

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, MARCH 16, 2011 AT 5:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [March 2, 2011](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office/Health Department - Resolution to Authorize 10 and 12 Hour Jail Nurse Shifts for the Jail [Nurses](#) at the Ingham County Jail
2. Sheriff's Office/Homeland Security Emergency Management Office - Resolution to Accept the Michigan Department of State Police, Emergency Management Division 2009 State [Homeland Security](#) Grant, Regional Planner Grant
3. Community Corrections Advisory Board - Resolution Authorizing a Modification to the Contract with the Michigan Department of Corrections for Ingham County/City of Lansing [Community Corrections](#) and Subcontracts for Community Corrections Programs for Fiscal Year 2010-2011
4. Local Emergency Planning Committee - Resolution Authorizing the Acceptance of \$225.00 from Consumers Energy for the Purchase of Emergency Preparedness and Response Supplies for the Community Emergency Response Team ([CERT](#))
5. Circuit Court/Family Division - Resolution for Authorization to Amend the Contract Amount for the Ingham Academy [Day Treatment](#) Program
6. Probate Court
  - a. Resolution to Approve Contracts for [Attorney Services](#) for Probate Court Mental Illness Matters Heard at St. Lawrence Hospital
  - b. Resolution to Approve Contracts for [Attorney Services](#) for Probate Court in General Matters
7. Health Department
  - a. Resolution to Authorize an Amendment to the [Pediatric Physician](#) Agreement with the College of Human Medicine at Michigan State University
  - b. Resolution to Authorize Provider Contracts with Barry-Eaton [Health Plan](#)

8. Ingham County Parks & Recreation Commission - Resolution Authorizing Entering into a Permanent Conservation [Easement](#) Agreement with Meridian Township
  
9. Facilities Department
  - a. Resolution Authorizing a Contract Renewal with [Smiths Detection](#) for the Maintenance of the X-Ray Screening Device at the Grady Porter Building and Veterans Memorial Courthouse
  - b. Resolution Authorizing an Agreement with [Nelson Trane](#) (Resolution #10-111) for the Air-Cooled Rotary Screw Water Chiller at the Ingham County Human Services Building, Youth Center and Jail
  - c. Resolution Authorizing an Agreement with [Astrophysics](#) for the Maintenance of the X-Ray Screening Device at the Ingham County Family Center
  
10. Financial Services Department
  - a. Resolution Authorizing an Agreement with [Gabriel Roeder Smith](#) and Company to Conduct a Bi-annual Retiree Health Care Valuation
  - b. Resolution to Approve [Infinisource, Inc.](#) as the County's Third Party Administrator for the Employee's Flexible Spending Account

Announcements  
Public Comment  
Adjournment

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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  
March 2, 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, Mike Hughes, Eric Schertzing, Dean Sienko, Renee Canady, Willis Bennett, Tom Shewchuk, Tony Lindsey, Jim Hudgins and others

The meeting was called to order by Vice-Chairperson Tsernoglou at 5:36 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the February 16, 2011 Minutes

The February 16, 2011 Minutes were accepted as amended.

The minutes were amended to reflect the following:

Page 4, Announcements, strike the word ~~loan~~ and change to **advance**.

(Comm. Schor arrived at 5:38 p.m.)

Additions to the Agenda

- 3b. Health Department – The Human Services Committee amended Attachment A to the resolution which is attached.
- 6. Substitute – Management Information Services – Resolution to Approve the Addition and Renewal of the Hardware Maintenance Agreement from Service Express, Inc. for 36-Months.

Limited Public Comment

Mr. Schertzing handed out a comic book, shredded play money, and a flyer “File Taxes Myself”.

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

- 1. Prosecuting Attorney’s Office - Resolution to Authorize a Reorganization within the Prosecuting Attorney’s Office - Phase Two
- 2. Treasurer’s Office - Resolution to Authorize Reorganization within the Treasurer’s Office
- 3. Health Department
  - c. Resolution to Authorize a Contract with Health Management Associates to Assist with Health Plan Management Services’ Strategic Planning

4. Parks & Recreation Commission
  - b. Resolution Authorizing a Contract with Century Construction, LLC for Roof Replacement on Four Buildings at Burchfield Park
  - c. Resolution Authorizing the Addition of the Feline House Shift Door Replacement to the Potter Park Zoo 2011 Capital Improvement Budget
  
5. Facilities Department - Resolution Authorizing the Chiller Replacement at the Hilliard Building to be Performed by Matrix Consulting Engineers, Inc.
  
6. Substitute - Management Information Services - Resolution to Approve the Addition and Renewal of the Hardware Maintenance Agreement from Service Express, Inc. for 36-Months
  
7. Controller/Administrator's Office
  - a. Resolution Authorizing a Part-Time Temporary Position at the Ingham County Fairgrounds
  - b. Resolution Establishing the Budget Calendar for 2012
  
8. Board of Commissioners
  - a. Resolution Creating a Public Act 88 Task Force
  - b. Resolution Calling on the State of Michigan to Preserve Revenue Sharing for Counties

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

3. Health Department
  - a. Resolution to Amend the Ingham County Sanitary Code by Adding Chapter VIII to Approve Regulations Governing the Identification and Disclosure of Toxic, Hazardous, or Polluting Materials

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO AMEND THE INGHAM COUNTY SANITARY CODE BY ADDING CHAPTER VIII TO APPROVE REGULATIONS GOVERNING THE IDENTIFICATION AND DISCLOSURE OF TOXIC, HAZARDOUS, OR POLLUTING MATERIALS.

Comm. Schor asked Dr. Sienko to summarize the resolution including what had been changed since the fall meeting.

Dr. Sienko stated that this was an activity provided over a couple of decades even after state funding had expired at the County's expense while other counties discontinued the service. This is an effort to prevent contamination of the ground water, and ensure facilities are using best practices to prevent departmental contamination. It also allows for a completed database for the protection of first responders and neighboring residence. Dr. Sienko handed out the 2011 Status Sheet to the Committee. He noted much of the material that is needed could be used from other sources that facilities are already required to provide to meet their regulatory requirements. The information would then be used to complete the status sheet and store it electronically in the County's database so that it is available 24/7 to first responders. Dr. Canady noted they had spent time working with stake holders and businesses working through their concerns.

Comm. Bahar-Cook asked for a better understanding between 3.a. and 3.b. in regard to the inspection of businesses with less than 55 gallons. Dr. Sienko stated if there is less than 55 gallons it would not meet the conditions of the regulation sighting, Article II Definitions, W. "Regulatory Category" or unless there were a federal or state law requiring an inspection. Dr. Sienko gave the example of the SARA Title III, Extremely Hazardous Substance that would be 55 gallons or less. He stated this was very unlikely and more than likely there were none in the County. Comm. Bahar-Cook asked if this occurred would that company be charged a fee. Dr. Sienko stated not based on the resolution, and again highly unlikely there are any.

Comm. Dougan asked what is different in the resolution from the fall meeting. Dr. Sienko identified that the status sheet was completed, there are some language changes such as not to increase the maximum storage inventory sufficient to alter the regulatory category since the most recent inspection without notifying the Bureau of Environmental Health, some reporting and procedural requirements, and specifically identifying the following:

Additions: ferrous and non-ferrous metals, an exemption of manufactured items, and a regulatory category was added so it is explicit about gallons and pounds,

Definitions: ferrous, non-ferrous, manufactured items and bulk salt (over 5 tons), and changing the definition of release: (at or above state and federal reporting requirements),

Comm. Schor asked for clarification on an area of confusion. He stated that that last year the Committee had been told that this was for businesses that already had to do this, then once on the Board floor in a round about way bigger companies had to do this and it was voluntary for small business, and in this ordinance smaller companies would now be required to do this, is that the case. Dr. Sienko stated that for some of the smaller businesses yes, they might not have a federal or state requirement to develop a PIP Plan. He stated that was a question on Monday night of why the line was drawn at 55 gallons. Dr. Sienko stated the reason for 55 gallons is that it is a commonly understood volume, the State threshold was lifted based on what could be inspected, and spills of 50 gallons or more must be reported to the DEQ. Dr. Sienko gave the example of a business owner who was critical in the beginning. He stated that the County helped this business owner with a pollution incident prevention plan even though it wasn't required that they have one. He noted it was his understanding the business owner may have received an insurance rate reduction. Comm. Schor asked if there was a charge for that service. Dr. Sienko stated no, but if the resolution were to pass there would be a fee.

