

CHAIRPERSON
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VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
MARK GREBNER, CHAIR
THOMAS MORGAN
TODD TENNIS
RYAN SEBOLT
MARK POLSDOFER
GABRIELLE LAWRENCE
MYLES JOHNSON
RANDY MAIVILLE

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, OCTOBER 16, 2024 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [October 02, 2024 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Housing Trust Fund – Resolution to Amend Resolution #24-005 Approving the Policies and Procedures for Affordable Housing Development [Gap Subsidy Grants](#) for New Construction and Rehab Projects Utilizing Housing Trust Fund Dollars
2. Facilities Department – Resolution to Authorize a Service Contract with [Perceptive Controls, Inc.](#) for the Repair of Control Panel Circuit Boards at the Ingham County Youth Center
3. Human Resources Department
 - a. Resolution to [Waive the Public Act 152](#) Health Care Requirements for Plan Year 2025
 - b. Resolution to Approve Reclassification Requests for [ICEA County Professional](#) Unit and Managerial and Confidential Employees
4. Parks Department – Resolution to Fund [Lake Lansing South Pedestrian Entrance](#) Upgrades and Park Sign Replacement
5. 9-1-1 Dispatch Center – Resolution to Approve the Creation of [Two Full-Time Crisis Call Taker](#) Positions
6. Health Department
 - a. Resolution to Authorize an Agreement with [Michigan Public Health Institute's Center](#) for Healthy Communities
 - b. Resolution to Accept [SUD Prevention Contract Funds](#) from Mid-State Health Network
 - c. Resolution to Authorize [Purchase Orders for Vaccines](#)
 - d. Resolution to Authorize an Amendment to Resolution #24-416 for the FY 2024-2025 [Public Health AmeriCorps Grant Funding](#)
 - e. Resolution to Authorize an Amendment to Resolution #24-411 for the FY 2024-2025 [AmeriCorps State Grant Funding](#)
7. Prosecuting Attorney's Office – Resolution to Authorize a Memorandum of Understanding between the [Department of the Attorney General](#) and the Ingham County Prosecutor's Office

8. Circuit Court – Family Division
 - a. Resolution to Authorize a Three-Year Contract with [Highfields for the Horizon Program](#)
 - b. Resolution to Authorize a Three-Year Contract with [House Arrest Services](#) for an Electronic Monitoring Program
 - c. Resolution to Approve the [Court-Appointed Special Advocate Donated Funds](#) and In-Home Care Program
 - d. Resolution to Authorize the Renewal of a Contract with Michigan State University for the [Juvenile Risk Assessment Project](#) and Quarterly Program Evaluations
 - e. Resolution to Authorize the Renewal of a Contract with Michigan State University to Support [the Adolescent Project](#)
 - f. Resolution to Authorize a Three-Year Contract with [Peckham, Inc. for Female Short-Term Group Home Services](#)

9. Community Corrections Advisory Board – Resolution to Authorize a [Pilot Skilled Trades Treatment Program](#) through Community Corrections and in Partnership with the Workforce Development Institute of Michigan

10. Office of the Public Defender
 - a. Resolution to Authorize a Contract between [Axon Enterprise, Inc.](#) and the Office of the Public Defender for Justice Premier Software
 - b. Resolution to Approve an Agreement with the [City of East Lansing](#) for Its Local Share Contribution under the County’s Michigan Indigent Defense Commission 2024-2025 Compliance Plan
 - c. Resolution to Approve an Agreement with the [City of Lansing](#) for Its Local Share Contribution under the County’s Michigan Indigent Defense Commission 2024-2025 Compliance Plan

11. Equalization – Resolution to Approve the 2024 [Ingham County Apportionment Report](#)

12. Controller’s Office
 - a. Ingham County [2025 General Appropriations](#) Resolution
 - b. Request to Approve [General Fund Positions](#)

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
October 2, 2024
Draft Minutes

Members Present: Grebner, Morgan, Sebolt, Polsdofer, Lawrence, Johnson, and Maiville.

Members Absent: Tennis.

Others Present: Julie Pingston, Michael Townsend, Gregg Todd, Anika Ried and others.

The meeting was called to order by Chairperson Grebner at 6:02 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/89160266022>.

Approval of the September 11, 2024, September 18, 2024 Minutes and Closed Session Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, THE SEPTEMBER 11, 2024 MINUTES AND THE SEPTEMBER 18, 2024 OPEN AND CLOSED SESSION MINUTES OF THE FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Tennis.

Additions to the Agenda

8. Facilities Department

- c. Resolution to Authorize a Purchase Order with M & M Moving and Storage for the Temporary Relocation and Storage of the Office of the Public Defender
- d. Resolution to Authorize a Lease Agreement with Regus for Temporary Public Defender's Office Space at 120 North Washington Square, Suite 300

9. Controller's Office

- e. Request to Approve General Fund Positions

Removed

- 1. Equalization – Resolution to Approve the 2024 Ingham County Apportionment Report

Limited Public Comment

None.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. POLSDOFER, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

- 2. Parks Department – Resolution to Authorize a Contingency Fund Appropriation for the Repair of the Hawk Island Splash Pad

3. Health Department

- a. Resolution to Amend Resolution #24-411 to Accept the FY 2024-2025 AmeriCorps State Grant Funding
- b. Resolution to Amend Resolution #24-414 with LTS Staffing Services
- c. Resolution to Authorize an Agreement with Nurse Family Partnership National Service Office

4. 9-1-1 Dispatch Center – Resolution to Authorize One Radio Tower Lease Termination and Two Radio Tower Lease Extensions with SBA Structures, LLC
5. Treasurer’s Office
 - a. Resolution to Authorize Acceptance of \$15,000,000 of State of Michigan Appropriations for the Housing Trust Fund to Allocate to Eligible Programs and Projects
 - b. Resolution to Approve Funding through the Housing Trust Fund to Establish a Tenant Resource Center with Unobligated ARPA Funds
6. Circuit Court
 - a. Resolution to Accept the FY 2025 Michigan Mental Health Court Program Grant, Continue the Grant Funded Full-Time Mental Health Court-Court Services Coordinator Position, and Authorize Subcontracts with CMHA/CEI; Averhealth; JSG; MDOC; Northwest Initiative; and RISE
 - b. Resolution to Accept the FY 2025 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Case Management Coordinator Position, and Authorize Subcontracts with Northwest Initiative; CEI-CMH; RISE; Averhealth; and JSG
7. Circuit Court – Juvenile Division – Resolution for the Acceptance of the Michigan Drug Court Grant Program for the Ingham County Family Treatment Court
8. Facilities Department
 - a. Resolution to Rescind Resolution #24-263 and to Authorize an Agreement with Billy White Roofing, Inc. to Replace the Roof at the Ingham County Drain Commissioner’s Office
 - b. Resolution to Rescind Resolution #24-264 and to Authorize an Agreement with Billy White Roofing, Inc. to Replace the Roof at the Ingham County Family Center
 - c. Resolution to Authorize a Purchase Order with M & M Moving and Storage for the Temporary Relocation and Storage of the Office of the Public Defender
 - d. Resolution to Authorize a Lease Agreement with Regus for Temporary Public Defender’s Office Space at 120 North Washington Square, Suite 300
9. Controller’s Office
 - a. Resolution to Establish Interagency Agreements to Obligate ARPA Funds by December 31, 2024
 - b. Resolution to Amend Resolution #22-053 to Change the Expiration Date of the COVID-19 Related Sick Leave Policy
 - c. Resolution to Accept the MITTEN Grant Award from the Michigan High-Speed Internet Office Contingent Upon National Telecommunication and Information Administration Approval and Authorize Ingham County to serve as Host Partner for an American Connection Corps Member

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

9. Controller’s Office
 - e. Request to Approve General Fund Positions

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE RESOLUTION.

Commissioner Maiville stated he had seen there was discussion of this item at the October 1, 2024 County Services Committee meeting, but would like some clarification as well.

Gregg Todd, Controller, provided clarification on the positions that would be exempt to the hiring freeze.

Discussion ensued regarding specific instances that would fall under the exemptions to the hiring freeze.

Commissioner Morgan stated that the salary for an Assistant Prosecutor at Step 1 would start at \$69,905, which was less than the Michigan Legislature, so the County should look at that going forward in order to make the position more attractive to the best and the brightest.

Commissioner Sebolt stated that Commissioner Morgan had a point, but that the County was currently undergoing a wage study, so they thought something like that would be pointed out fairly quickly.

Commissioner Morgan stated that he took Commissioner Sebolt's point, but he did not like wage studies because the market itself was a good study. Commissioner Morgan further stated that often the wage studies came back lower than what it actually took, but hopefully the wage study took multiple factors into account when adjusting the scales.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent Tennis.

9. Controller's Office
 - d. Hotel/Motel Tax (*Discussion*)

Todd stated there was a ballot initiative to increase the Hotel/Motel Tax by three percent, which would raise about 2.1 million dollars' worth of excise tax, and that the current tax from 2023 generated the County around \$3,587,000. Todd further stated that the current formula was that Choose Lansing got 80 percent, the Ingham County Fair got 10 percent, Arts Council of Greater Lansing got five percent, and five percent was dedicated to administration.

Todd stated the question was how to utilize the additional money that would be coming in if the increase passed. Todd further stated they had some discussions, and one idea was to look at the additional money for initiatives, but they were really looking for ideas or interest from the Commissioners on how they wanted to move forward.

Chairperson Grebner stated they thought they ought to grab all of it and siphon it into the General Fund and find General Fund activities that promoted tourism and such. Chairperson Grebner further stated that it would be a lot like asking if a park was adjacent to a trail, as they all were, so there were many things in the General Fund that would easily absorb two million dollars.

Commissioner Polsdofer stated he did not think they needed to get too specific yet, and should let it roll to see if it passed and stay flexible moving forward. Commissioner Polsdofer further stated they had previously discussed broadly using the funds to improve the Lansing Center, which was a worthy goal.

Commissioner Polsdofer stated none of them knew what opportunities or projects would arise in the future, so they should keep the money flexible to let those projects come to the table and make something happen that would otherwise not. Commissioner Polsdofer further stated that in hindsight, when they looked at 56 million dollars in

American Rescue Plan Act (ARPA) Funds, it had been fantastic but perhaps they had moved quickly when they could have held onto some of it to see where else they could have used it.

Commissioner Sebolt stated they thought they could be vague and flexible right now, but they were against absorbing the funds into the General Fund. Commissioner Sebolt further stated that in their mind, they should continue the current percentage breakdown and look at the additional three percent as new money.

Commissioner Sebolt stated they were against the General Fund idea because it did not do service to the voters, and the County would get left behind while places like Grand Rapids were planning large capital investments with their money. Commissioner Sebolt further stated the County needed to send some sort of signal that there was 2.1 million dollars a year or so coming in, and that the County was looking at improving existing sites or making new sites within Ingham County and the Greater Lansing Area.

Commissioners Maiville stated he agreed with Commissioner Sebolt and that they had discussed several venues in Lansing, but would like to see the Ingham County Fairgrounds get some of the new money, particularly for the potential new grandstand, which would bring events to the region.

Commissioner Morgan stated he did not think there was much support for the General Fund idea and that he agreed with Commissioners Sebolt and Maiville. Commissioner Morgan further stated they currently had it backwards and were spending all this money on stuff that did not exist, but he wanted to see the funds go towards building things that would bring people to the County, as he had said before, if they built it, they would come.

Commissioner Lawrence stated putting the funds into the General Fund was not the way to go, especially since, as Chairperson Grebner pointed out, the funds could easily be tied to anything, which they were concerned would happen. Commissioner Lawrence asked if they chose a breakdown for the funds, if they were locked into that.

Todd stated they were not.

Commissioner Lawrence asked how long they had to decide.

Chairperson Grebner clarified there really was no timeline and that they could spend however or whenever, as long as it was not improper use of the funds.

Commissioner Lawrence stated they thought the Fairgrounds fit perfectly with the intention of the funds and asked status of the Request for Proposal (RFP) that had been put out for the Lansing Center.

Julie Pingston, Choose Lansing President and Chief Executive Officer (CEO), stated an RFP was issued for the Lansing Center, the management of the Lansing Center and Stadium, and Groesbeck Golf Course. Pingston further stated that the proposals were due by October 7, 2024, and the panel would meet on October 10, 2024.

Commissioner Lawrence stated that it was clear to those at Choose Lansing and the City of Lansing Mayor, that the management of the Lansing Center had been lackluster, and it was important that the Lansing Center was successful, which had not been happening. Commissioner Lawrence further stated that pursuant to a new agreement, the City of Lansing had issued an RFP for third party management of the Lansing Center, which would revitalize management and make it better.

Discussion ensued regarding current management of the Lansing Center.

Commissioner Polsdofer stated he also did not support the idea of absorbing the funds into the General Fund and supported saving the new three percent for additional projects. Commissioner Polsdofer further provided examples of potential projects that could arise in the future.

Commissioner Johnson asked how much money the City of Lansing had requested for renovations.

Pingston stated they had requested around 30 to 35 million dollars from the State for the Lansing Center specifically.

Commissioner Johnson asked if there would be any room in the additional three percent for any Black, Indigenous, and People of Color (BIPOC) organizations that held events in the area to support them and increase their capacity for events.

Commissioner Morgan stated they needed to make sure that if they did start collecting the additional money, it was not automatically divided up according to the current operative resolution, and if they needed to amend that resolution prior to collection, they should.

Chairperson Grebner stated if they looked back in five to ten years, they likely will have partially triumphed on this. Chairperson Grebner further stated that the current allocation was entirely at the discretion of the Board of Commissioners and had previously not had voters weigh in.

Chairperson Grebner stated the current tax was due to the consent of hotel/motel owners who had originally asked for the tax to be levied, and they worked out a deal that would allocate 20 percent to County operations in various ways, and 80 percent would go to Choose Lansing, but at any moment the Board of Commissioners could walk away as there was no statutory mechanism that locked them in. Chairperson Grebner further stated they thought the County was limited to five percent of the money for administrative costs.

Chairperson Grebner stated the additional three percent tax was really entirely within the Commissioners' discretion as well, and there were few things that would not fall under its use. Chairperson Grebner further stated the reason they pointed out their ability to absorb the money into the General Fund was because in the long haul, the County revenue base would become more inadequate and they had created more millages for special purposes to fund aspects of County Government better than would otherwise happen.

Chairperson Grebner stated that at one point they had counted 11 such special purpose millages that were once General Fund operations, like the Capital Area District Library (CADL). Chairperson Grebner further stated the problem was that the County's tax base was entirely based on real estate taxes and a few other grants and fees, yet property was a declining percentage of people's wealth.

Chairperson Grebner stated that the County was not taxing the increase in wealth proportionally and that they were getting a smaller percentage of public income for County operations, which would be fine if they were trying to shrink the County Government. Chairperson Grebner further stated they were going to find themselves tapped out on those special millages, and the County tax levels were noticeably higher than any other county in the state.

Chairperson Grebner stated that all the County could tax on was property, so the County was increasingly looking for revenue sources that were not real estate-based. Chairperson Grebner further stated that there was this hapless amount of money which was about to come in and about to be mugged, which was small, but in a few years when there was no longer a majority in the Legislature to distribute to State funding generously, the County would find itself facing actual reductions in staff and be hard up for cash.

Commissioner Morgan stated that he agreed the County needed diverse income sources, but it did not pertain to the current discussion because it had been made clear within the law what the funding could be used for.

Discussion ensued regarding the law and what the funding could be used for.

Commissioner Lawrence stated they objected to characterization that the money was “about to be mugged,” and that a majority of the Finance Committee had been very clear that they wanted to be very intentional about the way the money would be spent. Commissioner Lawrence further stated to their colleagues that it was okay to be wrong.

Commissioner Sebolt stated the comments Chairperson Grebner made were part of the reason there was a growing distrust in government. Commissioner Sebolt further stated they also planned to be on the Board of Commissioners for years to come and wanted to make sure voters in Ingham County knew they would fight tooth and nail to protect the integrity of the dollars, respect the intent of the voters, and they should not fear they were playing games with this levy.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:37 p.m.

**OCTOBER 16, 2024 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller’s Office recommends approval of the following resolutions:

1. **Housing Trust Fund** – *Resolution to Amend Resolution #24-005 Approving the Policies and Procedures for Affordable Housing Development Gap Subsidy Grants for New Construction and Rehab Projects Utilizing Housing Trust Fund Dollars*

This resolution amends Resolution #24-005 to increase the Area Median Income requirement for ARPA funded housing projects from 65% of AMI to 120% of AMI to reflect recent changes to the guidelines by the U.S. Department of Treasury.

See memo for details.

2. **Facilities Department** – *Resolution to Authorize a Service Contract with Perceptive Controls, Inc. for the Repair of Control Panel Circuit Boards at the Ingham County Youth Center*

This resolution authorizes a service contract with Perceptive Controls, Inc., to repair the control panel circuit boards at the Youth Center. Replacement boards are no longer available and the buttons on the control panels are not clearly visible, causing operators to misinterpret whether a door is locked or unlocked.

The estimated cost for the repair services is \$76,783, with a 10% contingency to cover any unforeseen expenses, bringing the total not to exceed \$84,461.30. Funding for this service is available in Line Item #264-66400-978000.

See memo for details.

- 3a. **Human Resources Department** – *Resolution to Waive the Public Act 152 Health Care Requirements for Plan Year 2025*

This resolution waives Public Act 152 Health Care requirement for the County’s 2025 Year plan. Due to our current plan medical benefits and the fact that we self-insure a portion of our health insurance cost, it makes it difficult for us to determine if we are in compliance with the hard caps or the 80% requirements of the Act. This waiver is supported by the Ingham County Health Care Coalition.

See memo for details.

- 3b. **Human Resources Department** – *Resolution to Approve Reclassification Requests for ICEA County Professional Unit and Managerial and Confidential Employees*

This resolution approves the following ICEA and M&C reclassifications:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Pathways Program Coordinator	ICEA 8: 79,657.39	ICEA 10: 94,090.34	14,432.95

Prevention Programs Coordinator	ICEA 9: 87,119.20	ICEA 10: 94,090.34	6,971.14
Outreach & Linkage Specialist	ICEA 7: 73,031.40	ICEA 4: 57,214.08	(15,817.32)
Chief Deputy Register of Deeds	MC 10: 87,194.37	MC 14: 116,531.20	29,336.83
Asst. to the Ch. Public Defender	MC 5: 57,281.89	MC 9: 79,733.83	22,451.94
TOTAL:			\$ 57,375.54

See memo for details.

4. Parks Department – Resolution to Fund Lake Lansing South Pedestrian Entrance Upgrades and Park Sign Replacement

This resolution approves the allocation of \$150,000 from the Trails and Parks Millage fund balance to fund the Lake Lansing South pedestrian entrance upgrades and park sign replacement.

5. 9-1-1 Dispatch Center – Resolution to Contract with Community Mental Health for two Full-Time Crisis Call Taker Positions at the 9-1-1 Center

This resolution authorizes a contract with CMH to provide two Crisis Call Taker positions at the 9-1-1 Center. If you recall, Barb and CMH presented on this idea back in April and there was support from the committee.

The positions would be CMH positions and would be funded through the renewed Health Services Millage, which would now allow for this type of expenditure. Total cost for 2025 would be \$309,012.

See memo for details.

6a. Health Department - Resolution to Authorize an Agreement with Michigan Public Health Institute's Center for Healthy Communities

This resolution approves an agreement with Michigan Public Health Institute (MPHI) Center for Healthy Communities (CHC) to allow MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative in an amount not to exceed \$52,250, effective October 1, 2024 through September 30, 2025. MPHI-CHC will provide support for general project coordination, will include planning meetings, and will require drafting required reports to MDHHS, and drafting and/or amending the Region 7 work plan. MPHI-CHC will also provide group facilitation for the steering committee meetings and quarterly collaborative meetings in partnership with the steering committee. Lastly, MPHI-CHC will conduct a spatial analysis, host a networking event, and prepare products resulting from the birth equity assessment conducted previously. Funding for this agreement is available in the 2025 budget.

6b. Health Department - Resolution to Accept SUD Prevention Contract Funds from Mid-State Health Network

This resolution authorizes acceptance of \$136,523 from Mid-State Health Network and authorizes ICHD to enter into a SUD Prevention contract effective October 1, 2024 through September 30, 2025.

6c. Health Department - *Resolution to Authorize Purchase Orders for Vaccines*

This resolution authorizes ICHD to place multiple purchase orders for varying vaccines effective upon approval through September 30, 2025.

6d. Health Department - *Resolution to Authorize an Amendment to Resolution #24-416 for the FY 2024-2025 Public Health AmeriCorps Grant Funding*

This resolution authorizes amending Resolution #24-416 with MDLEO for the 24-25 Public Health AmeriCorps program to include a cash match of \$151,277, effective October 1, 2024 to September 30, 2025.

6e. Health Department - *Resolution to Authorize an Amendment to Resolution #24-411 for the FY 2024-2025 AmeriCorps State Grant Funding*

This resolution authorizes amending Resolution #24-411 with MDLEO for the FY24-25 AmeriCorps State program to include a cash match of \$146,155, effective September 1, 2024, to August 31, 2025.

7. Prosecuting Attorney's Office – *Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General and the Ingham County Prosecutor's Office*

This resolution authorizes an MOU with the Michigan Department of the Attorney General for the 2025 Sexual Assault Kit Initiative (SAKI) grant in the amount of \$482,484.38. This funding pays for one Special Assistant Attorney General and one designated Ingham County Sheriff's Office (ICSO) detective to investigate unsolved Ingham county cases. The funding also provides for a victim advocate to be dedicated to this work.

See memo for details.

8a. Circuit Court – Family Division – *Resolution to Authorize a Three-Year Contract with Highfields for the Horizon Program*

This resolution authorizes a three-year contract with Highfields for behavioral intervention and support services for the evening reporting program, Horizon. Highfields is the existing community partner for this program.

Funding for the \$495,397/year program is available through the Juvenile Justice Millage with a 75% reimbursement from the State Child Care Fund.

See memo for details.

8b. Circuit Court – Family Division – *Resolution to Authorize a Three-Year Contract with House Arrest Services for an Electronic Monitoring Program*

This resolution authorizes a three-year contract with House Arrest Services for electronic monitoring for delinquency juveniles who are petitioned to the Ingham County Family Division of the Circuit Court. House Arrest Services is our current provider and was the only submission for the recent RFP for these services.

Funding for the \$50,000/year program is available through the Juvenile Justice Millage with a 75% reimbursement from the State Child Care Fund.

See memo for details.

8c. Circuit Court – Family Division – Resolution to Approve the Court-Appointed Special Advocate Donated Funds and In-Home Care Program

This resolution authorizes a contract with the Court-Appointed Special Advocates program for purposes of providing independent and objective information regarding children involved in neglect and abuse cases, at rate not to exceed \$44,483.395 quarterly, for a total amount not to exceed \$177,933.58 for the duration of the contract (10/01/2024 through 09/30/2025). It also authorizes the acceptance of donated funds in the amount of \$44,483.395 from the Court-Appointed Special Advocates program for the purposes of leveraging funds from the Michigan Department of Health and Human Services Child Care Fund.

See memo for details.

8d. Circuit Court – Family Division – Resolution to Authorize the Renewal of a Contract with Michigan State University for the Juvenile Risk Assessment Project and Quarterly Program Evaluations

This resolution authorizes a contract renewal with Michigan State University for the Juvenile Risk Assessment project, which MSU has been involved with for 19 years. MSU utilizes a team of researchers to analyze and evaluate data collected by the Juvenile Division and conducts quarterly third-party evaluations of all evidence-based programming.

Funding for the \$90,812 annual contract is Child Care Fund eligible for reimbursement at 75%.

See memo for details.

8e. Circuit Court – Family Division – Resolution to Authorize the Renewal of a Contract with Michigan State University to Support the Adolescent Project

This resolution authorizes a renewal of the Court's contract with MSU for their Adolescent Project. The Adolescent Project is an evidence-based program that has been nationally awarded and recognized for providing excellent mentoring services, reducing recidivism, and increasing positive outcomes for thousands of at-risk juveniles in Ingham County.

Funding for the \$183,008 2025 contract is available in the Juvenile Division's budget and is Child Care Fund eligible for reimbursement at 75%.

See memo for details.

8f. Circuit Court – Family Division – Resolution to Authorize a Three-Year Contract with Peckham, Inc. for Female Short-Term Group Home Services

This resolution authorizes a three-year agreement with Peckham, Inc. for female, short-term group home services for court adjudicated female juveniles. Peckham has been providing the service since 2005 and won a recent RFP to continue providing the services.

Funding for the \$743,285 yearly cost is available in the Juvenile Justice Millage and is reimbursable through the Child Care Fund at 50%.

See memo for details.

