- f. Resolution to Authorize an Agreement with [Midland County](#) Educational Services Agency for Services Associated with the Great Start Regional Child Care Resource Center—Central and Eastern Regions
 - g. Resolution to Enter into a Michigan Groundwater Stewardship Program ([MGSP](#)) Clean Sweep Program Agreement with the Michigan Department of Agriculture
 - h. Resolution to Authorize an Agreement with the Michigan Department of Natural Resources and [Environment](#) for 2010-2011
 - i. Resolution to Authorize an Amendment to the Lease Agreement for the [Willow Health Center](#)
8. Ingham County Housing Commission
- a. Resolution Accepting 2010 Community Development [Block Grant](#) Funding from the Michigan State Housing Development Authority in the Amount of \$283,300
 - b. Resolution Accepting 2009 [Home Grant](#) Funding from the Michigan State Housing Development Authority in the Amount of \$319,000
9. Management Information Services
- a. Resolution to Approve the Purchase of a County-Wide Web Site Content Management System (CMS) and Services from [Web Ascender](#)
 - b. Resolution to Approve the Purchase Annual Maintenance of our Exagrid Backup Appliances from [CDW-G](#)
 - c. Resolution to Approve Entering into an Agreement with [CDW-G](#) for Migration to the Microsoft Exchange Email Software
10. Financial Services - Resolution to Approve an Amendment and Restatement of Ingham County's [Section 125](#) Flexible Benefit Plan
11. Parks Department
- a. Resolution Authorizing an Extension of the Contract Between [Republics/Allied Waste Services](#) of Western Michigan and Ingham County for Dumpster Service at All Ingham County Parks
 - b. Resolution Authorizing a Contract with the [Dr. Pepper/Snapple Group](#) for Vending Machine Service at All Ingham County Parks
 - c. Resolution to Amend the 2010 Potter Park [Zoo Master Plan](#)
12. Human Resources - Resolution Authorizing the [Human Resources](#) Department to Contract with the Ingham County Road Commission to Provide Limited Human Resources Services
13. Board of Commissioners - Resolution Designating January 27, 2011 as "International [Holocaust](#) Remembrance Day" in Ingham County
14. Board Referral - Letter (with Attachment) from the Department of Health and Human Services with Review of the [Audit](#) on the County for the Period January 1, 2009 through December 31, 2009

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

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

FINANCE COMMITTEE
December 8, 2010
Minutes

Members Present: Mark Grebner, Todd Tennis, Rebecca Bahar-Cook, Andy Schor, Dianne Holman, Steve Dougan and Board Chairperson Debbie De Leon

Members Absent: None

Others Present: Teri Morton, Tom Shewchuk, Dean Sienko, Allan Spyke, Deb Brinson, Judge Giddings, Vince Dragonetti, Willis Bennett, and others

The meeting was called to order by Chairperson Grebner at 6:00 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the November 17, 2010 Minutes

The November 17, 2010 Minutes were approved as submitted.

Additions to the Agenda

2 a. Late - Purchasing Department/Sheriff's Office – Resolution to Conditionally Amend the Sheriff's Office 2011 Budget to Assist in the Police Services Contracts Transition (Option 1)

Late - Purchasing Department/Sheriff's Office – Resolution to Conditionally Amend the Sheriff's Office 2011 Budget to Assist in the Police Services Contracts Transition (Option 2)

Limited Public Comment

None.

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

3. Ingham County Treasurer

- a. Resolution to Authorize Start-Up Funds for New Flexible Spending Account Vendor
- b. Resolution to Authorize Imprest Funds for the Jail's New Inmate Trust Account System

5. Health Department

- a. Information - Power of We Consortium VISTA Program
- b. Resolution to Amend the Agreement with the College of Osteopathic Medicine at Michigan State University for an Infectious Disease Physician
- c. Resolution to Authorize an Agreement with the Shiawassee Regional Education Services District to Retain the Services of the Office for Young Children to Lead the Great Start Collaborative Initiative in Shiawassee County

- d. Resolution to Authorize an Agreement with the Shiawassee Regional Education Services District to Retain the Services of the Office for Young Children to Provide Early Head Start Services in Shiawassee County
 - e. Resolution to Authorize a Moving Our Community Toward Health Grant
 - g. Resolution to Authorize a Professional Services Agreement with a Dentist for Services at the Jail
 - h. Resolution to Authorize Service Contracts with Licensed Dentists for 2011
 - j. Resolution to Accept an Award for Pandemic Influenza Preparedness from the Michigan Department of Community Health
6. Ingham County Farmland and Open Space Preservation Board
- b. Resolution Rescinding Resolution #10-340 and Accepting \$607,326.00 and Approving Cooperative Agreement No. 735D211043 Amendment 1 Between the United States of America and Ingham County for the Implementation of the Federal Farm and Ranch Lands Protection Program
7. County Parks & Recreation Commission - Resolution Authorizing the Transfer of Funds from the 208 Parks Operating Fund to the City of Mason
8. Management Information Services
- a. Resolution to Approve the Purchase of a Fiber Optic Connection to Otto Clinic from Arialink
9. Controller/Administrator's Office
- a. Resolution Authorizing the Controller to Make Year End Budget Adjustments and Contingency Fund Update
 - b. Resolution Authorizing a Revised Infrastructure Maintenance Agreement with Harris Corporation for the Ingham County Public Safety Radio System

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

- 1. Circuit Court - Judge Giddings: Request for Funds for Legal Representation Regarding Issue of Superintending Control (*Materials will be Distributed at the Meeting*)

The Committee and Judge Giddings discussed his request for funds, the events leading to his request, as well as, the current status and cost of legal representation.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOLMAN, TO APPROVE A RESOLUTION TO PROVIDE FUNDS FROM THE CONTINGENCY FUND AT THE RATE OF \$200 PER HOUR AND NOT TO EXCEED \$7,500 FOR JUDGE GIDDINGS LEGAL REPRESENTATION REGARDING THE ISSUE OF SUPERINTENDING CONTROL.

Comm. Schor expressed his concern of County entities requesting funds after a lawsuit has been filed. Comm. Schor suggested there should be a policy that any County entity that files a suit against another County entity, must alert or receive permission from the Board of Commissioners before any expenses are incurred. He would like to see this done in the beginning of the year. Comm. Grebner furthered Comm. Schor's suggestion of policy and added that there should also be a policy for outside counsel when Mr. Cohl is unable to represent someone. He suggested an arrangement from an adjacent unit or access to another firm.

Comm. Schor and Comm. Bahar-Cook asked for actual expenses to date. Judge Giddings will provide Mr. Neilsen with current invoices and an actual rate per hour. Ms. Morton informed the Committee that in the past there had not been a resolution, and funds were taken from the Circuit Court budget, with a limit on the hourly rate and total cost. The Committee agreed funds would be taken from the Contingency Fund. Comm. Schor asked if Ms. Lannoye, Controller could talk to the Prosecutor to figure out why there is money being spent on this issue. Comm. Schor asked Ms. Morton if she could have someone talk to the Prosecutor's office, and if needed get the response back to the Committee on Tuesday.

Comm. Grebner disclosed that he knows Mr. O'Meara quite well. Comm. Bahar-Cook disclosed that she has received contributions from Judge Giddings and the Prosecutor. Comm. Schor disclosed that he has received contributions from Judge Giddings, Judge Collette and the Prosecutor.

MOTION CARRIED with Comms. Dougan and Grebner voting "no".

2. Purchasing Department/Sheriff's Office - Resolution Authorizing a Contract Extension with Securus Technologies for Local and Long Distance Service for the Inmate Telephones

MOVED BY COMM. HOLMAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT EXTENSION WITH SECURUS TECHNOLOGIES FOR LOCAL AND LONG DISTANCE SERVICE FOR THE INMATE TELEPHONES.

Comm. Dougan asked for the rationale between an extension versus a proposal. Undersheriff Spyke explained that Securus Technologies assisted with early termination of the Infinity contract and installed their equipment on short notice. He further stated there has been perfect delivery of service, zero equipment issues, problems are handled immediately, and payments are received on time. Additionally, there is an expected video phone upgrade that would allow for offsite visits and attorney/inmate conferencing. Comm. Dougan asked if the rate structure was similar to the past. Undersheriff Spyke answered "yes".

MOTION CARRIED with Comm. Dougan Voting "no".

- 2a. Late - Purchasing Department/Sheriff's Office - Resolution to Conditionally Amend the Sheriff's Office 2011 Budget to Assist in the Police Services Contracts Transition (Option 1)

Late - Purchasing Department/Sheriff's Office - Resolution to Conditionally Amend the Sheriff's Office 2011 Budget to Assist in the Police Services Contracts Transition (Option 2)

Undersheriff Spyke informed the Committee that Williamstown Township accepted the Meridian Township proposal. He also mentioned that the Meridian proposal was less than the County's proposal without consideration to the incentive funds, and overall the County's proposed cost was in the middle of six proposals.

He stated to his knowledge the proposal included 80 to 100 hours of service with a prorated rate for 911 services thereafter. Undersheriff Spyke also advised the Committee of his concern over added costs from the transfer of 911 calls from the Lansing Center to the East Lansing Center, and would NEISA or East Lansing be dispatched.

Undersheriff Spyke informed the Committee that Alaiedon Township is still interested in contracting with Delhi Township.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION TO CONDITIONALLY AMEND THE SHERIFF'S OFFICE 2011 BUDGET TO ASSIST IN THE POLICE SERVICES CONTRACTS TRANSITION (OPTION 1).

MOTION CARRIED UNANIMOUSLY.

4. Medical Examiner - Resolution to Authorize an Agreement with Sparrow Hospital for Medical Examiner Services (*Materials will be Distributed at the Meeting*)

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SPARROW HOSPITAL FOR MEDICAL EXAMINER SERVICES.

Comm. Dougan asked about budget match. Dr. Sienko replied that it is about \$90,000 below the office budget. Comm. Schor asked if there is an expectation to go over 160 autopsies per year. Dr. Sienko answered "no" based on the past five years; however Sparrow Hospital is accredited by the National Association of Medical Examiners which does vaguely stipulate what circumstances require autopsies. Dr. Sienko reassured the Committee of his intention of monitoring the numbers.

Dr. Sienko also informed the Committee that Sparrow has offered to hire staff on a contractual basis. He further stated that this is acceptable as long as it does not interfere with the County work.

Ms. Morton asked for further clarification on the 560 in the Third, BE IT FURTHER RESOLVED. Dr. Sienko stated it was the number of cases.

MOTION CARRIED UNANIMOUSLY.

5. Health Department

- f. Resolution to Authorize a Lead Abatement Subcontract with Environmental Testing & Consulting, Inc.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION TO AUTHORIZE A LEAD ABATEMENT SUBCONTRACT WITH ENVIRONMENTAL TESTING & CONSULTING, INC.

Comm. Dougan stated that he would like to amend the resolution.

MOVED BY COMM. DOUGAN TO AMEND THE THIRD WHEREAS BY CHANGING “**BID**” TO “**PROPOSAL.**”

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

- i. Resolution to Establish a 1.0 FTE Public Health Nurse in Children’s Special Healthcare Services

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO ESTABLISH A 1.0 FTE PUBLIC HEALTH NURSE IN CHILDREN’S SPECIAL HEALTHCARE SERVICES.

Comm. Dougan asked if the language should state that if the grant goes away, the position goes away. Dr. Sienko noted that the position is also supported by billable activities. Comm. Tennis asked if there needs to be an active staff, maintaining a minimum number of visits in order to receive federal funds. Dr. Sienko stated this was separate from the FQHC operation. Dr. Sienko explained he anticipates the continuance of this grant money because it has been available since he has been with the County.

MOTION CARRIED UNANIMOUSLY.

6. Ingham County Farmland and Open Space Preservation Board

- a. Resolution Authorizing a One Year Contract Extension with Sheridan Land Consulting to Provide Technical Assistance to the Ingham County Farmland and Open Space Preservation Board

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING A ONE YEAR CONTRACT EXTENSION WITH SHERIDAN LAND CONSULTING TO PROVIDE TECHNICAL ASSISTANCE TO THE INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD.

Comm. Dougan asked if this was zero change in compensation. Ms. Morton stated it was approximately a 1.4% increase.

MOTION CARRIED UNANIMOUSLY.

8. Management Information Services

- b. Resolution to Approve Entering into an Agreement with Imagesoft, Inc. for Annual Maintenance of the OnBase Imaging Application

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO APPROVE ENTERING INTO AN AGREEMENT WITH IMAGESOFT, INC. FOR ANNUAL MAINTENANCE OF THE ONBASE IMAGING APPLICATION.

Comm. Dougan asked what the LOFT fund is. Ms. Morton answered Law and Order Fund for Technology.

MOVED BY COMM. DOUGAN TO AMEND THE SECOND BE IT FURTHER RESOLVED BY CHANGING “LOFT” TO “**LAW AND ORDER FUND FOR TECHNOLOGY.**”

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

Announcements

The Committee thanked Comm. Grebner for a job well done.

Public Comment

None.

The meeting adjourned at approximately 7:13 p.m.

Respectfully submitted,

Julie Buckmaster

RESOLUTION STAFF REVIEW

DATE January 3, 2011

Agenda Item Title: Resolution to Accept the 2011 Emergency Vehicle Operations Grant

Submitted by: Sheriff's Office

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

Summary of Proposed Action: This resolution will authorize the Sheriff's Office to accept this training grant and to enter into contract with the Michigan Commission on Law Enforcement Standards.

Financial Implications: There are no new positions created and a 25% in kind match requirement (\$33,019 worth of existing trainer costs) for this training grant.

Michigan Commission on Law Enforcement Standards, \$49,733 for the Emergency Vehicle Operations Grant.

\$13,780	Personnel wages (overtime and related fringe costs)
\$ 653	Travel Expense
<u>\$35,300</u>	Supplies and operating expense
\$49,733	TOTAL DIRECT GRANT EXPENSES

\$33,019 worth of existing trainer costs as the 25% in kind match requirement.

\$82,752 TOTAL BUDGET

Other Implications: This is a training grant that the County has received for several years now.

