

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
THOMAS MORGAN, CHAIR
MARK GREBNER
TODD TENNIS
RYAN SEBOLT
MARK POLSDOFER
IRENE CAHILL
RANDY MAIVILLE
KARLA RUEST

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, FEBRUARY 19, 2025 AT 6:15 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 [February 05, 2025 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office
 - a. Resolution to Authorize a Budget of \$4,800,000 of for [Eligible Housing and Homeless Services Millage Activities](#)
 - b. Resolution to Amend an Agreement with [Business Credit Coaching and Consulting LLC](#) to Change the Home Rehabilitation Project Site Funded through a Housing Trust Fund ARPA Grant
 - c. Resolution to Authorize a \$1,213,123 Agreement to [Capital Area Community Services](#) for Housing Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County
 - d. Resolution to Authorize a \$3,005,000 Agreement to Capital Area Community Services for Housing Related Services through the [Michigan State Housing Authority](#) Enhancement Grant to Ingham County
 - e. Resolution to Amend Resolution #22-383 to Bring Ingham County [Land Bank Row House](#) Contract into Compliance with ARPA Income and Affordability Requirements
2. Equalization/Tax Mapping Department – Resolution to Contract for [Commercial and Industrial Appraisals](#)
3. Health Department
 - a. Resolution to Authorize an Agreement with [7C Lingo for Interpretation and Translation Services](#)
 - b. Resolution to Accept a Wellbeing Grant from the [Michigan Association for Local Public Health](#)
 - c. Resolution to Accept an [Opioid Crisis Response](#) Funding Award and Authorize a Subaward Agreement and Business Associate Agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties
 - d. Resolution to Authorize an [Agreement with Passageways, Inc.](#)
 - e. Resolution to Authorize an Agreement with [BDP and Associates](#)
 - f. Resolution to Create a [Part-Time Program Specialist](#) Position
 - g. Resolution to Authorize Agreements for the [Region 7 Perinatal Quality Collaborative](#)
 - h. Resolution to Authorize an Agreement with [University of Michigan-Sparrow](#) for the Region 7 Perinatal Collaborative
 - i. Resolution to Authorize an Agreement Renewal with [Epididian for HIV Disease Management](#)

- j. Resolution to Amend Resolution #24-543 Authorizing an [Agreement with Mid-State Health Network](#)
- k. Resolution to Create a [Special Part-Time Program Specialist](#) Position
4. Materials Management Planning Committee – Resolution to Authorize the Submission of the Ingham County [Materials Management Plan Work Program](#) to the State of Michigan
5. Road Department
 - a. Resolution to Authorize a Professional Service Agreement for [As-Needed Roto Milling](#) and Pulverizing Services for 2025
 - b. Resolution to Authorize Professional Service Agreements for [As-Needed Signal Modeling](#) and Timing Permit Services for 2025-2026
6. Sheriff's Office – Resolution to Authorize Equipment Purchase Order Agreements for Eight (8) Replacement Vehicles and One (1) Replacement Boat to [Upgrade the Sheriff's Office Fleet](#)
7. Office of the Public Defender – Resolution to Authorize the Renewal of [Lawyers Professional Liability](#) Insurance Coverage to Attorneys in the Office of the Public Defender
8. Circuit Court – Juvenile Division – Resolution to Amend Resolution #25-534 to Include Microsoft Access [Database Migration and Assessment](#) for the Juvenile Division to the Agreement with Bizstream
9. Controller's Office
 - a. Resolution to Amend the [Procurement Card Procedures](#) Policy
 - b. Request to Approve [General Fund Positions](#)
 - c. 4th Quarter 2024 [Budget Projection Report](#)
 - d. Consult with Counsel Pursuant to MCL 15.268(1)(h) (Closed Session)

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

February 5, 2025

Draft Minutes

Members Present: Morgan, Sebolt, Cahill (Arrived at 6:19 p.m.), Grebner, Polsdofer, Maiville, and Ruest.

Members Absent: Tennis.

Others Present: Treasurer Alan Fox, Paul Pratt, Michael Townsend, Gregg Todd, Anika Ried and others.

The meeting was called to order by Chairperson Morgan at 6:15 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 January 22, 2025 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. POLSDOFER, TO APPROVE THE MINUTES OF THE JANUARY 22, 2025 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Cahill and Tennis.

Additions to the Agenda

Substitutes

9. Sheriff's Office

- c. Resolution to Accept Grant Funds from the Department of State Police – National Criminal History Improvement Program

Limited Public Comment

None.

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

1. Treasurer's Office

- a. Resolution to Authorize A \$60,000 Agreement to Legal Services of South Central Michigan for Foreclosure Prevention Legal Support and Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County
- b. Resolution to Authorize A \$200,000 Agreement to Southwest Lansing Action Group for Community Enhancement Related Activities through the Michigan State Housing Authority Enhancement Grant to Ingham County
- c. Resolution to Authorize A \$1,471,877 Agreement with Capital Area Community Services for Housing Related Services Funded through the Michigan State Housing Authority Enhancement Grant

3. Equalization/Tax Mapping Department – Resolution to Award a Contract for Monumentation and Remonumentation Project Representative

4. Facilities Department

- a. Resolution to Authorize a Purchase Order to Autoclear LLC for X-Ray Machines at the Veterans Memorial Courthouse
 - b. Resolution to Authorize a Service Agreement with Knight Watch for the Access Control Upgrade at Ingham County Animal Control
 - c. Resolution to Authorize a Service Agreement with Knight Watch for the Swipe Card Reader Additions at the Human Services Building
 - d. Resolution to Authorize a Purchase Order to Trane U.S. Inc., for the Replacement of the Chiller at the Human Services Building
5. Road Department
 - a. Resolution to Authorize a Purchase Order for Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand for 2025
 - b. Resolution to Authorize a Purchase Order for Helically Corrugated Steel Pipe for 2025
 - c. Resolution to Authorize a Purchase Order for CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates for 2025
 6. Farmland and Open Space Preservation Board – Resolution to Amend Resolution #19-014 to Authorize a Contract Amendment with Sheridan Land Consulting for Consulting Services to the Ingham County Farmland and Open Space Preservation Board
 7. Potter Park Zoo – Resolution to Authorize a Purchase Order for Food Service Items from Gordon Food Service
 8. Health Department – Resolution to Authorize an Agreement with the Michigan Department of Environment, Great Lakes, and Energy for FY 2024-2025
 9. Sheriff's Office
 - a. Resolution to Purchase Firearms and Equipment
 - b. Resolution to Purchase Honor Guard Uniforms
 - c. Resolution to Accept Grant Funds from the Department of State Police – National Criminal History Improvement Program
 10. Circuit Court – Juvenile Division – Resolution to Authorize Contracts for Lawyer Guardian Ad Litem Representation and to Amend Resolution #24-306
 11. 9-1-1 Central Dispatch Center – Resolution to Authorize Renewal of Software Support Agreement with Central Square Technologies for the Computer Aided Dispatch System
 12. Controller's Office – Request to Approve General Fund Positions

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Cahill and Tennis.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Cahill and Tennis.

2. Drain Commissioner – Resolution Consenting to Relinquishment of the Farmington, Farmington No. 2, and Farmington No.3 Drains to the Charter Township of Lansing

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

Chairperson Morgan stated he would be voting no as he opposed giving Lansing Township any more authority over anything as a matter of principle.

Commissioner Grebner stated those drains had to have a boring history as they amounted to a handful of parking lots, and they could not imagine how they could have been County drains. Commissioner Grebner further stated that over the course of many Drain Commissioners there must have been many deals worked out to help friends and such, so for all they knew this may have been one lot back when it was originally created.

Commissioner Grebner stated that in any case it did not look like a typical drain, it looked like draining someone's parking lot.

Chairperson Morgan stated that if a couple of parking lots were the extent of what Lansing Township managed, he would be fine with that.

Commissioner Maiville asked if these drains were more related to an Eaton County drain.

Paul Pratt, Deputy Drain Commissioner, stated they flowed under Waverly but went out in Eaton County. Pratt further stated they thought it would be nice to get rid of three minor drains that should not exist as they were too small.

Commissioner Cahill arrived at 6:19 p.m.

Pratt stated there was not really a benefit to having a public drain there, since it would all be assessed to the Bank Intercounty, so the idea was that Lansing Township would sign documents with the Bank Intercounty and make them branches. Pratt further stated if they ever needed service, then the whole Intercounty Drain could participate.

Commissioner Grebner clarified that the drains should exist, but the authority or district should not.

THE MOTION TO APPROVE THE RESOLUTION CARRIED. **Yeas:** Sebolt, Cahill, Grebner, Polsdofer, Maiville, Ruest. **Nays:** Morgan. **Absent:** Tennis.

1. Treasurer's Office
 - d. 4th Quarter Investment Report

Alan Fox, Ingham County Treasurer, stated the County investments were in fine shape and they had been able to go out a few years ahead and hold interest rates. Treasurer Fox further stated that interest rates had gone down a bit, but not much.

Treasurer Fox stated they believed rates might remain stable, though there might be some political interference. Treasurer Fox further stated the County was in fine shape and assumed the Federal Government would continue to honor its obligations under agency bonds, and if not, more than just Ingham County would be in trouble.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:22 p.m.

FEBURARY 19, 2025 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1a. Treasurer's Office – Resolution to Authorize Budget of \$4,800,000 of for Eligible Housing and Homeless Services Millage Activities

This resolution authorizes the use of \$4,800,000 in Housing and Homeless Services millage funds for the following projects:

- \$2,700,000 is to be made available through a competitive grant process to be reviewed and approved by the Board of Commissioners for affordable housing developments to leverage County millage funds to finance multifamily housing development and rehabilitation projects
- \$800,000 is designated to fund activities of the Ingham County Land Bank and other community development and housing organizations to build and/or rehabilitate existing single-family homes to be made available for sale to low-to-moderate income homebuyers in order to increase access to homeownership for more Ingham County residents
- \$1,000,000 will be available to community agencies through a competitive grant process to be reviewed and approved by the Board of Commissioners to fund homelessness prevention and supportive services for unhoused individuals, including essential services and shelter diversion activities
- \$300,000 will support the creation of networking and educational resources for emerging developers, builders, and contractors, including training and technical assistance in priority areas, and mini-grants to increase access to training and existing resources.

See memo for details.

1b. Treasurer's Office – Resolution to Amend an Agreement with Business Credit Coaching and Consulting LLC to Change the Home Rehabilitation Project Site Funded through a Housing Trust Fund ARPA Grant

This resolution authorizes a change in site location for a single family home development as the existing home site is in the 100-year flood plain.

See memo for details.

1c. Treasurer's Office – Resolution to Authorize a \$1,213,123 Agreement to Capital Area Community Services for Housing Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County

This resolution authorizes an agreement with CACS for \$1,213,123 in Michigan State Housing Development Authority (MSHDA) grant monies to expand its weatherization program to include a weatherization training center, utilizing existing facility space that CACS already owns, for the purpose of expanding the number of qualified contractors available to complete weatherization upgrades, as well as expanding additional related support staffing and administration all in the effort to train certified services providers and expand capacity to deliver weatherization services.

See memo for details.

1d. Treasurer's Office – *Resolution to Authorize a \$3,005,000 Agreement to Capital Area Community Services for Housing Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County*

This resolution authorizes an agreement with CACS for \$3,005,000 in MSHDA grant monies to expand direct homeowner home improvement services, including increasing staff and support activities to expand these services to 150 additional income-qualified households.

See memo for details.

1e. Treasurer's Office – *Resolution to Amend Resolution #22-383 to Bring Ingham County Land Bank Row House Contract into Compliance with ARPA Income and Affordability Requirements*

This resolution amends Resolution #22-383 to make sure the agreement with the Land Bank is in compliance with ARPA income and affordability requirements on the 17-unit Row House project.

No additional funding is required.

See memo for details.

2. Equalization/Tax Mapping Department – *Resolution to Contract for Commercial and Industrial Appraisals*

This resolution authorizes a contract for commercial and industrial appraisal services from Quality Equalization Services in the following yearly amounts:

Year 1:	\$100,625
Year 2:	\$105,660
Year 3:	\$110,935
Year 4:	\$116,490
Year 5:	\$122,320

Funding is to be provided in 2025 and subsequent years by the Equalization and Tax Mapping Department Budget and is based on 150 sale appraisals and 425 study appraisals.

See memo for details.

3a. Health Department - *Resolution to Authorize an Agreement with 7C Lingo for Interpretation and Translation Services*

This resolution authorizes an agreement not to exceed \$10,000 with 7C Lingo from October 1, 2024, to September 30, 2025, to provide rare language interpretation, in-person American Sign Language (ASL) interpretation, and print translation services. Serving a diverse immigrant and refugee population, ICHD faces challenges in securing interpreters for rare languages and ASL. This partnership will expand language access, ensuring better communication and healthcare equity.

3b. Health Department - Resolution to Accept a Wellbeing Grant from the Michigan Association for Local Public Health

This resolution accepts a \$4,500 Local Health Department Staff Wellbeing grant from the Michigan Association for Local Public Health (MALPH), effective January 28, 2025, through September 30, 2025. This grant aims to support staff affected by the COVID-19 pandemic by providing programs focused on teambuilding, mindfulness, conflict resolution, and workplace violence mitigation.

3c. Health Department - Resolution to Accept an Opioid Crisis Response Funding Award and Authorize a Subaward Agreement and Business Associate Agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

This resolution accepts \$100,136 in funding from the Ingham County Opioid Crisis Response Grant, effective January 1, 2025, through December 31, 2026, to support opioid crisis response initiatives. This includes a \$77,718 subaward agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) to fund a Peer Recovery Coach and enhance post-overdose and jail-based opioid response services. Additionally, \$13,316 will be allocated in 2026 to expand medical staff capacity at The Recovery Center. ICHD will also enter into a Business Associate Agreement with CMHA-CEI for client service coordination. Funded through opioid litigation settlements, this initiative aligns with the county's goals of addressing the opioid crisis and expanding healthcare access.

3d. Health Department - Resolution to Authorize an Agreement with Passageways, Inc.

This resolution authorizes a one-year, \$6,000 agreement with Passageways, Inc. for an OnBoard subscription, a board management software designed to enhance governance efficiency. This platform will allow CHC staff to manage the Board of Directors more effectively by streamlining agenda creation, document distribution, meeting notifications, and communication while improving document security. The subscription includes a \$5,500 annual fee and a \$500 installation fee, secured at the best available price through the Michigan Primary Care Association.

3e. Health Department - Resolution to Authorize an Agreement with BDP and Associates

This resolution authorizes an agreement not to exceed \$24,800 with BDP and Associates from March 1, 2025, to September 30, 2025, to develop a comprehensive evaluation plan aimed at improving program effectiveness, fostering innovation, and advancing equity in public health initiatives. The plan will provide strategic direction, measure outcomes, and identify opportunities for improvement. Funded by the Public Health Infrastructure Grant, this initiative will enhance ICHD's capacity to deploy resources efficiently.

3f. Health Department - Resolution to Create a Part-Time Program Specialist Position

This resolution creates a part-time (0.50 FTE) Program Specialist position within the Maternal and Child Health (MCH) Division to support programs serving pregnant and parenting families, infants, and children. The position, classified as ICEA County Professional Grade 5, will have a salary range of \$25.4038 to \$30.505 per

hour, totaling \$31,730.40 annually, and will be funded through the LMCH grant received from MDHHS. The ICEA County Professional Union has been notified and supports the creation of this role.

3g. Health Department - Resolution to Authorize Agreements for the Region 7 Perinatal Quality Collaborative

This resolution authorizes an agreement with UnoDeuce Multimedia to produce a video project on safe sleep and childbirth education aimed at improving birthing outcomes and reducing disparities. This initiative is part of the Region 7 Perinatal Quality Collaborative, which focuses on lowering infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties. Funded through the FY 24-25 Comprehensive Agreement with MDHHS, the project will run from October 1, 2024, to September 30, 2025, with a budget not exceeding \$11,350.

3h. Health Department - Resolution to Authorize an Agreement with University of Michigan-Sparrow for the Region 7 Perinatal Collaborative

This resolution authorizes an agreement with University of Michigan-Sparrow for up to \$20,000 to support an infant and maternal mortality quality improvement project from October 1, 2024, to September 30, 2025. This project aims to increase awareness of urgent maternal warning signs in the prenatal and postpartum periods, particularly for cardiac conditions, a leading cause of pregnancy-related mortality. Funded through the FY 24-25 Comprehensive Agreement with the Michigan Department of Health and Human Services (MDHHS), the initiative is part of the Region 7 Perinatal Collaborative, which seeks to reduce infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties.

3i. Health Department - Resolution to Authorize an Agreement Renewal with Evidian for HIV Disease Management

This resolution renews the agreement with Evidian for data analytic services related to HIV disease management from October 1, 2024, through September 30, 2026, for a total cost of \$45,306, funded by HIV Care Coordination. Evidian provides Clinical Health Outcomes Reporting & Utilization Service (CHORUS) and Ryan White Data Service (RWDS), which analyze electronic health records (EHR) to enhance disease management, improve data accuracy, and support patient care. This agreement enables continued integration of ICHD's EHR data into a secure federal clinical system for Ryan White Program patients.

3j. Health Department - Resolution to Amend Resolution #24-543 Authorizing an Agreement with Mid-State Health Network

This resolution amends the FY25 Substance Use Disorder (SUD) Prevention contract with Mid-State Health Network (MSHN) to increase funding by \$20,000, raising the total contract amount from \$136,523 to \$156,523. This adjustment corrects a previous formula error that excluded the \$20,000 intended for Harm Reduction Community Education from the SUD Treatment contract. The amendment ensures the funds will now be allocated correctly under the SUD Prevention contract, supporting the renewal of the Piper & Gold Public Relations contract for community-driven harm reduction messaging. Additionally, Resolution #24-543 will be updated to reflect the correct funding source by replacing "Treatment" with "Prevention." This resolution aligns with Ingham County's objectives to expand healthcare access and address the opioid crisis. The Board of Commissioners authorizes these amendments, effective October 1, 2024, through September 30, 2025.

3k. Health Department - Resolution to Create a Special Part-Time Program Specialist Position

This resolution will create a Special Part-Time (SPT) Program Specialist position within the Maternal and Child Health (MCH) Division to support programmatic efforts serving pregnant and parenting families, infants, and children. The position, classified as ICEA County Professional Grade 5, will have a 2025 salary range of \$25.4038 to \$30.505 per hour, totaling an annual amount of \$31,730.40. Funding for this role will be provided by the Region 7 Perinatal Quality Collaborative (PQC), an initiative of the Michigan Department of Health and Human Services (MDHHS). The ICEA County Professional union has been notified and supports the creation of this position.

4. Materials Management Planning Committee – Resolution to Authorize the Submission of the Ingham County Materials Management Plan Work Program to the State of Michigan

This resolution authorizes the submission of the Ingham County Materials Management Plan (MMP) Work Program to the Michigan Department of Environment, Great Lakes, and Energy (EGLE). This follows recent amendments to Michigan’s Solid Waste Program under Part 115, which mandate a shift from traditional solid waste management to sustainable materials management practices like recycling and composting. The resolution acknowledges prior steps, including the County’s acceptance of planning responsibilities, the appointment of the Controller’s Office as the Designated Planning Agency, and the establishment of the Materials Management Planning Committee. After review and approval of the Work Program by the committee, the resolution authorizes its formal submission, ensuring compliance with state requirements.

5a. Road Department – Resolution to Authorize a Professional Service Agreement for As-Needed Roto Milling and Pulverizing Services for 2025

This resolution authorizes professional service agreements for as-needed roto milling and pulverizing with the following companies at rates not to exceed those stated in their proposals:

Extreme Milling & Pulverizing, LLC, 16220 National Parkway, Lansing, MI 48906
McKearney Asphalt & Sealing, Inc, 901 E. Gier, Lansing, MI 48906
Michigan Paving & Materials Co., 16777 Wood St., Lansing, MI 48906

Funding is available in the Road Department’s 2025 budget.

See memo for details.

5b. Road Department – Resolution to Authorize Professional Service Agreements for As-Needed Signal Modeling and Timing Permit Services for 2025-2026

This resolution authorizes professional service agreements for as-needed signal modeling and timing permit services for 2025/2026 at the rates stated in their proposals for the following firms:

Clark Dietz – 6709 Centurion Drive, Suite 300, Lansing, MI 48917
Colliers Engineering & Design – 7050 W. Saginaw Hwy, Suite 200, Lansing, MI 48917
DLZ – 1425 Keystone Avenue, Lansing, MI 48911.