9. Community Corrections Advisory Board – Resolution to Authorize a Pilot Skilled Trades Treatment Program through Community Corrections and in Partnership with the Workforce Development Institute of Michigan

This resolution authorizes a pilot skilled trades treatment program with the Workforce Development Institute of Michigan for two felony probationers in the amount of \$20,000. This resolution replaces the Resolution to Authorize a Pilot Skilled Trades Treatment Program through Community Corrections and in Partnership with the Greater Michigan Construction Academy which was referred to the Law & Courts Committee at the June 11, 2024 Board of Commissioners' meeting.

Funding for this project is available in through the Justice Millage.

See memo for details.

10a. Office of the Public Defender – Resolution to Authorize a Contract between Axon Enterprise, Inc. and the Office of the Public Defender for Justice Premier Software

This resolution authorizes a contract with Axon Enterprise, Inc. to upgrade current evidence sharing software to Justice Premier Software, which will allow unlimited storage as well as enhanced transcription and redaction capabilities.

The fund for \$46,950.37 the first year, \$51,301.12 the second year, \$52,394.57 the third year, \$54,490.35 the fourth year, and \$56,669.96 the fifth year for a total expenditure of \$261,806.37, are available through the 2024/2025 Michigan Indigent Defense Commission Compliance Plan

See memo for details.

10b. Office of the Public Defender – Resolution to Approve an Agreement with the City of East Lansing for its Local Share Contribution under the County's Michigan Indigent Defense Commission 2024-2025 Compliance Plan

This resolution authorizes an agreement with the City of East Lansing for payment of its local share contribution of the County's MIDC compliance plan in the amount of \$16,577.

See memo for details.

10b. Office of the Public Defender – *Resolution to Approve an Agreement with the City of Lansing for its Local Share Contribution under the County’s Michigan Indigent Defense Commission 2024-2025 Compliance Plan*

This resolution authorizes an agreement with the City of Lansing for payment of its local share contribution of the County’s MIDC compliance plan in the amount of \$22,158.

See memo for details

11. Equalization/Tax Mapping – *Resolution to Approve the 2024 Ingham County Apportionment Report*

This resolution approves the 2024 Ingham County Apportionment Report for presentation at the Finance Committee meeting on October 2, 2024.

See memo for details

12a. Controller/Administrator - *Ingham County 2025 General Appropriations Resolution*

This resolution is the 2025 Appropriations Resolution, which will adopt the 2025 operating and capital budgets and millage rates as recommended by the Finance Committee at its budget hearing held on September 11, 2024.

12b. Controller’s Office – *Request to Approve General Fund Positions*

This request includes Park Temp employees that perform seasonal maintenance and revenue collection at the parks, Circuit Court Clerk positions that are required by MCR 8.105 for a clerk to be in attendance when court is in session, County Clerk election temp positions (Assistants to Board of Canvassers and Recount Workers, if a recount is required), an Animal Control Officer (one ACO was held and will continue to be held in the 2025 budget), three Friend of Court positions that are state funded at 66% (one position is being held until January 1, 2025), and two HD Sanitarian positions, with one being held until January 1, 2025.

As a reminder, all of these positions are currently in the 2024/2025 budget, so it is not an increased cost to fill them. We will generate savings in 2024 by holding two of these until 2025.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

Agenda Item 1

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair

DATE: October 7, 2024

SUBJECT: Request to Amend Resolution #24-005 to Update the Housing Trust Fund Affordable Housing Development Gap Subsidy Grant Policy to Reflect Updates in Federal Guidance

BACKGROUND

Following the Board of Commissioners' allocation of \$9 Million in American Rescue Plan (ARP) funds to establish the Housing Trust Fund (HTF), the County has obligated funds to diverse projects and programming that will create additional affordable housing opportunities, encourage homeownership, and build wealth and equity in Ingham County.

Earlier this year, the Board approved policies and procedures for new construction and redevelopment projects utilizing ARP HTF dollars. These policies reflected federal guidance at the time, and limited funding to projects that serve individuals at or below 80% and 65% of the Area Median Income.

In order to increase the flexibility of ARP dollars for the development/redevelopment of affordable housing, the US Department of Treasury updated guidance in June 2024 expanding eligibility to projects creating/improving homes for individuals earning at or less than 120% of the Area Median Income for a minimum affordability period of 20 years.

The Housing Trust Fund Committee recommends making changes to the existing Affordable Housing Development Gap Subsidy Grant Policy to allow for additional flexibility, and further clarify requirements associated with the 20-year period of compliance.

ALTERNATIVES

N/A

FINANCIAL IMPACT

There is no immediate financial impact. However, Board approval of the amended policies will increase flexibility of the funds and support the efforts of established projects to expend funds by the ARP deadline of December 31, 2026.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the amended policies and procedures.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #24-005 APPROVING THE POLICIES AND PROCEDURES FOR AFFORDABLE HOUSING DEVELOPMENT GAP SUBSIDY GRANTS FOR NEW CONSTRUCTION AND REHAB PROJECTS UTILIZING HOUSING TRUST FUND DOLLARS

WHEREAS, the Ingham County Board of Commissioners (the Board), through Resolution #22-211, has allocated \$9 million of the second tranche of American Rescue Plan (ARP) funds received by Ingham County to encourage construction, improvement, and maintenance of affordable, accessible, and sustainable housing through the Housing Trust Fund (HTF); and

WHEREAS, the Board, in Resolution #24-005, approved policies and procedures for affordable housing development gap subsidy grants for new construction and rehab projects utilizing HTF ARP dollars; and

WHEREAS, the approved policies include standards and specifications consistent with ARP and other federal requirements to ensure housing constructed or rehabilitated using these funds are initially and remain accessible and affordable to income-qualified residents; and

WHEREAS, in June 2024 the US Department of Treasury released updated guidance for using ARP dollars for affordable housing development that included expanded eligibility to projects creating/improving homes for individuals earning at or less than 120% of the Area Median Income for a minimum affordability period of 20 years; and

WHEREAS, the adopted policies have been updated to reflect updated income limits and have incorporated additional updates to ensure County compliance with federal expenditure and affordability requirements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes amending Resolution #24-005 in order to update the attached policies and procedures for affordable housing development gap subsidy grants to be consistent with federal guidelines as recommended by the Housing Trust Fund Committee.

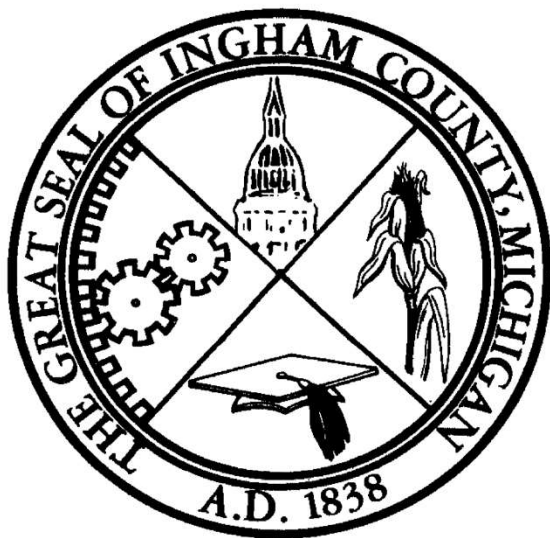
BE IT FURTHER RESOLVED, that the Treasurer's Office and Controller's Office will work with program administrators to implement the policy and ensure HTF-funded projects meet county and federal requirements as described.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary agreement documents consistent with this resolution, on behalf of the County, after approval as to form by the County Attorney.

INGHAM COUNTY AFFORDABLE HOUSING DEVELOPMENT GAP SUBSIDY GRANTS POLICIES AND PROCEDURES

[Recommended with Amendments October 15, 2024]



INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

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POLICY & PROCEDURES MANUAL PURPOSE

This manual serves as Ingham County’s administrative policies and procedures for Affordable Housing Development Gap Subsidy Grants and projects funded by the County, specifically.

UPDATES

Information may change as issued by the US Department of Treasury or Ingham County for a variety of reasons, including changes to federal regulations, County requirements, and the interpretation or clarification of a federal regulation.

Ingham County, hereinafter referred to as the “County”, will endeavor to provide Development Gap Subsidy funds to provide incentives to develop and support affordable rental housing and homebuyer projects. The County will use federal American Rescue Plan Act funding to offer Development Gap Subsidy Grants and funding to assist developers of affordable housing. ARPA funds are required to be expended by December 31, 2026. Alternative funding sources could become available after this date.

All housing policies shall be guided by accepted monetary policies, Ingham County and Local Housing Code, the Fair Housing Act, consumer protection laws, and all other applicable local and federal regulations concerning County Affordable Housing Development Gap Subsidy Grants.

DEFINITIONS

ACQUISITION COST: The selling price of a property as agreed upon by Buyer and Seller in the purchase agreement.

AFFORDABLE HOUSING: Affordable housing is generally defined as housing on which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities.

AFFORDABILITY PERIOD: The affordability period for County funded projects is seven (7) years for existing housing, and twenty (20) years for new construction.

AMI: The area median income (AMI) is the household income for the median – or middle – household in a region. AMI as defined by HUD for Ingham County (Lansing-East Lansing Metro FMR Area).

ANNUAL INCOME: The County adopts Part 5 definition of income (Part 5 Annual Income). When determining the annual income of an individual or family, the recipient must use the standard for calculating annual income under 24 CFR 5.609.

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

BENEFICIARY: An income-eligible person residing in housing, also referred to as a homebuyer, homeowner, renter or resident.

BIPOC ORGANIZATION: A nonprofit or nongovernmental organization that primarily serves Black, Indigenous, People of Color communities and has demonstrated experience and expertise providing culturally appropriate services in the community. The dominant organizational culture of a BIPOC organization, including staff, programs, operations, activities and materials, reflect the culture and value of a specific community. A BIPOC organization includes leadership (executive director and/or board of directors) and staff that is reflective of the BIPOC community it serves.

CERTIFIED MINORITY OWNED BUSINESS ENTERPRISE: Commonly referred to as MBE, refers to a business at least 51% minority-owned, actively operated, and controlled. For the purpose of certification, a minority group member is an individual who is at least 25% Asian Indian, Asian Pacific, Black, Hispanic, or Native American.

CERTIFIED WOMEN OWNED BUSINESS ENTERPRISE: Commonly referred to as WOE, refers to a company that is at least fifty-one percent (51%) owned and controlled by one or more women who are U.S. citizens or permanent legal residents.

COUNTY: The County of Ingham, **under the authority of the Ingham County Board of Commissioners**

DEVELOPMENT GAP SUBSIDY: The direct gap subsidy provided by the County to an Owner/Developer/Organization to acquire and/or construct new or make improvements on a property pursuant to the County Grant Agreement.

DEVELOPMENT PROJECT: Any construction, development, or infrastructure project, including without limitation greenfield projects and brownfield projects, in which the Owner/Developer/Organization or any of its Subsidiaries participates or holds, directly or indirectly, an interest, or the bidding on any such project. All eligible projects must obtain approval from the Ingham County Board of Commissioners and approval of contracts by the Board of Commissioners.

DISPROPORTIONATELY IMPACTED COMMUNITIES: Communities that experienced a disproportionate, or meaningfully more severe, impact from the COVID 19 pandemic, including communities within Qualified Census Tracts, underserved populations, and low-to-moderate income households with an income under 120% AMI.

EMERGING DEVELOPER: An entity that has developed, owned, or operated at least one (1) but not more than three (3) affordable housing developments that are equivalent to the proposed affordable housing development in size, scale, amenity, and target population, as determined by the County. An entity with more experience with similar projects but limited experience applying for and managing public funding may also be considered as an emerging developer. The County may evaluate the experience of the entity as a whole or the experience of senior staff/leadership.

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

GRANT: Any funding award made from the county to an Owner/Developer/Organization or any of its Subsidiaries without expectation of repayment if all conditions of funding are met. All Requests for Proposals and Grant Agreements must obtain approval from the Ingham County Board of Commissioners.

HOMEBUYER OR BUYER: A person meeting the criteria set forth in this manual that is in the process of obtaining financing for a principal residence.

HOUSEHOLD: A single person or two or more persons living together not contrary to the law (e.g., traditional families, two unmarried persons, a single parent and child, etc.)

LENDER: An organization which has been approved to provide financing for the acquisition of single-family residences in accordance with the provisions of this manual.

LOW AND MODERATE INCOME: Income limits as defined per 24 CFR Part 5 of the Code Federal Regulations.

MINORITY AND WOMEN OWNED BUSINESS AND SECTION 3 BUSINESSES: Contractors participating in County-funded projects must take affirmative steps to solicit minority and women owned business enterprise firms as well as Section 3 registered businesses and eligible individuals as subcontracts to complete contract work once awarded. Affirmative steps include:

1. Soliciting qualified minority and women owned business subcontractors to include placing them on solicitation lists when subcontractors are being solicited.
2. Affirming that minority and woman owned business subcontractors are solicited whenever they are potential sources.
3. Dividing all obligations, when economically feasible, into small tasks or quantities to permit maximum participation by minority and women-owned subcontractors.
4. Establish delivery schedules, where the requirement permits, which encourage participation by minority and women-owned business contractors.

RECIPIENT: A Non-Federal entity that receives Federal awards directly from a Federal agency, U.S. Department of Treasury, to carry out an activity under a Federal program, ARPA.

SECTION 3 REGISTERED BUSINESS: A Section 3 business concern is a business that meets at least one of the following criteria, documented within the last 6-month period:

1. It is at least 51% owned and controlled by low- or very low-income persons.
2. Over 75% of the labor hours performed by the business are performed by low or very low-income persons; or
3. It is a business at least 51% owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

SECTION 3 WORKER: Any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented:

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

1. The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
2. The worker is employed by a Section 3 business concern.
3. The worker is a Youth Build participant.

SINGLE-FAMILY RESIDENCE: A housing unit intended for occupancy by a single household.

SUBRECIPIENT: An applicant that receives subaward from Ingham County (the federal grant recipient) is a subrecipient of the federal award upon signing the Grant Agreement.

UNDERSERVED OR MARGINALIZED POPULATIONS: populations who face barriers in accessing and obtaining affordable housing. Underserved populations may include individuals from communities who face barriers due to race, income, geographic location, religion, sexual orientation, or gender identity. Underserved populations include racial and ethnic populations with historically limited access to affordable housing, or populations with special needs such as language barriers, disabilities, or current legal citizenship/alienage status.

VISITABILITY: For the purpose of this application, a unit of housing will be considered "visit able" by the definition provided by the National Council on Independent Living (<https://visitability.org>) which defines a house as visitable when it includes at minimum: One zero-step entrance; doors with 32 inches of clear passage space; one bathroom on a main floor/single story that is accessible for an individual using a walker or wheelchair.

ZERO-INTEREST LOAN: An interest free loan that will be 100% forgiven after the affordability period expires provided Program requirements are met. The loan become immediately due and payable in full when the Property ceases to be the Homebuyer's principal place of residence before the end of the affordability period. No pre-payment of this loan is allowed.

GENERAL ELIGIBILITY GUIDELINES

ELIGIBLE ACTIVIES

Gap Financing grants/funds may be used to provide incentives to develop and support affordable rental housing and homebuyer projects.

Ingham County Housing Trust Fund may provide funding through a number of eligible forms, including grants, loans, advances, equity investments, interest subsidies and other forms of investment including assistance to single family, multifamily, new construction, reconstruction, rehabilitation of non-luxury housing with suitable amenities, real property acquisitions (as part of a housing development project), site improvements, conversion, demolition and other expenses, including financing costs, relocation expenses of any displaced persons, families, businesses, or organizations; to provide payment of reasonable administrative and planning costs.

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

AFFORDABLE HOUSING DEVELOPMENT PROJECTS

All Ingham County Housing Trust Fund funded activity shall be for the purpose of producing affordable housing units. Therefore, any activity funded with program funds that does not result in affordable housing units shall be deemed in noncompliance. All housing supported with County funds must be permanent, transitional, or emergency housing.

County funds may be used to develop and support affordable housing availability (rental and homeownership) through the following activities:

- Acquisition (including assistance to homebuyers)
- Pre-development costs
- New Construction (including adding additional units to an existing structure)
- Reconstruction, or rehabilitation of non-luxury housing with suitable amenities including related costs such as real property acquisition, site improvements, demolition, and other eligible expenses including financing costs, relocation expenses of displaced persons, families, businesses or organizations.
- General and Administrative (Soft Costs)

County funds may not be used for:

- Costs associated with creating market rate housing and/or commercial spaces.
- General operating costs
- Reimbursement for past expenses

Note, if a County-assisted project is terminated before completion, voluntarily or otherwise, this constitutes an ineligible activity and County funds will be subject to recapture.

ELIGIBLE PROJECT ACTIVITIES

Some of the basic eligible development activities covered include:

- **Affordable Rental Housing Development Activities**, may include acquisition, new-construction, and/or rehabilitation.
- **Other Affordable Housing Development Activities:** Additional activities eligible with providing rental housing development, homebuyer development including new construction or rehabilitation:
 - Demolition
 - Fair Housing Counseling
 - Remediation of Lead Paint
 - Relocation

Eligible Properties include:

- 1 – 4 Single family unit homes
- Multi-unit (5 or more) rental units
- Condominiums/Row Houses

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

- Cooperative Housing
- Emergency Shelters/Group Homes
- Transitional Housing and Single Room Occupancy Units
- Permanent Supportive Housing
- Eligible properties may include one or more buildings on a single site, but project must be assisted with County funds as a single undertaking.

FUNDING PARAMETERS

- County funds for provided to Developers utilizing a variety of grant and/or loan options.
- Funded projects must begin construction within 12 months of commitment.
- Funded projects must meet County standards at completion, including any established standards for the Down Payment Assistance Program, rehabilitation, or new construction projects.
- Funds may not be used to pay for any cost that is not eligible under the County Request for Proposals, including delinquent taxes, fees or charges on properties to be assisted.

Development of homeownership units where there is not a considerable market study illustrating demand for housing will not be supported by County funds.

MINIMUM COUNTY GAP SUBSIDY GRANT AMOUNT

The minimum amount of County funds that must be invested in a project involving rental housing or homeownership is \$1,000 times the number of County assisted units in the project. Applications must include an investment of \$1,000 in County funds per County assisted unit.

MAXIMUM COUNTY GAP SUBSIDY GRANT AMOUNT

The maximum per unit subsidy amount is **\$200,000** for single-family home construction/redevelopment. The maximum per unit subsidy amount is \$50,000 for multi-family unit construction/redevelopment. **Written requests for additional subsidy may be considered.**

COUNTY REQUIREMENTS FOR GAP SUBSIDY GRANT REQUESTS

Specific Requests for Proposals may determine request requirements, but may include:

1. Request Letter for Funding
2. Written and signed agreements or commitment letters, Grant Agreements, or Tax Credit reservation agreement from other confirmed funding sources (if applicable) included in the proforma and may request underwriting of other lenders for review as well.
3. IRS determination letter indicating 501(c)(3) tax-exempt status (Nonprofits only)

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

4. Articles of Incorporation (if applicable)
5. Most recent annual financial statement (reviewed or independently audited, if available) or Form 990
6. Letters of Support from community organizations with significant experience providing services to low-moderate income populations
7. Deed to property or Purchase Contract demonstrating ownership for project sites.
8. Project site map to demonstrate walkability and access to transportation and amenities.
9. Proforma that clearly states total development costs, separating acquisition, soft costs and hard costs and requested developer fee. Proforma must clearly show sources and uses of funds, Including evidence of available equity funds, if applicable.
10. Budget Worksheet with an Expense Budget tab and a Revenue Budget Tab
11. Market value after development, established by approved methods (pre-rehab or pre-construction appraisal, evaluation of sales of homes with comparable features by a real estate professional, etc.).
12. Information (market analysis) showing demand for unit(s).
13. Architectural plans and/or specifications and site plans for the project
14. Proposed Construction Schedule

COUNTY REVIEW PROCESS

DEBARRMENT

The County will verify that a subrecipient is not debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from covered transactions by a federal department or agency by using [SAM.GOV](https://sam.gov).

MARKETING ASSESSMENT

- The County will utilize current data from a variety of appropriate sources to evaluate demographic and economic data and housing conditions. Data assessment must establish demand for the type and number of housing units being developed. The County may conduct the following assessments: Site visits to view neighborhood conditions.
- Market Analysis submitted by developer/owner.

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

- Waiting lists of approved buyers that establish demand.
- Evaluation of amenities included in proposed units.
- Current information about the Lansing/East Lansing housing market at www.hud.user.gov
- Market information in local publications

Assessments may include analysis of geographic areas buyers are likely to come from and quantifying the pool of eligible buyers for relevant factors including household size, age, income, tenure and other relevant factors, will evaluate existing and planned housing opportunities with an emphasis on affordable sales opportunities, evaluate the effective demand and capture rate of the proposed development, and estimate the absorption period.

CAPACITY ASSESSMENTS

County may conduct additional evaluations of developer/applicant capacity based on:

Experience

- Past experience of the entity with successfully developing housing units
- Capacity and experience of assigned staff and quality of the development team
- Capacity to market and sell units.

Financial Capacity

- Evidence of financial capacity (audit), certification from CPA, or current financial management systems and practices in place
- Evidence financial resources are in place to carry the project through completion.

DOCUMENTATION REVIEW

County or Designee will review all submitted documentation prior to committing funds to a project to assess likelihood of project success, using the following standards:

Funding Sources:

- Identification of all sources of funding and timing for all phases of development
- All funding sources are compatible with County funding requirements.

Funding Uses/Expenses:

- All proposed uses of funds must be necessary, reasonable and allowable as determined by the County and/or the funding source.
- Acquisition documentation, cost estimates, preliminary bids, contracts, quotes and other agreements substantiating key professional costs, and the basis for estimating other soft costs and working capital items, including capitalized reserves.
- Governing reserves capitalized at closing to verify that reserves cannot be withdrawn later as fees or distributions.
- For projects utilizing LIHTC, must request and evaluate syndication costs and close (or rent) to ensure ability of organization to carry costs of construction loans, maintenance costs.

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

- Costs must be sufficient to produce a quality unit that will meet County standards upon completion and throughout the affordability period.

COST EVALUATION

PROJECTED INCOME

County or designee will evaluate projected income to ensure that rent levels are achievable, that vacancy and loss estimates are realistic and estimates of non-residential sources of income are conservative.

PROJECTED EXPENSES

County or designee will evaluate operating costs to determine that planned expenditures are sufficient and reasonable. These costs may be compared to and evaluated against similar developments in the neighborhood or in the proposed property manager's portfolio.

HOMEBUYER PROJECT SALES PLANS

A sales plan indicating anticipated cash flow and timing is required for homebuyer projects and will be evaluated for timelines and cash flow.

DEVELOPER PROFIT AND RETURNS

The maximum developer fee allowed by the County for a project using Development Gap Subsidy Grant funds is 15%. For rental projects, the County will examine developer fee for reasonableness. County or designee will examine operating proforma to determine if adequate funds from the operating income will be set aside for proper management of the units, and adequate and maintainable replacement reserve and debt service.

For homebuyer projects, County or designee will examine all potential sources of income from the project and ensure they are reasonable, and that owners are not receiving excessive gains or profits.

PROJECT COST/BUDGET ANALYSIS

County or County Designee will:

- Examine sources and uses of funds and determine that costs are reasonable and allowable.
- Assess the current market demand in the area of the proposed development project.
- Assess the experience and financial capacity of the developer/owner.
- Assess the written commitments for funding.

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

County or County designee will analyze the development budget including the total development costs, soft costs, hard costs and developer fee. This evaluation will include a determination of whether the project will meet County standards upon completion, including income requirements and property standards required for the project (*Initial Underwriting worksheet*) if funding falls within the per-unit subsidy maximum and any purchase price limits. Additional considerations County staff or designee will evaluate include:

- The debt capacity of the developer by ensuring the lenders financing terms are reasonable and comparable to those from other lenders.
- Equity contributions that provide returns to owners and investors, and the calculations of tax credit basis and market price to determine if the projected amount of tax credit equity is reasonable.
- Verify County funds will be used on program-eligible costs and activities.
- Verify projects will not exceed the maximum per-unit subsidy limit.

County will deny Development Gap Subsidy Grant funding if it is determined additional funding is not required to close a financing gap. The County can request reasonable adjustments in compliance with underwriting guidelines.

COUNTY UNDERWRITING CONSIDERATIONS

County or County Designee will ensure that the operating proforma shows a development can self-fund capital needs from a combination of reserve funds and cash flow, and includes:

- Achievable gross and potential rents given location, design and resident population.
- A projected vacancy rate that reflects the likely long-term average of vacancy, bad debt, and concessions expected.
- Adequate marketing, leasing and management expenses.
- Reasonable and prudent trending factors for income and expenses
- Sufficient debt service coverage to allow the property to survive income and expense shocks.

FUNDING/GRANT AGREEMENT CONDITIONS

County funding will be defined by a (Grant/Loan) Agreement with Ingham County. The grant period, scope, allowable budget, and reporting requirements will be outlined in the Agreement. All grants awarded funds must be expended no later than September 30, 2026.