Staff Recommendation: MAL ____, JLN X, TL ____, TM ____, JC ____,

Staff recommends approval of the resolution.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2011 EMERGENCY VEHICLE OPERATIONS GRANT

WHEREAS, the Ingham County Sheriff's Office applied to receive an emergency police drivers training grant from the Michigan Commission on Law Enforcement Standards (MCOLES); and

WHEREAS, the purpose of the training is to improve emergency driving skills and reduce risk; and

WHEREAS, the amount of the grant is \$49,733, with a required in-kind match of \$33,019 assumed by the Ingham County Sheriff's Office in personnel wages and equipment, for a total project cost of \$82,752; and

WHEREAS, \$13,780 of the 2011 Emergency Vehicle Operations Grant is for personnel wages; and

WHEREAS, \$653 of the 2011 Emergency Vehicle Operations Grant is for travel; and

WHEREAS, \$35,300 of the 2011 Emergency Vehicle Operations Grant is for supplies and operating expense.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the acceptance of the 2011 Emergency Vehicle Operations Grant from the Michigan Commission on Law Enforcement Standards in the amount of \$49,733, with an in kind match of \$33,019 for a total budget of \$82,752 for the time period of January 1, 2011 through December 31, 2011.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office 2011 Budget.

RESOLUTION STAFF REVIEW

DATE January 5, 2011

Agenda Item Title: Resolution Authorizing Establishment of an Assessment Administrator Position in the Drain Commissioner’s Office

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

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

Summary of Proposed Action:

The Drain Commissioner has reviewed the assessment program and identified opportunities for improving efficiency and cost-effectiveness.

2011 Personnel Cost Projection

			max comp
Assessment Administrator			
ICEA PRO07		step 1	step 5
704000	Salary	\$49,848	\$59,841
720000	Longevity	0	1,800
	Wages	<u>\$49,848</u>	<u>\$61,641</u>
715000	FICA & Med	3,813	4,716
716020	Hlth Wvr & Surchrg	13,310	13,310
716100	Dental	828	828
716200	Vision	111	111
717	Life Insurance	101	101
717000	Disability	95	117
718000	Retirement	4,043	4,999
722000	Workers Comp	633	783
915050	Liability	1,528	1,889
722600	CARES	33	33
716040	Health Ins Trust	498	616
	Total	<u>\$74,842</u>	<u>\$89,145</u>
	Total Benefits	\$24,994	\$29,304

Financial Implications: Costs covered by **non** general fund monies.

Other Implications: The ICEA County Professionals are supportive.

Staff Recommendation: MAL __ JLN __ TL X TM __ JC __
Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ESTABLISHMENT OF AN ASSESSMENT ADMINISTRATOR POSITION IN THE DRAIN COMMISSIONER'S OFFICE

WHEREAS, Drain maintenance and improvements and other statutory activities under the jurisdiction and determination of the Drain Commissioner are funded through the annual Drain and other special assessments; and

WHEREAS, the Drain Commissioner has reviewed the assessment program and identified opportunities for improving efficiency, cost-effectiveness, and response to the public; and

WHEREAS, in recognition of the desirability of establishing an Assessment Administrator position, the Drain Commissioner worked with Human Resources and the ICEA County Professional Union.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes establishment of an Assessment Administrator position in the Office of the Drain Commissioner at the ICEA County Professional Pro 07 pay grade (FY 2011 range \$49,848 - \$59,841). Compensation, fringe benefits and other expenses to be provided by non general fund monies.

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay provisions are hereby waived for this position.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller / Administrator and the Budget Office to make the necessary adjustments in the 2011 Budget for the Office of the Drain Commissioner.

**INGHAM COUNTY
JOB DESCRIPTION**

ASSESSMENT ADMINISTRATOR

General Summary:

Under the supervision of the Drain Commissioner, will prepare, review, analyze, and recommend to the Drain Commissioner the annual drain and other special assessment rolls. Responsible for the maintenance and upgrade of all technical support necessary for assessments, including but not limited to, databases and computer software and hardware. Maintains all engineering and legal records required for assessing functions. Plans and conducts all public hearings required for assessments, including the preparation of legal notices in compliance with the Drain Code and other pertinent statutes.

Essential Functions:

1. Prepare, review, analyze, and recommend to the Drain Commissioner the annual drain and other special assessment rolls in compliance with the Drain Code and other pertinent statutes, including but not limited to, the Inland Lake Levels Act and the County Department and Board of Public Works Act.
2. Responsible for the planning decisions and the conduct of all required public hearings and for legal notices necessary for assessments in compliance with the Drain Code and other pertinent statutes, including but not limited to, the Inland Lake Levels Act and the County Department and Board of Public Works Act.
3. Responsible for the maintenance of Drain records and other documents necessary to support the assessing function, including but not limited to, the analysis of all assessment rolls to assure that the correct tracts, parcels, and subdivisions of land are included and that the proper legal documents are on file. With regard to the maintenance of Drain records and other documents necessary to support the assessing function, shall be the primary contact with the Drainage Districts' attorneys and engineers in resolving legal and engineering matters.
4. Coordinate with other County Departments, including but not limited to, the County Treasurer and County Equalization/Tax Mapping, in the maintenance of Drain records and other documents necessary to support the assessing function.
5. Responsible for analyzing, maintaining, and updating the technical support necessary for the assessing function, including databases and computer software and hardware support.
6. Provide copies of annual drain and other special assessment rolls to municipalities and others in compliance with the Drain Code and other pertinent statutes, and reconcile issues regarding the rolls with municipal and county treasurers.
7. Interact with the public on behalf of the Drain Commissioner to answer questions and otherwise provide information regarding annual drain and other special assessments.
8. Coordinate with all Drain Office staff with job responsibilities that support assessing function to assure that the annual drain and other special assessment rolls are completed on time.

Other Functions:

- Performs other duties as assigned

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: Associates Degree or equivalent. Specialized technical education in the area of complex tax assessments and paralegal work required.

Experience: Minimum of 2 years experience with complex drain special assessment rolls, legal descriptions of property, and drain maps. Knowledge of the Drain Code is required.

Other Requirements:

- Must have excellent mathematical and verbal communication skills and abilities.
- Must have experience with BSA, Filemaker, and Excel software.
- Must have a valid Michigan Driver's License and reliable transportation.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria).

Physical Requirements:

- Ability to lift and carry up to 25 lbs.
- Ability to enter and access information from a computer.
- Ability to stand, sit or walk for prolonged periods of time.
- Ability to bend, stoop, kneel and crouch, climb ladders and stairs.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- Works in office conditions.

RESOLUTION STAFF REVIEW

DATE December 23, 2010

Agenda Item Title: Resolution Authorizing a Contract with VisionAIR for a New Computer Aided Dispatch (CAD) for the Lansing 911 Center and to Upgrade Both 911 Centers Manual Emergency Medical Dispatch (EMD) Programs

Submitted by: City of Lansing and 911 Technology Committee

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

Summary of Proposed Action: (See attached memorandum from Lansing 911 Center Director Bruce Gaukel.)

This resolution will authorize a contract with VisionAIR for the purchase of a Lansing 911 Center CAD System as the solution to a integrated 911 CAD System for the new Ingham County 911 Center. East Lansing has been using this CAD system since 2007.

The project will also improve the current manual flip card protocols currently in place at both the Lansing and East Lansing 911 Centers by automating their Emergency Medical Dispatch (EMD) Programs.

The project will also allow the law enforcement agencies currently being served by the Lansing 911 Center to use several VisionAIR products previously purchased with the COPS IT Grant that have not yet been implemented because the Lansing 911 Center is currently operating on a Motorola CAD system. These products include:

- VisionMOBILE - laptop/CAD interface software
- In-car mapping including automatic vehicle location (AVL)
- VisionFBR - field based reporting (FBR) allowing report writing from the cars

Finally, the VisionAIR CAD will interface with Zetron fire station alerting, to provide efficiencies in the dispatching of fire and EMS resources by activating the appropriate station alerting from within CAD by simply assigning apparatus/units to the CAD call.

Financial Implications:

- VisionAIR CAD quote: \$472,936.00 *
- APCO MEDS software/maintenance: 41,400.00

Total quoted implementation cost: \$514,336.00
 Plus Project Contingency Fund 25,717.00

TOTAL PROJECT COSTS \$540,053.00

* This quote includes cost discount reductions of \$90,540.00 including 2 for 1 pricing on CAD licensing from VisionAIR of \$68,040.00 and a third party reduction in GeoComm software licensing of \$22,500.

The funds will come from the 911 Fund for Management and System Improvements.

The cost savings from the reduced annual maintenance costs for the Motorola CAD System is about a fifty percent (50%) reduction of \$81,791 annually.

Therefore, the return on investment through reduced maintenance cost savings will pay for the VisionAIR/APCO MEDS purchase in approximately 6.3 years. ($6.3 * \$ 81,791 = \$ 515,283$)

Other Implications: The 911 Technology Committee reviewed both the Motorola CAD System being used in the Lansing 911 Center and the VisionAIR CAD System being used in the East Lansing 911 Center before recommending VisionAIR as the solution to a integrated 911 CAD System for the new Ingham County 911 Center. The 911 Advisory Committee recommended this solution and expenditure at their December 16, 2010 meeting.

Staff Recommendation: MAL ___ JLN X TL ___ TM ___ JC ___
Staff recommends approval of the resolution.

TO: Mr. John Neilsen, Deputy Controller
FROM: Bruce Gaukel, 9-1-1 Director – Lansing
DATE: December 15, 2010
SUBJECT: VisionAIR quote for the Lansing 9-1-1 Center

Scope of Project:

This project will acquire a VisionAIR Computer Aided Dispatch (CAD) solution for the Lansing 9-1-1 Center. The quote for materials and services from VisionAIR includes the design, installation, training, and implementation of VisionAIR CAD as a replacement for the current Motorola Premier CAD in place in Lansing today. This project will also acquire the APCO MEDS software and interface to VisionAIR CAD, which will fully integrate the APCO Emergency Medical Dispatch (EMD) program used by both the Lansing and East Lansing 9-1-1 Centers, into CAD. This project will include a VisionAIR CAD interface to Zetron fire station alerting to fully integrate station alerting into the CAD software.

The Lansing and East Lansing 9-1-1 Centers will jointly operate from a shared VisionAIR CAD jurisdiction and server while operating as separate 9-1-1 Centers, and later consolidate operations with the completion of a new 9-1-1 Center building. All hardware and software purchased to transition the Lansing 9-1-1 Center to VisionAIR CAD will be used in the consolidated 9-1-1 Center.

Benefit to the agencies we serve:

1. Moving the Lansing 9-1-1 Center to VisionCAD will allow the law enforcement agencies we serve to use several VisionAIR products previously purchased with the COPS IT grant that have not yet been implemented because the Lansing 9-1-1 Center is currently operating on a Motorola CAD system. These products include:

- VisionMOBILE - laptop/CAD interface software.
- In-car mapping including automatic vehicle location (AVL).
- VisionFBR - field based reporting (FBR) allowing report writing from the cars.

These enhancements to the mobile office (patrol car) for our officers and deputies provide increased efficiencies and improve the sharing of data and information. The AVL system provides improved officer safety by allowing dispatchers and other officers to know the exact location of a patrol vehicle and see it displayed on a map.

2. The addition of the APCO MEDS software to VisionCAD will seamlessly integrate our Emergency Medical Dispatch (EMD) program with CAD. The EMD program is an industry standard in service provided by 9-1-1 Centers. Both 9-1-1 Centers currently use guide cards to handle all medical calls, and then enter the calls into CAD as a separate function. These EMD guide cards also provide our employees with the pre-arrival care instructions given to callers (clearing an obstructed airway, CPR, control bleeding, childbirth, etc.). APCO MEDS software and the interface with VisionCAD allow our employees to properly interview and give medical instructions from software (instead of flip-cards). This process also creates the necessary CAD incidents (cases

for dispatching) while the EMD questions are being answered. The APCO MEDS integration with VisionCAD will increase the efficiency of receiving, processing, and dispatching medical calls for service, thus saving time in that process, and in turn helping get EMS personnel on scene faster. This software also significantly improves our ability to manage the quality assurance (QA) process for EMD.

3. The addition of the VisionAIR CAD interface with Zetron fire station alerting will provide efficiencies in the dispatching of fire and EMS resources by activating the appropriate station alerting from within CAD by simply assigning apparatus/units to the CAD call. We currently have to view the CAD call, determine the appropriate agency, units, and stations involved and then push buttons on a Zetron panel, wait for those stations to open (speakers in the stations send tones and audio), and then dispatch. The Zetron interface will streamline fire and EMS dispatching and save time in the dispatching process, which in turn shaves precious seconds off the arrival time of responding apparatus/units.

This interface is quoted at \$5,670.00 for use at five (5) CAD workstations. We recently lost one of our Zetron panels in the Lansing 9-1-1 Center and today's cost to replace that panel is \$5,000.00. The cost of this interface would in turn pay for itself by taking some of the existing panels we have out of service as spares in the consolidation process.

Current price reductions offered in this quote:

Please note that the quote provided by VisionAIR includes the following discounts by VisionAIR and their partner GeoComm:

- 2 for 1 pricing on CAD licensing from VisionAIR - \$68,040.00
 - Reduction in GeoComm software licensing - \$22,500.00
- Total cost reductions - \$90,540.00

Quoted implementation costs:

- VisionAIR CAD quote: \$472,935.75
 - APCO MEDS software/maintenance: 41,400.00
- Total quoted implementation cost: \$514,335.75

Cost savings involved in moving the Lansing 9-1-1 Center to VisionAIR CAD:

The key factor leading to the recommendation that the Lansing 9-1-1 Center move to VisionAIR CAD was based on the high cost of annual maintenance/technical support for the Motorola Premier CAD in use in the Lansing 9-1-1 Center.

It is estimated that there will be a **savings of approximately \$81,791.80 a year** in annual maintenance/technical support by moving the Lansing 9-1-1 Center to VisionAIR CAD, while improving the CAD solution to include APCO MEDS and the Zetron interface.

Cost of annual maintenance and technical support:

Comparison of maintenance costs (Motorola vs. VisionAIR) and savings to Ingham County:

2010/11	Lansing – Motorola	\$139,686.00
	East Lansing – VisionAIR	<u>\$17,000.00</u>
	Total cost:	\$156,686.00

2011/12 estimated cost if Lansing stays on Motorola:

Lansing – Motorola	\$146,671.00
East Lansing – VisionAIR	<u>\$17,680.00</u>
Total cost:	\$163,671.00

2011/12 estimated cost if Lansing moves to VisionAIR:

Lansing – VisionAIR	\$58,799.20
East Lansing – VisionAIR	\$17,680.00 (est.)
APCO MEDS software	<u>5,400.00</u>
Total cost:	\$81,879.20

Annual cost savings for maintenance if Lansing moves to VisionAIR CAD: \$81,791.80

This is a 50% reduction in maintenance costs while improving CAD functionality and efficiency.

These maintenance cost savings alone will pay for the VisionAIR/APCO MEDS purchase in approximately 6.3 years.

