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VICE-CHAIRPERSON  
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM  
DON VICKERS

HUMAN SERVICES COMMITTEE  
TODD TENNIS, CHAIR  
BRIAN McGRAIN  
CAROL KOENIG  
DEB NOLAN  
DON VICKERS  
STEVE DOUGAN

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, APRIL 18, 2011 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [April 4, 2011](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Ingham County Medical Care Facility - Resolution Authorizing the Addition of a Therapeutic Activities Area, Walkway, and Courtyard to the Ingham County Medical Care Facility's [Dementia Unit](#)
2. Health Department
  - a. Resolution to Amend the Administrative Support Services Agreement with [Barry-Eaton Health Plan Corporation](#)
  - b. Resolution to Authorize an Agreement with [Midland County](#) Educational Service Agency to Provide Quality Improvement Services for Childcare Providers
3. Controller/Administrator's Office
  - a. First Quarter 2011 Budget Adjustments and Contingency Fund Update – Resolution Authorizing [Adjustments](#) to the 2011 Ingham County Budget
  - b. Resolution Establishing Priorities to Guide the Development of the [2012 Budget](#) and Activities of County Staff

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).

HUMAN SERVICES COMMITTEE

April 4, 2011

Minutes

Members Present: Todd Tennis, Brian McGrain, Carol Koenig, Deb Nolan, Don Vickers, Steve Dougan and Board Chairperson Grebner

Members Absent: None

Others Present: Jared Cypher, Rich Estill, Dean Sienko and Renee Canady

The meeting was called to order by Chairperson Tennis at 6:30 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the March 14, 2011 Minutes

The March 14, 2011 minutes were approved as submitted.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Health Department
  - a. Resolution to Authorize Amendment #1 to the 2010-2011 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
  - b. Resolution to Create a WIC Satellite at Grand River Head Start Site of Capital Area Community Services

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

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

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO AUTHORIZE THE TEMPORARY REASSIGNMENT OF SOME PUBLIC HEALTH SERVICE JOB DUTIES AND RESPONSIBILITIES AND THE EXECUTION OF THE RELATED LETTER OF UNDERSTANDING.

Dr. Sienko stated he understands the current budget pressures and is taking the hiring freeze seriously while working to reduce costs. He explained a couple of weeks ago he had provided the Controller's Office with a review of all the vacancies in the Health Department and what the plans are.

Dr. Sienko informed the Committee that an employee who reports to Dr. Canady retired last month and expects there may be other employees considering retirement by year end. He stated Dr. Canady proposed to defer hiring for the current vacancy, and temporarily reassign employee duties to see what other employment shifts may happen by the end of the year. Dr. Canady stated she has not received any formal retirement letters, however, has had conversations with employees who are considering retiring by the end of the year. She noted that these vacancies will allow for broader flexibility and efficiency in filling the necessary positions.

Comm. Dougan stated that this looks like reorganization and would rather see a defined end date of October 31, 2011 to give a better sense of the temporary nature of the duties, pay and for budget reasons. Comm. Tennis stated the ICEA has signed off on the change and the end date of December 31, 2011 identifies that it is temporary. Comm. Tennis asked Mr. Estill what would happen to the agreement if the date were changed. Mr. Estill explained he had confirmed with the individuals that they understood this was temporary including the pay. He then expressed his concern that by changing the date the duties may not be performed because of a shorter time frame. Dr. Canady clarified that the job duties would continue because they are ongoing. She explained that the current vacancy is a critical position that would eventually need to be filled, furthermore, there may be a slow down of grant applications over this temporary period.

Comm. Vickers asked if the people understood they will not be filling the position. Mr. Estill stated he has made it clear to them that this is a temporary agreement and does not infer that this is a future promotion. He also stated what happens in the future is the future reiterating this is a temporary agreement where the duties and pay end December 31, 2011. Comm. Vickers asked if a position would be created after December 31<sup>st</sup>. Mr. Estill replied yes.

Comm. McGrain asked how lengthy the letter of understanding is and where is the letter. Mr. Cypher stated it is three pages and because it uses specific employee names it was withheld from the agenda packet. He also stated he would be happy to provide it upon request. Comm. McGrain asked what would happen to the duties if the resolution were not adopted. Dr. Canady stated they could not meet contractual obligations. She also informed the Committee she was taking on more work at no extra cost, and if not approved the position would need to be filled. Comm. Koenig expressed her concern of cutting positions that create revenue specifically grant writing. Comm. McGrain asked if these employees will be able to handle the additional work load. Dr. Canady stated the learning curve is steep therefore two people were selected. Comm. Dougan asked if one of these people is considering retiring in December. Dr. Canady stated yes.

MOTION CARRIED UNANIMOUSLY.

2. Board Referrals

- a. Letter from State of Michigan Department of Community Health (MDCH) Regarding the Completed Review of the Ingham County Health Department Plan of Organization
- b. Resolution from Bay County Board of Commissioners in Support of Healthcare Reform

The Board referrals were received and placed on file.

Announcements

Dr. Sienko stated that the Ingham County “House Calls Program” will be recognized for its best practices by the National Association of County and City Health Officials (NACCHO). The program addresses smoking cessation access for low income pregnant and parenting women. The County will be featured at the NACCHO Annual Conference where all the National Best Practices will be on display. The conference will be held in Hartford, Connecticut from July 20 – 22, 2011.

Dr. Sienko shared his concern that the Federally Qualified Health Center (FQHC) status may be in jeopardy because of Federal budget cuts. He explained because the County’s FQHC status began under the Stimulus Program, and is linked to President Obama’s Health Care Reform it is considered bad in some circles and should be cut. What this means economically is the County could revert back to being a FQHC look alike. The look alike would still allow for full cost base reimbursement from a Medicaid visit except would not be eligible to collect some grant money and other support that has been received over the past two years since becoming a FQHC.

Dr. Sienko explained the FQHC status was granted for two years retiring on February 28, 2011. He further explained it was his understanding the County would receive a five year renewal, however, it has been held up. He stated that Health Resources and Services Administration (HRSA) has extended the FQHC until the end of May, and HRSA may have the ability to provide some discretionary funding to allow for the FQHC status to remain active.

Dr. Sienko informed the Committee that there were approximately twelve FQHC startups under the stimulus with two in Michigan, Inkster and Ingham County. He stated there have been communications with the Senators’ Offices, Congressman Rogers, and other Congressional Representatives suggesting the Commissioners contact them with their concerns as well.

Comm. Nolan asked when the status will be known. Dr. Sienko expects a response by the end of this week.

Public Comment

None.

The meeting adjourned at approximately 7:04 p.m.