Funding is available in the 2025/2026 Road Department Budgets.

This resolution was previously approved by this Committee on January 21, but was returned to the Committee for a disclosure from the Managing Director of the Road Department. See memo for details.

6. Sheriff's Office – Resolution to Authorize Equipment Purchase Order Agreements for (8) Eight Replacement Vehicles and One (1) Replacement Boat to Upgrade the Sheriff's Office Fleet

This resolution authorizes the Sheriff's Office to purchase eight replacement vehicles from Lunghamer Ford on a State contract and a replacement boat from MiPro Marine, LLC for the following amounts:

Field Services:

Replace DB Cars 30, 31, 39	\$111,932
Replace Marked Units 3, 12, 26, 54 (includes change-over)	\$293,964
Replace K9 Vehicle 19 (includes change-over)	\$70,547
Inflatable, Rubber/Rigid Watercraft* (and equipment)	\$24,000

Corrections:

Replace Van 42 (includes change-over)	<u>\$72,457</u>
Total	\$572,900

See memo for details.

7. Office of the Public Defender – Resolution to Authorize the Renewal of Lawyers Professional Liability Insurance Coverage to Attorneys in the Office of the Public Defender

This resolution authorizes the renewal of professional liability coverage for the Office of the Public Defender lawyers of \$250,000 per claim/\$500,000 aggregate coverage with a \$2,500 deductible.

Funding for the \$16,405.13 is available through the MIDC compliance plan.

See memo for details.

8. Circuit Court – Juvenile Division – Resolution to Amend Resolution #24-534 to Include Microsoft Access Database Migration and Assessments for the Juvenile Division to the Agreement with Bizstream

This resolution amends resolution #24-534 to include Microsoft Access database migration and assessment for the Juvenile Division to an existing contract with Bizstream for the estimated cost range of \$38,600 and \$45,600. Funding is available in Juvenile Justice Millage.

See memo for details.

9a. Controller's Office – *Resolution to Amend the Procurement Card Procedures Policy*

This resolution amends the Procurement Card Procedures Policy in the following ways:

- C. Procurement Card Program Overview, 1 – add “with the exception of employees of other agencies receiving County funding with permission from the Purchasing Director and the Controller/Administrator” to the end of the first sentence
- D. Cardholder Responsibilities, 1 – add the sentence, “Food and beverages purchased for staff meetings and staff lunches are not an allowable expense. Only meetings which include community members, vendors, or other outside parties will be allowed to serve food and beverages at the County’s expense”
- D. Cardholder Responsibilities, 8 – add “or rebates” before “in lieu of a credit to the procurement card account”
- Administrative clean up throughout the policy (change Financial Services Department to Department of Finance and Budget, his/hers to their or employee)

See memo for details

9b. Controller's Office – *Request to Approve General Fund Positions*

This memo requests exemptions to the hiring freeze for the positions listed in the memo.

See memo for details

PRESENTATION/DISCUSSION/OTHER ITEM:

9c. Controller's Office – *4th Quarter 2024 Budget Projection Report*

9d. Controller's Office – *Consult with Counsel Pursuant to MCL 15.268(1)(h) (Closed Session)*

TO: Board of Commissioners County Services and Finance Committees

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

DATE: February 3, 2025

SUBJECT: Resolution to authorize \$4,800,000 in 2024-2025 Housing and Homeless Services millage funds for eligible housing related activities

BACKGROUND

The County Board of Commissioners, through Resolution #24-310, authorized a special millage for housing and homeless services on the November 2024 ballot. Following voter approval of the millage, through Resolution #24-553, the Board authorized the tax levy of .5000 of one mill 2024/2025 budget year. Drawing from special millage funds, estimated to be \$4,800,000 in the 2024/2025 budget year, will allow Ingham County to expand efforts to create more affordable housing opportunities, fund homelessness services and prevention efforts, and provide support to local builders and entrepreneurs to build and repair more housing in Ingham County.

ALTERNATIVES

Do not approve the budget for utilizing 2024/2025 housing and homeless millage funds to continue efforts initiated through the board-appointed Housing Trust Fund Committee.

FINANCIAL IMPACT

None immediately. All contracts and grant opportunities will be subject to approval by the Ingham County Board of Commissioners.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend passing this resolution authorizing budgeted amounts for affordable housing development and rehab projects, homelessness support services, and resources for local real estate business and entrepreneurs to build the local economy while increasing housing availability for Ingham County residents.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A BUDGET OF \$4,800,000 OF FOR ELIGIBLE HOUSING AND HOMELESS SERVICES MILLAGE ACTIVITIES

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #24-310 to submit to the electorate a special millage for housing and homeless services in Ingham County for up to 0.5000 of one mill, for a period of four years (2024-2027); and

WHEREAS, in November 2024 the electorate approved the Ingham County Housing and Homeless Millage to expand housing and housing related services available to low-and-moderate-income families, to prevent and reduce homelessness, and to provide services to unhoused persons in Ingham County; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #24-553 to authorize the tax levy of .5000 of one mill for the 2024/2025 budget year; and

WHEREAS, the Ingham County Housing Trust Fund Committee has proposed a budget for all levied 2024/2025 Housing and Homeless millage funds, at an estimate of \$4,800,000, to fund a comprehensive range of multifamily and single-family housing development and rehabilitation projects, homelessness support services, and resources for local real estate businesses and entrepreneurs to help build the local economy while increasing housing units available for Ingham County residents; and

WHEREAS, the activities described above will allow Ingham County to continue and expand current activities of the Housing Trust Fund; and

WHEREAS, the Ingham County Housing Trust Fund Committee recommends Board approval of the following activities to utilize 2024/2025 Housing and Homeless Millage funds; and

- \$2,700,000 is to be made available through a competitive grant process to be reviewed and approved by the Board of Commissioners for affordable housing developments to leverage County millage funds to finance multifamily housing development and rehabilitation projects
- \$800,000 is designated to fund activities of the Ingham County Land Bank and other community development and housing organizations to build and/or rehabilitate existing single-family homes to be made available for sale to low-to-moderate income homebuyers in order to increase access to homeownership for more Ingham County residents
- \$1,000,000 will be available to community agencies through a competitive grant process to be reviewed and approved by the Board of Commissioners to fund homelessness prevention and supportive services for unhoused individuals, including essential services and shelter diversion activities
- \$300,000 will support the creation of networking and educational resources for emerging developers, builders, and contractors, including training and technical assistance in priority areas, and mini-grants to increase access to training and existing resources; and

WHEREAS, no project costs will be incurred for the aforementioned activities prior to the Ingham County Board of Commissioners approval of the grant process and authorization of contracts with contractors and/or grant award recipients.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the use of \$4,800,000 of 2024/2025 Housing and Homeless Millage funds designated for the following activities: \$2,700,000 for multifamily new developments and rehabilitation projects; \$800,000 for single-family new build and rehabilitation projects; \$1,000,000 for services for the unhoused and homelessness prevention; and \$300,000 for emerging developer resources, trainings, and technical assistance.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign all applications, attachments, grant agreements, and all amendments, after approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees

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

DATE: January 29, 2025

SUBJECT: Resolution to amend an agreement with Business Credit Coaching and Consulting LLC to change the site of a home rehabilitation project funded through American Rescue Plan Act funds used to establish the Housing Trust Fund

BACKGROUND

The Ingham County Board of Commissioners, in Resolution #23-390, allocated American Rescue Plan Act (ARPA) funds to provide gap financing for five organizations and contractors for the new construction or rehabilitation of seven single-family houses. In Resolution #24-043 the Ingham County Board of Commissioners approved a project site and scope change, authorized an agreement of \$90,000 with Business Credit Coaching and Consulting LLC for the rehabilitation of 323 S. Hayford Street in Lansing.

Recently, the Ingham County Land Bank has discovered that 323 S. Hayford is in a 100-year flood plain and has recommended another site available for rehabilitation at 804 Loa Street in Lansing to be redeveloped and made available for income qualified buyers up to 120% of Area Median Income (AMI).

ALTERNATIVES

Do not pass the authorization to amend the agreement with Business Credit Coaching and Consulting LLC allowing a site change to 804 Loa Street in Lansing.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend passing this resolution authorizing an amendment to the agreement with Business Credit Coaching and Consulting LLC allowing a site change in order to rehabilitate 804 Loa Street in Lansing and then make available to qualified buyers up to 120% of Area Median Income.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND AGREEMENT WITH BUSINESS CREDIT COACHING AND CONSULTING LLC TO CHANGE THE HOME REHABILITATION PROJECT SITE FUNDED THROUGH A HOUSING TRUST FUND ARPA GRANT

WHEREAS, the Ingham County Board of Commissioners, in Resolution #23-390, allocated American Rescue Plan Act (ARPA) funds to provide gap financing for five organizations and contractors for the new construction or rehabilitation of seven single-family houses; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution #24-043 allowing a project site and scope change, and authorizing an agreement of \$90,000 with Business Credit Coaching and Consulting LLC for the rehabilitation of 323 S. Hayford Street in Lansing; and

WHEREAS, the Ingham County Land Bank has discovered that 323 S. Hayford is in a 100-year flood plain and has recommended another site available for rehabilitation at 804 Loa Street in Lansing to be redeveloped and made available for income qualified buyers up to 120% of Area Median Income (AMI).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amending the agreement authorized in Resolution #24-043 to allow a change in location for a single family home rehabilitation from 323 S. Hayford Street to 804 Loa Street in Lansing.

BE IT FURTHER RESOLVED, that the authorized contract amount of \$90,000 with Business Credit Coaching and Consulting LLC will not change with this amendment.

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

TO: Board of Commissioners County Services and Finance Committees

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

DATE: February 3, 2025

SUBJECT: Resolution to Authorize a \$1,231,123 Agreement with Capital Area Community Services for Weatherization Program Services funded through the Michigan State Housing Authority Enhancement Grant

BACKGROUND

Budget Section 1019 of FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including foreclosure prevention and mortgage assistance services. In Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the Michigan State Housing Development Authority (MSHDA) Enhancement Grant including \$5,690,000 for Capital Area Community Services (CACS) foreclosure prevention, community enhancement minor and major repairs, and weatherization programming for income-qualified households up to 120% Area Median Income (AMI).

CACS's total budget request included \$1,231,123 of Enhancement Grant funds for the purpose of expanding weatherization repair programming and program administration for income-qualified homeowners in Ingham County for a period of two years.

ALTERNATIVES

Do not approve funding allocated by Budget Section 1019 of FY 2025 to CACS for the purpose of weatherization program expansion for Ingham County residents.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend approval to enter into a contract with CACS consistent with MSHDA's Enhancement Grant agreement with Ingham County for the purpose of providing weatherization services to improve the energy efficiency of homes and protect the health and safety of income-qualified homeowners in Ingham County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$1,213,123 AGREEMENT TO CAPITAL AREA COMMUNITY SERVICES FOR HOUSING RELATED SERVICES THROUGH THE MICHIGAN STATE HOUSING AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY

WHEREAS, as authorized in Resolution #24-467, Ingham County has entered into a contract with the Michigan State Housing Development Authority (MSHDA) to allow the Housing Trust Fund to receive \$15,000,000 of State of Michigan Appropriations Funds through the MSHDA Enhancement Grant to allocate to eligible programs and projects, including \$5,690,000 for Capital Area Community Services (CACS) foreclosure prevention, community enhancement minor and major repairs, and weatherization programming for income-qualified households up to 120% Area Median Income (AMI); and

WHEREAS, CACS has overseen the completion of over 100 homeowner occupied rehab and repair projects for income qualified homeowners with funding allocated through Ingham County utilizing American Rescue Plan Act (ARPA) funds authorized by the Board of Commissioners in Resolutions #21-293 and #23-125; and

WHEREAS, CACS is currently administering federally sourced funds for the purpose of delivering weatherization services and has submitted a proposal to administer \$1,213,123 of Enhancement Grant funds through the Housing Trust Fund for the purpose of expanding weatherization upgrades for income qualified households in Ingham County; and

WHEREAS, CACS would like to use those funds in part to create a weatherization training center, utilizing existing facility space that CACS already owns, for the purpose of expanding the number of qualified contractors available to complete weatherization upgrades, as well as expanding additional related support staffing and administration all in the effort to train certified services providers and expand capacity to deliver weatherization services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an amount of \$1,213,123 to be committed to CACS to oversee and implement home weatherization services for homeowners earning at or below 120% AMI as well as create a training facility to build a qualified work force to complete expanded weatherization services.

BE IT FURTHER RESOLVED, that the agreement will include specific terms, consistent with the MSHDA Enhancement Grant requirements.

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 all applications, attachments, grant agreements, and all amendments, after approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees

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

DATE: February 3, 2025

SUBJECT: Resolution to Authorize a \$3,005,000 Agreement with Capital Area Community Services for Home Repair Program Services funded through the Michigan State Housing Authority Enhancement Grant

BACKGROUND

Budget Section 1019 of FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including foreclosure prevention and mortgage assistance services. In Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the Michigan State Housing Development Authority (MSHDA) Enhancement Grant including \$5,690,000 for Capital Area Community Services (CACS) foreclosure prevention, community enhancement minor and major repairs, and weatherization programming for income-qualified households up to 120% Area Median Income (AMI).

CACS's total budget request included \$3,005,000 of Enhancement Grant funds to operate minor and major home repairs direct services, including supports to address barriers to services such as hoarding, and program administration for income-qualified homeowners in Ingham County for a period of two years.

ALTERNATIVES

Do not approve funding allocated by Budget Section 1019 of FY 2025 to CACS for the purpose of home repairs program expansion for Ingham County residents.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend approval to enter into a contract with CACS consistent with MSHDA's Enhancement Grant agreement with Ingham County for the purpose of providing minor and major home repairs to improve the health and safety of income-qualified homeowners in Ingham County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$3,005,000 AGREEMENT TO CAPITAL AREA COMMUNITY SERVICES FOR HOUSING RELATED SERVICES THROUGH THE MICHIGAN STATE HOUSING AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY

WHEREAS, Resolution #24-467 authorized Ingham County to enter into a \$15,000,000 Michigan State Housing Development Authority (MSHDA) Enhancement Grant for eligible programs and projects including \$5,690,000 for Capital Area Community Services (CACS) foreclosure prevention, community enhancement minor and major repairs, and weatherization programming for income-qualified households up to 120% Area Median Income (AMI); and

WHEREAS, CACS is a nonprofit organization that has overseen the completion of over 100 homeowner occupied rehab and repair projects for income qualified homeowners supported by Ingham County American Rescue Plan Act (ARPA) funds authorized by the Board of Commissioners in Resolutions #21-293 and #23-125; and

WHEREAS, CACS submitted a proposal requesting an additional \$3,005,000 to expand direct homeowner home improvement services, including increasing staff and support activities to expand these services to 150 additional income-qualified households.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an amount of \$3,005,000 to be committed to CACS to oversee and implement homeowner occupied rehab and repair projects for households earning at or below 120% AMI.

BE IT FURTHER RESOLVED, that the agreement will include specific terms, consistent with the MSHDA Enhancement Grant requirements.

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 all applications, attachments, grant agreements, and all amendments, after approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees

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

DATE: February 3, 2025

SUBJECT: Resolution to amend Resolution #22-383 adding recapture provisions to secure a 20-year affordability period on Land Bank constructed row houses.

BACKGROUND

The County Board of Commissioners, through Resolution #22-211, has allocated \$9,000,000 in American Rescue Plan Act (ARPA) funds for affordable housing opportunities through the Ingham County Housing Trust Fund. In Resolution #22-383 the Ingham County Board of Commissioners approved \$2,000,000 from the Housing Trust Fund for the Ingham County Land Bank Row House Project, which will include 17 units constructed on the 1200 block of West Saginaw Street, the 400 block of North Martin Luther King Jr Boulevard, the 400 block of South Pennsylvania Avenue, and the 500 block of South Pennsylvania Avenue.

In order to remain in compliance with the ARPA guidelines, there must be a 20-year affordability period for housing utilizing those funds. In order to enforce the 20-year affordability period, recapture tools will be employed to make sure these properties are following affordability requirements for income-qualified buyers at or below 120% of the Area Median Income.

ALTERNATIVES

Do not pass the authorization to amend the Land Bank Row House agreement and do not add recapture provisions ensuring a 20-year affordability period as required by ARPA funding requirements.

FINANCIAL IMPACT

None. This will not impact the existing agreement amount of \$2,000,000.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend passing this resolution authorizing an amendment to the Land Bank Row House agreement adding recapture provisions ensuring a 20-year affordability period as required by ARPA funding requirements.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #22-383 TO BRING THE INGHAM COUNTY LAND BANK ROW HOUSE CONTRACT INTO COMPLIANCE WITH ARPA INCOME AND AFFORDABILITY REQUIREMENTS

WHEREAS, the Ingham County Board of Commissioners, through Resolution #22-211, allocated \$9,000,000 in American Rescue Plan Act (ARPA) funds for affordable housing opportunities through the Ingham County Housing Trust Fund; and

WHEREAS, the Board approved \$2,000,000 from the Housing Trust Fund for the Ingham County Land Bank (ICLB) Row House Project, which will include 17 units constructed on the 1200 block of West Saginaw Street, the 400 block of North Martin Luther King Jr Boulevard, the 400 block of South Pennsylvania Avenue, and the 500 block of South Pennsylvania Avenue in Resolution #22-383; and

WHEREAS, housing constructed using ARPA funds must meet federal requirements to make all units available for households at or below 120% Area Median Income (AMI) at below-market rates, and secure unit affordability for a period of 20 years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract amendment with the Ingham County Land Bank for the construction of rowhouses to add provisions to secure unit affordability for buyers at or below 120% AMI for a minimum of 20 years.

BE IT FURTHER RESOLVED, that the authorized contract amount of \$2,000,000 with the Ingham County Land Bank for construction of Row Houses will not change with this amendment.

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

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

TO: County Services Committee and Finance Committee

FROM: Rosemary Anger, Director – Equalization and Tax Mapping Department

DATE: January 28, 2025

RE: Resolution to Contract for Commercial and Industrial Appraisals for the Ingham County
Equalization and Tax Mapping Department

Attached please find the resolution approving and authorizing awarding a multi-year contract for commercial and/or industrial appraisal services for the Ingham County Equalization & Tax Mapping Department by Quality Equalization Services.

Respectfully,

A handwritten signature in blue ink that reads "Rosemary Anger". The signature is written in a cursive style with a long, sweeping underline.

TO: Rosemary Anger, Director of Equalization
FROM: Kristen Romo, Director of Purchasing
DATE: January 15, 2025
RE: Memorandum of Performance for RFP No. 13-25 Commercial and Industrial Property Appraisal Services

Per your request, the Purchasing Department sought proposals from qualified and experienced appraisers for the purpose of entering into a contract to perform commercial and industrial real property appraisals for equalization purposes.