Comm. Schor asked if the County inspection is any different than the SARA Title III inspection. Dr. Sienko stated that SARA Title III is extremely hazardous substances; therefore there are about 100 facilities in Ingham County that fall under SARA Title III. The EPA and DEQ state that it is the responsibility of the Local Emergency Planning Commission (LEPC) to write site plans in the event of a discharge that could go off the grounds and off the site, and into the community. Dr. Sienko explained that the County employees write these plans and there must be an inspection to write an intelligent plan. He informed the Committee that the work is being done by the County to meet the SARA Title III responsibility of the LEPC.

Dr. Canady further explained there is a total of 4 ACTS under which businesses may fall while some may fall under more than one. The intent is to integrate the County's response. She stated that presently there are 3 different staff members that specialize in the different ACTS so there may be 2 staff going to one business. This would allow Health Department staff to be trained for efficiency of the 4 ACTS and one staff member could go to one business. Comm. Schor asked if 75% is budgeted. Dr. Sienko stated that the 75/25 was put into resolution 3.b.

MOTION CARRIED with Comms. Dougan and Schor voting no.

- b. Resolution to Adopt the 2011 Fees for Chapter VIII of the Ingham County Sanitary Code (Pollution Prevention Regulation)

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO ADOPT THE 2011 FEES FOR CHAPTER VIII OF THE INGHAM COUNTY SANITARY CODE (POLLUTION PREVENTION REGULATION).

Comm. Grebner over time there may be necessary modifications on practical experience.

MOTION CARRIED with Comms. Dougan and Schor voting no.

- 4. Parks & Recreation Commission
  - a. Resolution Authorizing a Contract with Supreme Rental to Provide Portable Restroom Services at Various Ingham County Parks and the Fairgrounds

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH SUPREME RENTAL TO PROVIDE PORTABLE RESTROOM SERVICES AT VARIOUS INGHAM COUNTY PARKS AND THE FAIRGROUNDS.

Comm. Bahar-Cook asked what parks have portable restrooms. Mr. Bennett stated Burchfield Park, Bunker Road and McNamara Landing noting this is a reduction of the number of units provided in the past.

MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

Tony Howard, a Lansing business owner, expressed his concern over using tax dollars to increase wages at the Prosecutor's Office given the current economic situation. He questioned why those in collective bargaining were directly benefiting, as well as, those in affiliated circles. Comm. Dougan appreciated Mr. Howard's concerns and statements. Comm. Schor stated that if Mr. Howard was willing to submit his concerns in writing to either Ms. Becky Bennett or himself the Committee would be pleased to respond, noting the address is available online. He also invited Mr. Howard to attend the full board meeting in Mason on Tuesday, March 8<sup>th</sup> at 6:30 p.m. where a final decision will be made. Comm. Schor thanked Mr. Howard for his comments.

(Board Chairperson Grebner left at 6:08 p.m.)

The meeting adjourned at approximately 6:14 p.m.

Respectfully submitted,

Julie Buckmaster

## **MARCH 16, 2011 FINANCE AGENDA STAFF REVIEW SUMMARY**

### **RESOLUTION ACTION ITEMS:**

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

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

The Resolution would authorize the steps necessary to fulfill the long term goal of the Ingham County Sheriff's Office and the Ingham County Health Department to provide 24/7 medical coverage for the inmates at the Ingham County Jail.

This 24/7 coverage should reduce the number of outside transports for inmates for medical reasons and therefore, reduce the medical costs to the County. By moving to 10 and 12 hour shifts, medical coverage can be provided around the clock contingent on full staff levels and with no employees on leave.

This transition of the Jail Nurses at the Ingham County Jail to 24/7 medical coverage following the proposed 10 and 12 hour shift template, would be effective May 1, 2011.

A shift differential in the amount of \$2 per hour for the two "night shift" Jail Nurse positions would also be approved at an additional cost of \$9,734, to be split between the Ingham County Sheriff's Office and the Health Department's budget for 2011.

2. Sheriff's Office /Homeland Security Emergency Management Office - *Resolution to Accept the Michigan Department of State Police, Emergency Management Division 2009 State Homeland Security Grant, Regional Planner Grant*

The Resolution would authorize accepting a grant from the Michigan Department of State Police, Emergency Management Division which would pay the costs for a temporary Regional Planner, for the grant period of June 1, 2011 through April 30, 2012.

This Regional Planner will perform research and provide data to support Regional Homeland Security efforts through the systematic planning, evaluation and analysis of program elements in the solution areas of equipment acquisition, training, exercising, and planning as identified in the Regions homeland security assessment and strategy.

The Regional Planner is an employee of the Region 1 Homeland Security Board, working on Regional projects that support Ingham County response efforts and is housed at the Sheriff's Office.

These are federal pass through grant funds administered by the state, the City of Lansing is the fiduciary for this 2009 grant, and the County is housing the position that works for the Regional Board.

The total grant is not to exceed \$65,000 with no County match required.



3. Community Corrections Advisory Board - *Resolution Authorizing a Modification to the Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Subcontracts for Community Corrections Programs for Fiscal Year 2010-2011*

The Resolution would authorize a modification to the current contract with the MDOC by increasing the allocation for Plans and Services funds by \$26,713.

Concurrently, this Resolution also approves the following CCAB modifications to fiscal year 2010-2011 subcontracts as follows:

- a. Peckham Vocational Industries subcontract for the Pathways employment program increased \$64,600 to \$70,737.
- b. C-E-I Community Mental Health subcontract for Relapse Prevention and Recovery for outpatient level/aftercare substance abuse treatment reduced from \$47,200 to \$37,200, due to under expenditure of 2009-2010 subcontract funds.

4. Local Emergency Planning Committee - *Resolution Authorizing the Acceptance of \$225.00 from Consumers Energy for the Purchase of Emergency Preparedness and Response Supplies for the Community Emergency Response Team (CERT)*

The Resolution would authorize acceptance of a donation in the amount of \$225.00 from Consumers Energy Foundation for the purchase of Community Emergency Response Team CERT equipment and training material on behalf of the Local Emergency Planning Committee (LEPC).

5. Circuit Court –Family Division - *Resolution for Authorization to Amend the Contract Amount for the Ingham Academy Day Treatment Program*

The Resolution would authorize amending the contract amounts for two vendors providing services to the Court for the operation of the Ingham Academy Day Treatment Program. The correct amount of funds are budgeted within the existing Child Care Fund 2010/11 budget; however, the original contract authorization had an incorrect amount approved that did not take into account the expanded services that were previously approved by Resolution #10-240 to expand the Day Treatment Program with another classroom.

This amended agreement with Highfields, Inc. would increase the funding from \$585,850 to an amount not to exceed \$639,050, to provide transportation and behavioral intervention for the Ingham Academy Day Treatment Program. This is an increase of \$53,200.

This amended agreement with Ingham Intermediate School District would increase the funding from \$479,711 to an amount not to exceed \$579,827, to provide teachers and para-professionals for the Ingham Academy Day Treatment Program. This is an increase of \$100,116.

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

The Resolution would authorize a continuation of two legal counsel service contracts in guardianship, conservatorship, and other matters for the 2011 fiscal year from the existing Probate Court budget as follows:

- 1) Attorney Robert Refior not to exceed \$8,500
- 2) Attorney Louis Kafantaris not to exceed \$8,500

These are the same attorneys and amounts that were approved in 2010 for these statutorily required Probate Court legal services.