Respectfully submitted,

Julie Buckmaster

## **APRIL 18, 2011 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY**

### **ACTION ITEMS:**

**The Assistant Deputy Controller is recommending approval of the following resolutions:**

*1. Resolution Authorizing the Addition of a Therapeutic Activities Area, Walkway, and Courtyard to the Ingham County Medical Care Facility's Dementia Unit*

This resolution authorizes the addition of a therapeutic activities area, walkway, and courtyard to the Ingham County Medical Care Facility's (ICMCF) existing dementia unit. This addition would provide and support the delivery of person centered planning and service for residents with dementia at ICMCF. The construction contract is awarded to Moore Trosper, and the resolution authorizes a project labor agreement (PLA). A PLA is required when, in the opinion of staff, a proposed construction project meets the definition of a "Major County Project", which by definition, is a project where the direct labor costs are expected to exceed \$100,000. The construction/general manager – on condition of being awarded the contract – would negotiate in good faith, on the County's behalf, a PLA with the appropriate Labor Organization(s). The decision to use a PLA is based on many factors including reduced cost, reduced risk, enhanced productivity, increased access to construction trades, etc. The cost of the project is expected to be approximately \$1.46 million, and will be funded by the ICMCF's cash depreciation fund. As of March 31, 2011, the facility's cash depreciation fund was at \$11,340,869. Upon completion of the therapy pool, June 30, 2011, there will be approximately \$9,974,003 remaining to fund the dementia unit addition.

*2(a). Resolution to Amend the Administration Support Services Agreement between Barry-Eaton Health Plan Corporation and the Ingham County Health Department*

This resolution amends the existing agreement with the Barry-Eaton Health Plan to add financial support services. The Ingham County Health Department will perform the day to day financial functions on behalf of Barry-Eaton Health Plan. For these services, the Barry-Eaton Health Plan Corporation will pay the Ingham County Health Department a rate of \$6,000 per year, which will be paid monthly at \$500. This rate is similar to what ICHD charges other County Health Plans of similar plan size, including Ionia, Livingston, and Jackson Health Plans.

*2(b). Resolution to Authorize an Agreement with Midland County Educational Service Agency to Provide Quality Improvement Services for Childcare Providers*

This resolution authorizes an agreement with the Midland County Educational Service Agency (MCESA) to facilitate quality improvement among childcare providers and now seeks to extend its original contract with the Health Department to provide for these activities. The contract period will be January 31, 2011 through September 30, 2011. MCESA will reimburse the county for up to a \$47,600 for staffing to serve as a Quality Improvement Specialist (QIS), and up to \$600 for cell phone and computer expenses. Additionally, mileage costs will be reimbursed at the standard governmental rate. MCESA will also provide funding in the amount of \$56,844.90 to purchase educational materials and supplies for childcare providers who engage in individual quality improvement plans/activities. In addition, an existing Early Childhood Consultant in the Office for Young Children is authorized to increase from .5FTE to 1.0FTE. No County general funds will be expended in changing the position from .5FTE to 1.0FTE, rather this adjustment results in converting 100% of the salary costs of this position from general funds to grant funds.

*3(a). First Quarter 2011 Budget Adjustments and Contingency Fund Update*

This is information on the use of 2011 Contingency Funds to date, no action required.

*Resolution Authorizing Adjustments to the 2011 Ingham County Budget*

This resolution would authorize the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2011. The total increase to the General Fund is \$57,425 (see attached memo for details).

*3(b). Resolution Establishing Priorities to Guide the Development of the 2012 Budget and Activities of County Staff*

This resolution would authorize areas of priority to guide the 2012 activities and budget development. The resolution has been developed from recent discussions regarding the status of current areas of priority and departmental perspectives regarding areas of importance for 2012.

There are two versions of the proposed resolution included in your agenda packet. One version in which proposed changes from the 2011 resolution establishing areas of priority emphasis are indicated through bolded and struck-out language, and a "clean" version. The adopted resolution will be distributed to departments and offices for their information as they prepare their proposed budgets and activities for 2012, and will be used to guide the development of the Controller/Administrator's Recommended Budget.

It is necessary for the Board of Commissioners to take action on this item to remain on schedule with the budget calendar authorized by Resolution #11-070.

## Agenda Item 1

DATE: April 18, 2011

TO: Human Services, County Services, and Finance Committees

FROM: Mark Stevens, Administrator

SUBJECT: ICMCF Dementia Unit Addition - Therapeutic Activities' Area, Walkway,  
and Courtyard

The Department of Human Services Board has approved the addition of a therapeutic activities' area, walkway, and courtyard to ICMCF's dementia unit (please see page 3). On February 23<sup>rd</sup>, 24<sup>th</sup>, March 2<sup>nd</sup> and March 3<sup>rd</sup>, a 'Request for Proposals' was placed in the Lansing State Journal and consequently Moore Trosper Construction Company from Holt, Michigan was awarded the contract.

### BACKGROUND

Ingham County Medical Care Facility desires to provide additional space for its dementia unit to meet the needs and expectations of persons residing in ICMCF who are struggling with dementia. Residents with dementia need assistance in dealing with:

- Significant confusion and agitation
- Wandering and elopement
- Social withdrawal
- Lack of initiative
- Challenging behaviors and behavior management
- Altercations with other residents
- Risks for falls
- Decreased appetite and weight loss
- Altered sleep cycles.

A recently completed analysis of the facility's operations concluded that ICMCF could do more to assist residents with dementia by enhancing the facility's physical plant. The addition of a therapeutic activities' area, walkway, and courtyard to ICMCF's existing dementia unit would provide and support the delivery of person centered planning and service for residents with dementia at ICMCF. The addition of a therapeutic activities' area, walkway, and courtyard will assist residents with dementia by:

- Creating an environment that feels comfortable and familiar, as a home would, rather than an institutional setting. The environment would be less about physical structures and more about the feeling inspired by the quality of the environment.
- Providing easy, safe, and secure access to the outdoors while maintaining control over unauthorized exiting. Residents who have elopement behaviors need opportunities for safe wandering.
- Providing freedom of movement for the residents to common areas and to their personal spaces.
- Creating indoor and outdoor pathways which are free of obstructions and have interesting, safe places to explore and comfortable places to rest along the way.

- Creating activity zones with recreational opportunities, such as multi-sensory theme boxes, that residents can explore with staff encouragement.
- Creating a low-stimulus setting for periodic rest breaks, playing music or nature sounds that calm the person who wanders.
- Providing cues to help residents who wander orient themselves to the residence.
- Eliminating non-emergency paging-system announcements and other institutional features that make the residence feel foreign or different from one's home.
- Improving resident functioning by minimizing distractions that can frighten or confuse residents, while maximizing environmental factors that promote independence.

### FINANCIAL CONSIDERATIONS

Construction costs are estimated to be \$1,460,000 for the therapeutic activities' area, walkway, and enclosed courtyard.

Utility cost/upkeep is estimated at \$5,250 per year.

ICMCF would receive approximately \$38,500 in additional State revenue each year as a result of construction costs, utility costs, and the additional square footage of the physical plant.

The Foundation Board has expressed an interest in raising funds for this project and I believe the Board would approve funding for furniture and sensory stimulation equipment.