The scope of work includes, but is not limited to, making every reasonable effort to appraise a representative sample of the taxable commercial and/or industrial property in the assigned local unit, stratified by SEV and parcel count; ensuring that each completed appraisal contains all necessary data and computations, a satisfactory land and building sketch, satisfactory photograph(s), appropriate market data and income to value determinations; and, ensuring that all reviews and final estimate of values, in connection with the Contractor's appraisals, be conducted by an appraiser with a Michigan Master Assessing Officer Certification from the Michigan State Tax Commission.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	42	14
Vendors responding	4	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: Michigan Assessing Coalition						
Local Preference: Yes, Lansing MI						
	100 or less commercial appraisals	101-120 commercial appraisals	121 or more commercial appraisals	100 or less industrial appraisals	101-120 industrial appraisals	121 or more industrial appraisals
2025	\$240.00	\$235.00	\$230.00	\$240.00	\$235.00	\$230.00
2026	\$248.00	\$242.00	\$237.00	\$248.00	\$242.00	\$237.00
2027	\$255.00	\$249.00	\$244.00	\$255.00	\$249.00	\$244.00
2028	\$263.00	\$257.00	\$251.00	\$263.00	\$257.00	\$251.00
2029	\$270.00	\$265.00	\$259.00	\$270.00	\$265.00	\$259.00
VENDOR NAME: Integrity Realty Resources						
Local Preference: No, Birmingham MI						
	100 or less commercial appraisals	101-120 commercial appraisals	121 or more commercial appraisals	100 or less industrial appraisals	101-120 industrial appraisals	121 or more industrial appraisals
2025	\$2,450.00	\$2,250.00	\$2,450.00	\$2,250.00	\$1,950.00	\$1,750.00
2026	\$2,570.00	\$2,365.00	\$2,575.00	\$2,365.00	\$2,050.00	\$1,825.00
2027	\$2,700.00	\$2,480.00	\$2,700.00	\$2,480.00	\$2,150.00	\$1,925.00
2028	\$2,825.00	\$2,600.00	\$2,825.00	\$2,600.00	\$2,250.00	\$2,025.00
2029	\$3,200.00	\$2,725.00	\$2,975.00	\$2,725.00	\$2,350.00	\$2,125.00
VENDOR NAME: Quality Equalization Services						
Local Preference: No, Westland MI						
	100 or less commercial appraisals	101-120 commercial appraisals	121 or more commercial appraisals	100 or less industrial appraisals	101-120 industrial appraisals	121 or more industrial appraisals
2025	N/A	N/A	\$175.00	N/A	N/A	\$175.00
2026	N/A	N/A	\$183.75	N/A	N/A	\$183.75
2027	N/A	N/A	\$192.93	N/A	N/A	\$192.93
2028	N/A	N/A	\$202.58	N/A	N/A	\$202.58
2029	N/A	N/A	\$212.71	N/A	N/A	\$212.71

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT FOR COMMERCIAL AND INDUSTRIAL APPRAISALS

WHEREAS, the contracting for commercial and/or industrial appraisals has been approved for the 2025 Equalization and Tax Mapping Department Budget; and

WHEREAS, the Purchasing Department has advertised and requested proposals for the necessary contractual service; and

WHEREAS, Quality Equalization Services of Westland, Michigan has submitted an acceptable proposal in accordance with the qualifications required by the Equalization and Tax Mapping Department; and

WHEREAS, it is the recommendation of the Ingham County Equalization and Tax Mapping Department in concurrence with the Purchasing Department to award this contract to Quality Equalization Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, through the Equalization and Tax Mapping Department, authorizes entering into a contract with Quality Equalization Services in an annual amount as set forth in the following schedule:

Year 1:	\$100,625
Year 2:	\$105,660
Year 3:	\$110,935
Year 4:	\$116,490
Year 5:	\$122,320

BE IT FURTHER RESOLVED, that the cost is to be provided for in the 2025 and subsequent years Equalization and Tax Mapping Department Budget and is based on 150 sale appraisals and 425 study appraisals.

BE IT FURTHER RESOLVED, that a three-year contract be approved with the stipulation that a fourth-year and fifth-year renewal shall be a permissible option of the County.

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: January 27, 2025
SUBJECT: Authorization for an Agreement with 7C Lingo for Interpretation and Translation Service
For the Meeting Agendas of February 19 and February 22, 2025

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with 7C Lingo in an amount not to exceed \$10,000 to enable ICHHD to provide rare language interpretation services, in-person American Sign Language (ASL) interpretation services, and print translation services, effective October 1, 2024 through September 30, 2025. ICHHD serves a large immigrant and refugee population and it is often very difficult to arrange for interpreters of rare languages as well as in-person interpreters for ASL. This agreement will allow ICHHD additional resources and broader capacity to provide interpretation, translation, and ASL services to Ingham County's immigrant population.

ALTERNATIVES

Choosing not to enter into this agreement could result in a gap in critical services provided through this funding.

FINANCIAL IMPACT

All costs associated with this agreement have been included in the FY24-25 General Operating budget.

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 approval of the attached resolution to authorize an agreement with 7C Lingo to enable ICHHD to provide language interpretation services, in-person ASL interpretation services, and print translation services, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$10,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH 7C LINGO FOR
INTERPRETATION AND TRANSLATION SERVICES**

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with 7C Lingo in an amount not to exceed \$10,000 to enable ICHHD to provide rare language interpretation services, in-person American Sign Language (ASL) interpretation services, and print translation services, effective October 1, 2024 through September 30, 2025; and

WHEREAS, ICHHD serves a large immigrant and refugee population and it is often very difficult to arrange for interpreters of rare languages as well as in-person interpreters for ASL; and

WHEREAS, this agreement will allow ICHHD additional resources and broader capacity to provide interpretation, translation, and ASL services to Ingham County's immigrant population; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with 7C Lingo to enable this organization to provide rare language interpretation services, in-person ASL interpretation services, and print translation services, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$10,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with 7C Lingo to provide rare language interpretation services, in-person ASL interpretation services, and print translation services, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$10,000.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents upon 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: January 29, 2025
SUBJECT: Authorization to Accept MALPH Wellbeing Grant

For the Meeting Agendas of February 19, and February 22, 2025

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept a Local Health Department Staff Wellbeing grant from the Michigan Association for Local Public Health (MALPH), effective January 28, 2025 through September 30, 2025 in an amount totaling \$4,500. The purpose of this agreement is to specify the responsibilities of both MALPH and ICHHD, related to the implementation of the Wellbeing Mini-Grant Program. This funding is designed to create collaborative services for local health department staff affected by the COVID-19 pandemic and to bolster employees' sense of social and emotional wellbeing. Program services may be therapeutic in nature and may address topics such as teambuilding, mindfulness, dealing with difficult people and situations, and addressing the mitigation of workplace violence.

ALTERNATIVES

ICHHD could decline the funding and forfeit the opportunity to provide well-being services for employees in response to COVID-19 associated workplace stresses.

FINANCIAL IMPACT

The total amount of grant funding is \$4,500.

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 accepting a MALPH Local Health Department Staff Wellbeing grant, effective January 28, 2025 through September 30, 2025 in an amount not to exceed \$4,500.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A WELLBEING GRANT FROM THE MICHIGAN ASSOCIATION
FOR LOCAL PUBLIC HEALTH**

WHEREAS, Ingham County Health Department (ICHHD) wishes to accept a Local Health Department Staff Wellbeing grant from the Michigan Association for Local Public Health (MALPH), effective January 28, 2025 through September 30, 2025 in an amount totaling \$4,500; and

WHEREAS, the purpose of this grant agreement is to specify the responsibilities of MALPH and of the grantee related to the implementation of the Wellbeing Mini-Grant Program; and

WHEREAS, this funding is designed to create collaborative services for local health department staff affected by the COVID-19 pandemic and to bolster employees' sense of social and emotional wellbeing; and

WHEREAS, program services may be therapeutic in nature and may address topics such as teambuilding, mindfulness, dealing with difficult people and situations, and addressing the mitigation of workplace violence; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accepting a MALPH Local Health Department Staff Wellbeing grant in an amount not to exceed \$4,500, effective January 28, 2025 through September 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting a MALPH Local Health Department Staff Wellbeing grant for an amount not to exceed \$4,500, effective January 28, 2025 through September 30, 2025.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any 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 approved to form by the County Attorney.

TO: Board of Commissioners' Human Services and Finance Committees

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

DATE: January 28, 2025

SUBJECT: Authorization to accept Opioid Crisis Response Funding Award, and to enter into a Subaward and Business Associate Agreement (BAA) with Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMHA-CEI)

For the Meeting Agendas of February 19, and February 24, 2025

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept funding from the Ingham County Opioid Crisis Response Grant that was awarded in response to RFP #19-24 by Resolution #24-561, effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$100,136. ICHHD also wishes to enter into an Opioid Crisis Response subaward agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) for a period of twenty-four (24) months in an amount not to exceed \$77,718 for the purpose of implementing community-based solutions developed in response to Ingham County RFP #19-24. The activities connected to this subaward agreement will be in support of Ingham County Post Overdose Services and Jail-Based Opioid Response Services, and will be funded by the Ingham County Opioid Crisis Response Grant awarded to ICHHD through Resolution #24-561. Under the funding award noted in Resolution #24-561, ICHHD was approved for the implementation of a partnership with CMHA-CEI for a new 0.50 FTE Peer Recovery Coach position \$38,859 in Year 1 (calendar Year 2025) for the CMHA-CEI Peer Recovery Coach, and \$38,859 in Year 2 (calendar Year 2026), for a total subaward agreement of \$77,718. ICHHD also wishes to enter into a Business Associate Agreement (BAA) with CMHA-CEI for the purpose of client service coordination/case coordination activities among clients utilizing Ingham County Post Overdose Services and Jail-Based Opioid Response Services. In addition to the subaward agreement with CMH-CEI for \$77,718, ICHHD will use \$13,316 in Year 2 (calendar year 2026) to increase medical staff capacity at The Recovery Center, a medically monitored withdrawal and acute detox center located in Ingham County and operated by CMHA-CEI.

ALTERNATIVES

Choosing not to accept these funds and/or not entering into the sub-award agreement with CMHA-CEI would result in forfeiting critical opioid crisis response services to be made available to Ingham County residents.

FINANCIAL IMPACT

This agreement will be funded by Opioid Litigation Settlement Funds allocated to Ingham County through lawsuits against drug manufacturers and distributors involved in misrepresenting the addiction potential of pharmaceutical drugs which fueled the present-day opioid crisis, and then awarded to ICHHD through Ingham County RFP #19-24 (a competitive grant process).

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 that the Ingham County Board of Commissioners authorize ICHD to accept funding from the Ingham County Opioid Crisis Response Grant awarded in response to RFP #19-24 through Resolution #24-561, effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$100,136. I also respectfully recommend that the Ingham County Board of Commissioners authorize ICHD entering into an Opioid Crisis Response subaward agreement with CMHA-CEI effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$77,718 for the purpose of implementing community-based solutions developed in response to Ingham County RFP #19-24. This agreement will also include entering into a BAA with CMHA-CEI for the purpose of client service coordination/case coordination activities among clients utilizing Ingham County Post Overdose Services and Jail-Based Opioid Response Services.

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPTAN OPIOID CRISIS RESPONSE FUNDING AWARD AND
AUTHORIZE A SUBAWARD AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT WITH
COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM
COUNTIES**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept funding from the Ingham County Opioid Crisis Response Grant that was awarded in response to RFP #19-24 through Resolution #24-561, effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$100,136; and

WHEREAS, ICHD also wishes to enter into an Opioid Crisis Response subaward agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) for twenty-four (24) months in an amount not to exceed \$77,718 for the purpose of implementing community-based solutions developed in response to Ingham County RFP #19-24; and

WHEREAS, this sub-award agreement will be effective January 1, 2025 to December 31, 2026, and the activities connected to this subaward agreement will be in support of Ingham County Post Overdose Services and Jail-Based Opioid Response Services and will be funded by the Ingham County Opioid Crisis Response Grant awarded to ICHD through Resolution #24-561; and

WHEREAS, under the funding award noted in Resolution #24-561, ICHD was approved for the implementation of a partnership with CMHA-CEI for a new 0.50 FTE Peer Recovery Coach position totaling \$38,859 in Year 1 and totaling \$38,859 for the CMHA-CEI Peer Recovery Coach in Year 2 (calendar Year 2026), for a total subaward agreement of \$77,718; and

WHEREAS, ICHD also wishes to enter into a Business Associate Agreement (BAA) with CMHA-CEI for the purpose of client service coordination/case coordination activities among clients utilizing Ingham County Post Overdose Services and Jail-Based Opioid Response Services; and

WHEREAS, in addition to the subaward agreement with CMH-CEI for \$77,718, ICHD will use \$13,316 in Year 2 (calendar year 2026) to increase medical staff capacity at The Recovery Center, a medically monitored withdrawal and acute detox center located in Ingham County and operated by CMHA-CEI; and

WHEREAS, by not accepting these funds and/or not entering into the sub-award agreement with CMHA-CEI, ICHD will forfeit critical opioid crisis response services that would otherwise be made available to Ingham County residents; and

WHEREAS, this agreement will be funded by Opioid Litigation Settlement Funds allocated to Ingham County through lawsuits against drug manufacturers and distributors involved in misrepresenting the addiction potential of pharmaceutical drugs which fueled the present-day opioid crisis, and then awarded to ICHD through Ingham County RFP #19-24 (a competitive grant process); and

WHEREAS, 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.

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accept funding from the Ingham County Opioid Crisis Response Grant awarded in response to RFP #19-24, effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$100,136.

THEREFORE IT BE RESOLVED, that based on the information presented, the Ingham County Board of Commissioners authorizes the acceptance funding from the Ingham County Opioid Crisis Response Grant that was awarded in response to RFP #19-24 by Resolution #24-561, effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$100,136.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD entering into an Opioid Crisis Response subaward agreement with CMHA-CEI effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$77,718, and entering into a BAA with CMHA-CEI for the purpose of client service coordination/case coordination activities among clients utilizing Ingham County Post Overdose Services and Jail-Based Opioid Response Services.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any 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 necessary contract documents upon 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: January 28, 2025

SUBJECT: Authorization to Authorize an Agreement with Passageways, Inc.
For the Meeting Agendas of February 19 and February 24, 2025

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Passageways, Inc. to purchase a one-year OnBoard subscription, effective on approval in an amount not to exceed \$6,000. OnBoard is a board management software that specializes in services for governing boards. This platform will allow staff to better manage the CHC Board of Directors by allowing us to build and post agendas, packets, and minutes into the platform. OnBoard also integrates meeting notifications, surveys, and communication directly to the Board members. This is the last step in a long-planned move of the board to electronic communications with real-time updates and offers improved efficiency and reduced time to create and distribute packets. Additionally, the platform offers improved document security. ICHD evaluated multiple products and identified the best price by working through member pricing available through the Michigan Primary Care Association (MPCA).

ALTERNATIVES

If we do not enter into this agreement, we will not be able to increase our Board efficiencies.

FINANCIAL IMPACT

The cost of this one-year agreement subscription is \$5,500 with a one-time installation fee of \$500.

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 entering into an agreement with Passageways, Inc. to purchase a one-year OnBoard subscription in an amount not to exceed \$6,000, effective upon approval.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PASSAGEWAYS, INC.

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter into an agreement with Passageways, Inc. to purchase a one-year OnBoard subscription, effective on approval in an amount not to exceed \$6,000; and

WHEREAS, OnBoard is a board management software that specializes in services for governing boards; and

WHEREAS, this platform will allow staff to better manage the CHC Board of Directors by allowing us to build and post agendas, packets, and minutes into the platform; and

WHEREAS, OnBoard also integrates meeting notifications, surveys, and communication directly to the Board members; and

WHEREAS, this is the last step in a long-planned move of the board to electronic communications with real-time updates and offers improved efficiency and reduced time to create and distribute packets; and

WHEREAS, the platform offers improved document security; and

WHEREAS, ICHHD evaluated multiple products and identified the best price by working through member pricing available through the Michigan Primary Care Association (MPCA); and

WHEREAS, the cost of this one-year agreement subscription is \$5,500 with a one-time installation fee of \$500; for a total amount of \$6,000; and

WHEREAS, the Ingham CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Passageways, Inc. to purchase a one-year OnBoard subscription in an amount not to exceed \$6,000, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Passageways, Inc. to purchase a one-year OnBoard subscription in an amount not to exceed \$6,000, effective upon approval.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any 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: January 28, 2025

SUBJECT: Authorization for an Agreement with BDP and Associates

For the Meeting Agendas of February 19 and February 24, 2025

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with BDP and Associates in an amount not to exceed \$24,800 to develop an evaluation plan framework for ICHD. This evaluation plan will be used to assess the effectiveness, quality, and performance of various systems, processes, and services. BDP & Associates will develop a systematic overarching evaluation plan framework that will serve to enhance capacity to inform opportunities for change/improvement, identify and set strategic direction, measure impact/outcomes related to deployment of resources, and advance equity to effectively and efficiently improve the health of the population. This agreement will be effective March 1, 2025 through September 30, 2025.

ALTERNATIVES

Choosing not to enter into this agreement could limit ICHD ability to gain insights through a comprehensive evaluation which can enhance understanding of ICHD's programs & interventions, foster innovation, and advance practice-based community-driven solutions.

FINANCIAL IMPACT

Funding for the Building Public Health Foundational Capacity Through Evaluation Project will support the development of an evaluation plan will be provided by Public Health Infrastructure Grant (PHIG) Fund #22160060-01041.

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 BDP and Associates, effective March 1, 2025 through September 30, 2025 in an amount not to exceed \$24,800.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BDP AND ASSOCIATES

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with BDP and Associates in an amount not to exceed \$24,800 to develop a comprehensive evaluation plan designed to enhance understanding of ICHHDs' programs & interventions, foster innovation, and advance practice-based community-driven solutions; and

WHEREAS, the Evaluation Project will enhance capacity to inform opportunities for change and improvement, identify & set strategic direction, measure impact/outcomes related to deployment of resources, and advance equity to effectively and efficiently improve the health of the population; and

WHEREAS, BDP and Associates will provide an evaluator who will develop a systematic overarching evaluation plan that will enhance capacity to inform opportunities for change and improvement; and

WHEREAS, this agreement will be effective March 1, 2025 through September 30, 2025; and

WHEREAS, funding for the Evaluation Plan framework will be provided by Public Health Infrastructure Grant Fund #22160060-01041; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with BDP and Associates, effective March 1, 2025 through September 30, 2025 in an amount not to exceed \$24,800.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with BDP and Associates, effective March 1, 2025 through September 30, 2025 in an amount not to exceed \$24,800 to develop a comprehensive evaluation plan designed to enhance understanding of ICHHDs' programs & interventions, foster innovation, and advance practice-based community-driven solutions.

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 the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

TO: Board of Commissioners' Human Services, County Services, and Finance Committees

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

DATE: January 28, 2025

SUBJECT: Authorization to Create a .50 FTE Program Specialist Position
For the meeting agendas of February 18, February 19, and February 24, 2025

BACKGROUND

Ingham County Health Department (ICHHD) wishes to create a .50 FTE Program Specialist position within the Maternal and Child Health (MCH) Division. This role will provide support to programmatic efforts within the Division, which serves pregnant and parenting families, as well as infants and children. The ICEA County Professional Union has been notified and has confirmed support of the creation of a new position. Funding for this role will be supported by the Local Maternal and Child Health Block Grant (LMCH), a grant received annually from the Michigan Department of Health and Human Services (MDHHS). The .50 FTE (ICEA County Professional Grade 5) Program Specialist will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.)

ALTERNATIVES

ICHHD could choose not to create a .50 FTE Program Specialist Position to provide support to programmatic efforts of the MCH Division and thereby forfeit providing services and supports to pregnant and parenting people in Ingham County.

FINANCIAL IMPACT

All costs associated with this agreement have been included in the Local Maternal and Child Health Block Grant (LMCH).

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 approval of the attached resolution to authorize the creation of a .50 FTE Program Specialist position within the MCH Division. The .50 FTE (ICEA County Professional Grade 5) Program Specialist will be an ICEA County Professional Grade 5, (\$25.4038/hr. to \$30.5051/hr.)

TO: Sally Meyer, Maternal & Child Health Division Director
FROM: Joan Clous, Human Resources Specialist
DATE: January 29, 2025
RE: Support for creation of .5 FTE Program Specialist

Per your request, Human Resources has reviewed your information and is in support of the creation of a .5 FTE position.

1. .5 FTE Program Specialist ICEA County Professional 05 (\$25.4038/hr. to \$30.5051/hr.)

The ICEA County Professional union has been notified and has confirmed support of the creation of a new position.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed position creation. You are now ready to complete the final step in the process: Contact Budgeting, write a memo of explanation, and prepare a resolution for the Board of Commissioner's approval.

If I can be of further assistance, please email or call me 887-4374.

From: Desiree Cook <DCook@ingham.org>
Sent: Tuesday, January 28, 2025 1:45 PM
To: Joan Clous <JClous@ingham.org>
Cc: Sally Meyer <SMeyer@ingham.org>
Subject: RE: Creation of a 1/2 time FTE

We are in agreement. Thank you.

From: Joan Clous <JClous@ingham.org>
Sent: Tuesday, January 28, 2025 1:36 PM
To: Desiree Cook <DCook@ingham.org>
Cc: Sally Meyer <SMeyer@ingham.org>
Subject: Creation of a 1/2 time FTE

Desiree,

The Health Department would like to create a ½ time Program Specialist position with an hourly rate of ICEA Pro 5 \$25.4038/hr. to \$30.5051/hr. Please let me know if the union is in agreement.

Please let me know if you have any questions.

Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

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“Success is a project that is always under construction.” ~ Pat Summit

INGHAM COUNTY JOB DESCRIPTION PROGRAM SPECIALIST - HEALTH

General Summary:

Under the supervision of a Health Department supervisor, assists with carrying out the functions of specific health programs such as health plan enrollment; access to healthcare and mobile healthcare initiatives; overdose and substance use disorder prevention/harm reduction; tobacco treatment/cessation, basic life support (BLS) training, and connections to statewide and/or federal healthcare and human services navigation tools. Duties may include assisting in recruiting and training program staff, developing curriculum, data collection, report writing, and assistance in grant writing. Works with community resources and represents the department by servicing on community coalitions.

Essential Functions:

1. Participates in specific health department programs by assisting with the planning, coordination, and implementation of programs, community workshops, and events.
2. Recruits staff and discusses job duties with potential applicants. Receives and review applications, participate in the applicant interview process, and makes hiring recommendations. May process new employees by arranging for physical examinations and completing and sending required forms to the Human Resources department.
3. Explains various programs and workshops offered by the Health Department to schools, community organizations, and other interested groups. Schedules programs, gathers information about the needs of various groups, and prepares program materials.
4. Assists coalitions formed to work with specific Health Department programs. May plan and schedule meetings, facilitate meetings, assists with policy development, and take minutes. May recruit appropriate persons to be coalition members.
5. Maintains records and statistics on program activities and prepares activity and financial reports as required by grant funding sources. May assist with preparation of grant funding requests.
6. Markets and interprets the goals and objectives of programs to community groups, schools, professionals, and other interested people. Promotes and conducts local activities that are part of statewide campaigns.
7. Participates in staff meetings and attends and/or conducts conferences and workshops. Represents the Health Department on various councils and task forces.
8. Coordinates services and networks with schools, businesses, community organizations, and other agencies in identifying community needs and providing information or programming.
9. May train new staff to deliver Health Department programs and facilitate workshops.

Other Functions:

10. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in a social science and/or one or more of the following certifications preferred: National Certificate in Tobacco Treatment Counseling, Certified Application Counselor, Marketplace Navigator, Certified BLS Trainer.

Experience: A minimum of one year of experience in a health-related field. Experience in access to healthcare, health plan navigation, BLS training, tobacco treatment counseling, and/or substance use disorder (SUD) prevention or treatment experience preferred.

Other Requirements:

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

Physical Requirements:

Ability to travel throughout the County.

Ability to access office files.

Lifts and transports materials and equipment.

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

Working Conditions:

Works in office conditions and travels throughout the County to attend meetings.

***PROGRAM SPECIALIST - HEALTH
ICEA County PRO-05
December 2019***

Position Costs Analysis

ICEA CO Prof Grade 5/Step 1 .5 FTE

Salary	26,933
Unemployment	135
FICA/Medicare	2,060
Dental	936
Vision	135
Health Insurance	25,038
MERS 0101H	8,128
MERS 0101H	269
RTEE CHG B	3,585
Separate	606
RET/HLTH/T	1,212
Disability	35
Life 30K	122
Workers' Comp	24
CARES	
Total	69,219
Salary	26,933
Fringes	42,286
	69,219
<u>Indirect</u>	<u>14,681</u>

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE A PART-TIME PROGRAM SPECIALIST POSITION

WHEREAS, Ingham County Health Department (ICHHD) wishes to create a .50 FTE Program Specialist position within the MCH Division; and

WHEREAS, this role will provide support to programmatic efforts within the MCH Division, which serves pregnant and parenting families, as well as infants and children; and

WHEREAS, the ICEA County Professional union has been notified and has confirmed support of the creation of a new position; and

WHEREAS, funding for this role will be supported by the LMCH, a grant received annually from MDHHS; and

WHEREAS, the .50 FTE Program Specialist will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.); and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize creating a .50 FTE Program Specialist position within the MCH Division.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a .50 FTE Program Specialist position within the Maternal and Child Health (MCH) Division.

BE IT FURTHER RESOLVED, that this role will provide support to programmatic efforts within the MCH Division, which serves pregnant and parenting families, as well as infants and children.

BE IT FURTHER RESOLVED, that the ICEA County Professional Union has been notified and has confirmed support of the creation of a new position.

BE IT FURTHER RESOLVED, funding for this role will be supported by LMCH block grant, received annually from MDHHS.

BE IT FURTHER RESOLVED, that the .50 FTE Program Specialist will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any adjustments to the budget and position allocation list 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' Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: January 27, 2025
SUBJECT: Authorization for an Agreement for the Region 7 Perinatal Quality Collaborative
For the Meeting Agendas of February 19, and February 24, 2025

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with UnoDeuce Multimedia to produce a full service video project on safe sleep and child birth education designed to support community-led efforts for improving disparate birthing outcomes and ensuring healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$11,350. ICHD has partnered with the Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Quality Collaborative. This regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties. In order to fund this collaborative work, MDHHS has given ICHD funds through the FY 24-25 Comprehensive Agreement authorized through Resolution #24-452.

ALTERNATIVES

Choosing not to enter into this agreement could result in a gap in critical services provided through this funding.

FINANCIAL IMPACT

All costs associated with this agreement have been included in the Health Department's FY24-25 General Operating budget.

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 approval of the attached resolution to authorize an agreement with UnoDeuce Multimedia to produce a full-service video project on safe sleep and child birth education designed to support community-led efforts to improve disparate birthing outcomes and ensure healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$11,350.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH UNODEUCE MULTIMEDIA FOR
THE REGION 7 PERINATAL QUALITY COLLABORATIVE**

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with UnoDeuce Multimedia to produce a full service video project on safe sleep and child birth education designed to support community-led efforts for improving disparate birthing outcomes and ensuring healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$11,350; and

WHEREAS, ICHHD has partnered with the Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Quality Collaborative; and

WHEREAS, this regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties; and

WHEREAS, in order to fund this collaborative work, MDHHS has given ICHHD funds through the FY 24-25 Comprehensive Agreement authorized by Resolution #24-452; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with UnoDeuce Multimedia to produce a full service video project designed to improve disparate birthing outcomes and ensure healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$11,350.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with UnoDeuce Multimedia to produce a full service video project designed to improve disparate birthing outcomes and ensure healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$11,350.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents upon 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: January 27, 2025
SUBJECT: Authorization for an Agreement with Sparrow Hospital for the Region 7 Perinatal Collaborative
For the Meeting Agendas of February 19, and February 24, 2025

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with University of Michigan-Sparrow in an amount not to exceed \$20,000 in order to enable University of Michigan-Sparrow to carry out a quality improvement project effective October 1, 2024 through September 30, 2025. This quality improvement project will expand awareness of urgent maternal warning signs in the prenatal and postpartum periods to improve the care of cardiac conditions which is one of the top causes of pregnancy-related mortality. ICHHD has partnered with the Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Collaborative. This regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties. In order to fund this collaborative work, MDHHS has given ICHHD funding through the FY 24-25 Comprehensive Agreement authorized through Resolution #24-452.

ALTERNATIVES

Choosing not to enter into this agreement could result in a gap in critical services provided through this funding.

FINANCIAL IMPACT

All costs associated with this agreement have been included in the FY24-25 General Operating budget.

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 approval of the attached resolution to authorize an agreement with University of Michigan-Sparrow to enable University of Michigan-Sparrow to carry out a pregnancy-related mortality quality improvement project, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$20,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH UNIVERSITY OF MICHIGAN-SPARROW FOR THE REGION 7 PERINATAL COLLABORATIVE

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with University of Michigan-Sparrow in an amount not to exceed \$20,000 in order to enable University of Michigan-Sparrow to carry out an infant and maternal mortality quality improvement project effective October 1, 2024 through September 30, 2025; and

WHEREAS, this quality improvement project will expand awareness of urgent maternal warning signs in the prenatal and postpartum periods to improve the care of cardiac conditions which is one of the top causes of pregnancy-related mortality; and

WHEREAS, ICHD has partnered with the Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Collaborative; and

WHEREAS, this regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties; and

WHEREAS, to fund this collaborative work, MDHHS has given ICHD funding through the FY 24-25 Comprehensive Agreement authorized through Resolution #24-452; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with University of Michigan-Sparrow for an infant and maternal mortality quality improvement project, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$20,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with University of Michigan-Sparrow for an infant and maternal mortality quality improvement project, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$20,000.

BE IT FURTHER RESOLVED, that this quality improvement project will expand awareness of urgent maternal warning signs in the prenatal and postpartum periods to improve the care of cardiac conditions which is one of the top causes of pregnancy-related mortality.

BE IT FURTHER RESOLVED, that this regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties.

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

TO: Board of Commissioner’s Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: January 28, 2025
SUBJECT: Authorization to Renew Agreement with Evidian

For the meeting agendas of February 19, and February 24, 2025

BACKGROUND

Ingham County Health Department’s (ICHHD’s) Community Health Centers (CHCs) wish to renew an agreement with Evidian in accordance with Resolution #24-056 for data analytic services specific to HIV disease management, effective October 1, 2024 through September 30, 2026 for an annual amount not to exceed \$22,653. Evidian provides an analytics program entitled Clinical Health Outcomes Reporting & Utilization Service (CHORUS) and Ryan White Data Service (RWDS) exports electronic health record (EHR) data, interprets and classifies medical data in the EHR to deliver disease management to HIV providers, and delivers population reporting and more. Evidian continues to help ICHHD’s CHCs improve data accuracy, patient care delivery, and reduce clerical errors. This agreement will continue to allow Evidian to integrate data from ICHHD’s EHRs to a secured, federal clinical data system for patients in the Ryan White Program.

ALTERNATIVES

If we choose not to renew this agreement, we will not be able to utilize the valuable data services Evidian provides.

FINANCIAL IMPACT

The total cost of this agreement will be a total cost of \$45,306 and will be covered by HIV Care Coordination funding.

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 entering an agreement with Evidian in accordance with Resolution #24-056, for data analytic services specific to HIV disease management, October 1, 2024 through September 30, 2026 for a total amount not to exceed \$45,306.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT RENEWAL WITH EPIVIDIAN
FOR HIV DISEASE MANAGEMENT**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to authorize renewing an agreement with Epividian in accordance with Resolution #24-056 for data analytic services specific to HIV disease management, effective October 1, 2024 through September 30, 2026 for an annual amount not to exceed \$22,653; and

WHEREAS, Epividian provides an analytics program entitled Clinical Health Outcomes Reporting & Utilization Service (CHORUS) and Ryan White Data Service (RWDS); and

WHEREAS, CHORUS exports electronic health record (EHR) data, interprets, and classifies medical data in the EHR to deliver disease management to HIV providers and delivers population reporting and more; and

WHEREAS, Epividian continues to help ICHD's CHCs improve data accuracy, patient care delivery, and reduce clerical errors; and

WHEREAS, this agreement will allow Epividian to continue to integrate data from ICHD's EHRs to a secured, federal clinical data system for patients in the Ryan White Program; and

WHEREAS, the total cost of this agreement will be \$45,306 and will be covered by HIV Care Coordination funding; and

WHEREAS, the Ingham CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize an agreement with Epividian for data analytic services specific to HIV disease management, effective October 1, 2024 through September 30, 2026 for a total amount not to exceed \$45,306.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Epividian for data analytic services specific to HIV disease management, effective October 1, 2024 through September 30, 2026 for a total amount not to exceed \$45,306.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any 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: January 28, 2025
SUBJECT: Authorization to Amend FY25 SUD Prevention Contract with Mid-State Health Network and Amend Resolutions #24-497 and #24-543

For the Meeting Agendas of February 19, and February 24, 2025

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend the FY25 Substance Use Disorder (SUD) Prevention contract between ICHD and Mid-State Health Network by increasing the total amount by \$20,000 to be paid to ICHD by the Mid-State Health Network (MSHN). This will amend the total FY25 SUD Prevention Services contract amount noted in Resolution #24-297, from \$136,523 to \$156,523. The MSHN Board of Directors has approved this increase and the contract administrator has sent ICHD a signed contract amendment denoting this increase. This amendment will be effective October 1, 2024, which requires an authorized signature from Ingham County.

ICHD also wishes to amend Resolution #24-543, which erroneously noted that the approved FY25 MSHN SUD Treatment contract budget included \$20,000 for renewing the contract with Piper & Gold Public Relations for community-driven harm reduction messaging and resources. In November 2025, ICHD staff discovered that a formula error in the FY25 SUD Treatment contract budget worksheet caused the \$20,000 for Harm Reduction Community Education, to be excluded from the FY25 SUD Treatment approved contract amount. Upon contacting MSHN staff to request a contract an amendment to increase the FY25 SUD Treatment contract budget by \$20,000 to correct for the formula error, MSHN staff recommended the \$20,000 increase to the MSHN Board of Directors, who approved the increase as an amendment to the ICHD FY24 SUD Prevention Contract. Therefore, ICHD requests that the third clause in Resolution #24-543 be amended to replace the word “Treatment” with the word “Prevention”:

WHEREAS, the approved FY25 MSHN SUD Prevention contract budget with ICHD includes \$20,000 for renewing the contract with Piper & Gold Public Relations to continue engaging Piper & Gold Public Relations in developing community-driven harm reduction messaging and resources; and

ALTERNATIVES

Choosing not to approve the FY25 SUD Prevention contract amendment would forfeit the \$20,000 being provided by MSHN for FY25 Harm Reduction Community Education efforts.

FINANCIAL IMPACT

The contract amendment will increase the FY25 SUD Prevention contract amount by \$20,000, which will increase the total FY25 SUD Prevention contract amount from \$136,523 to \$156,523. The contract renewal with Piper & Gold for Harm Reduction Community Education in the amount of \$20,000 will be paid by ICHD from the FY25 Mid-State Health Network SUD Prevention funds.

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 that the Ingham County Board of Commissioners authorize amending the FY25 SUD Prevention contract between ICHD and Mid-State Health Network by increasing the total amount to be paid to ICHD by MSHN under this contract by \$20,000, increasing the total FY25 contract amount noted in Resolution #24-297 from \$136,523 to \$156,523, effective October 1, 2024 through September 30, 2025. I also respectfully recommend that the Ingham County Board of Commissioners authorize amending the third clause in Resolution #24-543 by replacing the word “Treatment” with the word “Prevention” to note the correct funding source for FY25 Harm Reduction Community Education efforts.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #24-543 AUTHORIZING WITH MID-STATE HEALTH NETWORK

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the FY25 Substance Use Disorder (SUD) Prevention contract between ICHD and Mid-State Health Network (MSHN) by increasing the total amount to be paid to ICHD by MSHN under this contract by \$20,000; and

WHEREAS, this will amend the total FY25 SUD Prevention Services contract amount noted in Resolution #24-297 from \$136,523 to \$156,523; and

WHEREAS, the MSHN Board of Directors has approved this increase and the contract administrator has sent ICHD a signed contract amendment noting this increase, with an effective date of October 1, 2024, which requires authorized signature from Ingham County; and

WHEREAS, ICHD also wishes to amend Resolution #24-543, which erroneously noted that the approved FY25 MSHN SUD Treatment contract budget with ICHD included \$20,000 for renewing the contract with Piper & Gold Public Relations for community-driven harm reduction messaging and resources; and

WHEREAS, in November 2025, ICHD staff discovered that a formula error in the FY25 SUD Treatment contract budget worksheet which caused the \$20,000 for Harm Reduction Community Education to be excluded from the FY25 SUD Treatment contract approved contract amount; and

WHEREAS, upon contacting MSHN to request a contract amendment to increase the FY25 SUD Treatment contract budget by \$20,000 to correct for the formula error, MSHN staff recommended the \$20,000 increase to the MSHN Board of Directors, who approved the increase as an amendment to the ICHD FY24 SUD Prevention Contract; and

WHEREAS, ICHD requests that the third clause in Resolution #24-543 be amended by replacing the word "Treatment" with the word "Prevention" to note the correct funding source for FY25 Harm Reduction Community Education efforts; and

WHEREAS, by choosing not to approve the FY25 SUD Prevention contract amendment would forfeit the \$20,000 being provided by MSHN for FY25 Harm Reduction Community Education efforts; and

WHEREAS, the contract amendment will increase the FY25 SUD Prevention contract amount by \$20,000, which will increase the total FY25 SUD Prevention contract amount from \$136,523 to \$156,523; and

WHEREAS, the contract renewal with Piper & Gold for Harm Reduction Community Education in the amount of \$20,000 will be paid by ICHD from the FY25 MSHN SUD Prevention funds; and

WHEREAS, 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; and

WHEREAS, based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amendment the FY25 SUD Prevention contract between ICHD and MSHN by increasing the total amount to be paid to ICHD by MSHN under this contract by \$20,000, increasing the total FY25 contract amount noted in resolution #24-297 from \$136,523 to \$156,523, effective October 1, 2024 through September 30, 2025; and

WHEREAS, based on the information presented, I also respectfully recommend that the Ingham County Board of Commissioners amend the third clause in Resolution #24-543 by replacing the word “Treatment” with the word “Prevention” to note the correct funding source for FY25 Harm Reduction Community Education efforts.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes amendment the FY25 SUD Prevention contract between ICHD and MSHN by increasing the total amount to be paid to ICHD by MSHN under this contract by \$20,000, increasing the total FY25 contract amount noted in Resolution #24-297 from \$136,523 to \$156,523, effective October 1, 2024 through September 30, 2025.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also amends the third clause in Resolution #24-543 by replacing the word “Treatment” with the word “Prevention” to note the correct funding source for FY25 Harm Reduction Community Education efforts.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any 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 necessary contract agreement upon approval as to form by the County Attorney.

TO: Board of Commissioners Human Services, County Services and Finance Committees

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

DATE: January 28, 2025

SUBJECT: Authorization to Create a Special Part-Time Program Specialist Position
For the meeting agendas of February 18, February 19, and February 24, 2025

BACKGROUND

Ingham County Health Department (ICHD) wishes to create a Special Part-Time (SPT) Program Specialist position within the Maternal and Child Health (MCH) Division. This role will provide support to programmatic efforts within the Division, which serves pregnant and parenting families, as well as infants and children. The ICEA County Professional union has been notified and has confirmed support of the creation of a new position. Funding for this role will be supported by the Region 7 Perinatal Quality Collaborative (PQC), an initiative of the Michigan Department of Health and Human Services (MDHHS). The SPT Program Specialist, will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.).

ALTERNATIVES

ICHD could choose not to create a SPT Program Specialist Position to provide support to programmatic efforts of the MCH Division and thereby forfeit providing services and supports to pregnant and parenting people in Ingham County.

FINANCIAL IMPACT

All costs associated with this agreement have been included in the Region 7 Perinatal Quality Collaborative (PQC).

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 approval of the attached resolution to authorize the creation of a Special Part-Time (SPT) Program Specialist position within the MCH Division. The SPT Program Specialist, an ICEA County Professional Grade 5 will an ICEA County Professional Grade 5, (\$25.4038/hr. to \$30.5051/hr.).

TO: Lisa Chambers, Family Outreach Services Supervisor
FROM: Joan Clous, Human Resources Specialist
DATE: January 29, 2025
RE: Support for the creation of a SPT Program Specialist position

Per your request, Human Resources has reviewed your information and is in support of the creation of a SPT position.

1. SPT Program Specialist ICEA County Professional 05 (\$25.4038/hr. to \$30.5051/hr.)

The ICEA County Professional union has been notified and has confirmed support of the creation of a new position.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed position creation. You are now ready to complete the final step in the process: Contact Budgeting, write a memo of explanation, and prepare a resolution for the Board of Commissioner's approval.

If I can be of further assistance, please email or call me 887-4374.

From: Lisa Chambers <LChambers@ingham.org>

Sent: Tuesday, January 28, 2025 5:04 PM

To: Elisabeth Bliesener <EBliesener@ingham.org>; Carmina Merz <CMerz@ingham.org>; Joan Clous <JClous@ingham.org>

Cc: Karen Bowen <KBowen@ingham.org>; Sue Graham <SGraham@ingham.org>; Renee Bockes <RBockes@ingham.org>; Sally Meyer <SMeyer@ingham.org>

Subject: FW: creation of a SPT Position

Hi Beth,

It looks like we're approved from the union; is there anything else I need to do to move this forward?