6b. Probate Court - *Resolution to Approve Contracts for Attorney Services for Probate Court in General Matters*

The Resolution would authorize a continuation of two legal counsel service contracts to respondents in involuntary mental illness matters for the 2011 fiscal year from the existing Probate Court budget as follows:

- 1) Attorney Michael Staake for 25 weeks not to exceed \$6,756.75
- 2) Attorney William Metros for 12 weeks not to exceed \$3,243.25

These are the same attorneys and amounts that were approved in 2010 for these statutorily required Probate Court legal services.

7a. Health Department - *Resolution to Authorize an Amendment to the Pediatric Physician Agreement with the College of Human Medicine at Michigan State University*

This resolution renews and continues an existing agreement with the College of Human Medicine at Michigan State University to provide pediatric physician services within the Ingham County Health Department's Community Health Center Network. The agreement provides for 1.0 full-time equivalent pediatric physician through February 28, 2016. The rate is established as \$206,482 per full-time physician in 2011 with a 2.0% increase coinciding with the beginning of each calendar year in ensuing years. The Health Department made an effort to negotiate to keep this agreement consistent with County policy on cost increases for service contracts.

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

This resolution authorizes an agreement with the Barry-Eaton Health Plan to provide covered medical services to people enrolled in the Barry-Eaton Health Plan. The agreement would be similar to the provider contract with the Ingham Health Plan, which has been in place since the inception of the Plan. The agreement outlines the mechanism by which the ICHD will accept and provide Covered Services to Covered Persons, and the Barry-Eaton Health Plan will pay for such Covered Services in accordance with the terms of the Agreement. Approximately \$83,000 revenue is expected in the 2011 budget.

The agreement will be in effect from April 22, 2010, and continues from year to year unless terminated as set forth in the agreement.

8. Parks - *Resolution Authorizing Entering into a Permanent Conservation Easement Agreement with Meridian Township*

On October 7, 2010 the County closed on the purchase of 120 acres of natural area to expand Lake Lansing Park-North. In order to receive \$675,000 in matching funds from the Meridian Township Land Preservation Board the County must authorize a permanent conservation easement.

9a. Facilities - *Resolution Authorizing a Contract Renewal with Smiths Detection for the Maintenance of the X-Ray Screening Device at the Grady Porter Building and Veterans Memorial Courthouse*

The resolution authorizes a 2 year renewal contract for inspection, maintenance and repair services for the X-ray screening devices. The annual costs have not increased and shall not exceed \$8,294.

9b. Facilities - *Resolution Authorizing an Agreement with Nelson Trane (Resolution #10-111) for the Air-cooled Rotary Screw Water Chiller at the Ingham County Human Services Building, Youth Center and Jail*

The County currently contracts with Nelson Trane to perform inspection, maintenance, and/or repair services for water chillers at the Jail and the Human Services Building (HSB). Warranties for water chillers at the HSB and the Youth Center are scheduled to expire later this year. This resolution authorizes the consolidation of all four chillers into one service agreement expiring on April 30, 2012. The annual costs for service on the individual chillers will remain unchanged. The total annual costs shall not exceed \$12,185.50.

9c. Facilities - *Resolution Authorizing an Agreement with Astrophysics for the Maintenance of the X-Ray Screening Device at the Ingham County Family Center*

The warranty on the X-Ray machines at the Youth Center expires in June, 2011. This resolution authorizes a service agreement with Astrophysics from June 4, 2011 thru June 3, 2013 at a total annual cost of \$5,800.

10a. Financial Services - *Resolution Authorizing an Agreement with Gabriel Roeder Smith and Company to Conduct a Bi-annual Retiree Health Care Valuation*

Generally accepted accounting principles require a municipality of our size to conduct a valuation of the cost of retiree health care on a bi-annual basis. Gabriel Roeder Smith and Company were selected because they provide actuarial services to the Municipal Employee Retirement Services (MERS) and therefore, conduct our pension valuation on an annual basis. The total cost of the valuation is \$15,500. Please refer to Jill Rhode's memorandum for additional information.

10b. Financial Services - *Resolution to Approve Infinisource, Inc. as the County's Third Party Administrator for the Employee's Flexible Spending Account*

The resolution authorizes an agreement with Infinisource to administer the employee's flexible spending account. The total cost of the contract for 2011 is \$14,011. Please refer to Jill Rhode's memorandum for additional information.

MEMORANDUM

To: Law Enforcement Committee  
Human Services Committee  
Finance Committee

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

Date: February 15, 2011

Subject: Resolution to Authorize 10 and 12 Hour Jail Nurse Shifts for the Jail Nurses at the Ingham County Jail

The Ingham County Sheriff's Office is requesting that the Ingham County Health Department provide 24/7 medical coverage for the inmates at the Ingham County Jail. 24/7 medical coverage will ultimately reduce the financial liability of the County's general funds by helping to reduce the number of outside transports for inmates. Without hiring additional staff and moving to 10 and 12 hour shifts, medical coverage can be provided around the clock, with the exception of, as it is currently, when a Jail Nurse is on leave. All current Jail Nurses and the Ingham County Human Resources Department are in support of the proposed 10 and 12 hour shift template. The Ingham County Employees' Association (ICEA) supports it as well, but is requesting a shift differential for the two "night shift" Jail Nurse positions. This shift differential will cost the County an additional \$9,734 and will be split between the Ingham County Sheriff's Office and the Health Department.

The Ingham County Health Department assumed the responsibility of providing and managing medical services for Ingham County Jail inmates January 1, 2007. Currently, Jail Nurses provide medical coverage for inmates at the Ingham County Jail all but 24 of the 168 hours in a seven-day period. "Medical coverage" refers to Jail Nurses who are Registered Nurses. A Nurse Practitioner and an LPN Jail Nurse are also on-site Monday through Friday from 8 a.m. to 5 p.m.

I recommend that the Board approve the attached resolution and authorize the Ingham County Health Department to transition the Jail Nurses at the Ingham County Jail to 24/7 medical coverage following the proposed 10 and 12 hour shift template effective May 1, 2011. I also recommend that the Board approve the shift differential in the amount of \$2 per hour for the two "night shift" Jail Nurse positions.

c:	Debra Brinson, w/ attachment	John Jacobs, w/ attachment
	Barbara Mastin, w/ attachment	Tony Lindsey w/attachment
	Jayson Welter, w/ attachment	Krista Buckland, w/ attachment
	Carolyn Redman, w/ attachment	Greg Harless, w/attachment
	Sam Davis, w/attachment	Alan Spyke, w/attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE 10 AND 12 HOUR JAIL NURSE SHIFTS FOR THE JAIL NURSES  
AT THE INGHAM COUNTY JAIL**

WHEREAS, the Ingham County Health Department assumed the responsibility of providing and managing medical services for Ingham County Jail inmates January 1, 2007; and

WHEREAS, Ingham County Health Department Jail Nurses provide medical coverage for the inmates at the Ingham County Jail all but 24 of the 168 hours in a 7-day period; and

WHEREAS, “medical coverage” refers to Jail Nurses who are Registered Nurses; and

WHEREAS, the Ingham County Sheriff’s Office is requesting that the Ingham County Health Department provide 24/7 medical coverage for the inmates at the Ingham County Jail; and

WHEREAS, all current Jail Nurses support the proposed 10 and 12 hour shift template; and

WHEREAS, there is support for the proposed 10 and 12 hour shift template from Human Resources and the Ingham County Employees’ Association (ICEA); and

WHEREAS, the County received confirmation from the National Labor Relations Board that the Ingham County Employees’ Association (ICEA) is the bona fide representative of certain employees employed by the County; and

WHEREAS, the Ingham County Employees’ Association (ICEA) is requesting a shift differential for the two “night shift” Jail Nurse positions; and

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

WHEREAS, no additional staff need to be hired to provide 24/7 medical coverage within the Ingham County Jail, however, when a Jail Nurse is out on leave, there will not be on-site medical coverage for the inmates.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Health Department to transition the Jail Nurses at the Ingham County Jail to 24/7 medical coverage following the proposed 10 and 12 hour shift template effective May 1, 2011.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary adjustments to the 2011 Health Department and Sheriff's Office budgets.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair and the Clerk to sign any necessary Amendment Agreement with the Ingham County Employees' Association (ICEA) that are consistent with this resolution as prepared by the County Attorney.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE MICHIGAN DEPARTMENT OF STATE POLICE,  
EMERGENCY MANAGEMENT DIVISION  
2009 STATE HOMELAND SECURITY GRANT, REGIONAL PLANNER GRANT**