Agreement will define the requirements for compliance with relevant Federal, State and Local Laws, Ordinances, Rules and Regulations. Requirements will include, but not be limited to:

- Prevailing Wage requirements on any construction contract exceeding \$10,000 as determined by using the wage guidelines promulgated by the U.S. Secretary of Labor pursuant to the Davis-Bacon Act (**consistent with the County Prevailing Wage Policy**).
- Equal Opportunity Employment and Non-Discrimination Policies, in addition to all Federal, State, and local laws prohibiting discrimination, including, but not limited to: The

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended; The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended; and the Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat.328 (42 USCA §1201 et seq), as amended.

- Compliance with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations.
- ARPA funds must be expended by September 30, 2026. Only costs incurred within the contract period will be eligible for reimbursement, beginning the date an agreement with County is signed/executed, or by December 2024, per federal ARPA requirements.
- Funds may be combined with other types of grants and funding for combined benefit, but must follow guidelines for all awarded Federal, State and/or local funds.
- Federal guidelines require quarterly reporting of grant expenditures and uses, and a valid [SAM.gov](https://sam.gov) registration for all recipients of ARPA funds.
- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 sets the standards for “subrecipient” receiving “subaward” from Ingham County, which is the “pass-through entity” (also referred to as a “non-Federal entity”).

County or County Designee will document each file to include:

- Date of receipt of required documentation
- Data and actions used to complete the marketing assessment
- Materials gathered through any Request for Proposals, including budget or Development Proforma (and operating proforma for rental projects) analysis with comments
- Dated commitments from all funding sources
- Signed commitment letter or signed denial letter.

COUNTY DISBURSEMENT POLICY

The County will analyze each project to ensure that the County investment is necessary and reasonable to provide quality affordable housing that is financially viable throughout any period of affordability.

1. In no case will the County investment exceed the Award amount listed in the Grant Agreement.
2. For projects involving both County and other governmental funds, the combined County investment shall not exceed the maximum investment per unit limit.
3. County may **exceed** the maximum allowable amount to a project unless the County has determined that this funding is needed to make the project feasible and viable.

ELIGIBLE PROJECT COSTS

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

1. Generally, all costs funded with County Development Gap Subsidy Grant must be eligible according to the County policy.
 - A. All costs must be in direct relation to the assisted unit and supporting documentation of all expenditures is required for all costs being paid with County funds.
 - B. With the exception of acquisition and financing costs, County funds are available as reimbursement for eligible expenses.
 - C. Related soft costs must be necessary for the development of the assisted units, and documentation must be provided for any cost reimbursement.
 - D. Funding will be limited to the amount necessary to facilitate the completion of the project and will not exceed a proportionate share of costs in a project with multiple units. All projects will be underwritten according to the County underwriting guidelines.
 - E. Before funds are released, a grant agreement will be signed between the County and the recipient. The agreement will satisfy Federal requirements and establishes the terms under which the funding is provided. Funds will not be released until a funding grant agreement is executed and all applicable regulations have been met.
2. The following additional limitations may also apply:
 - A. County funds shall not be used for luxury improvements.
 - B. County funds shall not be used to fund an initial operating deficit reserve.
 - C. Acquisition costs shall be supported by an appraisal of the property.
 - D. County funds shall not be used for non-residential accessory structures such as free-standing community/leasing buildings, garages, carports, or maintenance structures. County funds may be used for community space or common laundry facilities included in residential buildings.
 - E. Payments will be disbursed on a reimbursement basis or according to the process described in the Grant Agreement. A draw of funds will not be completed until required documentation is received by staff, which may include a draw request, lien waivers, invoices for work completed, inspection and approval of work by the County or its designee.

COUNTY PAYMENT STRUCTURE

- A. All payments made by the County shall be reimbursement to the Grant/Subsidy Recipient/Sub-Recipient for expenses incurred and paid by the Recipient/Sub-Recipient.

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

- B. For LIHTC projects, the County may disburse more than fifty percent (50%) of total gap subsidy grant funds on the first payout, and/or the balance in equal portions up to ninety percent (90%). The remaining ten percent (10%) may be disbursed upon successfully completing the project and completing the close-out procedures in the Grant Agreement.
- C. The County will issue payments on a reimbursement basis or as otherwise detailed in a Grant Agreement. Payments for eligible work will be subject to standards and inspections. Material stored on site and not installed is not eligible for reimbursement.
- D. Contractors/Developers/Grantees may need to allow for additional time for County staff to verify completion of work through on-site inspection before the draw requests are processed.

ELIGIBLE ACTIVITIES

County funds may be used to pay the following eligible costs of development:

- Acquisition Costs
- Pre-development Costs
- Development Hard Costs
- Development Soft Costs
- Relocation Costs

ACQUISITION ACTIVITIES

The acquisition of vacant land or demolition are not stand-alone activities, and County funds shall be expended for these activities only in conjunction with a housing development activity. No funds for acquisition or demolition shall be committed until the County has determined that construction will begin within 12 months.

Agreements including demolition activity shall include an Affordability Restrictive Land Use Provision, whose terms shall comply with County guidelines. Grants will be repayable if construction does not start within 12 months of Agreement execution; and a housing development project plan must be submitted with the demolition request, must include architectural drawings and demonstrate a project critical path schedule initiating project construction within 12 months, and private construction financing as leverage.

ELIGIBLE ACQUISITION COSTS

- Costs of acquiring improved or unimproved real property.
- Acquisition of vacant land or demolition can only be undertaken for particular housing project intended to provide affordable housing, where construction of new affordable housing will begin within 12 months.

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- Costs to make utility connections to an adjacent street or to make improvements to the project site, are also eligible in connection with acquisition of standard housing.

ELIGIBLE DEVELOPMENT HARD COSTS

- The actual cost of constructing or rehabilitating housing.
- Cost to acquire the property to be developed.
- Demolition of existing structures.
- Uniform Relocation Costs.
- Creation of utility connections including off-site connections from the property line to the adjacent streets.
- Improvements to the project site that are in keeping with improvements of surrounding, standard projects, including on-site roads, sewer lines and water lines.
- Costs to construct or rehabilitate laundry and/or community facilities in the same building as the housing for the use of project residents (only applicable to multi-unit rental housing).

ELIGIBLE SOFT COSTS

Soft costs include other reasonable and necessary costs incurred by the owner and associated with the financing or development (or both of new construction, rehabilitation or acquisition of housing assisted with County funds. These costs include but are not limited to:

- Architectural Services
- Engineering Services
- Environmental Review
- Environmental Tests
- Preparation of plans, drawings, specifications, or work write-ups.
- Costs to process and settle the financing for a project.
- Private lender origination fees
- Credit Reports
- Fee for Title Evidence
- Fees for Recordation
- Filing of legal documents
- Building Permits
- Attorney Fees
- Private Appraisal Fees
- Fees for independent cost estimate
- Cost of project audit
- The cost to provide affirmative marketing and fair housing information to prospective homeowners and tenants.
- Staff and overhead costs related to project deliver may be included as soft costs in certain cases as to be determined by County in consultation with the Developer.

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All costs must be reasonable and documented thoroughly (including timesheets detailing actual time worked on project activities).

Note that closing costs connected to the sale of the property to eligible low-income homebuyers (real estate commissions and other seller's closing costs) are NOT considered development soft costs for the purpose of this policy. As a result, they are not included in the total project cost, and they may be paid from the proceeds of sale rather than being taken from the developer fee.

ELIGIBLE DEVELOPER FEE

For new construction and rehabilitation projects, the developer fee cannot exceed 15% of total development costs and must be commensurate to the scope of the developer's responsibilities. Developer Fees are used by grantees to pay administrative and overhead costs, are paid as fees for services rendered and do not have to be fully offset by incurred costs.

ELIGIBLE BENEFICIARIES/RESIDENTS

The County is designed to provide affordable housing to low-income households and individuals.

Eligible beneficiaries must meet the following requirements:

- Households purchasing single family homes must be at or below **120%** of Area Median Income.
- Households renting County funded units must be at or below **120%** of Area Median Income.
- Households must not be an agent, consultant, officer, employee and/or elected official of the County or a recipient of funds; and
- Household must meet all other requirements where applicable.

Additional restrictions apply when County funds are used for rental housing or assisted rental units.

INCOME ELIGIBILITY

The County adopts the Part 5 definition of income (Part 5 Annual Income). When determining the annual income of an individual or family, the recipient must use the standard for calculating annual income under 24 CFR 5.609.

COUNTY FUNDING PARAMETERS

The County funds projects that utilize gap financing wherein projects and program activities are leveraged with other funding resources to the greatest extent possible.

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County staff will work with non-profits and sub recipients, providing technical assistance to seek outside funding resources. Entities certified as “Developers” and for-profit Developers must secure construction financing for brick-and-mortar development activity.

RENTAL/SALES PRICE LIMITS

Following US Department of Treasury guidance on using ARPA Coronavirus State and Local Fiscal Recover Funds (SLFRF) funds to invest in affordable housing, Ingham County will refer to existing federal and state housing programs to establish rental and homeowner price limits:

- A. Rental Limits: In the case of rental projects, Ingham County will refer to rental limits established by existing housing development and assistance programs, including the HOME Program and the Low-Income Housing Tax Credit (LIHTC). Under the HOME Program, rental costs cannot exceed the local Fair Market Rents published by HUD or cannot exceed 30% of a family earning 65 percent of the AMI, whichever is less. **Rental limits for HUD programs that go up to 120% of the area median income are described here in [Attachment A](#).**
- B. Homeownership Sales Limits: The purchase price of a County supported property will be the amount agreed upon by buyers and sellers in purchase agreements. Any County Development Gap Subsidy funds used to fund for-sale housing must benefit new homebuyers whose household income does not exceed **120%** of AMI. The County funding will rely on price limits established for the Department of Housing and Urban Development’s (HUD) Home Investment Partnerships Program and the HUD National Housing Trust Fund Program limiting purchase price for new builds and existing home following rehab to no more than 95% of the area median purchase price. This is based on Federal Housing Administration (FHA) single family mortgage program data. The area median purchase price limit for an existing single-family home within Ingham County is **\$209,000**. For a new construction home, the maximum cost of a single-family home is limited to **\$303,000**. Price limits for these Federal programs are described here in [Attachment A](#).

GRANT/LOAN AGREEMENTS

County and the Property Owner are required to execute a legally binding written agreement and a Lien and Note (Mortgage) holding the Owner accountable for compliance during the affordability period and additional Ingham County compliance period, if applicable. The agreements typically include a land use restriction. This document, recorded with the Register of Deeds, is a deed restriction that binds all subsequent owners of the property.

When there is more than one financing source imposing land use restrictions on a property there may be restrictions from one program that are more restrictive than similar restrictions in the other program (s). Some projects with more than one source of financing, such as Tax Credits and bonds, may have more than one Regulatory Agreement simultaneously in effect. In these instances, the

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more restrictive requirement will apply to the property. An owner may voluntarily make additional commitments in the application process, including occupancy restrictions, demographic targeting requirements, stricter rent and income restrictions or an extended compliance period. Owners must comply with these covenants.

Grant Agreements serves as a concise statement of the relationship between County of Ingham and the subrecipient of ARPA funds (Developer, Owner, Organization, Sponsor), and also set forth the conditions under which the funds are provided and the requirements that must be met.

The Agreement will include the required provisions depending on the role the entity is asked to assume, or the type of project undertaken. It shall at a minimum describe:

- Use of Funds: Includes recipient role description, specific tasks to be performed, the number and type of households to assist and/or units to be produced; a schedule; a budget; matching funds; and the term of agreement.
- Affordability: The agreement will specify the period of affordability, deed restrictions or land covenants, and how repayments are recaptured.
- Eligible and ineligible fees.
- Uniform Administrative Requirements (2 CFR 200 and applicable provisions of 24 CFR Part 85 for government entities and 24 CFR Part 84 for non-profit entities.
- Cross-cutting requirements:
 - a. Affirmative Marketing
 - b. Requests for disbursement of funds
 - c. Records and Reports
 - d. Enforcement of the Agreement
- Required Provisions

GRANT REPORTING & MONITORING

Subrecipients awarded funding will be required to provide project reporting to County to comply with US Treasury requirements. Organizations that fail to report will risk losing funding and be responsible for repaying ARPA funding received from the County. Each funded agency/organization will submit a programmatic report on a regular basis as specified in the Grant Agreement. These reports describe progress towards deliverable outcomes.

The County, the US Department of Treasury or any of their other authorized representatives have the right to access the projects and any books, documents, papers, or other records of an ARPA assisted unit.

Developers/owners will maintain all books and records pertaining to ARPA assisted units with the provisions of 24 CFR §92.508 for a period of not less than five (5) years after the period of affordability ends, and all matters pertaining to the project are resolved under applicable federal or state laws, regulations or policies.

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During the affordability period and until the Lien and Note have been released, ongoing compliance and yearly project monitoring is required.

RENTAL PROJECT PROVISIONS

- A. Before a tenant occupies a unit, tenant income eligibility must be documented with source documentation, such as wage statements, interest statements, and unemployment compensations statements. If needed, income verification forms should be sent to employers or other agencies to verify current income.
- B. Income eligibility is based on anticipated income, which means current income must be projected for the next 12 months. When collecting income verification, property owners/managers must also consider any likely changes in income, which may occur during lease period.
- C. Gross household incomes must meet the requirements of the specific program used. If existing tenants (those that remain in the unit after the initial one-year lease) income increases, but does not go above **120%** AMI income level, rent does not have to be increased. However, if their gross income exceeds **120%**, tenant(s) must pay 30% of their adjusted income for rent and utilities. If the 30% exceeds the areas market rent, the project owner/manager MAY charge the tenant Fair Market Rent.

At initial occupancy, County assisted unit tenants must be at or below **120%** of the area median income.

- D. Rents cannot be increased during the first year of occupancy. After the first year, rents MAY be increased, but must never exceed the fair market rents, which includes utilities. This pertains to tenants at or below **120%** of area median income. County will provide subrecipients income limits and fair market rents on an annual basis.
- E. Potential tenants must be made aware of loan program conditions prior to executing a lease. Tenants must allow for property inspections and provide income documentation annually throughout the affordability period.
- F. Leases need to indicate the number of persons residing in the unit and should name each of the adult household members since they will need to provide income documentation. If additional persons move into the unit, their income will need to be included in the household maximum, and the household income will have to be reviewed to verify continued compliance. The total unit income in this case must remain at or below **120%** of area median income. If the additional person's income places the unit over income, they should not be allowed to take residency, as the unit will not be in conformance.
- G. **Annual re-certification:** The loan program imposes occupancy restrictions over the length of the affordability period. Property owners/managers must re-certify tenants' income on an annual basis. Income certification forms will be made available from County.

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Verifications should be obtained when tenants renew their lease. All tenants must be informed of this process prior to lease execution. Tenant verifications are required on an annual basis regardless of the number of units.

- H. **Lease Language:** Leases shall state that 30 days and a written notice specifying the grounds for the action by the owner must precede any termination of tenancy or refusal to renew a lease. The length of leases must be at least one year at initial tenancy. Lease extensions or subsequent leases of existing tenants can be for either a one-year period or a term agreeable to both the tenant and owner/manager.
- I. **On-site inspections:** County, or its agent(s), is responsible for conducting on-site inspections of all rental units within the County limits as part of the compliance process. County, or its agent(s), will also inspect units that participated in the program during the affordability period. The frequency on-site inspections are determined by the number of County assisted units in a project:
 - 1. Projects containing 1 to 4 assisted units must be monitored once every 3 years.
 - 2. Projects containing 5 to 25 assisted units must be monitored every 2 years.
 - 3. Projects containing more than 25 assisted units must be monitored every year.

RENTAL PROJECT OWNER RESPONSIBILITIES

The following affordability conditions must be complied with and will be monitored throughout the affordability period for all assisted units. These requirements are the responsibility of the property owner/manager.

- A. **Termination of Tenancy:** An owner/manager may not terminate the tenancy or refuse to renew the lease of the tenant of rental housing assisted with County funds except for serious or repeated violation of the terms and conditions of the lease; for violation of federal, state or local law; or for other good cause.
- B. **Maintenance and Replacement:** Owners/Managers of properties that received County funds must maintain the premises in compliance with all local and state housing code standards.
- C. **Tenant Selection:** An owner of rental housing assisted units must adopt written tenant selection policies and criteria that:
 - 1. Are consistent with the purpose of providing housing for very-low income, and low-income families.
 - 2. Are reasonably related to program eligibility, and the applicant's ability to perform the obligations of the lease.

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3. Consider the housing needs of families that would have a preference under 960.211 (Federal selection preferences for admission to Public Housing) of this title, and provide for:
 - a. Select tenants from a written waiting list in the chronological order of their application, in so far as it is practical.
 - b. Promptly give written notification to any rejected applicant as to why they were rejected.

D. Prohibited Lease Terms: The following provisions are prohibited in rental agreements for program-assisted units:

1. **Waiver of habitability:** Agreement by the tenant to waive a remedy when the premises are not maintained in a condition of fitness and habitability pursuant to State or local codes.
2. **Security deposit regulations:** Agreement by either tenant or owner to waive their rights established under State regulations pertaining to security deposits.
3. **Tenant exclusion or discrimination:** Agreement by either tenant or owner to exclude or discriminate against persons in violation of civil rights laws or laws protecting persons with disabilities.
4. **Agreement to be sued:** Agreement by the tenant to be sued, to admit guilt, or to a judgment in favor of the owner in a lawsuit brought in connection with the lease.
5. **Treatment of property:** Agreement by the tenant that the owner may take, hold, or sell personal property of household members without notice to the tenant and a court decision on the rights of the parties. This prohibition, however, does not apply to an agreement by the tenant concerning disposition of personal property remaining in the housing unit after the tenant has moved out of the unit. The owner may dispose of this personal property in accordance with state law.
6. **Excusing owner from responsibility:** Agreement by the tenant not to hold the owner or the owner's agents legally responsible for any action or failure to act, whether intentional or negligent.
7. **Waiver of legal proceedings:** Agreement by the tenant that the owner may evict the tenant or household members without instituting a civil court

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proceeding in which, the tenant has the opportunity to present a defense, or before a court decision on the rights of the parties.

8. **Waiver of a jury trial:** Agreement by the tenant to waive any right to a trial by jury.
 9. **Waiver of right to appeal court decision:** Agreement by the tenant to waive the tenant's right to appeal, or to otherwise challenge in court, a court decision in connection with the lease.
 10. **Tenant chargeable with cost of legal actions regardless of outcome:** Agreement by the tenant to pay attorneys' fees or other legal costs even if the tenant wins in a court proceeding by the owner against the tenant. The tenant, however, may be obligated to pay costs if the tenant loses.
 11. **Acceleration of rental payments:** Agreement by the tenant that rental payments may be accelerated if the rental agreement is breached by the tenant.
 12. **Mitigation of damages:** Agreement by either tenant or owner that releases either party from a duty to mitigate damages.
 13. **Written consent to changes:** Agreement by the tenant that allows the owner to alter a provision of the rental agreement after its commencement without written consent of the tenant.
 14. **Consumer protections:** Agreement by either tenant or owner that violates the Michigan Consumer Protection Act.
 15. **Power of Attorney:** Agreement by the tenant to give the owner a power of attorney.
- E. **Affirmative Marketing:** The inclusion of the Equal Housing Opportunity slogan or logo in all advertising is required, regardless of units in a project.

Affirmative marketing procedures and requirements for all assisted housing units with five or more units must be met by the property owner/managers. These requirements and procedures must include the following:

1. A method for informing the public and potential tenants about fair housing laws, and the County's policies. For example: use of the Fair Housing logo, or Equal Opportunity language.

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2. A description of what you as the owner/manager will do to inform persons not likely to apply for housing without special outreach.
 3. Maintenance of records to document actions taken to affirmatively market assisted units, and to assess marketing effectiveness.
 4. Description of how efforts will be assessed, and what corrective actions will be taken where requirements are not met.
- F. **Rent Documentation:** The owner/manager of a rental assisted unit(s) must document that the rent charged on the assisted unit(s) are consistent with the initial rent approved by the County, and over time, rent increases are consistent with the maximum rent and income limits published annually by the United States Department of Housing and Urban Development (HUD). The owner must also keep records, on a unit-by-unit, and building-by-building basis, for every year during the period of affordability.
1. The total number of residential rental units in the building (including the number of bedrooms, and the size in square feet of each residential rental unit).
 2. The percentage of residential rental units that are County-assisted units.
 3. The rent charged on each residential unit in the project (including any utility allowances).
 4. The County-assisted unit vacancies and information that shows when, and to whom the available County-assisted units will be rented.
 5. The income certifications of each low and very-low-income resident per County-assisted unit.
 6. Documentation to support each County-assisted unit residents' income certification.
- G. **Annual Certification of the Owner:** The owner/manager of any project that has used County funds for either rehabilitation, new construction or acquisition must certify to County, under penalty of perjury, at least annually, for each year of the compliance period, on the County's Tenant Household Composition & Income Form, that for the proceeding 12-month period:
1. The owner has received an annual certification from each County-assisted unit resident, and documentation to support that certification.

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2. Each County-assisted unit was rent restricted in accordance with the Affordable Rent Restriction guidelines of the County.
3. Each building and all units in the project with County standards.
4. If the income of any resident increased above the limit allowed by the County guidelines, the next available unit of comparable or smaller size was or will be rented to residents having a qualifying income.
5. Tenants must sign a statement indicating their compliance with the provision of income review on an annual basis.
6. In projects with 5 or more units, the project meets the requirements 20% test (20% of units in a project must be affordable to household who earn **120%** or less of the Area Median Income, which is determined by household size, and the remaining units must have rents that are the lesser of:
 - a. Section 8 Fair Market Rents (FMRs) for existing housing minus resident-paid utilities; or
 - b. Rents, which are 30% of, adjusted income for households at **120%** of the Area Median Income minus resident-paid utilities.

H. Property Owner/Manager Procedures: In order to provide the best possible service to resident of Ingham County, financed property owners/managers, and the County staff must work in tandem to ensure residents rent and income compliance, and ensure that the properties remain decent, safe, and sanitary housing. Correcting issues of non-compliance can be time consuming and costly for both property owners and County staff.

1. Property owners must submit a Maximum Income and Unit Rent Computation form on an annual basis to the County.
2. Property owners must remain cognizant of leasing and compliance responsibilities, and keep in mind the following issues:
 - a. Verification of resident's income certification. The following are examples of items that may serve as verification: Employment verification from a resident's employer, Federal Income Tax forms, including all schedules and W-2s, Social Security statements, paycheck stubs, letters confirming the granting and/or receipt of assistance from the Family Independence Agency (FIA), or other public and/or charitable agencies, and records from the Michigan Employment Securities Commission (MESC).

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- b. Annual household income includes all income of all household members over the age of 18. It also includes income received for the support of minor children such as social security, child support, etc.
- c. Income earned by dependent, full-time students over the age of 18, or income earned by children under the age of 18 does not have to be included.

Proof of full-time student status must be provided in order to have any income earned by this dependent household member deducted from the total annual household income. School verification forms are available from County.

- 3. Leases used by property owners/managers may not contain any clauses that may be deemed unconscionable to a court of law, and the lease may not contain clauses which restrict the use of resident facilities to open market residents.
- 4. Property owners/managers must pursue Affirmative Marketing by advertising the availability of apartments by making contacts with community groups, housing commissions, and by logging said contacts. It must be communicated that residents will not be chosen in regard to their race, sex, age, religion, national origin, familial status, sexual orientation, or disabilities.
- 5. Uniform Physical Condition Standards (UPCS) as well as local housing codes must be maintained in County-assisted units, as specified in original rehabilitation specifications, and including the following, but not limited to, and on an annual basis property owner shall inspect for and ensure that:
 - a. There are at least two working electrical outlets, and one working light fixture per room, and that all areas are free from electrical hazards.
 - b. Windows accessible from the outside are lockable, free from severe deterioration, and do not have broken panes. Screens are on all operable windows.
 - c. The foundation, roof, gutters, chimney, stairs, rails, porches, ceilings, walls, and floors are sound and free from hazardous defects.
 - d. Interior and exterior surfaces are free from cracking, peeling, chalking or cracking paint, and/or adequately treated to prevent the exposure of residents to lead.
 - e. Kitchen contains properly functioning refrigerator, sink with hot and cold running water and space to store and prepare food.

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- f. Bathroom has working toilet, fixed basin, tub or shower, and proper ventilation.
- g. Smoke detectors are properly installed and functional.
- h. Heating equipment provides adequate heat, and all units are free from un-vented fuel burning space heaters.
- i. Ventilation (supplied by a cooling system or operable window) is adequate.
- j. Water heater is installed in a safe manner.
- k. Plumbing is free from corrosion or rust, which could contaminate the water supply, and is also free from sewage backup.
- l. There are not rats, vermin or other pests.
- m. Refuse is disposed of properly.
- n. Interior air is free from pollution.
- o. Elevators must have current inspection certificates.
- p. The property and immediate neighborhood are free from conditions that may endanger the health of residents.

