

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**  
*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, NOVEMBER 06, 2024 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [October 16, 2024 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office
  - a. Resolution to Provide Funding for [Low-Income Tax Preparation](#)
  - b. Resolution to Amend Resolution #23-125 to Approve the Addition of the Ingham County Land Bank to the Partnership between Capital Area Community Services and Capital Area Housing Partnership in the One Application Process for Delivering [Homeowner Rehabilitation Services](#)
  - c. Resolution Authorizing Transfer of a Surplus from the [Ingham County Delinquent Tax Revolving Fund](#) to the Ingham County General Fund
  - d. [3<sup>rd</sup> Quarter Investment Report](#)
2. Diversity, Equity, and Inclusion Office – Resolution Requiring [Free Sanitary Products in County-Owned Public Restrooms](#)
3. Purchasing Department – Resolution to Approve the Disposal of [County-Owned Surplus](#)
4. Innovation & Technology Department
  - a. Resolution to Approve the Renewal of the [OnBase Annual Support through Hyland](#)
  - b. Resolution to Approve the Invoice for Renewing [CourtView Support Services](#)
  - c. Resolution to Approve Renewal of [PACC/PAAM Licensing and Support](#)
5. Facilities Department
  - a. Resolution to Approve Amendment No. 2 to the Agreement for Design, Construction, and Lease with the [Community Mental Health Authority](#) of Clinton-Eaton-Ingham Counties
  - b. Resolution to Authorize a Purchase Order to [Myers Plumbing & Heating](#) to Install a New Sink in the Pretrial Services Area
  - c. Resolution to Authorize a Service Agreement with [Trane U.S. Inc., for HVAC Maintenance Services](#) at the Ingham County Justice Complex
6. Human Resources Department
  - a. Resolution to Amend Resolution #24-466 Accepting the Recommendation of the Ingham County Health Care Coalition for the Employer Contribution to [Employee Health Savings Accounts](#) for 2025
  - b. Resolution to Approve Reclassification Requests for [ICEA County Professional Unit](#) and Managerial and Confidential Employees

7. MSU Extension – Resolution to Authorize an Agreement for [Michigan State University Extension Services](#) between Michigan State University and Ingham County Approving the Annual Work Plan for 2025
8. Health Department
  - a. Resolution to Amend Resolution #24-245 with [Dr. Kathleen Fouche-Brazzle](#)
  - b. Resolution to Authorize an Agreement with the Michigan Department of Agriculture and Rural Development for [Household Hazardous Waste Disposal](#)
  - c. Resolution to Accept Funds for Continuation of COVID-19 [Regional Health Equity Council Backbone Organization Grant](#)
  - d. Resolution to Accept Funds from the [Office of Refugee Resettlement](#) for the Star Grant Program
  - e. Resolution to Accept Substance Use Disorder Treatment Contract Funds from Mid-State Health Network and Renewing the Piper & Gold [Harm Reduction Community Education Services Agreement](#)
  - f. Resolution to Authorize a [Medical Examiner’s Services Agreement](#) with University of Michigan - Sparrow Hospital
9. Circuit Court – Juvenile Division
  - a. Resolution Authorizing the Juvenile Division to [Renew Agreement with Bizstream](#)
  - b. Resolution Authorizing the Juvenile Division to [Renew Agreement with Global Eagle Business Transformational Specialists](#)
10. Controller’s Office
  - a. Resolution Authorizing Adjustments to the 2024 [Ingham County Budget](#)
  - b. Resolution to Make Additional Contributions to the [Municipal Employees’ Retirement System](#)
  - c. Request to Approve [General Fund Positions](#)

Announcements  
Public Comment  
Adjournment

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

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

FINANCE COMMITTEE

October 16, 2024

Draft Minutes

Members Present: Grebner, Morgan, Tennis (Arrived at 6:06 p.m.), Sebolt, Polsdofer, Lawrence, Johnson (Left at 6:16 p.m.), and Maiville.

Members Absent: None.

Others Present: Ryan Watts, Annette Ellison, Michael Townsend, Gregg Todd, Anika Ried and others.

The meeting was called to order by Chairperson Grebner at 6:00 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 October 2, 2024 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, THE MINUTES OF THE OCTOBER 2, 2024 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Tennis.

Additions to the Agenda

2. Facilities Department

- b. Resolution to Rescind Resolution #24 – 474 and Authorize a Lease Agreement with Eyde Knapp Development, LLC for Temporary Public Defender’s Office Space at 300 South Washington Square, Suite 315

12. Controller’s Office

- c. Resolution to Authorize Acceptance of \$12,500,000 of State of Michigan Appropriations for the Ingham County Juvenile Justice Facility

Substitutes

12 Controller’s Office

- b. Request to Approve General Fund Positions

Limited Public Comment

None.

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

- 1. Housing Trust Fund – Resolution to Amend Resolution #24-005 Approving the Policies and Procedures for Affordable Housing Development Gap Subsidy Grants for New Construction and Rehab Projects Utilizing Housing Trust Fund Dollars
- 2. Facilities Department
  - a. Resolution to Authorize a Service Contract with Perceptive Controls, Inc. for the Repair of Control Panel Circuit Boards at the Ingham County Youth Center
  - b. Resolution to Rescind Resolution #24 – 474 and Authorize a Lease Agreement with

Eyde Knapp Development, LLC for Temporary Public Defender's Office Space at 300 South Washington Square, Suite 315

3. Human Resources Department
  - a. Resolution to Waive the Public Act 152 Health Care Requirements for Plan Year 2025
  - b. Resolution to Approve Reclassification Requests for ICEA County Professional Unit and Managerial and Confidential Employees
4. Parks Department – Resolution to Fund Lake Lansing South Pedestrian Entrance Upgrades and Park Sign Replacement
5. 9-1-1 Dispatch Center – Resolution to Approve the Creation of Two Full-Time Crisis Call Taker Positions
6. Health Department
  - a. Resolution to Authorize an Agreement with Michigan Public Health Institute's Center for Healthy Communities
  - b. Resolution to Accept SUD Prevention Contract Funds from Mid-State Health Network
  - c. Resolution to Authorize Purchase Orders for Vaccines
  - d. Resolution to Authorize an Amendment to Resolution #24-416 for the FY 2024-2025 Public Health AmeriCorps Grant Funding
  - e. Resolution to Authorize an Amendment to Resolution #24-411 for the FY 2024-2025 AmeriCorps State Grant Funding
7. Prosecuting Attorney's Office – Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General and the Ingham County Prosecutor's Office
8. Circuit Court – Family Division
  - a. Resolution to Authorize a Three-Year Contract with Highfields for the Horizon Program
  - b. Resolution to Authorize a Three-Year Contract with House Arrest Services for an Electronic Monitoring Program
  - c. Resolution to Approve the Court-Appointed Special Advocate Donated Funds and In-Home Care Program
  - d. Resolution to Authorize the Renewal of a Contract with Michigan State University for the Juvenile Risk Assessment Project and Quarterly Program Evaluations
  - e. Resolution to Authorize the Renewal of a Contract with Michigan State University to Support the Adolescent Project
  - f. Resolution to Authorize a Three-Year Contract with Peckham, Inc. for Female Short-Term Group Home Services
10. Office of the Public Defender
  - a. Resolution to Authorize a Contract between Axon Enterprise, Inc. and the Office of the Public Defender for Justice Premier Software
  - b. Resolution to Approve an Agreement with the City of East Lansing for Its Local Share Contribution under the County's Michigan Indigent Defense Commission 2024-2025 Compliance Plan
  - c. Resolution to Approve an Agreement with the City of Lansing for Its Local Share Contribution under the County's Michigan Indigent Defense Commission 2024-2025 Compliance Plan
11. Equalization – Resolution to Approve the 2024 Ingham County Apportionment Report

12. Controller's Office
  - a. Ingham County 2025 General Appropriations Resolution
  - b. Request to Approve General Fund Positions

Commissioner Maiville disclosed, for Agenda Item No. 8a, that he had a family member who was employed part-time through a school which was through Highfields.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

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

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

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

Commissioner Sebolt stated they had abstained from earlier iterations of this resolution and the current resolution involved the Workforce Development Institute of Michigan, which was a part of the Michigan American Federation of Labor and Congress of Industrial Organizations (AFL-CIO), their employer, and as such they wished to abstain.

Chairperson Grebner asked how this resolution differed from the original one.

Gregg Todd, Controller, stated it was a different vendor.

Ryan Watts, Community Corrections Manager, stated that back in May 2024 they had looked at a provider, but upon further review it did not tie to apprenticeships or any licensure of any kind, however, they were connected with the Workforce Development Institute of Michigan when they presented at a Committee meeting. Watts further stated that the new program through the Workforce Development Institute of Michigan would be an increase in upfront costs, but offered grant funding for most clients, and it would be better to start funding the two individuals for the pilot program out of the Justice Millage, rather than miss cohort deadlines.

Watts stated that if the pilot program was successful, they were hopeful that it would not be a continuing cost for the Justice Millage because of the availability of grant funds, and that the main difference was that the initial provider did not provide access to apprenticeships.

Chairperson Grebner asked if they were happier with this outcome.

Watts stated the Workforce Development Institute of Michigan had been much easier to work with and provided an overview of the program.

Commissioner Tennis arrived at 6:06 p.m.

Discussion.

THE MOTION TO APPROVE THE RESOLUTION CARRIED. **Yeas:** Grebner, Morgan, Tennis, Polsdofer, Lawrence, Johnson, Maiville. **Nays:** None. **Abstain:** Sebolt.

12. Controller's Office

- c. Resolution to Authorize Acceptance of \$12,500,000 of State of Michigan Appropriations for the Ingham County Juvenile Justice Facility

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

Chairperson Grebner asked where they were in process of how big this would be and what the needs were. Chairperson Grebner further stated the whole process was never actually sensible because they had to start somewhere and without something, whether it be funding or a plan.

Annette Ellison, Deputy Court Administrator, stated they were awarded funding and were currently in the initial phases of project approach and were identifying particular land or property to build this proposed center. Ellison further stated they were approved for a feasibility study and had engaged the County realtor to look around.

Ellison stated they would hopefully be able to convene a meeting where all the data they had collected would be presented to all interested parties, including the Board of Commissioners.

Chairperson Grebner stated there must be a plan for how much square footage they could get with the money they were allocated.

Ellison stated the number was based on an initial assessment from 2021 and 2022, and their needs and challenges at that time. Ellison further stated the \$32 million was the projected amount for the capacity they were looking at.

Discussion ensued regarding feasibility studies.

Commissioner Morgan stated that perhaps they could look outside the City of Lansing, in places like East Lansing or Meridian Township. Commissioner Morgan further asked what the payoff schedule looked like.

Todd stated it was 20 years.

Commissioner Morgan asked what the projected total with interest would be.

Todd stated they would look that up and get back to him.

Commissioner Morgan asked what the Fund Balance in the Juvenile Justice Millage was.

Todd stated they did not know off the top of their head and would get back to him.

Commissioner Morgan stated his only concern, looking at projected costs, was that they did not over-project the cost of the project and take money away from other programs.

Todd stated that one thing that encouraged them to look at the Juvenile Justice Millage was the increase in childcare fund reimbursement, which freed up a lot of funds within the Millage.

Commissioner Morgan stated this was certainly an appropriate use of the Millage, he just wanted to make sure they were being mindful.

Chairperson Grebner asked what the schedule for starting construction was.

Todd stated the hope was that they could finalize a location in the next three to four months, then they could move forward from there, so they were likely looking at 2026 for starting construction.

Discussion ensued regarding interest rates.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

#### Announcements

Commissioner Maiville stated that on October 17, 2024 at 3:00 p.m. there would be a ribbon cutting ceremony at Baldwin Park in Onondaga Township for the new Americans with Disabilities Act (ADA) compliant features. Commissioner Maiville further stated it was incredible what had been done there over the summer.

Commissioner Johnson left at 6:16 p.m.

Commissioner Maiville stated that Jack O' Lanterns Unleashed was continuing throughout October and that evening would be sensory friendly in partnership with the Mid-Michigan Autism Association, where strobe lights and music would be turned off in order to be more inclusive. Commissioner Maiville further stated that Tuesday, October 22, 2024 would be a drive-thru night for those who may be less mobile.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 6:18 p.m.

# NOVEMBER 6, 2024 FINANCE AGENDA STAFF REVIEW SUMMARY

## RESOLUTION ACTION ITEMS:

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

**1a. Treasurer's Office** – *Resolution to Provide Funding for Low-Income Tax Preparation*

This resolution provides funding to the Capital Area United Way for the funding of the Volunteer Income Tax Assistance (VITA) program. The program in 2025 will include a mobile unit that can reach more portions of the county. The funding request, for \$20,000, is the same as for 2024 and is paid from the Treasurer's Delinquent Tax Administration Fund, which is collected through interest on delinquent property taxes.

See memo for details.

**1b. Treasurer's Office** – *Resolution to Amend Resolution #23-125 to Approve the Addition of the Ingham County Land Bank to the Partnership between Capital Area Community Services and Capital Area Housing Partnership in the One Application Process for Delivering Homeowner Rehabilitation Services*

This resolution adds the Ingham County Land Bank to Resolution #23-125, which allocated \$1million in ARPA and \$500K in Elder Millage funds to CACS/CAHP for homeowner rehabilitation services. The Land Bank has the additional capacity and contractor relationships to make the program more efficient.

See memo for details.

**1d. Treasurer's Office** – *Resolution Authorizing Transfer of a Surplus from the Ingham County Delinquent Tax Revolving Fund to the Ingham County General Fund*

This resolution authorizes the Ingham County Treasurer is authorized to transfer \$1,500,000 from the DTRF to the General Fund for fiscal year 2024.

**2. Diversity, Equity, and Inclusion Office** – *Resolution Requiring Free Sanitary Products in County-Owned Public Restrooms*

This resolution requires the addition of free sanitary products in County-owned public restrooms. The cost to initiate this program is \$32,000, which is being requested through the Contingency Fund.

See memo for details.

**3. Purchasing Office** – *Resolution to Approve the Disposal of County-Owned Surplus*

This resolution approves the disposal of County surplus vehicles/equipment through the GOVDEALS.COM online auction platform. All equipment not sold via the auction will be disposed of by the Purchasing Department in a manner deemed to be in the County's best interest.

See memo for details.



**4a. Innovation & Technology Department – Resolution to Approve the Renewal of the OnBase Annual Support through Hyland**

This resolution approves the renewal of the OnBase annual support costs through Hyland. OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments.

The funding for the \$187,000 is budgeted and will come from the County’s Innovation and Technology Department Network Maintenance – Imaging Fund.

See memo for details.

**4b. Innovation & Technology Department – Resolution to Approve the Invoice for Renewing CourtView Support Services**

This resolution approves the renewal of CourtView Support services, which is software used in our various criminal justice areas including our Courts and Prosecuting Attorneys’ Office. The total yearly cost of \$180,947 is available in the County’s Innovation and Technology Department’s LOFT Fund.

See memo for details.

**4c. Innovation & Technology Department – Resolution to Approve Renewal of PACC/PAAM Licensing and Support**

This resolution approves the renewal of the PACC/PAAM licensing and support, which is software used for case tracking, victims’ rights notifications, and warrant charging guidance information. It is a creation of the Prosecuting Attorneys Association of Michigan. The state is requiring a move to a new software, so this should be our last year utilizing it.

The \$8,307 cost is available in the County’s LOFT Fund.

See memo for details.

**5a. Facilities Department – Resolution to Approve Amendment No. 2 to the Agreement for Design, Construction, and Lease with the Community Mental Health Authority of Clinton-Eaton-Ingham Counties**

This resolution approves an amendment to the Agreement for Design, Construction, and Lease with CMH for space at the Human Services Building to allow for a 10-year payback of \$641,403.16 for work completed to the County through yearly payments of \$64,140.32 commencing on or before December 1, 2024.