WHEREAS, the Ingham County Sheriff's Office/Office of Homeland Security & Emergency Management has been approved to receive a grant from the Department of State Police, Emergency Management Division, to hire a temporary Regional Planner; and

WHEREAS, this temporary Regional Planner will perform research and provide data to support Regional Homeland Security efforts through the systematic planning, evaluation and analysis of program elements in the areas of equipment acquisition, training, exercising, and planning as identified in the regions homeland security assessment and strategy; and

WHEREAS, the Regional Planner will also research and provide data through the systematic planning, evaluation and analysis of projects in bio-terrorism, weapons of mass destruction, and CBRNE (Chemical, Biological, Radiological, Nuclear, Explosive) elements; and

WHEREAS, the Regional Planner is an employee of the Region 1 Homeland Security Board, working on Regional projects that support Ingham County response efforts and is housed at the Sheriff's Office; and

WHEREAS, the Ingham County Sheriff's Office, Office of Homeland Security & Emergency Management, in cooperation with the Ingham County Local Emergency Planning Committee has identified some specialized needs eligible for funding through this grant.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the acceptance of the 2009 State Homeland Security Grant, Regional Planner Grant from the Michigan Department of State Police, Emergency Management Division, subcontracted through the City of Lansing, for the time period of June 1, 2011 through April 30, 2012, at a total cost not to exceed \$65,000 (no match required) for the expenses incurred for the temporary Regional Planner.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary contract/subcontract 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, Office of Homeland Security & Emergency Management 2011 and 2012 budgets.

### Agenda Item 3

TO: Law Enforcement and Finance Committees

FROM: Mary Sabaj  
Community Corrections Manager

DATE: March 4, 2011

RE: Modifications to the MDOC Contract and Sub-Contracts for Community  
Corrections Programs

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On June 22, 2010, Resolution #10-210 approved submission of the grant application and entering into the contract with MDOC and subcontracting vendors for community corrections programs for State fiscal year 2010-2011. Subsequently, the MDOC increased the allocation for Plans and Services funds by \$26,713.

This Resolution approves the modification to the contract with the MDOC. Additionally, this Resolution approves the following CCAB approved modifications to fiscal year 2010-2011 subcontracts:

1. Peckham Vocational Industries subcontract for the Pathways employment program increased \$64,600 to \$70,737.
2. C-E-I Community Mental Health subcontract for Relapse Prevention and Recovery for outpatient level/aftercare substance abuse treatment reduced from \$47,200 to \$37,200 due to under expenditure of 2009-2010 subcontract funds.



Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A MODIFICATION TO THE CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND SUBCONTRACTS FOR COMMUNITY CORRECTIONS PROGRAMS FOR FISCAL YEAR 2010-2011**

WHEREAS, a Comprehensive Community Corrections Plan was approved by the Ingham County Board of Commissioners, the Lansing City Council, and the State Office of Community Corrections; and

WHEREAS, Resolution #10-210, adopted June 22, 2010, approved submission of the State grant application for State fiscal year 2010 – 2011 and authorized entering a contract with the Michigan Department of Corrections for Community Corrections Plans and Services grant funds in the amount of \$209,700; and

WHEREAS, the actual allocation for fiscal year 2010-2011 Plans and Services was increased by \$26,713 from \$279,300 to \$306,013; and

WHEREAS, Resolution #10-210 authorized entering subcontracts for Community Corrections Programs with Peckham Vocational Industries for employment services not to exceed \$64,600 and with C-E-I Community Mental Health for Relapse Prevention and Recovery services not to exceed \$47,200; and

WHEREAS, from the \$26,713 Plans and Services increase, the CCAB on February 15, 2011 approved an increase to the subcontract for Peckham Vocational Industries for employment services of \$6,137 from \$64,600 to \$70,737; and

WHEREAS, the CCAB on February 15, 2011 also approved a reduction to the C-E-I Community Mental Health for Relapse Prevention and Recovery services of \$10,000 from an amount not exceed \$47,200 to an amount not to exceed \$37,200.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the modification to the contract with the Michigan Department of Corrections for the Community Corrections Plans and Services grant allocation from \$279,300 to \$306,013.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the modification to the subcontract amount for Peckham Vocational Industries for employment services from an amount not to exceed \$64,600 to an amount not to exceed \$70,737.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the modification to the subcontract amount for C-E-I Community Mental Health for Relapse Prevention and Recovery services from an amount not to exceed \$47,200 to an amount not exceed \$37,200.

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

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF \$225.00 FROM CONSUMERS ENERGY FOR THE PURCHASE OF EMERGENCY PREPAREDNESS AND RESPONSE SUPPLIES FOR THE COMMUNITY EMERGENCY RESPONSE TEAM (CERT)**

WHEREAS, the Consumers Energy Foundation seeks opportunities to strengthen lives, families and communities in the area of community and civic engagement; and

WHEREAS, the Consumers Energy Foundation, through their Volunteer Investment Program, endeavors to support Consumers Energy employees volunteering in their community; and

WHEREAS, the Consumers Energy Foundation, in support of Consumers Energy employee and Lansing/Ingham Community Emergency Response Team (CERT) volunteer, Katherine Lancour, wishes to donate the amount of \$225.00 to the Lansing/Ingham CERT program; and

WHEREAS, the Lansing/Ingham CERT program will use this money to support CERT volunteer training and response efforts, in support of public safety agencies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes acceptance of the \$225.00 from Consumers Energy Foundation for the purchase of CERT equipment and training material on behalf of the Local Emergency Planning Committee (LEPC).

BE IT FURTHER RESOLVED, that the Controller/Administrator establish a Trust and Agency account for these donated funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners and the Lansing/Ingham CERT program thanks the Consumers Energy Foundation for their generous donation of \$225.00 to support CERT activities in our community.

## Agenda Item 5

TO: Judiciary Committee and Finance Committee

FROM: Maureen Winslow

DATE: February 16, 2011

RE: **Ingham Academy Contract Amendments**

This resolution is necessary to amend the amounts noted on the list of contracts approved by the Ingham County Board of Commissioners through Resolution #10-371 for the Ingham Academy Day Treatment Program. The amounts specified for Highfields, Inc. and Ingham Intermediate School District do not include the costs for the expanded classroom which were approved via Resolution #10-240.

### **FINANCIAL DETAIL**

#### **Approved Contract Amount:**

Highfields, Inc: \$585,850  
Ingham Intermediate School District: \$479,711

#### **Approved Budget Amount**

Highfields, Inc: \$639,050  
Ingham Intermediate School District: \$579,827

#### **Effective Contract Dates:**

October 1, 2010 to September 30, 2011

The Family Division's 2011 Budget contains the correct figures, but the contracts cannot be properly prepared with the discrepancies between the approved contract amount and the approved budget amount.

**Agenda Item 5**

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION FOR AUTHORIZATION TO AMEND THE CONTRACT AMOUNT FOR THE  
INGHAM ACADEMY DAY TREATMENT PROGRAM**

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, Resolution #10-371, adopted on November 23, 2010, included contract amounts for the Ingham Academy Day Treatment Program for both Highfields, Inc. and Ingham Intermediate School District that are incorrect; and

WHEREAS, the funds listed in Resolution #10-371 do not include the additional funds to expand the Day Treatment Program with another classroom as approved in Resolution #10-240; and

WHEREAS, the correct budget amount for Highfields, Inc. is \$639,050 and the correct budget amount for Ingham Intermediate School District is \$579,827, which is reflected in the approved 2011 Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amended agreement with Highfields, Inc. for an amount not to exceed \$639,050, to provide transportation and behavioral intervention for the Ingham Academy Day Treatment Program for the time period of October 1, 2010 through September 30, 2011.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an amended agreement with Ingham Intermediate School District for an amount not to exceed \$579,827, to provide teachers and para professionals for the Ingham Academy Day Treatment Program for the time period of October 1, 2010 through September 30, 2011.