Training provided in the quote proposal:

Needs assessment planning (onsite consulting/development of CAD for Ingham County)

Two (2) sessions, 3 days each session

System Administrator Training (onsite training for system admin. and configuration)

One (1) session – 4 days

CAD end-user training (onsite training of end-users)

Four (4) sessions – 3 days each session

Go Live training/support (staff onsite for training and support of 9-1-1 Center staff)

One (1) session – 3 days

Data conversion from Motorola CAD included:

The VisionAIR quote includes converting and moving data from the Motorola CAD to the VisionAIR CAD system:

- Historical Call Data – viewing previous calls to an address is critical to operational needs and officer/firefighter safety.
- Common Name Address Data – used commonly for call entry and critical when a caller doesn't know an address.
- Premise File Hazards Flags – critical officer/firefighter safety information associated with an address is flagged to display when a call to the address is entered. This information can then be relayed to responding personnel.

If you have any questions or concerns please contact me at your earliest convenience.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH VISIONAIR FOR A NEW COMPUTER AIDED DISPATCH (CAD) FOR THE LANSING 911 CENTER AND TO UPGRADE BOTH 911 CENTERS MANUAL EMERGENCY MEDICAL DISPATCH (EMD) PROGRAMS

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 dispatch system; and

WHEREAS, the Ingham County Board of Commissioners previously authorized through Resolution #07-182 an appropriation from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements fund to match the federal COPS Grant amount of \$130,125, for a grand total of \$245,448.03 to VisionAIR for the East Lansing 911 Center CAD System; and

WHEREAS, the Lansing 911 Center and 911 Technology Committee has identified the need to migrate the current Lansing CAD System over to the integrated VisionAIR CAD System solution currently in place at the East Lansing 911 Center; and

WHEREAS, this project will also improve the current manual flip card protocols currently in place at both the Lansing and East Lansing 911 Centers, by automating their Emergency Medical Dispatch (EMD) Programs; and

WHEREAS, this integrated and upgraded CAD system will be migrated over to be used as one unified CAD System at the new Ingham County Consolidated Dispatch Facility.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract up to \$472,936, with VisionAIR for the purchase of a Lansing 911 Center CAD System as outlined by the Software license agreement, which includes and incorporates the following attachments:

- Attachment "A": Itemized Quote
- Attachment "B": Statement of Work
- Attachment "C": Software Service Agreement
- Attachment "D": Project Deliverables

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes up to \$41,400 for a APCO MEDS software/maintenance third party purchase with APCO Institute for the upgrade of both 911 Centers Emergency Medical Dispatch (EMD) Programs by automating a heretofore manual flip card process.

BE IT FURTHER RESOLVED, that both Lansing and East Lansing will assign all of its VisionAIR software license CAD contracts over to Ingham County prior to the opening of the new Consolidated Ingham County 911 Center.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$540,053 from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements, for the total cost of this CAD System Purchase and upgrade project which includes:

- | | |
|---|------------|
| - VisionAIR Purchase Contract | \$ 472,936 |
| - APCO MEDS software/maintenance third party purchase with APCO Institute | 41,400 |
| - Project Contingency Fund | 25,717 |

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any Software license agreement/purchase documents with VisionAIR and APCO Institute, as well as any subcontracts with Lansing and East Lansing consistent with this resolution and approved as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE January 4, 2011

Agenda Item Title: Resolution to Authorize Entering into a Contract with Sequel TSI of Idaho, LLC

Submitted by: Circuit Court - Family Division

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

Summary of Proposed Action: This resolution would authorize an agreement with Sequel TSI of Idaho, LLC for the residential care and treatment services of Court adjudicated youth for the time period of October 1, 2010 through September 30, 2011.

Financial Implications: The per diem costs for these placements will not exceed \$209 per day and the funds are budgeted within the Family Divisions Residential Placement line item within the Child Care Fund.

Other Implications:

Staff Recommendation: MAL ____, JLN X, TL ____, TM ____, JC ____,
Staff recommends approval of this resolution.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENTERING INTO A CONTRACT
WITH SEQUEL TSI OF IDAHO, LLC**

WHEREAS, the Court would like to enter into a contract with Sequel TSI of Idaho, LLC (also known as Mountain Home) for the purpose of providing residential care and treatment services; and

WHEREAS, the Court, after hearing testimony and making findings, may issue an order placing juveniles in said program; and

WHEREAS, the Sequel TSI of Idaho, LLC will not receive juveniles without a signed contract; and

WHEREAS, the per diem for this placement will not exceed \$209 per day.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Sequel TSI of Idaho, LLC, for the residential care and treatment services of Court adjudicated youth at a per diem cost not to exceed \$209 per day.

BE IT FURTHER RESOLVED, that the funds for this contract and other appropriate placements will come from the Family Divisions Residential Placement line item within the Child Care Fund.

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

RESOLUTION STAFF REVIEW

DATE January 6, 2011

Agenda Item Title: Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court: State Court Administrative Office-Mental Health Services for Drug Court Participants

Submitted by: 55th District Court

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

Summary of Proposed Action: This resolution would authorize the County to accept a new \$14,000 grant award from the State Court Administrative Office/Mental Health Services for Drug Court Participants (SCAO/MHSDCP), for Mental Health Services for Drug Court Participants for the 2010/2011 fiscal year.

Financial Implications: This \$14,000 grant award from SCAO/MHSDCP has no local match requirement and would be used to provide Sobriety Court participants with mental health services as needed.

Other Implications: The court would use the grant award to subcontract with Community Mental Health (CMH) and/or Dr. Douglas Ruben to provide mental health services for Sobriety Court participants. Other funds from the grant would be utilized for direct program expenses.

Staff Recommendation: MAL ____, JLN X, TL ____, TM ____, JC ____,
Staff recommends approval of the resolution.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURTS: STATE COURT ADMINISTRATIVE OFFICE-MENTAL HEALTH SERVICES FOR DRUG COURT PARTICIPANTS PROGRAM (SCAO/MHSDCP)

WHEREAS, the 55th District Court Sobriety Court Program ("Sobriety Court") has since 2004 provided quality services to the citizens of Ingham County; and

WHEREAS, multiple participants have unmet mental health needs; and

WHEREAS, sources of sobriety court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to, the SCAO-Mental Health Services for Drug Court Participants Grant.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the State Court Administrators Office/Mental Health Services for Drug Court Participants Grant in the amount of \$14,000 for the time period of October 1, 2010 through September 30, 2011.

BE IT FURTHER RESOLVED, grant funded Sobriety Court program direct service subcontracts with the following vendors are approved in the following amounts:

Community Mental Health (CMH) and/or Dr. Douglas J. Ruben, Psychologist:
not to exceed \$14,000 for the time period of October 1, 2010 through September 30, 2011.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2010 and 2011 55th District Court Budget and Position Allocation List.

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

RESOLUTION STAFF REVIEW

DATE January 5, 2011

Agenda Item Title: Resolution to Authorize Entering into a Contract with Graphic Sciences and to Hire Temporary Employees to Image Friend of the Court Case Files

Submitted by: Friend of the Court

Committees: LE___, JD_ X_, HS___, CS ____, Finance_ X

Summary of Proposed Action:

This resolution authorizes the Friend of the Court to enter into a contract with Graphic Sciences for \$84,771.88, to scan documents in Friend of the Court files opened from January 1, 2000 through May 31, 2010. The resolution also authorizes the Friend of the Court to spend \$40,000 (approximately \$13,333 general fund) to hire temporary employees to assist in the preparation of the Friend of the Court case files that will be scanned by Graphic Sciences.

Financial Implications: The 2010 fiscal year Friend of the Court Budget authorized \$125,000 for contractual services to complete back scanning. The Friend of the Court is requesting to carry forward \$125,000 to the current fiscal year. The Michigan Office of Child Support has determined that both the back-scanning and the temporary employees are eligible for 66% direct reimbursement through the Cooperative Reimbursement Program (CRP), so the total general fund cost of project would be approximately \$42,500.

Graphic Sciences - Scanning contract	\$ 84,772 (\$28,900 GF and \$55,872 CRP)
Temporary Employees	\$ 40,000 (\$13,333 GF and \$26,667 CRP)
TOTAL COST	\$ 124,772 (\$42,233 GF and \$82,539 CRP)

Other Implications: The benefits include elimination of storing files, instant access to case files (reducing the amount of time and money it takes to retrieve older files from storage in Mason), elimination of a parallel/duplicate records retention system for most active case files, and faster response to public questions and concerns.

Staff Recommendation: MAL___ JLN_ X TL ___ TM___ JC ___

Staff recommends approval of this resolution.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENTERING INTO A CONTRACT WITH
GRAPHIC SCIENCES AND TO HIRE TEMPORARY EMPLOYEES
TO IMAGE FRIEND OF THE COURT CASE FILES**

WHEREAS, on June 1, 2010, the Ingham County Friend of the Court began scanning most new case-related documents into an OnBase imaging system, and has accordingly not been placing new documents into existing hard copy case files; and

WHEREAS, this conversion has been successful in eliminating the backlog of filing at the Friend of the Court, and has greatly improved efficiency for distributing and retrieving new documents; and

WHEREAS, for the 2010 Budget, \$125,000 was approved by the Board of Commissioners for the scanning of prior year Ingham County Friend of the Court case files; and

WHEREAS, Ingham County Friend of the Court has received a Statement of Work and Estimate from Graphic Sciences for \$84,771.88, for the scanning of prior year Ingham County Friend of the Court case files created since January 1, 2000, through May 31, 2010; and

WHEREAS, because they are a current State of Michigan contractor, the Purchasing Director has confirmed that Graphic Sciences is exempt from the county's purchasing policy requiring competitive bidding; and

WHEREAS, the Statement of Work prepared for Ingham County, along with the State of Michigan Contract, have been reviewed and approved to form by the County's Attorney; and

WHEREAS, the Statement of Work has been reviewed by the Michigan Office of Child Support, and approved for 66% direct reimbursement through the Cooperative Reimbursement Program (CRP), reducing the general fund cost of this contract to approximately \$28,900.

THEREFORE BE IT RESOLVED, that the Ingham County Friend of the Court is hereby authorized to enter into a contract with Graphic Sciences in the amount of \$84,771.88 (approximately \$28,900 general fund), for the scanning of prior year Ingham County Friend of the Court case files to be completed by December 31, 2011.

BE IT FURTHER RESOLVED, that the Ingham County Friend of the Court is hereby authorized to spend \$40,000 (approximately \$13,333 general fund), to hire temporary employees to assist in the preparation of Friend of the Court case files prior to their being scanned by Graphic Sciences.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to carry forward \$125,000 of the amount budgeted for contractual services from the Friend of the Court 2010 fiscal year to the current fiscal year, and make any other adjustments necessary to properly budget and account for these expenditures.

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.

RESOLUTION STAFF REVIEW

DATE January 7, 2011

Agenda Item Title: Resolution to Authorize the 2010 – 2011 Schedule A Addendum to the BCBS Administrative Services Agreement for Services to Ingham County Jail Inmates

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution authorizes a 2010 – 2011 Schedule A Addendum to the Administrative Services Agreement with Blue Cross and Blue Shield of Michigan to pay and manage claims for health care services provided to inmates of the Ingham County Jail. The proposed addendum will be effective for the period December 1, 2010 through November 30, 2011. Through this agreement, BCBSM pays hospitals, doctors and other health care providers for services provided to inmates of the Ingham County Jail. BCBSM in turn bills the Health Department for the value of payments to providers, plus an administrative fee. The Health Department pays BCBSM from budgeted funds.

Financial Implications:

Through this agreement BCBSM pays providers at BCBSM negotiated prices. Such payments are estimated at \$760,000 in 2011. BCBSM charges an 11% administrative fee for handling the Ingham County claims.

Other Implications:

The Health Department expects to begin managing these claims internally by the end of this contact period by adjudicating claims in Health Plan Management Services and through contracts with local hospitals and providers.

Staff Recommendation: MAL ___ JLN ___ TL ___ TM ___ JC X___

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: January 13, 2011

RE: Schedule A Addendum to the BCBSM Administrative Services Agreement for Health Care Services Provided to Ingham County Jail Inmates

This is a recommendation to authorize a 2010 – 2011 Schedule A Addendum to the Administrative Services Agreement with Blue Cross and Blue Shield of Michigan to pay and manage claims for health care services provided to inmates of the Ingham County Jail. The proposed addendum will be effective for the period December 1, 2010 through November 30, 2011. Through this agreement, BCBSM pays hospitals, doctors and other health care providers for services provided to inmates of the Ingham County Jail. BCBSM in turn bills the Health Department for the value of payments to providers, plus an administrative fee. The Health Department pays BCBSM from budgeted funds.

Through this agreement BCBSM pays providers at BCBSM negotiated prices. Such payments are estimated at \$760,000 in 2011. BCBSM charges an 11% administrative fee for handling the Ingham County claims.

The Health Department expects to begin managing these claims internally by the end of this contact period by adjudicating claims in Health Plan Management Services and through contracts with local hospitals and providers.

Therefore, I am recommending that the Board of Commissioners adopt the attached resolution and authorize the 2010 -2011 Schedule A addendum to the BCBSM Administrative Services Agreement for health care services provided to Ingham County Jail inmates.

Attachment

c: Debra Brinson, w/attachment
John Jacobs, w/attachment
Barbara Mastin, w/attachment
Jayson Welter, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE 2010 – 2011 SCHEDULE A ADDENDUM TO THE BCBS ADMINISTRATIVE SERVICES AGREEMENT FOR SERVICES TO INGHAM COUNTY JAIL INMATES

WHEREAS, Ingham County and BCBS of Michigan entered into an agreement in 1996 wherein BSBS of Michigan would pay the claims of health care services provided to Ingham County Jail inmates; and

WHEREAS, that agreement has periodically been updated by executing a Schedule A attachment; and

WHEREAS, BCBSM has proposed a 2010 – 2011 Schedule A Addendum to the Administrative Services Agreement; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the 2010 - 2011 Schedule A Addendum to the BCBSM Administrative Services Agreement for Ingham County Jail inmates.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Schedule A addendum to the Administrative Services Agreement with Blue Cross and Blue Shield of Michigan for paying claims for health care services provided to Ingham County Jail inmates.

BE IT FURTHER RESOLVED, that the Schedule A Addendum shall be effective December 1, 2010 through November 30, 2011.

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

RESOLUTION STAFF REVIEW

DATE January 7, 2011

Agenda Item Title: Resolution to Authorize a Contract with Presort Services, Inc.

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS____, Finance__X__

Summary of Proposed Action:

This resolution authorizes a service contract with Presort Services, Inc. to support Health Plan Management Services by picking up mail daily, sort, bar code, print postage and deliver to the Post Office. For all health plans, Ingham County will pay Presort Services, Inc. and then invoice the cost to the other health plans.