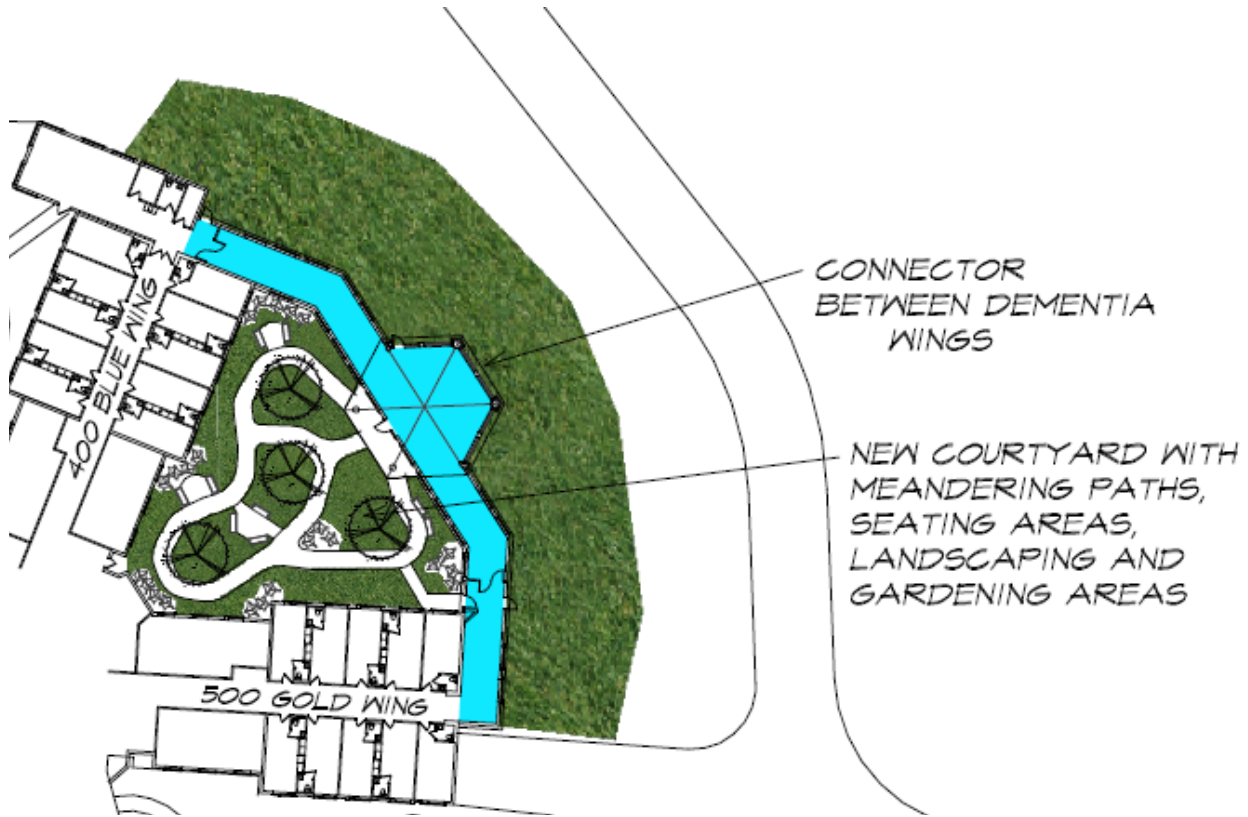
As of March 31, 2011 the facility's cash depreciation fund was at \$11,340,869. Upon completion of the therapy pool, June 30, 2011, there will be approximately \$9,974,003 remaining to fund the dementia unit addition. In the past this fund has paid for building a 32 bed rehab unit, a rehabilitation gym, and the therapy pool.

### RESOLUTION

The Medical Care Facility is requesting support of the Human Services Committee for the addition of a therapeutic activities' area, walkway, and courtyard for ICMCF's dementia unit.



ICMCF Dementia Unit Addition



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE ADDITION OF A THERAPEUTIC ACTIVITIES AREA,  
WALKWAY, AND COURTYARD TO THE INGHAM COUNTY MEDICAL CARE FACILITY'S  
DEMENTIA UNIT**

WHEREAS, the Ingham County Medical Care Facility (ICMCF) desires to provide additional space for its dementia unit to meet the needs and expectations of persons residing in ICMCF who are struggling with dementia; and

WHEREAS, the addition of a therapeutic activities' area, walkway, and courtyard to ICMCF's existing dementia unit would provide and support the delivery of person centered planning and service for residents with dementia at ICMCF; and

WHEREAS, the Ingham County Department of Human Services Board is requesting that the Ingham County Board of Commissioners authorize the addition of a therapeutic activities area, walkway, and courtyard to the Ingham County Medical Care Facility's Dementia Unit; and

WHEREAS, the proposed additions will be constructed at a cost of \$1,460,000; and

WHEREAS, cost of the project will be paid from the Medical Care Facility Depreciation Fund, which has a current balance of \$11,340,869.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Human Services Board to implement the proposed addition of a therapeutic activities area, walkway, and courtyard to the Ingham County Medical Care Facility's Dementia Unit, at a cost not to exceed \$1,500,000, to be paid from the Medical Care Facility Depreciation Fund.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes a Project Labor Agreement for the addition of a therapeutic activities area, walkway, and courtyard to the Ingham County Medical Care Facility's Dementia Unit based upon the criteria in the Ingham County Project Labor Agreement Policy and in Section 2(e) of the policy.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby conditions the award of a contract to Moore Trosper as the method to negotiate a Project Labor Agreement for the additions to the Dementia Unit at the Medical Care Facility based upon the criteria in the Ingham County Project Labor Agreement Policy and in Section 2(e) of the policy.

BE IT FURTHER RESOLVED, that the project will be conducted in accordance with the Ingham County Policies regarding the payment of Prevailing Wages and adherence to Equal Opportunity/Non-Discrimination Policies as provided by Resolutions #02-263, #02-283, #03-71, #03-183, and #04-219.

**MEMORANDUM**

To: Human Services Committee  
Finance Committee

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

Date: April 4, 2011

Subject: Resolution to Amend the Administration Support Services Agreement Between Barry-Eaton Health Plan Corporation and the Ingham County Health Department

The Ingham County Health Department (ICHHD) has an existing agreement with the Barry-Eaton Health Plan Corporation to provide administrative services. This agreement has been in place since October 1, 2004.

Barry-Eaton Health Plan has requested an amendment to the existing agreement to add financial support services. The Ingham County Health Department will perform the day to day financial functions on behalf of Barry-Eaton Health Plan. For these services, the Barry-Eaton Health Plan Corporation will pay the Ingham County Health Department a rate of \$6,000 per year, which will be paid monthly at \$500. This rate is similar to what ICHHD charges other County Health Plans of similar plan size, including Ionia, Livingston, and Jackson Health Plans.

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

**Attachment**

c: Debra Brinson, MPA, Deputy Health Officer, w/ attachment  
John Jacobs, CPA, Chief Financial Officer, w/ attachment  
Jayson Welter, Director of Policy, JD, Programs and Compliance, w/ attachment  
Holly Wilson, MA, Manager, Health Plan Management Services, 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 AMEND THE ADMINISTRATIVE SUPPORT SERVICES  
AGREEMENT WITH BARRY-EATON HEALTH PLAN CORPORATION**

WHEREAS, the Ingham County Health Department has provided administrative services to the Barry-Eaton Health Plan Corporation since October 1, 2004; and

WHEREAS, the Barry-Eaton Health Plan Corporation requests that the Ingham County Health Department amend its existing agreement and add financial support functions to the existing Scope of Services; and

WHEREAS, the Barry-Eaton Health Plan Corporation agrees to pay the Ingham County Health Department \$6,000 per year to be charged monthly at \$500 for these additional services; and

WHEREAS, the payment will cover the costs incurred to the Ingham County Health Department; and

WHEREAS, the Health Department currently contracts to provide administrative services to 14 county health plans, including Barry-Eaton Health Plan Corporation; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the amendment to the existing administrative services agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the administrative services agreement with Barry-Eaton Health Plan Corporation to add financial support services to the existing scope of services.

