CALL TO ORDER

Chairperson Crenshaw called the December 10, 2019 Regular Meeting of the Ingham County Board of Commissioners to order at 6:30 p.m.

Members Present at Roll Call: Celentino, Crenshaw, Grebner, Koenig, Maiville, Morgan, Naeyaert, Polsdofer, Schafer, Sebolt, Slaughter, Stivers, and Trubac

Members Absent: Tennis

A quorum was present.

PLEDGE OF ALLEGIANCE

Chairperson Crenshaw asked Scott Duimstra, Capital Area District Libraries Executive Director, to lead the Board of Commissioners in the Pledge of Allegiance.

TIME FOR MEDITATION

Chairperson Crenshaw asked those present to remain standing for a moment of silence, prayer, or meditation.

APPROVAL OF THE MINUTES

Commissioner Slaughter moved to approve the minutes of the November 26, 2019 meeting. Commissioner Maiville supported the motion.

The motion carried unanimously. Absent: Commissioner Tennis.

ADDITIONS TO THE AGENDA

Chairperson Crenshaw stated that without objection, the following substitute resolutions would be added to the agenda:

38. HUMAN SERVICES & FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE MONTH TO MONTH LEASE EXTENSION FOR 306 W. WILLOW STREET

45. LAW & COURTS & COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION TO ADJUST STAFFING AT INGHAM COUNTY ANIMAL CONTROL AND SHELTER

Chairperson Crenshaw stated that without objection, the following late resolution would be added as Agenda Item No. 52:
RESOLUTION MAKING AN APPOINTMENT TO THE INGHAM FAMILY CENTER ADVISORY BOARD

Chairperson Crenshaw stated that Board rules stated resolutions would ordinarily be referred to a committee unless there was a 2/3 vote to allow the resolution to be considered by the Board immediately.

Commissioner Naeyaert moved to add the following resolutions to the agenda:

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT WAGE REOPENER WITH THE ICEA PUBLIC HEALTH NURSES UNIT

RESOLUTION APPOINTING HEIDI WILLIAMS AS INGHAM COUNTY ANIMAL CONTROL DIRECTOR

RESOLUTION APPROVING ANNUAL 2020 COMPENSATION FOR NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS

Commissioner Slaughter supported the motion.

Commissioner Grebner stated that he wished to clarify that this was a motion to place these items on the agenda and not a motion to adopt them.

Chairperson Crenshaw stated that that was correct.

The motion carried unanimously. Absent: Commissioner Tennis.

Chairperson Crenshaw stated the late resolutions would be added as Agenda Items No. 53, 54, and 55.

Commissioner Polsdorfer stated that, in light of the email that the Commissioners had received from Sara Lurie relating to the moving of the Health Services Millage from the August 2020 ballot to the March 2020 ballot, he asked that the Board of Commissioners suspend their rules and reconsider Resolution # 19-516 and add it to the agenda.

Commissioner Polsdorfer moved that the rules be suspended to reconsider Resolution # 19-516 and add it to the agenda. Commissioner Stivers supported the motion.

Commissioner Sebolt requested a point of order to clarify if there should be two motions: one to suspend the rules and another to put this item on the agenda.

County Attorney Nordfjord stated that his suggestion was that the Board of Commissioners could vote on either a motion to suspend the rules or a motion to put it on the agenda at this time, but that it was important to be clear which rule was being suspended. He further stated that his understanding was that it would be the rule requiring a 2/3 majority on a second reconsideration, to change it to be on a simple majority.
Chairperson Crenshaw requested that Commissioner Polsdofer clarify his motion.

Commissioner Polsdofer clarified that he moved to suspend the rules that required a 2/3 majority to reconsider Resolution # 19-516 for a second time. Commissioner Stivers supported the motion.

Commissioner Grebner stated that he was startled by this motion, and asked to clarify that the Board of Commissioners could suspend the rules using a simple majority to eliminate the requirement of a 2/3 vote.

Chairperson Crenshaw indicated that this was correct.

County Attorney Nordfjord stated that in the Board of Commissioners’ board rules, Section 9, Amendment 2, that these rules may be amended, suspended, or rescinded by a majority vote of all Commissioners elect.

Chairperson Crenshaw stated again that this motion was to suspend the rules and not to reconsider Resolution # 19-516 at this time.

Commissioner Grebner stated that the Commissioner was moving to suspend the requirement of a 2/3 vote. He further stated that if this was approved, then the requirement of a 2/3 vote in the Board of Commissioners’ rules will have been eliminated temporarily by a simple majority.

Commissioner Grebner asked the Chair to rule on this motion’s validity as a point of order.

Chairperson Crenshaw stated that this was a valid motion if it was voted by a simple majority. He further stated that if a simple majority of the Board of Commissioners voted to suspend the rules, then the 2/3 requirement was off the books.

Commissioner Grebner stated that the suspension rule seemed to be inconsistent. He further stated that this could not possibly be valid.

Chairperson Crenshaw stated that the ruling of the Chairperson was that the rules could be suspended.

Commissioner Stivers stated that Sara Lurie from Community Mental Health (CMH) was at the meeting and would be speaking at public comment. She further stated that suspending the rules would give the Board of Commissioners the opportunity to hear what she had to say and react to any new information.

Commissioner Sebolt stated as a point of clarification that members of the public were welcome to speak on any topic, whether or not it was before the Board of Commissioners at this time.

The motion to suspend the rules failed.  

Yeas: Koenig, Polsdofer, Stivers, Trubac, Schafer  

Nays: Crenshaw, Sebolt, Celentino, Grebner, Morgan, Slaughter, Maiville, Naeyaert  

Absent: Tennis

Chairperson Crenshaw stated that the following resolution would be removed from the agenda:
DECEMBER 10, 2019 REGULAR MEETING

46. LAW & COURTS & COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN ADDITIONAL ANIMAL CONTROL OFFICER POSITION TO BE ASSIGNED TO CRUELTY INVESTIGATIONS

PETITIONS AND COMMUNICATIONS

A LETTER FROM THE LANSING CITY COUNCIL COMMITTEE ON PUBLIC SAFETY REGARDING THE APPOINTMENT OF A MEDIA REPRESENTATIVE TO THE INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS ADVISORY BOARD. Chairperson Crenshaw instructed that this matter be referred to the Law & Courts Committee.

MISCELLANEOUS RESOLUTION #19250 FROM THE OAKLAND COUNTY BOARD OF COMMISSIONERS, ADOPTION OF NON-DISCRIMINATION POLICY FOR OAKLAND COUNTY. Chairperson Crenshaw instructed that this matter be referred to the County Services Committee.

LIMITED PUBLIC COMMENT

Richard Smith, County resident, stated that he wanted to say Merry Christmas and Happy New Year. He further stated that he hoped the Board of Commissioners would do good work.

Mr. Smith stated that yesterday was his birthday, and that he wanted to let the Board of Commissioners know that. He further stated that he turned 55 and celebrated on Sunday.

Chairperson Crenshaw took a point of Chairperson’s privilege and recognized Commissioner Naeyaert.

Commissioner Naeyaert asked Richard Smith what they called this birthday.

Richard Smith stated his 55th birthday was called “double nickels.”

Robert Bateman, Road Department employee and President of AFSCME Local 1499, stated that he was in the middle of a wage reopener on their contract with the Road Department. He further stated that he was asking for the Board of Commissioners’ help with the current wage negotiations.

Mr. Bateman stated that they were given two wage comparables, one for Michigan Department of Transportation, and one for Washtenaw County, and that he could show that they were inaccurate and was asking that the Board of Commissioners please review them. He further stated that they had facts to back the following statement up.

Mr. Bateman stated that one example in the wage comparables was skillset level and that they repaired and installed Department of Environmental Quality culverts in excess of seven feet in diameter that required firsthand knowledge of blueprints and specs, which few counties did. He further stated that last year the Road Department laid over 51 tons of asphalt and that most counties did not even own a paver.

Mr. Bateman stated that the Road Department did 100 miles per year of chip sealing and that most counties contracted those out. He further stated that the skill levels of the comparable wages were nowhere compared to what the Road Department employees were doing.
Mr. Bateman stated that he asked the Board of Commissioners to consider that, because it was a big deal. He further stated that the Road Department had gotten to the point where, due to a lack of meaningful raises and a reduction in their benefits, they could no longer retain and attract quality employees.

Mr. Bateman stated that normally, he would not be speaking in public, but the employees disagreed with Bill Conklin, Road Department Director, in the results he provided as it related to the comparable wages. He further stated that for years, the employees had gone along with pay cuts.

Mr. Bateman stated that, for years, the employees had gone with zero percent raises and that they never complained and never went to arbitration. He further stated that enough was enough and that the employees had done their own wage comparisons and the department had gotten to where there was a 30% staff reduction.

Mr. Bateman stated that the wage comparables provided were comparing their defined contributions but dividing it between the remaining employees and that they were factoring that in. He further stated that they were comparing the standard insurance plan.

Mr. Bateman stated that the employees wanted to use the high deductible. He further stated that his union brother had some things to add, but again, asked the Board of Commissioners to consider their position on these and that he thought that if you looked at the numbers, the Board of Commissioners would see that they were not bargaining in good faith.

Edward Mogyoros, Road Department employee and AFSCME member, stated that he had some concerns. He further stated that throughout the years, he had respected Ingham County as being the capital and with that had taken pride in it.

Mr. Mogyoros stated that, over the years, he had known a lot of people who worked for the Road Commission which later became the Road Department. He further stated that, as the County’s infrastructure had deteriorated over the years, he had seen issues that concerned him.

Mr. Mogyoros stated that people were adamant about keeping their County in a state of safe driving and that all of the County’s employees were to the point where they needed more help; that they needed to attract more and retain more people. He further stated that since the economy had rebounded, the County had lost more people to other counties.

Mr. Mogyoros stated that this was not only with just field workers, but engineering staff and supervisors. He further stated that, with that in mind, they were negotiating in good faith on their side, but would like an even playing field with regard to information.

Mr. Mogyoros stated that the employees simply wanted to know what they could get for what they did and that they were here to serve the public and that was their number one goal: to have a safe road infrastructure for the County.

Mark Steinberg, Williamstown Township Clerk, stated that he was there to ask for support for a road millage that Williamstown Township was planning to put on the March 2020 ballot. He further stated that, in 2014, they had a millage proposal that had failed by 55% and that Williamstown Township was going to be asking for a higher millage rate through a bond so that the Township could do the work up front.
DECEMBER 10, 2019 REGULAR MEETING

Clerk Steinberg stated that he was here to ask that the Board of Commissioners consider putting no other millages on the ballot for March. He further stated that the County millage proposals that the Board of Commissioners was planning to put on the ballot were low and had a good chance of passing.

Clerk Steinberg stated that Williamstown Township had an uphill battle in getting funding to work for roads and that they worked collaboratively with the Road Department. He further stated that the funds from the millage would be used in cooperation with the County Road Department.

Clerk Steinberg stated that he wanted to give the Board of Commissioners a handout, showing the condition of the current roads in Williamstown Township and showing that most of them had no source of funding for them. He further stated that the second page would show what the consequences would be if they did not pass this millage.

Sara Lurie, Community Mental Health Authority of Clinton, Eaton and Ingham Counties CEO, stated that she had sent an email to Commissioner Stivers indicating that she had recently heard that the Health Services Millage ballot proposal was moved from August to March 2020 and, no matter what the date, CMH remained grateful and appreciative of the recognition and support. She further stated that she did want to make the Board of Commissioners aware of some information that would be helpful in the consideration of the date.

Ms. Lurie stated that the first thing was that CMH had been told by the Michigan Department of Health and Human Services (MDHHS) representative that they were anticipating losing around 100,000 individuals from Healthy Michigan. She further stated that they received funding on a per-enrollee per-month basis and that they used those funds to care for the people who needed their services.

Ms. Lurie stated that they knew that the individuals that they served who would lose coverage through Healthy Michigan would be waived due to their individual diagnoses, however they relied on the funding for the total enrollees in Healthy Michigan. She further stated that that would leave them once again where they had a lot of people who needed their services but may not have enough funds to provide those services.

Ms. Lurie stated that this would start to hit their payments in April or May of 2020. She further stated that the second thing was Director Robert Gordon from MDHHS presented his new vision for the behavioral health system and that it would be a huge redesign of how the system looked, retaining the Community Mental Health providers, but also a variety of others around specialty services.

Ms. Lurie stated that she was still looking for clarity, but the anticipated date of that implementation would be October 2022. She further stated that she would keep the Board of Commissioners apprised on new developments about that, but that she wanted to let the Board of Commissioners know about these scenarios.

State Representative Julie Brixie thanked the Commission for the opportunity to speak and that she represented the 69th State House District. She stated that she was there to ask the Board of Commissioners, respectfully, to consider contemplating the idea of moving the Health Services Millage from the March to the August ballot.

Representative Brixie stated that this would accomplish two things: it would give Williamstown Township’s road millage a better chance for success because the ballot would not have as many items on it. She further stated that what she had found is that most voters did not understand the millages.
Representative Brixie stated that sometimes they had a negative approach in thinking that taxes are just going up. She further stated that she valued the services that CMH provided and given that CMH did not have any input on the change from the August to the March ballot, she respectfully asked that the Board of Commissioners use their proper rules and procedures to bring that up tonight.

Representative Brixie stated that she served on the DHHS subcommittee on Appropriations in the Legislature and she had been hearing testimony regarding changes coming to CMH. She further stated that since she was in the minority party, she did not know what the Legislature had been planning, but it appeared to have significant ramifications.

Representative Brixie stated that, in the past, some millages that had gone up for approval that did not have concrete plans, had been the recipients of criticism in the press. She further stated that she would ask that the Board of Commissioners allow CMH the time to put together a plan to present and that she hoped that the Board of Commissioners would consider positively the opportunity to invest in high quality union jobs in road work.

Bill Conklin, Road Department Director, stated that he wanted to briefly get on the record to say that he appreciated the work his employees did and that they were attempting to do wage comparables correctly and negotiate in good faith. He further stated that he would continue to work with them and it was their goal to look at all of the possible interpretations of the benefits at the given employers and ensure that they were making an apples to apples comparison.

Mr. Conklin stated that the County could not afford to overpay but wanted to pay the employees competitively. He further stated that they did want to work with the group and pay them fairly.

Commissioner Stivers requested a point of clarification and asked the County Attorney whether the Board of Commissioners could discuss the millage date in light of the public comment from CMH.

County Attorney Nordfjord indicated that a second reconsideration of an agenda item required one day’s notice to the Clerk of the Board before that motion could be entertained. As a point of order, he mentioned that there needed to be a motion before it could be discussed and considered.

Chairperson Crenshaw stated that the Clerk had received no notice.

Commissioner Polsdofor requested a point of clarification, and asked whether Commissioner Stivers or someone else moved to suspend the rules.

Chairperson Crenshaw stated that that motion had been defeated.

Commissioner Stivers requested a point of clarification regarding whether she could move to suspend the one day’s notice rule.

County Attorney Nordfjord indicated that that motion could be made.

Commissioner Stivers moved to suspend the rules regarding the one day notice requirement for a second reconsideration of a resolution. Commissioner Polsdofor supported the motion.

Clerk Byrum asked whether this would be a simple majority vote or a 2/3 majority vote.
County Attorney Nordfjord indicated that this was a motion to suspend the rules, which required a simple majority of those elected and serving, or eight total votes.

The motion to suspend the rules failed. **Yea:** Koenig, Polsdof, Stivers, Schafer  
**Nay:** Crenshaw, Sebolt, Celentino, Grebner, Morgan, Slaughter, Trubac, Maiville, Naeyaert  
**Absent:** Tennis

**CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIRS**

None.

**CONSIDERATION OF CONSENT AGENDA**

Commissioner Naeyaert moved to adopt a consent agenda consisting of all action items except Agenda Items No. 2, 10, 15, 30, 43, and 45. Commissioner Maiville supported the motion.

The motion carried unanimously. **Absent:** Commissioner Tennis.

Those agenda items that were on the consent agenda were adopted by unanimous roll call vote. **Absent:** Commissioner Tennis.

Items voted on separately are so noted in the minutes.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING THOMAS LESINSKI

RESOLUTION # 19 – 517

WHEREAS, the Ingham County Historical Commission has held a collection of 92 pre-contact stone tools donated by residents of Ingham County more than a century ago; and

WHEREAS, this collection of pre-contact stone tools had not been properly researched, cataloged and placed in historical context; and

WHEREAS, Thomas Lesinski, a master’s student in Cultural Resource Management at Central Michigan University did undertake the research of this collection as part of his Archaeological Field and Lab Methods (ANT 540) course, analyzing each tool for their typology and material make-up; and

WHEREAS, this analysis provided for the discovery of 40 variable types, 4 types of ground stone tools and 20 distinct types of stone used in order to manufacture the tools, and these tools spanned from the earliest pre-contact culture to last, over a period of thousands of years; and

WHEREAS, these results indicate a continued occupation of Ingham County over a period of thousands of years, interactions between multiple cultures as well as knowledge of and access of multiple stone resources; and

WHEREAS, his finished report concluded that this collection provides further confirmation that since the beginning of settlement of North America the Great Lakes region and central Michigan more specifically were great areas of settlement and that the indigenous people of central Michigan were a part of many diverse cultures; and

WHEREAS, Thomas, through his research and report, has provided the residents of Ingham County with a better understanding of those early cultures which occupied this region; and

WHEREAS, Thomas created an exhibit in the Court House which tells the story of our pre-contact stone tool collection in words, images and selected specimens, bringing to life this period of our history for the public to enjoy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Thomas Lesinski for his role in cataloging, researching and preserving and creating a public exhibit that highlights the history of Ingham County from the earliest times.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in his future endeavors.
DECEMBER 10, 2019 REGULAR MEETING

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
Nays: None  Absent: None  Approved 12/03/2019

Commissioner Celentino moved to adopt the resolution. Commissioner Koenig supported the motion.

The motion carried unanimously. Absent: Commissioner Tennis.

Commissioner Celentino stated that this resolution was to honor Thomas Lesinski from the Ingham County Historical Commission. He further stated that the Ingham County Historical Commission had held a collection of 92 pre-contact stone tools donated from residents of Ingham County.

Commissioner Celentino stated that Mr. Lesinski’s report concluded that since the collection provided confirmation that since beginning of settlement, the indigenous people of central Michigan were part of many diverse cultures. He further stated that through his report, Thomas has given Ingham County a better understanding of the early cultures that occupied this region.

Commissioner Celentino stated that therefore the Ingham County Board of Commissioners recognized him for his role for cataloging, researching, preserving and creating a public exhibit and wish him continued success in his endeavors.

Jacob McCormick, Ingham County Historical Commission Chair, stated that, as the Board of Commissioners were aware, the Historical Commission prepared and maintained exhibits. He further stated that they were proud to have a guest exhibit in the Mason Courthouse and that it was a really remarkable collection and he urged the Board of Commissioners to check it out.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 3

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING KATHY PROUT

RESOLUTION # 19 - 518

WHEREAS, Kathy Prout has been a leader in politics, a community leader and a figure in elections in the County of Ingham; and

WHEREAS, Kathy served honorably at the Lansing Area School District, Michigan State University and Lansing Community College for many years as a student advocate including foreign students; and

WHEREAS, Kathy continues to serve as a volunteer through the Retired and Senior Volunteer Program (RSVP) at the Capital Region International Airport greeting and welcoming thousands of visitors to the Lansing area each year; and

WHEREAS, Kathy was selected by the Capital Region International Airport CEO to serve on the Love Lansing Plan Focus Group; and

WHEREAS, Kathy continues to serve as a committed trustee at the Central United Methodist Church on the Capital Square to maintain the historic value; and

WHEREAS, Kathy has been a Republican Precinct Delegate for over fifty years serving in elections, recruiting candidates, and getting out the vote; and

WHEREAS, the Ingham County Board of Canvassers is responsible for canvassing and certifying elections held in the County; and

WHEREAS, Kathy began her service with Ingham County Board of Canvassers in 1999 where she most recently held the position of Vice Chair; and

WHEREAS, Kathy served proudly and honorably canvassing four presidential and four gubernatorial elections as well as over thirty county elections; and

WHEREAS, Kathy has contributed her knowledge and expertise while demonstrating her love for detail and election procedures, to the benefit of her colleagues and the citizens of the County of Ingham; and

WHEREAS, Kathy understood how very important accurate results in an election are and “You can be confident that the results tallied from an election in Ingham County are true”; and

WHEREAS, on October 31, 2019, Kathy Prout completed her years of service on the Ingham County Board of Canvassers.
DECEMBER 10, 2019 REGULAR MEETING

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Kathy Prout for her 20 years of dedication and commitment as a member of the Board of Canvassers and extends its sincere appreciation for the many contributions she has made to the citizens of Ingham County.

BE IT FURTHER RESOLVED that the Board wishes her continued success in all of her future endeavors.

COUNTY SERVICES: Yea: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeysart
Nays: None   Absent: None   Approved 12/03/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 4

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING THE 37TH ANNUAL
HISPANIC CHRISTMAS SYMPOSIUM

RESOLUTION # 19 – 519

WHEREAS, the 37th Annual Hispanic Christmas Symposium, will be held on Thursday, December 19, 2019, hosted by Michigan Alliance of Latinos Moving Towards Advancement (MI-ALMA) and the Capital Area Hispanic Community Representatives; and

WHEREAS, the purpose of the Symposium is to provide an opportunity for individuals from different cultural backgrounds to interact in an informal setting and to share in the spirit of the season; and

WHEREAS, citizens of Ingham County are invited to join in to share in the Spirit of the Season; and

WHEREAS, since the first Symposium, this event has been used to honor the work of individuals within the community who work to uplift and promote the Hispanic community in the Greater Lansing area; and

WHEREAS, donations from the 2019 Symposium will benefit the Veterans of Foreign Wars.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the 37th Annual Hispanic Christmas Symposium and congratulates Michigan Alliance of Latinos Moving Towards Advancement and the Capital Area Hispanic Community Representatives on the event.

BE IT FURTHER RESOLVED, that the Board wishes them continued success in future endeavors.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolf, Koenig, Maiville, Naeyaert
Nays: None Absent: None Approved 12/03/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 5

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DR. MARTIN LUTHER KING, JR.

RESOLUTION # 19 – 520

WHEREAS, Dr. Martin Luther King, Jr., a Baptist minister and passionate fighter for civil rights through non-violent action, was a vital personality of the modern era, his lectures and remarks stirred the concern and sparked the conscience of a generation; and

WHEREAS, the movements and marches led by Dr. Martin Luther King, Jr. brought significant changes in the fabric of American life; and

WHEREAS, his courageous and selfless devotion gave people of color and the disenfranchised people direction to thirteen years of civil rights activities, his charismatic leadership inspired men and women, young and old, in the nation and abroad; and

WHEREAS, Dr. King's concept of somebodiness gave black and poor people a new sense of worth and dignity, his philosophy of nonviolent direct action, and his strategies for rational and non-destructive social change, galvanized the conscience of this nation and reordered its priorities; and

WHEREAS, his wisdom, his words, his actions, his commitment, and his dreams for a new cast of life, are intertwined with the American experience; and

WHEREAS, few have had as much impact upon the American consciousness as Dr. Martin Luther King, Jr.; and

WHEREAS, the 20th of January, 2020 has been designated a national holiday in honor of the birthday of the late Dr. Martin Luther King, Jr.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.

BE IT FURTHER RESOLVED, that the citizens of Ingham County are encouraged to celebrate this holiday and join the Board of Commissioners in the celebration of this notable holiday in honoring this great American hero and role model.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
      Nays: None    Absent: None    Approved 12/03/2019

Adopted as part of the consent agenda.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION MAKING AN APPOINTMENT TO THE EQUAL OPPORTUNITY COMMITTEE

RESOLUTION # 19 – 521

WHEREAS, several vacancies exist on the Equal Opportunity Committee; and

WHEREAS, the County Services Committee interviewed those interested in serving on the Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints

Alan Conceicao, 138 Lexington Avenue, East Lansing, 48823

to the Equal Opportunity Committee for a term expiring September 30, 2021.

COUNTY SERVICES:  Yeas:  Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
Nays:  None  Absent:  None  Approved 12/03/2019

Adopted as part of the consent agenda.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS
FOR THE INGHAM COUNTY ROAD DEPARTMENT

RESOLUTION # 19 – 522

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated November 19, 2019 as submitted.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolf, Koenig, Maiville, Naeyaert
                  Nays: None  Absent: None  Approved 12/03/2019

Adopted as part of the consent agenda.
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<td>ELEC – OH/UG</td>
<td>DIETZ RD</td>
<td>WHEATFIELD</td>
</tr>
<tr>
<td>2019-597</td>
<td>CONSUMERS</td>
<td>ELEC – OH</td>
<td>HASLETT RD</td>
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</tr>
<tr>
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<td>CONSUMERS</td>
<td>GAS</td>
<td>WILLIAMSTON RD</td>
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<tr>
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<td>GUNN RD</td>
<td>DELHI</td>
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<tr>
<td>2019-601</td>
<td>FRONTIER</td>
<td>CABLE – UG</td>
<td>O'BRIEN RD</td>
<td>STOCKBRIDGE</td>
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<tr>
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<td>ROAD CUT, SANITARY</td>
<td>WILLOW ST</td>
<td>LANSING</td>
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<tr>
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<td>GAS</td>
<td>WALL ST</td>
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<tr>
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<td>ELEC – OH/UG</td>
<td>ACADEMIC WAY</td>
<td>MERIDIAN</td>
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<tr>
<td>2019-609</td>
<td>CONSUMERS</td>
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<td>AURELIUS RD</td>
<td>ONONDAGA</td>
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<tr>
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<td>EVERSTREAM</td>
<td>CABLE OH/UG</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
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<td>DELHI</td>
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<td>GAS, ELEC - UG, BORE</td>
<td>NAUBINWAY RD</td>
<td>MERIDIAN</td>
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<td>----------</td>
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</tr>
<tr>
<td>2019-586</td>
<td>MOORE FARMS</td>
<td>LAND DIVISION</td>
<td>HARPER RD</td>
<td>DELHI</td>
</tr>
</tbody>
</table>

MANAGING DIRECTOR:
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION FOR HVAC CONTROLLER SYSTEM REPLACEMENT AT THE ROAD DEPARTMENT ADMINISTRATION BUILDING

RESOLUTION # 19 – 523

WHEREAS, the Ingham County Road Department (ICRD) Administration building has a 27 year old HVAC control system in need of replacement, after many temporary repairs, the system has exceeded its life expectancy; and

WHEREAS, the Road Department’s adopted 2020 budget includes controllable expenditures, funds for this and other equipment purchases; and

WHEREAS, quotes for replacement HVAC controller system were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department, to award the replacement HVAC controller system to Trane U.S. Inc. 3350 Pine Tree Road Lansing, Michigan 48911, thru the U.S. Commodities government CO-OP program, based on the lowest qualified bid; and

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the lowest qualified quote of $24,000, and authorizes an agreement with Trane U.S. Inc., to remove the existing HVAC controller system and install a new HVAC controller system that is compliant with current building codes at the ICRD Administration building.

