

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, JUNE 8, 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 [May 18, 2011 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Resolution to Approve an Extended [Police Services](#) Agreement with the Village of Webberville Covering the Period of July 1, 2011 Through June 30, 2012
  - b. Resolution Authorizing the Establishment of a [Fee](#) to Issue a Certificate of Registration for a Precious Metal and Gem Dealer License
2. Drain Commissioner - Resolution Pledging Full Faith and Credit for the Prompt Repayment of Principal and Interest on the [Kalamink](#) Consolidated Drain Drainage District Bonds, Series 2011
3. Register of Deeds
  - a. Resolution to Contract with [Legal Aid](#) of Central Michigan to Take Client Referrals from the Ingham County Register of Deeds and the Ingham County Treasurer
  - b. Resolution to Authorize the Purchase of a New Record Management [Software](#) System for the Register of Deeds Office
4. Treasurer - Resolution to Authorize Service Contracts for the Purpose of Conducting [Title Searches](#)
5. Fair Board - Resolution Amending Resolution #11-067 to Increase a Part-Time Temporary Position at the Ingham County [Fairgrounds](#) to Full-Time Temporary

6. Health Department
  - a. Resolution to Create a Combined Well and Septic **Inspection Fee**
  - b. Resolution to Authorize **Amendment #2** to the 2010-2011 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
  - c. Resolution to Authorize an Amendment to and the Consolidation of the **Behavioral Health Services** Agreements between the Ingham County Health Department and the Community Mental Health Authority of Clinton, Eaton and Ingham Counties
7. Controller/Administrator's Office - Resolution to **Reorganize** Selected Central Services Positions and Waive the Hiring Freeze
8. Board Referral - Resolution from **Gratiot County** Board of Commissioners in Support of House Bill 4148, 4149 & 4150

Announcements  
Public Comment  
Adjournment

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

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

FINANCE COMMITTEE  
May 18, 2011  
Minutes

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

Members Absent: None

Others Present: Teri Morton, Jill Rhode, Willis Bennett, Tom Shewchuk, Shauna Dunnings, Jim Hudgins, Dean Sienko and others

The meeting was called to order by Chairperson Schor at 5:32 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the May 4, 2011 Minutes

The May 4, 2011 Minutes were approved as amended:

Page 5, Item 8, 3<sup>rd</sup> paragraph change P2 to Point of Sale.

Comm. Dougan asked that the **Point of Sale** Fees be separated for the final vote on the resolution.

Additions to the Agenda

12. Late – Resolution to Authorize the Transfer of funds from the Treasurer's Office to the Register of Deeds and to Authorize a Temporary Employee.

Limited Public Comment

None.

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

1. Prosecuting Attorney / Friend of the Court - Resolution Authorizing Approvals for Reimbursement Requests and Contract Submissions Within the Electronic Grant Administration Management System (EGrAMS) by the Friend of the Court and Prosecuting Attorney
2. Friend of the Court - Resolution to Amend the State Court Administrative Office Access and Visitation Grant Agreement
3. Community Corrections Advisory Board - Resolution to Authorize Entering Into a Memorandum of Understanding with the Michigan Association of Community Correction Advisory Boards (MACCAB) for Implementation of the Pretrial Risk Assessment Project to be Provided by Luminosity, Inc.

4. Circuit Court - Resolution to Approve the Purchase of Courtroom Technology from TeL Systems for the Circuit Court
5. Mid-South Substance Abuse Commission - Resolution Authorizing the Transfer of Funds to the Mid-South Substance Abuse Commission and a 2011 Contract for Accounting with Respect Thereto
6. Health Department - Resolution to Authorize Acceptance of the Mental Health Mini-Grant - Child & Adolescent Health Centers from the Michigan Department of Community Health and the Muskegon Area Intermediate School District
7. Farmland and Open Space Preservation Board - Resolution Authorizing Contracts with Yankee Appraisal Associates and Williams & Associates to Conduct Appraisals on Properties Approved for Purchase Through the Ingham County Farmland and Open Space Preservation Program
8. Parks & Recreation Commission
  - a. Resolution Authorizing a Return to the General Fund of Previously Approved Trail Budget Funding and a Budget Adjustment to the 2010 Lake Lansing Park–North Land Acquisition Project
  - c. Resolution Authorizing the Establishment of User Fees for the Disc Golf Course at Burchfield Park for 2011
10. Management Information Services
  - a. Resolution to Approve the Purchase of a Fiber Optic Connection to Healthy Smiles Clinic from Arialink
  - b. Resolution to Approve the Renewal of the Annual Maintenance for the Track-It Call Management Application from Numara Software Incorporated
  - c. Resolution to Approve the Renewal of the MUNIS Software Annual Support Agreement from Tyler Technologies

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

8. Parks & Recreation Commission
  - b. Resolution Authorizing a Return to the General Fund of Previously Approved Trail Budget Funding and Request for Funds to Construct a Snow Board Hill at Hawk Island Park

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING A RETURN TO THE GENERAL FUND OF PREVIOUSLY APPROVED TRAIL BUDGET FUNDING AND REQUEST FOR FUNDS TO CONSTRUCT A SNOW BOARD HILL AT HAWK ISLAND PARK.

Mr. Bennett stated that part of this resolution is returning capital improvement funds to the General Fund while retaining \$35,000 to construct a snow boarding hill. Mr. Bennett explained that there would be a cost savings because the snow boarding hill could be built into the tubing hill. This would be the first snow board hill located in this part of the country and the second located in a public park. Mr. Bennett said the snow board hill will generate revenue with a projected return on investment in about 3 years. Comm. Schor explained the return on the investment considers user fee money only, and does not include parking fees.

Comm. Nolan asked for a summary of the discussion at the County Services meeting. Comm. Schor highlighted that Comm. Vickers felt that the resolution was presented late with limited information, concern over the budget, and offered an amendment that the \$35,000 should be recouped from user fees to pay back the General Fund. The amendment did not pass. Comm. Schor stated he and Comm. Copedge would like time to consider the amendment. Comm. Vickers will likely be amending the resolution Tuesday on the Board Floor. Comm. Grebner pointed out that parks are for the good of the County, and are not intended to generate revenue. There was a discussion of various funds and user fees.

Comm. McGrain considered the upcoming budget process and asked for the projected revenue, fees and were capital improvements and maintenance costs accounted for. Mr. Bennett will provide Comm. McGrain with projected revenue and fees. He stated the capital improvements and maintenance costs were considered. Comm. Schor asked if the fees are included in the schedule. Mr. Bennett stated that the tubing hill fees were but the snow boarding fees are not.

Comm. Tsernoglou suggested collaboration with Michigan State University (MSU) with the potential for MSU having a snow boarding club and/or providing lessons. Mr. Bennett and Comm. Nolan agreed this was a good idea.

Comm. Nolan explained that companies have volunteered to donate or sell (at or below cost) various pieces of equipment and apprentices. The dirt will be donated with no cost for trucking.

(Board Chairperson Grebner arrived at 5:47 p.m.)