Thanks for your help,

Lisa Chambers, MSW
Maternal and Child Health Division Supervisor
Ingham County Health Department
517-272-4122/ Lchambers@ingham.org

If you are interested in learning more about the ICHD home visiting programs, please call the MCH Division at (517) 887-4322; or complete a referral [online](#).

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From: Desiree Cook <DCook@ingham.org>

Sent: Tuesday, January 28, 2025 2:15 PM

To: Joan Clous <JClous@ingham.org>

Cc: Lisa Chambers <LChambers@ingham.org>

Subject: RE: creation of a SPT Position

The union is in agreement.

From: Joan Clous <JClous@ingham.org>

Sent: Tuesday, January 28, 2025 1:55 PM

To: Desiree Cook <DCook@ingham.org>

Cc: Lisa Chambers <LChambers@ingham.org>

Subject: creation of a SPT Position

Desiree,

The Health department want to create a SPT Program Specialist position. The hourly rate is \$25.4038/hr to \$30.5051/hr. Please let me know if the union is in agreement.

Let me know if you have any questions.

Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

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INGHAM COUNTY JOB DESCRIPTION PROGRAM SPECIALIST - HEALTH

General Summary:

Under the supervision of a Health Department supervisor, assists with carrying out the functions of specific health programs such as health plan enrollment; access to healthcare and mobile healthcare initiatives; overdose and substance use disorder prevention/harm reduction; tobacco treatment/cessation, basic life support (BLS) training, and connections to statewide and/or federal healthcare and human services navigation tools. Duties may include assisting in recruiting and training program staff, developing curriculum, data collection, report writing, and assistance in grant writing. Works with community resources and represents the department by servicing on community coalitions.

Essential Functions:

1. Participates in specific health department programs by assisting with the planning, coordination, and implementation of programs, community workshops, and events.
2. Recruits staff and discusses job duties with potential applicants. Receives and review applications, participate in the applicant interview process, and makes hiring recommendations. May process new employees by arranging for physical examinations and completing and sending required forms to the Human Resources department.
3. Explains various programs and workshops offered by the Health Department to schools, community organizations, and other interested groups. Schedules programs, gathers information about the needs of various groups, and prepares program materials.
4. Assists coalitions formed to work with specific Health Department programs. May plan and schedule meetings, facilitate meetings, assists with policy development, and take minutes. May recruit appropriate persons to be coalition members.
5. Maintains records and statistics on program activities and prepares activity and financial reports as required by grant funding sources. May assist with preparation of grant funding requests.
6. Markets and interprets the goals and objectives of programs to community groups, schools, professionals, and other interested people. Promotes and conducts local activities that are part of statewide campaigns.
7. Participates in staff meetings and attends and/or conducts conferences and workshops. Represents the Health Department on various councils and task forces.
8. Coordinates services and networks with schools, businesses, community organizations, and other agencies in identifying community needs and providing information or programming.
9. May train new staff to deliver Health Department programs and facilitate workshops.

Other Functions:

10. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in a social science and/or one or more of the following certifications preferred: National Certificate in Tobacco Treatment Counseling, Certified Application Counselor, Marketplace Navigator, Certified BLS Trainer.

Experience: A minimum of one year of experience in a health-related field. Experience in access to healthcare, health plan navigation, BLS training, tobacco treatment counseling, and/or substance use disorder (SUD) prevention or treatment experience preferred.

Other Requirements:

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

Physical Requirements:

Ability to travel throughout the County.

Ability to access office files.

Lifts and transports materials and equipment.

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

Working Conditions:

Works in office conditions and travels throughout the County to attend meetings.

***PROGRAM SPECIALIST - HEALTH
ICEA County PRO-05
December 2019***

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE A SPECIAL PART-TIME PROGRAM SPECIALIST POSITION

WHEREAS, Ingham County Health Department (ICHHD) wishes to create a Special Part-Time (SPT) Program Specialist position within the Maternal and Child Health (MCH) Division; and

WHEREAS, this role will provide support to programmatic efforts within the MCH Division, which serves pregnant and parenting families, as well as infants and children; and

WHEREAS, the ICEA County Professional union has been notified and has confirmed support of the creation of a new position; and

WHEREAS, funding from this role will be supported by the Region 7 Perinatal PQC, an initiative of the MDHHS; and

WHEREAS, the SPT Program Specialist will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.); and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize creating a SPT Program Specialist position as an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.), to support the programmatic efforts within the MCH Division effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creating a Special Part-Time Program Specialist position as an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.), to support the programmatic efforts within the MCH Division effective upon approval.

BE IT FURTHER RESOLVED, that this role will provide support to programmatic efforts within the MCH Division, which serves pregnant and parenting families, as well as infants and children.

BE IT FURTHER RESOLVED, that the ICEA County Professional union has been notified and has confirmed support of the creation of a new position.

BE IT FURTHER RESOLVED, that funding from this role will be supported by the Region 7 PQC, an initiative of MDHHS.

BE IT FURTHER RESOLVED, that the SPT Program Specialist will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any adjustments to the budget and position allocation list 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

FROM: Morgan Feldpausch, Environmental Sustainability Director

DATE: January 31, 2025

SUBJECT: Resolution to Authorize the Submission of the Ingham County Materials Management Plan Work Program to the State of Michigan

BACKGROUND

Michigan’s Solid Waste Program has been updated with the passage of significant amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. The amendments require that existing County Solid Waste Management Plans be replaced with new Materials Management Plans (MMP).

On March 26, 2024, the Ingham County Board of Commissioners approved Resolution #24-149, which accepted the County Approval Agency (CAA) responsibilities and approved the submission of a Notice of Intent (NOI) to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to prepare an MMP. Subsequently, Ingham County Board of Commissioners appointed the Ingham County Controller’s Office as the Designated Planning Agency (DPA) and established the Ingham County Materials Management Planning Committee (MMPC) in accordance with Part 115.

The amendments to Part 115 require that the MMPC review and approve a work program prepared by the DPA that includes detailed descriptions of tasks to be performed as needed to prepare the MMP pursuant to MCL 299.4704 and MCL 299.4705. In partnership with Ingham County Health Department’s Environmental Health Division, the DPA prepared a draft work program. The DPA engaged the MMPC in the development and revision process at regular MMPC meetings. The MMPC reviewed and approved the Ingham County Materials Management Plan Work Program on January 21, 2025.

ALTERNATIVES

There is no alternative. The County’s submission of a Work Program, which has been approved by the County’s MMPC, is a requirement of the Act. The County formally agreed to this requirement upon accepting the CAA responsibilities and in submitting an NOI to prepare an MMP (Resolution #24-149).

FINANCIAL IMPACT

Funding will become available to develop an MMP through MMP Grants via EGLE’s Request for Work Programs. The Work Program serves as the County’s MMP Grant application.

Grant funding is intended to provide a base amount of funding to supplement the costs of preparing, implementing, and maintaining MMPs. Base amount of \$60,000 for each county. \$0.50 per capita, up to \$300,000 will be available in the first three years to cover the higher upfront costs of initiating the new planning process (in addition to the base amount).

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

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

INGHAM COUNTY MATERIALS MANAGEMENT PLAN WORK PROGRAM SUMMARY

BACKGROUND

On January 8, 2024, the Director of the Michigan Department of Environment, Great Lakes & Energy (EGLE) initiated the process for each county to prepare a Materials Management Plan (MMP), under legislation changes to Michigan Public Act 451, Part 115, which became effective March 29, 2023 (the Act). After approved by EGLE, these plans will replace existing county Solid Waste Plans and transition from a solid waste disposal focus to a new materials management system geared toward seeking alternatives to landfilling, reducing environmental impacts, contributing to a circular economy, and identifying the highest and best use for all materials including recyclables, organics, and solid wastes.

EGLE's Recycling Unit established an MMP grant program as described in the Act by releasing a Request for Work Program in December. Work Programs are required for MMP grant eligibility. Work Programs must be approved by the County's Materials Management Planning Committee (MMPC) and the County Approval Agency (CAA). Ingham County's Board of Commissioners is the County Approval Agency for Ingham County.

DEVELOPMENT OVERVIEW

Ingham County's Work Program was developed by the County's Designated Planning Agency (DPA) using resources such as examples from various other counties, guidance provided by EGLE, and input gathered through meetings between various departments and committees/commissions over the course of 2024. Ingham County's MMPC was appointed by the CAA in July 2024 and began discussing the development of the County's Work Program in September 2024.

The program was reviewed, discussed, modified, and approved by the County's MMPC on January 21, 2025. It complies with the Act and notes that it may be amended as needed.

WORK PROGRAM SECTION SUMMARY

Background: Included above with additional details added to provide context for the summary.

Materials Management Plan 5-Year Projected Budget: Demonstrates the tentatively planned receipt and usage of MMP grant funding over a 5-years period (the period in which MMP grants are expected to be available). Additional details included below.

Proposed Milestone Schedule: Demonstrates the timelines of tentatively planned tasks over a 5-year period. Broken down by year and quarter. Additional details included below.

Glossary of Terms: Defines terms and acronyms used throughout the Work Program.

Task Status and Primary Responsible Party Key: Identifies symbols, colors, and prints and their meanings used throughout the Work Program

Project Tasks: Each task includes detailed descriptions of tasks to be performed as needed through the 5-year period of the project to prepare and implement the plan.

- *Task 1: Planning Process Initiation*: Including actions such as receiving communication from EGLE, appointing the CAA, notifying adjacent counties, submitting the Notice of Intent to EGLE, and setting up a webpage for public communication. It also involves the creation of a contact list, correspondence with stakeholders, and the formal appointment of the DPA.

- *Task 2: Materials Management Planning Committee:* Details establishing and supporting the MMPC to guide the development of Ingham County's MMP. This includes identifying and appointing members, providing administrative support, drafting and adopting bylaws, and preparing and submitting the MMP Work Program to EGLE for approval.
- *Task 3: Materials Management Planning Grant:* Describes securing the MMP Grant by preparing and submitting the grant application, obtaining necessary approvals from the Board of Commissioners (BOC), and working with the Purchasing Department and Financial Services to set up required accounts for grant management.
- *Task 4: Materials Management Plan Request for Proposal:* Describes the preparing, reviewing, issuing, and managing the Request for Proposal (RFP) process for selecting a consultant to develop Ingham County's MMP. This includes scope creation, internal and MMPC reviews, proposal submissions, and final consultant selection and approval.
- *Task 5: Plan Project Management:* Describes the management of the project. Details regular kick-off and progress meetings, as well as developing a Project Management Plan (PMP) and a Public Engagement Plan (PEP) to guide the project.
- *Task 6: Data Collection and Discovery Phase:* Describes Data Collection and Discovery Phase, where the consultant team will review previous plans, analyze existing conditions, and summarize their findings.
- *Task 7: Stakeholder Engagement:* Outlines extensive stakeholder engagement through a variety of methods, including surveys, focus groups, and meetings with stakeholders such as elected officials, waste haulers, facility operators, and residents, to gather input on different materials management topics.
- *Task 8: Analysis and Opportunities Phase:* Includes analyzing gaps and opportunities in the current system, evaluating best management practices, and exploring supporting policies and funding mechanisms, with the development of draft model ordinances/policies to guide future materials management efforts.
- *Task 9: Prepare Draft Materials Management Plan:* Describes preparing the draft MMP, which includes setting goals, objectives, and action plans, creating strategies for implementation and funding, identifying responsible parties, and establishing timelines for meeting goals and objectives.
- *Task 10: Plan Adoption:* Outlines the plan adoption process, including MMPC approval of the draft plan, a 60-day public comment period, holding public hearings, revising the plan based on feedback, and obtaining necessary approvals from the CAA and local municipalities before submitting the final MMP to EGLE for approval.
- *Task 11: Plan Implementation:* Focuses on ongoing implementation of the MMP, including working towards meeting goals, developing new or enhanced programs, securing funding, conducting education and outreach, collecting and maintaining data, and fostering partnerships and collaborations to support the plan's success.

Public Participation: Outlines the current status and upcoming steps for public participation in the County's MMP development. Describes the process of selecting a consultant through a competitive bid process, with the consultant being tasked to create a comprehensive Public Engagement Plan (PEP) to ensure broad and inclusive community involvement in the planning process in compliance with the Act.

Staffing: Outlines the staffing structure for the MMP project, detailing the roles and responsibilities of the Project Consultant and a tentative Materials Management Coordinator position. It describes the tentative duties and timelines for each position, which are subject to approval.

Appendix A: Approved Budget Form with Narrative: Completed Approved Budget Form with Narrative recommended by the EGLE. Communicates the costs of the individual elements and the total cost of plan preparation in Year 1 of the project.

MATERIALS MANAGEMENT PLAN 5-YEAR PROJECTED BUDGET

Date Prepared: 1/14/2025

Project Name: Ingham County Materials Management Plan

Planning Area: Ingham County, MI

PROJECTED REVENUES					
Description	2025 (Projected)	2026 (Projected)	2027 (Projected)	2028 (Projected)	2029 (Projected)
MMP EGLE Grant	\$202,000.00	\$202,000.00	\$202,000.00	\$60,000.00	\$60,000.00
Annual Carry-Over	-	\$116,500.00	\$55,160.00	\$22,320.00	\$2,520.00
Annual Total <i>MMP EGLE Grant + Annual Carry-Over</i>	\$202,000.00	\$318,500.00	\$257,160.00	\$82,320.00	\$62,520.00
Total Projected Revenue <i>MMP EGLE Grant Total</i>	\$726,000.00				

PROJECTED EXPENDITURES						
Description	2025 (Projected)	2026 (Projected)	2027 (Projected)	2028 (Projected)	2029 (Projected)	Line Item Total
Personnel	-	\$94,620.00	\$94,620.00	-	-	\$189,240.00
Fringe Benefits	-	\$75,240.00	\$75,240.00	-	-	\$150,480.00
Contractual Services	\$85,500.00	\$85,500.00	\$57,000.00	\$57,000.00	-	\$285,000.00
Supplies and Materials	-	\$5,700.00	\$5,700.00	-	-	\$11,400.00
Travel	-	\$2,280.00	\$2,280.00	-	-	\$4,560.00
MMP Implementation	-	-	-	\$22,800.00	\$62,472.00	\$85,272.00
Annual Total	\$85,500.00	\$263,340.00	\$234,840.00	\$79,800.00	\$62,472.00	
Total Projected Expenditures	\$725,952.00					

MATERIALS MANAGEMENT PLAN 5-YEAR PROJECTED BUDGET SUMMARY

TOTAL PROJECTED REVENUE
MMP EGLE Grant Total \$726,000.00

TOTAL PROJECTED EXPENDITURES \$725,952.00

PROPOSED MILESTONE SCHEDULE

Task	Completion Date / Deadline	2025				2026				2027				2028				2029			
		Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec
Task 1: Planning Process Initiation	9/30/2024																				
Task 2: Materials Management Planning Committee	6/30/2025	X	X																		
Task 3: Materials Management Planning Grant	12/31/2025	X	X	X	X																
Task 4: Materials Management Plan Request for Proposal	9/30/2025	X	X	X																	
Task 5: Plan Project Management	12/31/2025		X	X	X																
Task 6: Data Collection and Discovery Phase	12/31/2025		X	X	X																
Task 7: Stakeholder Engagement	6/30/2027			X	X	X	X	X	X	X	X										
Task 8: Analysis and Opportunities Phase	6/30/2026				X	X	X														
Task 9: Prepare Draft Materials Management Plan	9/30/2026						X	X													
Task 10: Plan Adoption	6/30/2027							X	X	X	X										
Task 11: Plan Implementation	Ongoing											X	X	X	X	X	X	X	X	X	X

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE SUBMISSION OF THE INGHAM COUNTY MATERIALS
MANAGEMENT PLAN WORK PROGRAM TO THE STATE OF MICHIGAN**

WHEREAS, Michigan's Solid Waste Program has been updated with the passage of significant amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, that became effective on March 29, 2023; and

WHEREAS, the amendments require that existing county Solid Waste Management Plans be replaced with new Materials Management Plans (MMP) that focus on sustainable materials management approaches, such as recycling and composting, instead of just landfilling waste; and

WHEREAS, on March 26, 2024, the Ingham County Board of Commissioners approved Resolution #24-149, which accepted the County Approval Agency responsibilities; and

WHEREAS, Resolution #24-149 approved the submission of a Notice of Intent (NOI) to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to prepare an MMP; and

WHEREAS, on July 15, 2024 the Ingham County Board of Commissioners appointed the Ingham County Controller's Office as the Designated Planning Agency (DPA) to serve as the primary governmental entity that will develop and administer the MMP; and

WHEREAS, Resolution #24-345 established the Ingham County Materials Management Planning Committee as a permanent body in accordance with Part 115; and

WHEREAS, the amendments to Part 115 require that the Ingham County Materials Management Planning Committee review and approve a work program prepared by the Ingham County DPA that includes detailed descriptions of tasks to be performed as needed to prepare the MMP pursuant to MCL 299.4704 and MCL 299.4705; and

WHEREAS, on January 21, 2025, the Ingham County Materials Management Planning Committee reviewed and approved the Ingham County Materials Management Plan Work Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Controller's Office, in conjunction with the Board of Commissioners' Office, to submit the Ingham County Materials Management Plan Work Program to the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

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

TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Andrew Dunn, Director of Operations
Road Department

DATE: February 4, 2025

SUBJECT: Proposed Resolution Authorizing a Professional Service Agreement for As-Needed Roto Milling & Pulverizing Services for 2025

For the meeting agendas of February 18, 19 and 25

BACKGROUND

The Purchasing Department solicited proposals for the Road Department to provide roto milling and pulverizing services for the 2025 calendar year for projects under the jurisdiction of the Ingham County Road Department (ICRD), per Request for Proposal (RFP) #3-25 from experienced and qualified vendors.

Three responsive proposals were received, as detailed in the attached Memo of Performance. ICRD and Purchasing staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed unit prices and overall value to the county. Based on the review and the anticipated milling and pulverizing needs this year, the ICRD recommends that all of the following respondents be retained to provide the requested services:

Extreme Milling & Pulverizing, LLC, 16220 National Parkway, Lansing, MI 48906

McKearney Asphalt & Sealing, Inc, 901 E. Gier, Lansing, MI 48906

Michigan Paving & Materials Co., 16777 Wood St., Lansing, MI 48906

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with this contract.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a professional services agreement with Extreme Milling & Pulverizing, LLC; McKearney Asphalt & Sealing, Inc; and Michigan Paving & Materials Co. for as-needed roto milling and pulverizing services for 2025.

TO: Kelly Jones, Director, Ingham County Road Department
FROM: Kristen Romo, Director of Purchasing
DATE: January 24, 2025
RE: Memorandum of Performance for RFP #3-25, 2025 Roto Milling & Pulverizing Services

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors for providing roto milling and pulverizing services for the Ingham County Road Department on an as-needed basis for the period of one (1) year.

The scope of work includes, but is not limited to, providing all services and related materials to complete the roto milling and pulverizing work in accordance with the 2020 MDOT Standard Specifications for Construction. The Contractor will work with the Director of Operations and/or their designee to compile a listing of roads to be completed.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	62	10
Vendors Nonresponsive – Missing Forms	1	0
Vendors responding	3	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	McKearney Asphalt & Sealing		Extreme Milling & Pulverizing		Michigan Paving & Materials		Engineered Soils	
Local Preference	Yes, Lansing MI		No, Lansing MI (Clinton County)		Yes, Lansing MI		No, Ashley IN	
Description	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
	Less than 5 Hours	Minimum of 5 Hours	Less than 5 Hours	Minimum of 5 Hours	Less than 5 Hours	Minimum of 5 Hours	Less than 5 Hours	Minimum of 5 Hours
6' 6" Minimum Mill	\$850.00	\$650.00	\$800.00	\$700.00	\$800.00	\$675.00		
3' Minimum Mill	\$650.00	\$650.00	\$700.00	\$700.00	No Bid	No Bid	Nonresponsive - missing forms	
Skid Steer Mounted 18" Wide Mill	\$350.00	\$350.00	\$450.00	\$450.00	No Bid	No Bid		
Pulverizing	No Bid	No Bid	\$570.00	\$570.00	No Bid	No Bid		
Trucking Services	\$225.00	\$225.00	\$190.00	\$190.00	165 - Lead	165 - Lead		
Mobilization Fee	\$1,500.00	\$650.00	\$1,200.00	\$550.00	\$250.00	\$250.00		
	*Need 1 week notice				*Train cost per hour \$195.00			

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PROFESSIONAL SERVICE AGREEMENT FOR AS-NEEDED
ROTO MILLING & PULVERIZING SERVICES FOR 2025**

WHEREAS, the Road Department occasionally utilizes roto milling and pulverizing services on road construction projects throughout the County on an as-needed basis; and

WHEREAS, the Purchasing Department solicited proposals (RFP #3-25) for vendors to provide as-needed roto milling and pulverizing services for the 2025 calendar year, receiving three responsive proposals; and

WHEREAS, Road Department and Purchasing Department staff have reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates, and overall value to the County; and

WHEREAS, when retaining services for a specific project, the Road Department will strive to retain the most cost-effective vendor who is able to provide the experience and expertise necessary for the specific project; and

WHEREAS, the Road Department budget includes sufficient funds for this contract for the 2025 calendar year; and

WHEREAS, it is the recommendation of the Road Department to execute a professional services agreement with the following:

Extreme Milling & Pulverizing, LLC, 16220 National Parkway, Lansing, MI 48906

McKearney Asphalt & Sealing, Inc, 901 E. Gier, Lansing, MI 48906

Michigan Paving & Materials Co., 16777 Wood St., Lansing, MI 48906

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a professional services agreement with Extreme Milling & Pulverizing, LLC located at 16220 National Parkway, Lansing, MI 48906; McKearney Asphalt & Sealing, Inc. located at 901 E. Gier, Lansing, MI 48906; and Michigan Paving & Materials Co. located at 16777 Wood St., Lansing, MI 48906 to provide the as-needed roto milling & pulverizing services for the 2025 calendar year at rates not to exceed those stated in their proposals to RFP #3-25.