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

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
   Nays: None   Absent: None   Approved 12/03/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
   Nays: None   Absent: Morgan   Approved 12/04/2019

Adopted as part of the consent agenda.
Introduced by the County Services & Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A CONTRACT WITH
SEVERANCE ELECTRIC CO., INC.
FOR BID PACKET #212-19, TRAFFIC SIGNAL CONSTRUCTION SERVICES

RESOLUTION # 19 – 524

WHEREAS, the Road Department has determined that traffic signal replacement is necessary at the three intersections listed below, due to reaching the end of useful service lives; and

WHEREAS, the cost for the traffic signal replacements are budgeted in the 2019 County Road Fund Budget; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #212-19, Traffic Signal Construction Services; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder’s proposal met all necessary qualifications, specifications, and requirements; and

WHEREAS, Severance Electric Co., Inc. of Kalamazoo, MI, submitted the lowest responsive and responsible bids for the intersections listed below, for a total bid amount of $167,418.00:

1. Jolly Road at College Road – Low Bid $66,983.00
2. Holt Road at Waverly Road – Low Bid $36,562.00
3. Hagadorn Road at Bennett Road – Low Bid $63,873.00; and

WHEREAS, a contingency is being requested in the amount of 10% of the low bid cost, as may be needed for any additional work deemed necessary by Road Department staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Severance Electric Co., Inc. for Traffic Signal Construction Services as specified in the Ingham County Road Department’s Bid Packet #212-19 for the low bid cost indicated above with a 10% requested contingency, for a contract total of $184,159.80.

BE IT FURTHER RESOLVED, 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.
DECEMBER 10, 2019 REGULAR MEETING

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
Nays: None Absent: None Approved 12/03/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
Nays: None Absent: Morgan Approved 12/04/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 10

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR THE REAUTHORIZATION OF FUNDING FOR THE OPERATION OF THE INGHAM COUNTY POTTER PARK ZOO AND POTTER PARK, INCLUDING FUNDING FOR OPERATIONS, MAINTENANCE, AND IMPROVEMENTS

RESOLUTION # 19 – 525

WHEREAS, the Potter Park Zoo and Potter Park in the City of Lansing are regional attractions that draw a large number of visitors to the region, including a large number of Ingham County residents; and

WHEREAS, the Board of Commissioners believes continued operation of the Potter Park Zoo and Potter Park in the City of Lansing would be a substantial benefit to Ingham County residents; and

WHEREAS, the Board of Commissioners entered into an agreement with the City of Lansing for the lease and the operation of the Potter Park Zoo and Potter Park, conditioned upon voter approval of a county-wide property tax millage for the funding of the Potter Park Zoo and Potter Park as well as the continued millage funding for the Potter Park Zoo and Potter Park; and

WHEREAS, the current authorized millage of .41/100 (0.4100) of one (1) mill, $0.41 per thousand dollars of state taxable valuation, adopted in 2006 and renewed in 2010 and 2016, expires on December 31, 2020; and

WHEREAS, a new millage is necessary to support the operation of the Potter Park Zoo and Potter Park, which includes funding the daily operations, maintenance, and improvements of the Potter Park Zoo and Potter Park; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds for the purpose of supporting funding for the operational and capital needs of the Potter Park Zoo and Potter Park; and

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the election to be held on March 10, 2020:

INGHAM COUNTY POTTER PARK ZOO AND POTTER PARK OPERATIONAL MILLAGE QUESTION

For the purpose of reauthorizing funding for the operation of the Potter Park Zoo and Potter Park, including funding for operations, maintenance, and improvements, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 50/100 (0.5000) of one (1) mill, $0.50 per thousand dollars of state taxable valuation, for a period of six (6) years (2021-2026)
inclusive? If approved and levied in full, this Millage will raise an estimated $3,841,444 in the first calendar year of the levy, based on state taxable valuation.

YES [ ] NO [ ]

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the March 10, 2020 ballot and to be prepared and distributed in the manner required by law.

COUNTY SERVICES: Yeas: Celentino, Grebner, Sebolt, Koenig, Naeyaert
Nays: Stivers, Maiville Absent: None Approved 12/03/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofer
Nays: Schafer, Maiville Absent: Morgan Approved 12/04/2019

Commissioner Celentino moved to adopt the resolution. Commissioner Koenig supported the motion.

Commissioner Maiville stated he would have preferred to have a millage renewal rather than an increase.

The motion carried. Yeas: Celentino, Crenshaw, Grebner, Koenig, Morgan, Naeyaert, Polsdofer, Sebolt, Slaughter, Stivers, Trubac Nays: Maiville, Schafer Absent: Tennis
Introduced by the County Services Committee and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PARTICIPATION IN THE 2020 TRI-COUNTY REGION AERIAL IMAGERY PARTNER AGREEMENT

RESOLUTION # 19 – 526

WHEREAS, the Tri-County Regional Planning Commission is coordinating a regional flight of Ingham, Eaton, and Clinton counties in order to produce aerial imagery; and

WHEREAS, Clinton and Eaton counties and the State of Michigan have agreed to participate; and

WHEREAS, participation in this regional project would supply Ingham County and participating local jurisdictions with 12”, 6”, and/or 3” pixel, true color, leaf off digital orthoimagery; and

WHEREAS, users of this imagery include, but are not limited to, the Equalization/Tax Mapping Department, Environmental Health, 911 Emergency Operations, Economic Development, the Road Department, and the Drain Commissioner’s Office; and

WHEREAS, the State of Michigan through its MiSAIL program will partner in this agreement which lowers the anticipated cost significantly from $42,375 to $27,500, and.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes participation in the 2020 Tri-County Region Imagery Partner Agreement.

BE IT FURTHER RESOLVED, that $27,500 to cover the cost of Ingham County's participation be moved from the 2020 contingency funding to the appropriate account in the Equalization budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the necessary letter of agreement with the Tri-County Regional Planning Commission, after approval as to form by the County Attorney.

COUNTY SERVICES:  Yeas:  Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
                        Nays:  None  Absent:  None  Approved  12/03/2019

FINANCE:  Yeas:  Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
                  Nays:  None  Absent:  Morgan  Approved  12/04/2019

Adopted as part of the consent agenda.
Introduced by the County Services and Finance Committees of the:

HINGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE LEASE OF SAN AND COMPUTE HARDWARE FROM AVALON TECHNOLOGIES, INC.

RESOLUTION # 19 – 527

WHEREAS, Ingham County Department of Innovation and Technology currently provides storage and compute for all County departments; and

WHEREAS, the existing back-end storage and compute systems are approaching their end of supported life; and

WHEREAS, to remain secure and reliable, these systems need to be refreshed with actively supported hardware; and

WHEREAS, this hardware purchase will provide the necessary equipment needed to refresh the existing County back-end datacenter systems in a secure, reliable manner.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the lease of Dell storage and compute hardware from Avalon Technologies, Inc in an amount not to exceed $1,350,000 over the 60 month lease term.

BE IT FURTHER RESOLVED, that the Board of Commissioners do hereby authorize the purchase of this hardware at the end of the 60-month lease term for $1.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Ingham County 636 fund balance for year one of the lease and the Innovation and Technology’s Network Maintenance - Hardware fund (636-25810-932032) for the remaining 4 years.

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.
COUNTY SERVICES: **Yea**s: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
    Nays: None    **Absent:** None    **Approved** 12/03/2019

FINANCE: **Yea**s: Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
    Nays: None    **Absent:** Morgan    **Approved** 12/04/2019

Adopted as part of the consent agenda.
Introduced by the County Services Committee and the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING MODIFICATIONS TO THE
2019 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL FOR 2020

RESOLUTION # 19 – 528

WHEREAS, the Managerial and Confidential Employee Steering Committee met and discussed the 2019 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommended changes in the 2019 Managerial and Confidential Employee Personnel Manual for 2020.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following modifications, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2019 Managerial and Confidential Employee Personnel Manual for 2020 (provisions unmodified remain unchanged):

1. Update language under section C. Compensation Levels: Effective the first full pay period on or after January 1, 2020, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 2% increase to the 2019 salary schedule.

2. Update language in section E. Health Insurance Program: Subject to annual modification for health plan year 2020.

3. Clarify language in section J.7 (Special Leave) that paid leave accruals may be utilized while on special leave status consistent with current practice.

4. Update language in Appendix C: Position Listing Managerial & Confidential (job titles and pay grade).

5. Change in Appendix D - Compensation Levels: As a result of reclassification requests, the recommended position changes are as follows:

   Position # 215008 Chief Deputy County Clerk: Move from MC 11 to MC 13
   Position # 130054 Chief Deputy Court Clerk: Move from MC 11 to MC 13
   Position # 601007 Chief Financial Officer, Health Department: Move from MC 13 to MC 14
   Position # 201009 Payroll Coordinator to Payroll Administrator: Move from MC 05 to MC 06
   Position # 130048 Executive Assistant – Circuit Court: Remains MC 05
DECEMBER 10, 2019 REGULAR MEETING

The financial impact associated with the proposed reclassifications is as follows:

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Current Grade, Step 5</th>
<th>Proposed Grade, Step 5</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Deputy County Clerk</td>
<td>MC 11: 82,284.70</td>
<td>MC 13: 94,510.67</td>
<td>12,225.97</td>
</tr>
<tr>
<td>Chief Deputy Court Clerk</td>
<td>MC 11: 82,284.70</td>
<td>MC 13: 94,510.67</td>
<td>12,225.97</td>
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<tr>
<td>Payroll Coordinator to PR Admin.</td>
<td>MC 05: 50,053.32</td>
<td>MC 06: 53,889.14</td>
<td>3,835.82</td>
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<tr>
<td>TOTAL:</td>
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<td></td>
<td>35,602.80</td>
</tr>
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</table>

6. Update language in Appendix G: Helpful Links (current resources with website addresses).

BE IT FURTHER RESOLVED, that the 2020 Managerial and Confidential Employee Personnel Manual will be effective January 1, 2020 and shall expire on December 31, 2020.

COUNTY SERVICES: **Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None  
**Absent:** None  
**Approved 12/03/2019**

FINANCE: **Yeas:** Grebner, Tennis, Crenshaw, Polsdofier, Schafer, Maiville  
**Nays:** None  
**Absent:** Morgan  
**Approved 12/04/2019**

Adopted as part of the consent agenda.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE MICHIGAN NURSES ASSOCIATION, NURSE
PRACTITIONERS/CLINIC NURSES UNIT

RESOLUTION # 19 – 529

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit; and

WHEREAS, the wage reopener agreement for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of the effective date of eligibility for dependent coverage in Article 16 – Health, Dental and Vision Insurance, Section 7 to eliminate the additional waiting period has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener agreement, subject to the approval as to form by the County Attorney.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
Nays: None Absent: None Approved 12/03/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
Nays: None Absent: Morgan Approved 12/04/2019

Adopted as part of the consent agenda.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE OPEIU LOCAL 459, AFL-CIO, CIRCUIT COURT/FAMILY
DIVISION PROFESSIONAL EMPLOYEES UNIT

RESOLUTION # 19 – 530

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article XXII – Leaves of Absence: Section 4, Notice.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.

COUNTY SERVICES:  Yeas:  Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
Nays:  None  Absent:  None  Approved 12/03/2019

FINANCE:  Yeas:  Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
Nays:  None  Absent:  Morgan  Approved 12/04/2019

Commissioner Celentino moved to adopt the resolution. Commissioner Maiville supported the motion.

Commissioner Sebolt disclosed that this resolution related to his daytime employer, the Michigan AFL-CIO.

The motion carried unanimously. Absent: Commissioner Tennis.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR SELF-FUNDED WORKERS’ COMPENSATION THIRD PARTY ADMINISTRATION

RESOLUTION # 19 – 531

WHEREAS, the current contract with Eagle Claims Management as the third party administrator for the County’s self-insured workers’ compensation insurance expires December 31, 2019; and

WHEREAS, the County’s Administration is recommending that the County continue to contract with Eagle Claims Management as the third party administrator for the County’s self-insured workers’ compensation insurance; and

WHEREAS, the Administration of the Ingham County Medical Care Facility concurs with this recommendation; and

WHEREAS, Eagle Claims Management has agreed to contract with the County from January 1, 2020 through December 31, 2024 at their previous annual rate of $33,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves Eagle Claims Management as the third party administrator for the County’s self-insured workers’ compensation insurance for the period January 1, 2020 to December 31, 2024 at a cost of $33,500 annually with the option to extend the agreement for an additional three years upon expiration as was included in the current agreement.

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

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
    Nays: None   Absent: None   Approved 12/03/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
    Nays: None   Absent: Morgan   Approved 12/04/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 17

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE COMMAND OFFICERS ASSOCIATION OF MICHIGAN
911 SUPERVISORY UNIT

RESOLUTION # 19 – 532

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the Command Officers Association of Michigan 911 Supervisory Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the Command Officers Association of Michigan 911 Supervisory Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 11 – Discipline and Discharge: Section 11.3 regarding notice of disciplinary investigation, and for 3) modification of Article 16 – Sick Leave: Section 16.4 regarding notice of sick leave use, and for 4) modification of the effective date of eligibility for dependent coverage in Article 17 – Hospitalization and Medical Coverage to eliminate the additional waiting period has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the Command Officers Association of Michigan 911 Supervisor Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
Nays: None Absent: None Approved 12/03/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
Nays: None Absent: Morgan Approved 12/04/2019

Adopted as part of the consent agenda.
 Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE ICEA PROFESSIONAL COURT EMPLOYEES UNIT

RESOLUTION # 19 – 533

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the ICEA Professional Court Employees Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the ICEA Professional Court Employees Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 23 – Leaves of Absence: Section 4. Notice, regarding notice of sick leave use, and for 3) modification of the effective date of eligibility for dependent coverage in Article 19 – Health, Dental and Vision Insurance to eliminate the additional waiting period has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the ICEA Professional Court Employees Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Neyaert
Nays: None      Absent: None      Approved 12/03/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdorfer, Schafer, Maiville
Nays: None      Absent: Morgan  Approved 12/04/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 19

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
2020 WAGE REOPENER WITH THE CCLP 911 NON-SUPERVISORY UNIT

RESOLUTION # 19 – 534

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the CCLP 911 Non-Supervisory Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the CCLP 911 Non-Supervisory Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 31 – Sick Leave, Section 31.5 regarding notice of sick leave use, and for 3) modification of the effective date of eligibility for dependent coverage in Article 35, Section 35.7, Health, Dental and Vision Insurance, to eliminate the additional waiting period has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the CCLP 911 Non-Supervisory Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Nacyaert
Nays: None  Absent: None  Approved 12/03/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdorfer, Schafer, Maiville
Nays: None  Absent: Morgan  Approved 12/04/2019

Adopted as part of the consent agenda.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
2020 WAGE REOPENER WITH THE ICEA PARK RANGERS UNIT

RESOLUTION # 19 – 535

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the ICEA Park Rangers Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the ICEA Park Rangers Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of the effective date of eligibility for dependent coverage in Article 22 – Health Insurance, Section 7, to eliminate the additional waiting period has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the ICEA Parks Rangers Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.

COUNTY SERVICES:  Yeas:  Celentino, Stivers, Grebner, Seibolt, Koenig, Maiville, Naeyaert
    Nays: None  Absent: None  Approved 12/03/2019

FINANCE:  Yeas:  Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
    Nays: None  Absent: Morgan  Approved 12/04/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 21

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
2020 WAGE REOPENER WITH THE ICEA COUNTY PROFESSIONAL EMPLOYEES UNIT

RESOLUTION # 19 – 536

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the ICEA County Professional Employees Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the ICEA County Professional Employees Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 21, Leave of Absence, Section 4 regarding notice of sick leave use, and for 3) clarification of the effective date of eligibility for coverage in Article 17, Health Insurance, Section 3 has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the ICEA County Professional Employees Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.

COUNTY SERVICES:  Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Nacuyaert
                  Nays: None  Absent: None  Approved 12/03/2019

FINANCE:  Yeas: Grebner, Tennis, Crenshaw, Polsdorfer, Schafer, Maiville
           Nays: None  Absent: Morgan  Approved 12/04/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 22

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
2020 WAGE REOPENER WITH THE CCLP ANIMAL CONTROL OFFICERS, VETERINARIAN
TECHNICIANS AND ANIMAL CARE SPECIALISTS UNIT

RESOLUTION # 19 – 537

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the CCLP Animal Control Officers, Veterinarian Technicians and Animal Care Specialists Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the CCLP Animal Control Officers, Veterinarian Technicians and Animal Care Specialists Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 28 – Sick Leave, Section 3 regarding notice of sick leave use, and for 3) modification of the effective date of eligibility for dependent coverage in Article 22, Section 7, Hospitalization - Medical Coverage to eliminate the additional waiting period has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the CCLP Animal Control Officers, Veterinarian Technicians and Animal Care Specialists Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.

COUNTY SERVICES:  Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
   Nays: None  Absent: None  Approved 12/03/2019

FINANCE:  Yeas: Grebner, Tennis, Crenshaw, Polsdorfer, Schafer, Maiville
   Nays: None  Absent: Morgan  Approved 12/04/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 23

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO TRANSFER ALL UNSOLD TAX REVERTED PROPERTIES REJECTED BY LOCAL UNITS TO THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY

RESOLUTION # 19 – 538

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 et seq., (the Act) establishes the State Land Bank Fast Track Authority; and

WHEREAS, the Ingham County Treasurer, with Ingham County Board of Commissioners approval, has entered into an intergovernmental agreement with the State Land Bank Fast Track Authority under the Act to form an Ingham County Land Bank Fast Track Authority; and

WHEREAS, tax reverted property not previously sold by the Ingham County Treasurer, acting as the foreclosing governmental unit (FGU), shall be transferred to the city, village, or township in which the property is located, except those parcels of property to which the city, village or township has objected to in accordance with 1999 PA 123, MCL 211.78M(6); and

WHEREAS, parcels rejected by a city, village or township become the property of Ingham County; and

WHEREAS, the Land Bank was established to assist in the strategic disposition of tax reverted property.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes the Controller to take appropriate action to transfer rejected property to the Land Bank.

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.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
Nays: None Absent: None Approved 12/03/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
Nays: None Absent: Morgan Approved 12/04/2019

Adopted as part of the consent agenda.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH
THE INGHAM CONSERVATION DISTRICT

RESOLUTION # 19 – 539

WHEREAS, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

WHEREAS, the Ingham Conservation District was established in 1946; and

WHEREAS, the role of Conservation Districts has expanded to be protective of all natural resources including soil, water, wildlife, etc.; and

WHEREAS, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support; and

WHEREAS, the 2020 Ingham County budget includes $13,100 for the Ingham Conservation District.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support.

BE IT FURTHER RESOLVED, this agreement shall be for the period of January 1, 2020 through December 31, 2020 in an amount not to exceed $13,100.

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

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
Nays: None  Absent: None  Approved 12/03/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofler, Schafer, Maiville
Nays: None  Absent: Morgan  Approved 12/04/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 25

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE BUSINESS TRAVEL AND REIMBURSEMENT POLICY

RESOLUTION # 19 – 540

WHEREAS, on October 5, 2010 the Board of Commissioners approved the Business Travel and Reimbursement Policy for all employees, elected officials and Commissioners; and

WHEREAS, the Policy is intended to provide rules and procedures for determining appropriate expenditures related to business travel; and

WHEREAS, the Board of Commissioners wishes to amend the policy to streamline travel reservation procedures, amend meal reimbursement rates and reference contemporary resources for mileage calculation; and

WHEREAS, proposed changes were vetted by County auditors and attorneys for consistency with Generally Accepted Accounting Practices and applicable statutes.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners amends the Business Travel and Reimbursement Policy as follows:

- Section M.2, second paragraph is amended to state: Any trip needed as part of an employees’ essential job duty (such as transporting a prisoner or escorting a child for out-of-state placement) is not subject to this requirement.
- Section N.1 is amended to state: The County will be liable for the employee’s travel expense and the direct billing for the County shall be for the employee only. Alternatively, these expenses can be provided through travel advances and normal reimbursement procedures. These provisions shall apply only to traveling employees and shall not apply to air travel required for other functions such as witnesses required by the Prosecuting Attorney.
- Current Section N.2 is moved to a new Section N.4.
- Section N.3 is renumbered as Section N.2 and the second paragraph is amended to state: The use of commercial airlines is permitted when it is to the advantage of the County as measured by both comparative travel costs and the time of the traveler. Travelers should purchase the least expensive accommodations available on any one flight with approval of the Department Head. Persons choosing to use first class transportation when tourist class is available shall be responsible for the additional cost of first class accommodations. First class fare will be allowable only when a ticket agency certifies that less expensive accommodations are not available. Such certification must accompany the reimbursement voucher.
- Section N.4 is amended to include text from the old Section N.2.
DECEMBER 10, 2019 REGULAR MEETING

- Section N.7 is amended to state: Mileage must be computed based on the shortest available route between the point of departure and the destination, plus road and bridge tolls. The per diem allowance will be limited to the number of days required to complete the travel at that rate. Documentation is required for toll roads and bridges and the like.
- Section N.9 is amended to state: The cost of meals while traveling is an allowable expense. If a meal is provided at the hotel or as part of the conference, no additional amount will be allowed. The actual cost of any meal will be reimbursed up to the cost of the U.S. General Services Administration Meals and Incidental Expense (M&IE) rate posted on the GSA Web page (https://www.gsa.gov/travel/plan-book/per-diem-rates) Incidental Expenses are included in the M&IE rate and will not be reimbursed separately. Meal receipts are not required when using the M&IE rate. However, within 60 calendar days of the date, employees must file a County Travel Expense Voucher including:

  i. The business purpose of the trip;
  ii. The date and place of the trip; and
  iii. Receipts for lodging (if using the M&IE meals-only per diem rate).

If any of these requirements are not met, the payment may be deemed taxable to the employee. No reimbursement for alcoholic beverages will be allowed.

Maximum per diem allowance will be prorated as shown on the table below:

<table>
<thead>
<tr>
<th>Departure Time</th>
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<tr>
<td>After 8:00 a.m.</td>
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</tr>
<tr>
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<td>50%</td>
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</tr>
<tr>
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<td>0%</td>
</tr>
<tr>
<td>After 12:00 Noon</td>
<td>After 12:00 Noon</td>
<td>0%</td>
</tr>
</tbody>
</table>

The cost for any additional activities provided outside the conference will not be allowed. The above schedule is allowable only during the day of departure or return.

BE IT FURTHER RESOLVED, that these policy changes shall have immediate effect upon adoption of this Resolution.

COUNTY SERVICES: **Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
  Nays: None  Absent: None  Approved 12/03/2019

FINANCE: **Yeas:** Grebner, Tennis, Crenshaw, Polsdofor, Schafer, Maiville
  Nays: None  Absent: Morgan  Approved 12/04/2019

Adopted as part of the consent agenda.
A. Introduction

This policy pertains to all employees, elected officials and Commissioners. Compliance with these regulations is the responsibility of the department head or elected official. Vouchers that appear to be in violation of this policy will be returned unpaid to the department with an explanation.

B. Local Travel

1. County employees and elected officials that use a privately owned vehicle for County business may be reimbursed. The amount to be reimbursed shall be determined by reference to the Internal Revenue Service (IRS) Standard Mileage Rate Method. The Human Resources Department will notify department heads and elected officials of changes in the Standard Mileage Rate.

2. Departments shall establish regulations regarding the designation of official work stations as assigned. This work station will be used in determining mileage reimbursement. No mileage will be allowed for travel between an employee’s home and his or her official work station (commuting expenses). Examples to assist in calculating allowable travel expenses are presented in Appendix A.

3. Only allowable auto expenses as determined by IRS guidelines will be reimbursed. Adequate documentation is required. The charge should be supported by a listing of the vicinity itinerary in sufficient detail to justify the mileage claimed.

4. Charges for gasoline, lubrication, repairs, antifreeze, towage, and other similar expenditures will not be allowed as reimbursable items when privately owned cars are used.

C. Computation of Mileage

Mileage must be computed based on the shortest available route between the point of departure and the destination. A mileage grid showing distances between County facilities is provided in Appendix B. This grid may be used in place of actual odometer readings.
D. Parking Fees

If an employee is required to have a motor vehicle available for County business purposes, a monthly parking allowance may be provided. The department head or elected official must request approval from the County Services Committee. If approved, a reimbursement will be provided monthly upon receipt of a statement of the parking charge in an amount specified in labor contracts or managerial compensation plan. Intermittent parking charges for meter, lots, etc., will be reimbursed monthly as incurred. Parking reimbursement requests should be included on the travel reimbursement requests. Meter parking should be identified on the reimbursement form as meter parking.

E. Parking or Traffic Violations

Under no condition will parking or traffic violation tickets be reimbursed. They are the full responsibility of the employee operating the vehicle.

F. Automobile Insurance

Employees who use their vehicles as a requirement of their job shall be reimbursed for automobile insurance as established by collective bargaining agreements and/or compensation plans. This payment will be made by December 15 of the contract year providing that prior to December 1 the employee shall submit proof of the additional automobile insurance and payment of same to the Human Resources Department.

G. Temporary Assignments

An employee temporarily working at another location that requires driving less distance than that from home to the regular work site and back will not be reimbursed for such travel in his or her own vehicle, but, if the temporary work assignment requires driving more distance than normal, the employee will be reimbursed for the difference in miles driven.

H. Attendance at Funerals

Employees designated as official representatives of the County for attendance at a funeral may claim reimbursement for travel expenses subject to the limitations of these regulations.

I. Use of County-Owned Vehicle

An employee using a County-owned vehicle on County business shall be reimbursed for gasoline and other operating expenses incurred while using the vehicle, provided that appropriate receipts for all such expenses are submitted with the travel reimbursement request.
J. Meal Allowance

Meal reimbursement calculations are provided in Section N.9.

**History:** 2010, Resolution 10-327, Effective October 5, 2010; -- Amended 2015, Resolution 15-173, Effective May 12, 2015

K. Travel Reimbursement

1. All travel expense claims shall be prepared and submitted on a Travel Expense Voucher, and must be itemized and stated in accordance with these regulations. Failure to use the specified form could delay the processing. The form must be signed by the employee. Each traveler should keep a memorandum of expenditures properly chargeable to the County so that the accumulated information will be available for preparation of the travel voucher at the end of each travel period.

2. Expense reports shall not be submitted until the total requested exceeds $15.00. An exception is the fiscal year-end report which must be submitted no later than the fifth work day of the new fiscal year. Another exception would be when an employee is leaving employment with the County.

3. The official work station shall be shown on the voucher.

4. Supporting receipts must be attached for all items of expense, unless exempt by these regulations.

5. All items on the travel voucher should appear in chronological order and all expenses for the period must be included.

6. Each day’s expense shall be shown separately and totaled.

7. The certification on each voucher shall be attested to by the manual signature of the employee. An authorized agent may not approve his or her own voucher.

L. Several People Attending the Same Out of Town Event

It is strongly recommended that if several people are attending the same out-of-town event that they travel together to reduce costs. This recommendation applies to employees within the same Department or from different Departments.

M. Overnight Travel

1. **General.** This policy pertains to all employees, elected officials and Commissioners. County representatives traveling on official business are expected to exercise the same care incurring expenses that a prudent person would exercise if traveling on personal business. Compliance with these regulations is
the responsibility of the department head or elected official. The Controller/Administrator and the Financial Services Department will refuse to pay any travel vouchers that appear to violate the intent of these regulations.

2. **Authorization.** All travel must be authorized and approved by the department head, elected official or his/her designated representative. No designated representative may approve his/her own vouchers. The Ingham County Board of Commissioners encourages County employees and County-wide elected officials to participate in professional self-improvement and continuing education efforts, and to seek out innovative and cost-effective programs and technologies for potential utilization in Ingham County. Department heads, elected officials and the presiding judges of the various courts may authorize the expenditure of budgeted funds for professional development of County employees, and to seek innovative programs and technologies for use in Ingham County. No out-of-state travel will be authorized without approval of the Controller/Administrator and the Chairperson of the Board of Commissioners.

Any trip needed as part of an employees’ essential job duty (such as transporting a prisoner or escorting a child for out-of-state placement) is not subject to this requirement.

N. **Travel Arrangements.**

1. **General.** The County will be liable for the employee’s travel expense and the direct billing for the County shall be for the employee only. Alternatively, these expenses can be provided through travel advances and normal reimbursement procedures. These provisions shall apply only to traveling employees and shall not apply to air travel required for other functions such as witnesses required by the Prosecuting Attorney.