Financial Implications:

The cost of the agreement will not exceed \$550,000 for the period July 1, 2010 through June 30, 2013.

All costs associated with services to health plans in other communities served by the Bureau will be re-billed to those health plans, with the exception of mailings that directly benefit the health department, such as BCCCP outreach.

Other Implications:

None.

Staff Recommendation: MAL____JLN____TL____TM____JC__X__

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: January 7, 2011

RE: Authorization to Contract for Services with Presort Services, Inc.

This is a recommendation for the Board of Commissioners to authorize a service contract with Presort Services, Inc. Health Plan Management Services in the Health Department provides the support services for the operation of the Ingham Health Plan Corporation and for the operation of 10 other county health plans in several other communities.

In order to support these health plans, Health Plan Management Services must mail large quantities of materials. It is cost effective and efficient to contract for mail related services. Presort Services, Inc. will pick up mail daily, sort, bar code, print postage and deliver to the Post Office. For all health plans, Ingham County will pay Presort Services, Inc. and then invoice the cost to the other health plans.

We estimate that the cost of these services will not exceed \$550,000 in the 36 month period of the proposed service contract. This amount is subject to change in the event that the U.S. Postal Services raises rates during this time period.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the service contract with Presort Services, Inc.

Attachment

c: John Jacobs w/attachment
Deb Brinson w/attachment
Jayson Welter w/attachment
Holly Wilson w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH PRESORT SERVICES, INC.

WHEREAS, Health Plan Management Services of the Health Department now serves many other communities through contracts with health plan corporations in those communities; and

WHEREAS, Health Plan Management Services must mail large quantities of materials in order to service the health plan; and

WHEREAS, it is cost-effective and efficient to use a service to presort and mail these materials; and

WHEREAS, the cost of these services is paid by Ingham County, but Ingham County is reimbursed by the other health plans; and

WHEREAS, the agreement between Ingham County and Presort Services, Inc. expired on June 30, 2010 and needs to be renewed; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize a contract with Presort Services, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Presort Services, Inc., 5646 Commerce Drive, Lansing, Michigan, for mail related services, which include pick up, sorting, bar coding and delivery to the Post Office.

BE IT FURTHER RESOLVED, that the agreement shall be for the period July 1, 2010 through June 30, 2013, and shall not exceed \$550,000, including the cost of postage.

BE IT FURTHER RESOLVED, that this agreement is intended to support the operation of Health Plan Management Services in the Health Department and that all costs associated with services to health plans in other communities served by the Bureau will be re-billed to those health plans.

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

RESOLUTION STAFF REVIEW

DATE January 7, 2011

Agenda Item Title: Resolution to Authorize Three Adolescent Health – Child and Adolescent Health Center Grant Agreements with the Michigan Primary Care Association

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution authorizes three Adolescent School Based Health Center grant agreements with the Michigan Primary Care Association. Ingham County operates three existing school based services that are supported by State grants. The State has renewed those grants for the period of October 1, 2010 through September 30, 2011, naming the Michigan Primary Care Association as the fiduciary agent.

The goals of these grant agreements are summarized as:

1. Increase access to health care services for medically underserved County youth.
2. Develop and implement a successful asthma control program for adolescents and their parents through the Otto Community Health Center.
3. Increase access to HIV and STI prevention and health education through the Willow Health Center.
4. Increase number of uninsured youth and families accessing needed Medicaid services.

Financial Implications:

The award to support the clinical services at the Otto Community Health Center for this period is \$175,000. The award to support the clinical services at Willow Health Center is \$225,000. The award to support peer education (non-clinical) services provided through Willow Health Center is \$100,000. All three of these grant awards were included as revenue in the Health Department's Fiscal Year 2011 budget.

Other Implications:

None.

Staff Recommendation: MAL ____, JLN ____, TL ____, TM ____, JC X

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: January 13, 2011

RE: Resolution to Authorize Three Adolescent School Based Health Grant Agreements with the Michigan Primary Care Association

This is a recommendation to authorize three Adolescent School Based Health Center grant agreements with the Michigan Primary Care Association. Ingham County operates three existing school based services that are supported by State grants. The State has renewed those grants for the period of October 1, 2010 through September 30, 2011, naming the Michigan Primary Care Association as the fiduciary agent.

The award to support the clinical services at the Otto Community Health Center for this period is \$175,000. The award to support the clinical services at Willow Health Center is \$225,000. The award to support peer education (non-clinical) services provided through Willow Health Center is \$100,000. All three of these grant awards were included as revenue in the Health Department's Fiscal Year 2011 budget.

The goals of these grant agreements are summarized as:

1. Increase access to health care services for medically underserved County youth.
2. Develop and implement a successful asthma control program for adolescents and their parents through the Otto Community Health Center.
3. Increase access to HIV and STI prevention and health education through the Willow Health Center.
4. Increase number of uninsured youth and families accessing needed Medicaid services.

I recommend that the Board adopt the attached resolution and authorize the three grant agreements with the Michigan Primary Care Association for the period of October 1, 2010 through September 30, 2011.

Attachment

c: Debra Brinson, w/attachment
John Jacobs, w/attachment
Barbara Mastin, w/attachment
Jayson Welter, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THREE ADOLESCENT HEALTH – CHILD AND ADOLESCENT
HEALTH CENTER GRANT AGREEMENTS WITH THE MICHIGAN PRIMARY CARE
ASSOCIATION**

WHEREAS, Ingham County operates three child and adolescent health center programs as part of its Community Health Center Network; and

WHEREAS, the State has awarded grants for the period of October 1, 2010 through September 30, 2011 and will use the Michigan Primary Care Association as the fiduciary agent for the contracts; and

WHEREAS, the funds from these three grants are included in the Health Department's 2011 adopted budget; and

WHEREAS, the Health Officer has recommended that the Board authorize the grant agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with the Michigan Primary Care Association for a School Based Health Center Grant – Non-Clinical Model, for services to be delivered through the Willow Health Center, totaling \$100,000 in State funds for the period October 1, 2010 through September 30, 2011.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with the Michigan Primary Care Association for a School Based Health Center Grant – Community Based Clinical Model totaling \$225,000 in State funds for the period October 1, 2010 through September 30, 2011 for services to be delivered through the Willow Health Center.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with the Michigan Primary Care Association for a School Based Health Center Grant – Community Based Clinical Model totaling \$175,000 in State funds for the period October 1, 2010 through September 30, 2011, for services to be delivered through the Otto Community Health Center.

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

RESOLUTION STAFF REVIEW

DATE January 7, 2011

Agenda Item Title: Resolution to Amend Resolution #10-138 to Extend an Agreement with Ingham Intermediate School District / Ingham Birth to Five Great Start Collaborative

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution amends resolution #10-138 to extend an agreement with Ingham Intermediate School District / Ingham Birth to Five Great Start Collaborative.

Ingham Intermediate School District serves as fiscal agent for the project which is focused on:

- Creating strong relationships between children and parents
- Making sure children have access to high-quality early educational opportunities
- Helping parents become confident and knowledgeable in raising their young children
- Providing home environments for young children that are safe, stable and organized
- Giving children social and emotional skills, as well as good health, to enter school
- Using innovative strategies for outreach to at-risk families
- Helping to assure quality child care by increasing the capacity of child care providers

Financial Implications:

The amendment provides for an increase of up to \$78,802 in additional funding, making the total amount of the contract \$179,668, and the subcontract is extended through September 30, 2011. The additional funding includes \$15,000 for child care scholarships to be administered by the Office for Young Children. The remaining additional dollars will support coaching for day care providers, Play and Learn Groups for parents and young children, parenting classes for teen parents, and home visits to targeted families. This extension will enable the Health Department to continue its work to foster strong families and appropriate youth development. The Department’s FY11 budget anticipated revenue from the continuation of the agreement with Ingham Intermediate School District.

Other Implications:

None.

Staff Recommendation: MAL ____, JLN ____, TL ____, TM ____, JC X

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Dean Sienko, MD, MS, Health Officer

DATE: January 13, 2011

RE: Authorization to Amend the Agreement with Ingham Intermediate School District – Birth to Five Great Start Collaborative

The Capital Region Community Foundation, Capital Area United Way, and the R.E. Olds Foundation have jointly invested in a Youth Initiative through a partnership with *Ingham Birth to Five Great Start Collaborative*. Ingham Intermediate School District serves as fiscal agent for the project which is focused on:

- Creating strong relationships between children and parents
- Making sure children have access to high-quality early educational opportunities
- Helping parents become confident and knowledgeable in raising their young children
- Providing home environments for young children that are safe, stable and organized
- Giving children social and emotional skills, as well as good health, to enter school
- Using innovative strategies for outreach to at-risk families
- Helping to assure quality child care by increasing the capacity of child care providers

The Office for Young Children and Family Outreach Services has been providing these services to youth under a contract the Board authorized in Resolution #09-085 and extended in Resolution #10-138.

We received a request from Ingham Intermediate School District on December 22, 2010, for an increase of up to \$78,802 in additional funding, making the total amount of the contract \$179,668, and to extend the subcontract through September 30, 2011. The additional funding includes \$15,000 for child care scholarships to be administered by the Office for Young Children. The remaining additional dollars will support coaching for day care providers, Play and Learn Groups for parents and young children, parenting classes for teen parents, and home visits to targeted families. This extension will enable the Health Department to continue its work to foster strong families and appropriate youth development. The Department's FY11 budget anticipated revenue from the continuation of the agreement with Ingham Intermediate School District.

I recommend that the Board authorize the amendment to the agreement and extend the contract through September 30, 2011.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #10-138
TO EXTEND AN AGREEMENT WITH INGHAM INTERMEDIATE SCHOOL DISTRICT/ INGHAM
BIRTH TO FIVE GREAT START COLLABORATIVE**

WHEREAS, the Capital Region Community Foundation, the Capital Area United Way, and the R. E. Olds Foundation have provided funding to Ingham Intermediate School District for a Youth Initiative in collaboration with the Ingham Birth to Five Great Start Collaborative; and

WHEREAS, several Health Department units including Family Outreach Services and Office for Young Children provide services to youth; and

WHEREAS, the Board of Commissioners authorized an agreement with Ingham Intermediate School District to provide services and scholarships related to the Ingham Birth to Five Great Start Collaborative Youth Initiative in Resolution #09-085; and

WHEREAS, the agreement was extended in Resolution #10-138; and

WHEREAS, Ingham Intermediate School District has again requested to increase funding and extend the agreement's time period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with the Ingham Intermediate School District, increasing the amount of the agreement by \$78,802 to adjust the total amount of the agreement to \$179,668.

BE IT FURTHER RESOLVED, that the amended amount of funding includes an increase of \$15,000 for childcare scholarships made by the Office for Young Children in accordance with established procedures making the total amount up to \$55,000.

BE IT FURTHER RESOLVED, that the contract period is extended through September 30, 2011.

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

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

RESOLUTION STAFF REVIEW

DATE January 7, 2011

Agenda Item Title: Resolution to Authorize an Agreement with Eaton Intermediate School District to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution authorizes an agreement with the Eaton Intermediate School District to prevent and reduce tobacco use and alcohol abuse in Ingham County, utilizing a grant from Mid-South Substance Abuse Commission to carry out activities contained in the Ingham Substance Abuse Prevention Coalition (ISAPC) Implementation Plan.

The activities to be performed by the Health Department in FY2011 include:

- Providing assistance for a prescription drug disposal event in Ingham County.
- Training health care providers in all Health Department clinics on the substance abuse referral system and Screening, Brief Intervention, and Treatment Protocol.
- Coordinating media training opportunities for Ingham County youth and producing public service announcements to be shared with schools and community groups.
- Developing a training manual on checking ID's for alcohol and tobacco vendors.
- Developing a model follow-up protocol for stores which have sold alcohol or tobacco to minors.
- Providing vendor education to all licensed tobacco vendors in Ingham County and serving as the Designated Youth Tobacco Use Representative.
- Developing informational materials and educating policy makers on the benefits of designating tobacco tax revenue for health programs.
- Providing training for clerks who have made a first sale of tobacco to a minor in lieu of their first fine.

Financial Implications:

EISD will reimburse the County for up to \$31,666 for the activities. Revenue from this agreement was anticipated in the projections for the Department's FY2011 budget.

Other Implications:

None.

Staff Recommendation: MAL ____, JLN ____, TL ____, TM ____, JC X

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: January 6, 2011

RE: Agreement with Eaton Intermediate School District

The Health Department is strongly committed to preventing and reducing tobacco use and alcohol abuse in our community. The Department is an active member of the Ingham Substance Abuse Prevention Coalition (ISAPC) which is dedicated to effective prevention services through comprehensive collaboration. Eaton Intermediate School District (EISD) provides administrative and staff support to ISAPC.

Utilizing a grant from Mid-South Substance Abuse Commission, the EISD contracts each year with community partners, including the Health Department, to carry out activities contained in the ISAPC Implementation Plan. The Health Department has contracted with EISD for this work since FY2008.

The activities to be performed by the Health Department in FY2011 include:

- Providing assistance for a prescription drug disposal event in Ingham County.
- Training health care providers in all Health Department clinics on the substance abuse referral system and Screening, Brief Intervention, and Treatment Protocol.
- Coordinating media training opportunities for Ingham County youth and producing public service announcements to be shared with schools and community groups.
- Developing a training manual on checking ID's for alcohol and tobacco vendors.
- Developing a model follow-up protocol for stores which have sold alcohol or tobacco to minors.
- Providing vendor education to all licensed tobacco vendors in Ingham County and serving as the Designated Youth Tobacco Use Representative.
- Developing informational materials and educating policy makers on the benefits of designating tobacco tax revenue for health programs.
- Providing training for clerks who have made a first sale of tobacco to a minor in lieu of their first fine.

These activities are highly consistent with other prevention work undertaken by the Health Department. EISD will reimburse the County for up to \$31,666.00 for the activities. Documentation for this agreement (covering October, 2010 through September, 2011) was received from the funder in December, 2010. Revenue from this agreement was anticipated in the projections for the Department's FY2011 budget.

The attached resolution will authorize the agreement with Eaton Intermediate School District. I recommend adoption of this resolution.