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, County Services Committee and Finance Committee

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: January 29, 2025

SUBJECT: Proposed Resolution Authorizing Professional Service Agreements for As-Needed Signal Modeling and Timing Permit Services for 2025-2026

For the meeting agendas of February 4, 5, and 11

BACKGROUND

The Purchasing Department solicited proposals for the Road Department to provide services for the 2025 and 2026 calendar years, for miscellaneous signal modeling, optimization, and preparation of signal timing permits per Request for Proposal (RFP) #243-24 from Michigan Department of Transportation prequalified vendors. The scope of work, similar to prior years, includes miscellaneous signal modeling, corridor signal optimization, intersection improvement recommendations, and preparation of signal timing permits for projects under the jurisdiction of the Ingham County Road Department (CRD). The RFP also includes a provision to extend the contract for the 2027 and 2028 calendar years, if deemed acceptable to all parties.

Five proposals were received, as detailed in the attached Memo of Performance. ICRD and Purchasing staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed unit prices, and overall value to the county. Based on the review and the anticipated engineering needs over the next two years, the ICRD recommends that the following respondents be retained to provide the requested services:

Clark Dietz – 6709 Centurion Drive, Suite 300, Lansing, MI 48917

Colliers Engineering & Design – 7050 W. Saginaw Hwy, Suite 200, Lansing, MI 48917

DLZ – 1425 Keystone Avenue, Lansing, MI 48911

Notice of Disclosure: The Road Department Managing Director has a personal relationship with an employee at Clark Dietz. For this reason, the Managing Director abstained from the selection committee for this RFP and will have no direct involvement in the oversight of duties conducted under the requested scope of work.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the costs associated with this contract.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize professional services agreements with Clark Dietz, Colliers Engineering & Design and DLZ for as-needed signal modeling and timing permit services for 2025-2026.

TO: Kelly Jones, Director, Road Department
FROM: Kristen Romo, Director of Purchasing
DATE: December 10, 2024
RE: Memorandum of Performance for RFP No. 243-24:
2025-2026 Signal Modeling & Timing Permit Consulting Services

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for years 2025 and 2026, with a possible 2-year contract extension for years 2027-2028.

The scope of work includes, but is not limited to, the required MDOT prequalified classifications: Design - Traffic: Signal, Design - Traffic: Signal Operations, and Design - Traffic: Signal Operations – Complex. The intent is to improve intersection operation, replace the existing signal equipment, and optimize the level of service (LOS) at various intersections within Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	43	10
Vendors responding	5	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	Range of Costs/Rate Per Hour (See Packet for details)
OHM Advisors	No, Fenton MI	\$80.00 to \$215.00
DLZ	Yes, Lansing MI	\$100.00 to \$250.00
Colliers Engineering & Design	No, Lansing MI (Eaton County)	\$105.00 to \$220.00
Clark Dietz	No, Lansing MI (Eaton County)	\$100.00 to \$260.00
Fishbeck	Yes, Lansing MI	\$91.00 to \$265.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PROFESSIONAL SERVICE AGREEMENTS FOR AS-NEEDED SIGNAL MODELING AND TIMING PERMIT SERVICES FOR 2025-2026

WHEREAS, the Road Department occasionally requires miscellaneous signal modeling, optimization, and preparation of signal timing permits to improve traffic operations throughout the County on an as-needed basis; and

WHEREAS, the Purchasing Department solicited proposals (RFP #243-24) from Michigan Department of Transportation prequalified vendors to provide as-needed miscellaneous signal modeling, optimization, and preparation of signal timing permits for the 2025 and 2026 calendar years, with the option to extend the term for the 2027 and 2028 calendar years, receiving five proposals; and

WHEREAS, Road Department and Purchasing Department staff have reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates, and overall value to the County; and

WHEREAS, when retaining services for a specific project, the Road Department will strive to retain the most cost-effective vendor who is able to provide the experience and expertise necessary for the specific project; and

WHEREAS, the Road Department budget includes sufficient funds for this contract for the 2025 and 2026 calendar years; and

WHEREAS, it is the recommendation of the Road Department to execute professional services agreements with the following:

Clark Dietz – 6709 Centurion Drive, Suite 300, Lansing, MI 48917

Colliers Engineering & Design – 7050 W. Saginaw Hwy, Suite 200, Lansing, MI 48917

DLZ – 1425 Keystone Avenue, Lansing, MI 48911

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into professional services agreements with Clark Dietz – 6709 Centurion Drive, Suite 300, Lansing, MI 48917, Colliers Engineering & Design – 7050 W. Saginaw Hwy, Suite 200, Lansing, MI 48917 and DLZ – 1425 Keystone Avenue, Lansing, MI 48911 to provide the as-needed signal modeling and timing permit services for the 2025 and 2026 calendar years at rates not to exceed those stated in their proposals to RFP #243-24.

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 Committee, Finance Committee

FROM: Undersheriff Andrew R. Bouck, Ingham County Sheriff’s Office

DATE: February 4, 2025

SUBJECT: Resolution to authorize Equipment Purchase Order Agreements for eight (8) replacement vehicles and one (1) replacement boat to upgrade the Sheriff’s Office fleet.

For the meeting agendas of *February 13, 2025, February 19, 2025*

BACKGROUND

This resolution is to approve the Ingham County Sheriff’s Office (ICSO) to utilize 2025 budgeted funds to purchase fleet vehicles and a boat. The Sheriff’s Office provides life-saving services and protection to our community, requiring a variety of vehicles to include a fleet of pursuit rated police package vehicles, inmate transport vehicles, vehicles for investigative functions, and boats for water rescue and dive responses. Due to the unique performance demands of the vehicles and boats, ICSO established a strategic maintenance and rotational replacement schedule, replacing a portion of the fleet annually instead of an entire fleet all at once. Doing so optimizes the balance between maximizing fleet longevity with the safety and reliability performance needs of the vehicles while minimizing costly repair expenses of aging vehicles. Furthermore, the strategy allows fiscally responsible budget planning through allocating the costs of vehicle replacement across multiple budgeting years.

Specifically, this resolution is for the purchase of four police interceptor vehicles, three investigations vehicles, one transport vehicle, and one Inflatable Rescue Boat and the associated emergency equipment for the following amounts:

Field Services:

Replace DB Cars 30, 31, 39	\$111,932
Replace Marked Units 3, 12, 26, 54 (includes change-over)	\$293,964
Replace K9 Vehicle 19 (includes change-over)	\$70,547
Inflatable, Rubber/Rigid Watercraft (and equipment)	\$24,000

Corrections:

Replace Van 42 (includes change-over)	\$72,457
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Total	\$572,900
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ALTERNATIVES

ICSO uses the state contract pricing through Lunghamer Ford for fleet vehicle purchases. Additionally, three quotes were obtained for the Inflatable Rescue Boat, with MilPRO Marine LLC offering competitive pricing and in-state representation. Failing to replace aging vehicles generates significantly increasing maintenance costs to ensure vehicles remain reliable and able to meet the demands needed to deliver emergency life-safety and protection services to the residents of Ingham County. The rescue boat will serve to replace an aged Boston Whaler in need of cost prohibitive repairs.

FINANCIAL IMPACT

The replacement vehicles and boat will be purchased with monies already approved for the same in the Sheriff’s Office 2025 Budget. The amount approved for these purchases is not to exceed \$572,900.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of Service to Residents, Community Engagement, and Public Health and Safety as it enhances the Sheriff's Office's ability to respond safely and effectively to life-safety emergencies, incidents of violence, calls for service in our community, and transport of individuals in our custody, efficiently delivering our services in a safe and professional manner.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of eight vehicles and one boat to upgrade a portion of the Sheriff's Office fleet.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE EQUIPMENT PURCHASE ORDER AGREEMENTS FOR EIGHT (8) REPLACEMENT VEHICLES AND ONE (1) REPLACEMENT BOAT TO UPGRADE THE SHERIFF'S OFFICE FLEET

WHEREAS, the Ingham County Sheriff's Office personnel provide life-saving services, emergent community protection, and general law enforcement services to the residents of Ingham County in the performance of their duties; and

WHEREAS, the services provided require safe, reliable vehicles and boats specifically engineered and outfitted for emergency responses, investigations, inmate transportation and water rescue to enhance safety, vehicle performance, and longevity unique to the demands of those services; and

WHEREAS, systematically updating the fleet vehicles takes advantage of on-going safety engineering and durability while reducing expenses for significant maintenance costs associated with aging fleets; and

WHEREAS, the Sheriff's Office leverages warranties to maintain the vehicles to minimize repair expenses; and

WHEREAS, the Sheriff's Office utilizes a strategic vehicle replacement rotation to responsibly and effectively budget for and allocate replacement vehicle and boat expenses consistently across multiple years; and

WHEREAS, Lunghamer Ford is an authorized dealership and vendor able to provide the vehicles at state contract pricing for three Ford Explorer Interceptors for a total not to exceed amount of \$293,964, one Ford F-150 Police Interceptor for a total not to exceed amount of \$70,547, three unmarked Ford vehicles for investigations for a total not to exceed amount of \$111,932, and one Ford Transit Transport Van for a not to exceed amount of \$72,457; and

WHEREAS, MilPRO Marine LLC provides competitive pricing out of three vendor quotations for an Inmar 470-SR-HYP Inflatable Rescue Boat, Mercury 30 HP motor and a Trailmaster trailer package for a not to exceed price of \$24,000; and

WHEREAS, the Sheriff's Office received approval to purchase eight (8) replacement fleet vehicles, one (1) replacement boat, and associated equipment in the 2025 budget process; and

WHEREAS, the amount approved for these purchases is a total not to exceed \$572,900.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of eight (8) replacement vehicles from Lunghamer Ford with a total not to exceed amount of \$548,900 for the vehicles listed above, and the purchase of one (1) replacement boat from MilPRO Marine with a not to exceed amount of \$24,000 for a total not to exceed amount for the vehicles and replacement boat of \$572,900.

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

TO: Board of Commissioners Law & Courts, Finance Committee

FROM: Keith Watson, Chief Public Defender

DATE: January 31, 2025

SUBJECT: Resolution to Authorize the Renewal of Lawyers Professional Liability Insurance Coverage to Attorneys in the Office of the Public Defender

BACKGROUND

The Office of the Public Defender is in need of professional liability/malpractice insurance for all County-employed Public Defenders.

The Office of the Public Defender has reviewed three professional liability insurance proposals. Though the proposal from Alta Pro came in at \$1,000 less than Columbia Casualty, we have experienced excellent service with our current carrier and recommend continuing our coverage with them. See chart below:

Carrier	Quote
Alta Pro	\$15,719.00
Columbia Casualty	\$16,405.13
DHIA	\$21,368.43

Funds are available through the 2024-25 Michigan Indigent Defense Commission Compliance Plan for this expenditure.

The agreement would provide a Lawyers Professional Liability policy of \$250,000 per claim/\$500,000 aggregate coverage with a \$2,500 deductible to lawyers within the Office of the Public Defender at a cost of \$16,405.13 per year for the term of one year commencing March 7, 2025 and it shall be reviewed annually.

ALTERNATIVES

Leave the Office of the Public Defender without liability insurance, potentially exposing the County to greater expense in the event of a malpractice claim.

FINANCIAL IMPACT

The proposed resolution will cost \$16,405.13 and funds are available through the 2024-25 Michigan Indigent Defense Commission Compliance Plan.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that the Law and Courts and Finance Committees approve the resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE RENEWAL OF LAWYERS PROFESSIONAL LIABILITY INSURANCE COVERAGE TO ATTORNEYS IN THE OFFICE OF THE PUBLIC DEFENDER

WHEREAS, it is essential that the Ingham County Office of the Public Defender has adequate professional liability/malpractice insurance in place for all County-employed Public Defenders; and

WHEREAS, the Office of the Public Defender has reviewed three professional liability insurance proposals, and it has determined that the package offered by our current carrier, Columbia Casualty Company (underwritten by Paragon Underwriters), is the most beneficial to the Office of the Public Defender; and

WHEREAS, the Office of the Public recommends renewing the package offered by Columbia Casualty Company (underwritten by Paragon Underwriters), and

WHEREAS, funds are available through the 2024-25 Michigan Indigent Defense Commission Compliance Plan for this expenditure.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County to enter into an agreement with Columbia Casualty Company (underwritten by Paragon Underwriters) to provide a Lawyers Professional Liability policy of \$250,000 per claim/\$500,000 aggregate coverage with a \$2,500 deductible to lawyers within the Office of the Public Defender.

BE IT FURTHER RESOLVED, that the Lawyers Professional Liability Insurance Policy agreement shall be for \$16,405.13 for the term of one year commencing March 7, 2025 and it shall be reviewed annually.

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: Law & Courts and Finance Committees
FROM: Annette Ellison, Deputy Court Administrator
DATE: February 3, 2025
SUBJECT: Resolution to Amend Resolution #24-534 to Include Microsoft Access Database Migration and Assessments for the Juvenile Division to the Agreement with Bizstream

For Meeting Agendas: February 13th - Law and Courts
February 19th - Finance

BACKGROUND

The Juvenile Division is required by statute to track certain information in order to receive Child Care Funding. Pursuant to Resolution #23-221, in order to meet this need, the Board of Commissioners approved the Juvenile Division’s request to purchase Bizstream Youth Center client management software. Bizstream is the parent company of “Youth Center”, a client management software designed to track client contacts, risk assessment information, detention and placement history, school information, programs and services, etc. There are probation and detention platforms within the software. Pursuant to Resolution #24-534, The Juvenile Division was given authorization to renew the agreement with Bizstream.

Effective October 1, 2024, Michigan courts are required to conduct screenings and risk and needs assessments on justice-involved youth at various decision-making points to help inform decisions and drive effective case management and treatment planning. The juvenile justice reform legislation also requires the court to develop a data collection plan to ensure screening and assessment tools and community-based interventions are implemented with and adhere to fidelity. Pursuant to MCL400.117a (14), a county may utilize juvenile client management software to allow for statewide juvenile justice data aggregation, analysis, and reporting.

The Juvenile Division has been a leader in juvenile justice by developing progressive and evidence-based programming for youth and families, where the use of validated risk assessments and screening tools have been integrated into court practices. The Juvenile Division has adopted the Youth Level of Service/Case Management Inventory with Protective Factors (YLS/CMI) and the Juvenile Sex Offender Assessment Protocol-II (JSOAP-II). With the transition to Bizstream, the risk assessments and screening tools should be custom built into the client management software to improve efficiency of the screening process and data reporting.

For over 20 years, the Circuit Court Juvenile Division, has relied on Michigan State University to analyze and evaluate data collected by the Juvenile Division. Through this collaboration, Michigan State conducts quarterly program evaluations of all evidenced-based programming supported by the Juvenile Justice Millage funds, which strengthens the Juvenile Division’s continuous quality improvement plan and allows for more direct feedback in an effort to improve the overall quality of juvenile justice programming. The Juvenile Division’s Access database is the current warehouse for this data, and has become antiquated. It has reached its end of life and capacity. If the data is not imported to Bizstream, the Division jeopardizes losing the world’s largest juvenile justice risk and recidivism database. This data is used to analyze juvenile justice trends, identify service gaps, and answer important empirical questions proposed by the court and county.

The Juvenile Division wishes to enter into a contract with Bizstream for the purposes of migrating data from the Microsoft Access database to Bizstream Youth Center and building of custom assessments into the client management software not to exceed the estimated cost range of \$38,600 and \$45,600.

ALTERNATIVES

Do not migrate the Access database and resume completing risk assessments via paper and manually entering the data on detained and delinquent youth.

FINANCIAL IMPACT

While the Bizstream client management system is eligible for State Child Care Fund reimbursement, the database import and building custom assessments are considered “judicial costs”, therefore, ineligible. This contract can be funded through the Juvenile Justice Millage.

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 for entering into an agreement with Bizstream for the purpose of Access Database import and building custom assessments into the client management system.

Introduced by the Law & Courts and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #24-534 TO INCLUDE MICROSOFT ACCESS DATABASE MIGRATION AND ASSESSMENTS FOR THE JUVENILE DIVISION TO THE AGREEMENT WITH BIZSTREAM

WHEREAS, the Juvenile Division is required by statute to track certain information in order to receive Child Care Funding and conduct screenings and risk assessments on justice-involved youth at various decision-making points to help inform legal decisions and drive effective case management and treatment planning; and

WHEREAS, the Juvenile Division has been a leader in juvenile justice by developing progressive and evidence-based programming for youth and families, where the use of validated risk assessments and screening tools such as the Youth Level of Service (YLS) and the Juvenile Sex Offender Assessment Protocol-II (JSOAP-II) have been integrated into court practices; and

WHEREAS, the juvenile justice reform legislation requires the court to develop a data collection plan to ensure screening and assessment tools and community-based interventions are implemented and adhere to fidelity; and

WHEREAS, the juvenile justice reform legislation allows the court to utilize juvenile client management software to allow for statewide juvenile justice data aggregation, analysis, and reporting; and

WHEREAS, Resolution #24-534 established a renewal agreement with Bizstream “Youth Center”, a client management software designed to track client contacts, risk assessment information, detention and placement history, school information, programs and services; and

WHEREAS, the risk assessments and screening tools should be custom built into the client management software to improve efficiency of the screening process and data reporting; and

WHEREAS, for over 20 years, the Circuit Court Juvenile Division, has relied on Michigan State University to evaluate data collected by the Juvenile Division which is currently warehoused in the Division’s Microsoft Access database; and

WHEREAS, the Microsoft Access database has become antiquated and has reached its end of life capacity, if not imported into Bizstream, the Division jeopardizes losing the world’s largest juvenile justice risk and recidivism database which is used to analyze juvenile justice trends and answer important empirical questions proposed by the court and county; and

WHEREAS, The Circuit Court Juvenile Division would like to amend Resolution #24-534, which establishes Bizstream to provide client management software, to include completing the data migration and assessment services; and

WHEREAS, funds are available to support this project in the Juvenile Justice Millage fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to amend the contract with Bizstream through Resolution #24-534 for the purposes of migrating data from the Microsoft Access database to Bizstream Youth Center and building of custom assessments into the client management software not to exceed the estimated cost range of \$38,600 and \$45,600.

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: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: November 22, 2024
SUBJECT: Resolution to Amend the Procurement Card Procedures Policy
For the County Services Meeting on February 18 and Finance February 19

BACKGROUND

The Controller’s Office established a Policy Review Committee consisting of representatives from various departments including: the Board of Commissioners Office, Clerk’s Office, Treasurer’s Office, Sheriff’s Office, Circuit Court, Health Department, Controller’s Office (including DEI), Facilities, Purchasing, Innovation & Technology, and Human Resources to review current policies and recommend changes, and draft new policies. We have recently combined with committee with the Health in All Policies Committee.