BE IT FURTHER RESOLVED, that the funds for these services are budgeted within the Family Division's 2010/2011 Child Care Fund Budget.

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 6a and 6b**

TO: Judiciary and Finance Committees

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

DATE: February 15, 2011

RE: Renewal of Court-Appointed Attorney Contracts

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The Probate Court must appoint attorneys for respondents in mental illness matters and in many adult guardianship and conservatorship matters. For several years our court has contracted with attorneys to provide these services at an overall reduced cost for the court and county.

Last year you approved a year-long contract for both court-appointed attorney services. The mental illness court-appointed attorney contract is for \$10,000 (unchanged for several years). The general Probate court-appointed attorney contract is for \$17,000 (again, unchanged for several years). We have funds budgeted for these contracts in our Attorney Fee line item in our General Fund budget.

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE CONTRACTS FOR ATTORNEY SERVICES  
FOR PROBATE COURT MENTAL ILLNESS MATTERS  
HEARD AT ST. LAWRENCE HOSPITAL**

WHEREAS, the Ingham County Probate Court, in response to recent budget difficulties, seeks to reduce expenses wherever possible while maintaining services; and

WHEREAS, the Probate Court, by statute, must provide legal counsel to respondents in involuntary mental illness matters; and

WHEREAS, the Probate Court has for some time entered into cost-saving contractual relationships with a few local attorneys to provide mental-illness-related legal counsel services at St. Lawrence Hospital as part of a tri-county coverage of local mental illness cases; and

WHEREAS, the amount of \$10,000 is a fair and appropriate amount for the provision of said services for an entire year, which for Ingham County represents 37 out of 52 weeks of St. Lawrence hearings; and

WHEREAS, the attorneys Michael Staake and William Metros have provided these services in the past, have rendered good service, are willing to continue for the 2011 year, and this Court is willing to have them so continue; and

WHEREAS, attorney Michael Staake is willing to provide said services for 25 of the 37 relevant weeks, for a prorated compensation of \$6,756.75, and attorney William Metros is willing to provide said services for the remaining 12 weeks, for a prorated compensation of \$3,243.25.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approve Probate Court's legal counsel service contracts to represent respondents in involuntary mental illness matters at St. Lawrence Hospital for the 2011 fiscal year from the existing Probate Court budget as follows:

- 1) Attorney Michael Staake for 25 weeks not to exceed \$6,756.75
- 2) Attorney William Metros for 12 weeks not to exceed \$3,243.25

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

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE CONTRACTS FOR ATTORNEY SERVICES  
FOR PROBATE COURT IN GENERAL MATTERS**

WHEREAS, the Ingham County Probate Court, in response to recent budget difficulties, seeks to reduce expenses wherever possible while maintaining services; and

WHEREAS, the Probate Court, by statute, must in certain circumstances provide legal counsel to respondents in guardianship, conservatorship, and other matters; and

WHEREAS, the Probate Court has for some time entered into cost-saving contractual relationships with a few local attorneys to provide said required attorney services; and

WHEREAS, the amount of \$17,000 is a fair and appropriate amount for the provision of said services for an entire year; and

WHEREAS, the attorneys Robert Refior and Louis Kafantaris have provided these services in the past, have rendered good service, are willing to continue for the 2011 year, and this court is willing to have them so continue; and

WHEREAS it is appropriate for each of said attorneys to be compensated one-half of the total contract (i.e., \$8,500 each).

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approve Probate Court's legal counsel service contracts in guardianship, conservatorship, and other matters for the 2011 fiscal year from the existing Probate Court budget as follows:

- 1) Attorney Robert Refior not to exceed \$8,500
- 2) Attorney Louis Kafantaris not to exceed \$8,500

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

## MEMORANDUM

To: Human Services Committee  
Finance Committee

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

Date: March 10, 2011

Subject: Authorization to Amend Agreement between Michigan State University and the Ingham County Health Department for Pediatric Physician Services

This is a recommendation to authorize an amendment to the existing agreement (signed August 5, 2009 per Resolution #09-124) with Michigan State University's College of Human Medicine (MSU CHM) to provide pediatric physician services within the Ingham County Health Department's Community Health Center Network. Ingham County has contracted with the MSU CHM for pediatric physician services to support its Well Child Health Center since mid-2005 and began to support other Health Centers in 2009. This is a recommendation to renew and continue this agreement through February 28, 2016 and allow this contract to automatically renew annually until either party requests material alterations.

The proposed pediatric physician services agreement with MSU CHM will position the ICHD to continue to deliver primary care and well child services as required for all health center programs covered under Section 330 of the Public Health Service Act as amended by the Health Centers Consolidation Act of 1996 (P.L. 104-299). This includes the ICHD's Community Health Center Network. I am, therefore, proposing that the Board of Commissioners authorize an agreement with MSU CHM for 1.0 full-time equivalent pediatric physician through February 28, 2016. The rate is established as \$206,482 per full-time physician in 2011 with a 2.0% increase coinciding with the beginning of each calendar year in ensuing years. This rate and subsequent increases are consistent with the ICHD's existing Pediatric Physician Services Agreements with the MSU CHM and the College of Osteopathic Medicine.

I recommend that the Board adopt the attached resolution and authorize the agreement for pediatric physician services with the College of Human Medicine at Michigan State University.

### Attachment

c: Debra Brinson, w/attachment  
John Jacobs, CPA, w/attachment  
Barbara Mastin, MA, w/attachment  
Jayson Welter, w/attachment  
Carolyn Redman, w/ attachment



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE PEDIATRIC PHYSICIAN  
AGREEMENT WITH THE COLLEGE OF HUMAN MEDICINE AT  
MICHIGAN STATE UNIVERSITY**

WHEREAS, in Resolution #09-124, the Ingham County Board of Commissioners authorized the existing agreement between the Ingham County Health Department and Michigan State University's College of Human Medicine (CHM); and

WHEREAS, the Ingham County Health Department is required to fully comply with the Bureau of Primary Health Care's (BPHC's) Program Expectations as outlined in the Policy Information Notice (PIN) 98-23 for all health center programs covered under section 330 of the Public Health Service Act (P.L. 104-299); and

WHEREAS, in order to comply with PIN 98-23, the Ingham County Health Department is required to provide certain services, either directly or through contracts or cooperative arrangements, including primary care and well child services, among other required services; and

WHEREAS, the Ingham County Health Department requires a 1.0 full-time equivalent pediatric physician to provide these required services; and

WHEREAS, the County has contracted with the Michigan State University College of Human Medicine (MSU CHM) since July 2005 for pediatric physician services, to support the primary care provided to children through Ingham County's Community Health Center Network; and

WHEREAS, the Health Officer has advised the Board of Commissioners that the associated projected program income (reimbursement) will financially offset the MSU CHM contractual expenditure.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the execution of Pediatric Physician Services agreement with Michigan State University's College of Human Medicine, not to exceed \$1,302,513 through February 28, 2016.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners establishes the contractual rate as follows:

1. During Calendar Year 2011 the rate per 1.0 FTE pediatric physician is \$206,482.
2. During Calendar Year 2012 the rate per 1.0 FTE pediatric physician is \$210,612.
3. During Calendar Year 2013 the rate per 1.0 FTE pediatric physician is \$214,824.
4. During Calendar Year 2014 the rate per 1.0 FTE pediatric physician is \$219,120.
5. During Calendar Year 2015 the rate per 1.0 FTE pediatric physician is \$223,503.
6. During Calendar Year 2016 the rate per 1.0 FTE pediatric physician is \$227,972.