See memo for details.

**5b. Facilities Department – Resolution to Authorize a Purchase Order to Myers Plumbing & Heating to Install a New Sink in the Pretrial Services Area**

This resolution authorizes a PO to Myers Plumbing & Heating to install a new sink and plumbing in the Pretrial Services Area at the Grady Porter Building in the amount of \$9,845. Facilities is requesting a 10% contingency, bringing the total to \$10,830.

Funding is available in the Facilities budget.

See memo for details.

**5c. Facilities Department – Resolution to Authorize a Service Agreement with Trane U.S. Inc., for HVAC Maintenance Services at the Ingham County Justice Complex**

This resolution authorizes a three-year service contract with Trane U.S. Inc., for HVAC maintenance at the Justice Complex. The three-year total is \$202,752 to be paid semi-annually out of the Facility Department’s maintenance contractual budget.

See memo for details.

**6a. Human Resources Department – Resolution to Amend Resolution #24-466 Accepting the Recommendation of the Ingham County Health Care Coalition for the Employer Contribution to Employee Health Savings Accounts for 2025**

This resolution amends Resolution #24-466 to increase the employer contribution to employee health savings account from \$825 single/\$1,650 2-person/family to \$850/\$1,700 to match last year’s contribution. The Ingham County Health Care Coalition is supportive of this change.

See memo for details.

**6b. Human Resources Department – Resolution to Approve Reclassification Requests for ICEA County Professional Unit and Managerial and Confidential Employees**

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

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Court Services Officer	ICEA Ct Pro. 7: 73,038.20	ICEA Ct Pro. 9: 87,128.10	14,089.90
Court Services Officer	ICEA Ct Pro. 7: 73,038.20	ICEA Ct Pro. 9: 87,128.10	14,089.90
Juvenile Programs Director	MC 13: 108,159.64	MC 14: 116,531.20	8,371.56
Chief Psychologist	MC 14: 116,531.20	MC 15: 125,986.35	9,455.15
Juvenile Services Director	MC 13: 108,159.64	MC 14: 116,531.20	8,371.56
Family Services Director	MC 13: 108,159.64	MC 14: 116,531.20	8,371.56

TOTAL: \$ 62,749.63

See memo for details.

**7. MSU Extension – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2025**

This resolution authorizes entering into an annual Work Plan that includes a county assessment not to exceed \$317,919 with MSU Extension for the period of January 1, 2025 through December 31, 2025 for delivery of Extension services and education. Funding for this agreement is included in the 2025 budget.

**8a. Health Department - Resolution to Amend Resolution #24-245 with Dr. Kathleen Fouche-Brazzle**

This resolution amends Resolution #24-245 with Dr. Kathleen Fouche-Brazzle in an amount not to exceed \$45,000, effective September 1, 2024 through May 30, 2025. Resolution #24-245 authorized eight hours per week of Psychiatry services and this amendment will reduce those hours to four hours weekly. The cost for this amendment will be covered by the HIV Coordination funding included FY2025, FY2026, and FY2027 MDHHS Comprehensive Agreements.

**8b. Health Department - Resolution to Authorize an Agreement with the Michigan Department of Agriculture and Rural Development for Household Hazardous Waste Disposal**

This resolution authorizes entering into a Clean Sweep agreement with MDARD to fund disposal of herbicides and pesticides and provide training for ICHD staff, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$24,000.

**8c. Health Department - Resolution to Accept Funds for Continuation of COVID-19 Regional Health Equity Council Backbone Organization Grant**

This resolution accepts a continuation of funding for the COVID-19 Regional Health Equity Council (HEC) Backbone Organization Grant from MPHI and MDHHS in an amount not to exceed \$100,000, effective October 1, 2024 through September 30, 2025. Sub-agreements will be fully paid from grant funds awarded by MPHI/MDHHS and will be allocated in the following amounts:

- Capital Area Health Alliance will receive \$36,270
- Four current or former HEC mini grantees will receive \$2,555 each

**8d. Health Department - Resolution to Accept Funds from the Office of Refugee Resettlement for the Star Grant Program**

This resolution authorizes accepting \$497,130 in funding from ORR for the successful resettlement and integration of trauma-affected refugees and other eligible Ingham County residents for the ORR refugee program services effective September 30, 2024 through September 29, 2028.

**8e. Health Department - Resolution to Accept Substance Use Disorder Treatment Contract Funds from Mid-State Health Network and Renewing the Piper & Gold Harm Reduction Community Education Services Agreement**

This resolution accepts \$122,296 from Mid-State Health Network (MSHN) and extend the contract for Harm Reduction Education Services with Piper & Gold Relations, effective October 1, 2024 through September 30, 2025.

**8f. Health Department - Resolution to Authorize a Medical Examiner's Services Agreement with University of Michigan - Sparrow Hospital**

This resolution authorizes a Medical Examiner Services agreement with University of Michigan - Sparrow Hospital effective January 1, 2025 through December 31, 2027 in an amount not to exceed \$1,181,340. **This amount represents an increase of \$318,179 (approximately a 27% increase) over what was budgeted for**

**Medical Examiner services in 2025.** According to the memorandum, these increased costs are due in part to changes in Federal regulations, so that UMH-Sparrow will no longer be able to utilize independent contractors as Medical Examiner Investigators (MEIs), but instead, these positions will be filled by UMH-Sparrow. UMH-Sparrow has made additional changes to the Medical Examiner services agreement by assuming responsibility for transporting decedents from the scene of death to the morgue, which will reduce wait times and negate the need for ICHD to have a separate transportation expense.

**9a. Circuit Court – Juvenile Division - *Resolution Authorizing the Juvenile Division to Renew Agreement with Bizstream***

This resolution authorizes to renew the contract with Bizstream for purposes of providing the “Youth Center” client management software at a rate of \$2625 monthly, not to exceed \$31,500 annually. The contract shall be in effect March 1, 2025 through February 28, 2026.

**9b. Circuit Court – Juvenile Division - *Resolution Authorizing the Juvenile Division to Renew Agreement with Global Eagle Business Transformational Specialists***

This resolution authorizes to Renew the contract with Global Eagle Business Transformational Specialists for purposes of providing Learning Management Software at rate not to exceed \$12,825 for the duration of the contract, where \$4,275.00 will be paid annually. The contract will be effective October 1, 2024 through September 30, 2027.

**10a. Controller’s Office – *Resolution authorizing Adjustments to the 2024 Ingham County Budget***

This resolution authorizes the Controller to make the necessary transfers to adjust revenues and expenditures the various funds.

See memo for details.

**10b. Controller’s Office – *Resolution This to Make Additional Contributions to the Municipal Employees’ Retirement System***

This resolution authorizes the Controller to increasing the County’s MERS contribution by \$1,000,000 in 2024 by utilizing MMRMA NAD funds.

**10c. Controller’s Office – *Request to Approve General Fund Positions***

This memo requests filling the following vacant GF positions:

- Health Department
  - Former Position 601435 – Vacant Accountant – Exempt
  - Position 601285 – Pending Retirement Program Specialist – Exempt upon retirement of current employee, December 31, 2024
  - Position 601225 – Vacant Community Health Worker – Native American Outreach – Exempt

- 55<sup>th</sup> District Court
  - Position 137028 – Vacant Probation Officer – Exempt
- Sheriff's Office
  - Position 301091 – Vacant Corrections Deputy – Exempt
- Human Resources
  - Position 226012 – Vacant Benefits Coordinator – Exempt

See memo for details.

**PRESENTATION/DISCUSSION/OTHER ITEM:**

- 1d. **Treasurer's Office** – 3<sup>rd</sup> *Quarter Investment Report*

TO: County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer

DATE: October 23, 2024

SUBJECT: Resolution to Fund Low-Income Income Tax Preparation through the VITA program

**BACKGROUND**

Since at least 2007, Ingham County has funded the Volunteer Income Tax Assistance (VITA) program, now operated through the Capital Area United Way (CAUW) and funded as well by Eaton and Clinton Counties. The program saves low- and moderate-income taxpayers nearly \$4 million annually. The program in 2025 will include a mobile unit that can reach more portions of the county. The funding request, for \$20,000, is the same as for 2024 and is paid from the Treasurer's Delinquent Tax Administration Fund, which is collected through interest on delinquent property taxes.

**FINANCIAL IMPACT**

There is no general fund impact. Funds in the Delinquent Tax Administration Fund are collected through a statutorily mandated formula applied to delinquent tax interest receipts.

**RECOMMENDATION**

I recommend adoption of the resolution and continued funding of this valuable program.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PROVIDE FUNDING FOR LOW-INCOME TAX PREPARATION**

WHEREAS, the Capital Area United Way (CAUW) coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizens; and

WHEREAS, the VITA effort has successfully assisted thousands of low- and moderate-income taxpayers and helped achieve annual refunds of almost \$4 million dollars, including substantial amounts from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a coordinator position hosted and administered by the CAUW; and

WHEREAS, the funds provided by Ingham County will allow staffing of fixed sites throughout Ingham County, as well as a mobile unit to reach more taxpayers; and

WHEREAS, the request for this base funding is being made to the Counties of Clinton, Eaton, and Ingham; and

WHEREAS, these efforts assist the economic condition of low- and moderate-income citizens and income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes funding for the CAUW's VITA coordination efforts in the period November 1, 2024 through October 31, 2025 of \$20,000 from the Delinquent Tax Administration fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low- and-moderate income tax preparation assistance and asset building.

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

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to all local taxing authorities in Ingham County.

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair  
**DATE:**  
**SUBJECT:** Request to authorize the addition of The Ingham County Land Bank to the partnership between Capital Area Community Services and Capital Area Housing Partnership for delivery of homeowner rehabilitation services.

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**BACKGROUND**

In the first tranche of American Rescue Plan (ARP) funds the Ingham County Board of Commissioners, through Resolution #21-293, allocated \$5 million for direct assistance programming through Capital Area Community Services (CACS). Of which \$2.2 million was allocated to a homeowner rehabilitation program in partnership with Capital Area Housing Partnership (CAHP). Thus far, \$1.6 has been expended with work on an additional 25 homes currently in progress. Additionally, the Board of Commissioners, through Resolution #22-211, allocated \$9 million in ARP funds to encourage construction, improvement, and maintenance of affordable, accessible and sustainable housing through the Housing Trust Fund (HTF). In Resolution #23-135, the Board allocated an additional \$1 million of HTF ARP funds and \$500,000 of Elder Millage funds to expand the homeowner rehabilitation program administered through CACS and CAHP.

In expectation of increased funding for homeowner rehabilitation and in an effort to increase capacity to effectively deliver these services to Ingham County residents in need, the HTF Board recommends expanding the partnership between CACS and CAHP to add the Ingham County Land Bank as a provider of contractor engagement and supervision services.

**ALTERNATIVES**

Do not approve adding capacity to deliver homeowner rehabilitation by allowing the Ingham County Land Bank to be added to the partnership between CACS and CAHP.

**FINANCIAL IMPACT**

None.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

I recommend approval to enter into a contract with the Ingham County Land Bank to increase capacity in partnership between CACS and CAHP to deliver homeowner rehabilitation services to Ingham County Residents.



Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #23-125 TO APPROVE THE ADDITION OF THE INGHAM COUNTY LAND BANK TO THE PARTNERSHIP BETWEEN CAPITAL AREA COMMUNITY SERVICES AND CAPITAL AREA HOUSING PARTNERSHIP IN THE ONE APPLICATION PROCESS FOR DELIVERING HOMEOWNER REHABILITATION SERVICES**

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

WHEREAS, the Ingham County Board of Commissioners, through Resolution #21-293 allocated up to \$5 million of the first tranche of American Rescue Plan funds received by Ingham County to Capital Area Community Services (CACS) for direct assistance programming for Ingham County residents, from which CACS allocated \$2.2 million to a homeowner rehabilitation program in partnership with Capital Area Housing Partnership (CAHP); and

WHEREAS, in Resolution #23-125 the Board of Commissioners allocated an additional \$1 million in HTF ARPA funds and \$500,000 in Elder Millage funds to deliver homeowner rehabilitation projects to qualified households; and

WHEREAS, the Ingham County Board of Commissioners desires to distribute all allocated American Rescue Plan and Millage funds swiftly, effectively and equitably while providing critical housing repairs that address substandard or unsafe structural conditions, and increase accessibility for low-and-moderate income and elderly residents of Ingham County; and

WHEREAS, in partnership CACS and CAHP have expended over \$1.6 million of the \$2.2 million of Ingham County ARPA funds allocated to establish the program with work on an additional 25 homes currently in progress; and

WHEREAS, there are still over \$1.5 million in funds allocated by the Board for home improvement and rehabilitation and potentially much more through grant funding from MSHDA and other sources; and

WHEREAS, in order to maximize program capacity to complete and deliver essential home improvement and rehabilitation services in a timely manner to households in need, the Housing Trust Fund Committee would like to encourage further collaboration to assist with program delivery; and

WHEREAS, the Ingham County Land Bank has the capacity and contractor relationships to complete home improvement projects as well, thereby increasing the capacity to complete home owner rehabilitation projects in a timely manner.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #23-125 and approves the addition of The Ingham County Land Bank to the existing arrangement between CACS and CAHP as service providers on home improvement projects.

BE IT FURTHER RESOLVED, that the Treasurer's Office and Controllers Office will work with program administrators and CACS, CAHP, and the Ingham County Land Bank to implement and expand the Homeowner Rehabilitation program utilizing County approved funds.

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

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

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING TRANSFER OF A SURPLUS FROM THE INGHAM COUNTY  
DELINQUENT TAX REVOLVING FUND TO THE INGHAM COUNTY GENERAL FUND**

WHEREAS, Section 87b(7) of Act No. 206, Michigan Public Acts of 1893, as amended (“Act 206”) authorizes the Board of Commissioners to transfer to the Ingham County General Fund any surplus in the Ingham County Delinquent Tax Revolving Fund (the “DTRF”) by appropriate action of the Board of Commissioners; and

WHEREAS, the Ingham County Treasurer has reviewed the amounts which are currently available in the DTRF and the amounts which are provided from the issuance of General Obligation Limited Tax Notes, Series 2021, as well as prior Notes, and has declared a surplus of \$1,500,000.00 in the DTRF which may be transferred to the General Fund for fiscal year 2024; and

WHEREAS, the Ingham County Treasurer has determined that this surplus exists notwithstanding the existence of unsettled litigation that may affect the DTRF.

THEREFORE BE IT RESOLVED, the Ingham County Treasurer is authorized to transfer \$1,500,000 from the DTRF to the General Fund for fiscal year 2024; and


BE IT FURTHER RESOLVED, that any further transfers of surplus amounts will be specifically approved after recommendation by the Ingham County Treasurer by resolution of the Board of Commissioners.