BE IT FURTHER RESOLVED, that Ingham County shall make available through the Ingham County Health Department the following types of services: Outreach and Enrollment, Member Services, Development and Maintenance of a Provider Network, Adjudication and Payment of Claims, Case Management Services and Program Management Services, among other services negotiated with the individual health plans.

BE IT FURTHER RESOLVED, the Barry-Eaton Health Plan Corporation agrees to pay the Ingham County Health Department \$6,000 per year to be charged monthly at \$500 for these additional services.

BE IT FURTHER RESOLVED, that compensation from the health plans shall fully reimburse Ingham County for the cost of the services provided.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary changes to the Health Department's FY2011 budget.

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  
County Services Committee  
Finance Committee

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

DATE: April 7, 2011

RE: Authorization for an Agreement with Midland County Educational Service Agency to Provide Quality Improvement Services for Childcare Providers and The Purchase of Educational Materials and Supplies.

In Resolution #11-022, the Board of Commissioners authorized a contract between Midland County Educational Service Agency (MCESA) and the Health Department for the development and implementation of the Great Start Central Region Child Care Quality Implementation Plan. The work is funded by a Great Start Collaborative grant that MCESA has received from the Early Childhood Investment Corporation (ECIC).

MCESA has recently received additional funding from ECIC to facilitate quality improvement among childcare providers and now seeks to extend its original contract with the Health Department to provide for these activities. The contract period will be January 31, 2011 through September 30, 2011.

MCESA will reimburse the county for up to a \$47,600 for staffing to serve as a Quality Improvement Specialist (QIS), and up to \$600 for cell phone and computer expenses. Additionally, mileage costs will be reimbursed at the standard governmental rate. MCESA will also provide funding in the amount of \$56,844.90 to purchase educational materials and supplies for childcare providers who engage in individual quality improvement plans/activities.

The QIS must have a working knowledge of state licensing regulations and standards, the professional development system, and research and best practices related to quality improvement. The QIS will participate in peer meetings with ECIC's Quality Improvement Project Manager as well as quarterly technical assistance meetings. Rather than utilizing these funds to hire an additional staff person to serve in this role, I propose that this responsibility be assigned to an existing staff member.

Ms. Robin Zeiter, an Early Childhood Consultant in the Office for Young Children, meets all of the requirements specified by MCESA and ECIC for the Quality Improvement Specialist, and has the approval of the funding organizations. Only one other current staff person in OYC has the qualifications for the QIS work, and that person did not ask to be considered for it.

Ms. Zeiter currently occupies a .5FTE position (#60116) that is funded by a combination of county general funds and grant funds from Great Start. Since the agreement explicitly requires and funds a 1.0FTE for the Quality Improvement Specialist, it is necessary to change the position to full-time. In order to facilitate this change in responsibility, existing position duties will be reassigned to other staff.

We are seeking authorization to increase Position #60116, currently occupied by Robin Zeiter, to full-time status for the period January 31, 2011 through September 30, 2011. The entire cost of the full-time position at Ms. Zeiter's rate of pay (\$31.98 per hour, including fringe benefits) for the specified time period (17 pay periods) is \$43,493, which falls well below the reimbursement cap. No County general funds will be expended in changing the position from .5FTE to 1.0FTE, rather this adjustments results in converting 100% of the salary costs of this position from general funds to grant funds. We expect this grant to renew annually, based upon funding availability.

I recommend that the contract with MCESA be approved and that Position #60116 be increased temporarily (January 31, 2011 through September 30, 2011) from .5FTE to 1.0FTE to fulfill the requirements of the MCESA contract.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MIDLAND COUNTY EDUCATIONAL SERVICE AGENCY TO PROVIDE QUALITY IMPROVEMENT SERVICES FOR CHILDCARE PROVIDERS**

WHEREAS, Resolution #11-022 authorized a contract between Midland County Educational Service Agency (MCESA) and the Health Department to develop and implement the Great Start Central Region Child Care Quality Implementation Plan with grant funds from the Early Childhood Investment Corporation (ECIC); and

WHEREAS, MCESA has received an additional grant from ECIC to facilitate quality improvement amongst childcare providers and to fund a Quality Improvement Specialist; and

WHEREAS, MCESA wishes to contract with the County to enable Ingham County Health Department to provide a Quality Improvement Specialist (QIS) to complete the work; and

WHEREAS, the Health Department can fulfill the requirements of the proposed contract by assigning an Early Childhood Consultant in the Office for Young Children to the project; and

WHEREAS, MCESA will reimburse the county for up to a \$48,200 for staff time, cell phone and computer expenses, and also will reimburse mileage costs associated with the position; and

WHEREAS, MCESA will also reimburse the county an additional \$56,844.90 to purchase educational materials and supplies for childcare providers who engage in individual quality improvement plans; and

WHEREAS, the period of the agreement will be January 31, 2011 through September 30, 2011.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Midland County Educational Service Agency for up to \$48,200, plus mileage cost reimbursement for salary of the Quality Improvement Specialist, and for \$56,844.90 to purchase educational materials and supplies.

BE IT FURTHER RESOLVED, that the contract period shall be from January 31, 2011 through September 30, 2011.

BE IT FURTHER RESOLVED, that Position #60116 will be increased from .5FTE to 1.0FTE for the time period of January 31, 2011 through September 30, 2011 to fulfill the requirements of the contract.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's FY2011 budget in order to implement this resolution.

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

**MEMORANDUM**

April 8, 2011

**TO:** Finance and Liaison Committees

**FROM:** Teri Morton, Budget Director

**RE:** First Quarter 2011 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2011. The total increase to the General Fund is \$57,425.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2010. Some of the larger projects carried over from the 2010 budget include \$173,010 for the Jail communication control system, \$78,137 for painting stone at the Mason Courthouse, \$138,799 for the Courtroom Technology project and \$200,000 for the Health Department's electronic medical records system. Only \$47,600 of the capital budget carryover funds are in the general fund, with the remainder reserved within the funds where the projects are budgeted.

Most of the remaining funds for the Parks trail projects (totaling over \$2.6 million) are also carried over, as well as several capital projects within the Potter Park/Zoo millage fund. This resolution approves the carry forward of funding for these projects only. Contracts to implement these projects will need additional approval by the Board of Commissioners.

Another large adjustment is a \$1.6 million increase in the Health Department. This is to account for the book value of vaccine provided to the county by the Michigan Department of Public Health for children's immunizations. This is not an actual increase in revenues and expenditures.

Contingency funding of \$14,216 is proposed to be used for the county's required contribution to MERS for the Capital Area District Library employees who were formerly employees of Ingham County. The adopted budget included \$16,000 for this purpose, consistent with previous years' contributions. However, the actual required 2011 contribution will be \$30,216. Also proposed to be transferred from the contingency fund is \$6,860 for attorney fees in the Circuit Court for legal representation as authorized by Resolution #10-392.