BE IT FURTHER RESOLVED, that MSU CHM shall provide 1.0 full-time equivalent board certified physicians trained in pediatrics and adolescent medicine to implement the following scope of services:

1. Direct patient care (a minimum of 36 hours) to pediatric and adolescent patients of the Ingham County Community Health Center Network.
2. Provide medical consultation to registered nurses and other health team members on pediatric and adolescent health care matters.
3. Provide medical consultation related to pediatric and adolescent health care to other Community Health Center staff.
4. Provide and arrange emergency coverage (telephone triage) 24-hours a day, 7 days a week for the Health Department's pediatric patients.
5. Provide inpatient admissions, rounding and discharge when necessary and appropriate.
6. Referral of patients for specialty care.
7. Participate in team meetings with other staff members.
8. Provide routine physicals of children entering foster care.
9. Provide physical assessments by trained physicians in the area of abuse and neglect, for children who are suspected victims of abuse and neglect.
10. When services are provided by the contractor under the agreement to members/patients of a health plan that has contracted with Ingham County, the Contractor and its physicians shall comply with the applicable terms and conditions of the County's contract with the member's health plan.

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

**MEMORANDUM**

To: Human Services Committee  
Finance Committee

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

Date: March 3, 2011

Subject: Resolution to Authorize Provider Contracts with Barry-Eaton Health Plan

The Ingham County Health Department (ICHHD) has a contract with the Ingham Health Plan Corporation to provide covered medical services to people enrolled in the Ingham Health Plan and Mid-Michigan Health Plan. A provider contract has been in place since the inception of Ingham Health Plan and was most recently updated in resolution #10-374.

The ICHHD would like to enter into an Agreement with the Barry-Eaton Health Plan to provide covered medical services to people enrolled in the Barry-Eaton Health Plan. Similar to Ingham Health Plan Corporation, the Barry-Eaton Health Plan has a contract with the Michigan Department of Community Health under the County Health Plan Agreement to receive funding pursuant to the Section 1115 Adult Benefits Waiver Program under Title XIX of the Social Security Act, to pay for certain health care services provided to individuals with low-income who are enrolled in the Plan to receive ABW benefits. Barry-Eaton Health Plan also arranges for the provision of certain health care services for certain persons with low-income who are not covered under the ABW program or under any other public or private health care program (“Plan B.”)

The Agreement outlines the mechanism by which the ICHHD will accept and provide Covered Services to Covered Persons, and the Barry-Eaton Health Plan will pay for such Covered Services in accordance with the terms of the Agreement. Barry-Eaton Health Plan will pay ICHHD Contract Rates, which means the current Medicaid fee-for-service reimbursement rate less co-payments, deductibles or other such amounts. These revenues are anticipated in the ICHHD’s budget. The Agreement shall be in effect from April 22, 2010, and shall continue from year to year unless terminated as set forth in the Agreement.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the proposed agreement with the Barry-Eaton Health Plan.

**Attachment**

c: Debra Brinson, w/ attachment  
John Jacobs, w/ attachment  
Jayson Welter, w/ attachment  
Holly Wilson, w/ attachment  
Carolyn Redman, w/ attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PROVIDER CONTRACTS WITH  
BARRY-EATON HEALTH PLAN**

WHEREAS, Ingham County has historically contracted with the Ingham Health Plan Corporation to serve low-income populations in Ingham County; and

WHEREAS, Barry-Eaton Health Plan proposes to contract with Ingham County to purchase covered medical services from the Ingham County Health Department for people enrolled in its Plan; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an agreement with Barry-Eaton Health Plan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Barry-Eaton Health Plan, through which Barry-Eaton Health Plan will pay Ingham County for covered medical services provided to persons enrolled in the Barry-Eaton Health Plan.

BE IT FURTHER RESOLVED, that Barry-Eaton Health Plan will pay Ingham County at least Medicaid rates through the contract on a fee-for-service basis.

BE IT FURTHER RESOLVED, that the term of the agreement will be from April 22, 2010, and shall continue from year to year unless terminated as set forth in the agreement.

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

## Agenda Item 8

**DATE:** March 2, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Authorizing Entering into a Permanent Conservation Easement Agreement with Meridian Township

Board of Commissioner Resolution #09-296 authorized the acceptance of a Michigan Natural Resources Trust Fund grant to fund the acquisition of 120 acres of natural area to expand Lake Lansing Park-North. Ingham County closed on this property on October 7<sup>th</sup>, 2010.

The required matching funds of \$850,000 for the purchase of the property came from \$675,000 provided by the Meridian Township Land Preservation Board, \$150,000 raised by over 1,000 donors to the Preserve Lake Lansing Trails group in conjunction with the Friends of Ingham County Parks, and \$25,000 from Ingham County. In order to be reimbursed the \$675,000 in matching funds from Meridian Township the County must enter into a Permanent Conservation Easement with Meridian Township.

This resolution authorizes Ingham County to enter into a permanent conservation easement agreement with Meridian Township and allows the County to be reimbursed for funds expended at closing.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A  
PERMANENT CONSERVATION EASEMENT AGREEMENT WITH MERIDIAN TOWNSHIP**

WHEREAS, the Board of Commissioners Resolution #09-296 authorized the acceptance of a Michigan Natural Resources Trust Fund grant to fund the acquisition of 120 acres of natural area to expand Lake Lansing Park-North; and

WHEREAS, the required matching funds of \$850,000 came from \$675,000 provided by the Meridian Township Land Preservation Board, \$150,000 raised by over 1,000 donors to the Preserve Lake Lansing Trails group in conjunction with the Friends of Ingham County Parks, and \$25,000 from Ingham County; and

WHEREAS, in order to receive the \$675,000 in matching funds from Meridian Township, the County must enter into a Permanent Conservation Easement with Meridian Township; and

WHEREAS, the Ingham County Parks & Recreation Commission supported entering into the conservation easement at their March 14, 2011 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conveyance of a Permanent Conservation Easement to Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners accepts the \$675,000 in matching funds from Meridian Township for the Michigan Natural Resources Trust Fund grant to fund the acquisition of 120 acres of natural area to expand Lake Lansing Park-North.

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

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 3, 2011

SUBJECT: Resolution Authorizing a Contract Renewal with Smiths Detection Service for the Screening Machines at the Grady Porter Building and Veterans Memorial Courthouse

The resolution before you authorizes renewing service agreement with Smiths Detection on the Hi-Scan 6040I screening machines at the Grady Porter Building and the Veterans Memorial Courthouse. This service agreement is for two years running from June 4, 2011 to June 3, 2013. The vendor is keeping the costs the same so there is **NO** increase in price for the existing units from the last contract. We are confident that Smiths Detection will provide us with the quality service we need to successfully maintain these units

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT RENEWAL WITH SMITHS DETECTION FOR THE MAINTENANCE OF THE X-RAY SCREENING DEVICE AT THE GRADY PORTER BUILDING AND VETERANS MEMORIAL COURTHOUSE**

WHEREAS, the County currently uses Smiths Detection to provide preventative maintenance and service on the Hi-Scan 6040I screening machines at the Grady Porter Building and the Veterans Memorial Courthouse; and

WHEREAS, it needs to be renewed and the new contract would run from June 4, 2011 through June 3, 2013; and

WHEREAS, Smiths Detection shall perform inspection, maintenance and/or repair services; and

WHEREAS, the funds for this service are available within the Veterans Memorial Courthouse Maintenance Contractual line item 631-26720-931100.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Smiths Detection, 60A Columbia Road, Morristown, NJ 07960, for the comprehensive annual inspection service, for a total cost not to exceed \$8,294.50 annually for a total cost of \$16,589 for the two year period.

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



**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 3, 2011

SUBJECT: Air-Cooled Rotary Screw Water Chiller at the Ingham County Human Services Building, Youth Center and Jail

The resolution before you authorizes renewing service agreements with Nelson Trane on Chillers for the Human Service Building, Jail, and Youth Center. These service agreements are for 2 existing units and 1 new (which the warranty has expired) at the Human Service Building, 2 existing units at the Jail, and 1 new unit (which the warranty has expired) at the Youth Center.

There is **NO** increase in price for the existing units from the last contract. We are confident that Nelson Trane will provide us with the quality service we need to successfully maintain these units

I recommend approval of this resolution.