**Air Travel.** The policy of Ingham County is that airline travel by County employees on official business shall, whenever financially prudent, originate from Capital Region International Airport (CRIA). If a flight out of a neighboring airport can be found at a materially lower rate, the flight may be booked from that airport. If the CRIA flight exceeds the cost of a flight from a neighboring airport by more than $200 for an individual or $400 for a group, the flight may be booked from the neighboring airport. The $200 or $400 difference is for the inclusive cost of the flight including mileage and parking.

The use of commercial airlines is permitted when it is to the advantage of the County as measured by both comparative travel costs and the time of the traveler. Travelers should purchase the least expensive accommodations available on any one flight with approval of the Department Head. Persons choosing to use first class transportation when tourist class is available shall be responsible for the
additional cost of first class accommodations. First class fare will be allowable only when a ticket agency certifies that less expensive accommodations are not available. Such certification must accompany the reimbursement voucher.


3. **Round-Trip Tickets.** Round-trip tickets shall be secured whenever economical and practicable.

4. **Changes.** Once an airline ticket or hotel room has been booked, it can only be changed with Department Head’s approval. If the change is the result of an employee’s personal non-emergency issue (such as having to attend a child’s social event), the employee will be responsible for any additional cost incurred by the County. If a disagreement occurs, the County Controller/Administrator will determine if the change was the result of an emergency.

5. **Insurance.** Insurance coverage for persons traveling by common carrier is not allowable as a reimbursable expense.

6. **Transportation by Private Owned Car.** Employees or commissioners, who elect to drive a privately owned car in lieu of common carrier, shall be reimbursed at rates established in labor contracts or as provided by Board resolutions. Reimbursement for out-of-state travel by a privately owned car in lieu of common carrier (mileage plus lodging, per diem, and toll charges) is limited to the cost associated with tourist class air fare.

An employee using a County owned vehicle on County business is reimbursed for gasoline and other operating expense incurred while using the vehicle. Appropriate documentation for all such expenses must be submitted with the travel reimbursement request.

7. **Computation of Mileage.** Mileage must be computed based on the shortest available route between the point of departure and the destination, plus road and bridge tolls. The per diem allowance will be limited to the number of days required to complete the travel at that rate. Documentation is required for toll roads and bridges and the like.

8. **Rental Cars.** A car may be rented at a conference site with prior approval of the department head. Only the cost for a compact vehicle will be reimbursed. The cost for any upgrade from a compact vehicle will be the responsibility of the employee. There is no need to purchase insurance when renting a vehicle since it is covered under the County’s insurance policy. Reimbursement for a rental vehicle precludes any reimbursement for local travel costs at the conference site.
9. **Meal Reimbursement.** The cost of meals while traveling is an allowable expense. If a meal is provided at the hotel or as part of the conference, no additional amount will be allowed. The actual cost of any meal will be reimbursed up to the cost of the U.S. General Services Administration Meals and Incidental Expense (M&IE) rate posted on the GSA Web page (https://www.gsa.gov/travel/plan-book/per-diem-rates). Incidental Expenses are included in the M&IE rate and will not be reimbursed separately. Meal receipts are not required when using the M&IE rate. However, within 60 calendar days of the date, employees must file a County Travel Expense Voucher including:

i. The business purpose of the trip;

ii. The date and place of the trip; and

iii. Receipts for lodging (if using the M&IE meals-only per diem rate).

If any of these requirements are not met, the payment may be deemed taxable to the employee. No reimbursement for alcoholic beverages will be allowed.

Maximum per diem allowance will be prorated as shown on the table below:

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The cost for any additional activities provided outside the conference will not be allowed. The above schedule is allowable only during the day of departure or return.

10. **Documentation.** Receipts are required for all other transactions in excess of $25.00 claimed on the travel voucher as reimbursable items.

11. **Foreign Travel.** Travel expenses incurred while traveling in a foreign country will be reimbursed at the rate charged by the employee’s credit card or the published exchange rate at the time of the expenditure. A copy of the credit card statement or an exchange rate table from any financial publication should be provided to support the rate claimed. Daily and weekly exchange rate data is also available on the Federal Reserve Board website.
12. **Lodging Charges and Meals.** Sales and use taxes, applicable to lodging charges are reimbursable in addition to the regular lodging allowance. Only the actual lodging expenses paid, plus tax, is allowable. Receipts for lodging expenses are required. Any change in hotel location during continuous occupancy by an employee must be explained on the voucher. Reimbursement for hotel or motel room expense will be made for a standard single room. Any cost for the upgrade of a room will be the responsibility of the employee.

13. **Lodging Charges for Multiple Occupancy.** When a County employee in travel status shares hotel or other lodging with other County employees, reimbursement to the traveler will be as follows:

   a. If hotel or other lodging is shared with a person other than a County employee, reimbursement to the County employees will be at the single rate. Documentation supporting the single rate must be available.

   b. If hotel or other lodging is shared with two or more County employees or Commissioners and they all occupy the same room, reimbursement to the County employee or Commissioner will be based on the amount paid.

14. **Guidelines.** The following rules are established as guides for the employee and the approving officials:

   a. It is expected that expenses incidental to official County travel will be held to the minimum amount required for essential and efficient conduct of County business. The department head, elected official or his/her authorized representative approving the travel voucher will be held responsible in his/her certification for all items of expense as being necessary and correct.

   b. Expenditures for hospitality expenses and/or alcoholic beverages will not be reimbursed under any circumstances.

   c. When travel expense vouchers are supported by receipts that show signs of erasures or alterations, the voucher will be returned to the employing department for a statement of facts explaining the reason for the alteration before the travel voucher will be approved for payment.

   d. No employee shall travel as the guest of any current or potential private (non-grantor) vendor who could reasonably be expected to offer service to the County in the future unless authorized by the Department’s Liaison Committee.

   e. Employees may take annual leave during a tour of travel with approval of the department head or elected official, provided, that in no case shall travel expenses be allowed while in annual leave status. Whenever an
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employee in travel status becomes incapacitated due to illness or injury certified by a licensed physician that is allowable as sick leave, he may continue in travel status for a period not to exceed seven calendar days at rates not to exceed M&IE allowance and lodging charges as provided in these regulations.

f. An employee will be considered to be in travel status on non-work days unless the employee can return to his/her official work station or home prior to a non-work day. Employees may be entitled to compensation for work performed on non-workdays pursuant to applicable collective bargaining agreements. Every effort should be made to find an alternative to paying the employee overtime for traveling or attending a conference during a non-workday.

g. Enrollment or registration fees for approved conventions and meetings of associations or organizations are allowable for employees attending as official representatives of Ingham County. Advance registration is preferred. Receipts must be attached for reimbursement.

O. Accounting for Travel Advances and Advances for Travel

1. Requisition for Travel Advance. Departments are authorized to make travel advances for specific trips of employees and Commissioners traveling on County business, subject to approval by the County Controller/Administrator. Requests for such advances should be made at least ten days prior to departure, but no more than 30 days before departure. An employee or Commissioner taking a trip with the appropriate prior approval, which would involve personal cash outlay for travel expenses, shall furnish the Controller/Administrator a statement setting forth the purpose of the trip, expected travel period, method of transportation, itinerary, and an estimate of cash outlay for travel showing individually the estimated costs to be borne by the County.

Travel advances will not be issued for less than $50.00. Such de minimis expenditures will be reimbursed on a standard Travel Expense Voucher.

2. Issuing Advances. The official or employee shall request a travel advance by submitting a travel advance form. The preparer must retain a copy of the form. Receipt of a travel advance is conditional upon agreement to a payroll deduction to settle any unsubstantiated expenses (See Failure to Comply, below). Financial Services shall issue travel advances to employees with the concurrence of the employee’s department head.

3. Travel Advance Settlement: A travel advance should be settled within five working days subsequent to the final date of expenses listed on the travel advance form. Actual expenditures shall be reconciled to the amount of advances on the
copy of the travel advance form. This completed and signed form shall be submitted to Financial Services along with any required documentation.

A check must be submitted to the Ingham County Treasurer for any excess travel advance.

4. **Failure to Comply:** IRS regulations require substantiation of expenses and the return of any excess travel advance within a reasonable period of time (60 days). Any portion of a travel advance not settled within 60 days shall be recovered through payroll deductions.

5. **Travel Reimbursements:** Overnight travel expenses incurred without benefit of a travel advance will be reimbursed on a travel voucher. Such reimbursement claims will be prepared and submitted on the standard Travel Expense Voucher, itemized and stated by these regulations.

P. **Use of County-Owned Vehicles**

1. This policy shall cover and apply to all official’s and employee’s use of any vehicle owned by Ingham County, except that this policy may be considered modified, but only to the extent that provisions of a collective bargaining agreement expressly provide for vehicle use in a manner inconsistent with this policy.

2. All vehicles acquired by Ingham County are for the use and purpose of County business only, and all officials and employees of the County operating vehicles are subject to and required to adhere to the terms of this policy.

3. Except as otherwise specifically provided in this policy, no official and no employee may use a County-owned vehicle for personal use. County-owned vehicles shall be used for County business.

4. County employees may use County-owned vehicles for commuting to and from employment only if specifically required to do so for the purposes of on-call duty, or if specifically authorized by the employee’s department head or elected official, as being necessary and in the best interest of the County. Except as permitted herein, there shall be no commuting with County-owned vehicles and there shall be no other personal use of County-owned vehicles by County employees. Employees shall report in writing bi-weekly the number of “commuting days” to the employee’s department head or elected official.

5. Personal use of County-owned vehicles by an employee may be subject to taxation to that employee by the Internal Revenue Service.
Q. **Other Reimbursement**

1. **Miscellaneous Expenditures:** County funds may be expended for supplies to the extent that such supplies are consumed by the general public or used in the conduct of normal business. Whenever possible, supplies should be billed to Ingham County by the vendor. If direct billing is not possible, an employee may be reimbursed for such expenses.

2. **Charges not Reimbursable:** In general, the County is not liable for any loss or damage to an employee’s property.

3. **Sales Tax:** As a governmental entity, Ingham County is not subject to state sales tax. Sales tax should not be paid on any item purchased for the exclusive use of Ingham County. Ingham County’s tax exempt number is 38-6005629. An exemption certificate is available from the Purchasing Department, if required.

4. **Registration Fees:** Enrollment or registration fees for approved conventions and meetings of associations or organizations are allowable for employees attending as official representatives of the County. Documentation must be attached.

5. **Retiree Recognition Policy:** County funds may be utilized to recognize and honor retirees to a maximum of $75.00 for employees who have a minimum of ten years and $150.00 for employees who have a minimum of 25 years. A completed Retiree Recognition Expense Form is required to be submitted with the invoice for payment. This amount must be used to purchase an actual gift or fund a party. Gifts of cash or gift cards are not allowed.

6. **Guests:** The cost of guest meals is allowable when incurred by department heads only if it can be shown that such cost was incidental and necessary to the conduct of official County business. In no cases will the amount allowed be in excess of the maximum established in these regulations. Full explanation must be given on the voucher, including the name of the guest. Tips are limited to 15%.

7. **Food and Beverages for Meetings:** Food and beverages purchased for staff meetings and staff lunches are not allowable expenses. Only meetings which include community members, vendors or other outside parties will be allowed to serve food and beverages at the County’s expense. The Business Meal Expense Form or Meeting Supplies Expense Form must accompany all requests for reimbursement or submittal of the Procurement Card documentation.

8. **Rental of Rooms:** Expenses for rental of special rooms for meetings will be approved only when County owned facilities are not available. Approval from the Controller/Administrator is required. Receipts are required.
9. **Dues and Subscriptions:** Professional dues and subscriptions will only be allowable expenses if they are required for an employee’s essential job duty or are necessary to provide a Department’s primary service.

10. **Documentation and Processing:** All requests for reimbursement must have adequate documentation. Employees are encouraged to order items with per unit cost of $100 or more through the Purchasing Department. A purchase order should be issued to the vendor for such purchases.

An employee may request reimbursement by including the expense on a standard Travel Expense Voucher with his or her mileage (NOTE: The correct charging distribution number should be indicated.) Alternately, a reimbursement voucher may be submitted. The voucher should be made payable to the employee. The description should read “employee reimbursement” and should also indicate the employee’s department.

11. **Enforcement:** The Director of Financial Services has the authority to reject any expenditure which he or she believes is not in accordance with this policy. Any employee disagreeing with this decision can appeal the decision to the County Controller/Administrator.
Following are examples to assist in calculating allowable travel expenses:

**EXAMPLE 1**

One staff person lives in Mason.

Is she entitled to mileage from her home in Mason to the Mason Courthouse (which is not her assigned location) or is she entitled to mileage from the VMC (where she did not report but is her assigned location) to the Mason Courthouse?

*If she is going to mason for the entire day, she would not be entitled to any mileage since it is closer than her typical commuting miles. But, if she drove to Lansing at 8:00 and then needed to go to Mason for a two-hour 11:00 a.m. meeting and then returns to Lansing for the rest of the day, she would be entitled to the mileage from Lansing to Mason and back to Lansing.*

**EXAMPLE 2**

If this staff person reports from her home in Mason to the Mason Courthouse in the morning and then reports to the VMC location in the afternoon, is she entitled to mileage from the Mason Courthouse to the VMC building?

*She would not be entitled to any mileage since she is not traveling any farther than she would on a typical day.*

**EXAMPLE 3**

One staff person lives in Lansing.

Is she entitled to mileage from her home in Lansing to the Mason Courthouse (when she reported directly to the Mason location instead of her assigned location of VMC) or is she entitled to mileage from the VMC to the Mason location?

*She would be entitled to the difference between her normal commute and the commute to Mason. If she lives five miles from downtown but needs to drive 20 miles to Mason instead, she would be entitled to reimbursement for 15 miles driven.*

**EXAMPLE 4**

If this staff person reports from her home in Lansing to the Mason Courthouse in the morning and then reports to the VMC location in the afternoon is she entitled to mileage from the Mason Courthouse to the VMC building?

Same as Example 3
## APPENDIX B
### MILEAGE TABLES

<table>
<thead>
<tr>
<th></th>
<th>County Attorney</th>
<th>Road Department</th>
<th>Drain Commissioner / Animal Control / District Court / Sheriff’s Office</th>
<th>Medical Care Facility / Housing Commission</th>
<th>Grady Porter Building / Veteran’s Memorial Courthouse</th>
<th>Hilliard Building / Courthouse</th>
<th>Human Services Building</th>
<th>Ingham County Family Center (Ingham Academy)</th>
<th>Potter Park Zoo</th>
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Commission .................................. 3882 Dobie Road, Okemos  
County Attorney ........................ 601 N. Capitol, Lansing  
55th District Court ....... 700 Buhl, Mason  
Drain Commissioner .............. 700 Buhl, Mason  
Health Center – Sparrow .... 1322 E. Michigan, Lansing  
Health Center – St. Lawrence 1100 W. Saginaw, Lansing  
Grady Porter Building........ 303 W. Kalamazoo, Lansing  
Hilliard Building ............. 121 E. Maple, Mason  
Human Services Building .... 5303 S. Cedar, Lansing  
County Courthouse........... 341 S. Jefferson, Mason  
Family Center (Academy) .... 1601 W. Holmes Road, Lansing  
Medical Care Facility ........ 3860 Dobie Road, Okemos  
Potter Park Zoo ............... 1301 S. Pennsylvania, Lansing  
Road Department .............. 301 Bush, Mason  
Sheriff’s Office .............. 630 N. Cedar, Mason  
Veteran’s Mem Courthouse .... 313 W. Kalamazoo, Lansing
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<th>Otto Community Health Services</th>
<th>Well-Child Health Center</th>
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<th>Health Management Plan</th>
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Management ................................ 5656 S. Cedar, Lansing
Healthy Smiles Dental Cl ........ 2815 S. Pennsylvania, Lns
Jail Medical -Sheriff's Ofc .. 630 N. Cedar, Mason
Health Center - Otto ............ 500 E. Thomas, Lansing
Health Center--St. Lawrence.... 1100 W. Saginaw, Lansing
Health Center – Sparrow .......... 1322 E. Michigan, Lansing
Health Center – Well Child..... 901 E. Mount Hope, Lansing
Willow Teen Health Services... 306 W. Willow, Lansing
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Onondaga, Onondaga ........... Lake Lansing North
Burchfield / Riverbend ...... 881 Grovenburg, Holt
Hawk Island .................... 1601 E. Cavanaugh, Lansing
Parks Department .............. 121 E. Maple, Mason

6260 E. Lake Drive, Haslett
Lake Lansing South .......... 1621 Pike, Haslett
Potter Park Zoo .............. 1301 S. Pennsylvania, Lansing
Rayner Park .................... 730 E. Ash, Mason
Introduced by the Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECEIVING ADVICE FROM THE COUNTY TREASURER AS TO A SURPLUS WHICH CAN BE TRANSFERRED FROM THE INGHAM COUNTY DELINQUENT TAX REVOLVING FUND TO THE INGHAM COUNTY GENERAL FUND

RESOLUTION # 19 – 541

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 Controller, has recommended that $2,500,000 be transferred from the DTRF to the General Fund in the current fiscal year; and

WHEREAS, the Ingham County Treasurer has reviewed the amounts which are currently available in the DTRF and with the amounts which are provided from the issuance of General Obligation Limited Tax Notes, Series 2019 “the 2019 Borrowing” has determined that $2,500,000 may be transferred to the General Fund as of December 15, 2019; and

WHEREAS, Ingham County Treasurer hereby declares that a surplus of at least $2,500,000 exist in the DTRF.

THEREFORE BE IT RESOLVED, by the Board as follows:

1. The Ingham County Treasurer is authorized to transfer $2,500,000 from the DTRF to the General Fund as of December 11, 2019.

2. Any further transfers of surplus amounts will be specifically approved after recommendation by the Ingham County Treasurer by resolution of the Board of Commissioners.

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
Nays: None    Absent: Morgan    Approved 12/04/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 27

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2020 BUDGET YEAR

RESOLUTION # 19 – 542

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

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2020 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over $5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofe, Schafer, Maiville
Nays: None Absent: Morgan Approved 12/04/2019

Adopted as part of the consent agenda.
### DECEMBER 10, 2019 REGULAR MEETING

#### LAW AND COURTS COMMITTEE

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<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
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<th>% Increase over 2018</th>
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#### REVENUE CONTRACTS

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<th>2020 PROJECTED</th>
<th>PROG Increase over 2019</th>
<th>% Increase over 2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prosecuting Attorney</td>
<td>State of Michigan</td>
<td>VOCA Crime Victim Assistant Grant</td>
<td>01/01/19</td>
<td>06/30/20</td>
<td>$96,743</td>
<td>$93,465</td>
<td>$3,272</td>
<td>3%</td>
<td>3%</td>
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<tr>
<td>Prosecuting Attorney</td>
<td>State of Michigan</td>
<td>Cooperative Reimbursement Grant</td>
<td>01/01/19</td>
<td>06/30/20</td>
<td>$286,250</td>
<td>$288,597</td>
<td>$2,347</td>
<td>0%</td>
<td>0%</td>
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<tr>
<td>Prosecuting Attorney</td>
<td>State of Michigan</td>
<td>Victims Rights Grant</td>
<td>01/01/19</td>
<td>06/30/20</td>
<td>$332,473</td>
<td>$327,675</td>
<td>$-4,800</td>
<td>-1%</td>
<td>-1%</td>
</tr>
<tr>
<td>Sheriff</td>
<td>State of Michigan</td>
<td>Anti-Drug Abuse Program</td>
<td>01/01/19</td>
<td>06/30/20</td>
<td>$33,200</td>
<td>$33,200</td>
<td>$0</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Sheriff</td>
<td>State of Michigan</td>
<td>Accident Grant for Secondary Road Patrol</td>
<td>01/01/19</td>
<td>06/30/20</td>
<td>$244,000</td>
<td>$186,100</td>
<td>$-57,900</td>
<td>-21%</td>
<td>-21%</td>
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<tr>
<td>Sheriff</td>
<td>State of Michigan</td>
<td>Annual Grant for Marine Safety Programs</td>
<td>10/01/19</td>
<td>06/01/20</td>
<td>$3,420</td>
<td>$5,100</td>
<td>$1,868</td>
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</tr>
<tr>
<td>---------</td>
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<td>----------------------------------------</td>
<td>----------</td>
<td>----------</td>
<td>--------</td>
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<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheriff</td>
<td>State of Michigan</td>
<td>Annual Grant for Emergency Management</td>
<td>10/01/19</td>
<td>06/01/20</td>
<td>$32,136</td>
<td>$58,127</td>
<td>$5,972</td>
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<td>State of Michigan</td>
<td>Annual Child Care Agreement</td>
<td>10/01/19</td>
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<td>$9,266,760</td>
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<tr>
<td>FOC</td>
<td>State of Michigan</td>
<td>Annual Access and Validation Grant</td>
<td>10/01/19</td>
<td>06/01/20</td>
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<td>$5,100</td>
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<td>State of Michigan</td>
<td>Cooperative Reimbursement Grant</td>
<td>10/01/19</td>
<td>06/01/20</td>
<td>$3,922,780</td>
<td>$3,544,711</td>
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### HUMAN SERVICES COMMITTEE

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2019 COST</th>
<th>2020 PROJECTED</th>
<th>Proj. Increase over 2019</th>
<th>% Increase over 2019</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ingham County</td>
<td>Capital Area United Way</td>
<td>Annual Renewal of Contract for Central Michigan 2-1-1 Services</td>
<td>01/01/20</td>
<td>12/31/20</td>
<td>$45,750</td>
<td>$45,750</td>
<td>$0</td>
<td>0%</td>
<td>General Fund</td>
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<tr>
<td>Health Department</td>
<td>Holy Cross</td>
<td>Homeless Day Center</td>
<td>10/01/19</td>
<td>06/30/20</td>
<td>$20,000</td>
<td>$18,500</td>
<td>-$1,500</td>
<td>-7%</td>
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<tr>
<td>Health Department</td>
<td>South Lansing</td>
<td>Community Development/Outreach</td>
<td>10/01/19</td>
<td>06/30/20</td>
<td>$23,704</td>
<td>$23,704</td>
<td>$0</td>
<td>0%</td>
<td>General Fund</td>
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<tr>
<td>Health Department</td>
<td>Our Savior Lutheran Church</td>
<td>Food Pantry Operation - 1615 W Holthus Road</td>
<td>10/01/19</td>
<td>06/30/20</td>
<td>$7,200</td>
<td>$7,200</td>
<td>$0</td>
<td>0%</td>
<td>General Fund</td>
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### Revenue Contracts

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2019 REV</th>
<th>2020 PROJECTED</th>
<th>Proj. Increase over 2019</th>
<th>% Increase over 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA</td>
<td>Clinton County</td>
<td>Services Provided to Clinton County</td>
<td>01/01/20</td>
<td>12/31/20</td>
<td>$26,229</td>
<td>$26,399</td>
<td>$170</td>
<td>0.8%</td>
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## DECEMBER 10, 2019 REGULAR MEETING

### COUNTY SERVICES COMMITTEE

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2018 COST</th>
<th>2020 PROJECTED</th>
<th>Proj Increase over 2018</th>
<th>% Increase over 2018</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Commissioners</td>
<td>CAPCOG</td>
<td>Agreement for cleaning Chamber</td>
<td>01/01/20</td>
<td>12/31/20</td>
<td>$6,000</td>
<td>$6,000</td>
<td>$0</td>
<td>0 %</td>
<td>General Fund</td>
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<tr>
<td>Equalization</td>
<td>Michigan Equalization Services LLC</td>
<td>Commercial Approval Contract</td>
<td>01/01/20</td>
<td>12/31/20</td>
<td>$90,000</td>
<td>$90,000</td>
<td>$0</td>
<td>0 %</td>
<td>General Fund</td>
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<tr>
<td>Equalization</td>
<td>Bellin, Stieglitz &amp; Assoc Inc.</td>
<td>GEO BASE Software</td>
<td>01/01/20</td>
<td>12/31/20</td>
<td>$10,451</td>
<td>$10,451</td>
<td>$0</td>
<td>0 %</td>
<td>General Fund</td>
</tr>
<tr>
<td>Road Department</td>
<td>Precision Systems</td>
<td>Accounting Software Licenses</td>
<td>01/01/20</td>
<td>12/31/20</td>
<td>$14,655</td>
<td>$14,655</td>
<td>$0</td>
<td>0 %</td>
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</tr>
<tr>
<td>Road Department</td>
<td>Midwest Consulting</td>
<td>Traffic Signal Database Support</td>
<td>01/01/20</td>
<td>12/31/20</td>
<td>$1,200</td>
<td>$1,200</td>
<td>$0</td>
<td>0 %</td>
<td>Road Fund</td>
</tr>
<tr>
<td>IT</td>
<td>ROSS</td>
<td>Annual Maintenance for Help Desk Software</td>
<td>01/01/20</td>
<td>12/31/20</td>
<td>$14,771</td>
<td>$15,022</td>
<td>$251</td>
<td>1.69 %</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Celsius Software</td>
<td>Verisign Software Maintenance for Phone System</td>
<td>08/01/20</td>
<td>08/01/21</td>
<td>$2,224</td>
<td>$2,266</td>
<td>$42</td>
<td>1.89 %</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Oracle</td>
<td>Sun Server Maintenance Contract</td>
<td>05/01/20</td>
<td>05/01/21</td>
<td>$5,685</td>
<td>$5,794</td>
<td>$109</td>
<td>1.99 %</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>DLT</td>
<td>Solarwinds Network Monitoring</td>
<td>03/31/20</td>
<td>03/31/21</td>
<td>$1,748</td>
<td>$1,781</td>
<td>$33</td>
<td>1.87 %</td>
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</tr>
<tr>
<td>IT</td>
<td>Equalwind</td>
<td>Daseware Remote Support Software</td>
<td>06/01/20</td>
<td>06/01/21</td>
<td>$474</td>
<td>$483</td>
<td>$9</td>
<td>1.87 %</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Oracle</td>
<td>Oracle Database Standard Edition - Processor Perpetual</td>
<td>02/28/20</td>
<td>02/28/21</td>
<td>$9,262</td>
<td>$9,733</td>
<td>$471</td>
<td>1.88 %</td>
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</tr>
<tr>
<td>IT</td>
<td>Service Express</td>
<td>Hardware Support Renewal for HP Servers</td>
<td>04/01/20</td>
<td>04/01/21</td>
<td>$3,865</td>
<td>$4,635</td>
<td>$770</td>
<td>1.99 %</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Konica Minolta</td>
<td>MultiPass</td>
<td>08/01/20</td>
<td>08/01/21</td>
<td>$5,783</td>
<td>$5,883</td>
<td>$100</td>
<td>1.83 %</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>CDW</td>
<td>VMWare Renewal</td>
<td>03/31/20</td>
<td>03/31/21</td>
<td>$30,883</td>
<td>$31,479</td>
<td>$596</td>
<td>1.97 %</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Seamless Docs</td>
<td>Seamless Docs Renewal</td>
<td>02/18/20</td>
<td>02/18/21</td>
<td>$24,600</td>
<td>$24,609</td>
<td>$409</td>
<td>1.69 %</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Benthal</td>
<td>Security still software support renewal</td>
<td>06/23/20</td>
<td>06/23/21</td>
<td>$3,238</td>
<td>$3,287</td>
<td>$51</td>
<td>1.63 %</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Zapyo</td>
<td>Dark Fiber &amp; equipment</td>
<td>01/01/20</td>
<td>12/31/21</td>
<td>$5,258</td>
<td>$5,258</td>
<td>$0</td>
<td>0 %</td>
<td>Network Fund</td>
</tr>
<tr>
<td>T</td>
<td>Nationwide Power</td>
<td>Uninterrupted power supply support-911</td>
<td>12/01/20</td>
<td>11/30/21</td>
<td>$4,306</td>
<td>$4,387</td>
<td>$81</td>
<td>1.92 %</td>
<td>Network Fund</td>
</tr>
<tr>
<td>T</td>
<td>Vidicom Solutions</td>
<td>Ocucaps Renewal for cameras</td>
<td>01/04/20</td>
<td>01/04/21</td>
<td>$20,000</td>
<td>$20,380</td>
<td>$380</td>
<td>1.90 %</td>
<td>Network Fund</td>
</tr>
</tbody>
</table>
## COUNTY SERVICES COMMITTEE

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2018 COST</th>
<th>2020 PROJECTED</th>
<th>Proj. Increase over 2018</th>
<th>% Increase over 2018</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT</td>
<td>COWG</td>
<td>Annual Cost for Permits Deepfreeze for the Ingham</td>
<td>03/01/20</td>
<td>03/31/21</td>
<td>$776</td>
<td>$791</td>
<td>$15</td>
<td>1.90%</td>
<td>Network Fund</td>
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## REVENUE CONTRACTS

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2019 REV</th>
<th>2020 PROJECTED</th>
<th>Proj. Increase over 2018</th>
<th>% Increase over 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equalization</td>
<td>State of Michigan</td>
<td>Annual Grant for Homestead Exemption</td>
<td>01/01/20</td>
<td>12/31/20</td>
<td>$94,314</td>
<td>$89,350</td>
<td>$-5,060</td>
<td>-5%</td>
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</tbody>
</table>
Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2019 INGHAM COUNTY BUDGET

RESOLUTION # 19 – 543

WHEREAS, the Board of Commissioners adopted the 2019 Budget on October 23, 2018 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’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.