MOTION CARRIED UNANIMOUSLY.

9. Financial Services - Resolution for an Amendment and Restatement of Ingham County's Deferred Compensation Plan

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION FOR AN AMENDMENT AND RESTATEMENT OF INGHAM COUNTY'S DEFERRED COMPENSATION PLAN.

Comm. Dougan asked Ms. Rhode if there was anything to be aware of. Ms. Rhode explained that this was updated to the current laws, and will be reviewed more often. Comm. Dougan expressed his concern on how RFP's were written in the past and that there are only two providers offered. He suggested using Jackson National Life as a third provider because they are a local company. Comm. Nolan stated she would like a third option as well. Ms. Rhode stated she has not had an employee ask for another choice but is willing to consider a third provider. Comm. Dougan will get information from Jackson National Life for Ms. Rhode.

Comm. Bahar-Cook asked what the updates are. Ms. Rhode explained that a qualified benefits attorney prepared the plan further stating the updates include IRS rules and limits, a catch-up provision, and generic statements covering everything that is currently being done.

MOTION CARRIED UNANIMOUSLY.

11. Controller/Administrator's Office - Resolution Updating Various Fees for County Services

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES.

Comm. Dougan asked to divide the question by isolating the 6 Items under the Point of Sale Program from the remainder of the resolution. Chairperson Schor divided the question.

MOTION ON THE RESOLUTION EXCLUDING THE POINT OF SALE PROGRAM CARRIED UNANIMOUSLY.

MOTION ON THE POINT OF SALE PROGRAM CARRIED with Comm. Dougan voting "no".

12. Register of Deeds – Resolution to Authorize the Transfer of funds from the Treasurer's Office to the Register of Deeds and to Authorize a Temporary Employee.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO AUTHORIZE THE TRANSFER OF FUNDS FROM THE TREASURER'S OFFICE TO THE REGISTER OF DEEDS AND TO AUTHORIZE A TEMPORARY EMPLOYEE.

Ms. Morton updated the Committee that this was done last year and will likely be part of the budget next year. Comm. Schor stated by doing this last year it saved approximately \$20,000.

The Commissioners asked for more information on the impact of the recent scam, will the scam increase the need for more title searches, and why this is a seasonal position. Ms. Morton will email the answer to the Commissioners.

MOTION CARRIED UNANIMOUSLY.

Announcements

Comm. Bahar-Cook invited the Commissioners to Wine & Stein at the Potter Park Zoo tomorrow night at 6:00 p.m. She noted the event was for ages 21 and over.

Comm. Nolan attended the Women's Center of Lansing Annual Fund Raiser where they honored 10 women including Dr. Renee Canady. She noted Sherrill Freeborough won overall.

Public Comment

None.

The meeting adjourned at approximately 6:09 p.m.

Respectfully submitted,

Julie Buckmaster

## **JUNE 8, 2011 FINANCE AGENDA STAFF REVIEW SUMMARY**

### **RESOLUTION ACTION ITEMS:**

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

*1a. Sheriff's Office - Resolution to Approve an Extended Police Services Agreement with the Village of Webberville Covering the Period of July 1, 2011 through June 30, 2012*

This resolution authorizes a one year extension of the Law Enforcement Services Contract with the Village of Webberville. This is a continuation contract that will cover the time period beginning July 1, 2011 through June 30, 2012. See the attached memo.

*1b. Sheriff's Office - Resolution Authorizing the Establishment of a Fee to Issue a Certificate of Registration for a Precious Metal and Gem Dealer License*

This resolution authorizes the initial establishment of a fee in the amount of \$50 to issue a certificate of registration for a precious metal and gem dealer license. Under the Precious Metal and Gem Dealer Act, MCL 445.481 et seq., a dealer may not conduct business in a city, village or township without first obtaining a valid certificate of registration from that local governmental unit or local police agency. For purposes of this statute, the Ingham County Sheriff's Office is the local police agency for those townships that lack their own police department. The fee offsets the costs of conducting the background checks, obtaining thumbprints, and contacting Township officials as necessary prior to the issuance of the license. State law allows the collection of a fee not to exceed \$50. See the attached memo.

*2. Drain Commissioner - Resolution Pledging the Full Faith and Credit for the Prompt Repayment of Principal and Interest on the Kalamink Consolidated Drainage District Bonds, 2011*

The resolution would pledge the County's full faith and credit for \$2.4 million in bonds for the Kalamink Consolidated Drain Drainage District.

*3b. Register of Deeds - Resolution to Authorize the Purchase of a New Record Management Software System for the Register of Deeds Office*

This resolution would authorize a contract with Fidlar Acquisition to provide hardware, software, and related services for a new Land Records Management System for the Register of Deeds Office. Total cost of the contract is \$555,000, and includes \$191,000 in initial implementation costs as well as 4 years of maintenance costs at \$91,000 per year. The resolution also authorizes the purchase of \$25,189 of additional hardware to implement the system. Costs will be charged against the Register of Deeds Automation Fund. Fidlar Acquisition was not the low bid but the evaluation committee found that they offered the best value for money. Curtis Hertel has indicated that the new system will bring in approximately \$100,000 per year in additional general fund revenues.



*4. Treasurer - Resolution to Authorize Service Contracts for the Purpose of Conducting Title Searches*

This resolution would authorize contracts with two vendors for title searches. Approximately 1500 title searches will be performed by Freedom Abstract Company (700 searches @ \$80 per title), Escrow & Title (300 searches @ \$90 per title), and Register of Deeds temporary help (500 searches).

*5. Fair - Resolution Amending Resolution #11-067 to Increase a Part-Time Temporary Position at the Ingham County Fairgrounds to Full-Time Temporary*

The Fair Manager Job was posted and applications were received and reviewed by the Fair Board Executive Committee. The Committee chose seven candidates for an initial interview. A larger committee consisting of representatives of the Fair Board and the County Board of Commissioners interviewed the seven candidates. Three were given second interviews. At the conclusion of the interview process, it was the decision of the interview panel to postpone the hiring of a new Fair Manager until after the Fair in early August. Therefore, it is necessary to increase the hours of the current part-time temporary Fair Manger to 40 hours per week, in order to be fully prepared for the fair.

*6a. Health Department - Resolution to Create a Combined Well and Septic Inspection Fee*

This resolution establishes a combined well and septic inspection fee at \$1,125. This is \$220 less than the sum of the separate well and septic inspection fees which is \$1,345. This savings is realized because fewer trips to the building site are required. It is estimated that about two hours of time will be saved by combining the inspections and we would have charged \$220 for those two hours. This fee will be added to the list of fees reviewed as a part of the County's annual process next year.