Also, included is an update of contingency fund spending so far this year. If the attached resolution is approved as proposed, the contingency amount will be \$407,022. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$431,431.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.



**2011 CONTINGENCY**

Adopted Contingency Amount	\$431,431
R10-356: Contract for Cost Allocation Software Development	(11,000)
R10-364: Unallocated Community Agency Funding	7,667
Proposed 1 <sup>st</sup> Quarter Adjustment	(21,076)
<b>Current Contingency Amount</b>	<b>\$407,022</b>

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2011 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2011 Budget on October 26, 2010 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller/Administrator’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller/Administrator to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2011 BUDGET</u> <u>4/01/11</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$73,248,381	\$57,425	\$73,305,806
208	Parks	1,749,138	5,700	1,754,838
215	Friend of the Court	4,975,072	923	4,975,995
221	Health	41,922,740	1,647,600	43,570,340
230	Hotel/Motel	1,800,000	942	1,800,942
245	Public Improvements	1,183,122	464,186	1,647,308
256	ROD Automation	478,865	12,716	491,581
258	Potter Park/Zoo	3,515,728	1,272,775	4,788,503
267	Community Corrections	433,926	10,000	443,926
450	Parks Capital	0	2,711,551	2,711,551
508	Parks Enterprise	396,971	18,177	415,148
561	Fair	826,607	942	827,549
631	Building Authority Operating	3,557,193	83,222	3,640,415
664	Mach. & Equip. Revolving	470,919	793,608	1,264,527

## GENERAL FUND REVENUES

	2011 Budget – <u>4/01/11</u>	<u>Proposed</u> <u>Changes</u>	2011 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	42,854,424		42,854,424
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	25,000		25,000
Unpaid Personal Property Tax	(50,000)		(50,000)
Industrial Facility Tax	394,000		394,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
Transfer from Rev. Sh. Res. Fund	5,180,645		5,180,645
State Revenue Sharing	911,329		911,329
Convention/Tourism Tax - Liquor	1,561,077		1,561,077
Health and Safety Fund	9,754		9,754
Use of Fund Balance	1,000,000	56,837	1,056,837
<b>Department Generated Revenue</b>			
Animal Control	597,460		597,460
Circuit Court - Family Division	556,092		556,092
Circuit Court - Friend of the Court	543,238		543,238
Circuit Crt - General Trial	2,222,915		2,222,915
Controller	3,170		3,170
Cooperative Extension	35,000		35,000
County Clerk	715,450		715,450
District Court	2,472,988		2,472,988
Drain Commissioner/Drain Tax	364,400		364,400
Economic Development	314,800		314,800
Elections	37,150		37,150
Emergency Operations	120,582		120,582
Equalization /Tax Mapping	50,100		50,100

Facilities	147,623		147,623
Human Resources	38,686		38,686
Probate Court	277,178		277,178
Prosecuting Attorney	657,416	588	658,004
Register of Deeds	1,545,567		1,545,567
Remonumentation Grant	85,000		85,000
Sheriff	5,306,352		5,306,352
Treasurer	5,283,865		5,283,865
Tri-County Regional Planning	61,740		61,740
Veteran Affairs	360,380		360,380
<b>Total General Fund Revenues</b>	<b>73,248,381</b>	<b>57,425</b>	<b>73,305,806</b>

#### GENERAL FUND EXPENDITURES

	2011 Budget - <u>4/01/11</u>	Proposed <u>Changes</u>	2011 Proposed <u>Budget</u>
Board of Commissioners	581,148		581,148
Circuit Court - General Trial	7,674,982	6,860	7,814,842
District Court	2,304,475		2,304,475
Circuit Court - Friend of the Court	1,237,959		1,237,959
Jury Board	1,209		1,209
Probate Court	1,387,956		1,387,956
Circuit Court - Family Division	5,068,756		5,068,756
Jury Selection	94,669		94,669
Elections	289,135		289,135
Financial Services	663,328	14,216	677,544
County Attorney	412,220		412,220
County Clerk	616,089		616,089
Controller	813,159		813,159
Equalization/Tax Services	642,835		642,835
Human Resources	523,514		523,514

Prosecuting Attorney	5,639,031	588	5,639,619
Purchasing	207,933		207,933
Facilities	1,978,519		1,978,519
Register of Deeds	445,560		445,560
Remonumentation Grant	85,000		85,000
Treasurer	568,706		568,706
Drain Commissioner	998,116		998,116
Economic Development	346,323		346,323
Community Agencies	179,594		179,594
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	102,900		102,900
Jail Maintenance	282,958		282,958
Sheriff	17,078,375		17,078,375
Community Corrections	73,663		73,663
Animal Control	1,332,984		1,332,984
Emergency Operations	224,075		224,075
Board of Public Works	300		300
Drain Tax at Large	378,000		378,000
Health Department	11,291,874		11,291,874
Medical Examiner	419,617		419,617
Substance Abuse	787,545		787,545
Community Mental Health	1,866,174		1,866,174
Department of Human Services	1,752,470		1,752,470
Tri-County Aging	76,225		76,225
Veterans Affairs	444,866		444,866
Cooperative Extension	597,593	9,237	606,830
Parks and Recreation	1,313,557		1,313,557
Contingency Reserves	428,098	(21,076)	407,022

Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750
Capital Improvements	1,984,241	47,600	2,031,841
<b>Total General Fund Expenditures</b>	<b>73,248,381</b>	<b>57,425</b>	<b>73,305,806</b>

### **General Fund Revenues**

Prosecuting Attorney	Increase revenue \$588 for a private grant from the Prosecuting Attorneys Association of Michigan to use towards the purchase of supplies promoting Crime Victim Rights Week.
Use of Fund Balance	Increase use of fund balance \$56,837 for reappropriated projects. (\$9,237 for Cooperative Extension and \$47,600 for capital improvements).

### **General Fund Expenditures**

Circuit Court	Increase attorney fee budget \$6,860 for legal representation approved by Resolution 10-392.
Financial Services	Increase budget \$14,216 for county's required contribution to MERS for Capital Area District Library (CADL) employees who were formerly employees of Ingham County.
Prosecuting Attorney	Increase expenses \$588 for a private grant from the Prosecuting Attorneys Association of Michigan to use towards the purchase of supplies promoting Crime Victim Rights Week.
Cooperative Extension	Reappropriate \$9,237 in unspent funds from the Community Development activity to cover portion of VISTA coordinator's wages in 2011. Federal dollars were spent before general fund dollars, leaving a general fund balance to be carried over to the following year.
Contingency	Decrease contingency for county's required contribution to MERS for Capital Area District Library (CADL) employees who were formerly employees of Ingham County (\$14,216) and for Circuit Court attorney fees (\$6,860).
Capital Improvements	Transfer \$47,600 in reappropriated funds to the Health Fund for e-health implementation approved in the 2007 capital budget

### **Non-General Fund Adjustments**

Parks (F208)	Reappropriate funds for web update (\$3,000) and office phones (\$2,700) approved in the 2009 capital budget.
Friend of the Court (F215)	Increase revenues and expenses to purchase replacement laptop. (\$923)