At the last meeting, the Committee reviewed the Procurement Card Procedures (P-Cards) policy to perform some administrative clean-up and to address an issue with outside agencies utilizing County P-Cards to purchase supplies with County funds. This has been a common practice for the Michigan Department of Health and Human Services (MDHHS), which receives County funds and typically utilizes County P-Cards for purchases. This is not allowed by the current Policy, but is an efficient way for MDHHS to access County funds for purchases of emergency supplies for their clients. In addition, we wanted to emphasize what P-Cards cannot be used for, namely purchasing food and beverages for meetings where staff only are in attendance (no public), and that rebates from P-Card purchases cannot be accepted by the employee.

ALTERNATIVES

Not approve the policy.

FINANCIAL IMPACT

No additional costs to the County.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services and Finance approve the amendments o the Procurement Card Procedures Policy.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE PROCUREMENT CARD PROCEDURES POLICY

WHEREAS, the Ingham County Policy Review Committee was established to review existing policies and recommend new policies for Ingham County; and

WHEREAS, the Policy Review Committee has recently merged with the Health in all Policies (HIAP) Committee; and

WHEREAS, the newly constituted HIAP Committee recently reviewed the Procurement Card Procedures Policy and recommends the following changes:

- C. Procurement Card Program Overview, 1 – add “with the exception of employees of other agencies receiving County funding with permission from the Purchasing Director and the Controller/Administrator” to the end of the first sentence
- D. Cardholder Responsibilities, 1 – add the sentence, “Food and beverages purchased for staff meetings and staff lunches are not an allowable expense. Only meetings which include community members, vendors, or other outside parties will be allowed to serve food and beverages at the County’s expense”
- D. Cardholder Responsibilities, 8 – add “or rebates” before “in lieu of a credit to the procurement card account”
- Administrative clean up throughout the policy (change Financial Services Department to Department of Finance and Budget, his/hers to their or employee); and

WHEREAS, the attached Procurement Card Procedures Policy reflects the amends to the policy in strike out and bold format.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the amendments to the Procurement Card Procedures Policy, which will take effect upon the adoption of this resolution.

BE IT FURTHER RESOLVED, that this policy shall be applicable to all departments of Ingham County and Elected Officials and the Courts that choose to participate.

Name: Procurement Card Procedures		Policy #: 414
Category: Personnel		
Resolution: 02-178		Effective Date: 07/23/2002
Last Reviewed: Unknown	Next Review: 4/1/2023	Health in All Policy Reviewed: <input type="checkbox"/>
Amendments:		
Applicable To: All Ingham County Department		
Responsible Department:		Signature:

A. Introduction

Ingham County Procurement Card Program has been established to provide a convenient means with which to make purchases and reduce the costs associated with initiating and paying for those purchases. The County Purchasing **Department** and ~~Financial Services Departments~~ **Department of Finance & Budget** are responsible for managing the program and each department is responsible for managing its cardholder accounts.

B. Parties Involved

1. Card Issuer - Comerica Bank services include: issuing MasterCard Procurement Cards to Ingham County Employees, providing electronic transaction authorizations, and billing Ingham County for all purchases made on the cards.
2. Ingham County - Arranges with the card issuer, Comerica Bank, to have procurement cards issued to approved employees and agrees to accept liability for the employees' use of the cards.
3. Department Head - Each department head is the Ingham County official who must approve the employee's request for a procurement card, designates the department code for purchase on the procurement card, and submits the application to the procurement card administrator. Department head approval delegates transaction authority to the cardholder.
4. Procurement Card Administrator - The central administrator, located in the Ingham County Purchasing Department, coordinates the procurement card program for Ingham County acts as Ingham County's intermediary in correspondence with the card issuer.

Duties may include but not be limited to:

- a. Procurement card training
 - b. Requesting new cards upon receipt of approved authorization
 - c. Assisting cardholders, site coordinators and department heads with disputes, changes and other areas as requested.
 - d. Monitors procurement card accounts and program.
 - e. Reports to the procurement card team items that may need to be investigated or researched which would allow the program to operate effectively.
5. Financial Administrator - The financial administrator, located in the Ingham County

~~Financial Services Department~~ **Department of Finance & Budget**, coordinates the financial aspects of the procurement card program. The financial administrator is responsible for all payments and record keeping. The financial administrator may perform duties of the procurement card administrator should there be a need.

6. Site Coordinator - An employee of Ingham County in each department designated by the department head or card administrators to be responsible for training cardholders, reviewing transactions of individual cardholders to make sure the transactions are legitimate business expenses and are classified appropriately.
7. Cardholder - An employee of Ingham County who is approved by ~~his/her~~ **their** department head to use the procurement card to execute purchase transactions on behalf of Ingham County.
8. Vendor - The merchant from whom a cardholder is making a purchase.
9. Procurement Team - The team of Ingham County employees formed to evaluate the program, write the policies and procedures and rolling out the program. The procurement team will consist of a representative from at least the following departments: ~~Budgeting, Financial Services,~~ **Finance & Budget**, Human Resources, Innovation and Technology, Purchasing and Treasurer. The procurement team will be responsible for the continued monitoring and evaluation of the program and suggest changes they feel necessary to the department head, Controller or Board of Commissioners.

C. Procurement Card Program Overview

1. Procurement cards will be issued to Ingham County employees only, **with the exception of employees of other agencies receiving County funding with permission from the Purchasing Director and the Controller/Administrator.**
2. The employee's name will be embossed on the card.
3. Procurement cards will not be transferable between individuals or departments.
4. Each cardholder will be assigned to a site coordinator.
5. Each card will be assigned a specific department, location and project code.
6. Employee's department head must approve the request for a card and assign the department code.
7. Cardholder makes purchases using the established Procurement Card Program policies and procedures and receives a monthly statement from Comerica Bank.
8. Cardholder may use the procurement card for some travel costs if pre-approved by their department head. The travel costs that may be charged to their procurement card are: conference registration, hotel room charges and parking fees for applicable nights. All items must be pre-approved and documented with receipts upon return. All travel receipts must accompany cardholder's procurement card statement along with any additional documentation required by the department head or financial card administrator.

History: 2002, Resolution 02-178, Effective July 23, 2002; -- Amended 2015, Resolution 15-173,
Effective May 12, 2015

9. Cardholder matches receipts to monthly statement and forwards to ~~his/her~~ **their** department head, department head approves and sends approval to the financial/card administrator and site coordinator for review and storage.
10. Department head/Site coordinator makes the necessary reports that ~~his/her~~ **their** department may require for record keeping.
11. All original invoices and documentation are forwarded to the ~~Financial Services Department~~ **Department of Finance & Budget**.
12. Monthly Departmental reports of cardholder transactions will be available to the site coordinator.
13. Comerica Bank sends consolidated monthly statement to Ingham County at the end of monthly billing cycle, which is the last calendar day of every month.
14. An ACH credit is made to Comerica Bank 14 business days after the end of the billing cycle.

D. Cardholder Responsibilities

The cardholder must use the procurement card for legitimate business purposes only. The procurement card may only be used for categories included on the Cardholder Agreement Form. Misuse of the card will subject cardholder to disciplinary action in accordance with Ingham County Policies and Procedure relating to disciplinary action and termination for cause. The cardholder must:

1. Ensure the procurement card is used for legitimate business purposes only. **Food and beverages purchased for staff meetings and staff lunches are not allowable expense. Only meetings which include community members, vendors, or other outside parties will be allowed to serve food and beverages at the County's expense.**
2. Maintain the procurement card in a secure location at all times.
3. Not allow other individuals to use the procurement card.
4. Adhere to the purchase limits and restrictions of the procurement card and ensure the total transaction amount of any single transaction does not exceed the limits stated in the Ingham County purchasing policies.
5. Obtain and reconcile all sales slips, register receipts, and/or procurement card slips to Comerica Bank's cardholder statement and provide the information to the site coordinator and department head for reconciliation, approval and allocation of transactions.
6. Attempt to resolve disputes or billing errors directly with the vendor and notify Comerica Bank if the dispute or billing error is not satisfactorily resolved.
7. Ensure that an appropriate credit for the reported disputed item or billing error appears

on a subsequent cardholder statement.

8. Not accept cash **or rebates** in lieu of a credit to the procurement card account.
9. Immediately report a lost or stolen card to Comerica Bank at 1-800-759-9610, 24 hours a day, 365 days per year.
10. Immediately notify site coordinator of lost or stolen procurement card at the first opportunity during normal business hours.
11. Return the procurement card to site coordinator upon termination.
12. If a vendor does not accept MasterCard, contact the site coordinator.
13. Report erroneous and emergency transaction needs to the site coordinator during normal business hours.
14. Employee has agreed to turn in all commercial charge cards before accepting a procurement card.
15. Employee agrees not to charge any item(s) or services using any method other than the Ingham County procurement card that has been assigned to them. Excludes gasoline until further notice.
16. Employee agrees to familiarize themselves with existing contracts, agreements and pricing programs with registered vendors.
17. Employee agrees to use all means afforded Ingham County to receive the best price and best value which includes using existing contracts and agreements.

E. Procurement Card Administrator Responsibilities

Ingham County will assign a procurement card administrator in the Purchasing Department to be responsible for the overall procurement card program. Responsibilities to include:

1. Ingham County liaison with Comerica Bank
2. Utilizing the Internet iTracer/iSpectrum system from Comerica Bank.
3. Reviewing department-approved applications for completeness of required information.
4. Retaining all approved records requesting procurement cards and any approved changes that are requested. One copy of each approved request must be sent to at least one procurement team member for verification.
5. Submitting completed enrollment form to Comerica Bank and receiving procurement cards form Comerica Bank.
6. Training site coordinators before releasing the procurement card program in that Department.

7. Having cardholder sign [Cardholder Agreement Form](#), which ensures compliance with the terms and conditions of the procurement card program.
8. Handling disputed charges/discrepancies not resolved by cardholder or site coordinator.
9. Initialling change of accounting codes upon request of site coordinator as approved by their department head.
10. Securing revoked procurement cards and submitting information to Comerica Bank.
11. Receiving and reviewing Comerica monthly bank statement.
12. Reviewing usage of procurement card data for appropriateness.
13. Ensuring that lost and stolen cards have been blocked by Comerica Bank.
14. Forwarding vendor set up request to Comerica Bank.
15. Assisting the site coordinator with erroneous declines and emergency transactions.
16. Report to the procurement team the activity of the program, needs of the users or any other information that may be requested.

F. Financial Card Administrator Responsibilities

Ingham County will assign a financial card administrator in the ~~Financial Services Department~~ **Department of Finance & Budget** to be responsible for the financial and official original record keeping. Responsibilities to included:

1. Receiving, reviewing and payment of the Comerica Bank bill.
2. Payment of items for good of the County such as utilities, lease payments etc.
3. Reviewing usage of procurement card data for appropriateness.
4. Ensuring that lost and stolen cards have been blocked by Comerica Bank.

G. Cardholder Eligibility

Criteria to receive a procurement card is as follows:

1. Applicant must be an employee of Ingham County.
2. ~~His/her~~ **Their** department head must approve applicant's request for a procurement card.
3. Employee must attend a training session before receiving their procurement card.
4. Each individual cardholder must sign a [Cardholder Agreement Form](#) in the presence

of the site coordinator.

H. Cardholder Liability with Corporate Liability Program

The procurement card is a County card which will not affect the cardholder's personal credit; however, it is the cardholder's responsibility to ensure that the card is used within stated guidelines of the [Procurement Cardholder Agreement Form](#) as well as Ingham County policies and procedures relating to the expenditure of Ingham County funds.

Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures including termination.

I. Cardholder Termination

The procurement card administrator is required to close an account if a cardholder:

1. Moves to a new job in which a procurement card is not required.
2. Terminates employment.
3. Any of the following reasons which will also subject cardholder to disciplinary action and termination for cause:
 - a. The procurement card is used for personal or unauthorized purposes.
 - b. The procurement card is used to purchase any substance, material, or service, which violates policy, law or regulation pertaining to Ingham County.
 - c. The cardholder allows the card to be used by another individual.
 - d. The cardholder splits a purchase to circumvent the dollar limitation of the procurement card and the Ingham County purchasing policies.
 - e. The cardholder uses another cardholder's card to circumvent the purchase limit assigned to either cardholder or the limitations of the procurement card.
 - f. The cardholder fails to provide site coordinator with required receipts.
 - g. The cardholder fails to provide, when requested, information about any specific purchase.
 - h. The cardholder does not adhere to all of the procurement card policies and procedures and the Ingham County purchasing policies.
 - i. The Cardholder fails to review monthly statement and forward to Department Head or Site Coordinator.

J. Lost, Misplaced or Stolen Procurement Card

Cardholders are required to immediately report any lost or stolen procurement cards to Comerica Bank toll-free at 1-800-759-9610, 24 hours a day, 365 days a year. The cardholder must also immediately notify ~~his/her~~ **their** site coordinator who will contact the procurement card administrator. The procurement card administrator will then follow up with Comerica Bank to ensure that the account has been closed.

K. Spending Controls

The procurement card is to be used only for the purchase of items pre-approved by the cardholder's department head. Ingham County spending parameters for each procurement card

issued is set by need and department head approval. At no time may any transaction be in violation of the Ingham County purchasing policies or the procurement card policies. Ingham County through the procurement card administrator, will adjust limits as determined by demonstrated need and department head approval.

L. Erroneous Declines

Should a vendor erroneously decline the procurement card, the cardholder should immediately contact the site coordinator or procurement administrator who will contact Comerica Bank for assistance.

M. Emergency Transactions

For any transaction which does not meet the spending controls assigned to the card, the cardholder must acquire their department head's approval and then contact the procurement card administrator for assistance.

N. Credits

Vendors will issue all credits to the individual procurement card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a cardholder accept cash in lieu of a credit to the procurement card account.

O. Unresolved Disputes and Billing Errors

The cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the cardholder/site coordinator should:

1. Contact Comerica Bank at 1-800-759-9610 directly for assistance
2. Contact the procurement card administrator for assistance if an acceptable resolution is not obtained.

P. Security and Storage

Cardholders should always treat the procurement card with the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be lent to another person for any reason.

Q. Program Documentation

The department head/site coordinator assigned to each procurement card may maintain copies of the cardholder's vendor receipts/packing slips/charge slips, however all originals must be sent to the financial card administrator for official record keeping. The procurement card administrator located in the Purchasing Department will maintain all other documentation concerning the procurement card program. This documentation includes, but is not limited to, enrollment forms, [Cardholder Agreements](#), billing statements, reconciliation of accounting statement, Internet iTracer information, and copies of transmittals and correspondence with Comerica Bank.

R. Vendor Set Up

The Purchasing Department will conduct a study of frequently used vendors which qualify for use of the procurement card by the cardholders. If a vendor frequently used by Ingham County employees does not accept the MasterCard, Ingham County will assist in recruiting the vendor to accept the card. Cardholders should contact the site coordinator when encountering vendors who do not accept the card.

S. Vendor Blocking

Transactions will be denied at the point-of-sale for Merchant Category Codes (MCC) that have been blocked which may include but not be limited to gas stations, liquor, tobacco, casinos, etc.

T. Procurement Card Set Up, Maintenance and Closure

1. Procurement card set up, maintenance, and closure will be handled by the procurement card administrator who is located in the Ingham County Purchasing Department, as follows:
 - a. Ingham County employee completes a Comerica Bank Procurement Card enrollment form, and the [Procurement Card Program Cardholder Agreement](#) form signifying compliance with the terms and conditions of the procurement card program.
 - b. Ingham County employee submits forms to ~~his/her~~ **their** site coordinator for completion and approval.
 - c. Department head completes the application by providing the department code to be assigned to the card
 - d. Department head signature delegates transaction authority to the cardholder.
 - e. Approved application is to be sent to the procurement card administrator.
 - f. Procurement card administrator reviews application for completeness and submits application to Comerica Bank in format approved by Comerica Bank and Ingham County.
 - g. Approved application or request for changes are also sent to a designated procurement card team member.
 - h. Upon receipt of the procurement card from Comerica Bank, the site coordinator will conduct a training session with the cardholder prior to issuing the card. If **the** site coordinator is unavailable for the training session the procurement card administrator may conduct the training session.
2. Card maintenance:
 - a. Site coordinator/Department head is to make all maintenance requests to the procurement card administrator.
 - b. Procurement card administrator will submit all maintenance requests to Comerica Bank and a designated procurement card team member.
3. Card Closure
 - a. Terminated or transferred employees - Site coordinator/Department head is to secure procurement cards from terminated employees.
 - b. Cardholders who transfer to another Ingham County department may only continue to utilize their card after receiving approval by ~~his/her~~ **their** new department head and the procurement card program administrator.

- c. The procurement card administrator must be notified of the employee's termination or transfer so ~~he/she~~ **they** can update the department code.
- d. A request for closing the cardholder account will be submitted to Comerica Bank by the procurement card administrator within two days of receiving the notification.
- e. All procurement cards are to be returned to the procurement card administrator for submission to Comerica Bank.

4. Other Card Revocations/Closures

- a. Procurement card administrator will notify Comerica Bank immediately of all revokes and closures.

U. Reconciliation, Approval & Allocation of Billing

1. Receipt and payment of Comerica Bank billing

- a. At the close of the monthly billing cycle, Comerica Bank will send a paper statement and the procurement card administrator will email an electronic monthly statement to the cardholder.
- b. Procurement and financial card administrators will receive a consolidated paper or electronic monthly statement.
- c. Financial card administrator will issue an ACH credit to Comerica Bank 14 business days after the end of the billing cycle.

V. Audit

Ingham County's internal control policies and procedures are as follows:

1. Cardholder responsibilities:

- a. Reconcile vendor receipts to cardholder statement, sign and date the statement, this verifies that you made the purchases and stating payment should be made.
- b. Submit vendor receipt and cardholder statement to site coordinator or Department Head. If the order is placed by telephone, fax or internet the cardholder should supply a copy of the order blank or a printed description of order to site coordinator.

2. Site coordinator or Department Head responsibilities:

- a. Review cardholder receipts and statements.
- b. Assure all receipts and vouchers are attached and forward to the financial card administrator in the ~~Financial Services Department~~ **Department of Budget & Finance** for audit by internal and external auditors.

3. Financial card administrator responsibilities:

- a. Receive electronic reports from Comerica Bank.
- b. Process upload of departmental charges to accounting, for charging individual departments.
- c. Reconcile monthly billing statement.
- d. Make periodic audits of card use and charges for appropriateness. Areas to be monitored include, but not limited to compliance with procurement card regulations, compliance with Ingham County regulations, and sales and use tax charges. Non-usage of cards by cardholders will also be monitored.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: February 4, 2025
SUBJECT: Request to Approve General Fund Positions
For County Services and Finance, February 18 and 19

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 (Exempt means recommend to hire):

- Health Department
 - Position 601212 – Community Health Representative III – Exempt
 - CHC position, funded through clinic operations but could have GF impact if CHCs run a deficit
 - Position 601486 – Behavioral Health Consultant – Exempt
 - CHC position, funded through clinic operations but could have GF impact if CHCs run a deficit
- Circuit Court
 - Position 130031 – Deputy Circuit Court Clerk – Exempt
- Friend of Court
 - Position 142033 – Child Support Enforcement Specialist – Exempt
 - 66% Federal Cooperative Reimbursement Program/34% GF
 - Position 142016 – Investigator/Facilitator
 - 66% Federal Cooperative Reimbursement Program/34% GF

FINANCIAL IMPACT

All of these positions were budgeted in the 2025 budgets so there is no additional impact on the General Fund.

HIRING REQUEST FORM

DEPARTMENT: Cedar Pediatrics
SENDER: Dr. Shoyinka
POSITION #: 601386 CHR 3

DESCRIPTION: Cheryl DeSouza is retiring 3/28/24 and may be using her 300 hrs of sick time before then. She is in the current staff model as CP and WH have removed 2 FTEs already.