*6b. Health Department - Resolution to Authorize Amendment #2 to the 2010-2011 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health*

This resolution authorizes Amendment #2 of the 2010-2011 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). Amendment #2 will decrease the budget for Comprehensive Local Health Services from \$5,208,361 to \$5,185,280 for a net decrease of \$23,081. The Amendment makes the following specific changes in the budget:

1. Immunizations - Reaching More Children & Adults, an increase of \$2,577 to \$23,477.
2. Public Health Emergency Response H1N1, a decrease of \$75,658 to \$49,828.
3. Funding for Dr. Sienko to act as Chief Medical Officer, \$30,000.
4. Funding to Support a Health Impact Assessment, \$12,000.
5. New Funding for a Home Visiting Program, \$8,000.

Please see the attached memorandum from the Health Department for further details.

*6c. Health Department - Resolution to Authorize an Amendment to and the Consolidation of the Behavioral Health Services Agreements between the Ingham County Health Department and the Community Mental Health Authority of Clinton, Eaton and Ingham Counties*

This resolution authorizes the amendment and consolidation of the Ingham County Health Department's (ICHHD) behavioral health services agreements with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH-CEI). The resolution will consolidate two separate existing Behavioral Health Services agreements into one agreement. Psychiatric consultation services will be added to the agreement for no more than \$30,000 per year. The entire agreement will not exceed \$270,000 per year. These services are funded through the Health Center Cluster grant. The agreement will remain in effect until terminated per the terms of the agreement.

*7. Controller/Administrator's Office - Resolution to Reorganize Selected Central Services Positions*

The resolution would eliminate the Administrative Assistant for the Deputy Controller and replace it with a part-time Facilities Assistant. This will save approximately \$33,600 in 2012.

**OTHER ACTION ITEM:**

*3a. Register of Deeds - Resolution to Contract with Legal Aid of Central Michigan to Take Client Referrals from Ingham County Register of Deeds and the Ingham County Treasurer*

This resolution would authorize a \$60,000 contract with Legal Aid of South Central Michigan to provide services to individuals in the County that may have illegally had their homes foreclosed by Mortgage Electronic Registration. The \$60,000 would be taken from the Delinquent Tax Revolving Fund (DTRF). The Controller's Office would like to take this opportunity to remind the Committee that the unreserved balance in the DTRF is always available to be transferred to the general fund.

**BOARD REFERRAL:**

*8. Resolution from Gratiot County Board of Commissioners in Support of House Bill 4148, 4149 & 4150*

**Agenda Item 1a**

**TO:** Law Enforcement and Finance Committees  
**FROM:** Allan C. Spyke, Undersheriff  
**DATE:** May 12, 2011  
**RE:** Webberville Contract

Attached is a proposed resolution for an extension of the Law Enforcement Services Contract with the Village of Webberville. This contract will cover the time period beginning July 1, 2011 through June 30, 2012.

The Sheriff Office has been providing police services to the Village of Webberville since 1994. Previous to that, the Village employed their own police department. The proposed contract calls for a continuation of the service presently provided by the Sheriff, which is 80 hours of police service per week. That service currently provides 7 days week coverage, with 10 hour shifts on 6 days and 2, 10 hour shifts on one day. An office is maintained in the Village of Webberville, identified as the Sheriff's Webberville Office and a Sheriff's fully marked patrol vehicle is permanently assigned to the Village.

There has been informal communication with governmental entities neighboring the Village of Webberville, regarding sharing the cost of police services. As of this date, there have been no formal discussions between the Village and any of the surrounding Communities. However, the Village has always expressed a willingness to meet with those who may want to partner for service. This is one of the reasons the Village wants to continue on with a one year service agreement.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN EXTENDED POLICE SERVICES AGREEMENT  
WITH THE VILLAGE OF WEBBERVILLE COVERING THE PERIOD OF  
JULY 1, 2011 THROUGH JUNE 30, 2012**

WHEREAS, the Ingham County Sheriff's Office and the Village of Webberville are interested in extending the current agreement for law enforcement services; and

WHEREAS, the Village of Webberville, Sheriff's Office and Controller/Administrator's Office have negotiated a draft agreement which covers a one year period, beginning July 1, 2011 and ending June 30, 2012; and

WHEREAS, the Village of Webberville has contracted with Ingham County for Police Services through the Sheriff's Office since 1994; and

WHEREAS, the Village of Webberville wishes to continue their contract which is 80 hours of guaranteed service per week for the upcoming fiscal year.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves a one year extension of the contract with the Village of Webberville for the period covering July 1, 2011 through June 30, 2012, for the sum of \$231,681.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustment in the Ingham County Sheriff's Office 2011 and 2012 Budget.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk and the Sheriff to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.

**Agenda Item 1b**

**TO:** Law Enforcement and Finance Committees

**FROM:** Allan C. Spyke, Undersheriff

**DATE:** May 12, 2011

**RE:** Resolution Authorizing The Establishment Of A Fee To Issue A Certificate Of Registration For A Precious Metal And Gem Dealer License

Attached is a proposed resolution to establish a fee in the amount of \$ 50 to issue a certificate of registration for a precious metal and gem dealer license. The Sheriff's Office for the first time has been approached by a dealer to obtain this permit.

Under the Precious Metal and Gem Dealer Act, MCL 445.481 et seq., a dealer may not conduct business in a city, village or township without first obtaining a valid certificate of registration from that local governmental unit or local police agency. For purposes of this statute, the Ingham County Sheriff's Office is the local police agency for those townships that lack their own police department

State law, allows for a Police Department - in this case the Ingham County Sheriff's Office, to take applications and issue a certificate of registration for a precious metal and gem dealer license.

The fee would offset the costs of conducting the background checks, obtaining thumbprints, and contacting Township officials as necessary prior to the issuance of the license. State law allows the collection of a fee not to exceed \$50.

This resolution would establish the initial fee and the Ingham County fee schedule would be amended to reflect this fee.

I recommend approval of this resolution.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A FEE TO ISSUE A CERTIFICATE OF REGISTRATION FOR A PRECIOUS METAL AND GEM DEALER LICENSE**

WHEREAS, under the Precious Metal and Gem Dealer Act, MCL 445.481 et seq., a dealer may not conduct business in a city, village or township without first obtaining a valid certificate of registration from that local governmental unit or local police agency; and

WHEREAS, for purposes of this statute, the Ingham County Sheriff's Office is the local Ingham County police agency for those townships that lack their own police department; and

WHEREAS, State law allows for the Ingham County Sheriff's Office to take applications and issue a certificate of registration for a precious metal and gem dealer license; and

WHEREAS, State law allows for the Ingham County Sheriff's Office to charge a fee for this purpose to offset the costs of the Sheriff's Office to conduct the background checks, obtaining thumbprints, and contacting Township officials.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the establishment of a fee to issue a certificate of registration for a precious metal and gem dealer license at a cost of \$50 as authorized by the Precious Metal and Gem Dealer Act, MCL 445.481 et seq.

BE IT FURTHER RESOLVED, that the Ingham County Fee Schedule is hereby amended to establish this fee effective the date of the passage of this resolution.