Health (F221)	Recognize book value of vaccine provided by Michigan Department of Public Health to Health Department for children's immunizations (\$1,600,000). Reappropriate funds for e-health implementation (\$47,600) approved in the 2007 capital budget.
Hotel/Motel (F230)	Increase use of fund balance and transfer out to Fair Fund to purchase replacement PC and monitor. (\$942).
Public Improvements (F245)	Reappropriate funds for the following capital improvement projects: parking lot repair (\$21,919) per 2004 capital budget, painting stone at Mason Courthouse (\$78,137) per 2005 capital budget, parking lot repair (\$1,399) per 2006 capital budget, Mason Courthouse heating and cooling (\$42,796), District Court carpet (\$7,610), District Court restroom renovation (\$10,000), Jail door hinges and switches (\$4,754), Hilliard Building chiller renewal (\$40,000), Jail carpet/floor replacement (\$5,768), and Animal Control shelter security camera (\$1,910) per 2008 capital budget, District Court power transfer switch (\$20,500), Jail communication control system (\$173,010), Jail boiler/feed tank (\$28,630), Animal Control public restroom renovation (\$2,886), Parks stone chips, sand and gravel (\$7,077), and Parks beach house roof (\$2,523) per 2010 capital budget, and Jail water management system approved by Resolution 10-368 (\$15,267).
ROD Automation (F256)	Increase use of fund balance to purchase nine replacement PCs and six replacement printers. (\$12,716)
Potter Park/Zoo (F258)	Reappropriate funds for the following capital projects not completed in previous year: rhino project (\$1,031,654) authorized in 2007, outdoor bird holding (\$10,000) and decorative fencing (\$31,496) authorized in 2009, penguin exhibit glass (\$5,000), red panda exhibit renovation (\$10,000), pheasant exhibit renovation (\$5,000), big horn sheep exhibit update (\$30,000), gunnite rock work (\$10,000), plant material (\$6,404), garden program (\$10,000), big barn tuckpointing (\$90,000), reptile exhibit electrical update (\$17,446), birdhouse roof (\$6,335), birdhouse heating modifications (\$4,440), and cell scale (\$5,000) authorized in 2010.
Community Corrections (F267)	Restore subcontract amount for the Community Mental Health Relapse Prevention and Recovery program to \$47,200. Resolution 11-100 reduced amount to \$37,200, but based on new information from the State regarding budget adjustments, the subcontract amount needs to be restored.
Parks Capital (F450)	Reappropriate funds for the following capital projects; Heart of Michigan Trail Lake Lansing South to Park Lake Road (\$829,075) per 2006 capital budget, Heart Of Michigan Trail Park Lake to MSU (\$1,252,230), Hawk Island Tubing Hill (\$150,000), Heart of Michigan Trail - Right of Way Acquisition (\$172,853), and Lake Lansing South fishing dock per 2007 capital budget, Heart of Michigan Trail Jolly Road to Hope Soccer Complex

(\$250,000) per 2008 capital budget, and fishing dock/habitat (\$46,258), roof replacement Lake Lansing Boat Launch (\$7,398), and Lake Lansing South cash registers (\$3,737) per 2010 capital budget.

Parks Enterprise  
(F508)

Reappropriate funds for the following capital projects: tube rental building (\$1,765), tube hill grooming equipment (\$14,000) and disc golf course (\$2,412) per 2009 capital budget.

Fair  
(F561)

Increase use of hotel/motel funds to purchase replacement PC and monitor. (\$942)

Bldg Authority Operating  
(F631)

Reappropriate funds for the following capital improvement projects at the Human Services Building: signage (\$13,123) per the 2009 capital budget, boiler replacement (\$42,071), Tri-County Office on Aging kitchen air unit (\$13,000), and parking lot repairs (\$15,028) per the 2010 capital budget.

Mach./Equip. Revolving  
(F664)

Increase CIP upgrade funds to purchase the following replacement equipment: a laser printer for the Board of Commissioners Office (\$984), a laser printer for Cooperative Extension (\$984), a printer for Economic Development (\$984), two PCs and monitors for Financial Services (\$1,883), a laser printer for Probate Court (\$1,717), equipment for the Treasurer's Office comprised of three PCs, two monitors, and two laser printers (\$4,274), a PC and monitor for Veterans Affairs (\$942), a PC and monitor for Probate Court (\$1,200), and a laptop (\$1,253) and PC and monitor (\$1,285) for Circuit Court. Reappropriate funds for the following projects: office furniture for the Drain Commissioner's Office (\$6,212) and electronic medical records system (\$100,000) for Health Department approved in the 2007 capital budget, scanner project (\$45,473) for Circuit Court, electronic medical records system for Health Department (\$100,000) and Probate Court microfilming project (\$16,825) approved in the 2008 capital budget, Probate Court scanning project (\$17,953) and renovation of Health Department space at Human Services Building (\$81,943) approved in the 2009 capital budget, FTR gold upgrade (\$1,000), computer for counter (\$1,000), paper drill (\$1,000), letter opener (\$1,200), implementation of new scanning system (\$25,000), and recording equipment (\$4,570) for Probate Court, Circuit Court Imaging/Scanning Project (\$197,627), furniture for the Treasurer's Office (\$7,500), and Health Department call center records/reporting module (\$32,000) approved in the 2010 capital budget, and Courtroom Technology Project (\$138,799) approved by Resolution 10-376.



MEMORANDUM

April 8, 2011

TO: Board of Commissioners  
FROM: Mary Lannoye, Controller/Administrator  
RE: Priorities Guiding 2012 Activities and Budget

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Attached for your consideration is a proposed resolution establishing areas of priority to guide the 2012 activities and budget development. The resolution has been developed from recent discussions regarding the status of current areas of priority and departmental perspectives regarding areas of importance for 2012.

There are two versions of the proposed resolution included in your agenda packet. One version in which proposed changes from the 2011 resolution establishing areas of priority emphasis are indicated through bolded and struck-out language, and a "clean" version. The adopted resolution will be distributed to departments and offices for their information as they prepare their proposed budgets and activities for 2012, and will be used to guide the development of the Controller/Administrator's Recommended Budget.

Thank you for your consideration of these priorities as we begin to develop the budget for what promises to be a challenging year. Please contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING AREAS OF PRIORITY EMPHASIS  
GUIDING 2012 ACTIVITIES AND BUDGET PROCESS**

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long-term objectives:

- \*Enhancing access to county records
- \*Providing suitable roads and drains
- \*Providing recreational opportunities
- \*Fostering economic well being
- \*Promoting environmental protection and smart growth
- \*Preventing and controlling disease
- \*Promoting accessible health care
- \*Assisting in meeting basic needs
- \*Fostering appropriate youth development
- \*Supporting public safety
- \*Assuring judicial processing
- \*Providing appropriate sanctions for adult offenders
- \*Providing appropriate treatment and sanctions for at-risk juveniles; and

WHEREAS, these services are to be delivered in a manner which emphasizes:

- \* An educated and participating citizenry
- \* An ongoing capacity for intergovernmental collaboration
- \* A quality workforce
- \* Cost-effective delivery of county services
- \* Maximum use of technology; and

~~WHEREAS, the Board of Commissioners has assessed information provided by county staff and departments, offices and the courts related to issues and concerns which are important for the County to consider addressing in 2011; and~~

WHEREAS, the Board of Commissioners has identified significant revenue shortfalls including falling property tax assessments affecting budget projections for 2012; and