**INGHAM COUNTY  
POOLED CASH AND INVESTMENTS  
9/30/2024**

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE AS OF SEPTEMBER 30, 2024
<b>OPERATING BANK ACCOUNTS INCLUDING SWEEPS</b>				<b>18,032,000.95</b>
<b>CERTIFICATES OF DEPOSIT</b>				
LAFUCU	1/5/2024	12/5/2025	5.37	1,000,000.00
LAFUCU	12/27/2022	12/27/2025	4.66	1,000,000.00
MSUFUCU	1/5/2022	1/5/2026	1.25	1,000,000.00
MSUFUCU	4/2/2024	4/2/2025	4.50	1,000,000.00
MSUFUCU	6/9/2023	12/9/2024	4.87	1,000,000.00
MSUFUCU	6/9/2023	6/9/2025	4.55	500,000.00
MSUFUCU	6/10/2024	6/10/2025	4.50	1,000,000.00
MSUFUCU	7/1/2024	1/1/2026	4.35	1,000,000.00
MSUFUCU	7/2/2024	7/2/2025	4.50	1,000,000.00
CASE CREDIT UNION	10/11/2023	10/10/2024	3.80	1,000,000.00
CASE CREDIT UNION	10/10/2022	10/10/2024	3.50	1,000,000.00
CHOICE ONE BANK	11/14/2023	11/13/2024	5.00	1,000,000.00
CIBC	8/19/2024	8/18/2025	4.85	1,000,000.00
CIBC	9/18/2024	9/18/2025	4.40	1,500,000.00
COMMERCIAL BANK	8/7/2024	4/7/2025	4.50	500,000.00
CONSUMERS CREDIT UNION	4/16/2024	4/16/2025	5.10	500,000.00
HORIZON BANK	8/22/2024	8/22/2025	4.22	1,000,000.00
INDEPENDENT BANK	6/25/2024	6/25/2025	4.95	2,000,000.00
<b>TOTAL CERTIFICATES OF DEPOSIT</b>				<b>18,000,000.00</b>
<b>CDARS</b>				
FLAGSTAR BANK	8/15/2024	8/14/2025	4.50	1,000,000.00
FLAGSTAR BANK	2/15/2024	2/13/2025	5.19	2,035,030.49
FLAGSTAR BANK	5/16/2024	11/14/2024	4.76	2,000,000.00
FLAGSTAR BANK	8/15/2024	8/14/2025	4.50	2,000,000.00
FNB BANK	3/21/2024	3/20/2025	4.25	1,001,281.57
<b>TOTAL CDARS</b>				<b>8,036,312.06</b>
<b>JP Morgan Government Money Market Fund</b>			4.82	5,126,131.90
<b>RESERVE AND SAVINGS</b>				
LAFUCU			0.20	359,306.02
MSUFUCU			3.00	874,377.78
DART			0.60	50,023.01
DART SWEEP			1.65	1,985,893.53
CASE CREDIT UNION			1.65	160,838.45
SMALL ACCOUNTS				61.29
MICHIGAN CLASS			5.23	55,130,292.87
<b>TOTAL RESERVE AND SAVINGS</b>				<b>58,560,792.95</b>

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE AS OF SEPTEMBER 30, 2024
<b>FEDERAL AGENCY COUPON SECURITIES</b>				
Federal Farm Credit Bank	9/2/2020	8/25/2025	0.61	1,000,000.00
Federal Farm Credit Bank	11/19/2020	11/24/2025	0.60	2,000,000.00
Federal Home Loan Mort Corp	9/2/2020	3/17/2025	0.50	1,000,000.00
Federal Home Loan Mort Corp	9/14/2020	9/30/2025	0.60	1,000,000.00
Federal Home Loan Bank	11/19/2020	12/1/2027	0.90	2,000,000.00
Federal Home Loan Mort Corp	10/8/2020	10/28/2026	0.75	1,000,000.00
Federal Home Loan Mort Corp	11/19/2020	5/28/2026	0.65	1,000,000.00
Federal Home Loan Bank	1/27/2021	1/29/2027	0.80	1,000,000.00
Federal Home Loan Bank	1/28/2021	11/17/2028	1.00	1,000,000.00
Federal Home Loan Bank	2/17/2021	2/22/2030	1.43	1,000,000.00
Federal Home Loan Bank	2/25/2021	9/17/2026	1.00	1,000,000.00
Federal Home Loan Bank	2/25/2021	3/3/2028	1.34	1,000,000.00
Federal Home Loan Bank	3/8/2021	3/30/2028	1.50	833,333.33
Federal Home Loan Bank	3/12/2021	3/29/2029	1.00	2,000,000.00
Federal Home Loan Bank	6/15/2021	6/15/2027	1.25	500,000.00
Federal Home Loan Bank	6/29/2021	7/20/2026	1.13	3,000,000.00
Federal Home Loan Bank	6/29/2021	1/22/2025	0.38	3,000,000.00
Federal Home Loan Bank	7/23/2021	8/19/2026	0.50	5,000,000.00
Federal Home Loan Bank	10/27/2021	11/18/2025	1.20	2,000,000.00
Federal Home Loan Bank	10/27/2021	11/23/2026	1.50	2,000,000.00
Federal Home Loan Bank	10/27/2021	11/22/2024	1.00	2,000,000.00
Federal Home Loan Bank	1/11/2022	1/27/2025	0.70	2,000,000.00
Federal Home Loan Bank	2/15/2022	3/8/2027	2.17	2,000,000.00
Federal Home Loan Bank	3/26/2022	3/28/2025	2.30	2,000,000.00
Federal Farm Credit Bank	3/30/2020	3/30/2027	1.55	2,000,000.00
Federal Farm Credit Bank	5/19/2022	12/9/2024	3.00	2,000,000.00
Federal Farm Credit Bank	5/26/2022	6/1/2027	3.45	2,000,000.00
Federal Home Loan Bank	7/28/2022	7/28/2025	4.00	2,000,000.00
Federal Home Loan Bank	10/6/2022	10/6/2026	5.00	2,000,000.00
Federal Home Loan Bank	8/1/2024	6/8/2029	4.63	2,086,528.06
Federal Farm Credit Bank	8/15/2024	11/15/2027	3.88	1,995,855.28
Federal Farm Credit Bank	8/15/2024	6/28/2029	4.35	2,057,240.00
Federal Farm Credit Bank	8/22/2024	5/23/2029	3.75	1,997,100.00
Federal Farm Credit Bank	8/26/2024	8/16/2027	3.75	1,500,243.01
Federal Home Loan Bank	8/26/2024	3/9/2029	4.50	896,065.75
Federal Home Loan Bank	9/3/2024	3/12/2027	4.50	2,074,410.00
Federal Home Loan Bank	9/3/2024	4/27/2028	1.75	467,608.47
Federal Home Loan Bank	9/4/2024	3/10/2028	4.50	972,950.19
Federal Home Loan Mort Corp	9/12/2024	11/15/2028	0.00	1,729,983.20
Federal Farm Credit Bank	9/12/2024	9/10/2029	3.50	2,001,388.89
Federal Home Loan Bank	9/13/2024	9/4/2026	3.63	1,997,340.00
Federal Farm Credit Bank	9/24/2024	3/24/2028	3.50	2,000,580.00
Federal Home Loan Bank	9/30/2024	9/10/2027	0.63	1,839,494.44
<b>TOTAL FED AGENCY COUPON SECURITIES</b>				<b>73,950,120.62</b>
<b>US TREASURY NOTES</b>				
US Treasury Note	10/16/2023	8/31/2025	5.00	2,009,537.09
<b>US TREASURY NOTES</b>				<b>2,009,537.09</b>

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE AS OF SEPTEMBER 30, 2024
<b>MUNICIPAL BONDS</b>				
Houghton-Portage Twp Schs	6/21/2016	5/1/2025	2.70	201,666.00
Ionia School District	3/22/2017	5/1/2025	2.20	235,884.12
State of Michigan GO Sch Ln	10/11/2022	5/15/2027	3.20	1,757,295.56
<b>TOTAL MUNICIPAL BONDS</b>				<b>2,194,845.68</b>
<b>TOTAL POOLED INVESTMENTS</b>				<b>167,877,740.30</b>
<b>TOTAL POOLED CASH AND INVESTMENTS</b>				<b>185,909,741.25</b>



**Alan Fox, Ingham County Treasurer**

**TO:** Board of Commissioners County Services Committees and Finance Committees  
**FROM:** Feliz E. Rodriguez, Diversity, Equity & Inclusion Director  
**DATE:** October 10, 2024  
**SUBJECT:** Resolution requiring free sanitary products in County owned public restrooms  
For the meetings of November 19, 2024

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**BACKGROUND**

The Office of Diversity, Equity and Inclusion, the Equal Opportunity Committee and Women’s Commission finds that soap, toilet paper, and menstrual products are all instrumental to the general health and welfare of the public.

Providing free menstrual products in County restrooms such as pads, tampons, or similar products will help prevent the spread of germs, reduce the transmission of bloodborne pathogens, and improve the general public welfare.

To increase accessibility and end period poverty by providing free menstrual products in County public restrooms aligns with the County’s Mission ‘To improve the quality of life for Ingham County residents and work to ensure every person is treated with respect and dignity’.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The Facilities Department estimates the cost not to exceed \$32,000, with ongoing costs to be determined and adjusted based on utilization. The Facilities Department is requesting \$32,000 from contingency funding to be moved to the facilities budget to cover this expense.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION REQUIRING FREE SANITARY PRODUCTS IN COUNTY OWNED PUBLIC RESTROOMS**

WHEREAS, the Ingham County Office of Diversity, Equity and Inclusion, the Equal Opportunity Committee, and Women's Commission were tasked by the Ingham County Board of Commissioners to increase accessibility within the County; and

WHEREAS, Ingham County finds that soap, toilet paper, and menstrual products are all instrumental to the general health and welfare of the public; and

WHEREAS, Ingham County also finds that ensuring that such products are readily available in public restrooms will help prevent the spread of germs, reduce the transmission of bloodborne pathogens, and improve the general public welfare; and

WHEREAS, Ingham County can increase accessibility and end period poverty by requiring all County public restrooms to provide menstrual products free of charge and thus aligning with the County's Mission 'To improve the quality of life for Ingham County residents and work to ensure every person is treated with respect and dignity'; and

WHEREAS, sanitary products are defined as menstrual pads, tampons, or similar products for menstruating individuals in restrooms located in buildings owned and operated by the County that are available for public use; and

WHEREAS, the Facilities Department is responsible for the managing and maintaining public restrooms and will provide all sanitation products at no cost to the user of that public restroom; and

WHEREAS, all sanitation products required will be placed within the public restroom and be openly accessible to users of that public restroom; and

WHEREAS, the Facilities Department estimates the cost not to exceed \$32,000, with ongoing costs to be determined and adjusted based on utilization; and

WHEREAS, the Facilities Department is requesting \$32,000 from the Contingency Fund to be moved to the Facilities budget to cover this expense; and

WHEREAS, Ingham County continues to provide high quality services in an efficient manner that embraces accessibility, equity, and inclusion.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby requires Ingham County to provide free sanitary products in public restrooms located in buildings owned and operated by Ingham County.

BE IT FURTHER RESOLVED, that the Board authorizes the transfer of \$32,000 from the Contingency Fund to the Facilities Department Janitorial supplies line item 101-23303-776000 for the purchase of the necessary products.



BE IT FURTHER RESOLVED, that all County restrooms will be appropriately equipped with trash receptacles to properly dispose of sanitary products, including all restrooms designated as gendered, non-gendered, single-person use, and family use – this does not include temporary restrooms provided by the County (i.e., port-a-johns).

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

To: Finance Committee  
County Services Committee

From: Kristen Romo, Purchasing Director

Date: October 22, 2024

Subject: Disposal of Surplus Vehicles and Goods

For the meeting agendas of November 6 and November 7

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**BACKGROUND**

This is a resolution authorizing the Purchasing Department to dispose of surplus vehicles and goods which have been replaced or have exceeded their useful life, and therefore are no longer needed. The auction will eliminate the need to store surplus vehicles and goods, and it will also generate revenue for the general fund and the original funding source, such as grant funds.

Surplus items are publicly advertised online through GOVDEALS.COM. Interested bidders can place bids on items and awards are made to the highest responsive bidder.

If a bidder does not claim the item(s) awarded, the award then goes to the next highest responsive bidder. The Purchasing Department, at its discretion, can ban a bidder from bidding again if the bidder is in default of payment.

Vehicles and items to be auctioned are identified in Attachment “A”.

**ALTERNATIVES**

The County could elect to contract with another auctioneer to dispose of the surplus; however, the Purchasing Department has been satisfied with the services that GOVDEALS.COM has provided.

**FINANCIAL IMPACT**

Bidder payment is received by GOVDEALS.COM and then the proceeds are forwarded to the Purchasing Department, and subsequently deposited in the General Fund or appropriate account. There is no cost to the County since the bidder pays a 12.5% premium on the winning bid amount.

**OTHER CONSIDERATIONS**

Contracting with another auctioneer would take time and resources the Purchasing Department currently lacks. Auction items would remain in storage, revenues would be delayed, and vehicles would lose their value with time.

**RECOMMENDATION**

Respectfully recommend approval.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS**

WHEREAS, the Purchasing Department has determined that the County has a number of surplus vehicles and goods that have exceeded their useful life and/or are no longer useful for County operations; and

WHEREAS, the surplus vehicles and goods will be auctioned through GOVDEALS.COM in a competitive, publicly advertised bidding process whereby awards will be made to the highest responsive bidder; and

WHEREAS, the Purchasing Director has reviewed the surplus items before placement on the surplus property list.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Purchasing Director to place in an auction those surplus vehicles and items in the attached listing which have no further use or value to the County of Ingham.

BE IT FURTHER RESOLVED, that any vehicle or item not sold at the auction may be disposed of by the Purchasing Department in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of surplus items will be deposited in the General Fund 10130101 673000 or appropriate account.

## Attachment A

Asset ID	Description	Make	Year	VIN/Serial	Miles/Hours	Category	Long Description
460	(3) 17 Foot Canoes	Grunman/ Michicraft		Various		Boats, Marine	(3) 17-foot canoes, 2 Grunmans (MC9528K8 & MC9527KP) and 1 Michicraft (MC9507KP). Canoes are usable; however, they do have patch welds, scratches, dents, and cracks. Bow of Grunman MC9527KP bent. No other details and/or information available, sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842
467	(6) Xlerator Hand Dryers	Xlerator				Appliances	Lot of 6 Xlerator Hand Dryers, model #XL-BW. All worked when disconnected a year ago. No other details and/or information available. Sold as-is. Pickup Location: Lake Lansing South Park 1621 Pike St. Haslett, MI 48840
468	Leathers and Associates Slide Parts	Leathers and Associates				Playground Equipment	Leathers and Associates slide parts. The picture of the slide is what the parts go to, the slide is it NOT included, the picture is just to show what kind of slide they fit and where they would go on the slide. It is the exit portion and the next section up from it. Slide is NOT INCLUDED, this is only replacement parts. No other details and/or information available. Sold as-is. Pickup Location: Lake Lansing South Park 1621 Pike St. Haslett, MI 48840
469	Midmark Ritter 104 Exam Table	Midmark				Medical Equipment	Midmark Ritter 104 Exam Table with drawers. Table was operational when last used. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Health Department 5303 S. Cedar St. Lansing, MI 48911
470	Midmark 404 Exam Table	Midmark				Medical Equipment	Midmark 404 Exam Table with drawers and outlets. Operational when it was taken out of service. Unknown year and/or age. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Health Department 5303 S. Cedar St. Lansing, MI 48911
471	Used Fuel Pumps and Hoses					Metal, Scrap	Used Diesel and No Lead Gasoline Pumps with Hoses. 20 or more years old. Very rusty and missing parts.
472	2011 Chevrolet Silverado 1500	Chevrolet	2011	1GCNKPEA1BZ337818	177,000 Miles	Pickup Trucks	2011 Chevrolet Silverado 1500 REGULAR CAB PICKUP 2-DR, 4.8L V6 OHV 16V. Starts and ran when parked. Frame is rotted. Pickup in poor condition.
473	2008 Chevrolet Silverado 3500HD	Chevrolet	2008	1GCHC33K88F161746	206,000 Miles	Pickup Trucks	2008 Chevrolet Silverado 3500HD CREW CAB PICKUP 4-DR, 6.0L V8 OHV 16V. Frame and bed are completely rusted. Flatbed Pickup. Starts and ran when parked.
474	1978 Talbert Low Boy Trailer					Lowboy Trailers	1978 Talbert Low Boy Trailer. Extremely rusty and has not been used or moved in several years.