GAP SUBSIDY GRANT RECAPTURE PROVISIONS

During the affordability period, the County has adopted provisions that allow for the recapture of County funds.

The County requires recapture of Gap Subsidy Funds in the amount of the subsidy to the homebuyer, in the case of single-family housing units as specified in the mortgage and the promissory note executed by the Borrower (homebuyer) at closing. The County further requires recapture of Gap Subsidy Funds in the amount of the subsidy to the developer, in the case of multi-family units, as specified in the promissory note and mortgage. Program loans are prorated.

HOMEOWNERSHIP PROJECT RECAPTURE PROVISIONS

If the Borrower (homebuyer) ceases to occupy the property as their principal residence and/or sells the property within the affordability period as specified within the Program loan documents, the prorated loan amount becomes immediately due and payable to the County as the lender of those funds. The receipt of payoff amounts shall be considered program income.

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In those cases where a homebuyer violates the terms and conditions of their Gap Subsidy Funds mortgage or note (e.g., sells the property on land contract without prior approval of the County or uses the property for rental purposes) the County reserves the right to require prorated repayment of the amount of the Gap Subsidy Funds shall be made payable to the County, not later than the 30th day following the sale, transfer, mortgaging, or other conveyance, or following the date upon which the structure ceases to be the Borrower's principal residence, or after written notice from the County that the Borrower is in default of any superior lien then existing against the property.

In hardship cases where the sale of the property prior to the expiration of the affordability period is determined by the County and documented to be involuntary (a sale due to foreclosure, loss of income, job transfer or similar circumstances), and where repayment of the prorated amount of Gap Subsidy Funds due to be repaid exceeds the net proceeds available from the sale, the County will consider requests for a partial forgiveness or subordination of its Gap Subsidy Funds liens to accommodate short sales on a case-by-case basis.

The following conditions must be met for consideration of partial forgiveness to accommodate a short sale:

- 1. Request for forgiveness must be proportionate to the first lender's forgiveness.**
- 2. Purchaser must be owner occupant.**

Requests for continued subordination for short sale purchases must meet the following conditions:

- 1. Purchaser must be an owner occupant.**
- 2. Purchaser must meet current household income eligibility limits.**
- 3. Units must comply with local housing code and zoning requirements.**

Requests for forgiveness must be submitted in writing to the County Treasurer, P.O. Box 215, Mason, Michigan, 48859.

Requests must include the following:

- 1. Copy of a fully executed purchase agreement which discloses the property address, purchase price, name of buyer and name of seller.**
- 2. Current appraisal of the subject property.**
- 3. Disclosure of the purchaser's intended use of the property and financing plan.**
- 4. Financing commitment including the mortgage amount, term, and interest rate.**

Borrowers will be required to repay loan funds (in full/or at prorated amount) during the affordability period of their loan if they meet any of the events of default below:

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- a) Failure to pay the principal amount owed to the County, when due or upon transfer by deed of the property secured by the Mortgage.
- b) Violation of any guidelines or regulations imposed by the County.
- c) Borrower's submission of incomplete, false or misleading information to the County prior and/or subsequent to approval of this loan.
- d) A default under the Mortgage shall also be an Event of Default under this Note.
- e) Borrower's failure to comply with any terms under this Note.
- f) A default under that certain loan secured by the first or second mortgage shall also be a default under this Note and the Mortgage.
- g) The Borrower no longer maintains the property as the Borrower's primary place of residence.
- h) A Court of competent jurisdiction makes any of the following orders, judgments, or decrees:
 - 1. Adjudicating the Borrower bankrupt,
 - 2. Appointing a trustee or receiver of the property of the Borrower,
 - 3. Approving a petition for, or effecting an arrangement in, bankruptcy, a reorganization pursuant to any present or future federal or state bankruptcy law, or any other judicial modification or alteration of the rights of the County or of other creditors,
 - 4. Admission in writing of Borrower inability to pay debts as they become due, Borrower becomes insolvent or makes a fraudulent transfer of this Note holder or of other creditors.
- i) The Mortgage is refinanced without pre-approval by the County.
- j) The Borrower leases the property without prior written approval of the County.

Refinance/Subordination: Subordination of the Program mortgage will only be considered for better rate and/or terms, with no cash back or debt cancellation.

The County Treasurer shall make all final determinations on requests subject to these and other factors considered relevant.

Otherwise, 100% of this loan shall be forgiven after the completion of the affordability period as specified in the program's mortgage and promissory note.

RENTAL PROJECTS RECAPTURE PROVISIONS

If the Borrower (Developer) ceases to operate the property as a rental property and/or sells the property within the affordability period as specified within the Program loan documents, the prorated loan amount becomes immediately due and payable to the County as the lender of those funds. The receipt of payoff amounts shall be considered program income.

In those cases where a Developer violates the terms and conditions of their Gap Subsidy Funds loan agreement, mortgage or note (e.g., sells the property on land contract without

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prior approval of the County or ceases to operate the property for rental purposes) the County reserves the right to require prorated repayment of the amount of the Gap Subsidy Funds shall be made payable to the County, not later than the 30th day following the sale, transfer, mortgaging, or other conveyance, or following the date upon which the structure ceases to be the Developer's rental property, or after written notice from the County that the Borrower is in default of any superior lien then existing against the property.

In hardship cases where the sale of the property prior to the expiration of the affordability period is determined by the County and documented to be involuntary (a sale due to foreclosure, loss of operating income, or similar circumstances), and where repayment of the prorated amount of Gap Subsidy Funds due to be repaid exceeds the net proceeds available from the sale, the County will consider requests for a partial forgiveness or subordination of its Gap Subsidy Funds liens to accommodate short sales on a case-by-case basis.

The following conditions must be met for consideration of partial forgiveness to accommodate a short sale:

1. Request for forgiveness must be proportionate to the first lender's forgiveness.
2. Purchaser must be owner occupant.

Requests for continued subordination for short sale purchases must meet the following conditions:

1. Purchaser must be an owner operator of the subject property.
2. Purchaser must abide by current household income eligibility limits.
3. Units must comply with local housing code and zoning requirements.

Requests for forgiveness must be submitted in writing to the County Treasurer, P.O. Box 215, Mason, Michigan, 48859.

Requests must include the following:

1. Copy of a fully executed purchase agreement which discloses the property address, purchase price, name of buyer and name of seller.
2. Current appraisal of the subject property.
3. Disclosure of the purchaser's intended use of the property and financing plan.
4. Financing commitment including the mortgage amount, term, and interest rate.

Developers will be required to repay loan funds (in full/or at prorated amount) during the affordability period of their loan if they meet any of the events of default below:

- a) Failure to pay the principal amount owed to the County, when due or upon transfer by deed of the property secured by the Mortgage.
- b) Violation of any guidelines or regulations imposed by the County.
- c) Developer's submission of incomplete, false or misleading information to the County prior and/or subsequent to approval of this loan.

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

- d) A default under the Mortgage shall also be an Event of Default under this Note.
- e) Developer's failure to comply with any terms under this Note or Loan Agreement.
- f) A default under that certain loan secured by the first or second mortgage shall also be a default under this Note and the Mortgage.
- g) The Borrower no longer operates and maintains the property as a rental property.
- h) A Court of competent jurisdiction makes any of the following orders, judgments, or decrees:
 - 1. Adjudicating the Borrower bankrupt,
 - 2. Appointing a trustee or receiver of the property of the Developer,
 - 3. Approving a petition for, or effecting an arrangement in, bankruptcy, a reorganization pursuant to any present or future federal or state bankruptcy law, or any other judicial modification or alteration of the rights of the County or of other creditors,
 - 4. Admission in writing of Developer inability to pay debts as they become due, Developer becomes insolvent or makes a fraudulent transfer of this Note holder or of other creditors.
- i) The Mortgage is refinanced without pre-approval by the County.
- j) The Developer leases the property without prior written approval of the County.

Refinance/Subordination: Subordination of the Program mortgage will only be considered for better rate and/or terms, with no cash back or debt cancellation.

The County Treasurer shall make all final determinations on requests subject to these and other factors considered relevant.

Otherwise, 100% of this loan shall be forgiven after the completion of the affordability period as specified in the program's mortgage and promissory note.

DISCHARGE OF PROGRAM MORTGAGE

Upon completion of the affordability period as specified in the program's mortgage and promissory note, provided the Borrower as homeowner has resided in the property for the full affordability period, or as the developer has operated the property as a rental property for the full affordability period, the loan will be forgiven in full. The loan becomes due and payable for the prorated remaining balance when the homebuyer ceases to reside at the property as their permanent place of residence or, in the case of a developer, ceases to operate the property as a rental property.

FEDERAL AND COUNTY REQUIREMENTS FOR ARPA FUNDING

PREVAILING WAGE REQUIREMENTS

Any contract for the construction of Affordable Housing with 12 or more units will require that all laborers and mechanics who are employed to perform work on any project, or any contractor or

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

construction work which is financed, in whole or in part, with assistance which is received under ARPA from the County, shall be paid wages at rates which are not less than those that prevail in the locality for similar construction and shall receive overtime compensation in accordance with the Contract Work Hours and Safety Standards Act.

The contractor and its subcontractors shall also comply with all applicable Federal laws and regulations, which pertain to labor standards, including the minimum wage law. Recipients of ARPA funds shall:

- Not discriminate against any employee or applicant for employment on the basis of religion and not limit employment or give preference in employment to persons on the basis of religion; and
- Not discriminate against any person applying for such public services on the basis of religion and not limit such services or give preference to persons on the basis of religion; and,
- Provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing and exert no other religious influence in the provision of such public services.

CONFLICT OF INTEREST

No person who is an employee, agent, consultant, officer, or elected official or appointed official of Ingham County or recipient which are receiving ARPA funds of this section who exercise or have exercised any functions or responsibilities with respect to activities assisted with ARPA funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a ARPA-assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. The conflict-of-interest provisions above apply to any person.

UNIFORM RELOCATION ACT

All owners/developers shall follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601 et seq.), in accordance with the following objectives:

- To ensure that owners of real property to be acquired for Federal and federally assisted projects are treated fairly and consistently, to encourage and expedite acquisition by agreements with such owners, to minimize litigation and relieve congestion in the courts, and to promote public confidence in Federal and federally assisted land acquisition program.

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

- To ensure that persons displaced as a direct result of Federal or federally assisted projects are treated fairly, consistently, and equitably so that such persons will not suffer disproportionate injuries as a result of projects designed for the benefit of the public as a whole; and
- To ensure that Agencies implement these regulations in a manner that is efficient and cost effective.

ENVIRONMENTAL REVIEW

An environmental review is required for the acquisition of any property using federal funds. Generally, all projects shall comply under §92.352. The environmental effects of each activity carried out with the ARPA funds must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. 4321) and the related authorities listed in HUD's implementing regulations at 24 CFR parts 50 and 58. The applicability of the provisions of 24 CFR part 50 or part 58 is based on the ARPA funded project (New construction, rehabilitation, acquisition) or activity (tenant-based rental assistance) as a whole, not on the type of the cost paid with ARPA funds. Depending on the type of property, the environmental review may vary in complexity and process. The County shall determine the level of the Environmental Review that is required for the acquisition of the property. The review must be completed, and the property determined to be cleared for acquisition for this purpose prior to proceeding with the purchase. No funds may be committed to an ARPA funded project or activity before the completion of the environmental review.

SITE/NEIGHBORHOOD STANDARDS

Proposed sites for potential projects must meet the following site and neighborhood standards:

- Meet all local requirements for zoning, site planning, access to utility services and required infrastructure as certified by the appropriate local authorities.
- Be in full compliance with the applicable provisions of the Title VI of the Civil Rights Act of 1964, Title VIII of Civil Rights Act of 1968, E.O. 11063.
- Promote greater choice of housing opportunities.
- Avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
- Be accessible to social, recreational, educational, commercial, and health facilities and services,
- Be accessible to municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.
- Be so located to places of employment providing a range of jobs for lower-income workers.
- The neighborhood must not be one which is seriously detrimental to family life or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions.

The site must not be located in an area of minority concentration, except as permitted below:

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

- Sufficient, comparable opportunities exist for housing for minority families, in the income range to be served by the proposed project, outside areas of minority concentration; or
- The project is necessary to meet overriding housing needs that cannot be met in that housing market area. Please refer to 24 CFR 983.6 for more details regarding utilization of the exceptions listed above.
- Must meet all local zoning requirements including hard surfaced parking requirements.

Please refer to 24 CFR 983.6 for more details regarding utilization of the exceptions listed above.

PROPERTY STANDARDS

All County funded projects must meet all local physical codes and standards intended to provide quality affordable housing that is durable and energy efficient.

LEAD PAINT HAZARDS

The ARPA assisted funds requires owners/developers take actions to reduce lead-based paint hazards in assisted units. Owners must comply with 24 CRFR Part 35, the regulations implementing the Lead-Based Paint Poisoning Prevention Act, along with requirements for dealing with lead-based paint found in the Uniform Physical Condition Standards (UPCS). Current Part 35 requirements stipulate that all occupants receive and acknowledge notice of the possible presence of lead paint.

Level of Assistance in Property	Hazard Reduction Requirements	Summary of Requirements
Assistance of more than \$5,000 per unit, up to \$24,999 per unit	Interim Controls	<p>Interim Controls means a set of measures designed to reduce temporarily human exposure or likely exposure to lead-based paint hazards.</p> <p>Once work is completed, a clearance must be obtained for all interior, exterior and common areas for all assisted units.</p> <p>Interim controls include, but are not limited to, repairs, and painting.</p>
Assistance of more than \$25,000 per unit	Abatement of all lead-based paint hazards	Abatement means any set of measures designed to permanently eliminate lead-based paint or lead-based

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

		<p>paint hazards (see definition of “permanent” on the exterior, common spaces, and all assisted units.</p> <p>Once work is completed, a clearance must be obtained for all interior, exterior and common areas for all assisted units.</p> <p>Abatement includes: The removal of lead-based paint and dust lead hazards, the permanent enclosure or encapsulation of lead-based paint, the replacement of components.</p>
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FAIR HOUSING AND EQUAL OPPORTUNITY

Recipients of ARPA funds are held to Title VI of the Civil Rights Act of 1964, the Fair Housing Act, E.O. 11063 Title VI of the Civil Rights Act of 1964, P.88-352 and the Regulations of HUD with respect there to, including 24 Parts 1. In general, housing must be provided in a manner that does not discriminate against persons based on race, color, religion, sex, familial status, national origin, age or disability, and must meet minimum standards established by the following:

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d tense.)

- Provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied benefits of or otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Fair Housing Act (42 U.S.C. 3601-3620)

- Title VIII of the U.S. Civil Rights Act
- Prohibits discrimination in the sale, rental, purchase, lease, financing and/or advertising of the housing based upon race, color, religion, sex, national origin, handicap and familial status.
- The Fair Housing Act applies to all housing except owner-occupied 1-to-4-unit dwellings and housing for older persons where person 55 and older are concentrated or designated to assisting elderly people.

STATE OF MICHIGAN FAIR HOUSING LAWS

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

Elliot Larsen Civil Rights Act (Michigan Public Act #453), as amended:

- Prohibits employers consisting of one or more employees, both public and private, employment agencies, labor organizations, from discriminating against an employee or an applicant for employment based on the employee/applicant's race, color, religion, national origin, age, sex (including pregnancy and sexual harassment), height, weight or marital status. It is further unlawful to discriminate against a person in retaliation for opposing a violation of this Act, making a charge, a complaint, testifying, or participating in an investigation, proceeding or hearing under this act. The Act covers not only employment discrimination, but also housing, real estate transactions, educational institutions, public accommodation, law enforcement, and public services.

Persons with Disabilities Act (Michigan Public Act #220), as amended:

- Prohibits discrimination based on a person's disability in the areas of employment, housing, real estate and the full equal utilization of public accommodations, public services and education. A person shall accommodate a person with a disability for purposes of employment, public accommodation, public service, education, or housing unless the person demonstrates that the accommodation would impose due hardship.

Executive Order 11063 (amended by Executive Order 12257), as amended:

- Provides that no person in the United States because of race, color, religion (creed), sex, or national origin, shall be denied equal opportunity in housing and related facilities provided with Federal financial assistance, and that all Federal executive departments and agencies shall take action to promote the abandonment of discriminatory practices with regard to residential property and related facilities provided with Federal financial assistance.

Age Discrimination Act of 1975, as amended (42 U.S.C. 6101), as amended:

- Provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Discrimination is prohibited in the assistance, tenant selection, sale, rental and financing of dwellings. It is also prohibited in program administration and any enforcement mechanisms.

Affirmative Marketing and Minority Outreach: Each developer/grantee must adopt and follow affirmative marketing procedures and requirements for rental and homebuyer projects containing 5 or more assisted housing units. These procedures and actions will provide information and otherwise attract eligible persons in the program service area to the available housing or assistance without regard to race, color, national origin, sex, religion, familial status or disability.

Developers/Grantees shall use the Equal Housing Opportunity slogan, logo, or statement in all advertisements, public service announcements, press releases and information mailings. The HUD

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

fair housing poster must be displayed in offices where rental activity takes place for all properties with 5 or more units.

The affirmative marketing requirements and procedures adopted must include:

- Methods for informing the public about Federal fair housing laws and affirmative marketing policy.
- Procedures to inform and solicit applications from person in the housing market area who are not likely to apply for the housing without special outreach (e.g., use of community organizations, places of worship, employment centers, fair housing groups, or housing counseling agencies).
- Records that will be kept describing actions taken to affirmatively market units and records to assess the result of these actions; and
- Developers, to the maximum extent possible, will be inclusive of all minorities, and women, and entities owned by minorities and women, including, without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts entered into by the participating jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the participating jurisdiction to provide affordable housing authorized under this Act, or any other Federal housing law applicable to such jurisdiction.

Violence Against Women Act (VAWA): 42 U.S. Code §14043e-11: Federal Register published August 6, 2013; Violence Against Women Reauthorization Act of 2013.

VAWA provides certain protections in regard to admissions, occupancy, termination, evictions, and leases for victims of domestic violence, dating violence, sexual assault and stalking. Following is a general description of the VAWA program. Owners and managers of ARPA assisted housing should consult with its legal counsel for a complete description of VAWA and to determine how to apply and meet VAWA requirements for its project.

No applicant for tenant of ARPA-assisted housing may be denied admission to, denied assistance under, terminated from participation in, or evicted from the housing on the basis that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation or occupancy. Incidents of actual or threatened domestic violence, dating violence, sexual assault, or stalking shall not be construed as a serious or repeated violation of a lease for the ARPA assisted housing by the victim or threatened victim of such incident, or good cause for terminating the assistance, tenancy or occupancy rights to the ARPA assisted housing of the victim of such incident.

No person may deny assistance, tenancy, or occupancy rights to ARPA-assisted housing to an applicant or tenant solely on the basis of criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking that is engaged in by a member of the household of the tenant or an affiliated individual of the tenant is a victim of or threatened victim of such domestic violence, dating violence, sexual assault or stalking. The owner and/or manager of ARPA-assisted housing may bifurcate a lease for the housing in order to evict, remove, or terminate assistance to

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

any individual who is a tenant or lawful occupant of the housing and who engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking against an affiliated individual or other individual, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such criminal activity who is also a tenant or lawful occupant of the housing. The owner and/or manager must provide remaining tenants with the opportunity to establish eligibility.

Any information submitted to the staff of ARPA-assisted housing, include the fact than an individual is a victim of domestic violence, dating violence, sexual assault, or stalking shall be maintained in confidence and may not be entered into any shared database or disclosed to any other entity or individual, except to the extent that the disclosure is requested or consented to by the individual in writing, and required for use in an eviction or proceeding against any individual who is a tenant or lawful occupant of the housing and who engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking, otherwise required by law.

Equal Access to Housing Regardless of Sexual Orientation: HUD issued its Final Rule on February 3, 2012, regarding Equal Access to Housing in HUD programs regardless of sexual orientation or gender identity. Owners may not inquire about the sexual orientation or gender identity of an applicant or occupant of HUD assisted housing for the purpose of determining eligibility or continued occupancy. This prohibition on inquiries regarding sexual orientation or gender identity does not prohibit any individual from voluntarily self-identifying sexual orientation or gender identity. Nor does the prohibition bar lawful inquiries of an applicant or occupant’s sex where the housing provided or to be provided is temporary, emergency shelter that involves the sharing of sleeping areas or bathrooms.

Section 8 and Housing Choice Voucher Recipients – Discrimination Prohibited.

(24 CFR 92.253 (d) (4): Funded rental projects may not “exclude an applicant with a certificate or voucher under the Section 8 Tenant-Based Assistance: Housing Choice Voucher Program (24 CFR Part 982) or an applicant participating in an ARPA-assisted rental based assistance program because of the status of the prospective tenant as a holder of such certificate, voucher, or comparable tenant-based assistance document.”

GAP SUBSIDY GRANT DEVELOPMENT CHECKLIST

1. DEVELOPER/GRANTEE ORIENTATION FOR COUNTY FUNDS

County staff or County Designee will orient Developers/Grantees to design, regulatory and other requirements. Developers/Grantees will meet with County and others as required, regarding:

1. Environmental Review including Section 106 Review for New Construction
2. Davis Bacon and/or Prevailing Wage Requirements
3. Section 3 & MBE/WBE Solicitation and Utilization Plan
4. Section 106 Review
5. Lead-based paint requirements

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

<ol style="list-style-type: none">6. Standards/Design Standards including Energy Audits and Energy Star and Visitability7. Funding Requirements
<p>2. Design/Budget Review and Revision:</p> <ol style="list-style-type: none">1. Design review and revision, as needed: which may include County review of specifications, drawings, scope of work.2. Construction budget review and revision, as needed
<p>3. Finalization of Agreement:</p> <ol style="list-style-type: none">1. Developer/Grantee submits final development budget.2. County/County Designee orders final Grant Agreement3. County/County Designee coordinates construction closings for project start.4. Developer/Grantee submits all remaining items necessary for project start.
<p>4. Construction and Marketing:</p> <ol style="list-style-type: none">1. Developer/Grantee keeps County updated on construction schedule2. County/County Designee monitors and inspects progress, approving draws and change orders as necessary.3. Developer/Grantee submits requested documentation.4. Developer/Grantee begins marketing home(s) for sale.5. Construction is completed.6. Rehabilitation project receives final “last nail driven” lead clearance.7. County/County Designee performs final inspection.
<p>5. Project Closeout:</p> <ol style="list-style-type: none">1. Developer/Grantee submits final project documentation to County/County Designee.2. Final proforma delivered to County/County Designee and final accounting of project completed, project is closed.3. Homeownership projects to include the following:<ol style="list-style-type: none">1. Prospective buyer may apply for Down Payment Assistance once a minimum of eight hours of pre-purchase education classes are completed.2. Home sale completed.3. Accounting of sales proceeds delivered to County/County Designee.

WAIVERS OF POLICY

The County may, upon recommendation of the ICHTF Committee, waive any requirements of these policies not specifically required by federal/state law or federal regulations whenever it is determined that undue hardship will result or where application of the requirement would adversely affect the purposes and goals of the Gap Subsidy Grant Program.

MODIFICATION, AMENDMENT AND WAIVER

These policies and procedures may be modified and amended without notice when warranted as this program evolves.

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

The ICHTF Committee may waive or modify the Program's policies and procedures, including the required documentation, if the Committee finds the Program is in conflict with state or federal housing laws.

PROCESSING AND ADMINISTRATION

The County is the Program Administrator. The County will provide information packets containing a description and forms for the Program to anyone interested.

SUPERVISION

The County will be accountable to Ingham County's Treasurer. Periodic reports and/or meetings will take place to ensure staff performance.

FISCAL CONTROL

The County established system of fiscal checks and balances will be strictly followed.

GEOGRAPHICAL AREA

Only properties within Ingham County's geographical boundaries will be eligible for assistance from County. Property may not be located in a flood plain.

LOCAL PROCEDURES AND POLICIES

The County will abide by all applicable Federal regulations. Ingham County and State of Michigan established Ordinances shall be the legal instruments for litigating disputes, maintained by the County Attorney.

STAFF TRAINING

The County will provide effective staff training whenever that training is deemed necessary. Courses, manuals and regional training center attendance shall be available to all staff members.

PARTICIPANT INFORMATION

The County will perform a comprehensive recording of all pertinent participant information for each case. This information will be used for governmental surveys and County status reports. Personal data on applicants will be held confidentially and only released by that applicant's signed approval.

PROTEST PROCEDURE

The County will respond within thirty (30) days once a written complaint or protest is received. The plaintiff may initiate further action with the Ingham County Treasurer if not satisfied with the County's response.

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

ATTACHMENT A: HUD ANNUAL HOUSEHOLD INCOME/RENT LIMITS

Income limits subject to change.