**WHEREAS, the controller is projecting at least a \$5.3 million budget shortfall for 2012; and**

~~WHEREAS, the Board of Commissioners can no longer apply “across the board” percentage cuts to each department to cover the projected revenue losses; and~~

~~WHEREAS, the Board of Commissioners must take all this information into consideration when developing areas of priority and areas that may need to be significantly reduced or eliminated to make up for the projected revenue shortfalls in the development process for the 2011 Budget; and~~

WHEREAS, the Board of Commissioners has identified ~~certain areas of priority emphasis~~ **priorities** to guide the development of the 2012 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following **priority** areas ~~of priority emphasis~~ to be utilized by the Controller's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2012:

**1. Current year expenditures should be supported by current year revenues. The Controller will develop a multi year budget projection and a long-range plan to finance the county's legacy costs. These projections will be used to guide the Board's decision as to the appropriate use of the County's reserves in the development of the 2012 budget.**

2. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long-term objectives should be continued in 2012, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds. ~~Current year expenditures should be supported by current year revenues.~~

3. The Board of Commissioners will be forced to reduce or eliminate service levels primarily in areas of discretionary services, yet recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary in this unprecedented time.

**3. The Board of Commissioners encourages all departments, offices, and courts to consider these priorities in the development of their budgets and activities for 2012.**

4. Priority consideration should be given to **all of the following long-term objectives:** ~~maintaining current efforts with respect to all of the following long term objectives; to considering proposals which enhance their achievement; and to implementing specific identified enhancements:~~

#### Promoting Accessible Health Care

- ~~Continue to maintain and expand to the extent that funding becomes available through the 2010 Patient Protection and Affordable Care Act,~~ access to health care for the uninsured and under-insured, through the Ingham Health Plan, **the Federally Qualified Health Clinics**, and other **county operated health plan initiatives and programs and clinics**. Evaluate the effect of the 2010 Patient Protection and Affordable Care Act on the delivery of public health services in Ingham County.
- **Maximize ability to draw down federal funds for health care.**
- **Evaluate the Health Department budget to determine the appropriate amount of support that is necessary from the County General Fund in order to continue operations at an acceptable level.**

*~~Specific enhancement: Include a financing plan to enable the Ingham Health Plan Corporation, utilizing the Ingham Health Plan and the Ingham County Advantage Program, to continue to provide access to health care at a level at least equal to that being provided in 2008, and to utilize any available matching funds in order to increase~~*

~~the number of uninsured county residents being served, with an ultimate goal of providing access to health care for 100% of uninsured county residents.~~

### **Supporting Public Safety**

**The County and the Building Authority will continue to work in cooperation with the Cities of Lansing and East Lansing to achieve the goal of a consolidated 911 Dispatch Center to be operational by mid – 2012.**

~~Because of continual declining revenue, it has become necessary to significantly reduce and/or eliminate discretionary services. Road patrol, as we know it, is a discretionary service that has been significantly reduced to date and is expected to face further cuts until totally eliminated. Therefore, it is the intent of the Board of Commissioners to eliminate road patrol services effective January 1, 2011.~~

~~It is also the intent of the Board to encourage townships to work cooperatively to unite and consider contracting for primary law enforcement services with the Ingham County Sheriff's Office to meet the level of service they deem necessary. It is also the intent of the Board of Commissioners to offer financial assistance to facilitate the creation of a multi-jurisdictional authority to contract with the Ingham County Sheriff's Office for the provision of the necessary primary law enforcement services.~~

~~The Ingham County Board of Commissioners and county staff will continue to work cooperatively with townships that rely on the Ingham County Sheriff's Office for primary Law Enforcement Services to implement a plan to contract for these services.~~

~~*Specific enhancement: Reduce the cost of providing primary law enforcement services to Ingham County townships and other jurisdictions by providing assistance in the creation of an authority to govern the provision of law enforcement service and through the implementation of a system of contracting for law enforcement services with that authority, using resources contracted from the Ingham County Sheriff's Office.*~~

### **Fostering Economic Well Being**

**Explore utilizing the County's authority under Public Act 88 of 1913 to provide for the creation of a fund to be used for economic development in Ingham County.**

### **An Ongoing Capacity for Intergovernmental Collaboration/Cost Effective Delivery of County Services**

**The Ingham County Board of Commissioners will explore efficiencies through regional cooperation, emphasizing consolidation and service sharing, accountability and transparency, and controlling costs.**

### **Supporting Recreational Opportunities**

~~Provide recreational opportunities throughout Ingham County to the extent possible, guided by the County Parks Master Plan, and available resources (internal and external) as they are available.~~

~~*Specific enhancement: In light of the current budget situation, the County will strive to maintain the current assets and services provided at the major parks, while also transferring Baldwin Park to Onondaga Township and looking at possible efficiencies.*~~

### **Providing Appropriate Sanctions for Adult Offenders**

**Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population by**

**supporting strategies recommended by the Jail Utilization Coordinating Committee and Community Corrections Advisory Board, including working with community partners, increasing the use of GPS/tethering equipment, maintaining and using a data tracking system that focuses on system volume and trends, supporting appropriate use of probation residential services, facilitating treatment of substance abuse disorders, and continuing the enhancement to Pre -Trial Services to facilitate the identification of appropriate populations for bond recommendations, risk/needs assessments, recommended conditions of release, supervision of felony defendants released on conditional bonds, and initiation of court action for violation of bond conditions.**

~~Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior and reduce criminal recidivism, and to reduce incidents of jail overcrowding, using strategies such as supporting implementation of recommendations of the Jail Overcrowding Subcommittee and Community Corrections Advisory Board as well as working with community partners such as Mid-South Substance Abuse Commission to facilitate treatment of substance abuse disorders, develop and use a data tracking system focusing on system volume and trends, supporting appropriate usage of existing probation residential services, to increase the usage of GPS/tethering equipment, and using improved information collection, automation, record keeping, and information exchange between departments. This information will be used to help improve jail utilization.~~

*~~Specific enhancement: In light of the current budget situation, including the closing a jail post as part of the 2011 budget, support efforts to increase access to program alternatives available through Community Corrections, utilizing state funds. Consider county financial support to implement the recommendations of the Community Corrections Advisory Board and Jail Utilization Coordinating Committee, increased use of the existing range of appropriate community based direct and contractual treatment and service programs, including electronic monitoring, residential beds, and other alternative sentencing options, as well as implementing system enhancements in jail-related programs, such as pre-trial services and jail population management.~~*

#### Providing Appropriate Treatment and Sanctions for at Risk Juveniles

**Continue to maximize use of Juvenile Justice Millage funds to implement the Chinn Study so as to provide the most appropriate community based programming for juvenile offenders.**

~~Continue to implement recommendations resulting from the system wide evaluation of programs and placements for delinquent juveniles done by the Center for Criminal Justice Research, and from the development of strategies by the Ingham County/City of Lansing Community Coalition for Youth, utilizing Child Care Funds and Juvenile Justice Millage funds to maintain the juvenile justice system in a manner that is most appropriate for Ingham County in order to foster appropriate behavior, apply appropriate sanctions, and reduce criminal recidivism.~~