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute.

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:

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2019 Ingham County General Fund budget at $87,812,526.

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2019 BUDGET</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
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<tr>
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<tr>
<td>201</td>
<td>Road</td>
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<td>4,505,000</td>
<td>31,284,654</td>
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<tr>
<td>561</td>
<td>Fair</td>
<td>1,349,099</td>
<td>40,000</td>
<td>1,389,099</td>
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</table>

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdorfer, Schafer, Maiville
Nays: None  Absent: Morgan  Approved 12/04/2019

Adopted as part of the consent agenda.
<table>
<thead>
<tr>
<th><strong>GENERAL FUND REVENUES</strong></th>
<th>2019 Budget – 11/19/19</th>
<th>Proposed Changes</th>
<th>2019 Proposed Budget</th>
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<td><strong>Tax Revenues</strong></td>
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<td>County Property Tax</td>
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<td>Property Tax Adjustments</td>
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<td>(50,000)</td>
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<td>Unpaid Personally Property Tax</td>
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<td>IFT/CFT</td>
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<td>Trailer Fee Tax</td>
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<td><strong>Intergovernmental Transfers</strong></td>
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<td>State Revenue Sharing</td>
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<td>Court Equity Funding</td>
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<tr>
<td>Use of Fund Balance - Uncommitted</td>
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<tr>
<td><strong>Department Generated Revenue</strong></td>
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</tr>
<tr>
<td>Animal Control</td>
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<td>Circuit Court - Family Division</td>
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<td>1,277,769</td>
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<tr>
<td>Circuit Court - Friend of the Court</td>
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<tr>
<td>Circuit Crt - General Trial</td>
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<tr>
<td>Controller</td>
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<td>Cooperative Extension</td>
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<tr>
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<td>District Court</td>
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<td>Equalization /Tax Mapping</td>
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<tr>
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<tr>
<td>Human Resources</td>
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<tr>
<td>Probate Court</td>
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<tr>
<td>Prosecuting Attorney</td>
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<td>Purchasing</td>
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### DECEMBER 10, 2019 REGULAR MEETING

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**General Fund Expenditures**

- **Fair**: Increase transfer to Fair Fund in the amount of $40,000 to cover nonoperational expenses.

- **Contingency Reserves**: Decrease $40,000 to increase transfer to the Fair Fund.

**Non-General Fund Adjustments**

- **Road Fund (F201)**: To increase expense and use of fund balance in the amount of $4,505,000 for various non-federal aid primary road improvement projects and replacement of the Road Department’s Eastern District garage roof with contracts already approved by BOC.

- **Fair (F561)**: To set up transfer from General Fund 101 to cover the nonoperational expense in the amount of $40,000.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 29

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING JESSY GREGG

RESOLUTION # 19 – 544

WHEREAS, Jessy Gregg has served the community for many years actively engaged in local public service; and

WHEREAS, Jessy has shown a remarkable level of leadership and devotion to the idea of community involvement by actively seeking out ways to benefit the community in which she lives; and

WHEREAS, Jessy has served on the Ingham County Parks & Recreation Commission from February 14, 2017 to November 6, 2019; and

WHEREAS, Jessy served as the Secretary of the Ingham County Parks & Recreation Commission from January 16, 2018 to September 17, 2018; and

WHEREAS, Jessy served as the Vice-Chair of the Ingham County Parks & Recreation Commission from September 17, 2018 to November 6, 2019; and

WHEREAS, Jessy was able to bring into the Parks and Recreation Commission’s deliberations relevant ideas and insights from her previous public service and personal experience; and

WHEREAS, Jessy exemplifies the best in public service through her caring commitment to her responsibilities and duties as an Ingham County Parks & Recreation Commission member; and through her desire to improve the Ingham County park system as a whole; and

WHEREAS, Jessy’s efforts have contributed to the Parks Department’s ability to provide exceptional service to the citizens of Ingham County; and

WHEREAS, throughout her term as a Parks and Recreation Commission member, Jessy has helped to advance, develop, and implement effective parks policies; and

WHEREAS, through her persistence, consideration, and reliability, she has promoted a relationship of respect, understanding, and cooperation between the Ingham County Parks Commission, other local governmental agencies and the community at large.

THEREFORE BE IT RESOLVED, that the Board of Commissioners, by adoption of this resolution, recognizes the impact and quality of Jessy Gregg’s work, and expresses its sincere appreciation to her for the services and benefits which have been received by the citizens of Ingham County.
BE IT FURTHER RESOLVED, that the Board of Commissioners extends to Jessy Gregg its best wishes for continued success in all her future endeavors.

HUMAN SERVICES: Yeas: Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert
    Nays: None  Absent: Sebolt  Approved 12/02/2019

Adopted as part of the consent agenda.
Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CONGRATULATING THE CAPITAL AREA DISTRICT LIBRARY

RESOLUTION # 19 -- 545

WHEREAS, each year the Library of Michigan Foundation and Library of Michigan present the State Librarian's Excellence Award and Citations of Excellence Award; and

WHEREAS, the State Librarian’s Excellence Award and Citations of Excellence Award highlight the importance of services provided by Michigan libraries; and

WHEREAS, the Capital Area District Library is the recipient of the 2019 State Librarian's Excellence Award for superior customer service; and

WHEREAS, the State Librarian's Excellence Award evaluation factors include: demonstrating that the library provides superior service to its customers and community in a cost-effective manner, with a can-do attitude; always delivering on promises; and fulfilling the library's commitment to high standards of customer service; and

WHEREAS, Capital Area District Library programs that garnered the attention of the selection committee include: working with Ingham County Jail inmates; a ‘Library of Things’ which is a program that loans appliances, tools, games, and other things besides books at no charge; outstanding local history resources; a ‘Girls that Code’ program; and structuring meaningful community conversations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulate the Capital Area District Library as the recipient of the 2019 Librarian's Excellence Award.

BE IT FURTHER RESOLVED, that the Board recognizes that the Capital Area District Library provides services that impact Ingham County communities daily and are consistently finding new and inventive ways to bring their resources to the residents.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to Director Scott Duimstra and the staff of the Capital Area District Library.

**HUMAN SERVICES:  Yeas:** Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None  
**Absent:** Sebolt  
**Approved 12/02/2019**

Commissioner Trubac moved to adopt the resolution. Commissioner Naeyaert supported the motion.

The motion carried unanimously. Absent: Commissioner Tennis.
Commissioner Trubac stated that he was honored to be able to present the resolution, as someone who grew up in Ingham County, and that CADL had been a part of his life for many years and that it was a community resource for many years.

Commissioner Trubac presented the resolution to Scott Duimstra, Capital Area District Libraries Executive Director.

Scott Duimstra, Capital Area District Library Executive Director, stated that he wished to thank the Board of Commissioners very much for this resolution, and that this award was recognition that they were one of the top library systems in the state of Michigan. He further stated that they were only as strong as our partners and that the Board of Commissioners had been a great partner to them.

Mr. Duimstra stated that they were working on key initiatives: increasing the reading proficiency of the community’s youth and that they were also working to help bridge the digital divide and increasing broadband in the community. He further stated that, on behalf of CADL, he wanted to thank the Board of Commissioners so much, as it meant so much to hear personal stories about growing up with CADL.

Commissioner Schafer stated that he wanted to thank Mr. Duimstra personally and that he witnessed the library board under Scott’s leadership, moving the Williamston library. He further stated that he had been so impressed with the library board and that he was so pleased with the progress the library system has made.
Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPOINTING A 4-H REPRESENTATIVE TO
THE INGHAM COUNTY FAIR BOARD

RESOLUTION # 19 – 546

WHEREAS, a vacancy exists on the Ingham County Fair Board for a 4-H representative; and

WHEREAS, the 4-H Council has interviewed applicants and made a recommendation to the Board of Commissioners; and

WHEREAS, the Human Services Committee interviewed the candidate recommended by the 4-H Council.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints:

Candace Filonczuk, 5435 Bunker Road, Mason 48854

to the Ingham County Fair Board, as a 4-H representative, for a term expiring December 31, 2021.

HUMAN SERVICES: Yeas: Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert
Nays: None  Absent: None  Approved 12/02/2019

Adopted as part of the consent agenda.
Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CONSENTING TO CONTINUED RESETTLEMENT OF REFUGEES
IN INGHAM COUNTY

RESOLUTION # 19 – 547

WHEREAS, Ingham County has welcomed refugees facing religious, ethnic and political persecution for several hundred years; and

WHEREAS, the world is currently facing one of the worst humanitarian crises in human history; and

WHEREAS, by definition, refugees are individuals who have been forced to flee their home country due to persecution based on their race, religion, ethnicity, political opinion, or social group; and

WHEREAS, resettlement is the last resort for refugees who cannot return to their home country and cannot rebuild their lives where they first fled; and

WHEREAS, the United States has the most extensive refugee vetting in the world; and

WHEREAS, Ingham County is currently the home of resettled refugees who will likely be joined by family members in the upcoming year; and

WHEREAS, churches, community organizations, families, and individuals have supported the arrival and integration of refugee families for several years; and

WHEREAS, refugees are a welcome addition to the local economy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners affirms the continued resettlement of refugees within borough limits and shall expressly confirm so in writing to the US Department of State, Bureau of Population, Refugees, and Migration upon passing of this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners urges the Governor of Michigan and other local unit of government in Ingham County to consent to initial refugee resettlement as per the terms of Executive Order 13888.

BE IT FURTHER RESOLVED, that a copy of this resolution will be transmitted to Carol Thompson O’Connell, Acting Assistant Secretary of State, Bureau of Population, Refugees, and Migration.

HUMAN SERVICES:  Yeas:  Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert
                       Nays: None      Absent: None      Approved 12/02/2019

Adopted as part of the consent agenda.
 Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE HEALTH DEPARTMENT’S PLAN OF ORGANIZATION

RESOLUTION # 19 – 548

WHEREAS, Ingham County Health Department (ICHD) wishes to update its Plan of Organization effective January 1, 2020 through December 31, 2022; and

WHEREAS, ICHD will be undergoing Local Public Health accreditation in 2020; and

WHEREAS, the department’s on-site review begins March 2nd 2020, but ICHD is required to forward an updated Plan of Organization to the Michigan Department of Health & Human Services (MDHHS) prior to that review; and

WHEREAS, the Board of Commissioners approves the Plan of Organization for ICHD to be submitted to the Michigan Department of Health and Human Services (MDHHS) as part of the accreditation process; and

WHEREAS, MDHHS requires ICHD to update its Plan of Organization every three years; and

WHEREAS, the Board of Commissioners last approved the Plan of Organization in 2017 through Resolution #17-012; and

WHEREAS, the Plan of Organization has been updated to reflect personnel and program changes in the department over the past three years and the updated 2020 budget; and

WHEREAS, these changes include new Medical Directors for Public Health Services and Ingham Community Health Centers, a new Deputy Health Officer/Executive Director-Ingham Community Health Centers, and new Maternal & Child Health, Communicable Disease Control, and Health Promotion & Prevention Division Directors within the Public Health Services branch; and

WHEREAS, the Health Officer recommends that the Board of Commissioners approves ICHD’s updated Plan of Organization effective January 1, 2020 through December 31, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves ICHD’s updated Plan of Organization, effective January 1, 2020 through December 31, 2022 as attached and authorizes the Board Chairperson to sign MDHHS’ Local Health Department Plan of Organization Approval Form.

HUMAN SERVICES: Yeas: Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert
Nays: None    Absent: Sebolt    Approved 12/02/2019

Adopted as part of the consent agenda.
PLAN OF ORGANIZATION

January 2020
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INTRODUCTION
The Plan of Organization (PO) of the Ingham County Health Department (ICH) was last approved by the Michigan Department of Health and Human Services (MDHHS) as part of its accreditation process in March 2017. In preparation for MDHHS’ March 2020 accreditation visit, ICHD is updating its PO to reflect any changes that have occurred since then. The department continues to be organized around three major branches: Public Health Services, Community Health Centers, and Community Health, Planning, and Partnerships. Linda S. Vail, MPA, continues to serve as Health Officer; and Nike Shoyinka, MD, MPH, now serves as Medical Director. The 2020 Plan of Organization will be approved by the Ingham County Board of Commissioners on December 10, 2019 and is now submitted for approval by the Michigan Department of Health and Human Services.

The electronic version of this document contains hyperlinks to materials as requested by MDHHS. For correct viewing, please use the electronic copy on a device connected to the Internet. To view the documents, place the cursor over the hyperlink, hold down the Control key and click the mouse. If you have been provided a hard copy of the document, it will include printed copies of the requested materials.

LEGAL RESPONSIBILITIES & AUTHORITY
State and Local Statutory Authority for ICHD

The Constitution of the State of Michigan includes the following declaration:

“The public health and general welfare of the people of the State are hereby declared to be matters of primary public concern. The Legislature shall pass suitable laws for the protection and promotion of public health.”

In 1978, the Public Health Code was passed by the Legislature and signed by the Governor. The “Code” establishes a State/Local system to carry out the responsibility to protect and promote public health. The Code establishes the Michigan Department of Public Health with the responsibility to:

“. . .continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs, including prevention and control of environmental health hazards; prevention and control of diseases; prevention and control of health problems of particularly vulnerable population groups; development of health care facilities and health services delivery systems; and regulation of health care facilities and health services delivery systems to the extent provided by law.” (MCL 333.2221)
The Michigan Department of Public Health is charged in the Public Health Code to:
“...promote an adequate and appropriate system of local health services throughout the state.” (MCL 333.2224)

The Public Health Code requires every county to provide for a local health department. County Boards of Commissioners are required to organize county or district health departments (MCL 333.2413) and it charges the local health departments with the same basic responsibilities as are given to the State:
“...continually and diligently endeavor to prevent disease, prolong life and promote the public health through organized programs, including prevention and control of environmental health hazards; prevention and control of disease; prevention and control of health problems of particularly vulnerable population groups. ...” (MCL 333.2433)

County Boards of Commissioners must appoint a health officer who has the authority and responsibility to protect the public’s health:
“A local health department shall have a full-time local health officer appointed by the local governing entity... [who] may take actions and make determinations necessary or appropriate to carry out the local health department’s functions under this part or functions delegated under this part and to protect the public health and prevent disease.” (MCL 333.2428)

The Michigan Administrative Code also defines the duties and responsibilities of Medical Directors of local public health departments.

- [Click here to view the Michigan Administrative Code](#)

**Applicable State Law:**
- [Click here to view the Public Health Code PA 368 of 1978](#)
- [Click here to view the Food Law PA 92 of 2000 as amended](#)
- [Click here to view the Natural Resources and Environmental Protection Act PA 451 of 1994](#)
- [Click here to view the Land Division Act PA 288 of 1967](#)
- [Click here to view the Condominium Act PA 59 of 1978](#)
- [Click here to view the Safe Drinking Water Act PA 399 of 1976](#)
- [Click here to view the Current Appropriations Bill (2019)](#)
- [Click here to view the Attorney General Opinions. Enter numbers 6501 and 6415](#)

The Ingham County Board of Commissioners has responded to this mandate by establishing ICHD as a unit of government and appointing a Health Officer to oversee the activities of the
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department. In addition, it has created the Sanitary Code of Ingham County which utilizes Michigan’s public health code to empower the Health Officer to enforce public health laws. The Sanitary Code was adopted in 1973 and has been amended three times since then. The first amendment is incorporated into the Sanitary Code. Two other amendments created a point of sale program to ensure inspection and repair of well and septic systems, and directed complaints of foodborne illness to ICHD. Three county resolutions of public health significance—the licensing of tobacco vendors, eliminating smoking in public places, and prohibiting the sale of electronic smoking devices to minors—are not part of the Sanitary Code.

Applicable Local Law:

- Click here to view the Sanitary Code of Ingham County.
- Click here to view ordinance eliminating smoking in public places and worksites.
- Click here to view Resolution Prohibiting Sale of Electronic Cigarettes
- Click here to view Food Borne Illness Reporting
- Click here to view Pollution Prevention Program

**Governing Entity Relationship with ICHD**

ICHD is a unit of government in Ingham County. Ingham County is governed by a fourteen-member Board of Commissioners, elected to two-year terms. The Board of Commissioners appoints the Health Officer to serve as the Director of ICHD and establishes through its annual budget process the personnel and other resources available to ICHD to carry out its statutory mission and any other duties assigned to it by the Board of Commissioners. ICHD's primary point of contact with elected officials is the Human Services Committee of the Board of Commissioners which oversees the Department's strategic and financial planning and contracting, and guides the Department on legislative matters.

The Board of Commissioners has established administrative policies for the operation of all County departments. These include the operation of the personnel functions and the financial management functions (i.e. budgeting, general ledger, and purchasing). These functions are overseen by the County Controller, who is appointed by the Board of Commissioners as the County's Chief Administrative Officer. ICHD is bound by these policies and utilizes the resources of the Controller's Office (i.e. Human Resources Department, Financial Services Department, Purchasing Department, Budget Office, and IT Department) to implement all such functions. Through its administrative processes, the Board of Commissioners negotiates agreements with several collective bargaining units and establishes a compensation plan for managers and confidential employees. Through these mechanisms, the job titles, classifications, wages and other terms of employment are established for all positions in ICHD. The Board of Commissioners charges the Human Resources Director, via the Controller, with the responsibility of implementing the collective bargaining agreements and the managerial
compensation plan. The Health Officer utilizes these documents to employ and direct the staff of ICHD.

PA 30 of 1978 permits Counties to establish budget stabilization funds equal to fifteen percent of their budget. Ingham County utilizes this mechanism to the fullest extent possible in order to ensure continuation of County services, including public health services, in the event of a crisis.

Ingham County Board of Commissioners (2019)

Bryan Crenshaw, Chairperson
Ryan Sebolt, Vice-Chairperson
Robin Naeyaert, Vice-Chairperson Pro Tem

CelenTino, Victor G., District #1
Crenshaw, Bryan L., District #4
GrebnEr, Mark, District #8
Koenig, Carol, District #9
Maiville, Randy, District #6
Morgan, Thomas, District #10
Naeyaert, Robin, District #14
PolsdOfer, Mark, District #12
Schafer, Randy, District #13
Sebolt, Ryan, District #2
Slaughter, Derrell District #3
Stivers, Emily District #11
Tennis, Todd, District #5
Trubac, Chris District #7

2019 Human Services Committee (Board of Commissioners)

Todd Tennis, Chairperson
Chris Trubac, Vice Chairperson
Thomas Morgan
Robin Naeyaert
Ryan Sebolt
Darrell Slaughter
Emily Stivers
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The Board of Commissioners appoints the Ingham County Board of Health. The Board of Health serves as an advisory body, assisting ICHD staff and the Board of Commissioners.

Ingham County Board of Health
Lynn Stauff, MPA, Chairperson
Jan Bidwell, MSW, Vice Chairperson
Denise Chrysler, JD
Nickell Dixon, PhD
Dilhara Muthukuda, BS, MPH
Molly Polverento, MSEd, CPH
Nino Rodriguez, PhD
Gary Rowe, MS, RS
Abby Schwartz, BA, MPH
Commissioner Derrell Slaughter

- Click here to view Board of Health Bylaws

ICHD operates a network of Federally Qualified Health Centers (FQHC) funded under section 330(e) of the Public Health Services Act and/or through the Act’s Health Care for the Homeless provision, section 330(h). This designation is important because it enables these Health Centers to obtain grants made available only through the Act.

Under the Public Health Services Act, federally funded Community Health Centers must be governed by a Community Health Center Board. As a public entity FQHC, Ingham County is a co-applicant for HRSA funding with the CHC Board. The majority of the members of the CHC Board must be clients of the Community Health Center. This CHC Board oversees the implementation of the Section 330 grants and the operation of the network of Community Health Centers operated by ICHD. The Community Health Center Board partners with ICHD and the Board of Commissioners to implement health services for Ingham County residents through the network of community health centers. These services provide assurance that uninsured, under-insured, and low-income Ingham County residents have access to an organized system of health care.

Ingham Community Health Center Board
Todd Heywood, Chairperson
Jennifer Hanna, Vice Chairperson
Sam Inglot, Secretary
Indemnification of Employees for Civil Liability
Ingham County is insured through the Michigan Municipal Risk Management Authority (MMRMA). Coverage is extended to all County elected officials and employees, including Health Department employees, for acts and omissions while in the course of their employment and within their scope of authority. MMRMA provides for civil defense, and coverage of any civil judgment or settlement over and above the County's deductible. Ingham County purchases malpractice insurance for health care providers who require it. We purchase malpractice insurance for physicians and dentists from The Doctors Company.

Delegation of Food Service Sanitation Program Responsibilities
ICHD contractually assigns partial authority to implement food service sanitation program responsibilities to Michigan State University for establishments on their property. These include the residence halls, stadium, ice arena, the Kellogg Hotel and Conference Center, the MSU Union, Sparty's Cafes, the Wharton Center, the Breslin Center, the International Center, the Agriculture Pavilion, Cowles House, the Dairy Store, the Golf Courses, and all other fixed, temporary, mobile and vending services. The Department's contract with MSU requires it to enforce 2000 PA 92, MCL 333.12534, MCL 722.113 and MCL 333.12506 and Chapter IV of the Ingham County Sanitary Code. The agreement requires MSU to keep records of inspections and violations as required by law, outlines when and how MSU must communicate with ICHD and details how ICHD shall oversee MSU's work. The agreement stipulates that all program
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enforcement and quality assurance shall be performed by iCHD.

- Click here to view Ingham County Resolution to extend 2010 Michigan State University’s food service sanitation contract through December 31, 2020.
- Click here to view 2010 Michigan State University’s food service sanitation contract.

"Exposure Plan for Blood Borne Pathogens" and the "Chemical Hygiene Plan"

- Click here to view ICHD Exposure Control Plan
- Click here to view ICHD’s Workplace Injury Policy
- Click Here to view ICHD’s Chemical Hygiene Plan

LOCAL HEALTH DEPARTMENT ORGANIZATION

LHD Organizational Structure

The Health Officer of a local health department is appointed by the governing board of the jurisdiction she or he serves. The Michigan Department of Health & Human Services verifies that a health officer meets the minimum qualifications outlined in the Administrative Code (325.13001). The Health Officer acts as the chief administrative officer of the local health department and must “Have powers necessary or appropriate to perform the duties and exercise the powers given by law to the local health officer and which are not otherwise prohibited by law.” The most serious of these powers relate to the declaration of “imminent danger to health or lives” which could lead to orders to restrain a condition, practice or person, and the issuance of emergency orders and procedures to include involuntary detention and treatment of persons in the event of an epidemic. Linda S. Vail, MPA, was appointed Health Officer on April 7, 2014. Adenike Shoyinka, MD, MPH was appointed by MDHHS as the Provisional Medical Director on April 8, 2019 for a term of July 1, 2019 through July 1, 2022. To assure that a proper representative of ICHD is always available to exercise the powers and duties of the Health Officer, the following Chain of Command is established in ICHD’s Continuity of Operations Plan and through the adoption of this Plan of Organization supported by the Ingham County Board of Commissioners and by the Director of the MDHHS:

a. Debbie Edokpolo, MSW, Deputy Health Officer/Public Health Services
b. Joel D. Murr, MPA, Deputy Health Officer/Administration
c. Anne Scott, MPH, Deputy Health Officer/Executive Director Community Health Centers

In the event that the chain of command is activated, there will be no official Acting Health Officer. However, the above list identifies the person authorized to act with the authority vested in the Health Officer via statute, rule or policy.
The Accounting Unit is managed by the Chief Financial Officer. Eric Thelen, MBA has been the Chief Financial Officer since 2014. The Accounting Unit is responsible for operating the financial aspects of ICHD including budgeting, accounting, billing and reporting, purchasing and also supports certain County wide functions like payroll. Accounting, like the rest of the County, utilizes MUNIS financial information system to generate reports to keep Department managers informed about their budget position.

Administrative functions for the Department are overseen by Joel D. Murr, MPA, the Deputy Health Officer-Administration, who leads the Community Health, Planning, and Partnerships work and acts as the Public Information Officer and the HIPAA Privacy Officer.

**Health Department Administrative Staff:**

* Linda S. Vail, MPA, Health Officer

* Debbie Edokpolo, MSW, Deputy Health Officer-Public Health Services

* Joel D. Murr, MPA, Deputy Health Officer-Administration

* Anne Scott, MPH, Deputy Health Officer-Executive Director Ingham Community Health Centers

* Eric Thelen, MBA, Chief Financial Officer

* Adenike Shoyinka, MD, MPH, Medical Director

* Priti Pathak, MD, Interim Medical Director-Ingham Community Health Centers

* Jessica Yorke, BA, Health Promotion & Prevention Manager

* Rod McNeill, MHA, Environmental Health Director

* Sumeer Qurashi, MD, MPH Communicable Disease Control Manager

* Sally Meyer, MPH, Maternal & Child Health Director

**Medical Direction**

Adenike Shoyinka, MD, MPH, serves as the Medical Director providing medical direction and support to ICHD’s administrative operations. Priti Pathak, MD, is the Interim Medical Director for the Community Health Centers and oversees the Health Center’s standing orders and laboratories.