**Memo to County Services Committee and Finance Committee**

**From:** Patrick E. Lindemann, Ingham County Drain Commissioner

**Re:** Kalamink Consolidated Drain Maintenance and Improvement Project

May 23, 2011

I am requesting that the Board of Commissioners grant full faith and credit of the County for the bonds that will finance the Kalamink Consolidated Drain Maintenance and Improvement Project. Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for benefit of the project. For your information, the municipalities with benefit at-large for this Project include the Village of Webberville, the Townships of Leroy and White Oak, the Michigan Department of Transportation, and the County of Ingham. There are 993 properties within the Kalamink Consolidated Drain Maintenance and Improvement Project Special Assessment District.

The Kalamink Consolidated Drain Maintenance and Improvement Project results from a petition submitted by Leroy Township in October, 2010 to maintain and improve the Kalamink and Holland Drains, and to consolidate their two drainage districts into the Kalamink Consolidated Drain Drainage District. In November, 2010, the petition was found necessary by a statutory Board of Determination. The Project includes removal of sediment, removal of debris and vegetation, repair of pipe, replacement of four farm crossings, removal and resetting of a 72-inch culvert, and replacement of two other culverts with a box culvert.

The Project design engineering is complete, and the Project bids will be opened June 14, 2011. While I will not have a cost for the Project until the bids are opened and the total computation of cost is prepared, my consulting engineers and financial advisors are comfortable with the amount of \$2.4 million as a "not-to-exceed" figure. Project construction is expected to commence in August, 2011 and to be completed by June, 2012.

The Project bid documents contain contract requirements for nondiscrimination, prevailing wage, and a project labor agreement, all pursuant to my adopted policies and consistent with the Board of Commissioners' resolutions.

I plan on attending your Committee meetings on June 7<sup>th</sup> and June 8<sup>th</sup>, and the Board meeting on June 14<sup>th</sup> to answer questions. Thank you for consideration of my request.

It is an honor and privilege to serve the citizens of Ingham County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT FOR THE PROMPT PAYMENT OF PRINCIPAL AND INTEREST ON THE KALAMINK CONSOLIDATED DRAIN DRAINAGE DISTRICT BONDS, SERIES 2011**

RESOLUTION NO. \_\_\_\_\_

At a regular meeting of the Board of Commissioners, Ingham County, Michigan, held on the 14th day of June, 2011 at \_\_\_\_\_ o'clock, \_\_.m., in the \_\_\_\_\_, Mason, Michigan.

The meeting was called to order by Chairperson \_\_\_\_\_.

Present: Commissioners \_\_\_\_\_

\_\_\_\_\_

Absent: Commissioners \_\_\_\_\_

\_\_\_\_\_

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

WHEREAS, pursuant to the provisions of the Michigan Drain Code, Act 40 of the Public Acts of 1956, as amended ("Drain Code"), proceedings have been taken by the Ingham County Drain Commissioner for the construction, maintenance and improvement of the Kalamink Consolidated Drain ("Project") in the Kalamink Consolidated Drain Drainage District (the "Drainage District"); and

WHEREAS, the Drain Code authorizes the Board of Commissioners to adopt a resolution pledging the full faith and credit of the County for the prompt payment of the principal of and interest on bonds to be issued in respect to an intracounty drain pursuant to the Drain Code; and

WHEREAS, the Ingham County Drain Commissioner is expected to issue an order authorizing the issuance of such bonds (the "Bonds") to finance the costs of the Project, in anticipation of the collection of special assessments against property and public corporations in the Drainage District, such special assessments



to be duly confirmed by the Ingham County Drain Commissioner, and which special assessments and interest and investment income thereon shall be sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the Bonds will be designated “KALAMINK CONSOLIDATED DRAIN DRAINAGE DISTRICT BONDS, SERIES 2011” in the aggregate principal amount not to exceed Two Million Four Hundred Thousand Dollars (\$2,400,000), to bear interest at a rate or rates to be hereafter determined but, in any event, not exceeding seven percent (7%) per annum maturing serially as hereafter determined; and

WHEREAS, the Project has been determined necessary for the public health of the County and it is in the best interest of the County that the Bonds be sold; and

WHEREAS, all proceedings for the construction and financing of the Project have been taken under the provisions of the Drain Code and in order to effect the sale of the Bonds at the lowest and most favorable interest cost possible, it is necessary that payment of principal and interest on the Bonds be secured by the full faith and credit pledge of the County, pursuant to and as authorized by the provisions of Section 276 of the Drain Code; and

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF INGHAM:

1. That pursuant to the authorization contained in the Drain Code, in consideration of the public health of the County of Ingham and in order to finance successfully the construction, maintenance and improvement of the KALAMINK CONSOLIDATED DRAIN, the Board of Commissioners of the County of Ingham hereby irrevocably pledges the full faith and credit of the County of Ingham for the prompt payment of the principal of and interest on the KALAMINK CONSOLIDATED DRAIN DRAINAGE DISTRICT BONDS, SERIES 2011, when due, and agrees that in the event and to the extent that monies required to pay the principal of or interest on the Bonds when due are not collected from such special assessments, then the amount thereof shall be immediately advanced from County general funds as a first budget obligation and the County Treasurer is directed to immediately advance such payment to the extent necessary.

2. That in the event that, pursuant to such pledge of full faith and credit, the County of Ingham advances out of County funds all or any part of such principal of and interest on the Bonds, it shall be the duty of the County Treasurer, for and on behalf of the County of Ingham, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid, including without limitation the reassessment by the Drain Commissioner of the special assessment roll as provided in Section 276 of the Drain Code.

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

Ayes: Commissioners \_\_\_\_\_  
\_\_\_\_\_

Nays: Commissioners \_\_\_\_\_  
\_\_\_\_\_

Absent: Commissioners \_\_\_\_\_  
\_\_\_\_\_

Resolution declared adopted.

\_\_\_\_\_  
Clerk, County Board of Commissioners  
Ingham County, Michigan

STATE OF MICHIGAN     )  
COUNTY OF INGHAM    )

I, Mike Bryanton, Clerk of the County of Ingham, do hereby certify that the foregoing is a true and complete copy of Resolution No. \_\_\_\_\_ adopted by the Ingham County Board of Commissioners at a regular meeting held on the 14<sup>th</sup> day of June, 2011, the original of which is on file in my office.

I further certify that notice of the meeting was given pursuant to and in compliance with Act No. 267, Michigan Public Acts of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature and seal of the County of Ingham this \_\_\_\_ day of June, 2011.

Ingham County Clerk

By: \_\_\_\_\_  
Mike Bryanton

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONTRACT WITH LEGAL AID OF CENTRAL MICHIGAN TO TAKE CLIENT REFERRALS FROM THE INGHAM COUNTY REGISTER OF DEEDS AND THE INGHAM COUNTY TREASURER**

WHEREAS, Ingham County and its residents have been hit especially hard by the foreclosure crisis; and

WHEREAS, Ingham County Register of Deeds Curtis Hertel Jr. has uncovered potential fraudulent documents that call into question over 100 foreclosures in his office; and

WHEREAS, the Michigan Court of Appeals has declared that MERS (Mortgage Electronic Registration Systems) has been wrongfully foreclosing by advertisement in Michigan; and

WHEREAS, these illegal foreclosures by MERS have resulted in over 400 people wrongfully losing their homes in Ingham County over the last two years; and

WHEREAS, MERS was specifically created to avoid Register of Deeds filing fees, and has cost the County hundreds of thousands of dollars; and

WHEREAS, the foreclosure crisis has directly impacted the county budget by lowering property values across the county and increased the county's tax foreclosure costs; and

WHEREAS, Legal Aid of South Central Michigan has the ability to help these citizens stay in their home longer and fight these illegal foreclosures.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Register of Deeds Office and the County Treasurer to contract with Legal Aid of South Central Michigan to refer clients who have been effected by this crisis in the amount of \$60,000 to be taken from the Delinquent Tax Fund.