Lansing-East Lansing, MI HUD Metro FMR Area

Median income - \$92,300 for a family of 4 persons

Fiscal Year 2023 Income Limit Category	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons
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Moderate 120%

INGHAM COUNTY DEVELOPMENT GAP SUBSIDY POLICY AND PROCEDURES

Fiscal Year 2023						
Income Limit Category	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons
<u>Income Limits</u>	\$77,640	\$88,680	\$99,720	\$110,760	\$119,640	\$128,000
<u>Low (80%) Income Limits</u>	\$51,760	\$59,120	\$66,480	\$73,840	\$79,760	\$85,680
<u>(60%) Income Limits</u>	\$38,820	\$44,340	\$49,860	\$55,380	\$59,820	\$ 64,260
<u>Very Low (50%) Income Limits</u>	\$32,350	\$36,950	\$41,550	\$46, 150	\$49,850	\$53,550

2024 HUD HOME Rent Limits

Lansing-East Lansing, MI HUD Metro FMR Area	Efficiency	1 BR	2 BR	3 BR	4 BR
FAIR MARKET RENT	\$847	\$887	\$1092	\$1423	\$1454
60% RENT LIMIT	\$970	\$1,039	\$1,246	\$1440	\$1606
80% RENT LIMIT	\$1,294	\$1,386	\$1,662	\$1,920	\$2,142
120% RENT LIMIT	\$1,941	\$2,079	\$2,493	\$2,880	\$3,213

2024 HUD Homeowner Sales Price Limit

Home Sales Price Limit	Existing Homes	New Homes
	\$209,000	\$303,000

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: October 2nd, 2024

RE: Resolution to Authorize a Service Contract with Perceptive Controls, Inc. for the Repair of Control Panel Circuit Boards at the Ingham County Youth Center

For the meeting agendas of October 15th & 16th, 2024

BACKGROUND

The control panels at the Ingham County Youth Center are failing, and replacement boards are no longer available. Additionally, the buttons on the control panels are not clearly visible, causing operators to misinterpret whether a door is locked or unlocked. This presents a significant safety risk. To address this, Perceptive Controls, Inc. has been contracted to provide repair services. The work involves replacing the failing circuit boards with a standard relay configuration and upgrading the control buttons with indicator lights to improve visibility and safety.

ALTERNATIVES

The alternative to approving this resolution would be to continue operating the Youth Center with failing control panels, which is not feasible due to the significant safety risks. Failure to approve the resolution could result in operational disruptions, higher emergency repair costs, and compromised security, posing risks to both staff and youth at the facility.

FINANCIAL IMPACT

The estimated cost for the repair services is \$76,783, with a 10% contingency to cover any unforeseen expenses, bringing the total not to exceed to \$84,461.30. Funding for this service is available in Line Item #264-66400-978000.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information provided, the Facilities Department respectfully recommends approval of the attached resolution to authorize a service contract with Perceptive Controls, Inc. for the repair of the control panel circuit boards and buttons at the Ingham County Youth Center.

Introduced by the County Services & Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SERVICE CONTRACT WITH PERCEPTIVE CONTROLS, INC.
FOR THE REPAIR OF CONTROL PANEL CIRCUIT BOARDS AT THE INGHAM
COUNTY YOUTH CENTER**

WHEREAS, the control panels at the Ingham County Youth Center have begun to fail, and replacement circuit boards are no longer available, creating a significant safety risk for staff and youth; and

WHEREAS, the buttons on the control panels are not clearly visible, leading to operators misinterpreting whether doors are locked or unlocked, which further contributes to safety concerns; and

WHEREAS, Perceptive Controls, Inc. has provided a solution to repair the control panel circuit boards by replacing them with a standard relay configuration and upgrading the control buttons with indicator lights to improve visibility and safety; and

WHEREAS, the cost of the necessary repair services is \$76,783, with a 10% contingency added to cover any unforeseen expenses, bringing the total not to exceed \$84,461.30; and

WHEREAS, funds for this service are available in Line Item #264-66400-978000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a service contract with Perceptive Controls, Inc. for the repair of the control panel circuit boards and buttons at the Ingham County Youth Center at a cost not to exceed \$84,461.30.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and sign all related documents to ensure the timely completion of this project.

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

TO: Board of Commissioners, County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: October 1, 2024
SUBJECT: Resolution to Waive the Public Act 152 Health Care Requirements for Plan Year 2025
For the agendas of October 15 and October 16

BACKGROUND

Public Act 152 of 2011 places limits on public employers' contributions toward their employees' health benefits and requires that the employer cost be no more than 80% of the cost or no more than a certain dollar amount detailed in the law (hard caps). The requirements of the act can be waived with a 2/3 vote of the governing body prior to the beginning of a medical benefit plan coverage year.

Commencing January 1, 2025, the County will continue with the current plan medical benefits and will self-insure a portion of the health insurance cost. As the uncertainty associated with the savings from this makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements, the County administration is recommending that the Ingham County Board of Commissioners exempt the County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2025 as permitted by MCL 15.568.

ALTERNATIVES

The Board of Commissioners may elect to waive or not waive the Public Act 152 health care requirements for plan year 2025.

FINANCIAL IMPACT

The financial impact will vary dependent upon actual experience during plan year 2025.

STRATEGIC PLAN CONSIDERATIONS

Offering competitive medical benefits supports the County's goal to become a destination employer that attracts and retains high-quality staff to serve our residents.

OTHER CONSIDERATIONS

Waiving the Public Act 152 Health Care Requirements for plan year 2025 is supported by the Ingham County Health Care Coalition.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to Waive the Public Act 152 Health Care Requirements for plan year 2025.

Introduced by the County Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO WAIVE THE PUBLIC ACT 152 HEALTH CARE REQUIREMENTS FOR PLAN YEAR 2025

WHEREAS, Public Act 152 of 2011 places limits on public employers' contributions toward their employees' health benefits and requires that the employer cost be no more than 80% of the cost or no more than a certain dollar amount detailed in the law (hard caps); and

WHEREAS, the requirements of the act can be waived with a 2/3 vote of the governing body prior to the beginning of a medical benefit plan coverage year; and

WHEREAS, commencing January 1, 2025, the County will continue with the current plan medical benefits and will self-insure a portion of the health insurance cost; and

WHEREAS, the uncertainty associated with the savings from this makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements and therefore the County administration is recommending that Ingham County Board of Commissioners exempt the County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2025 as permitted by MCL 15.568; and

WHEREAS, waiving the Public Act 152 Health Care Requirements for plan year 2025 is supported by the Ingham County Health Care Coalition.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby exempts Ingham County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2025 as permitted by MCL 15-568.

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: October 1, 2024
SUBJECT: Resolution to Approve Reclassification Requests for ICEA County Professional Unit and Managerial and Confidential Employees

For the meeting agendas of October 15 and October 16

BACKGROUND

The ICEA County Professional Unit collective bargaining agreement and the Managerial and Confidential Employee Personnel Manual are effective January 1, 2022 through December 31, 2024. These documents include a process for employee submission of reclassification requests. The Human Resources Department has executed the approved process for reclassification requests for employees in these groups. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

The financial impact associated with the proposed reclassifications is as reflected in the attached resolution.

STRATEGIC PLAN CONSIDERATIONS

Compensation reclassification supports the County's goal to become a destination employer that attracts and retains high-quality staff to serve our residents.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RECLASSIFICATION REQUESTS FOR ICEA COUNTY PROFESSIONAL UNIT AND MANAGERIAL AND CONFIDENTIAL EMPLOYEES

WHEREAS, the ICEA County Professional Unit collective bargaining agreement and the Managerial and Confidential Employee Personnel Manual are effective January 1, 2022 through December 31, 2024; and

WHEREAS, these documents include a process for employee submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the approved process for reclassification requests for employees in these groups.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
601525	Lead Social Worker to Pathways Program Coordinator	Move from ICEA 8 to ICEA 10
601496	Prevention Programs Coordinator	Move from ICEA 9 to ICEA 10
601513	Outreach & Linkage Specialist	Move from ICEA 7 to ICEA 4
236002	Chief Deputy Register of Deeds	Move from MC 10 to MC 14
144002	Executive Assistant to Assistant to the Chief Public Defender	Move from MC 5 to MC 9

<u>Position Title</u>	<u>2024</u> <u>Current Grade, Step 5</u>	<u>2024</u> <u>Proposed Grade, Step 5</u>	<u>Difference</u>
Pathways Program Coordinator	ICEA 8: 79,657.39	ICEA 10: 94,090.34	14,432.95
Prevention Programs Coordinator	ICEA 9: 87,119.20	ICEA 10: 94,090.34	6,971.14
Outreach & Linkage Specialist	ICEA 7: 73,031.40	ICEA 4: 57,214.08	(15,817.32)
Chief Deputy Register of Deeds	MC 10: 87,194.37	MC 14: 116,531.20	29,336.83
Asst. to the Ch. Public Defender	MC 5: 57,281.89	MC 9: 79,733.83	22,451.94

TOTAL: \$ 57,375.54

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of their submission to the Human Resources Department.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: October 1, 2024
SUBJECT: Lake Lansing South pedestrian entrance upgrades and park sign replacement
For the meeting agenda of October 14, 2024 Human Services and October 16, 2024 Finance

BACKGROUND

In the 2025 budget, the Ingham County Parks Department requested funding for the Lake Lansing South pedestrian entrance and replacement sign, which was subsequently denied. The Ingham County Parks Department then requested these items be added to the Z-list of budgetary considerations, which was also denied. The Finance Committee reviewed the budgetary needs and recommends an alternative funding source for the requested upgrades and replacements to come from the Trails and Parks Millage fund balance.

ALTERNATIVES

To not fund.

FINANCIAL IMPACT

The total cost estimate would be \$150,000 from the Trails and Parks Millage fund balance. A line item to be made by budget at the execution of this resolution.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County, 4(b) provide responsive customer service and public engagement.

OTHER CONSIDERATIONS

The Park Commission will review this resolution at their October 14, 2024 meeting.

Items not funded in the Controller's 2025 recommended budget or Z list request for Parks:

CIP Projects:

Lake Lansing South Pedestrian entrance upgrades and park sign replacement \$150,000

Justification for Parks #1 CIP request:

This project would redevelop the walk in entrance to Lake Lansing Park South. It would include new plating areas, new stone façade, concrete work and new sign (see below). The pedestrian entrance on the corner of Marsh Road and Lake Lansing Road is the main focal point of the park. This entrance is beautifully cared for by volunteers from the Haslett Beautification Association. The current onsite structures include two masonry walls, which have been in place since Ingham County took over the park decades ago, and decaying timbers. This project would remove those items and replace them with more eye pleasing stone veneered walls to match the proposed new sign (see Scheme A).

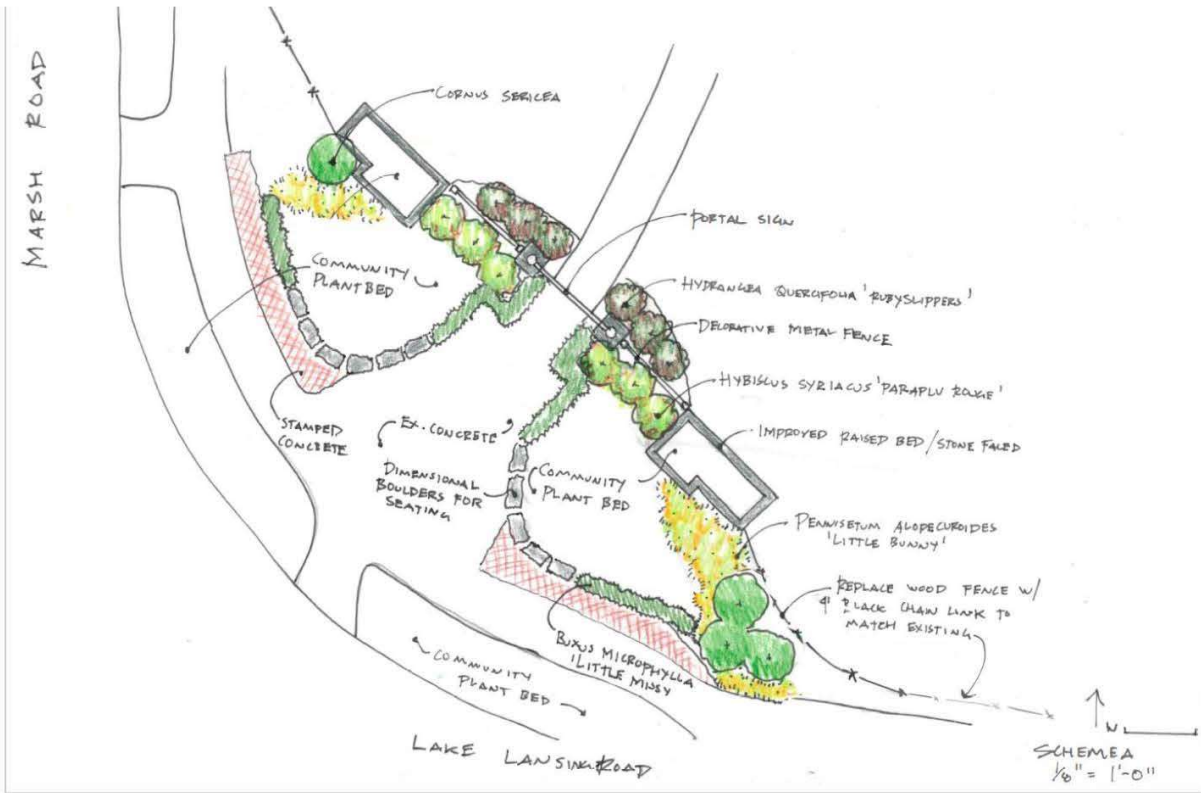
Proposed New Entrance Sign



Historical Entrance Sign







Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO FUND LAKE LANSING SOUTH PEDESTRIAN ENTRANCE UPGRADES AND
PARK SIGN REPLACEMENT**

WHEREAS, the Ingham County Parks Department included a request in their 2025 budget for upgrades to the Lake Lansing South pedestrian entrance and the replacement of park signs, which was subsequently denied; and

WHEREAS, the Ingham County Parks Department also requested that these items be added to the Z list of budgetary considerations, which was also denied; and

WHEREAS, the Finance Committee reviewed the budgetary needs and recommends an alternative funding source for the requested upgrades and replacements; and

WHEREAS, the total cost estimate for the upgrades and replacement is \$150,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the allocation of \$150,000 from the Trails and Parks Millage fund balance to fund the Lake Lansing South pedestrian entrance upgrades and park sign replacement.

BE IT FURTHER RESOLVED, that there is \$150,000 available in the Trails and Parks Millage fund balance and will be designated into a line item created by the Budget Office.

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

TO: Board of Commissioners Law & Courts, Human Services, and Finance Committees

FROM: Barbara Davidson, 9-1-1 Director

DATE: September 30, 2024

SUBJECT: Resolution Authorizing the creation of two Crisis Call Taker position for CMH

For meeting agendas of Law & Courts Committee – October 10, 2024, Human Services Committee – October 14, 2024, and Finance Committee – October 16, 2024.

BACKGROUND

Mental health calls have become an increasingly prevalent issue in the realm of public safety. In recent years, there has been a significant rise in the number of emergency calls related to mental health crises, placing a tremendous strain on the resources and capabilities of 9-1-1, law enforcement agencies, paramedics, and other first responders. Traditionally, public safety agencies have been primarily focused on addressing criminal activities and providing medical assistance in emergencies. However, the complex nature of mental health issues requires a more specialized approach, one that goes beyond the traditional scope of public safety duties. Individuals experiencing mental health crises often find themselves in situations where their behavior poses a risk to themselves or others. These situations can range from instances of severe anxiety or depression to more extreme cases involving suicidal ideation or aggression. Handling such incidents requires a delicate balance of compassion, empathy, and expertise. Specialized training and resources for dealing with mental health calls are being utilized by our public safety partners. There are situations where their response is not needed but the only resource available to provide. This could have some unintentional consequences for public safety and the individual in crisis. Moreover, the criminal justice system has become a de facto provider of mental health care, as those in crisis are often funneled into correctional facilities rather than receiving proper psychiatric evaluations and treatment. By addressing this issue at one of the first points of contact, 9-1-1, we can work towards a system that prioritizes the wellbeing and safety of individuals experiencing mental health crises, while ensuring the effectiveness and efficiency of public safety responses. A Draft job description for the position is attached.

ALTERNATIVES

We can continue to send public safety responders to address these calls and whenever possible, Crisis Intervention Trained (CIT) officers and in some cases social workers.

FINANCIAL IMPACT

A program budget summary was completed by Community Mental Health. Costs were projected to fund one position as \$154,506. A breakdown of the expenses is attached. Funding two positions is projected as \$309,012. With the revision of the Health Services Millage, FY 2025 could be used to fund these positions.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the creation of two Crisis Call Taker positions for Community Mental Health with FY2025 Health Services Millage monies.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A CONTRACT WITH COMMUNITY MENTAL HEALTH FOR TWO FULL-TIME CRISIS CALL TAKER POSITIONS AT THE 9-1-1 CENTER

WHEREAS, the Ingham County Board of Commissioners operates the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the 9-1-1 Center and public safety responders have identified a significant rise in the number of emergency calls related to mental health crises; and

WHEREAS, handling such incidents requires a delicate balance of compassion, empathy, and expertise and while public safety personnel in Ingham County have specialized training, there are situations where their response may not be necessary; and

WHEREAS, after discussions with Community Mental Health (CMH) administrators and the 9-1-1 Center administration, it was determined that addressing this issue at one of the first points of contact- the 9-1-1 call, could help prioritize the well-being and safety of individuals experiencing mental health crises, while ensuring the effectiveness and efficiency of public safety responses; and

WHEREAS, the creation of two new positions called Crisis Call Taker, which would be full-time CMH employee positions located in the 9-1-1 Center working alongside the 9-1-1 dispatchers, could be that point of contact; and

WHEREAS, when identified as appropriate, a caller could be diverted to the Crisis Call Taker for assistance including triage screening, crisis de-escalation, developing safety plans, and potentially coordinating a mobile crisis team response or other resources and community referrals; and

WHEREAS, a presentation of this proposed position was made to the Law & Courts Committee on April 18, 2024 by administrators from both Community Mental Health and the 9-1-1 Center with positive feedback; and

WHEREAS, with the language revision of the 2025 Health Service Millage, these positions could be funded with these monies; and

WHEREAS, there is a proposed/anticipated financial impact for these two Crisis Call Taker positions of \$309,012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with CMH for two new Crisis Call Taker positions to be located in the 9-1-1 Center to be funded through the FY25 Health Services Millage in an amount not to exceed \$309,012 for the period of January 1, 2025 to December 31, 2025.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Budget in accordance with this resolution.

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

TO: Board of Commissioners' Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: September 24, 2024
SUBJECT: Resolution to Authorize an Agreement with Michigan Public Health Institute's Center for Healthy Communities

For the meeting agendas of September 30, 2024 and October 1, 2024

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Michigan Public Health Institute (MPHI) Center for Healthy Communities (CHC) to allow MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative in an amount not to exceed \$52,250 effective October 1, 2024 through September 30, 2025. MPHI-CHC will provide support for general project coordination, will include planning meetings, and will require drafting required reports to MDHHS, and drafting and/or amending the Region 7 work plan. MPHI-CHC will also provide group facilitation for the steering committee meetings and quarterly collaborative meetings in partnership with the steering committee. Lastly, MPHI-CHC will conduct a spatial analysis, host a networking event, and prepare products resulting from the birth equity assessment conducted previously. MPHI-CHC has supported Regional Perinatal Quality Collaboratives (RPQC's) since 2018 and currently provides support to three other RPQCs.

ALTERNATIVES

The alternative would be for the Maternal and Child Health Division to contract with another organization to provide support to the Region 7 Perinatal Quality Collaborative.

FINANCIAL IMPACT

The cost of this agreement will include \$52,250 to allow MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative. These funds will be made available through the Region 7 Budget previously approved through the FY24-25 Master Agreement.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1 (e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize an agreement with MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative in an amount not to exceed \$52,250, effective October 1, 2024 through September 30, 2025.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN PUBLIC HEALTH INSTITUTE'S CENTER FOR HEALTHY COMMUNITIES

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with the Michigan Public Health Institute's (MPHI) Center for Healthy Communities (CHC) to allow MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative in an amount not to exceed \$52,250 effective October 1, 2024 through September 30, 2025; and

WHEREAS, MPHI-CHC will provide support for general project coordination, including planning meetings, drafting required reports to the Michigan Department of Health and Human Services (MDHHS), and drafting and/or amending the Region 7 work plan; and

WHEREAS, MPHI-CHC will also provide group facilitation for the steering committee meetings and quarterly collaborative meetings in partnership with the steering committee; and

WHEREAS, MPHI-CHC will also conduct a spatial analysis, host a networking event, and prepare products resulting from the birth equity assessment conducted previously; and

WHEREAS, MPHI-CHC has supported Regional Perinatal Quality Collaboratives (RPQC's) since 2018 and currently provides support to three other RPQC's; and

WHEREAS, the cost of this agreement will include \$52,250 to allow MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative; and

WHEREAS, these funds will be made available through the Region 7 Budget previously approved through the FY24-25 Master Agreement; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative in an amount not to exceed \$52,250, effective October 1, 2024 through September 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MPHI-CHC to provide support to the Region 7 Perinatal Quality Collaborative in an amount not to exceed \$52,250, effective October 1, 2024 through September 30, 2025.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: September 23, 2024
SUBJECT: Resolution Authorizing the Acceptance of SUD Prevention Contract Funds from Mid-State Health Network
For the meeting agendas of September 30, 2024 and October 1, 2024

BACKGROUND

Ingham County Health Department (ICHHD) wishes to receive \$136,523 from Mid-State Health Network (MSHN) and enter into a contract for Substance Use Disorder (SUD) Prevention services effective October 1, 2024 through September 30, 2025. The FY24-25 MSHN SUD Prevention contract will total \$136,523 and will enable ICHHD to continue the coordination of the Ingham Opioid Abuse and Prevention Initiative (IOAPI), Narcan training and distribution, the SUD service navigation for specialty court participants, and the youth vaping and marijuana prevention and harm reduction efforts.

ALTERNATIVES

ICHHD could choose not to accept the funding.

FINANCIAL IMPACT

This contract will bring \$136,523 into the FY25 Health Department budget for SUD Prevention Services.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of providing access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County, specifically A.1.(w) Work to stem the epidemic of Opioid/Heroin related deaths and crime and overarching long-term objective of promoting accessible healthcare, and A.1(e) Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize ICHHD to receive \$136,523 from Mid-State Health Network (MSHN) and enter into a contract with MSHN for Substance Use Disorder (SUD) Prevention services, effective October 1, 2024 through September 30, 2025.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT SUD PREVENTION CONTRACT FUNDS FROM MID-STATE HEALTH NETWORK

WHEREAS, Ingham County Health Department (ICHD) wishes to receive \$136,523 from Mid-State Health Network (MSHN) and enter into a contract for Substance Use Disorder (SUD) Prevention services effective October 1, 2024 through September 30, 2025; and

WHEREAS, the FY25 MSHN SUD Prevention contract will total \$136,523 and will enable ICHD to continue the coordination of the Ingham Opioid Abuse and Prevention Initiative (IOAPI), the Narcan training and distribution, SUD service navigation for specialty court participants, and for the youth vaping and marijuana prevention and harm reduction efforts; and

WHEREAS, this contract will bring \$136,523 into ICHD's FY25 budget for SUD Prevention Services; and

WHEREAS, the Medical Health Officer recommends that the Ingham county Board of Commissioners authorize ICHD to receive \$136,523 from Mid-State Health Network (MSHN) and enter into a SUD Prevention contract with MSHN for Substance Use Disorder (SUD) Prevention services effective October 1, 2024 through September 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of \$136,523 from Mid-State Health Network and authorizes ICHD to enter into a SUD Prevention contract with MSHN, effective October 1, 2024 through September 30, 2025.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any contract documents on behalf of the county after approval as to form by the County Attorney.

TO: Board of Commissioners' Human Services and Finance Committees

FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer

DATE: August 19, 2024

SUBJECT: Authorization to Place Purchase Orders for Vaccines

For the Meeting Agendas of September 30, 2024 and October 1, 2024

BACKGROUND

Ingham County Health Department (ICHHD) wishes to authorize Purchase Orders for multiple vaccines used to protect, improve, and advocate for the health and well-being of Ingham County residents effective upon approval through September 30, 2025 in an amount not to exceed \$2,200,000. ICHHD administers programs that prevent and control communicable diseases by vaccinating the citizens of Ingham County. ICHHD purchases various vaccines at significant costs on a regular basis. There are 5 primary manufacturers of vaccines that ICHHD purchases from; Cardinal Health 132 LLC, Merck & Company, Pfizer Inc., Sanofi Pasteur Inc., and SmithKline Beecham Inc. These companies have been chosen based upon multiple criteria: cost, availability, option to return unused/expired vaccines and be refunded, rebates offered, group purchasing options, and for some vaccines, the vendor selected is the only source for that particular vaccine.