The position of Medical Examiner has been part of the functions of ICHD for many years. Since 2011, the Medical Examiner services for the county have been sub-contracted to Sparrow Hospital and are under the oversight of Michael Markey, MD. Dr. Markey is the Medical Director of Sparrow Forensic Pathology Services and now serves as the Medical Examiner for Ingham County.
• Click here to view the Resolution to Amend the Agreement with Sparrow Hospital for ME Services
• Click here to view agreement to re-appoint Dr. Michael Markey to the position of Chief Medical Examiner

Department Structure
ICHID is organized into three overarching branches. One branch is Public Health Services where traditional and contemporary public health activities are located as well as Registration and Enrollment. The second branch is Community Health Center Services, which houses our network of Federally Qualified Health Centers. Community Health, Planning, and Partnerships is the third branch and provides services and programs that bridge both Public Health and Community Health Center services.
The Deputy Health Officer for Public Health Services is Debbie Edokpolo, MSW. Public Health Services contains most of the public health functions that would be found in any other Health Department. There are approximately 127 FTEs working in Public Health Services which has a budget of $16,855,655 and is divided into four divisions: Health Promotion and Prevention; Environmental Health; Communicable Disease Control; and Maternal and Child Health. Jessica York, BA, directs the Health Promotion and Prevention division which include the Breast and Cervical Cancer Control Navigation Program (BCCCNP), Pathways to Care, Substance Use Disorder services, and Registration and Enrollment services with a budget of $2,730,643.
Rod McNell, MHA, directs the department’s Environmental Health division and oversees programs to prevent health and safety issues as they relate to the total environment. It has approximately 21 FTEs working in Public Health Services which has a budget of $2,510,123. Environmental Health operates three program areas: Food and Facilities Programs (which includes the food service sanitation program), Land and Water Programs (including the water supply services and on-site sewage programs), and Prevention and Response programs.
Sumeer Qurashi, MD, MPH manages the Communicable Disease Control division which includes Immunizations, the HIV/STI Prevention Program, and the TB/LTBI programs with a budget of $4,768,172.
Sally Meyer, MPH, directs the Maternal and Child Health Division which includes Children’s Special Health Care Services, Family Outreach Services, Native American Outreach Program, Nurse Family Partnership, Strong Start, Healthy Start, Vision and Hearing, Maternal Infant Health Program, Childhood Lead, and Women, Infants, and Children (WIC) with a budget of $6,846,717.
Anne Scott, MPH, serves as the Deputy Health Officer/Executive Director of the Ingham Community Health Centers. The Ingham Community Health Centers operate the network of Federally Qualified Health Centers described above and the supportive services related to them. The health centers serve approximately 24,000 unduplicated individuals per year with a budget of approximately $28 million dollars. There are 190 FTEs of County employees, including FTEs directly employed and approximately 38 contractual providers (physicians,
dentists, nurse practitioners, and physician assistants). Priti Pathak, is the interim Medical Director for the Health Centers. Dr. Pathak also serves as the director for the clinical laboratories. The Health Centers provide primary care, OB/GYN and pediatric health care services, adolescent health care, infectious disease specialty services as well as adult and pediatric oral health care, and medical services at the Ingham County Jail and Youth Center. Most of those served are people who are eligible for Medicaid; people who do not have health insurance; or people who are enrolled in the Ingham Health Plan. Kelli Zurek, RN, Clinical Services Manager oversees jail and youth center medical within ICHD. The health centers must remain compliant with federal, state, and local funding sources and guidelines.

Joel D. Murr, MPA, serves as the Deputy Health Officer-Administration and oversees ICHD’s Community Health, Planning, and Partnerships (CHPP) programs. CHPP works to power data-informed decision-making and to address social determinants of health, while developing partnerships and engaging in planning to promote wellness and health equity throughout Ingham County. Programs include: Community Health Assessment (CHA), Public Health Emergency Preparedness, Environmental Justice, Health Equity and Social Justice, Healthy Communities and AmeriCorps. This branch also oversees ICHD’s Public Information, Grants administration, and Information Technology programs that are supported by a team of Analysts and Electronic Health Records trainers.

- Click here to view ICHD Organizational Chart

**Documentation of Approval of Local Health Department (LHD) Plan of Organization**
The Ingham County Board of Commissioners approved the Plan of Organization of ICHD on December 10, 2019.

**Operating Budget and FTEs for Public Health Services**
The annual operating budget of ICHD for 2020 is $51,914,715 and was approved in the County’s General Appropriations Resolution # 19-433. The Public Health Services portion totals $16,855,655. There are 350.25 full time equivalent positions employed in the Department at this time of which 122 are in the Public Health Services branch. The link below will take you to the controllers recommended budget. Please note the approved 2019 County Budget is not published online at this time but is expected to be out by the time of our 2020 site review. ICHD’s budget summary is on page 4-40 of this document. The section outlining FTEs is on page 4-52.

- Click here to view Controller’s Recommended Budget for 2020
- Click here to view Ingham County 2020 General Appropriations Resolution
Information Technology Capacity
The effective use of information technology is a priority for ICHD. Technology at ICHD is supported by Ingham County’s Innovation and Technology Department (ITD) and has support staff directly in the ICHD building. There are more than 350 computer users in seven different buildings using a Gigabit fiber backbone between IT and ICHD, and multiple high speed connections reaching out to the remote sites. Every branch uses the enterprise email system. Each division also utilizes specialized applications appropriate to its needs. ICHD began redeveloping its website in 2014 and launched an updated, client-focused design in 2015. In addition, ICHD utilizes social media such as Facebook, Twitter and Instagram to distribute public health information and to gather input from stakeholders.

- In 2011 an Electronic Health Records (EHR) system was implemented as required by the Affordable Care Act. EHR improves service delivery to ICHD clients and allows ICHD Clinical Services to move from paper-based records to a more efficient means of information storage and sharing. ICHD has been implementing EHRs in Public Services Division in the last year. In December 2013, the Board of Commissioners approved the creation of two Electronic Health Specialist positions to assist in the training of the EHR use across the department. In addition, two Health Analysts maintain the EHR system back end, database, and create reports.

- ICHD is a member of the Great Lakes Health Connect (GL-HC). Health Information Exchange GL-HC is a community collaborative developed by and for physicians, employers, academic institutions, hospitals, health plans, community members, public health and community mental health service providers with the support of the State of Michigan and the federal government. GL-HC is committed to the exchange of patient health information through a secure web-based environment, promoting patient safety and improved quality of care and the advancement of research initiatives.

- Financial Services uses the County’s MUNIS system to automate financial and personnel administration.

- The Environmental Health division (EH) uses diverse GIS applications to collect and analyze geospatial data including Arc/GIS. It also electronically tracks and stores data regarding EH program inspections in the area of food, water, sanitation, vector issues, permits, complaints and pollution prevention and makes this available to the public over the Internet. EH uses a paperless system for storing and retrieving well and septic reports.

- The Immunization clinic uses the EHR to track immunizations. Records are transferred via the HIE (GL-HC) to the Michigan Care Improvement Registry (MCIR).

- Emergency Preparedness uses the Michigan Health Alert Network, Epi-X, and other applications geared to help prepare and react to emergency events.

- The Communicable Disease Control division also uses MCIR, Epi-X and the Michigan Health Alert Network. It uses the Michigan Disease Surveillance System to receive and update cases of reportable diseases.

- Community Health Assessment (CHA) uses the data collected by each group to report to the community on the overall health of Ingham County. It has also utilized LiveStories,
Policy Map, Arc/GIS and tableau to access public health and related data and visualize it in a format that the public and other audiences can use. The CHA group also uses SAS, SPSS, and Stata software to analyze public health data.

Laptops, tablets and smartphones are used by staff on the Department’s wireless network and when they are out in the community. Leadership team members utilize mobile technology to be more available to their staff or to be more accessible during an emergency.

The Innovation and Technology Department performs the backup and disaster recovery procedures. Backups happen nightly and are stored in multiple locations. Servers are in limited access secured rooms and all workstations lock after a period of time. ITD uses multiple firewalls, anti-virus software, and spam filtering software to help reduce potential risks to data and infrastructure. Employees are given a Technology Use Policy and Computer Security Policy to help ensure IT security.

- [Click here to view Use of County Resources (Including IT) Policy Accounting and Auditing](#)

Documents related to department finances are attached below: the 2018 Comprehensive Annual Financial Report (produced at the end of each fiscal year when all audits are complete); the Ingham County Single Audit. The attached documents detail findings and Ingham County’s response/corrective action addressing those findings.

ICHID did not have any significant issues or other findings that required corrective action.

- [Click here to view Ingham County 2018 Comprehensive Annual Report](#)
- [Click here to view Ingham County Single Audit 2017](#)

MISSION, VISION, AND VALUES
ICHID regularly shares its mission, vision, and values with stakeholders and employees through its website, annual report, and on-site signage. As part of a strategic planning process for the department for 2017-2020, ICHD worked with a consultant, Mary Kushion, in late 2016 to evaluate and update the department’s existing mission, vision, and values. Prior to October 2016, ICHD’s Mission Statement reflected the Department’s statutory responsibilities and authority derived from the Public Health Code, while the updated mission serves to provide a succinct description to which the public can more closely relate. ICHD’s administration reviewed the existing Mission, Vision, and Values as part of its strategic planning process for 2020-2022 and chose to leave it unaltered.
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Mission

Prior to October 2016
The ICHD has the statutory responsibility to protect and promote the public’s health. The Department shall administer programs to prevent and control environmental hazards, prevent and control disease and prevent and control health problems in vulnerable populations. The Department will assess and monitor the health status of Ingham County, identify major health problems, and develop strategies through a community based process to achieve the highest level of health possible for Ingham County residents.

Adopted October 2016
To protect, improve, and advocate for the health and well-being of our community by identifying and advancing the conditions under which all people can achieve optimum health.

Vision
Excellence in health and well-being for all, honoring our diverse community.

Core Values
We frequently refer to the Core Values in describing how we want to relate to our clients and each other. The Core Values are displayed prominently on the website, in social media, and in public and work areas of all the Department’s facilities. The values are:

Health Equity & Social Justice: We improve the health of the entire community by working toward a fair and just distribution of the social opportunities needed to achieve well-being, challenging inequities and barriers to social, economic, and environmental opportunity.

Respect for Others: We see the value of all people, and express this through respectful attention to their unique strengths and challenges.

Service Excellence: We are here to serve people to the best of our ability, seeing beyond our own needs to meet theirs.
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Accountability: We are accountable for the quality, integrity and validity of our work.

Continuous Mutual Learning: We are committed to learning through the experience and insight of others.

Innovation: We seek new approaches and progressive solutions to problems, embracing change and accepting reasonable risk

The Mission Statement, Vision and Core Values are publicized on ICHD’s website and in other documents including the strategic plan.

- Click here to view ICHD’s website
- Click here to view ICHD’s 2017-19 Strategic Plan

LOCAL PLANNING AND COLLABORATION INITIATIVES

Priorities

Community Priorities

Beginning in 2011, ICHD, in conjunction with Barry-Eaton District Health Department, Mid-Michigan District Health Department, Sparrow Health System, McLaren Greater Lansing, Hayes Green Beach Hospital, and Eaton Rapids Medical Center, conducted a community health assessment- Healthy!Capital Counties- that included Clinton, Eaton, and Ingham Counties. This regional community health assessment, although it encompasses three counties, contained county and sub-county level statistics. In 2017, the aforementioned organizations, participated in a third cycle of community health assessment and published an updated Community Health Assessment in 2018. The community strategic priorities (generated with community and institutional input) developed as a result of that assessment are:

a. Access to Health
b. Behavioral Health
c. Chronic Disease Prevention and Management
d. Obesity Prevention
e. Financial Stability and Economic Mobility

Community Health Improvement Plans (CHIP) based upon Cycles 2 and 3 of Healthy Capital Counties

Cycle 2 of Healthy! Capital Counties resulted in a Community Health Improvement Plan to address the priority areas identified by the community.

- Click here for the Cycle 2 CHIP

Cycle 3 of Healthy! Capital Counties created an updated CHIP based upon its priorities rooted in data from the Community Health Assessment Healthy! Capital Counties 2018 report. The community was invited to join ICHD in developing, sharing, implementing and improving the
plan over the next three years. The Plan uses the Human Ecological Model that recognizes that community improvements should be addressed at various levels along the human ecological spectrum. Therefore, stakeholder representation and strategies are best if they recognize and include all these levels.

This CHIP was developed for 2019-2022 following a ceremony for HICC findings, an asset mapping process and prioritization for the capital region of Clinton, Eaton and Ingham counties. Priorities for this cycle are similar to the previous cycle and include: 1) Access to Health, 2) Behavioral Health, 3) Chronic Disease, 4) Obesity, and 5) Financial Stability and Economic Mobility. The plan recognizes that everyone’s contribution is important to help advance and monitor the implementation of the plan.

This is the second iteration of a coordinated effort at community health improvement planning, following the CHIP process in 2016 and the final implementation update on the previous cycle. In this round the planning process was weaved into the regional assessment more tightly with a regional steering committee to determine community assets, identify priorities, then develop common goals and objectives. Some strategies included in this plan are also regional in nature and others are more specific to Ingham County or a neighborhood within. Monitoring of implementation will follow a similar process as the last cycle with tracking the progress twice a year and interim reporting. The community at large will be informed about the interim updates through a presentation.

Description of Process

Planning for this cycle of the CHIP process was initiated in the last cycle of the Community Health Assessment process with a health equity approach. Stakeholders from the tri-county region were engaged during the assessment and reviewed the findings from quantitative, qualitative and asset mapping data. Then a special event was organized to prioritize the issues for the next Community Health Improvement (CHI) planning phase. The priority areas identified in this cycle are:

- Access to Health
- Behavioral Health
- Chronic Disease Prevention and Management
- Obesity Prevention
- Financial Stability and Economic Mobility

For this cycle it was decided by the CHA steering committee that a closer tie and organic transition from the CHA to the CHIP would allow community stakeholders to better understand
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how the two projects are seamlessly connected. It would also cut back on costs of duplication in meetings for stakeholders who work at a regional jurisdiction level.

The CHI planning committee was formed in March 2019 with public health department members of the CHA Steering committee from Clinton, Eaton and Ingham counties. The planning committee reviewed the proposed human ecological model to use for this CHIP and generated draft goals and objectives for each priority area, then developed a list of stakeholders. The planning committee decided to recruit participants from various sectors and position levels in the human ecology spectrum. Broad participation of community partners was important to ensure that health improvement strategies would have a broad support to be implemented. Eventbrite and other social media tools were used to announce the first steering committee meeting for this CHIP cycle which was held in May 20th, 2019.

The purpose of the meeting was to introduce stakeholders to the CHA-CHI process, generate enthusiasm about the accomplishments from the previous CHIP cycle, then have a group discussion to validate or give feedback to the planning committee on drafted goals and objectives. The groups were assigned according to priority areas and participants were asked to choose the group they felt they could mostly contribute to. A scoping discussion followed to determine current community strategies that address the priority area for the group and initiate potential new partnerships to further the impact of strategies. The meeting ended with group facilitators sharing table discussion summaries and asking partners to sign in to a follow up meeting when partners who are developing specific strategies for this CHIP cycle would come back to review all the strategies gathered from stakeholders and assess the gaps and timeline.

Since the May and June meetings at ICHD, some hospital partners have completed their design of a similar planning process and shared it to be incorporated into the county level reports since they will be working at the tri-county level.

- Click here for the Cycle 3 CHIP

County Priorities
Since 1993 the work of Ingham County Government has been guided by a strategic plan reviewed by the Board of Commissioners. As part of the planning process, ICHD provides input to the Controller’s Office. The Commissioners accept or modify the recommendations and incorporate them in the Strategic Plan. Commissioners use the plan to guide appropriations, budgetary and personnel decisions. The plan contains the County’s mission and vision statement and 14 overarching, long-term objectives. Those long-term objectives are:
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1. Enhancing Access to County Records;
2. Providing a Quality Transportation System, including Roads;
3. Providing a suitable and ecologically sensitive drainage system
4. Providing Recreational Opportunities;
5. Fostering Economic Well-Being;
6. Promoting Environmental Protection, Smart Growth, and Conservation;
7. Preventing and Controlling Disease;
8. Promoting Accessible Health Care;
9. Assisting in Meeting Basic Needs;
10. Fostering Appropriate Youth Development;
11. Supporting Public Safety;
12. Assuring Fair and Efficient Judicial Processing;
13. Providing Appropriate Evidence-Based Sanctions for Adult Offenders; and
14. Providing Appropriate Evidence-Based Treatment and Sanctions for At-Risk Juveniles.

Four of the 14 objectives in the Strategic Plan are directly related to public health.

- **Promote environmental protection, smart growth, and conservation.** Develop and implement strategies for fostering appropriate land use and protecting natural resources, such as implementation of a Purchase of Development Rights program, the County's commitment to the Cool Counties Climate Stabilization Goal, and other strategies being recommended by the Tri-County Growth Study Project. Develop and implement green building strategies for existing and new County facilities.
- **Public health services that support this objective include the Pollution Prevention Program, SARA Title III Local Emergency Planning Committee, well and septic programs, wellhead protection, recycling projects; medication disposal; developing and expanding tools to facilitate the use of health impact assessments among local municipalities; our ongoing support of the Capital Area Health Alliance in its work of engaging and encouraging local businesses and organizations to adopt business practices more conducive to health; and our continued collaboration with the Land Use and Health Resource Team.**

- **Prevent and control disease.** The health of the community will be enhanced by assuring that the capacity exists to monitor the existence of communicable diseases and potential outbreaks and to conduct prevention activities such as education and immunizations.

- **Public health services that support this goal include: the work of Communicable Disease Control, Immunizations, the Lead Prevention Program, Breast and Cervical Cancer Control and Navigation, the Tobacco Control, HIV/STI prevention, tuberculosis control and Environmental Health Programs such as sanitation, vector control, food safety and indoor air quality.**

- **Assure accessible health care.** An increase in Medicaid eligible individuals, as a result of the Affordable Care Act (ACA), has offered the opportunity for ICHD's Community Health Center Network to increase its proportion of Medicaid enrollees. Consequently, the CHC has had to expand it capacity in order to take full advantage of this opportunity. The patient centered
medical home status (PCMH) of our community health centers ensures a high level of communication and interaction between our providers and the clients we serve.

- Services that support this goal include: opening the New Hope, Birch Health Center, Relocating River Oak Health Center, and Forest Health Center; our school-based health centers; mobile clinic partnerships with Sparrow Health; and our CHCs that have obtained PCMH status.
- **Assist in meeting basic needs.** In conjunction with state, local, and nongovernmental resources, the ability of individuals to obtain support for meeting basic needs will be enhanced.
  - Public Health services addressing this goal include dental care, adolescent health services, WIC, Pathways, and Registration and Enrollment.
- **Foster appropriate youth development.** Intervention programs on behalf of youths and families which serve as an alternative to violence and emphasize adolescent health and opportunity will be enhanced.
  - Public Health Services addressed by this goal include adolescent health services, Strong Start/Healthy Start’s Fatherhood Initiative, and Family Outreach Services.

- Click here to view 2018-22 Ingham County Strategic Plan
- **ICHD’s 2017-2019 Strategic Plan**

**Background**

Under the direction of the Health Officer, the department’s leadership team identified the need to have a strategic plan in place to inform and guide their activities for the foreseeable future. They also desire to submit their application to the Public Health Accreditation Board (PHAB) to become nationally accredited. One of the 3 pre-requisites for the PHAB application is a department-specific strategic plan and as such, in July of 2016, the Ingham County Health Department embarked on its strategic planning process.

**The Strategic Planning Process**

We held our first planning session on July 14, 2016 with the health department’s leadership team. During the initial session, which was facilitated by an outside consultant, the team received an overview of the strategic planning process, learned what the Public Health Accreditation Board’s requirements are for a strategic plan and reviewed the proposed plan development timeline. Various documents were reviewed in preparation for the initial meeting and included the following:

- Annual Reports (2013, 2014 and 2015)
- ICHD Mission/Vision and Values
• ICHD Activity Indicators

• ICHD Performance Measures

• Controller’s Annual Request

• CHIP Core Groups

• Ingham County Health Center’s Homeless Needs Assessment

• Ingham County Strategic Plan (2016 Working Draft)

The leadership team reviewed its mission and vision statements. The agency’s mission statement, being relatively new, was not amended, but the group worked to review and revise its vision statement. The team also conducted a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. (See Table 1) As a result of the SWOT analysis and documentation review, the team, through an affinity diagram process, came up with the initial 5 strategic directions:

• Communication

• Information Technology

• Workforce Development

• Funding

• Culture and Vision

Also, it should be noted that the Community Health Center Network is included in the strategic planning process, but also has a requirement to conduct a strategic planning process with its board of directors as required by the federal government. To address the primary care needs of the medically underserved residents of Ingham County, ICHD formed the Community Health Care Services unit in the 1970s. This unit is home to the Ingham Community Health Centers (ICHC), which operate primary care centers in locations throughout the City of Lansing. ICHD was the first public-entity administered FQHC in the state. ICHC services are designed and coordinated to serve the area’s most vulnerable populations. It also stands as a testimony to the Health Department and the community’s commitment to improve health, reduce health disparities, and address a multitude of significant health and social issues, including access to quality health care. (Source: Performance Measures for the Health Department)
Alignment with Ingham County Health Department Plans

Connection to the Healthy! Capital Counties Health Improvement Plan

As previously mentioned, the Ingham County Health Department is an active participant in the Healthy! Capital Counties project which is convened and co-facilitated by three local health departments (Ingham County Health Department, Barry-Eaton District Health Department and Mid-Michigan District Health Department). The Community Health Improvement Plan (CHIP) from Cycle 2 of Healthy! Capital Counties currently had 4 priority areas: Access to Primary Care, Quality Health Care, Chronic Illness, Mental Health, and Financial Stability.

ICH had responsibilities in 4 of the priority areas and although we do not have a primary role or responsibility to implement the strategies for the Mental Health priority area, we serve a supportive role through collaborative efforts with Community Mental Health and through the Community Health Center’s Behavioral Health Services.

The specific responsibilities assigned to the ICHD within the CHIP are included in the strategic plan and are identified by notation.

Connection to Quality Improvement, Workforce Development and Performance Management

As a governmental public health agency accountable to the local and state authorities, but also to the taxpayers, it is important to be good stewards and to utilize our resources as effective and efficient as possible. The strategic plan outlines our process to improve and enhance our operations.

The agency’s QI Committee works with agency staff and provides assistance with identified quality improvement initiatives. We will consistently monitor our progress and identify opportunities for quality improvement initiatives. The strategic plan is the foundation for our performance management system which is monitored through our internal performance dashboard. We have already identified opportunities for QI initiatives at the outset of our plan. We recognize additional QI opportunities will present themselves as the strategic plan’s activities such as surveys and improvement efforts are identified.

The strategic plan has devoted one of its strategic directions to Workforce Development and we are making it a priority to develop and implement our Workforce Development Plan.
The “Admin + Division Directors Team” will oversee the implementation, monitoring, and revisions of the strategic plan and is committed to sharing the progress, barriers and successes with our staff, our stakeholders, and our constituents.

- Click here for ICHD’s 2017-2019 Strategic Plan

**Priority Projects**
Each long-term objective related to public health in Ingham County’s Strategic Plan can be linked with specific activity areas. These activities are listed below:

**Promote Environmental Protection, Smart Growth, and Conservation.**

a. **Toxicology Programs** – This program includes radon testing, mercury spill response, residential indoor and outdoor air testing, clandestine drug laboratory response, sites of environmental contamination evaluation, and issues of other potential polluting materials.

b. **Food and Facilities Programs** – A Food Safety Program is involved with conducting inspections of restaurants, temporary food services, and vending machines and handling consumer complaints. Food handlers receive educational classes and information. Inspections are also done for day care centers, adult foster care homes, mobile home parks, campgrounds, tattoo parlors, and swimming pools.

c. **Land and Water Programs** – These programs involve private water supply systems, on-site septic systems, vacant land evaluations, private home transfer evaluations, evaluations for remodeling, wells, surface water monitoring, and sanitary complaints. Private home transfers come under the new Point of Sale (POS) program.

d. **Prevention and Response Programs** – These programs include pollution incident prevention plans, SARA III-Community Right to Know, solid waste management, recycling, plan review for new businesses, hazardous waste inspections, household hazardous collections, Emergency Management Planning and Response and the Community Surface Water Monitoring Program.

e. **Land Use and Health Resource Team (LUHRT)** - LUHRT contributed to the establishment of a food policy council in this region, and passage of several complete streets policies. ICHD employees continue to support Safe Routes to School projects and ICHD’s Healthy Communities Coordinator works to institutionalize a health impact assessment (HIA) (called the Health in All project) process by developing an online decision making tool for planners.

**Prevent and Control Disease**

a. **Communicable Disease Control** – The Disease Control Office is charged with the responsibility for surveillance, epidemiological investigation, and prevention and control of communicable diseases in Ingham County. The tuberculosis (TB)
prevention and control program activities are part of the Communicable Disease
Control Division.

b. **HIV/STI Prevention, Control, and Care Program** — ICHD’s HIV/STI program is a
comprehensive, integrated, and multifaceted program focused on preventing the
transmission of sexually transmitted infections (STIs), particularly HIV. Primary
prevention, education, individual risk reduction, counseling, and testing are
provided at no cost to county residents. Ongoing STI education is provided to
department staff, schools, college students, health care workers, faith based
groups, and employees at worksites.

c. **Lead Prevention Program** — We continue to provide case management utilizing
public health nursing and environmental screening follow-up to children identified
with elevated blood lead levels. ICHD partners with Refugee Development Center
to reach refuge families to educate them about childhood lead.

d. **Immunization Clinic** — Immunization program activities include routine childhood
and adult vaccines, administering Vaccines for Children (VFC) and MI-VFC programs,
administering the School Immunization Reporting System (SIRS), educating private
providers on immunization practices and vaccine storage and handling, operating a
mass immunization campaign for influenza, providing immunizations in the event of
a disease outbreak, providing international travelers with health information and
vaccines and regional coordination of vaccination clinics as needed.

**Assure Accessible Health Care**

The goal of our entire health center network is to assure accessible healthcare. To meet the
needs of the community, different health centers target different barriers or hard to reach
populations in order to improve accessibility. All of our centers provide services to people
regardless of financial means and immigration status, but some centers focus on additional
barriers. BIRCH Health Center is located in the main office of Community Mental Health Agency
of Clinton, Eaton, and Ingham (CMHA-CEI) so that persons with moderate to severe mental
health problems can obtain primary care without traveling to another site. At Forest
Community Health Center we host CMHA-CEI providers to serve persons with mild to moderate
mental health problems in the place where they receive their primary care. Forest Community
Health Center houses a Dental Clinic. Cedar Community Health Center-Pediatrics and Cedar
Community Health Center Women's Health are located in the same building with other popular
maternal and child health programs (i.e. WIC and Immunizations). Our school-based health
centers and free-standing teen centers offer health services to teen and young adults in a
convenient and familiar setting.
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a. River Oak Community Health Center opened in August of 2015 and offers the following services: Adult and Child Healthcare, Internal medicine, Preventive Care, Disease Management, Women’s Health, Behavioral Health Counseling, Substance Abuse Screening, Nutrition Counseling, Immunizations, Community Resource Support, Pharmacy Assistance, and a Mobile Bus to serve the homeless. River Oak Community Health Center received level 3 recognition as a Patient Centered Medical Home (PCMH). PCMH status has allowed our Community Health Center (CHC) network to provide a wider range of support services to its patients including social work, access to patient records through an electronic patient portal, and on-going communications with patients through newsletters, emails, etc. In addition, this practice model includes staff dedicated to quality assurance and improvement. River Oak providers relocated to Forest Community Health Center in Fall 2019.

b. The Mobile Dental Center brings preventive and restorative dental services directly to schools and offers care regardless of insurance status or ability to pay. The program prioritizes rural and low-income schools, but all in-county schools may participate. In 2015, a $500,000 grant from the Human Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services funded the fully-equipped, accessible bus in addition to other equipment.

a. Public Health Nursing - public health nurses provide a variety of services and activities within the community including disease prevention and outbreak control, education, case management and care coordination, and dissemination of community resources.

b. Pathways to Care: Pathways to Care is a home visiting program staffed by Community Health Workers who assist Medicaid-eligible, adult community members in overcoming obstacles related to accessing necessary care. The purpose of the program is to support clients to live longer, healthier lives by improving their access to preventive health services covered by Medicaid. Community Health Workers serve as liaisons between clients, community, and medical and social service systems to streamline health care services. Pathways to Care benefits clients by:
   - Enhancing participants’ ability to communicate effectively with healthcare providers
   - Providing culturally and linguistically appropriate health information and resources
   - Advocating for individual and community health
   - Providing referral and follow-up services
   - Care coordination

c. Breast and Cervical Cancer Control Navigation Program (BCCCNP): BCCCNP provides breast and cervical cancer screening, diagnosis, treatment and system navigation at no cost to women who qualify. Both breast and cervical cancers are highly treatable if detected early. Nevertheless, many women, particularly women of low economic status, die unnecessarily because of these cancers. BCCCNP is now able to provide
services to women under 40 who are in need of diagnostic screening and treatment services.

d. Registration and Enrollment (R&E): R&E staff assess the eligibility of families and individuals and assists them in applying for a variety of health programs including:

- Healthy Kids program
- MIChild health insurance program
- Healthy Michigan Plan
- Maternal Outpatient Medical Services (MOMS)
- Breast & Cervical Cancer Control Navigation Program (BCCCP)
- Ingham Health Plan (IHP)
- Ingham County Prescription Discount Card

ICHDI is a certified navigator organization assisting consumers with health coverage options available through the marketplace.

e. Maternal & Child Health Services —

i. Strong Start, Healthy Start: ICHDI is an affiliate of the national Healthy Start Initiative. This grant program is to improve perinatal health outcomes and reduce racial and ethnic disparities in perinatal health outcomes. The Ingham County Strong Start Healthy Start initiative uses community-based approaches to service delivery, and facilitates access to comprehensive health and social services for women, infants, and their families.

ii. Nurse Family Partnership: Nurse-Family Partnership helps vulnerable first-time mothers and their babies. Through ongoing home visits (until the child is two years old) from registered nurses, mothers receive the care and support they need to have a healthy pregnancy, provide responsible and competent care to their infants and toddlers, and become more economically self-sufficient.

iii. Maternal Infant Health Program (MIHP): Support and education is offered to mothers in their homes, and transportation to medical visits is provided. Additionally, advocates link women to other community resources and supports to prepare them for the birth of their child.

iv. Children’s Special Health Care Services - The program provides in home intensive case management for medically fragile children who receive private duty nursing care in the home. These services enable children to remain in their own homes and out of the most costly acute or long term care settings.