475	1998 John Deere 550-G-LT Dozer			T0550GH839972		Vehicle Equipment	1998 John Deere 550GLT Dozer. Off Road Equipment. Rusty, starts and ran when parked. 3100 hours.
476	1993 John Deere 672B Motor Grader			540185	15,053 Hours	Motor Graders	1993 John Deere 672B Motor Grader. 15,100 hours. Blade guides are worn. Has two newer tires and needs a couple replaced. Start and runs great.
477	1999 GMC Sierra Classic 3500	GMC	1999	1GDGC34R8XF088055	177,000 Miles	Pickup Trucks	1999 GMC Sierra Classic 3500 CHASSIS AND CAB, 5.7L V8 OHV 16V. 1-Ton Service Body. Needs battery, fuel gauge is inoperable. Starts and ran when parked.
478	2011 Vermeer Stump Grinder				905 Hours	Construction Equipment	2011 Vermeer SC-802 Stump Grinder. Rusty and in poor condition. Engine needs repairs, engine has been disassembled and reassembled. Needs engine piston.
479	Ridgid Miter Saw and Stand	Ridgid				Woodworking Equipment	Ridgid 15A, 12 In. Miter Saw with stand. Model #R4120 for the saw and Model # AC9940 0 for the stand. The saw is in working condition, age is unknown. No other details and/or information available. Sold as-is. Pickup Location: Hawk Island Park 1601 E. Cavanaugh Rd. Lansing, MI 48910
480	Cushman Hauler 800X Golf Cart	Cushman		3265879		Golf Carts	Cushman Hauler 800X Golf Cart. (6) 8-volt batteries. Runs and drives. Electrical Motor Product 48V motor. There is a crack in the windshield and the seat cushion is torn. Unknown year and hours. No other details and/or information available. Sold as-is. Pickup Location: Hawk Island Park 1601 E. Cavanaugh Rd. Lansing, MI 48910
481	(4) Stihl Weed Trimmers	Stihl				Home and Garden	(4) Stihl FS90R Weed Trimmers. All are in working condition. Unknown years and hours. Sold as-is.
482	Husqvarna Walk Behind Edger	Husqvarna		110810Q005769		Home and Garden	Husqvarna LE475 Walk Behind Edger with Briggs and Stratton engine. There is a dent on top of the fuel tank. Edger is operational. No other details and/or information available. Sold as-is. Pickup Location: Hawk Island Park 1601 E. Cavanaugh Rd. Lansing, MI 48910
483	Poulan PRO Lawn Mower	Poulan		033116M004245		Home and Garden	Poulan Pro Push Lawn Mower with 21-inch deck and Kohler engine. Model #961190004. Mower is operational. No other details and/or information available. Sold as-is. Pickup Location: Hawk Island Park 1601 E. Cavanaugh Rd. Lansing, MI 48910
484	Honda 8HP Outboard Boat Motor	Honda				Boats, Marine	8 HP Honda Outboard Motor, Model #BF 8D. BFD 8D, Serial #BAAJ-1100427. Minor damage to cover latch. Motor runs. No other details and/or information available. Sold as-is. Pickup Location: Hawk Island Park 1601 E. Cavanaugh Rd. Lansing, MI 48910

485	2005 Pontiac Grand Prix	Pontiac	2005	2G2WP542151320863	131,000 Miles	Automobiles/Car	2005 Pontiac Grand Prix SEDAN 4-DR, 3.8L V6 OHV 12V. Starts & Runs. Newer Tires. Has some rust. Radio Issue.
486	2007 Dodge Grand Caravan	Dodge	2007	2D4GP44LX7R332360	81,472 Miles	Vans	2007 Dodge Grand Caravan SPORTS VAN, 3.8L V6 OHV 12V. Engine light on, rodents have chewed wiring under the hood. All tires are mismatched and not in good shape. Lots of dents and rust. Interior has a missing headrest, broken folding seats in back, and missing floor panels that cover seats when stowed. Van will start; however, due to the chewed wiring there is some sparking once started. No other details and/or information available. Sold as-is. Pickup Location: Potter Park Zoo 1301 S. Pennsylvania Ave. Lansing, MI 48912
487	2014 Chevrolet Impala	Chevrolet	2014	2G1WD5E31E1177465	93,546 Miles	Automobiles/Car	2014 Chevrolet Impala SEDAN 4-DR, 3.6L V6 DOHC 16V FFV. Traction and tire light on. Runs, but has rough idle. Tires are in poor condition. Multiple dents, broken rear bumper plastic. Rear door handles and lock inoperable. Driver seat has excessive wear. No other details and/or information available. Sold as-is. Pickup Location: Potter Park Zoo 1301 S. Pennsylvania Ave. Lansing, MI 48912
488	2013 Chevrolet Impala	Chevrolet	2013	2G1WD5E34D1167334	107,976 Miles	Automobiles/Car	2013 Chevrolet Impala SEDAN 4-DR, 3.6L V6 DOHC 16V FFV. Runs and is drivable. Check engine light is on, unsure of the cause. Tires are in fair condition. Exterior has minor dents, scratches, and dings. There may also be holes on the exterior where lights were removed. Interior may have rips, tears, holes, and scratches. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N. Cedar St. Mason, MI 48854
489	2016 Ford Explorer	Ford	2016	1FM5K8AR1GGA78344	164,592 Miles	SUV	2016 Ford Explorer SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V. Runs and is drivable. Tire condition is poor. Passenger side rear window is missing along with the trim. Vehicle may also have dents, scratches, and holes on the exterior. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N. Cedar St. Mason, MI 48854
490	2017 Ford Explorer	Ford	2017	1FM5K8AR7HGD25058	183,305 Miles	SUV	2017 Ford Explorer SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V. Runs and is drivable. Airbag light is on. Tires are in fair condition. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 640 N. Cedar St. Mason, MI 48854

491	Office Desk					Office Furniture	Desk in fair condition. Desk is 30" High, 72" Long, and 36" Wide. No other details and/or information available. Desk may have other blemishes or issues that are not listed or shown. Desk sold as-is.
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TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: October 22, 2024

SUBJECT: Renewal of the Hyland/OnBase Subscription and Licenses  
For the Agendas of November 6th, November 7th, and November 12th.

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**BACKGROUND**

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and streamlining of our processes. Our support contract expires on December 31<sup>st</sup>, 2024. In 2022, Hyland moved to a subscription licensing model for all new license purchases. The subscription licenses are invoiced separately from perpetual license maintenance that we pay annually. This request includes that subscription license invoice of \$52,375.27 which represents licenses purchased for OnBase projects started after 2022 involving Circuit and Probate Court.

**ALTERNATIVES**

By working through i3 Verticals (formerly ImageSoft) and Hyland for our support, we have the following results:

2019 support costs paid	\$182,288.30
2020 Actual invoice total	\$207,663.43
2021 Actual invoice total	\$203,650.17
2022 Actual invoice total	\$215,963.69
2023 Actual invoice total	\$175,673.98

**FINANCIAL IMPACT**

The funding for the \$52,375.27 and the \$134,034.67 invoices from Hyland (total of \$186,409.94) is budgeted and will come from the County’s Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

**STRATEGIC PLANNING IMPACT**

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for Hyland subscription and support renewals in the amount not to exceed \$187,000, which includes a small contingency.



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE ONBASE ANNUAL SUPPORT THROUGH  
HYLAND**

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current licensing subscription agreement will expire on December 31<sup>st</sup>, 2024; and

WHEREAS, the annual contract amount is in the approved 2025 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the renewal of the OnBase support licensing through Hyland by paying invoices in the amount not to exceed \$187,000.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Imaging Fund (636-25870-932050).

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 any contract documents consistent with this resolution and approved as to form by the County Attorney.

TO: Board of Commissioners, County Services, & Finance Committees

FROM: Deb Fett, CIO

DATE: October 22, 2024

SUBJECT: Renew CourtView Support Services  
For the Agendas of November 6th, November 7th, and November 12th.

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**BACKGROUND**

Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys’ Office. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates that will expire on December 31, 2024. This support has been purchased every year since Ingham County has owned the application. The last invoice for total maintenance cost was \$176,533, this year’s upcoming cost proposed by Equivant is \$180,947. This is being put forth now to ensure timely payment with 2024 funds.

**ALTERNATIVES**

While the County is in process of moving to the State case management solution we will continue to need support on this software until after any transition is completed. That may include yet another year of support after this one depending on the timeline for implementation.

**FINANCIAL IMPACT**

The funding for the \$180,947 total will come from the County’s Innovation and Technology Department’s LOFT Fund #636-25820-932050 for 2023.

**STRATEGIC PLANNING IMPACT**

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the invoice renewal for Equivant support of the CourtView software in the amount of \$180,947.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE INVOICE FOR RENEWING COURTVIEW SUPPORT SERVICES**

WHEREAS, Ingham County currently utilizes CourtView Software for various criminal justice applications; and

WHEREAS, annual maintenance is required to maintain the system and has been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$180,947 for annual support is due for January 1, 2025 - December 31, 2025; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize payment of the invoice for the renewal of support from Equivant for CourtView Software in the amount not to exceed \$180,947.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's LOFT Fund (636-25820-932050).

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 any contract documents consistent with this resolution and approved as to form by the County Attorney.

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

FROM: Deb Fett, CIO

DATE: October 22, 2024

SUBJECT: PACC/PAAM Licensing and Support Renewal  
For the Agendas of November 6th, November 7th, and November 12th.

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**BACKGROUND**

PACC/PAAM is the software that our Ingham County Prosecutor’s Office relies on for case tracking, victims’ rights notifications and warrant charging guidance information. It is a creation of the Prosecuting Attorneys Association of Michigan.

Last year’s licensing and support costs were \$9,010. This year the cost will be \$8,307 as they have realigned costs with services yet again. The major portion is now paid as dues and services and not as support, thus changing what IT is responsible for.

This should be the last year that the software is in use as the department is transitioning to a new system.

**ALTERNATIVES**

Ingham County could choose not to use the software.

**FINANCIAL IMPACT**

The funding for the \$8,307 total will come from the County’s LOFT Fund 636-25820-932050.

**STRATEGIC PLANNING IMPACT**

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

**OTHER CONSIDERATIONS**

The PACC/PAAM system has been used by our Prosecutor’s Office for many years and is used by many of the counties in Michigan. It serves as a hub for the creation of a statewide network between prosecuting attorneys and state agencies, such as the Michigan State Police, Department of Human Services, and the Department of Corrections.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for PACC/PAAM Licensing and Support renewal in the amount of \$8,307.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE RENEWAL OF PACC/PAAM LICENSING AND SUPPORT**

WHEREAS, Ingham County Prosecutor's Office relies on our PAAC/PAAM system; and

WHEREAS, the software has been in use for many years; and

WHEREAS, the renewal for licensing and support will be \$8,307.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the renewal of licensing and support from PACC/PAAM in an amount not to exceed \$8,307.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's LOFT Fund #63625820-932050.

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 any contract documents consistent with this resolution and approved as to form by the County Attorney.

**TO:** Board of Commissioners, County Services & Finance Committees

**FROM:** Glenn Canning, Facilities Director

**DATE:** September 20th, 2024

**RE:** Resolution to Authorize Amendment No. 2 to the Agreement for Design, Construction, and Lease between Ingham County and Community Mental Health Authority of Clinton-Eaton-Ingham Counties

For the meeting agendas of November 6th & 7th

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**BACKGROUND**

Ingham County and the Community Mental Health Authority of Clinton-Eaton-Ingham Counties (CMHA-CEI) originally entered into an Agreement for Design, Construction, and Lease on March 29, 1989, for the construction and leasing of space at the Human Services Building located at 5303 S. Cedar Street, Lansing, Michigan. The lease, which has a 50-year term expiring in 2038, was amended on June 12, 2018, to increase the leased space by 350 square feet, bringing the total to 5,350 square feet.

Pursuant to Resolution #22-559, an agreement was made with LJ Trumble Builders, LLC to provide necessary renovations to the leased space used by CMHA-CEI. The renovations included upgrades to the reception area, flooring, HVAC, lighting, and ADA-compliant remodeling of restrooms. The total cost of the renovations amounted to \$1,194,004.37.

**ALTERNATIVES**

The alternative would be to not approve this amendment, which could jeopardize the financial recovery of the renovation costs and cause operational disruptions in the CMHA-CEI's leased space at the Human Services Building.

**FINANCIAL IMPACT**

The \$1,194,004.37 cost for the renovations will be paid from the following funding sources:

- Ingham CIP Carpet: \$200,000
- Ingham CIP CMH Renovations: \$500,000
- Ingham General Fund Reserves: \$200,000
- CMH Building Revolving Fund: \$300,000

Ingham County shall pay \$252,601.21 from these funds without reimbursement, while CMHA-CEI will contribute \$300,000 from its Building Revolving Fund. The remaining \$641,403.16 will be reimbursed to Ingham County by CMHA-CEI over a 10-year period, with annual payments of \$64,140.32, starting on or before December 1, 2024. No interest will be charged on this amount.

**OTHER CONSIDERATIONS**

In reviewing the 1989 lease agreement's existing term, it was determined that an Amendment No. 2 to the 1989 Agreement for Design, Construction, and Lease is the most appropriate way to manage the payment structure for renovations to the leased space, rather than pursuing a new lease.

**RECOMMENDATION**

Based on the information provided, the Facilities Department respectfully recommends the approval of Amendment No. 2 to the Agreement for Design, Construction, and Lease between Ingham County and the

Community Mental Health Authority of Clinton-Eaton-Ingham Counties. This amendment will formalize the payment of \$641,403.16 over a 10-year period for renovations to the leased space at the Human Services Building, with no interest charges.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AMENDMENT NO. 2 TO THE AGREEMENT FOR DESIGN, CONSTRUCTION, AND LEASE WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON-EATON-INGHAM COUNTIES**

WHEREAS, Ingham County and the Community Mental Health Authority of Clinton-Eaton-Ingham Counties (hereinafter referred to as the "CMHA-CEI") entered into an Agreement for Design, Construction, and Lease on March 29, 1989, for the construction and leasing of space at the Human Services Building located at 5303 S. Cedar Street, Lansing, Michigan; and

WHEREAS, the lease has a fifty (50) year term that expires on July 31, 2038; and

WHEREAS, Amendment No. 1 to the Lease was entered into on June 12, 2018, to increase CMHA-CEI's leased space by 350 square feet, bringing the total leased space to 5,350 square feet; and

WHEREAS, pursuant to Resolution #22-559, an agreement was entered into with LJ Trumble Builders, LLC to provide needed renovations to the space covered by the CMHA-CEI's leased space at the Human Services Building, which included but were not limited to upgrades to the reception area, flooring, HVAC, lighting, and Americans with Disabilities Act (ADA) compliant remodeling of restrooms; and

WHEREAS, the total construction cost of the renovations when completed came to \$1,194,004.37; and

WHEREAS, Ingham County shall pay, without reimbursement, \$252,601.21 and CMHA-CEI shall pay \$300,000 from the CMH Building Revolving Fund; and

WHEREAS, the remaining \$641,403.16 of the renovation costs shall be reimbursed to Ingham County by CMHA-CEI over a 10-year period, with annual payments of \$64,140.32 commencing on or before December 1, 2024; and

WHEREAS, no interest will be charged CMHA-CEI on the amount due for the renovation costs; and

WHEREAS, Resolution #22-559, in addition to authorizing the agreement with LJ Trumble Builders, LLC, also authorized a 10-year lease agreement with CMHA-CEI for its Families Forward space at the Human Services building for a total amount not to exceed \$647,000 to be paid over the 10-year period; and

WHEREAS, in that the renovated Human Services Building space used by CMHA-CEI is already covered by the 1989 lease whose term expires in 2038, an agreement providing for payments to Ingham County for renovations to the leased space may be best accomplished through an Amendment No. 2 to the 1989 Agreement for Design, Construction, and Lease entered into between Ingham County and CMHA-CEI for the space used by CMHA-CEI at the Human Services Building.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an Amendment No. 2 to the 1989 Agreement for Design, Construction, and Lease with the Community Mental Health Authority of Clinton-Eaton-Ingham Counties to provide for the recent renovations made to the leased space at the Human Services Building and for Community Mental Health Authority of Clinton, Eaton and Ingham Counties payment to Ingham County of \$641,403.16 over a ten-year period, without interest charges, with annual payments of \$64,140.32 commencing on or before December 1, 2024.



BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign an Amendment No. 2 to the Design, Construction, and Lease with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties that implements this resolution upon approval as to form by the County Attorney.

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** October 21, 2024  
**RE:** Resolution to Authorize a Purchase Order to Myers Plumbing & Heating to Install a New Sink in the Pretrial Services Area

For the meeting agendas of November 6 & 7

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**BACKGROUND**

The Pretrial Services area on the 3rd floor of the Grady Porter Building requires the installation of a new sink in the breakroom. The existing water supply lines on the 2<sup>nd</sup> floor ceiling will be tied into for the installation of approximately 70 feet of piping, along with valves and fittings, to serve the new sink.

After reviewing proposals, Myers Plumbing & Heating submitted the most responsive and responsible bid for the project, totaling \$9,845. A 10% contingency has been added, bringing the total project cost to \$10,830.

**ALTERNATIVES**

The alternative would be to not approve the project, which may result in increased costs if the work is postponed.

**FINANCIAL IMPACT**

Funds are available in the Facilities budget under line item 245-13099-976000-22F20.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to authorize a purchase order to Myers Plumbing & Heating for the installation of the new sink in the Pretrial Services area.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO MYERS PLUMBING & HEATING TO  
INSTALL A NEW SINK IN THE PRETRIAL SERVICES AREA**

WHEREAS, the Pretrial Services area on the 3rd floor of the Grady Porter Building requires the installation of a new sink in the breakroom; and

WHEREAS, the Facilities Department has reviewed the need for this installation, which will involve tying into the existing water supply located in the 2nd-floor ceiling and installing approximately 70 feet of piping, valves, and fittings; and

WHEREAS, three proposals were requested, and Myers Plumbing & Heating submitted the lowest responsive and responsible proposal, in the amount of \$9,845; and

WHEREAS, a 10% contingency has been added to the project for unforeseen conditions, bringing the total project cost to \$10,830; and

WHEREAS, funds for this project are available in the Facilities budget under line item 245-13099-976000-22F20.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Myers Plumbing & Heating for the installation of a new sink in the Pretrial Services area at a cost not to exceed \$10,830.

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

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** October 14, 2024  
**RE:** Resolution to Authorize a Service Agreement with Trane U.S. Inc., Continuation of Service Agreement for the Justice Complex

For the meeting agendas of: November 6 & 7, 2024

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**BACKGROUND**

This resolution is to renew the service agreement with Trane U.S. Inc. for HVAC maintenance services at the Ingham County Justice Complex, located at 640 N. Cedar Street, Mason, MI 48854. The Trane Service Agreement is scheduled for renewal on July 1, 2024. To ensure no interruption of service and benefits to Ingham County, the Service Agreement will be extended through June 30, 2027.

The adjusted Service Fees for the renewal term for all sites are set forth in the following table:

Contract Year	Annual Amount - All Sites USD	Payment USD	Payment Term
Year 1	\$64,956	\$32,478	Semi-Annual
Year 2	\$67,548	\$33,774	Semi-Annual
Year 3	\$70,248	\$35,124	Semi-Annual

Trane, who is on the Omnia co-operative agreement and therefore does not require three quotes per the Ingham County Purchasing Policy, submitted a proposal of \$202,752 for a three-year term to cover the justice complex.

**ALTERNATIVES**

The alternative would be to not approve this service agreement, leaving the potential for the units to completely fail when needed to maintain comfortable building temperatures, resulting in higher repair costs.

**FINANCIAL IMPACT**

Funds are available in building maintenance contractual line items.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a service agreement with Trane U.S. Inc., for the air handling units at the Ingham County Justice Complex.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SERVICE AGREEMENT WITH TRANE U.S. INC., FOR HVAC MAINTENANCE SERVICES AT THE INGHAM COUNTY JUSTICE COMPLEX**

WHEREAS, the air handling units at the Ingham County Justice Complex require routine maintenance to ensure they stay operational and maintain comfortable building temperatures for staff and the public; and

WHEREAS, the Trane Service Agreement is scheduled for renewal on July 1, 2024, and to assure that there will be no interruption of service and benefits to Ingham County, the Service Agreement will be extended through June 30, 2027; and

WHEREAS, the adjusted Service Fees for the renewal term for all sites are set forth in the following table:

Contract Year	Annual Amount - All Sites USD	Payment USD	Payment Term
Year 1	\$64,956	\$32,478	Semi-Annual
Year 2	\$67,548	\$33,774	Semi-Annual
Year 3	\$70,248	\$35,124	Semi-Annual

WHEREAS, Trane U.S. Inc., is on the Omnia co-operative agreement contract and, therefore, does not require three quotes per Purchasing Department policy; and

WHEREAS, the Facilities Department recommends a service agreement with Trane U.S. Inc. for the air handling units at the Ingham County Justice Complex for \$202,752 for a three-year term; and

WHEREAS, funds are available in the maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a service agreement with Trane U.S. Inc., 3350 Pine Tree Road, Lansing, Michigan 48911, for the air handling units at the Ingham County Justice Complex for an amount not to exceed \$202,752 for a three-year term.

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

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** October 15, 2024  
**SUBJECT:** Resolution to Amend Resolution #24-466 Accepting the Recommendation of the Ingham County Health Care Coalition for the Employer Contribution to Employee Health Savings Accounts for 2025

For the meeting agendas of November 6 and November 7

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**BACKGROUND**

Resolution #24-466 authorized acceptance by the Ingham County Board of Commissioners of the recommendation of the Ingham County Health Care Coalition, which included acceptance of the recommendation that Ingham County contribute to employee health savings accounts (HSAs) in the amount of \$825 single/\$1650 2-Person/Full Family coverage (prorated on a per pay basis) be made for employees enrolled in the base health insurance option. Upon further discussion with the Ingham County Health Care Coalition, the Employer contribution amount recommended should have been in the amount of \$850 single/\$1,700 2-Person/Full Family coverage (prorated on a per pay basis) to be made for employees enrolled in the base health insurance option. The attached resolution is to recommend the amendment of Resolution #24-466 to reflect these amounts. No other amendments are being recommended.

**ALTERNATIVES**

Resolution to Amend the Resolution Accepting the Recommendation of the Ingham County Health Care Coalition for the Employer Contribution to Employee Health Savings Accounts for 2025.

**FINANCIAL IMPACT**

The financial impact will vary dependent upon actual experience during 2025 based upon employee election of benefits.

**STRATEGIC PLAN CONSIDERATIONS**

The recommendation to Amend the Resolution Accepting the Recommendation of the Ingham County Health Care Coalition for the Employer Contribution to Employee Health Savings Accounts for 2025 Compensation reclassification supports the County's goal to become a destination employer that attracts and retains high-quality staff to serve our residents.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to Amend Resolution #24-466 Accepting the Recommendation of the Ingham County Health Care Coalition for the Employer Contribution to Employee Health Savings Accounts for 2025.

Introduced by the County Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #24-466 ACCEPTING THE RECOMMENDATION OF THE INGHAM COUNTY HEALTH CARE COALITION FOR THE EMPLOYER CONTRIBUTION TO EMPLOYEE HEALTH SAVINGS ACCOUNTS FOR 2025**

WHEREAS, Resolution #24-466 authorized acceptance by the Ingham County Board of Commissioners of the recommendation of the Ingham County Health Care Coalition, which included acceptance of the recommendation that Ingham County contribute to employee health savings accounts (HSAs) in the amount of \$825 single/\$1650 2-Person/Full Family coverage (prorated on a per pay basis) be made for employees enrolled in the base health insurance option; and

WHEREAS, upon further discussion with the Ingham County Health Care Coalition, the employer contribution amount recommended should have been in the amount of \$850 single/\$1,700 2-Person/Full Family coverage (prorated on a per pay basis) to be made for employees enrolled in the base health insurance option; and

WHEREAS, the Ingham County Health Care Coalition recommends amendment of Resolution #24-466 to reflect the attached resolution is to recommend the amendment of Resolution #24-466 to reflect an employer contribution amount of \$850 single/\$1,700 2-Person/Full Family coverage (prorated on a per pay basis) to be made for employees enrolled in the base health insurance option; and

WHEREAS, no other amendments to Resolution #24-466 are being recommended.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the recommendation of the Health Care Coalition and authorizes employer contributions to employee health savings accounts (HSAs) in the amount of \$850 single/\$1,700 2-Person/Full Family coverage (prorated on a per pay basis) be made for employees enrolled in the base health insurance option.

BE IT FURTHER RESOLVED, that Resolution #24-466 is amended to reflect employer contributions to employee health savings accounts (HSAs) in the amount of \$850 single/\$1,700 2-Person/Full Family coverage (prorated on a per pay basis) be made for employees enrolled in the base health insurance option.

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 Board Chairperson is authorized to sign the applicable bargaining unit letters of agreement and any other appropriate documents after review and approval as to form by the County Attorney.

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** October 22, 2024  
**SUBJECT:** Resolution to Approve Reclassification Requests for ICEA County Professional Unit and Managerial and Confidential Employees

For the meeting agendas of November 6 and November 7

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**BACKGROUND**

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

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

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

**STRATEGIC PLAN CONSIDERATIONS**

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

**RECOMMENDATION**

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



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
142020	Court Services/Warrant Officer to Court Services Officer	Move from ICEA Ct Pro 7 to ICEA Ct Pro 9
142024	Court Services/Warrant Officer to Court Services Officer	Move from ICEA Ct Pro 7 to ICEA Ct Pro 9
140001	Juvenile Programs Director	Move from MC 13 to MC 14
140004	Chief Psychologist	Move from MC 14 to MC 15
140035	Juvenile Services Director	Move from MC 13 to MC 14
140036	Family Services Director	Move from MC 13 to MC 14

<u>Position Title</u>	<u>2024</u> <u>Current Grade, Step 5</u>	<u>2024</u> <u>Proposed Grade, Step 5</u>	<u>Difference</u>
Court Services Officer	ICEA Ct Pro. 7: 73,038.20	ICEA Ct Pro. 9: 87,128.10	14,089.90
Court Services Officer	ICEA Ct Pro. 7: 73,038.20	ICEA Ct Pro. 9: 87,128.10	14,089.90
Juvenile Programs Director	MC 13: 108,159.64	MC 14: 116,531.20	8,371.56
Chief Psychologist	MC 14: 116,531.20	MC 15: 125,986.35	9,455.15
Juvenile Services Director	MC 13: 108,159.64	MC 14: 116,531.20	8,371.56
Family Services Director	MC 13: 108,159.64	MC 14: 116,531.20	8,371.56
TOTAL:			\$ 62,749.63

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

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: October 16, 2024

Subject: Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County

For the meeting agendas of November 4 and November 6

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**BACKGROUND**

There have been agreements between MSU and Michigan counties for nearly a century. For fiscal year 2025, MSUE is providing a standard base agreement with each county. The base agreement will specify access to the full range of Extension’s statewide programs offered by the four Extension programming institutes and sets each county’s share of the cost of maintaining the network of Extension Educators.

**ALTERNATIVES**

There are no feasible alternatives. Absent this agreement a separate, county structure would need to be established to provide these services at tremendous cost and effort.

**FINANCIAL IMPACT**

For the period January 1, 2025 to December 31, 2025, the County shall pay to MSUE \$317,919 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$149,685 and \$168,234 for additional personnel, as described in the agreement. Payment will be made the first month of each quarter of the county fiscal year.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR MICHIGAN STATE UNIVERSITY  
EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY  
APPROVING THE ANNUAL WORK PLAN FOR 2025**

WHEREAS, Michigan State University Extension (MSUE), in collaboration with Ingham County are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes; and

WHEREAS, MSUE will provide access to educators appointed to the four Institutes and MSU faculty affiliated with each Institute to deliver core programs; and

WHEREAS, MSUE will provide administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty who provide programming to counties; and

WHEREAS, the Ingham County Board of Commissioners will provide office space for a County Extension office, including utilities, telephone and access to high speed internet; and

WHEREAS, the Ingham County Board of Commissioners will provide clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media; and

WHEREAS, the parties will adhere to all applicable federal, state and local laws, ordinances, rules, and regulations prohibiting discrimination.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an annual Work Plan that includes a county assessment not to exceed \$317,919 with MSU Extension for the period of January 1, 2025 through December 31, 2025 for delivery of Extension services and education.

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

**TO:** Board of Commissioners' Human Services and Finance Committees

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

**DATE:** October 3, 2024

**SUBJECT:** Amendment with Dr. Kathleen Fouche-Brazzle

For the Meeting Agendas of November 4, and November 6, 2024

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to amend Resolution #24-245 with Dr. Kathleen Fouche-Brazzle in an amount not to exceed \$45,000, effective September 1, 2024 through May 30, 2025. Resolution #24-245 authorized eight hours per week of Psychiatry services and this amendment will reduce those hours to four hours weekly. The cost for this amendment will be covered by the HIV Coordination funding included FY2025, FY2026, and FY2027 MDHHS Comprehensive Agreements. Dr. Kathleen Fouche-Brazzle will provide psychiatric consultation to medical providers, direct tele-psychiatric care to patients in ICHHD's Ryan White Program and will provide consultation for the Coordination of Care program. In addition, the psychiatrist will offer consultations on ICHHD's diverse patient population and provide clinical guidance, psychiatric diagnosis and recommendations for medication. All other terms of this agreement shall remain the same.

**ALTERNATIVES**

Choosing not to enter into this agreement would result in a gap in critical Psychiatry services.

**FINANCIAL IMPACT**

This agreement will be covered by the HIV Coordination funding included FY2025, FY2026, and FY2027 MDHHS Comprehensive Agreements.

**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 amending Resolution #24-245 with Dr. Kathleen Fouche-Brazzle in an amount not to exceed \$45,000, effective September 1, 2024 through May 30, 2025.

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #24-245 AUTHORIZING A CONTRACT WITH DR. KATHLEEN FOCHE-BRAZZLE**

WHEREAS, Ingham County Health Department (ICHD) wishes to Amend Resolution #24-245 with Dr. Kathleen Fouche-Brazzle in an amount not to exceed \$45,000, effective September 1, 2024 through May 30, 2025; and

WHEREAS, Resolution #24-245 authorized eight hours per week of Psychiatry services and this amendment will reduce those hours to four hours weekly; and

WHEREAS, this cost will be covered by the HIV Coordination funding included FY2025, FY2026, and FY2027 MDHHS Comprehensive Agreements; and

WHEREAS, Dr. Kathleen Fouche-Brazzle will provide psychiatric consultation to medical providers, direct tele-psychiatric care to patients in ICHD's Ryan White Program, and will provide consultation for the Coordination of Care program; and

WHEREAS, in addition, the psychiatrist will offer consultations on ICHD's diverse patient population and provide clinical guidance, psychiatric diagnosis and recommendations for medication; and

WHEREAS, all other terms of this agreement shall remain the same; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize amending Resolution #24-245 with Dr. Kathleen Fouche-Brazzle in an amount not to exceed \$45,000, effective September 1, 2024 through May 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #24-245 authorizing a contract with Dr. Kathleen Fouche-Brazzle in an amount not to exceed \$45,000, effective September 1, 2024 through May 30, 2025.