Attachment

c: John Jacobs w/attachment
Bob Townsend w/attachment
Renee Canady w/attachment
Melany Mack w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EATON INTERMEDIATE SCHOOL DISTRICT TO PREVENT AND REDUCE TOBACCO USE AND ALCOHOL ABUSE IN INGHAM COUNTY

WHEREAS, Eaton Intermediate School District provides administrative support for the Ingham Substance Abuse Prevention Coalition to collaborate and advocate for stronger prevention measures for the access and availability of tobacco and alcohol; and

WHEREAS, Ingham Substance Abuse Prevention Coalition's Implementation Plan for FY2011 includes several outcomes targeted to prevent and reduce tobacco use and alcohol abuse in Ingham County; and

WHEREAS, the Ingham County Health Department is committed to preventing and reducing the use of tobacco and alcohol abuse; and

WHEREAS, the Ingham County Health Department has been requested to perform activities related to tobacco and alcohol prevention and reduction in the Ingham Substance Abuse Prevention Coalition's Implementation Plan; and

WHEREAS, Eaton Intermediate School District has agreed to reimburse the County for up to \$31,666.00 for performance of such activities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Eaton Intermediate School District for up to \$31,666.00 to engage in the tobacco and alcohol prevention and reduction activities.

BE IT FURTHER RESOLVED, the contract period shall be from October 1, 2010 through September 30, 2011.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the agreement after it is approved as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE January 7, 2011

Agenda Item Title: Resolution to Authorize an Agreement with Midland County Educational Services Agency for Services Associated with the Great Start Regional Child Care Resource Center - Central and Eastern Regions

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution authorizes an agreement with the Midland County Educational Services Agency for services associated with the Great Start Regional Child Care Resource Center—Central and Eastern Regions.

The scope of work shall include the following services:

- Coordinate program communication and outreach
- Perform the duties and responsibilities of the Central/Eastern Region Program Director
- Coordinate professional development opportunities for licensed and registered child care providers and relative and day care aide (unlicensed) providers
- Provide support services and resources to child care providers
- Provide assistance to families choosing quality child care
- Provide assistance to families searching for child care and to providers updating records on the Great Start Connect database
- Provide data and evaluation reports as specified in the agreement
- Maintain a regional resource hub satellite in Portland, Michigan

Financial Implications:

Through this proposed agreement, MCESA will pay Ingham County up to \$600,000 to complete the scope of work. The following specific staff time will be included in the compensated amount:

- .95FTE to serve in the role of Great Start Regional Child Care Center Program Director
- .75FTE to serve as Training, Professional Development, and Coaching Coordinator
- .50FTE to serve as Early Childhood Infant/Toddler Consultant

In addition to the specific staff time outlined above, MCESA will reimburse the full cost of providing the scope of work and deliverables associated with operating the Central and Eastern Great Start Regional Child Care Center offices.

The term of the Agreement will be October 1, 2010 through September 30, 2011. The Health Department's FY2011 budget anticipated the provision of these services and receipt of these funds.

Other Implications:

None.

Staff Recommendation: MAL ____, JLN ____, TL ____, TM ____, JC X

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Dean Sienko, MD., MS., Health Officer

DATE: January 6, 2011

RE: Resolution to Authorize an Agreement with the Midland County Educational Services Agency for Services Associated with the Great Start Regional Child Care Resource Center-Central and Eastern Regions

Resolution #09-275 authorized an agreement with Midland County Educational Services Agency (MCESA) securing the services of the Office for Young Children (OYC) to develop the Great Start Central Region Child Care Quality Implementation Plan. Resolution #10-074 authorized an agreement with MCESA to complete the scope of work in the Implementation Plan. Resolution #10-272 authorized an amendment to the contract to include additional duties related to the Great Start Eastern Region Child Care and Early Learning Resource Center. MCESA has proposed a new agreement for FY2011 to complete the scope of work in both the Central and Eastern Region Plans.

The scope of work shall include the following services:

- Coordinate program communication and outreach
- Perform the duties and responsibilities of the Central/Eastern Region Program Director
- Coordinate professional development opportunities for licensed and registered child care providers and relative and day care aide (unlicensed) providers
- Provide support services and resources to child care providers
- Provide assistance to families choosing quality child care
- Provide assistance to families searching for child care and to providers updating records on the Great Start Connect database
- Provide data and evaluation reports as specified in the agreement
- Maintain a regional resource hub satellite in Portland, Michigan

These services will be funded by the Great Start Collaborative Grant that MCESA has received from the Early Childhood Investment Corporation (ECIC). All staff time, mileage, rent for a regional resource hub satellite, and costs for printing, mailing, and supplies associated with Central and Eastern Region activities will be paid by grant funds. No Ingham County General Fund dollars will be used for this work.

Through this proposed agreement, MCESA will pay Ingham County up to \$600,000.00 to complete the scope of work. The following specific staff time will be included in the compensated amount:

- .95FTE to serve in the role of Great Start Regional Child Care Center Program Director
- .75FTE to serve as Training, Professional Development, and Coaching Coordinator
- .50FTE to serve as Early Childhood Infant/Toddler Consultant

In addition to the specific staff time outlined above, MCESA will reimburse the full cost of providing the scope of work and deliverables associated with operating the Central and Eastern Great Start Regional Child Care Center offices.

The term of the Agreement will be October 1, 2010 through September 30, 2011. The Health Department's FY2011 budget anticipated the provision of these services and receipt of these funds.

I recommend the Board of Commissioners adopt the attached resolution and authorize an agreement with Midland County Educational Services Agency.

c: John Jacobs w/ attachment
 Renee Canady w/attachment
 Melany Mack w/ attachment
 Barb Monroe w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MIDLAND COUNTY EDUCATIONAL SERVICES AGENCY FOR SERVICES ASSOCIATED WITH THE GREAT START REGIONAL CHILD CARE RESOURCE CENTER - CENTRAL AND EASTERN REGIONS

WHEREAS, Resolution #09-275 authorized an agreement with Midland County Educational Services Agency (MCESA) to develop the Great Start Central Region Child Care Quality Implementation Plan (the Plan); and

WHEREAS, Resolution #10-074 authorized an agreement with MCESA to complete the scope of work in the Plan; and

WHEREAS, Resolution #10-272 authorized an amendment to the contract to include additional duties related to the Great Start Eastern Region Child Care and Early Learning Resource Center; and

WHEREAS, MCESA has proposed a new agreement for FY2011 to complete the scope of work in the Implementation Plans for the Central and Eastern Regions; and

WHEREAS, the scope of work shall include the following services:

- Coordinating program communication and outreach
- Performing the duties and responsibilities of the Central/Eastern Region Program Director
- Coordinating professional development opportunities for licensed and registered child care providers and relative and day care aide (unlicensed) providers
- Providing support services and resources to child care providers
- Providing assistance to families choosing quality child care
- Providing assistance to families searching for child care and to providers updating records on the Great Start Connect database
- Providing data and evaluation reports as specified in the agreement
- Maintaining a regional resource hub satellite in Portland, Michigan

WHEREAS, the services listed in the scope of work will be funded by the Great Start Collaborative Grant that MCESA has received from the Early Childhood Investment Corporation (ECIC); and

WHEREAS, MCESA shall pay Ingham County up to \$600,000 for completing the scope of work; and

WHEREAS, all staff time, mileage, rent for a regional resource hub satellite, and costs for printing, mailing, and supplies associated with Central and Eastern Region activities will be paid by grant funds; and

WHEREAS, the term of the Agreement shall be October 1, 2010 through September 30, 2011; and

WHEREAS, the Health Department's 2011 Budget anticipates providing these services and receiving these funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Midland County Educational Services Agency (MCESA) to complete the scope of work for the Central and Eastern Region Child Care Quality Implementation Plans.

BE IT FURTHER RESOLVED, that a lease with Portland Church of the Nazarene to house the regional resource hub satellite is authorized.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2010 through September 30, 2011.

BE IT FURTHER RESOLVED, that MCESA shall reimburse Ingham County up to \$600,000 for completing the scope of work of the Implementation Plans.

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

RESOLUTION STAFF REVIEW

DATE January 7, 2011

Agenda Item Title: Resolution to Enter into a Michigan Groundwater Stewardship Program (MGSP) Clean Sweep Program Agreement with the Michigan Department of Agriculture

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS____, Finance__X__

Summary of Proposed Action:

This resolution authorizes an agreement with the Michigan Department of Agriculture for the period of October 1, 2010 through September 30, 2011. This agreement allows Ingham County Health Department to collect pesticides from any end-user of pesticides who resides in the state.

Financial Implications:

The Michigan Department of Agriculture will reimburse the Health Department up to \$15,000 for costs associated with the collection, transportation and disposal of pesticides.

Other Implications:

None.

Staff Recommendation: MAL ____ JLN ____ TL ____ TM ____ JC X

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: January 6, 2011

RE: Recommendation to enter into a Michigan Groundwater
Stewardship Program (MGSP) Clean Sweep Program Agreement
with the Michigan Department of Agriculture

The Michigan Department of Agriculture has agreed to pay Ingham County up to \$15,000 in a continuing agreement with the Michigan Groundwater Stewardship Program (MGSP) Clean Sweep Program Agreement with the Michigan Department of Agriculture. This agreement allows Ingham County Health Department to collect pesticides from any end-user of pesticides who resides in the state. The term of the agreement is October 1, 2010 through September 30, 2011.

I recommend the Board of Commissioners adopt the attached resolution and authorize an agreement with the Michigan Department of Agriculture for the period of October 1, 2010 through September 30, 2011.

Attachment

- c. John Jacobs w/attachment
- Renee Canady w/attachment
- Jim Wilson w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO A MICHIGAN GROUNDWATER
STEWARDSHIP PROGRAM (MGSP) CLEAN SWEEP PROGRAM
AGREEMENT WITH THE MICHIGAN DEPARTMENT OF AGRICULTURE**

WHEREAS, Ingham County Health Department has operated a Household Hazardous Waste Collection Program since 1985; and

WHEREAS, the Health Department has had a MGSP Clean Sweep Program Agreement with the Michigan Department of Agriculture since 2001; and

WHEREAS, each year the Agreement has allowed the Health Department to be reimbursed for costs associated with the collection, transportation and disposal of pesticides; and

WHEREAS, the Michigan Department of Agriculture has proposed to enter into a new agreement with the Health Department; and

WHEREAS, the Michigan Department of Agriculture shall pay the Health Department up to \$15,000 for costs associated with the collection, transportation and disposal of pesticides; and

WHEREAS, the term of the Agreement shall be October 1, 2010 through September 30, 2011; and

WHEREAS, the Health Department anticipates a continuation of these services and funds in its 2011 budget; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorizes a MGSP Clean Sweep Program Agreement with the Michigan Department of Agriculture.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Agreement with the Michigan Department of Agriculture.

BE IT FURTHER RESOLVED, that the Michigan Department of Agriculture shall reimburse the Health Department up to \$15,000 for costs associated with the collection, transportation and disposal of pesticides.

BE IT FURTHER RESOLVED, that the term of the agreement shall be October 1, 2010 through September 30, 2011.

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

RESOLUTION STAFF REVIEW

DATE January 7, 2011

Agenda Item Title: Resolution to Authorize an Agreement with the Michigan Department of Natural Resources and Environment for 2010-2011

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS____, Finance__X__

Summary of Proposed Action:

This resolution authorizes an agreement with the Michigan Department of Natural Resources and Environment (MDNRE) under which the Ingham County Health Department will conduct environmental tests and inspections designated by MDNRE.

Financial Implications:

MDNRE will reimburse Ingham County up to \$25,028 for the time period of October 1, 2010 through September 30, 2011 for expenses related to testing and inspection services. These include:

NON-COMMUNITY PUBLIC WATER SUPPLY PROGRAM – up to \$17,878

The Health Department will conduct sanitary surveys of non-community public water supplies in Ingham County. The Health Department will also oversee water quality monitoring at these supplies, issue water well permits for new supplies, and ensure that proper public notice is issued should a supply become unsafe for drinking.

DRINKING WATER LONG-TERM MONITORING – up to \$1000

The Health Department will collect samples from drinking water supplies and sites of environmental contamination identified by the State.

PUBLIC SWIMMING POOLS – up to \$5,900

The Health Department will inspect all public swimming pools/spas licensed by the MDNRE in Ingham County. In addition, the Health Department will investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

CAMPGROUND REQUIREMENTS – up to \$250

The Health Department will inspect all campgrounds located in Ingham County, collect fees, investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

Other Implications:

None.

Staff Recommendation: MAL ____ JLN ____ TL ____ TM ____ JC X

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: January 6, 2011

SUBJECT: Agreement with the Department of Natural Resources and Environment

This is a recommendation to authorize an agreement with the Michigan Department of Natural Resources and Environment (MDNRE) under which the Ingham County Health Department will conduct environmental tests and inspections designated by MDNRE. MDNRE began to contract with Ingham County after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Natural Resources and Environment. The Public Health Code locates the primary responsibility for environmental protection at the community level with local public health departments. The current contract expired September 30, 2010.

The proposed agreement for 2010-2011 includes the following services and funding of \$25,028, allocated as follows:

NON-COMMUNITY PUBLIC WATER SUPPLY PROGRAM – up to \$17,878

The Health Department will conduct sanitary surveys of non-community public water supplies in Ingham County. The Health Department will also oversee water quality monitoring at these supplies, issue water well permits for new supplies, and ensure that proper public notice is issued should a supply become unsafe for drinking.

DRINKING WATER LONG-TERM MONITORING – up to \$1000

The Health Department will collect samples from drinking water supplies and sites of environmental contamination identified by the State.

PUBLIC SWIMMING POOLS – up to \$5,900

The Health Department will inspect all public swimming pools/spas licensed by the MDNRE in Ingham County. In addition, the Health Department will investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

CAMPGROUND REQUIREMENTS – up to \$250

The Health Department will inspect all campgrounds located in Ingham County, collect fees, investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

I recommend that the Board of Commissioners authorize the agreement with the MDNRE and the Health Department from October 1, 2010 through September 30, 2011. The revenue for these services was anticipated in the Health Department's 2011 budget.

Attachment

c: Renee Canady w/attachment
Jim Wilson w/attachment
John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF
NATURAL RESOURCES AND ENVIRONMENT FOR 2010-2011**

WHEREAS, the State of Michigan has placed responsibility for environmental regulation and environmental quality in Michigan Department of Natural Resources and Environment (MDNRE); and

WHEREAS, the Michigan Public Health Code places responsibility for environmental protection at the community level with county governments through the network of local health departments; and

WHEREAS, MDNRE proposes to clarify the responsibilities for some environmental services and arrange to purchase environmental testing and inspection services from Ingham County; and

WHEREAS, MDNRE will reimburse Ingham County for expenses related to testing and inspection services; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with MDNRE.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Michigan Department of Natural Resources and Environment.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2010 through September 30, 2011.

BE IT FURTHER RESOLVED, that MDNRE shall reimburse Ingham County up to \$25,028.00 for expenses related to testing and inspection services.