Assist with Meeting Basic Needs

a. Maternal & Child Health Services –

i. Strong Start, Healthy Start: (referred to in above section)

ii. Nurse Family Partnership: (referred to in above section)

iii. Family Outreach Service: Family Outreach Services (FOS) is one of the home visiting programs of the Public Health Services Division the program uses non-medical public health professionals (called Advocates) to assist families in their psycho-social needs.

iv. Maternal Infant Health Program (MIHP): (referred to in above section)
v. **Women, Infants, and Children (WIC) Program** - The principal goal of the WIC program is to eliminate nutritional deficiency as a contributing factor in neonatal death, low birth weight, and other significant health problems of children and pregnant or breastfeeding mothers. Clients are eligible for the program for several reasons including poor diet, low iron, weight abnormality, and other risks as defined by the State WIC Office.

b. Social supports in the Community Health Centers: Social workers and Community Health Workers are embedded within the clinical settings and connect patients and clients to resources to meet their basic needs including food and shelter.

**Foster Appropriate Youth Development**

a. School-Based Health Centers: School-based health centers (SBHCs) are primary care clinics based on school campuses and represent a partnership between the school district and ICHD. ICHD operates two SBHC in two local high schools:
   i. Eastern Health Center
   ii. Sexton Health Center

b. Hearing and Vision Screening Program: The goal of the hearing program is to prevent childhood hearing loss or to initiate steps to alleviate and reduce the trauma of hearing loss. The goal of the vision program is to promote eye health of children and the specified populations through prevention, identification, treatment, and health education. The technicians who conduct the screenings are trained and regularly evaluated by the Michigan Department of Health and Human Services to assure that the tests are administered properly. Children who do not pass the hearing or vision screening tests are referred for evaluation to a physician or optometrist. Families who need assistance with the securing of hearing aids, other adaptive equipment, or eyeglasses are referred to the appropriate community resource.

c. Willow Health Center – This service addresses the health needs of Ingham County adolescents with an emphasis on pregnancy prevention, reducing infant mortality and providing screening and counseling for youth at risk.

Community Partnerships and Collaborative Efforts

Community Partnerships
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To accomplish its mission of protecting and promoting public health, ICHD works with many groups and organizations in the community. Health outreach partners identify uninsured residents and assist those who are eligible with enrollment in Medicaid, insurance plans, or other benefit programs such as the Ingham Health Plan. They also help those they serve to establish a medical home of their choosing and to use the coverage available to them for basic primary and preventive care. Outreach partners also connect residents with other useful services and resources while helping strengthen social connections in neighborhoods. Outreach Partners with ICHD include:

- Allen Neighborhood Center
- Capital Area Community Services
- Care Free Medical Clinic
- Cristo Rey Community Center
- Family & Community Development Services
- Northwest Initiative
- Southside Community Coalition
- St. Vincent Catholic Charities

ICHD collaborated with a variety of local and regional groups and organizations that are engaged in protecting the health and safety of mid-Michigan residents and creating a healthy living environment. These organizations include:

a. Mobile Health Clinic: In 2016, ICHD began partnering with Sparrow and Dean Transportation to provide the Lansing-area’s only Mobile Health Clinic, going on location to residents to provide free basic health services. The mobile clinic, housed in a bus renovated by Dean Transportation, is open to anyone and provides adult and childhood immunizations, flu shots, education, referrals, diabetes checks, and screenings for blood pressure, cholesterol, lead, glucose, and much more.

b. Healthy Lifestyles Committee – Part of the Capital Area Health Alliance (CAHA), the goal of the Healthy Lifestyles Committee is to promote healthy behaviors and thus reduce illness. Another goal is to encourage residents to “Choose Health”.

c. Ingham Substance Abuse Prevention Coalition (ISAPC) – is dedicated to reducing the harm caused by addiction and substance abuse in Ingham County. ISAPC is made up of a broad array of community stakeholders, assesses the needs of specific populations at highest risk of substance use/abuse, shares relevant local data, prioritizes needs, and plans implementation of evidence-based strategies to prevent and reduce substance use/abuse.

d. The Land Use and Health Resource Team is a collaborative effort in the tri-county area involving planners, university faculty, business, and public health. The purpose of the LUHRT is to educate and engage the community on the impact of the built environment on health and facilitate positive urban policy and environment changes.
e. **Power of We Consortium (PWC)** – ICHD is part of the Power of We Consortium (PWC) staffed by the Capital Area United Way, an inclusive planning and implementation multi-purpose collaborative body of over 250 human services, non-profit, governmental, faith-based, and business sector stakeholders that promote systems reform in Ingham County. The PWC is often referred to as a “community collaborative” or a “network of networks” and capitalizes on the power of social capital (such as trust, civic involvement, and connection) and diversity to achieve positive results for the community.

f. **Social Justice Project** - Through the Social Justice Project, Ingham County is participating in national efforts to transform public health practice by moving its focus “upstream” toward the root causes of health inequity. The Social Justice Project has facilitated both internal and external dialogues to bring the concept of health inequity to the forefront of community improvement efforts. The Department offers internal Health Equity/Social Justice workshops to all employees. In addition, the Department is an active participant in Michigan Power to Thrive a landmark project which partners local public health with community organizers to address the social determinants of health. As the site of a Refugee Resettlement site, the department remains committed to addressing the needs of immigrant populations. As a member of the Immigrant and Refugee Resource Collaborative (IRRC), members of the collaborative have helped improve the provision of English as a second language. Projects such as former grants with Michigan State University have assisted us in understanding the needs of immigrants, refugees, and language minorities in the Capital Area, promote greater understanding, and help improve services, making it possible for these groups to participate fully in our community at all levels. Partnerships with other non-profits such as the Lansing Latino Health Alliance have aided the department in addressing the needs of special populations.

- Click here to visit Michigan Power to Thrive

**Collaborative Efforts**

ICHD, in addition to initiating community partnerships, also collaborates in community activities that benefit the health and wellbeing of Ingham County residents. Some of these collaborations include:

a. **Healthy! Capital Counties** - Healthy! Capital Counties (H!CC) is a regional community health assessment and prioritization project undertaken by the four hospital systems (Sparrow Health Systems, McLaren Greater Lansing, Hayes-Green Beach, and Eaton Rapids Medical Center) and the three local health departments (Barry-Eaton District Health Department, ICHD, and Mid-Michigan District Health Department) serving Clinton, Eaton, and Ingham counties.

b. **Mid-Michigan Health in All** – Is collaboration between, ICHD, Tri-County Regional Planning Commission, and MSU to develop and encourage the use of health impact assessment tools by local and regional planning commissions in their decision making process. Health impact assessments (HIA) allow planning boards and other
entities to evaluate the direct or indirect impact on individual and community health
of a proposed project.

3. **Ingham Opioid Abuse Prevention Initiative:** First convened in early 2015, the Ingham
Opioid Abuse Prevention Initiative came together in the wake of a sharp spike in
opioid-related deaths in the Greater Lansing area. The cross-sector group includes
law enforcement, emergency medical services, local hospitals, treatment facilities,
and community groups. They aim to increase understanding of the growing problem
of opioid abuse, and ultimately, to decrease the number of overdoses and opioid-
related deaths. Ingham County has seen an eight-fold increase in opioid-related
deaths since 2006. While the group members were all aware of the local opioid
addiction problem prior to the formation of the group, they were not sharing
information or collaborating to address the problem. Today, surveillance data is
sourced from the group on a monthly basis which allows the work group to make
data-driven decisions. The group is currently building public awareness of opioid
abuse, examining policy changes, and pursuing additional opportunities for
 collaboration with syringe services programs.

4. **BIRCH Health Center - BIRCH (Building Inter-professional Relationships for
Community Health)** Health Center is a joint effort between ICHD and Community
Mental Health Agency of Clinton, Eaton, and Ingham (CMHA-CEI) to provide medical
care to patients who also receive mental health services.

5. **Ingham County Pathways to Care – Pathways to Care (PTC)** is a program within the
Health and Promotion Division of the Ingham County Health Department. This
program is modeled after the evidence based Pathways to Better Health program.
The purpose for Pathways to Care is to support Medicaid eligible participants to live
longer, healthier lives by:
- Identifying and enrolling participants eligible for Medicaid funded programs
- Improving access and accessibility to preventive health services covered by
  Medicaid
- Serving as a liaison between community, medical and social service systems
to streamline health services

**SERVICE DELIVERY**

**Locations and Hours**
ICHD’s main campus in south Lansing (5303 S. Cedar St., Building #3, 2nd Floor, Lansing, MI
48911) offers traditional public and population health services including Emergency
Preparedness, Health Education, Nutrition, Immunizations, WIC, some communicable disease
control programs including tuberculosis services, public health nursing including maternal and
child health services, and environmental health services including onsite sewage, food service
sanitation and pollution prevention programs. Regular office hours are Monday – Friday 8 a.m.
to 5 p.m. The Immunization Clinic is open Monday, Tuesday, and Friday 9:30 a.m. to 4:00 p.m.,
Wednesday 9:30 a.m. to 5:30 p.m., and Thursday 1:00 p.m. to 4:00 p.m. The Immunization
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Clinic offers appointments for Ingham County residents and limited walk-in appointments are available on a first come first serve basis.
Clinical pediatric services are offered at the main campus (Cedar Community Health Center) through two clinics: Cedar Pediatrics and Women’s Health Center. Clinical Services are also offered off campus (Community Health Centers) through the following clinics: The BIRCH Health Center, Eastern Health Center, Forest Health Center, New Hope, River Oak Health Center, Sexton Health Center, and Willow Health Center. The clinics utilize social workers, nutritionists, nurse practitioners, physician assistants and physicians to provide comprehensive primary care services to low income residents, through extended hours described below.

**Main Campus:**

**Cedar Community Health Center-Pediatrics**
Human Services Building
5303 S. Cedar St.
Lansing, MI 48911
Phone: 517-887-4305

Hours of Operation
M-Th: 8am-7pm
F: 8am-5pm

Pediatrics provides the following services to children 0-17 years of age and older:
- Primary Pediatric Health Services
- Well Child visits
- Immunization Services
- Sick visits and follow up
- Nutritional Services
- Behavioral Health Services
- On-Site Medical Social Worker

**Cedar Community Health Center Women's Health**
Human Services Building
5303 S. Cedar St.
Lansing, MI 48911
Phone: 517-887-4320

Hours of Operation
M-Th: 8am-7pm
Friday: 8am-5pm
Women’s Health provides the following services to women 18 years of age and older:

- Primary care health services
- Prenatal services
- Obstetrics
- Family planning (Title X)
- Maternal Infant Health Program
- Gynecology services including
- Minor surgical procedures
- Pregnancy testing
- Nutritional counseling
- Behavioral health counseling

**Off Campus:**

**BIRCH Health Center**
812 E. Jolly Rd.
Suite 112
Lansing, MI 48910
Phone: 517-244-8030

Hours of Operation
M-F 8am-5pm

**BIRCH** (Building Inter-professional Relationships for Community Health) Health Center is a joint effort between ICHD and Community Mental Health Agency of Clinton, Eaton, and Ingham (CMHA-CEI) to provide medical care to patients who also receive mental health services. The center is a family practice community health center located in the Community Mental Health. The Health Center began operations in April 2013. Birch Health Center is located in the Community Mental Health building on the 1st floor. Birch Health Center provides the following services to adults 18 years of age and older:

- Servicing CMH patients
- General family practice services
- Annual physicals
- Gynecological services
- Minor office procedures
- Behavioral health counseling
- Nutritional services
- Preventative health services
2316 South Cedar Street  
Lansing, MI 48910  
Phone: 517-887-4302

Hours of Operation  
M-Th: 8am-7pm  
F: 8am-5pm

Effective September 8, 2019: M-F: 8am-7pm

Forest provides the following services to adults  
18 years of age and older:
  • Primary care health services  
  • Preventative services  
  • Chronic disease management  
  • Minor office procedures  
  • Gynecological services  
  • Specialty referrals  
  • Ryan White HIV Care Services for adults age 18 and older (16-17 year old upon consultation)  
  • Case management  
  • Behavioral health consultation  
  • Nutrition counseling  
Forest provides the following dental services to people of all ages:
  • Dental Cleanings  
  • Dental X-rays  
  • Dental Fillings  
  • Tooth Extractions  
  • Oral Cancer Screenings  
  • Debridement  
  • Minor Surgical Procedures  
  • Mobile Dental Center  
Forest Community Pharmacy

Hours of Operation  
M-Th: 8:30am-5:30pm  
F: 8:30am-5pm

Public Health HIV/STI Services are also located at Forest

New Hope Community Health Center  
430 N. Larch St., Suite 1  
Lansing, MI 48912
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Phone: 517-887-4400
Fax: 517-244-7161

Hours of Operation
M-F: 8 am-5 pm

Primary Health Care

After hours clinical advice is available 24 hours a day, 7 days a week for current Health Center patients by calling (517) 244-8060.

Eastern Health Center
220 N. Pennsylvania, Room 112
Lansing, MI 48912
Phone: 517-244-8014

Hours of Operation
M-F 7am-4pm

Eastern Health Center is located in the Eastern High School building on the 1st floor. Eastern Health Center provides the following services for students at Eastern High School and all students in the Lansing School District:

- Primary medical care
- Treatment of minor illnesses
- Treatment of minor injuries
- Physicals
  - Sports, camp, and work
  - Well visits
- Immunizations, including flu shots
- Chronic disease management
  - Asthma
  - Diabetes
- Hearing/Vision screenings
- Referrals for specialty care
- HIV counseling and testing
- Pregnancy tests
- Sexually Transmitted Infection
  - Diagnosis
  - Treatment
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- Mental health screenings
- Crisis intervention
- Counseling
- Case management
- Referrals for additional mental health services

**Sexton Health Center**
102 S. McPherson Ave.
Lansing, MI 48915
Phone: 517-244-8041

Hours of Operation
M-F 7am-4pm

Sexton Health Center is located in the Sexton High School building. Sexton Health Center provides the following services for students at Sexton High School and all students in the Lansing School District:
- Primary medical care
- Treatment of minor illnesses
- Treatment of minor injuries
- Physicals
  - Sports, camp, and work
  - Well visits
- Immunizations, including flu shots
- Chronic disease management
- Asthma
- Diabetes
- Hearing/Vision screenings
- Referrals for specialty care
- HIV counseling and testing
- Pregnancy tests
- Sexually Transmitted Infection
  - Diagnosis
  - Treatment
- Mental health screenings
- Crisis intervention
- Counseling
- Case management
- Referrals for additional mental health services
Willow Health Center
306 W. Willow St
Lansing, MI 48906
Phone: 517-702-3500

Hours of Operation
M-Th: 10am-7pm
F: 8am-5pm Willow Health Center is located in the Willow Plaza. Willow Health Center provides the following services to adolescents ages 10-21:

- Primary Medical Care
- Treatment of Minor/Chronic Illnesses
- Physicals (school, sports, work, and yearly)
- Health Education (every visit)
- Immunizations
- Counseling Services
- Referrals to Agencies and Services Within the Community
- Birth Control Options
- Contraceptive Supplies
- Emergency Contraception
- HIV Counseling and Testing
- Physical Exam
- Pregnancy Testing
- Sexually Transmitted Infection Checks

REPORTING AND EVALUATION

Evaluation
Ingham County government is extremely concerned about accounting for the work of its employees. As mentioned in section 4B of the Plan of Organization, each long-term objective in Ingham County's Strategic Plan has specific activities associated to it. The County has developed metrics it calls activity indicators, which it uses to benchmark the performance of ICHD and other County units. The Board of Commissioners and the Controller's Office require ICHD to develop activity indicators in every area of its work, to report annually on them, and to forecast future levels of activity. Over the years ICHD has incorporated the some of its activity indicators into its annual report so that those indicators would be available, not just to the Controller and the Board of Commissioners, but the public, department employees, and anyone exposed to the annual report.

Many of the evaluative methods involve presumptive associations or activities correlated to outcome measures. Additionally, performance monitoring systems that generate feedback to the County Commissioners and ICHD on public health activities are important activities.
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Performance Management Activities

The Quality Improvement Committee is responsible for performance management activities for Public Health Services and Community Health Planning and Partnerships/Administration. Ingham County Health Department (ICHD) has collected data on Performance Measures and Activity Indicators since 2008. Each of the four Public Health Services (PHS) divisions and Administration/Community Health, Planning, and Partnerships (CHPP) has collected the information and reported it on an annual basis to the department’s governing entity, the Ingham County Board of Commissioners (BOC), through the Controller’s Office and the department’s annual report.

Performance Standards

Beginning in 2018, ICHD created formal Quality Improvement and Performance Management Plans for the Public Health Services and Community Health, Planning, and Partnerships branches that charge the Quality Improvement (QI) Committee to implement its Performance Management System. One key task for this group is to monitor the achievement of organizational objectives. The QI Committee monitors progress on the activities that support Ingham County’s strategic plan, the department’s strategic plan, and the Community Health Improvement Plan (CHIP) developed from the 2015 and 2018 Healthy! Capital Counties Community Health Assessments. These three documents contain the department’s performance standards, including goals, targets and indicators.

Performance Measurement

The Performance Management System utilizes dashboard reports to measure the progress of internal performance standards and measures for Ingham County’s and ICHD’s strategic plans, as well as determine the need for policy or program changes. The PHS Division Directors collect data for their programs in dashboards. This is the same information that they have traditionally reported up to the Board of Commissioners through the Controller’s Office as part of the budget creation process. They report the relevant data to administrative support staff who populate dashboards. This data informs progress on Ingham County’s strategic plan for reporting to members of the QI Committee, ICHD administration, and the Board of Commissioners. Progress on ICHD’s strategic plan is reported to the Deputy Health Officer-Administration by the champions for each area that are identified in the plan. Progress on the CHIP is collected from the responsible parties identified in the CHIP by the Health Analyst-Healthy Communities.
Progress Reporting

The QI Committee is responsible for analyzing data related to performance standards and measures for Ingham County’s strategic plan. The group looks at annual trends for data for each of the performance standards and measures as well as trends for quarterly updates of the data throughout the year. Results are recorded in the minutes of the QI Committee meetings and recorded on the shared drive. The members of the QI Committee will share the reports with the Administrative team as necessary, but at least annually. The Deputy Health Officer-Administration or the champions identified in the plan shares progress on the department’s strategic plan at least quarterly to the Leadership Team. Progress on the department’s strategic plan is included in the annual report. The annual report is shared with employees, stakeholders and the Board of Commissioners. The Health Analyst-Healthy Communities reports on progress on the CHIP to stakeholders, CHIP participants, and the QI Committee annually. They also share the report with the Power of We Consortium.

Quality Improvement

The QI Committee reviews performance measures from the PHS and CHPP/Admin branches. Performance measures that are not at or above their pre-determined targets are investigated further, and resulting information used to develop QI priorities. These priorities are then communicated to solicit or prioritize QI projects related to those priorities.

ICHID continues to strive to translate a variety of quality improvement activities conducted over the past decade into a formalized and institutionalized strategy. The department endeavors to create a sustainable culture of quality improvement, and has a Quality Improvement Committee drawn from the Leadership team and frontline staff; this team is responsible for raising the competence of ICHD staff on quality improvement techniques (e.g. Model for Improvement, the 5 Why’s, process mapping, etc.) as well as serve as a resource for staff wanting to conduct quality improvement activities.

Communication

ICHD employs health communication, risk communication, social marketing and public relations strategies to promote health across Ingham County. In 2014 ICHD hired a full time Health Communications Specialist. This has allowed the Department to plan and focus its communication activities. It has also allowed staff to develop communication-based interventions and messaging based upon behavioral and social learning theories to positively influence the health behaviors and health beliefs of county residents. To reach county
residents, ICHD engages in strategic communications, which include paid and earned media across digital and traditional platforms, to support ICHD’s mission, goals and objectives, strategic plan and community health needs assessment. ICHD analyzes and solicits data via survey tools and focus groups to inform communication strategies (formative evaluation) and evaluates the overall outcomes of communications through social media and web metrics in addition to measuring health outcomes (summative evaluation).

Infographics

Chickenpox: http://hd.ingham.org/portals/hd/images/cd/Chickenpox.jpg
Pertussis: http://hd.ingham.org/portals/hd/images/cd/Pertussis.jpg

Billboards/Campaigns

Marijuana Harm Reduction Campaign “Weed Facts”:

http://hd.ingham.org/SeekingCare/SubstanceUse/Marijuana.aspx

Hepatitis A Billboards and Printed Materials:


Reporting
ICHD utilizes a number of different mediums to communicate to the Community and the Board of Commissioners on the health status of the community and its activities. Below is a list of various types of communication techniques and our information dissemination activities in each.

Large meetings (e.g. town hall meetings)
- Healthy! Capital Counties (HICC) community prioritization activities
- Capital Area Health Alliance meetings
- CMH-CEI’s Elected and Appointed Officials Luncheon

Small meetings (e.g. department meetings)
- Quarterly Brown Bags meetings
- Leadership Team Assembly
- Board of Commissioners meetings
- Human Service Committee meetings
- Meeting with various community partners
- Board of Health meetings
• **Annual report:** The Department releases annual reports. These reports are distributed widely in the Community and are also presented to the Board of Commissioners. The annual report provides detailed information about each of the activity areas described in the Services section, Part 5 of the Plan of Organization, and also reports on some of the activity indicators. In addition the annual report informs the community about Health Department services and how to access them. Although these documents are available online, we find that distributing printed documents is still an effective means of communication, so we still do a small print run.

  • [Click here for 2016 Annual Report](#)
  • [Click here for 2017 Annual Report](#)
  • [Click here for 2018 Annual Report](#)

**E-mail**

• **In Good Health:** This is a monthly informational departmental newsletter that is sent out to all departmental staff.

• **Data Book:** recognizing that not all health information or demographic information is available in the Behavioral Risk Factor Survey Report and that information is also essential to health policy decisions, planning, and grant development, we have developed another statistical resource document for community stakeholders and county officials: the Data Book. The Data Book provides information on demographic, mortality, pregnancy, natality adult and child health data for residents of Ingham County. It is available online and is updated as new information for each topic becomes available.

  • [Click here to view Data Book](#)

• **Healthy! Capital Counties:** Healthy! Capital Counties is a regional collaborative community health assessment involving four local hospital systems and three local health departments. The intent of Healthy! Capital Counties is: to conduct a common community health assessment; develop common community priorities; and have the priorities guide community health improvement activities in Clinton, Eaton, and Ingham counties. All documents related to Healthy! Capital Counties are online on the project’s website.

  • [Click here to view the Healthy! Capital Counties Community Health Profile](#)

**Internet and Social Media**

• **Social Media:** ICHD maintains Facebook, Twitter, and Instagram accounts that it uses to engage the entire community. These tools can play a critical role in public health practice. For example, Facebook played a critical role in data collection in February 2016 during a
Norovirus outbreak at the Kellogg Hotel and Conference Center. Via Facebook we were able to disseminate information about the outbreak and direct people who may have visited the Kellogg Center at the time to an online survey to collect information about the outbreak.

- Click here to view ICHD Facebook page
- Click here to view ICHD Twitter page
- Click here to view the ICHD Instagram page

- ICHD Website: ICHD is continuing to update its website in order to make it more accessible to the community. The architecture was revised to improve search functions and usability for county residents.
  - Click here to view ICHD website

HEALTH OFFICER AND MEDICAL DIRECTOR

Procedure for Appointment
The Health Officer is appointed by the Ingham County Board of Commissioners. After a national search conducted by the Human Resources Department of Ingham County, finalists are interviewed by a selection committee from the Board of Commissioners. After ranking the candidates, the selection committee makes a final recommendation to the full Board. The Health Officer submits qualifications for the Medical Director to MDHHS prior to their appointment. MDHHS verifies that the Health Officer and Medical Director meet the minimum qualifications established in the Administrative code.

- Click here to view resolution appointing Linda Vail as Health Officer

Correspondence Regarding Appointment

1. Health Officer:
   - Click here to view letter approving the appointment of Linda Vail as Health Officer

2. Medical Director:
   - Click here to view letter approving the appointment of Dr. Shoyinka as Medical Director.
LOCAL HEALTH DEPARTMENT (LHD)
PLAN OF ORGANIZATION

APPROVAL FORM

This approval form is to be signed by the Health Officer and the chairperson of your agency’s local governing entity. Completion of this form is required and submitted to MDHHS with the LHD Plan of Organization. If this Plan of Organization or the Health Officer changes subsequent to submission to the MDHHS Office of Local Health Services, this approval form must be re-signed by the appropriate local authorities referenced herein and re-filed with the MDHHS Office of Local Health Services.

I have reviewed the Plan of Organization for INGHAM COUNTY HEALTH DEPARTMENT.

(insert local health department name)

The Plan and related documentation accurately reflect the organization of services and programs for the area served by the local health department. We affirm this Plan, as submitted, fulfills all the requirements set forth in the LHD Plan of Organization Guide.

Health Officer Name: Linda S. Vail, MPA

Health Officer Signature: ______________________________

Date: __________________

Local Governing Entity Chairperson Name: Commissioner Bryan Crenshaw

Local Governing Entity Name: Ingham County Board of Commissioners

Mailing Address: P.O. Box 319, Mason, MI 48854

Chairperson Signature: ______________________________

Date: __________________

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO INCREASE POSITION #601053 COMMUNITY HEALTH REP II FROM .75 FTE TO 1.0 FTE

RESOLUTION # 19 – 549

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Position #601053 .75 Community Health Rep II/UAW Tops ($24,786.72 – 29,508.00), to a 1.0 FTE Community Health Rep II/UAW Tops ($33,048.96 - $39,344.00), effective January 1, 2020; and

WHEREAS, the additional .25 FTE will provide added support to the Ingham Community Health Centers (ICHC) administration and will be covered by the Community Health Center operating fund; and

WHEREAS, the additional costs of the .25 FTE are estimated at $13,438 based on FY '20 Personnel/Fringes Costs; and

WHEREAS, this amendment is supported by both the UAW and the employee in the position; and

WHEREAS, the ICHC Board of Directors supports amending Position #601053 Community Health Rep II from .75 FTE to 1.0 FTE effective January 1, 2020; and

WHEREAS, the Health Officer supports amending Position #601053 Community Health Rep II from .75 FTE to 1.0 FTE effective January 1, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Position #601053 Community Health Rep II from .75 FTE ($24,786.72 – 29,508.00) to 1.0 FTE ($33,048.96 - $39,344.00) effective January 1, 2020.