These purchase orders will be distributed in the following amounts to the five primary manufacturers:

- Cardinal Health 132 LLC – Not to exceed \$350,000
- Merck & Company – Not to exceed \$825,000
- Pfizer Inc – Not to exceed \$425,000
- Sanofi Pasteur Inc. – Not to exceed \$250,000
- SmithKline Beecham Inc. – Not to exceed \$350,000

ALTERNATIVES

Due to the previously listed criteria for ordering vaccines, ICHHD is unable to order from certain vaccine vendors.

FINANCIAL IMPACT

If ICHHD would be required to submit individual resolutions each time we purchase vaccines due to the significant costs, the inefficiency of this process could hinder ICHHD's timely ability to administer these vaccines. ICHHD's Community Health Center's (CHCs) 2025 budget includes sufficient funds to purchase the varying vaccines.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.II of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize ICHD to place multiple purchase orders for varying vaccines effective upon approval through September 30, 2025 in an amount not to exceed \$2,200,000.

Introduced by the Human Services and Finance Committees

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR VACCINES

WHEREAS, Ingham County Health Department (ICHD) wishes to authorize Purchase Orders for multiple vaccines used to protect, improve, and advocate for the health and well-being of Ingham County residents effective upon approval through September 30, 2025 for an amount not to exceed \$2,200,000; and

WHEREAS, ICHD administers programs that prevent and control communicable diseases by vaccinating the citizens of Ingham County; and

WHEREAS, ICHD purchases various vaccines at significant costs on a regular basis, and

WHEREAS, there are five primary manufacturers of vaccines that ICHD purchases from; Cardinal Health 132 LLC, Merck & Company, Pfizer Inc., Sanofi Pasteur Inc., and SmithKline Beecham Inc.; and

WHEREAS, ICHD's County Community Health Center's (CHCs) 2025 budget includes sufficient funds to purchase the vaccines; and

WHEREAS, these companies have been chosen based upon multiple criteria including cost, availability, option to return unused/expired vaccines and be refunded, rebates offered, group purchasing options, and for some vaccines, the vendor selected is the only source for that particular vaccine effective upon approval and to be ongoing; and

WHEREAS, ICHD's CHC 2025 budget includes sufficient funds to purchase the vaccines; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize Purchase Orders for multiple vaccines used to protect, improve, and advocate for the health and well-being of Ingham County residents effective upon approval through September 30, 2025 in an amount not to exceed \$2,200,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Purchase Orders for multiple vaccines used to protect, improve, and advocate for the health and well-being of Ingham County residents effective upon approval through September 30, 2025 in an amount not to exceed \$2,200,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of vaccines from the following manufacturers based upon varying criteria:

Cardinal Health 132 LLC – Not to exceed \$350,000
Merck & Company – Not to exceed \$825,000
Pfizer Inc – Not to exceed \$425,000
Sanofi Pasteur Inc. – Not to exceed \$250,000
SmithKline Beecham Inc. – Not to exceed \$350,000.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Cardinal Health 132 LLC, Merck & Company, Pfizer Inc., Sanofi Pasteur Inc, SmithKline Beecham Corp to purchase vaccines as needed and budgeted, on behalf of ICHD.

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

TO: Board of Commissioners' Human Services and Finance Committees

FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer

DATE: October 1, 2024

SUBJECT: Authorization to Amend Resolution #24-416 for the FY 2024-2025 Public Health AmeriCorps Grant Funding

For the Meeting Agendas of October 14, and October 16, 2024

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend Resolution #24-416 with Michigan Department of Labor and Economic Opportunity (MDLEO) for the 2024-2025 Public Health AmeriCorps program to include a cash match of \$151,277, effective October 1, 2024 to September 30, 2025. Public Health AmeriCorps seeks to address local public health needs and create public health-related career pathways. Through the Public Health AmeriCorps program, ICHD will place approximately ten (10) AmeriCorps members in organizations working to advance local public health efforts. This amendment to include the non-federal cash match does not amend the total amount of grantor funding approved through Resolution #24-416.

ALTERNATIVES

There is no alternative. The non-federal cash match amount was omitted by administrative error and is required for operations.

FINANCIAL IMPACT

The cost of this agreement will include the approved non-federal cash match amount of \$151,277 to operate the 2024-2025 Public Health AmeriCorps program. The non-federal cash match consists of cash contributions from AmeriCorps host sites of up to \$15,127.70 for each member serving a term of 1,700 hours (full-time) capacity and prorated for lesser term limits effective October 1, 2024 to September 30, 2025.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending Resolution #24-416 with MDLEO to operate the Public Health AmeriCorps program effective October 1, 2024 through September 30, 2025, in an amount not to exceed \$151,277 for the non-federal cash match.

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #24-416
FOR THE FY 2024-2025 PUBLIC HEALTH AMERICORPS GRANT FUNDING**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #24-416 with Michigan Department of Labor and Economic Opportunity (MDLEO) for the 2024-2025 Public Health AmeriCorps program to include a cash match of \$151,277, effective October 1, 2024 to September 30, 2025; and

WHEREAS, ICHD'S Public Health AmeriCorps Program has been approved by the AmeriCorps agency for another year of funding to support up to ten (10) AmeriCorps members working in organizations to advance local public health efforts; and

WHEREAS, under this grant, Public Health AmeriCorps members will seek to address local public health needs and create public health-related career pathways; and

WHEREAS, a non-federal local match of cash and/or in-kind contributions is required; and

WHEREAS, this cash match does not amend the total amount of grantor funding approved through Resolution #24-416; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize amending Resolution #24-416 with MDLEO for the 24-25 Public Health AmeriCorps program to include a cash match of \$151,277, effective October 1, 2024 to September 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #24-416 with MDLEO for the 24-25 Public Health AmeriCorps program to include a cash match of \$151,277, effective October 1, 2024 to September 30, 2025.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

TO: Board of Commissioner' Human Services and Finance Committees

FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer

DATE: October 2, 2024

SUBJECT: Authorization to Amend Resolution #24-411 for the FY 24-25 AmeriCorps State Grant Funding
For the Meeting Agendas of October 14, and October 16, 2024

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend Resolution #24-411 with Michigan Department of Labor and Economic Opportunity (MDLEO) for the 2024-2025 AmeriCorps State program to include a non-federal cash match of \$146,155, effective September 1, 2024 to August 31, 2025. ICHHD'S AmeriCorps State Program has been approved by the AmeriCorps agency for another year of funding to support approximately ten (10) AmeriCorps members working in organizations to advance public housing needs within Ingham County. AmeriCorps members will facilitate educational workshops, distribute educational resources, and engage community members in one-on-one counseling to curate a healthy home in the Greater Lansing area. This amendment to include the non-federal cash match does not amend the total amount of grantor funding approved through Resolution #24-411.

ALTERNATIVES

There is no alternative. The non-federal cash match amount was omitted by administrative error and is required for operations.

FINANCIAL IMPACT

The cost of this agreement will include the approved non-federal cash match amount of \$146,155 to operate the 2024-2025 AmeriCorps State program. The non-federal cash match consists of indirect costs used as match of \$8,345, and the remainder obtained through cash contributions from AmeriCorps host sites of up to \$13,781 for each member serving a term of 1,700 hours (full time) capacity, and prorated for lesser term limits effective September 1, 2024 to August 31, 2025.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending Resolution #24-411 to include a non-federal cash match with MDLEO to operate the AmeriCorps State program effective September 1, 2024 through August 31, 2025, in an amount not to exceed \$146,155.

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #24-411 FOR THE
FY 2024-2025 AMERICORPS STATE GRANT FUNDING**

WHEREAS, Ingham County Health Department (ICHHD) wishes to amend Resolution #24-411 with Michigan Department of Labor and Economic Opportunity (MDLEO) for the FY24-25 AmeriCorps State program to include a cash match of \$146,155, effective September 1, 2024, to August 31, 2025; and

WHEREAS, ICHHD'S AmeriCorps State Program has been approved by the AmeriCorps agency for another year of funding to support approximately ten (10) AmeriCorps members working in organizations to advance public housing needs within Ingham County; and

WHEREAS, under this grant, AmeriCorps members will facilitate educational workshops, distribute educational resources, and engage community members in one-on-one counseling to curate a healthy home in the Greater Lansing area; and

WHEREAS, a non-federal local match of cash and/or in-kind contributions is required; and

WHEREAS, this cash match does not amend the total amount of grantor funding approved through Resolution #24-411; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize amending Resolution #24-411 with MDLEO for the FY24-25 AmeriCorps State program to include a cash match of \$146,155, effective September 1, 2024, to August 31, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #24-411 with MDLEO for the FY24-25 AmeriCorps State program to include a cash match of \$146,155, effective September 1, 2024, to August 31, 2025.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

TO: Board of Commissioners, Law & Courts, and Finance Committees

FROM: Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE: September 30, 2024

SUBJECT: Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General and the Ingham County Prosecutor's Office
For the work session agendas of October 10, 2024 (Law & Courts) and October 16, 2024 (Finance)

BACKGROUND

Our office receives grant funding from Michigan Department of the Attorney General to assist with the investigation, prosecution, and notification of victims in cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). The Ingham County Prosecutor's Office (ICPO) utilizes one Special Assistant Attorney General and one designated Ingham County Sheriff's Office (ICSO) detective to investigate unsolved Ingham County cases. The funding also provides for a victim advocate to be dedicated to this work.

ALTERNATIVES

None at this time.

FINANCIAL IMPACT

There is no financial impact since the Department of the Attorney General will provide re-imbusement funding for all expenses charged under the Memorandum of Understanding (MOU). The MOU also includes funding for an Ingham community-based sexual assault advocate.

The total amount of funding is \$482,484.38. The MOU is for services provided on or after October 1, 2024 through September 30, 2025.

OTHER CONSIDERATIONS

Regionalized prosecution, investigation, and victim advocacy, enhances the quality of these complex investigations. Currently, our SAKI team has multiple investigations on going in each county.

RECOMMENDATION

Based on the information provided, I respectfully request approval of the attached resolution.

Introduced by the Law & Courts Committee and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF THE ATTORNEY GENERAL AND THE INGHAM COUNTY PROSECUTOR'S OFFICE

WHEREAS, the Department of the Attorney General provides funds for local prosecutors to assist with the investigation, prosecution, and victim notification of cases arising from the testing of previously untested sexual assault kits through the 2015 Sexual Assault Kit Initiative (SAKI); and

WHEREAS, the Attorney General would designate a Special Assistant Attorney General to review these investigations and determine the viability of prosecution of these untested sexual assault kits for Ingham County; and

WHEREAS, the Special Assistant Attorney General will be working out of the Ingham County Prosecutor's Office (ICPO); and

WHEREAS, the Special Assistant Attorney General will be paid for duties performed in Ingham County, including but not limited to salary, equipment, training, mileage, and any other funds approved by the Department of the Attorney General with all expenses, excluding salary, to be processed by Ingham County but paid for by the Department of the Attorney General; and

WHEREAS, the total personnel costs, including advocates, and all other miscellaneous costs are not to exceed \$482,484.38; and

WHEREAS, the Ingham County Prosecutor's Office is authorized to enter into a subcontract with an Ingham county-based advocacy organization, not to exceed \$45,316.80, for notification and advocacy services for sexual assault victims; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor's Office to enter into a memorandum of understanding, effective October 1, 2024 through September 30, 2025, with the Department of the Attorney General, consistent with this resolution.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Sara Deprez, Juvenile Programs Director
DATE: October 1, 2024
SUBJECT: Resolution to Authorize a Three-Year Contract with Highfields for the Horizon Program

For Meeting Agendas: October 10th, 2024– Law and Courts
October 16th, 2024 – Finance

BACKGROUND

The Juvenile Division contracts for behavioral and transportation services for the evening reporting program, Horizon (formally known as Pride). In August, 2024, a Request for Proposals (RFP) was done to solicit qualified and experienced vendors to provide behavioral intervention and support services for the evening reporting program, Horizon, for a period of three years. Since the onset of the Horizon program Highfields has been the community partner providing these services and the Court would like to enter into a three-year contract for Highfields to continue the services.

If approved, the contract will be October 1, 2024 to September 30, 2027.

ALTERNATIVES

The alternative would be to not offer an evening reporting program as a part of the continuum of community-based services for court involved youth, which may lead to higher costs for out of home placements.

FINANCIAL IMPACT

Funds for this contract are typically approved in the Juvenile Division’s budget. For the FY25, the amount approved was \$450,000. This amount was recommended prior to the conclusion on the RFP process. In their proposal, Highfields submitted a budget which exceeded the amount requested. The amount agreed upon between Highfields and the Juvenile Division was \$495,397 annually, for three years. The reason for the increase is related to increase wage costs, the cost of training new staff in the approved evidenced-based curriculum and increased costs in youth incentives.

The funds for this contract come from the Juvenile Justice Millage, which are reimbursed at 75% by the State Child Care Fund.

STRATEGIC PLANNING IMPACT

This supports the overarching long-term objective of providing appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

The County enter into a three-year agreement with Highfields to operate the evening reporting program, Horizon, at a cost not to exceed \$495,397 annually.

TO: Sara Deprez, Juvenile Programs Director
FROM: Kristen Romo, Director of Purchasing
DATE: August 7, 2024
RE: Memorandum of Performance for RFP No. 44-24 Horizon – Evening Reporting

Per your request, the Purchasing Department sought proposals to enter into a contract with a qualified and experienced vendor to provide behavioral intervention and support services to up to 40 youths assigned to the evening reporting program, Horizon.

The scope of work includes, but is not limited to, developing program structure, implementing a behavior management program, providing daily transportation to and from the Ingham County Family Center for participating youth, providing quality evidence-based CBT groups, and providing daily recreational/structured activities.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	38	26
Vendors responding	2	2

A summary of the vendors' costs is located on the next page.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at kromo@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Ingham Academy Staff Costs - Per Year	Juvenile Court Staff Costs - Per Year	Juvenile Court - Per Student Operating Costs	Proposed Cost
Highfields	Yes, Onondaga MI				\$547,052.00
United Mentoring Program	Yes, Lansing MI	\$65,000.00	\$65,000.00	\$1,500.00	\$145,000 per year for 10 Students

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A THREE-YEAR CONTRACT WITH HIGHFIELDS FOR THE HORIZON PROGRAM

WHEREAS, the Horizon Program, an evening reporting program for court adjudicated youth, is located at the Ingham County Family Center; and

WHEREAS, Ingham County made a Request for Proposals in August of 2024, soliciting qualified and experienced vendors to provide annual behavioral intervention and support services for to up to 40 youths assigned to the evening reporting program, Horizon for a time frame of three years; and

WHEREAS, the current contracted vendor for behavioral services, Highfields, submitted a proposal in response to the County's request; and

WHEREAS, given the County has a longstanding relationship working collaboratively with Highfields on various programs, including Horizon, Highfields was the vendor selected; and

WHEREAS, Highfields, Inc. will provide behavioral support and transportation for the youth assigned to Horizon at a cost of \$495,397, per year, for a total of three years; and

WHEREAS, the funding for Horizon comes from the Juvenile Justice Millage and is reimbursed at 75% by the State's Child Care Fund; and

WHEREAS, \$450,000 was requested for this contract in the 2025 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement between 30th Circuit Court Juvenile Division and Highfields for the time period of October 1, 2024 through September 30, 2027, at a cost not to exceed \$495,397 per year.

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

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

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Sara Deprez, Juvenile Programs Director
DATE: October 1, 2024
SUBJECT: Resolution to Authorize a Three-Year Contract with House Arrest Services for Electronic Monitoring Services

For Meeting Agendas: October 10th, 2024– Law and Courts
October 16th, 2024 – Finance

BACKGROUND

The Juvenile Division contracts for electronic monitoring services for delinquent youth. Electronic Monitoring is utilized as one component of the Ingham County Circuit Court – Family Division’s In-Home Detention Program. Youth who are placed on In-Home Detention are on one of three supervision levels: 1) Curfew; 2) In-Home Detention without electronic monitoring; and, 3) In-Home Detention with electronic monitoring.

Juveniles are placed on Electronic Monitoring as an early release alternative to secure detention. Electronic Monitoring is provided on an in-home basis, utilizing community resources. Electronic Monitoring is an additional resource to the In-Home Detention Program and is not intended to replace any function or service currently being provided to the youth.

In August, 2024, a Request for Proposals (RFP) was done to solicit qualified and experienced providers of electronic monitoring services to submit proposals for the purpose of entering into a three-year contract to provide for an Electronic Monitoring program for delinquency juveniles who are petitioned to the Ingham County Family Division of the Circuit Court. The Court has utilized electronic monitoring or tethers as an integral part of oversight of delinquent youth.

If approved, the contract will be October 1, 2024 to September 30, 2027.

ALTERNATIVES

The alternative would be to not offer an electronic monitoring program as a part of the continuum of community-based services for court involved youth, which may lead to higher costs for out of home placements and more and/or longer detention stays.

FINANCIAL IMPACT

Funds for this contract are typically approved in the Juvenile Division’s budget. For the FY25, the amount approved was \$40,000. This amount was recommended prior to the conclusion of the RFP process. Given the greater frequency of use of tethers, combined with more options of electronic monitoring, the request is for \$50,000 annually, for three years.

The funds for this contract come from the Juvenile Justice Millage, which are reimbursed at 75% by the State Child Care Fund.

STRATEGIC PLANNING IMPACT

This supports the overarching long-term objective of providing appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

The County enter into a three-year agreement with House Arrest Services to provide an electronic monitoring program at a cost not to exceed \$50,000 annually.

TO: Sara Deprez, Juvenile Programs Director
FROM: Kristen Romo, Director of Purchasing
DATE: August 16, 2024
RE: Memorandum of Performance for RFP No. 45-24 Electronic Monitoring

Per your request, the Purchasing Department sought proposals from qualified and experienced electronic monitoring service providers to submit proposals for the purpose of entering into a 3-year contract to provide a program for delinquent juveniles who are petitioned to the Ingham County Family Division of the Circuit Court.

The scope of services includes, but is not limited to, providing secure monitoring services to ensure continuous electronic monitoring 24 hours a day/7 days a week /365 days a year with secure web-based internet access to client referral sources, providing non-compliance alerts and notifications to referral source personnel, collecting program data and statistics and financial information for all services, and immediately communicate to the assigned Juvenile Court Officer if the juvenile is determined to have violated the conditions of the electronic monitoring program. The equipment utilized is a full range of reliable, user-friendly, tamper-proof equipment including home monitoring, active GPS tethers, breath and transdermal alcohol monitors.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	19	3
Vendors responding	5	0

A summary of the vendors' costs is located on the next page.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at kromo@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

	Equipment Type	Monitoring Cost/Device/Active Day	Damaged Equipment Cost	Enrollment Fee	
Vendor Name: JSG Local Preference: No, Jackson MI Addendums (1): Yes	Model 1: Court Staff Performs Installation, Removal, and Monitoring				
	GPS - Model #1	\$ 7.00	\$ 650.00		
	SCRAM - Model #1	\$ 9.00	\$ 1,100.00		
	PBT- Model #1	\$ 5.50	\$ 795.00		
	Model 2: JSG Full-Service Installation, Removal, and Monitoring				
	GPS - Model #2	\$ 8.00	\$ 650.00	\$75.00 Each	
	SCRAM - Model #2	\$ 10.00	\$ 1,100.00	\$75.00 Each	
	PBT - Model #2	\$ 6.00	\$ 795.00	\$75.00 Each	
		Equipment Type	Monitoring Cost/Active Duty/Day	Damaged Equipment Cost	Enrollment Fee
	Vendor Name: Home Confinement Inc. Local Preference: No, Roseville MI Addendums (1): Yes	<i>BELOW INCLUDES MONITORING & REPORTING ONLY:(Ingham County Personnel completes installs/removals/inputting GPS software data</i>			
GPS Tether - SCRAM		\$ 5.50	\$600.00		
CAM - Alcohol tethre & Base - SCRAM		\$ 10.00	\$1,600.00 (\$800.00/piece)		
RB Portable Breathalyzer -SCRAM		\$ 5.25	\$ 650.00		
AlliedUniversal 'Acheck' Mobile App		\$ 2.00	No cost		
SCRAM CAM & GPS		\$ 15.50	\$2,200.00		
SCRAM RB & GPS		\$ 10.75	\$ 1,250.00		
<i>Below includes HCI personnel providing: enrollments, installations, removals, maintenance, data software inputting, monitoring, and reporting</i>					
GPS Tether - SCRAM		\$ 6.75	\$ 600.00	\$ 75.00	
CAM - Alcohol tethre & Base - SCRAM		\$ 10.00	\$1,600.00 (\$800.00/piece)	\$ 75.00	
RB Portable Breathalyzer -SCRAM		\$ 5.60	\$ 650.00	\$ 50.00	
AlliedUniversal 'Acheck' Mobile App		\$ 2.00	No cost		
SCRAM CAM & GPS		\$ 16.75	\$ 2,200.00	\$ 75.00	
SCRAM RB & GPS		\$ 12.25	\$ 1,250.00	\$ 75.00	

		Equipment Type	Monitoring Cost /Client/ Active Day	Damaged Equipment Cost	Enrollment Fee
Vendor Name:	Alcohol Monitoring Systems Inc.	SCRAM GPS 9 Plus	\$ 3.50	\$ 600.00	
		SCRAM GPS Beacon	\$ 0.60	\$ 400.00	
Local Preference:	No, Greenwood Village CO	SCRAM Ally (Victim Notification when using SCRAM GPS)	\$ 1.00	N/A	
		SCRAM Continuous Alcohol Monitoring (Landline)	\$ 6.45	\$1,200.00 (bracelet) \$400.00 (Base station)	
Addendums (1):	Yes	SCRAM Continuous Alcohol Monitoring (Ethernet)	\$ 6.95	\$1,200.00 (bracelet) \$400.00 (Base station)	
		SCRAM Continuous Alcohol Monitoring (Cellular)	\$ 7.75	\$1,200.00 (bracelet) \$650.00 (Base station)	
		SCRAM Remote Breath Pro	\$ 4.00	\$ 700.00	
		SCRAM TouchPoint App (Used with SCRAM Hardware/Equipment)	No charge	N/A	
		SCRAM TouchPoint App Standalone	\$ 0.35	N/A	
		Smartphone (through SCRAM Smartphone Connect Program)	\$ 2.00	\$ 250.00	
		Premier Monitoring Services	\$ 1.00		
		Premier Plus Monitoring Services	\$ 1.25		

		Equipment Type	Monitoring Cost / Active Day	Damaged or Lost Equipment Cost	Enrollment Fee
		The Contractor shall bill the cost of any lost or damaged equipment to the offender or his/her family.			
Vendor Name:	Hosue Arrest Services Inc.	Track Group XC4 Device with Steel Cuff	\$ 6.25	\$ 750.00	
Local Preference:	No, Warren, MI	SCRAM GPS Device	\$ 5.75	\$ 850.00	
Addendums (1):	Yes	SCRAM CAM Alcohol tether	\$ 8.50	\$ 1,200.00	
		SL-3 Alcohol Breathalyzer	\$ 5.25	\$ 850.00	
		Case Management Smart Phone Application	\$ 1.00		

		Daily Active Units	Daily Rate	Call Center Daily Rate	Enrollment Fee
Vendor Name:	Tyler Technologies	1 - 25	\$ 5.50	\$ 1.00	
Local Preference:	No, Plano TX	26 - 50	\$ 5.25	\$ 1.00	
Addendums (1):	Yes	51 - 100	\$ 5.00	\$ 1.00	
		101 - X	\$ 4.75	\$ 1.00	

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A THREE-YEAR CONTRACT WITH HOUSE ARREST SERVICES
FOR AN ELECTRONIC MONITORING PROGRAM**

WHEREAS, the Juvenile Division of the Circuit Court utilizes electronic monitoring services for delinquent juveniles, contracting for these services with a vendor, currently House Arrest Services; and

WHEREAS, Ingham County made a Request for Proposals in August of 2024, soliciting qualified and experienced providers of electronic monitoring services to submit proposals for the purpose of entering into a three-year contract to provide for an Electronic Monitoring program for delinquency juveniles who are petitioned to the Ingham County Family Division of the Circuit Court; and

WHEREAS, the current contracted vendor for electronic monitoring services, House Arrest Services, submitted a proposal in response to the County's request; and

WHEREAS, the County has a longstanding relationship working collaboratively with House Arrest Services; and

WHEREAS, House Arrest Services was the only submission that offered a device option with a steel cuff, reducing the likelihood of strap tamper and absconding, they were the selected vendor; and

WHEREAS, House Arrest Services will offer a continuum of per diem electronic monitoring at a cost not to exceed \$50,000, per year, for a total of three years; and

WHEREAS, the funding for the electronic monitoring program comes from the Juvenile Justice Millage and is reimbursed at 75% by the State's Child Care Fund; and

WHEREAS, \$40,000 was requested for this contract in the 2025 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement between 30th Circuit Court Juvenile Division and House Arrest Services for the time period of October 1, 2024 through September 30, 2027, at a cost not to exceed \$50,000 per year.