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

RESOLUTION STAFF REVIEW

DATE January 7, 2011

Agenda Item Title: Resolution to Authorize an Amendment to the Lease Agreement for the Willow Health Center

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution amends the existing lease of property located at 306 W. Willow Street, Lansing. The current lease agreement for this site will expire on December 31, 2014. This is the site of a school-based Community Health Center operated by Ingham County.

Financial Implications:

The Health Department is applying for a School Based Health Center Capital grant through the Health Resources and Services Administration (HRSA). A requirement of the grant application is for additional language to be added to the lease. This language does not affect the cost or duration of the lease. Rather, the language informs the owner that the federal government has an interest in fixtures on the property and requires the owner to make local filings to comply with the federal grant.

Other Implications:

None.

Staff Recommendation: MAL ____, JLN ____, TL ____, TM ____, JC X

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Dean Sienko, MD, Health Officer

DATE: January 6, 2011

RE: Recommendation to Authorize an Amendment to the Lease Agreement for 306
W. Willow, Lansing

This is a recommendation to amend the existing lease of property located at 306 W. Willow Street, Lansing. The current lease agreement for this site will expire on December 31, 2014. This is the site of a school-based Community Health Center operated by Ingham County.

The Health Department is applying for a School Based Health Center Capital grant through the Health Resources and Services Administration (HRSA). A requirement of the grant application is for additional language to be added to the lease. This language does not affect the cost or duration of the lease. Rather, the language informs the owner that the federal government has an interest in fixtures on the property and requires the owner to make local filings to comply with the federal grant.

The Owners, Jon and Roseann Zumbrink, have agreed to amend the lease and to comply with the grant. Therefore, I recommend that the Board of Commissioners adopt the attached resolution and authorize the amendment of the lease for space at 306 W. Willow Street, Lansing Michigan.

Attachment

c: Debra Brinson, w/attachment
John Jacobs, w/attachment
Barbara Mastin, w/attachment
Jayson Welter, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE LEASE AGREEMENT
FOR THE WILLOW HEALTH CENTER**

WHEREAS, Ingham County operates a Community Health Center at 306 West Willow Street in Lansing; and

WHEREAS, the current lease agreement for this site will expire on December 31, 2014; and

WHEREAS, the Health Department has applied for a School Based Health Center Capital grant through the Health Resources and Services Administration and a requirement of the grant application is for additional language to be added to the lease; and

WHEREAS, this language does not affect the cost or duration of the lease; and

WHEREAS, the owners, Jon and Roseann Zumbrink, have agreed to the proposed amendment and have agreed to comply with the grant requirements; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an amendment to the lease for property at 306 West Willow Street, Lansing, Michigan, informing the owner that the federal government has an interest in fixtures on the property and requires the owner to make local filings to comply with the federal grant.

BE IT FURTHER RESOLVED, that the amendment does not change the cost or duration of the existing lease.

BE IT FURTHER RESOLVED, that all other terms and conditions of the lease will remain in full force and effect.

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

RESOLUTION STAFF REVIEW

DATE January 13, 2011

Agenda Item Title: Resolution Accepting 2010 Community Development Block Grant Funding from the Michigan State Housing Development Authority in the Amount of \$283,300 **and** Resolution Accepting 2009 Home Grant Funding from the Michigan State Housing Development Authority in the Amount of \$319,000

Submitted by: Ingham County Housing Commission

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

Summary of Proposed Action:

These funds would be used for rehabbing rental properties in the cities of Mason and Williamston.

Financial Implications:

The 2010 Community Development Block from the Michigan State Housing Development Authority totals \$283,300 and the 2009 Home Grant Funding from the Michigan State Housing Development Authority totals \$319,000

Other Implications:

None.

Staff Recommendation: MAL X JLN ____ TL ____ TM ____ JC ____

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ACCEPTING 2010 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING
FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
IN THE AMOUNT OF \$283,300**

WHEREAS, the Ingham County Housing Commission has applied for Community Development Block Grant funding on behalf of Ingham County from the Michigan State Housing Development Authority; and

WHEREAS, the Michigan State Housing Development Authority has granted Ingham County \$283,300, for rental rehabilitation in the Cities of Williamston and Mason; and

WHEREAS, the Ingham County Housing Commission has recommended that the grant be accepted.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the Community Development Block Grant of \$283,300, from the Michigan State Housing Development Authority, on behalf of the Ingham County Housing Commission, to utilize the funds as designated in the grant agreement.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ACCEPTING 2009 HOME GRANT FUNDING FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY IN THE AMOUNT OF \$319,000

WHEREAS, the Ingham County Housing Commission has applied for HOME Grant funding on behalf of Ingham County from the Michigan State Housing Development Authority; and

WHEREAS, the Michigan State Housing Development Authority has granted Ingham County \$319,000, for homeowner rehabilitation assistance for targeted downtown area neighborhoods in the Cities of Williamston and Mason; and

WHEREAS, the Ingham County Housing Commission has recommended that the grant be accepted.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the HOME Grant of \$319,000 from the Michigan State Housing Development Authority, on behalf of the Ingham County Housing Commission, to utilize the funds as designated in the grant agreement.

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

RESOLUTION STAFF REVIEW

DATE January 13, 2011

Agenda Item Title: Resolution to Approve the Purchase of a County-Wide Web Site Content Management System (CMS) and Services from Web Ascender

Submitted by: MIS Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

The resolution would authorize a contract in the amount of \$14,200 with a company by the name of Web Ascender to restructure the county's current website template

Financial Implications:

Funding is included in the County's 2011 Network Account.

Other Implications:

None.

Staff Recommendation: MAL__X__ JLN____ TL____ TM____ JC____

Staff recommends approval of the resolution.

Ingham County Management Information Services
Tom Shewchuk, Director - Email: tshewchuk@ingham.org

121 E. Maple Street, Mason, MI 48854
Phone: (517) 676-7373 FAX: (517) 676-7396

To: Board of Commissioners
From: Tom Shewchuk
CC: Jim Hudgins
Date: December 22, 2010
Re: Web Content Management System Resolution

Dear Commissioners,

A website can be a valuable tool for any organization and the Ingham County website is no exception. Our website is in need of structural changes and software tools that will make it easier for departments to keep their websites updated. It will also allow departments to use their website as an effective tool for communications, education and doing business with their customers that can lead to a more efficient and productive operations.

Ingham County has numerous websites which make it is very challenging to administer. Our current web administration model places the responsibility on each individual department to keep their web site updated. This can be technically difficult for some of the department Web Masters. Some departments do a better job than others but he result is an inconsistent look and feel across the Ingham County web site.

A Web Content Management System (MCS) will make it easier for departments to administer their web site and give them access to tools that will make their websites more efficient and effective. The Web Masters group solicited proposals and interviewed 3 companies. The companies and their pricing are as follows:

- Artemis - \$20,750.00
- Dreamscape - \$11,589.00 - \$14,869.00
- Web Ascender - \$14,200.00

It is our recommendation to engage Web Ascender to restructure our current website template and to provide a CMS application because of their experience, attention to detail and web development methodology.

Thank you in advance for your time and consideration. Please feel free to contact me directly 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 COUNTY-WIDE WEB SITE CONTENT MANAGEMENT SYSTEM (CMS) AND SERVICES FROM WEB ASCENDER

WHEREAS, the Ingham County web site along with other web sites have become a primary means of doing business with customers; and

WHEREAS, Ingham County departments currently maintain their individual web sites using a set of individual web development tools that can be technically challenging; and

WHEREAS, the current Ingham County website has an inconsistent look and feel that can be confusing for visitors; and

WHEREAS, a web Content Management System (CMS) will reduce the amount of time each department spends adding and editing content on their website, it will provide a set of easy-to-use tools to make their website more user-friendly that will lead to a better customer experience, and will allow departments to do business with their clients more efficiently thus allowing the department to be more productive; and

WHEREAS, a core Web Masters group consisting of representatives from Management Information Services, Board of Commissioners, Sheriff's Office and the Health Department sought and reviewed 3 proposals for re-designing our website's master template and a new CMS application; and

WHEREAS, after careful consideration the Web Masters group recommends Web Ascender, at a total cost of \$14,200.00.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the purchase of web services and a CMS in the amount of \$14,200.00 to be paid from the County's Network Fund (245-25810-932030).

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

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

RESOLUTION STAFF REVIEW

DATE January 13, 2011

Agenda Item Title: Resolution to Approve the Purchase Annual Maintenance of our Exagrid Backup Appliances from CDW-G

Submitted by: MIS Department

Committees: LE____, JD____, HS____, CS_X_, Finance_X_

Summary of Proposed Action:

The resolution would authorize a contract with CDW-G for maintenance on the County’s two Exagrid Disk Backup Appliances. These disks provide backup for the County’s network data. The total cost of the contract is \$11,728. The county purchased the same services from CDW-G for one of the units at \$8,571 in 2010. The proposed contract represents the same price per unit. The difference in total price is a pro-rated cost for a 2nd unit purchased in 2011.

Financial Implications:

Funding is included in the County’s 2011 Network Account.

Other Implications:

None.

Staff Recommendation: MAL_X_ JLN____ TL____ TM____ JC____

Staff recommends approval of the resolution.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE ANNUAL MAINTENANCE OF OUR EXAGRID
BACKUP APPLIANCES FROM CDW-G**

WHEREAS, the Ingham County network data is backed up nightly on two Exagrid Disk Backup Appliances;
and

WHEREAS, these appliances are critical to maintaining a copy of all County information in case of a failure;
and

WHEREAS, these appliances require hardware and software maintenance in order to maintain current software
levels and timely replacement of hardware if needed; and

WHEREAS, the total cost for 12 months of annual maintenance for these appliances is \$11,728.09.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the
Exagrid Annual Maintenance from a CDW-G (government co-operative contract) in the amount of \$11,728.09.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Network Fund (245-25810-
932030).

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.

From: <seanber@cdwg.com>
To: <jvanderschaaf@ingham.org>
Date: 12/2/2010 8:16 AM
Subject: CDW-G Quote WCT0427

Jeff,
Here is your latest quote

This e-mail best viewed in a fixed font such as Courier.

JEFF VANDERSCHAFF

Thank you for choosing CDW-G for your computing needs. Following are the details of your quote.

Quote Date: 12/02/2010
Quote Number: WCT0427
P.O. Number: EXAGRID MAINT IQUOTE
Customer#: 8634052

Payment Terms: Request Terms
Shipped Via: DROP SHIP-GROUND

=====

QTY	ITEM	DESCRIPTION /MFG. PART NUMBER	UNIT PRICE	EXT. PRICE
1	1892123	EXAGRID 1YR SUP MNT EXD-EX-1YR-MS Contract: MARKET	8571.87	8571.87
		EXAGRID 1YR SUP MNT 10TB SN#LZ1890001 EFFECTIVE 02/10/11-02/09/12		
1	1892123	EXAGRID 1YR SUP MNT EXD-EX-1YR-MS Contract: MARKET	3156.22	3156.22
		EXAGRID 1YR SUP MNT 10TB SN#MH6205001 EFFECTIVE 10/07/11-02/09/12		
Subtotal		11,728.09		
Freight		.00		
Sales Tax		.00		
Total		11,728.09		

=====

Ship To:	Bill To:
INGHAM COUNTY	JEFF VANDERSCHAFF
121 E MAPLE ST	121 E MAPLE ST
JEFF VANDERSCHAFF	INGHAM COUNTY
MASON MI 48854-1655	MASON MI 48854-1655

=====

RESOLUTION STAFF REVIEW

DATE January 13, 2011

Agenda Item Title: Resolution to Approve Entering into an Agreement with CDW-G for Migration to the Microsoft Exchange Email Software

Submitted by: MIS Department

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

Summary of Proposed Action:

The resolution would authorize the purchase of Microsoft E-mail Software from CDW-G for a one-time cost of approximately \$120,000. This would replace the current Novell Group Wise email system which is over 10 years old and is no longer a viable system.

Financial Implications:

Funding is included in the County's 2011 Network Account.

Other Implications:

None.

Staff Recommendation: MAL X JLN __ TL __ TM __ JC __
Staff recommends approval of the resolution.

Ingham County Management Information Services
Tom Shewchuk, Director - Email: tshewchuk@ingham.org

121 E. Maple Street, Mason, MI 48854
Phone: (517) 676-7373 FAX: (517) 676-7396

To: Board of Commissioners
From: Tom Shewchuk
Date: January 6, 2011
Re: Novell GroupWise to Microsoft Exchange Migration Resolution

Dear Commissioners,

MIS is recommending Ingham County migrate from our current Novell GroupWise email system to a Microsoft Exchange email system. Following are the reasons why:

- Novell GroupWise has been in place for over 10 years in Ingham County. Support from Novell will be discontinued in the near future which means no new versions of the software are being developed and if we have a problem Novell is not required to support or fix the problem.
- Over the years Novell has lost significant market share and is no longer a viable competitor to today's popular email systems such as Microsoft Exchange, Google Mail and IBM Lotus Notes.
- Ingham County is required to pay an annual maintenance fee for using our GroupWise email system. This fee is based on the amount of email mailboxes the County utilizes and our fee for 2010/2011 was \$32,435.76. Our pricing was based on the State of Michigan contract which has expired because the state is also moving to Exchange (the state is near completion on their migration). In the future Novell is not limited to a specific discount and I am confident the annual fee will only go higher.

MIS researched the most popular email systems and determined it would be most cost effective to migrate to Microsoft Exchange on the Ingham County network at an estimated total cost of \$119,927.05. This approach will eliminate the need for annual re-occurring costs and in the long-term (2-3 years) be less costly for Ingham County. The other viable options were hosted solutions where the county's email would run on a server located at Google or Microsoft. Google's price was \$50.00 per mailbox per year or \$70,000 (\$50 x 1400) and Microsoft's solution was \$37.00 per mailbox per year or \$51,800 (\$37 X 1400). The disadvantages to these solutions are the annual re-occurring costs, the county's information would be located outside the county network on a Google or Microsoft server, and there would be migration fees up-and-above the annual fees to integrate Google into the Ingham County network.

Microsoft is an industry leader with over 50% of the industries market share for email applications. It is the most cost effective solution of the viable email solutions. It is widely compatible with most, if not all of our applications, which allows for more efficient operations. Most of the new applications being developed and deployed in Ingham County are compatible with Exchange, not Novell. Departments and users have been requesting Exchange for their new applications such as the Electronics Medical Records application for the Health Department, mobile support for Blackberry, iPhones, and Google phones, desktop faxing, etc... MIS' application and software development platform is based on Microsoft and because of Microsoft's popularity it will reduce costs in cases where we have to integrate email, such as Imaging.