*~~Specific enhancement: Use Juvenile Justice Millage funds to continue implementation of the Action Plan created in the Chinn Study, including specifically: the operation of the Continuum of Care facility known as the Ingham County Family Center that houses the Ingham Academy with a comprehensive juvenile assessment component; day treatment/evening reporting program; and center for respite/crisis intervention to support community based programming that will support the Court's and County's goals of treating adjudicated youth locally within Ingham County whenever appropriate, as advised by the Ingham County/City of Lansing Community Coalition for Youth and the Ingham County Family Center Board.~~*

#### Promote Environmental Protection and Smart Growth

~~Discuss and implement strategies for fostering appropriate land use and protecting natural resources, such as implementation of a Purchase of Development Rights program, the County's commitment to the Cool Counties~~

~~Climate Stabilization Goal, and other strategies being recommended by the Tri County Growth Study Project. Develop and implement green building strategies for existing and new County facilities.~~

~~*Specific enhancement: Promoting initiatives encouraging urban redevelopment and protecting agriculture in rural areas, and consider specific proposals which enhance this objective, such as supporting the activities of the Farmland and Open Space Preservation Board, Land Bank Authority, and supporting the resources to monitor the environment for threats and hazards to human health, and implementing recommendations of the Tri County Growth Study. Promote green design standards, such as those of the U.S. Green Building Council to optimize and/or enhance indoor air quality, water and energy use efficiency, recycling, connectivity to walkable communities and public transit, eco-friendly landscaping and building materials, the use of natural lighting and heating, stormwater runoff features, environmental protection and other green building and green site practices.*~~

~~BE IT FURTHER RESOLVED, that the County will continue to work in cooperation with the Cities of Lansing and East Lansing to implement the Action Plan developed by Plante & Moran to achieve the goal of a consolidated 911 Dispatch Center.~~

~~BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners supports the efforts to prevent environmental hazards to human health.~~

~~BE IT FURTHER RESOLVED, that efforts to expand and increase the use of technology county-wide will continue. , including ongoing efforts to upgrade the County's computer and telephone systems within reasonable efforts and budget constraints.~~

**BE IT FURTHER RESOLVED, that the County will develop and implement long-term strategies to restructure retirement benefits that are financially sustainable and appropriate for all new employees.**

~~BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners will explore efficiencies through regional cooperation, including exploration of regionalizing **regarding** the provision of employee **and retiree** health care benefits.~~

~~BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners will establish a retirement coalition to provide long term strategies to restructure retirement benefits that are financially sustainable and appropriate for all new employees.~~

~~BE IT FURTHER RESOLVED, that Community Agency funding will continue, but at a reduced level within available funds, and possibly through a different funding mechanism.~~

**BE IT FURTHER RESOLVED, that County staff will continue to explore options for reforms and consolidations leading to savings (short-term or long-term) and present these to Commissioners for consideration.**

~~BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all departments, offices, and courts to consider these priorities in the development of their budgets and activities for 2012.~~

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2012  
BUDGET AND ACTIVITIES OF COUNTY STAFF**

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long-term objectives:

- \*Enhancing access to county records
- \*Providing suitable roads and drains
- \*Providing recreational opportunities
- \*Fostering economic well being
- \*Promoting environmental protection and smart growth
- \*Preventing and controlling disease
- \*Promoting accessible health care
- \*Assisting in meeting basic needs
- \*Fostering appropriate youth development
- \*Supporting public safety
- \*Assuring judicial processing
- \*Providing appropriate sanctions for adult offenders
- \*Providing appropriate treatment and sanctions for at-risk juveniles; and

WHEREAS, these services are to be delivered in a manner which emphasizes:

- \* An educated and participating citizenry
- \* An ongoing capacity for intergovernmental collaboration
- \* A quality workforce
- \* Cost-effective delivery of county services
- \* Maximum use of technology; and

WHEREAS, the Board of Commissioners has identified significant revenue shortfalls including falling property tax assessments and state cuts to revenue sharing for 2012; and

WHEREAS, the Controller/Administrator is projecting at least a \$5.3 million budget shortfall for 2012; and

WHEREAS, the Board of Commissioners has identified priorities to guide the development of the 2012 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following priority areas to be utilized by the Controller/Administrator's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2012:

1. Current year expenditures should be supported by current year revenues. The Controller/Administrator will develop a multi-year budget projection and a long-range plan to finance the County's legacy costs. These projections will be used to guide the Board's decision as to the appropriate use of the County's reserves in the development of the 2012 Budget.

2. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long-term objectives should be continued in 2012, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds.

3. The Board of Commissioners will be forced to reduce or eliminate service levels primarily in areas of discretionary services, while recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary in this unprecedented time.

4. Priority consideration should be given to all of the following long-term objectives:

#### Promoting Accessible Health Care

- Continue to maintain and expand access to health care for the uninsured and under-insured through the Ingham Health Plan, the Federally Qualified Health Clinics, and other county operated programs and clinics. Evaluate the effect of the 2010 Patient Protection and Affordable Care Act on the delivery of public health services in Ingham County.
- Maximize ability to draw down federal funds for health care.
- Evaluate the Health Department budget to determine the appropriate amount of support that is necessary from the County General Fund in order to continue operations at an acceptable level.

#### Supporting Public Safety

The County and the Building Authority will continue to work in cooperation with the Cities of Lansing and East Lansing to achieve the goal of a consolidated 911 Dispatch Center to be operational by mid – 2012.

#### Fostering Economic Well Being

Explore utilizing the County's authority under Public Act 88 of 1913 to provide for the creation of a fund to be used for economic development in Ingham County.

#### An Ongoing Capacity for Intergovernmental Collaboration/Cost Effective Delivery of County Services

The Ingham County Board of Commissioners will explore efficiencies through regional cooperation, emphasizing consolidation and service sharing, accountability and transparency, and controlling costs.

#### Providing Appropriate Sanctions for Adult Offenders

Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population by supporting strategies recommended by the Jail Utilization Coordinating Committee and Community Corrections Advisory Board, including working with community partners, increasing the use of GPS/tethering equipment, maintaining and using a data tracking system that focuses on system volume and trends, supporting appropriate use of probation residential services, facilitating treatment of substance abuse disorders, and continuing the enhancement to Pre - Trial Services to facilitate the identification of appropriate populations for bond recommendations, risk/needs assessments, recommended conditions of release, supervision of felony defendants released on conditional bonds, and initiation of court action for violation of bond conditions.



Provide Appropriate Treatment and Sanctions for at Risk Juveniles

Continue to maximize use of Juvenile Justice Millage funds to implement the Chinn Study so as to provide the most appropriate community based programming for juvenile offenders.

BE IT FURTHER RESOLVED, that efforts to expand and increase the use of technology countywide will continue.

BE IT FURTHER RESOLVED, that the County will develop and implement long-term strategies to restructure retirement benefits that are financially sustainable and appropriate for all new employees.

BE IT FURTHER RESOLVED, that the Ingham Board of Commissioners will explore efficiencies regarding the provision of employee and retiree health care benefits.

BE IT FURTHER RESOLVED, that County staff will continue to explore options for reforms and consolidations leading to savings (short-term or long-term) and present these to Commissioners for consideration.

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all departments, offices, and courts to consider these priorities in the development of their budgets and activities for 2012.