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

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

MEMORANDUM

TO: County Service and Finance Committees  
 FROM: Jim Hudgins, Director, Purchasing Department  
 DATE: May 24, 2011  
 SUBJECT: Land Records Management System Proposal Summary

Project Description:

Proposals were sought for the purpose of contracting with a provider of hardware, software and related services for a new Land Records Management System for the Register of Deeds Office.

The primary goal of this project is to implement a state-of-the-art automated and fully-integrated recording system for the review, receipt, indexing, validation, imaging, return, archiving and retrieval of land records including those filed electronically. Features of the new system include electronic document filing, automated document indexing and validation, automated rejection logging, an automated reception/entry book, facilities for workflow reporting and management, and facilities for the selection of statistical performance data. This new system will be more efficient, protect against potential fraud, and be more compatible with current state statute than the existing system.

Proposal Summary:

Vendors contacted: 26 Local: 0  
 Vendors responding: 8 Local: 0

Company	Cost <sup>1</sup>	Maint. Cost for Years 2-5	Total Cost	Local
Document Technology Systems	\$153,000	\$86,000	\$239,000	N – Cuyahoga Falls, OH
TriMin Government Solutions	\$205,900	\$97,740	\$303,640	N – Roseville, MN
Tyler Technologies	\$235,633	\$233,392	\$469,025	N – Lubbock, TX
Aptitude Solutions, Inc.	\$320,057	\$188,000	\$508,057	N – Maitland, FL
PropertyInfo Corp.	\$320,553	\$221,952	\$542,505	N – San Antonio, TX
<b>Fidlar Acquisition</b>	<b>\$191,000</b>	<b>\$364,000</b>	<b>\$555,000</b>	<b>N – Rock Island, IL</b>
Manatron, Inc.	\$297,390	\$288,262	\$585,652	N – Portage, MI
ACS Enterprise Solutions	\$496,826	\$216,384	\$713,210	N – East Syracuse, NY

<sup>1</sup> Includes costs for software, new product updates, support, data management, system license fee, training service, equipment, first year of maintenance, and implementation.

Recommendation:

The Evaluation Committee –comprised of staff from the Register of Deeds Office, Purchasing and MIS – recommend awarding a contract to Fidlar Acquisition for a not to exceed amount of \$555,000 for a new land records management system including five years of support and maintenance.

Fidlar has a high degree of knowledge of the various aspects of recording land and vital documents in the State of Michigan – currently 15 other County Register of Deeds clients in Michigan are using Fidlar. In total, Fidlar has 218 county clients throughout 14 states and has been providing technology solutions to Recorder’s offices since 1987. Fidlar has a well-qualified staff consisting of 52 people, 7 of which were added in the past 18 months. Fidlar has agreed to meet all the County’s contractual terms and conditions and procurement policies. In summary, the Evaluation Committee finds that Fidlar offers the best value to the County.

MIS will purchase the required computer hardware for the new system from registered County vendors at a not to exceed cost of \$25,189.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF A NEW RECORD MANAGEMENT SOFTWARE SYSTEM FOR THE REGISTER OF DEEDS OFFICE**

WHEREAS, the current software vendor has failed to meet the standards of the Register of Deeds' Office; and

WHEREAS, the Register of Deeds needs a new system to improve accuracy and speed of work flow in his office; and

WHEREAS, the Register of Deeds requires a new system to comply with State of Michigan laws, particularly dealing with the order in which documents are put on record; and

WHEREAS, the Register of Deeds is interested in capturing more data on each document to help protect citizens from fraud; and

WHEREAS, the Register of Deeds has determined a new system is needed to insure the protection of our online data; and

WHEREAS, an RFP was submitted and after review from Purchasing, MIS, and the Register of Deeds; Office it was determined that Fidlar Technologies was far ahead of all vendors in both technology and support services; and

WHEREAS, Fidlar Technologies met all of the above goals as well as provided the ability to increase efficiency and information sharing with the Treasurer and Equalization Department; and

WHEREAS, the Register of Deeds believes the new system will maximize General Fund revenue to the county by protecting our record online and marketing ourselves against overseas title mills; and

WHEREAS, the estimated increase in General Fund revenues from a new system is \$99,977.00; and

WHEREAS, there is no General Fund expenditure in this request and the Automation Fund had a 2010 year end balance of \$959,241.00, and in 2011 we are currently budgeted to use \$19,208.00 of that fund balance, with the 2011 projected year end balance of \$940,033.00; and

WHEREAS, there will be a maintenance cost of \$91,000.00 for four years thereafter; and

WHEREAS, there will be no need to request further funds to update this system for the length of the contract as Ingham County is signing a life cycle contract that ensures all new system updates and new products are included in this cost structure.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes an expense of \$191,000 to Fidlar Technologies from the Register of Deeds Automation Fund for the purchase of a new record management system and be a maintenance cost of \$91,000.00 (\$364,000) for four years, for a total cost of \$555,000.

BE IT FURTHER RESOLVED, that Board of Commissioners authorizes an expense of \$25,188.84 from the Register of Deeds Automation Fund for the purchase of additional hardware to implement the new system.

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

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

**Agenda Item 4**

May 25, 2011

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Resolution to Authorize Service Contracts

Attached for your consideration is a proposed resolution to authorize service contracts for the purpose of conducting title searches on tax delinquent properties in Ingham County. In December 2004, the Ingham County Board of Commissioners with the consent of the Ingham County Treasurer, elected to have the County Treasurer act as foreclosing governmental unit (FGU) and assume responsibility of the delinquent property tax foreclosure process.

Under Public Act 123 of 1999, section 211.78i (1), the FGU "...may enter into a contract with 1 or more authorized representatives to perform a title search...to identify the owners of a property interest in the property as required under this subsection." The Purchasing Department solicited and received proposals. After reviewing the proposals, the County Treasurer decided to contract with two vendors to best handle the volume of title searches. The contracts will be funded exclusively by fees generated by Public Act 123, Section 211.78g (1).

Thank you for your consideration of this resolution. Please contact me if you have any questions.