BE IT FURTHER RESOLVED, that this amendment will reduce Dr. Fouche-Brazzle's hours to four hours weekly, and if the option to renew the agreement is exercised, the agreement will not exceed \$45,000.

BE IT FURTHER RESOLVED, that Dr. Kathleen Fouche-Brazzle will provide psychiatric consultation to medical providers, direct tele-psychiatric care to patients in ICHD's Ryan White Program and will provide consultation for the Coordination of Care program.

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 and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** October 17, 2024  
**SUBJECT:** Authorization for an Agreement with Michigan Department of Agriculture and Rural Development (MDARD)

For the Meeting Agendas of November 4, and November 6, 2024

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**BACKGROUND**

Ingham County Health Department's (ICHD) Environmental Health Division (EH) wishes to enter into an agreement with the Michigan Department of Agriculture and Rural Development (MDARD) effective October 1, 2024 through September 30, 2025, in an amount not to exceed \$24,000. ICHD's EH Division operates a Household Hazardous Waste Program (HHW) that accepts hazardous waste for disposal. This program is open to all Ingham county residents free of charge. Annually, MDARD contracts with ICHD under the Clean Sweep agreement to provide funding to cover costs of the disposal of pesticides and herbicides collected throughout the year. MDARD has proposed to provide ICHD with up to \$24,000 in funding for FY 2025 to be used for the disposal of pesticides and herbicides and training of staff.

**ALTERNATIVES**

Choosing not to enter into this agreement would omit an important resource of household hazardous waste disposal for Ingham County Residents.

**FINANCIAL IMPACT**

The MDARD grant funding of up to \$24,000 was anticipated and has been included in the proposed FY 2025 budget.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of Promoting service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Strategy 1. Strive to make facilities and services user-friendly. k. Provide for collection and proper disposal of household hazardous waste through the Health Department Environmental Health Division.

**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 a Clean Sweep agreement with MDARD to fund disposal of herbicides and pesticides and provide training for ICHD staff, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$24,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT FOR HOUSEHOLD HAZARDOUS WASTE DISPOSAL**

WHEREAS, Ingham County Health Department's (ICHD) Environmental Health Division (EH) wishes to enter into an agreement with the Michigan Department of Agriculture and Rural Development (MDARD) effective October 1, 2024 through September 30, 2025, in an amount not to exceed \$24,000; and

WHEREAS, ICHD's EH Division operates a Household Hazardous Waste Program (HHW) that accepts hazardous waste for disposal; and

WHEREAS, this program is open to all Ingham county residents free of charge; and

WHEREAS, annually, MDARD contracts with ICHD under the Clean Sweep agreement to provide funding to cover costs of the disposal of pesticides and herbicides collected throughout the year; and

WHEREAS, MDARD has proposed to provide ICHD with up to \$24,000 in funding for FY 2025 to be used for the disposal of pesticides and herbicides; and

WHEREAS, this agreement shall be effective October 1, 2024 through September 30, 2025; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize a Clean Sweep Program agreement with MDARD for up to \$24,000, effective October 1, 2024 through September 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Clean Sweep Program agreement with MDARD for up to \$24,000, effective October 1, 2024 through September 30, 2025.

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 Service and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** October 15, 2024  
**SUBJECT:** Authorization to Accept Continuation of COVID-19 Regional Health Equity Council Backbone Organization Grant  
For the meeting agendas of November 4, and November 6, 2024

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to accept funding for the COVID-19 Regional Health Equity Council (HEC) Backbone Organization Grant from Michigan Public Health Institute (MPHI) and Michigan Department of Health and Human Services (MDHHS) in an amount not to exceed \$100,000, effective October 1, 2024 through September 30, 2025. This is a continuation of funding previously accepted through resolution #23-510. This funding will be used to support a Regional Health Equity Council which will address health inequities and social determinants of health in Ingham County.

**ALTERNATIVES**

The alternative is to discontinue this program.

**FINANCIAL IMPACT**

Sub-agreements will be fully paid from grant funds awarded by MPHI/MDHHS and will be allocated in the following amounts:

- Capital Area Health Alliance will receive \$36,270
- Four current or former HEC mini grantees will receive \$2,555 each

**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 accepting a continuation of funding for the COVID-19 Regional Health Equity Council (HEC) Backbone Organization Grant from MPHI and MDHHS in an amount not to exceed \$100,000, effective October 1, 2024 through September 30, 2025.



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT FUNDS FOR CONTINUATION OF COVID-19 REGIONAL HEALTH EQUITY COUNCIL (HEC) BACKBONE ORGANIZATION GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept funding for the COVID-19 Regional Health Equity Council Backbone Organization Grant from Michigan Public Health Institute (MPHI) and Michigan Department of Health and Human Services (MDHHS) in an amount not to exceed \$100,000, effective October 1, 2024 through September 30, 2025; and

WHEREAS, the funding will be used to support the continuation of a Regional Health Equity Council (HEC) which will address health inequities and social determinants of health in Ingham County; and

WHEREAS, ICHD wishes to enter into sub-agreements with the following partners in the following amounts to support this initiative:

- Capital Area Health Alliance, in an amount not to exceed \$36,270 to support Council member stipends and regular weekly work from CAHA, a grant co-applicant; and
- Four (TBD) current and/or former HEC mini grantees in an amount not to exceed \$2,555 each to provide training and support group facilitation; and

WHEREAS, these partnerships were vital components of the grant application and discussed with MPHI and MDHHS prior to issuance of the award; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into agreement with MPHI and MDHHS in an amount not to exceed \$100,000, effective October 1, 2024 through September 30, 2025 and aforementioned sub-agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreement with MPHI and MDHHS in an amount not to exceed \$100,000 effective October 1, 2024 through September 30, 2025 and aforementioned sub-agreements.

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 and Finance Committees

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

**DATE:** October 18, 2024

**SUBJECT:** Authorization to Accept Funding from the Office of Refugee Resettlement (ORR) of the Administration for Children and Families (ACF) for the Support for Trauma-Affected Refugees (STAR) Grant

For the Meeting Agendas of November 4 and November 6, 2024

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**BACKGROUND**

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept \$497,130 in funding from the Office of Refugee Resettlement (ORR), effective September 30, 2024 through September 29, 2028. These funds will be used to support the successful resettlement and integration of trauma-affected refugees and other Ingham County residents eligible for ORR refugee program services. Recipients will provide holistic and integrated trauma assistance services to underserved refugees and other eligible newcomers, including case management, health, psychological, and social adjustment services.

**ALTERNATIVES**

By not entering into this agreement, ICHD will forfeit critical health care services provided to trauma-affected refugees within Ingham County.

**FINANCIAL IMPACT**

This agreement will be covered by the STAR Project budget in an amount not to exceed \$497,130.

**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 \$497,130 in funding from ORR for the successful resettlement and integration of trauma-affected refugees and other eligible Ingham County residents for the ORR refugee program services effective September 30, 2024 through September 29, 2028.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT FUNDS FROM THE OFFICE OF REFUGEE RESETTLEMENT (ORR)  
FOR THE STAR GRANT PROGRAM**

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to accept \$497,130 in funding from the Office of Refugee Resettlement (ORR), effective September 30, 2024 through September 29, 2028; and

WHEREAS, these funds will be used to support the successful resettlement and integration of trauma-affected refugees and others eligible for ORR refugee program services; and

WHEREAS, recipients will provide holistic and integrated trauma assistance services to underserved refugees and other eligible newcomers, including case management, health, psychological, and social adjustment services; and

WHEREAS, there is no additional cost to the county associated with this resolution; and

WHEREAS, the Ingham Community Health Center's Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize accepting funds from ORR, effective September 30, 2024 through September 29, 2028 in an amount not to exceed \$497,130.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting funds from ORR, effective September 30, 2024 through September 29, 2028 in an amount not to exceed \$497,130.

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

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

**TO:** Board of Commissioners' Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** October 14, 2024  
**SUBJECT:** Authorization to Accept SUD Treatment Contract Funds from Mid-State Health Network and Extend Piper & Gold Harm Reduction Community Education Contract  
For the meeting dates of November 4, and November 6, 2024

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to receive \$122,296 from Mid-State Health Network (MSHN) and extend the contract for Substance Use Disorder (SUD) Treatment Services with Piper & Gold Relations, effective October 1, 2024 through September 30, 2025. The FY25 MSHN SUD agreement with Piper & Gold totaling \$122,296 and will enable ICHD to continue the coordination of the Ingham Rapid Response team, Post Overdose Services, and Harm Reduction Community Education. The approved FY25 MSHN SUD Treatment contract budget includes \$20,000 for Harm Reduction Community Education services. Through this extension, ICHD will continue engaging Piper & Gold Public Relations in developing and executing community-driven harm reduction messaging and resources. Piper & Gold Public Relations has provided exemplary services during FY23 and FY24 by developing community-driven Harm Reduction Community Education campaigns featuring video, billboard, radio, and digital bus advertisements, in addition to informational flyers, rack cards and pocket cards. ICHD wishes to renew the agreement authorized through resolution #24-242, effective October 1, 2024 through September 30, 2025, and to include an additional \$20,000.

**ALTERNATIVES**

ICHD could choose not to accept the funding and/or could chose not to continue working with the current vendor providing ICHD Harm Reduction Community Education services.

**FINANCIAL IMPACT**

ICHD will receive \$122,296 in funds from MSHN for SUD Treatment Services.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize ICHD to receive \$122,296 from MSHN and to renew the Harm Reduction Community Education agreement with Piper & Gold for SUD Treatment Services effective October 1, 2024 through September 30, 2025.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT SUBSTANCE USE DISORDER TREATMENT CONTRACT FUNDS FROM MID-STATE HEALTH NETWORK AND RENEWING THE PIPER & GOLD HARM REDUCTION COMMUNITY EDUCATION SERVICES AGREEMENT**

WHEREAS, Ingham County Health Department (ICHD) wishes to receive \$122,296 from Mid-State Health Network (MSHN) and enter into a contract for Substance Use Disorder (SUD) Prevention services with Piper and Gold Public relations, effective October 1, 2024 through September 30, 2025; and

WHEREAS, renewing the FY25 MSHN SUD Treatment contract will enable ICHD to continue the coordination of the Ingham Rapid Response team, Post Overdose Services, and Harm Reduction Community Education services; and

WHEREAS, the approved FY25 MSHN SUD Treatment 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

WHEREAS, Piper & Gold Public Relations has provided exemplary services during FY23 and FY24 by developing a community-driven Harm Reduction campaign featuring video, billboard, radio, digital bus advertisements, fliers, rack cards and pocket cards; and

WHEREAS, the Medical Health Officer recommends that the Ingham county Board of Commissioners authorize accepting \$122,296 in funds from MSHN and renewing the contract with MSHN for SUD Treatment services, effective October 1, 2024 through September 30, 2025; and

WHEREAS, Medical the Health Officer also recommends that the Ingham County Board of Commissioners authorize renewing the Harm Reduction Community Education contract with Piper & Gold Public Relations effective through September 30, 2025, and increasing the contract by \$20,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting \$122,296 in funds from MSHN effective October 1, 2024 through September 30, 2025.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes renewing the Harm Reduction Community Education contract with Piper & Gold Public Relations through September 30, 2025, and increasing the contract by \$20,000.

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

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

**TO:** Board of Commissioners’ Human Services and Finance Committees:  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** October 15, 2024  
**SUBJECT:** Authorization for agreement with University of Michigan Health-Sparrow for Medical Examiner Services

For the meeting agendas of November 4, and November 6, 2024

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into a Medical Examiner Services agreement with University of Michigan - Sparrow Hospital effective January 1, 2025 through December 31, 2027 in an annual amount not to exceed \$1,181,340 for year one. On January 1, 2021, ICHHD and Sparrow Hospital entered into an agreement for Medical Examiner Services. On April 1, 2024, Sparrow Hospital joined the Michigan Medicine Clinical Network and was renamed University of Michigan-Sparrow (UMH-Sparrow). Due to changes in Federal regulations, UMH-Sparrow will no longer be able to utilize independent contractors as Medical Examiner Investigators (MEIs), but instead, these positions will be filled by UMH-Sparrow. UMH-Sparrow has made additional changes to the Medical Examiner services agreement by assuming responsibility for transporting decedents from the scene of death to the morgue, which will reduce wait times and negate the need for ICHHD to have a separate transportation expense. As a result, the annual rate for UMH – Sparrow ME services will be \$1,181,340 for year one.

**ALTERNATIVE**

ICHHD could choose another Medical Examiner’s services.

**FINANCIAL IMPACT**

This agreement will be for an amount not to exceed \$1,181,340 for year one and will be effective January 1, 2025 through December 31, 2027.

**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 Board of Commissioners authorizes an agreement with UMH - Sparrow for Medical Examiner Services, effective January 1, 2025 through December 31, 2027 in an annual amount not to exceed \$1,181,340 for year one.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A MEDICAL EXAMINER'S SERVICES AGREEMENT WITH UNIVERSITY OF MICHIGAN - SPARROW HOSPITAL**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into a Medical Examiner Services agreement with University of Michigan - Sparrow (UHM-Sparrow) Hospital effective in an annual amount not to exceed \$1,181,340 for year one; and

WHEREAS, ICHD and Sparrow entered into a Medical Examiner Services Agreement effective January 1, 2021; and

WHEREAS, on April 1, 2024, Sparrow Hospital joined the Michigan Medicine Clinical Network and was renamed University of Michigan-Sparrow (UMH-Sparrow); and

WHEREAS, due to changes in Federal regulations, UMH-Sparrow will no longer be able to utilize independent contractors as Medical Examiner Investigators (MEIs), but instead, these positions will be filled by UMH-Sparrow; and

WHEREAS, the terms of this agreement shall be extended from January 1, 2025 through December 31, 2027 for an annual amount not to exceed \$1,181,340 for year one; and

WHEREAS, UofM-Sparrow will notify the County by January 1 of each year of any upcoming increases; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with UMH-Sparrow for Medical Examiner Services, effective January 1, 2025 through December 31, 2027 in an annual amount not to exceed \$1,181,340 for year one.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with UMH-Sparrow for Medical Examiner Services, effective January 1, 2025 through December 31, 2027 in an annual amount not to exceed \$1,181,340 for year one.

BE IT FURTHER RESOLVED, that UMH-Sparrow will inform the County by January 1 of each year of any increase for the upcoming calendar year.

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:** Finance Committee  
**FROM:** Annette Ellison, Deputy Court Administrator  
**DATE:** October 22, 2024  
**SUBJECT:** Resolution Authorizing the Juvenile Division to Renew Agreement with Bizstream  
For Meeting Agenda: November 6<sup>th</sup> - Finance

**BACKGROUND**

The Juvenile Division has twenty-eight Juvenile Court Officers assigned to various divisions working with adjudicated and non-adjudicated youth and responded parents. There are thirty Juvenile Detention Development Specialists assigned to the Ingham County Youth Center who oversee the intake/releases of detained youth and maintain resident case files while under the care and custody of the facility.

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.