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

HUMAN SERVICES: Yeas: Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert  
Nays: None  Absent: Sebolt  Approved 12/02/2019

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
Nays: None  Absent: None  Approved 12/03/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdorfer, Schafer, Maiville  
Nays: None  Absent: Morgan  Approved 12/04/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 35

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A HEALTH SERVICES MILLAGE CONTRACT WITH THE INGHAM HEALTH PLAN CORPORATION (IHPC)

RESOLUTION # 19 - 550

WHEREAS, Ingham County has an objective to assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care; and

WHEREAS, in November 2012, the electorate approved a countywide health services millage level of 52/100 (.52) of one mill for a period of three years (2012-2014) to be used for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than $28,000 and who do not have medical insurance; and

WHEREAS, in November 2014, the electorate approved a renewal of the millage to ensure that the current level of service can still be provided; and

WHEREAS, IHPC provides an organized system of medical benefits utilized by county residents who are not eligible for Medicaid and do not have medical insurance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with IHPC which authorizes the County to pay IHPC an amount not to exceed $1,958,634 annually for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage.

BE IT FURTHER RESOLVED, that for the time period January 1, 2020 through December 31, 2020 the County shall reimburse IHPC by monthly invoice for medical, pharmacy, dental, and detox services as set forth in Attachments A and B.

BE IT FURTHER RESOLVED, that the annual not to exceed amount of $1,958,634 includes administrative costs, which will be capped at 15% of medical expenses paid to IHPC, with the administrative costs requested to be reimbursed by the County listed clearly on each monthly invoice.

BE IT FURTHER RESOLVED, that administrative costs include, but are not limited to: third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

BE IT FURTHER RESOLVED, that IHPC invoices will be submitted in a consistent format that is agreed upon by both the IHPC and the Ingham County Controller/Administrator.
BE IT FURTHER RESOLVED, that any additional services that IHPC wishes to be reimbursed for beyond what is in the attached scope of services must be approved by the Ingham County Board of Commissioners as an amendment to the contract.

BE IT FURTHER RESOLVED, that the Ingham Health Plan Corporation shall appoint a representative put forth by the Ingham County Board of Commissioners to its Board of Directors.

BE IT FURTHER RESOLVED, that Ingham County reserves the right to make requests of IHPC for data that includes enrollment figures, financial reports, and other information and IHPC is obligated to provide the requested data in a timely manner.

BE IT FURTHER RESOLVED, that the Ingham Health Plan Corporation shall be subject to regular review of member eligibility and expenses relative to this contract to ensure compliance with the contract and with the Health Services Millage ballot language.

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

HUMAN SERVICES: Yeas: Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert
   Nays: None  Absent: Sebolt  Approved 12/02/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdoler, Schafer, Maiville
   Nays: None  Absent: Morgan  Approved 12/04/2019

Adopted as part of the consent agenda.
COVERED SERVICES

PLN B MEDICAL COVERAGE

Physician, Physician Assistant, and Nurse Practitioner Services
Office visit Copay: $5.00
Covered when provided by the member’s Primary Care Physician or provided by a Specialty Care Physician. Services must be provided in an office or outpatient setting.

- Office visits
- Annual physical exams, including breast exams, pap smears, and screening tests
- Administration of immunizations (vaccine serums not covered)
- Administration of injections
- Allergy testing and serums
- Administration of allergy extract
- Anesthesia services
- Injectable antibiotic serums (all other injectable drugs not covered)
- Diagnostic and treatment services
- Immunizations
- Oral Surgery
- Ophthalmology services provided by an Ophthalmologist or Optometrist (must be related acute or chronic medical condition)
- Podiatry services
- Physical Therapy visits (6 per year)
- Radiation therapy
- Surgery
- Observation and Inpatient hospital daily visits (CPT 99221-99239 only)

Outpatient Hospital Services
Copay: $0.00
Covered when ordered by the member’s PCP or specialist physician to whom the enrollee is appropriately referred and medically necessary

- Anesthesia
- Diabetes education
- Radiation therapy
- Practitioner charges related to diagnostic testing and treatment services/no facility fee
- Practitioner charges related to outpatient surgeries/no facility fee
- Physical Therapy (6 visits per year)
Urgent Care Services
Copay: $5.00
Covered for after-hours, non-emergency medical conditions that need to be treated before a PCP appointment can be scheduled
- Urgent care visits (facility charge not covered)
- Administration of immunizations (serum not covered - exception flu vaccine)
- Administration of injections (serum not covered - exception antibiotics)

Laboratory Services
Copay: $0.00
Covered when ordered and/or authorized in advance by the enrollee’s PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary.

Radiology Services
Copay: $0.00
Covered for diagnosis and treatment purposes when ordered and/or authorized in advance by the enrollee’s PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary
- Diagnostic x-rays
- CT scans
- Mammograms
- MRI scans
- PET scans

Medical Supplies
Copay: $0.00
Covered with a valid prescription when ordered by the member’s PCP or specialist physician and medically necessary.
- Glucose monitors
- Medical supplies other than gradient surgical garments, formulas and feeding supplies, oxygen and related supplies, and supplies related to any non covered durable medical equipment item
- Syringes, test strips, and lancets Available through member’s Pharmacy Benefit.
- Limited wrist and knee orthotics

Pharmacy
Copay: $5.00 (Generic)/$10.00 (Brand)
- IHP formulary medications filled at a IHP participating pharmacy
- Diabetic supplies (insulin syringes, lancets, and test strips)
**PLAN B DENTAL COVERAGE**

<table>
<thead>
<tr>
<th>Covered Services</th>
<th>Member Copay*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleanings</td>
<td>No</td>
</tr>
<tr>
<td>Preventative Exams</td>
<td>No</td>
</tr>
<tr>
<td>X-rays</td>
<td>No</td>
</tr>
<tr>
<td>Fillings</td>
<td>Yes, for some fillings (See Member Copayment Schedule for amount)</td>
</tr>
<tr>
<td>Crowns</td>
<td>Yes (See Member Copayment Schedule for amount)</td>
</tr>
<tr>
<td>Root Canals</td>
<td>Yes (See Member Copayment Schedule for amount)</td>
</tr>
<tr>
<td>Bridges &amp; Dentures</td>
<td>Yes (See Member Copayment Schedule for amount)</td>
</tr>
</tbody>
</table>

* For a list of your covered dental services and copay, see the EPO Member Copayment Schedule and certificate.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMH) FOR HEALTH SERVICES MILLAGE ELIGIBLE SERVICES

RESOLUTION # 19 – 551

WHEREAS, the State of Michigan dramatically reduced State General Fund payments to CMH in fiscal year 2015; and

WHEREAS, the cut eliminated 67% of the State General Fund dollars to the CMH system; and

WHEREAS, these cuts continue to cause ongoing fiscal and service gaps for CMH; and

WHEREAS, in November 2014 the electorate renewed a countywide health services millage level of 52/100 (.52) of one mill for a period of five years (2015-2019) to be used for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than $28,000 and who do not have medical insurance; and

WHEREAS, CMH has submitted a proposal to Ingham County to use Health Services Millage dollars to fund essential services and alleviate the cut in State General Fund dollars; and

WHEREAS, funds from the health services millage are allocated in the County’s 2020 budget for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed $1,371,722 with CMH for services provided to Ingham County residents for the period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that funds for this contract with CMH will come from the Health Services Millage.

BE IT FURTHER RESOLVED, that funds will be utilized by CMH for Health Services Millage eligible services as provided in the attached proposal.

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.
HUMAN SERVICES: Yeas: Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert
    Nays: None    Absent: Sebolt    Approved 12/02/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdorfer, Schafer, Maiville
    Nays: None    Absent: Morgan    Approved 12/04/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

Proposal for the continued use of Ingham County Health Services Millage to close gaps in Ingham County’s behavioral health care system

FY2020

Summary of proposal: This proposal requests the continuation of Ingham County Health Services Millage funding, to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI), to support a comprehensive package of behavioral healthcare services designed to address the most pressing behavioral healthcare needs in the Ingham County community.

Context and Need: Following the significant State General Fund reduction (2/3 of the funds formerly provided to CMHA-CEI) and the implementation of the Healthy Michigan Plan in 2015, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) realized growing service gaps resulting from significantly lower State General Fund dollars. While some of these gaps have been reduced through Ingham County Millage Funding and other federal, state, and local sources that CMHA-CEI has pursued, they persist and at the same time, community need for behavioral health services continues to increase.

These gaps include:

- Individuals who are uninsured which must be covered by scare state general fund dollars or local dollars within CMHA-CEI’s budget in order to maintain in service.
- Individuals with “spend down” Medicaid eligibility, which means they become eligible for Medicaid benefits only after meeting a large monthly spend-down amount.
- Those with severe, chronic and urgent specialized mental health treatment needs (crisis stabilization, community living supports or skill-building services, residential care, case management, etc..) not covered by any other coverage plan.

Proposed Essential Services to close gaps in Ingham County:
Crisis Services: The community’s free-standing (outside of hospital grounds) 24/7 Psychiatric Crisis Services and Inpatient Pre-Screening Unit: This unit provides around-the-clock access to highly trained behavioral health clinicians who provide: crisis intervention, psychiatric inpatient pre-screening (and funding authorization), short-term stabilization, diversion to appropriate levels of care, housing assistance, and linkages to needed services to adults, children, and adolescents. In effort to meet the growing need for crisis stabilization services in our service area and to reduce the need for scarce psychiatric hospital placements in situational crisis, CMHA-CEI has expanded adult and youth Urgent Care Services as part of the Crisis Services continuum, launched youth mobile crisis available 24/7 and initiated adult mobile crisis services. These services provide immediate intensive support to individuals and families in order to intervene, stabilize, and connect them to longer term resources for ongoing care.

The community’s Assessment and Referral Team: This unit provides a full biopsychosocial assessment and a comprehensive behavioral health and ancillary treatment, supports, and referral plan (using person-centered planning methods) for adults who are uninsured.

The community’s urgent care and intensive home-based treatment program for at-risk children, youth, and their families: This program works to improve the ability of children and youth, with serious emotional disturbance, to function better at home, in school, in the community, and with peers by providing - primarily in the home, school, and workplace of the families enrolled in this program (with some services provided at CMHA-CEI offices) - family and individual psychotherapy, psychiatry, nursing, parenting skills, crisis therapeutic respite services, training and coaching, school liaison services, and referral network linkages.

A spectrum of community-based treatment teams for vulnerable populations: These multidisciplinary teams, made up of mental health therapists/case managers, psychiatrists, nurses, mental health workers/consumer services specialists, and peer support specialists, provide psychotherapy, psychiatry, nursing, and a range of supports to adults in a variety of settings with very high levels of mental health needs, those enrolled in a specialized older adult program, and adults with intellectual/developmental disabilities.

Psychiatric care and outpatient therapy for children and adults with moderate mental health needs: This community has long experienced a significant and growing gap in the availability of office-based outpatient psychotherapy for children, adolescents and
adults. These services (along with CMHA-CEI’s 24/7 psychiatric crisis services unit) provide the community’s mental health safety net.

Psychiatric inpatient care: CMHA-CEI pays all psychiatric inpatient claims on all uninsured individuals admitted to psychiatric inpatient facilities. Given that these claims are paid with State General Fund dollars and given the dramatic cut in this CMH’s State General Fund revenues, CMHA-CEI has limited funds to pay these psychiatric inpatient costs and others previously funded by State General Fund dollars.

<table>
<thead>
<tr>
<th>Cost of proposed services in FY2020:</th>
<th>$1,371,722</th>
</tr>
</thead>
</table>

Estimated number of Ingham County residents meeting the millage criteria who will be served: 2,000*. Please note, the number of residents served with funds are variable from year to year based on the intensity of eligible individual’s service needs and the cost of those services.

FY 19 Summary of Services:

In total in FY19 CMHA-CEI served 9,240 Ingham County Residents and Ingham County Millage dollars were used to help support services for 2,189 eligible Ingham County residents*. The table below provides an overview of services, costs, and numbers of Ingham County residents served utilizing Ingham County Millage dollars in FY 19.

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Individuals*</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/7 Psychiatric Crisis Services and Inpatient Screening</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crisis Intervention</td>
<td>$43,306.22</td>
<td>76</td>
</tr>
<tr>
<td>Transportation</td>
<td>$5,315.20</td>
<td>9</td>
</tr>
<tr>
<td>Assessment and Treatment Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Amount</td>
<td>Individuals*</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Assessments</td>
<td>$192,395.30</td>
<td>216</td>
</tr>
<tr>
<td>Treatment Planning</td>
<td>$1,899.78</td>
<td>7</td>
</tr>
<tr>
<td>Recovery Support Services</td>
<td>$67.68</td>
<td>2</td>
</tr>
<tr>
<td><strong>Community-Based Mental Health Treatment and Supports</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assertive Community Treatment (ACT)</td>
<td>$88,618.41</td>
<td>38</td>
</tr>
<tr>
<td>Clubhouse Psychosocial Rehabilitation Programs</td>
<td>$25,327.84</td>
<td>26</td>
</tr>
<tr>
<td>Nursing Facility Mental Health Monitoring</td>
<td>$41,095.84</td>
<td>33</td>
</tr>
<tr>
<td>Peer Directed &amp; Operated Support Services</td>
<td>$7,897.38</td>
<td>42</td>
</tr>
<tr>
<td>Targeted Case Management</td>
<td>$294,747.74</td>
<td>381</td>
</tr>
<tr>
<td>Therapy (mental health)</td>
<td>$26,127.42</td>
<td>62</td>
</tr>
<tr>
<td><strong>Families Forward Children’s Services</strong></td>
<td></td>
<td></td>
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<tr>
<td>Home Based Services</td>
<td>$25,741.50</td>
<td>23</td>
</tr>
<tr>
<td>Respite</td>
<td>$3,312.21</td>
<td>4</td>
</tr>
<tr>
<td>Wraparound Services</td>
<td>$8,251.04</td>
<td>2</td>
</tr>
<tr>
<td><strong>Community Services for Developmentally Disabled</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Living Supports</td>
<td>$528,209.15</td>
<td>246</td>
</tr>
<tr>
<td>Health Services</td>
<td>$19,648.97</td>
<td>37</td>
</tr>
<tr>
<td>Supports Coordination</td>
<td>$3,556.03</td>
<td>11</td>
</tr>
</tbody>
</table>
### DECEMBER 10, 2019 REGULAR MEETING

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Individuals*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Care in Licensed Specialized Residential Setting</td>
<td>$33,505.34</td>
<td>133</td>
</tr>
<tr>
<td>Skill Building Assistance</td>
<td>$68,970.92</td>
<td>69</td>
</tr>
<tr>
<td>Housing Assistance</td>
<td>$34,164.25</td>
<td>3</td>
</tr>
<tr>
<td>Supported Employment Services</td>
<td>$1,345.92</td>
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</tr>
</tbody>
</table>

### Psychiatric and Residential Care

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Individuals*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medication</td>
<td>$8,573.34</td>
<td>6</td>
</tr>
<tr>
<td>Medication Administration</td>
<td>$15,827.22</td>
<td>23</td>
</tr>
<tr>
<td>Medication Review</td>
<td>$12,279.67</td>
<td>40</td>
</tr>
<tr>
<td>Residential Services</td>
<td>$201,935.00</td>
<td>417</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$59,878.72</td>
<td>281</td>
</tr>
</tbody>
</table>

**Total (Oct. 2018-Sept. 2019)** $1,754,458.31** 2,189*

*Individuals may be duplicate if receiving services in multiple categories

**Expenses beyond Millage Allocation covered by CMHA-CEI funds during this period.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 37

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF GRANT FUNDS FROM BLUE CROSS
BLUE SHIELD OF MICHIGAN AND AUTHORIZE AN AGREEMENT WITH
SPARROW HOSPITAL

RESOLUTION # 19 – 552

WHEREAS, Ingham County Health Department (ICHD) wishes to accept grant funds from Blue Cross Blue Shield of Michigan (BCBSM) in the amount of $74,695.00, and wishes to enter into an agreement with Sparrow Hospital for providing Perinatal-Medication Assisted Therapy (P-MAT) services to pregnant women effective January 1, 2020 through June 30, 2021; and

WHEREAS, the Bridging the Gaps: Mobile Healthcare Unit Grant will be used to provide Perinatal-Medication Assisted Therapy (P-MAT) services to pregnant woman who are suffering from Opioid Use Disorder; and

WHEREAS, ICHD will serve as the fiduciary for these grant funds; and

WHEREAS, Sparrow Hospital will provide a mobile unit to improve access to P-MAT in the Region 7 area, which includes, Ingham, Clinton, and Eaton counties; and

WHEREAS, standard of care recommends that if a patient is already prescribed methadone when they become pregnant, the patient should remain on methadone; and

WHEREAS, methadone is only prescribed and dispensed at specific locations separate from where prenatal care is available; and

WHEREAS, improving access to both MAT and prenatal care for this vulnerable population will improve outcomes for women and children; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes the acceptance of the Bridging the Gaps grant funds where ICHD will serve as the fiduciary, and authorizes ICHD to enter into an agreement with Sparrow Hospital to support a mobile health unit providing P-MAT services to pregnant women suffering from Opioid Use Disorder, effective January 1, 2020 through June 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of the Bridging the Gaps grant funds where ICHD will serve as the fiduciary, and authorizes an agreement with Sparrow Hospital to support a mobile health unit providing P-MAT services to pregnant women suffering from Opioid Use Disorder, effective January 1, 2020 through June 30, 2021.

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

HUMAN SERVICES: Yeas: Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert
    Nays: None  Absent: Sebolt  Approved 12/02/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
    Nays: None  Absent: Morgan  Approved 12/04/2019

Adopted as part of the consent agenda.
WHEREAS, Ingham County has maintained a lease for the property at 306 W. Willow St, Lansing Michigan for the operation of Willow Community Health Center, as authorized through Resolution #14-518, which is set to expire December 31, 2019; and

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHC) is seeking a month-to-month lease extension for the 306 W. Willow St., Lansing location for the operation of Willow Community Health Center; and

WHEREAS, The Ingham Community Health Center Board has determined not to enter another 5 year lease for this location, and determined that the adolescent health services currently provided at the 306 W. Willow locations shall be permanently relocated to the River Oak Community Health Center location, at 1115 S. Pennsylvania Ave, Lansing; and

WHEREAS, The 1115 S. Pennsylvania Ave location is more proximal to Lansing School District’s largest high school (Everett) and on a direct bus line, which is more accessible to underserved target population; and

WHEREAS, the timeline that Women’s Health Services was scheduled to temporarily operate at the 1115 S. Pennsylvania location during renovations at the Human Service Building (HSB) has extended into March of 2020; and

WHEREAS, a month-to-month extension of the lease for the 306 W. Willow location is required until Women’s Health is back at HSB and 1115 S. Pennsylvania Ave will be available; and

WHEREAS, the terms of the current lease agreement state that by holdover or mutually agreed amendment, the sum paid per month during the extended period beyond the expiration date of the lease shall be the same as monthly amounts paid for the period of January 1, 2019 to December 31, 2019, plus any percentage of increase of the Consumer Price Index during the preceding five (5) years, but not to exceed an increase of ten percent (10%); and

WHEREAS, the hold over lease rate for January 1 through April 30, 2020 would be an amount not to exceed $5843.75 per month for the 7500 square feet of clinic space and $106.33 per month for the 400 square feet of storage space; and
WHEREAS, the Ingham Community Health Center Board and the Health Officer support the terms of a extended month to month lease for the 306 W. Willow location.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an extension of the terms of the lease agreement with Nick Yono for the 306 W. Willow, Lansing location on a month-to-month basis for the months of January 1, 2019 through April 30, 2020 for an amount not to exceed $5843.75/month for the 7500 square feet of clinic space and $106.33/month for the 400 square feet of storage space.

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 Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

HUMAN SERVICES:  Yeas: Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert  
Nays: None  Absent: Sebolt  Approved 12/02/2019

FINANCE:  Yeas: Grebner, Tennis, Crenshaw, Polsdorfer, Schafer, Maiville  
Nays: None  Absent: Morgan  Approved 12/04/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 39

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH WAYNE CHILDREN'S HEALTHCARE ACCESS PROGRAM TO ACT AS THE FIDUCIARY/PAYEE FOR AGENCY FUNDING

RESOLUTION # 19 – 554

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Wayne Children's Healthcare Access Program (WCHAP) to act as the Medicaid Outreach Match Partner; and

WHEREAS, ICHD has partnered with WCHAP since 2014, acting as a Medicaid Match Partner whereby WCHAP offers a pediatric medical home implementation program now in its ninth year; and

WHEREAS, WCHAP coordinates an integrated system of early childhood support services that is voluntary, accessible, and culturally competent for families with children who are on Medicaid or are Medicaid eligible; and

WHEREAS, WCHAP provides this service through a variety of avenues including telephone consultation, education, transportation, home visits, interpretation services, and asthma case management services; and

WHEREAS, WCHAP sustainability is dependent upon receiving Medicaid Outreach Matching funds; and

WHEREAS, this agreement will be effective October 1, 2019 through September 30, 2020; and

WHEREAS, as the fiduciary/payee of the WCHAP funds, ICHD will:
   1. Receive funds from WCHAP up to $658,749
   2. Set up a system to provide an initial payment to WCHAP and subsequent reimbursements
   3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds
   4. Perform on-site monitoring of WCHAP
   5. Forward any required reports as provided by WCHAP; and

WHEREAS, WCHAP will:
   1. Provide quarterly financial reports of all expenses
   2. Provide quarterly reports for Medicaid Outreach
   3. Keep ICHD up-to-date on any changes in funding; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the acceptance of funds up to $658,749, from WCHAP for ICHD to act as its fiduciary/payee for the period of October 1, 2019 through September 30, 2020.
DECEMBER 10, 2019 REGULAR MEETING

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of funds from WCHAP up to $658,749 Medicaid Match Partner for the period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that ICHD will retain a 10% administrative fee of the total funds received during the duration of this agreement including the Medicaid Match funds.

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

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

HUMAN SERVICES: Yeas: Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert
   Nays: None  Absent: Sebolt  Approved 12/02/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdoffer, Schafer, Maiville
   Nays: None  Absent: Morgan  Approved 12/04/2019

Adopted as part of the consent agenda.
WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with NEC Networks, LLC dba CaptureRX effective July 1, 2019 through June 30, 2020 with an auto-annual renewal; and

WHEREAS, CaptureRX provides third party administrative services under the 340B drug program; and

WHEREAS, this agreement was previously authorized by Resolution #16-309 which states the 340B program requires a wholesaler to provide the 340B drugs used in the program; and

WHEREAS, the 340B drug program generates savings by allowing patients to obtain eligible prescriptions at the lowest possible cost and allowing ICHD to generate revenue by purchasing program drugs at Federally mandated pricing which is substantially lower than retail pricing; and

WHEREAS, the cost of the service is taken from the transaction savings which is collected from processed claims on prescriptions collected from commercial insurance payers; and

WHEREAS, only funds collected as part of this agreement will be required to pay any expenses related to the program; and

WHEREAS, fees shall be deducted from the 340B transactions, and shall never exceed the total savings, thus there is always a revenue benefit to the terms of this agreement; and

WHEREAS, the fees deducted shall be as follows: 340B Third Party Administration Fee; $6.50 per 340B approved claim; License Fee; $250.00 per payment batch; Settlement Fee; $250.00 per payment batch; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with NEC Networks, LLC dba CaptureRX effective July 1, 2019 through June 30, 2020 with an auto-annual renewal; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with NEC Networks, LLC dba CaptureRX effective July 1, 2019 through June 30, 2020 with an auto-annual renewal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with NEC Networks, LLC dba CaptureRX to provide third party administrative services under the 340B drug program effective July 1, 2019 through June 30, 2020.
DECEMBER 10, 2019 REGULAR MEETING

BE IT FURTHER RESOLVED, that this agreement will automatically renew on an annual basis.

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.

HUMAN SERVICES: Yeas: Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert
Nays: None Absent: Sebolt Approved 12/02/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
Nays: None Absent: Morgan Approved 12/04/2019

Adopted as part of the consent agenda.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #16-309 WITH NEC NETWORKS, LLC dba CAPTURERX, FOR 340B PRESCRIPTION THIRD PARTY ADMINISTRATOR AND RESOLUTION #19-247 TO RITE AID CORPORATION FOR 340B PRESCRIPTION DRUG SERVICES TO INCLUDE MCKESSON CORPORATION AS 340B DRUG WHOLESALER

RESOLUTION # 19 – 556

WHEREAS, Ingham County entered into an agreement with NEC Networks, LLC dba CaptureRX for 340b prescription third party administrator services; and

WHEREAS, Ingham County entered into an agreement with Rite Aid Corporation (RAC) for 340b prescription drug services; and

WHEREAS, both NEC Networks, LLC dba Capture RX and Rite Aid Corporation (RAC) use McKesson Corporation as their 340b drug wholesaler; and

WHEREAS, the 340b program requires medication replacement through a wholesaler selected by the contract pharmacy; and

WHEREAS, no savings (revenue) can be generated without a corresponding agreement with a wholesaler; and

WHEREAS, ICHD requests entering into an agreement with McKesson Corporation as the drug wholesaler for the 340b drugs for CaptureRX and Rite Aid Corporation (RAC); and

WHEREAS, McKesson Corporation requires a customer credit application and bank account EFT authorization to be completed.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement which will allow McKesson Corporation to become a 340b drug wholesaler for CaptureRX and Rite Aid Corporation (RAC), effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that Ingham County Health Department will provide McKesson Corporation with a credit application and bank account EFT authorization.

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 Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.
DECEMBER 10, 2019 REGULAR MEETING

HUMAN SERVICES: Yea: Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert
Nays: None Absent: Sebolt Approved 12/02/2019

FINANCE: Yea: Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
Nays: None Absent: Morgan Approved 12/04/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 42

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING OFF-SEASON FEES FOR THE INGHAM COUNTY FAIR

RESOLUTION # 19 - 557

WHEREAS, the Ingham County Fairgrounds plans to host off-season events managed by Fairgrounds staff; and

WHEREAS, the first of these events is set to occur in February 2020; and

WHEREAS, there is not a current fee structure for such events; and

WHEREAS, it is necessary to establish fees for admission and vendors; and

WHEREAS, that the Ingham County Fair wishes to impose a fee not to exceed $10.00 per person for public admission to off-season events managed by Fairgrounds staff; and

WHEREAS, that the Ingham County Fair wishes to impose a fee not to exceed $350.00 per vendor selling goods or promoting services at off-season events managed by Fairgrounds staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Fairgrounds to impose fees not to exceed $10.00 per person for admission and not to exceed $350.00 per vendor.

BE IT FURTHER RESOLVED, that these event fees will be effective for events held from January 1, 2020 through December 31, 2020.