RT/jab

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH NELSON TRANE (RESOLUTION #10-111) FOR THE AIR-COOLED ROTARY SCREW WATER CHILLER AT THE INGHAM COUNTY HUMAN SERVICES BUILDING, YOUTH CENTER AND JAIL**

WHEREAS, the County currently uses Nelson Trane to provide preventative maintenance and service on the water chillers at the Human Services Building, Youth Center and Jail; and

WHEREAS, the contract needs to be renewed and the new contract would run through April 30, 2012; and

WHEREAS, Nelson Trane shall perform inspection, maintenance and/or repair services; and

WHEREAS, the cost to provide these services would be \$12,185.50 annually; and

WHEREAS, the funds for these services are available as follows:

- Human Services Building - \$5,290.50, line item 631-23304-931100;
- Youth Center - \$1,680, line item 101-23303-931100;
- Jail - \$5215, line item 101-31100-931100.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Nelson Trane, 5335 Hill Drive, Flint, MI 48507-3906, for the comprehensive annual inspection service, for a total cost not to exceed \$12,185.50 annually.

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

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 3, 2011

SUBJECT: Resolution to Authorize Entering into a Contract with Astrophysics for the Maintenance of the X-Ray Screening Device at the Ingham County Family Center

The resolution before you authorizes a service agreement with Astrophysics on the x-ray screening machine at the Youth Center. This service agreement is for one year running from June 4, 2011 to June 3, 2012. We are confident that Astrophysics will provide us with the quality service we need to successfully maintain these units.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH ASTROPHYSICS FOR THE  
MAINTENANCE OF THE X-RAY SCREENING DEVICE AT THE  
INGHAM COUNTY FAMILY CENTER**

WHEREAS, the X-ray screening machines at the Youth Center will need comprehensive annual inspection and preventative maintenance services; and

WHEREAS, the agreement with Astrophysics would run from June 4, 2011 through June 3, 2012; and

WHEREAS, Astrophysics shall perform inspection, maintenance and/or repair services; and

WHEREAS, the funds for this service are available within the Facilities Maintenance Contractual line item 292-66229-931100.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a one year contract to Astrophysics, Inc. 21481 Ferrero Parkway, City of Industry, CA, 91789 for the comprehensive annual inspection service, for a total cost not to exceed \$5,800.00 annually.

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

**Agenda Item 10a**

TO: County Services and Finance Committees  
FROM: Jill Rhode, Director of Financial Services  
DATE: March 2, 2011  
RE: Gabriel Roeder Smith & Company – Retiree Health Care Actuarial Valuation

Generally accepted accounting principles require a municipality of our size to have a valuation of the cost of its retiree health care actuarially calculated on at least a bi-annual basis. The last valuation was conducted for the year ended December 31, 2008. A report for the year ended December 31, 2010 is now required.

Enclosed is a proposal letter from Gabriel Roeder Smith and Company to conduct this study. The cost is \$15,500. The proposal also includes a cost estimate for the Medical Care Facility for which the County will not be responsible. (Since I am assisting the MCF in facilitating their study, their cost was included in the proposal.)

Gabriel Roeder Smith and Company was selected since they provide actuarial services to the Municipal Employee Retirement Services (MERS) and conduct our pension valuation on an annual basis. They are familiar with our employee groups, our benefit levels and our financial reporting. They also have the data concerning our employees and retirees since they will be preparing the pension valuation of the year ended December 31, 2010.

The cost for the report will be charged to the Employee Benefit Fund.

Please let me know if you have any questions.



Gabriel Roeder Smith & Company  
Consultants & Actuaries

One Town Square  
Suite 800  
Southfield, MI 48076-3724

248.799.9600 phone  
248.799.9620 fax  
www.gabrielroeder.com

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February 25, 2011

Ms. Jill Rhode  
Director of Financial Services  
Ingham County  
Hilliard Building  
121 E. Maple, P.O. Box 319  
Mason, MI 48854

**Re: Proposed Fees for the December 31, 2010 Actuarial Valuation of the Ingham County Retiree Health Plan and Ingham County Medical Care Facility Retiree Health Plan**

Dear Ms. Rhode:

Gabriel, Roeder, Smith & Company (GRS) would be pleased to provide actuarial and consulting services for the Ingham County Retiree Health Plan and the Ingham County Medical Care Facility Retiree Health Plan. This engagement letter describes the scope of services and fees for preparing an actuarial valuation of the retiree health care benefits. Also included is a list of data items that will be needed to complete this project.

#### **GABRIEL, ROEDER, SMITH & COMPANY (GRS) BACKGROUND IN HEALTH CARE CONSULTING**

GRS specializes in assessing complex health care and benefit issues. GRS has extensive experience in the design, evaluation, pricing, financing, and implementation of retiree health care benefit programs, particularly retiree health care plans sponsored by state and local governments. We have a thorough understanding and hands-on experience with the health care marketplace, both nationally and regionally. Our expertise and insight into public employee retirement systems are highlighted by the fact that our consultants and actuaries have experience in benefit design, managed care strategies, plan administration and legislative issues, as well as valuation related services.

#### **SCOPE OF SERVICES**

We will prepare an actuarial valuation of the retiree health care benefits as of December 31, 2010. This valuation will be in compliance with Governmental Accounting Standards Board (GASB) Statement No. 45.



Gabriel Roeder Smith & Company  
Consultants & Actuaries

One Town Square  
Suite 800  
Southfield, MI 48076-3723

248.799.8000 phone  
248.799.9020 fax  
www.gabrielroeder.com

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February 25, 2011

Ms. Jill Rhode  
Director of Financial Services  
Ingham County  
Hilliard Building  
21 E. Maple, P.O. Box 319  
Mason, MI 48854

**Re: Proposed Fees for the December 31, 2010 Actuarial Valuation of the Ingham County Retiree Health Plan and Ingham County Medical Care Facility Retiree Health Plan**

Dear Ms. Rhode:

Gabriel, Roeder, Smith & Company (GRS) would be pleased to provide actuarial and consulting services for the Ingham County Retiree Health Plan and the Ingham County Medical Care Facility Retiree Health Plan. This engagement letter describes the scope of services and fees for preparing an actuarial valuation of the retiree health care benefits. Also included is a list of data items that will be needed to complete this project.

#### **GABRIEL, ROEDER, SMITH & COMPANY (GRS) BACKGROUND IN HEALTH CARE CONSULTING**

GRS specializes in assessing complex health care and benefit issues. GRS has extensive experience in the design, evaluation, pricing, financing, and implementation of retiree health care benefit programs, particularly retiree health care plans sponsored by state and local governments. We have a thorough understanding and hands-on experience with the health care marketplace, both nationally and regionally. Our expertise and insight into public employee retirement systems are highlighted by the fact that our consultants and actuaries have experience in benefit design, managed care strategies, plan administration and legislative issues, as well as valuation related services.

#### **SCOPE OF SERVICES**

We will prepare an actuarial valuation of the retiree health care benefits as of December 31, 2010. This valuation will be in compliance with Governmental Accounting Standards Board (GASB) Statement No. 45.

The actuarial valuation encompasses the phases indicated below.

#### **ADJUST BLENDED FULLY-INSURED PREMIUM RATE**

In fully-insured ratings, actives and non-Medicare retirees are often assigned the same rate. Since health risk and utilization of medical services increases with age, this practice produces an implied subsidy to the retiree population. The Governmental Accounting Standards Board (GASB) and the Society of Actuaries' Actuarial Standards of Practice require the use of "true" retiree cost in retiree health care valuations. GRS will develop the retiree premiums associated with each individual age by adjusting the blended fully-insured rates with the ratio of the expected cost at that age and the expected cost at the average age of the blended active and non-Medicare eligible population.

#### **PREPARE THE VALUATION**

We will prepare an actuarial valuation of the retiree health care benefits. Liabilities will be developed for present and future retirees. The valuation will provide:

- A measurement of the actuarial liability as of December 31, 2010.
- The estimated accounting expense for the fiscal years beginning January 1, 2011 and January 1, 2012.