MEMORANDUM

TO: County Service and Finance Committees  
 FROM: Jim Hudgins, Director, Purchasing Department  
 DATE: May 25, 2011  
 SUBJECT: Title Search Proposal Summary

Project Description:

RFPs were sent to qualified and licensed title firms and individuals to submit proposals for entering into a one-year agreement, with an option for a provisional annual renewal clause, for the purpose of completing title searches on parcels in accordance with the General Property Tax Act 206 of 1893 on tax delinquent property forfeited to the Ingham County Treasurer. It is estimated that 1,500 title searches will need to be performed.

Proposal Summary:

Vendors contacted: 51 Local: 16  
 Vendors responding: 6 Local: 2

Company	Total Cost per Title	Local
Freedom Abstract Company	\$80	N – Perry
Escrow & Title Company d.b.a. Bell Title	\$95	Y – Okemos
Midstate Title Agency	\$225	N – St. Johns
Transaction Title Agency of Michigan	\$275	N – Grand Rapids
Carteret Title, LLC	\$345	N – Harrisburg, VA
Parks Title	\$450	Y – East Lansing

Recommendation:

Given the volume of title searches needing to be completed, the Evaluation Committee recommends awarding two contracts: one to Escrow & Title Company (d.b.a. Bell Title) and one to Freedom Abstract Company.

Escrow & Title, a local vendor, possess the required license, is insured, has been in business for 41 years performing this type of work, has ample staff and can complete the required title searches within the timeframe stipulated. Escrow will perform approximately 300 searches.

Freedom Abstract is licensed with the SOM, has a qualified and experienced staff having worked for the Ingham County Treasurer for the past three years and carries the appropriate level of insurance required for this contract. Freedom will perform approximately 700 searches.

The Register of Deeds Office will also be assisting in performing approximately 500 title searches for the Treasurer.

Advertisement:

The RFP was advertised in the Lansing State Journal, The New Citizens Press and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE SERVICE CONTRACTS FOR THE PURPOSE OF  
CONDUCTING TITLE SEARCHES**

WHEREAS, under Public Act 123 of 1999, the Ingham County Treasurer opted-in as foreclosing governmental unit (FGU) when the Board of Commissioners approved Resolution #04-371; and

WHEREAS, MCL Section 211.78i (1) provides that, “The foreclosing governmental unit may enter into a contract with 1 or more authorized representatives to perform a title search or may request from 1 or more authorized representatives another title search product to identify the owners of a property interest in the property as required under this subsection or to perform other functions required for the collection of delinquent taxes under this act.”; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed proposals for the title search contracts from licensed vendors; and

WHEREAS, the County Treasurer recommends awarding contracts to two vendors: 1) Freedom Abstract Company and 2) Bell Title Company, LLC; and

WHEREAS, the contracts will be funded exclusively by fees generated by Public Act 123, of 1999, Section 211.78g (1).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract be entered into with Freedom Abstract Company and Bell Title Company, LLC for the purpose of conducting title searches on tax delinquent properties for the Ingham County Treasurer’s Office.

BE IT FURTHER RESOLVED, under “Contract Terms” of the RFP, “the title company or companies selected shall be designated as the County Treasurer’s official title search vendor for an initial one (1) year period with a provisional annual renewal clause – at the County’s sole discretion- providing up to five (5) years of title search and title policy commitment services.”

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

**MEMORANDUM**

TO: County Services and Finance Committees  
FROM: Jared Cypher, Assistant Deputy Controller  
DATE: May 26, 2011  
RE: Management Coverage at the Ingham County Fairgrounds

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Since the retirement of the Ingham County Fair Manager in March 2011, a part-time temporary employee (authorized by Resolution #11-067) has provided managerial coverage for the Ingham County Fairgrounds.

The Fair Manager job was posted and applications were received and reviewed by the Fair Board Executive Committee. Seven candidates were interviewed by an interview panel that included Fair Board members and County Commissioners. Three were given second interviews. At the conclusion of the interview process, it was the decision of the interview panel to postpone the hiring of a new Fair Manager until after the Ingham County Fair in early August.

With the additional activity and workload at the Fairgrounds leading up to, and during the Ingham County Fair, it is necessary to increase the number of hours the temporary employee can work weekly, from a maximum of 25 as authorized in Resolution #11-067, to a maximum of 40 to ensure proper management coverage.

All other terms and conditions authorized in Resolution #11-067 remain unchanged, including the rate of pay, which will continue to be \$25 per hour.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING RESOLUTION #11-067 TO INCREASE A PART-TIME TEMPORARY POSITION AT THE INGHAM COUNTY FAIRGROUNDS TO FULL-TIME TEMPORARY**

WHEREAS, the Ingham County Fair Manager retired effective March 2011; and

WHEREAS, through Resolution #11-067, the Ingham County Board of Commissioners authorized a part-time temporary employee to fulfill management duties at the Ingham County Fairgrounds during the transition to a permanent solution; and

WHEREAS, this action was necessary to maintain day-to-day operations at the Fair and ensure a smooth and orderly transition; and

WHEREAS, it has been determined that a permanent Fair Manager will not be in place until after the 2011 Ingham County Fair; and

WHEREAS, due to workload requirements in the period before and during the Fair, it is necessary to increase the allowable hours worked by the individual in the temporary position.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners amends Resolution #11-067 to allow the temporary employee fulfilling management duties at the Ingham County Fairgrounds to work up to 40 hours per week.

BE IT FURTHER RESOLVED, that all other terms and conditions set forth in Resolution #11-067 remain unchanged.

**MEMORANDUM**

**TO:** Human Service Committee  
Finance Committee

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

**DATE:** May 24, 2010

**RE:** Recommendation to Establish a Combined Well and Septic Inspection Fee

In May, the Board of Commissioners established a fee schedule for County services in resolution #11-165. Included in the schedule were separate fees for inspections for well and septic systems. The fee for inspection of a well was set at \$575 and the fee for inspection of a septic system was set at \$770.

At that time Commissioners noted that in the case of new home construction new well and septic systems would often be inspected at the same time. If the inspections are combined there would be a cost savings that could be passed on to the person paying the fees. Commissioners asked the Bureau of Environmental Health to propose a single fee for combined well and septic inspections.

We propose establishing a combined fee at \$1,125. This is \$220 less than the sum of the two fees which is \$1,345. This saving is realized because fewer trips to the building site are required. We estimate that about two hours of time will be saved by combining the inspections and we would have charged \$220 for those two hours.

The attached resolution establishes the combined well and septic fee. I encourage the Board to adopt this resolution.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CREATE A COMBINED WELL AND SEPTIC INSPECTION FEE**

WHEREAS, the Board of Commissioners establishes fees for services provided by the Health Department under the authority of the Public Health Code; and

WHEREAS, the Board of Commissioners established the schedule of fees for County services, including those provided by the Health Department, in Resolution #11-165; and

WHEREAS, the schedule established separate fees for well and septic system inspections at \$575 and \$770 respectively; and

WHEREAS, the Board of Commissioners requested that a single fee for combined well and septic inspections be created which would be lower than the sum of the two fees; and

WHEREAS, the Health Officer has recommended that a fee for combined well and septic inspections be established at \$1,150.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes a combined well and septic inspection fee at \$1,150.