HUMAN SERVICES: Yeas: Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert
Nays: None  Absent: Sebolt  Approved 12/02/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
Nays: None  Absent: Morgan  Approved 12/04/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 43

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING BRYCE ALFORD AS THE RECIPIENT OF THE
MICHIGAN A.P.C.O. 2019 RADIO FREQUENCY TECHNOLOGIST OF THE YEAR AWARD

RESOLUTION # 19 – 558

WHEREAS, the Michigan Chapter of Association of Public-Safety Communications Officials (APCO) has awarded their 2019 Radio Frequency Technologist of the year award to Ingham County 9-1-1 employee Bryce Alford; and

WHEREAS, Bryce was nominated for his exemplary performance, commitment to Ingham County, and knowledge of our radio system; and

WHEREAS, Bryce was described in the submission for this award by his Manager, “We are in the process of putting in a new radio system. We are moving from our Harris radio system to the State radio system. Bryce has been through a similar process before when we went to the Harris system. His knowledge and prior experience is invaluable in helping us navigate any pitfalls. He has taken the lead in helping to find storage facilities for our new equipment, negotiate new tower lease agreements, working with the tower owners, working with vendors, and being that point of contact when questions arise.”; and

WHEREAS, Bryce has served the communities here in Ingham County for 36 years; Bryce has been with the Ingham County 9-1-1 Center since June of 2012; and

WHEREAS, prior to that, Bryce was a sworn officer of the Ingham County Sheriff’s Office and retired from that department at the rank of Lieutenant; and

WHEREAS, Bryce was presented his award at the APCO Annual Meeting in Frankenmuth, October 17th, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners congratulates Bryce Alford as the recipient of the 2019 Michigan APCO, Radio Frequency Technologist of the year award and joins the 9-1-1 Center staff and members of APCO in applauding Bryce for his exemplary service to Ingham County.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to Bryce for his expertise and commitment to Ingham County.
DECEMBER 10, 2019 REGULAR MEETING

LAW & COURTS:  Yeas:  Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac, Schafer
                 Nays:  None   Absent:  None   Approved 12/05/2019

Commissioner Koenig moved to adopt the resolution. Commissioner Naeyaert supported the motion.

The motion carried unanimously. Absent: Commissioner Tennis.

Commissioner Koenig presented the resolution to Bryce Alford.

Commissioner Koenig stated that, as some of the Commissioners know, the County is moving to a new radio system. She further stated that Bryce had been through this before and his knowledge and prior experience had been invaluable.

Commissioner Koenig stated that he had been helping the county avoid pitfalls and that he had helped to find storage facilities for our equipment and that he had negotiated new tower lease agreements. She further stated that he had been the point of contact when problems arise.

Commissioner Koenig continued presenting the resolution.

Bryce Alford stated that he wanted to thank the Commission and that he was humbled. He further stated that he was privileged to get this award for technologist.

Mr. Alford stated that he had worked for the board for many years, having started in the Sheriff’s office in 1983 and been in his current role for 11 years. He further stated that Commissioner Schafer helped him to find the new storage space and that they were moving along on the new system and he thanked the Commission for their support.
Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE MEMBERSHIP CRITERIA FOR THE INGHAM COUNTY
INDIGENT DEFENSE SYSTEM COLLABORATIVE COMMITTEE

RESOLUTION # 19 – 559

WHEREAS, in 2017, as authorized by Resolution 17-075, the Ingham County Board of Commissioners created the Ingham County Indigent Defense System Collaborative Committee to develop and submit a plan that met the minimum statutory standards and a cost analysis to the Michigan Indigent Defense Commission (MIDC) as required by the Indigent Defense Commission Act; and

WHEREAS, the Committee continues to meet in order to address issues and questions related to the implementation of the Ingham County Public Defenders Office; and

WHEREAS, the Committee membership includes the Chair of the Law & Courts Committee of the Ingham County Board of Commissioners; and

WHEREAS, the Committee membership may also include as ex officio members up to two additional members of the Law & Courts Committee; and

WHEREAS, Ingham County Commissioners not serving on the Law & Courts Committee may wish to serve on the Ingham County Indigent Defense System Collaborative Committee.

THEREFORE BE IT RESOLVED, that the ex-officio membership of the Ingham County Board of Commissioners be amended from up to two additional members of the Law & Courts Committee, to up to two additional member of the Board of Commissioners.

LAW & COURTS:  Yeas: Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac, Schafer
Nays: None  Absent: None  Approved 12/05/2019

Adopted as part of the consent agenda.
WHEREAS, since the conversion of the Deputy Director – Animal Control to the Animal Care Manager, it has been challenging to provide necessary oversight to the enforcement portion of the Animal Control Department; and

WHEREAS, the reinstatement of the Animal Control Officer – Field Supervisor eliminated as part of the 2010 budget is being recommended; and

WHEREAS, upon approval of this reinstatement, the position would be filled from within the current Animal Control Officers on staff through an internal posting; and

WHEREAS, after the selection of the new Animal Control Officer – Field Supervisor, the Lead Animal Control Officer position would be eliminated; and

WHEREAS, seasonal animal care help is being recommended for six months of the year, in order to address staffing needs during the busiest months at the shelter; and

WHEREAS, janitorial services have been provided in the past by volunteers, and the additional square footage of the new shelter has made this inadequate; and

WHEREAS, it is being recommended that eight hours per week of janitorial services be provided through a temporary employee from the Facilities Department; and

WHEREAS, the long-term cost of the conversion of the Lead Animal Control Officer to an Animal Control Officer – Field Supervisor would be $8,696, and the recommended increase to the temporary salaries line item would be $26,000; and

WHEREAS, funds for these increased costs are available within the Animal Shelter Millage Fund; and

WHEREAS, the affected Union, CCLP Animal Control, has been notified and is supportive of the proposal.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes conversion of the Lead Animal Control Officer (CCLP Animal Control AC-02, plus stipend) to an Animal Control – Field Supervisor position (CCLP Animal Control AC-03).
BE IT FURTHER RESOLVED, that the Animal Control – Field Supervisor position shall be filled internally from the existing Animal Control Officers, and that upon selection of the Animal Control – Field Supervisor, the vacated Lead Animal Control Officer position and the Lead Worker Stipend shall be eliminated.

BE IT FURTHER RESOLVED, that the Animal Control temporary salaries line item shall be increased by $20,000 for seasonal Animal Care staffing and $6,000 for temporary janitorial staffing.

BE IT FURTHER RESOLVED, that these additional costs will be funded from the Animal Shelter Millage fund.

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

LAW & COURTS: Yeas: Koenig, Slaughter, Trubac, Schafer
Nays: Celentino, Crenshaw, Polsdofer  Absent: None  Approved 12/05/2019

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
Nays: None  Absent: None  Approved 12/03/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
Nays: None  Absent: Morgan  Approved 12/04/2019

Commissioner Koenig moved to adopt the resolution. Commissioner Slaughter supported the motion.

Commissioner Koenig stated that, in this resolution, the Board of Commissioners was creating a field supervisor position and eliminating the lead animal control officer position.

Commissioner Maiville stated that, in light of recently hiring a new director, he suggested that the Board of Commissioners may wish to reconsider this resolution.

Chairperson Crenshaw passed the gavel to Vice Chairperson Sebolt.

Vice Chairperson Sebolt began presiding over the meeting.

Commissioner Crenshaw stated that, in light of the new hire, he believed that the Board of Commissioners should give the new director an opportunity to evaluate the current status and operation of the center before the Commission make changes. He further stated that this came about prior to the Animal Control Director announcing their resignation and that he believed the Board of Commissioners should table the resolution and give the new Animal Control Director a chance to weigh in on.

Commissioner Crenshaw moved to table the resolution until the new director had a chance to evaluate. Commissioner Naeyaert supported the motion.

County Attorney Nordfjord stated that a better motion would be to postpone to a date certain.
Chairperson Crenshaw amended the motion to postpone the resolution until the first Board of Commissioners meeting in February. Commissioner Naeyaert supported the motion.

Commissioner Grebner stated that it may be better to refer the resolution to the Law and Courts Committee.

Commissioner Crenshaw stated that he would prefer that they allow her evaluate and report to the Board of Commissioners.

The motion carried unanimously. Absent: Commissioner Tennis.

Chairperson Crenshaw resumed presiding over the meeting.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 47

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE FUNDS TO PURCHASE A NEW TRANSPORT VEHICLE FOR THE INGHAM COUNTY FAMILY CENTER

RESOLUTION # 19 – 560

WHEREAS, the Juvenile Division has a fleet of nine vehicles used to transport juveniles to and from the Ingham Academy as well as the Pride evening reporting program; and

WHEREAS, all vans are in a lease agreement with Highfields Inc; and

WHEREAS, one of the nine vehicles was involved in an accident on October 30, 2019 and was totaled by the insurance company; and

WHEREAS, Highfields will be receiving $17,650.80 from their insurance company for the totaled vehicle and per the lease agreement, will be turning this money over to the County; and

WHEREAS, the Juvenile Division’s budget includes a line item for van replacement; and

WHEREAS, the funds deposited in this reserve come from the Child Care Fund’s reimbursement for usage of each van, transporting youth to and from community programs; and

WHEREAS, the year end fund balance for this account in 2018 was roughly $119,939.12; and

WHEREAS, a request is made to purchase a new 2020 Ford Transit XLT Passenger Wagon at a cost not to exceed $35,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of a new 2020 Ford Transit XLT Passenger Wagon at a cost not to exceed $35,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary budget transfers from the van replacement reserve in the 2019 Juvenile Division budget.

LAW & COURTS: Yeas: Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac, Schafer
Nays: None Absent: None Approved 12/05/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
Nays: None Absent: Morgan Approved 12/04/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 48

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION FOR ACCEPTANCE OF THE MICHIGAN DRUG COURT GRANT PROGRAM FOR THE INGHAM COUNTY FAMILY RECOVERY COURT (FORMERLY FAMILY DEPENDENCY TREATMENT COURT)

RESOLUTION # 19 – 561

WHEREAS, on October 7, 2019, the Michigan Supreme Court, State Court Administrator’s Office awarded the 30th Judicial Circuit Court-Family Recovery Court $134,000 through the Michigan Drug Court Grant Program (MDCGP) for Fiscal Year 2020 (October 2019 through September 2020); and

WHEREAS, the Family Recovery Court handles cases involving parents of children petitioned to the Court for abuse and neglect and the parent’s primary barrier is substance use; and

WHEREAS, the barriers affected with this grant will include supervision, transportation, rewards and incentives, trauma assessments and treatment, emotional regulation, substance use testing, cognitive behavioral therapy, relapse prevention intervention, substance abuse services, peer recovery coaches, and education and employment assistance; and

WHEREAS, the grant award includes maintaining funding of a ¾ time Family Recovery Court Program Coordinator to complete screenings and intakes of new participants, implement program processes, and coordinate services; and

WHEREAS, the Family Recovery Court Coordinator position has been determined by the Ingham County Human Resources Department to be a ¾ time position with benefits and is a member of the OPEIU and funded for the duration of the grant ending September 30, 2020; and

WHEREAS, the grant award includes maintaining funding for two Special Part-Time Program Assistants to provide supervision, random substance use testing, and transportation of participants after traditional work hours and on weekends; and

WHEREAS, the Family Recovery Court Program Assistant position has been determined by the Ingham County Human Resources Department to be a Special Part-Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant ending September 30, 2020; and

WHEREAS, the Circuit Court Juvenile Division enters into several contracts for treatment, testing and assessments as part of funds received from the Michigan Drug Court Grant Program; and

WHEREAS, the acceptance of this award is recommended to the Ingham County Board of Commissioners in order to enhance the work of the Family Recovery Court.
DECEMBER 10, 2019 REGULAR MEETING

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant award from the Michigan Drug Court Grant Program to the Ingham County Circuit Court’s Family Recovery Court for the sum of $134,000.00 which includes continued employment of a ¾ FRC Coordinator that would be part of the OPEIU, with benefits, and continued employment of two grant funded Special Part-Time FRC Program Assistant positions, at a UAW B pay grade, without benefits, for the period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that a grant subcontract with Mid-Michigan Recovery Services (MMRS) is authorized to provide substance abuse assessments, cognitive behavioral therapy and groups, Trauma Recovery groups, individual sessions, peer recovery coach encounters, and clinical staff at team meetings; total costs are not to exceed $15,000.00 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with House Arrest Services (HAS), is authorized to provide substance use monitoring; total costs are not to exceed $5,000.00 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Michigan State University Psychology Clinic is authorized to provide trauma assessments; total costs are not to exceed $4,200.00 for the duration of this grant period.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2019 and 2020 Circuit Court Juvenile Division budget and Position Allocation List.

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

**LAW & COURTS:**  **Yea:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofe, Trubac, Schafer  
**Nays:** None  
**Absent:** None  
**Approved 12/05/2019**

**FINANCE:**  **Yea:** Grebner, Tennis, Crenshaw, Polsdofe, Schafer, Maiville  
**Nays:** None  
**Absent:** Morgan  
**Approved 12/04/2019**

Adopted as part of the consent agenda.
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING TRAINING-OF-TRAINERS FOR EFFECTIVE PRACTICES IN COMMUNITY SUPERVISION

RESOLUTION # 19 – 562

WHEREAS, the 30th Judicial Circuit Court Juvenile Division is committed to utilizing best practices in addressing juvenile delinquency and child abuse and neglect; and

WHEREAS, in pursuit of utilizing best practices all Juvenile Court Officers have been trained by the University of Cincinnati in the Effective Practices in Community Supervision model (EPICS); and

WHEREAS, the EPICS model strives to ensure juveniles and families are receiving a consistent message utilizing principles of effective intervention to community supervision practices; and

WHEREAS, the EPICS model is designed to use a combination of monitoring, referrals, and face-to-face interactions to provide juveniles and families with a sufficient “dosage” of treatment interventions, and make the best possible use of time to develop a collaborative working relationship; and

WHEREAS, the cost to have an individual locally trained in the EPICS model by the University of Cincinnati is $1,033.00; and

WHEREAS, the average cost to have an individual trained at the University of Cincinnati Corrections Institute is around $2,000.00; and

WHEREAS, the University of Cincinnati offers a Training-of-Trainees in the EPICS model; and

WHEREAS, the total price for a five person Training-of-Trainees for EPICS is $17,750.00, making the cost $3,550.00 per individual; and

WHEREAS, several new staff will need to be trained in the EPICS model; and

WHEREAS, it has been determined that having a Certified Trainer in EPICS is cost effective and efficient; and

WHEREAS, the University of Cincinnati will only train a minimum of five individuals per training; and

WHEREAS, the 30th Judicial Circuit Court Juvenile Division has partnered with the Juvenile Division from the 5th Judicial Circuit Court, 7th Judicial Circuit Court and 20th Judicial Circuit Court to have a minimum of five individuals for a training; and

WHEREAS, the University of Cincinnati requires one Court become the host for the training; and
WHEREAS, the 30th Judicial Circuit Court Juvenile Division has agreed to be the “host” court and will be reimbursed from the other participating courts based on the number of participants attending the training.

THEREFORE BE IT RESOLVED, that as a measure of best practice, cost efficiency and program effectiveness, the 30th Judicial Circuit Court Juvenile Division is authorized to act as a host organization with the University of Cincinnati to conduct a Training-of-Trainees for the EPICS model.

BE IT FURTHER RESOLVED, that the 30th Judicial Circuit Court Juvenile Division is authorized to enter into a contract with the University of Cincinnati for an EPICS Training-of-Trainees in an amount not to exceed $17,750.00 of which $3,550.00 will be for one 30th Judicial Circuit Court Juvenile Division employee to receive said training.

BE IT FURTHER RESOLVED, that the 30th Judicial Circuit Court Juvenile Division is authorized to enter into Memorandum of Understandings with participating courts to cover the remaining training costs.

BE IT FURTHER RESOLVED, that the participating courts will reimburse the 30th Judicial Circuit Court Juvenile Division according to the number of participants as follows: the 5th Judicial Circuit Court Family Division $7,100.00, 7th Judicial Circuit Court Family Division $3,550.00, 20th Judicial Circuit Court Juvenile Division $3,550.00.

BE IT FURTHER RESOLVED, that the Chairperson of Ingham County Board of Commissioners is authorized to sign Memorandums of Understanding with the 5th Judicial Circuit Court Juvenile Division, the 7th Judicial Circuit Court Juvenile Division, and the 20th Judicial Circuit Court Juvenile Division upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that after the Memorandums of Understanding for all participating Circuit Courts have been executed and returned to Ingham County, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents with the University of Cincinnati upon approval as to form by the County Attorney.

**LAW & COURTS:**  **Yea:**  Koenig, Slaughter, Celentino, Crenshaw, Polsdorfer, Trubac, Schafer  
**Nays:** None  **Absent:** None  **Approved 12/05/2019**

**FINANCE:**  **Yea:** Grebner, Tennis, Crenshaw, Polsdorfer, Schafer, Maiville  
**Nays:** None  **Absent:** Morgan  **Approved 12/04/2019**

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 50

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR NECESSARY MODIFICATIONS TO COMMUNICATION TOWERS OWNED BY SBA II LLC (LESLIE AND MASON TOWERS) FOR THE MPSCS/INGHAM COUNTY RADIO COMMUNICATIONS SYSTEM PROJECT

RESOLUTION #19 – 563

WHEREAS, the Ingham County Board of Commissioners has operated the Ingham County Public Safety Radio System since 2006, and continues to do so through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #18-550 authorized a contract with Motorola Solutions for the replacement of the Ingham County Public Safety Radio System to the Michigan Safety Communication System (MPSCS)/Motorola systems; and

WHEREAS, MPSCS, Ingham County 9-1-1, and Motorola have identified the communication towers and the estimated cost associated with structural modifications for the MPSCS/Ingham County Radio Communications System Project; and

WHEREAS, to avoid additional costs for project management from Motorola, Ingham County needs to issue purchase orders for structural modifications to two (2) tower sites owned by SBA II LLC; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of funds encumbered from the Motorola Lease Contract (approved in Resolution #18-550), and without additional cost to Ingham County above the funds already approved for the project, for the quoted costs for structural modifications to the following towers:

Leslie Tower  not to exceed $70,000.00
Mason Tower  $75,672.55

BE IT FURTHER RESOLVED, that the 9-1-1 Director is authorized to sign change orders with Motorola, provided that the change orders do not increase the total cost of the project as previously approved by Resolution #18-550.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract/purchase order documents consistent with this resolution and approved as to form by the County Attorney.
DECEMBER 10, 2019 REGULAR MEETING

LAW & COURTS: Yeas: Koenig, Slaughter, Celentino, Crenshaw, Polsdofe, Trubac, Schafer
Nays: None    Absent: None    Approved 12/05/2019

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofe, Schafer, Maiville
Nays: None    Absent: Morgan    Approved 12/04/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 51

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION FOR ACCEPTANCE OF THE CHILD AND PARENT LEGAL REPRESENTATION GRANT FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

RESOLUTION # 19 – 564

WHEREAS, on December 2, 2019, the Michigan Department of Health and Human Services informed the 30th Judicial Circuit Court Juvenile Division that they were awarded an allocation of $214,808.00 through the Child and Parent Legal Representation Grant for Fiscal Year 2020; and

WHEREAS, the allocation is based on anticipated Fiscal Year 2020 Appropriations for Michigan Department of Health and Human Services (MDHHS) and is subject to the availability of funds, MDHHS’s anticipated Appropriation Act for FY 2020, MDHHS approval, and State Administrative Board approval; and

WHEREAS, funds from the grant must be used to improve the legal representation of children and adults who have had neglect and abuse actions filed with the Court; and

WHEREAS, funds from the grant will be used to reimburse attorneys and Lawyers Guardian Ad Litem for specific trainings; and

WHEREAS, funds from the grant will be used to pay annually for the Lawyers Guardian Ad Litem to have access to web based legal research and court rules; and

WHEREAS, funds from the grant will be used to compensate court appointed attorneys to represent parents and children in vertical and collateral cases to create early permanency for the child; and

WHEREAS, funds from the grant will be used to recruitment of new attorneys through a Mentorship Program; and

WHEREAS, funds from the grant will be used to increase the reimbursement rate for Family Team Meetings and encourage participation in Foster Care Review Board proceedings by providing financial compensation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant award from the Michigan Department of Health and Human Services for the sum of $214,808.00

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2020 Circuit Court Juvenile Division budget.
DECEMBER 10, 2019 REGULAR MEETING

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.

LAW & COURTS:  Yeas:  Koenig, Slaughter, Celentino, Crenshaw, Polsdorfer, Trubac, Schafer
                  Nays:  None  Absent:  None  Approved 12/05/2019

FINANCE:  Yeas:  Grebner, Tennis, Crenshaw, Polsdorfer, Schafer, Maiville
            Nays:  None  Absent:  Morgan  Approved 12/04/2019

Adopted as part of the consent agenda.
Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION MAKING AN APPOINTMENT TO THE
INGHAM FAMILY CENTER ADVISORY BOARD

RESOLUTION #19 - 565

WHEREAS, several vacancies exist on the Ingham Family Center Advisory Board; and

WHEREAS, the Law & Courts Committee interviewed those interested in serving on the Board.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints

Jordan Harris-Gonzales, 1030 May Street, Lansing, 48910

to the Ingham Family Center Advisory Board, as a neighborhood representative, to a term expiring December 31, 2022.

LAW & COURTS:  Yeas:  Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac, Schafer

Nays: None  Absent: None  Approved 12/05/2019

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 53

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE ICEA PUBLIC HEALTH NURSES UNIT

RESOLUTION #19 - 566

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the ICEA Public Health Nurses Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the ICEA Public Health Nurses Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 20, Sick Leave, Section 7, regarding notice of sick leave use, and for 3) clarification of the effective date of eligibility for coverage and cost in Article 16, Health Insurance, Section 2 has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the ICEA Public Health Nurses Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.

Adopted as part of the consent agenda.
Introduced by Commissioners Slaughter, Trubac, Maiville, Naeyaert and Koenig of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPOINTING HEIDI WILLIAMS AS INGHAM COUNTY ANIMAL CONTROL DIRECTOR

RESOLUTION # 19 - 567

WHEREAS, the position of Animal Control Director was posted and advertised in accordance with Ingham County hiring procedures; and

WHEREAS, applicants were reviewed and screened and interviews were held by the Animal Control Director Search Committee; and

WHEREAS, the Animal Control Director Search Committee is recommending the selection of Heidi Williams as Animal Control Director for Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints Heidi Williams as Ingham County Animal Control Director effective December 23, 2019.

BE IT FURTHER RESOLVED, that Heidi Williams will be placed on the current salary schedule for the Animal Control Director at MCF-12, Step 2 ($77,040.98) with terms of employment and compensation as outlined in the Ingham County Managerial and Confidential Manual.

Adopted as part of the consent agenda.
DECEMBER 10, 2019 REGULAR MEETING

ADOPTED - DECEMBER 10, 2019
AGENDA ITEM NO. 55

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ANNUAL 2020 COMPENSATION FOR NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS

RESOLUTION # 19 - 568

WHEREAS, a 2 percent wage increase was recommended as part of the 2020 Managerial/Confidential Personnel Manual; and

WHEREAS, the Board wishes to increase the salary level for non-Judicial County-Wide Elected Officials by 2 percent for 2020 as well; and

WHEREAS, the Board of Commissioners hopes and expects that each of the County-Wide Officials abide by relevant County policies, including ethics, purchasing, diversity, and human resources.

THEREFORE BE IT RESOLVED, that the following Ingham County Non-Judicial Elected Officials: County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall be provided a 2020 salary as listed below:

<table>
<thead>
<tr>
<th>Elected Official</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Clerk</td>
<td>$94,483</td>
<td>96,373</td>
</tr>
<tr>
<td>Drain Commissioner</td>
<td>$88,320</td>
<td>90,086</td>
</tr>
<tr>
<td>Prosecuting Attorney</td>
<td>$136,064</td>
<td>138,785</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>$88,320</td>
<td>90,086</td>
</tr>
<tr>
<td>Sheriff</td>
<td>$127,434</td>
<td>129,983</td>
</tr>
<tr>
<td>Treasurer</td>
<td>$101,796</td>
<td>103,832</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the salary is contingent upon the elected official foregoing any per diem, fees, or payments to which the elected official may otherwise be entitled, including but not limited to Delinquent Tax Administration fees (Treasurer); fees from divorces involving minor children (Prosecutor); per diem for Elections Commission and Plat Board (Clerk, Register of Deeds, Treasurer); housing and clothing/cleaning allowance (Sheriff); Drainage Board meetings (Drain Commissioner).

BE IT FURTHER RESOLVED, non-Judicial County-Wide Elected Officials taking office after January 1, 2013 shall not be eligible for single retiree health insurance coverage until after they reach 60 years of age, subject to the scale based on years of service. Retirees that purchase dental and vision insurance at group rates and subsequently choose to discontinue the coverage, may not re-enroll.

BE IT FURTHER RESOLVED, these salaries are established on the expectation each elected official will perform services comparable to the hours worked by the County managers.
BE IT FURTHER RESOLVED, that the County of Ingham shall pay the annual Michigan Bar Dues for the Prosecuting Attorney.

Adopted as part of the consent agenda.
SPECIAL ORDERS OF THE DAY

None.

PUBLIC COMMENT

Richard Smith stated that he had been working at the museum that is in East Lansing not far from Frandor, and that people came in and they talked about what they do. He further stated that when the Commissioners are out on the road, to be careful driving on the freeway.

Mr. Smith stated that people were coming in for the holidays and that he hoped that the Commissioners were safe and stayed home if they could to stay with their families and their kids. He further stated that he would be very proud of that.

COMMISSIONER ANNOUNCEMENTS

Commissioner Maiville stated that he would like to thank Chairperson Crenshaw, Vice Chair Sebolt and Vice Chair Pro Tem Naeyaert for your leadership and for our staff and all the work they do throughout the year.

Commissioner Schafer stated that he wished to extend his congratulations to his alma mater Pewamo Westphalia. He further stated that from 2019 – 20 they have won 5 state titles: Boys and Girls Basketball, Girls Track, Cheerleading, and, three out of the last four years, have won the state championship in football.

Commissioner Schafer stated that he was intrigued because it was a school of 335 people, but there were nearly 5,500 people in the stands and that he was impressed by the family support for youth and that he extended his congratulations.

Commissioner Sebolt stated that he wanted to thank Chairperson Crenshaw for the past year as Chair and appreciated his support. He further stated that he was disappointed that Chairperson Crenshaw didn’t miss a meeting or two, so that he could be acting Chairperson.

Commissioner Naeyaert stated that she also wanted to thank Chairperson Crenshaw and Vice Chair Sebolt for their leadership and their desire to work with the full board. She further stated that it has done great things for the Commission and that she was even more disappointed than Vice Chair Sebolt, that neither Chairperson Crenshaw nor Vice Chair Sebolt had missed a meeting.

Discussion

Chairperson Crenshaw stated that he wanted to thank the whole Board of Commissioners this year. He further stated that they had a heavy lift with lots of millages and they were diligent to make sure that they had the right amount and the right timing.

Chairperson Crenshaw stated that he could not thank Becky Bennett, Board of Commissioners Office Director, enough and that she was the best board director in the state of Michigan. He further stated that she made the Board of Commissioners’ positions easier and they were thankful to have her here for many years.
Chairperson Crenshaw stated that he also wanted to thank Clerk Byrum, as she was key in the Board of Commissioners’ work. He further stated that he wanted to say thank you to she and her staff, because they had to staff the committee meetings, as well, and stated that the minutes had been great for the past few years.

Commissioner Koenig stated that she wished to thank the employees of Ingham County. She further stated that the Commission doesn’t get to honor them very much but they were out there doing the best they can every day and she wanted to thank them all the time.

Chairperson Crenshaw stated that the Capital Area Hispanic Community Representatives would have their Christmas symposium on Thursday, December 19th starting at 5:30 at VFW 701 on Rosemary Street, which was in Commissioner Celentino’s district. He further stated that he would send out further detail to everyone and that the Board of Commissioners passed a resolution congratulating them on their 30th year of having this event.

CONSIDERATION AND ALLOWANCE OF CLAIMS

Commissioner Morgan moved to pay the claims in the amount of $2,739,367.01. Commissioner Maiville supported the motion.

The motion carried unanimously. Absent: Commissioner Tennis.

ADJOURNMENT

The meeting was adjourned at 7:31 p.m.

BARB BYRUM, CLERK OF THE BOARD