Thank you in advance for your consideration. Please 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 ENTERING INTO AN AGREEMENT WITH CDW-G FOR
MIGRATION TO THE MICROSOFT EXCHANGE EMAIL SOFTWARE**

WHEREAS, Ingham County has been utilizing the Novell GroupWise email software for over 10 years; and

WHEREAS, GroupWise is approaching end-of-life, our current version is no longer being developed and will no longer be supported, and is in need of replacement; and

WHEREAS, Management Information Services (MIS) researched multiple solutions to replace GroupWise and recommends migrating from GroupWise to Microsoft Exchange; and

WHEREAS, Microsoft Exchange is one of the most widely utilized email systems, it integrates into a majority of our current systems (many of which are Microsoft), and it gives MIS the ability to provide our users with many of the state-of-the-art tools that will lead to greater efficiency and productivity; and

WHEREAS, the total cost of the hardware, software and installation for this upgrade is \$119,927.05 and a 5% contingency of \$5996.35, is recommended due the complexity and scope of this project.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of Microsoft Exchange from the government co-operative CDW-G contract (U.S. General Services Administration Contract, contract number GS-35F-0195J) in the amount of \$119,927.05.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Network Fund (245-25810-932030).

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.



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800-808-4239

SALES QUOTATION

ACCOUNT NO	DATE
VXS5258	6143532 11/08/2010

STEVE WALTERS
B 121 E MAPLE ST
L INGHAM COUNTY
T MASON, MI 48854-1655
O

INGHAM COUNTY
S 121 E MAPLE ST
P
MASON, MI 48854-1655
T Contact: STEVE WALTERS 517-676-7373
O

Customer Phone # 5176767360

Customer P.O. # QUBST GW MIGRATION F/EXCH

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
SEAN BERGQUIST 877-325-3701	ELECTRONIC DISTRIB	Request Terms	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1,400	1027453	QUBST GW MIG F/EXCH Mfg#: QUS-9923-11373 Contract: MARKET	19.76	27664.00
		SUBTOTAL		27664.00
		FREIGHT		.00
		SALES TAX		.00

TOTAL US Currency 27,664.00

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061
General Phone: 847-371-5000 Fax: 847-419-6200
Account Manager's Direct Fax: 312-705-8283

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

Total	27,664.00
FMV Lease Option	813.32/Month
Total	27,664.00
\$BO Lease Option	886.08/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact you Account Manager for details. Payment quoted subject to change. **

Why finance?

- * Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- * Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- * Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- * Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term. And choose to return or purchase the equipment at end of lease.
- * Bundle Costs. You can combine hardware, software, and services into a single transaction! Which means you can pay for your software licenses over time. We know your challenges and understand the need for flexibility.

General Terms and Conditions:

**This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.



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SALES QUOTATION

QUOTE NO.	ACCOUNT NO	DATE
VSW6729	6143532	10/12/2010

STEVE WALTERS
121 N MAPLE ST
INGHAM COUNTY
MASON, MI 48854-1655

INGHAM COUNTY
121 N MAPLE ST
STEVE WALTERS
MASON, MI 48854-1655
Contact: STEVE WALTERS 517-676-7373

Customer Phone # 5176767360

Customer P.O. # MICROSOFT EXCH QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
SEAN BERGQUIST 877-325-3701	ELECTRONIC DISTRIB	Request Terms	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1,400	1918312	MS SLD EXCH STD DCAL 2010 Mfg#: MLD-381-04224 Contract: MARKET	45.48	63672.00
1	1918315	MS SLD EXCH SRV ENT 2010 Mfg#: MLD-395-04385 Contract: MARKET	2706.05	2706.05
SUBTOTAL				66378.05
FREIGHT				.00
SALES TAX				.00

TOTAL US Currency 66,378.05

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061
General Phone: 847-371-5000 Fax: 847-419-6200
Account Manager's Direct Fax: 312-705-8283

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

Total	66,378.05
FMV Lease Option	1,951.51/Month
Total	66,378.05
\$BO Lease Option	2,119.45/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact you Account Manager for details. Payment quoted subject to change. **

Why finance?

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- * Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- * Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- * Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term. And choose to return or purchase the equipment at end of lease.
- * Bundle Costs. You can combine hardware, software, and services into a single transaction! Which means you can pay for your software licenses over time. We know your challenges and understand the need for flexibility.

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**This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

RESOLUTION STAFF REVIEW

DATE January 13, 2011

Agenda Item Title: Amendment No. 1 to the Ingham County Section 125 Amended and Restated Flexible Benefit Plan

Submitted by: Financial Services Department

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

Summary of Proposed Action:

IRS code Section 125 allows employees to make health related payments on a pre-tax basis. The resolution would formally adopt the county's existing plan and detail amendments to bring us into compliance with all new Federal and State regulations.

Financial Implications:

None.

Other Implications:

None.

Staff Recommendation: MAL X JLN ____ TL ____ TM ____ JC ____

Staff recommends approval of the resolution.

INGHAM COUNTY
Financial Services Department

Jill Rhode, Director

P.O. Box 319 ● Mason, MI. 48854 ● Phone: (517) 676-7328 ● Fax: (517) 676-7337

TO: Ingham County Board of Commissioner
FROM: Jill Rhode, Director of Financial Services
RE: Section 125 Plan Amendment
DATE: January 3, 2011

The IRS code Section 125 allows employees to make health care related payments on a pre-tax basis. The employer is required to have a plan formal plan in place. The County has had a plan in place for many years.

These plans should be reviewed periodically to determine that they are in full compliance with all Federal and State regulations. With the recent changes in health care regulations and changes with some of our voluntary benefit vendors, we determined it was time to review and revise our existing plan.

Attached is a revised Section 125 Flexible Benefit plan along with an amendment prepared by Fraser Trebilcock, Davis & Dunlap. Also attached is a resolution affirming the plan and the amendment.

This is just a revision and formalization to our existing plan. Other than the changes needed due to the health care reform, there are no material changes to this plan or to our employees benefits.

If you have questions or wish to discuss, please contact me.

Agenda Item 10

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN AMENDMENT AND RESTATEMENT OF INGHAM COUNTY'S SECTION 125 FLEXIBLE BENEFIT PLAN

WHEREAS, the County Administration has determined that the County's Section 125 Flexible Benefit Plans needs to be amended.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby adopts the Ingham County Section 125 Amended and Restated Flexible Benefit Plan (Plan) effective January 1, 2011.

BE IT FURTHER RESOLVED, that Ingham County's adoption of Amendment No 1 to the Ingham County Section 125 Amended and Restated Flexible Benefit Plan effective January 1, 2011 is affirmed and ratified.

BE IT FURTHER RESOLVED, that the action of the Controller/Administrator necessary to adopt the Plan and Amendment on behalf of Ingham County are hereby affirmed and ratified.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to take further action on behalf of Ingham County that are necessary to execute any future amendments to or restatement of the Plan and that such amendment or restatement will be adopted by Ingham County without need for further Resolution or Board of Commissioners approval.

**AMENDMENT NO. 1 TO THE INGHAM COUNTY
SECTION 125 AMENDED AND RESTATED FLEXIBLE BENEFIT PLAN**

Amendment No. 1 to the Ingham County Section 125 Amended and Restated Flexible Benefit Plan (the "Plan") is made this _____ day of _____, 2011

1. Section 1.9 of the Plan is amended in its entirety, effective January 1, 2011, to read as follows:

1.9 "Dependent" generally means a Participant's Spouse and any person who is a dependent of the Participant within the meaning of Code section 152, as modified by Code section 105(b) and section 106 and the regulations and other authority thereunder. Effective January 1, 2011, the definition of "Dependent" for purposes of Section 1.45 and Article 7 is expanded to include an adult child until the end of the month in which the child turns 26 years of age. However, for plan years beginning before January 1, 2014, coverage for Dependent children shall not be made available to an adult child who is eligible to enroll in an eligible employer-sponsored health plan (as defined in Code section 5000A(f)(2)) other than a group health plan of a parent for as long as this Plan is deemed a Grandfathered Plan. A "child" for this purpose is defined as a son, daughter, stepson, stepdaughter, or eligible foster child of the Participant as defined in Code section 152(f)(1). The definition of "child" for this purpose shall not include a child of the Participant's child. For purposes of Sections 1.11 and 1.12 and Article 6, "Dependent" means any individual who is either a dependent of the Participant (who is a qualifying child within the meaning of Code section 152) who is under the age of 13, or a Participant's spouse or dependent (as defined in Code section 152, determined without regard to subsections (b)(1), (b)(2), and (d)(1)(B)) who is physically or mentally incapable of caring for himself or herself and has the same principal place of abode as the Participant for more than one-half of such taxable year. In circumstances of divorced or legally separated parents (or parents who live apart at all times during the last six months of the calendar year), a child as provided above and in Code section 152(e) and section 21(e)(5) will be the "Dependent" of the parent having custody for the greater portion of the calendar year. It is the intent of this provision to comply with the provisions of ERISA Section 609(c). Notwithstanding the foregoing, the Plan will provide benefits in accordance with the applicable requirements of any QMCSO, even if the child does not meet the definition of "Dependent."

2. Section 1.21A of the Plan is added in its entirety, effective immediately, to read as follows:

1.21A "Grandfathered Plan" means a group health plan or health insurance coverage which had an individual enrolled in it on March 23, 2010 (and for as long as it maintains that status under the PPACA and its implementing regulations).

3. Section 1.38A of the Plan is added in its entirety, effective immediately, to read as follows:

1.38A "PPACA" means the Patient Protection and Affordable Care Act of 2010, as amended by the Health Care and Education Reconciliation Act of 2010, and as may be further amended from time to time. References in the Plan to any PPACA section shall include any comparable or succeeding provisions of any legislation which amends, supplements, or replaces the section.

4. Section 1.45 of the Plan is amended in its entirety, effective January 1, 2011, to read as follows:

1.45 “Qualifying Medical Care Expenses” for:

(a) General-Purpose Medical Expense Reimbursement benefits, means expenses incurred by a Participant, or by the Spouse or Dependent of the Participant, for medical care as defined in Code section 213(d), but only to the extent that the Participant or other persons incurring the expense are not reimbursed for the expense through insurance or otherwise. If only a portion of the Medical Care Expense has been reimbursed elsewhere, the Plan may reimburse the remaining portion of the expense if it otherwise meets this definition. Furthermore, a Participant may not be reimbursed for “qualified long-term care services” as defined in Code section 7702B(c). With the exception of advance payments for orthodontia, Qualifying Medical Care Expenses are incurred at the time the services to which the expense relates are rendered, regardless of when the Participant is charged for the services. Effective for taxable years beginning on or after January 1, 2011, Qualifying Medical Care Expenses shall include expenses incurred for a medicine or a drug only if such medicine or drug is a prescribed drug (determined without regard to whether such drug is available without a prescription) or is insulin;

(b) Limited-Purpose Medical Expense Reimbursement benefits, means the expenses described in Section 1.45(a), but are limited to coverage expenses for vision care, dental care, or preventive care (as defined in Code section 223(c)) only;

(c) Post-Deductible Medical Expense Reimbursement benefits, means the expenses described in Section 1.45(a), but are limited to expenses for services incurred after the Medical Expense Reimbursement Plan deductible has been met.

5. Section 9.4A of the Plan is added in its entirety, effective January 1, 2011, to read as follows:

9.4A PPACA Special Enrollment. Currently, under Treas. Reg. §1.125-4(c), a cafeteria plan may only permit an employee to revoke an election during a period of coverage and to make a new election in limited circumstances. This regulation currently does not permit election changes for adult children who become eligible for a group health plan or group health insurance coverage under the PPACA or individuals who become eligible for benefits not subject to a lifetime limit on the dollar value of all benefits under the PPACA. However, it is the intent of the IRS and the Treasury to amend Treas. Reg. §1.125-4(c) to include the change in status events described in the PPACA and this Section. Once the IRS and/or Treasury make this change, this Plan will allow a mid-year election to conform with the following PPACA special enrollment rights:

Effective the first day of the first plan year beginning on or after September 23, 2010, the PPACA and its implementing regulations provide a 30-day special enrollment right for (1) any child (i) whose coverage ended, or who was denied coverage (or was not eligible for coverage) under a group health plan or group health insurance coverage because, under the terms of the plan or coverage, the availability of dependent coverage of children ended before the attainment of age 26; and (ii) who becomes eligible (or is required to become eligible) for coverage under a group health plan or group health insurance coverage on the first day of the first plan year beginning on or after September 23, 2010; and (2) any individual (i) whose coverage or benefits under a group health plan or group health insurance coverage ended by reason of reaching a lifetime limit on the dollar value of all benefits for any individual; and (ii) who becomes eligible (or is required to become eligible) for benefits not subject to a lifetime limit on the dollar value of all benefits under the group health plan or group health insurance coverage on the first day of the first plan year beginning on or after September 23, 2010. This Section only applies to group health plan coverage covering two or more Employees within the Component Benefit Programs.

This Section does not apply to retiree-only plans, limited-scope vision or limited-scope dental plans, accident or disability plans, life insurance, health flexible spending accounts, or other Component Benefit Programs that qualify as "excepted benefits," as defined in Treasury Regulation section 54.9831-1(c).

6. Section 14.21A of the Plan is added in its entirety, effective immediately, to read as follows:

14.21A Patient Protection and Affordable Care Act of 2010 (PPACA). Notwithstanding any provision of this Plan to the contrary, in the event any benefit under this Plan becomes subject to the requirements of PPACA, this Plan shall be operated in accordance with PPACA and any regulations thereunder.

Executed on the date first written above.

INGHAM COUNTY

By: _____
Mary Lannoye, Controller - Administrator

Amendment No. 1 to the
Ingham County
Section 125 Amended and Restated Flexible Benefit Plan
Drafted By:

Elizabeth H. Latchana, Esq.
Fraser Trebilcock Davis & Dunlap, P.C.
124 West Allegan, Suite 1000
Lansing, Michigan 48933
(517) 482-5800

RESOLUTION STAFF REVIEW DATE January 5, 2011

Agenda Item Title: Resolution Authorizing an Extension of the Contract Between Republics/Allied Waste Services of Western Michigan and Ingham County for Dumpster Service at all Ingham County Parks

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE____, JD____, HS____, CS_ X_, Finance X_

Summary of Proposed Action:

The current contract with Allied Waste Services of Western Michigan for dumpster service for all Ingham County Parks was approved by Resolution #09-007 and included an option to extend the term of the Agreement for three years upon written consent by both the County and Allied Waste Services.

The Parks Department is satisfied with the services and pricing provided by Allied Waste Services and desires to exercise its option to extend the contract for an additional year. Republic/Allied Waste Services has provided a written proposal to the County to extend the contract through December 31, 2011 at an annual cost not to exceed \$16,486. The 2010 annual cost for this contract was \$16,533.