BE IT FURTHER RESOLVED, that the 2012 Ingham County Fee Schedule is hereby amended to establish this fee effective the date of the passage of this resolution.

## MEMORANDUM

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** May 24, 2011

**RE:** CPBC Agreement Amendment #2 for 2010-2011

This is a recommendation to authorize Amendment #2 of the 2010-2011 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The CPBC Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2010-2011 Agreement in Resolution #10-334, and authorized Amendment #1 in Resolution #11-115.

The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #2 will decrease the budget for Comprehensive Local Health Services from \$5,208,361 to \$5,185,280 for a net decrease of \$23,081. The Amendment makes the following specific changes in the budget:

1. Immunizations - Reaching More Children & Adults, an increase of \$2,577 to \$23,477.
2. Public Health Emergency Response H1N1, a decrease of \$75,658 to \$49,828.
3. Funding for Dr. Sienko to act as Chief Medical Officer, \$30,000.
4. Funding to Support a Health Impact Assessment, \$12,000.
5. New Funding for a Home Visiting Program, \$8,000.

Regarding Item 2, the reduction in support for H1N1 Emergency Response, this is not actually a cut in the program's budget, but rather represents unexpended funds. Most local health departments in Michigan have returned unexpended H1N1 monies. The Ingham County Health Department has been very creative in seeking ways to use the H1N1 money the State made available to it. The \$75,658 represents what we could not spend given narrow State and Federal guidelines.

Regarding Item 3, funding for Dr. Sienko to act as Chief Medical Officer for the State of Michigan, this was authorized in Resolution Number #11-149.

Finally, this amendment shall implement Public Act 149 which regulates body art facilities. Under this Public Act the State shall return a portion of the fees paid by persons applying for licenses to operate body art facilities to the local health department to conduct required inspections and enforcement actions.

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

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2010-2011 COMPREHENSIVE  
PLANNING, BUDGETING AND CONTRACTING AGREEMENT WITH  
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

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

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

WHEREAS, the MDCH and Ingham County have entered into a 2010-2011 Agreement for the delivery of public health services under the Comprehensive Planning, Budgeting and Contracting (CPBC) process as authorized by Resolution #10-334 and amended in Resolution #11-115; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #2 to the 2010-2011 Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of CPBC funding shall decrease from \$5,208,361 to \$5,185,280 for a net decrease of \$23,081.

BE IT FURTHER RESOLVED, that the net increase consists of the following specific changes to program budgets:

1. Immunizations - Reaching More Children and Adults, an increase of \$2,577 to \$23,477.
2. Public Health Emergency Response H1N1, a decrease of \$75,658 to \$49,828.
3. Funding for Dr. Sienko to act as Chief Medical Officer, \$30,000.
4. Funding to Support a Health Impact Assessment, \$12,000.
5. New Funding for a Home Visiting Program, \$8,000.

BE IT FURTHER RESOLVED, that this amendment shall implement Public Act 149 which regulates body art facilities. Under this Public Act, the State shall return a portion of the fees paid by persons applying for licenses to operate body art facilities to the local health department to conduct required inspections and enforcement actions.

BE IT FURTHER RESOLVED, that the Health Officer, Dean Sienko, MD, and John Jacobs, Chief Financial Officer of the Health Department, are authorized to submit Amendment #2 of the 2010-2011 CPBC grant documents electronically through the Mi-E Grants system.

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



## MEMORANDUM

TO: Human Services Committee  
Finance Committee

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

DATE: June 2, 2011

RE: Authorization to Amend and Consolidate the Agreements between Community Mental Health Authority of Clinton, Eaton and Ingham Counties and the Ingham County Health Department for Behavioral Health Services

This is a recommendation to authorize the amendment and consolidation of the Ingham County Health Department's (ICHHD) behavioral health services agreements with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH-CEI). As a Federally Qualified Health Center (FQHC), the Ingham County Health Department receives federal grant funds pursuant to Section 330 of the Public Health Services Act, 42 U.S.C. § 254b, administered by the Health Resources and Services Administration. As an FQHC, the ICHHD is required to provide comprehensive primary care, preventive care and related services, including behavioral health, to the community, regardless of the individual's or the family's ability to pay. The ICHHD has contracted with CMH-CEI since July 2009 to provide behavioral health services.

The continuation of these agreements will position the ICHHD to remain in good standing to continue to receive federal dollars for its Community Health Centers. The current agreements separately authorize the same scope of services for three full time equivalent mental health therapists at different locations throughout the Community Health Center Network. Because the scope of services is the same in each contract, I propose that the Ingham County Board of Commissioners authorize the consolidation of the two separate agreements into one agreement.

Furthermore, I propose that the Board of Commissioners authorize the amendment to the agreements between the ICHHD and CMH-CEI to continue to provide behavioral health services, brief, solution-focused individual psychotherapy to address psychiatric disorders and/or substance abuse. Additionally, I propose to amend the agreements to add psychiatric consultations for no more than \$30,000 per year to better serve and meet the unique needs of patients with dual diagnoses. Patients with dual diagnoses often experience added barriers to receiving health care and will benefit from these additional psychiatric consultations. The contractual amount for the entire agreement will not exceed \$270,000 per year. These services are funded through the Health Center Cluster grant.

I recommend that the Board adopt the attached resolution and authorize the amendment and consolidation of the agreements for behavioral health services with CMH-CEI.

### Attachment

c: Debra Brinson, M.P.A., Deputy Health Officer, w/attachment  
John Jacobs, C.P.A., Chief Financial Officer, w/attachment  
Barbara Mastin, M.A., Chief Operating Officer, w/attachment  
Jayson Welter, Director of Policy, Programs and Compliance, w/attachment  
Carolyn Redman, Project Specialist, w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO AND THE CONSOLIDATION OF THE BEHAVIORAL HEALTH SERVICES AGREEMENTS BETWEEN THE INGHAM COUNTY HEALTH DEPARTMENT AND THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES**

WHEREAS, the Ingham County Health Department (ICHHD) is a Michigan local public health department and a Federally Qualified Health Center (FQHC) that receives federal grant funds pursuant to Section 330 of the Public Health Service Act, 42 U.S.C. § 254b, administered by the Health Resources and Services Administration (HRSA) within the United States Department of Health and Human Services and is required to provide comprehensive primary care, preventive care and related services to residents of the community, regardless of the individual's or the family's ability to pay; and

WHEREAS, the Community Mental Health Authority of Clinton, Eaton and Ingham (CMH-CEI) Counties is a Michigan not-for-profit behavioral healthcare organization that receives funding in part from the Michigan Department of Community Health and provides comprehensive public mental health services to adolescents and adults who meet established criteria (Serious and Persistently Mentally Ill); and

WHEREAS, access to mental health and substance abuse services is critical to ensuring the health and overall well-being of underserved and vulnerable populations served by FQHCs; and

WHEREAS, the ICHHD and CMH-CEI recognize the need for, and desire to, aid in the development of an integrated healthcare system whereby primary care and outpatient mental health treatment are co-located; and

WHEREAS, CMH-CEI is capable of providing the ICHHD with the services of licensed social workers, which it requires for its Community Health Centers and programs; and

WHEREAS, the Ingham County Health Department has had two existing agreements with CMH-CEI in place since July 6, 2009 (per Resolutions #09-101 and #09-103).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the execution of an amendment to the Agreements for Behavioral Health Services between Ingham County, on behalf of the ICHHD, and CMH-CEI.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the consolidation of the two separate Behavioral Health Services agreements into one agreement.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the addition of psychiatric consultation services to the agreement for no more than \$30,000 per year.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners establishes that the contractual amount for the entire agreement will not exceed \$270,000 per year.