Under the initial contract, 50 licenses were purchased exclusively for staff within the probation department, which included Juvenile Court Officers, Managers and members of the clerical support and data teams. In order to maximize the functionality of Bizstream and to ensure full compliance with statute, 30 additional licenses are necessary for detention staff. Bizstream encompasses both a probation and detention platform which allow staff from either department to communicate and share information about youth in a more efficient fashion as well as maintain a more accurate client record for the purpose of data collection, reporting, and analysis.

Historically, costs associated with Bizstream would be apportioned to the General Fund. However, effective October 1<sup>st</sup>, 2024, pursuant to MCL400.117a (14), a county may utilize juvenile client management software to allow for statewide juvenile justice data aggregation, analysis, and reporting, therefore, it is now eligible for 75% State Child Care Fund reimbursement.

The Juvenile Division wishes to maintain the contract with Bizstream for purposes of providing the “Youth Center” client management software at a rate of \$2625 monthly, not to exceed \$31,500 annually. The contract shall be in effect March 1, 2025 through February 28, 2026.

**ALTERNATIVES**

Do not purchase licenses for detention staff and find other ways to collect and report data on detained youth.

**FINANCIAL IMPACT**

Funds for this contract have been approved in the Juvenile Division’s 2025 budget at a projected cost of \$29,400, however, following submission of the budget, the actual cost of the contract slightly increased to \$31,500. This contract is funded through Juvenile Justice Millage and reimbursed through the State’s Child Care Fund.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

None



**RECOMMENDATION**

The Board of Commissioners authorizes renewal of the contract for entering into an agreement with Bizstream.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE JUVENILE DIVISION PURCHASING  
BIZSTREAM CLIENT MANAGEMENT SOFTWARE**

WHEREAS, the Juvenile Division has twenty-eight Juvenile Court Officers assigned to various divisions working with adjudicated and non-adjudicated youth and responded parents; and

WHEREAS, there are thirty Juvenile Detention Development Specialists assigned to the Ingham County Youth Center who oversee the intake/releases of detained youth and maintain their 1resident case files while under the care and custody of the facility; and

WHEREAS, the Juvenile Division has a need to contract with a vendor for client management software to track client contacts, risk assessment information, detention and placement history, and school information; and

WHEREAS, the Juvenile Division is required by statute to track certain information in order to receive Child Care Funding; and

WHEREAS, 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 and 50 licenses for the probation department; and

WHEREAS, 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; and

WHEREAS, in order to maximize the functionality of Bizstream and to ensure full compliance with statute, 30 additional licenses are necessary for detention staff; and

WHEREAS, Bizstream encompasses both a probation and detention platform which allow staff from either department to communicate and share information about youth in a more efficient fashion as well as maintain a more accurate client record for the purpose of data collection, reporting, and analysis; and

WHEREAS, effective October 1<sup>st</sup>, 2024, pursuant to MCL400.117a (14), a county may utilize juvenile client management software to allow for statewide juvenile justice data aggregation, analysis, and reporting, therefore, Bizstream is now eligible for 75% State Child Care Fund reimbursement.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to renew the contract with Bizstream for purposes of providing the "Youth Center" client management software at a rate of \$2625 monthly, not to exceed \$31,500 annually. The contract shall be in effect March 1, 2025 through February 28, 2026.

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:** Finance Committee  
**FROM:** Annette Ellison, Deputy Court Administrator  
**DATE:** October 22, 2024  
**SUBJECT:** Resolution Authorizing the Juvenile Division to Renew Agreement with Global Eagle Business Transformational Specialists

For Meeting Agenda: November 6<sup>th</sup> - Finance

**BACKGROUND**

The Juvenile Division is committed to its staffs' growth and professional development. The Board of Commissioners approved the request to enter into agreement with Global Eagle pursuant to Resolution #20-370. Over the last several years the Juvenile Division has remained pleased with the Learning Management Software, as a result of its utilization, staff's skills have been kept sharp and up to date.

The contract grants the Juvenile Division access to 1,000+ training videos, utilizing a proprietary knowledge retention system to enhance and support the successful transfer of knowledge to employees. With the LMS, the Juvenile Division is able to develop specific training curriculums for managers and staff. The training courses allow Juvenile Division staff to continue training on topics such as: Leadership, Unconscious Bias, Sexual Harassment, Decision Making, Communication, Safety and Team Building, just to name a few. The Juvenile Division is interested in continuing its contract with Global Eagle Business Transformation Specialists to provide Learning Management Software (LMS).

The contract is now scheduled for renewal. Entering into 3-year contracts allow for the County and Court to better forecast training costs for the coming years. The 3-year term of the contract will be October 1, 2024 through September 30, 2027, not to exceed \$12,825, of which \$4,275.00 will be paid annually.

**ALTERNATIVES**

Schedule in-person training and pay for trainers or send staff to offsite trainings in order to meet training requirements for both staff and managers.

**FINANCIAL IMPACT**

Global Eagle will improve efficiency as well as save money by cutting down travel, lodging, and meal costs for offsite trainings. Funds for this contract have been approved in the Juvenile Division's 2025 budget. This contract is funded by the Juvenile Justice Millage and General Fund, however, reimbursed by the State Child Care Fund.

**STRATEGIC PLANNING IMPACT**

Attract and retain employees who value public service and support employee training and professional development.

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

The Board of Commissioners authorizes renewal of the contract for entering into an agreement with Global Eagle Business Transformational Specialists.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE JUVENILE DIVISION TO RENEW AGREEMENT WITH GLOBAL EAGLE BUSINESS TRANSFORMATIONAL SPECIALISTS**

WHEREAS, the Juvenile Division is committed to its staffs' growth and professional development; and

WHEREAS, the Board of Commissioners approved the request to enter into agreement with Global Eagle pursuant to Resolution #20-370; and

WHEREAS, the training courses allow Juvenile Division staff to continue training on topics such as: Leadership, Unconscious Bias, Sexual Harassment, Decision Making, Communication, Safety and Team Building; and

WHEREAS, over the last several years the Juvenile Division has remained pleased with the Learning Management Software, as a result of its utilization, staff's skills have been kept sharp and up to date; and

WHEREAS, the Juvenile Division is interested in continuing its contract with Global Eagle Business Transformation Specialists to provide Learning Management Software (LMS); and

WHEREAS, entering into 3-year contracts allow for the County and Court to better forecast training costs for the coming years; and

WHEREAS, funds for this contract have been approved in the Juvenile Division's 2025 budget.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to Renew the contract with Global Eagle Business Transformational Specialists for purposes of providing Learning Management Software at rate not to exceed \$12,825 for the duration of the contract, where \$4,275.00 will be paid annually. The contract will be effective October 1, 2024 through September 30, 2027.

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

**TO:** Finance Committee  
**FROM:** Michael A. Townsend, Budget Director  
**DATE:** October 23, 2024  
**RE:** Third Quarter 2024 Budget Adjustments, Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2024. The total increase to the General Fund is \$45,729.

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

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2023 that were missed in the first quarter adjustment. The Circuit Court is requesting the CC Gates project of \$40,000 from 2020 was not spent be rolled over and converted to purchase evidence lockers. The Circuit Court would also like the following projects re-appropriated, 2022 Scanners \$7,500, General Trial Division changes with Case Management \$150,000, Pretrial Services CMS \$95,000 and VMC/GPB Security Cameras \$75,000.

In the General Fund, \$45,729 was approved by the State of Michigan to be disbursed to Ingham County to reimburse for increase to Probate Court Judges Salaries. Probate Court is requesting an increase in revenue and expenses of \$45,729.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$126,784. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

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



Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2024 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2024 Budget on October 24, 2023 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2024 BUDGET 10/16/24</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$105,048,652	45,729	\$105,094,381
664	Mach. & Equip. Revolving	\$2,429,906	367,500	\$2,797,406

**GENERAL FUND REVENUES**

	<u>2024 Budget – 10/16/24</u>	<u>Proposed Changes</u>	<u>2024 Proposed Budget</u>
<b>Tax Revenues</b>			
County Property Tax	64,435,121	0	64,435,121
Property Tax Adjustments	(175,000)	0	(175,000)
IFT/CFT	275,000	0	275,000
Trailer Fee Tax/Other	186,000	0	186,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	7,975,470	0	7,975,470

Convention/Tourism Tax - Liquor	1,980,804	0	1,980,804
Cigarette/Marijuana/SPP Tax	2,575,000	0	2,575,000
Court Equity Funding	1,200,000	0	1,200,000
Personal Property Tax Replacement	575,000	0	575,000
Use of Fund Balance – Uncommitted	1,032,644	0	1,032,644

**Department Generated Revenue**

Animal Control	1,781,693	0	1,781,693
Circuit Court - Family Division	1,441,296	0	1,441,296
Circuit Court - Friend of the Court	728,207	0	728,207
Circuit Court - General Trial	1,646,046	0	1,646,046
Controller	0	0	0
Cooperative Extension	2,500	0	2,500
County Clerk	1,021,700	0	1,021,700
District Court	1,463,898	0	1,463,898
Drain Commissioner/Drain Tax	495,500	0	495,500
Economic Development	46,650	0	46,650
Elections	67,100	0	67,100
Homeland Security/Emergency Ops	56,000	0	56,000
Equalization /Tax Mapping	10,100	0	10,100
Facilities	0	0	0
Financial Services	75,285	0	75,285
Health Department	0	0	0
Human Resources	56,249	0	56,249
Probate Court	465,877	45,729	511,606
Prosecuting Attorney	1,826,665	0	1,826,665
Register of Deeds	3,018,000	0	3,018,000
Remonumentation Grant	85,000	0	85,000
Sheriff	4,759,356	0	4,759,356
Treasurer	5,214,025	0	5,214,025
Tri-County Regional Planning	63,582	0	63,582
Veteran Affairs	663,884	0	663,884
<b>Total General Fund Revenues</b>	<b>105,048,652</b>	<b>45,729</b>	<b>105,094,381</b>

**GENERAL FUND EXPENDITURES**

	<u>2024 Budget –</u> <u>10/16/24</u>	<u>Proposed</u> <u>Changes</u>	<u>2024 Proposed</u> <u>Budget</u>
Board of Commissioners	834,894	0	834,894
Circuit Court - General Trial	8,651,433	0	8,651,433
District Court	3,998,356	0	3,998,356
Circuit Court - Friend of the Court	1,871,783	0	1,871,783
Jury Board	1,190	0	1,190
Probate Court	2,328,366	45,729	2,374,095
Circuit Court - Family Division	6,719,081	0	6,719,081



Jury Selection	202,384	0	202,384
Elections	725,712	0	725,712
Financial Services	1,949,813	0	1,949,813
County Attorney	519,985	0	519,985
County Clerk	1,605,972	0	1,605,972
Controller	1,125,934	0	1,125,934
Equalization/Tax Services	874,676	0	874,676
Human Resources	1,618,517	0	1,618,517
Prosecuting Attorney	10,218,282	0	10,218,282
Public Defender	890,347	0	890,347
Purchasing	424,167	0	424,167
Facilities	2,427,497	0	2,427,497
Register of Deeds	1,105,519	0	1,105,519
Remonumentation Grant	85,000	0	85,000
Treasurer	1,248,462	0	1,248,462
Drain Commissioner	1,369,878	0	1,369,878
Economic Development	105,000	0	105,000
Community Agencies	430,049	0	430,049
Ingham Conservation District Court	10,000	0	10,000
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	112,491	0	112,491
Jail Maintenance	231,712	0	231,712
Sheriff	28,076,786	0	28,076,786
Metro Squad	31,057	0	31,057
Community Corrections	91,591	0	91,591
Animal Control	3,476,764	0	3,476,764
Emergency Operations	392,852	0	392,852
Board of Public Works	300	0	300
Drain Tax at Large	889,579	0	889,579
Health Department	8,048,272	0	8,048,272
CHC	5,214,644	0	5,214,644
Jail Medical	0	0	0
Medical Examiner	812,286	0	812,286
Substance Abuse	993,647	0	993,647
Community Mental Health	2,449,194	0	2,449,194
Department of Human Services	1,975,712	0	1,975,712
Tri-County Aging	76,048	0	76,048
Veterans Affairs	1,046,667	0	1,046,667
Cooperative Extension	458,968	0	458,968
Parks and Recreation	2,058,610	0	2,058,610
Contingency Reserves	126,784	0	126,784
Attrition	-3,534,477		-3,534,477
Legal Aid	19,000	0	19,000



**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** October 23, 2024  
**SUBJECT:** Resolution to Make Additional Contributions to the Municipal Employees’ Retirement System  
 For the meeting agenda of November 6, 2024

**BACKGROUND**

Ingham County is a member of the Municipal Employees’ Retirement System (MERS) and our funded ratio in the plan at year-end 2024 will be 59%, which is a decrease in funded ratio by 1% from 2023. There are a number of factors associated with this decrease, including money out (retirement benefit payments) exceeding money in (contributions), and actuary valuations of investment earnings.

While future years currently show this trend reversing (see table below), dipping below 60% tends to draw unwanted attention on us from the state and the rating agencies. Therefore, we would like to implement a plan to invest additional funds in the amount of \$1,000,000/year for the next five years, if funds are available, which would increase the funded ration in 2029 from 65% to 66% (see below Scenario 1).

Valuation Year Ending December 31,	Actuarial Accrued Liability	Baseline, Excl. Surplus		Scenario 1		Fiscal Year Beginning January 1,	Baseline	Scenario 1	
		Valuation Assets	Funded Ratio	Valuation Assets With Surplus	Funded Ratio		Total Estimated Employer Contribution	Additional to Surplus	Total Estimated Employer Contribution
2023	\$534,400,000	\$325,500,000	61%	\$327,700,000	61%	2025	\$23,800,000	\$1,000,000	\$24,800,000
2024	543,900,000	327,200,000	60%	330,500,000	61%	2026	25,500,000	1,000,000	26,500,000
2025	553,700,000	330,200,000	60%	334,800,000	60%	2027	27,200,000	1,000,000	28,200,000
2026	562,700,000	333,500,000	59%	339,300,000	60%	2028	29,000,000	1,000,000	30,000,000
2027	570,800,000	345,900,000	61%	353,000,000	62%	2029	30,000,000	1,000,000	31,000,000
2028	578,100,000	361,500,000	63%	370,100,000	64%	2030	30,900,000	0	30,900,000
2029	584,600,000	377,800,000	65%	388,000,000	66%	2031	31,800,000	0	31,800,000
2030	590,400,000	394,900,000	67%	405,800,000	69%	2032	33,000,000	0	33,000,000
2031	595,600,000	412,800,000	69%	424,500,000	71%	2033	33,800,000	0	33,800,000
2032	599,900,000	431,900,000	72%	444,400,000	74%	2034	34,800,000	0	34,800,000
2033	603,600,000	452,000,000	75%	465,300,000	77%	2035	35,800,000	0	35,800,000

The funding source we are recommending is the yearly Net Asset Distribution (NAD) from the Michigan Municipal Risk Management Authority (MMRMA). We currently receive approximately \$1,000,000 each year in NAD from MMRMA, which is a distribution of excess net assets to members based on member responsiveness to risk control recommendations, good risk management practices that resulted in fewer losses, and investment income. Historically, we have deposited these funds into our MMRMA Member Retention Fund, which is where the County’s share of claims is paid up to our exposure limit. This fund currently has a balance of \$2,944,233, so we have the ability to invest these funds elsewhere, at least for the next few years.

**ALTERNATIVES**

Continue to contribute the minimum amount to MERS.

**FINANCIAL IMPACT**

As the NAD is typically deposited in our MMRMA Member Retention Fund, investing these funds into our MERS plan will not have an impact on the General Fund. At this point, we recommend only making the contribution if there are sufficient funds in our Member Retention Fund, which will need to be determined yearly.