The Purchasing Department supports the extension of this contract. This resolution will run concurrent with the January 24th Parks & Recreation Commission meeting.

This resolution authorizes the one-year contract extension with Republic/Allied of Western Michigan through December 31, 2011 for dumpster service at all Ingham County Parks in an amount not to exceed \$16,486.

Financial Implications:

This resolution authorizes the extension of the original contract through December 31, 2011, with an option to renew the contract through December 31, 2012 provided however, the Contractor's costs do not increase more than 1% over 2011 costs.

Other Implications:

Staff Recommendation: MAL X JLN ____ TL ____ TM ____ JC ____
Staff recommends approval of the resolution.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN EXTENSION OF THE CONTRACT BETWEEN
REPUBLICS/ALLIED WASTE SERVICES OF WESTERN MICHIGAN AND INGHAM COUNTY
FOR DUMPSTER SERVICE AT ALL INGHAM COUNTY PARKS**

WHEREAS, the current contract with Allied Waste Services of Western Michigan for dumpster service for all Ingham County Parks was approved by Resolution #09-007 and included an option to extend the term of the Agreement for three years upon written consent by both the County and Allied Waste Services; and

WHEREAS, the Parks Department is satisfied with the services and pricing provided by Allied Waste Services and desires to exercise its option to extend the contract for an additional year; and

WHEREAS, Republic/Allied Waste Services has provided a written proposal to the County to extend the contract through December 31, 2011, at an annual cost not to exceed \$16,486; and

WHEREAS, the 2010 annual cost for this contract was \$16,533; and

WHEREAS, the Purchasing Department supports the extension of this contract; and

WHEREAS, the Parks & Recreation Commission recommends that the Board of Commissioners approve the contract extension.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the one-year contract extension with Republic/Allied of Western Michigan through December 31, 2011 for dumpster service at all Ingham County Parks in an amount not to exceed \$16,486.

BE IT FURTHER RESOLVED, that upon the mutual written consent of both the County and Contractor, the Board of Commissioners also approves extending the contract with Allied Waste Services for an additional year to December 31, 2012, provided however, the Contractor's costs do not increase more than 1% over 2011 costs.

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

RESOLUTION STAFF REVIEW

DATE

January 5, 2011

Agenda Item Title:

Resolution Authorizing a Contract with the Dr. Pepper/Snapple Group for Vending Machine Service at All Ingham County Parks

Submitted by:

Ingham County Parks & Recreation Commission

Committees:

LE____, JD____, HS____, CS_ X_, Finance _ X_

Summary of Proposed Action:

The current contract with the Dr. Pepper Snapple Group expires on March 31, 2011. The Ingham County Purchasing Department solicited Requests for Proposals (RFP) inviting proposals for vending machine service for the Ingham County Parks system from qualified companies pursuant to County guidelines. The bids were reviewed by the Ingham County Purchasing and Parks Department, and both were in agreement that the Dr. Pepper Snapple Group met all specifications and requirements.

The Purchasing Department recommends the proposal submitted by the Dr. Pepper Snapple Group of Grand Ledge, Michigan be accepted. This resolution will run concurrent with the Parks & Recreation Commission at their January 24, 2010 Commission meeting.

Financial Implications:

None.

Other Implications:

Staff Recommendation: MAL_ X_ JLN ___ TL ___ TM___ JC ___

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

MEMORANDUM

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: January 6, 2011

SUBJECT: Proposal Summary – Vending Machines Services

Project Description:

This project involved soliciting proposals from qualified and experienced vendors interested in entering into a three-contract with the County to provide beverage vending machines and product at three county parks: Burchfield Park, Lake Lansing Park, and Hawk Island Park. Inclusive of the RFP was to evaluate as many different options with respect to the placement of the vending machines, including, but not limited to, sponsoring options (e.g. banners, field signage, etc.), promotional incentives, advertisements, and commission/rebate options.

Proposal Summary:

Vendors contacted: 6 Local: 2
 Vendors responding: 3 Local: 1

Company Name	Proposal	Local
Dr. Pepper/Snapple Group	40% commission on all product priced @ \$1.25; no extra delivery fees for concession sales	N, Grand Ledge
Coca-Cola Refreshments	30% commission on carbonated drinks; 20% commission on non-carbonated beverages; 10 case minimum order or \$15 delivery fee added for concession sales.	N, Lansing (Eaton)
Federal Beverage, Inc.	20% commission on all product priced @ \$1.25; 25% commission on all product priced @ \$1.35	Y, Lansing
Canteen Services	Late - proposal was rejected.	N, Lansing (Clinton)
BH Vending	No proposal submitted.	Y, Williamston

Recommendation:

The Evaluation Committee recommends awarding a three-year contract to Dr. Pepper/Snapple Group according to its proposal dated December 12, 2010. This recommendation is based primarily on Dr. Pepper proposing the most financially advantageous proposal to the County. Dr. Pepper will also provide and place all equipment and vending machines, repair and maintain the equipment and machines based on need or predetermined service intervals during the term of the 3-year agreement.

Advertisement:

The RFP was advertised in the Lansing State Journal, El Central and posted on the Purchasing Department's Web Page.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH THE DR. PEPPER/SNAPPLE GROUP
FOR VENDING MACHINE SERVICE AT ALL
INGHAM COUNTY PARKS**

WHEREAS, the current contract with the Dr. Pepper Snapple Group expires on March 31, 2011; and

WHEREAS, the Ingham County Purchasing Department solicited Requests for Proposals (RFP) inviting proposals for vending machine service for the Ingham County Parks system from qualified companies pursuant to County guidelines; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Parks Department, and were in agreement that the Dr. Pepper Snapple Group met all specifications and requirements; and

WHEREAS, the Purchasing Department recommends the proposal submitted by the Dr. Pepper Snapple Group of Grand Ledge, Michigan be accepted; and

WHEREAS, the Parks & Recreation Commission supported this resolution at their January 24, 2011 Commission meeting.

BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the Dr. Pepper Snapple Group of Grand Ledge, Michigan for vending machines for the Ingham County Parks Department.

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

RESOLUTION STAFF REVIEW **DATE** January 5, 2010

Agenda Item Title: Resolution to Amend the 2010 Potter Park Zoo Master Plan

Submitted by: Ingham County Parks & Recreation Commission

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

Summary of Proposed Action:

In 2010 the Board of Commissioners passed Resolution #10-037 adopting a new Potter Park Zoo Master Plan. The new plan is laid out by world regions with a new area focused on North American. The master plan lists current projects as; the Rhinoceros exhibit, Meerkat exhibit and Eagle owl exhibit. The Eagle owl exhibit was completed in 2010 and the Rhinoceros exhibit will be completed in 2011.

In 2010, \$58,000 of the \$100,000 of funding planned for the Meerkat exhibit renovation was transferred to the Rhinoceros exhibit. This leaves a balance of \$42,000 in the Meerkat exhibit which is insufficient to complete a renovation, without a significant fund raising campaign. In the new master plan the Meerkat exhibit is located in a new location. During the course of implementing the zoo master plan, constructing a new Meerkat exhibit which will be located in the Lake Tanganyika region, should be done when that region of the zoo is embarked upon.

In 2011 the Potter Park Zoological Society will start a capital campaign that will concurrently seek financial support for phase one, Michigan Great Lakes, as well as phase two, the Animal Health Care and Teaching Facility. The Zoo Board and Parks & Recreation Commission supported the amendment of the Potter Park Zoo Master Plan at their December 2010 meetings.

This resolution authorizes the removal of the Meerkat exhibit from the Potter Park Zoo approved 2010 CIP project list and approves the amendment of the 2010 Potter Park Zoo Master Plan to reflect this change.

Financial Implications:

None.

Other Implications:

The goals and objectives for 2010 through 2030, as stated in the amended 2010 Master Plan, shall be construed as desirable goals only with no implied commitment on the part of the Board of Commissioners to fund any particular recommendation contained therein.

Staff Recommendation: MAL X JLN ____, TL ____, TM ____, JC ____,

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE 2010 POTTER PARK ZOO MASTER PLAN

WHEREAS, in 2010 the Ingham County Board of Commissioners passed Resolution #10-037 adopting a new Potter Park Zoo Master Plan; and

WHEREAS, the new plan is laid out by world regions with a new area focused on North America; and

WHEREAS, the master plan lists current projects as; the Rhinoceros Exhibit, Meerkat Exhibit and Eagle Owl Exhibit; and

WHEREAS, the Eagle Owl Exhibit was completed in 2010 and the Rhinoceros Exhibit will be completed in 2011; and

WHEREAS, in 2010, \$58,000 of the \$100,000 of funding planned for the Meerkat Exhibit renovation was transferred to the Rhinoceros Exhibit; and

WHEREAS, this leaves a balance of \$42,000 in the Meerkat Exhibit which is insufficient to complete a renovation, without a significant fund raising campaign; and

WHEREAS, in the new master plan the Meerkat Exhibit is located in a new location; and

WHEREAS, during the course of implementing the zoo master plan, constructing a new Meerkat Exhibit which will be located in the Lake Tanganyika region, should be done when that region of the zoo is embarked upon; and

WHEREAS, in 2011 the Potter Park Zoological Society will start a capital campaign that will concurrently seek financial support for phase one, Michigan Great Lakes, as well as phase two, the Animal Health Care and Teaching Facility; and

WHEREAS, the Zoo Board and Parks & Recreation Commission supported the amendment of the Potter Park Zoo Master Plan at their December 2010 meetings.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the removal of the Meerkat exhibit from the Potter Park Zoo approved 2010 CIP project list and approves the amendment of the 2010 Potter Park Zoo Master Plan to reflect this change.

BE IT FURTHER RESOLVED, that the goals and objectives for 2010 through 2030, as stated in the amended 2010 Master Plan, shall be construed as desirable goals only with no implied commitment on the part of the Board of Commissioners to fund any particular recommendation contained therein.

RESOLUTION STAFF REVIEW

DATE January 13, 2011

Agenda Item Title: Resolution Authorizing the Human Resources Department to Contract with the Ingham County Road Commission to Provide Limited Human Resources Services

Submitted by: Human Resources Department

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

Summary of Proposed Action:

The services would be provided by existing Human Resources staff. The services would be billed to the Road Commission on a time and materials basis, including an administrative fee, actual hourly staff wages and fringes, and other incidentals. Examples of services to be provided include hiring, job evaluation, reclassification requests, compensation, and policies and procedures.

Financial Implications:

The Human Resources Department will perform this work with existing staff. Therefore this contract will result in additional general fund revenue with no additional cost.

Other Implications:

None.

Staff Recommendation: MAL X JLN ____ TL ____ TM ____ JC ____

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE HUMAN RESOURCES DEPARTMENT TO CONTRACT
WITH THE INGHAM COUNTY ROAD COMMISSION TO PROVIDE LIMITED HUMAN
RESOURCES SERVICES**

WHEREAS, the Ingham County Road Commission has recently reviewed and evaluated their organizational personnel functions; and

WHEREAS, the Ingham County Road Commission is interested in contracting with the Ingham County Human Resources Department to provide certain limited human resource services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract between the County and the Ingham County Road Commission for human resource services from February 11, 2011 through December 31, 2011, to be renewed automatically each year on an annual basis, thereafter as long as the two entities agree to maintain the contractual services.

BE IT FURTHER RESOLVED, that services shall be provided by existing Human Resources Staff and billed to the Ingham County Road Commission on a time and materials basis including an administrative service fee; actual hourly staff wages and fringes; and other incidentals such as mileage, phones, supplies and equipment.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary contract documents subject to the approval as to form by the County Attorney.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION DESIGNATING JANUARY 27, 2011 AS "INTERNATIONAL HOLOCAUST
REMEMBRANCE DAY" IN INGHAM COUNTY**

WHEREAS, the Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945; and

WHEREAS, the Holocaust involved the genocide of millions of innocent Jewish men, women, and children and other minorities throughout Europe; there was an enormity of suffering inflicted on the many survivors through mistreatment, brutalization, violence, torture, slave labor, involuntary medical experimentation, death marches, and numerous other acts of cruelty that have come to be known as "crimes against humanity"; and

WHEREAS, January 27 marks the anniversary of the liberation of Auschwitz-Birkenau, the largest Nazi death camp; and

WHEREAS, in 2005, the United Nations General Assembly designated this day as International Holocaust Remembrance Day (IHRD), an annual day of commemoration to honor the victims of the Nazi era; and

WHEREAS, the Ingham County Board of Commissioners and citizens of Ingham County recognize that the horrors of the Holocaust should never be forgotten; and

WHEREAS, in the past 65 years, the Holocaust has provided the people of the world with a critical lesson in the importance of compassion, caring, and kindness and has served as a reminder of the dangers inherent in bigotry, racism, and intolerance in the world; and

WHEREAS, the Board of Commissioners wishes to honor the memory of all who lost their lives and all who have and continue to suffer as a result of the Holocaust.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby designates January 27, 2011 as "International Holocaust Remembrance Day" in Ingham County and encourages the citizens of Ingham County to commemorate the occasion through reflection, acts of compassionate caring, and learning about the terrible consequences and lessons of the Holocaust.



DEPARTMENT OF HEALTH & HUMAN SERVICES

AGENDA ITEM # 14

Office of Inspector General
Office of Audit Services

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

DEC 03 2010

CIN A-05-11-14002

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

Dear Board Members:

We have completed our initial review of the audit report on the County for the period January 1, 2009 through December 31, 2009. Based on our initial review, we believe the audit, performed by REHMANN ROBSON, Certified Public Accountants, met Federal audit requirements.

For your convenience, the findings and recommendations are summarized in Attachment A and identified by Federal department responsible for resolution.

There were no findings associated with this report that were identified for formal resolution action by the Department of Health and Human Services (HHS).

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

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

Sincerely,

Patrick J. Cogley
Regional Inspector General for Audit Services

Attachment

RECEIVED

DEC 06 2010

<i>Recommendation Codes</i>	<i>Page</i>	<i>Amount</i>	<i>Resolution Agency</i>	<i>Recommendations</i>
Single Audit Act Compliance				
	11-12	N/A	Pass-Through Agency	2009-1, 2008-02. Allocation of Certification of Payroll Expenditures.
	11-12	N/A	Agriculture	2009-1.
Management Letter				
	5	N/A	Footnote A	W-9 and 1099 Documentation.
	6	N/A	Footnote A	Special Assessment Adjusting Entries.
	6	N/A	Footnote A	Cash Disbursement/Accounts Payable Process.
#	#	#	#	Footnote A: These findings and related recommendations have not been identified for formal Federal resolution by HHS. Appropriate corrective action should be taken by Ingham County Michigan, as recommended by the auditors. This action could involve necessary financial adjustments to Federal program accounts and reports.