The valuation will be based on assumptions and methods that are consistent with GASB Statement No. 45 for Other Postemployment Benefits (OPEB) plans. Please note that if there is a significant benefit change during the expense period described above, you may consider restating the expense for the portion of the period following such change.

#### **PROFESSIONAL CONSULTING STAFF**

The GRS team assigned to the actuarial valuation of the retiree health care benefits for the County and the Medical Care Facility has extensive experience and expertise in retirement plans, health care benefits, and their associated costs. The team will include members with the following credentials listed below.

- A qualified health actuary who is either an Associate of the Society of Actuaries (A.S.A.), or a Fellow of the Society of Actuaries (F.S.A.). This individual will be responsible for analyzing your premiums and/or claims experience, determining a per person health care cost appropriate for your plan, and determining the appropriate health inflation assumption to be used in your actuarial valuation.
- A qualified OPEB actuary who is either an Associate of the Society of Actuaries (A.S.A.), a Fellow of the Society of Actuaries (F.S.A.), or an Enrolled Actuary (E.A.). This individual will be responsible for calculating the liabilities and the Annual Required Contribution.



The Actuarial Standards require that any actuary providing a Statement of Actuarial Opinion (SAO) be qualified to do so (an actuarial valuation that is compliant with GASB Statement No. 45 is a SAO). As a result, the actuaries verifying the County's and Medical Care Facility's actuarial valuation must be qualified to provide the SAO. The GRS actuaries assigned to the project satisfy the above requirement.

#### CONSULTING FEES

Gabriel, Roeder, Smith & Company's professional consulting fees are based on the time spent by our associates in performing these services for you. The following table shows our proposed fees for a valuation of the retiree health care plan:

<u>Valuation Project Element</u>	<u>Fee Schedule for December 31, 2010 Valuation (includes 20% discount)</u>
Actuarial Valuation:	
• Ingham County	\$15,500
• Ingham County Medical Care Facility	\$10,500

The actuarial retiree health care valuation is based on an "intermediate" health care trend assumption, and includes the following:

- **Ingham County**
  - Six OPEB benefit groups.
  - One contribution rate.
  - One set of initial per capita costs based on up to six distinct retiree medical plans.
  - The retiree health plan (medical and prescription drug) is fully-insured.
  - We will prepare our calculations using the three sets of interest rate assumptions shown below. We recommend discussing the interest assumption with your auditors.
    - **8.0% assumption** - these results will show the magnitude of the liabilities and the Annual Required Contribution (ARC) if the benefits are pre-funded and assets are held in a trust.
    - **4.5% assumption** - these results will show the magnitude of the liabilities and the ARC if the benefits are not pre-funded.
    - **6.0% assumption** - these results will show the magnitude of the liabilities and the ARC if the benefits are partially pre-funded.

- **Ingham County Medical Care Facility**

- Three OPEB benefit groups.
- One contribution rate.
- One set of initial per capita costs based on up to six distinct retiree medical plans.
- The retiree health plan (medical and prescription drug) is fully-insured.
- We will prepare our calculations using the three sets of interest rate assumptions shown below. We recommend discussing the interest assumption with your auditors.
  - **8.0% assumption** - these results will show the magnitude of the liabilities and the Annual Required Contribution (ARC) if the benefits are pre-funded and assets are held in a trust.
  - **4.5% assumption** - these results will show the magnitude of the liabilities and the ARC if the benefits are not pre-funded.
  - **6.0% assumption** - these results will show the magnitude of the liabilities and the ARC if the benefits are partially pre-funded.

- We will prepare separate reports for the County and the Medical Care Facility.
- Our fees do not include any meetings, additional studies for changes in benefits, or any other items not detailed in this letter. If the County or the Medical Care Facility would like to meet to discuss the results of the valuation, GRS will charge for the meetings based on time and expense. The standard hourly rate for this would range from \$236-\$420 per hour.

Determining OPEB Benefit Groups is an important step, as an understanding of “who gets what” is integral to producing appropriate liabilities and costs. Categorizing plan membership correctly initially would save costly time and expenses from having to redo the valuation should it later be determined that an incorrect set of benefits had been used.

GRS can also provide the following additional services:

1. A Sensitivity analysis would include two additional sets of advance funding contribution calculations, based on “pessimistic” and “optimistic” medical trend assumptions to forecast future increases in health care costs.
2. A 20-year benefit projection provides a projection of future retiree health care benefits based on intermediate trend assumption.

Additional Valuation Calculation Services Available	Fee Schedule for the December 31, 2010 Valuation
1. Sensitivity Analysis	\$1,600
2. Twenty Year Benefit Projection for Intermediate Medical Inflation Assumptions	\$1,200

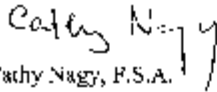
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**PROJECT TIMING**

We are prepared to initiate the valuation upon receipt of the data and following your approval of the proposal. We project that a valuation will be delivered approximately fourteen to sixteen weeks after receipt of clean and complete data.

Please do not hesitate to contact us at 1-248-799-9000 should you need additional information or clarification. We look forward to assisting the County and the Medical Care Facility in the valuation of its retiree health care benefits.

Respectfully submitted,

  
Cathy Nagy, F.S.A.  
Consulting Actuary

CN:lr  
Enclosures

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH GABRIEL ROEDER SMITH AND COMPANY TO CONDUCT A BI-ANNUAL RETIREE HEALTH CARE VALUATION**

WHEREAS, Ingham County currently uses Gabriel Roeder Smith and Company to conduct its actuarial reporting; and

WHEREAS, generally accepted accounting principles require that an actuarial valuation of retiree health care be prepared at least bi-annually; and

WHEREAS, the last actuarial report was issued for the year ended December 31, 2008; and

WHEREAS, Gabriel Roeder Smith and Company, One Town Square, Suite 800, Southfield, MI 48076-3723 has agreed to conduct this valuation for the year ended December 31, 2010 at a cost of \$15,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering in a contract with Gabriel Roeder Smith and Company to conduct a bi-annual retiree health care valuation.

BE IT FURTHER RESOLVED, the total cost of \$15,500 will be paid from the Employee Benefit Fund.

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

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

**Agenda Item 10b**

TO: County Services and Finance Committees  
FROM: Jill Rhode, Director of Financial Services  
RE: Flexible Spending Account Vendor  
DATE: March 3, 2011

For many years, the County has been engaged in a Flexible Spending Account program to allow employees to set aside money for Child Care and Health Care on a pre-tax basis. We have contracted with a third party administrator to administrate this program. Due to issues with the previous vendor, it was determined that we would make a change in vendors for 2011. Our health care consultant, Aon-Hewitt, assisted us in taking proposals.

Based upon the quality of the experience and their excellent reputation, we decided to contract with Infinisource to conduct this work. We prepared a Contract Authorization Form which was fully signed on October 12, 2010.

I recently learned that due to a calculation error on our part, the cost of this contract was much more than originally calculated. The total estimated cost for 2011 totals \$14,011. Since this is greater than \$5,000, we are requesting a resolution to authorize the purchase.

While we regret that this error occurred, our employees have been very pleased with the service they are receiving from Infinisource. Many employees have told me how pleasant and quick they are in addressing their needs.

While a fee of \$14,000 may seem high, the pretax provisions of this plan saves the County over \$22,000 annually in payroll taxes. (Our employees contribute about \$288,000 annually which results in a \$22,000 reduction in FICA and FICA Medical taxes for both the employees and the County.)

Again, this was clearly an error on our part and we sincerely apologize.

If you have any questions or need any additional information, please let me know.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE INFINISOURCE, INC. AS THE COUNTY'S THIRD PARTY ADMINISTRATOR FOR THE EMPLOYEE'S FLEXIBLE SPENDING ACCOUNT**

WHEREAS, Ingham County has a flexible spending account and needs a third party administrator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the contract with Infinisource, Inc. to provide third party administrator services concerning the County's Flexible Spending Account.

BE IT FURTHER RESOLVED, the total estimated annual cost of \$14,011 will be paid from the Employee Benefit 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.