**RECOMMENDATION**

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO MAKE ADDITIONAL CONTRIBUTIONS TO THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM**

WHEREAS, Ingham County is a member of the Municipal Employees' Retirement System (MERS); and

WHEREAS, Ingham County's funded ratio for the MERS plan for year-end 2024 is projected to be 59%, which is a 1% decrease from 2023; and

WHEREAS, in order to increase the funded ratio percentage, additional contributions are required; and

WHEREAS, the County currently receives approximately \$1,000,000 yearly in Net Asset Distributions (NAD) from the Michigan Municipal Risk Management Authority (MMRMA); and

WHEREAS, the NAD is typically deposited in the County's MMRMA Member Retention Fund; and

WHEREAS, there are currently sufficient funds in the County's MMRMA Member Retention Fund to cover any losses incurred; and

WHEREAS, investing the 2024 NAD and future NADs, assuming the Member Retention Fund is sufficiently funded, into the County's MERS plan will help increase the plan's funded ratio.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves increasing the County's MERS contribution by \$1,000,000 in 2024 by utilizing MMRMA NAD funds.

BE IT FURTHER RESOLVED, that the Controller's Office will review the County's MMRMA Member Retention Fund on a yearly basis to determine if future NAD funds should be deposited in the retention fund or can be utilized to increase the contribution to the County's MERS plan.

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** October 28, 2024  
**SUBJECT:** Request to Approve General Fund Positions

County Services and Finance Committees, November 7, 6

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**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
  - Former Position 601435 – Vacant Accountant – Exempt
    - This position was recently downgraded from a CHC Finance Coordinator to an Accountant via Resolution #24-448
  - Position 601285 – Pending Retirement Program Specialist – Exempt upon retirement of current employee, December 31, 2024
  - Position 601225 – Vacant Community Health Worker – Native American Outreach – Exempt
- 55<sup>th</sup> District Court
  - Position 137028 – Vacant Probation Officer – Exempt
    - Critical Sobriety Court position, if not filled will reduce Sobriety Court by 33%
- Sheriff’s Office
  - Position 301091 – Vacant Corrections Deputy – Exempt
- Human Resources
  - Position 226012 – Vacant Benefits Coordinator – Exempt
    - With open enrollment opening November 23, having this position vacant puts a strain on the enrollment process for employees

**FINANCIAL IMPACT**

All of these positions were budgeted in the 2024 and 2025 budgets so there is no additional impact on the General Fund. The recommendation to hold the Cashier and one of the Sanitarian 1 positions will provide additional savings in 2024.

**OTHER CONSIDERATIONS**

See attached Hiring Request Forms for additional information on these positions.

**RECOMMENDATION**

Respectfully recommend that County Services and Finance these exemptions.

## HIRING REQUEST FORM

DEPARTMENT: Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) requests to convert Position #601435 from a CHC Finance Coordinator to an Account.

SENDER: Dr. Adenike Shoyinka

POSITION #: Not assign one yet. Resolution #24-448, Position #601435

DESCRIPTION: This conversion will transition Position #601435 from a CHC Finance Coordinator0210/Step 5 (\$94,090.34) to an Accountant ICEA Pro Salary Range (\$66,339.71-79,637.39). This transition will support the department's complex workload and growth that the CHC finance team has not seen in 10 years.

TEMPORARY POSITION?  YES  NO

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

EXPLANATION OF NEED FOR THE POSITION:

**Please email forms to Michael Townsend ([MTownsend@ingham.org](mailto:MTownsend@ingham.org)), Jill Bauer ([JBauer@ingham.org](mailto:JBauer@ingham.org)), and Ryan Chesney ([rchesney@ingham.org](mailto:rchesney@ingham.org))**

**TO BE COMPLETED BY THE BUDGET DEPARTMENT:**

POSITION #: 601435

GROUP: ICEA County Professionals

PAY GRADE: Prof Grade 8

FTE: 1.0 FTE

Funding: 51161580-704006-02002

	<b>Step 1</b>		<b>Step 5</b>
Salary	68,329.90		82,047.11
Unemployment	341.65		410.24
FICA	5,227.24		6,276.60
Liability	941.65		1,130.69
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	3,074.85		3,692.12
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,537.42		1,846.06
Life	122.28		122.28
Disability	88.83		106.66
Retirement	20,621.96		24,761.82
Retirement	683.30		820.47
Workers Comp	61.50		73.84
CARES	33.12		33.12
	126,998.70		147,256.02

## HIRING REQUEST FORM

DEPARTMENT: Health Promotion & Prevention – Health & Resource Navigation (414)

SENDER: Mindy Smith

POSITION #: 601285 – Program Specialist - HRN

DESCRIPTION: Under the supervision of the Health & Resource Navigation Unit Coordinator, assists with carrying out the functions of specific health programs such as Medicaid Outreach services, Medicaid-outreach related mobile health unit programming, Substance Use Disorder (SUD) navigation support services (with emphasis on Medicaid outreach), and SUD and treatment services (with emphasis on Medicaid outreach). Duties may include coordinating coalition and partnership meetings, ensuring year-end budget spend-down, scheduling hiring interviews for all Health Promotion & Prevention Division staff, ordering health promotion materials and supplies, and providing Medicaid outreach services to residents of Ingham County. Enrolls clients in programs and answers questions on community resource procedures, eligibility requirements, scheduling, and related matters.

TEMPORARY POSITION?  YES  NO

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

### EXPLANATION OF NEED FOR THE POSITION:

Our workload from residents walking in and calling for health care coverage assistance and community resources currently is more than four of us can handle, let alone, only three of us. When Noreen retires December 31, 2024, we need to have the ability to fill her position.

**Please email forms to Michael Townsend ([MTownsend@ingham.org](mailto:MTownsend@ingham.org)), Jill Bauer ([JBauer@ingham.org](mailto:JBauer@ingham.org)), and Ryan Chesney ([rchesney@ingham.org](mailto:rchesney@ingham.org))**



**TO BE COMPLETED BY THE BUDGET DEPARTMENT:**

POSITION #: 601285

GROUP: 0101-UAW/TOPS

PAY GRADE: TOPS Grade F

FTE: 1.0 FTE

Funding: 22160120-704000-02110

	<b>Step 1</b>		<b>Step 5</b>
Salary	43,743.08		52,164.59
Unemployment	218.72		260.82
FICA	3,346.35		3,990.59
Liability	377.11		449.71
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	1,968.44		2,347.41
Dental	936.00		936.00
Vision	135.00		135.00
Separation	984.22		1,173.70
Life	91.68		91.68
Disability	56.87		67.81
Retirement	10,590.20		12,629.05
Retirement	437.43		521.65
Workers Comp	39.37		46.95
CARES	33.12		33.12
	87,821.57		99,712.08

Ingham County Health Department Approval:

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Dr. Adenike Shoyinka, Medical Health Officer

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Dr. Brenda Gray, Deputy Health Officer-Public Health Services

## HIRING REQUEST FORM

DEPARTMENT: Health/Maternal Child Health Division

Sender: Dr. Adenike Shoyinka

POSITION #: 601225

DESCRIPTION: Community Health Worker: Native American Outreach Program

TEMPORARY POSITION?  YES  NO

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

### EXPLANATION OF NEED FOR THE POSITION:

The Community Health Worker (CHW) position with the Native American Outreach Program (NAOP) supports the Native American community throughout Ingham County. The needs of the Native American community are very different from other ethnic groups, and this role has worked in collaboration with community partners to provide support for this diverse group of individuals. Working with the Native American population requires a lot of trust and commitment, with the right person working in the role. The community has made it clear that this position has not been filled since the previous person left the role; and as such there are a number of needs that are not being met.

**Please email forms to Michael Townsend ([MTownsend@ingham.org](mailto:MTownsend@ingham.org)), Jill Bauer ([JBauer@ingham.org](mailto:JBauer@ingham.org)), and Ryan Chesney ([rchesney@ingham.org](mailto:rchesney@ingham.org))**

**TO BE COMPLETED BY THE BUDGET DEPARTMENT:**

POSITION #: 601225

GROUP: 0101 UAW TOPS

PAY GRADE: TOPS Grade F

FTE: 1.0

Funding: 22160108-704000-02200

	<b>Step 1</b>		<b>Step 5</b>
Salary	43,743.08		52,164.59
Unemployment	218.72		260.82
FICA	3,346.35		3,990.59
Liability	377.11		449.71
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	1,968.44		2,347.41
Dental	936.00		936.00
Vision	135.00		135.00
Separation	984.22		1,173.70
Life	91.68		91.68
Disability	56.87		67.81
Retirement	10,590.20		12,629.05
Retirement	437.43		521.65
Workers Comp	39.37		46.95
CARES	33.12		33.12
	87,821.57		99,712.08

Ingham County Health Department Approval:

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Dr. Adenike Shoyinka, Medical Health Officer

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Dr. Brenda Gray, Deputy Health Officer-Public Health Services

# HIRING REQUEST FORM

DEPARTMENT: 55th District Court

SENDER: Michael Dillon

POSITION #: 137028

DESCRIPTION: Probation Officer

TEMPORARY POSITION?  YES  NO

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

## EXPLANATION OF NEED FOR THE POSITION:

The 55th District Court requests approval to fill a soon-to-be vacant probation officer position. Mr. Abraham Mach submitted his resignation notice effective October 31, 2024. Mr. Mach's departure will create hardships in our general probation operations, but more importantly, within our sobriety court. Mr. Mach is assigned ½ time to Sobriety Court, where he is responsible for supervising Sobriety Court participants. Our Sobriety Court program is noted in the State of Michigan for its high success rate. Mr. Mach's position is essential given the nature of the offenses (repeat drunk/drugged driving) for which these individuals are being supervised. The Sobriety Court program has a probation officer-to-participant ratio cap. If Mr. Mach's position is not filled, the number of people admitted to Sobriety Court will be reduced by 33%. The reduction will result in some people not being admitted into Sobriety Court and others waiting months to be accepted. Non-admittance or any waiting period can significantly increase the probability of a downward spiral for someone desperately needing the program.

The 55th District Court's judicial philosophy prioritizes a Recovery Oriented System of Care (ROSC). The ROSC model provides holistic, integrated support for individuals in the justice system, aiming to reduce recidivism through direct and intensive case management. Our commitment to this philosophy underscores the need for this position to effectively manage our caseload and provide support and the necessary resources for defendants under an order of probation. Evidence has demonstrated that the ROSC model has a direct influence on reducing recidivism.

By not filling the probation officer position, we cannot provide the necessary supervision for probationers, especially those deemed high-risk, which poses public safety concerns and health and safety concerns for the defendant and his/her family and loved ones.

Besides individual case management, a probation officer provides a supporting role for the judge from arraignment through sentencing. During a case, a probation officer may be relied upon by judges to research and gather information to assist the judge with moving the case forward and researching available resources for a defendant.

We respectfully request that the County approve our request to fill a vacant probation officer position so we can maintain our commitment to effectively managing cases, supporting our mission to reduce recidivism, and promoting recovery within our community.

**Please email forms to Michael Townsend ([MTownsend@ingham.org](mailto:MTownsend@ingham.org)), Jill Bauer ([JBauer@ingham.org](mailto:JBauer@ingham.org)), and Ryan Chesney ([rchesnev@ingham.org](mailto:rchesnev@ingham.org))**

**TO BE COMPLETED BY THE BUDGET DEPARTMENT:**

POSITION #: 137028

GROUP: 0207 ICEA Court Prof

PAY GRADE: Court Prof 9

FTE: 1.0

Funding: 10113700-704000 50%  
10113701-704000 50%

	<b>Step 1</b>		<b>Step 5</b>
Salary	74,736.42		89,741.94
Unemployment	373.68		448.71
FICA	5,717.34		6,865.26
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
	141,429.46		160,214.40

## HIRING REQUEST FORM

DEPARTMENT: Sheriff's Office

Sender: Darin Southworth

POSITION #: 301091

DESCRIPTION: Deputy Sheriff

TEMPORARY POSITION?  YES  NO

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

### EXPLANATION OF NEED FOR THE POSITION:

Our request to fill the recently created Release Coordinator, if approved, will create a Corrections Division Deputy vacancy. We needed a seasoned employee to launch the Release Coordinator effectively. However, we would still have five vacancies which strain our staff and operation. At full staffing allocation, our operation is arguably under staffed. We are hopeful for your approval to fill this position in November. Starting Salary/Step 1: \$52,728.00/FTE estimate \$.

Please email forms to Michael Townsend ([MTownsend@ingham.org](mailto:MTownsend@ingham.org)), Jill Bauer ([JBauer@ingham.org](mailto:JBauer@ingham.org)),  
and Ryan Chesney ([rchesney@ingham.org](mailto:rchesney@ingham.org))

**TO BE COMPLETED BY THE BUDGET DEPARTMENT:**

POSITION #: 301091

GROUP: 0404 CCLP Corrections

PAY GRADE: Corrections Off

FTE: 1.0

Funding: 10130103-704000

	<b>Step 1</b>		<b>Step 5</b>
Salary	54,309.89		69,175.39
Unemployment	271.55		345.88
FICA	4,154.71		5,291.92
Liability	1,364.16		1,737.55
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,443.95		3,112.89
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,221.97		1,556.45
Life	61.20		61.20
Disability	70.60		89.93
Retirement	23,353.25		29,745.42
Retirement	543.10		691.75
Workers Comp	966.72		1,231.32
CARES	33.12		33.12
	114,729.21		139,007.81

# HIRING REQUEST FORM

DEPARTMENT: Human Resources

Sender: Sue Graham

POSITION #: Benefits Coordinator 226012

DESCRIPTION: Under the general supervision of the Human Resources Director, this position will primarily assist the Benefits Administrator by performing recordkeeping, maintaining files, processing changes to benefits, and creating, maintaining and updating databases. Answers general questions from employees by providing benefits information, creates a variety of reports and assists with open enrollment and employee educational presentations. This position may also assist the Benefits/Leave Analyst by performing record keeping and maintenance and updating of files and databases as a secondary responsibility. This position will also assist the HR Employee Data Analyst with various duties.

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 Human Resources Department currently has one HR Assistant we are holding vacant and the current Benefits Coordinator's last work day is Friday, November 1, 2024. Open enrollment for active employee benefits commenced last Wednesday, October 23, 2024 (running through November 6, 2024) and will be held for retiree benefits November 4 – November 15. Adding open enrollment activity to daily administrative tasks along with handling upcoming year-end/year-beginning tasks presents a critical need to fill the position of Benefits Coordinator as soon as possible.

Thank you for your consideration.  
Sincerely,



Sue Graham, Director  
Human Resources Department

**Please email forms to Michael Townsend ([MTownsend@ingham.org](mailto:MTownsend@ingham.org)), Jill Bauer ([JBauer@ingham.org](mailto:JBauer@ingham.org)),  
and Ryan Chesney ([rchesney@ingham.org](mailto:rchesney@ingham.org))**



**TO BE COMPLETED BY THE BUDGET DEPARTMENT:**

POSITION #: 226012

GROUP: 2323 Confidential Tops

PAY GRADE: MC 6

FTE: 1.0

Funding: 68195200-704000

	<b>Step 1</b>	<b>Step 5</b>
Salary	52,907.66	63,521.82
Unemployment	264.54	317.61
FICA	4,047.44	4,859.42
Liability	729.12	875.39
Health	21,279.00	21,279.00
Health Surcharge	3,585.00	3,585.00
Health Insurance Trust	2,380.84	2,858.48
Dental	936.00	936.00
Vision	135.00	135.00
Separation	1,190.42	1,429.24
Life	152.76	152.76
Disability	68.78	82.58
Retirement	17,697.61	21,248.05
Retirement	1,322.69	1,588.05
Workers Comp	47.62	25.41
CARES	33.12	33.12
	106,744.48	122,893.81