TEMPORARY POSITION? YES NO
(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

Cheryl DeSouza (#6108) is retiring. 2 CHR FTE's were removed from the staffing plan during the recent budget changes. This position needs to be replaced to maintain minimum required staffing. Funding 51161502/704007/02270

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 #: 601386

GROUP: 0101 UAW/TOPS

PAY GRADE: TOPS Grade E

FTE: 1.0 FTE

Funding: 51161502-704007-02270

	STEP 1	STEP 5
Salary	41,401.30	49,348.68
Unemployment	207.01	246.74
FICA	3,167.20	3,775.17
Liability	356.92	425.43
Health	21,279.00	21,279.00
Health Surcharge	3,585.00	3,585.00
Health Insurance Trust	1,863.06	2,220.69
Dental	936.00	936.00
Vision	135.00	135.00
Separation	931.53	1,110.35
Life	122.28	122.28
Disability	53.82	64.15
Retirement	10,023.26	11,947.32
Retirement	414.01	493.49
Workers Comp	37.26	44.41
CARES	33.12	33.12
	84,545.77	95,766.84

HIRING REQUEST FORM

DEPARTMENT: Forest Health Center
SENDER: Dr. Shoyinka
POSITION #: 601486

DESCRIPTION: Behavioral Health Consultant

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 is a request to fill the Behavioral Health Consultant (BHC) Position that was vacated by previous BHC in late November when that person left the health centers for another career pursuit. Currently there is one FTE Behavioral Health Consultant providing support and services for the 8 Medical providers and approximately 5,800 patients who are seen at Forest for medical care. This amount of providers and patients are better served by more than 1 FTE BHC, and continuing to have at least 2 FTE BHC's is essential to offering basic behavioral health support consistent with our FQHC integrated model of care. There is an opportunity to generate revenue that is lost without this position being filled. Utilizing a same day, collaborative, integrated care approach to patient care in our health centers leads to Behavioral Health Consultants seeing between 40-76% unique patients who come in for a medical visit. At Forest Health Center this equates to 2,320-4,408 patient visits. With one FTE BHC, we're on track to see approximately 20% of the unique patients who visit Forest Health Center this year. One FTE BHC does not have the capacity to see the number of patients who access care at Forest. Hiring to replace this additional FTE BHC will offer more patients the benefit of integrated behavioral health care, and will generate additional revenue. An integrated model of care contributes to efficiencies for patients and providers in this setting, lower healthcare costs, better healthcare outcomes and higher patient satisfaction as well as increased revenue.

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 #: 601486

GROUP: 0202 ICEA County Prof

PAY GRADE: Prof Grade 9

FTE: 1.0

Funding: 51161500-704004 projects 02220,02228, and 02230

	Step 1		Step 5
Salary	74,729.48		89,732.78
Unemployment	373.65		448.66
FICA	5,716.80		6,864.56
Liability	1,029.85		1,236.61
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	3,362.83		4,037.97
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,681.41		2,018.99
Life	122.28		122.28
Disability	97.15		116.65
Retirement	22,553.36		27,081.35
Retirement	747.29		897.33
Workers Comp	156.93		188.44
CARES	33.12		33.12
	136,539.15		158,713.74

HIRING REQUEST FORM

DEPARTMENT: 30th Circuit Court Clerk's Office
SENDER: Nick Hefty
POSITION #: 130031

DESCRIPTION: 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:

Deputy Circuit Court Clerks are crucial as they act as front-line workers for the Circuit Court Clerk's Office, serving both at the counter and within central records. The Circuit Court Clerk's Office plays a vital role in the operations of the Ingham County 30th Circuit Court by directly serving the public. Currently, there are four vacancies within the Circuit Court Clerk's Office, with permission from the Board of Commissioners (BOC) to fill two of these positions. If this request is granted, the Circuit Court Clerk's Office would be authorized to hire for three of the four positions, leaving one vacancy.

**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 #: 130031

GROUP: 0101 UAW/TOPS

PAY GRADE: TOPS Grade G

FTE: 1.0

Funding: 10113001-704000

	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	122.28		122.28
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
	91,430.80		104,013.83

HIRING REQUEST FORM

DEPARTMENT: Friend of the Court (FOC)
SENDER: Helen Walker
POSITION #: 142033

DESCRIPTION: Child Support Enforcement Specialist

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 Child Support Enforcement Specialist position is vacant due to the promotion of Crystal Wroblewski to the Senior Enforcement Specialist position. The Child Support Enforcement Specialists are responsible for maintaining and monitoring a caseload to ensure compliance with court orders pertaining to child support, medical support, child care and spousal support. 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 #: 142033

GROUP: 0101 UAW/TOPS

PAY GRADE: TOPS Grade I

FTE: 1.0

Funding: 2154200-704000

	Step 1		Step 5
Salary	51,806.96		65,412.94
Unemployment	259.03		327.06
FICA	3,963.23		5,004.09
Liability	713.95		901.46
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,331.31		2,943.58
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,165.66		1,471.79
Life	91.68		91.68
Disability	67.35		85.04
Retirement	12,542.47		15,836.47
Retirement	518.07		654.13
Workers Comp	46.63		58.87
CARES	33.12		33.12
	99,474.46		118,755.24

HIRING REQUEST FORM

DEPARTMENT: Friend of the Court (FOC)

POSITION #: 142016

DESCRIPTION: FOC Investigator/Facilitator

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

FOC Investigator/Facilitator Luke Cloud will retire on February 21, 2025 with 26 years of service. I am respectfully requesting permission to post this position. The Friend of the Court is mandated by statute to assist the Family Court in establishing, enforcing, and modifying orders regarding child custody, parenting time, child support, childcare expenses, uninsured medical costs, medical insurance and domicile. Approximately 2,000 pre-or-post judgment motions, new legal actions or financial investigations are referred to the Friend of the Court annually, and approximately 98% are resolved at the Friend of Court level, without judicial recourse. This position is responsible for conducting conferences and investigations at the pre and post judgment levels regarding issues including child custody, parenting time, and child support and for issuing recommendations to the Court. Investigator/Facilitators also serve as the point persons for answering parenting time enforcement and interpretation questions for a caseload based on an alpha split, in addition to conducting joint meetings in an attempt to resolve parenting time disputes. Given the nature of the Investigator/Facilitator's involvement with cases at both the pre and post judgment levels, it is imperative that this position be filled without delay. Further, the County will save money by virtue of Mr. Cloud's retirement alone, given the longevity of his employment and his participation in the MERS Pension Plan. Lastly, this position is eligible for 66% funding 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 (rchesnev@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 142016

GROUP: 0207 ICEA Court Professional

PAY GRADE: Court Prof 09

FTE: 1

Funding: 21514200-704000

	Step 1		Step 5
Salary	74,736.42		89,741.94
Unemployment	373.68		448.71
FICA	5,717.34		6865.26
Liability	644.30		773.67
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	3,363.14		4,038.39
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,681.57		2,019.19
Life	122.28		122.28
Disability	97.16		116.66
Retirement	27,943.95		29,175.11
Retirement	747.36		897.42
Workers Comp	67.26		80.77
CARES	34.00		34.00
Total	141,463.46		160,248.40

**INGHAM COUNTY GENERAL FUND EXPENDITURES
COUNTY SERVICES COMMITTEE**

<u>DEPARTMENT</u>	2024 Adopted	2024 Amended	2024 YTD Actual (Unaudited)	Under or (OVER) Budget
<u>Direct County Services</u>				
Bd. of Public Works	300	300	0	300
County Clerk	1,604,222	1,605,972	1,528,599	77,373
Drain Commissioner	1,344,878	1,369,878	1,343,140	26,738
Drain Tax At Large	889,579	889,579	849,535	40,044
Economic Development	105,000	105,000	124,639	-19,639
Elections	725,712	725,712	835,455	-109,743
Equalization/Tax Mapping	874,676	874,676	869,613	5,063
Farmland Preservation Board	0	0	0	0
Housing Commission	0	0	0	0
Register of Deeds	1,105,519	1,105,519	794,299	311,220
Remonumentation Grant	85,000	85,000	72,060	12,940
Road Department	0	0	0	0
Treasurer	1,248,462	1,248,462	1,056,938	191,524
Subtotal	<u>\$7,983,348</u>	<u>\$8,010,098</u>	<u>\$7,474,277</u>	<u>\$535,821</u>
<u>Support of Services Provided by Others</u>				
Ingham Conservation District	10,000	10,000	0	10,000
Hotel/Motel Tax Distribution	0	0	0	0
Tri-Co. Reg. Planning	112,491	112,491	115,536	-3,045
Subtotal	<u>\$122,491</u>	<u>\$122,491</u>	<u>\$115,536</u>	<u>\$6,955</u>
<u>County Governance & Central Services</u>				
Bd. of Commissioners	\$813,603	\$834,894	\$771,165	63,729
Controller	1,118,434	1,125,934	1,094,495	31,439
County Attorney	519,985	519,985	508,270	11,715
Equal Opportunity Comm	500	500	0	500
Facilities	2,427,497	2,427,497	2,484,170	-56,673
Financial Services	1,919,813	1,949,813	1,870,460	79,353
Historical Commission	500	500	500	0
Human Resources	1,118,517	1,618,517	1,791,413	-172,896
Innovation & Technology	0	0	0	0
Purchasing	424,167	424,167	385,245	38,922
Women's Commission	500	500	0	500
Work Study	0	0	0	0
Subtotal	<u>\$8,343,516</u>	<u>\$8,902,307</u>	<u>\$8,905,718</u>	<u>-\$3,411</u>
TOTAL COUNTY SERVICES	<u><u>\$16,449,355</u></u>	<u><u>\$17,034,896</u></u>	<u><u>\$16,495,530</u></u>	<u><u>\$539,366</u></u>

**INGHAM COUNTY GENERAL FUND EXPENDITURES
HUMAN SERVICES COMMITTEE**

<u>DEPARTMENT</u>	2024 Adopted	2024 Amended	2024 Actual (Unaudited)	Under or (OVER) Budget
<u>Direct County Services</u>				
Cooperative Extension	\$458,968	\$458,968	\$420,669	38,299
Dept. of Human Services	1,975,712	1,975,712	1,975,711	1
Environmental Affairs Comm	500	269,000	14,175	254,825
Fair Board	0	0	48,950	-48,950
Medical Care Facility	0	0	0	0
Parks	2,058,610	2,058,610	2,058,610	0
Trails and Parks Millage	0	0	718,176	-718,176
Veterans Affairs	1,046,667	1,046,667	938,919	107,748
Subtotal	<u>\$5,540,457</u>	<u>\$5,808,957</u>	<u>\$6,175,210</u>	<u>-\$366,253</u>
Health Department	\$8,010,272	\$8,048,272	\$8,010,272	38,000
Jail Medical	0	0	0	0
Community Health Centers	5,214,644	9,668,837	13,900,012	-4,231,175
Medical Examiner	812,286	812,286	812,286	0
Subtotal	<u>\$14,037,202</u>	<u>\$18,529,395</u>	<u>\$22,722,570</u>	<u>-\$4,193,175</u>
<u>Support of Services Provided by Others</u>				
Community Agencies	\$365,000	\$430,049	\$370,025	60,025
Cap. Area Mentoring Prtnrshp	25,000	25,000	23,750	1,250
Community Mental Health	2,449,194	2,449,194	2,405,155	44,039
Library Legacy Cost	0	0	0	0
Mid-Michigan 2-1-1 Alliance	45,750	45,750	22,875	22,875
MSHN Substance Abuse	993,647	993,647	804,760	188,887
Special Transportation	0	0	0	0
Tri-Co Aging Consortium	76,048	76,048	76,048	0
Veterans Trust	0	0	0	0
Subtotal	<u>\$3,954,639</u>	<u>\$4,019,688</u>	<u>\$3,702,612</u>	<u>\$317,076</u>
TOTAL HUMAN SERVICES	<u>\$23,532,298</u>	<u>\$28,358,040</u>	<u>\$32,600,392</u>	<u>-\$4,242,352</u>

**INGHAM COUNTY GENERAL FUND EXPENDITURES
LAW AND COURTS COMMITTEE**

<u>DEPARTMENT</u>	2024 Adopted	2024 Amended	2024 Actual (Unaudited)	Under or (OVER) Budget
<u>Direct County Services</u>				
911 Dispatch Center	\$0	\$0	\$0	0
Animal Control	3,456,764	3,476,764	3,466,816	9,948
Community Corrections	91,591	91,591	91,591	0
District Court	3,998,356	3,998,356	3,858,827	139,529
Jury Board/Admin.	203,574	203,574	254,412	-50,838
Probate Court	2,328,366	2,328,366	2,319,011	9,355
Prosecuting Attorney	9,176,282	10,235,491	8,526,563	1,708,928
Public Defender	\$1,120,201	\$890,347	\$890,347	0
Subtotal	<u>\$20,375,134</u>	<u>\$21,224,489</u>	<u>\$19,407,567</u>	<u>\$1,816,922</u>
<u>30th Circuit Court</u>				
- General Trial	\$8,421,579	\$8,651,433	\$8,542,766	108,667
- Friend of the Court Division	1,871,783	1,871,783	1,871,783	0
- Family Division (GF)	3,686,465	3,704,697	3,688,145	16,552
- Family Division (CCF)	3,014,384	3,014,384	2,499,186	515,198
Subtotal	<u>\$16,994,211</u>	<u>\$17,242,297</u>	<u>\$16,601,880</u>	<u>\$640,417</u>
<u>Sheriff</u>				
- Administration	\$2,075,291	\$2,075,291	\$2,393,384	-318,093
- Corrections	14,396,369	14,396,369	14,034,799	361,570
- Law Enforcmnt/Investigations	8,200,036	8,763,951	9,396,404	-632,453
- Contracted Police Services	3,016,570	3,016,570	3,253,941	-237,371
- Homeland Sec/Em Mngmt	392,852	392,852	346,394	46,458
- Jail Maintenance	231,712	231,712	313,163	-81,451
Subtotal	<u>\$28,312,830</u>	<u>\$28,876,745</u>	<u>\$29,738,085</u>	<u>-\$861,340</u>
<u>Support of Services Provided by Others</u>				
Legal Svcs of Sth Ctrl Mich	19,000	19,000	19,000	0
Tri-County Metro Squad	31,057	31,057	0	31,057
Advance Peace	0	0	0	0
Subtotal	<u>\$50,057</u>	<u>\$50,057</u>	<u>\$19,000</u>	<u>\$31,057</u>
TOTAL LAW AND COURTS	<u>\$65,732,232</u>	<u>\$67,393,588</u>	<u>\$65,766,532</u>	<u>\$1,627,056</u>

**INGHAM COUNTY GENERAL FUND EXPENDITURES
CAPITAL IMPROVEMENTS AND CONTINGENCY**

<u>DEPARTMENT</u>	2024 Adopted	2024 Amended	2024 Actual (Unaudited)	Under or (OVER) Budget
Capital Improvements -				
Facilities and Equip	\$853,618	\$1,053,615	\$682,100	371,515
Tsf to Tech/Public Imp	0	0	0	0
Grady Porter Building Debt	0	0	0	0
Capital Improvements Debt	663,000	663,000	663,500	-500
Jail Kitchen Debt	0	0	0	0
Jail Miniumum Security Debt	0	0	0	0
Brownfield Debt	0	0	0	0
TOTAL CIP	<u>\$1,516,618</u>	<u>\$1,716,615</u>	<u>\$1,345,600</u>	<u>\$371,015</u>
<u>CONTINGENCY</u>				
Contingency	\$350,000	\$176,784	\$94,784	82,000
Strategic Planning Initiatives	0	0	0	
TOTAL CONTINGENCY	<u>\$350,000</u>	<u>\$176,784</u>	<u>\$94,784</u>	<u>\$82,000</u>

**2024 INGHAM COUNTY BUDGET
GENERAL FUND EXPENDITURE SUMMARY**

<u>COMMITTEE</u>	2024 Adopted	2024 Amended	2024 Actual (Unaudited)	Under or (OVER) Budget
COUNTY SERVICES	\$16,449,355	\$17,034,896	\$16,495,530	539,366
HUMAN SERVICES	23,532,298	28,358,040	32,600,392	-4,242,352
LAW AND COURTS	65,732,232	67,393,588	65,766,532	1,627,056
Subtotal	<u>\$105,713,885</u>	<u>\$112,786,524</u>	<u>\$114,862,455</u>	<u>-\$2,075,931</u>
 <u>OTHER</u>				
CAPITAL IMPROVEMENTS	\$1,516,618	\$1,716,615	\$1,345,600	371,015
ATTRITION	-\$1,500,000	-\$1,500,000	\$0	
FEDERAL FUNDING	-\$1,000,000	-\$1,000,000	0	
HEALTH RATE ADJUSTMENTS	-\$2,084,477	-\$2,084,477	0	
CONTINGENCY	350,000	176,784	0	
STRATEGIC PLANNING INITIATIVES	0	0	0	0
Subtotal	<u>-\$2,717,859</u>	<u>-\$2,691,078</u>	<u>\$1,345,600</u>	<u>\$371,015</u>
 TOTAL GENERAL FUND EXPENDITURES	 <u>\$102,996,026</u>	 <u>\$110,095,446</u>	 <u>\$116,208,055</u>	 <u>-\$1,704,916</u>

**2024 INGHAM COUNTY BUDGET
GENERAL FUND REVENUE SUMMARY**

	2024 Adopted	2024 Amended	2024 Actual (Unaudited)	Under or (OVER) Budget
TAXES				
County Property Tax	\$64,435,121	\$64,435,121	\$66,054,727	-1,619,606
Delinq Property Tax	0	0	0	0
Delinq Pers Prop Tax	40,000	40,000	0	40,000
Payment in Lieu of Tax	130,000	130,000	101,889	28,111
Trailer Fee Tax	16,000	16,000	13,270	2,730
CFT/IFT Exemptions	275,000	275,000	200,000	75,000
Pers Property Tax Replacmnt	1,400,000	1,400,000	1,327,846	72,154
Prop. Tax Adjustments	(175,000)	(175,000)	(107,396)	-67,604
Subtotal	\$66,121,121	\$66,121,121	\$67,590,335	-\$1,469,214
INTERGOVERNMENTAL TRANSFERS				
State Revenue Sharing	7,975,470	7,975,470	7,513,844	461,626
State Liquor Tax	1,980,804	1,980,804	2,011,899	-31,095
Court Equity Funding	1,200,000	1,200,000	1,047,654	152,346
Cigarette/Marijuana Tax	1,750,000	1,750,000	1,788,123	-38,123
Federal Grant	0	0	0	0
Subtotal	\$12,906,274	\$12,906,274	\$12,361,520	\$544,754
DEPARTMENT GENERATED REVENUE				
55th District Court	\$1,463,898	\$1,463,898	\$1,827,913	-364,015
Animal Control	1,781,693	1,781,693	1,759,763	21,930
Circuit Court - Family Division	1,423,064	1,441,296	2,533,456	-1,092,160
Circuit Crt - General Trial	1,646,046	1,646,046	1,422,967	223,079
Circuit Crt. - Friend of the Crt	728,207	728,207	598,956	129,251
Community Mental Health	0	0	0	0
Controller	0	0	11,409	-11,409
Cooperative Extension	2,500	2,500	2,500	0
County Clerk	1,019,950	1,021,700	820,322	201,378
Drain Commissioner	495,500	495,500	583,707	-88,207
Economic Development	46,650	46,650	54,206	-7,556
Elections	67,100	67,100	260,237	-193,137
Equalization	10,100	10,100	4,332	5,768
Facilities	0	0	0	0
Financial Services	75,285	75,285	60,907	14,378
Health Department	0	4,454,190	4,454,190	0
Homeland Sec/Em Mngmt	56,000	56,000	26,058	29,942
Human Resources	56,249	56,249	70,365	-14,116
Human Services	0	0	0	0
Probate Court	465,877	465,877	557,118	-91,241
Prosecuting Attorney	826,665	1,843,874	1,501,055	342,819
Register of Deeds	3,018,000	3,018,000	2,247,434	770,566
Remonumentation Grant	85,000	85,000	134,212	-49,212
Sheriff	4,759,356	4,934,751	5,220,215	-285,464
Treasurer	5,214,025	5,214,025	3,789,454	1,424,571
Tri-Co Reg. Planning	63,582	63,582	83,767	-20,185
Veteran Affairs	663,884	663,884	742,162	-78,278
Misc Transfer	0	225,000	0	225,000
Subtotal	\$23,968,631	\$29,860,407	\$28,766,706	\$1,093,701
Revenue Summary Total	\$102,996,026	\$108,887,802	\$108,718,560	\$169,242
Fund Balance Use (Surplus)	0	1,207,644	0	
Use of Restricted Fund Balance	0	0	0	
TOTAL GENERAL FUND	\$102,996,026	\$110,095,446	\$108,718,560	\$169,242
	Shortfall	Shortfall	Shortfall	Shortfall
	0	0	(7,489,494)	0