BE IT FURTHER RESOLVED, that the term of the agreement will be from March 27, 2011, and shall continue from year to year unless terminated as set forth in the agreement.

BE IT FURTHER RESOLVED, CMH-CEI shall provide the agreed upon number of FTE licensed social workers and psychiatrists to implement the required behavioral health services as set forth in the contract.

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

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

**Agenda Item 7**

May 27, 2011

TO: County Services and Finance Committees

FROM: Mary A. Lannoye, Controller/Administrator

SUBJECT: Resolution to Reorganize Selected Central Services Positions and Waive the Hiring Freeze

A few weeks ago I requested Committee approval to fill my Administrative Assistant position. The position will be vacant as a result of Linda Sjolund's retirement at the end of June. The Committee approved the request and I have appointed Jill Bauer as Linda's replacement.

Ms. Bauer currently serves as the Administrative Assistant for the Deputy Controller, where she split her time between the Controller's Office and the Facilities Department. I am recommending that her old position be eliminated and replaced with a part-time Facilities Assistant. This will save approximately \$33,644 in 2012. Attached is a spread sheet detailing the savings.

Also attached is a resolution authorizing the position changes. The new part-time position would belong to the UAW union and they are supportive. If you should have any questions I will be available at the Committee meeting.

**PROPOSED REORGANIZATION  
CONTROLLER/FACILITIES ADMINISTRATIVE SUPPORT**

<u>Current</u>	<u>2012 Budget</u>	<u>Controller Allocation</u>	<u>Facilities Allocation</u>	<u>GF</u>	<u>HSB</u>
Administrative Asst/Controller (MCF05)	75,833	1.00	0.00	75,833	0
Admin Asst/Deputy Controller (MCF04)	63,477	0.70	0.30	44,434	19,043
Total	139,310	1.70	0.30	120,267	19,043

Proposal - HSB pays for 0.3 FTE Facilities Position

Administrative Asst/Controller (MCF05)	67,285	1.00	0.00	67,285	0
Secretary/Facilities (UAWG) PT	35,844	0.00	0.50	14,338	21,506
Temporary Clerical Budget	5,000			5,000	0
Total	108,129	1.00	0.50	86,623	21,506
Savings	31,181			<b>33,644</b>	(2,463)

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO REORGANIZE SELECTED CENTRAL SERVICES POSITIONS AND  
WAIVE THE HIRING FREEZE**

WHEREAS, the Administrative Assistant for the Deputy Controller has recently become vacant; and

WHEREAS, based on the current budget situation, duties of various positions were analyzed to determine if any cost savings could be realized; and

WHEREAS, through the reorganization of duties and sharing of personnel resources, a .5 FTE can be eliminated from Central Services Departments.

THEREFORE BE IT RESOLVED, that upon passage of this resolution, the following staffing changes shall take place and a hiring freeze be waived:

- Eliminate the Administrative Assistant for the Deputy Controller - #223003 (MCF04, \$36,246 - \$43,504).
- Establish a part-time Facilities Assistant - #233014 (UAWF, \$34,540 - \$41,162).

BE IT FURTHER RESOLVED, that the estimated 2012 General Fund savings from this reorganization will be approximately \$33,644.

BE IT FURTHER RESOLVED, that the Controller/Administrator's Office is authorized to make any necessary budget adjustments, including the transfer of \$2,500 from the Controller's Office Salary & Wages Permanent account 10122300704000 to the Temporary Wages account 10122300705000.



# Resolution

GRATIOT COUNTY BOARD OF COMMISSIONERS  
 ITHACA, MICHIGAN 48847  
 GRATIOT COUNTY BOARD OF COMMISSIONERS  
 RESOLUTION # 2011 - 134

## RESOLUTION IN SUPPORT OF HOUSE BILLS 4148, 4149 & 4150

WHEREAS, Gratiot County's property values continue to decline; home foreclosures are at a record high; and a majority of our local units are experiencing increased delinquent property taxes; most notable in Special Assessment Districts where their revenue stream is intended to make annual debt payments; And

WHEREAS, House Bills #4148, #4149 & #4150 seek to provide some relief to property owners and local municipalities to pay the delinquent taxes and make annual debt payments; And

WHEREAS, House Bill #4148 is a bill to create the delinquent special assessment revolving loan fund; to provide for the administration of the fund; to prescribe requirements for loans from the fund; to prescribe duties of certain state and local officials; and, to make appropriations; And

WHEREAS, House Bill #4149 is a bill to amend "The General Property Tax Act" (1893 PA 206), by amending Section 78a (MCL 211.78a), as amended by 2008 PA 352, whereby allowing the County Board of Commissioners, by Resolution, to determine the amount of interest to be added to property returned as delinquent under this section; at a non-compounded rate of not more than 1% per month; And

WHEREAS, House Bill #4150 is also a bill to amend "The General Property Tax Act" (1893 PA 206), by amending Section 87b (MCL 211.787b), as amended by 2002 PA 198, whereby allowing the County Board of Commissioners, by Resolution, to determine the amount of interest to be added to the delinquent taxes (for charge-back to local units) under this subsection; at a non-compounded rate of not more than 1% per month; And

THEREFORE BE IT RESOLVED, that the Gratiot County Board of Commissioners hereby urges Michigan Legislators to immediately support House Bills 4148, 4149 & 4150 with minor modifications: "Allowing the State Tax Commission to annually set the amount of interest to be added to the delinquent taxes at a non-compounded rate of not more than 1% per month."; And

BE IT FURTHER RESOLVED, that the Gratiot County Board of Commissioners urges all local units within the County to contact their Michigan State Senators and State Representatives and urge them to act immediately and that the Gratiot County Clerk be directed to forward copies of this resolution to Governor Rick Snyder, Michigan State Senators and State Representatives, Michigan Association of Counties, and the other 82 Counties in the State of Michigan.

Moved by Commissioner Selts, supported by Commissioner Bailey:  
 The following aye votes were recorded:

The following nay votes were recorded:

I, Carol A. Vernon, Clerk of the Gratiot County Board of Commissioners, do hereby certify that the above and foregoing is a true and correct copy of a resolution adopted by the Gratiot County Board of Commissioners at a meeting held on May 17, 2011 and is on file in the Gratiot County Clerk's Office.

Dated: May 17, 2011

Carol A. Vernon  
 Carol A. Vernon, Gratiot County Clerk