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

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

TO: Law & Courts and Finance Committees
FROM: Annette Ellison, Deputy Court Administrator
DATE: October 1, 2024
SUBJECT: CASA Donated Funds Program

For the meeting agendas of: Law and Courts Committee- October 10, 2024
Finance Committee- October 16, 2024

BACKGROUND

Through trained volunteers, the (CASA) program provides the Circuit Court Juvenile Division with independent and objective information regarding children involved in neglect and abuse cases. CASA volunteers conduct an independent review, examine all relevant documents and potentially interview all persons having direct knowledge of the child’s and/or family’s situation to formulate an objective understanding of what is in the best interest of the child. Volunteers attend all hearings, Family Team Meetings (FTM) with MDHHS and meet with the youth in-person on a weekly basis.

CASA began a formal partnership with the Juvenile Division in 2017. At the time, only cases on Judge Lawless’s docket were being referred through a Memorandum of Understanding. At this time, four of the five Family Division Judges refer cases to CASA. Although staffed mostly by volunteers, CASA does have paid full-time staff to assist with oversight and training.

Beginning in 2022, the Child Care Fund Handbook allows courts to include the CASA program as an In-Home Care Program (now referred to by the State as Community Based Services) for the purposes of Child Care Fund reimbursement. Additionally, pursuant to MCL 400.117c (7)(b), the county is able to request Child Care Fund reimbursement through a county donated funds program. The county donated funds program allows CASA to donate funds to the county to support their operating expenses. The county must designate these funds for the CASA program and transfer the funds as General Fund dollars to the Juvenile Division’s budget. The Juvenile Division contracts with CASA for the amount equal to the donated funds plus the leveraged childcare fund amount. This allows CASA, the County and the Court to leverage Child Care Fund dollars to fund this valuable service.

As a result of legislative changes, Courts are reimbursed 75% as opposed to 50% for Community Based Services through the Child Care Fund; therefore reducing the amount CASA would need to donate to the County effective Fiscal Year 2024.

CASA has submitted their operation budget of \$177,933.58 (5% increase from FY24) for Fiscal Year 2025 and has agreed to donate \$44,483.395 to the County to support the proposed contract. Pursuant to the statutory requirements, CASA has agreed to submit a list of all donors and complete an annual certification to be made available to MDHHS during a monitoring review. Lastly, the CASA program has been included and approved as part of the Juvenile Division’s MDHHS CCF Annual Plan and Budget.

ALTERNATIVES

Not entering into an agreement with CASA would result in a loss of leveraged dollars from Child Care Fund.

FINANCIAL IMPACT

Entering into an agreement with CASA will cost the County no additional funds. This agreement will generate \$133,450 in restricted funds.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence-based treatment and sanctions for at-risk youth and juveniles. Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Enter into an agreement with CASA.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE COURT-APPOINTED SPECIAL ADVOCATE DONATED FUNDS AND IN-HOME CARE PROGRAM

WHEREAS, the Court-Appointed Special Advocate program provides the Circuit Court Juvenile Division with independent and objective information regarding children involved in neglect and abuse cases; and

WHEREAS, the Court-Appointed Special Advocate program conducts an independent review, examines all relevant documents and conducts interviews to formulate an objective understanding of what is in the best interest of the child; and

WHEREAS, although mostly staffed by volunteers, the Court-Appointed Special Advocates program has paid full-time staff and an annual operating budget of \$177,933.58; and

WHEREAS, the County is able to leverage the Michigan Department of Health and Human Services Child Care Fund for eligible expenses; and

WHEREAS, the Michigan Department of Health and Human Services recognizes the Court-Appointed Special Advocate program as a Michigan Department of Health and Human Services Child Care Fund eligible expense; and

WHEREAS, the Juvenile Division included the Court-Appointed Special Advocates Program in the Michigan Department of Health and Human Services Child Care Fund Annual Plan and Budget which was approved; and

WHEREAS, the Court-Appointed Special Advocates Program is able to donate funds to the County pursuant to MCL 400.117c(7)(b) in order to leverage the Michigan Department of Health and Human Services Child Care Fund; and

WHEREAS, the Juvenile Division wishes to enter into an agreement with the Court-Appointed Special Advocates program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with the Court-Appointed Special Advocates program for purposes of providing independent and objective information regarding children involved in neglect and abuse cases, at rate not to exceed \$44,483.395 quarterly, for a total amount not to exceed \$177,933.58 for the duration of the contract, effective October 1, 2024 through September 30, 2025.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to accept donated funds in the amount of \$44,483.395 from the Court-Appointed Special Advocates program for the purposes of leveraging funds from the Michigan Department of Health and Human Services Child Care Fund.

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

TO: Law & Courts and Finance Committees
FROM: Annette Ellison, Deputy Court Administrator
DATE: October 1, 2024
SUBJECT: Resolution to Authorize the Renewal of a Contract with Michigan State University for Juvenile Risk Assessment Project and Quarterly Program Evaluation

For Meeting Agendas: October 10, 2024 – Law and Courts
October 16, 2024 – Finance

BACKGROUND

For over 19 years, Michigan State University has provided risk assessment support to the Juvenile Division. Through many discussions, the School of Criminal Justice has agreed to provide the Juvenile Division with a third-party program evaluation. Having added an institution like Michigan State University not only provides an objective measure of success but also strengthens the continuity of service.

The Juvenile Division has been a leader in juvenile justice by developing progressive and evidence-based programming for youth and families. As part of this best practice, in 2018, the Juvenile Division began conducting quarterly program evaluations of all evidence-based curriculums supported by Juvenile Justice Millage funds. The idea behind these quarterly assessments is simple; assess the program, provide coaching and return to see progress. The addition of these assessments has strengthened the Juvenile Division’s continuous quality improvement plan and allowed for more direct feedback to vendors in an effort to improve the overall quality of juvenile justice programming.

The Juvenile Division pays a significantly reduced rate for risk assessment support given Michigan State University mutually benefits from the agreement. The Juvenile Division wishes to maintain the contract with Michigan State University not to exceed \$90,812 annually to provide risk assessment support and third-party program evaluation. These services are Child Care Fund reimbursable at roughly 75%.

ALTERNATIVES

The Juvenile Division does not collect third-party risk assessment or quarterly program evaluations.

FINANCIAL IMPACT

Funds for this contract have been approved in the Juvenile Division’s 2025 budget at a projected cost of \$99,045, however, following submission of the budget, MSU union negotiations occurred resulting in an actual lower cost requested for this contract. This contract is funded through Juvenile Justice Millage and reimbursed through the State’s Child Care Fund.

STRATEGIC PLANNING IMPACT

This supports the overarching long-term objective of providing appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Renew the contract.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE RENEWAL OF A CONTRACT WITH MICHIGAN STATE UNIVERSITY FOR THE JUVENILE RISK ASSESSMENT PROJECT AND QUARTERLY PROGRAM EVALUATIONS

WHEREAS, the Circuit Court Juvenile Division has worked collaboratively with Michigan State University for over 19 years on the Juvenile Risk Assessment Project; and

WHEREAS, the Circuit Court Juvenile Division, relies on Michigan State University to analyze and evaluate data collected by the Juvenile Division; and

WHEREAS, Dr. Caitlyn Cavanagh oversees a team of researchers from Michigan State University assigned to the project; and

WHEREAS, the Circuit Court Juvenile Division would like the Juvenile Risk Assessment Project to continue conducting quarterly third-party evaluations of all evidence-based programming; and

WHEREAS, funds to support the Juvenile Risk Assessment Project were allocated in the Juvenile Division's 2025 budget at a projected cost of \$99,045, however, following MSU union negotiations, the amount of this contract was reduced to \$90,812; and

WHEREAS, the Juvenile Risk Assessment Project is Michigan Department of Health and Human Services Child Care Fund eligible.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to renew the contract with Michigan State University for purposes of providing the Juvenile Risk Assessment Project and quarterly program evaluation at a rate of \$22,703 quarterly, not to exceed \$90,812 annually, effect October 1, 2024 through September 30, 2025.

BE IT FURTHER RESOLVED, that administrative rates and indirect costs associated with this contract are not to exceed 15% for the duration of this partnership with Michigan State University, unless otherwise approved by the Ingham County Board of Commissioners through a separate resolution.

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

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

TO: Law and Courts and Finance Committees

FROM: Annette Ellison, Deputy Court Administrator

DATE: October 1, 2024

SUBJECT: Resolution to Authorize Renewal of a Contract with Michigan State University to Support the Adolescent Project

For Meeting Agendas: October 10, 2024 – Law and Courts
October 16, 2024 – Finance

BACKGROUND

The Ingham County Circuit Court, Family Division has collaborated with Michigan State University’s Psychology Department for more than 40 years to support Michigan State University’s Adolescent Project. The Michigan State University Adolescent Project has been under the leadership of distinguished Dr. Kwesi Brookins and is currently lead by its Director, Sean Hankins of the Psychology Department. The Michigan State University Adolescent Project is an evidence-based program that has been nationally awarded and recognized for providing excellent mentoring services, reducing recidivism, and increasing positive outcomes for thousands of at-risk juveniles in Ingham County.

Historically, costs associated with referrals to MSU Adolescent Project made at Intake would be apportioned to the General Fund. However, notable legislative changes to the State’s Child Care Fund (CCF) effective October 1st, 2024, support the development, expansion, and strengthening of community-based services and formal alternatives to at-risk youths’ removal from home, detention and incarceration, and has been expanded to include diversionary programming. Therefore, diversionary programs like MSU Adolescent Project which are consistent with legislative requirements (i.e. MCL 722.822-722.826 and 722.829; MCL 712A.2f; and MCL712A) are now eligible for reimbursement by the State’s Child Care Fund at the rate of 75%.

The Juvenile Division wishes to maintain the contract with Michigan State University’s Psychology Department not to exceed \$183,008 annually to support the Adolescent Project mentoring program effective October 1, 2024 through September 30, 2025.

ALTERNATIVES

Juveniles of Ingham County no longer receive evidence-based mentoring services.

FINANCIAL IMPACT

Funds for this contract have been approved in the Juvenile Division’s 2025 budget. The program is funded by the Juvenile Justice Millage and reimbursed by the State’s Child Care Fund.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None

RECOMMENDATION

The Board of Commissioners authorizes renewal of the contract.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE RENEWAL OF A CONTRACT WITH MICHIGAN STATE UNIVERSITY TO SUPPORT THE ADOLESCENT PROJECT

WHEREAS the Juvenile Division has collaborated with Michigan State University's Psychology Department for more than 40 years to support Michigan State University's Adolescent Project; and

WHEREAS, the Michigan State University Adolescent Project has been under the leadership of the distinguished Dr. Kwesi Brookins and is currently lead by its Director, Sean Hankins of the Psychology Department; and

WHEREAS, the Michigan State University Adolescent Project is an evidence-based program that has been nationally awarded and recognized for providing excellent mentoring services, reducing recidivism, and increasing positive outcomes for thousands of at-risk juveniles in Ingham County; and

WHEREAS, historically, costs associated with referrals to MSU Adolescent Project made at intake would be apportioned to the General Fund; and

WHEREAS, notable legislative changes to the State's Child Care Fund (CCF) effective October 1st, 2024, support the development, expansion, and strengthening of community-based services and formal alternatives to at-risk youths' removal from home, detention and incarceration, and has been expanded to include diversionary programming; and

WHEREAS, diversionary programs like MSU Adolescent Project which are consistent with legislative requirements (i.e. MCL 722.822-722.826 and 722.829; MCL 712A.2f; and MCL712A) are eligible for reimbursement by the State's Child Care Fund at the rate of 75%; and

WHEREAS, the Juvenile Division wishes to maintain its contract with MSU Psychology Department not to exceed \$183,008 annually to support the Adolescent Project mentoring program effective October 1, 2024 through September 30, 2025; and

WHEREAS, funds to support the MSU Adolescent Project were allocated in the Juvenile Division's 2025 budget, funded by the Juvenile Justice Millage and reimbursed by the State's Child Care Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to renew the contract with Michigan State University's Psychology Department a not to exceed cost of \$183,008 annually to support the Adolescent Project mentoring program effective October 1, 2024 through September 30, 2025.

BE IT FURTHER RESOLVED, that administrative rates and indirect costs associated with this contract are not to exceed 15% for the duration of this partnership with Michigan State University, unless otherwise approved by the Ingham County Board of Commissioners through a separate resolution.

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

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Kevin Bucci, Juvenile Services Director

DATE: October 1, 2024

SUBJECT: Resolution to Authorize a Three-Year Contract with Peckham, Inc. for Female Short-Term Group Home Services

For the meeting agendas: October 10, 2024 – Law and Courts
October 16, 2024 – Finance

BACKGROUND

The Juvenile Division, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate residential treatment facility.

For the past 10 years, the Juvenile Division has continued a downward trajectory of youth requiring placement in residential treatment facilities. This has been achieved by working with youth and families in the community and utilizing innovative and evidence-based practices. Although the Juvenile Division has worked extremely hard to keep youth from entering treatment facilities, at times, these services are required to protect the community. Over the last 20 years, the Juvenile Division has partnered with Peckham, Inc., Peckham has maintained a short-term, out-of-home residential program in Lansing called Footprints for court-adjudicated females. Peckham often affords youth the opportunity to remain local as well as serves as an alternative placement to secure detention.

In July of 2024 a Request for Proposals (RFP) was done to solicit qualified and experienced organizations interested in managing a short-term, out of home female residential treatment facility. This is the first RFP for this contract since 2005 at the inception of the group home. After reviewing the proposals, Peckham, Inc. was selected based on their ability to best meet the needs outlined in the RFP (#142-24). They provide a behavior modification program with evidence-based treatment, including Thinking for a Change curriculum, Cognitive Behavioral Therapy, Advanced Practice social skill practice, Getting Motivated to Change, Relapse Prevention, and Aftercare to provide a stable environment for these youth to prepare to re-enter the community. They also have developed programming revolving around meeting youth's needs in education, physical and mental health, substance abuse education, vocational programming, extracurricular activities, and most importantly, family reunification.

Entering into a three-year contract allows the Juvenile Division to forecast costs. The Juvenile Division has thoroughly examined and investigated this treatment facility to ensure compliance with licensing requirements and regulations.

The Juvenile Division wishes to enter into an agreement from October 1, 2024 through September 30, 2027

ALTERNATIVES

The community would lose an evidence-based treatment program that meets the needs for female court-adjudicated youth, resulting in more out of state placements and the increased use of secure detention

FINANCIAL IMPACT

The Juvenile Division has a line item allocated to cover the cost of residential placements. For the past three years, the Juvenile Division has underspent this line item due to the ongoing efforts of treating youth in the

community by using innovative and evidence-based practices. For fiscal year 2025, \$672,000 was the budgeted amount for the Footprints Group Home. This amount was recommended prior to the conclusion of the RFP process. Given the rising costs of out of home care and the need for staff retention, Peckham, and the Juvenile Division are requesting a 3-year contract not to exceed \$743,285. This program is funded by the Juvenile Justice Millage and reimbursed at the rate of 50% by the State Child Care Fund.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence-based treatment and stability for at-risk female youth.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

The County enter into a three-year contract with Peckham, Inc. to provide out of home residential treatment for female court-adjudicated youth not to exceed \$743,285 annually.

TO: Kevin Bucci, Juvenile Services Director
FROM: Kristen Romo, Director of Purchasing
DATE: July 19, 2024
RE: Memorandum of Performance for RFP No. 142-24 Group Home Services

Per your request, the Purchasing Department sought proposals to enter into a contract with a qualified and experienced organization interested in managing a short-term, out-of-home residential female-only treatment facility inclusive of staffing.

Residents in the home are placed by a Judge through a Juvenile Delinquency case with the 30th Circuit Court.

The scope of work includes, but is not limited to, managing a program that changes behavior and introduces alternative coping and social skills for female delinquent youth who cannot go home and need a short-term placement pending their return home or are placed into foster care.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	10	4
Vendors responding	2	1

A summary of the vendors' costs is located on the next page.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at kromo@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Funding Request
Peckham Inc.	Yes, Lansing MI	\$743,285.00
Cristo Rey Campus/ St. Vincent Campus Catholic Charities	No, Lansing MI	\$850,000.00

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A THREE-YEAR CONTRACT WITH
PECKHAM, INC. FOR FEMALE SHORT-TERM GROUP HOME SERVICES**

WHEREAS, the Ingham County Circuit Court Juvenile Division, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate treatment facility; and

WHEREAS, the Ingham County Circuit Court Juvenile Division prefers to enter into three-year contracts with various residential treatment facilities for the purpose of providing treatment intervention to court-adjudicated youth; and

WHEREAS, entering into three-year contracts allow for the County to better forecast residential costs for the coming budget years; and

WHEREAS, the Ingham County Circuit Court Juvenile Division conducts ongoing examinations of the treatment facilities to ensure services are being delivered appropriately and effectively; and

WHEREAS, A Request for Proposals (#142-24) was sought for a short-term, out-of-home residential female-only treatment facility; and

WHEREAS, two responses were submitted and evaluated by a team of Circuit Court managers; and

WHEREAS, the RFP submitted by Peckham, Inc. was selected based on the longstanding relationship with the County and meeting the factors submitted in the RFP for treatment of female court-adjudicated youth within Ingham County; and

WHEREAS, Peckham, Inc. will provide short-term out of home residential treatment for female court-adjudicated youth at a cost of \$743,285 per year for a total of three years; and

WHEREAS, the funding for residential services comes from the Juvenile Justice Millage and is reimbursed at 50% by the State Child Care Fund; and

WHEREAS, \$672,000 was requested for this contract in the 2025 Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Peckham, Inc. for the care and treatment services of female Court adjudicated youth not to exceed the budgeted amount listed in the RFP of \$743,285.00 for the time period of October 1, 2024 through September 30, 2027.

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

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

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Ryan S. Watts, CCAB Manager

DATE: September 25th, 2024

SUBJECT: Resolution Authorizing a Pilot Program with the Workforce Development Institute of Michigan

BACKGROUND

This resolution approves a Pilot Program with the Workforce Development Institute of Michigan (WDI) for 2 felony probationers in the amount of \$20,000.

ALTERNATIVES

Failure to approve this resolution will result in the lack of alternative programming for felony probationers designed to provide hard skills within the trades industry.

FINANCIAL IMPACT

A total payment of \$20,000 shall be paid to the WDI to cover tuition for 2 pre-selected 30th Circuit Court probationers. These funds shall be paid from the Justice Millage which provides for funding allocations to help reduce recidivism.

OTHER CONSIDERATIONS

Community Corrections continues to seek new and promising programming within our community to help reduce recidivism by providing treatment, counseling, education, and job skills. This program will help accomplish these goals and should the pilot program prove to be a success, continuing funding shall be sought from the State via PA511 and via in-house grants at the WDI. The presentation given at a previous Law and Courts Committee meeting showed that this program results in successful graduates leaving the program with portable certifications and tie-ins to apprenticeships through union-affiliated skilled trades contractors.

RECOMMENDATION

Based on the information presented, the CCAB recommends approval of the attached resolution to support Community Corrections programming.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PILOT SKILLED TRADES TREATMENT PROGRAM THROUGH COMMUNITY CORRECTIONS AND IN PARTNERSHIP WITH THE WORKFORCE DEVELOPMENT INSTITUTE OF MICHIGAN

WHEREAS, on August 7, 2018 the electorate of Ingham County approved the Justice Millage; and

WHEREAS, in addition to providing funding for a new Justice Complex, the millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons”; and

WHEREAS, beginning in January 2019, the Board of Commissioners has allocated funding to Community Mental Health, the Community Corrections Department, the Health Department, the Sheriff’s Office and the Pretrial Services Division of Circuit Court to provide such programming; and

WHEREAS, the Workforce Development Institute of Michigan (WDI) provides skilled trades programming to community members (including those on probation) to provide certification in the skilled trades and reduce recidivism; and

WHEREAS, tuition per person is \$10,000 which includes all necessary materials and a stipend; and

WHEREAS, two probationers have been identified and selected to participate in the pilot program by the 30th Circuit Court Michigan Department of Corrections (MDOC) Probation Supervisor and approved by the WDI; and

WHEREAS, continued funding will be sought from the State of Michigan via PA511 should the pilot program be successful.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Community Corrections Advisory Board (CCAB)/WDI skilled trades pilot program for two 30th Circuit Court Probationers.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a tuition payment not to exceed \$20,000 to the Workforce Development Institute of Michigan.

BE IT FURTHER RESOLVED, that funds for this pilot program with the WDI will come from the Justice Millage.

BE IT FURTHER RESOLVED, that staff will present a report after the conclusion of the pilot program providing information about achievements and effectiveness of this programming.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution.

TO: Ingham County Board of Commissioners Law & Courts, Finance Committees

FROM: Keith Watson, Chief Public Defender

DATE: September 27, 2024

SUBJECT: Resolution to Authorize a Contract Between Axon Enterprise, Inc. and the Office of the Public Defender for Justice Premier Software

BACKGROUND

Collection, storage, and the ability to redact portions of the media captured by either Body Worn Camera, car mounted camera systems, and/or privately owned media is essential to our office’s ability to represent indigent criminal defendants. Our office has been using Axon’s Evidence.com software since our office opened in 2019. This software allows the Lansing Police Department, Lansing Township Police Department, the Ingham County Sheriff’s Office, and several other county law enforcement agencies to share their media with both our office and the Ingham County Prosecuting Attorney’s Office.

Since our case management system has limits on how much data we are able to store, any evidence we currently receive a physical copy of has to be stored in our offices, leaving a possibility of it being misplaced or destroyed. While our current software is an adequate option for viewing and sharing evidence, Justice Premier Software will provide more features, including more sophisticated transcription and redaction functions, as well the ability to store all evidence in one place, making it easier to use with our case management system.

The Office of the Public Defender worked with a representative of Axon Enterprise, Inc. to develop a plan to implement the new system and to train our staff on its use. The plan would cost \$46,950.37 the first year, \$51,301.12 the second year, \$52,394.57 the third year, \$54,490.35 the fourth year, and \$56,669.96 the fifth year for a total expenditure of \$261,806.37. Axon Enterprise is the provider of choice for many of the local law enforcement agencies, including the Ingham County Prosecuting Attorney office, allowing us to seamlessly share evidence, therefore, no formal bidding process was undertaken.

The MIDC Compliance Plan for 2024/2025 year contains a line item for the purchase of this software, and subsequent Compliance Plans will have this expense included.

ALTERNATIVES

Continue to use current software, with limited features and limited storage options.

FINANCIAL IMPACT

The Michigan Indigent Defense Commission (MIDC) Compliance Plan submitted and approved for 2024/2025 includes funding for this line item.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that Law and Courts approve the resolution.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT BETWEEN AXON ENTERPRISE, INC. AND THE OFFICE OF THE PUBLIC DEFENDER FOR JUSTICE PREMIER SOFTWARE

WHEREAS, the Office of the Public Defender's ability to collect, store and redact media by either Body Worn or car mounted systems and privately-owned media is essential to our representation of indigent individuals; and

WHEREAS, Axon Enterprise, Inc. currently provides this evidence sharing software to several local law enforcement agencies; and

WHEREAS, the Office of the Public Defender's current case management system does not allow the storage of all evidence due to space; and

WHEREAS, upgraded software provided by Axon Enterprise, Inc., called Justice Premier, will allow unlimited storage as well as enhanced transcription and redaction capabilities; and

WHEREAS, the cost will be \$46,950.37 the first year, \$51,301.12 the second year, \$52,394.57 the third year, \$54,490.35 the fourth year, and \$56,669.96 the fifth year for a total expenditure of \$261,806.37; and

WHEREAS, funds are available through the 2024/2025 Michigan Indigent Defense Commission Compliance Plan for this expenditure and will be requested as part of future Compliance Plans.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Office of the Public Defender to enter into a contract with Axon Enterprise, Inc. for the purchase of Justice Premier Software for a total expenditure of \$261,806.37 over a period of five years.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the necessary documents consistent with this resolution after approval as to form by the County Attorney.

TO: Law & Courts and Finance Committees

FROM: Keith Watson, Chief Public Defender

DATE: September 23, 2024

SUBJECT: Resolutions to Approve Agreements with the City of East Lansing and the City of Lansing for their Local Share Contributions under the County's Michigan Indigent Defense Commission (MIDC) 2024-2025 Compliance Plan

BACKGROUND

The Michigan Indigent Defense Commission (MIDC) approved Ingham County's 2024-2025 Compliance Plan and Cost Analysis, which continues the Office of the Public Defender administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court.

A grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2024 through September 30, 2025, and the budget was approved for an amount of up to \$11,625,284.60, including a local share of \$929,081.63. The local share will be split among Ingham County (\$890,346.63), the City of Lansing (\$22,158), and the City of East Lansing (\$16,577).

The Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the three fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent. Beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less.

FINANCIAL IMPACT

These resolutions would authorize agreements for the Cities of East Lansing and Lansing to pay their 2024-2025 local share of the MIDC grant to Ingham County for amounts of \$16,577 and \$22,158, respectively. These payments will cover the time period of October 1, 2024 through September 30, 2025 and are to be billed and paid in one payment.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Service to Residents and making sure our most vulnerable residents have access to a fair, equitable judicial process.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolutions.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH THE CITY OF EAST LANSING
FOR ITS LOCAL SHARE CONTRIBUTION UNDER THE COUNTY'S
MICHIGAN INDIGENT DEFENSE COMMISSION 2024-2025 COMPLIANCE PLAN**

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's 2024-2025 Compliance Plan, which continues funding of the Office of the Public Defender administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the three fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent"; and

WHEREAS, beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less; and

WHEREAS, the consumer price index since November 1 of the prior state fiscal year has not increased more than 3%; and

WHEREAS, a grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2024 through September 30, 2025, and the budget was approved for an amount of up to \$11,625,284.60, including a local share of \$929,081.63; and

WHEREAS, the City of East Lansing's portion of the local share for the 2024/2025 grant year is \$16,577; and

WHEREAS, the City of East Lansing and Ingham County wish to enter into an agreement whereby the City pays its local share of the grant to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement whereby the City of East Lansing will pay its 2024-2025 local share of the MIDC grant to Ingham County for an amount of \$16,577, covering the time period of October 1, 2024 through September 30, 2025, to be paid in one payment.

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

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH THE CITY OF LANSING
FOR ITS LOCAL SHARE CONTRIBUTION UNDER THE COUNTY'S
MICHIGAN INDIGENT DEFENSE COMMISSION 2024-2025 COMPLIANCE PLAN**

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's 2024-2025 Compliance Plan, which continues funding of the Office of the Public Defender administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the three fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent"; and

WHEREAS, beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less; and

WHEREAS, the consumer price index since November 1 of the prior state fiscal year has not increased more than 3%; and

WHEREAS, a grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2024 through September 30, 2025, and the budget was approved for an amount of up to \$11,625,284.60, including a local share of \$929,081.63; and

WHEREAS, the City of Lansing's portion of the local share for the 2024/2025 grant year is \$22,158; and

WHEREAS, the City of Lansing and Ingham County wish to enter into an agreement whereby the City pays its local share of the grant to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement whereby the City of Lansing will pay its 2024-2025 local share of the MIDC grant to Ingham County for an amount of \$22,158, covering the time period of October 1, 2024 through September 30, 2025, to be paid in one payment.

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

Agenda Item 11

To: Finance Committee
Ingham County Board of Commissioners

From: Rosemary A. Anger, Director
Equalization & Tax Mapping Department

Date: September 24, 2024

Re: 2024 County Apportionment Report

Attached please find the resolution approving the 2024 Ingham County Apportionment Report for presentation at the Finance Committee meeting on October 18, 2024. The Apportionment Report is not complete at this time. The report will be distributed prior to the October 18, 2024 meeting.

Also, please be aware that any millage proposals that may be submitted and approved by the electorate for the upcoming November election may result in a necessity to amend the 2024 Apportionment Report.

Respectfully,

A handwritten signature in blue ink, appearing to read "Rosemary A. Anger".

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE 2024 INGHAM COUNTY APPORTIONMENT REPORT

WHEREAS, State Law requires that the Board of Commissioners approve on or before October 31st of each year the annual Apportionment Report stating millages to be apportioned and spread on the taxable valuations of real and personal property within the County.

THEREFORE BE IT RESOLVED, that the attached statement of taxable valuations and millages apportioned to the various units in Ingham County for the year of 2024 is hereby approved.

TO: Board of Commissioners Finance Committee
FROM: Michael A. Townsend, Budget Director
DATE: October 8, 2024
SUBJECT: 2025 Appropriations Resolution
For the meeting agendas of 10/16/24 Finance

BACKGROUND

Attached is the 2025 Appropriations Resolution, which will adopt the 2025 operating and capital budgets and millage rates as recommended by the Finance Committee at its budget hearing held on September 11, 2024.

ALTERNATIVES

The Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds.

FINANCIAL IMPACT

This resolution will adopt Ingham County’s spending plan for 2025. The details of this budget can be found in the “2025 Ingham County Budget as Recommended by the Finance Committee” that will be distributed electronically to the Board of Commissioners on October 8, 2024 with a hard copy presented by October 11, 2024 and available on County website.

OTHER CONSIDERATIONS

A public hearing on the 2025 Budget will be held at the Board of Commissioners meeting on Tuesday, October 21, 2024. A notice of public hearing will appear in the City Pulse on Wednesday, October 9, 2024.

RECOMMENDATION

The Controller’s Office recommends the adoption of the 2025 Appropriations Resolution as recommended by the Finance Committee.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

INGHAM COUNTY 2025 GENERAL APPROPRIATIONS RESOLUTION

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds; and

WHEREAS, county offices, the courts, county departments, and others have submitted requests for a county appropriation in the 2025 budget; and

WHEREAS, the County Controller has considered these requests and has submitted a recommended budget as required by statute and Board of Commissioners' resolution; and

WHEREAS, the various liaison committees of the Board of Commissioners have reviewed their section of the Controller's Recommended Budget and have made recommendations for approval or modification to the Finance Committee; and

WHEREAS, the Finance Committee has reviewed each liaison committees' recommendations and together with its own Strategic Planning Initiatives Fund allotment; and

WHEREAS, the Board of Commissioners annually adopts a balanced budget and authorizes appropriations subject to the conditions set forth in its annual General Appropriations Resolution.

THEREFORE BE IT RESOLVED, that the 2025 Ingham County Budget, as set forth in the Finance Committee Recommended Budget, dated September 11, 2024 and incorporated by reference herein, is hereby adopted on a basis consistent with Ingham County's Budget Adoption and Amendment Policies and subject to all county policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED, that the following tax levies are hereby authorized for the 2024 tax year/2025 budget year for a total county levy of 11.8897 mills, including authorized levies for General Fund operations and special purpose millages:

2024/25 Millage Summary

<u>Purpose</u>	<u>Millage</u>
General Operations	6.7479
General Operations – Indigent Veterans Support	.0328
Special Purpose - Emergency Telephone Services	.8483
Special Purpose - County-wide Transportation	.5988
Special Purpose - Juvenile Justice	.6000
Special Purpose - Potter Park Zoo and Potter Park	.4986
Special Purpose – Farmland/Open Space Preservation	.1395
Special Purpose – Health Care Services	.6281
Special Purpose – Trails and Parks	.4986
Special Purpose – Animal Shelter	.1500
Special Purpose – Justice	.8476
Special Purpose – Elder Person	.2994

BE IT FURTHER RESOLVED, that the revenues received by the County under Public Acts 106 and 107, 1985 (Convention Facility Tax revenue) shall not be used to reduce the County's 2024/2025 operating millage as defined by Public Act 2, 1986.

BE IT FURTHER RESOLVED, that in accordance with Public Act 2 of 1986, that 50% of the actual Convention Facility Tax revenue not used to reduce the County's operating tax rate shall be transmitted to the Mid-State Health Network, with the remaining revenues to be deposited in the County's General Fund.

BE IT FURTHER RESOLVED, that the revenues received by the County under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the County's 2024/2025 operating millage levy, and that 11/17 of the actual Health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be appropriated to the Ingham County Health Department budget for those public health prevention programs and services whose costs are in excess of 1989 appropriation levels.

BE IT FURTHER RESOLVED, that in accordance with Public Act 264 of 1987, that 5/17 of the actual Health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be used for personnel and operating costs which are in excess of 1988 appropriation levels at the Circuit Court, Family Court, District Court, and Sheriff Department Law Enforcement with the remaining revenues generated by P.A. 264 of 1987 to be used for other General Fund expenditures.

BE IT FURTHER RESOLVED, that the adopted budget is based on current estimates of revenues and expenditures, and that the Board of Commissioners may find it necessary to adjust budgeted revenues and expenditures from time to time during the year.

BE IT FURTHER RESOLVED, that the County Controller is hereby authorized to make budgetary transfers within the various funds and authorize expenditures in accordance with the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolutions #94-93 and #04-253, a summary of which has been forwarded by the Controller to each department head, court and elected official.

BE IT FURTHER RESOLVED, that expenditures shall not be incurred in excess of the individual budgets adopted herein without first amending the budget pursuant to the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolutions #94-93 and #04-253.

BE IT FURTHER RESOLVED, that all purchases made with funds appropriated in this budget shall be made in conformance with the County's Purchasing Procedures, as adopted and amended by the Board, and that these budgeted funds are appropriated contingent upon compliance with the County's Purchasing Procedures.

BE IT FURTHER RESOLVED, that the approved Position Allocation List contained in the budget shall limit the number of permanent employees who can be employed in all departments, offices, and the courts, and no funds are appropriated for any permanent position or employee not on the approved Position Allocation List.

BE IT FURTHER RESOLVED, that the Board of Commissioners may, from time to time during the year, change the approved Position Allocation List and/or impose a hiring freeze, as circumstances warrant, and that the same limitation as to the number of permanent employees who can be employed with a revised Position Allocation List.

BE IT FURTHER RESOLVED, that certain positions contained in the Position Allocation List which are supported in some part by a grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the County receiving the budgeted revenues.

BE IT FURTHER RESOLVED, that in the event that such anticipated outside funding is not received or the County is notified that it will not be received, said positions shall be considered not funded and removed from the approved Position Allocation List.

BE IT FURTHER RESOLVED, that the policies regarding temporary employees shall remain in full force and effect.

BE IT FURTHER RESOLVED, that budgets for all funds are adopted on a January 1st fiscal year, with the following exceptions: Friend of the Court Services Fund (215), County Health Fund (221), Indigent Defense Fund (260), Community Corrections Fund (267), Community Development Block Grant Fund (280), Community Development Block Grant Fund (287), DHS - Child Care Fund (288), DHS - Social Welfare Fund (290), Family Division – Child Care Fund (292), Prosecuting Attorney Cooperative Reimbursement Grant Fund (298), and Community Health Center Network Fund (511), all of which are adopted on an October 1st fiscal year.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the use of budgeted funds for the purchase of vehicles and necessary equipment such as marking kits, light bars, sirens, prisoner transport shields, radar, etc., from the State of Michigan and other municipal cooperative purchasing programs approved by the Purchasing Department.

BE IT FURTHER RESOLVED, that the vehicles being replaced are authorized to be transferred to another county department or agency for fair-market value established by the Purchasing Director, or are authorized to be sold at state auction or to a private company; the method of disposal shall be that which is deemed to be in the best interest of the County as determined by the Purchasing Director.

BE IT FURTHER RESOLVED, that the Ingham County Sheriff's Office is authorized to sell at fair-market value any used Ingham County Patrol Vehicles to the Ingham Intermediate School District for its Law Enforcement Program.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that funds appropriated to a community agency but not spent by the end of the fiscal year may be carried over into the next fiscal year without additional Board approval, provided the Controller and Budget Office certify that the funds are available, and that the agency wishing to have said funds reappropriated provides a definitive scope of work for review by the Controller's Office and the County Attorney.

BE IT FURTHER RESOLVED, that any request for reappropriation to the 2025 budget of funds not spent in 2024 for a specific project must be received by the Budget Office no later than March 15, 2025, otherwise the request for reappropriation will not be considered.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: October 1, 2024
SUBJECT: Request to Approve General Fund Positions
County Services and Finance Committees, October 15, 16

BACKGROUND

Resolution #24-444 approved a hiring freeze for General Fund positions and those positions that could have a negative impact on the General Fund. An exemption process allows departments to submit a hiring request to the Budget Office with review by the Controller's Office for submission to County Services/Finance. The following hiring requests were made, and the Controller's Office is recommending the following actions:

- Animal Control and Shelter
 - Position 421003 – Vacant Animal Control Officer – **Exempt**
 - Two ACOs are vacant, with one froze as part of the 2025 budget
- Friend of the Court
 - Position 142045 – Vacant Family Services Enforcement Coordinator – **Exempt**
 - 66% State funded
 - Position 142018 – Vacant Support Enforcement Supervisor – **Exempt**
 - 66% State funded
 - Position 142055 – Vacant Cashier – **Freeze until January 1, 2025**
 - 66% State funded, FOC has agreed to hold on filling
- Health Department, Environmental Health
 - Position 601321 – Vacant Sanitarian 1, Food Program – **Exempt**
 - Position 601334 – Vacant Sanitarian 1, Food Program – **Freeze until January 1, 2025**
 - ICHD, EH has agreed to hold on filling
- Circuit Court Clerk's Office
 - Position 130052 – Vacant Senior Deputy Circuit Court Clerk – **Exempt**
 - Position 130055 – Vacant Senior Deputy Circuit Court Clerk – **Exempt**
 - MCR 8.105 requires a clerk to be in attendance when the court is in session, which are the Senior Deputy Circuit Court Clerk positions
 - Assistants to the Board of Canvassers (2-4 people from November 7-21) - **Exempt**
 - Recount Workers (possibly 50-200 is a total recount is required) – **Exempt**
- Parks Department
 - Park Temp Workers – Required for seasonal park work and revenue collection – **Exempt**

FINANCIAL IMPACT

All of these positions were budgeted in the 2024 and 2025 budgets so there is no additional impact on the General Fund. The recommendation to hold the Cashier and one of the Sanitarian 1 positions will provide additional savings in 2024.

OTHER CONSIDERATIONS

See attached Hiring Request Forms for additional information on these positions.

RECOMMENDATION

Respectfully recommend that County Services and Finance these exemptions.

HIRING REQUEST FORM

DEPARTMENT: Animal Control

POSITION #: 202400114

DESCRIPTION: Full time animal control officer

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

This position has been open since June to replace an officer who left. We had someone hired and going through the pre-employment process. It came to our attention this morning that he was dishonest when communicating with HR regarding the reason for needing to reschedule his pre-employment physical so we are disqualifying him from the process and will need to start the interview process again. We agreed to leave our 7th animal control officer position open for 2025 due to budgeting concerns, so if we can't fill this position, that will leave us two officers short and have a substantial impact on the hours we can offer services.

**Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org),
and Ryan Chesney (rchesnev@ingham.org)**

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 421003 or 421006

GROUP: 0405-CCLP

PAY GRADE: AC, VT & LE OFF

FTE: 1.0

Funding: 10142100-704000 General Fund

	Step 1		Step 6
Salary	42,753.24		54,916.51
Unemployment	213.77		274.58
FICA	3,270.62		4,201.11
Liability	641.98		824.63
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	1,923.90		2,471.24
Dental	936.00		936.00
Vision	135.00		135.00
Separation	961.95		1,235.62
Life	61.20		61.20
Disability	55.58		71.39
Retirement	19,174.83		24,630.05
Retirement	427.53		549.17
Workers Comp	218.04		280.07
CARES	33.12		33.12
	95,670.76		115,483.70

HIRING REQUEST FORM

DEPARTMENT: Friend of the Court (FOC)

POSITION #: 142045

DESCRIPTION: Family Services Enforcement Coordinator

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

This position was posted internally on August 16th and reposted externally on September 20th. The FOC employs one Family Services Enforcement Coordinator. There is no back-up for this position. The Family Services Enforcement Coordinator is responsible for processing Parenting Time Complaints for alleged violations of court-ordered parenting time and for initiating Parenting Time Show Cause hearings before the assigned Judge. This position meets with clients during walk-in hours, schedules Joint Meetings with Investigators, and performs a variety of administrative support for the Family Services Enforcement Unit. It is imperative that this position be filled without delay. A vacancy in this position will negatively impact parents who are wrongfully denied parenting time from receiving timely parenting time enforcement services. This position is 66% funded under the Federal Cooperative Reimbursement Program (CRP). The Friend of Court must comply with its contract with the Office of Child Support (OCS) to sustain this funding. OCS requires counties to maintain minimum expenditures for their FOC or "Maintenance of Effort" (MOE) to secure qualification for State of Michigan funding to allow for the reinvestment of federal incentives through the CRP for a 66:34 match. Additionally, revenue received by the FOC is directly or indirectly related to federal incentive payments, which are based on support collections and state/county performance on five specific factors corresponding to paternity, current and past-due support collected, cost-effectiveness, and caseload maintenance. Therefore, the FOC must be sufficiently staffed to maintain incentive funding levels based on the performance factors. The Friend of the Court also provides services that are mandated by the Michigan Court Rules, Michigan Statutes and Federal Regulations. These duties are audited annually at the Federal, State, and County levels. Failure to comply will jeopardize federal, state and local funding.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesney@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 142045

GROUP: 0101 UAW/TOPS

PAY GRADE: TOPS Grade G

FTE: 1.0

Funding: 21514200-704000

	Step 1		Step 5
Salary	46,277.66		55,189.66
Unemployment	231.39		275.95
FICA	3,540.24		4,222.01
Liability	398.96		475.79
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,082.49		2,483.53
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,041.25		1,241.77
Life	91.68		91.68
Disability	60.16		71.75
Retirement	11,203.82		13,361.42
Retirement	462.78		551.90
Workers Comp	41.65		49.67
CARES	33.12		33.12
	91,400.20		103,983.23

HIRING REQUEST FORM

DEPARTMENT: Friend of the Court (FOC)

POSITION #: 142018

DESCRIPTION: Support Enforcement Supervisor

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

The Support Enforcement Supervisor position will be vacant as of October 14th due to the retirement of the incumbent, Stacey Craig. This Supervisory position oversees and directs the work of 18 employees in the Enforcement Unit. As such, it is urgent that this position be filled without delay. This position is 66% funded under the Federal Cooperative Reimbursement Program (CRP). The Friend of Court must comply with its contract with the Office of Child Support (OCS) to sustain this funding. OCS requires counties to maintain minimum expenditures for their FOC or "Maintenance of Effort" (MOE) to secure qualification for State of Michigan funding to allow for the reinvestment of federal incentives through the CRP for a 66:34 match. Enforcement of support is a critical function as additional revenue received by the FOC is directly or indirectly related to federal incentive payments, which are based on support collections and state/county performance on five specific factors corresponding to paternity, current and past-due support collected, cost-effectiveness and caseload maintenance. Therefore, the FOC must be sufficiently staffed to maintain incentive funding levels based on the performance factors. The Friend of the Court also provides services that are mandated by the Michigan Court Rules, Michigan Statutes and Federal Regulations. These duties are audited annually at the Federal, State and County levels. Failure to comply will jeopardize federal, state, and local funding. Reduced collections will also have a negative impact on the children and families of Ingham County.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesney@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 142018

GROUP: 0207 ICEA Court Professional

PAY GRADE: Court Prof 10

FTE: 1.0

Funding: 21514200-704000

	Step 1		Step 5
Salary	80,720.81		96,922.80
Unemployment	403.60		484.61
FICA	6,175.14		7,414.59
Liability	695.89		835.57
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	3,632.44		4,361.53
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,816.22		2,180.76
Life	122.28		122.28
Disability	104.94		126.00
Retirement	30,181.51		31,509.60
Retirement	807.21		969.23
Workers Comp	72.65		87.23
	150,667.69		170,949.22

HIRING REQUEST FORM

DEPARTMENT: Friend of the Court (FOC)

POSITION #: 142055

DESCRIPTION: Cashier

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

The Cashier position was posted September 13, 2024. The FOC employs one Cashier, which is essential to office operations. The Cashier is stationed at the front window and takes court ordered payments from walk-in clients Monday through Friday. Many clients are required by a support enforcement order to make payments by a date certain or be subject to a finding of contempt, arrest, and incarceration for failing to make a requisite payment. The FOC Cashier processes cash/check payments averaging \$126,500 per month and credit card payments averaging \$12,000 per month in support. Further, cash controls and accuracy are extremely important. In the event of an overage or shortage, the office will have to “make whole” to the client. The Cashier also handles time sensitive payment history requests to ensure a client does not lose funding for Section-8 housing. It is imperative that this position be filled without delay. This position is 66% funded under the Federal Cooperative Reimbursement Program (CRP). The Friend of Court must comply with its contract with the Office of Child Support (OCS) to sustain this funding. OCS requires counties to maintain minimum expenditures for their FOC or “Maintenance of Effort” (MOE) to secure qualification for State of Michigan funding to allow for the reinvestment of federal incentives through the CRP for a 66:34 match. Enforcement of support is a critical function as additional revenue received by the FOC is directly or indirectly related to federal incentive payments, which are based on support collections and state/county performance on five specific factors corresponding to paternity, current and past-due support collected, cost-effectiveness, and caseload maintenance. Therefore, the FOC must be sufficiently staffed to maintain incentive funding levels based on the performance factors. The Friend of the Court also provides services that are mandated by the Michigan Court Rules, Michigan Statutes and Federal Regulations. These duties are audited annually at the Federal, State and County levels. Failure to comply will jeopardize federal, state, and local funding. Reduced collections will also have a negative impact on the children and families of Ingham County.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesnev@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 142055

GROUP: 0101-UAW/TOPS

PAY GRADE: TOPS Grade D

FTE: 1.0

Funding: 2154200-704000

	STEP 1	STEP 5
Salary	38,864.27	46,288.15
Unemployment	194.32	231.44
FICA	2,973.12	3,541.04
Liability	335.05	399.05
Health	21,279.00	21,279.00
Health Surcharge	3,585.00	3,585.00
Health Insurance Trust	1,748.89	2,082.97
Dental	936.00	936.00
Vision	135.00	135.00
Separation	874.45	1,041.48
Life	122.28	122.28
Disability	50.52	60.17
Retirement	9,409.04	11,206.36
Retirement	388.64	462.88
Workers Comp	34.98	41.66
CARES	33.12	33.12
	80,963.68	91,445.61

HIRING REQUEST FORM

DEPARTMENT: Health Department, Environmental Health

POSITION #: Sanitarian I, Food Program (two positions) #601321, #601334

DESCRIPTION: Environmental Health has two vacancies in the Food Program.

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

The Food Program is a state-mandated program that must meet minimum program requirements (MPRs) to guarantee funding associated with the State's Essential Local Public Health Services funding. We are currently short two area food inspectors out of six. We do not meet the recommended number of inspectors for the number of establishments we inspect, and we are not able to keep up the required inspection frequency under these conditions. There are approximately 300 establishments that do not have an assigned inspector.

**Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org),
and Ryan Chesney (rchesnev@ingham.org)**

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 601321 and 601334

GROUP: 0202- ICEA County Professionals

PAY GRADE: Prof Grade 6

FTE: 1.0

	Step 1		Step 5
Salary	57,239.52		68,730.22
Unemployment	286.20		343.65
FICA	4,378.82		5,257.86
Liability	788.82		947.17
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,575.78		3,092.86
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,287.89		1,546.43
Life	122.28		122.28
Disability	74.41		89.35
Retirement	17,274.89		20,742.78
Retirement	572.40		687.30
Workers Comp	51.52		61.86
CARES	33.12		33.12
	110,620.64		127,589.88

HIRING REQUEST FORM

DEPARTMENT: Circuit Court Clerk's Office

POSITION #: Senior Deputy Circuit Court Clerk Position's 130052 and 130055

DESCRIPTION: Under the supervision of the Clerical Services Supervisor – Circuit Court, performs more complex functions of a Deputy Clerk. Serves as courtroom clerk includes preparing orders, notices, and other documents. Draws, swears, and takes verdicts of juries. Performs complex functions of the office, including expedient processing of urgent matters before the Court. Determines acceptability of new filings and accessibility of court records. Performs case history and case file management tasks. Receipts fees. Coordinates information between stakeholders. Schedules hearings. Supports specialty court programs. Responsible for bond information maintenance. Regularly performs all of the duties of a Deputy Circuit Court Clerk.

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

The Circuit Court Clerk's Office currently has two vacancies that are directly impacted by the hiring freeze that applies to General Fund positions. The Clerk's Office is essential to the operations of the Ingham County 30th Circuit Court as we directly serve the public. Senior Deputy Circuit Court Clerks are essential to the operations of the clerk's office and the judges as they serve as courtroom clerks. Senior Deputy Circuit Court Clerks also have other essential functions outlined in their job description and various court rules. MCR 8.105 requires a clerk to be in attendance when the court is in session – this would be the Senior Deputy Circuit Court Clerk. As such, we need to fill the two vacant positions and seek approval to post the second Senior Deputy Circuit Court Clerk position and hire for both positions.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesney@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 130052 and 130055

GROUP: 0101 UAW/TOPS

PAY GRADE: TOPS Grade H

FTE: 1.0

Funding Source: 10113001-704000 General Fund

	Step 1		Step 5
Salary	48,977.21		58,417.46
Unemployment	244.89		292.09
FICA	3,746.76		4,468.94
Liability	422.23		503.62
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,203.97		2,628.79
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,101.99		1,314.39
Life	91.68		91.68
Disability	63.67		75.94
Retirement	11,857.38		14,142.87
Retirement	489.77		584.17
Workers Comp	44.08		52.58
CARES	33.12		33.12
	95,211.75		108,540.64